

**PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of June 11, 2013**

ITEM TITLE:

Consider approval of the addendum to the contract between Randolph Belle Consulting Services and the District for the professional communications related consultation services of Randolph Belle.

SPECIFIC BOARD ACTION REQUESTED: The District requests the Board to approve an amended amount of \$8000 for the consulting contract between Randolph Belle Consulting Services and the Peralta Community College District for the professional communications related consultation services of Randolph Belle.

An internal Independent Contractor/Consultant Services Contract was entered with the Consultant during the fall 2012 semester for \$12,500. Additionally, Mr. Belle has also been contracted by Merritt College for \$12,000 during the current fiscal year, and hence the requested addition of the \$8000 associated with the Laney College Addendum will bring the amount of the consultant's District-wide contracts to a total \$32,500. The Chancellor recommends approval.

ITEM SUMMARY: The District requests the Board to approve an amended amount of \$8000 for the consulting contract between Randolph Belle Consulting Services and the Peralta Community College District for the professional communications related consultation services of Randolph Belle.

The original contract amount of 12,500 was insufficient to cover all services needed. The Consultant has been contracted by the College to provide the services noted in the attached scope of work. This work includes the layout and print supervision of many Laney print products, including the following: Laney Breakfast Program, various advertisements in professional publications, various banners and posters for college use, the Laney College Catalog, the Laney Graduation program, etc.. The \$8000 amended amount will cover the cost of the work on the Laney College Catalog and the completion of other misc. projects.

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

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

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?

DR. ELNORA WEBB, PRESIDENT OF LANEY COLLEGE

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

DOCUMENT PREPARED BY:

Prepared by: Maisha Jameson Date: 06/04/13
[Maisha Jameson, Executive Assistant to the President, Laney College]

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Elñora Webb Date: 06/04/13
[Elñora Webb, President of Laney College]

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, 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: _____
General Counsel

CHANCELLOR'S OFFICE APPROVAL

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

Signature: José M. Ortiz
José M. Ortiz, Chancellor