

**PERALTA COMMUNITY COLLEGE DISTRICT  
Board of Trustees Agenda Report  
For the Trustee Meeting Date of April 8, 2014**

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

Consider Approval of a Contract Addendum with Jennifer Lough Kennedy for Berkeley City College.

**SPECIFIC BOARD ACTION REQUESTED:**

Consideration of approval of a contract addendum with Jennifer Lough Kennedy for Berkeley City College.

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

Consider approval of a contract addendum for Jennifer Lough Kennedy in the amount of \$20,000, (total contracted amount increased to not exceed \$27,000 for the 2013-14 fiscal year for BCC and \$17,500 for Merritt College) for continued institutional effectiveness support, including research and technical writing for Berkeley City College's self-evaluation report. Grant and General Funds

**SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):** Funds provided to all Peralta sister colleges from the District.

**BACKGROUND/ANALYSIS:**

Ms. Kennedy will provide additional research, including facilitating and conducting interviews, and technical writing support to Berkeley City College to increase institutional effectiveness and ensure timely completion of BCC's self-evaluation.

**DELIVERABLES AND SCOPE OF WORK:**

In addition to support of institutionalization of previously grant-funded institutional effectiveness projects, Ms. Kennedy will be responsible for the following institutional effectiveness deliverables, including:

1. Facilitating and conducting interviews with BCC students, faculty, staff, and administrators to increase institutional effectiveness;
2. Meeting with standard chairs and key team members to assist with the self evaluation process.

**ANTICIPATED COMPLETION DATE:** 30 June 2014

**ALTERNATIVES/OPTIONS:** not applicable

**EVALUATION AND RECOMMENDED ACTION:** Approval of a Contract Addendum with Jennifer Lough Kennedy for Berkeley City College.

**OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):** YES \_\_\_ NO \_\_\_ **X**

**COMMENTS:** Thank you for your time and consideration.

**WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?** Vice Chancellor Orkin, Ed Services

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

**DOCUMENT PREPARED BY:**

Prepared by: President Deborah Budd, Ed.D.  
[Enter Here - Your Name and Title of Individual]

Date: 4/1/2014

**DOCUMENT PRESENTED AND APPROVED BY:**

Presented and approved by: Vice Chancellor Michael Orkin, Ph.D. Date: 4/1/14  
[Enter Here - Name of College President, (if originating from a college) or Vice-Chancellor (if originating from the District)]

**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: \_\_\_\_\_  
Susan Rinne, Interim 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: \_\_\_\_\_  
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  
Dr. José M. Ortiz, Chancellor