

**PERALTA COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees Agenda Report**  
**For the Trustee Meeting Date of January 26, 2016**

**ITEM TITLE:**

Request Board Approval for the addendum of the Independent Contractor/Consultant Contract (ICC) with Cynosure New Media, Inc. at College of Alameda for a total of \$48,000 for FY 2015-16.

**SPECIFIC BOARD ACTION REQUESTED:**

Request Board Approval for the addendum of the Independent Contractor/Consultant Contract (ICC) with Cynosure New Media, Inc. at College of Alameda for a total of \$48,000 for FY 2015-16.

**ITEM SUMMARY:**

Cynosure New Media, Inc. provides all the translation and programming services for the localization of the on-line orientation program into four foreign languages such as Spanish, Mandarin Chinese, Arabic, and Vietnamese which will significantly support students to successfully matriculate for whom English is a second language.

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

2-11-242-5105-1-632100-1080-00 (SSSP Funding)

**BACKGROUND/ANALYSIS:**

Translates the on-line orientation or other online program into the four (4) requested languages as specified above.

**DELIVERABLES AND SCOPE OF WORK:**

Create an “as edited” version of the program storyboard document;  
Prepare and deliver required files to the translation company;  
Program translated files for use in the online program;  
Verify a correct presentation of the translated content to ensure a proper display of special characters, etc.;  
Collaborate with the client campus to review and revise the translated content to suite the campus’ student population;  
Deliver translated files to the campus IT department to update the existing program with the new translated content.

**ANTICIPATED COMPLETION DATE:**

JUNE 30, 2016

**ALTERNATIVES/OPTIONS:**

**EVALUATION AND RECOMMENDED ACTION:**

**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:   Joi Lin Blake    
Dr. Joi Lin Blake, President, COA

Date:   12/22/2015  

**DOCUMENT PRESENTED AND APPROVED BY:**

Presented and approved by:   Joi Lin Blake    
Dr. Joi Lin Blake, President, COA

Date:   12/22/2015  

**FINANCE DEPARTMENT REVIEW**

  X   Finance review required      \_\_\_\_\_ Finance review *not* required

If Finance review is required, determination is:        X   Approved      \_\_\_\_\_ Not Approved

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

Signature:   Ron Little    
Ron Little, Vice Chancellor for Finance and Administration

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

\_\_\_\_\_ Legal review required        X   Legal review *not* required

