

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

ITEM # 18

**ITEM TITLE:**

Contract for The ELS Group, LCC

**SPECIFIC BOARD ACTION REQUESTED:**

Consider approval of the Independent Contractor Agreement with The ELS Group, LCC for professional consultation services of Eleanor Liu in the Laney College Offices of the President and Academic and Student Affairs.

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

Consider approval of an Independent Contractor Agreement with The ELS Group, LCC for professional consultation services of Eleanor Liu within the Offices of the President and Academic and Student Affairs. The amount to be approved shall not exceed \$52,800 through June 30, 2012. The monthly fee for consulting services shall be \$4,400. Contracting services will include the following:

1. Guide in the development of reports, courses and program approvals submitted to the State of California
2. Guide the development of the class schedule
3. Guide the development of the catalog
4. Train in the area of personnel action forms, faculty work load and leave banking assignments
5. Train on the local maintenance of course outlines in CurricuNet
6. Consult with Curriculum Chair on Title V and Ed Code regulations
7. Provide training to the Academic Support Staff on proper applications of the codes and regulations as well as effective practices as applied to the curriculum development and approval process
8. Completion of an operational manual (standard operating procedures) for the Academic affairs unit of Laney College

Please see the attached contract for detailed scope work.

**BACKGROUND/ANALYSIS:**

**ALTERNATIVES/OPTIONS:**

**EVALUATION AND RECOMMENDED ACTION:**

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

5-01-551-5105-1-601100-0000-00. The source of funds to pay for this contract would be Laney College General Funds, Cost Center 551 (Laney College Office of Instruction).

**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

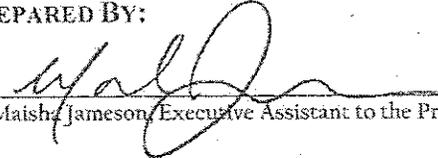
DID A BOARD STANDING COMMITTEE RECOMMEND THE ITEM? YES \_\_\_\_\_ NO X

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

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

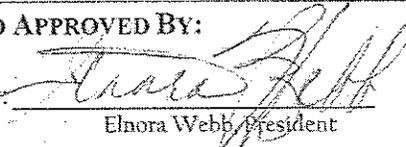
PLEASE ACQUIRE SIGNATURES IN THIS ORDER:

DOCUMENT PREPARED BY:

Prepared by:   
Maisha Jameson/Executive Assistant to the President

Date: 06/20/11

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by:   
Elnora Webb/President

Date: 06/20/11

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: \_\_\_\_\_ Date: \_\_\_\_\_  
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: 6/23/11  
Wise Allen, Chancellor