EXHIBIT A

FISCAL CRISIS & MANAGEMENT ASSISTANCE TEAM
STUDY AGREEMENT
February 18, 2011

The FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM (FCMAT), hereinafter referred to as the Team, and Imperial Community College, hereinafter referred to as the College, mutually agree as follows:

1. BASIS OF AGREEMENT

The Team provides a variety of services to school districts, county offices of education, charter schools, and community colleges upon request. The College has requested that the Team provide for the assignment of professionals to study specific aspects of the Imperial Community College operations, based on the provisions of Education Code section 84041. These professionals may include staff of the Team, County Offices of Education, the California State Department of Education, school districts, charter schools, community colleges, or private contractors. All work shall be performed in accordance with the terms and conditions of this Agreement.

2. SCOPE OF THE WORK

A. Scope and Objectives of the Study

The scope and objectives of this study are to:

1) Review the College's support structure for delivery of technology support services and develop recommendations regarding an appropriate technology organizational structure to support the college. Recommendations will includes staffing levels and the requisite skill sets capable of meeting technology goals and support requirements (up to and including suggested job descriptions where appropriate).

Specifically, this scope point will address the following:

a. Analyze capacity of current organizational structure to support current and future support service needs as outlined in the technology plan, to include support of virtualization of servers and desktops and enhanced distance learning programs.
b. Analyze requisite skill sets and job descriptions for the current departmental staff to determine if they are capable of meeting technology

goals and support requirements;

c. Analyze organizational ratios (such as staff-to-device) against generally accepted industry standards;
d. Analyze support structure and implementation model for Banner, and make recommendations for improvement;
e. Analyze the implementation of the Operational Data Store (ODS) and make recommendations for its effective use and support.

2) Review the costs, procedures, financial system capabilities, and operational efficiencies associated with procuring payroll processing services through the Imperial County Office of Education vs. performing these functions in-house.

Specifically, this scope will include:

a. Analyze and document any duplicated efforts on the part of fiscal staff who use the Banner system and the ICOE financial system;
b. Analyze reconciliation functions required to keep both systems synchronized;
c. Analyze internal control issues and organizational structure to support internal payroll processing;
d. Analyze advantages and disadvantages associated with performing payroll processing versus having payroll processed by the county office of education.

3) Assist the College in developing procedures to ensure data confidentiality starting with data input and ending with data reporting, assessment, and decision-making.

Specifically, this scope will include:

a. Analyze current policies and practices related to use of confidential data;
b. Analyze the use of confidential information, including SSNs, in Banner and related enterprise systems, and make recommendations for improvement.

B. <u>Services and Products to be Provided</u>

1) Orientation Meeting - The Team will conduct an orientation session at the College to brief College management and supervisory personnel on the procedures of the Team and on the purpose and schedule of the study.

2) On-site Review - The Team will conduct an on-site review at the College office and at College sites if necessary.

3) Exit Meeting - The Team will hold an exit meeting at the conclusion of the on-site review to inform the College of significant findings and recommendations to that point.

4) Exit Letter - The Team will issue an exit letter approximately 10 days after the exit meeting detailing significant findings and recommendations to date and memorializing the topics discussed in the exit meeting.

5) Draft Reports - Sufficient copies of a preliminary draft report will be delivered to the College administration for review and comment.

6) Final Report - Sufficient copies of the final study report will be delivered to the College following completion of the review. The final report will be published on the FCMAT website.

3. PROJECT PERSONNEL

The study team will be supervised by Anthony L. Bridges, CFE, Deputy Executive Officer, Fiscal Crisis and Management Assistance Team, Kern County Superintendent of Schools Office. The study team may also include:

A.	Andrew Prestage	FCMAT Management Analyst
B.	Sean James	FCMAT Community College Consultant
C.	To Be Determined	FCMAT Community College Consultant
D.	To Be Determined	FCMAT Community College Consultant

Other equally qualified consultants will be substituted in the event one of the above noted individuals is unable to participate in the study.

4. PROJECT COSTS

The cost for studies requested pursuant to E.C. 42127.8(d)(1) shall be:

A. $800.00 per day for each FCMAT staff Member while on site, conducting fieldwork at other locations, presenting and preparing reports, or participating in meetings.

B. All out-of-pocket expenses, including travel, meals, lodging, etc. The College will be invoiced at actual costs, with 50% of the estimated cost due following the completion of the on-site review and the remaining amount due upon acceptance of the final report by the College.

Based on the elements noted in section 2 A, the total cost of the study is estimated at $16,000.

C. Any change to the scope will affect the estimate of total cost.

D. Payments for FCMAT services are payable to Kern County Superintendent of Schools - Administrative Agent.

5. RESPONSIBILITIES OF THE COLLEGE

A. The College will provide office and conference room space while on-site reviews are in progress.

B. The College will provide the following (if requested):

1) A map of the local area
2) Existing policies, regulations and prior reports addressing the study request
3) Current or proposed organizational charts
4) Current and two (2) prior years' audit reports
5) Any documents requested on a supplemental listing
6) Any documents requested on the supplemental listing should be provided to FCMAT in electronic format when possible.
7) Documents that are only available in hard copy should be scanned by the district and sent to FCMAT in an electronic format.
8) All documents should be provided in advance of field work and any delay in the receipt of the requested documentation may affect the start date of the project.

C. The College Administration will review a preliminary draft copy of the study. Any comments regarding the accuracy of the data presented in the report or the practicability of the recommendations will be reviewed with the Team prior to completion of the final report. The final report will be published on the FCMAT website.

6. PROJECT SCHEDULE

The following schedule outlines the planned completion dates for key study milestones:

Orientation:	To be determined
Staff Interviews:	To be determined
Exit Interviews:	To be determined
Preliminary Report Submitted	To be determined
Final Report Submitted	To be determined
Board Presentation	To be determined

7. CONTACT PERSON

Name of contact person: Todd Finnell, Vice President, Information Technology

Telephone: (760) 355-6377 FAX _____

E-mail: todd.finnell@imperial.edu

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Ed Gould, Ed. D., Superintendent, President Date
Imperial Valley College

February 18, 2011

Anthony Bridges, CFE Date
Deputy Executive Officer
Fiscal Crisis and Management Assistance Team