

OHLONE COMMUNITY COLLEGE DISTRICT

MEMORANDUM

TO: Board of Trustees
FROM: Gari Browning
DATE: January 14, 2009
SUBJECT: Ratification of Contracts

Consent Agenda item

Board Policy 6340 delegates to the Superintendent/President or designees “the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management...” Both Policy and Education Code Section 81655 state any such contract is not valid or an enforceable obligation against the District until it is approved or ratified by the Board.

In the past, most contracts have been ratified by inclusion in the warrant report, which provided information on checks that have already been written. To make contract reporting timelier and to more fully comply with legal and policy requirements, the District is now providing contract information for the Board in the attached format. This will allow the Board to take action prior to payments being made.

As before, where a specific contract requires prior Board approval or where the nature of the contract warrants specific action, these transactions will continue to be separated out and placed on the action or consent agenda for individual consideration.

Funding for each contract has been verified from the appropriate fund account or grant.

RECOMMENDATION

The President/Superintendent recommends that the Board of Trustees ratify the contracts on the attached page(s).

Attachment: Contracts List



CONTRACTS LIST

January 14, 2009

No.	Contractor	For	Amount	Account
4240901	Hot Line Construction, Inc.	Maintenance on electrical vaults	\$ 8,960.00	Fund 42
4260901	Rudy Xinlu Li	International Program Consultant - English Language Institute	\$ 2,500.00	Fund 13
4270901	Madeline Grant	International Program Consultant for BIE Grant	\$ 5,000.00	Fund 13
4280901	Endwise Overseas Education Consultants	International Program Consultant - India	\$ 1,000.00	Fund 13
4290901	Ryugaku Journal, Inc.	International Program Consultant - Japan	\$ 1,000.00	Fund 13
3340801	Miller, Brown, Dannis	Amendment 1 increase contract amount for additional construction related legal services	\$10,000.00	Fund 42

Note: Fund 10 = General Fund
 Fund 12 = Program Distribution (Other Income)
 Fund 13 = Community Education
 Fund 21 = Grant Funding
 Fund 41 = Capital Outlay (State or Redevelopment Funding)
 Fund 42 = Measure A Bond