

**PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of January 26, 2016**

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

Robert Carlson ICC #10372

SPECIFIC BOARD ACTION REQUESTED:

Consider approval of the Addendum to Independent Contractor Agreement for Robert Carlson in the amount of 20,000 for services rendered until June 30, 2016.

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

Robert Carlson will continue to assist the President and Vice President of Instruction with specific institutional priorities that require immediate attention, specifically, facilities management, communication and coordination.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

One-Time General Funds
6-02-601-5105-1-660100-0000-00

BACKGROUND/ANALYSIS:

The original ICC #10372 of \$24,940 has a completion date of December 31, 2015. Merritt College would like to extend the ICC services of Robert Carlson to reflect a new completion date of June 30, 2016 adding an additional \$20,000 to complete the scope of work identified. Contracted services for Robert Carlson will total \$44,940.00.

DELIVERABLES AND SCOPE OF WORK:

- Serve as the College Executive Liaison between instructional faculty, President and District General Services Personnel (Facilities).
- Finalize recommendations on proposed partnerships/lease options on the use of college facilities.
- Align compiled inventory list of furniture with the new "S" Building.
- Identify usable remaining space for "D" Building.
- Assist the President with re-structuring of Instructional Division offices/departments and personnel.

ANTICIPATED COMPLETION DATE:

June 30, 2016

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)

Merritt College President

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

DOCUMENT PREPARED BY:

Prepared by: *Dr. Norma Ambriz-Galaviz*

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: *Dr. Norma Ambriz-Galaviz*, President, Merritt College

FINANCE DEPARTMENT REVIEW

 X Finance review required _____ Finance review *not* required

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

If not approved, please give reason: _____

Signature: *Ron Little*
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

Approved, and Place on Agenda

Not Approved, but Place on Agenda

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