

**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 The ESL Group and the District for the Interim Consultation 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 additional amount of \$4700 for the 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 has already been approved for the period of March 13, 2013 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 and the retainer fee for The ESL Group are covered under the terms and amount of the original agreement. The amended amount of \$4700 will cover the separately invoiced travel & work-related expenses incurred by the consultant, per the Professional Services Contract that was signed with The ELS Group in March 2013. The new total of the contract for the 2012-13 fiscal year will be \$54,700. The Chancellor recommends approval.

ITEM SUMMARY: Effective March 13, 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. The District is requesting an additional amount of \$4700 to cover the travel & work-related expenses incurred for the months of May & June, as they exceeded the original budgeted amount.

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