DATE: January 18, 2001

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: Authorization to Contract for Special Services with Graham Charles (Resolution No. 010118-B23)

BACKGROUND INFORMATION:

The Bio-Link National Center at City College of San Francisco wishes to enter into a special services agreement with Graham Charles for $56.70/hour to redevelop the on-line survey for the Bio-Link Website. This redevelopment will include: making changes to existing survey questions according to the new Bio-Link specifications, and allowing end users to enter their own survey information, and to view and/or download survey information. The contractor will work with the Bio-Link Webmaster to include the interactive Web-based system on the existing Bio-Link Web site. Graham Charles will also work with consultant Kristin Hershbell on updates and production of reports, graphs, and charts from the survey data as well as to plan, design, and document the next steps required to migrate the Web-based database to a permanent hosting server. In addition, the contractor will continue the development of a Web-based entry, reporting, and interactivity framework for the national Bio-Link community college biotechnology program survey results. Graham Charles will be under contract for a total of $22,848 for the period of January 1, 2001 to June 30, 2001. Funding will be provided by the Bio-Link grant.

RECOMMENDATION:

RESOLVED: That authorization be and is hereby given for approval to contract with Graham Charles, to provide special services for the Bio-Link National Center at City College of San Francisco for the time period of January 1, 2001 through June 30, 2001, in the amount not to exceed $22,848, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Robert Gabriner, Originator