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<tr>
<th>Name</th>
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<tr>
<td>ARMSTRONG, Barbara</td>
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<td>BAIRD, Nancy</td>
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<td>BURGETT, Judith</td>
<td>Theatre Arts</td>
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<td>CARBON, Catherine</td>
<td>Library</td>
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<td>CHASE, Janice</td>
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<td>CONNELL, Charlotte</td>
<td>Career Center</td>
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<td>CORRALES, Delia</td>
<td>H.R.C.</td>
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<td>DI POALO, Joe</td>
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<td>DUPART, Trish</td>
<td>L.R.C.</td>
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<td>ERSKINE, Richard</td>
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<td>CAL-SOAP</td>
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<td>HARRINGTON, Rita</td>
<td>Purchasing</td>
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<td>Security</td>
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<td>HULL, Nancy</td>
<td>Chemistry</td>
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<td>JAMES, Mary</td>
<td>Word Processing</td>
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<tr>
<td>LEDESMA, Jose</td>
<td>Facilities &amp; Operations</td>
<td>1st &amp; 2nd*</td>
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<td>LEELAHATORN, Mayuree</td>
<td>H.R.C.</td>
<td>3rd*</td>
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<td>LOMELI, Filiberto</td>
<td>Bookstore</td>
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<td>MARSCHAK, Fred</td>
<td>Astronomy</td>
<td>4th</td>
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<tr>
<td>MARTINES, Robin</td>
<td>Health Services</td>
<td>2nd</td>
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<td>MAYA, Raymundo</td>
<td>Facilities</td>
<td>1st</td>
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<tr>
<td>McKEONE, Rachel</td>
<td>Community Services</td>
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<tr>
<td>MONTAG, Blake</td>
<td>H.R.C.</td>
<td>3rd</td>
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<td>MORRISON, Kazue</td>
<td>Library</td>
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<tr>
<td>PALLAN, Veena</td>
<td>Academic Affairs</td>
<td>1st</td>
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<tr>
<td>POWER, Kristine</td>
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<td>2nd</td>
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<td>ROBINSON, Renee</td>
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<td>RUELAS, Rosemary</td>
<td>Admissions</td>
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<tr>
<td>SANTILLAN, Mary</td>
<td>Admissions</td>
<td>2nd</td>
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<tr>
<td>SAYERS, Bernie</td>
<td>Art</td>
<td>3rd*</td>
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<tr>
<td>SCHLOTHAUSER, Nadine</td>
<td>Academic Affairs</td>
<td>1st</td>
</tr>
<tr>
<td>SULLWOLD, Naomi</td>
<td>Earth Science</td>
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<tr>
<td>TIERNEY, Patricia</td>
<td>Reading/Study Skill Ctr.</td>
<td>1st*</td>
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<tr>
<td>TORRES, Magdalena</td>
<td>Counseling</td>
<td>4th</td>
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<td>WARE, Lorri</td>
<td>Health Technologies</td>
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<td>WONG, David</td>
<td>Media Services</td>
<td>3rd*</td>
</tr>
<tr>
<td>WRIGHT, Marsha</td>
<td>Financial Aid</td>
<td>3rd</td>
</tr>
</tbody>
</table>

* New or advanced increments
**BOARD OF TRUSTEES**  
May 13, 1993

**SANTA BARBARA CITY COLLEGE DISTRICT**  
**COLLEGE WORK STUDY, ON, OFF, & GENERAL**

<table>
<thead>
<tr>
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<tr>
<td>Brandt, liza</td>
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<td>Harris, Jonie</td>
<td>Rodriguez, Rebecca</td>
</tr>
<tr>
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<td>Ford, Jonathan</td>
</tr>
</tbody>
</table>

**TUTORIAL CENTER**

The following student tutors have been hired for the 1992-93 school year at the rate of $5.58 per hour:

- Appleton, Maureen, A.L.
- Edlis, Dana, K.
- Kaasinen, Martti, T.
- Mccarley, Ronald, A.
- Nikitin, Sergey
- Solis, Gerardo, A.
Resolution No. 20 (1992-93)

Resolution of the Governing Board of Santa Barbara Community College District

UPON THE OCCASION OF CLASSIFIED SCHOOL EMPLOYEE WEEK

WHEREAS, classified school employees provide valuable services to the District and students of the Santa Barbara Community College District; and

WHEREAS, classified school employees contribute to the establishment and promotion of a positive instructional environment; and

WHEREAS, classified employees play a vital role in providing for the welfare and safety of Santa Barbara Community College District's students; and

WHEREAS, classified school employees employed by the Santa Barbara Community College District strive for excellence in all areas relative to the educational community;

THEREFORE, BE IT RESOLVED, that the Santa Barbara Community College District hereby recognizes and wishes to honor the contribution of the classified school employees to quality education in the State of California and in the Santa Barbara Community College District and declares the week of May 16-22, 1993, as Classified School Employee Week in the Santa Barbara Community College District.

PASSED AND ADOPTED by the Board of Trustees of the SANTA BARBARA COMMUNITY COLLEGE DISTRICT this 13th day of May, 1993 by the following vote:

AYES: Dr. Dobbs, Mr. Jarrott, Mr. Luria, Mrs. Powell, Mr. Villegas, Dr. Alexander

NOES: None

ABSENT: Mr. Frank

CONCUR: Mr. Brunello

[Signature]
Peter R. MacDougall
Superintendent/President and Secretary/Clerk to the Board of Trustees

Item 2.2-a
05/13/93
DIRECTOR, SMALL BUSINESS DEVELOPMENT CENTER

*CATégorICALLY FUNDED*

DEFINITION:

Under the general direction of the Assistant Dean, Business & Technology, assumes primary responsibility for the formulation, development, marketing and supervision of the operation of the Small Business Development Center; performs related work as required.

EXAMPLE OF DUTIES:

Develops, prepares and assumes responsibility for all budgets, proposals and agreements for the Small Business Development Center (SBDC); coordinates, administers and monitors all projects related to the SBDC; continuously appraises and evaluates the success of the SBDC in meeting its goals and mission; recommends adjustments, changes, additions and deletions in the SBDC programs to facilitate clients needs and objectives; serves as a liaison between the District and local business and industry to develop SBDC programs; links client companies with business counselors and business service organizations to foster economic development programs; establishes and implements marketing plans for SBDC programs; resolves problems with client companies; remains current on all rules and regulations affecting the SBDC; researches and prepares grant proposals; meets with representatives of local businesses and industry to identify needs for economic development programs; maintains oral and written contacts with clients, business organizations, business counselors, Chamber of Commerce, faculty, staff, government agencies, the general public and others involved with developing SBDC projects; coordinates SBDC projects with faculty and staff as appropriate; develops opportunities to link district faculty to the business community; identifies training needs and formulates training programs and curriculum for targeted companies and public agencies; assists in identifying internships and job opportunities for District students; participates in public relations activities with the business community; prepares correspondence, maintains records and reports as needed; assists Contract Education and the Internship Program as needed.

EMPLOYMENT STANDARDS:

Education and Experience: Any combination equivalent to graduation from college and two years experience managing programs for business and industry, preferably related to economic development.

Knowledge and Abilities: Knowledge of program management preferably related to economic development; knowledge of correct English usage, grammar, spelling and punctuation; ability to write proposals and grants; ability to work independently; ability to interact effectively with others; ability to communicate effectively in oral and written form; ability to develop and implement economic development programs; ability to clarify and identify business needs of clients; ability to meet deadlines; ability to effectively represent Small Business Development Center programs to SBCC faculty, staff, and to the public; ability to work cooperatively with others. Sensitivity to and understanding of the diverse academic, socio economic, cultural, disability, and ethnic backgrounds of community college students, and employees in area business.
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

INTERNSHIP PROGRAM TECHNICIAN

*CATEGORICALLY FUNDED*

DEFINITION

Under the general direction of the Assistant Dean, Business and Technologies, plans, markets, develops and organizes internship programs; implements, coordinates, and oversees a wide variety of internships; serves as liaison to students, faculty and local businesses and industry regarding internships; counsels students regarding internship availability and needs; gathers data and performs specialized statistical work; develops and maintains internship records and student data; performs related work as assigned.

EXAMPLES OF DUTIES

Assists in the design, implementation, administration, evaluation and revision of internship programs; serves as liaison with student, faculty and local businesses; counsels students regarding procedure, process and selection of internship programs; conducts follow-up as necessary; interprets rules and regulations; handles unusual or difficult problems referred by subordinates or supervisor; maintains internship records and student data; designs and develops internship program brochures, handbooks, questionnaires and related materials; represents the College as needed.

EMPLOYMENT STANDARDS

Education and Experience: Any combination equivalent to two years college and three years increasingly responsible related experience.

Knowledge and Abilities: Knowledge of computer software packages such as word processing and spreadsheets; knowledge of interviewing and appraisal techniques; knowledge of methods of collecting and organizing data and information; ability to design, plan, coordinate and implement a variety of complex programs and activities related to internships; ability to establish and maintain effective working relationships with students, faculty and local businesses and industry; ability to represent the College in an effective manner; ability to operate standard and specialized office equipment; ability to work cooperatively with others; sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability and ethnic background of community college students.

B5:INTNSHIP (3/93)
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLERK, BUSINESS OUTREACH
*CATEGORICALLY FUNDED*

DEFINITION:

Under general supervision, responsible for providing clerical support to a variety of programs in the Career Advancement Center, and performs related work as assigned.

EXAMPLE OF DUTIES:

Performs a wide variety of clerical tasks supporting the Contract Education, Internship, Economic Development and other Business Outreach programs; coordinates activities with students, faculty, staff, and members of the business community; types from rough draft or general instructions all necessary reports, contracts, correspondence and related material; sets up and maintains files and records; compiles data and prepares reports; orders and issues supplies; may serve as receptionist; schedules appointments with departmental personnel as required or requested; provides general information to faculty, staff and the general public regarding Business Outreach programs; operates standard office equipment.

EMPLOYMENT STANDARDS:

Education and Experience: Any combination equivalent to graduation from high school and one year of clerical experience.

Knowledge and Abilities: Knowledge of modern office practices and procedures; ability to maintain clerical records and prepares reports; ability to learn and interpret rules, regulations, and instructions; ability to spell correctly and use good English; ability to perform clerical work with speed and accuracy; ability to meet the public effectively; ability to operate a variety of office machines; ability to type at 45 words per minute; ability to work cooperatively with others.
ASSOCIATE IN ARTS
June 4, 1993

ADMINISTRATION OF JUSTICE
Eric Joseph Freking
Marissa Gallo Gutierrez
Mark James Harding
Dan J. L. McGrew
Jeannette Serafine Rojo

ANTHROPOLOGY
Tara Shawn Hatfield

ART
Jaime Marie Herman
Shawna Robin Kelly
Isao Toyama

BIOLOGICAL SCIENCE
James R. Herron
Kim Marie Kosai
Todd Lee Luman
Luis Alberto Rodriguez
William Spiewak

BUSINESS ADMINISTRATION
Jeffrey Allan Burich
Bonnie Louise Butler
Milena G. Collins
David Robert Haisten
Michael V. Klinger
Barry Scott Leedham
Felix Javier Le Salinas
Raymond Lowe
Carla Jo Miller
Kenneth L. Schultz
Tetsuya Yamada

BUSINESS MANAGEMENT
Mary Margaret Jones
Tzer Sam Zion

CHEMISTRY
Tokujirou Aratsu
David Mason Smith

CHICANO STUDIES
Ellen Lee Meade

COMMUNICATION
Cynthia Ann Alexander
Jennifer A. Barene
Christina Westlie Butler
Thomas Raymond Roberson

COMPUTER SCIENCE
Mark Alan Kramer

ECONOMICS
Carl William Davis, Jr.
Masafumi Kumagai
Taro Morimoto
Velia Razo

ELECTRONIC ENGINEERING TECHNOLOGY
Mike G. Zanini

ENGLISH
James Dillon Newman

ENVIRONMENTAL STUDIES
Erik Fricke
Jo Ann Higgins
Tricia Ellen Knight
Scott David Miller
Robert L. Sloan

FINANCE
James Joseph Foley, Jr.
Sachiko Masaki
LeAnn Hope Turner

FRENCH
Martha Lydia Diaz-Anaya

GEOLOGICAL SCIENCES
Jorge Randall Gross

GERMAN
R. Jason Sommer

HISTORY
Merrilyn Hawkins Damitz

LAW AND SOCIETY
Mark James Harding
LIBERAL STUDIES
Kelly Marshall Abercrombie
Natalie Scheele Akins
Yvonne C. Andreasen
Felicia Suzanne Anthony
Jason Argent
Sandra Avalos
Renee Michelle Azzari
Wenda Anne Baerg
Kimberly Denise Ball
Jeri Barton
Valerie Susan Beck
Brian William Blau
Allison Kristine Blazer
Rebecca Hope Borlaug
Jeffrey Robert Boyce
Michael Joseph Brennan
Denise Ruth Brewster
Sheila A. Burnham
Emily Laurel Burton
Christopher Campos
Teresa Cano Carter
Emily H. Case
Michael John Cashen
Lien-Heng Chen
Mei-Lin Chen
Chad Kun Man Chu
Jason Scott Cohn
Mira Vivian Coster
David William Cupples
Krista Lina DeZerega
Kathleen P. Doan
Kevin Craig Dodson
Jennifer Susan Donovan
Justin Henry D'Orio
Jonathan M. Ford
Barbara Ellen Freeman
Heather Lynn Frowiss
Naoko Fujimaki
Thomas William Gallagher
Christine Marie Garcia
Janeen C. Garcia
Krista A. Garvey
Gayle Jeannene Gesswein
Lisa-Martine Gibello
James Daniel Goetz
Nikki Lyn Gold
Conception Gonzalez
Nicole LeRoux Griffin
Maria Guadalupe Guerrero
Michael Frederick Guigliano
Nancy Ruth Hagens
Benjamin Mark Hall

LIBERAL STUDIES (Cont.)
Charles Kirk Hanson
Danielle Lynn Hashem
Robert Heckman
Francis R. Hernandez
Melissa Ann Hernandez
Lanette Christine Herrick
Sandra Denise Holford
Bryan James Hope
Michael Joseph Horn
John Edward Horstman
William Robert Hugo
Michelle Marie Hupton
Harrison Scott Illions
Gregory Nathan Kaufman
Lorrie Ann Kindron
Heidi Marie Kloeppe
Jennifer Ann Knwilton
Harri Olavi Kuutinen
Kristina Edena Lange-Dei
Michael Lava
Amy Susan Leskinen
Micha Star Liberty
Leah Ann Lingle
Sara-Ann Loisich
Rebecca J. Luera
Maria Victoria Maglione
Catherine Anne Margala
Cecilia Annette Marks
Douglas W. Marion, Jr.
Rose Dawn Marshall
Philip Alan Mastinick
Jeanne A. McCrea
Mary R. Mckeown
Kevin Bernard McKernan
David Anthony Metz
Junko Mogaki
Tracey Lynn Molsby
Victoria Anne Murphy
Scott Matthew Nadel
William Brian Neal
Kristi Lynn Newton
Alexandra Norberg
Sydney Parker Northup
Erin Nicole Norton
Tina Marie Olguin-Harris
Richard Christopher Owens
Rose Elizabeth Paisley
Dawn Ruth Palmer
Gina Maureen Pavone
Michelle Lynn Pearen
Jayson L. Perry
Paul Thomas Pierson

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LIBERAL STUDIES (Cont.)
Christopher Henry Pijas
Tangie Poindexter
Shannon Leigh Pompilio
Julia Rashidally
Linda Marion Repucci
Cheryl Lynn Rhodes
Donald Scott Risdall
Leslie Ann Robinson
Kimberly T. Rullman
Carol Susann Ryan
Janet G. Ruton
Juliana Caroline Saavedra
Mica Christina Saferite
Victor Flores Santillan
Ronald Louis Schinnerer
Brett Ian Scott
John Bryan Sedar
John Patrick Seidler
Chelsea Ann Shackelford
Matthew Aaron Skinner
Rachel Mary Smith
Renee Christine Sommerfield
Jon Paul Sorenson
Jose A. Sotelo
Jeff Edward Spalinger
Christopher Lee Stevenson
Brandi Sue Stoops
James A. Strafford
Jonathan Wayne Strashoön
Staci Michelle Sweeney
Deborah Blake Swennes
Shino Taguchi
Matsuya Takenaga
Conceala Simone Tarver
Robert James Thomas
Celine Michelle Torbert
Annette V. Torres
Warren William Verbanec
Lance Arthur Vernstrom
Valerie Villa
Sylvia Frausto Vinates
John David Vrtiak
Eve Rebecca Waldman
Christopher Alan Walther
William Correale Wayne
Roslyn Rochell Ward
Charles Edward Warner, Jr.
JoAnne Marie West
Justin Ryan Whalen
Nancy Lee Williams

LIBERAL STUDIES (Cont.)
Kathleen Amy Wilson
Stacy Ann Wright
Gail Badillo Yznaga

MUSIC
Kimberly Kaye Liscombe

PHILOSOPHY
Leif Holden
Marc Gregory Neville
Gloria Jean Wade

POLITICAL SCIENCE
Lester Ross Cole, Jr.
Michael Shawn Feany
Dohassen (Das) F. Gault-Williams
Brad Heising
Akihisa Joenji
David A. Maho
Kimberly Ann Shaw

PSYCHOLOGY
Donny Joseph Guisto
Samuel Robert Shapiro

PHYSICAL EDUCATION
Jaques Andre Benoit

SOCIOLGY
Virginia G. Lopez
Janet Marie Townsend

SPANISH
Natalie Jo Avila
Renee Georgette Basile
Pablo J. Figueroa
Suzette Thomas Hernandez
Monica Elizabeth Lopez
Valerie Mandelbaum
Bertha Perez
Eowyn Reitz

THEATRE ARTS (Acting/Directing)
Martina Capelletti

THEATRE ARTS (Design/Lighting)
Lynne Klinkenberg
Masako Kosugi
ASSOCIATE IN SCIENCE
June 4, 1993

ADMINISTRATIVE ASSISTANT, LEVEL III
Hiromi Sugawara

ADMINISTRATIVE SPECIALIST, LEVEL 4
Sylvia Carolyn Luis
Cynthia L. Mewes
Joyce L. Pugh

ADMINISTRATION OF JUSTICE
Jennifer Michele Haught
Awanda Maxine Johnson

AUTOMOTIVE SERVICES & TECHNOLOGY
Derek Paul Cuellar

BUSINESS ADMINISTRATION
Laura Kathleen Baran
Vassana Boonmeenanuparp
Gary Edward Cardin
Maria de la Luz Obert
Aaron James Dunford
John Joseph Haskins
Susan Hoskins
Denise Marie Johnson
Marni Ann Jones
R. Patricia Keegel
Mona M. Nicoll
Jonathan Reeve
Rebecca Wheeler Searles

BUSINESS MANAGEMENT
Stephanie Lea Mirata
Debby Pi-Hua Pan

COMPUTER INFORMATION SYSTEMS
Steven Edward Chapel
Stephen L. Day
Claudio Marcello Montinaro
Edward Carl Parker
Stanley Douglas Richbourg
Sharon A. Di Ubaldo
Hiroko Nitta

COMPUTER SCIENCE
Maeva Picard

DENTAL ASSISTING
Gloria F. Kovarick

DRAFTING/CAD
Rebecca Suzanne Bailey
Scott Ashley Cooper
Jonathan B. Lyon
Ronald Reginald Portier
Esteban Solis

EARLY CHILDHOOD EDUCATION
Ramona Stallings Burton
Kari Ann Cordeiro
Gayla Lorene Ficklin
Nancy V.S. Gordon
Leticia Ricardo
John R.W. Simons

ELECTRONICS/COMPUTER TECHNOLOGY
Kyle James Hetfield
Michael Donald McKernan
John Robert Switzer

ELECTRONIC ENGINEERING TECHNOLOGY
Lorraine Lynn Gastineau
Alex Sandra L. Harris
Carol Ann Wesolowski

ENGINEERING
Richard G. Dunham
Joel Marc Friedman

ENVIRONMENTAL HORTICULTURE
Kenneth C. Hansche
Brian Patrick Milligan
Craig Patrick Stubler

GRAPHIC BUSINESS MANAGEMENT
Aleksandr Rozhko
Ingrid Elizabeth Steele
James N. Townley

GRAPHIC COMMUNICATION
Hisa Inage
Dianne Sorensen

HOTEL, RESTAURANT & CULINARY
Geoffrey L. Akers
Carol Ann Hamilton
Randy Charles Kilpala
Tzu-Yin Lin

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HOTEL, RESTAURANT & CULINARY (Cont.)
Michael Edward McDonald
Rosaline B. Zimmerman

MARINE DIVING TECHNOLOGY
Joseph E. Alameda
Michael Patrick Buckley
Ryan Robert Elliott
Benjamin Harold Herskowitz
Gene F. LoConte
David Eric Miller
Christian B. Tatzel
Prasert Tharachai
Abner Edward Weed

NURSING (LVN)
Rachel S. Edwards
Marshall H. Nguyen

NURSING (ADN)
Vivian Grace Albert
Robynn Marie Collins
Jane Falk
Deborah Feltman
Maureen E. Goldsmith
Nicole Anja Good
Donna Lynn Holzwarth
Kathy Ann Kearns
Melanie S. Lui
Lyda Diane Martin
Dede A. McCoy
Mia Marie McElwee
Blanca I. Montano
Marina Mooeny
Rodrey-Anne Mozako
Yumiko Nagai
April A. Nichols
Mary Ann Reelfs
Suzanne E. Rifken
Dena M. Teece

PHYSICS
Juan J. Carrera
Fernando A. Razo

RADIOGRAPHY
Robyn Pamela Ballard
Valerie Beck
Robert A. Brandt
Robert Paul Brown
Paul Richard Bruer
Emma A. Cameron
Kristin Margaret Campodonico
John S. Clayton
Juli Ellen Coxon
Delene Marie DeWitt
Karen Deanne Engebretson
Sandra Jean Evans
Sheryl Marie Ford
Victoria Rose Gantar
Alexander Bernard Gjerdrum
Peggy Gordon
Wanda Anna Grodel
Jason Scott Heller
Lori Shannon Higgins
Daniel Arthur Hoffman
Cindy Lynn Jacobson
Richard A. Junghandel
Barbara A. Kari
Barbara A. Lindstrom
Phuong Ngoc Ngo
Sylvia Jean Partida
Thomas Joseph Porcho, Jr.
Jennifer Michelle Rutherford
Amy Dawnelle Shaw
Dorothy Marie Tallman
Brook Elliot Taylor
Heather Elizabeth Van Fossen
Natalie L. White
Steven Allen Wise
Tracy S. Zimmerman

RECREATIONAL DIVING
James Joseph Araluce
Holly Kathleen Bray
Stephen James Fitzpatrick

RECREATION EDUCATION
Dawn Rae Ackerman

SUPERVISION AND MANAGEMENT
Kathy Ann Van Slyke
CAREER ADVANCEMENT CENTER
CAREER CENTER STATUS REPORT

▶ CAREER GUIDANCE
  Drop-in System
  Counselor Training and Skill Upgrade
  Computerized Guidance and Information
  Career Task Inventory
  Personal Development Courses
  Testing - Students & Non-Students (see proposal)

▶ WORKSHOPS & INTEGRATING SERVICES INTO CURRICULUM
  Group Model - Testing @ All Workshops
  Orientation to Career Services (classroom)
  Class Assignments Integrating Career Planning
  Resume and Interviewing Workshops (see workbooks)
  Undecided/Undeclared Assistance (see workbook)

▶ CAREER INFORMATION SYSTEMS
  Materials Development - Workbooks, workshops, etc..
  Role of Computerized Information (see printouts)
    • Eureka Career Information System
    • Occupational Outlook Handbook
    • Major-Minder Finder
    • College Selection Service
    • Discover Guidance and Career Information
  Mentor Program
  Library Material - Expansion & Display (see list)

▶ JOB PLACEMENT ACTIVITIES
  Job Development Activities (College Relations Program)
    • Job Developer - DSPS & CAC (see reports)
    • Mailings and Phone Campaigns
  Job Order System - Computerization
    • Student Tracking System

Robert Ehrmann, Status Report May 13, 1993

Item 3.2
05/13/93
My sabbatical resulted in the following:

Abstracts of international, multicultural literature appropriate for the essential skills curriculum.

Curriculum guides with specific lesson plans/strategies that focus on the underrepresented student's participation and success. Lessons combine reading, writing, talking, and listening activities.

A teacher researcher group to test and refine the materials/strategies included in my sabbatical report.

Development of these goals required me to:

Read and review hundreds of pieces of fiction and nonfiction representing countries and ethnic backgrounds of our students.

Research theory and techniques for multiethnic student success in English classrooms.

Visit successful multiethnic classrooms in colleges and universities.

Work with my colleagues in trying out these materials and guides.
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              Youth Task Reports
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              Syllabae
              Enrollment Forms and Grade Record
              Papers Produced for Classes
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Materials available for review in Academic Senate Office & Faculty Reading Room @ Library.

Item 4.2
Page 1 of 3
05/13/93
INTRODUCTION

My main goal in asking for a year long sabbatical leave was to work on projects which would benefit the Chicano studies program. The improvement of the program has not only been a personal goal, but has also been a goal of the American Ethnic Studies Department as reflected in the last and current program reviews and the various plans submitted to the Office of Academic Affairs.

Thus many of my projects reflected my main goal. I put together a slide/tape presentation which is going to be used to advertise the American Ethnic Studies Department. This program will be used on College Preview Night, in high school presentations, to introduce the department to ethnic studies classes and in various other ways.

Many years ago I put together a series of slide/tape units to use in the Chicano Studies 101 classes. These units are used by students for review, tutorials, catching up on missed lectures and writing skill development. My project consisted of writing study guides for the existing units and creating two new ones. However, in the process I found I had to redo many of the other units since the slides were no longer synchronized to the tape narration.

Another project consisted in taking ten Hollywood films which in some way bring up Mexican American history. I created study guides for these films. The films can thus be used in class for discussion, by students to earn extra credit for enrichment purposes and for the development of study/writing skills.

I also focused on a reading program to have the opportunity to read books in a field in which books are being published fairly regularly. I read the books for three purposes: to obtain information for lectures, to check if any could be used for classes and to focus on new emphases areas such as Latina/Chicana studies.
Enrolling in two women's studies classes also gave me the opportunity to focus on Chicana/Latina issues. The two courses were: Literature by Chicanas and Chicana/Latina History up to 1821. The knowledge gained has been incorporated into lectures and I have also started to use at least one book by women in each of my classes.

Visits to other community colleges and local high school were also important projects for me. I had the opportunity to investigate what makes a good Chicano studies program by talking with colleagues. To my surprise, I found we offered more for students in certain areas. My contacts with three area high schools allowed me the time to begin investigating how we can help high schools students both before and after they come to Santa Barbara City College.

In pursuing the goal of improvement of the Chicano studies program, I also wanted to focus on my other classes in the history department. I thus prepared slide/tape units with work sheets for History 100, the basic American history course for non majors. I also prepared films with study guides which can be used by the students in History 100. In addition, I was able to read new books in three of my history areas: American, Latin American and African history.

I feel I have accomplished my goals. I will use evaluative procedures to see if the programs I put together will really help students. I also will continue to explore the use of other technologies to bring information to students. Through the history and ethnic studies departments, I have submitted grant requests to the Faculty Enrichment Committee and as part of the Resources Requests from both departments. These requests focus on the acquisition of laser discs for use in many of our classes.

I would like to thank the Sabbatical Leave Committee, my departments, my division dean, the Office of Academic Affairs, Dr. MacDougall and the Board of Trustees for having giving me this opportunity.
Proposed Fine Increases for Late Return of Library Materials

February 1993

1. **Background:** Library fines are charges to users of library materials for failure to return books and magazines by the due date. These dates are clearly stamped on a date due slip inside the back cover of every book. When an item is renewed, a new due date is stamped in the item or a letter showing the new date is sent to the borrower.

Fines are inducements to students to return materials promptly so that others may be able to use them as well. We do not have enough copies of everything students need to meet everyone's needs all the time. Only by sharing materials can student needs be met.

2. **Scope of the Problem:** We only have statistics on the number of books that became overdue for the past two years (since the VTLS automated system went into service):

<table>
<thead>
<tr>
<th>Year</th>
<th>Books 5 Days Overdue</th>
<th>Books 15 Days Overdue</th>
</tr>
</thead>
<tbody>
<tr>
<td>1990/91</td>
<td>4,917</td>
<td>2,722</td>
</tr>
<tr>
<td>1991/92</td>
<td>5,980</td>
<td>3,461</td>
</tr>
</tbody>
</table>

These figures show a roughly 20% increase in first overdue notices (5 days overdue) and a 30% increase in second overdue notices (15 days overdue).

3. **Comparative Data for UCSB, Santa Barbara Public Library, and SBCC:**

<table>
<thead>
<tr>
<th>Category</th>
<th>UCSB</th>
<th>SBPL</th>
<th>SBCC Current</th>
<th>SBCC Proposed</th>
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</thead>
<tbody>
<tr>
<td>Overdue Book Per Day</td>
<td>.25</td>
<td>.20</td>
<td>.10</td>
<td>.20</td>
</tr>
<tr>
<td>Maximum Fine</td>
<td>20.00</td>
<td>8.00</td>
<td>5.00</td>
<td>10.00</td>
</tr>
<tr>
<td>Reserve Books</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>per hour</td>
<td>1.20</td>
<td>NA</td>
<td>.50</td>
<td>1.00</td>
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<tr>
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<td>None</td>
<td>NA</td>
<td>5.00</td>
<td>10.00</td>
</tr>
</tbody>
</table>
4. **Rationale for Change:** More and more books are becoming overdue which causes serious problems for our users. Materials not on the shelves are unable to be shared by others whose needs are every bit as important to them as those of the people who have elected to keep materials overdue without regard for others. Money is a powerful inducement for people to conform to organizational rules, but our rates for noncompliance are well below those of the two other local libraries that our students might be expected to use. Books not returned are a continuous, permanent loss to present and future generations of students.

5. **Money obtained:** The money that comes from these increases in library charges ought properly to go to the Library so that we can purchase more books and thus better meet the needs of students whose unmet needs led to the fines in the first place. Without any cost to the District we can increase the presently inadequate Library book budget and put in place an innovative program to promote responsible behavior by students. At present, library fines go into some general college account and are not available for library use.

6. **Recommendation:** The proposed fine charge changes should be implemented for the Fall Semester 1993, subject to Board and administrative approvals, and the money from Library fines should be placed into the Library's book budget.

Sufficient publicity, via announcements in college publications and the Channels, and with specially printed bookmarks provided during the checkout process will be important to ensure that no students are caught unaware. We would be very lenient in cancelling fines back to their original levels for those students who did claim, during the early days of the new rates, that they were insufficiently informed of the changes.

This policy change was reviewed at the Library Committee's February 1 meeting and approved unanimously for presentation as a package proposal for increasing fines and allocating fine money collected to the Library book budget.

DK:dc
JULIANNE FOWLER, B.S. Psychology and English, Salem College, VA (1971); M.A. English, University of Leicester, England (1973); certificated in Management Studies and in Management Instruction, National Management Association (1989).

Ms. Fowler has extensive experience in the on-site development of corporate management, communication and customer service skills. She has taught in major corporations and universities across the United States and has received recognition for her achievements for excellent instruction in these areas. She has a combination of academic and corporate training experience in the aerospace industry. She has been involved in human resource management planning and program development. Her understanding of how the aerospace industry must identify and succeed in commercial markets will prove invaluable for our corporate clients.


Dr. Blumberg has over 22 years of experience in the management, design, development, and support of computer, instrumentation, and control systems. Applications have included ocean, aerospace, arctic, oil, cement, and metal industry environments. More recently he has become a consultant, trainer and presenter to business and industry in these areas. He has conducted market research on the transfer of technology from defense to commercial markets. He has provided coaching to individuals and small groups in "Quality Function Deployment (QFD)" and their applications within TQM environments.

M. GAIL WOODARD, M.P.P.M., Yale School of Organization & Management, New Haven, CT, (1979); B.A. Albertis Magnus College, psychology and communication (1973).

Ms. Woodard has several years of experience in financial analysis, marketing, strategic planning and mergers and acquisitions. She presently has her own management consulting firm and has developed and delivered training programs for corporate clients in the areas of sales, customer service product knowledge and communication skills. She has also provided training to new business owners in various management skills.

CURTIS A. DAVIS, M.B.A., Florida International University, Miami, FL (1979); B.S. Engineering, United States Military Academy, West Point, NJ (1964).

Mr. Davis has over 17 years of marketing experience and has managed all aspects of marketing: strategic marketing planning, product planning, cross-functional product management, product launch planning/implementation, sales force training/motivation and promotional planning/implementation. He developed product launches that increased company revenues 53% during the year. He is effective at training and motivating direct and indirect sales forces.

Dr. Abbott has over 30 years experience in industry covering the design, development, manufacturing and marketing of products. Dr. Abbot's career includes positions as Engineering Technology Manager for the 3M International Division and the Chief Scientist for Electro-optics and Data Systems Group of Hughes Aircraft. He has published over 40 papers on optics, product development, quality control and international technology. Over the past three years he has concentrated on the development of Quality Programs and has developed several programs which are based upon his five years of working with 3M in Japan. He teaches both Quality and Optics at California State Colleges and at Companies.

J. SCOTT BURD, M.B.A.; M.A. Physical Sciences; B.A. Aerospace Engineering

Mr. Burd has extensive experience in organizational development and training. He has worked with small and large companies, including many Fortune 500 companies during transitions related to both growth and downsizing. Experience includes instituting process improvements and reorganizing structures within manufacturing companies, the aerospace industry and the Department of Defense. His focus is on improving communication between and among employees at all levels and across functions through training in teambuilding and leadership development. Managerial and organizational communication seminars typically begin with upper management, scientists and engineers, and focus on systems changes necessary to support quality management programs through cross functional teams.
CERTIFICATED
PART-TIME LECTURERS
SUMMER SESSION
1993*

ALBANESE, Art
ALPERT, Julie
ANDERSON, Genevieve
ARMSTRONG, Richard
AVITZUR, Tal
BAKHOUCHE, Francois
BALLWIN, Dave
BARR, Collette
BODTKER, Andrea
BRADY, Eugene
BRENNAN, Bernard
BUCKELEW, Luz
BUCKELEW, Pablo
CALIP, Jean
CAPPs, Louise
CARROLL, Catherine
CARROLL, Gary
CASTILLO, Dina
CASWELL, Marcia
CHESHER, James
CLARK, John
COLE, Carole
DEWEY, Kathleen
DIPAOLO, Carmen
EDMONDSON, James
ELMORE, Robert
EL-SOUSSI, Mohammed
ELLIOTT, Barbara
ESKANDARI-Qajar, Manou
FRANKLIN, John
FREEMAN, Pope
FULTON, Kay
GAREY, Charles
GEORGAKIS, Peter
GILLERAN, Tony
GODAR, Ronald
GRAY, Robert
HANDLOSER, Diane
HARKER, Myrna
HERNANDEZ, Alfonso
HILGERMAN, Robert
HOLMES, James
INKS, Edward
JETER, Kevin
JOYCE, Kathryn
KAY, John
KETURI, Hannah L.
KRAWCZYK, Laura
KULPER, Michael
LANSING, Melanie
LAWYER, David
LEWIS, George
MACPHEE, Pat
MALLEN, MaryLynn
MCGILLIN, Catherine
METIU, Jane
MILLER, William
MOKLER, Rick
MOONEY, Christopher
MORENO, Elida
MORENO, Francisco
MORRISOHN, John
NUNEZ, Patricia Chavez
O'CONNOR, Ellen
O'CONNOR, Kathleen
OLGUIN, Arthur
PARKER, John
PASLEY, HELEN
PEINADO, Federico
POMPE, Suzanne
RASCHKE, Peter
REYNOLDS, Gail
ROBERTS, Katherine
ROBLED0, Roberto
ROJAS, Peter
RUST, Frank
SKLAR, Peter
SMITH, Gigi
SMITH, Myrene
SOLBERG, Curtis
STEIDLER, Alyce
STEVENS, Jim
STEVENS, Judy
STOCKERO, Robert
TAYLOR, Merle
THIELMANN, Janice
VASQUEZ, Laurie
WEISENBERG, Catherine
WELBY, Laura
WHITE, Joe
WIEMANN, Mary
WILKINSON, Ann
WOODBURY, Lynn
YUHN, Paige
ZUNIGA-LOMELI, Sonia
ZWEHL-BURKE, Pamela

*Not to exceed 9 TLUs including
Continuing Education assignments.

5/3/93
SS92FAC.DOC
Item 4.7
05/13/93
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<td>932734 Coast Control Co Inc</td>
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<td>F&amp;O .........Supplies</td>
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<tr>
<td>Purchase Order Number</td>
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<td>Other Funds</td>
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<td>VP Student Affairs</td>
<td>Markerboard &amp; Bulletin Board</td>
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And those Purchase Orders meeting definition of routine orders (Per Board Policy) numbers 932732-933002.
# SANTA BARBARA COMMUNITY COLLEGE DISTRICT
## PAYMENT OF GENERAL CLAIMS
### MAY 13, 1993

### GENERAL FUND

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<td>Michael Schlags</td>
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Item 5.1b  
05/13/93  
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Item 5.1b
05/13/93
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## TRAVEL & CONFERENCE

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<td>69.00</td>
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<tr>
<td>Laurie Vasquez</td>
<td>462.94</td>
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## UTILITIES

<table>
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<tr>
<td>Browning - Ferris Industries</td>
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<td>City of Santa Barbara, Refuse</td>
<td>6,813.83</td>
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<td>Com Systems</td>
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<td>County of Santa Barbara, Refuse</td>
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<td>Goleta County Water District</td>
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<td>GTE California</td>
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<td>GTEL Radio Paging</td>
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<td>Southern California Edison</td>
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**Total Column II**

**Total Column I**

**TOTAL GENERAL FUND**

---

Item 5.1b
05/13/93
Page 3 of 8
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<thead>
<tr>
<th>Category</th>
<th>Description</th>
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<tr>
<td>CONTRACT</td>
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<td>FOOD</td>
<td>S.B.C.C Cafeteria Account</td>
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<td>Frank Monroy</td>
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<td>REIMBURSEMENT</td>
<td>Helen Cooper</td>
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<td>John Simmons</td>
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<td>SUPPLIES</td>
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<td>Smart &amp; Final Iris</td>
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<td>$3,765.11</td>
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CONSTRUCTION FUND

BOOKSTORE

J. W. Bailey Construction                                $161,890.40
Pacific Materials Laboratory                             414.00
Santa Barbara News Press                                 36.00
David Weniger                                            3,762.75

BOOKSTORE LANDSCAPE / HARDSCAPE

Geo W. Girvin Associates                                  3,116.51

BUSINESS / COMMUNICATION CENTER

Dillingham Construction                                    190,103.00
Pacific Materials Laboratory                              2,871.00
Rudolph Puentes                                           5,366.65

CAMPUS CENTER REMODEL

Marborg Disposal Company                                   190.00
NAL - National Asbestos Lab Inc.                          33.00
Santa Barbara Glass Company                               178.00
Santa Barbara News Press                                  35.00
Sargent's Mechanical Systems                              34,901.37
Stewart's De-Rooting                                      49.50
David Weniger                                             1,427.25

CHUMASH POINT

Geo W. Girvin Associates                                    124.31
McNall Building Materials Inc.                             1,722.75
Shannon St. John                                           260.00

CONSTRUCTION INSPECTION

Alexander Pittmon                                          4,400.20

COSTAL BLUFF IMPROVEMENTS

Geo W. Girvin Associates                                    1,373.92

EAST CAMPUS ENTRANCE MODIFICATION

California Electric Supply                           55.83
K - C Geotechnical Associates                            2,117.50
Kirkham Constructions Inc.                      61,581.64

Item 5.1b
05/13/93
Page 5 of 8
SANTA BARBARA COMMUNITY COLLEGE DISTRICT  
PAYMENT OF GENERAL CLAIMS  
MAY 13, 1993  

FACILITIES BUILDING  

<table>
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<tr>
<td>Abe Nursery</td>
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<td>California Electric Supply</td>
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HUMANITIES MECHANICAL  

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<td>Thermal Products Inc.</td>
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<td>W. W. Grainger Inc.</td>
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NEW ELECTRICAL SERVICE - W. CAMPUS  

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<td>Taft Electric</td>
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<td>Winstrom and Associates</td>
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PALM COURT & BUS. / COMM. CTR. LANDSCAPE  

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REPLACE WATER & GAS VALVES - CAMPUS WIDE  

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WAKE CENTER PARKING  

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TOTAL CONSTRUCTION FUND  

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<tr>
<td><strong>TOTAL CONSTRUCTION FUND</strong></td>
<td><strong>$528,272.67</strong></td>
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## SANTA BARBARA COMMUNITY COLLEGE DISTRICT
### PAYMENT OF GENERAL CLAIMS
#### MAY 13, 1993

**EQUIPMENT REPLACEMENT FUND**

<table>
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<tr>
<th>Description</th>
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<tr>
<td>Baker &amp; Taylor</td>
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<td>Creative Stereo</td>
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<td>Gateway 2000</td>
<td>2,995.00</td>
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<td>I - MED</td>
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<td>Jensen Tools Inc.</td>
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<td>Midwest Library Service</td>
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<td>Probus Publishing Company</td>
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<td>S: Two Inc.</td>
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<td>Value Line Publishing Inc.</td>
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<td>Van Nostrand Reinhold</td>
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**TOTAL EQUIPMENT REPLACEMENT FUND**

$14,686.03

---

*Item 5.1b*

*05/13/93*

*Page 7 of 8*
SELF INSURANCE FUND
---------------------
Athens Engelman and Joseph Klobas  $22,500.00
Robert G. Widiner and Martin Kirwin  10,000.00

TOTAL SELF INSURANCE FUND
-----------------------------
$32,500.00
This Agreement is made and entered into this 1st day of April, 1993, by and between LUCAS AVIATION, INC., hereinafter referred to as "Company", and Santa Barbara Community College District, 721 Cliff Drive, Santa Barbara, California 93109, hereinafter referred to as "District".

I. THIS AGREEMENT IS FOR SERVICES TO PREPARE AN EMPLOYMENT TRAINING PANEL (ETP) PROPOSAL AS FOLLOWS:

A. District agrees to assist Company in preparing an ETP grant proposal. District will develop and edit the project proposal and provide a final project draft for Company's approval.

B. Company will supply District with the information necessary to develop the ETP proposal and will submit the final project draft for approval.

II. COST AND PAYMENT:

The costs to Company for the services provided by District in the Agreement are as follows:

A. District will earn a fixed monthly fee of $1,000 for Project Development Services (not to exceed $6,000). This fee will be waived by the District if the District provides training services paid by Company in an amount at least four times the total cost accrued to develop the ETP grant proposal.

B. If Company's ETP proposal is not approved by the ETP, Company is not obligated to pay the monthly development fee to District.

C. Company will reimburse District for all pre-approved travel expenses as incurred.

D. Payment is immediately due and payable upon termination of this agreement by Company or upon approval of Company's ETP proposal by the ETP provided that the conditions in item IIA are not satisfied.
III. TERMS OF THIS AGREEMENT:

The terms of this Agreement shall commence on April 1, 1993, and will continue until this Agreement is terminated by either Company or District. This Agreement can be terminated for any reason by Company or District with a 30 day written notice to the other party and all development fees and expenses as stated in Section II of this agreement would be immediately due and payable.

IV. LIMITS OF LIABILITIES:

District does not express or imply that our service will guarantee success or qualification of Company for grant funding. The success or failure of Company with its grant project depends on the Company's ability to comply with the guidelines of the grant program; Company's ability to provide a quality program; and Company's ability to satisfy the expectations of the grant source.

V. ENTIREITY AND INTERPRETATION OF THIS AGREEMENT:

This Agreement shall be construed and interpreted under and in accordance with the laws of the State of California. This writing sets forth the entire Agreement between the parties with respect to terms and conditions of this Agreement. No modification, amendment, waiver or alterations shall be binding upon the parties unless in writing and signed by both parties. There are no representations or understandings between the parties that are not set forth herein.

VII. APPROVAL OF AGREEMENT:

In witness whereof the parties have executed this Agreement by the signature of their duly authorized representatives as of the date first written above. Your signature below acknowledges your willingness to proceed with this Agreement under the terms and conditions as before mentioned.

Agreed to and Accepted by:

LUCAS AVIATION, INC.
Santa Barbara Airport
495 South Fairview Avenue
Goleta, CA 93117

[Signature]
Name
General Manager

Title
April 14, 1993
Date

SANTA BARBARA COMMUNITY COLLEGE DISTRICT
721 Cliff Drive
Santa Barbara, CA 93109

[Signature]
Title

Date
a:lucas.GDA

Item 5.1-d (1)
Page 2 of 2
05/13/93
THIS AGREEMENT is entered into this 17th day of May 1993, by and between Santa Barbara Community College District, hereinafter referred to as "District" and GENERAL RESEARCH CORPORATION (GRC), referred to as "ETP Contractor".

WHEREAS, ETP Contractor desires to engage the District to render educational services in conjunction with ETP Contractor's contract with the Employment Training Panel (ETP):

THEREFORE THE PARTIES AGREE AS FOLLOWS:

A. The District shall provide the following on a non-contingency fee basis:

1. The Classroom Instruction to be delivered will include up to 532 sessions at 4 hours per session for a total of 2,128 hours. Training will be in Management Skills, Customer Service, Office Automation, and Production Techniques.

2. Assist in the Administration of the Contract between ETP Contractor and the ETP. District will schedule trainers, set up systems for scheduling class instruction, provide data entry and accounting, generate reports for monitoring, and assist with certification and enrollment activities for $3,383.35 per month for 15 months. This fee is based on 314 trainees and will be proportionally adjusted for a lesser number of trainees.

3. The term of this agreement shall be in accordance with the term of the agreement between the ETP and General Research Corporation. ETP Contractor shall not be obligated to District in any manner if ETP Contractor and ETP for any reason do not execute their contemplated agreement.

4. It is understood that academic credit shall not be provided to participants and ADA funds are not available for this educational service.

B. The staff assigned to develop, coordinate and conduct the training and service as stated in section A1, shall be qualified in accordance with the standards on file with the District and/or by documented experience and credentials that will be acceptable to the ETP Contractor.

C. ETP Contractor shall provide up to 314 trainees for classroom training.
D. 1. The District shall be compensated for all services rendered and expenses incurred to conduct the educational service(s) in the amount not to exceed four hundred and twenty-eight thousand eight hundred and thirty and no/100 Dollars ($428,830.00). Services include classroom instruction, Structured-On-Site-Training (SOST) and project administration as follows:

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>Sessions</th>
<th>$/Session</th>
<th>Total $</th>
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<tr>
<td>Class Instruction</td>
<td>532 sessions</td>
<td>$680/session</td>
<td>$361,760</td>
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<tr>
<td>SOST Instruction</td>
<td>96 sessions</td>
<td>$170/session</td>
<td>$16,320</td>
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<tr>
<td>Administration</td>
<td>15 months</td>
<td>$3,383.35/mo</td>
<td>$50,750</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$428,830</strong></td>
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</table>

If ETP Contractor’s per trainee fee (as stated in Chart B; column 6 of the ETP proposed agreement) is reduced by the ETP, the per session cost stated above will be reduced by an equal percentage.

2. Should the ETP Contractor terminate its contract with the ETP for any reason, ETP Contractor is liable for actual services rendered by District through the effective termination date as established through written notification (see J).

3. Additional fees for services performed by the District outside the scope of this Agreement must be approved in advance in writing by ETP Contractor and District.

4. ETP Contractor and District will be responsible for the administration of this project as follows: ETP contractor will be responsible for the overall management of the project’s administration, approval of all documents submitted to the ETP, long term maintenance of records, and all other administrative tasks that are not provided by the District. District’s responsibilities are limited to providing forty (40) hours per month of staff time for administration to achieve the following tasks:

a. providing materials and staff needed for instruction and administration tasks required by this Agreement;
b. providing appropriate training methods and instructor scheduling;
c. maintaining instructor documentation of classroom and SOST training records;
d. preparing forms and reports associated with this Agreement and assisting with certification and enrollment activities.
AGREEMENT FOR CONTRACTED SERVICES

5. All training and make-up sessions will be conducted at ETP Contractor's facilities. Make-up sessions will be provided by the District at ETP Contractor's expense at the rate shown in D1.

6. CLASS TRAINING PLAN: Classroom training will be provided by SBCCD. Each group will be 15 to 24 trainees. The classroom training will range from 0 to 8 hours per week. The total class hours will be 156 hours for Group I, 172 for Group II and 76 for Group III. The objective of the classroom training is to provide the trainees with a firm knowledge of the changes in their job requirements as the company transfers from military to commercial projects. The competency of the trainee is to be monitored by the successful completion of all class training, materials and exercises. Competencies are measured by the trainee's ability to understand and apply the fundamentals of the training program as verified by proficiency tests. The duration of the classroom training will be 44 weeks for Group I, 48 weeks for Group II and 24 weeks for Group III. These training periods include time for holidays and make-up training sessions of 5 weeks for Groups I and II, and 4 weeks for Group III. The maximum duration of the training in this project, including makeup sessions, is 48 weeks.

7. The District will provide 96 hours of SOST re: Customer Service Training. The ETP Contractor will provide all other SOST training and scheduling.

8. District and ETP Contractor agree that the ETP or its duly authorized representative, upon reasonable notice, shall have the right, during regular business hours, to examine and audit records, books, papers, and documents related to administration of the proposed ETP training project to the extent necessary to insure compliance with this agreement, but will have no access to the Company's financial reports or personnel records.

9. Subcontractor agrees that the Employment Training Panel (ETP) or its duly authorized representatives shall have the right, during normal business hours, to openly observe and monitor all performance under this Agreement without the presence or oversight of the subcontractor.

E. ETP Contractor shall indemnify and hold harmless the ETP, District, its officers, agents and employees from and against any and all claims, demands, losses, or liabilities of any kind or nature for injury, death, or property damage sustained by participants learning experiences, or any person employed by
AGREEMENT FOR CONTRACTED SERVICES

District in connection with the services or learning experiences called for in this Agreement, except for liability resulting from the negligence of willful misconduct of the District, its officers, agents, employees or independent contractors.

F. District shall indemnify and hold harmless the ETP Contractor, its officers, agents and employees from and against any and all claims, demands, losses, or liabilities of any kind or nature which the ETP Contractor, its officers, agents and employees may sustain or incur in which may be imposed upon any of them for injury to or death of persons, or damage to property as a result of, or arising out of actions of the District, its officers, agents, employees and students except when such actions were undertaken at the instruction or with the guidance of the ETP Contractor, its officers, agents and employees.

G. ETP Contractor and subcontractors shall not unlawfully discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age (over 40) or sex.

H. The District shall invoice the ETP Contractor monthly for the services rendered and expenses incurred. Payment is due and payable within 30 days from the date of invoice regardless of the amount and timing of payments from ETP to ETP Contractor for the following:

1. Instructional services are invoiced at the rates shown in Section D1 of this agreement for instructional services as outlined in Section A1 of this agreement.

2. Administrative services are invoiced at the rate shown in Section D1 of this agreement for services as outlined in Section A2 of this agreement.

3. A retainer of $10,000.00 which is to be applied to the final payment is due and payable upon signing of this agreement.

J. Either party may terminate this Agreement by giving written notice to the other party at least five (5) working days prior to the effective termination date.
K. Notices and Invoices.

1. All notices to the District concerning this project shall be sent to:

   Lois Phillips, Ph.D., Project Coordinator
   Career Advancement Center
   Santa Barbara City College
   721 Cliff Drive
   Santa Barbara, CA 93109

2. All notices and invoices to ETP Contractor concerning this project shall be sent to:

   Robert G. Smith, Senior Contract Administrator
   General Research Corporation
   5383 Hollister Avenue
   Goleta, CA 93111
   (805)964-7727

This agreement sets forth the entire agreement between District and ETP Contractor, and any modifications must be in the form of a written amendment.

GENERAL RESEARCH CORPORATION
5383 Hollister Avenue
Goleta, CA 93111

By ____________________________

Title ____________________________
Sr. Contract Administrator

Date APR 27 1993

SANTA BARBARA COMMUNITY COLLEGE DISTRICT
721 Cliff Drive
SANTA BARBARA, CA 93109

By ____________________________

Title ____________________________

Date ____________________________
SANTA BARBARA COMMUNITY COLLEGE DISTRICT
Contracted Instruction Agreement

Date: February 3, 1993

This agreement between Michael Towbes Construction, hereinafter referred to as Company, and the Santa Barbara Community College District, hereinafter referred to as District, confirms the arrangements the parties have made for the training as described below:

1. **Description:** Rental of PC Lab for Training on EXCEL 4.0 (2/22) and WordPerfect for Windows (2/26).

2. **Schedule:** February 22 & 26; March 1 & 16

3. **Class Location:** SB Community College District - Wake Center; 300 North Turnpike Avenue, Santa Barbara, CA 93111. Reserved dates 3/1, 3/16 8am - 5 pm.

4. **Consideration:** The training that is the subject of this agreement shall be for the exclusive benefit of Company, shall be open to its designees only, and the District shall not receive any State support for the training. In consideration of the instructional and related services provided by the District, the Company agrees to pay the District eight hundred dollars ($800.00) per day.

5. **Cancellation:** The District retains the right to cancel this agreement no later than two (2) days before the first class meeting, in which case the Company shall not be liable for any payments to the District. The Company retains the right to cancel this agreement no later than two (2) days before the first meeting of each class session.

6. **Notices:** Any notice or correspondence required by this agreement shall be delivered personally or by United States mail as follows:

6.1 **Correspondence to the District:**

Mr. Richard Molsby
Small Business Development Center
Santa Barbara City College
721 Cliff Drive
Santa Barbara, California 93109-2394
6.2 Correspondence to the Company:

Name: Michael Towbes Construction
Attention: Pearl Garcia

Address: 21 E. Victoria Street
Santa Barbara, CA 93101

7. Additional Terms: SBCC will invoice company after each seminar has occurred.

8. To become effective, this agreement must be signed and returned to the District by 2/22.

9. Payment in full is required no later than ten (10) days after completion of course.

COMPANY

[Signature]

By

[Title]

[Date]

DISTRICT

Santa Barbara Community College District

By Mr. David L. Pickering
Controller

[Date]
CHANCELLOR'S OFFICE
CALIFORNIA COMMUNITY COLLEGES
1992-93 MIS PHASE II STATEWIDE IMPLEMENTATION
Installation of E-Mail Communication System

GRANT AGREEMENT

Grant Agreement No. 92-0863

PRESIDENT'S OFFICE

Grantee: Santa Barbara Community College District

(Name of District)

The Budget Act of 1992 provides local assistance funds which are to be allocated to community college districts by the Board of Governors to support the implementation of Phase II of the Management Information Systems (MIS).

Whereas, the Board of Governors wishes to allocate these funds in an efficient, timely and accountable manner; and

Whereas, governing boards of community college districts wish to implement this program, thereby making it necessary that they receive their allocations as expeditiously as possible;

Therefore, the Board of Governors and the governing board of each community college district enter into this agreement regarding the receipt and use of funds for this specific program which is funded in the Budget Act of 1992.

---

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<thead>
<tr>
<th>AGENCY</th>
<th>GRANTEE</th>
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<tbody>
<tr>
<td>Chancellor's Office California Community Colleges</td>
<td>Santa Barbara CCD</td>
</tr>
</tbody>
</table>

**Agreement**

**By (Authorized Signature)**

Ernest R. Leach

**Printed Name and Title of Person Signing**

Peter R. Mac Dougall, President SBCC

**Address (City, State, Zip)**

721 Cliff Drive
Santa Barbara, CA 93109-2394

---

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<tr>
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**Program/Category (Code & Title)**

Local Assistance

**Objective of Expenditure (Code & Title)**

20.50.010 Management Information System

**Fund Title**

General

**Fiscal Year**

1992

---

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

**Signature of Accounting Officer**

Peter R. Mac Dougall

**Date**

MAR 23 1993

---
Installation Of E-Mail Communication System ($10,000)

Funding for Phase II of the State MIS Project includes a component for local districts to gain access to Internet, and to establish electronic mail services to college and district officials. SBCC will use these funds to purchase a UNIX Mail Server for this Internet access. This project will be coordinated with the College's NSF Grant for Internet connection and ongoing support. This activity will provide a statewide mechanism for Chancellor's Office consultation activities. Consultation group agendas, minutes, and policy documents will be delivered through this electronic mail system.
CHANCELLOR'S OFFICE
CALIFORNIA COMMUNITY COLLEGES
1992-93 MIS PHASE II STATEWIDE IMPLEMENTATION
Collecting and Reporting Requirements
GRANT AGREEMENT

Grant Agreement No. 92-0792

Grantee: Santa Barbara Community College District

(Name of District)

The Budget Act of 1992 provides local assistance funds which are to be allocated to community college districts by the Board of Governors to support the implementation of Phase II of the Management Information Systems (MIS).

Whereas, the Board of Governors wishes to allocate these funds in an efficient, timely and accountable manner; and

Whereas, governing boards of community college districts wish to implement this program, thereby making it necessary that they receive their allocations as expeditiously as possible;

Therefore, the Board of Governors and the governing board of each community college district enter into this agreement regarding the receipt and use of funds for this specific program which is funded in the Budget Act of 1992.

---

STATE OF CALIFORNIA

<table>
<thead>
<tr>
<th>AGENCY</th>
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<tr>
<td>Chancellor's Office California Community Colleges</td>
<td>Santa Barbara CCD</td>
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<td>x Ernest R. Leach</td>
<td>Peter K. MacDougall, President</td>
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</table>

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

Signature of Accounting Officer

---

Item 5.1-i(2)
Page 1 of 2
05/13/93
MIS Phase II Data Reporting Project ($ 44,126)

This grant provides resources for SBCC to develop information systems to meet MIS Phase II reporting requirements in the following areas:
- Basic Skills
- Vocational Education
- Transfer & Articulation
- Staff Data.

The grant resources will be used to acquire needed application development tools and programming support to meet the new State requirements in these areas. The new reporting requirements will be in place for Fall 1993 term reporting, except for Staff Data, which begins during the Fall 1994 reporting period.
April 29, 1993

Dr. Charles Hanson  
Santa Barbara City College  
721 Cliff Drive  
Santa Barbara, CA 93109

RE: EXTRA SERVICES FOR LANDSCAPE ARCHITECTURAL  
AND ENGINEERING  
SANTA BARBARA CITY COLLEGE - WAKE CENTER

Dear Dr. Hanson:

Pursuant to your request, George W. Girvin Associates, Inc. (GWGA) has met with Mr. Felix Martínez of the Goleta Sanitary District to discuss the proposed relocation of a trunk-sewer which traversed the northerly and westerly boundaries of the SBCC Wake Center. The agreement was that GWGA would subcontract with Penfield and Smith Engineers, to coordinate this sewer work with our proposed parking lot improvements.

GWGA has completed all design and working drawings, specifications and County approvals for the proposed parking lot approved. Therefore, it was agreed that GWGA would coordinate, process the necessary County approvals as part of our existing permit and oversee the additional work as part of our bid and construction package.

Assisting GWGA on the relocation of the trunk sewer line is Penfield and Smith Engineers. The following work task outline is a description of the services required for this project:

I. WORK TASK OUTLINE

A. Sewer Main Relocation

1. Meeting with College and Sanitary District to establish scope of project and coordinate relocation.
2. Field locate existing manholes in the area of the proposed relocation; obtain elevations of existing sewer inverts in and out of each manhole; verify the location and size of existing trees in the area of the sewer line relocation; and attempt to locate the existing building sewer laterals which are connected to the sewer main in the area of the relocation.

3. Prepare a base map for the sewer line relocation, using the proposed parking lot plans; the topographic mapping shown on the parking lot grading plans; and the supplemental topographic mapping done by Penfield and Smith.

4. Prepare a concept plan for the sewer line relocation and review it with the Goleta Sanitary District for approval.

5. Prepare construction plans and specifications for the sewer line relocation, based on the approved concept plan. The design will provide for the proper abandonment of the existing sewer line and manholes.

6. Coordinate existing parking lot drawings and specifications with sewer line relocation plans and specifications.

7. Modify bid documents for proposed sewer line relocation.

8. Submit and review sewer line relocation plans with County Resource Management Department and County Building Department for inclusion as part of our existing approved permit.

9. Review with College and Sanitary District as necessary.

10. Provide construction staking for the location and grade of the relocated sewer line.

11. Provide construction inspection services for the sewer line relocation.

12. Prepare "record drawings" of the constructed sewer line.

13. Prepare a legal description for a 15-feet wide sewer easement for the relocated sewer line. The sewer easement document should provide for access over SBCC property to the sewer line for maintenance by GSD.
B. **Topographic As-Built Survey and Adjustment of Grading Plan**

1. Field survey the site of the fill material in the area of the proposed parking lot.

2. Modify and update grading and drainage plan to show existing as-built fill conditions.

3. Modify grading specifications per new soil engineer report.

II. **SERVICES NOT INCLUDED IN THIS PROPOSAL**

The following services are not included in the budget in this proposal and will be considered extra work if they are required:

1. Construction bidding or other administration, except as provided in the listed scope of services and our original contract scope of services.

2. Prints, faxes, long-distance telephone charges or other reimbursables.

3. Environmental analysis or monitoring.

4. Soils or geologic investigations.

5. Compaction or other material testing during construction.

III. **PROPOSED FEE AND METHOD OF PAYMENT**

Our proposed services will be performed on a time and materials basis and shall be billed monthly at the rates then currently in effect and per our Terms of Agreement. Payment is due on receipt of statements. Unpaid account balances are subject to a finance charge in accordance with our Terms of Agreement. If an account is unpaid and would be subject to a finance charge in accordance with our Terms of Agreement, we may consider this as constructive notice to suspend work and shall void any agreement or estimate as to a time of completion of our work. Our current fee schedule is per our enclosed Terms of Agreement.

Based on our understanding of your requirements and our experience with similar projects, we estimate that the fees required for our services will be approximately as follows:
A. Sewer Relocation Services..........................$16,500

B. Topographic As-Built Surveying and Adjustment of Grading Plan..........................$2,650

We have estimated the cost of our services based on our understanding at this time of the scope and complexity of the work. However, please note that our services will be performed on a time and materials basis, and it is possible that our actual charges could exceed the amount we have estimated. During the performance of our services, the need for additional or expanded services may be determined. We will make every reasonable effort to keep you informed of our progress and costs incurred and receive written authorization prior to exceeding this amount.

**TIME OF PERFORMANCE**

Based on our current workload and your proposed schedule, we will complete out task services 1-8 and Task "B" work within approximately three weeks. The other Task "A" services will be performed during and after construction of the sewer line relocation.

**AUTHORIZATION**

If you find the above agreeable, please sign and return one copy of this letter of agreement as authorization to proceed.

Upon your authorization, GWGA shall authorize our consultant, Penfield and Smith Engineers to proceed.

We look forward to your approval.

Sincerely,

GEORGE W. GIRVIN ASSOCIATES, INC.

[Signature]

George W. Girvin, ASLA

GWG:It

Encl.

Agreed by: ___________________________ Date: ___________________________
Agreement for the California Community Colleges Foundation
Independent Living Program
Federal Fiscal year, 1992/93

This Agreement is entered into by and between the California Community Colleges Foundation (Foundation) and Santa Barbara Community College District for Santa Barbara City College (College).

The term of the Agreement shall be from October 1, 1992 through September 30, 1993.

This Agreement may be cancelled by either party upon providing written notice to the other party thirty (30) days before the termination date.

Article I - Responsibilities of College

1. The College shall implement the Independent Living Program according with plans outlined in the proposal submitted by the College to the Foundation for Federal Fiscal Year 1992/93.

2. Any changes or modifications to said proposal require advance written approval by the Foundation program manager.

Article II - Fiscal Provisions

1. The total amount payable under this Agreement shall not exceed the sum of $10,000.00.

2. Payment will be made by quarterly allocation as follows:

   Initial allocation: January
   Second allocation: April
   Third allocation: July

   Final allocation shall be paid upon submission of the College Final Fiscal and Program Reports, due September 30, 1993, and satisfactory completion of the Agreement.

3. Payment to the College will be based upon the College Program Expenditure Reports submitted quarterly. The College Quarterly Program Expenditure Report will be in keeping with the program plan as indicated in the College proposal. No quarterly payment will exceed seventy-five (75%) percent of the College total budget without written permission of the Foundation program manager. The sum of all Quarterly Expenditure Reports shall not, under any circumstances, exceed the total grant amount of $10,000.00.

4. Final billing for goods/services must be received by the California Community Colleges Foundation by or on September 30, 1993. Final allocation will be withheld until final documented fiscal report from the College has been received by the Foundation.

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Pg. 1 of 4
5/13/93
5. The Foundation reserves the right to withhold funding from any college whose performance does not comply with the terms of this Agreement.

6. Fiscal Responsibilities
   a. Records and Record Retention
      The College shall maintain necessary program records documenting services and fiscal records showing expenditures made under this Agreement.

      Records shall be maintained for at least three (3) years from the end of the fiscal year during which this Agreement is terminated or until all state and federal audits are complete for the fiscal year during which this Agreement is terminated, whichever is later. The College shall make available these records to the State or the Foundation upon request.

   b. Fiscal and Participant Reports
      The College shall prepare and submit to the Foundation program manager all required participant reports, final program and a documented fiscal report on or before September 30, 1993. These reports shall become the property of the Foundation.

   c. Budget Modifications
      The College may make changes in any individual line item in the budget, provided such changes in the aggregate as to any line item shall not exceed 10% of that budget category. Additional budget changes are allowable only with prior written approval of the independent living program manager. The Foundation reserves the right to review service levels and billing procedures as these impact charges against this Agreement.

   d. Audit Requirements
      The College agrees to obtain a financial program compliance and internal control structure audit of its organization in accordance with the Federal Office of Management and Budget (OMB) Circular A-128 or A-133, whichever is applicable. The College agrees to send a copy of the completed audit report to the California Community Colleges Foundation.

   e. Audit Exceptions
      It being understood that the funding source herein is federal appropriation, and it being further understood that the College is responsible for administering the program as described herein, the College agrees to accept responsibility for receiving, replying to, and/or complying with any audit exceptions by appropriate state and/or federal audit agencies, directly related to the provisions of this Agreement.

7. The contracting parties agree to be subject to the examination and audit of the Auditor General for a period of three (3) years after final payment under the contract.

8. In the event of a dispute, the College agrees to file a "Notice of Dispute" with the Foundation within ten (10) days of the discovery of the problem. Within ten (10) days, the Foundation shall meet with the College and program manager for purposes of resolving the dispute. The decision of the Foundation shall be final.
9. The copyright to all materials produced as a result of this Agreement shall belong to
the State of California. The College assigns all rights, title and interest including the
copyright to any works created pursuant to this Agreement on all publications of
such work. The State may license the College to reproduce and disseminate copies of
such work.

Article III - General Provisions

1. This Agreement supersedes and makes null and void any prior agreements between
the parties which conflict with the terms of this Agreement. To the extent that
either the Foundation’s Request for Budget, or the College’s proposal conflicts with
the terms of this Agreement, the terms of this Agreement shall control.

2. All written notices, reports and other written communications under this
Agreement shall be addressed to:
   Chris Steele, Program Manager
   Independent Living Program
   California Community Colleges Foundation
   717 K Street - Suite 320
   Sacramento, CA  95814
   (916) 446-5881/(800) 400-5881

3. The College key personnel as indicated in the College Proposal Cover Page attached
hereeto may not be substituted without Foundation program manager's written
approval.

In witness whereof, the parties hereto have executed this Agreement the day and year first
above written.

California Community Colleges Foundation  Covenantor

[Signature]
James Hurck, Executive Director

Santa Barbara City College  Contractor District or College

[Signature]
Authorized Signature

C. Hanson, Vice President Business Services
Printed Name and Title

721 Cliff Drive
Printed Address

Santa Barbara, CA  93109
City, State, Zip

Item 5.1-k
Pg. 3 of 4
5/13/93
California Community Colleges Foundation  
Independent Living Program FFY 1992/93  
Proposed Budget  
Narrative  

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<td>B. Instructional teacher hourly</td>
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<tr>
<td>C. Non-instructional contract</td>
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<tr>
<td>D. Non-instructional hourly</td>
<td></td>
</tr>
<tr>
<td>E. Other</td>
<td></td>
</tr>
<tr>
<td>F. Other</td>
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| A. Classified contract | | | | | | |
| B. Classified hourly | 275 hrs x 16.00 | | | | | |
| C. Instructional aides | | | | | | |
| D. Other | Clerical Assistance | 75 hrs x 10.00 | | | | |
| E. Other | | | | | | |
| F. Other | | | | | | |

| 3000 Employee Benefits – Sub-Total | 16.723% | 15.$ 861 |
| | | | | | | |
| 4000 Supplies and Materials | 16.$ 7.50 | 17. | 18.$ 1750 |
| A. Supplies | Job/Career Fair Supplies | 1st Yr Short- | | | |
| B. Materials | Printed Materials/Training Materials | up Costs | | | |
| | | | | | | |
| A. Consultants | Foster Parent Co-Trainers/Other Prof. Consult. | | | | | |
| B. Telephone | | | | | | |
| C. Conference, Travel, Mileage | | | | | | |
| D. Other | Duplicating | | | | | |
| E. Other | Local Mileage, 700 | x100 mi/ls x .28 | | | | |
| F. Other | | | | | | |
| G. Other | Office Supplies | | | | | |

| 7000 Other Outgo | 27.$ | 28. | 29. | 30.$ 200 |
| A. Student Fees/Parking | | | | |
| B. Other | Childcare, for Sar. Meetings | | | |
| C. Other | | | | |

| College Administrative Costs - not to exceed 5% | 31.$ 500 |
| | | | | |
| Total | 32.$ 10,000 |

Approved: Chris Steele, ILP Program Manager  

Item 5.1-k  
Pg. 4 of 4  
5/13/93
RESOLUTION
OF THE GOVERNING BOARD OF THE
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

RE: RESTRICTED PROGRAMS
     APPROPRIATION TRANSFERS B93-142-B93-152

WHEREAS, additional restricted revenue has been received which is not included in the 1992-1993 Adopted Budget, and

WHEREAS, the revenue is to be appropriated, existing budgets redistributed and a restricted project revenue deposit corrected, and

WHEREAS, under the provisions of Education Code Sections 85200 and 85210 such action may be taken by written resolution of the governing board;

NOW, THEREFORE, BE IT RESOLVED that the County Superintendent of Schools and County Auditor be authorized and directed to adjust the revenue and budgets as shown on the attached lists.

PASSED AND ADOPTED by the Board of Trustees of the Santa Barbara Community College District this 13th day of May, 1993 by the following vote:

AYES: Dr. Dobbs, Mr. Jarrott, Mr. Luria, Mrs. Powell, Mr. Villegas,
      Dr. Alexander

NOES: None

ABSENT: Mr. Frank

CONCUR: Mr. Brunello

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

Item 5.2-a
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5/13/93
### Care
#### Budget Adjustment (33)

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Item 5.2-a  
Pg. 3 of 4  
5/13/93
RESOLUTION
OF THE GOVERNING BOARD OF THE
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

RE: TRANSFER TO OTHER FUNDS

WHEREAS, the 1992-93 General Fund Adopted Budget includes many approved one-time funds appropriations, and

WHEREAS, some of the one-time expenditures will not be completed by June 30, 1993, and it is necessary to set aside the funds for the completion of those projects, and

WHEREAS, the unexpended amounts are to be transferred to other funds to be used as previous approved;

NOW, THEREFORE, BE IT RESOLVED that the following transfers be made:

To: Replacement of Equipment Fund
   Trash Compactor $35,000
   Kiln 17,000

To: Construction Fund
   Hazardous Waste Control 90,000
   Wake Center Entry Road 140,000
   Classroom Improvements 50,000
   Campus Lighting 50,000

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PASSED AND ADOPTED by the Board of Trustees of the Santa Barbara Community College District this 13th day of May, 1993, by the following vote:

Ayes: Dr. Dobbs, Mr. Jarrott, Mr. Luria, Mrs. Powell, Mr. Villegas, Dr. Alexander

Noes: None

Absent: Mr. Frank

Concur: Mr. Brunello

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

Item 5.2-b
5/13/93
RESOLUTION
OF THE GOVERNING BOARD OF THE
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

RE: DELEGATION OF GOVERNING BOARD POWERS/DUTIES
(Education Code Section 70902)

WHEREAS, Education Code Section 70902 provides that "Wherever in this section or any other statute a power is vested in the governing board, the governing board of a community college district, by majority vote, may adopt a rule delegating the power to the district's chief executive officer or any other employee or committee as the governing board may designate . . .;" and

WHEREAS, Education Code Section 70902 further provides that "the governing board shall not delegate any power that is expressly made nondelegable by statute." and "Any rule delegating authority shall prescribe the limits of the delegation;" and

WHEREAS, the Board of Trustees of the Santa Barbara Community College District recognizes that while the authority provided in Education Code Section 70902 authorizes the Board to delegate its vested powers; and

WHEREAS, the Board of Trustees further recognizes that where other statutory provisions made certain powers non-delegable, the governing board shall not delegate those powers, and that any rule delegating authority shall prescribe the limits of the delegation;

NOW, THEREFORE, BE IT RESOLVED that in accordance with the authority provided in Education Code Section 70902, the Board of Trustees of the Santa Barbara Community College District hereby delegates to the following officers or employees of the district in consultation with the Superintendent/President, the authority to make cash and budget transfers between and within district funds as necessary for the payment of obligations of the district effective from the date this resolution is passed through the year-end accrual phase without submitting the transfers as part of a specific board resolution.

Authorized District Officer: Charles L. Hanson, Vice President, Business Services
Authorized District Officer: David L. Pickering, Controller

PASSED AND ADOPTED by the Board of Trustees of the Santa Barbara Community College District this 13th day of May, 1993, by the following vote:

Ayes: Dr. Dobbs, Mr. Jarrott, Mr. Luria, Mrs. Powell, Mr. Villegas, Dr. Alexander
Noes: None
Absent: Mr. Frank
Concur: Mr. Brunello

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

Item 5.2-c
5/13/93
RESOLUTION
OF THE GOVERNING BOARD OF THE
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

RE: AUTHORIZING FLEXIBLE BENEFITS PLAN

WHEREAS, the Internal Revenue Code Section 125 et seq. allows for establishing a "cafeteria plan" defined as:

"... a written plan under which...
(a) all participants and employees, and
(b) the participants may choose among two or more benefits consisting of cash and qualified benefits..."

and

WHEREAS, the District Benefits Committee has endorsed the concept of IRC Section 125 (Flexible Benefits Plan) and recommended inclusion as a District employee benefit; and

WHEREAS, the Board Fiscal Committee has reviewed the proposed program of flexible benefits;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees adopts the IRC Section 125 Plan (Flexible Benefits Plan) presented at this meeting, and that duly authorized District personnel are authorized and directed to execute and deliver to the administrative office of the plan counterparts of the plan.

NOW FURTHER BE IT RESOLVED that the Vice President of Business Services shall take such actions that are deemed necessary and proper to implement the plan effective October 1, 1993;

NOW FURTHER BE IT RESOLVED that the District shall notify all qualified employees of the District of the adoption of the IRC Section 125 Plan (Flexible Benefits Plan) by providing an informational booklet and copy of the summary description of the plan to each employee.

Ayes: Dr. Dobbs, Mr. Jarrott, Mr. Luria, Mrs. Powell, Mr. Villegas, Dr. Alexander
Noes: None
Absent: Mr. Frank
Concur: Mr. Brunello

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

Item 5.2-d
5/13/93
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Flexible Benefits Plan

Model Plan Document

COLONIAL
LIFE & ACCIDENT INSURANCE COMPANY

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5/13/93
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ADMINISTRATIVE SERVICES AGREEMENT
FOR FLEXIBLE BENEFITS PLAN

AGREEMENT made this 13th day of May 1993 by and between
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

("Employer") and BenefitAmerica, Inc. of Columbia, South Carolina ("BenefitAmerica").

WHEREAS, Employer has determined that it is in the best interest of the Employer
and its eligible employees to install a flexible benefits plan for the benefit of such eligible em-
ployees, to be known as the Flexible Benefit Plan ("Plan"); and

WHEREAS, in furtherance of such determination and in accordance with applicable
provisions of the Plan, Employer deems it advisable to delegate certain ministerial duties and
functions for purposes of accounting claims processing and record keeping to a person or
entity with the capability of providing such services; and

WHEREAS, Employer has determined that BenefitAmerica has such capability, and
has elected to appoint BenefitAmerica to serve in such capacity and has and does hereby
delegate such ministerial duties and functions to BenefitAmerica; and

WHEREAS, the parties hereto do desire to set forth their agreement concerning the
respective rights, duties and responsibilities of such parties relative to such delegation;

NOW, THEREFORE, for and in consideration of the mutual covenants and agree-
ments hereinafter set forth and for other good and valuable consideration, the receipt and
sufficiency of which is hereby acknowledged, the Employer and BenefitAmerica agree as fol-
lows:

I. SERVICE

The Employer appoints BenefitAmerica to assist it in the performance of its adminis-
trative duties under the plan. BenefitAmerica accepts such appointment subject to
the terms and conditions of this Agreement.

II. DUTIES OF BENEFITAMERICA

A. BenefitAmerica shall assist the Employer in developing the Plan, which shall
provide benefit elections for participating employees consistent with provisions of
Section 125 of the Internal Revenue Code of 1986, as amended ("Code").

B. BenefitAmerica shall assist the Employer in developing, designing and obtaining
vouchers, claim forms or other documentation necessary for the administration of
the Plan.
C. BenefitAmerica shall provide accounting services to the Plan, as follows:

(i) Maintain a list of participating employees, including full names and social security numbers;

(ii) Maintain records of contributions by, payments of benefits to, and resulting account balances of participating employees;

(iii) Prepare and mail to participating employees quarterly and year end reports of contributions made by and benefits paid to or on behalf of participating employees under the Plan.

(iv) Maintain records of all transactions under the Agreement during the term of the Agreement and for a period of five years thereafter.

D. If the Plan offers one or more flexible reimbursement accounts as eligible benefits, BenefitAmerica shall receive claims for benefits made by participating employees and shall process the same and issue checks payable to such participating employees in accordance with the terms of the Plan and any guidelines issued by the Employer; provided, however, that checks shall be issued only to the extent that accounting information provided to BenefitAmerica indicates that an account balance is available to permit payment of the benefits applied for by the employee. Checks shall be mailed to the Employer for forwarding to eligible employees unless, in return for the payment of an additional fee, the Employer instructs BenefitAmerica to mail the checks directly to the employees. If BenefitAmerica determines that a given application for benefits is not eligible under the Plan, for whatever reason, BenefitAmerica shall forward a notice to the employee providing the reason for denial and describing any additional information that might be necessary to perfect or complete the application.

BenefitAmerica is vested only with ministerial authority to investigate and process claims for benefits under the Plan in accordance with the terms of the Plan. BenefitAmerica shall have no discretionary authority to make decisions as to Plan policy, interpretations, practices or procedures, but shall perform its duties and functions within the framework of the terms of the Plan and policies, interpretations, rules, practices and procedures made by the Employer. BenefitAmerica is not a fiduciary with regard to the Plan and shall not be considered the plan administrator, a fiduciary or named fiduciary as the same terms are defined in the Employee Retirement Income Security Act of 1974, as amended ("ERISA").

BenefitAmerica shall make employee benefit eligibility determinations on behalf of the Employer in accordance with the claims procedures set forth in the Plan based upon information provided to BenefitAmerica by the employee and by the Employer. It is understood that BenefitAmerica is acting on behalf of the Employer in a ministerial, administrative capacity only and shall have no responsibility to investigate the accuracy or truthfulness of any information provided to BenefitAmerica.
BenefitAmerica shall not advance its personal funds for the payment of any benefits under the Plan. BenefitAmerica shall not be considered the insurer or underwriter of the liability of the Employer to provide benefits for the participating employees.

BenefitAmerica shall provide the Employer with the information in its custody for use in the preparation of all returns and reports that are required by the Internal Revenue Service, the Department of Labor and any other federal or state agency. BenefitAmerica shall assist in the preparation of such returns and reports whenever called upon to do so by the Employer; provided, however, that the Employer shall be responsible for the timely preparation, filing and content of all such returns and reports, and the payment of any taxes which may be due.

E. BenefitAmerica shall have the right to retain outside service providers to assist it in performing the duties delegated to it under this Agreement. All such outside services shall be provided at the expense of BenefitAmerica and shall be subject to the supervision, control and responsibility of BenefitAmerica. BenefitAmerica shall have the right to retain the services of accountants, attorneys, actuaries and any other professionals whose services are reasonably necessary or desirable to aid in the performance of its duties under this Agreement, for the benefit of the Employer. The expenses for those professional services shall be payable by the Employer upon receipt of appropriate billing from BenefitAmerica. BenefitAmerica shall notify the Employer of any pending matter which necessitates the retention of such professional services and shall refrain from hiring any such persons for the performance of substantial services without the prior written approval of the Employer.

F. BenefitAmerica shall obtain and maintain such fiduciary bonds as are required under applicable law.

III. DUTIES OF EMPLOYER

A. Employer warrants that it has validly adopted the Plan and any component plans of the Plan. True copies of the Plan and any component plans are attached hereto as Exhibit A.

B. Employer shall notify, or insure that the participating employees notify, BenefitAmerica of the age, years of service and benefit elections of participating employees. The Employer shall also notify BenefitAmerica of (1) a reduction of participating employee hours of service resulting in loss of benefit eligibility of a participating employee; (2) termination of the employment of a participating employee and whether such termination was due to gross misconduct; or (3) a participating employee becoming eligible for Medicare.

C. Employer shall be responsible for the initial qualification of the Plan and any component plans under the Code, ERISA, or any other applicable federal, State or local law or ordinance.
D. If BenefitAmerica is to process claims for benefits under flexible reimbursement accounts, as described in paragraph II.D above, funds for the payment of benefits shall be provided to BenefitAmerica by the Employer in accordance with the option selected by the Employer and indicated below.

X OPTION 1: Employer shall forward an amount equal to one month’s payroll reduction (exclusive of premiums paid directly by Employer) for all employees who have elected to participate in the Plan to BenefitAmerica in such manner that such sum shall be in the possession of BenefitAmerica on or before the initial effective date of the Plan, or of this Agreement, if later. Such funds shall be deposited in an agency account called “BenefitAmerica Flexible Benefits Account.” Benefit America shall utilize such funds to make payment of benefits properly payable according to the terms of the Plan. BenefitAmerica shall, upon making a payment for benefits under the Plan from such funds, submit a statement to the Employer for reimbursement of the amount so paid to replenish the amount so paid out form the initial month’s payroll reduction, thereby assuring the existence of a fund in BenefitAmerica’s hands sufficient to pay benefits under the Plan. Such funds shall remain the assets of the Employer until expended in accordance with the terms of the Plan.

OPTION 2: Employer, on notice from BenefitAmerica, shall forward to BenefitAmerica such amounts as BenefitAmerica may request in order to pay benefits payable under the terms of the Plan which are properly due and payable pursuant to properly filed, processed and documented claims.

IV. TERM OF AGREEMENT

The appointment of BenefitAmerica under this Agreement is effective as of October 1, 1993, and shall last until September 30, 1994. The appointment shall automatically be extended from year to year after the end of the original term unless one party gives written notice sixty (60) days prior to the end of the term to the other of its intention to terminate this Agreement as of the end of such term.

During any term hereof, and on sixty (60) days written notice, either party may terminate the Agreement with or without cause.

Upon termination of this Agreement, copies of all pertinent information from the files of BenefitAmerica shall be made available to the Employer at its request.

V. COMPENSATION

The Employer shall pay to BenefitAmerica fees in accordance with the schedule attached hereto as Exhibit B. Fees and other charges authorized hereby shall be paid by the Employer within ten days of the presentation of a bill by BenefitAmerica.
VI. MUTUAL INDEMNIFICATION AND HOLD HARMLESS

The Employer shall indemnify and hold harmless BenefitAmerica for any claims, costs, demands or actions incurred by BenefitAmerica with regard to BenefitAmerica’s actions or failure to act in regard to the Plan, unless such claims, costs, demands or actions are incurred as a result of the negligence of BenefitAmerica.

BenefitAmerica shall indemnify and hold harmless Employer for any claims, costs, demands or actions incurred by Employer with regard to Employer’s actions or failure to act in regard to the Plan, unless such claims, costs, demands or actions are incurred as a result of the negligence of Employer.

Any benefit payments processed by BenefitAmerica shall be made by Benefit America as agent for the Employer. In the event that any benefits paid under the Plan should come to be recharacterized for any reason as income to any participating employee, BenefitAmerica shall under no circumstances be liable for any Employer or employee taxes, including withholding thereof, or interest or penalties relating to them that result from such recharacterization. BenefitAmerica shall have no responsibility for federal, state or local taxes or reporting to federal, state or local taxing authorities with respect to contributions to the Plan or benefits paid from the Plan.

VII. NOTICES

Any notices that may be required under this Agreement shall be sent by U.S. Mail, properly addressed, with postage prepaid. Notices will be sent to the Employer: Dr. Charles L. Hanson, Vice President, Business Services; Santa Barbara City College, 721 Cliff Drive, Santa Barbara CA 93109-2394. Notices will be sent to BenefitAmerica at 1601 Dove Street, Suite 290; Newport Beach CA 92660. Notice shall be effective upon receipt.

VIII. MISCELLANEOUS

A. This Agreement shall constitute the entire understanding of the parties with regard to the matters covered in it and shall not be modified except by written document signed by both parties.

B. This Agreement shall be construed in accordance with the applicable laws of the State of California.

C. This Agreement shall be binding upon the undersigned parties, their successors and assigns.

EXECUTED the day and year first mentioned above.

BENEFITAMERICA, INC.   EMPLOYER

BY: ___________________________   BY: ___________________________

TITLE: ________________________   TITLE: Vice President, Business Services
EXHIBIT B

FEE SCHEDULE

Installation Fee: \( \emptyset \)

Annual Enrollment Fee: \( \emptyset \)

Annual Mailing Fee: \( 8.00/\text{participant} \)

Monthly Administrative Fee: \$ 1.50 \text{ per participant in Premium Conversion}

\$ 2.25 \text{ per participant in Medical Reimbursement}

\$ 2.25 \text{ per participant in Dependent Care Assistance}

4.00 \text{ Maximum/month}

Fee schedule accepted this 13th day of May, 1993.

BENEFITAMERICA, INC.

EMPLOYER

Santa Barbara Community College District

BY: __________________________  BY: __________________________

TITLE: __________________________  TITLE: Vice President, Business Services

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EASEMENT REALIGNMENT AGREEMENT

This Easement Realignment Agreement (this "Agreement") is entered into on this ___ day of ____________, 1993, between the Goleta Sanitary District ("GSD") and the Santa Barbara Community College District ("SBCC").

RECITALS

A. SBCC is the owner of that certain real property commonly known as the Selmer O. Wake Center located at 300 North Turnpike Road, Goleta, California (the "SBCC Property").

B. GSD is the owner of an easement (the "Existing Easement") over the SBCC Property, which Existing Easement is more particularly described in that certain Grant of Easement recorded on April 11, 1960 as instrument no. 11672 in Book 1732 at Page 464 of the Official Records of the Santa Barbara County Recorder's office.

C. GSD is the owner of a sewer line and related improvements (the "Existing Sewer Line") located within the Existing Easement.

D. Roots from trees on the SBCC Property in the vicinity of the Existing Easement have caused and are continuing to cause damage to the Existing Sewer Line.

E. The parties have determined that the most practical solution for correcting the problems associated with the root damage to the Existing Sewer Line is to relocate the Existing Easement to a new location on the SBCC Property (the
"Replacement Easement") and to construct a new sewer line (the "Replacement Sewer Line") within the Replacement Easement.

F. The parties desire to enter into this Agreement to provide for 1) the grant of the Replacement Easement by SBCC to GSD, 2) the quitclaim of the Existing Easement by GSD to SBCC, and 3) the division of costs for the construction of the Replacement Sewer Line.

NOW, THEREFORE, for valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1. Grant of Replacement Easement

SBCC hereby agrees to grant to GSD the Replacement Easement by executing, having acknowledged and delivering to GSD for recording an Easement Deed in substantially the form attached hereto as Exhibit "A". The parties shall mutually agree upon the location for the Replacement Easement, which location shall be suitable for the purpose of replacing the Existing Easement. The description for the Replacement Easement shall be attached as an exhibit to the Easement Deed prior to recording.

2. Quitclaim of Existing Easement

Upon the completion of construction of the Replacement Sewer Line within the Replacement Easement, GSD shall quitclaim to SBCC all of its right, title and interest in the Existing Easement by executing, having acknowledged and delivering to SBCC for recording a Quitclaim Deed in substantially the form attached hereto as Exhibit "B".
3. Construction of Replacement Sewer Line

The parties agree to construct the Replacement Sewer Line within the Replacement Easement. The costs for such construction, including engineering and design costs, shall be paid fifty percent (50%) by GSD and fifty percent (50%) by SBCC. The engineering, design and location of the Replacement Sewer Line shall be subject to the approval of GSD.

4. Ownership and Maintenance

GSD shall be the owner of and shall have the sole responsibility for maintaining the Replacement Sewer Line. Notwithstanding the provisions of any prior agreement between GSD and SBCC or their respective predecessors in interest, SBCC shall have no maintenance responsibilities with respect to the Replacement Sewer Line and shall only be responsible for maintaining lateral sewer lines on SBCC Property which connect SBCC's facilities to GSD's Replacement Sewer Line.


5.1. Notices

Any and all notices, demands, requests or other communications from either party hereto to the other shall be in writing and shall be personally delivered or sent by first class mail, postage prepaid, to the party at the address shown below, or to such other address as a party may hereafter designate by written notice as provided herein to the other party:

To GSD: Goleta Sanitary District
1000 Fowler Road
Post Office Box 906
Goleta, CA 93116
To SBCC: Santa Barbara Community College District
721 Cliff Drive
Santa Barbara, CA 93109
Attention: Superintendent/President

5.2. Attorneys' Fees

Should any litigation or arbitration be commenced between the parties to this Agreement concerning the enforcement or interpretation of any rights or obligations hereunder, the prevailing party in such litigation or arbitration shall be entitled to recover attorneys' fees in addition to such other relief as may be granted.

5.3. Successors

This Agreement shall be binding upon and shall inure to the benefit of the respective successors and assigns of the parties.

5.4. Modifications

This Agreement may not be modified or amended in any way except by an instrument in writing signed by both of the parties hereto.

5.5. Captions

The captions and headings used herein are for convenience of reference only and are not to be considered for the purpose of interpreting any provision of this Agreement.

5.6. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of California.
5.7. Further Assurances
The parties agree to take such actions and execute such documents as may be reasonably required to carry out the intent of this Agreement.

5.8. Counterparts
This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, and all of which shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date set forth above.

GOLETA SANITARY DISTRICT

By
Elbert W. Trantow, President of the Governing Board

COUNTERSIGNED

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

By  
(Signature)

(Name printed and title)

By
Felix R. Martinez, Secretary of the Governing Board
CHANGE ORDER NO. 5

APRIL 30, 1993

PROJECT: SANTA BARBARA CITY COLLEGE - EAST CAMPUS ENTRY

The following changes in, additions to, deletions from the work described in the plans and specifications are hereby authorized:

Item 1: Remove 26 LF of new rolled curb and install new A/C paving.
Reason: To provide left turn for access back to Kiosk for safety reasons.
Change in Contract Sum: $1244.00
Change In Contract Time: None

Item 2: Relocate Kiosk and install a new 3' x 12' concrete sidewalk in front of Kiosk.
Reason: Provides safety for Kiosk operator.
Change in Contract Sum: $942.00
Change in Contract Time: None

Item 3: Add soil mounding at electrical transformer and island at turn around.
Reason: Provides less visual impact than proposed enclosure.
Change in Contract Sum: $1518.00
Change in Contract Time: None
SBCC 2 April 29, 1993
Change Order No. 5

Item 4: Deduct proposed chain link fence with redwood lath, roof and double gates around existing transformer.

Reason: New alternate provides less visual impact.


Change in Contract Sum: (-$3200.00)
Change in Contract Time: None

Item 5: Existing chain link fence at transformer to remain.

Reason: New alternate provides less visual impact.


Change in Contract Sum: (-$400.00)
Change in Contract Time: None

Item 6: Demolition of A.C., recompaaction of subgrade, and installation of Class II base at tie in at upper parking area.

Reason: Per K.C. Geotechnical's recommendations.


Change in Contract Sum: $759.23
Change in Contract Time: None

Item 7: Additional base required at tie in at upper parking lot.

Reason: Per K.C. Geotechnical's recommendations.


Change in Contract Sum: $1,686.00
Change in Contract Time: None
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Reason</th>
<th>Back-up</th>
<th>Change in Contract Sum</th>
<th>Change in Contract Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Additional forming and colored concrete required for revision of retaining wall at motorcycle parking.</td>
<td>Revision of wall required to work with existing grade conditions and eliminated need for proposed fencing.</td>
<td>Work authorization ticket No. 11, K.C. Cost Proposal No. 15 R-1.</td>
<td>$702.65</td>
<td>None</td>
</tr>
<tr>
<td>10</td>
<td>Extra work as directed for hauling soil from West Campus.</td>
<td>More cost effective to use on site soil.</td>
<td>K.C. Cost Proposal No. 20 dated April 29, 1993.</td>
<td>$1,200.00</td>
<td>None</td>
</tr>
</tbody>
</table>
Item 12: Additional conductor required for early and late lights for existing Pershing Park feeder.

Reason: As needed to put on early and late current for Cliff Drive.


Change in Contract Sum: $687.00
Change in Contract Time: None

Item 13: Substitute recessed step light fixture from glass cover to louvered cover.

Reason: Prevents vandalism of fixture.


Change in Contract Sum: $193.00
Change in Contract Time: None

Item 14: Add (2) 24" box Pinus canariensis.

Reason: In fill along entry road where one pine was removed.


Change in Contract Sum: $504.00
Change in Contract Time: None

Item 15: Replace (7) Schinus molle with (7) Ceratonia siliqua of the same size.

Reason: Keep consistency in planting theme.


Change in Contract Sum: $0.00
Change in Contract Time: None
SBCC 5  April 29, 1993
Change Order No. 5

Item 16: Replace proposed colored concrete with gray concrete at new walk to right of main entry.

Reason: Provides design continuity.


Change in Contract Sum: (-$450.00)  
Change in Contract Time: None

Item 17: Replace proposed vertical curbing at median at Kiosk to rolled curbing.

Reason: Per College request.


Change in Contract Sum: $532.00  
Change in Contract Time: None

Item 18: Relocate (1) curb cut at loading zone that has been installed.

Reason: Existing grades interfere with A.D.A. requirements for curb cut.


Change in Contract Sum: $566.00  
Change in Contract Time: None

Item 19: Reduce portion of walk at Kiosk from 7'-0" to 4'-0" width.

Reason: Additional width unnecessary.


Change in Contract Sum: (-$423.00)  
Change in Contract Time: None
SBCC 6  April 29, 1993
Change Order No. 5

Item 20:  Power feed for phone booth from Kiosk is required.


| Change in Contract Sum: | $593.00 |
| Change in Contract Time: | None |

The above work shall be completed in accordance with the plans and specifications for the Santa Barbara City College East Campus Entry at 721 Cliff Drive.

| ORIGINAL CONTRACT AMOUNT: | $646,200.00 |
| CONTRACT SUM PRIOR TO THIS CO: | $682,238.34 |
| CONTRACT SUM INCREASED BY THIS CO: | $8,050.88 |
| NEW CONTRACT SUM WILL BE: | $690,289.22 |
| ORIGINAL COMPLETION DATE: | April 29, 1993 |
| COMPLETION DATE PRIOR TO THIS CO: | June 1, 1993 |
| TIME EXTENSION THIS CO: | 4 Rain Days |
| COMPLETION DATE: | June 7, 1993 |

ACCEPTED BY:  
Kirkham Constructors  

APPROVED:  
Santa Barbara City College

AGREED BY:  
George W. Girvin Associates, Inc.

cc:  Dr. Charles Hanson  
Kirkham Constructors  
Alex Pittmon

Item 5.2-i  
Pg. 6 of 6  
5/13/93
Emergency Resolution
Award of Contract without Bidding and Advertising

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

The governing board, at a meeting held May 13, 1993, pursuant to the Public Contract Code 20113* for K-12 districts or 20654* for community colleges, unanimously resolved, by vote of members present, that an emergency exists wherein certain repairs, alterations, work, or improvements are necessary to permit the continuation of existing school classes, or to avoid danger to life or property, as described in detail below:

The Humanities Building air conditioning unit has ceased working. Estimates to repair the unit are higher than anticipated replacement costs. All rooms, including classrooms, rely solely on the a/c unit for ventilation and circulation, as some rooms do not have windows, and the ones which do, are not capable of being opened. Lack of adequate ventilation will cause an unhealthful atmosphere and could cause a safety issue for staff and students as temperatures within the building will exceed 100 degrees in the upcoming weeks. Due to lack of other available classrooms in which to move the students, the a/c unit must be replaced in order for classes to continue without interruption. The lengthy bid process 3-4 weeks to advertise and award a contract, in addition to the minimum time of 6 weeks or more for the vendor to deliver this item will cause a major disruption of classroom instruction. It will seriously impact the District’s ability to conduct summer school in this building as the unit could not possibly be installed until late summer following the usual bid process. The board, therefore declares an emergency, will seek a waiver of the bid process in accordance with Public Contract Code 20654, and authorizes the district business manager to enter a contract to replace the a/c unit and all of the necessary work required by local and state agencies to avoid an unsafe respiratory environment and to permit continuation of classes.

The estimated cost to resolve this emergency is $60,000.00. This resolution does not set aside any bonding that may be required. With the approval of the County Education Office, the board will:

X Make a contract for labor and/or furnishing of materials or supplies.

____ Authorize the use of day labor or force account.

Passed and adopted May 13, 1993. Ayes 5 Noes 0 Absent 2

Concur: 1

Attest:

Signature of Board Clerk/Secretary

Approved by the County Education Office:

Signature of Superintendent __________________________ Date __________________________

*Subject to the limitations of Public Contract Codes 20114 for K-12 and 20655 for Community Colleges

Item 5.2-j
5/13/93
SUMMARY OF PROPOSED CHANGES TO
INSTRUCTORS’ ASSOCIATION CONTRACT, 1993

- The agreement is a three year contract covering the calendar years of 1993, 1994, 1995 with opening in 1995 for Personnel benefits.

- Salary increases for unit members shall be as follows for each of the three years:
  - COLA plus growth, program improvement, equalization
  - Regular unit members shall receive a one-time pro-rata share of 70% of additional end of year revenues not anticipated in the adopted budget.

- For 1993, hourly instructors will receive not less than a 1% salary increase (includes growth, program improvement, equalization). $24,000

- The maximum entering step on the salary schedule is increased from Step 8 to Step 10. COST BASED ON 6% INCREASE, 7 NEW HIRES $21,000

- The doctoral bonus is changed from the flat dollar amount ($1,200) to a formula of 4.4% of Class I, Step 1 of salary schedule. $14 x 37 STAFF $518

- An ad hoc committee shall be convened to study non-teaching faculty compensation and recommend adjustments as deemed appropriate. All adjustments will be made within the existing budget ($315,298) for this activity except that this budgeted amount shall increase by $4,000. $4,000

- The Instructor Load Policy will change to allow for the use of "banked" instructor hourly overloads to pay for fully paid sabbatical leaves.

  1 Semester Sabbatical (85%) - 5 banked overload TLUs

  1 Year Sabbatical (75%) - 18 banked overload TLUs

- Personnel Benefits for retirees (55-65) is increased from $2,500/year to $3,000/year. COST BASED ON 8 @ $500 $4,000

- The District’s contribution to unit members premiums is increased for the 1993-94 and 1994-95 benefit years with a $1,000 contribution maintained for those members who waive medical coverage. SHARE OF THE $370,000 TOTAL INCREASE $173,000

- A flexible benefits plan (as defined in the IRC 125) will be made available to employees by the District. $10,000

- The District will participate in the STRS "Golden Handshake" program. $88,000

Item 5.3
Pg. 1 of 2
5/13/93
Compensation for Post Retirement Employment agreements is increased from $1,128 per TLU to $1,200 per TLU.  42 TLU's @ $72 $ 3,000

Provisions will be made to allow unit members and retirees to waive certain fees for auditing and enrolling in credit and non-credit courses.

Release time of 2 TLUs per semester shall be provided to the Instructors' Association President to conduct I.A. business with provisions for the right of the I.A. to purchase additional release time.  COST:  4 TLU's @ $700 $ 2,800

Changes made to the Reduced Workload Program for Retirement to extend the program from 2 to 3 years with the District paying the employees STRS contributions during the reduced workload assignments.

COST BASED ON 1 EMPLOYEE WITH $50,000 ANNUAL SALARY WORKING 50% $ 2,000

TOTAL ESTIMATED ANNUAL COST $332,318

May 7, 1993
RESOLUTION
OF THE GOVERNING BOARD OF THE
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

RE: SUPPORT OF A PUBLIC UNIVERSITY IN VENTURA COUNTY

WHEREAS, the students of Santa Barbara City College do not have commuting access to a full California State University campus; and

WHEREAS, students completing their lower division work at Santa Barbara City College desire access to the programs of the California State University; and

WHEREAS, because of the lack of accessibility to a public university in Ventura County, transfer opportunities to the California State University will be limited; and

WHEREAS, the Trustees of the California State University had the vision to establish a university presence in Ventura County in 1974 making the CSUN Ventura Campus one of the oldest University off-campus centers in California and one of only three CSU centers recognized by the State Legislature; and

WHEREAS, we recognize the fiscal difficulties of expanding the Ventura Campus while building new CSU centers of learning in San Marcos, Contra Costa and Monterey; and

WHEREAS, with more than seven hundred thousand residents, Ventura is the most populous county in the State without a public, four-year university; and

WHEREAS, inequalities that result from socio-economic status, ethnicity, or sex are diminished when increasing numbers of students who complete baccalaureate level education; and

WHEREAS, a public university will bring profound benefits to the cultural, social and economic life of our communities; and

WHEREAS, governmental, business, education and civic groups, recognizing we must invest now to enable our region and state to emerge from the current economic crisis and prepare youth for tomorrow's challenges, stand ready to assist in any way possible;

NOW, THEREFORE, we respectfully urge the Chancellor and the Trustees of the California State University to give the highest possible priority to the establishment of a permanent campus in Ventura County and to proceed without delay to implement expansion plans for the existing Ventura Campus.

PASSED AND ADOPTED by the Board of Trustees of the Santa Barbara Community College District this 13th day of May 1993, by the following vote:

Ayes: Dr. Dobbs, Mr. Jarrott, Mr. Luria, Mrs. Powell, Mr. Villegas,
       Dr. Alexander
Noes: None
Absent: Mr. Frank, Mr. Luria
Concur: Mr. Brunello

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

Item 7.1-a
5/13/93