




October 22, 2018

## MEMORANDUM

**TO:** District Board of Trustees  
**FROM:** Jim Murdaugh, President   
**SUBJECT:** Renewal of Professional Services Contract - Legal Services

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### Item Description

This item is a request for approval to renew the professional services contract with Andrews, Crabtree, Knox and Longfellow, LLP, effective November 1, 2018 through October 31, 2019.

### Overview and Background

At its October 19, 2015 meeting, the Board approved the College's request to contract with Andrews, Crabtree, Knox and Longfellow, LLP for legal services to the College.

The contract terms included options for renewals on an annual basis for four (4) consecutive one (1) year periods, for a total contract period of five (5) years. The current contract renewal has an end date of October 31, 2018.

### Past Actions by the Board

This request will be the third annual renewal of this contract.

### Funding/Financial Implications

The annual cost for these professional services of \$195,000 were included in the College's annual operating budget.

### Staff Resource

Barbara Wills

### Recommended Action

Approve the renewal of the professional services contract with Andrews, Crabtree, Knox and Longfellow, LLP for one (1) year.