

**PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of March 12, 2013**

ITEM TITLE: Consider approval of a contract between The ESL Group and the District for the Interim Services of Joseph Bissell the Interim Business and Administrative Services Manager for Laney College.

SPECIFIC BOARD ACTION REQUESTED: The District requests the Board to approve an agreement between The ESL Group and the Peralta Community College District for the interim services of Joseph Bissell as the Interim Business and Administrative Services Manager of Laney College. This interim appointment shall be for the period commencing March 4, 2013 (changed from March 13) through June 30, 2013, while the District is recruiting for a new Business and Administrative Services Manager for Laney College. The consultant services fee for Mr. Bissell will be \$10,000 per month, and the retainer fee for The ESL Group will be \$1,000 per month over the term of the agreement. The Chancellor recommends approval.

ITEM SUMMARY: Effective March 4, 2013, the District entered into an agreement with The ESL Group to provide a consultant, Mr. Joseph Bissell, to serve as an Interim Business and Administrative Services Manager at Laney College while the District is currently recruiting for a new Business and Administrative Services Manager.

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

BACKGROUND/ANALYSIS:

DELIVERABLES AND SCOPE OF WORK: SEE CONTRACT ATTACHED

ANTICIPATED COMPLETION DATE: The contract with The ESL Group will conclude on June 30, 2013.

ALTERNATIVES/OPTIONS: N/A

EVALUATION AND RECOMMENDED ACTION: The Chancellor recommends approval.

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

YES _____ NO X

COMMENTS:

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? (VICE CHANCELLOR)

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

DOCUMENT PREPARED BY:

Prepared by: Trudy Largent Date: 03/06/13
[Trudy Largent, J.D., Vice Chancellor for Human Resources & Employee Relations]

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Trudy Largent Date: 3-6-13
[Trudy Largent, J.D., Vice Chancellor for Human Resources]

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 Date: 3-8-13
Ron Gerhard, Chief Financial Officer

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: _____
General Counsel

CHANCELLOR'S OFFICE APPROVAL

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

Signature: José M. Ortiz Date: 3-5-13
José M. Ortiz, Chancellor