



March 6, 2013

MEMORANDUM

TO: José Ortiz, Ed.D., Chancellor

FROM: Elnora Webb, Ph.D., President

SUBJECT: Recommendation for hire of the Laney College Interim Business Manager

After much consideration and due diligence, I am recommending the temporary consultant hire of Mr. Joseph Bissell to the position of Interim Business Manager of Laney College. The justification supporting my recommendation is outlined below.

From all of the evidence revealed in his resume, my interview of him and the reference checks I made, Mr. Bissell possesses the extensive experience and knowledge necessary to succeed in this position and lead our Business Services unit. Laney College and the Peralta Community College District will benefit from his leadership skills, engaged management style, and dedication to the students of community colleges in general. Joe's educational and professional strengths are noted below.

Education Background:

- A.A. Degree, Accounting, Ferris State College
- B.S. Degree, Accounting, Ferris State College
- M.A. Degree, Education Administration, Central Michigan University

Experience/Professional Background:

- Extensive experience working within the upper management/Administration of both 4-year Universities and Community Colleges
- Extensive experience serving as the Fiscal/Administrative and Business Services lead (Vice President level) within institutions of higher education
- Experience working at the President/Superintendent level within a Community College
- Over forty years of Administrative and Fiscal related (accounting and controller experience) within institutions of higher education
- Articulates a clear understanding of financial priorities while working within budget constraints

Mr. Bissell has been selected because of his strengths critical to this position. He will serve Laney College well as the Interim Business Manager for Laney College.

My recommendation for appointment is as follows:

Start Date: March 4, 2013

Salary Recommendation: \$10,000/month salary paid to Consultant Joseph Bissell
\$1,000/month paid to The ELS Group for the Consultant Fee

cc: Trudy Largent J.D., Vice Chancellor for Human Resources
David Betts S.P.H.R, Director of Human Resources

Submitted by: Elnora Webb, Ph.D., College President
Date of Submission to HR: March 6, 2013

/MJ

Resume
January, 2011
Joseph G. Bissell

EDUCATION

Master of Arts in Educational Administration, Central Michigan University, 1980
Bachelor of Science in Accounting, Ferris State College, 1971
Associate of Arts in Accounting, Ferris State College, 1968

PROFESSIONAL HISTORY

Monterey Peninsula College District

*Vice President for Administrative Services – February 2001 to September 2011
(retired)*

Senior administrative assignment, responsible for administration of the major support services of the college including fiscal services, purchasing, information systems, risk management, human resources/affirmative action, collective bargaining, campus safety, security, and plant services.

Lassen Community College District

Dean of Administrative Services – May 1986 to October 1997 (retired)

Chief fiscal officer of the District, responsible for budget, accounting, business office, purchasing, data processing, bookstore, risk management, ancillary services, and maintenance and operations of plant, human resources, labor contract negotiations, dormitory, security, and cafeteria.

Interim Superintendent/President – June 1990 to October 1990

Board appointed interim chief executive officer of the District during regular position vacancy.

Central Michigan University

Director of Accounting Services (Controller) – February 1981 to May 1986

Responsible to ensure all financial records of the University were maintained in a thorough and adequate manner. Direct the area of Accounting Services, which included payroll, receivable, cashier, payable, general accounting, contract and grant accounting, risk management, and administrative mail.

Manager of Accounting Services – January 1980 to February 1981

Responsible for University's payable, receivable, cashier, and general Accounting functions. Coordinated all financial audits.

Assistant Controller / Systems Analyst – October 1978 to January 1980

Responsible for the University's general and loan receivable, collection, cashier, payable and bank reconciliation functions. Performed costing function in collective bargaining with clerical, police, and maintenance and

food service unions.

(J. Bissell, *Resume*, continued)

Assistant Controller – December 1977 to October 1978

Responsible for the University's general and loan receivable, collection and cashier functions. Established and implemented comprehensive collection operation.

Manager of Receivables – April 1974 to December 1977

Responsible for University receivables including the design and implementation of a general computerized receivable system.

Accountant – November 1972 to April 1974

Assist in the design and implementation of computerized tuition, financial aid and fee receivable system.

Junior Accountant – November 1971 to November 1972

Responsible for reconciliation of all University bank accounts and perform special assignments for the Controller.

Business Intern – August 1971 to November 1971

Student at Ferris State College working in various departments of the Business Division of Central Michigan University.