

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of September 27, 2016

ITEM TITLE:

INDEPENDENT CONTRACTOR/CONSULTANT SERVICES CONTRACT BETWEEN RANDOLPH BELLE AND LANEY COLLEGE.

SPECIFIC BOARD ACTION REQUESTED:

CONSIDER APPROVAL OF THE AGREEMENT BETWEEN RANDOLPH BELLE AND LANEY COLLEGE FOR PROFESSIONAL COMMUNICATIONS/GRAPHIC DESIGN RELATED CONSULTATION SERVICES.

ITEM SUMMARY:

Laney College requests the Peralta Board of Trustees approve a contract in the amount of \$30,000 for a consulting contract between Randolph Belle Consulting Services and the Peralta Community College District, Laney College for the professional communications related consultation services of Randolph Belle.

The consultant will be contracted to provide the communications-related, graphic design and photography services for Laney College (see attached scopes of work).

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

05-01-541-5105-1-645000-0000-00 – Laney VPSS Office → \$10,000

05-10-501-5105-1-660100-3110-00 – Laney President's Office → \$20,000

BACKGROUND/ANALYSIS:

Laney College requests the Peralta Board of Trustees approve a contract in the amount of \$30,000 for consulting contract between Randolph Belle Consulting Services and the Peralta Community College District for the professional communications related consultation services of Randolph Belle.

The consultant will be contracted to provide the communications-related, graphic design and photography services for Laney College (see attached scopes of work).

Deliverables associated with this contract include: College Catalog, College class listings, programs for the Graduation and Honors & Awards Banquet, programs for other misc. college events, institutional collateral materials used for outreach and inreach, College advertisements, College event flyers, photography, etc.

DELIVERABLES AND SCOPE OF WORK:

Deliverables associated with this contract include: College Catalog, College class listings, programs for the Graduation and Honors & Awards Banquet, programs for other misc. college events, institutional collateral materials used for outreach and inreach, College advertisements, College event flyers, photography, etc.

{{ SEE ATTACHED SCOPES OF WORK}}

ANTICIPATED COMPLETION DATE: JUNE 30, 2017

ALTERNATIVES/OPTIONS:

EVALUATION AND RECOMMENDED ACTION:

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

YES _____ No _____

COMMENTS:

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? LANEY COLLEGE, INTERIM PRESIDENT, PATRICIA STANLEY

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

DOCUMENT PREPARED BY:

Prepared by: *Maisha Jameson* Date: 9/13/16
Maisha Jameson, Executive Assistant, President's Office

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: *Patricia Stanley* Date: 9/13/16
Patricia Stanley, Ed.D., Laney College President

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: *Ronald Little*
Ronald Little, 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: _____
Nitasha Sawhney, 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