

## **Board of Trustees Agenda Item**

**Board Meeting Date:** October 4, 2010

**Title of Item:** Professional Personnel Leasing Agreement

### **Background and Analysis:**

Board approval is requested for an Agreement with Professional Personnel Leasing for the services of Gordon Poon to serve as the Interim Dean of Counseling/Matriculation at De Anza College, from October 5, 2010 to June 30, 2011 or until a permanent full-time replacement can be hired to replace Howard Irvin, who resigned as of August 5, 2010. As outlined in the agreement, compensation of \$10,321.00 monthly and a finder's fee of \$1,290.12 for each month Gordon Poon is employed by the District will be paid to Professional Personnel Leasing.

### **Recommendation:**

De Anza Administration supports this request.

Submitted by:	Dr. Brian Murphy, President x8705
Additional contact names:	Dr. Stacey Cook, Vice President, Student Services x8330
Is backup provided?	Yes

**AGREEMENT BETWEEN**  
**PROFESSIONAL PERSONNEL LEASING, INCORPORATED**  
**AND**  
**FOOTHILL-DEANZA COMMUNITY COLLEGE DISTRICT**

THIS AGREEMENT is between Foothill-DeAnza Community College District (hereinafter "District") and Professional Personnel Leasing, Inc., (hereinafter "PPL") and provides:

1. The District will employ Gordon Poon as Interim Dean, Counseling/Matriculation from October 5, 2010 to June 30, 2011 or until a permanent full-time replacement can be hired. Gordon Poon will be paid ten thousand three hundred twenty-one dollars (\$10,321.) per month. If Gordon Poon's employment is continued in another position it is understood that this agreement will be renewed and revised for the new position.
2. The Foothill/DeAnza Community College District will pay PPL, Inc. a finder's fee of twelve and one-half percent (12.5%) of the monthly salary. Twelve thousand two hundred ninety dollars and twelve cents (\$1,290.12) for each month Gordon Poon is employed by the District.
3. The first billing will be made in October (prorated) and continue monthly until the assignment is completed. Payments are to be made to Professional Personnel Leasing Inc. c/o:

**Dr. Guy F. Lease**  
Executive Vice President - Chief Financial Officer  
P.O. Box 17457  
South Lake Tahoe, CA 96151

4. It is expressly understood and agreed that this agreement is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association between District and PPL, Inc., but is rather an agreement between the independent contractors, these being District and PPL, Inc.

The contract includes the terms and conditions as printed and set forth in this Agreement, and both parties, by executing this Agreement, agree to comply with such terms and conditions.

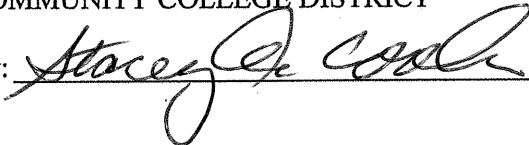
IN WITNESS WHEREOF, the parties hereunto have subscribed to this Agreement, including all Contract documents as indicated:

CONTRACT #FHDACCD1010

TAX ID # 33-0205012

DATED: 9/17/2010

FOOTHILL DE ANZA  
COMMUNITY COLLEGE DISTRICT

By: 

12345 El Monte Road  
Los Altos Hill, CA 94022


PROFESSIONAL PERSONNEL LEASING,  
INCORPORATED

DATED: 9/15/10

By: 

Guy F. Lease, Ed.D.  
Executive Vice President – Chief Financial Officer  
PO Box 17457 South Lake Tahoe, CA 96651  
Tel: 530-544-3973  
cell: 530-307-9765  
guy.lease@gmail.com

Dated: 9/20/2010

  
V.P. Finance + Educational  
Resources

Foothill-DeAnza CCD – Gordon Poon