

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of June 28, 2011

ITEM # 17

ITEM TITLE:

Contract extension for The ELS Group, LCC

SPECIFIC BOARD ACTION REQUESTED:

Consider approval of the extension of the Independent Contractor Agreement with The ELS Group, LCC for professional consultation services of George Kozitza in the Laney College Business Office.

ITEM SUMMARY: (PLEASE DISCUSS THIS ITEM)

Consider Approval for Contracted Services with the ELS Group LLC
Presenter: President Webb

Consider Approval for Contracted Services with the ELS Group LLC, George Kozitza consultant, from July 1, 2011 through December 30, 2011 at a rate not to exceed \$11,500 per month. Contract services includes strategic planning for fiscal solvency and operational efficiency; analyses of business operations as part of documenting progress in advancing the Laney College Educational Master Plan agenda; completion of institutional protocols; role out of the College standard operating procedures to the College community; assist planning for the operation needs of Laney College as well as insuring adherence to applicable statutes, regulations and internal accounting, purchasing, payroll, fiscal, and facilities reporting policies and procedures; and review and make recommendations regarding the work of the Division related to capital improvement projects, facilities maintenance and operations and leased facilities to assure optimum utility. Specific tasks includes:

1. Recommending system for the establishment and monitoring of Trust Accounts, and assess and recommend an investment plan for idle funds in Trust Accounts
2. Recommending budget development procedures and calendar for FY 13
3. Completing mid- year Financial Report
4. Seeking out to develop special revenue generating MOUs
5. Assessing employee evaluation effectiveness for Administrative Services
6. Recommending a revised financial reporting document for managers
7. Completing revision of Laney's Emergency Response and Disaster Plan
8. Building the program development fund infrastructure that will facilitate the College's pursuit of significant donations of funds to augment the State funding of essential educational programs that are prioritized in the Laney College Educational Master Plan
9. Revising operating protocols in key service areas including telecommunications and copy center.
10. Developing a project planning checklist for major construction projects

BACKGROUND/ANALYSIS:

ALTERNATIVES/OPTIONS:

EVALUATION AND RECOMMENDED ACTION:

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

5-01-531-5105-1-672000-0000-00 ... The source of funds to pay for this contract would be Laney College General Funds, Cost Center 531 (50% from salary budget for vacant staff support positions), and the balance of 50% of funds from revenue generated from rental of facilities.

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

YES _____ No X

COMMENTS:

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?

Laney College President, Dr. Elnora T. Webb

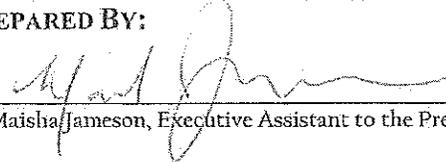
DID A BOARD STANDING COMMITTEE RECOMMEND THE ITEM? YES _____ NO X

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

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

PLEASE ACQUIRE SIGNATURES IN THIS ORDER:

DOCUMENT PREPARED BY:

Prepared by: 
Maisha Jameson, Executive Assistant to the President

Date: 06/13/11

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: 
Elnora Webb, President

Date: 06/13/11

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: Ron Gerhard electronically by VR
Finance and Administration Approval

Date: 6/27/11

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

Legal review required Legal review not required

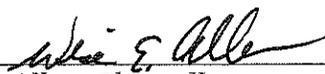
If Legal review is required, determination is: Approved Not Approved

Signature: _____
Thuy T. Nguyen, General Counsel

Date: _____

CHANCELLOR'S OFFICE APPROVAL

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

Signature: 
Wise Allen, Chancellor

Date: 6/23/11