

**PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of May 13, 2014**

ITEM TITLE:

Consider approval of an augmentation to an Independent Contractor Agreement for Shamal Stegeman.

SPECIFIC BOARD ACTION REQUESTED:

Consider approval to increase the contract amount by \$5,000 for Shamal Stegeman to provide professional services in the area of payment plans and student account collections.

The original contract amount was \$25,000. The new not to exceed amount is \$30,000. The contract end date will remain June 30, 2014.

ITEM SUMMARY:

Mr. Stegeman was hired to provide services in the area of payment plans and student account collections which included 1098-T tax forms. Due to stricter Internal Revenue Service guidelines, more time and effort was needed than anticipated in the area of 1098-T forms, resulting in this request for increase of the original contract amount.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

General Fund Unrestricted

BACKGROUND/ANALYSIS:

With the increase of the original contract amount, Mr. Stegeman will be able to continue to provide services in the area of payment plans and student account collections for the remainder of the fiscal year.

DELIVERABLES AND SCOPE OF WORK:

Services in the area of payment plans and student account collections will remain the same.

ANTICIPATED COMPLETION DATE:

June 30, 2014

ALTERNATIVES/OPTIONS:

None

EVALUATION AND RECOMMENDED ACTION:

Approval

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

YES _____ NO X

COMMENTS:

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? (VICE CHANCELLOR)

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

DOCUMENT PREPARED BY:

Prepared by: David Yang Date: 4/14/2014
[David Yang, Director of Fiscal Services]

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Susan Rinne Date: 4/30/14
Susan Rinne, Interim Vice Chancellor for Finance and Administration

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 Date: 4/30/14
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: _____ Date: _____
Thuy T. Nguyen, General Counsel

CHANCELLOR'S OFFICE APPROVAL

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

Signature: Dr. José M. Ortiz Date: 5/8/14
José M. Ortiz, Chancellor