

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of October 12, 2010

ITEM #

ITEM TITLE: Request approval to increase the contract for Paula Groves from \$25,000 to \$98,000 through June 30, 2011. Ms. Groves will provide consulting services to the Alameda County Small Business Development Center ("ACSBDC"). This is a categorically funded project.

SPECIFIC BOARD ACTION REQUESTED:

Approve an increase in the Independent Contractor Agreement for Paula Groves to render consulting services to the Alameda County Small Business Development Center ("ACSBDC") in the amount of \$73,000 subject to the availability of ACSBDC funding. The currently approved amount is \$25,000 (of which \$24,392 has been spent). With the increase, Ms. Groves' contract will be approved for a total amount up to \$98,000 through June 30, 2011. The ACSBDC is a categorically funded program and there will be no budgetary impact to Peralta as a result of the requested action.

ITEM SUMMARY:

Approve an increase in the Independent Contractor Agreement for Paula Groves in the amount of \$73,000 subject to the availability of funds. The currently approved amount is \$25,000 (of which 24,392 has been spent). With the increase, Ms. Groves' contract will be approved for a total amount up to \$98,000 through June 30, 2011. Ms. Groves' Scope of Work includes:

- Assisting ACSBDC clients (startups and existing businesses) to achieve economic impact in the Alameda County service area.
- Assisting with promoting and marketing the ACSBDC's programs.
- Representing the ACSBDC at key government and non-government events and meetings as requested.
- Interfacing with clients and pre-clients to assess client needs; refer to classes and other resource and assign work to other ACSBDC Business Advisors.
- Completing reporting on the ACSBDC's Webcats reporting system on a timely basis and within any predetermined cutoffs.
- Assisting with the implementation of ACSBDC workshops, seminars and conferences.

BACKGROUND/ANALYSIS:

Funding for the ACSBDC comes from a sub-contract between the Northern California SBDC Lead Center ("NorCal") and the Peralta Community College District (with funding for this sub-contract made available via a contract between the US Small Business Administration and NorCal), grants from the California Community Colleges Chancellor's Office, and funding from local area businesses and cities. The current sub-contract with Norcal runs through December 31, 2010 with a renewal expected for calendar year 2011.

ALTERNATIVES/OPTIONS:

Ms. Groves is the key Independent Contractor working with the ACSBDC, having worked with the ACSBDC and its predecessor, the East Bay SBDC, since 2006. She brings a combination of education, experience and skills that would be extremely difficult to replace. Ms. Groves has a BA Economics from Stanford and a MBA from Harvard, is an experienced venture capitalist and, through the SBDC and a variety of volunteer efforts, is extremely involved in the local business community. She delivers the

ACSBDC's capital training programs, coordinates many other training programs and is the primary resource for ACSBDC clients seeking funding. She is the key ACSBDC resource working with clients attempting to commercialize new technologies. Most recently, she has developed a "pitch preparation" class for the Northern Silicon Valley Partnership. She volunteers as a business plan judge and advisor for ASTIA, a community of experts committed to building women leaders and accelerating the funding and growth of high-potential, high-growth, women-led startups. Further, she is a member of the Mayor's Finance Task Force in Oakland. In all of these activities she is an extremely valuable representative for the ACSBDC and Peralta Community College District. Additionally, having worked with the SBDC since 2006, Ms. Groves is skilled in its policies, procedures and administrative systems (as well as organization and personnel), knowledge that would take a replacement a significant time to acquire. Ms. Groves work has made a significant contribution to the success of the ACSBDC and it would be extremely difficult to find someone with her experience, range of skills, commitment and community involvement.

EVALUATION AND RECOMMENDED ACTION:

Any contract approval is subject to negotiation and execution by the Chancellor. The Chancellor recommends approval.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

This item is funded through the ACSBDC budget. The ACSBDC is currently funded through December 31, 2010 with funding expected to continue at least through calendar year 2011. This exact amount of this increase up to the requested amount of \$73,000 (\$98,000 total) is subject to the continued availability of funding for the ACSBDC. The ACSBDC is a categorically funded program and there will be no budgetary impact to Peralta as a result of the requested action.

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

YES _____ NO X

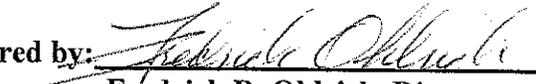
COMMENTS:

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? Jacob Ng, Vice Chancellor, Student Services

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

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

DOCUMENT PREPARED BY:

Prepared by: 
Fredrick D. Ohlrich, Director

Date: October 4, 2010

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: 
Jacob Ng, Vice Chancellor, Student Services

Date: October 4, 2010

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: _____
Ronald Gerhard, 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: _____ Date: _____
Wise Allen, Chancellor

