

PERALTA COMMUNITY COLLEGE DISTRICT Item No. 47
Board of Trustees Agenda Report
For the Trustee Meeting Date of January 24, 2012

ITEM TITLE: Request Board Authorization to Enter a Contracted Services Agreement with The ELS Group LLC

Consider Approval of Office of the President, Laney College, to retain the services of Mr. George Kozitza as a consultant to the Laney College Business Office through The ELS Group LLC.

BOARD ACTION REQUESTED: District administration requests Board authorization to enter a Contracted Services Agreement with the ELS Group LLC to utilize the professional and technical services of George Kozitza as a consultant beginning December 30, 2011 through June 30, 2012, or until the position of Business & Administrative Services Manager is filled on a regular basis (whichever occurs first). The contracted services will be at a rate of \$11,500 per month or \$69,000 for Fiscal Year 2011-12.

ITEM SUMMARY: Contracted services includes business operations; fiscal solvency and budget development; development of periodic budget reports; and financial projections; assist planning for the operational needs of Laney College as well as 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 department related to facilities maintenance and operations and leased facilities to assure optimum utility.

BACKGROUND/ANALYSIS: Not Applicable

ALTERNATIVES/OPTIONS: Not Applicable

EVALUATION AND RECOMMENDED ACTION:

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT): The source of funds to accommodate the contract would be from Cost Center 531 (Laney College Business Office). The cost of hiring a consultant would substantially save the District in costs associated with PERS contributions and other payroll contributions.

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

YES _____ NO _____ X _____

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?

Trudy Largent, J.D., Vice Chancellor for Human Resources

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

