

**PERALTA COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees Agenda Report**  
**For the Trustee Meeting Date of: January 22, 2013**

**ITEM TITLE:** *(Please define the subject; e.g., change order – Berkeley City College)*

Payment approval for vendor services rendered in 2009 – Berkeley City College’s Programs and Services for Students with Disabilities (DSPS).

**SPECIFIC BOARD ACTION REQUESTED:**

The action requested is to approve the outstanding payment to this vendor.

**ITEM SUMMARY:**

In September 2009, an invoice and a requisition for this vendor was sent to the district for payment, but the payment was never made. Board approval is required because the invoice amount is over the amount approved by the Board for fiscal year 2009-10.

ICC #10599, amount \$160,000 – Approved by the Board on March 9, 2010  
ICC #13107, amount \$30,631 – Approved by the Board on December 7, 2010

Both ICC amounts were expended in the 2009-10 fiscal year.

**SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):**

In 2009, DSPS funds were approved and set aside to pay for this invoice as the services were rendered for students with disabilities. The invoice amounts to \$10,031.62, including finance charges. The fiscal impact will mean a reduction of funds for the current fiscal year for BCC’s DSPS.

**BACKGROUND/ANALYSIS:**

In August of 2009, DSPS at BCC hired BACA to provide American Sign Language (ASL) interpreting for BCC students. Services were provided and an invoice was sent from the vendor in September. The invoice was processed and a requisition was prepared; both the requisition and the invoice were sent to the district office for payment. The PCCD Finance Department has done research regarding payment and there is no record of a payment has been made to this vendor. The vendor is still requesting payment.

**DELIVERABLES AND SCOPE OF WORK:**

The vendor was hired to provide ASL interpretation for BCC students who were taking courses or accessing student services (counseling sessions). These services were delivered in August 2009.

**ANTICIPATED COMPLETION DATE:**

The services were completed in August 2009.

**ALTERNATIVES/OPTIONS:**

There are no alternatives or options as services have been rendered.

**EVALUATION AND RECOMMENDED ACTION:**

The recommended action is to pay the vendor for services rendered over 3 years ago.

**OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):**

YES \_\_\_\_\_ NO   X  

**COMMENTS:**

Because this invoice has not been paid, this vendor cannot be used to provide services to students with disabilities. These services were contracted to meet an increased demand for ASL interpreting and to meet the legal obligations of the college to provide access for students with disabilities. The services were rendered satisfactorily and should be paid for.

**WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? (VICE CHANCELLOR)**

(\*\*\*\*\*Board contract approval is subject to negotiation and execution by the Chancellor.)

**DOCUMENT PREPARED BY:**

Prepared by: Windy Franklin, Coordinator, DSPS  
[Windy Franklin, Coordinator, DSPS]

Date: 12/13/12

**DOCUMENT PRESENTED AND APPROVED BY:**

Presented and approved by: Debbie Budd  
[Debbie Budd, President]

Date: 1-15-13

**FINANCE DEPARTMENT REVIEW**

Finance review required       Finance review *not* required

If Finance review is required, determination is:       Approved       Not Approved

If not approved, please give reason: \_\_\_\_\_  
\_\_\_\_\_

Signature: Ron Gerhard  
Ron Gerhard, Chief Financial Officer

Date: 1-18-13

**GENERAL COUNSEL (Legality and Format/adherence to Education Codes):**

Legal review required       Legal review *not* required

If Legal review is required, determination is:       Approved       Not Approved

Signature: Thuy Thi Nguyen  
General Counsel

Date: \_\_\_\_\_

**CHANCELLOR'S OFFICE APPROVAL**

Approved, and Place on Agenda       Not Approved, but Place on Agenda

Signature: José M. Ortiz  
Dr. José M. Ortiz, Chancellor

Date: 1-15-13