

**PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of July 12, 2016**

ITEM TITLE:

Independent Contractor/Consultant Services Contract for Timothy Gibbon

SPECIFIC BOARD ACTION REQUESTED:

Consider Approval of a Contract Extension for Timothy Gibbon not to exceed \$55,000.

ITEM SUMMARY:

Timothy Gibbon provides online, “helpdesk” support to non-resident students as well as to other Peralta students taking Online and hybrid courses. In addition, he provides support to faculty teaching these courses.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

Non-resident student fees.

BACKGROUND/ANALYSIS:

Timothy Gibbon provides helpdesk support to non-resident students as well as to other students taking online and hybrid courses using Moodle. In addition, he provides support to faculty teaching these courses. Timothy has been an excellent resource for the Peralta Distance Education coordinators and is available online to assist students and faculty 24/7. There is currently no staff available at odd hours when students and/or faculty need assistance, or with the skills to assume these responsibilities.

DELIVERABLES AND SCOPE OF WORK:

Develop and implement new and existing applications for the Peralta online Learning Management System. The main focus is on Moodle and applications that are functionally related to it. Provide the following services:

- Develop technical aspects of the Learning Management System related to course enrollment and instruction;
- Address problems of system integration to the district’s Passport online system, compatibility and multiple platform integration;
- Assist district distance education coordinator in all phases of the software development and implementation related to distance education platform (learning management system), as well as advise, design, test, implement and document complex enhancements and applications;
- Perform feasibility analysis on potential future projects; and
- Implement troubleshooting of the Learning Management System for students/instructors.

ANTICIPATED COMPLETION DATE:

June 31, 2017

ALTERNATIVES/OPTIONS:

Create a Full Time Staff Position

EVALUATION AND RECOMMENDED ACTION:

Approval of Contract Extension

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

YES _____ NO _____

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?

Dr. Elñora Webb, Executive Vice Chancellor/Interim VC of Academic Affairs/Interim Associate VC of Student Services and Registrar

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

DOCUMENT PREPARED BY:

Prepared by: *Laura Leon-Maurice* Date: June 27, 2016

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: *Dr. Elñora Webb* Date: June 27, 2016

Dr. Elñora Webb, Executive Vice Chancellor/Interim Vice Chancellor of Academic Affairs/Interim Associate Vice Chancellor of Student Services and Registrar

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: *Ron Little*

Ron Little, Vice Chancellor of Finance

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

Legal review required Legal review *not* required

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