

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)*

PPL ICC #10379

SPECIFIC BOARD ACTION REQUESTED:

Consider approval of the Independent Contractor Agreement with PPL in the amount of \$45,000 for services rendered until April 1, 2016.

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

PPL will continue the work begun by Dr. Robert Carlson, in assisting the President and Vice President of Instruction with the specific preparation of the newly vacated D building into usable lease facilities options.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

One time College Facilities Funds
6-10-631-5105-1-683000-5250-00

BACKGROUND/ANALYSIS:

Merritt College is in its final stages of vacating all academic and administrative offices from the Health Sciences (D) Building with the move to the new instructional facilities of the Barbara Lee Science Allied Health Center. This has resulted in a need to secure an experienced and knowledgeable individual(s) to assist with leading and coordinating this task with the College leadership and District services. The specific duties are itemized below as part of the scope of work. Merritt College is in the process of establishing its policies for allocating space within the building as rental facilities that align or enhance the mission of the college.

DELIVERABLES AND SCOPE OF WORK:

The scope of work is to coordinate the emptying out of the old science building (Building D) and preparing it for possible space leasing or other beneficial uses. This includes:

- Assisting with distribution, gifting, or sale of usable property to other departments, colleges, or agencies,
- Assisting with the disposal of unusable property,
- Arranging hazardous waste disposal,
- Arranging electronic waste disposal,
- Arranging for shredding and disposal of any student/College records abandoned in the building,
- Supervise 2 to 15 part-time employees who are moving property and cleaning the building,
- Work with faculty and others whose work spaces were moved into the new science center,

- Assisting with the contacting and showing of the space to potential lessors.
- Align compiled inventory list of furniture with the new "S" Building.
- Coordinate and secure quotes on any repairs required for leasing rooms/space.
- Assist in finalize recommendations on proposed partnerships/lease options on the use of college facilities.

ANTICIPATED COMPLETION DATE:

April 1, 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 Ambriiz-Galaviz*

DOCUMENT PRESENTED AND APPROVED BY:

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

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

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