

**PERALTA COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees Agenda Report**  
**For the Trustee Meeting Date of February 10, 2009**

**ITEM # 21**

**ITEM TITLE:** *(Please define the subject; e.g., change order – Berkeley City College)*

Request approval of Independent Contractor Agreement extension for **Sarah Dolph** to render consulting services Center for International Trade Development (CITD).

Presenter: Jose Duenas/Associate Vice Chancellor Jacob Ng

**SPECIFIC BOARD ACTION REQUESTED:**

**ITEM SUMMARY:** *(PLEASE DISCUSS THIS ITEM)*

Request approval of Independent Contractor Agreement extension for **Sarah Dolph** to render consulting services Center for International Trade Development (CITD). The amount to be approved shall not exceed \$30,400. The prior contract amount for \$24,600 brings the total contract amount to \$55,000 that also will cover out of pocket expenses. Any new contracts submitted in the future will need approval regardless of the amount. It is anticipated this will cover expenses for the entire fiscal year 2008-09. The Chancellor recommends approval.

**Scope of Work:**

- Provide management support for the operation of the CITD and related programs
- Provide international technical information to EBCITD clients, and partner agencies, regarding relevant trade issues and agreements, business protocol, and other factors which affect international business transactions. Refer EBCITD clients to appropriate agencies and specialists, as needed, to assist them in obtaining specialized services to complete international transactions.
- Provide market research and assistance with import/export documentation to CITD clients
- Represent the EBCITD at meetings
- Liaison between the CITD Agricultural HUB and the EBCITD
- Assist with the reporting requirements and tracking systems associated with the EBCITD
- Assist with the execution of programs designed to brand, promote and market the services and programs of the EBCITD.
- Oversee the Internship programs
- Manage the web site programs
- Assist with Execution of all EBCITD trade and educational initiatives
- Coordinate trade events for example seminars, conferences, trade shows, trade missions
- Assist with establishing and maintaining relationships with foreign and internationally-focused organizations located in the Greater Bay Area

**ALTERNATIVES/OPTIONS:**

**EVALUATION AND RECOMMENDED ACTION:**

**OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):**

YES \_\_\_\_\_ NO \_\_\_\_\_

**COMMENTS:**

**DID A BOARD STANDING COMMITTEE APPROVE THE ITEM?** YES \_\_\_\_\_ NO  X

**IF "YES", PLEASE INCLUDE THAT INFORMATION IN YOUR SUMMARY.**

**PLEASE ACQUIRE SIGNATURES IN THIS ORDER:**

**DOCUMENT PREPARED BY:**

Prepared by: Carmen N. Fairley *Carmen N. Fairley* Date: 2/6/09  
[Enter Your Name and Title of Individual]

**DOCUMENT PRESENTED BY:**

Prepared by: *[Signature]* Date: 2/6/09  
[Enter Name of College President or Vice-Chancellor or Manager,  
and Title of Individual]

**FINANCE DEPARTMENT REVIEW**

Finance review required  Finance review *not* required

If Finance review is required, determination is:  Approved  Not Approved

If not approved, please give reason: \_\_\_\_\_

Signature: *Thomas Smith* Date: 2/6/09  
Thomas Smith, Vice Chancellor for Finance and Administration

**GENERAL COUNSEL (Legality and Format/adherence to Education Codes):**

Legal review required  Legal review *not* required

If Legal review is required, determination is:  Approved  Not Approved

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Thuy T. Nguyen, General Counsel

**CHANCELLOR'S OFFICE APPROVAL**

Approved, and Place on Agenda  Not Approved, but Place on Agenda

Signature: *Ethhu Harris* Date: 2/6/09  
Ethhu Harris, Chancellor