

**PERALTA COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees Agenda Report**  
**For the Trustee Meeting Date of February 14, 2012**

**ITEM # 15**

**ITEM TITLE:**

Consulting Contract Amendment for Lin Marlick (Vendor ID #728397)

**SPECIFIC BOARD ACTION REQUESTED:**

Consider approval of amending the Independent Consulting Contractor Agreement (#11860) with Lin Marlick for professional grant consultation services.

**ITEM SUMMARY:**

Consider approval of amending a six month Independent Contractor Agreement with Lin Marlick for professional grant consultation services for the PCCD Office of Educational Services and Merritt College.

Amend ICC from \$24,500 to \$37,000. The amount to be approved shall not exceed \$37,000 and the contract will expire on June 30, 2012. Please see below for a summary of the scope of work.

**SOURCE OF FUNDS:**

Funded through various grants/grants overhead

**BACKGROUND/ANALYSIS:**

Ms. Marlick's background as the Dean of Workforce Development as well as the Grant Manager in the Community College setting affords her specialized experience for consulting on grants.

**DELIVERABLES AND SCOPE OF WORK:**

Peralta Community College District and Lin Marelick have agreed on the following scope of work as it applies to the Office of Educational Services and under the supervision of Dr. Debbie Budd.

1. Review and make recommendations for systems improvements on grant funded projects as appropriate.
2. Provide expertise in the areas of project planning and organizing, and with functions and services, including budget development and monitoring for grants awarded to all colleges in the District as appropriate.
  - a. Track program objectives according to timelines established in the grants.
  - b. Implement strategies and make recommendations for the oversight of systems for management control, record keeping, client tracking, reporting, and other functions to manage the changing resources and responsibilities of various grant programs.
  - c. Work with external and internal groups to establish effective working relations with Peralta grant programs as appropriate.

3. Assist colleges in the development of contextualized learning programs and initiatives that are included in their grant objectives (as assigned).
  - a. Coach faculty through the implementation of contextualized curriculum and contextualized program development.
4. Assist the Vice Chancellor of Educational Services with the oversight of grant awards as assigned.

**ANTICIPATED COMPLETION DATE:**

June 30, 2012

**ALTERNATIVES/OPTIONS:**

None

**EVALUATION AND RECOMMENDED 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?**

Debbie Budd, Vice Chancellor of Educational Services

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

**DOCUMENT PREPARED BY:**

Prepared by: George Herring  
[George Herring, President, Merritt College]

Date: 2-6-12

**DOCUMENT PRESENTED AND APPROVED BY:**

Presented and approved by: Debbie Budd  
[Debbie Budd, Vice Chancellor Educational Services]

Date: 2-2-2012

**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  
Ron Gerhard, Vice Chancellor of Finance

Date: 2-8-12

**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

\_\_\_\_\_  
General Counsel

Date: \_\_\_\_\_

**CHANCELLOR'S OFFICE APPROVAL**

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

Signature: Wise E. Allen  
Wise E. Allen, Chancellor

Date: 2-7-12