

**PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of February 17, 2015**

ITEM TITLE:

Request Board Authorization to Increase Independent Contractor's Agreement for Professional Services for Curls-Bartling P.C.

SPECIFIC BOARD ACTION REQUESTED:

Approval of contract addendum for Erica Curls-Bartling P.C.

ITEM SUMMARY:

District administration requests Board authorization to increase an existing professional services agreement with Curls-Bartling, PC to provide legal services to the District. The current contract approaches its limit of \$25,000, therefore, the District requests an increase by an additional \$20,000 for a contract not to exceed \$45,000 limit for fiscal year ending June 30, 2015. All Board-approved contracts are subject to final negotiation and execution by the Chancellor. The Chancellor recommends approval.

SOURCE OF FUNDS: LEGAL SERVICES

BACKGROUND/ANALYSIS:

MRS. CURLS-BARTLING HAS PROVIDED LEGAL SUPPORT TO THE DISTRICT SINCE 2005. THE EXTENSION OF HER ICC WILL ENABLE THE OFFICE OF GENERAL COUNSEL TO PROVIDE A CONTINUITY OF LEGAL SERVICES TO THE DISTRICT.

DELIVERABLES AND SCOPE OF WORK:

CONSULTANT WILL MONITOR/TRACK PENDING MOUS AND EXISTING PROJECTS.

CONSULTANT WILL REVIEW ALL GRANT APPLICATIONS THAT ARE ANTICIPATED OVER THE NEXT FIVE MONTHS.

CONSULTANT WILL WORK WITH DEPUTY CHANCELLOR TO IDENTIFY AND FACILITATE THE EXECUTION OF NEW MOUS FOR THE DISTRICT.

CONSULTANT WILL HAVE OFFICE HOURS ONE DAY A WEEK IN THE DISTRICT OFFICE IN ORDER TO MAKE HERSELF AVAILABLE FOR CAMPUS/DISTRICT PERSONNEL.

UNDER THE AEGIS OF THE DEPUTY CHANCELLOR MAKE PRESENTATIONS TO CAMPUS EXECUTIVE LEADERSHIP TO PROVIDE AN OVERVIEW OF SERVICES/SUPPORT TO THE COLLEGES AND SOLICIT THEIR INPUT TO IMPROVE THE DELIVERY OF SERVICES.

ANTICIPATED COMPLETION DATE: JUNE 30, 2015

ALTERNATIVES/OPTIONS:

EVALUATION AND RECOMMENDED ACTION:

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

YES _____ No X

COMMENTS:

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? ACTING GENERAL COUNSEL NITASHA SAWHNEY

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

DOCUMENT PREPARED BY:

Prepared by: Alifea Davis Date: 2/09/15
Alifea Davis, Exec. Assist. to Deputy Chancellor and General Counsel

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Deputy Chancellor Eric V. Gravenberg Date: 2/9/15
Deputy Chancellor Eric V. Gravenberg

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: _____
Nitasha Sawhney, Acting 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