

**PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of April 27, 2010**

ITEM # 7

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

Contract for Community College Search Services (CCSS) for a comprehensive search for the Chancellor position.

SPECIFIC BOARD ACTION REQUESTED:

Consider approval for the Community College Search Services (CCSS) contract for a comprehensive search for the Chancellor position.

ITEM SUMMARY: *(PLEASE DISCUSS THIS ITEM)*

The service fee for conducting a comprehensive search for the Chancellor of the Peralta Community College District position is \$28,000, including all CCSS' expenses in conducting the search. (The contract is attached.)

BACKGROUND/ANALYSIS:

ALTERNATIVES/OPTIONS:

EVALUATION AND RECOMMENDED ACTION:

SOURCE OF VERIFIED FUNDS AND BUDGET CODE (AND FISCAL/BUDGETARY IMPACT):

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

YES _____ No XX

COMMENTS:

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? TRUSTEE GUILLÉN

DID A BOARD STANDING COMMITTEE RECOMMEND THE ITEM? YES _____ No X

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

(****Board contract approval is subject to negotiation and execution by the Chancellor.)

DOCUMENT PREPARED BY:

Prepared by: _____ Date: _____

DOCUMENT PRESENTED AND APPROVED BY:

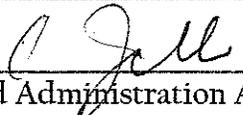
Presented and approved by: _____ Date: _____

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:  Date: 4/22/10
Finance and Administration Approval

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

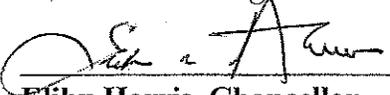
Legal review required Legal review *not* required

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:  Date: 4/22/10
Elihu Harris, Chancellor

AGREEMENT
Between
Peralta Community College District
And
Community College Search Services

Community College Search Services (CCSS) agrees to assist the Board of Trustees of the Peralta Community College District in the comprehensive search for the position of Chancellor of the Peralta Community College District. CCSS will select and assign the appropriate search consultant(s) and provide other in-house expertise as needed to accomplish this mission.

Services/Fee Structure

Our service fee for conducting a comprehensive search for the Chancellor of the Peralta Community College District position is \$28,000 including all CCSS' expenses in conducting the search.

The fee includes all of CCSS' expenses for the following:

- All visits to the District including all travel expenses (up to twelve days and six visits excluding initial consultation). However, the cost of additional site visits would be for expenses only within the twelve-day parameter.
- Software and assistance for the national mailing;
- CCSS target mailing of the brochure to key candidates in our database;
- Telephone and mailing expenses for recruiting candidates;
- Communicating with the Board of Trustees or designees, search committee, candidates, district liaison and other staff as required;
- Development of search process materials for the search;
- Comprehensive reference reports for up to four finalists.

If the process established by the District requires additional workdays by the CCSS consultant (more than twelve), the charge would be \$1000/day including expenses. The charge for additional reference reports (more than four) would be \$1000 each.

Expenses not included in the CCSS fee are as follows:

- Profile brochure printing;
- Candidate travel;
- All position advertisements;
- Search committee incidentals;
- Search Team visits to candidate institutions.

Either party may cancel this agreement with a 30 day written notice to the other party. If instituted, the District would reimburse only those charges incurred by CCSS on behalf of the Peralta Community College District up to that point in time.

Fee is to be paid in two increments as follows: The first increment of \$14,000 to be billed on July 1st, 2010 and the second increment of \$14,000 plus any remaining balance upon completion of all services.

Elihu Harris, Chancellor
Peralta Community College District

Al Fernandez, Ph.D.
Community College Search Services

Date _____

Date _____