

**PERALTA COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees Agenda Report**  
For the Trustee Meeting Date of January 27, 2015

**ITEM TITLE:**

Approval of additional funding for ICC 16319 for Walnut Creek Steno Captioning to provide additional services to Merritt College DSPS Deaf Students, adding Spring 2015 semester classes.

**SPECIFIC BOARD ACTION REQUESTED:**

Request for Board approval for additional funding for increased services provided by Independent Contractor/Consultant, Walnut Creek Steno Captioning.

**ITEM SUMMARY:**

Walnut Creek Steno Captioning, Lee McCarthy, will provide increased Real Time Captioning services for Merritt College DSPS Deaf student, for Spring 2015 classes.

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

DSPS/Merritt College General Restricted Funds (Project 1060/DSPS)  
Total contracted amount of ICC No. 16319 for 2014-15 fiscal year \$38,671.00.

**BACKGROUND/ANALYSIS:**

Deaf Students will require verbatim transcripts of college lectures in Spring 2015 semester.

**DELIVERABLES AND SCOPE OF WORK:**

Walnut Creek Steno Captioning, Lee McCarthy, will provide real captioning for all class lectures for deaf students through Merritt College in the Fall 2014 and Spring 2015 semesters.

**ANTICIPATED COMPLETION DATE:**

June 30, 2015

**ALTERNATIVES/OPTIONS:**

**EVALUATION AND RECOMMENDED ACTION:**

Approval of Independent Contractor Agreement additional funding for Walnut Creek Steno Captioning to render services for DSPS Deaf Students, Merritt College.

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

YES \_\_\_\_\_ No  X

COMMENTS:

**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:  Ronald Nelson  Date:  12/12/2014   
[Enter Here - Your Name and Title of Individual]

**DOCUMENT PRESENTED AND APPROVED BY:**

Presented and approved by:  Norma Ambriz-Galaviz  Date: \_\_\_\_\_  
[Enter Here - Name of College President, (if originating from a college) or Vice-Chancellor (if originating from the District)]

**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   
Susan Rinne, Interim Vice Chancellor for Finance and Administration

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

\_\_\_\_\_ Legal review required  X  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  
Dr. José M. Ortiz, Chancellor