

**PERALTA COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees Agenda Report**  
**For the Trustee Meeting Date of September 13, 2011**

**ITEM # 32**

**ITEM TITLE:**

Contract extension for The ELS Group, LCC

**SPECIFIC BOARD ACTION REQUESTED:**

Consider revision of scope of work for Independent Contractor Agreement extension with The ELS Group, LCC for professional consultation services of George Kozitza at Laney College. This contract and scope of work revises what was previously submitted for Board approval at the June 28, 2011 Board Meeting.

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

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.

**SCOPE OF WORK**

Contract services include:

1. Identifying practices and work tasks that can be eliminated to improve efficiency and overload issues in the newly restructured administrative structure consisting of one less vice president, two less deans and over fifty staff vacancies within the integrated instruction and student services design—academic and student affairs;
2. Carrying out the steps necessary to allow the college to build its program development fund and endowment campaign fund;
3. Drafting the text for the collateral materials on Laney's signature initiatives for use in fundraising campaigns;
4. Developing special revenue generating memorandums of understanding;
5. Rolling out the new Laney College standard operating procedures; and
6. Other duties as assigned.

All Board approved contract are subject to negotiation and execution by the Chancellor. The Chancellor recommends approval.

**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

**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: 08/25/11

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Elnora Webb electronically by vr  
Elnora Webb, President

Date: 08/25/11 9/8/11

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: 9/8/11

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  
Wise Allen, Chancellor

Date: 9/8/11