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WILLIAMS, Kymberly  WOOD, Eleanor  WYCKOFF, Richard
WILMORE, Patricia  WOOD, Patricia  YAMAMOTO, Nobuo
WINZELBERG, Andrew  WOODBURY, Lynn  YANOS, John
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*Not to exceed 60% including any Credit Division assignments.
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1400 EMPLOYMENT OF CERTIFICATED PERSONNEL

1410 Procedures

1411 Determination of Need - Instructors/Counselors/Librarians/Nurse

Faculty - Consult, advise and assist in the determination of need for new teaching staff.

Department/Division Chair (or equivalent) - Coordinates the requests for personnel and forwards same to the Office of Academic Affairs.

Vice President, Academic Affairs and Vice President, Student Services (whichever is appropriate) - In consultation with appropriate staff, analyzes supporting data (WSCH, enrollment trends, departmental goals and objectives, academic master plan, etc.) for all requests and forwards recommendations to the Division Chair Council (D.C.C.) and College Planning Council (C.P.C.) in the case of Student Services.

Division Chair Council - Reviews requests from Academic Affairs and makes recommendations to C.P.C. regarding priorities for positions in Academic Affairs division.

College Planning Council - Reviews requests from all divisions, determines resources available for funding new personnel (level of funding only, not determination of priority) and forwards recommendation to the Cabinet and the Superintendent/President.

Superintendent/President - Approves/disapproves, modifies recommenda-
tions and forwards to the Board. Refers back to C.P.C. if disapproved or modified in any way.

1412 SELECTION OF CANDIDATES (FOR POSITIONS AS CONTRACT OR REGULAR INSTRUCTORS, COUNSELORS, NURSES, LIBRARIANS IN THE CREDIT PROGRAM).

1412.1 Recruitment

The Personnel Department shall recruit for positions and process applications in accordance with the District Affirmative Action Policy.

1412.2 Announcement of Position

Upon approval of the personnel recommendations, the Department Chair (or equivalent) in consultation with the appropriate Dean and the Vice President for Human Resources the Personnel Department, in consultation with the appropriate administrative dean and the department head, shall prepare a job announcement, job related evaluation factors and interview questions which are consistent with the District Affirmative Action Policy. These selection devices must be prepared before the selection process may commence and shall include as a desirable qualification, experience working with as a criterion evidence of a sensitivity to and understanding of the diverse academic, socio-economic, cultural, and ethnic backgrounds and disabilities of community college students.
1412.3 Screening, Minimum Qualifications, Equivalency

The selection committee, after studying the applications, will select a number (normally from 6 to 8) of the best qualified candidates to be interviewed. Additional qualified candidates may be selected for interview by the Vice President for Human Resources/Affirmative Action Officer. The Affirmative Action Officer and the committee will jointly determine if the District Affirmative Action Policy has been followed during the screening process. If there is a reasonable doubt about whether or not Affirmative Action policies have been followed, the Superintendent/President may direct that the selection process be re-initiated at any prior level.

When selecting the best qualified candidate for interview, the committee shall review all applications, transcripts, and other materials submitted by the candidates to determine that each either has met minimum qualifications for hire for that discipline; or, has an appropriate valid credential; or, has qualifications that are at least equivalent to the state minimum qualifications.

To determine equivalency, the committee shall review the evidence submitted by the applicant and determine whether the candidate possesses qualifications that are at least equivalent to the minimum qualifications for the discipline. The burden of proof rests with the candidate.

If a candidate possessing the equivalent of the minimum qualifications is among the top three candidates to be forwarded to the Superintendent-President, the chair of the selection committee shall certify the equivalency by preparing a detailed statement describing the basis for the equivalency (i.e., specific education, and other accomplishments), and evidence reviewed by the committee.

The Academic Senate, in consultation with the Vice President for Human Resources and the Vice President, Academic Affairs, will develop and periodically review guidelines for determining equivalency. The Academic Freedom and Professional Standards Committee of the Academic Senate and the Personnel Department shall be informed by the committee chairperson of appointment of candidates based on equivalency to minimum qualifications.

The Board of Trustees shall be informed of the equivalency determination when the appointment is approved.

1412.4 Composition of Selection Committee

The selection committee shall be comprised of the appropriate administrative dean, the department chair (head librarian/head counselor), (or equivalent), three to five full-time regular contract members of the department to be chosen by
the department, and the administrative dean. Normally, there will be three department members, but the number may be increased to four or five if necessary to meet District Affirmative Action Committee composition requirements. The committee may be increased by no more than two members, if necessary, to meet District Affirmative Action requirements. The Vice President for Human Resources/Affirmative Action Officer may serve as an ex officio member of the committee but shall have no vote.

If there are not three members of a department, the department shall make a selection from other qualified persons, but not necessarily restricted to members of the Santa Barbara City College certificated staff. Such selection shall be subject to approval by the appropriate administrative dean Superintendent/President.

The committee must have minority and female representation. If no minorities or women are available in the department, representatives of the department shall consult with the chairperson of the Affirmative Action Committee in order to ensure implementation of the District Affirmative Action Policy.

The Department Chair (or equivalent), or designee, shall serve as chair of the selection committee.

The selection committee shall both screen and interview applicants.

1412.5 Interviewing

Each interview committee shall receive legal/EEO orientation prior to the commencement of interviews as deemed appropriate by the Vice President for Human Resources/Affirmative Action Officer. The selection committee shall both screen and interview applicants. The selection committee shall interview only those candidates according to paragraph 1412.3 who qualify who have been recommended to be interviewed. Arrangements for interviews shall be made by the Personnel Department. Upon conclusion of the interviews, the selection committee shall meet and vote to determine the three best qualified candidates. At this time, the chairperson of the committee shall meet with the Superintendent-President to state the committee’s preferences concerning the candidates.

After the vote, the department chair (or equivalent) will meet again with the Vice President for Human Resources/Affirmative Action Officer to ensure that the District Affirmative Action Policy has been followed during the interviewing and voting. If there is a reasonable doubt about whether or not Affirmative Action policies have been followed, the Superintendent/President may direct that the selection process be reinitiated at any prior level. The recommended candidates may be interviewed by the Superintendent/President.
1412.6 Selection

When the Superintendent/President interviews the recommended candidates, the following shall be invited: appropriate vice president; dean from committee; and department chair or chair of selection committee.

The Superintendent/President will discuss with the department chair or chair of the selection committee, and the appropriate administrative dean department head the qualifications of the recommended three best qualified candidates. The Superintendent/President will ensure that affirmative action requirements have been met in the screening and interviewing process. The Superintendent/President shall meet with the Vice President, Dean and Department Chair or Chair of the Selection Committee to discuss the final selection before an offer of employment is extended. If a candidate is to be appointed, the Superintendent/President shall make a recommendation of the best qualified candidate to the Board of Trustees.

It shall be the responsibility of the selection committee chair to inform all committee members of the final appointment.

1412.7 Review

The policy for the selection of contract or regular instructors, counselors, nurses, and librarians in the credit program will be monitored and the procedures as well as the results of the procedures will be reviewed at least annually by the Board of Trustees.
1413 CONTRACT NON-CREDIT INSTRUCTORS

1413.1 Announcement of Position

Upon approval of the Vice President, Continuing Education, the Personnel Department shall prepare a job announcement which is consistent with the District Affirmative Action policy.

1413.2 Composition of Selection Committee

The Selection Committee shall be comprised of the Vice President, Continuing Education Division, and three to five other individuals to be chosen by the Vice President, Continuing Education and confirmed by the Superintendent/President. The Committee will have minority and women representation. The Vice President, Continuing Education, shall serve as chairperson of the Selection Committee. The Committee shall both screen and interview applicants.

1413.3 Selection of a contract non-credit instructor shall follow the same procedures as outlined in 1412 for contract credit instructors.

1414 TEMPORARY CONTRACT OR HOURLY CREDIT CERTIFICATED PERSONNEL

1414.1 Selection of candidates for temporary contract or hourly positions shall be made by each department chair in accordance with non-discriminatory procedures.

Department chairs (or equivalent) and area Deans are responsible for insuring that all contract or hourly faculty members meet the minimum qualifications for the discipline in which they are hired; or, possess valid credential for the discipline; or, qualifications which are equivalent to the state minimum qualifications.

To determine equivalency, the department chair shall review the evidence submitted by the applicant and shall determine whether the applicant possesses qualifications that are at least equivalent to the minimum qualifications for the discipline. The burden of proof is with the applicant. The department chair shall consult with other department faculty members and the area Dean before making the determination. If equivalency is determined, the department chair shall certify the equivalency by preparing a detailed statement describing the basis for the equivalency (i.e. specific education and other accomplishments) and what evidence the department chair considered.

The certification of equivalency must be reviewed and approved by the Vice President or her/his designee before the applicant is approved by the Board of Trustees. The Academic Freedom and Professional Standards Committee and the Personnel Department shall be informed by the Vice President or her/his designee of all appointments of applicants, who claim equivalency of minimum qualifications.

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08/16/90
Certification of equivalency of regular employees teaching outside the discipline of their principal assignment requires approval of the Vice President, Academic Affairs and Superintendent/President. The Board of Trustees shall be informed of the equivalency determination when the appointment is approved.

1414.2 In accordance with the District Affirmative Action Program plan, the College will periodically advertise part-time hourly faculty employment opportunities. The purpose will be to develop an Affirmative Action Applicant Pool of qualified candidates from underrepresented groups. The applicant pool will be maintained in the Personnel Department. The Personnel Department shall survey departments to determine anticipated departmental vacancies for advertisement each year. The vacancies shall be advertised by job announcement or other means.

1414.3 Department Chairs (or equivalent) with vacant positions shall consider the applicant pool for qualified candidates prior to making any final selections. Area Deans shall be responsible for ensuring that this procedure is followed and shall prepare an annual report regarding the number of vacancies in their area, and the number of individuals from underrepresented groups who are employed.

1415 TEMPORARY NON-CREDIT CERTIFICATED PERSONNEL

1415.1 Candidates for Temporary Non-Credit program positions in the Continuing Education Division shall be interviewed by the administrative staff as appropriate. Names of candidates shall be forwarded to the Vice President, Continuing Education and Superintendent/President for approval. The Vice President and the Superintendent/President shall either approve the proposed candidates and forward the names to the Board of Trustees or disapprove and refer the recommendations back for reconsideration.

1415.2 In compliance with Education Code Section 87102, as enacted by AB 1725, Chapter 973, the Continuing Education Division shall follow a procedure that will encourage more applicants and more hires from underrepresented groups. The procedure will involve the publication and promulgation of a job announcement during the fall of each academic year. The job announcement will list potential part-time teaching opportunities and will be produced and promoted in September.

1415.3 Promotion of the part-time teaching opportunities will be through newspaper ads and the use of the District Affirmative Action mailing list. Applications will be sent out on request and underrepresented applicants will be identified and tracked through the employment process. Programmers will be encouraged to employ qualified individuals from underrepresented groups. At the end of each academic year, an annual report will be issued indicating the means of promotion, total number of applicants, number of individuals who apply from underrepresented groups, and number of individuals from underrepresented groups who are employed.
60 Percent Employment Rule

Temporary Certificated employees normally will not be allowed to work over 60 percent of the hours per week considered to be a full time assignment. Prior to employment of any temporary certificated employee over 60 percent, express authorization to do so must be obtained from the Superintendent/President.

Under no circumstances shall any certificated temporary employee be employed by the District in assignments of over 60 percent for more than two (2) semesters within any period of three (3) consecutive college years. In computing 60 percent employment, both credit and non-credit hours of instruction will be added together.

The Vice President, Academic Affairs is responsible for ensuring compliance with the provisions of this section and shall consult with the Vice President, Continuing Education to insure that temporary certificated employees are not assigned over 60 percent.

Application of Affirmative Action Policy.

At all stages of selection of candidates for certificated positions, the District Affirmative Action Policy shall apply. Applicable procedures for implementing this policy shall be followed.

Approval of Appointments.

Appointments to certificated positions are made only by the Board of Trustees.

Appointment and Notification.

Upon approval of appointment to a certificated position by the Board of Trustees, the appointee shall be notified by the Personnel Department. Each certificated appointee shall be provided with a written statement of his/her status of employment.

Employment Requirements

Prior to assuming duties as a certificated employee, appointees shall meet the following requirements:

All Certificated Employees

1. File appropriate qualifications according to paragraph 1412.3, and 1414.1.

1. File a valid credential with the County Superintendent of Schools, appropriate for the subject area(s) in which the employee will be responsible.

2. File a Loyalty Oath.
3. Undergo an examination for freedom from tuberculosis (except as otherwise provided in Education Code Section 76406, concerning exemption for persons who adhere to the faith or teachings of any well-recognized religious sect). In order to continue employment with the District, the employee must provide, each four years, evidence of a chest x-ray or an approved intradermal tuberculin test demonstrating freedom from tuberculosis.

4. Complete all processing required by the Personnel and Payroll Offices.

All Certificated Regular Contract Employees

1. Undergo a general physical examination (including a pelvic examination for women), prescribed laboratory tests, vision and hearing examinations.

mej;dk 267/3
April 25, 1990
R.C. - 6/4/90
Revised/PRM/June 20, 1990
Approved R.C. 7/9/90
SANTA BARBARA CITY COLLEGE

ADMINISTRATOR RETREAT RIGHTS

1. In accordance with Education Code 87458, the Santa Barbara Community College District adopts the following Administrator Retreat Rights Policy. This policy applies to certificated administrators hired after June 30, 1990. It does not apply to administrators hired before June 30, 1990 or to administrators who are part of the classified service. (A tenured employee, when assigned from a faculty position to an administrative position, retains his or her status as a tenured faculty member.)

Administrators hired under district guidelines (#1000) after June 30, 1990, who are not previously tenured in the SBCC district, shall have the right to become a first-year probationary faculty member at the conclusion of the administrative assignment if all of the following apply:

a. The administrator has completed at least two years of satisfactory district service, including any prior district service as a faculty member.

b. The termination of the administrative assignment is for any reason other than dismissal for cause.

c. The administrator meets the minimum qualifications for the discipline to be assigned.

d. Administrators hired under these retreat rights shall not earn seniority or service credit as a faculty member while serving as an administrator.

2. The following procedures shall be followed:

a. Prior to reassignment by the Board of Trustees, the Superintendent-President shall confer with the President of the Academic Senate to discuss the area(s) for reassignment.

b. If the administrator possesses minimum qualifications for more than one discipline, s/he may prepare a statement indicating his/her preference for assignment.

c. The President of the Academic Senate shall confer with the department chair (or equivalent) of the discipline to verify minimum qualifications in the discipline.

d. If updating in the discipline is determined to be necessary by the appropriate vice president and department chair, a plan not to exceed six months in length shall be proposed by the department chair (or equivalent) in consultation with the dean and approved by the Superintendent-President or designee. The date of hire as a faculty member will commence at the beginning of the semester in which teaching responsibilities are assumed.

Item 2.2-c
Page 1 of 2
08/16/90
e. The recommendation of the Superintendent-President accompanied by documentation of endorsement by the Academic Senate President and the department chair (or equivalent) for the discipline, shall be forwarded to the Board of Trustees for formal action. If the Academic Senate or the department does not endorse the proposed assignment, objections may be presented in writing to the Board of Trustees.

f. The written record of the Board of Trustee’s decision, including the views of the Academic Senate, shall be maintained and be available for review.

g. Subsequent review of performance and granting of tenure shall follow district policy for evaluation and tenure of faculty.

Approved by Rep. Council 7/9/90
ASSOCIATE IN ARTS APPLICATIONS
AUGUST 1990

ADMINISTRATION OF JUSTICE
Martha O. Ontiveros

BUSINESS ADMINISTRATION
Richard Dana Bergin
Kevin J. Flint
Elaine Marie Gomez
Sharon Kathleen Gunning
Katherine Ann Kirkbride
Mark R. Nichols
Brian Francis Quilty

COMMUNICATION
AnneMarie Friedrich
Eileen Carol Mira

COMPUTER SCIENCE
Khankham Khamlue

ELECTRONICS
Dennis John DeAmicis

ENGLISH
Gregor Alexander Schmidt

HISTORY
Kevin Charles Martin

LIBERAL STUDIES
Barbara Ann Anderson
Lani Susan Friese
Geno Gilberto Galindo
Susan Merideth Gandall
Victor Manuel Garcia, Jr.
Leticia Garcia
Christopher Featherstone Gorman
John Joseph Johann
Shanda Marie Johnson
Harriet C. Johnston
Bonnie Louise Ladd
Charles F. McConnell
Nelle Elizabeth Medanich
Kristin B. Miller
Pamela Ann Mills
Brooke Faith Nisen
Daniel O'Connor
Dana Lynn Palmer
Julie Alison Roensch
Anissa Marie Romero
Veronica Sanchez
John Paul Sprague
John S. Stephens
Michael Eric Valent
Lucila R. Walsh
Marc David Wetherbee
Neal Joseph Winterling
Gregory Woods
Calvin Dewayne Young

MUSIC
Lisa Gay McDuffie

PHYSICAL EDUCATION
Nikolaos Mitis

POLITICAL SCIENCE
Bouche Lavon Robinson

PSYCHOLOGY
Denise Ann Allan
Jerry J. Howard
BUSINESS MANAGEMENT
Hitoshi Yamada

COMPUTER SCIENCE
Michael J. Hain

DRAFTING
Jean Ann Doria

EARLY CHILDHOOD EDUCATION
Vicki Ann Mora

ELECTRONICS/COMPUTER TECHNOLOGY
Robert John Perelka

ELECTRONICS TECHNOLOGY
Aruni Sepalika Ranasinghe
Mark Allan Seagoe

ENGINEERING TECHNOLOGY
Angel Robert Valdez

LANDSCAPE HORTICULTURE
Patricia Helane Agresti Maurice

NURSING (A.D.N.)
Iris Cahill

RADIOGRAPHY
Pamela M. Fosse
APPLICATION FOR FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION:
   Application
   Preapplication
   Construction
   Construction
   Non-Construction
   Non-Construction

2. DATE SUBMITTED
   Applicant Identifier

3. DATE RECEIVED BY STATE
   State Application Identifier

4. DATE RECEIVED BY FEDERAL AGENCY
   Federal Identifier

5. APPLICANT INFORMATION
   Legal Name: Keith C. McLellan, M.A.
   Address (give city, county, state, and zip code):
   721 Cliff Drive
   Santa Barbara, CA 93109
   Santa Barbara County

   Employer Identification Number (EIN):
   1 9 5 6 0 0 0 9 4 0 A 2

6. TYPE OF APPLICATION:
   New
   Continuation
   Revision

7. TYPE OF APPLICANT:
   A. State
   B. County
   C. Municipal
   D. Township
   E. Intergovernmental
   F. Intramunicipal
   G. Special District
   H. Independent School Dist.
   I. State Controlled Institution of Higher Learning
   J. Private University
   K. Indian Tribe
   L. Individual
   M. Profit Organization
   N. Other

8. NAME OF FEDERAL AGENCY:
   Santa Barbara City College

9. ORGANIZATIONAL UNIT:
   Name and telephone number of the person to be contacted on matters involving
   this application (give area code):
   Magdalena Torres
   (805) 965-0581 Ext. 203

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:
    closing date 05/14/90
    8 4 0 6 4
    TITLE: VETERANS EDUCATION OUTREACH PROGRAM

11. AREAS AFFECTED BY PROJECT (CITIES, COUNTIES, STATES, ETC.):
    Santa Barbara County

12. PROPOSED PROJECT:
    Start Date: 07/1/90
    Ending Date: 6/30/92

13. CONGRESSIONAL DISTRICTS OF:
    a. Applicant
    b. Project

14. ESTIMATED FUNDING:
    a. Federal
    $ (not applicable)
    b. Applicant
    $ N/A
    c. State
    $ N/A
    d. Local
    $ N/A
    e. Other
    $ N/A
    f. Program Income
    $ N/A
    g. TOTAL
    $ N/A

15. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?
    X a. YES
    b. NO

16. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DUTY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED
    a. Typed Name of Authorized Representative
    Peter R. MacDougall
    b. Title
    President
    c. Telephone number
    (805) 965-0581
    d. Signature of Authorized Representative
    
Authorized for Local Reproduction

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PART III
VETERANS EDUCATION OUTREACH PROGRAM
1990-1991

VETERAN, ENROLLMENT, AND INSTITUTIONAL DATA

1. Head count of eligible undergraduate veteran students:

<table>
<thead>
<tr>
<th></th>
<th>FULL-TIME</th>
<th>THREE-QUARTERS TIME</th>
<th>ONE-HALF TIME</th>
<th>ONE-QUARTER TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>B</td>
<td>68</td>
<td>.9</td>
<td>12</td>
<td>17</td>
</tr>
<tr>
<td>C</td>
<td>250</td>
<td>90</td>
<td>80</td>
<td>70</td>
</tr>
</tbody>
</table>

Note: A veteran can only be counted once.

2. Enter the total undergraduate eligible veteran students enrolled (head count):

   (a) As of April 16, 1990 (current year)---------- 599

   (This number should equal the totals of Rows A, B, and C.)

   (b) As of April 16, 1989 (previous year)--------- 584

3. Enter the total number of undergraduate students enrolled at the applicant institution (head count) as of April 16, 1990 (current year)---------- 11,551

4. Enter the average for the last three academic years of the total instructional expenditures or of the per student instructional expenditures---- 1,612

5. Enter the total planned instructional expenditures or the per student instructional expenditures for the next academic year---------- 1,678

   (Must use comparable data for Items 4 and 5.)

6. Indicate by checking below, the years the applicant institution was funded under the former Veterans Cost-of-Instruction Program.

   1982   X
   1983   X
   1984   X
   1985   X
   1986   X

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Item 3.3
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PART II. NARRATIVE

Include a brief explanation on this page of how the applicant proposes to expend funds received under the Veterans Education Outreach Program. (See the regulations, Section 629.5 for supportable activities, Section 629.30 for allowable costs, Section 629.31 for matching requirements, and Section 629.10 for application requirements and assurances.)

If you are requesting a waiver, as described in Section 629.30 (b)(1) and (2), describe what conditions exist at your institution that would assist the Secretary in making his decision and attach the waiver to this form.

REMARKS:
The VEOP award monies will be used to supplement the Veteran's Affairs Program at Santa Barbara City College. At present the office coordinates outreach and recruitment, plus provides records management, VEOP liaison, student orientation, assessment test interpretation, academic, career and personal counseling, and course progress tracking for over 500 veterans. The activities of the Veteran's Affairs Program, in cooperation with other student support services, also includes daily correspondence, records audits, job search support, academic progress follow-up, tutoring, and transfer support services. The office is staffed with a coordinator/clerk, student assistant and counselor under the supervision of the Dean of Student Development.

With VEOP monies, the office will be able to provide newsletters, workshops, seminars and counseling services that meet the needs of the area's eligible veterans. These activities, coupled with an improved computer-based veteran's tracking system, should result in increased veteran awareness and utilization of support services and improved student success rates, particularly for disadvantaged and disabled veterans.

There are many veterans in the college's tri-county area that can profit from these VEOP funds and Santa Barbara City College, with continued VEOP support, is committed to providing quality services to eligible veterans enrolled and those considering enrolling.
APPLICATION FOR APPROVAL OF NEW EDUCATIONAL PROGRAM

SANTA BARBARA CIVIC COLLEGE

District: SANTA BARBARA COMMUNITY COLLEGE DISTRICT

Date: May 2, 1990

II. Program Descriptive Material:

A. Program Name: Environmental Horticulture - Associate of Arts Degree

B. TOP #: 0109.00

C. Program goals (mark all applicable boxes):

- [X] AA Degree
- [X] Transfer
- [ ] Special Education (Handicapped)
- [ ] Occ. Employment
- [ ] Certificate (Units Req'd)
- [ ] Entry Skill Training
- [ ] Skill Upgrading
- [ ] License Preparation

D. If program requires approval of licensure board, supply evidence of compliance. N/A

E. Date Program will be initiated if approved: Fall/Winter 1990

III. Objectives of Program:

A. What are the objectives of the proposed program? (Append extra pages as necessary) see attached

B. If program has not appeared in Academic Master Plan, explain reasons for proposing it at this time. Included in master plan

C. Courses Included in Program:

1. Attach list of all courses in the proposed program, including an expected sequence or learning pattern (such as the recommended course sequence from the catalog). Give title, course number, units and hours per week (lecture and laboratory). Indicate new courses to be included in the program.

2. Attach course descriptions for new courses.
III. Objectives of Program:
   A. Objectives of the proposed program
      1. To provide basic foundational skills and theory related to
         landscape trades, with a transferrable format
      2. To provide a vehicle for an individual to seek vocational
         direction, that requires a 4-year degree, the one-year
         certificate being the first year of the 2-year format
      3. Provides students with educational background to meet the
         general education requirements for an AA Degree

IV. Establishment of Need:
   A. For the last three years the Advisory Committee has recommended
      that the Program establish an Associate degree to facilitate
      an efficient means for the student to transfer to the Cal Poly
      system. Students have gone onto Cal Poly and will do so, having
      a precise Associate of Arts program to follow is optimum
   B. Accompanying this application is a Cal Poly alumni survey that
      shows what areas graduates of the ornamental horticulture
      department became employed in
   C. Accompanying this application is a survey result that indicates
      that LH majors were interested in earning an AA Degree to the
      tune of 65% (4/29/87). Students in this region who want to earn
      a 4-year degree in horticulture need an efficient way to transfer
      to Cal Poly
IV. Establishment of Need:

How has the college established need for the proposed program? Report on one or more of the following as appropriate. Respond to as many as possible.

A. Report interdistrict attendance agreements, actions and comments of area or regional councils, inter- or intra-district advisory groups, advisory committees, or similar bodies testifying to the need for the program. Attach minutes of appropriate meetings.

B. Show summary results of job market analysis, surveys or other evidence of employment possibilities for personnel trained in the proposed program.

C. What are the indications of student interest in the proposed program, and how were they determined? (particularly appropriate to non-occupational programs)

D. Describe service to other disciplines which this proposed program will provide.

V. Estimated enrollment:

A. Estimate initial enrollment. What changes in the initial enrollment are anticipated as this program becomes fully operational?

see attached

B. Will this program have a significant effect on existing enrollments? If so, explain.

VI. Articulation:

A. What articulation provisions have been made or are in process with other educational institutions? The 1-year program transfers to Cal Poly, San Luis Obispo currently. Formal articulation agreements will be developed within one year with the Cal Poly university system, including the Pomona campus.

B. What related programs, if any, already exist at your college?

The SBCC Environmental Horticulture one-year certificate program.

C. What programs with similar objectives are offered or are planned at other regional schools and colleges? The only other community college programs within the region are located in Ventura County Community College District, south. To the north, Alan Hancock College in Santa Maria is the only other institution within the county that provides any landscape offerings. In both cases the horticultural community finds it not convenient to attend due to distance and such courses often FORM CCC-EP-1 (Rev. 3/85) do not meet the needs of the local Santa Barbara SP 50 landscape professional or its citizenry.
VII. Capital Outlay Program:

A. Will this proposed program require any additional facility or major equipment outlays (also consider effect on library or learning resource center)?

NO

B. Have these needs been identified in the facility master plan? If so, in what manner?

N/A

C. What sources of income will be used to cover the above costs?

N/A

☐ State Bonds ☐ State/Local Operations
☐ Available Local Bond Funds ☐ Federal
☐ Permissive Tax (Const. Act) ☐ Other (describe)

VIII. Staff:

Will additional staff be required for this program to become fully operational? (if yes, specify)

NO

IX. Evaluation:

What plans does the college have for periodic evaluation of this program, e.g., COPES, SAM, enrollment data, Transfer Student Success Rate, placement-followup?

1. Evaluation of enrollment trends
2. Program completion trends
3. Student transfer rate

THESE THREE FACTORS WILL BE USED TO EVALUATE THE 2-YEAR PROGRAM OVER THE THREE YEARS THE PROGRAM IS INSTITUT.

X. Certification of compliance with Title 5:

On , the Board of Trustees of District approved the above educational program and by my signature I certify that all provisions and conditions of Article 2 of Title 5, Section 55130(b) have been considered, and that all factors, taken as a whole, support establishment and maintenance of the proposed educational program.

Superintendent/President

Date

Use Attachments as Necessary

FORM CCC-EP-1 (Rev. 3/85)
SP 50

Item 4.1
Page 4 of 6
08/16/90
1. Proposed Program Title: Associate of Arts Degree

2. Proposed Initiation Date: Fall 1989

3. Division: Technologies

4. Department: Landscape Horticulture

5. Program Goal(s): (See attached directions.) Transfer Associate

6. Date: May 2, 1989

7. Approval of Licensure Board required: Yes X No

8. Program included in District Master Plan: Yes X No

9. Estimated initial enrollment: Increased Enrollment

10. Estimated enrollment when program fully operational: Maximum of 40 per class

11. Anticipated effect on existing enrollments: Certificate classes should increase in enrollment because students will have more options to transfer into selected CSU institutions

12. Related programs presently in existence at SBCC: NONE

13. Other area community colleges offering the program: Ventura College

14. New program: NEW or replacement of: 

15. Appropriateness of program to community college setting: The AA Degree will provide an efficient way for students to transfer to 4-year programs

16. Articulation provisions in process with other educational institutions: A formal articulation agreement is in effect with Cal Poly University and a 'Minor' agreement with CSU Fresno and Chico

17. Facilities, materials, equipment, library resources required for New Program: No new resources required

18. Staffing needs: Certificated: Unchanged Classified: Conversion of a part-time LTA position (currently suspended) to full-time status

19. Plan for administration of program: No Change

20. Program Objectives: (Attach Items 20-24 to this form.)

21. Program Courses: Give title, course, number, units, hours per week (lecture and laboratory) and the expected sequence as it would appear in the Catalog. Indicate new courses to be included in the program.

22. Course description for new courses:

23. Establishment of need: (See attached directions.)

24. Plan for program evaluation:

Endorsements:

Department Chair

Division Chair

Division Dean

Approvals:

Vice President, Academic Affairs

Curriculum Advisory Com. Chair

Curriculum Advisory Com. Vice Chair

Item 4.1

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08/16/90
ITEM 5 - Program Goals
a. the AA Degree is proposed to assist those students that seek
direct transfer to the Cal Poly University system
b. the 2-year transferrable format will provide basic foundational
skills and theory related to the landscape horticulture trades
c. the 2-year degree provides the background necessary for
employment at a higher level than the current certificate
program, and at the same time providing transferrability
d. provides students with educational background to meet the
general educational requirements for an AA Degree.

ITEMS 20-24

ITEM 20 - Program Objectives
please refer to ITEM 5

ITEM 21 - see attached

ITEM 22 - New Course Description
There are no new courses

ITEM 23 - Establishment of Need
a. students of the Landscape Horticulture Program were surveyed
in a poll dated 4/29/87, indicated that 65% of LH majors
would like to take advantage of the 2-year transferrable
Associate Degree,
b. minutes of the April 29, 1987 Advisory Committee show that
the transfer option was readied for approval after three
years of urging
c. a Cal Poly job market analysis shows the tendencies within
the ornamental trades, see attached
d. students have been transferring to Cal Poly for over eight
years with a certain degree of erratic transition. The AA
Degree will setup an approved and nonerratic guideline for
smooth transfer

ITEM 24 - Plan for Program Evaluation
These three factors will be used to evaluate the 2-year program
over the next three years;
a. Evaluation of enrollment trends
b. Program completion trends
c. Student transfer rate
CERTIFICATED PART-TIME LECTURERS*
Fall 1990

ABBEY, Robert
ABNEY, Richard
ALDEN, Elizabeth
ALEXANDER, Gae
ARRINGTON, Homer
AUCHINCLOSS, Elizabeth
AYLESWORTH, Aileen
BAILEY, Marsha
BAKER, Barbara
BAMBACH, Paul
BASSEY, Ed
BEASLEY, Susan
BEEHLER, Susan
BENDER-SHORE, Pricilla
BERGER, Mark
BIESINGER, Kathy
BLAU, Marjorie
BOYD, Judith
BRAINERD, David
BRANDTS, Robert
BRITSCHE, James
BRUMMEL, Josephine
BUCKELOW, Luz
BULL, Guy
BURKARD, Patricia
CAIN, Gwen
CALIP-FAVOR, Jean
CALLON, Harrilyn
CAPPS, Lois
CARDY, Mary Ann
CHAVEZ, Mirta
CHEN, Su-ming
CHESHER, James
CIABATONI, Sally
CLEYET, Francesca
COBB, Joanne
COHAN, Wayne
COKELEY, Melvin
COLE, Carole
COLEMAN, Jacqui
CONDON, Luann
CORBETT, Steven
CORELLE, Julio
COX, Victor
CRAIG, Bruce
CRONSHAW, Earla
CROSBY, Ann
CUNNINGHAM, Lorna
DAVIS, Rebecca
DEBELLEFUILE, Denise
DENKE, Debora
DEWEY, Kathleen
DIPAOLO, Joe
DO, Hien
DOWNEY, Michael
DOWNEY, William
DROBUS-MEISEL, Jacqueline
DUCHARME, Margaret
DUERR, Jim
DUNCAN, Lansing
DUNN, Phyllis
EGAN, Linda
EISEMAN, Deborah
EKSTROM, Linda
ERSKINE, Richard
ESCHELL-HOLMES, Donna
ESHANKARI-Qajar, Manoucher
FARMER, Ann
FARRIS, David
FEDERMAN, George
FERNANDEZ, Beverly
FICKEL, Ted
FORD, Jan
FOSS, Christina
FRANK, Patricia
FREUND, Kurtis
FREY, Lisa
FROST, Amanda
FUSARO, Craig
GAGNON, Dennis
GALLOWAY, Kimberley
GARCIA-ROMO, Aurora
GAREY, Judith
GARFINKEL, Charlene
GILLES, Joy
GILLMAN, Roberta
GODAR, Ronald
GONZALEZ, Francisco
GORDON, Janet
GRACE, Krista
GRANDBOUCHE, Angela
GREENUP, Nadine
HALL, Tim
HALL-KRAMER, Sharon
HAMILTON, Janice
HARLING, Michael
HAWKINS, Chris
HAYES, Marjory
HEATH, Frank
HERMES, Elizabeth
HOFMANN, Fred
HOLDMAN, Annette
HOLLY, Richard
HUNT, Ellen
HUTH, Vern
ION, Don
ISHKANIAN, Judith
IYER, Nandini
JACKSON, Anthony
JACOBS, Elaine
JAKUBOWSKI, Dana
JENNINGS, Charlotte
JONES, Joyce
KAYE, Joel
KASSER, Carol
KEATING, Robert
KEMP, Micael
KENNEDY, Duff
KETURI, Hannah
KINNERSLEY, Michael
KIPP, Susan
KOPF, Judith
KRAMER, Mark
KRUEGER, Wayne
LAMMERS, Terry
LANE, Margaret
LANSING, Melanie
LARSON, Brooks
LARSON, Tom
LASSWELL, Steven
LAWYER, David, Sr.
LEHMAN, Merle
LEVASSEUR, Elaine
LIN, Henry
LIPSON, Deborah
LOUDA, Sylvia
LYNCH, Terry
LYNN, James
MAGEE, Randall
MAIZLISH, Morton
MAJOESKY, Steve
MALLEN, Mary
MARION, Cynthia
MARSCHAK, Fred
MATHews, Donna
MCEACHEN, David
MCKENZIE, Maureen
MCNALLY, Ted
MEDINA, Carlos
MELENDEZ, Chuck
MENSINGER, Allen
MOIN, Hossein
MONK, Robert
MONTAG, Blake
MORENO, Francisco
MORENO, Luis
MORRIS, David
MORRISON, Laura
MUELLER, Shirley
NGUYEN, Thoi
O'CONNOR, Erin
OLMSTEAD, Rick
PAARMANN, Barbara
PAPP, Albert
PAPP, Louella
PAULSEN, Kathleen
PAVLOV, Jelena
PEARSON, Andrea
PEARSON, Tim
PEINADO, Kelley
PETRICH, Paul
PFIEFFER, Ken
PHREANER, Jack
POMPE, Susanne
POSNER, Nancy
PRICE, Lelani
PURDIE, Carol
PURDIE, John
RADDITZ, Joan
RASCHKE, Peter
RASKIN, Bonnie
REEFMAN, William
REILLY, Rob
REMY, John
REYNOLDS, Jocelyn
RICHARDS, Kent
RIDLAND, Muriel
RICKER, Judy
RIEL, Roy
RIGBY, Gwen
RINGER, Tom
ROCKWOOD, Charles
ROMINE, Ed
ROTMAN, Richard
RUSSELL, Edward
RUSSELL-HARDIN, Kathleen
SAITO, Patty
SALINAS, Tomaso
SALSBURY, Greg
SANCHEZ, Joe
SANDERS, Tal
SANDY, Markus
SCHENK, Eric
SCHOTT, Max
SCHULTZ, Eric
SCHWEIGERT, Joan
SCUDELARI, Charles
SEGURA, Armando
Serna, William
SHERMAN, Spencer
SIMS, James
SJOLLEMA, Michael
SLONIKER, William
SMITH, Libby
SMITH, Mary Ann
SMITH, Michael
SMITH, Nancy
SOTO, Mariana
SPECHLER, Arnold
SPIERS, Elizabeth
STARK, Anne
STEUART, Tamara
STEVSON, Deni
SULLIVAN, John
SWIHART, James
TAMMINGA, Ernest
TANNER, Stephen* (WS)
TARQUINIO, Armadio
TAYLOR, Marilyn* (Math)
TEAL, Ken
THIELMAN, Janice
TIERNEY, Patricia
TIMOTHY, Mary
TOMKO, Kathleen
TRENT, Paul
TUCKER, Janice
UNWALLA, Khushro
UNZUETA,
VILLA, Ted
VILLEGAS, Luis
VINCENT, Leslie
WAKITA, Takako
WARD, Sue
WATSON, Richard
WEISS, Elizabeth
WEISSBERG, Catherine
WEISSGLASS, Theresa
WEISSNER, Curtis
WILLIAMS, Richard
WITHINGTON, Nancy
WOETZEL, Robert
YEAGER, Beth
ZANDALASINI, Louis
ZIMMERMANN, Allyson

*NOT TO EXCEED 9 TLU'S, INCLUDING ANY CONTINUING EDUCATION ASSIGNMENTS.
NEW COURSES, CONTINUING EDUCATION DIVISION - FALL TERM 1990

CRAFTS (7)

The Art of Seeing: The Science of Expression
The Elegance of Script Writing

ENGLISH LITERATURE & WRITING (7)

Tocqueville: Democracy In America

HEALTH & SAFETY (9)

Motivating Older Adults to Enjoy Wellness
Holiday Nutrition on the Run
Senior Forum: Growing Wiser, Growing Younger/Wellness for You Body & Mind
Update on Alzheimer's Disease: 1990

HOME & FAMILY (8)

Beginning Dance for the Mature Person
Cutting Up in the Kitchen
Drought Tolerant Gardens
Fire Recovery And Rebuilding Seminar: Focus on Design
Gourmet Cooking: Soups and Stews

PERFORMING ARTS (7)

Exploring the Play: V. Havel's "The Memorandum"

PSYCHOLOGY & PERSONAL DEVELOPMENT (7)

Enjoying the Differences: For Men/For Women
Fighting Back: What You Need To Know About Alcohol And Other Drugs
Figuring Out Your Family: The Answer to Deeper Relationships
"Not to Worry"
Personal Power: A Choice for Successful Living

SPECIAL- ESL (3)

Intensive ESL Level I

Funding Categories:

3 - English as a Second Language
7 - Education programs for older adults
8 - Education programs in home economics
9 - Health and safety education

Item 4.4
08/16/90
# SANTA BARBARA COMMUNITY COLLEGE DISTRICT

## PURCHASE ORDER REPORT AUGUST 16, 1990

<table>
<thead>
<tr>
<th>Purchase Order Number</th>
<th>General District Funds</th>
<th>Other Funds Noted</th>
<th>Description</th>
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<tbody>
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<td>Purchase Order Number</td>
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<td>A.B. Dick Co.</td>
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Media Services Open P.O. for supplies for 1990-91 fiscal year
Media Services Open P.O. for repair parts for 1990-91 fiscal year
Media Services Open P.O. for supplies for 1990-91 fiscal year
Media Services Open P.O. for repair parts for 1990-91 fiscal year
Duplicating Maintenance agreement for two presses
Media Services Open P.O. for color services 7/1/90-6/30/91
Media Services Open P.O. for repair parts
LAC Videotape
Construction-Bus Serv Furniture for IDC Lounge
<table>
<thead>
<tr>
<th>Purchase Order Number</th>
<th>General District Funds</th>
<th>Other Funds Noted</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>910089 Eastman Kodak Co.</td>
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<td>Duplicating . Open P.O. for maintenance of (2) IBM photocopiers/copy charges</td>
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<td>Warehouse Supplies . Supplies</td>
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<td>910091 Girls Club of S.B.</td>
<td>1,100.00</td>
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<td>CE-EvenHigh, Citizen&amp;ESL . Room usage for W'90 &amp; Sp'90 ESL classes</td>
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<td>910093 Carpinteria Unified Schools</td>
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<td>CE-Admin . Room Usage for S'90 term</td>
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<td>910094 Grant House</td>
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<td>Theatre Arts . Bernette sewing machine</td>
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<td>910098 Teaching Tech, Montessori</td>
<td>323.05</td>
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<td>LAC . Laserdisc program</td>
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<td>LAC . Videotapes</td>
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<td>910104 Computer Access</td>
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<td>910133 Hewlett Packard</td>
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<td>910138 Snap-On Tools Corp.</td>
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And those Purchase Orders meeting definition of routine orders (per Board Policy) numbers 905012 to 905027 and 910001 to 910356 and 915001 to 915004.
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Item 5.1-b
08/16/90
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<td>Association for Public Continuing and Adult Education)</td>
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Item 5.1-c
Page 1 of 4
08/16/90
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* Paid out of President's Membership Budget
July 5, 1990

Mr. Stephen Stanley
SPECTRA Information & Communication Inc.
3081 Calle Mariposa
Santa Barbara, CA 93105

Re: Proposal for Phase 1 Archaeological Survey
Proposed Maintenance Facility,
West Campus Student Parking Structure Parking Lot 1D,
and Improvements to East and West Campus Entrances
Santa Barbara City College, Santa Barbara, California

INTRODUCTION

The following proposal is designed to assess potential prehistoric and historic archaeological constraints at the above referenced parcel. The proposed scope of services is similar to that set forth in "Cultural Resources Section, City of Santa Barbara Master Environmental Assessment."

The proposed project consists of a cultural resources evaluation of four separate projects on the Santa Barbara City College Campus. Two prehistoric sites (SBa-30 and -31) are located on campus. One unrecorded prehistoric site is mentioned in Orr's notes at the Santa Barbara Museum of Natural History. This site is also believed to have been destroyed.

Remnants of two historic archaeological sites may also be located on campus. The remains of El Castillo, a fortification associated with the Santa Barbara Presidio was located on campus at one time. It is believed that this site was destroyed when the coastal bluff was removed for construction of the harbor area. Other remains include those associated with the Dibblee Mansion.

The Phase 1 cultural resource survey will include evaluation of the following projects:

1) Removal of an existing temporary maintenance building and construction of new (approx. 3000 sq. ft.) replacement building. This building will be located at the southwest corner of West Campus by the Garvin Theatre;

2) Construction of a student parking structure on West Campus. This structure has a proposed building footprint of approximately 49,822 sq. ft;

3) Relocation of the West Campus entrance road; and

4) Construction of a new 101 parking lot on the northern end of East Campus. Construction of this parking lot will also require removal of several existing temporary classrooms, temporary bungalows, and 27 existing parking spaces.

Item 5.1-g
Page 1 of 3
08/16/90
In the event that archaeological materials are found on the above referenced parcel, completion of a California Archaeological Inventory Form or Historic Resources Inventory Form and incorporation of this information into the Phase 1 report is estimated to be an additional $325.00.

The terms and limitations of our liability are provided in the attached General Conditions (115.6 (5-88/D)) and Schedule of Charges (115.5 (7-88)), and are made part of this proposal. Unless negotiated otherwise, Dames & Moore's liability will be limited to the amounts stated on this form. Your acceptance of the above budget and limitations may be indicated by signing in the space provided below on one copy of this proposal and returning it to us with a check for the full estimated amount of this project.

***

We trust that this brief proposal meets with your requirements. If the proposed scope of services is acceptable, please return a signed copy of this proposal and attached General Conditions as your formal authorization to proceed. We look forward to working with you. Please call us should you have any questions regarding this proposal.

Very truly yours,
DAMES & MOORE

[Signature]
Dean Hargis
Partner (Ltd.)

[Signature]
Pandora Snethkamp, Ph.D.
Senior Archaeologist

Authorization to Proceed by:

[Signature] 2/6/90

Address

* Person with authority to financially commit the project.

Attachments:
1) Schedule of Charges (115.5 (7-88))
2) General Conditions (115.6 (5-88/D))
DATE: June 25, 1990

PROJECT: Santa Barbara City College
           Administration Building First Floor Remodel

ARCHITECT: Kruger Bensen Ziemer

MECHANICAL ENGINEERING AGREEMENT

I. The engineering for this project will be provided as described below for a total fee of:

EIGHT THOUSAND EIGHT HUNDRED FORTY DOLLARS ($8,840.00)

Progress payments will be due upon receipt of monthly work progress statements. The amount by phase listed will provide for the following services:

A. DESIGN DEVELOPMENT (preliminary work) $2,070.00

   1. Preliminary construction cost opinion.
   2. Site inspection.

B. CONSTRUCTION DOCUMENTS (working drawings) $4,770.00

   1. Design completion.
   2. Working drawings.
   4. Building Department or agency plan-check revisions.
   5. Coordination of design with the Architect and project Consultants.

C. ADMINISTRATION SERVICES $2,000.00

   1. Advertising and bidding of construction documents.
   2. Review and processing of Submittals and Shop Drawings.
   3. Bulletins to clarify the drawings.
   4. Two site construction observation visits (including final observations) are included. If additional visits or time is required when requested by the Owner it will be charged for in addition to this Agreement, on an hourly basis.
Coast Village Engineering will provide for the following in the engineering of this Project:

**Mechanical**

1. Installation of new split system heat pumps - number as required to suit space conditions.
2. Installation of new air distribution system.
3. Demolition of existing ductwork and equipment as required.

**FIRE PROTECTION**

A fire sprinkler specification directing a licensed fire protection contractor to prepare plans and, after submission to Architect and appropriate agencies for review, reconfigure the fire sprinkler system throughout the area of the Project.

**PLUMBING**

No plumbing work is anticipated on this Project.

**ELECTRICAL**

1. Connect new HVAC equipment to building electrical power supply.
2. Provide conduit and wiring for mechanical controls and interlocks.

**STRUCTURAL**

Structural analysis and verification of roof integrity prior to design of roof-mounted air conditioning equipment.
June 25, 1990  
Santa Barbara City College  
Administration Building First Floor Remodel  
MECHANICAL ENGINEERING AGREEMENT  
Page two

II. The Owner's designated Architect will provide the following to CVEC:

A. A schedule of drawing submittal dates.

B. Specification format.

C. Periodic coordination prints and prior to starting CVEC's working drawing phase provide:
   1. Sections & elevations.
   2. Reflected lighting plan and lighting loads.

III. Items excluded from CVEC's Scope of Work:

A. Title 24 documentation.

B. Design for asbestos removal.

IV. Revision to the original Scope of Work:

A. The fee quoted for engineering services is based on the drawings given to the engineer at the start of the project by the Owner's designated Architect. Changes to these drawings requiring additions to the original scope of work shall be termed revisions and shall be charged hourly or by lump sum revision in addition to the original fee quoted.

This agreement entered into 7.30.90

COAST VALLIEGE ENGINEERING CORPORATION

John A. Helin, President

SANTA BARBARA CITY COLLEGE  
Owner's Representative

Signature  
C. Hanson, Vice President, Business Services  
Printed name and title
DATE: July 16, 1990

PROJECT: Humanities Building/Silkscreen Exhaust

ENGINEER: Coast Village Engineering Corp.

MECHANICAL ENGINEERING AGREEMENT

I. The mechanical engineering for this project will be provided as described below for a total fee of:

FOUR THOUSAND FOUR HUNDRED DOLLARS ($4,400.00)

Progress payments will be due upon receipt of monthly work progress statements. The amount by phase listed will provide for the following services:

A. DESIGN DEVELOPMENT (preliminary work) $800.00
   1. Location, sizing and space requirements for equipment.
   2. Development of schemes for the project.
   3. Preliminary construction cost estimate.
   4. Site visits to gather information.
   5. Preliminary electrical and structural requirements.

B. CONSTRUCTION DOCUMENTS (working drawings) $2,600.00
   1. Design completion.
   2. Working drawings.
   4. Coordination of design with project Consultants.
   5. Title 24 documentation (prescriptive approach only).

C. ADMINISTRATION SERVICES $1,000.00
   1. Review and processing of Submittals and Shop Drawings.
   2. Bulletins to clarify the drawings.
   3. Two site construction observation visits (including final observations) are included. If additional visits or time is required when requested by the Owner it will be charged for in addition to this Agreement, on an hourly basis.

II. Items excluded from CVEC's Scope of Work:

A. Title 24 documentation.
July 16, 1990
Humanities Building/Silkscreen Exhaust
MECHANICAL ENGINEERING AGREEMENT
Page two

III. Revision to the original Scope of Work:

A. The fee quoted for engineering services is based on the instructions given to the engineer at the start of the project by the Owner. Changes to these drawings requiring additions to the original scope of work shall be termed revisions and shall be charged hourly or by lump sum revision in addition to the original fee quoted.

This agreement entered into July 16, 1990.

COAST VILLAGE ENGINEERING CORPORATION

John A. Helin

SANTA BARBARA COMMUNITY COLLEGE DISTRICT
Owner

Signature 7/23/90

C. Hanson, Vice President, Business Svcs
Printed name and title
MECHANICAL ENGINEERING NARRATIVE

FOR

SBCC HUMANITIES BUILDING/SILKSCREEN EXHAUST
7-16-90

Coast Village Engineering will provide for the engineering and design of the following items for this project:

1. Three bench exhaust type hoods at screening tables.
2. One exhaust hood at main work area.
3. Connecting ductwork as required.
4. Duct up thru second floor and roof slabs.
5. Exhaust fan and filter section on roof.
6. Electrical wiring and controls.
7. Saw-cutting or coring of roof and floor slabs.
8. Structural analysis of proposed saw-cutting or coring of existing floor and roof slabs.
9. Air balance of new exhaust system (and existing supply air system as required for this area).
II. Santa Barbara City College agrees to provide:

1) Office space for EDD staff assigned to EDD/SBCC Placement Services. Space Use Permit (DE)4495 will be issued as required by EDD.

2) Use of desks, files and telephones at no cost.

3) One parking permit assigned to EDD staff.

4) Access to student applications and employer job order records for purposes of placement.

5) The promotion of EDD/SBCC Student Placement Service as a co-operative program.

SBCC agrees to abide by Federal and State regulations pertaining to the job-placement process. This includes concepts outlined in the Employee Standard of Conduct regarding confidential information, discrimination, incompatible activities, etc. required of EDD staff.

Both parties agree that all job placements will be credited to the EDD/SBCC Student Placement Service.

This agreement will remain in effect from July 2, 1990 through June 30, 1991. It may be cancelled in writing by either party with thirty (30) days notice.

APPROVED FOR
SANTA BARBARA CITY COLLEGE

[Signature]
Charles L. Hanson
Business Manager
7/10/90

APPROVED FOR
EMPLOYMENT DEVELOPMENT DEPARTMENT

[Signature]
Malcolm L. Cobb
Field Office Mgr.
7-2-90

Date

Item 5.1-i
page 2 of 3
08/16/90
1. Santa Barbara City College, hereby agrees to allow the State of California, Employment Development Department, to occupy the premises located at 731 Cliff Drive, Santa Barbara, CA 93109 containing approximately 150 sq. ft. of square feet of office/parking space, rent free, during the period of 3-15-61 thru 3-15-61. Grantor is under no obligation to provide space on a continuing basis and may terminate this permit anytime on thirty (30) days written notice to the Employment Development Department, 800 Capitol Mall, Room W2099, Sacramento, CA 95814.

The following utilities will be furnished without charge:

- Gas
- Electricity
- Water
- Other
- Telephone

2. Special Terms and Conditions:

In addition, Santa Barbara City College will provide clerical support, supplies and general office equipment and furniture necessary to perform the duties of a Placement Officer. Also, additional places for publicity, posters, announcements will be available as well as additional office space for off-campus employers to use for interviews.

3. Costs to be paid by Employment Development Department

None

This permit obtained by:

Hal Cobb, Mgr.

Recommended (Regional Administrator)

Approved (Business Administrator)

Are you Business Administrator? Forward 1 copy to:

- Facilities and Equipment Group, MIC 27
- Operations Support Section, MIC 47

Item 5.1-1
Page 3 of 3
THIS AGREEMENT, made and entered into this 1st day of June, 1990, in the State of California, by and between the State of California, through its duly elected or appointed, qualified and acting

TITLE OF OFFICER ACTING FOR STATE: Deputy Chancellor
AGENCY: Chancellor's Office
California Community Colleges

hereafter called the State, and

Santa Barbara Community College District
hereafter called the Contractor.

WITNESSETH: That the Contractor for and in consideration of the covenants, conditions, agreements, and stipulations of the State hereinafter expressed, does hereby agree to furnish to the State services and materials, as follows:

(See forth service to be rendered by Contractor, amount to be paid Contractor, time for performance or completion, and attach plans and specifications, if any.)

1. The Contractor shall be responsible to ensure that the services specified in the Work Statement, Exhibit A, are performed satisfactorily by the Santa Barbara City College, which is part of the Santa Barbara Community College District. Exhibit A is attached hereto, and by reference, made a part of this contract.

2. In consideration of satisfactory performance of the above, the State agrees to pay the Contractor, through the apportionment process, costs in accordance with those specified in the Budget, Exhibit B, which is also attached hereto, and by reference, made a part of this contract. The total amount payable under this contract shall not exceed $8,000. Payment shall be made in one lump sum as part of the 1989-90 second principal apportionment, and is subject to adjustment through the normal apportionment process. (The certification date for the second principal apportionment is June 25, 1990.)

CONTINUED ON ___ SHEETS, EACH BEARING NAME OF CONTRACTOR AND CONTRACT NUMBER.

The provisions on the reverse side hereof constitute a part of this agreement.

IN WITNESS WHEREOF, this agreement has been executed by the parties hereto, upon the date first above written.

---------------------

STATE OF CALIFORNIA

AGENCY: Chancellor's Office
California Community Colleges

BY (AUTHORIZED SIGNATURE):

Printed Name of Person Signing: Douglas W. Burris
Title: Deputy Chancellor

CONTRACTOR

CONTRACTOR (IF OTHER THAN AN INDIVIDUAL, STATE WHETHER A CORPORATION, PARTNERSHIP, ETC.):
Santa Barbara Community College District

BY (AUTHORIZED SIGNATURE):

Printed Name and Title of Person Signing: Vice President, Business Services
Address: 721 Cliff Drive, Santa Barbara, CA 93109

AMOUNT ENCUMBERED BY THIS DOCUMENT: $8,000.00

PROGRAM/CATEGORY (CODE AND TITLE): Local Assistance

FUND TITLE: General

Prior Amount Encumbered for this Contract: $0.00

Total Amount Encumbered to Date: $8,000.00

OBJECT OF EXPENDITURE (CODE AND TITLE): 6870-101-001 (c)

TOTAL AMOUNT ENCUMBERED TO DATE: 93 1989 1989-90

FISCAL YEAR

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.

SIGNATURE OF ACCOUNTING OFFICER: 6-20-90

Department of General Services
Use Only

Item 5.1-j
Page 1 of 4
08/16/90
Exhibit A
Work Statement

The study of special student services program is a one-time project designed to evaluate the effectiveness of EOPS and DSP&S programs in terms of student performance. This study would also review students receiving Matriculation, CARE, GAIN, and Financial Aid services. Legislation authorizing specially-funded programs calls on the Chancellor and Board of Governors to perform such evaluation. (EC: 69648.5 for EOPS, and EC: 84850 for DSP&S)

The district shall assure that the college does all of the following:

1. Provides a 33% (1 of every 3 students) random sample of students from EOPS and DSP&S. If the total number of students in any program is less than 100, use a 50% sample.

2. Provides a 50% (1 of every 2 students) random sample of students receiving GAIN services; A 100% (1 of every 1 student) sample of students receiving CARE services; A 2% (1 of every 50 students) receiving Matriculation services; and a 5% (1 of every 20 students) receiving financial aid.

3. Provides a 1% (1 of every 100 students) sample of credit students not receiving any of the services listed above, and a 5% (1 of every 20 students) sample of non-credit students (if applicable).

4. Merge all the samples into one "main data set". Students appearing more than once in the main data set (that is receiving more than one service) should be combined into one case, coding the services received. That is, each student should appear only once in the main data set. The size of the main data set should not be less than 5% of the total enrollment.

5. Collect data from every available source (computer print-outs, application forms, test forms, counseling records, etc.), for the variables listed in the study. Replace cases that have more than half of the variables with information missing. (See Attachment A).

6. Edit data and validate sample for representation in terms of ethnicity, gender, credit/non-credit status, and load (full-time/part-time).

7. Write the data onto two diskettes in ASCII format with blanks separating each variable. Provide also two hardcopies of the information.
8. Mail the two diskettes and two hardcopies to the Research and Analysis unit of the Chancellor's Office by September 4, 1990.

9. Meet with the Project monitor, and the Chancellor's Office staff in relation to this project.

10. Assist the Chancellor's Office with preparing the colleges' data for statewide analysis, and with statistical work to verify the method of data collection and analysis.
Exhibit B
Budget

1. Provide the deliverable data which consists of a sample size of not less than 1,300 unduplicated student counts. Such data should include all available variables requested.

$4,000

2. Assist the Chancellor's Office in preparing colleges' data for statewide analysis, and with statistical work to verify the method of data collection and analysis.

$4,000

TOTAL $8,000
TOMORROW'S TEACHERS

Chancellor's Office, California Community Colleges

AGREEMENT FOR THE
2+2+2 ARTICULATED CAREER EDUCATION PROGRAM

Santa Barbara City College

Grant No. 89-0407, Amendment No. 1

On this 5th day of June, 1990, the Chancellor's Office of the California Community Colleges and the Santa Barbara Community College District hereby agree to amend grant number 89-0407 as follows:

Basically the purpose of this amendment is to extend the termination date and request a second Annual Progress Report which shall cover the activities of the extension.

ARTICLE I - RESPONSIBILITIES OF THE GRANTEE

4. The original grant requires an Annual Progress Report which shall cover the period of time between August 1, 1989 and June 30, 1990, and shall be due no later than August 1, 1990. It also notes the two individuals who should receive a copy of the report.

IN WITNESS WHEREOF, this agreement has been executed by the parties hereto, upon the date first above written.

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<td>Douglas W. Burnis</td>
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I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.

SIGNATURE OF ACCOUNTING OFFICER

[Signature]

7/11/90

N/A

Item 5.1-k
Page 1 of 2
08/16/90
The second Annual Progress Report shall cover the period of time between July 1, 1990 and September 30, 1990, and shall be due no later than November 1, 1990. Again, Connie Anderson and Julie Slark shall be the recipients of this report.


The final allocation amount of $10,343 shall be paid in December 1990, rather than in September 1990. This final allocation amount will be made upon receipt of, and approval by, State of Grantee's Annual Progress Reports and Final Expenditure Report.

6. Fiscal Responsibilities

b. Expenditure Reports

(1) The first Expenditure Report was to be sent to the State Project Director February 15, 1990. The Final Expenditure Report shall be due to the State Project Director on or before November 1, 1990 (along with one copy of the second Annual Progress Report), rather than August 1, 1990.

(2) Please note again that State approval of the Annual Progress Reports and Final Expenditure Report shall be the basis for the amount of the final allocation. Any final allocation amount shall be paid in December 1990, rather than in September 1990.

(3) The date for submittal to the State of the amount of unexpended 2+2+2 Project funds is changed from June 15, 1990 to September 15, 1990.

ARTICLE II - GENERAL PROVISIONS

2. Terms of Agreement

The term of the agreement for all aspects, other than the second Annual Progress Report and Final Expenditure Report, shall be from August 1, 1989 through September 30, 1990. The two noted exceptions shall be submitted no later than November 1, 1990.

All other terms and conditions remain the same.
AGREEMENT WITH SANTA BARBARA CITY COLLEGE

SEMESTER ABROAD PROGRAM IN THE SOVIET UNION FALL 1990

SANTA BARBARA CITY COLLEGE (referred to as SBCC) and SANTA BARBARA TRAVEL BUREAU (referred to as SBTB) agree to the following arrangements for the above named program:

DESCRIPTION OF PROGRAM:

SBTB and SBCC will jointly plan, organize and execute a semester abroad program to the Soviet Union, which consists of a educational tour portion visiting Leningrad, Moscow and Yalta, as well as a Kiev University hosted 8 week study program in Kiev.

DATES OF PROGRAM:

SBCC students will depart the United States on September 6, 1990 and return on November 29, 1990. SBTB will not take responsibility for any student staying on Europe after Nov. 29, 1990, other than requested air reservations.

RESPONSIBILITIES:

SBCC agrees to determine the academic nature of the program, set course requirements, assign professors, select Program Director, supervise program in U.S. and abroad, and choose students based on whatever criteria they create. SBCC agrees to advertise the program, promoting it actively and accurately. SBTB will provide several opportunities for SBTB to brief potential and selected students on the details of the travel program. SBCC will place under deposit with SBTB a $1000 deposit to secure reservations and finalize this contract. (RCVD ALREADY) This deposit will be refunded to SBCC after all students have paid in full, and final accounting has been done by SBTB. Refund will be made no later than September 6, 1990.

SBTB agrees to arrange all aspects of travel details, including transportation, accomodations and sightseeing throughout the program. For complete list of every detail included in cost and program, see page titled "PROGRAM INCLUDES" (APPENDIX 1). SBTB will provide all necessary forms for the non academic portion of the program, negotiate fares and prices on behalf of SBCC and coordinate communications with the Soviets.

Specifically:
1. COST OF PROGRAM: $4300 for total program including Kiev. However, SBTB's responsibility does not include the Kiev program. The arrangements made by SBTB for all aspects of the program, except Kiev is $2410 per student and 2 professors free based on 30 full paying students. If group size falls below 25, cost of program is 5% more than $2410 per person and 1 professor will have to pay the land cost of the program, $1596. Below 20 and 1 professor must pay both the land and air cost of $2410 and the price is 10% more than $2410. At 16 passengers or less, the program cannot operate. At least one professor must travel both ways with the group.

2. SUBCONTRACTORS: SBTB has contracted with various companies to provide services included in the program. They include:
   a. MELNI BUS (Santa Barbara, CA) - To provide roundtrip transportation between Santa Barbara and Los Angeles International Airport.

   b. FINNAIR (Los Angeles, CA) - To provide roundtrip air transportation between Los Angeles and Helsinki, Finland.

   c. LONG TOURS (Helsinki, Finland) - To provide transfers, hotel accommodations and sightseeing services included in program during the stay in Helsinki.

   d. FRIENDSHIP TOURS (Helsinki, Finland) - To provide all arrangements in the USSR except within the city of Kiev and Yalta.

   e. YALTA TOURS (Yalta, USSR) - To provide homestay accommodations, transfers from Simferopol airport and sightseeing in Yalta.

SBTB has no responsibility for the program within Kiev. Our arrangements provide for the group to arrive at Kiev train station, have a trip to Yalta at "midterm", and provide transportation away from Kiev. SBCC must negotiate, plan, pay for and execute all activities in Kiev with Kiev State University. SBTB will provide any additional assistance requested.

3. INSURANCE - SBTB is providing several kinds of insurance in conjunction with this program:

   a. Student Insurance Policy - The coverage provided for every student is listed on APPENDIX 2, and is underwritten by New Hampshire Insurance Co. and processed by R.F. Lyons Co. of Santa Ana, CA.
b. Foreign General Liability Insurance - SBTB carries a $1,000,000 policy with Vigilant Insurance Co. (subsidiary of CHUBB group) of Woodland Hills, CA.

c. Errors and Omissions - SBTB carries a $1,000,000 policy with Seabury and Smith Co. of Washington, DC.

d. Performance bond - SBTB carries a bond in the amount of $100,000 with Marsh and McLennan Co. of Hartford CT.

4. FUTURE AGREEMENTS - It is agreed that SBTB will be given first opportunity to bid on future groups to the USSR, and in the event that SBTB and SBCC do not work together in 1991, SBCC agrees not to reveal SBTB's subcontractors or contract prices to any other travel firm.

5. COLLECTION OF FUNDS - Students will pay entire cost of program, including Kiev portion, to SBTB, according to payment schedule listed in attached "TERMS AND CONDITIONS" (APPENDIX 4). SBTB will give SBCC a check for the total amount collected over $2410 per student, approximately 2 weeks prior to departure. All funds are deposited into a special account at Santa Barbara Bank and Trust.

6. LEGAL ACTION: SEE APPENDIX 3.

THIS PROPOSAL IS WRITTEN BY:

LINDA APPLETON
GROUP COORDINATOR

AS AN AGENT FOR:
SANTA BARBARA TRAVEL BUREAU
1028 STATE ST.
SANTA BARBARA, CA. 93101
805-966-3116 phone
805-965-2166 fax

Item 5.1-r
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08/16/90
APPENDIX 1:

STUDY ABROAD IN THE SOVIET UNION PROGRAM INCLUDES:

- ROUNDTRIP BUS TRANSPORTATION FROM SBCC TO LAX
- ROUNDTRIP AIRFARE LAX - HELSINKI (6 SEP - 29 NOV, 1990)
- AIRPORT TRANSFER IN HELSINKI TO OLYMPIA HOTEL, 1 NIGHT ACCOMODATIONS (7 SEP), FULL BREAKFAST, TRANSFER TO TRAIN
- ONE WAY TRAIN TKT5 HELSINKI TO LENINGRAD (8 SEP)
- TRANSFERS FROM STATION TO HOTEL
- 5 NIGHTS AT THE KIEVSKAYA HOTEL IN LENINGRAD (8SEP-13SEP)
- GUIDED SIGHTSEEING DAILY IN LENINGRAD
- EXCURSION TO PETRODVORETS, THE SUMMER PALACE OF PETER
- OVERNIGHT TRAIN FROM LENINGRAD TO MOSCOW (13SEP)
- TRANSFERS TO/FROM HOTEL
- 4 NIGHTS AT MOLODIZNAYA HOTEL MOSCOW (14SEP-18SEP)
- GUIDED SIGHTSEEING DAILY
- EXCURSION TO VLADIMIR/SUZDAL, ON THE GOLDEN RING
- OVERNIGHT TRAIN MOSCOW TO KIEV (18SEP)
- ROUNDTRIP AIR BETWEEN KIEV-SIMFEROPOL (12OCT-17OCT)
- ROUNDTRIP BUS TRANSFER BETWEEN SIMFEROPOL AND YALTA
- 5 NIGHTS HOMESTAY ACCOMODATIONS IN YALTA (12OCT-17OCT)
- SIGHTSEEING IN YALTA
- OVERNIGHT TRAIN FROM KIEV TO LENINGRAD (26NOV)
- DAY TRAIN FROM LENINGRAD TO HELSINKI (26NOV)
- TRANSFERS STATION TO OLYMPIA HOTEL
- 2 NIGHTS ACCOMODATIONS AT OLYMPIA HOTEL (26NOV-28NOV)
- BREAKFAST ONLY IN HELSINKI
- 1/2 DAY GUIDED SIGHTSEEING TOUR OF HELSINKI (27NOV)
- ALL MEALS WHILE IN THE USSR, EXCEPT KIEV
- STUDENT INSURANCE WHICH INCLUDES:
  - ACCIDENT MEDICAL- $2000
  - SICKNESS MEDICAL- $500
  - ACCIDENTAL DEATH - $10000
  - TRIP CANCELLATION 100% OF PROGRAM COST, ACCORDING TO SPECIFIC SCHEDULE (SEE APPENDIX 2)
  - BAGGAGE INSURANCE- $500
- NOTE: THERE IS A $25 DEDUCTIBLE ON ABOVE CLAIMS
- NECESSARY VISA CONSULATE FEES AND PROCESSING

ALL ARRANGEMENTS HAVE BEEN ORGANIZED BY SANTA BARBARA CITY COLLEGE, IN CONJUNCTION WITH SANTA BARBARA TRAVEL BUREAU.
APPENDIX 2:

STUDENT INSURANCE DETAILS


<table>
<thead>
<tr>
<th>TYPE OF INSURANCE</th>
<th>AMOUNT OF COVERAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCIDENT MEDICAL</td>
<td>$ 2000</td>
</tr>
<tr>
<td>SICKNESS MEDICAL</td>
<td>500</td>
</tr>
<tr>
<td>ACCIDENTAL DEATH</td>
<td>10,000*</td>
</tr>
</tbody>
</table>

*THERE IS A $25 DEDUCTIBLE PER CLAIM ON EACH OF ABOVE

BAGGAGE LOSS ($10 DEDUCTIBLE) 500

TRIP CANCELLATION, ACCORDING TO THIS SCHEDULE:

<table>
<thead>
<tr>
<th>CANCELLATION DATE</th>
<th>REFUND AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 DAYS PRIOR TO DEPARTURE</td>
<td>50</td>
</tr>
<tr>
<td>90 - 60 DAYS PRIOR</td>
<td>75</td>
</tr>
<tr>
<td>60 - 30 DAYS PRIOR</td>
<td>150</td>
</tr>
<tr>
<td>30 - 7 DAYS PRIOR</td>
<td>2400</td>
</tr>
<tr>
<td>LESS THAN 7 DAYS PRIOR</td>
<td>100% UP TO $7500</td>
</tr>
</tbody>
</table>

THIS POLICY IS UNDERWRITTEN BY NEW HAMPSHIRE INSURANCE COMPANY AND ALL CLAIMS WILL BE HANDLED BY R.F. LYONS CO. OF SANTA ANA, CA.
APPENDIX 3

a. SCOPE OF THE AGREEMENT:
This agreement shall be interpreted under the laws of the State of California, United
States of America, and shall inure to the benefit of the parties hereto, their successors,
or assigns. Time shall be of the essence in each term and provision of the Agreement.
Any changes, additions, or deletions must be in writing and signed by all the parties
hereto or their respective successors in interest.

b. NO ASSIGNMENT/TIME OR ESSENCE/HEIRS AND ASSIGNS: This Agreement is
for the particular services of Santa Barbara Travel and shall not be assignable by
Santa Barbara Travel in whole or in part without the prior written consent of District.
Time is of the essence on the performace of each and every provision of this
Agreement. The provisions of this Agreement shall extend to and be binding upon and
inure to the benefit of the heirs, executors, administrators, successors, and assigns of
the respective parties hereto or of any third party beneficiaries of this agreement.

c. INDEMNIFICATION: Santa Barbara Travel shall protect, hold harmless, indemnify,
and defend District (including its trustees, officers, and employees) from any and all
liability as defined in this Paragraph. For purposes of this Agreement, liability means
any and all claims, demands, losses, causes of action, suits or judgments of any and
every kind (including reasonable attorneys' fees) ("Claims") that any person (including
USSR Semester Abroad participants or Travel Contractor's employees), or such
person's heirs, executors, administrators or assigns may have against the District, or
that any entity may have against the District, arising out of or in connection with Santa
Barbara Travel's activities under this Agreement which give rise to personal injury,
accident, illness or death, or any loss or damage to property, or any other claim by any
USSR Semester Abroad program participant including but not limited to Claims based
on Santa Barbara Travel's failure or refusal to perform in accordance with this
Agreement that results from any cause other than the sole negligence of the District.

d. NO MODIFICATION OF AGREEMENT. This Agreement constitutes the full and
complete understanding of the parties on the subject, hereof, and supersedes all prior
understanding or agreements on that subject. No oral understanding or agreement not
incorporated herein shall be binding on any of the parties hereto. No prior or
contemporaneous agreements representation or understanding between Santa
Barbara Travel's and any Travel Instructor/ Presenter/ Guide for any Education
Tour/Field Studies trip that are not set forth herein shall be binding upon the district. No waiver, modification or amendment of any provision of this Agreement shall be effective unless it is in writing and signed by a person duly authorized to so sign by the party against whom enforcement of such waiver, amendment or modification is sought in a document that specifically refers to this Agreement.

e. CONTROLLING LAW. This agreement is made in California and its terms and conditions shall be construed in accordance with the laws of the State of California, excluding that body of law applicable to conflicts of law. Santa BarbaraTravel warrants and agrees that any suit brought by District or any USSR Semester Abroad participant against Santa BarbaraTravel based upon this Agreement may be brought in any California court of competent jurisdiction as to the amount of such claim.

f. NOTICES:
All notices required to served upon Contractor shall be served by registered or certified mail, return receipt requested, to:

SANTA BARBARA TRAVEL
1028 State Street
Santa Barbara, CA. 93101

All notices served upon SBCC shall be served by registered or certified mail, return receipt requested, to:

SANTA BARBARA CITY COLLEGE
721 Cliff Drive
Santa Barbara, CA 93109
SBCC 1990 SOVIET UNION STUDY ABROAD PROGRAM

TERMS AND CONDITIONS

PROGRAM COST: $4300 per student. This price is based on 2 students sharing accommodations throughout the program. No single occupancy requests can be accepted.

PAYMENT SCHEDULE DUE DATES:

- June 8 - $ 400 deposit
- July 16 - $2010 deposit
- Aug. 10 - $1890 final payment

Make all checks payable to: Santa Barbara Travel Bureau, and mail or drop off at, 1028 State Street, Santa Barbara CA. 93101. Attention: Linda Appleton. Credit cards may be used for the airfare portion of the program only. Please check off that option on accompanying REGISTRATION FORM.

CANCELLATION POLICY: Cancellations must be received by SBTB in writing. Your deposit can be refunded (less a $50 administrative fee) up until July 16. After your second deposit is made on July 16, the PENALTY for cancelling is:

- Cancel between July 16 - Aug 9: $2260
- Cancel between Aug 10 - Sept 1: 1900
- Cancel between Aug 30 - Sept 6: NO REFUND

Up until the August 9 date, if you can be replaced by another student, you will receive all of your money back except for $50. After August 10, we cannot replace you and the penalty above goes into effect. NO EXCEPTIONS! A trip cancellation policy has been included in your fee that will reimburse you 100% if you cancel after August 30, IF cancellation is due to illness or accident by you or an immediate family member, OR your home being destroyed by fire or flood. Cancellation due to changing your mind, or an inability to raise all necessary funds is not covered.

EXTENDED STAY: You are permitted to stay on in Europe for an additional fee of $337, provided you return to Los Angeles from Helsinki on a Thursday before September 1, 1991. You must select this return date by no later than July 16, 1990 when your second deposit is due and tickets will be issued. You may also choose to forfeit your return group ticket, and buy a one way ticket home from any city either from Santa Barbara Travel before you leave OR while in Europe. (Note: a one way ticket from Europe to Los Angeles ranges in price from approximately $600 - $1200, depending on the departure city.) Cheapest return cities are London, Amsterdam, Brussels and Frankfurt. Most expensive return cities are Athens, Rome, Madrid and Paris. Eurailpasses begin at $138 and up depending on length of pass. Contact SBTB for a brochure.
ACCOMODATIONS: Are in budget/tourist class hotels, double occupancy or in Soviet homes as indicated in itinerary. In some cases, there may be shared bathroom facilities. On the overnight trains, there will be 4 to a compartment.

MEALS: In Helsinki, breakfast only. In USSR, all meals, except in Kiev, where 2 meals a day are provided. Expect to spend at least $10 - 15 for lunch or dinner in Helsinki and as little as $1-2 for a meal in Kiev. On the transatlantic flight, 2 meals are provided.

BAGGAGE HANDLING: You are expected to handle your own luggage throughout the program. PACK LIGHT! 1 large suitcase and 1 carry-on bag is the maximum allowed.

TRAVEL DOCUMENTS: You will need a valid PASSPORT with an expiration date no earlier than JULY 1991. You will also need a VISA to visit the USSR. A visa application is enclosed, please fill in ONLY the lines marked with an X. SBTB will handle the visa applications directly with the USSR consulate. In order to expedite this, you MUST return to SBTB by JULY 16, the following:

* The attached visa application filled out completely
* A clear photocopy of the photo/info page in passport
* 4 BLACK AND WHITE passport size photos. (Most fast photo outlets offer this, but you must ask for BLACK and WHITE!) DO NOT USE coin operated photo booths!

IF YOU ARE NOT A U.S. CITIZEN, PLEASE NOTE THAT ON REGISTRATION FORM. ADDITIONAL INFO MAY BE NEEDED.

INSURANCE: The amounts of coverage that is included in your program cost is listed on "Program Includes" page. A full policy will be sent out after July 16 payment is made.

NOT INCLUDED IN COSTS: SBCC registrations fees, out of state tuition, textbooks except Russian language text, passport, photos, meals not mentioned, optional cultural excursions and items of a personal nature.

RESPONSIBILITY: This tour has been organized by Santa Barbara Travel Bureau (SBTB), in conjunction with Santa Barbara City College (SBCC) and Kiev State University (KSU). We reserve the right to make changes and alterations in the itinerary if necessary. We assume no liability for accidents, injuries, loss or damage sustained to person or property during any portion of this tour. Nor do we assume any liability for any loss or consequences due to delay, schedule changes, hotel, train or airline problems associated with strikes, weather or acts of God or unknown causes. No refunds will be made for problems associated with any of the above.
UPON ACCEPTING MY APPOINTMENT TO THE SBCC STUDY ABROAD PROGRAM IN THE SOVIET UNION, I ACKNOWLEDGE AND ACCEPT THE FOLLOWING CONDITIONS:

1. I will make all payments on time, to the best of my ability.

2. I will attend the following required classes and predeparture meetings on campus:
   August 20 - 24, Mon-Fri, 9am - 5pm in A160
   August 27 - 31, Mon-Fri, 9am - 5pm in A160

3. From September 19 - October 12 and from October 17 - November 27, I will be housed in Kiev with families and a maximum of 2 American students per home and will be provided Breakfast and the main meal of the day. At Kiev State University, I will be provided with a Russian language textbook. Courses to be offered included: Political Science 5, Political Science 30, Art 101, Anthropology 9, and Russian 1 or 2.

4. The program is a Santa Barbara City College academic program and all standard SBCC course requirements will be followed. Specifically, I will be required to attend all classes and required field trips and complete all required course work and examinations.

5. I will conduct myself in a manner which reflects well on Santa Barbara City College and which indicates an understanding of the academic nature of the program. If, in the judgement of the Program Director, my actions are considered detrimental to the well being of the program, I may be dropped from the program with no refund and instructed to return to the United States. If I am dropped from the program, responsibility from Santa Barbara Travel and Santa Barbara City College is terminated at that time.

I have read, understand and agree to all items on all 3 pages entitled "Terms and Conditions".

SIGNATURE____________________ DATE:______________

PLEASE PRINT______________________________

RETURN THIS PAGE ONLY, SIGNED, WITH YOUR DEPOSIT AND THE SANTA BARBARA TRAVEL BUREAU REGISTRATION FORM, BY JUNE 8 TO:

SANTA BARBARA TRAVEL BUREAU
1028 STATE STREET
SANTA BARBARA, CA. 93101
ATTN: LINDA APPLETON
805-968-3116
STUDENT INSURANCE

11661 San Vicente Boulevard, Los Angeles, California 90049-0033 • (213) 826-5688

BINDER

INSURED: SANTA BARBARA CITY COLLEGE
721 Cliff Drive, Santa Barbara, California 93109-2394

/I/ Student On-Campus Coverage  Effective Date August 24, 1990 to

/I/ Intercollegiate Athletic Coverage  August 24, 1991

Carrier: United Fidelity Life Insurance Company  Policy # TBD

Benefits:

$ 250,000.00 Maximum Benefit - Accident Medical Expense Benefit - Students
25,000.00 Maximum Benefit - Accident Medical Expense Benefit - Athletes
2,000.00 Accidental Death, $10,000.00 Maximum Double Dismemberment
5,000.00 Maximum Hospital Confinement
1,000.00 Maximum - Physical Medicine
250.00 Dental Limit - Per Tooth
300.00 Maximum - Prescription Drugs and Orthopedic Appliances
150.00 Ambulance Benefit to Nearest Hospital

All other medically necessary treatment, services or supplies paid at the usual and reasonable charges for the area.

$ 25.00 Deductible will apply to each claim filed

Non-Duplication of Benefits Provision is exercised on all claims.

2-Year Incurring Period

$ 37,000.00 Annual Premium

/I/ Intercollegiate Athletic Coverage - Super Catastrophic Major Medical

Carrier: General American Life Insurance Company  Policy No. SR1241-FBXXA-03
Effective Dates August 24, 1990 to August 24, 1991

Benefits:

$ Unlimited Accident Medical Expense Benefit
25,000.00 Deductible

$ 3,400.00 Annual Premium

Non-Duplication of Benefit Provision exercised on all claims.

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08/16/90
RESOLUTION
OF THE GOVERNING BOARD OF THE
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

RE: ELECTING TO RECEIVE INCREMENTAL PROPERTY TAX REVENUES AS PROVIDED FOR BY SECTION 33676 OF THE CALIFORNIA HEALTH AND SAFETY CODE

WHEREAS, Section 33676 of the California Health and Safety Code provides for the Santa Barbara Community College District, an affected taxing agency, to make certain elections regarding the receipt of incremental property tax revenues to be derived from a proposed redevelopment area; and

WHEREAS, the County of Santa Barbara and the Redevelopment Agency for the County of Santa Barbara are considering adopting a Redevelopment Plan and have designated a project area for the Isla Vista Redevelopment Project and said Plan provides for tax increment financing pursuant to Section 33670 of the California Health and Safety Code; and

WHEREAS, Section 33676 of the California Health and Safety Code requires said election to be made by the Santa Barbara Community College District prior to the County of Santa Barbara and the Redevelopment Agency adopting the Plan for the Isla Vista Redevelopment Project; and

WHEREAS, the Santa Barbara Community College District has not entered into an agreement with the County of Santa Barbara and the Redevelopment Agency for the County of Santa Barbara pursuant to Section 33401 of the California Health and Safety Code;

NOW, THEREFORE, BE IT RESOLVED, FOUND AND DETERMINED by the Santa Barbara Community College District Board of Trustees, in regular session assembled on August 16, 1990, that:

The Santa Barbara Community College District elects to receive that portion of property tax revenues that would otherwise be allocated to the Redevelopment Agency of the County of Santa Barbara pursuant to subdivision (b) of Section 33670 of the California Health and Safety Code for the Isla Vista Redevelopment Project that are attributable to the following:

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8/16/90
Page 1 of 2
Resolution No. 2 (1990-91)

1. Increases in the rate of tax imposed for the benefit of the Santa Barbara Community College District which levy occurs after the tax year in which the ordinance adopting the Redevelopment Plan for the Isla Vista Redevelopment Project becomes effective; and

2. Increases in the assessed value of the taxable property in the Isla Vista Redevelopment Project, as the assessed value is established by the assessment roll last equalized prior to the effective date of the ordinance adopting the Redevelopment Plan for the Isla Vista Redevelopment Project pursuant to subdivision (a) of Section 33670 of the California Health and Safety Code, which are, otherwise would be, calculated annually pursuant to subdivision (f) of Section 110.1 of the California Revenue and Taxation Code.

BE IT FURTHER RESOLVED AND ORDERED that certified copies of this resolution be filed with the Auditor/Controller and the Tax Collector for the County of Santa Barbara and the governing body of the Redevelopment Agency of the County of Santa Barbara.

APPROVED, ADOPTED AND SIGNED this 16th day of August, 1990.

Ayes: Dr. Alexander, Dr. Dobbs, Mr. Frank, Mr. Jarrott, Mr. Santodomingo, Mrs. Powell

Noes: None

Absent: Mr. Luria

[Signature]

Dr. Peter R. MacDougall
Superintendent/President and
Secretary/Clerk to the Board of Trustees