

**PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of**

September 10, 2013

ITEM TITLE: *(Please define the subject; e.g., change order – Berkeley City College)*
Graphic Design Services for Merritt College

SPECIFIC BOARD ACTION REQUESTED:

Request Board Authorization for Professional Design Services provided by Independent Contractor/Consultants, Randolph Belle, at Merritt College.

ITEM SUMMARY: *(PLEASE DISCUSS THIS ITEM. IF A VENDOR IS INVOLVED, PLEASE INCLUDE THE COMPANY NAME AS WELL AS THE INDIVIDUAL.)*

Consultant Randolph Belle will provide graphic design services to complete the 2013-2015 Merritt College Catalog.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

Merritt College Unrestricted Funds -- Budget Code: 6-07-601-5105-1-660100-0000-00

Total Contracted Amount: \$25,999.00 (includes previously approved ICC No. 11728 for \$24,999 funded through Facility Rentals, Laney College)

BACKGROUND/ANALYSIS:

Production of the Merritt College 2013-2015 Catalog began in the 2012-2013 fiscal year. The finished product was not scheduled to be completed until the current fiscal year thus Merritt College required for additional work to be performed in the revision/print supervision of the 2013-2015 catalog.

DELIVERABLES AND SCOPE OF WORK:

Additional assistance in completing the layout and production of the 2013-2015 Merritt College Catalog. Specific tasks include draft revision, print supervision and file sharing.

ANTICIPATED COMPLETION DATE:

SEPTEMBER 30, 2013

ALTERNATIVES/OPTIONS:

EVALUATION AND RECOMMENDED ACTION:

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

YES _____ NO _____

COMMENTS:

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? (MERRITT COLLEGE PRESIDENT)

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

DOCUMENT PREPARED BY:

Prepared by: *Norma Ambriz-Galaviz*
Dr. Norma Ambriz-Galaviz, Merritt College President

Date: 9/3/13

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: *Norma Ambriz-Galaviz*
Dr. Norma Ambriz-Galaviz, Merritt College President

Date: 9/3/13

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: _____ Date: _____
Ron Gerhard, Vice Chancellor for Finance and Administration

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: _____
Thuy Thi Nguyen, General Counsel

CHANCELLOR'S OFFICE APPROVAL

____ Approved, and Place on Agenda

____ Not Approved, but Place on Agenda

Signature: _____
Dr. José M. Ortiz, Chancellor

Date: _____