Honorable Board of Trustees of the
San Francisco Community College District

Subject: Resolution No. 980827-B3
Authorization to contract with Shirley Low for special services and advice for payroll related programming services during the period August 3, 1998 through January 31, 1999 at a cost not to exceed $32,000

President and Members:

The District wishes to contract with Shirley Low, a former employee who recently retired from the District after working 26 years. Ms. Low worked 18 years in Information Technology Services (ITS) and was responsible for developing and maintaining a series of payroll related programs which read and interpreted City and County of S.F. payroll information and translated/reformatted a usable format for the District.

While the District has taken over payroll processing for students, full-time faculty and administrators, the City and County of San Francisco is still processing payroll for hourly faculty and classified staff. During the remainder of the transition period to process all District payroll in-house (August-January) it is necessary to retain the services of Shirley Low to continue the maintenance of these programs and to convert the data for posting in BANNER Finance.

Funds for the cost of this contract will be provided by a vacant programming position in the ITS budget, and a vacant MIS position in the Business office. The reallocation of funds for this contract will occur in September as part of the adoption of the final 1998-99 Budget.

The need for this conversion will be eliminated after the 1998-99 fiscal year.

The following resolution is recommended for adoption:

RESOLVED: Authorization to contract with Shirley Low special services and advice for payroll related programming services during the period August 3, 1998 through January 31, 1999 at a cost not to exceed $32,000
FURTHER BE IT RESOLVED: That the Chancellor, Chief Operating Officer and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Recommended for adoption:

Del M. Anderson
Chancellor

Originator: Mamie How