

**PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of January 21, 2014**

ITEM TITLE:

ICC Extension for Walnut Creek Steno Captioning to provide services to Merritt College DSPS Students.

SPECIFIC BOARD ACTION REQUESTED:

Request for Board approval for the extension of services provided by Independent Contractor/Consultant, Walnut Creek Steno Captioning.

ITEM SUMMARY:

Walnut Creek Steno Captioning, Lee McCarthy, will provide continued Real Time Captioning services for Merritt DSPS Deaf Students.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

DSPS/Merritt College General Restricted Funds (Projects 1051/CTE and 1060/DSPS)
Total contracted amount of ICC No. 17703 for the 2013-14 fiscal year: \$32,263.00

BACKGROUND/ANALYSIS:

Deaf Students will require verbatim transcripts of college lectures in the spring 2014 semester.

DELIVERABLES AND SCOPE OF WORK:

Walnut Creek Steno Captioning, Lee McCarthy, will provide real time captioning for all class lectures for deaf students through DSPS Merritt College in the Fall 2013 (completed) and Spring 2014 semesters.

ANTICIPATED COMPLETION

May 23, 2014

ALTERNATIVES/OPTIONS:NONE

EVALUATION AND RECOMMENDED ACTION:

Approval of Independent Contractor Agreement Extension for Walnut Creek Steno Captioning to render services

for DSPS Deaf Students, Merritt College.

OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY): NONE

YES _____ NO X

COMMENTS:

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? (MERRITT COLLEGE PRESIDENT)

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

DOCUMENT PREPARED BY:

Prepared by: Ronald Nelson Date: 1/9/14
Ronald Nelson, DSPS Coordinator/Counselor

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Norma Ambriz-Galaviz Date: 1/9/14
Dr. Norma Ambriz-Galaviz, Merritt College President

FINANCE DEPARTMENT REVIEW

x Finance review required _____ Finance review *not* required

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

If not approved, please give reason: _____

Signature: _____
Susan Rinne, Interim Vice Chancellor for Finance and Administration

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

CHANCELLOR'S OFFICE APPROVAL

Approved, and Place on Agenda

Not Approved, but Place on Agenda

Signature: _____

Dr. José M. Ortiz, Chancellor