PERALTA COMMUNITY COLLEGE DISTRICT

ITEM # 10

Board of Trustees Agenda Report

For the Trustee Meeting Date of April 22, 2008

ITEM TITLE: *(Please define the subject; e.g., change order – Berkeley City College)*
Request approval of Independent Contract Agreement for Venti Ventures to render consulting services for College of Alameda's Basic Skills Best Practices and Self-Assessment. The amount to be approved is $23,700.00 which pushes the limit of $25,000. This request is a continuation of the approved ICC #05823.

SPECIFIC BOARD ACTION REQUESTED:
APPROVAL OF CONTRACT

ITEM SUMMARY: (PLEASE *DISCUSS THIS ITEM)*

BACKGROUND/ANALYSIS:

ALTERNATIVES/OPTIONS:

EVALUATION AND RECOMMENDED ACTION:

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):
2-02-252-5105-1-601100-3121-00

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

COMMENTS:

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?
CECILIA CERVANTES, PRESIDENT

DID A BOARD STANDING COMMITTEE APPROVE THE ITEM? YES _____ NO X
IF "YES", PLEASE INCLUDE THAT INFORMATION IN YOUR SUMMARY.

PLEASE ACQUIRE SIGNATURES IN THIS ORDER:

DOCUMENT PREPARED BY:

Prepared by: Lynn A. Torres, Staff Assistant Date: 4-8-08
[Enter Your Name and Title of Individual]

DOCUMENT PRESENTED BY:

Prepared by: Cecilia Cervantes, President Date: 4-8-08
[Enter Name of College President or Vice-Chancellor or Manager, and Title of Individual]

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: Thomas Smith Date: 4.15.08
Thomas Smith, 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: Elihu Harris Date: 4/15/08
Elihu Harris, Chancellor

Venti Ventures

Deliverables for College of Alameda Basic Skills Best Practices Project

Spring 2008

Deliverable	**Hours Consulting**	**Hours Clerical**
1. Create Timeline for conducting college Basic Skills Initiative by contacting key players	50	30
2. Gather Data – using "Basic Skills as a Foundation for Student Success in California Community Colleges"	30	20
3. Establish baseline measures – based upon data analysis	20	40
4. Complete the Self Assessment Instrument using data obtained from:	0	0
a. Focus group(s) and individual meetings with student, faculty, student services, and administration staff	125	80
b. Reviewing background data and meeting minutes form college committees and etc.	70	40
c. Attending Student Success Meetings and other student services committee meeting as necessary	70	40
	365	250

Note: All travel, clerical and additional printing/production costs will be the responsibility of Venti Ventures

Consultant - $63/hr with $23,000 as contract 365 hours
Clerical – $8/hr with $2000 as contract 250 hours
Total contract = $25,000
This contract will be completed by April 15, 2007