

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of December 8, 2015

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

Request Board Authorization to Increase Independent Contractor's Agreement for Professional Services for Andrea Kelly Smethurst Law.

SPECIFIC BOARD ACTION REQUESTED:

Consider approval of an increase of funds not to exceed \$35,000.00.

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

District administration requests Board authorization to increase an existing professional services agreement with Andrea Kelly Smethurst for independent investigative services for the Office of the General Counsel. The current contract is for \$18,000, therefore, the District requests an increase by an additional \$17,000 for a contract not to exceed \$35,000 limit for fiscal year ending June 30, 2016.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

GENERAL FUND

BACKGROUND/ANALYSIS:

THE DISTRICT CONTRACTED A NEUTRAL THIRD PARTY TO CONDUCT IN-HOUSE INVESTIGATION OF WORKPLACE MISCONDUCT.

DELIVERABLES AND SCOPE OF WORK:

- **INTERVIEW COMPLAINANT AND COMPILE LIST OF WITNESSES**
- **SCHEDULE AND INTERVIEW WITNESSES**
- **INTERVIEW DEFENDANT**
- **GENERATE REPORT AND PRESENT FINDINGS TO GENERAL COUNSEL**

ANTICIPATED COMPLETION DATE:

DECEMBER 17, 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? (VICE CHANCELLOR)

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

DOCUMENT PREPARED BY:

Prepared by: Carrie Burdick, Executive Assistant to the Deputy Chancellor

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Eric Gravenberg, Deputy Chancellor

[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 X Finance review *not* required

If Finance review is required, determination is: Approved Not Approved

If not approved, please give reason: _____

Signature: _____

Ron Little, Vice Chancellor, Finance and Administration

GENERAL COUNSEL (Legality and Format/adherence to Education Codes):

 Legal review required X Legal review *not* required

If Legal review is required, determination is: Approved Not Approved

Signature: _____

Nitasha Sawhney, Acting General Counsel

CHANCELLOR'S OFFICE APPROVAL

 X Approved, and Place on Agenda

 Not Approved, but Place on Agenda

Signature: Dr. Jowel C. Laguerre
Dr. Jowel C. Laguerre, Chancellor