

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

ITEM # 22

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

Consider approval of independent contract (#16131 attached), July 1 to December 30, 2010, for James Grivich, continual assisting the District's fiscal advisor, Tom Henry, and the District's administration with fiscal recovery not to exceed \$75,000.00. All Board recommended contracts are subject to negotiation and execution by the Chancellor. The Chancellor recommends approval.

**SPECIFIC BOARD ACTION REQUESTED:**

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

Mr. Grivich will continue to work under the District's fiscal advisor, Tom Henry, and the District's administration to assist the District with fiscal recovery in a number of areas listed below:

- Determine causes of data errors and recommend changes in computer system processing and/or business procedures to correct the errors.
- Determine missing or incorrect interfaces between computer system modules and recommend appropriate adjustments.
- Establish a method to provide auditors requested documents.
- Produce an expenditure variance report for fiscal 2009-10, budget compared to actual, by major object code.
- Develop a board approvable 2009-10 budget.
- Address ACCJC/accreditation issues:
- Train staff
- Develop effective business procedures and practices.

**BACKGROUND/ANALYSIS:**

**ALTERNATIVES/OPTIONS:**

**EVALUATION AND RECOMMENDED ACTION:**

**SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):**

GENERAL FUND, CHANCELLOR'S BUDGET

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

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

**COMMENTS:**

**WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?**

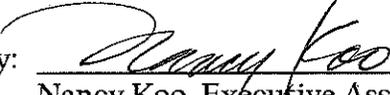
CHANCELLOR HARRIS

**DID A BOARD STANDING COMMITTEE RECOMMEND 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:  Date: 5/26/10  
Nancy Koo, Executive Assistant, Chancellor's Office

**DOCUMENT PRESENTED BY:**

Presented by: \_\_\_\_\_ Chancellor Elihu Harris \_\_\_\_\_ 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: \_\_\_\_\_  
Vice Chancellor for Finance and Administration

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

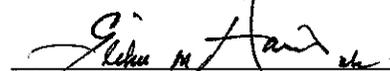
\_\_\_\_\_ Legal review required, \_\_\_\_\_ 0 Legal review *not* required

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: 6-8-10  
Elihu Harris, Chancellor

## Resume

James A. Grivich  
1227 E Service Ave  
West Covina CA 91790-3839  
(626) 919-5206  
jagrivich@earthlink.net

## Accomplishments

- Recovery** As the interim Chief Business Officer and as a Consultant for Compton Community College District, helped the district recover from a "going concern" to an "unqualified" financial audit. Also, improved the FCMAT fiscal standards score from "planned"(2) to "engaged in implementation"(5).
- Policy and Procedure** As a consultant for the Los Angeles Community Colleges, developed and implemented new human resources policies and procedures to institutionalize department based administrative systems. Performance criteria and accountability were established for every step of the process.
- Systems Development** As the Los Angeles Community Colleges Project Manager for the SAP HR implementation and the Payroll Improvement Project, dramatically improved the timeliness and accuracy of human resources and payroll by revamping administrative policies, procedures and technology used for human resources and payroll administration.
- Employee Benefits** As the Los Angeles Community Colleges Chief Negotiator for employee benefits with all unions, over a period of six years, obtained the trust and cooperation of labor leaders resulting in benefit program changes saving six million dollars annually.
- Instruction** As a Vice-President of Academic Affairs, led the development of a new instructional paradigm for remedial English. Remedial English was transformed from a traditional classroom lecture and textbook instructional modality to a learning skills laboratory focused on instructor guided individualized software. Dramatic improvement in the retention rate and progress of remedial students resulted.
- Administration** As a Vice-President of Administration, championed the redesign of administrative policies, procedures and technology based on department, rather than central office, responsibility, authority, and accountability. The concepts originally only implemented at one college, were ultimately implemented district wide in the roles of Associate Vice Chancellor and Consultant.

## Education

Master of Public Administration, University of Southern California, 1971.  
Bachelor of Arts, Political Science; Santa Clara University, 1968.

## Professional Experience

Dec.. 2008 to Chief Business Officer/Consultant (retiree)  
Jan, 2010 Compton Community College District

Developed and implemented new district policies, regulations and procedures to restore business processes and create an effective financial system. Eliminated a structural \$2,000,000 deficit of several years standing. Working with the Special Trustee, the CEO, the cabinet and shared governance groups, helped restore basic functionality for by developing new policies and regulations for all departments.

Jan. 2005 to Associate Vice-Chancellor (retiree consultant)  
June 2008 Los Angeles Community Colleges

Rewrote district policies and procedures to improve compliance, timeliness, accuracy and efficacy of human resources processes. Worked with the Human Resources Council of Presidents and Vice-Presidents to ensure that implementation was appropriate. Trained staff, developed reporting mechanisms, evaluated performance, and adjusted policies and procedures when warranted.

July 2000 to Associate Vice-Chancellor  
Dec. 2005 Los Angeles Community Colleges

Project Manager for SAP HR systems implementation. Also, District Chief Negotiator with all unions for employee benefits.

July 1998 to Vice-President, Academic Affairs  
June 2000 Los Angeles Trade-Technical College

Administered the college's instructional program. Provided leadership to the development of new instructional programs and modalities such as learning skills. Led the installation of ten computer-based instructional software laboratories tailored to each of the major vocational departments.

March 1997 Assistant to the Chancellor  
June 1998 Los Angeles Community Colleges

Conducted a business renewal study of the District in order to transform administrative processes into an integrated system. Made recommendations to the Chancellor and The Board of Trustees to improve the delivery of services.

July 1983 Vice-President, Administration  
March 1997 Los Angeles Trade-Technical College

Administered the college business services and student services programs. Functions included budget, fiscal administration, information technology, police, personnel, payroll, facilities planning and maintenance, bookstore, food services, student discipline, athletics, child care, employee relations, counseling, admissions and records, matriculation, financial aid, EOPS, and student activities.