Order of Election

(Education Code Sections 5000, 5018, 5304, 5322)

RESOLUTION ORDERING GOVERNING BOARD MEMBER ELECTION

WHEREAS, the regular biennial election of governing board members is ordered by law pursuant to Section 5000 of the Education Code to fill offices of members of the governing board of Santa Barbara Community College

District of Santa Barbara County, now be it

RESOLVED that the County Superintendent of Schools for this county call the election as ORDERED and in accordance with the designations contained in the following Specifications of the Election Order made under the authority of Education Code Sections 5304 and 5322.

SPECIFICATIONS OF THE ELECTION ORDER

The election shall be held on Tuesday, November 3 1998

The purpose of the election is to elect 4 members of the governing board of the Santa Barbara Community College District.

(1) Indicate if any offices are for two-year terms.

IT IS FURTHER ORDERED that the clerk or secretary of the district shall deliver not less than 123 days prior to the date set for the election, two copies of this Resolution and Order to the county superintendent of schools and one copy to the officer conducting the election.

The foregoing Resolution and Order was adopted by a formal vote of the governing board of the Santa Barbara Community College District of Santa Barbara County, being the board authorized by law to make the designations therein contained on May 28 1998.

(Signed) Clerk/Secretary of the Governing Board

Instructions: After the Order of Election is adopted by the board, the clerk or secretary should sign the Order and deliver two copies to the county superintendent of schools and one to the officer conducting the election not less than 123 days prior to the date set for the election (Ed. Code 5322). One of these copies is to be delivered by the county superintendent to the county clerk or registrar of voters, with a copy of the Notice of Election, at least 120 days prior to the day of election (Ed. Code 5324).

(1) Instruction: If election is called under Ed. Code Sec. 5018 insert:

"Another purpose is the measure whether the number of members of the governing board of, District shall be increased from three to five."

"Another purpose of the election shall be to elect two additional members of the governing board of District to serve if the above measure is approved."

Item 1.8-a 05/28/98
RESOLUTION NO. 20 (1997-98)

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

Special District

Candidates’ Statements

WHEREAS, Section 13307 of the Elections Code of the State of California requires this board to adopt certain policies in regard to statements of candidates who run for office as members of the governing board of the district;

NOW, THEREFORE, BE IT RESOLVED that this governing board does hereby determine:

- That the cost of printing, handling, and mailing candidates’ statements shall be charged to;

  candidate

  (candidate or district)

- That the candidates’ statement shall not exceed;

  200

  ("200" or "400" words)

- That candidates not be permitted to submit additional materials to be sent to the voter with the sample ballot.

- That the Registrar of Voters be directed to give a copy of these regulations to each candidate or his/her representative at the time that nomination documents are received.

BE IT FURTHER RESOLVED that these policies shall remain in full force and effect until rescinded by this Board.

PASSED AND ADOPTED by the Board of Directors of the Santa Barbara Community College District this 28th day of May, 1998.

Ayes: Dr. Alexander, Dr. Dobbs, Ms. Livingston, Mr. O'Neill, Mr. Villegas, Mr. Luria

Noes: None

Absent: Mrs. Powell

Secretary to the Board of Directors
## Academic Affairs
### Minimum Qualification Equivalency

<table>
<thead>
<tr>
<th>NAME</th>
<th>DISCIPLINE</th>
<th>BACKGROUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>O’DOWD, Patrick</td>
<td>History</td>
<td>Education: Obtained BA in History in 1969 from University of California, Santa Barbara. Passed qualifying examinations for Ph.D. in 1974 (UCSB considers this to be the equivalent of an MA degree). Experience includes teaching History at UCSB intermittently from 1973 to the present.</td>
</tr>
<tr>
<td>TAYLOR, Brenda L.</td>
<td>Computer Information Systems</td>
<td>Education: Ms. Taylor earned 107 semester units from the University of Illinois from 1961 through 1966. Experience: Over 30 years of experience in the data processing industry, including one year of full time and 3 years of part-time teaching.</td>
</tr>
<tr>
<td>ABDULHAMID, Akoni</td>
<td>Anthropology</td>
<td>Education: Masters of Art in Education from California State College at Los Angeles. Experience: Includes teaching cultural anthropology classes for Santa Barbara City College, Oxnard and Ventura Colleges since 1974.</td>
</tr>
</tbody>
</table>
Santa Barbara City College Faculty Enrichment Committee
1998/1999 Faculty Enrichment Grant Applications

Grant #1:
A. Project Title: Test Equipment Manual Revision
B. Budget:
   1. *Faculty Member(s) Involved in the Project and their Stipends:
      #1: Edward Russell  El Comp Tech  $30.19 x 49.7 = $1,500.00
         **Stipend
         (Hourly: 9 years)
     8. Total requested: ................................................................. $1,500.00
C. Abstract
   The purpose of this request is for a stipend to revise the current manual required for the ECT 103 course, Electronic Test Equipment. The current manual was developed specifically for the test equipment used in the course but now the equipment is obsolete and failing repeatedly. The department's plan is to replace the equipment, therefore the existing manual will also become obsolete. The main objective in revising the manual is to have a manual that will lend itself to whatever specific model or manufacturer of test equipment. Secondly, the laboratory exercises will be revised to meet the state-of-the-art applications in the industry which includes information regarding the fundamentals of measuring and calibration of test equipment. The only other minor cost is for computer paper and laser printer toner which is approximately $15. The proposed revised manual will replace the exiting manual packet which is duplicated and sold by the bookstore.
   **FEC Recommendation:** The FEC recommends full funding because the new manual is necessary for the new equipment.

Grant #2:
A. Project Title: Infection Control Module Power Point Presentation and Study Guide
B. Budget:
   1. *Faculty Member(s) Involved in the Project and their Stipends:
      #1: Sheri Shields  ADN  2373  $28.00 x 24 = $672.00
         **Stipend
         3.***Printing/Duplicating: .............................................. $25.00
     8. Total requested: ................................................................. $697.00
C. Abstract:
   Critical thinking and independent decision making skills are essential for nurses to provide safe and efficient patient care. As health care resources shrink, the Associate Degree Nursing (ADN) Student must learn more information to enable them to make life and death decision when caring for patients on a daily basis in the present health care climate. Research supports the correlation between cooperative learning and the use of technology in improving critical thinking and decision making. This FEC Project will develop curriculum that will include cooperative learning techniques and technological advances to improve peer relationships and actively engage the students in the education process. The project objectives includes: 1) creating a Powerpoint presentation for N123: Infection Control, 2) create cooperative learning activities to use in class, 3)develop graphic organizers required for cooperative learning activities and 4) developing a study guide in which students can use to take lecture notes and use in cooperative learning activities. The study guide and cooperative learning activities will be included in the course syllabus (module) that is purchased, by all ADN students taking this course, at the SBCC Bookstore. The FEC Grant will pay for hourly time to carry out this project and printing costs of developing the study guide. The ADN Department already owns the multimedia equipment and the Powerpoint software.
   **FEC Recommendation:** The FEC recommends full funding because the presentations will improve learning.
Grant #3:
A. Project Title: Investigating the Feasibility of an Interior Design Program for SBCC
B. Budget:
1. *Faculty Member(s) Involved in the Project and their Stipends:
   #1: Laura Welby Drafting/CAD 2522 $30.19 x 49.7 = $1,500.00
     *Name Department Extension Lab Rate Hours **Stipend
8. Total requested: .................................................. $1,500.00
C. Abstract
The Interior Design Program used to be a Santa Barbara City College credit program. Years ago it was made an Adult Education non-credit program. The Adult Education program currently requires that their students take two drafting classes at SBCC. Very recently, the profession of Interior Design has been made one which requires licensing. The regulations which govern licensing as an Interior Designer have just been finalized and are quite complex. I believe that licensing now requires that a person have received credit for their training which is unavailable to a student taking these classes through Adult Education. If my grant is funded, I propose to investigate whether an Interior Design Program at SBCC would allow students to be able to apply for the licensing exams while a program through Adult Education would not, and whether there would be a sufficient number of students and jobs to warrant a program at SBCC. I also propose to determine which drafting skills are necessary if the program remains through Adult Education. This investigation will be used as a template for future investigations to determine if other programs, possible Landscape Architecture or Architecture programs ought to be incorporated into the Drafting/CAD Department. Having another successful program within the Drafting/CAD Department would increase enrollments in the department. I am requesting funds of $1,500 to compensate me for 50 hours of work on this project.
FEC Recommendation: The FEC recommends full funding because the outcome may benefit students and the Drafting/CAD Department.

Grant #4:
A. Project Title: English 70; "LEARN online"
B. Budget:
1. *Faculty Member(s) Involved in the Project and their Stipends:
   #1: Margaret Prothero Ess. Skills 2687 $29.18 x 51 = $1,488.18
     *Name Department Extension Lab Rate Hours **Stipend
8. Total requested: .................................................. $1,488.18
C. Abstract
Project "LEARN on-line" is a web-enabled course supplement for the Essential Skills class, English 70/70A. It will allow students in this course opportunities for review, application, practice, and extension of instructional content and curriculum, as well as encourage peer and instructor interactions through class bulletin boards.

Each major instructional topic in the course will have a section in "LEARN on-line". "LEARN" is an acronym for the components of each section of the program: Lesson, Extend, Apply, Review, and Notes.
Most students in Essential Skills need multiple and varied forms of practice and instruction in order for learning to be as effective as possible. Working in the "real life" arena of the Internet within a virtually unlimited supply of reading contexts will allow students to apply and practice course reading strategies and become successful in many areas of content reading. Web-worksheets, links, and lessons guiding students to and through various content websites will give students practice with skills such as "finding topic sentence" or "summarizing main idea of paragraph" in an interesting and engaging format.

The funds requested for "LEARN on-line" are to provide compensation for approximately 51 hours of work for the project.

FEC Recommendation: The FEC recommends full funding because it will provide additional opportunities for learning for students who are struggling with basic reading and writing skills.
Grant #5:
A. Project Title: **PowerPoint Support for Introduction to Communication, Comm 101**
B. Budget:
   1. *Faculty Member(s) Involved in the Project and their Stipends:
      
      **#1:** Mary O. Wiemann  Communication  2428     $30.19  x 49.7  =  $1,500.00  
      *Name Department Ext. Lab Rate Hours  **Stipend
      2. ***Materials/Supplies/Software: $ 300.00
      3. ***Printing/Duplicating: $ 200.00
      8. Total requested: $2,000.00
C. Abstract
   Twenty PowerPoint lectures will be developed for the Introduction to Communication (Comm 101) class. Five to eight sections of this lecture course are taught each semester, often by new adjunct faculty. The availability of PowerPoint lectures will provide stability and support for new faculty teaching the course, and consistency and interest for the approximately 500 students per year who take this course. Materials will be available on computer disks, overhead transparencies, and hard copies to all current and new instructors of the class. Lecture materials will be available on Communication Laboratory computers for students missing a class.

**FEC Recommendation:** The FEC recommends full funding because the presentations will benefit all of the Comm 101 faculty and students.

Grant #6:
A. Project Title: **Presentation Program for Survey of Music Literature**
B. Budget:
   1. *Faculty Member(s) Involved in the Project and their Stipends:
      
      **#1:** Jack Ullom  Music  2234  $30.19  x 49.7  =  $1,500.00  
      *Name Department Ext. Lab Rate Hours  **Stipend
      8. Total requested: $1,500.00
C. Abstract
   The purpose of my project, **Presentation Program for Survey of Music Literature**, is to prepare a presentation program for lectures of this year-long music major class. The software used will be PowerPoint. Having already prepared a similar presentation program for the semester length course, Music Appreciation, I will use similar techniques to integrate music, art, and musical notation into a powerful presentation for music majors of their first basic music history class in coordination with the text *A Concise History of Western Music* and the CD ROM programs I produced in my previous Faculty Enrichment Project.

**FEC Recommendation:** The FEC recommends full funding because the enhanced presentations will improve learning in the Survey of Music Literature classes.
Grant #7:
A. Project Title: Internet Audio Lectures with Graphics
B. Budget:
1. *Faculty Member(s) Involved in the Project and their Stipends:
   #1: Mike Young  Physics  2697  $34.72  x  43.2  =  $1,500.00
      *Name  Department  Extension  Lab Rate  Hours  **Stipend
2. ***Materials/Supplies/Software: RealFlash software + tax  $ 595.00
8. Total requested: ............................................................................. $2,095.00
C. Abstract
   The objective of this proposed project is to add GIF files (Graphics) to my digitally recorded lectures and play back both the audio portion of my lectures and graphic files over the Internet or the college's LAN. Students have been listening to the audio portion of my lectures, but without the on-screen graphics the audio lectures have not been as educational as they can be (see http://www.cs.sbcc.net/~physics/page/table.html). The purpose of this proposed project is two fold. First, to enhance student learning by allowing students to hear and see any lecture at any time from any computer in the world with an Internet connection using a modem speed as low as 28.8. Second, for myself and the Physics department to gain experience and education using the newest educational medium: the Internet. We hope to add motion video as bandwidths improve. Although the Internet, and to some degree intranet networks, are not advanced enough to replace the massive amounts of information delivered in a classical lecture setting, it is the author's belief that experiments and experience with the digital class room must begin now and not wait until technology is advanced enough less we will have virtual class rooms without content or experience.
   FEC Recommendation: The FEC recommends full funding because students will have access to his lectures which will be enhanced with graphics, at any time via the Internet.

Grant #8:
A. Project Title: Interactive Foreign Language Reading Tutor
B. Budget:
1. *Faculty Member(s) Involved in the Project and their Stipends:
   #1: Dana Jakubowski  German  682-5587  $30.19  x  49.7  =  $1,500.00
      *Name  Department  Extension  Lab Rate  Hours  **Stipend
   #2: Laura Morrison  Italian  687-4704  $30.19  x  49.7  =  $1,500.00
      *Name  Department  Extension  Lab Rate  Hours  **Stipend
8. Total requested: ............................................................................. $3,000.00
C. Abstract
   This is an interactive computer-assisted instructional program, for use as a supplement in teaching reading and literature in foreign language classes. The object of the program is to help students be better prepared and therefore utilize their classroom time for more speaking activities.
   This will be a very time-intensive project. The amount of time required to create this program will be significantly more than the maximum stipend offered, but since the maximum stipend available per faculty member is $1,500.00, we request $3,000.00. We have the software and hardware available at our disposal; therefore our funding will be used solely for the applicants' hourly compensation.
   FEC Recommendation: The FEC recommends full funding because students can benefit from additional reading and speaking opportunities in foreign language classes. Dana has taught here for about ten years, though he did not teach last year as he was temporarily replaced by a temporary instructor. We believe he still qualifies to the spirit of the Senate requirement.
Grant #9:
A. Project Title: "STOA" as a Classroom Tool
B. Budget:
1. *Faculty Member(s) Involved in the Project and their Stipends:
   #1: Aleksander Jokic Philosophy 2253
   **Stipend**
   Name: Aleksander Jokic Department: Philosophy Lab Rate: $29.18 Hours: 34
   **Stipend**
   Extension: 2253
   Lab Rate: $29.18
   Hours: 34
   $29.18 x 34 = $ 992.12
   #2: Ray Launder Psychology 2239
   **Stipend**
   Name: Ray Launder Department: Psychology Lab Rate: $29.18 Hours: 5
   **Stipend**
   Extension: 2239
   Lab Rate: $29.18
   Hours: 5
   $29.18 x 5 = $ 145.90
   3. **Printing/Duplicating:** $ 100.00
   8. Total requested: ........................................................ $1,238.02
C. Abstract
   The project "STOA" as a Classroom Tool, is part of a wider program put in place by the Center for
   Philosophical Education (CPE), housed within the Philosophy department at SBCC. During Spring 1998,
   CPE will launch STOA-International Undergraduate Journal of Philosophy. STOA is envisaged to be used
   as a classroom tool useful to both instructors and students in all classes that either teach or rely on
   critical thinking and writing skills. The purpose of this proposal is to support the implementation of a
   system of monitoring the practical pedagogical results of using STOA, to discover the actual effects this
   unique tool may have on teaching, learning skills, and student motivation involved in construction and
   evaluating arguments and presenting them clearly in written form, as well as to find out if a peer journal,
   which student have access to, positively affects their learning, classroom behavior, attrition, etc. The
   budget for this project calls for 34 hours, at the lab rate of $29.18 per hour, additional costs for
   duplicating, and Professor Ray Launder’s involvement for the total of 1,158.00.
   **FEC Recommendation:** The FEC recommends full funding because it would be valuable to know
   whether the journal was increasing students’ learning.

Grant #10:
A. Project Title: CDictation: Music for out Foreign Language Students’ Ears
B. Budget:
1. *Faculty Member(s) Involved in the Project and their Stipends:
   #1: Sonia Zuniga-Lomeli For. Lang. 2506
   **Stipend**
   Name: Sonia Zuniga-Lomeli Department: For. Lang. Lab Rate: $30.19 Hours: 49.7
   **Stipend**
   Extension: 2506
   Lab Rate: $30.19
   Hours: 49.7
   $30.19 x 49.7 = $ 1,500.00
   #1: Francisco Rodriguez For. Lang. 2898
   **Stipend**
   Name: Francisco Rodriguez Department: For. Lang. Lab Rate: $30.19 Hours: 49.7
   **Stipend**
   Extension: 2898
   Lab Rate: $30.19
   Hours: 49.7
   $30.19 x 49.7 = $ 1,500.00
   8. Total requested: ........................................................ $3,000.00
C. Abstract
   Through this project, we will provide the Foreign Languages Departments’ instructors and students
   (Spanish Language on the first phase of the project), with a set of songs, programmed through
   Dictation, to be used for aural skill development, grammatical and lexical practice, and awareness of
   the values of Spanish speaking countries expressed through songs, both traditional and contemporary.
   We will first decide on the grammatical, lexical and cultural target areas that would have to be
   covered by the songs. The songs will be chosen to address beginning, intermediate and advanced levels.
   Through a survey to the instructors, and from our own collection of songs used in instruction, we will
   choose from 40 to 50 music CDs. The average price of the CDs is $15. The department will pay for the
   CDs.
   We will program CDictation so that Apple CD Audio Player plays the songs to specific tracks. We will
   also input the lyrics of the songs with the appropriate blank spaces to be filled by the students listening to
   the songs and reading from the rest of the lyrics inserted.
   **FEC Recommendation:** The FEC recommends full funding because listening to a language spoken or
   sang will increase students learning and this should be a fun way for students to learn.
Grant #11:
A. Project Title: Development of Course and Materials for a New Class: Chicano Art (CS 120)
B. Budget:
1. *Faculty Member(s) Involved in the Project and their Stipends:
   #1: Manuel Unzueta Am. Ethnic Studies 2292  $30.19  x 49.7  =  $1,500.00
   *Name  Department  Extension  Lab Rate  Hours  **Stipend
2. ***Materials/Supplies/Software: Materials for developing slides  $ 250.00
3. ***Travel: Mileage  $ 100.00
4. Total requested: .........................................................$1,850.00
C. Abstract
   Because of the continued growth of both the Mexican and Chicano art areas and because of the
   popularity of the current Chicano Studies 119 course (Mexican and Chicano Art), this request is for the
   time and funds needed to create a distinct Chicano Art History course (1848 to the present). The existing
   course would be converted to a Mexican Art History course. The request involves instructor time to travel
   to art sites, research materials available, prepare slides, and create student worksheets. The request also
   is for funds to allow travel and duplicate materials.
   FEC Recommendation: The FEC recommends full funding because it seems that there is a need for
   this new class.

Grant #12:
A. Project Title: UCSB SCWrip and the SBCC English Department: Participation, Liaison,
   Representation and Dissemination
B. Budget:
1. *Faculty Member(s) Involved in the Project and their Stipends:
   #1: Julia Kilgore  English  3876  $25.13  x 39  =  $980.07
   *Name  Department  Extension  Lab Rate  Hours  **Stipend
   (Hourly faculty, 1 semester)
   #2: Jeanette Webber  English  2415  $28.50  x 4  =  $114.00
   *Name  Department  Extension  Lab Rate  Hours  **Stipend
2. ***Printing/Duplicating:  $ 47.60
3. ***Tuition: Education fees  $ 850.00
4. ***Travel: Mileage  $ 96.10
5. Total requested: .........................................................$2,087.77
C. Abstract
   The funds requested in the grant proposal below would cover tuition and educational fees for a SBCC
   English Department composition instructor’s participation in UCSB’s Summer Institute in Composition
   and Critical Literacy offered by the South Coast Writing Project and for dissemination of the information
   to the English Department.
   FEC Recommendation: The FEC does not recommend funding as Julia Kilgore has not taught at SBCC
   for at least the last five years, which is a Senate requirement, and because she will be receiving units for
   the class, which is a direct benefit to her.
SANTA BARBARA CITY COLLEGE

SKILLS COMPETENCY AWARDS

Introduction
All California community colleges were required by Assembly Bill 3512 (Polanco Legislation) to collaborate with the other community colleges in their region to develop a plan identifying regional workforce education and training needs which were not currently being met. This plan, The Regional Economic Development Plan, was completed June, 1997. One significant finding was the need for clearly identified and well-marketed short term training programs which are competency-based. Welfare-to-Work legislation mirrors this requirement for short-term, competency-based training programs which are clearly identified and well-marketed to students. These proposed Skills Competency Awards will address this well-documented need.

What are Skills Competency Awards?
Skills Competency Awards will be earned by the successful completion of short-term work training programs that are designed to prepare students for entry-level positions.

Criteria:
- These programs will consist of CAC-approved courses.
- They generally require less than 18 units of course work.
- Students must have a C grade or higher or credit in all courses.
- Skills will be specifically stated on the award and will relate to the course of study outline objectives.

How will Skills Competency Awards benefit students?
- Students who plan to enter employment before earning a degree or certificate often select the courses they believe will be most beneficial to them without ever talking with a counselor. These Skills Competency Awards will clearly identify courses which, when taken together, will best prepare students to enter the workforce in their chosen field.

- Skills Competency Awards will offer students a tangible acknowledgment that they have achieved an initial level of achievement—a first step toward successful completion of a degree and/or certificate. This award will provide future employers with verification that the student has mastered core competencies.

- Many students in vocational programs successfully complete several courses in a department and leave the college to begin working in entry-level jobs in the field. The desire for Skills Competency Awards may motivate some students to complete additional courses before leaving school.
# Skills Competency Awards

<table>
<thead>
<tr>
<th>Skills Competency Award</th>
<th>Course Title</th>
<th>Units</th>
<th>Job Opportunities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Child Care Teacher</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child, Family and Community</td>
<td>ECE 102</td>
<td>3.0</td>
<td>Preschool Teacher (private center based programs, family child care home)</td>
</tr>
<tr>
<td>Child Development</td>
<td>PSYCH 140</td>
<td>3.0</td>
<td>Caregiver (infant/toddler programs, private center based, family child care home)</td>
</tr>
<tr>
<td>Select two of the following courses:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creative Learning</td>
<td>ECE 108</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>Science for the Pre-School Child</td>
<td>ECE 110</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>Children’s Literature</td>
<td>ECE 115</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>Introduction to Early Childhood Education</td>
<td>ECE 100</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>Development &amp; Caregiving of Infants &amp; Toddlers*</td>
<td>ECE 141</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>(*Required for students preparing to work in Infant &amp; Toddler Centers)</td>
<td>WKEXP 290</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work Experience</td>
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<tr>
<td><strong>TOTAL UNITS</strong></td>
<td><strong>12.0 + Work Experience 290</strong></td>
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<td></td>
</tr>
</tbody>
</table>

## Competencies:

- Work effectively with families.
- Demonstrate effective parent/child interventions.
- Identify the social and cultural factors influencing each child’s development.
- Work effectively with children to help them to resolve adjustment difficulties and mature successfully.
- Identify health and safety issues, guidelines and procedures for insuring infection control, common disease identification, proper nutrition guidelines and immunization information.
- Demonstrate effective caregiving to infants and toddlers.
Program Review Policy

Definition

Program review is a systematic process for the collection, analysis, interpretation and presentation of data concerning a program, and its curriculum and the performance of the students it serves. It is utilized for making judgments about the effectiveness of the program, and to facilitate improvement of the program, and to promote effective planning. In accordance with Title V, Section 51022, Instructional Program, Santa Barbara City College has adopted the following Program Review Policy.

Intent

The primary objective of program review is to improve the quality of education at SBCC. The purposes of program review are:

A. To evaluate how well the program functions in relation to the mission of the college, the college’s plan Statements of Institutional Directions, and the department’s objectives and goals.

B. To improve the instructional program and promote student learning and the achievement of desired educational outcomes.

B. C. To improve the program and to aid the department and the college in planning and decision making.

C. To evaluate the effectiveness of the department in meeting the needs of the community.

Timeline

A. Program review will be scheduled at five-year intervals.

B. Planning for program review with the area dean and the Vice President, Academic Affairs will be scheduled during spring semester prior to the semester in which the report is due.

C. Departmental work on program review activities will be completed during the fall semester. Activities may be scheduled during flex week.

D. The self study report containing the results and recommendations of the program review is to be completed by December 1.

The Program Review Process

Planning for Program Review

a. The appropriate area dean will initiate the program review process at the beginning of the spring semester prior to the actual review, by notifying the department chair of the program to be reviewed.

b. The area dean will be responsible for ensuring that by April 1, the department chair receives statistical data, described in Section V, from the Information Resources Department (IRD).

c. The department chair and the area dean will meet with the Vice President, Academic Affairs to review departmental statistical data, review progress on previous departmental goals and objectives, address applicable areas of the College Plan, and identify additional issues the department wishes to address in its program review.
4174.2. Conducting the Review

a. The department chair will form a program review committee that includes the department chair and all tenure track faculty of the department. Part-time faculty who wish to participate should be encouraged to do so.

b. The committee will review the college plan as it relates to the program, evaluate the achievement of previous goals and objectives, and address questions identified.

c. The committee will review all course of study outlines and program requirements and revise and update as necessary.

d. The department may invite individuals within or outside the college (e.g., faculty from other departments on campus, faculty from four-year transfer institutions, employers of the department’s graduates) to provide input into any aspect of the program review.

4174.3. Preparing the Report

a. The department chair, in consultation with the committee, will be responsible for preparing the program review report and submitting it to the area dean by December 1. All departmental tenure track faculty will sign the final report verifying they have read it. In the event of dissenting opinions, individual faculty responses will be included with the report.

b. The self-study report, limited to five (5) pages, will address the following questions:
   • The department’s achievement of goals and objectives identified since the last program review.
   • Responses to questions/issues identified during the planning meeting for the department’s program review.
   • Current issues and future trends that are likely to present challenges and opportunities for the department and recommendations for addressing these issues.
   • Goals and objectives for the next one to three years.

c. The dean will review and sign the report and submit it to the Vice President, Academic Affairs by December 20.

4174.4. Follow Up

a. The report will be reviewed by the department chair, area dean, and the Vice President for Academic Affairs at the annual department planning meeting in the spring semester after the program review is completed. Specific follow up will be addressed at that time.

b. The vice president will sign and forward the report to the Superintendent/President who will make it available to the Board of Trustees.

c. The department chair will be invited to give a presentation on the outcomes of the program review at a Board of Trustees meeting.
4175 Statistical Data

Data to support the department’s review will be provided by the Office of Information Resources Development (IRD) by April 1. Data for departments in Academic Affairs for the last three (3) years will include 4175.1–4175.3 below. Area appropriate data will be provided to non-instructional Academic Affairs departments (e.g. FRC, LRC, Library).

4175.1 Departmental WSCH

- First census WSCH and FTES for the department
- First census WSCH and FTES by course

4175.2 Student Outcomes Information

- Grade distributions
  - By division/department
  - By course
  - By instructor (contract and hourly)
- Number of declared majors
- Ethnic and gender distribution of students enrolled in the department’s courses
- Number of students who earned AA/AS degrees and certificates
- Number of transfer students
- For vocational programs, the vocational program completers’ earnings information and/or job placement statistical, if available

4175.3 Faculty Information

- Faculty head count (contract and hourly)
- TLU and FTEF totals (by contract and hourly)
- Contract overload for department by year

4176 Implementation of Program Review Cycle

For the purpose of establishing a starting point for the modified program review process, a rotation of departments has been developed by the Office of Academic Affairs during Spring 1998. All department chairs will receive a copy of the rotation. For the first year, data will be made available to department chairs by June 1, and the planning meeting with the area deans and Vice President, Academic Affairs will be scheduled early in the 1998 Fall Semester. The due date for submission of reports for programs being reviewed during the 1998-99 academic year will be extended to March 15, 1999.

Departments scheduled for program review during the 1998-99 academic year who do not have a set of departmental goals and objectives from a previous program review should refer to their most recent annual goals and objectives and the college plan for issues related to student access and success, curriculum and instruction, and/or other relevant departmental documents, as a starting point.
4173—Components

4173.1 Stage One—Self Study

a. The appropriate dean of academic affairs will coordinate the self study activity.

b. The dean of academic affairs will meet with department chairs of programs to be reviewed to initiate the program review process.

c. The Information, Resources, and Academic Affairs Offices will provide statistical data to the department as described in Appendix E.

d. The department chair will form a program review committee and will be responsible for submitting the self study report to the division dean.

e. The self study report is an in-depth study by the department, including department chair and all full-time faculty. Part-time instructors who wish to participate should be encouraged to do so. In the case of a one-person department, either a part-time instructor may be selected to participate and will be compensated up to a maximum of 10 hours at the hourly lab rate with no differential, or the department chair may be compensated for up to 10 hours at the hourly lab rate with no differential.

f. The self study report will address each section delineated in Appendix E.

g. The department chair will submit the self study document, along with supporting documentation (e.g., evaluations, surveys, course outlines) to the validation team chair by the end of February.

4173.2 Stage Two—Validation

a. The validation stage is a review of the self study document and a verification of the report.

b. A validation team shall be formed and shall be comprised of the dean of the area, one faculty member outside the department (chosen by the department chair and appropriate division dean) and one person representing one of the following areas:

1. Instructor at a four year institution in the same discipline.

2. Instructor at another community college in the same discipline.

3. High school instructor in the same discipline.

Vocational departments may also include the participation of an advisory committee member.

c. Validation team members will be selected during the Fall semester.

d. The validation team shall be chaired by the academic affairs dean serving on the team.

e. The validation process involves the visitation, observation and analysis of a program/department by a team for the purpose of identifying strengths and weaknesses, validating the strengths and weaknesses of the report, and formulating recommendations.

f. Duties of team members
1. Study the self-study report prepared by the faculty.
2. Meet with the faculty who developed the self-study.
3. Examine facilities, teaching materials, supplies, and equipment presently being used for the program.
4. Make an effort to interview all faculty members and a sampling of students.
5. Meet with the validation team to prepare a written summary of findings and recommendations.
6. Provide a written report of findings and recommendations to the department chair. It is recommended that this report be written by the dean.
7. Meet with the department to discuss the evaluation and recommendations.

g. The team member from outside the college will be reimbursed for all travel expenses and will receive an honorarium of $100.

h. The validation team shall submit its report to the program/department faculty by the end of March.

4173.3 Stage Three: Department Review and Response
The department shall review the validation team's report for accuracy and will respond in writing if members disagree with statements or recommendations.

4173.4 Stage Four: Discussion with Vice President of Academic Affairs and Report to the President and Board of Trustees
a. All reports and responses will be submitted to the division dean, the Vice President for Academic Affairs, and the Superintendent/President.
b. The Vice President for Academic Affairs shall meet with the department chair and the division dean to discuss the self-study and validation team's recommendations. This meeting will be arranged by the Vice President.
e. A summary of the program review will be presented by the department chair to the Board of Trustees. The presentation shall focus on the primary findings and recommendations of the self-study and validation report.

4174 Timeline
Program review will be at five-year intervals. One-fifth of the departments will be reviewed each year.

When a program review is scheduled to occur during the same year that program plans are being developed college-wide, the program review process shall be considered the first step of the planning process. Recommendations emanating from the program review shall serve as the goals and objectives for the department's two-year planning cycle. Resource requests shall be submitted through the college-wide procedures.
May 10, 1998

Dr. Jack Friedlander  
Vice President Academic Affairs  
Santa Barbara City College  
721 Cliff Drive  
Santa Barbara, CA 93109

Dr. Friedlander:

Oracle is pleased to welcome Santa Barbara City College as a member in the Oracle Academic Initiative (OAI) as a Charter member of the program. As a charter member of OAI, SBCC will receive from Oracle a $8,500 grant in the form of credit to be used in the acquisition of Instructor Training Units (Starter Kits). The Starter Kits (value to be determined by the price list in effect at the time of ordering, no promotional pricing will apply) will include the following:

- Education Unit Credits to enable one instructor to take the requested course at an Oracle Education Center  
  note: these Education Credit Units do not have an expiration date and are available to the instructor anytime after the instructor receives the starter kit.

  - One $50 Oracle Certification Voucher (available for select courses only) note: this coupon is redeemable up to one year after receipt of the coupon. Additional coupons cannot be ordered.
  - Student and teacher guides for requested courseware
  - CD-ROM with sample databases, presentations and reference materials (available for select courses only)
  - CBT (Computer Based Training) equivalents for the selected course (available for select courses only)
  - Oracle Education Catalog
  - CD-ROM with OAI Student Guide PDF files

Examples of what Charter members in the Oracle Academic Initiative are providing Oracle under membership include:

- Integration of Oracle products in the curriculum. This can include but does not mandate certificate track programs.
- Feedback from faculty members and students regarding the success of Oracle courses and suggestions for curriculum integration.
- When appropriate for both institutions, cooperation with the Oracle Public Relations group, Field Sales organization and Oracle Education personnel.

We look forward to working with you under the OAI program.

Best Regards,

[Signature]

Marie Schmitt  
Director of Marketing
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### Santa Barbara Community College

**Purchase Order Report**  
28-May-98

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Gonzales, Olga 12.00
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Krznak, Peter 108.22
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Total Column I: $316,733.13
**SANTA BARBARA COMMUNITY COLLEGE DISTRICT**  
**PAYMENT OF GENERAL CLAIMS**  
*May 28, 1998*

**CHILD DEVELOPMENT FUND**

**SUPPLIES**

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Lucky Stores Inc.</td>
<td>$13.14</td>
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<tr>
<td>Smart &amp; Final</td>
<td>143.35</td>
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</table>

**TOTAL CHILD DEVELOPMENT FUND**  
$156.49
REHABILITATION, MAINTENANCE, CONSTRUCTION FUND

ADMIN REMODEL - TECHNOLOGIES (96/97)

Aztec Technology Corporation $646.50
Puentes, Rudolph 2,317.50
Stewart's De-Rooting 74.50

CONSULTANT

Pittmon, Alexander 2,318.00

MAJOR MAINTENANCE 96/97

Douglas Hardwood Floors 720.00
JR Barto 980.00
Longstreth, George 412.38

OLD WELDING SHOP (96/97)

Blair Electric 1,060.00

REPAIR ROOF - CC, STUD SERV, OCC ED (96/97)

Craig Roof Company 4,328.10

REPAIR/REPLACE HVAC - LIBRARY (96/97)

ACX Technologies 1,520.00
JR Barto 2,996.00

REPLACE AIR HANDLERS - HUMANITIES (96/97)

Bob's Fence 3,456.12

REPLACE ELECTRICAL SWITCH - WAKE (96/97)

Architects Consulting 2,236.50

REPLACE FIRE ALARM - WAKE (96/97)

California Electric Supply 246.10
Graybar Electric Co. Inc. 1,204.43
Tri-Co Blueprint and Supply Inc. 108.62

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REPLACE ROOF - ADMIN/HEALTH TECH (96/97)
Craig Roof Company $11,969.00

REPLACE ROOF - PHYSICAL SCIENCE (96/97)
Dodge Construction News-LA 416.00

REPLACE ROOF - SCHOTT (96/97)
Dodge Construction News-LA 320.00
Santa Maria Times 35.00
Tri-Co Blueprint and Supply Inc. 246.12

REPLACE VENTILATION SYSTEM - PS BUILDING
Coast Village Engineering Corporation 11,900.00
Tri-Co Blueprint and Supply Inc. 146.54

TEMPORARY PORTABLES BUILDINGS (97/98)
Wickman Electric Service 7,791.46

TOTAL REHABILITATION, MAINTENANCE, CONSTRUCTION FUND $57,448.87
EQUIPMENT REPLACEMENT FUND

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<td>CIO Solutions</td>
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<td>Creative Stereo</td>
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<td>Gale Research Company</td>
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<td>Global Equipment</td>
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<td>Global Industrial Equipment</td>
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<td>Haskins, John</td>
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<td>Nick Rail Music</td>
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<td>Office Depot</td>
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<td>Ontiveros, Jimmy</td>
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<td>Santa Barbara Scenic</td>
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<td>Santa Barbara Screen &amp; Shade</td>
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<td>SBCC Campus Bookstore</td>
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TOTAL EQUIPMENT REPLACEMENT FUND $74,931.28
INTERNAL REVENUE CODE 125 CAFETERIA PLAN FUND

BenefitAmerica $150.50

TOTAL INTERNAL REVENUE CODE CAFETERIA PLAN FUND $150.50
### Payroll

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### Food

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<tr>
<td>Adohr Farms</td>
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<tr>
<td>Alliant Food Service</td>
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<tr>
<td>Bonjour Bagel</td>
<td>$809.78</td>
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<tr>
<td>California Day-Fresh</td>
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<td>Central Coast Produce</td>
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<tr>
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<tr>
<td>Chalone Wine Group</td>
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<td>Golden West Distributing</td>
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<td>Henry Wine Group</td>
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<tr>
<td>IBC - Hostess</td>
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<td>IBC - Wonder</td>
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<td>La Tolteca</td>
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<td>Ojai Valley Juice</td>
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<td>Valley Spuds of Oxnard</td>
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<td>Wine Cask</td>
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Total: $87,695.84

### Paper Supplies

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Total: $6,200.24

Item 5.1-b
5-28-98
10 of 11
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<td>Miller, William E.</td>
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<td>Restaurant Specialties</td>
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<table>
<thead>
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HRCBD
5/19/98

Item 5/1-b
5-28-98
11 of 11
Student-Right-To-Know Reporting
Subscription Agreement

Agreement Number: 96-REC-63, Amendment No. 1

On this 29th day of June 1998 the Chancellor's Office of the California Community Colleges (hereinafter COCCC) and the Santa Barbara CCD Community College District (hereinafter District) do hereby agree to amend the provisions of the above-noted agreement to read as follows:

1. Purpose

The purpose of this agreement continues to be to facilitate compliance by community college districts with the information reporting requirements of the Student-Right-To-Know Act (SRTK), Pub. L. 101-542, as amended by the Higher Education Technical Amendments of 1991, Pub. L. 102-26, and the Higher Education Technical Amendments of 1993, Pub. L. 103-208, and the implementing regulations of the U.S. Department of Education set out at 34 C.F.R. 668.41 et seq. (hereinafter "federal law").

2. Term

This agreement shall be null and void and have no force or effect unless and until districts representing a total of at least eighty (80) community colleges shall have signed subscription agreements on the same terms by May 31st of 1996, 1997, 1998, 1999, and 2000. If the required subscription level is achieved each of the five years, the term of this agreement shall commence July 1, 1996, and continue to and including June 30, 2001, except that the obligation of District to supply data and the obligation of COCCC to generate reports shall continue until final drafts of all required and supplementary reports for the Fall 1995, Fall 1996, and Fall 1997 cohorts have been prepared for submission to the U.S. Department of Education consistent with paragraph 3 and the requirements of federal law. The term of this contract may be extended for such additional periods and on such terms as the parties may mutually agree upon in writing.

3. Services

In order to further the purposes of this agreement and develop reports required by federal law for students in the Fall 1995, Fall 1996, and Fall 1997 first-time freshman cohorts, COCCC agrees to do all of the following:

a. Provide to District the operational definitions and data collection and reporting requirements necessary to generate reports which will comply with federal law;
b. Implement procedures to secure transfer and military enlistment data and match it with data supplied by District;

c. Provide to District edit reports and an analysis of reporting problems;

d. Provide to District required and supplementary reports describing the number of students who complete programs, the number who achieve transfer readiness, and the number who transfer (including extended time rates for part-time students, etc.);

e. Provide to District the underlying data and programs to permit District to conduct research and validate the reports;

f. Upon approval by District, forward final reports to the U.S. Department of Education consistent with requirements of federal law;

g. Implement procedures to develop large scale relational database server for the purpose of allowing districts to query their own secure password protected student data reported in the Chancellor’s Office Management Information System (not restricted to only SRTK data);

h. Develop additional reports for purposes of counteracting the narrowly defined SRTK rates (in conjunction with Task Force recommendations) to enable Colleges to provide the broader picture of California Community College students;

i. Implement procedures to provide additional student transfer data to Community Colleges obtained from student record matches with other postsecondary institutions (not restricted to only SRTK required data);

j. Provide additional workshops, training and scripting using Brio Software products and Chancellor’s Office MIS data (not restricted to only SRTK required data); and


4. Compensation

In consideration of the performance during the first two years of the agreement, District agrees to pay COCCC the sum of three thousand dollars ($3,000) per year for each college in the District. Said payments are due and payable on July 15, 1996 and July 15, 1997.
In consideration of the performance of the above during the last three years of the agreement, District agrees to pay COCCC the sum of two thousand six hundred dollars ($2,600) per year for each college in the District. Said payments are due and payable on July 15, 1998; July 15, 1999; and July 15, 2000.

5. District Responsibilities

   a. In addition to paying compensation as provided in Paragraph 4, and as a condition precedent to performance by COCCC of the duties described in Paragraph 3, the District agrees to do all of the following:

      (1) Collect and report necessary data to COCCC consistent with the definitions and procedures established pursuant to Paragraph 3.a.;

      (2) Submit final reports to the U.S. Department of Education or approve their submission by COCCC pursuant to Paragraph 3.f.; and

      (3) Otherwise fully cooperate with COCCC in connection with the development of procedures, collection of data, preparation and review of reports, and other activities necessary to furtherance of the purposes of this agreement.

   b. District further agrees that it will be fully responsible for publishing the completion rate information to students and prospective students by whatever means it determines to be most appropriate.

6. District Rights

Notwithstanding any other provision of this agreement, District shall have the right to use or reproduce any data or reports developed pursuant to this agreement. The District shall also retain the right to develop and publish reports which vary from those produced by COCCC pursuant to this agreement and must comply with FERPA nondisclosure of personally identifiable student records.

7. Contract Audit

The contracting parties agree to be subject to the examination and audit of the State Auditor for a period of five (5) years after final payment under the contract.

8. Disputes

In the event of a dispute, District agrees to file a "Notice of Dispute" with COCCC within ten (10) days of discovery of the problem. Within ten (10) days, the Chancellor or his designee shall meet with representatives of the District for purposes of resolving the dispute. The position of the Chancellor shall be final.
9. Notice

Notice to either party may be given by certified mail properly addressed, postage fully prepaid to the address beneath the name of each respective party. Such notice shall be effective when received, as indicated by post office records, or if deemed undeliverable by post office, such notice shall be postponed 24 hours for each such intervening day.

10. Project Director

Patrick Perry is designated the Project Director on behalf of the COCCC. COCCC may change the Project Director at any time and shall notify the District of any such change.

11. Project Monitor

Mr William Hamre is designated as the Project Monitor on behalf of the District.

12. Time Is of the Essence

Time is of the essence in this contract. In case either party shall fail to perform the agreement on its part to be performed, at the time fixed for the performance of such respective agreement by the terms of this contract or by any extension thereof, the other party may at its election terminate the contract. Such termination shall be in addition to and not in lieu of any other legal remedies provided by this contract or by law. Notwithstanding the foregoing, the timing for performance of the tasks may be changed by written approval of the Project Monitor.

13. Copyright

The copyright to all materials produced as a result of this agreement shall belong to the State of California. District hereby assigns all rights, title and interest, including the copyright to any works created pursuant to this agreement, to COCCC, provided that the District shall retain the right to reproduce and disseminate copies of such works. COCCC reserves the right to use and reproduce all reports and data produced and delivered pursuant to this contract. COCCC further reserves the right to authorize others to use or reproduce such materials.

14. Confidentiality of Data

This provision states the conditions under which the District may use personally-identifiable student data including Social Security Numbers (SSNs) provided by the COCCC.
a. The COCCC releases its students’ personally-identifiable data including SSNs with the understanding that the District will use the data only for the purpose of responding to reporting requirements set forth by the federal Integrated Postsecondary Education Data System (IPEDS) and program evaluation or educational research aimed at improving instruction;

b. District shall store information furnished by COCCC in a place physically secure from access by unauthorized persons. Information in electronic format, such as magnetic tape or diskettes, shall be stored and processed in such a way that unauthorized persons cannot retrieve the information by means of computer, remote terminal, or other means;

c. Qualified personnel at District who use the personally-identifiable data shall be proficient and experienced in managing secure, confidential data, and shall be informed of the sanctions against unauthorized use or disclosures;

d. No individual student or parent shall be identifiable in any reports, publications or other documents that are created by District with the use of COCCC data;

e. District agrees not to release personally-identifiable data including SSNs it receives from COCCC to any other person or organization. District agrees to destroy the data when no longer needed for the purposes specified in this agreement;

f. District shall adhere to all legal requirements, including but not limited to the federal Family Educational Rights and Privacy Act (20 USC 1232g). Should the United States Department of Education determine that release of data under this agreement does not satisfy the requirements of 20 USC 1232g, COCCC may terminate this agreement and demand the destruction or return of all data supplied to District within thirty (30) working days; and

g. COCCC reserves the right to withhold any data and terminate this agreement at any time.

15. Warranty

Neither COCCC nor any of its officers or employees make any warranty, express or implied, or assume any legal liability for the information contained in reports produced pursuant to this agreement or for ensuring District compliance with federal law.
16. Termination

Either party may at its option terminate this contract at any time upon giving 30 days advance notice in writing to the other party in the manner herein specified. In such event, both parties agree to use all reasonable efforts to mitigate their expenses and obligations thereunder. In such event, the District shall pay COCCC for all satisfactory services rendered and expenses incurred prior to such termination which could not have been avoided by reasonable efforts of COCCC, but not in excess of contract maximum payable.

In the event of any breach of this contract, the COCCC may without any prejudice to any of its other legal remedies terminate this contract upon five days written notice to the District.

17. Waiver

No waiver of any breach of this contract shall be held to be a waiver of any other or subsequent breach. All remedies afforded in this contract shall be taken and construed as cumulative; that is, in addition to every other remedy provided therein or by law. The failure of the COCCC to enforce at any time any of the provisions of this agreement, or to require at any time performance by the District of any of the provisions thereof, shall in no way be construed to be a waiver of such provisions nor in any way affect the validity of this agreement or any part thereof or the right of COCCC to thereafter enforce each and every such provision.

18. Agreement is Complete

Other than as specified herein, no document or communication passing between the parties hereto shall be deemed a part of this agreement.
APPROVAL

Chancellor's Office, California Community Colleges
1107 Ninth Street
Sacramento, CA 95814

Santa Barbara CCD

Required Signatures

Gary L. Cook, Administrator
Fiscal & Business Services

District Chief Executive Officer
(or Authorized Designee)

COCCC ACCOUNTING INFORMATION

Item: 6870-001-0001
Category: 90
GRANT AGREEMENT

RFA Title: On Line Curriculum and Instruction Resource Center

This grant is made and entered into, by and between, the Chancellor's Office of the California Community Colleges, hereafter referred to as the State, and the aforementioned district, hereafter referred to as the Grantee. The grant shall consist of the RFA specification; this face sheet, with authorized signatures; the grant application, including all forms as specified in the Request for Application (RFA) packet; and the Grant Agreement Standard Terms and Conditions Articles I and II (Revs. 3/97 and 12/96), as set forth in the RFA instructions. All of these items are incorporated into this grant by reference.

The total amount payable for this grant shall not exceed the amount specified below in Grant funds. Compensation shall be made through periodic payments.

The term of this grant shall be from November 1, 1997, to and including November 30, 1999. All performance under this grant shall be completed by October 31, 1999, except that a Final Report must be received by the Chancellor's Office no later than November 30, 1999.

The signature of the chief executive officer or other authorized officer of the district legally binds the Grantee to perform the work specified in the attached proposal on the terms specified in that proposal. If any modifications are required to the attached proposal between the date of signature of this face sheet by the designated district officer and the date of signature by the Deputy Chancellor, each modified page must be initialed and dated by the Project Director.
APPLICATION ABSTRACT

Project Title: On Line Curriculum and Instruction Resource Center

Project Director: Dr Jack Friedlander, Vice President/Academic Affairs
Organization: Santa Barbara City College
Address: 721 Cliff Drive
City: Santa Barbara State: CA Zip + 4: 93109-2394
Phone: (805) 965-0581 X2579

(Summarize in 250 words or less below.)

The response to this RFA is a proposed public-private partnership between Santa Barbara City College and Governet, a firm that distributes public databases on a subscription basis via the Internet. Additional input for the functional specifications of the On Line Curriculum and Instruction Resource Center would be provided by the 4C@ONE consortium, as required by their grant.

As outlined in the RFA, the proposed center would be constructed in such a manner as to facilitate automated submission and retrieval of “best practices in the design of curriculum, in the delivery of instruction and related student services and staff development, and in the development of systemwide and district policies and structures most likely to support these best practices. The logistics-intensive nature of such an online center makes a compelling argument for involvement of a private partner with demonstrated expertise in implementing and operating such an enterprise. At the conclusion of the two-year grant period, the on-line center would be a self-sustaining operation providing a steadily growing Web site that could continue serving California Community Colleges without any subsequent funding from the Chancellor’s Office.

Organizationally, a Project Director from Santa Barbara City College would oversee the project. Input and review of functional specifications would be provided by the 4C@ONE consortium, and all equipment, analysis, design, programming, and operations would be provided by Governet. Particular attention would be paid to coordination and integration of the resulting databases and Website with related databases being constructed by the 4C@ONE consortium and other CCC grant projects.
# Application Budget Summary

**Note:**
- When entering dollar amounts, round off to nearest dollar.
- Submit details explaining the expenditures by category on a separate sheet of paper.

<table>
<thead>
<tr>
<th>Object of Expenditure</th>
<th>Classification</th>
<th>Line</th>
<th>Project Funds Requested</th>
<th>District Match Funds (1)</th>
<th>Other Source (2)</th>
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<td>Instructional Salaries</td>
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<td>2000</td>
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<td>Supplies and materials</td>
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<td>Other Operating Expenses and Services</td>
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<td><strong>Total Indirect Costs (4% of line 8)</strong></td>
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<td><strong>Total Program Costs</strong></td>
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1. District General Fund=10%, MESA 100% (see match percentage requirement). Line item match not required.
2. Other Sources for funds per project. (Provide and Application Detail Sheet for each funding source.)

**Director Signature:**

Sue Smrekl for Jack Friedlander  
Date: 9/12/97

**Chief Business Services Authorized Signature:**

Date: 9/12/97

BS (Rev. 03/13/97, jac)
MEMORANDUM OF UNDERSTANDING

BETWEEN THE
SANTA BARBARA MUSEUM OF NATURAL HISTORY AND SANTA BARBARA CITY COLLEGE

This Memorandum of Understanding is intended to enhance the astronomy programs at both the Santa Barbara Museum of Natural History and Santa Barbara City College. The Santa Barbara Museum of Natural History agrees to hire a full-time astronomy program coordinator to direct its astronomy program and to provide support for Santa Barbara City College’s Observation Astronomy Laboratory courses.

Santa Barbara City College agrees to contribute up to $18,000 a year for support of the Santa Barbara Museum of Natural History’s astronomy program coordinator who will provide services for Santa Barbara City College Astronomy classes offered at the Santa Barbara Museum of Natural History. Santa Barbara City College’s financial support for this position is contingent upon the following conditions:

1. The number of Santa Barbara City College Observational Astronomy classes offered at the Santa Barbara Museum of Natural History will remain at a minimum of 14 classes per year. If fewer than 14 classes are offered, there will be a reduction in Santa Barbara City College support of approximately $1,300 per class.

2. The performance of the Santa Barbara Museum of Natural History’s program coordinator in the Observational Astronomy classes will be deemed as satisfactory by Santa Barbara City College.

3. Santa Barbara City College will pay the Santa Barbara Museum of Natural History for the services provided in September (fall semester), February (spring semester), and July (summer session) of each year. The contributions will be based on the number of sections of Observational Astronomy offered each term.

4. The Santa Barbara Museum of Natural History’s astronomy program coordinator will be expected to provide direct support for Santa Barbara City College’s Observational Astronomy courses that take place at the Santa Barbara Museum of Natural History during the following times:

   A. During Santa Barbara City College’s fall and spring semesters, Mondays and Tuesdays from 4:00 to 10:00 p.m. and on Wednesdays and Thursdays from 7:00 to 10:00 p.m.

   B. During Santa Barbara City College’s summer session, Monday through Thursday from 6:30 to 10:50 p.m.

5. The responsibilities to be performed by the Santa Barbara Museum of Natural History Astronomy Coordinator in support of Santa Barbara City College’s Observational Astronomy courses are described in Attachment 1.

This agreement will commence at the start of Santa Barbara City College’s Fall 1998 Semester (August 24, 1998) and continue thereafter under the conditions specified. Either party has the right to terminate this agreement with 60 days written notice.

Brian Rapp
Acting Co-Director
Santa Barbara Museum of Natural History

Dr. Peter R. MacDougall
President
Santa Barbara City College

5/22/98

5/28/98
RESPONSIBILITIES TO BE PERFORMED BY THE SANTA BARBARA MUSEUM OF NATURAL HISTORY'S ASTRONOMY PROGRAM COORDINATOR IN SUPPORT OF SANTA BARBARA CITY COLLEGE'S OBSERVATIONAL ASTRONOMY LABORATORY CLASS SECTIONS

Under the direction and supervision of instructor of record for Santa Barbara City College's Earth Science 102, Observation Astronomy Laboratory course, the astronomy program coordinator will be responsible for conducting the following activities:

1. Present the topics to be covered in each of the Observational Astronomy lab class sections offered at the Santa Barbara Museum of Natural History Planetarium using the Spitz A3P Planetarium projector and the outside observatory using Celestron telescopes.
2. Document student attendance and participation in the classes.
3. Distribute evaluation materials used to assess student performance prepared by the Santa Barbara City College instructor of record for the course.
4. Interact in a professional manner with Santa Barbara City College students and staff according to the Santa Barbara City College guidelines provided.
5. Meet with the Santa Barbara City College instructor of record on a weekly basis.
6. Clean, maintain, and inventory all the Santa Barbara City College equipment used in support of the Observational Astronomy lab course.
CISCO NETWORKING ACADEMIES PROGRAM

LETTER OF COMMITMENT

This Letter of Commitment is entered into as of ________________, 1998 by and between Cisco Systems, Inc. ("Cisco") and the Regional Academy named below ("Regional Academy") and, subject to Section 12 below, sets forth the principle terms and conditions relating to implementation of the Cisco Networking Academies Program (the "Program").

Regional Academy name: ____________________________________________

Mailing Address: ________________________________________________
1. As part of the implementation of the Program, Cisco agrees to:
   
a. Donate one (1) set of networking equipment ("Donated Equipment") which will include five (5) Cisco Routers, two (2) Cisco Catalyst Switches, one (1) Cisco Micro webservice and the necessary power cords and cables; provided that the Donated Equipment is used only by Regional Academy or by one of the Regional Academy's local academies ("Local Academies").

b. Provide Regional Academy with access to the Cisco Networking Academies Curriculum (the "Curriculum") including periodic electronic updates of related instructional material. Regional Academy acknowledges and agrees that in order to meet the goals of the Program, Cisco may at any time change or modify the Curriculum and associated materials in its sole discretion;

c. Evaluate, monitor, update and audit the Program on a continuous and reasonable basis in Cisco's sole discretion in order to improve the instruction delivery process and assure Regional Academy of current content and practical "hands-on" instructional experiences for students;

d. Train up to two (2) individuals in each Regional Academy to act as "Regional Trainers." Such Regional Trainers shall be selected by Regional Academy and subject to Cisco's written approval. Regional Trainers will be responsible for training instructors from or associated with the Local Academies using the Curriculum.

2. Regional Academy agrees to:
   
a. Have a written network implementation plan which includes, but is not limited to, identification of the physical and fiscal resources necessary to support the Program. Regional Academy shall be responsible for obtaining all necessary approvals for such plan;

b. Designate up to two (2) individuals to be trained by Cisco as Regional Trainers. As between Regional Academy and Cisco, Regional Academy shall be responsible for all compensation and benefits (if any) to be provided to Regional Trainers. Cisco will not be responsible for compensation or benefits of any kind for Regional Trainers;

c. All Donated Equipment set forth in Section 1.a above will be used by Regional Academy for training and support of each Local Academy participating in the Program or by a Local Academy for the Program;

d. Serve as a training center in the region and in collaboration with the Cisco Account Team select and endeavor to sign up at least ten (10) Local Academies
which shall be operational within 18 months of signing this Letter of Commitment. Any additional Local Academies will require written approval from Cisco;

e. Verify Local Academies’ capabilities to provide, maintain and pay for all of the following services and equipment set forth in Appendix A for participation in the Program;

f. Prior to training the Local Academy instructors, the Regional Academy shall submit a training plan for approval by Cisco;

h. As part of the project based learning under the Program, utilize, and require the Local Academies to utilize, students to design, build and maintain the school network;

i. Prior to offering any “Cisco Networking Academies” course at a Local Academy, Regional Academy or a Cisco Area Academy Training Center shall have trained the local instructors. Each Local Academy instructor shall be trained sequentially and the training for a particular semester’s course must be completed by the instructor before the course can be taught at the Local Academy during that semester;

j. Keep and maintain accurate records relating to lesson plans and lab work completed by students and provide Cisco with weekly reports based upon such records; Academies must be willing to share lesson plans and other support materials with each other;

k. Obtain and maintain active electronic mail and dedicated Internet connection

l. Require that Local Academies obtain and maintain active electronic mail and dedicated Internet connections.

3. Regional Academy represents that:

a. Regional Academy and all Local Academies within participating in the Program are non-profit, State accredited, educational institutions;

b. Regional Academy has the authority to enter into this Letter of Commitment and to perform its obligations hereunder; and
c. Regional Academy will comply (and will ensure that all Local Academies within
the region participating in the Program comply) with all local, state and federal
laws in connection with all activities relating to the Program or this Letter of
Commitment.

4. Cisco will grant Regional Academy and Local Academies participating in the Program a
non-exclusive, non-transferable, non-sublicensable limited license to use Cisco software only in
connection with Cisco Lab Equipment during the Regional Academy's participation in the
Program. No right to modify, create derivative works of, reverse engineer or disassemble
software and no right to copy software will be granted by Cisco except as expressly permitted by
the Cisco Networking Academies Program Agreement. All rights to use the software shall be
governed by Cisco’s Software License Agreement, a copy of which is attached hereto.

5. Ownership. Cisco shall retain all rights, title and interest in and to all equipment loaned
by Cisco to the Regional Academy, software, the Curriculum and all other materials made
available to or provided by Cisco to Regional Academy and/or Local Academies participating in
the Program. The Regional Academy and each Local Academy shall retain all rights, title and
interest in and to all equipment, software or other materials currently owned or purchased by
them. All equipment donated to the Regional Academy or a Local Academy by Cisco, if any,
shall become the property of the Regional Academy or that Local Academy.

6. Nondisclosure. Regional Academy acknowledges and agrees that the Curriculum is
provided by Cisco to the Academies on a confidential basis and Regional Academy will not, or
allow anyone else to, disclose the Curriculum to any third party, including, without limitation,
any competitors of Cisco, or make any unauthorized copies of the Curriculum without Cisco’s
prior written consent.

7. WARRANTY DISCLAIMER - THE CISCO NETWORKING ACADEMIES
CURRICULUM, EQUIPMENT, SOFTWARE AND ALL OTHER MATERIALS AND
SERVICES ARE PROVIDED TO REGIONAL ACADEMY "AS IS." CISCO MAKES NO
WARRANTIES TO ANY PERSON OR ENTITY WITH RESPECT TO THE CISCO
NETWORKING ACADEMIES CURRICULUM, EQUIPMENT, SOFTWARE OR ANY
OTHER MATERIALS OR SERVICES AND DISCLAIMS ALL IMPLIED WARRANTIES,
INCLUDING WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY,
FITNESS FOR A PARTICULAR PURPOSE AND NON-INFRINGEMENT.

8. LIMITATION OF LIABILITY - NOTWITHSTANDING ANYTHING ELSE IN THIS
LETTER OF COMMITMENT OR OTHERWISE, CISCO WILL NOT BE LIABLE WITH
RESPECT TO ANY SUBJECT MATTER OF THIS LETTER OF COMMITMENT UNDER
ANY CONTRACT, NEGLIGENCE, STRICT LIABILITY OR OTHER LEGAL OR
EQUITABLE THEORY (I) FOR ANY AMOUNTS IN EXCESS OF $25,000.00, (II) FOR ANY
INCIDENTAL OR CONSEQUENTIAL DAMAGES OR LOST DATA OR (III) FOR COST OF
PROCUREMENT OF SUBSTITUTE GOODS, TECHNOLOGY OR SERVICES.

9. This Letter of Commitment is effective until terminated. Either party may terminate this
Letter of Commitment prior to the parties' execution of a Cisco Networking Academies Program Agreement upon thirty (30) days prior written notice to the other party. Upon any such termination, the Regional Academy and all Local Academies shall return to Cisco all equipment, software, Cisco Networking Academy Curriculum and all other materials (and all copies thereof) provided to or made accessible to Regional Academy or the Local Academies hereunder.

10. This Letter of Commitment shall be governed by the laws of the State of

11. Regional Academy shall not have the right to assign or transfer this Letter of Commitment or any rights or obligations hereunder without the prior written consent of Cisco.

12. This Letter of Commitment constitutes the entire agreement for implementation the Program. Cisco and Regional Academy intend to negotiate, conclude, execute and deliver a Cisco Networking Academies Program Agreement as soon as reasonably practicable but in no event later than ______________, 1998 or such other date as the parties may mutually agree upon. In this regard, Cisco and Regional Academy hereby acknowledge and agree that the principal terms of the Cisco Networking Academies Program Agreement, as set forth above, shall be binding on both parties, and that this Letter of Commitment evidences the binding intent of Cisco and Regional Academy to proceed in good faith to reduce the provisions of this Letter of Commitment into the definitive Cisco Networking Academies Program Agreement. The parties further acknowledge and agree that the Cisco Networking Academies Program Agreement shall also include additional mutually agreed upon terms and conditions customary to transactions of this nature, including without limitation, provisions regarding performance goals, maintenance and support, confidentiality, acceptance, warranties and warranty disclaimers, limitations on liability, indemnification, audit rights, publicity, termination, export control and force majeure. This Letter of Commitment shall be fully enforceable on both parties until the Cisco Networking Academies Program Agreement is executed by both parties.

Legal name of Regional Academy

Signature of Regional Academy Authorized Representative

Printed Name of Regional Academy Authorized Representative

Title of Regional Academy Authorized Representative

CISCO SYSTEMS, INC.
Signature of Cisco Authorized Representative

Printed Name of Cisco Authorized Representative

Title of Cisco Authorized Representative

Approved:
Kevin Warner
Manager
Educational Marketing Development
Cisco Systems, Inc.

Date:

Date:
# APPENDIX A

## REQUIRED LAB EQUIPMENT AND SERVICES

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<tr>
<th>Equipment Type</th>
<th>P/N</th>
<th>Quantity</th>
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<tr>
<td>Cisco 1601 Router (Ethernet/Serial)</td>
<td>CISCO1601</td>
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<tr>
<td>Cisco 1600 series IOS IP/IPX/Appletalk</td>
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<tr>
<td>WAN Interface Card(WIC) for 1601(Serial port)</td>
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<td>Cisco 2514 Router (Dual Ethernet/Dual Serial)</td>
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<td>Cisco Web Server</td>
<td>MWEB-100</td>
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<tr>
<td>Cisco 1501 Hub, 8-port, LAN Hubs</td>
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<tr>
<td>DTE Cable - M (10Ft.)</td>
<td>CAB-V35MT</td>
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</tr>
<tr>
<td>DCE Cable - F (10Ft.)</td>
<td>CAB-V35FC</td>
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<tr>
<td>SMARTnet (9 months) (4) 1601, (1) 2514, (2) 1900, (1) MWEB, (5) 1501, (ongoing support services pursuant to Cisco SMARTnet Agreement at Cisco's then-current price less any applicable discount.*)</td>
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An instructional space large enough for both a training area and a network practice area (approximately 900 square feet or larger; sites must meet all local electrical codes and HVAC environmental requirements for computer network labs)*

A minimum dedicated 56kbps Internet connection or equivalent*

Paid release time for trainers and instructors to plan*

Transportation, hotel, meals and incidental costs (and as appropriate, paid instructor substitutes for the Regional Trainer) to attend the initial Cisco Networking Academies training and at least two (2) follow-up training sessions per year during the term of the Cisco Networking Academies Program Agreement*

All necessary consumable supplies, including, but not limited to, RJ-45 connectors, Category 5 Twisted Pair Ethernet wire at 150 feet per student*

Category 5 crimping tools and wire cutters (6 sets per class of 30 students)*

Cable tester (this could range from a simple continuity tester to a tester that can check total throughput)
| Computers for mini labs (used for Curriculum delivery) |  
|------------------------------------------------------|------------------------------------------------------|
| A maximum ratio of three (3) students to every one (1) computer (a minimum of ten (10) computers for a class of thirty (30) students)** | *** |
| Computers for "hands-on" networking** | 10 |

* Indicates recurring costs;

** Note: these are minimum acceptable configurations. Computers may be either PCs or Apple Macintoshes, but they must be capable of running at least Netscape 3.0 with QuickTime, Java Script enabled, have Shockwave plug-in and have a 600 x 800 monitor.

*** number/amount dependent on class size/number of students.
EL INSTITUTO INTERNACIONAL DE IDIOMAS
with
SANTA BARBARA CITY COLLEGE
AGREEMENT
for
SUMMER INTENSIVE SPANISH LANGUAGE STUDY IN
MARBELLA, SPAIN
SUMMER, 1998

WHEREAS, SANTA BARBARA COMMUNITY COLLEGE DISTRICT (hereinafter referred to as "District") requested a proposal for Intensive Spanish Language study in MARBELLA, SPAIN,
and
WHEREAS, THE INTERNATIONAL LANGUAGE SCHOOL, legally known as INSTITUTO INTERNACIONAL DE IDIOMAS DE SAN PEDRO Y MARBELLA (hereinafter referred to as "EL INSTITUTO") submitted an acceptable bid, District and El Instituto hereby agree to the following:

1. DATES OF THIS AGREEMENT. This agreement shall be in effect from Thursday, June 18, 1998, to Monday, July 20, 1998.

2. OPERATION OF THE PROGRAM. Jointly, District and El Instituto shall develop and operate the Summer Spanish Language Program in Marbella with responsibilities assigned as follows:

   The program begins in Málaga and ends in Madrid.
   Students are required to make all arrangements for transportation to and from Málaga and from Madrid if not traveling with group.
   District has no responsibility for students on the termination of the program, July 20, 1998.

3. DISTRICT:

   District shall select program director.
   District shall select and evaluate students for the program.
   District shall counsel students, determine class level, and register students for the most appropriate Spanish language class.
   District shall conduct predeparture briefings for students.
   District shall, through the Program Director, monitor the progress of students and evaluate the students for the awarding of SBCC credit at the termination of the program.

4. EL INSTITUTO:

   For a per student comprehensive program fee of 155,000 Spanish pesetas (= approximately $1,110), EL INSTITUTO agrees to the following:

   EL INSTITUTO shall provide all language instruction for a period of four weeks during the period June 22, 1997 through July 17, 1998. It is mutually agreed that this instruction will be: three hours per day (limit of ten students per class) during the program period unless modified by the SBCC Program Director in mutual agreement with EL INSTITUTO.

   EL INSTITUTO shall provide round-trip bus transportation to and from the airports in Málaga [on June 18] and Madrid [on July 20]. Or, the Instituto may arrange for flights from Málaga to Madrid when the program ends.
EL INSTITUTO shall arrange for home stays for students with a Spanish family to include board and room. The maximum number of students per home is 4; 2 preferred. The foregoing to include three meals per day and lodging.

EL INSTITUTO shall reserve an apartment for SBCC program director and shall pay for program director’s transportation, lodging, lunches, and entrances on all program excursions and field trips. Cost (rent) of the apartment to be paid by District.

EL INSTITUTO agrees to arrange field excursions to areas of cultural or historic interest. Field trips include excursions to the following destinations:

- **Jerez** (with visits to Las Bodegas de González Byass, Real Escuela Andaluza de Arte Ecuestre, Centro Andaluz de Flamenco)
- **Sevilla** (with visits to the Los Reales Alcázares, La Catedral y la Giralda, La Torre del Oro, El Parque de M. Luisa, La Plaza de España, La Plaza de Toros, boat ride on the river Guadalquivir)
- **Ronda** (with visits to El Tajo de Ronda, La Alameda, La Plaza de Toros, and the historic center of the city)
- **Córdoba** (with visits to La Mezquita, El Palacio de Viana, El Alcázar, El BarrioJudío, El Museo Julio Romero de Torres)
- **Granada** (with visits to La Alhambra, El Palacio de Carlos V, La Alcaicería, La Capilla de los Reyes Católicos, La Catedral)
- **Madrid** (with visits to El Museo del Prado, El Palacio Real, La Plaza Mayor, El Madrid de los Austrias, La Gran Vía, Cibeles y Puerta de Alcalá, El Monasterio del Escorial, panoramic tour of the city, excursion to Segovia and its aqueduct)
- **Sevilla** (with visits to El Acueducto, El Alcázar, La Iglesia de San Clemente, El Alto de los Leones, El Palacio de la Granja)

Field trips include transportation, 6 lunches, and entrance fees, where applicable. El INSTITUTO shall provide bilingual Spanish/English tour guides for the excursions to Granada, Sevilla, Córdoba, as well as for the visit to the Prado Museum. In addition to the afore mentioned, the excursion to Madrid includes lodging for two nights at a hotel in central location.

5. **ITEMS NOT INCLUDED.** Passport fees, visa fees, foreign airport taxes, porterage, personal expenses, books, SBCC fees, and all other items not listed.

**TOTAL PROGRAM COST PER STUDENT** is 155,000 pesetas (= approximately $1100). Program cost to include all of the items listed above.

6. **NO MODIFICATION OF AGREEMENT.** This Agreement constitutes the full and complete understanding of the parties on the subject, hereof, and supersedes all prior understanding or agreements on that subject. No oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto.

7. **NOTICES.** All notices required to be served upon EL INSTITUTO shall be served by registered or certified mail, return receipt requested, to:

   Julio Morales Jimenez  
   General Director  
   El Instituto Internacional de Idiomas  
   Los Almendros 5/A  
   E-29600 Marbella, Spain

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

   Mr. Pablo Buckelew  
   Director, Study Abroad  
   Santa Barbara City College  
   721 Cliff Drive  
   Santa Barbara, CA 93109
MEMO OF UNDERSTANDING
BETWEEN
SANTA BARBARA CITY COLLEGE
AND
KINGSWAY TOURS

CHORAL TOUR THROUGH
ITALY, GERMANY AND SWITZERLAND
SUMMER, 1998

SANTA BARBARA COMMUNITY COLLEGE DISTRICT AND KINGSWAY TOURS hereby agree to the following:

1. DATES OF THIS AGREEMENT. This agreement shall be in effect from June 6, 1998 to June 18, 1998.

2. OPERATION OF THE PROGRAM. Jointly, SANTA BARBARA CITY COLLEGE (SBCC) and KINGSWAY TOURS shall develop and operate the Summer Choral Tour with responsibilities assigned as follows:

A. SANTA BARBARA CITY COLLEGE shall:

   Select program director. Program director will be Nathan J. Kreitzer.

   Pay the salary of program director.

   Select and evaluate students for the program.

   Conduct pre-departure briefings for students.

   Advertise program.

   Serve as project coordinator among SBCC and Kingsway Tours.

B. KINGSWAY TOURS shall (for a per student tour price of $2450, based upon a minimum of 20 students and a departure date of June 6, 1998, for the program period of 13 days):

   Provide round-trip air transportation from and to Los Angeles (tourist class on airline specified by Kingsway Tours and/or other IATA (International Air Transportation Association) and Airlines Reporting Corporation carriers).

   Pay for SBCC program director’s travelling expenses (to include airfare, hotel accommodations, meals, all sightseeing and entrance fees).

   Provide a coordinator to be responsible for the monitoring of the program and to serve as a liaison between SBCC and Kingsway Tours for the duration of the program.

   Tour details as per program brochure developed by Kingsway Tours with the following exceptions:

   Day 5 should read Mestre/Verona/Innsbruck
   Day 6 should read Innsbruck/Munich
   Day 7 should read Munich
   Day 8 should read Munich/Fussen
3. ITEMS INCLUDED. The total tour price is $2450 per program participant (single supplement $690). Tour price includes round-trip airfare from Los Angeles (tourist class), 3-star hotel accommodations (double occupancy), breakfast daily, 8 dinners in hotels, 2 dinners in restaurants (Venice and Innsbruck), 1 farewell dinner in Stresa, all sightseeing and entrance fees, modern motorcoach with driver, English speaking tour leader from arrival to departure, 4 concert arrangements, portage of 1 bag per person.

4. ITEMS NOT INCLUDED. Group tips ($88 per person), departure airport taxes ($60 per person), and all other items not listed.

5. REFUNDS. Kingsway Tours reserves the right to charge the following cancellation penalties: 75 days prior to departure $150 handling fee; 74 - 60 days $200 cancellation fee; 59 - 45 days $250 cancellation fee; 44 - 14 days $500 cancellation fee; 13 days or less prior to departure $700 cancellation fee (in addition to penalty assessed by the airlines).

6. MISC. The District has no responsibility for students upon termination of the program.

7. CONTRACTOR LIABILITY. Contractor must furnish an insurance certificate for Errors & Omissions insurance for $1,000,000 or more naming Santa Barbara City College as an additional insured. Indicate limits of liability insurance carried by contractor.

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

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

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

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

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

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

    Kingsway Tours  
P.O. Box 6749  
San Jose, CA 95118

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

    Santa Barbara City College  
721 Cliff Drive  
Santa Barbara, CA 93109

All questions should be addressed to Pablo Buckelew, (805) 965-0581, Ext. 2243, and proposals should be submitted in writing to the following:

    Pablo Buckelew  
Director, International Education  
Santa Barbara City College  
721 Cliff Drive  
Santa Barbara, CA 93109

IN WITNESS WHEREOF, the parties listed below have executed this Agreement:

SANTA BARBARA CITY COLLEGE

Title:  
Date:  

KINGSWAY TOURS

Title:  
Date:  

Item 5.1-k  
Page 3 of 3  
05/28/98
RESOLUTION
OF THE GOVERNING BOARD OF THE
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

WHEREAS, the Santa Barbara Community College District Board of Trustees adopted on August 28, 1997 its budget for the fiscal year, and

WHEREAS, modifications of estimated expenditures for cost centers are required during the fiscal year, and

WHEREAS, an amount of $67,745 budgeted in certain other classifications, will not be needed for expenditures in those classifications,

NOW, THEREFORE, BE IT RESOLVED that budget transfers No. B98-104 through B98-155 be made resulting in the net effect as shown:

<table>
<thead>
<tr>
<th>DECREASE EXPENDITURE</th>
<th>INCREASE EXPENDITURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FUND</td>
<td>OBJECT</td>
</tr>
<tr>
<td>9601</td>
<td>2000</td>
</tr>
<tr>
<td>9601</td>
<td>5000</td>
</tr>
<tr>
<td>9601</td>
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<td>7000</td>
</tr>
<tr>
<td>$ 67,745</td>
<td>$ 67,745</td>
</tr>
</tbody>
</table>

PASSED AND ADOPTED BY THE Board of Trustees of the Santa Barbara Community College District this 28th day of May, 1998 by the following vote:

Ayes: Dr. Alexander, Dr. Dobbs, Ms. Livingston, Mr. O'Neill, Mr. Villegas, Mr. Luria

Noes: None

Absent: Mrs. Powell

Concur: Mr. Warnken (Absent)

Dr. Peter MacDougall
Superintendent/President and Secretary
Clerk to the Board of Trustees
Resolution No. 2.1 dollar amounts are less than the total of this list since only the net effect of transfers from one major object to another are shown.

<table>
<thead>
<tr>
<th>Numbers</th>
<th>Description</th>
<th>Amount</th>
<th>Cost Center</th>
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<tr>
<td>98-104</td>
<td>Supplies on-line Bio Med</td>
<td>200</td>
<td>Instructional Support</td>
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<tr>
<td>98-105</td>
<td>LAF Travel &amp; Conference</td>
<td>520</td>
<td>Instructional Support</td>
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<tr>
<td>98-106</td>
<td>Building Repairs</td>
<td>5,000</td>
<td>Facilities and Operations</td>
</tr>
<tr>
<td>98-107</td>
<td>Travel and Conference</td>
<td>1,024</td>
<td>Instructional Support</td>
</tr>
<tr>
<td>98-108</td>
<td>Consultants</td>
<td>500</td>
<td>Computers in our Future</td>
</tr>
<tr>
<td>98-109</td>
<td>Housing Assistant</td>
<td>5,000</td>
<td>Student Activities</td>
</tr>
<tr>
<td>98-110</td>
<td>Equipment purchase</td>
<td>6,250</td>
<td>VATEA Grant</td>
</tr>
<tr>
<td>98-111</td>
<td>Equipment purchase</td>
<td>431</td>
<td>Early Childhood Education</td>
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<td>98-112</td>
<td>Supplies</td>
<td>1,500</td>
<td>Marine Technology</td>
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<td>98-113</td>
<td>Supplies</td>
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<td>Personnel</td>
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<td>98-114</td>
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<td>98-115</td>
<td>Supplies</td>
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<td>Personnel</td>
</tr>
<tr>
<td>98-116</td>
<td>Supplies</td>
<td>110</td>
<td>Cal-Soap Grant</td>
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<tr>
<td>98-117</td>
<td>Equipment purchase</td>
<td>2,000</td>
<td>Citizenship Center</td>
</tr>
<tr>
<td>98-118</td>
<td>Salary Expense</td>
<td>788</td>
<td>Cal-Soap Grant</td>
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<td>98-119</td>
<td>Hourly Students</td>
<td>1,161</td>
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<tr>
<td>98-120</td>
<td>Classified Salary</td>
<td>1,216</td>
<td>Cal-Soap Grant</td>
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<tr>
<td>98-121</td>
<td>Salary and Benefits</td>
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<td>Cal-Soap Grant</td>
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<td>98-122</td>
<td>Printing &amp; Duplicating</td>
<td>540</td>
<td>Nursing Program</td>
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<td>98-123</td>
<td>Capital outlay/Hourly Instructor</td>
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<td>Equipment purchase</td>
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<td>Advertising and Printing</td>
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<td>98-126</td>
<td>Purchase Trash Containers</td>
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<td>Business and Accounting</td>
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<td>98-127</td>
<td>Mileage</td>
<td>222</td>
<td>H.R. Culinary Services</td>
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<td>200</td>
<td>History/Geography</td>
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<td>Faculty Resource Center</td>
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<td>V.P. Student Affairs</td>
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<td>Business Div. Computer Lab</td>
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<td>International Students Support</td>
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<td>98-136</td>
<td>Equipment purchase</td>
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<td>Citizenship Center</td>
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<tr>
<td>98-137</td>
<td>Travel and Conference</td>
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<td>Instructional Aids Salary</td>
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<td>98-140</td>
<td>Hourly Students</td>
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<td>Conference Expense</td>
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<td>Matriculation Grant</td>
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<td>98-142</td>
<td>Student Grants</td>
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<td>E.O.P.S. Grant</td>
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<td>300</td>
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<td>98-145</td>
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<td>Computers in our Future</td>
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<td>Item</td>
<td>Description</td>
<td>Amount</td>
<td>Grant</td>
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<td>98-154</td>
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<tr>
<td>98-155</td>
<td>Equipment purchase</td>
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<td>VATEA Grant</td>
</tr>
</tbody>
</table>
RESOLUTION
OF THE GOVERNING BOARD OF THE
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

WHEREAS, additional revenue not included in the 1997-1998 Adopted Budget has been received and needs to be appropriated, 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 increase the revenue and budgeted expenditures as shown below.

<table>
<thead>
<tr>
<th>Program</th>
<th>Revenue</th>
<th></th>
<th></th>
<th>Fund</th>
<th>Object</th>
<th>Amount</th>
<th>Budget</th>
<th>Fund</th>
<th>Object</th>
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<td>Customized Training &amp; Services</td>
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<tr>
<td>Budget Transfer 98-158</td>
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<td>Computers in our Future</td>
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<td>Art Fees</td>
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<td>Budget Transfer 98-160</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PASSED AND ADOPTED BY THE Board of Trustees of the Santa Barbara Community College District on the 28th day of May, 1998, by the following vote:

Ayes: Dr. Alexander, Dr. Dobbs, Ms. Livingston, Mr. O'Neill, Mr. Villegas, Mr. Luria

Noes: None

Absent: Mrs. Powell

Concur: Mr. Warnken (Absent)

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

Item 5.2-b
05/28/98
Change Order
AIA Document G701 - Electronic Format

PROJECT:
ADMINISTRATION BUILDING TECHNOLOGIES
REMODEL, SANTA BARBARA CITY COLLEGE
721 CLIFF DRIVE, SANTA BARBARA, CA 93109

TO CONTRACTOR:
GOODRICH-BAAS & ASSOCIATES
P.O. BOX 50352
SANTA BARBARA, CA 93150

The Contract is changed as follows:
CER #25 - X-Ray Equipment Supports; Extra cost for equipment supports listed as provided by Owner. Supports for x-ray equipment in X-Ray Rooms 1 & 2, and the Practice Room CRM A236. Contractor to provide material and installation labor.

Not valid until signed by the Owner, Architect and Contractor.

The original (Contract Sum) (Guaranteed maximum Price) was $1,989,961
Net change by previously authorized Change Orders $64,707
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was $2,054,668
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order in the amount of $17,462
The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order will be $2,072,130

The Contract Time will be (increased) (decreased) (unchanged) by (0) days.
The Date of Substantial Completion as of the date of this Change Order therefore is December 12, 1998 for Areas 1 & 2; and April 16, 1998 for Areas 3 & 4.

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed maximum Price which have been authorized by Construction Change Directive.

ARCHITECT
Kruger Bensen Ziemer Architects

CONTRACTOR
Goodrich-Baas & Associates

OWNER
Santa Barbara City College

Date: 20 May 98

ADDRESS
30 West Arrellaga Street
Santa Barbara, CA 93101

ADDRESS
P.O. Box 50352
Santa Barbara, CA 93150

ADDRESS
721 Cliff Drive
Santa Barbara, CA 93109

BY: ________________________________

BY: ________________________________

DATE: ________________________________

DATE: ________________________________
CHANGE ESTIMATE REQUEST

OWNER X ARCHITECT X CONTRACTOR X INSPECTOR FIELD

PROJECT: ADMINISTRATION TECHNOLOGIES
C.E.R. NO.: 25

OWNER: SANTA BARBARA CITY COLLEGE
DATE: MARCH 25, 1998

TO: GOODRICH BAAS

Please submit an itemized quotation for changes in the Contract Sum and/or Time incidental to proposed modifications to the Contract Documents described herein.

THIS IS NOT A CHANGE ORDER NOR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED HEREIN.

Description:

Provide labor and material to construct equipment supports for Fischer x-ray equipment.

Ref.: 1. Fischer Imaging Corp. drawings (proj. #96028F) sheets 7 & 8 - note: 13" layout not required per Fischer rep. At pre-installation meeting 3/19/98.
2. Sheet A3.2
3. Sheet SR-1, Addendum No. 2
4. Sheet S-3, details 8, 12, 13.

ARCHITECT: KRUGER BENSEN ZIEMER

BY Stuart Hauck
Gold Coast Air Conditioning Co., Inc.

2840 Palma Drive, Suite 385, Ventura, California 93003
(805) 650-0385  (805) 650-0386 FAX (805) 650-0929
License #656289  BIN 77-0202495

Con #25

Steve,

Unarchitect cost per revised

P&L, $16,987.00  Includes revisions at
SR1.

Marty

Materials: 11,211.42

Labor: 5,775.23

فاق 100%

$17,481.68 Total

KBurs 4/22/98
Change Order

AIA Document G701 - Electronic Format

THIS DOCUMENT HAS IMPORTANT LEGAL CONSEQUENCES; CONSULTATION WITH AN ATTORNEY IS ENCOURAGED WITH RESPECT TO ITS COMPLETION OR MODIFICATION. AUTHENTICATION OF THIS ELECTRONICALLY DRAFTED AIA DOCUMENT MAY BE MADE BY USING AIA DOCUMENT D401.

PROJECT:
(name, address)
ADMINISTRATION BUILDING TECHNOLOGIES
REMODEL, SANTA BARBARA CITY COLLEGE
721 CLIFF DRIVE, SANTA BARBARA, CA 93109

CHANGE ORDER NUMBER: 9
DATE: 5/15/98
ARCHITECT'S PROJECT NO: 91-31

TO CONTRACTOR:
(name, address)
GOODRICH-BAAS & ASSOCIATES
P.O. BOX 50352
SANTA BARBARA, CA 93150

CONTRACT DATE: 1/8/98

The Contract is changed as follows:
CER #9 - Provide and install continuous perimeter flashing at HVAC unit, roof of Area 4. System was designed with duct penetrations flashed at each penetration. Use of continuous perimeter flashing will eliminate need for equipment removal in the event of leakage. Request of College for improved maintenance.

Not valid until signed by the Owner, Architect and Contractor.

The original (Contract Sum) (Guaranteed maximum Price) was $1,989,961
Net change by previously authorized Change Orders $ 82,169
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was $2,072,130
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order in the amount of $ 5,962
The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order will be $2,078,092

The Contract Time will be (increased) (decreased) (unchanged) by (0) days.
The Date of Substantial Completion as of the date of this Change Order therefore is December 12, 1998 for Areas 1 & 2; and April 16, 1998 for Areas 3 & 4.

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed maximum Price which have been authorized by Construction Change Directive.

ARCHITECT
Kruger Bensen Ziemer Architects
Address
30 West Arrellaga Street
Santa Barbara, CA 93101

BY: 
DATE: 5/15/98

CONTRACTOR
Goodrich-Baas & Associates
Address
P.O. Box 50352
Santa Barbara, CA 93150

BY: 
DATE: 

OWNER
Santa Barbara City College
Address
721 Cliff Drive
Santa Barbara, CA 93109

BY: 
DATE: 

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Electronic Format - G701-1987

CHANGE ESTIMATE REQUEST

[ ] OWNER  [ ] ARCHITECT  [ ] CONTRACTOR  [ ] INSPECTOR  [ ] FIELD

PROJECT: ADMINISTRATION TECHNOLOGIES  C.E.R. NO.: 9

OWNER: SANTA BARBARA CITY COLLEGE  DATE: MARCH 4, 1998

TO: GOODRICH BAAS

Please submit an itemized quotation for changes in the Contract Sum and/or Time Incidental to proposed modifications to the Contract Documents described herein.

THIS IS NOT A CHANGE ORDER NOR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED HEREIN.

Description:

Area 4, Roof, HVAC

1. Eliminate flashing per Detail 20, Sheet S-3.
2. Provide and install continuous perimeter flashing from equipment curb to roof.

ARCHITECT: KRUGER BENSEN ZIEMER

BY Stuart Hauck
5. BUSINESS SERVICES - Dr. Charles Hanson

5.2 BUSINESS ACTION ITEMS

d. ACCEPTANCE OF BIDS AND AWARD OF CONTRACT FOR P. E. BLDG JOINT REPLACEMENT, Bid #493

On May 27, the District two bids were received on the P. E. Building joint replacement. Attached are the results of the bidding.

The Superintendent/President recommends acceptance of the bids and award of the contract to Channel Islands Roofing in the amount of $41,340 base bid and the unit prices as bid.

Attachment 5.2-d
### SANTA BARBARA COMMUNITY COLLEGE DISTRICT

#### BID TABULATION

**Project:** Expand Joint Replacement Physical Ed Building  
**Date:** May 27, 1998  
**Time:** 3:00 P.M.  
**Bid #:** 493

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Base Bid</th>
<th>Unit 1</th>
<th>Unit 2</th>
<th>Signed</th>
<th>Sub-Contractor List</th>
<th>Experience Statement</th>
<th>Contractors Licensing Statement</th>
<th>MB/ WB</th>
<th>Bid Bond</th>
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<td>Channel Islands Roofing</td>
<td>$41,340</td>
<td>New Wood Nails</td>
<td>Cracks</td>
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<td>$5.00 Linear Foot</td>
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<td>Craig Roof Company</td>
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<td>Cracks</td>
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**Bid Opened By:** B. Banville  
**Bid Opening Attended by:** Alex Pittmon, Betty Banville, David Stone, Harry Jose  
**Copies Sent to:** Dr. Hanson, Alex Pittmon, Gran Knox, Accounting, Purchasing