DATE: March 30, 2000

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: GRANT

Approval of Special Services Contract with Kenneth Fong, Cecilia Wong, Carole Glasser, & Oscar Rios
(Resolution No: 000330-B19)

BACKGROUND INFORMATION:

Board Resolution No. 000224-B17 authorized the Office of Contract Education (Contract Education) to contract with the San Francisco Hotel/Restaurant, Labor/Management Education Fund for coordinating the San Francisco Hotels Partnership Project (SFHPP). The contracted service includes project coordination and the provision of classroom instruction and translation services in Spanish and Chinese languages as needed. Contract Education wishes to retain the special services of Kenneth Fong, Cecilia Wong, Carole Glasser and Oscar Rios for providing the translation services. All four consultants had worked as translators for the last five years for the SFHPP. They have extended knowledge in the objectives of the project and are very familiar with the terminology used in the hotel/restaurant industries in the non-English speaking hotel workers’ native languages. The names and scope of work for each consultant are as follow:

1. Kenneth Fong – for providing translation services in Chinese language as needed for the SFHPP. The service will be conducted from March 1, 2000 to February 28, 2001 for a total not to exceed $15,000. The rate of compensation is $50 per hour for interpretation and translation services and $65 per hour for participating in the SFHPP’s staff meetings.

2. Cecilia Wong – for providing translation services in Chinese language as needed for the SFHPP. The service will be conducted from March 1, 2000 to February 28, 2001 for a total not to exceed $15,000. The rate of compensation is $50 per hour for interpretation and translation services and $65 per hour for participating in the SFHPP’s staff meetings.

3. Carole Glasser – for providing translation services in Spanish language as needed for the SFHPP. The service will be conducted from March 1, 2000 to February 28, 2001 for a total not to exceed $15,000. The rate of compensation is $50 per hour for interpretation and translation services and $65 per hour for participating in the SFHPP’s staff meetings.
4. Oscar Rios – for providing translation services in Spanish language as needed for the SFHPP. The service will be conducted from March 1, 2000 to February 28, 2001 for a total not to exceed $15,000. The rate of compensation is $50 per hour for interpretation and translation services and $65 per hour for participating in the SFHPP’s staff meetings.

Funding for these contracts are from the SFHPP contract. No district match is required.

RECOMMENDATION:

RESOLVED: That authorization be hereby given to enter into four Special Services Contracts during the period of March 1, 2000 to February 28, 2001 with the following consultants: 1) Kenneth Fong for providing as-needed translation service in Chinese language for the SFHPP for a total not to exceed $15,000; 2) Cecilia Wong for providing as-needed translation service in Chinese language for the SFHPP for a total not to exceed $15,000; 3) Carole Glasser for providing as-needed translation service in Spanish language for the SFHPP for a total not to exceed $15,000; and 4) Oscar Rios for providing as-needed translation service in Spanish language for the SFHPP for a total not to exceed $15,000, for a grand total not to exceed $60,000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Judy Teng, Originator