DATE: November 15, 2001

TO: Board of Trustees

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

SUBJECT: CONTRACT
Authorization to Enter Into An Agreement with the State Chancellor for Receipt of Legal Services in Exchange for Use of District Facility (Resolution No. 011115-B25)

BACKGROUND INFORMATION:

The State Chancellor’s Office has proposed an arrangement with the District for an exchange of services that would permit the Chancellor’s Legal Office to assign one of its attorneys in San Francisco by establishing a headquarters on District property. The arrangement would require that an office, office furniture, and miscellaneous assistance be provided for the work of Chancellor’s Office staff counsel, Virginia Riegel. The office space could also be used intermittently by the State Chancellor or the State Chancellor’s General Counsel when they are required to be in San Francisco for system business. In exchange, the Chancellor’s Legal Office would provide agreed-upon legal services to the District by Ms. Riegel. The agreement would provide telephone and computer line support and occasional miscellaneous supplies, but it would not include clerical support. The agreement would provide for a transfer of sites should the District’s programs have need of the space.

The Evans Campus has an office space that was recently vacated by the CalWORKS program and that is not needed for other Evans campus programs. The District will benefit from the services that are offered by the State Chancellor, and the opportunity for the District to assist the system in this way can reflect positively on the District. Based on the rental value of the office space, the District will receive up to 6 hours of legal services each month.
RECOMMENDATION:

RESOLVED: That authorization be hereby given to enter into an agreement with the State Chancellor’s Office for the receipt of legal services provided by State Chancellor’s Staff Counsel, Virginia Riegel, as provided for in this resolution, in exchange for the use of District property, an office at the Evans Campus, or an alternative site should the District require the Evans office for its programs, along with office furniture and necessary telephone and computer line access and miscellaneous supplies, and

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

Ronald Lee, Originator