Resolution
of the Governing Board of the
Santa Barbara Community College District

Re: Honoring Mr. Daniel Oroz, Vice President, Human Resources

WHEREAS, Daniel Oroz served for 25 years as the Vice President for Human Resources at Santa Barbara City College; and

WHEREAS, throughout this period Vice President Oroz carried out his duties with professionalism, fairness, integrity and great skill; and

WHEREAS, Vice President Oroz developed, within the Human Resources Department, an operating team that worked with cohesion, efficiency, effectiveness, a positive spirit and rendered excellent service; and

WHEREAS, Dan has been a vital member of the college’s various administrative groups including the College Cabinet and College Planning Council in which he made significant contributions; and

WHEREAS, Vice President Oroz’s leadership through affirmative action ensured a significant and effective effort by the college to obtain the most competent individuals from a diverse set of candidates; and,

WHEREAS, Vice President Oroz performed the difficult task of collective bargaining and employee conflict resolution with sensitivity and great effectiveness;

THEREFORE BE IT RESOLVED, the Board of Trustees of the Santa Barbara Community College District expresses deep and sincere appreciation for his sound thinking, skills in working with all campus groups and for the many contributions he has made to the Santa Barbara Community College District. Through Mr. Oroz’s excellent service, Santa Barbara City College has gained in stature both within our community and among the State’s community colleges.

PASSED AND ADOPTED by the Board of Trustees of the SANTA BARBARA COMMUNITY COLLEGE DISTRICT this 16th day of December 1999.

Ayes: Dr. Alexander, Dr. Dobbs, Ms. Livingston, Mr. Luria, Mr. O’Neill, Mrs. Powell, and Mr. Villegas
Noes: None
Absent: None
Concur: Ms. Smith

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

12/16/99
Resolution
of the Governing Board of the
Santa Barbara Community College District

Re: Honoring Dr. Charles Hanson, Vice President Business Services

WHEREAS, Dr. Charles Hanson has served for 20 years as the Vice President for Business Services at Santa Barbara City College; and

WHEREAS, among his many duties, Dr. Hanson has provided valuable leadership for the college to engage in extensive development of new campus facilities; and

WHEREAS, through Dr. Hanson’s effectiveness in working with representatives from the Chancellor’s Office, contractors and handling the multitude of details associated with construction, these projects were carried out effectively; and

WHEREAS, Dr. Hanson has developed an effective team to carry out important functions of the college regarding buildings and grounds, purchasing, risk management, and fiscal services; and

WHEREAS, Dr. Hanson has been a member of various campus governance groups on campus and has contributed substantially to these groups including the College Cabinet and the College Planning Council; and,

WHEREAS, during his tenure at Santa Barbara City College, Dr. Hanson has provided leadership for many state-based groups including serving as President of the California Association of Business Officers and the Association of College Business Officers, and through such service, he has earned the respect of his colleagues;

THEREFORE BE IT RESOLVED, the Board of Trustees of the Santa Barbara Community College District recognizes the excellence of Dr. Hanson’s service, his many contributions to SBCC, and thanks him for 20 years of service marked by dedication, competence and enthusiasm.

PASSED AND ADOPTED by the Board of Trustees of the SANTA BARBARA COMMUNITY COLLEGE DISTRICT this 16th day of December 1999.

Ayes: Dr. Alexander, Dr. Dobbs, Ms. Livingston, Mr. Luria, Mr. O’Neill, Mrs. Powell, and Mr. Villegas
Noes: None
Absent: None
Concur: Ms. Smith

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

/ 8 - e
12/16/99
<table>
<thead>
<tr>
<th>NAME</th>
<th>DISCIPLINE</th>
<th>BACKGROUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peirson, Richard</td>
<td>Marketing</td>
<td>Mr. Richard Peirson received his B.A. from the School of Journalism at Pennsylvania State University. His teaching experience includes UCSB Extension classes in Research Strategies and Advertising Strategies; the Santa Barbara City College Institute for Business Assistance; the Santa Barbara Advertising Federation Lecture Series; and, the Women's Economic Ventures Marketing Class. Mr. Peirson has been a guest lecturer at both UCSB and SBCC.</td>
</tr>
<tr>
<td>Malakoff, Laura</td>
<td>General Psychology &amp; Statistics</td>
<td>Dr. Laura Malakoff received her B.A. in Sociology from the University of Michigan. She earned her MRP in City and Regional Planning and was awarded her Ph.D. in Housing from Cornell University in New York. Her work experience includes one semester as an adjunct professor at Lesley College in Cambridge, Maine and two years as a teaching assistant at Cornell University. Dr. Malakoff's most recent work experience is with the University of California at Santa Barbara as an Institutional Research Administrative Analyst. Her other experience includes two years with the Woburn Council of Social Concern as a Home-Sharing Coordinator; two and one-half years at Cornell University as a Cooperative Extension Assistant; two years with the American Institute for Research in Washington, D.C. with the Senior Resident Association; and, finally, as an intern with the National League of Cities in Washington, D.C.</td>
</tr>
<tr>
<td>Dillard, Andra</td>
<td>ADN Nursing</td>
<td>Ms. Andra Dillard, an Associate Degree Nursing instructor, completed coursework in Biological Sciences at the University of California at Santa Barbara. She received an Associate Degree in Nursing from Santa Barbara City College and a BSN from California State University in Dominguez Hills, California. She is presently working towards her MSN from the University of Phoenix. Ms. Dillard has 14 years of previous work experience as a clinical resource nurse and as a telephone resource nurse at Santa Barbara Cottage Hospital. For the past 5 years she has been an hourly clinical instructor at Santa Barbara City College.</td>
</tr>
</tbody>
</table>
CONTINUING EDUCATION
MINIMUM QUALIFICATION EQUIVALENCY

BURTNESS, Robert  Furniture Refinishing

EDUCATION:
BA degree in Business Administration, Claremont Men’s College; MA, English, California Polytechnic University, San Luis Obispo; Standard Secondary Credential; Community College Teaching Credential.

EXPERIENCE:
More than 30 years of teaching English in the Santa Barbara School District; in SBCC Continuing Education, taught courses in literature for from 1975-1980 and has studied and assisted with Wood Furniture Refinishing and Stained Glass courses for 20 years.

PARKER, Jennifer  ESL

EDUCATION:
BA in Law and Society, UCSB TESL Certificate, UCSB;

EXPERIENCE:
ESL instructor, Santiago, Chile, 8/98-11/98; ESL instructor, Buenos Aires, Argentina, 11/98-1/99; ESL instructor, English Language Center, Santa Barbara, CA, 1/99-present. Volunteer in Language Partner Program at UCSB; Volunteer in SBCC Adult Ed ESL class.
<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Rate</th>
<th>Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALEXANDRO, Venier</td>
<td>RHORC, CNA Actor</td>
<td>$6.50/hr</td>
<td>10/99-6/00</td>
<td>G. Baker</td>
</tr>
<tr>
<td></td>
<td>Allan Hancock</td>
<td>Max $500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANDERSON, Ken</td>
<td>RHORC, CNA Actor</td>
<td>$6.50/hr</td>
<td>11/99-6/00</td>
<td>G. Baker</td>
</tr>
<tr>
<td></td>
<td>Cuesta</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BETTENCOURT, Catherine</td>
<td>RHORC, CNA Rater</td>
<td>$25/hr</td>
<td>10/99-6/00</td>
<td>G. Baker</td>
</tr>
<tr>
<td></td>
<td>Allan Hancock</td>
<td>Max $2000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAMPOS, Kyle</td>
<td>Computer Set-up ECE</td>
<td>$150</td>
<td>10/99</td>
<td>G. Baker Grant</td>
</tr>
<tr>
<td>CANSECO, Maria A.</td>
<td>RHORC, CNA Rater</td>
<td>$25/hr</td>
<td>11/99-6/00</td>
<td>G. Baker</td>
</tr>
<tr>
<td></td>
<td>TCOVE</td>
<td>Max $2000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CANSECO, Roberto</td>
<td>RHORC, CNA Actor</td>
<td>$6.50/hr</td>
<td>11/99-6/00</td>
<td>G. Baker</td>
</tr>
<tr>
<td></td>
<td>TCOVE</td>
<td>Max $500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CELLAN, Romana V.</td>
<td>RHORC, CNA Coord</td>
<td>$30/hr</td>
<td>11/99-6/00</td>
<td>G. Baker</td>
</tr>
<tr>
<td></td>
<td>TCOVE</td>
<td>Max $2500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CELLAN, Luciano R.</td>
<td>CNA Proctor</td>
<td>$8/hr</td>
<td>11/99-6/00</td>
<td>G. Baker</td>
</tr>
<tr>
<td></td>
<td>RHORC, TCOVE</td>
<td>Max $500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DAVA, Maria</td>
<td>RHORC, CNA Rater</td>
<td>$25/hr</td>
<td>11/99-6/00</td>
<td>G. Baker</td>
</tr>
<tr>
<td></td>
<td>TCOVE</td>
<td>Max $2000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DAVA, Edison B.</td>
<td>RHORC, CNA Actor</td>
<td>$6.50/hr</td>
<td>11/99-6/00</td>
<td>G. Baker</td>
</tr>
<tr>
<td></td>
<td>TCOVE</td>
<td>Max $500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EGAN, Joann</td>
<td>RHORC, CNA Rater</td>
<td>$25/hr</td>
<td>11/99-6/00</td>
<td>G. Baker</td>
</tr>
<tr>
<td></td>
<td>TCOVE</td>
<td>Max $2000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ESTABILLO, Elizabeth</td>
<td>RHORC, CNA Actor</td>
<td>$6.50/hr</td>
<td>10/99-6/00</td>
<td>G. Baker</td>
</tr>
<tr>
<td></td>
<td>Allan Hancock</td>
<td>Max $500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FRIDDLE, Carla</td>
<td>RHORC, CNA Actor</td>
<td>$6.50/hr</td>
<td>11/99-6/00</td>
<td>G. Baker</td>
</tr>
<tr>
<td></td>
<td>Cuesta College</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GARCIA, Denise</td>
<td>RHORC, CNA Actor</td>
<td>$6.50/hr</td>
<td>10/30/99-6/00</td>
<td>G. Baker</td>
</tr>
<tr>
<td></td>
<td>Santa Barbara</td>
<td>Max $500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GERMAIN, Howard</td>
<td>Patient Actor for</td>
<td>$15/hr</td>
<td>11/99-6/00</td>
<td>G. Baker</td>
</tr>
<tr>
<td></td>
<td>Video filming, RHORC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Assignment</td>
<td>Rate</td>
<td>Date</td>
<td>Comments</td>
</tr>
<tr>
<td>-------------------</td>
<td>-----------------------------------</td>
<td>------------</td>
<td>--------------</td>
<td>------------------</td>
</tr>
<tr>
<td>GONZALEZ, Angela</td>
<td>CNA Actor RHORC, TCOVE</td>
<td>$6.50/hr</td>
<td>11/99-6/00</td>
<td>G. Baker</td>
</tr>
<tr>
<td>KECK, Helen</td>
<td>RHORC, CNA Rater Cuesta College</td>
<td>$30/hr</td>
<td>11/99-6/00</td>
<td>G. Baker</td>
</tr>
<tr>
<td>LOYA, Rosemarie</td>
<td>RHORC, CNA Actor Santa Barbara</td>
<td>$6.50/hr</td>
<td>10/30/99-6/00</td>
<td>G. Baker</td>
</tr>
<tr>
<td>LUNA, James</td>
<td>Guest Lecturer Art/Social Science</td>
<td>$100</td>
<td>11/19/99</td>
<td>B. Lindemann</td>
</tr>
<tr>
<td>McNAMEEE, Linda</td>
<td>Trainer, Foster Care Ed, ECE</td>
<td>$400</td>
<td>10/99,11/16/99, 11/19/99</td>
<td>G. Baker, Grant</td>
</tr>
<tr>
<td>MILLER, Linda</td>
<td>RHORC, CNA Actor Allan Hancock</td>
<td>$6.50/hr</td>
<td>10/99-6/00</td>
<td>G. Baker</td>
</tr>
<tr>
<td>MORGAN, Alice</td>
<td>RHORC, CNA Actor Allan Hancock</td>
<td>$6.50/hr</td>
<td>10/99-6/00</td>
<td>G. Baker</td>
</tr>
<tr>
<td>NUCUM, James</td>
<td>RHORC, CNA Actor TCOVE</td>
<td>$6.50/hr</td>
<td>11/99-6/00</td>
<td>G. Baker</td>
</tr>
<tr>
<td>RONEY, Krista</td>
<td>Present video lecture on pain, RHORC</td>
<td>$40/hr</td>
<td>Fall 1999</td>
<td>G. Baker</td>
</tr>
<tr>
<td>SANDOVAL, Marvillza</td>
<td>RHORC, CNA Actor TCOVE</td>
<td>$6.50/hr</td>
<td>11/99-6/00</td>
<td>G. Baker</td>
</tr>
<tr>
<td>SAY, Christina R.</td>
<td>RHORC, CNA Rater TCOVE</td>
<td>$25/hr</td>
<td>11/99-6/00</td>
<td>G. Baker</td>
</tr>
<tr>
<td>SZCZERBA, Woliech</td>
<td>RHORC, CNA Actor Cuesta</td>
<td>$6.50/hr</td>
<td>11/99-6/00</td>
<td>G. Baker</td>
</tr>
<tr>
<td>TURVY, Carol</td>
<td>RHORC, CNA Rater Cuesta College</td>
<td>$30/hr</td>
<td>11/99-6/00</td>
<td>G. Baker</td>
</tr>
<tr>
<td>URMY, Jill</td>
<td>Survey &amp; Analysis For RN Program RHORC</td>
<td>$35/hr</td>
<td>11/99</td>
<td>G. Baker</td>
</tr>
<tr>
<td>WINTERS, Courtney</td>
<td>Trainer, Independent Living Prog, ECE</td>
<td>$100</td>
<td>11/11/99</td>
<td>G. Baker, Grant</td>
</tr>
<tr>
<td>Name</td>
<td>Assignment</td>
<td>Rate</td>
<td>Date</td>
<td>Comments</td>
</tr>
<tr>
<td>-------------------</td>
<td>-----------------------------</td>
<td>------------</td>
<td>-----------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>BARR, Richard</td>
<td>Cont. Ed.</td>
<td>$75</td>
<td>11/16/99</td>
<td>Intermediate Fiction (K. Power)</td>
</tr>
<tr>
<td>CALDWELL, Peter P.D., R.Ph.</td>
<td>Cont. Ed.</td>
<td>$100</td>
<td>2/8/00</td>
<td>Presenter: Another Pill! What in the World Am I Taking Now? Omega Program (M. Kelley)</td>
</tr>
<tr>
<td>CUMES, David M., MD</td>
<td>Cont. Ed.</td>
<td>$600 total</td>
<td>01/18, 20, 22, 25, 28, 29/00</td>
<td>Omega Workshop Presentations &amp; Planning Consultant (M. Kelley)</td>
</tr>
<tr>
<td>CURHAN, Daniel, MD</td>
<td>Cont. Ed.</td>
<td>$200 total</td>
<td>1/21/00</td>
<td>Presenter: Who's Afraid of the Prostate Gland? Omega Program (M. Kelley)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$100 ea</td>
<td>&amp; 1/24/00</td>
<td></td>
</tr>
<tr>
<td>EDWARDS, James</td>
<td>Cont. Ed.</td>
<td>$150 total</td>
<td>1/24 &amp; 25/00</td>
<td>Consultant, Guitar Classes (K. Power)</td>
</tr>
<tr>
<td>EMERSON, Fred</td>
<td>Cont. Ed.</td>
<td>$275 total</td>
<td>1/29, 2/18, 3/10/00</td>
<td>Naturalist for three Environmental Ed Field Trips (K. Power)</td>
</tr>
<tr>
<td>FOSTER, William K.</td>
<td>Cont. Ed. (Entrepreneurial Training Center)</td>
<td>$135</td>
<td>11/10/99</td>
<td>Strategic Planning (E. Pitts)</td>
</tr>
<tr>
<td>GEBAUER, Phyllis</td>
<td>Cont. Ed.</td>
<td>$75</td>
<td>2/5/00</td>
<td>Writer's Workshop (K. Power)</td>
</tr>
<tr>
<td>HANSON, Mary</td>
<td>Cont. Ed.</td>
<td>$75</td>
<td>2/5/00</td>
<td>Writer's Workshop (K. Power)</td>
</tr>
<tr>
<td>KELLY, Frank K.</td>
<td>Cont. Ed.</td>
<td>$225 total</td>
<td>1/14, 2/18, 3/3/00</td>
<td>Moderator, What Does It Mean to Be Human? Omega Program (M. Kelley)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>($75 ea)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>KOENIG, Judy</td>
<td>Cont. Ed.</td>
<td>$700 total</td>
<td>1/21 &amp; 22/00</td>
<td>Watercolor Workshop 2 classes (K. Power)</td>
</tr>
</tbody>
</table>

Item 2.1-d
Page 1 of 2
12/16/99
<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Rate</th>
<th>Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>LING, Thubten Dhargye</td>
<td>Cont. Ed.</td>
<td>$1900</td>
<td>1/31/00</td>
<td>Mind/ Supermind (A. Cameron)</td>
</tr>
<tr>
<td>LOPOPOLO, Toni</td>
<td>Cont. Ed.</td>
<td>$75</td>
<td>2/5/00</td>
<td>Writer's Workshop (K. Power)</td>
</tr>
<tr>
<td>LYNDS, Gayle &amp; Dennis</td>
<td>Cont. Ed.</td>
<td>$1200</td>
<td>2/5/00</td>
<td>Keynote Speakers Writer's Workshop (K. Power)</td>
</tr>
<tr>
<td>RAVETCH, Herbert</td>
<td>Cont. Ed.</td>
<td>$300 total</td>
<td>3/2-23/00</td>
<td>The Voyage of Earthly Existence: Revisited (K. Power)</td>
</tr>
<tr>
<td>RUBIK, Beverly</td>
<td>Cont. Ed.</td>
<td>$2,000</td>
<td>2/7/00</td>
<td>Mind and Supermind (A. Cameron)</td>
</tr>
<tr>
<td>WAGNER, Scott</td>
<td>Cont. Ed.</td>
<td>$75</td>
<td>11/8/99</td>
<td>Intro to the Symphony (K. Power)</td>
</tr>
<tr>
<td>WALLACE, Bruce Alan</td>
<td>Cont. Ed.</td>
<td>$100</td>
<td>1/31/00</td>
<td>Interpreter for Mind and Supermind Lecture (A. Cameron)</td>
</tr>
<tr>
<td>WOODRUFF, Mary Beth</td>
<td>Cont. Ed.</td>
<td>$75</td>
<td>11/8/99</td>
<td>Intro to the Symphony (K. Power)</td>
</tr>
<tr>
<td>YAZZI, Melanie</td>
<td>Cont. Ed.</td>
<td>$250</td>
<td>1/22/00</td>
<td>Printmaking Workshop (K. Power)</td>
</tr>
</tbody>
</table>
CalWORKS Workstudy Student

The following students have changed jobs and/or have had a change in pay:

Seanne Maxwell - Pay increase
Rose Munoz - Changed job
Margarite Hall - Changed job

BOARD OF TRUSTEES
December 16, 1999

SANTA BARBARA COMMUNITY COLLEGE DISTRICT
FEDERAL WORK STUDY & GENERAL WORK STUDY

FEDERAL

Maya, Carlos
McCarthy, Russell
Pope, Jessy
Rodriguez, Esmeralda

GENERAL

Sahabi, Abozar

jj
TUTORIAL CENTER

The following student tutors have been hired for the 1999-2000 school year:

Azbill, Steven L
Baudel, Jerome N
Baumbach, Camilla
Broucqsault, Nicole R
Chau, Ho-Sze
Federlein, Stephen T
Galang, Deanna
Holm, Brian
Hultman, Paul J
Jensen, Sara K
Lerner, Leslie M
Ma, Wei
Moser, Richard J
Oretsky, Thomas A
Perelman, Val
Rice, Charles B
Stewart, David W
Trafecanty, David
Vergara, Karina
Warnecke, Elyse D
Executive Summary

"ENLACE y Avance: Students and Families Empowered for Success"

I. Key Elements of ENLACE Planning Proposal

Shared premise: in California Latino students and their families are educationally disenfranchised. Coupled with the opportunity provided by Kellogg, we wish to plan for:

- A true collaboration among historically disparate elements; Latino families, schools, community-based organizations, business, and higher education
- A program that works and is sustainable long term
- A planning process that is fueled by a fervent commitment among the partners

II. Key Contributions of Educational Partners

Planning will build on:

- Oxnard College programs, including High School Academy Centers, ESPIGA (English Spanish Program of Instruction Granting Access) and Puente
- Santa Barbara City College programs, including College Achievement Program, Transfer Achievement Program, College Search, Extended Opportunities and Services
- UCSB programs, including the campus outreach collaborative
- Ventura College programs, including the East Branch Center

III. The Partnership

- Community College Partners include: Oxnard College, Santa Barbara City College and Ventura College
- School Districts include: Santa Barbara School Districts, Goleta Union Elementary District, Fillmore Unified, Santa Paula Elementary and Union High School Districts, Oxnard Elementary and Union High School Districts
- Organizations include: Boys and Girls Club of Goleta, El Concilio de Ventura, Isla Vista Teen Center, Latinos for Better Government, Santa Barbara YMCA, Ventura County School-to-Career Network, Zona Seca
- Santa Barbara County, Third District Supervisor
IV. The Vision and Workplan

- **ENLACE Y AVANCE**: A family-based program that establishes ENLACE scholars with strategically-timed interventions delivered through program components.

- Components Include: Tutoring and Mentoring, Advocacy Teams, Family Literacy Projects, College-based High School Academy Centers, and Online Educational Experiences and Information to Empower Families -- *La Escuela Virtual*.

NOTE: Community & UC programs taken from the letters of each president. College and UC Representatives may wish to mention other programs in their meetings with the Kellogg that they expect may form part of the planning process.
Santa Barbara City College  
In Kind Contribution  
To  
"ENLACE y Avance"

<table>
<thead>
<tr>
<th>Position</th>
<th>Percentage</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Vice President Student Affairs</td>
<td>5%</td>
<td>$4,600</td>
</tr>
<tr>
<td>Director School Relations</td>
<td>10%</td>
<td>$5,048</td>
</tr>
<tr>
<td>Director, EOPS</td>
<td>10%</td>
<td>$5,048</td>
</tr>
<tr>
<td>Coordinator College Achievement Program</td>
<td>5%</td>
<td>$3,000</td>
</tr>
<tr>
<td>Director, Transfer Center</td>
<td>5%</td>
<td>$3,000</td>
</tr>
<tr>
<td>Coordinator, Transfer Achievement Program</td>
<td>15%</td>
<td>$7,867</td>
</tr>
<tr>
<td>Peer Advisors/College Representatives</td>
<td>350 hrs.</td>
<td>$3,500</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$32,063</strong></td>
</tr>
</tbody>
</table>
Continuing Education Division
Proposed New Courses and Title Changes
Winter 2000

Adult Literacy
The Learning Center: A Multimedia Learning Lab (2)

Arts
A Visit to Adamson House and Bergamot Station Art Center*
Abstract Painting Workshop
Art and Nature for Healing
Artist’s Open Studio
California Lifestyles in Watercolor
Creative Diversity: Explorations in Art
Drawing—Believe Your Eyes!
Telling Your Story with Navajo Printmaker Melanie Yazzi
The Third Dimension: Collage and Assemblage
The Vein of Gold: A Course in Artful Living
Three Unique Japanese Arts
Watercolor Workshop with Judy Koenig

Business & Personal Finance
TITLE CHANGES:
TO: Business Planning: Becoming a Self-Employed Professional
FR: Business Planning: Service Industries
TO: Business to Business Forum: The B&I Networking and Business Luncheon Series (6)
FR: Small Business Forum
TO: e-Commerce: Marketing on the Internet (6)
FR: e-Commerce: The Future of Business
TO: Economic Cycles and Environmental Economics
FR: Economic Cycles and Portfolio Dynamics
TO: How to Make Good Real Estate Investments: Triple Net Leased Properties (7)
FR: How to Make a Good Real Estate Investment
TO: Human Resources Management: How to Keep the Employees You've Found (6)
TO: Successful Money Management: Successful Retirement (7)
FR: Successful Money Management Seminar

Communications
Nonverbal Communication in Action (6)

Computers
Formal Italic Calligraphy (7)
AppleWorks
AppleWorks—Level II
Genealogy: PAF for Windows
PhotoShop
PhotoShop Intermediate
Using Web Tools

COMPUTER TITLE CHANGES
TO: Word (on MAC)
FR: Intro to Word Processing (on MAC)
TO: Web Page Creation
FR: Intro to Web Page Creation
TO: Desktop Publishing (on MAC)
FR: Intro to Desktop Publishing (on Mac)
TO: FileMaker (on MAC)
FR: Intro to FileMaker Pro 4.0 (on Mac)
TO: Web Page Creation
FR: Intro to Web Page Creation
TO: Photoshop (on MAC)
FR: Introduction to PhotoShop
TO: Word - Bilingual (on MAC)
FR: Intro to MS Word (on Mac) Bilingual
TO: Designing Graphics for the Web (on MAC)
FR: Designing Graphics for the Web (MAC)
TO: Scanning with PhotoShop (on MAC)
FR: Scanning with PhotoShop (MAC)

Cooking & Wine
Fingerfoods: Explore the World’s Great “Wrapped” Cuisines (8)
Food Coaching 101 (8)
Foods of Love: A Valentine’s Day Feast (8)
Friday Soup Kitchen (8)
Light and Luscious—Getting Back on Track After the Holidays (8)
Secrets from a Chinese Kitchen (8)
Texas Bar-B-Que and Classic Southern-Style Cuisine (8)

COOKING TITLE CHANGES:
TO: The Grape Adventure—Wine Tasting and Tour*
FR: Wine Tasting and Tour

Crafts
Baltimore Album Appliqué
Formal Italic Calligraphy (7)
Japanese Embroidery—Bunka Shishu
Seminole Sampler
Two-Color Quilts

English, Literature & Writing (7)
Creative Trust
Dramatic Intensity: Focusing Your Passion for Writing
Lawrence Durrell’s Masterpiece: The Alexandria Quartet
Protagonists and Point-of-View: Who’s Telling Your Story and Why
Rummaging Through Poetic Time
Thinking with Daniel Boorstin: Exploring The Seekers
Twentieth Century American Poets
What Works, What Doesn’t: Writing for TV and Motion Pictures
**Health Education & Safety (9)**
Beyond Eating Right for Your Type  
Cooking for Health and Longevity  
CPR: Heartsaver  
CPR: Totsaver  
Improve the Body's Internal Environment and Prevent Chronic Disease  
Just for Health of It—Try Yoga  
Renior: His Art and His Arthritis  
Your Homeopathic Portrait: A Psychological Exploration

**Health Occupations (6)**
Focusing: A Pathway to Wellness  
QA QC for the Radiologic Technologist

**Home & Garden**
Urban Firescaping (6)

**HOME & GARDEN TITLE CHANGE:**
TO: Construction Planning: Construction  
Supervisory Training
FR Construction Planning: A Hands On Class

**Humanities & Religion**
The Contemplative Life: The Role and Function of Contemplation in the World's Religions *

**Languages**
Spanish for the Workplace: Beginning 2 (6)  
Spanish for the Workplace: Intermediate 2 (6)

**Music**
A Musical Masterpiece: The Marriage of Figaro

**Physical Fitness & Recreation**
Bridge II—Play of the Hand*  
Self-Defense for Older Adults (7)  
Use It or Lose It: Strength Training for Mature Adults *

**FITNESS TITLE CHANGE:**
TO: Feel Good Fast: Stretching for the New Millennium)  
FR: Afternoon Exercise Delights

**Psychology & Personal Development (7)**
AD/HD and Learning Disabilities: Effective Treatment Strategies  
Attention Deficit Disorder and Romance  
Awaken Compassion—Live with Heart  
Conscious Evolution: Manifesting Your Genius in Social Action  
Contemplating Marriage? Look Before You Leap!  
Finding and Keeping the Love You Want  
Foreign Films of the Sixties: A Mythic Perspective  
Healing Yourself Whole Again  
How to Take Effective Control of Your Life  
Key Habits of Effective People  
Living Tao: The Way to Attain Physical, Spiritual and Emotional Fitness  
Love And Appreciation: The Relationship Master Key  
Neuro-Linguistic Programming 101  
Psychotherapy and Spirit: Finding Maturity and Enlightenment)  
Ten Vital Tools for Creating the Miraculous in Life)  
The Art of Happiness  
The Diabetic Coupleship: Charting a Healthy Course  
Working as a Successful Clinical Supervisor  
Young at Heart: Finding and Keeping Romance

**Omega Program**

**ELDERHOOD: (7)**
Another Pill! What in the World Am I Taking Now?  
Bones for Life  
Concepts for Healthy Living  
Essential Help for Caregivers  
Finding Your Core: a Tree of Health  
Just What Is Assisted Living?  
Laughter—It's Not Just for Fun!  
Managing Conflict and Building Better Relationships  
Overcoming Technophobia  
Powerful Pathways to Healing: Storytelling  
Prosecuting Abuse of Elder and Dependent Adults  
What's Really Right with Long-Term Care Facilities  
Who's Afraid of the Prostate Gland?

**FRAIL ELDERLY:**
Theme and Variations in Movement

**Note:** Underlined items were added after Committee Review but were submitted to the Board of Trustees for their 12/16/99 meeting.

---

**TABLE OF FUNDING CODES:**

*Courses marked above with an asterisk are NOT funded by state monies*

---

**Courses coded 1 through 9 are state-funded:**
1 Parent Education  
2 Elementary and Secondary Basic Skills  
3 English as a Second Language  
4 Citizenship  
5 Education for the Handicapped  
6 Short-Term Vocational Programs  
7 Education for the Older Adult  
8 Education Programs in Home Economics  
9 Health and Safety Education

---

Item 4.1
Page 2 of 2
12/16/99
### CAC APPROVALS -- Fall 1999

**New Courses**

<table>
<thead>
<tr>
<th>Date</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-04-99</td>
<td>AJ 229: Traffic Laser Operator</td>
</tr>
<tr>
<td>10-04-99</td>
<td>AJ 230: Basic Criminal Investigation</td>
</tr>
<tr>
<td>10-04-99</td>
<td>BusAd 220/MAT 220: Introduction to Electronic Commerce</td>
</tr>
<tr>
<td>10-04-99</td>
<td>CIS 211: Access Applications Development</td>
</tr>
<tr>
<td>10-04-99</td>
<td>CIS 216: Developing Intranets with Visual InterDev</td>
</tr>
<tr>
<td>10-04-99</td>
<td>CIS 231: SQL Server Design and Programming</td>
</tr>
<tr>
<td>10-04-99</td>
<td>CIS 232: SQL Server Database Administration</td>
</tr>
<tr>
<td>10-04-99</td>
<td>CIS 234: Introduction to Oracle</td>
</tr>
<tr>
<td>10-04-99</td>
<td>CIS 235: Oracle PL/SQL Programming</td>
</tr>
<tr>
<td>10-04-99</td>
<td>CIS 236: Oracle Database Administration</td>
</tr>
<tr>
<td>10-04-99</td>
<td>COSMT 111: Esthetician Training 1</td>
</tr>
<tr>
<td>10-04-99</td>
<td>COSMT 112: Esthetician Training 2</td>
</tr>
<tr>
<td>10-04-99</td>
<td>COSMT 113: Esthetician Training 3</td>
</tr>
<tr>
<td>10-04-99</td>
<td>COSMT 290: Cosmetology Work Experience</td>
</tr>
<tr>
<td>10-04-99</td>
<td>EH 102A: Soils, Plant Nutrients, Plant Installation 1</td>
</tr>
<tr>
<td>10-04-99</td>
<td>EH 102B: Soils, Plant Nutrients, Plant Installation 2</td>
</tr>
<tr>
<td>10-04-99</td>
<td>EH 102C: Soils, Plant Nutrients, Plant Installation 3</td>
</tr>
<tr>
<td>10-04-99</td>
<td>EH 103A: Irrigation and Garden Waterworks 1</td>
</tr>
<tr>
<td>10-04-99</td>
<td>EH 103B: Irrigation and Garden Waterworks 2</td>
</tr>
<tr>
<td>10-04-99</td>
<td>EH 103C: Irrigation and Garden Waterworks 3</td>
</tr>
<tr>
<td>10-04-99</td>
<td>EH 104A: Landscape Maintenance 1</td>
</tr>
<tr>
<td>10-04-99</td>
<td>EH 104B: Landscape Maintenance 2</td>
</tr>
<tr>
<td>10-04-99</td>
<td>EH 104C: Landscape Maintenance 3</td>
</tr>
<tr>
<td>10-04-99</td>
<td>EH 105A: Landscape Construction 1</td>
</tr>
<tr>
<td>10-04-99</td>
<td>EH 105B: Landscape Construction 2</td>
</tr>
<tr>
<td>10-04-99</td>
<td>EH 105C: Landscape Construction 3</td>
</tr>
<tr>
<td>10-04-99</td>
<td>PD 113: College Search: Finding a College That is Right For You</td>
</tr>
<tr>
<td>10-04-99</td>
<td>PD 114: Transferring to a College That is Right For You</td>
</tr>
<tr>
<td>10-04-99</td>
<td>Hist 102HR: History of the U.S. Since 1865, Honors</td>
</tr>
<tr>
<td>10-04-99</td>
<td>MAT 123: Advanced Web Design: Media on the Web</td>
</tr>
<tr>
<td>10-04-99</td>
<td>Music 111: Classical Music Performance</td>
</tr>
<tr>
<td>10-04-99</td>
<td>PE 215: Coaching Youth Softball</td>
</tr>
<tr>
<td>10-04-99</td>
<td>PE 214: Coaching Youth Basketball</td>
</tr>
<tr>
<td>10-04-99</td>
<td>Phil 101HR: Introduction to Ethics, Honors</td>
</tr>
<tr>
<td>10-04-99</td>
<td>PolSci 151HR: Law and Society, Honors</td>
</tr>
<tr>
<td>11-01-99</td>
<td>AJ 231: Gangs-CalGang Computer System</td>
</tr>
<tr>
<td>11-15-99</td>
<td>Mus 167A: Beginning Jazz Ensemble</td>
</tr>
<tr>
<td>11-15-99</td>
<td>Nurs 295: Internship in Nursing</td>
</tr>
</tbody>
</table>
Traditional New Courses (Cont.)

<table>
<thead>
<tr>
<th>Date</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-06-99</td>
<td>AJ 232: Gangs-CalGang Computer System Query</td>
</tr>
<tr>
<td>12-06-99</td>
<td>AJ 233: Tactical Communication</td>
</tr>
<tr>
<td>12-06-99</td>
<td>AJ 234: Crowd Control</td>
</tr>
<tr>
<td>12-06-99</td>
<td>AJ 235: Bomb Squad and Weapons of Mass Destruction Overview</td>
</tr>
<tr>
<td>12-06-99</td>
<td>AJ 102: Ethics and the Criminal Justice System</td>
</tr>
<tr>
<td>12-06-99</td>
<td>AJ 130: Police Field Operations</td>
</tr>
</tbody>
</table>

Professional Development Studies [PRO]

<table>
<thead>
<tr>
<th>Date</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-04-99</td>
<td>PRO 100: Professional Office Skills</td>
</tr>
<tr>
<td>10-04-99</td>
<td>PRO 101: Working With Difficult Behaviors</td>
</tr>
<tr>
<td>10-04-99</td>
<td>PRO 102: Sharpening Your Business Writing Skills</td>
</tr>
<tr>
<td>10-04-99</td>
<td>PRO 103: Time Management: Key to Personal Success</td>
</tr>
<tr>
<td>10-04-99</td>
<td>PRO 104: Interpersonal Communications: Developing Effective Work Relationships</td>
</tr>
<tr>
<td>10-04-99</td>
<td>PRO 105: Problem Solving and Decision-Making</td>
</tr>
<tr>
<td>10-04-99</td>
<td>PRO 106: Leadership Skills for Today’s Workforce</td>
</tr>
<tr>
<td>10-04-99</td>
<td>PRO 107: Ethics and Integrity in Public Service</td>
</tr>
<tr>
<td>10-04-99</td>
<td>PRO 108: Report, Proposal and Technical Writing</td>
</tr>
<tr>
<td>10-04-99</td>
<td>PRO 109: Dollars and Sense of Preventing Workplace Injuries</td>
</tr>
<tr>
<td>10-04-99</td>
<td>PRO 110: Principles of Project Management</td>
</tr>
<tr>
<td>10-04-99</td>
<td>PRO 111: Process Improvement and Control</td>
</tr>
<tr>
<td>10-04-99</td>
<td>PRO 112: Fundamentals of Supervision</td>
</tr>
<tr>
<td>10-04-99</td>
<td>PRO 113: Introduction to Employment Law</td>
</tr>
<tr>
<td>10-04-99</td>
<td>PRO 114: Motivating Employees for a More Effective Workforce</td>
</tr>
<tr>
<td>10-04-99</td>
<td>PRO 115: Making Teams Work</td>
</tr>
<tr>
<td>10-04-99</td>
<td>PRO 116: Leading Teams: The Effective Facilitator</td>
</tr>
<tr>
<td>10-04-99</td>
<td>PRO 117: Dealing With Organizational Change</td>
</tr>
<tr>
<td>10-04-99</td>
<td>PRO 118: The Business of Local Government</td>
</tr>
<tr>
<td>10-04-99</td>
<td>PRO 119: Relating to Others in the Workplace: Identifying Personality Styles and Behaviors</td>
</tr>
<tr>
<td>10-04-99</td>
<td>PRO 120: Performance Measurement: Improving Organizational Outcomes</td>
</tr>
<tr>
<td>10-04-99</td>
<td>PRO 121: Coaching Skills to Improve Employee Work Performance</td>
</tr>
<tr>
<td>10-04-99</td>
<td>PRO 122: Training of Trainers</td>
</tr>
<tr>
<td>10-04-99</td>
<td>PRO 123: Powerful Presentations: Getting Your Point Across</td>
</tr>
<tr>
<td>10-04-99</td>
<td>PRO 124: Don’t Waste My Time! Keys to Effective, Efficient Meetings</td>
</tr>
<tr>
<td>10-04-99</td>
<td>PRO 125: Conflict Resolution</td>
</tr>
<tr>
<td>10-04-99</td>
<td>PRO 150: Concepts and Principles for Exceptional Customer Service</td>
</tr>
<tr>
<td>10-04-99</td>
<td>PRO 151: Business Basics: Keys to Success on the Job</td>
</tr>
<tr>
<td>10-04-99</td>
<td>PRO 152: Handling Criticism and Difficult People in the Workplace</td>
</tr>
<tr>
<td>10-04-99</td>
<td>PRO 153: Supervision: Developing Skills for Success</td>
</tr>
<tr>
<td>10-04-99</td>
<td>PRO 154: Concepts and Principles for Dealing with Stress</td>
</tr>
<tr>
<td>10-04-99</td>
<td>PRO 155: Working Together: Concepts and Dealing With Teamwork and Cultural Diversity in the Workplace</td>
</tr>
<tr>
<td>10-04-99</td>
<td>PRO 156: Concepts and Techniques for Dealing with Sexual Harassment in the Workplace</td>
</tr>
</tbody>
</table>
Zero-Unit Labs:

10-04-99   ESL 99: Learning Support for ESL
10-04-99   FR 99: Learning Support for French
10-04-99   Ger 99: Learning Support for German
10-04-99   Graphics 99: Learning Support for Graphic Communications
10-04-99   Ital 99: Learning Support for Italian
10-04-99   Jour 99: Learning Support for Publishing the Student Newspaper
10-04-99   MAT 99: Learning Support for Multimedia
10-04-99   Span 99: Learning Support for Spanish

Internship Courses

11-01-99   Art 295: Internship in Art
11-01-99   Comm 295: Internship in Communication
11-01-99   FilmSt 295: Internship in Film Studies
11-01-99   PE 295: Internship in Physical Education/Health

Course Modifications

Distance Learning:

Fall '99

9-27-99   Anthro 103: Introduction to Cultural Anthropology
9-27-99   BusAd 101: Introduction to Business
9-27-99   COMAP 107: Microsoft Word
9-27-99   COMAP 113B: Intermediate Microsoft PowerPoint
9-27-99   COMAP 207: Advanced Microsoft Word
9-27-99   Eng 103: Improvement of College Reading and study Skills
9-27-99   Nurs 260: RN/LVN - Introduction to Home Care
9-27-99   Nurs 261: RN/LVN - Framework for Practice
9-27-99   Nurs 262: RN/LVN - Documentation
9-27-99   Nurs 263: RN/LVN - Family Dynamics/Domestic Violence
9-27-99   Nurs 264: RN/LVN - Physical Assessment
9-27-99   Nurs 265: RN/LVN - Management of Intravenous Therapies
9-27-99   Nurs 266: RN/LVN - Nutrition
9-27-99   Nurs 267: RN/LVN - Wound Care
9-27-99   Nurs 269: Home Health Clinical for RNs/LVNs
10-04-99   Math 120: College Algebra
10-04-99   Psych 100: General Psychology
10-04-99   Span 101: Elementary Spanish
10-04-99   TA 103: Understanding Drama
### Traditional Course Modifications

<table>
<thead>
<tr>
<th>Date</th>
<th>Course Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-18-99</td>
<td>Acct 130: Payroll Accounting-</td>
</tr>
<tr>
<td>10-18-99</td>
<td>CIS 105: Introduction to Operating Systems</td>
</tr>
<tr>
<td>10-18-99</td>
<td>CIS 206: Operating Systems-Windows NT</td>
</tr>
<tr>
<td>10-18-99</td>
<td>Drft 137/MAT 137: Computer Animation II</td>
</tr>
<tr>
<td>10-18-99</td>
<td>Drft 138/MAT 138: Computer Animation III</td>
</tr>
<tr>
<td>10-18-99</td>
<td>MAT 172: Digital Video Editing</td>
</tr>
<tr>
<td>10-18-99</td>
<td>MAT 173: Video Post-Production</td>
</tr>
<tr>
<td>10-18-99</td>
<td>MDT 111: First Aid for the Diving Professional</td>
</tr>
<tr>
<td>10-18-99</td>
<td>MDT 112: Introduction to Marine Welding</td>
</tr>
<tr>
<td>11-01-99</td>
<td>Chem 104: Fundamentals of General and Biological Chemistry</td>
</tr>
<tr>
<td>11-01-99</td>
<td>Chem 156: General Chemistry II</td>
</tr>
<tr>
<td>11-01-99</td>
<td>Chem 211: General Chemistry I</td>
</tr>
<tr>
<td>11-01-99</td>
<td>Chem 212: Organic Chemistry II</td>
</tr>
<tr>
<td>11-01-99</td>
<td>Chem 222: Organic Chemistry Laboratory II</td>
</tr>
<tr>
<td>11-01-99</td>
<td>EH 100A: History of Gardens</td>
</tr>
<tr>
<td>11-01-99</td>
<td>EH 100B: History of Santa Barbara Gardens</td>
</tr>
<tr>
<td>11-01-99</td>
<td>EH 101: Plant Identification and Culture</td>
</tr>
<tr>
<td>11-01-00</td>
<td>EH 102: Soils, Plant Nutrients and Plant Installation</td>
</tr>
<tr>
<td>11-01-99</td>
<td>EH 103: Irrigation and Garden Waterworks</td>
</tr>
<tr>
<td>11-01-99</td>
<td>EH 104: Landscape Maintenance</td>
</tr>
<tr>
<td>11-01-99</td>
<td>EH 105: Landscape Maintenance</td>
</tr>
<tr>
<td>11-01-99</td>
<td>EH 290: Environmental Horticulture Cooperative Work Experience</td>
</tr>
<tr>
<td>11-01-99</td>
<td>EH 299: Independent Studies in Environmental Horticulture</td>
</tr>
<tr>
<td>11-01-99</td>
<td>Math 100: Elementary Algebra</td>
</tr>
<tr>
<td>11-01-99</td>
<td>Math 127: Precalculus I, College Algebra and Functions</td>
</tr>
<tr>
<td>11-01-99</td>
<td>Math 128: Precalculus II, College Algebra and Trigonometry</td>
</tr>
<tr>
<td>11-01-99</td>
<td>FilmSt 101: Introduction to Film</td>
</tr>
<tr>
<td>11-01-99</td>
<td>FilmSt 104: American Film: Hollywood and Independent Film</td>
</tr>
<tr>
<td>11-01-99</td>
<td>FilmSt 110: History of World Cinema - Part 1: 1895-1960</td>
</tr>
<tr>
<td>11-01-99</td>
<td>FilmSt 111: History of World Cinema - Part 2: 1960 to Present</td>
</tr>
<tr>
<td>11-01-99</td>
<td>FilmSt117/EthSt 117: Cultural Diversity in Film</td>
</tr>
<tr>
<td>11-01-99</td>
<td>FilmSt 173/Eng 173: Introduction to Screenwriting</td>
</tr>
<tr>
<td>11-01-99</td>
<td>FilmSt 174: Intermediate Screenwriting</td>
</tr>
<tr>
<td>11-15-99</td>
<td>Eng 109: Library Resources [Title change to Library and Information Resources]</td>
</tr>
<tr>
<td>12-06-99</td>
<td>Radiographic Technology - Multiple Courses [Transferability] (RT 101, 102, 103, 110, 111, 112, 121, 201, 202, 250, 255, &amp; 256)</td>
</tr>
</tbody>
</table>
New Program Proposals

11-01-99    Skills Competency Award [SCA], Esthetician Skills [Cosmetology]
11-01-99    Certificate, Database Programming and Applications Development [CIS]

Program Modifications

11-15-99    A.A. Degree in English Composition and Literature

Course Deactivation

10-18-99    Weld 103: Introduction to Combination Welding

Prepared by: JoAnn Mayhew
Date: 12-7-99
### Summer Intersession 2000

**June**
- June 16: Application Deadline, Summer Intersession
- June 19-July 20: Summer Intersession
- June 23: Last Day to Submit Add Cards & Petition for Credit/No Credit
- June 23: Last Day to Drop and Receive Tuition/Enrollment Fee Refund

**July**
- July 4: Independence Day, Holiday
- July 5: Filing Deadline for Degrees/Certificates
- July 12: Last Day to Withdraw from College/Courses

**August**
- August 13: Application Deadline, Fall Semester
- August 21: Faculty Flex Day
- August 22: Fall Semester Begins
- August 25: Last Day for Disqualified Students to Apply for Re-Admission

**September**
- September 2: Late Application Deadline, Fall Semester
- September 2: Last Day to Drop Classes & Receive Tuition/Enrollment Fee Refund
- September 2: Last Day to Submit Add Cards
- September 4: Labor Day, Holiday
- September 22: Last Day to Petition for Credit/No Credit

**October**
- October 27: Last Day to Withdraw from College/Courses

**November**
- November 8: Filing Deadline for Degrees/Certificates
- November 10: Veteran's Day, Holiday
- November 23-24: Thanksgiving Vacation

**December**
- December 14: Last Day of Instruction
- December 15-21: Final Examinations
- December 21: Fall Semester Ends
- December 22: Winter Vacation

**January**
- January 1: New Year's Day, Holiday
- January 15: Martin Luther King Day, Holiday
- January 16-19: Faculty Flex Days
- January 19: Application Deadline, Spring Semester
- January 22: Spring Semester Begins
- January 26: Last Day for Disqualified Students to Apply for Re-Admission

**February**
- February 3: Late Application Deadline, Spring Semester
- February 3: Last Day to Drop Classes & Receive Tuition/Enrollment Fee Refund
- February 3: Last Day to Submit Add Cards
- February 9: Lincoln's Birthday, Holiday
- February 19: Washington's Birthday, Holiday
- February 23: Last Day to Petition for Credit/No Credit

**March**
- March 30: Last Day to Withdraw from College/Courses

**April**
- April 2-7: Spring Break
- April: Filing Deadline for Degrees/Certificates

**May**
- May 23: Last Day of Instruction
- May 24-June 1: Final Examinations
- May 28: Memorial Day, Holiday
- June 1: Spring Semester Ends
- June 1: Commencement

**Fall 2000**
- 85 days

**Spring 2001**
- 87 days

**Flex Days**
- 5 (Fall - 1, Spring - 4 plus two floating flex days one each Fall/Spring)

**Total**
- 177 days
Abstract

Name: MARY GIBSON
Project Title: Enhancing Teaching Effectiveness in Theatre Arts and Researching Technology-based Design
Term of Proposed Leave: Academic Year- 2000-2001

Needs the project attempts to satisfy
SBCC students benefit from having truly effective teachers. An effective teacher is one who is well informed, eloquent in the subject matter, up-to-date and confident. All teachers have areas of their subject in which they are not as well informed as they could be and consequently not as confident or eloquent. These deficiencies are overcome in creative ways, or worked on one area at a time to fill in the gaps. Some specific areas on which I would like to work are described below and proposed as a Sabbatical Leave.

Being a costume designer, I have had most of my training and experience in technical theatre. However, I teach the TA103-Understanding Drama course, which is more academic in nature. Although I certainly have had many classes in the topics covered in this class, I would like to expand my knowledge of the Chicano and Asian theatre traditions. With these two topics the course will offer a more diverse experience to the students. I am currently developing this course as a distance-learning course (to be taught for the first time in Spring 2000). In an effort to provide the best quality distance-learning, I anticipate needing to refine this course after I have tested it for a semester and would welcome the Sabbatical time to do so in a concentrated manner.

I have a need to update my knowledge of professional makeup practices and products, and expand my techniques. Many of my students are interested in going into makeup professionally, but I have limited knowledge of the L. A. makeup schools and the entertainment business. I anticipate more SBCC Cosmetology students in my Makeup classes as that program expands their offerings to include more makeup study. These students need knowledge about everyday beauty makeup and my knowledge and experience in this area is limited. In addition, with new MAT classes offered in film and video production there is opportunity to integrate makeup projects and perhaps develop a short course specifically for make up for electronic media. This is another area in which I have limited knowledge.

There is a need and desire to integrate design offerings between the MAT and Theatre Departments. The Theatre Department is able to teach design skills but research is needed to determine which software programs would be best used and how these skills might best be taught using technology-based design.

Finally, as a visual designer, I feel the need to re-charge my artistic batteries by seeing new works, by travelling to museums and historical theatres, and to immerse myself in different cultures.

How the project will satisfy those needs
My Sabbatical Proposal attempts to satisfy the need to expand my knowledge-base in specific but diverse areas so that I may present material in all of my classes with confidence and in more depth than I am currently able to do. A deeper knowledge also allows more creativity in designing classroom assignments and projects. The project attempts to do this through completing academic classes in Chicano and Asian Theatre and makeup courses at the Studio Makeup Academy in L.A. It includes researching electronic design technology at schools and businesses and interviewing professionals in the design field. Attendance at U.S.
and International Theatre Festivals and travel to Europe to visit and photograph ancient and historical theatre sites will give me first-hand knowledge. My travel will also include visits to Costume exhibits and Museums which will continue to enhance my knowledge of my main subject field of teaching and design.

**The process**
The process includes taking classes at UCLA and/or UCSD in the specific areas of Chicano Theatre and Asian Theatre, and a Professional Makeup course at Studio Makeup Academy in LA. Researching technology-based design will involve phone interviews and site visits where possible. I have already begun to collect information from the Internet as I find it in my work on developing the on-line class. Travel will allow exposure to historical theatres and the opportunity to photograph them will add to the departmental visual-aid bank. In the process of travel I will schedule attendance at International Festivals in Europe and for the first time be able to attend the Humana Festival in St. Louis where dozens of new plays are introduced each year. My project will include re-designing student assignments and class projects, creating new ones, and web-related work on my on-line class.
Abstract

Karolyn R. Hanna, Professor of Nursing

Integrating the Teaching of Nursing Leadership Throughout the Curriculum of the SBCC ADN Program

Fall Semester 2000

As the healthcare system changes, registered nurses (RN’s) are expected to understand and adapt to changes in the structure and function of the organizations in which they are employed. One of the most significant changes is the reliance on increasing numbers of unlicensed assistive personnel (e.g. nursing assistants, patient care technicians, etc.), making the need for leadership and management skills more important than ever. Although the SBCC ADN Program has offered a dedicated course on Nursing Leadership for a number of years, it has become increasingly apparent that a two week focus near the end of the program is no longer sufficient to prepare graduates for the workplace environment that awaits them.

This project proposes a series of activities designed to strengthen the knowledge and skills of program graduates by the integration of concepts and actual practical experiences throughout the curriculum. Specific activities proposed include:

1. Examination of best practices of teaching nursing leadership management concepts at the associate degree level through a review of the literature, survey of ADN nursing programs in California, and selected on-site visits.
2. Identification of appropriate leadership/management concepts to be taught at each of the four levels of the SBCC ADN Program.
3. Development of specific teaching/learning activities that facilitate student acquisition of leadership skills
4. Determining (with ADN faculty colleagues) the short courses (modules) and/or clinical assignments into which specific concepts and learning activities are to be integrated.
5. Development of objective performance criteria for evaluating student mastery of leadership skills in the clinical setting.
6. Working with ADN faculty colleagues to modify existing courses and course of study outlines for submission to the California Board of Registered Nursing (BRN) and the SBCC Curriculum Advisory Committee.
Summary of Proposed Outcomes

Karolyn R. Hanna, Professor of Nursing

Integrating the Teaching of Nursing Leadership Throughout the Curriculum of the SBCC ADN Program

Fall Semester 2000

Project Outcomes will include:

- A report that outlines the components of Leadership/Management required of associate degree nurses functioning in entry level RN positions and a summary of best practices for teaching those concepts to beginning nursing students. This report, based on a review of the literature, results of a survey, on-site visits and interviews with nurse educators from a variety of other ADN Programs, will serve as the basis for recommending changes in the SBCC ADN Program.

- A detailed plan for teaching leadership concepts as a core or thread that runs through the SBCC ADN Program Curriculum. This plan will detail both content and teaching/learning activities to be introduced in the first semester of the program and integrated into modules at all levels of the curriculum. It will include classroom and campus learning laboratory activities as-well as clinical assignments to be used by all faculty (full-time and adjunct) and students.

- A collection of “post-conference” discussion topics that focus on application of leadership concepts. Post-conferences are conducted by clinical instructors at the conclusion of each day in the clinical laboratory (i.e. hospital experience). Students of all levels participate in weekly clinical conferences.

- A list of recommended learning resources (educational media, CAI’s, etc.) to be obtained for use in for the SBCC Nursing and Allied Health Learning Laboratory.

- A series of objective performance criteria for evaluation of leadership behaviors in the clinical area. (Criteria will be added to Level I, Level II and Level III Program Evaluation Tools.)

- Preparation of materials for submission to the California Board of Registered Nursing (BRN) and the SBCC Curriculum Committee to effect proposed changes in ADN modules.
Design of an Online Advising System

1.0 Abstract:
This sabbatical project addresses the need for an online academic advising system to serve distance students, campus based students and prospective students. All three categories of students would benefit from access to advising information available on a twenty-four/seven basis.

This project will therefore provide a content-based design structure for an Online Advising System for the college's website. Sabbatical work will consist of the research and evaluation necessary to design two flowcharts that specify how the system will work.

The first flowchart visually displays the decision flow for both general and major-specific requests for information. This decision matrix will be based on both research and surveys of distance advising conducted during the sabbatical: conceptual and practical parameters of online advising; “best practices” models at other institutions; students’ needs at SBCC; input from counseling and instructional faculty; and distance communications tools and online software products.

The second flowchart will continue the design process by organizing the content of the website: specifying the structure of the advising system via scripts and links to other information. Scripts will be written for frequently asked questions, both general and major-specific based on the above research.

A manual for the Online Advising System will be written and an Inservice training will be conducted during Spring, 2001, to train the counseling staff in the design of the online system, how it will effect their major areas and how to write scripts for those areas.

This project will allow me to increase my computer knowledge, utilize my research skills, update my counseling craft, develop the expertise necessary to design an online advising system, and improve my teaching skills.

The specific outcomes of this project will be 1) the integration of successful models of distance technology into the counseling process; 2) increased availability of academic advising information, resulting in increased numbers of current and prospective students who utilize academic advising; 3) the resulting improvements in student success; 4) improved quality assurance in delivering appropriate and consistent information to students and 5) ease of updating academic advising information when needed.
Summary of Expected Outcomes

Peggy Kearns

Academic year 2000/2001

Design of an Online Advising System

The Outcomes of my sabbatical will be as follows:

1. A content-based design structure for an Online Advising System for the college's website. Two flowcharts will specify how the system works. The first flowchart will focus on the internal decision paths within the counseling staff. The second flowchart will organize the structure and content of the website via scripts and links.

2. Enhanced technological and instructional expertise for the professional development of this faculty member.

3. Scripts for Online Advising Questions at SBCC. The scripts will contain text and keywords to access answers for general and major-specific questions.

4. A manual that describes the protocol and logistics for Online Advising System for the use of the counseling faculty and staff.

5. An inservice training will be presented to the counseling faculty on the design of the Online Advising System. This presentation during a professional development day will train counselors: 1) in the process of how to generate scripts and keywords for their major-specific areas, 2) describe the protocol of the system, and 3) present the year's research and surveys.

For my sabbatical to be successful I respectfully request the support of the Faculty Resource Center and its staff.
ABSTRACT

This sabbatical proposal will focus on reviewing and updating four (4) core Early Childhood Education course, each with a student teaching requirement. The identified courses-ECE 103, ECE 104, ECE 105 and ECE 106-are requirements for the Associate of Science Degree in Early Childhood Education and the three (3) certificates offered by the Early Childhood Education Department. The inspiration and need for this proposal comes from different sources. The field of Early Childhood Education has gained more attention on local, state and national levels in the past five (5) years. Also, new research about the development of the brain and the importance of the early years has focused the spotlight on early childhood training programs. As a result, it is essential to review, evaluate, create and implement classroom strategies and student teaching experiences that maintain a high level of student success in theory and practice.

In order to accomplish the desired goal, I will conduct a variety of activities. First, I will begin a search for similar Early Childhood Education Departments at other community colleges. I will use the Transfer Center and other resources I have in this first step. After some careful study and selection, I will correspond with, interview and visit programs that have had success in the delivery of theory and practice with Early Childhood Education students. During this part of my process, I will focus on gathering information and observing innovative method and ideas for program modification and development to improve and strengthen the quality of instruction, the level of student preparedness and overall student success.

After compiling the information, modifications to the four (4) course of study outlines will be completed. As a supplemental activity, I will review audiovisual/multimedia materials, textbooks, technology uses, etc. New materials for faculty and students will be important to reinforce the new information students will be learning and practicing. Another by-product of the sabbatical proposal will be to share the information with all Early Childhood Education faculty and mentor teachers and directors who supervise ECE students in the local community. This can be done as a departmental flex day activity.

This sabbatical proposal is an opportunity to evaluate and challenge the Early Childhood Education Department in striving and maintaining a vision for early childhood education and student success in the 21st Century.
PROPOSED OUTCOMES

1. To conduct a search for catalog information of similar Early Childhood Education Programs with the assistance of the Transfer Center and other resources. The search will help me focus on programs that are similar and create an organized list of programs to visit and observe.

2. To correspond with and interview ECE faculty responsible for similar certificate and degree programs in California. In addition to site visits, I want to discuss with ECE faculty how our core courses and student teaching requirements can be improved.

3. To visit selected ECE programs that appear to be of most value to our course revision and program development, to review course outlines, texts and supplementary material and to observe lab settings used for student teaching. As one (1) member of a two full-time department, it is a challenge to keep abreast of current ECE information and trends and make the necessary changes to ensure ECE students are receiving up-to-date knowledge and training. It is also important for adjunct faculty to enhance their knowledge and teaching effectiveness.

4. To review new audiovisual/multimedia materials to enhance revised course content. Presently, this is an underdeveloped part of the ECE Program. There are many resources to review for course consideration and improvement. We need a more organized system in how information is presented to ECE students.

5. To revise and update four (4) course of study outlines: ECE 103, 104, 105, and 106. By having a wider knowledge base of what is successful and required in similar ECE Programs, it is anticipated that changes to each course will take place.

6. To develop materials for mentor teachers and directors to assist them in their teaching and supervision of ECE student teachers. In order for beginning teachers to experience continued knowledge, resources and support, mentor teachers and directors need knowledge and training to model appropriate and professional ECE standards.
September 1999

Nina Morlan, Associate Professor
Art Department, Fine Arts Division
Sabbatical Leave Proposal for Academic Year 2000/2001

Abstract
Project Title: Visual Literacy /Studio Art Applications
Project Description:
I propose a three part sabbatical project:

1. I will develop and write a structure and description for a new course: Visual Literacy. The envisioned course will include elements of art history, contemporary art making, design, graphics, theory, criticism, new technologies and media and how they apply to current studio art practices and teaching. This course will satisfy the need that the Art Department has identified: to broaden and enhance our students' understanding and experience of the world by teaching them to be visually literate and putting this knowledge into practice. This course will meet UC/CSU transfer and IGETC requirements, fit in with Art Department program goals and be in line with UCSB's current art program curriculum (see Appendices I & II). It will be designed as a cross-disciplinary course for students within several related areas including the art program, the MAT and graphics programs, as well as general education. This course would be appropriate for incorporation into Study Abroad programs and for High School students who are working to accelerate their college courses as part of the "College to Career" program. In support of this new course I will create a source list including reading and reference materials, film, video, Internet web sites and real sites such as museums, galleries, and special collections. I will produce and add necessary slide images to our slide library.

2. I will develop connections directed toward Strengthening High School and University Ties and meet the increasing need for involvement with incoming and outgoing students. I will meet with local high school art departments; UCSB and Westmont College art departments to develop strategies for how SBCC can better identify and facilitate student's needs.

3. I will prepare a Sabbatical Exhibition of work completed during the sabbatical period that will include traditional and non-traditional processes in image making. This exhibition will be presented in the Atkinson Gallery along with a Gallery talk that will be available to students and the community.
Summary of Proposed Outcomes

1. Visual Literacy Course: The SBCC Art Department will have a course that fills a need which has been identified by the department as one that meets one of our program's developmental directions: to keep us consistent with UCSB and other transfer institutions and to better prepare our students for transfer. This course also fulfills the College Plan's stated goal of offering curriculum that responds to the educational needs of students by keeping up with current directions in art education. Visual Literacy is an area that is being developed as a way of incorporating traditional and contemporary art history, theory and criticism with image making and image reading. It is based on the premise that today's students need to develop visual awareness as a key element to communication. It does not replace traditional art history or studio classes, but moves into new territory that includes non-traditional ways of looking at and making images and gives our students another avenue of information and experience. Being theoretical in nature and practical in application, it will meet IGETC criteria and broaden the Art Department offerings in this area. It will give us a more direct and cross-disciplinary link to both the MAT program and graphics that involve computer based image making and writing. There are already some Internet/www sites in place for Visual Literacy. Students will be able to pursue this area of information and incorporate it into their reference bank. The Art Department will have a source list of web sites, annotated bibliography and other reference materials for students to access as well as a slide bank of images. This course can also be used as a core class in a Study Abroad program since it naturally includes multi-cultural and cross-cultural image reading. Having directed two Study Abroad programs (and preparing for a third) I see this course as a way of fulfilling a particularly important aspect for students learning about a culture through its art and images in both an historical and contemporary context. The link to High School art programs is also an important one - giving students the opportunity to take an advanced course that prepares them for transfer to a 4-year institution.

2. Strengthening High School and University ties: By building relationships with these institutions we will have better information and knowledge of what the demands and expectations for students, both incoming and outgoing, are. This will allow us to anticipate and prepare for any changes in our program that may need to be addressed.

3. Sabbatical Exhibition: SBCC will have an exhibition of a body of work produced during my sabbatical. This will provide an opportunity for seeing and discussing current image-making processes. An exhibition helps to strengthen the credibility and enhance the professionalism of the instructor and the department - we are artists and we do what we teach. This is critical for the students to know and be exposed to. The sabbatical exhibition is an important part of bringing what we do back to the department and the College.
Sabbatical Leave Proposal

Name: R. Dennis Ringer
Title: Creation of Native American Studies Electronic Resource Base [NASERB] and its integration into Native American Studies 101
Term Academic year 2000 - 2001

The needs:

1. Access to historical and contemporary information about Native American history and culture that supplements and expands the traditional resources of the library.
2. A set of tools that will allow students to actively engage in research using the Internet.
3. An environment in which students may work with and learn from each other as they explore Native American history and culture.
4. More flexible access to courses within the department.
5. Update materials to be used in the course and integration of new technologies into the curriculum.

How does the project satisfy those needs?

1. Provides a set of tools and guides for the students to use when searching the Internet
2. A set of techniques, guides and tools and links will be provided as an integral part of the Native American Studies 101 course.
3. Revision of the existing Native American Studies Course Guide and Workbook.
4. Provides the option for students to reduce the number of days that they must be on campus.
5. Course offerings will include traditional as well as alternative means of helping students learn and succeed.
6. Creation of a “hybrid” course to be offered at the same time as “regular” courses.

The process:

1. I will define, design and establish a Native American Studies Electronic Resource Base [NASERB]. The NASERB will be an integrated, searchable Internet based tool to be used by students to more fully understand Native American history and culture. Students may contribute to the NASERB by participating in individual or collaborative research projects.

2. I will rewrite my “Native American Studies 101 Course Guide and Workbook”. I will edit and expand all areas of the Course Guide to integrate and reflect the changes which will result from the development of the Native American Studies Electronic Resource Base [NASERB].

3. I will integrate the points above into one comprehensive “package” that will be part of both “traditional” as well as “hybrid” NAS 101 courses. The hybrid course will be developed as part of the process of accomplishing goals one and two.
Summary of Proposed Outcomes

Name:  R. Dennis Ringer
Title:  Creation of Native American Studies Electronic Resource Base [NASERB] and its integration into Native American Studies 101
Term  Fall 2000 - Spring 2001

1. There will be a Native American Studies Electronic Resource Base which will be accessible through the college's Internet Web site. The NASERB will include, at least the following:

   All nine anthropological Culture Areas for North America. Within each of the culture areas the following topics will be defined and, at a minimum, templates for each of the following subject areas will be established.

   Subject area: History
   [CULTURE AREA]
   Pre 16th century, 16th, 17th, 18th, 19th and 20th centuries

   Subject area: History
   [BY NATION]
   Pre 16th century 16th, 17th, 18th, 19th and 20th centuries

   Subject area: Culture
   [LISTED BY NATION AND THEN TOPIC]
   Belief systems
   Dwellings and Settlements
   Outstanding People
   Relations with other Nations
   Social Patterns
   Subsistence
   Political Organization

Subject area: Glossary

Subject area: Bibliography

As part of the product, for each of the culture areas, a broad outline of the history will be provided, through the 20th century. In addition, at least, one nation's history will be outlined. Other nations and their history and culture, will follow as a regular part of course development and student participation.

Throughout the NASERB internet links to related topics and links within the resource base will be provided.

2. A new version of my "Native American Studies 101 Course Guide and Workbook" will be available for use with the NAS 101 classes. This new edition will reflect the changes which result from the development of the Native American Studies Electronic Resource Base [NASERB] and the integration of the resource into the course curriculum.

3. A "hybrid section" of Native American Studies 101 will be offered in the Fall of 2001. I will integrate the points above into one comprehensive "package" that will be part of both "traditional" as well as 'hybrid' NAS 101 courses.
Abstract

Name: Thomas L. Smith
Project Title: Updating of Hospitality Industry Related Curriculum and Researching of Computer and Industry-based Applications
Term of Proposed Leave: Academic Year 2000 –2001

Needs for the project
I currently teach courses in Wine, Computer Applications for the Hospitality Industry, Food and Beverage Controls and Meat Analysis. Although I have kept up with many trend changes, I feel, at this time, I need to become more knowledgeable of my subject areas. This will be the main emphasis of my sabbatical.

Background
In 1970, John Dunn and I took over a struggling Hotel, Restaurant Management curriculum. With a change in curriculum and incorporating the colleges’ food services, the program was quickly back on its feet. I was originally hired as a Chef-Manager and in 1973 our program had grown allowing me to become the second full time instructor. Since that time, because of the program’s commitment to the colleges’ food service, it was never possible for either John or I to apply for a sabbatical. When I first started teaching at SBCC, I taught every class that the department offered, from Front Office to Wines and everything in between. I combined my work experiences with my training at the Swiss Hotel School, ‘École Hôtelière,’ giving me sufficient background to successfully teach these subjects. In 1993, Randy Bublitz became the third full time instructor to fulfill many of the culinary curriculum needs. When Randy Bublitz took over many of my culinary courses I was able to expand my current course offerings.

Specific areas of project
When I first started teaching, computers were not invented as we know and use them today. The hospitality industry is a primary user of computers for everything from cost control to hotel accounting and reservation systems. I would like to expand my self-taught knowledge of computers to include data base management and to become familiar with trends in the industry. I would like to spend time gaining the necessary course material by attending classes at UCSB and doing on site visitation/internship to industry providers of computer applied technologies for the hospitality industry.
In 1970, there were no wineries in the Santa Barbara area. Today there are over 80 wineries and it is one of our largest local industries. Our curriculum has not changed to reflect these changes. I need to spend time broadening my wine knowledge up to date and have my courses in wine reflect the needs of our local wine industry. I would spend time working in a local winery, conducting interviews with wine makers and doing on-site visits to wineries, wine suppliers as well as local restaurants and hotels.
I would also like to examine other colleges’ hospitality course offerings to be able to recommend course modification and changes, especially in the areas of on line instruction. I would do on site visits to both private and other colleges that offer hospitality curriculums within California.

Conclusion
Finally, students do best when they have instructors with a passion as well as thorough knowledge of the subject. I feel that by updating my knowledge and spending time seeing first hand those professionals in the industry, those who set the trends and passions for the rest of us to aspire to achieve, I will be providing myself with the best tools to have my students achieve their goals and be prepared for their hospitality careers.
Summary of Proposed Outcomes

Name: Thomas L. Smith
Project Title: Updating of Hospitality Industry Related Curriculum and Researching of Computer and Industry-based Applications
Term of Proposed Leave: Academic Year 2000 -2001

As a result of this Sabbatical:

1) By a working/internship in a local winery I will be able to review the wine making process and become more familiar with modern wine making techniques. By visiting local restaurants and conducting interviews with the wine industry leaders and suppliers, I will be able to have first hand knowledge of wine trends in the hospitality industry. As a result of my Sabbatical, I will be able to incorporate this information into my wine curriculum, HRC-201 Wines, providing my students with current trends and up to date knowledge.

2) I will be expanding my knowledge of computer applications, hardware and software by a working internship with a hospitality industry computer related company. As a result, I expect to see first hand installations of computer hardware and software in the local industry. I will be able to identify needs that educational curriculums can address and prepare future students with the necessary skills and knowledge to successfully adapt computer related hardware and software to their needs. This experience will greatly enhance my working knowledge of actual systems used today in the marketplace. These programs will be adapted as actual working labs exercises in my HRC-261, Restaurant Ownership and HRC-223 Computers.

3) As a secondary goal of working in the wine and computer related industries, I expect to establish industry contacts that will help students find employment in these areas of the industry.

4) By attending UCSB, and taking classes in Data Base Management, I expect to gain the necessary knowledge to incorporate this "next trend" of "server based networking" into my computer application class, HRC 133 Computer Systems in the Hospitality Industry and HRC-223 Restaurant Ownership.

5) By visiting other colleges and schools that have hospitality curriculums, I expect to gain insight as to what their curriculums offer and what trends they see in the future. Because of HRC recent student growth, along with expanded food service activities, we currently do not have adequate facilities and are looking to expand. Specific attention to facilities and information will be collected regarding lecture demonstration areas. On line curriculums will be examined and I expect to interview instructors who currently teach such hospitality related courses. These are new areas of curriculum development and by gathering first hand examples, it will allow informed decisions to be made as to whether it is feasible to teach on line hospitality curriculums.


Abstract

Name: James E. Stevens, English department

Project Title: Critical Thinking and Composition in the SBCC Curriculum

Term of Proposed Leave: One Semester: Fall 2000

1. Needs this project attempts to satisfy:

Although the English department has been offering instruction in formal critical thinking to
large numbers of students since April, 1993, there has been no in-depth examination of the
compliance, consistency, and effectiveness of instruction in the critical thinking/composition
component, particularly English 111, Critical Thinking in Composition and Literature.
Because it is the largest campus program that addresses IGETC transfer requirement 1A
described below), it is essential that students enrolled in any of the more than fifty English
111 courses offered each year receive comparable instruction that is being delivered in any of
the other courses; yet with as many as thirty English instructors teaching this course,
maintaining consistency is an ongoing challenge. Student success is tied to teaching
effectiveness, and teachers in IGETC classes should be aware of the latest materials and
trained in the latest proven methodologies. Lastly, SBCC’s critical thinking/composition
courses must meet institutional and statewide critical thinking policy standards.

2. How the project will satisfy those needs:

This project will gather and present, in both report and faculty development workshop
format, information on how critical thinking/composition is being taught by various SBCC
instructors and by instructors at central California peer institutions. It will also respond to
the need for establishing the extent to which the English department’s critical thinking
course is in compliance with established definitions, policies and guidelines, both external
(IGETC) and internal, through the Academic Senate’s Curriculum Advisory Committee.
Specific recommendations will be made to address perceived deficiencies in any of these
areas.

3. The proposed process:

The major components of this project are:

• The gathering of current and historical information, particularly policies governing
  intersegmental articulation and professional research in the delivery of instruction in critical
  thinking; and analysis of statistical profiles showing student success rates in critical thinking
  and composition classes at SBCC since 1993. Time: approximately four weeks.

• Structured interviews at SBCC with the following: critical thinking/composition
  instructors, Transfer Center advisors, College Articulation Officer, and students enrolled in
  critical thinking/composition courses. Time: approximately four weeks.

• Site visits to selected peer institutions to conduct structured interviews with critical
  thinking/composition instructors and individuals with vested responsibility for
  administering the transfer curriculum. Time: approximately six weeks.

• Sabbatical report design and preparation, including findings and detailed
  recommendations for redesigning the curriculum, training the faculty, and increasing student
  success in critical thinking. Time: approximately four weeks.
Summary of Proposed Outcomes

Name: James E. Stevens, English department

Project Title: Critical Thinking and Composition in the SBCC Curriculum

Term of Proposed Leave: One Semester: Fall 2000

Outcome One

This sabbatical project will provide a means for improving instruction and curricular development in SBCC composition courses that address critical thinking by producing and disseminating a comprehensive analysis and comparative study of current curricular design and instructional methodologies currently in use at SBCC and at a sample of peer colleges in central California. It will also result in designs and presentation materials for one or more professional development workshops for the regular and hourly English faculty, which could be attended by any department that teaches critical thinking or that is contemplating offering it.

Outcome Two

This sabbatical project will provide a means for increasing student success, partly by examining successful applications in the general literature on critical thinking and partly by producing and distributing an inventory of successful teaching and learning strategies and recommended practices and methodologies gathered from various sources, including the current literature and recommendations from faculty at peer institutions based on their proven effectiveness in contributing to student success. It will also produce a longitudinal statistical profile of student success rates in SBCC critical thinking/composition classes. This instrument will be helpful in relating evidence of higher than average student success to specific instructional practices, course content, and issues such as textbook selection and alternative delivery of instruction.

Outcome Three

This sabbatical project will provide recommendations for maintaining compliance with intersegmental transfer and articulation policies and agreements, along with a summary sheet for distribution to instructors of critical thinking/composition courses which outlines essential policy mandates and includes recommendations for implementation that will be useful in curriculum development, class planning and syllabus planning. Findings will be made available on-line to any SBCC department or office which expresses an interest.
Abstract

This one-semester proposal is designed to increase English 100 students' appreciation and understanding of Shakespeare and to develop classroom activities which will generate effective student essays. Many students at the English 100 level who would be fascinated and touched by the plays of William Shakespeare regard him as an 'elite' writer beyond their comprehension. Yet when they do master the stories and language, they can write essays of depth and insight.

The need, then, is resources for instructors and students to more easily access Shakespeare in English 100 and other developmental courses. My project will satisfy this need in three areas: performance, composition connections, and listings of web sites and films which are of use to students and instructors. Each of these components will necessitate a different process.

The performance aspect includes strategies for developing students' own in-class Shakespeare presentations and organizing an ongoing program of visits by professional actors to campus for workshops and performances.

For the composition aspect, I will review research and attend at least one conference for teachers given at the Oregon Shakespeare Festival, the Folger Library, Huntington Library, the Globe Education Centre in London, or a professional organization on the teaching of Shakespeare to developmental students. A conference aimed at high school teachers would also fulfill this goal.

Though I've collected a list of web sites and have subscribed to two (the SHAKSPER LISTSERV and Arden Online), I have not evaluated the usefulness of most of what's available on the web, and will do so as part of this proposal. I will also compile an annotated list of recommended Shakespeare films, adaptations, and spin-offs.

This project will enable me to rethink the uses of Shakespeare in the classroom (which primarily has been in more advanced courses) and have time to pursue recent research relating to composition and to Shakespearean performance theory as well as to reread and view plays from the perspective of our own developmental students to determine how best to connect them.
Outcomes

My findings will be presented at an English department in-service or flex workshop on using Shakespeare in the English 100 classroom and a sequence of writing assignments to be generated by performance and reading activities. Materials included in my report—applicable composition research and approaches to plays commonly taught as well as more unusual ones, an annotated bibliography and annotated list of web sites and films—will be made available to colleagues. I will include classroom activities, writing assignments, and ways to use live performance to enhance classes. My intention is to develop a plan for incorporating live Shakespeare in the English 100 classroom which will be adaptable to other levels.

With the cooperation of Facilities and the drama department, I will work to streamline the process of incorporating visiting professional actors into our school calendar and English classroom. This has been a budgetary and/or facilities problem in recent semesters, but perhaps we can solve those challenges. I'd also be delighted to work with the drama department on bringing Shakespeare scenes performed by their students to our English classes.

My final report will include an annotated list of Shakespeare plays I study and attend during the semester along with insights gained for teaching our students, useful materials collected at conferences and workshops, and an annotated bibliography of my studies in performance theory.
Abstract

Name: Sonia Zúñiga-Lomelí

Project Title: Professional Enrichment and Revision and Modification of Spanish 135 as an On-Line Course

Term of Proposed Leave: 2000 – 2001 Academic Year

A. The needs my project attempts to satisfy:

1. Professional enrichment
2. Revision and modification of Spanish 135 course content and conversion to an on-line course
3. Compilation of resources and production of ecology-based pedagogical materials.
4. Creation of a New Course of Study Outline for Latin American Literature in Translation.

B. How the project will satisfy those needs and the process by which I will proceed:

1. I will research and write a dissertation on the "Ecological Novel of Costa Rica" in fulfillment of the requirements for the Ph.D. degree in Hispanic Literatures and Languages at the University of California, Santa Barbara. The comprehensive research I will conduct in preparation to write my dissertation will enhance my knowledge of Latin American literature and culture through the specific topic of ecology.
2. Upon completion of the research, I will have the expertise and tools needed to accomplish the set tasks of revising and modifying the subject content of Spanish 135. Furthermore, the conversion of Spanish 135 into an on-line course will require that I include in my preparation the acquisition of technical know-how pertaining to on-line course development and specific methodologies of on-line teaching.
3. I will review, select, organize and prepare pedagogical materials (hard copy as well as on-line) for inclusion in the Advanced Spanish classes including the three conversation classes. I will also compile resource guides, pertinent film lists and internet links to increase ready availability of related information for students and faculty.
4. I will create a working New Course of Study Outline for Latin American Literature in Translation. This addition will provide a broader range of students another venue to study Latin American literature and it will also enrich and complement the existing offerings of Chicano Literature and Mexican Literature on campus.
Summary of Proposed Outcome

Name: Sonia Zúñiga-Lomelí
Project Title: Professional Enrichment and Revision and Modification of Spanish 135 as an On-Line Course
Term of Proposed Leave: 2000-2001 Academic Year

The intended outcomes and benefits of my proposed sabbatical leave project encompass the following:

A. To carry out comprehensive research, write and present a dissertation in fulfillment of the requirements for the Ph.D. degree in Hispanic Literatures and Languages, from the University of California, Santa Barbara. Through this investigation on the "Ecological Novel in Costa Rica" and the study of environmental topics I will expand my knowledge of recent developments in the field of ecology and its impact on the transformation of Latin American culture and society.

B. To review and modify the course content of Spanish 135, and develop it as a 3 unit on-line course. As a direct result of my dissertation research, I will update the content of this course to include more of the contemporary cultural developments of Latin America. I will work with current topics such as ecology (rural and urban), ecotourism, sustainable development as relevant points of departure to work with Spanish. This class has always attracted a good number of students and a substantial increase in enrollment is projected if Spanish 135 were offered as an on-line course.

As beneficial outgrowths of the on-line course:
1. I will develop a web page and compile a catalogue of internet servers on Latin American literature in general, and links to the literature and films on the Latin American ecological movement in particular.

2. I will also compile resources to produce ecology-based pedagogical material for Advanced Spanish and Conversation classes. This material will include fiction and non-fiction readings, vocabulary, comprehension questions, exercises, and writing assignments, films with suggested follow-up questions for class discussion. The benefits will entail enhancement of course content and the learning of Spanish. An added benefit will be to prepare potential Costa Rica Study Abroad students with specific linguistic and cultural information about the cultural dynamics being impacted by the ecological awareness that has erupted in that area of the American continent.

C. As a further outgrowth of my research I will develop a 'working' New Course of Study Outline for an on-line Latin American Literature in Translation.

S. Zuniga-L
### Board Report

#### Santa Barbara Community College

**Purchase Order Report** 11/02/99 thru 12/06/99

<table>
<thead>
<tr>
<th>Purchase Order Number</th>
<th>General District Funds</th>
<th>Other Funds Noted</th>
<th>Department</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>200780</td>
<td>5,870.00</td>
<td>FINANCIAL AID</td>
<td>SOFTWARE</td>
<td>SOFTWARE</td>
</tr>
<tr>
<td>200782</td>
<td>1,121.25</td>
<td>VATEA (VOC/APPLIED TECH. ED.) GRANT</td>
<td>PANELS</td>
<td>PANELS</td>
</tr>
<tr>
<td>200784</td>
<td>2,458.36</td>
<td>INFORMATION RESOURCES DIVISION</td>
<td>LASER PRINTER</td>
<td>LASER PRINTER</td>
</tr>
<tr>
<td>200785</td>
<td>275.90</td>
<td>PHYSICAL EDUCATION/RECREATION</td>
<td>ATHLETIC EQUIPMENT</td>
<td>ATHLETIC EQUIPMENT</td>
</tr>
<tr>
<td>200786</td>
<td>305.00</td>
<td>PHYSICAL EDUCATION/RECREATION</td>
<td>REMOTE CONTROL</td>
<td>REMOTE CONTROL</td>
</tr>
<tr>
<td>200789</td>
<td>4,346.60</td>
<td>CE-ADMINISTRATION</td>
<td>FORMS</td>
<td>FORMS</td>
</tr>
<tr>
<td>200790</td>
<td>489.90</td>
<td>POLITICAL SCIENCE/ECONOMICS</td>
<td>BOOKCASES</td>
<td>BOOKCASES</td>
</tr>
<tr>
<td>200791</td>
<td>549.95</td>
<td>CE-ADMINISTRATION</td>
<td>CUPBOARDS</td>
<td>CUPBOARDS</td>
</tr>
<tr>
<td>200793</td>
<td>395.00</td>
<td>CE-NON CREDIT MATRICULATION PLAN</td>
<td>SOFTWARE</td>
<td>SOFTWARE</td>
</tr>
<tr>
<td>200794</td>
<td>433.50</td>
<td>ELECTRONICS</td>
<td>SOFTWARE</td>
<td>SOFTWARE</td>
</tr>
<tr>
<td>200796</td>
<td>1,385.00</td>
<td>FACILITIES AND OPERATIONS</td>
<td>OE BLDG REPAIRS</td>
<td>OE BLDG REPAIRS</td>
</tr>
<tr>
<td>200798</td>
<td>4,633.25</td>
<td>VICE-PRESIDENT STUDENT AFFAIRS</td>
<td>PRINTER</td>
<td>PRINTER</td>
</tr>
<tr>
<td>200800</td>
<td>7,046.30</td>
<td>INSTRUCTION SUPPORT OFFICE</td>
<td>PROJECTOR</td>
<td>PROJECTOR</td>
</tr>
<tr>
<td>200801</td>
<td>752.55</td>
<td>DISABLED STUDENT PROGRAMS/SERVICES</td>
<td>SOFTWARE</td>
<td>SOFTWARE</td>
</tr>
<tr>
<td>200802</td>
<td>72,760.00</td>
<td>GENERAL REHAB/CONST FUND</td>
<td>ADVERTISEMENT</td>
<td>ADVERTISEMENT</td>
</tr>
<tr>
<td>200803</td>
<td>1,215.50</td>
<td>MARINE TECHNOLOGY</td>
<td>CAMCORDER</td>
<td>CAMCORDER</td>
</tr>
<tr>
<td>200804</td>
<td>3,954.43</td>
<td>ENGLISH AS A SECOND LANGUAGE</td>
<td>RENEWAL</td>
<td>RENEWAL</td>
</tr>
<tr>
<td>200807</td>
<td>275.00</td>
<td>COMMUNICATION</td>
<td>CHARTER BUS TO LA HARBOR</td>
<td>CHARTER BUS TO LA HARBOR</td>
</tr>
<tr>
<td>200809</td>
<td>1,200.00</td>
<td>ATHLETIC ADMINISTRATION</td>
<td>PERIODICAL RENEWAL</td>
<td>PERIODICAL RENEWAL</td>
</tr>
<tr>
<td>200812</td>
<td>358.19</td>
<td>LIBRARY</td>
<td>SUBSCRIPTIONS</td>
<td>SUBSCRIPTIONS</td>
</tr>
<tr>
<td>200813</td>
<td>2,971.57</td>
<td>LIBRARY</td>
<td>JOB FAIR</td>
<td>JOB FAIR</td>
</tr>
<tr>
<td>200815</td>
<td>1,700.00</td>
<td>AFFIRMATIVE ACTION/PERSONNEL</td>
<td>COMPUTER ACCESSORIES</td>
<td>COMPUTER ACCESSORIES</td>
</tr>
<tr>
<td>200816</td>
<td>1,617.48</td>
<td>INFORMATION RESOURCES DIVISION</td>
<td>SOFTWARE</td>
<td>SOFTWARE</td>
</tr>
<tr>
<td>200818</td>
<td>758.84</td>
<td>INFORMATION RESOURCES DIVISION</td>
<td>SUPPLIES</td>
<td>SUPPLIES</td>
</tr>
<tr>
<td>200820</td>
<td>1,000.00</td>
<td>DISABLED STUDENT PROGRAMS/SERVICES</td>
<td>PRINTER CARTRIDGES</td>
<td>PRINTER CARTRIDGES</td>
</tr>
<tr>
<td>200822</td>
<td>947.12</td>
<td>ACCOUNTING/AUXILIARY/PAYROLL</td>
<td>CHAIR</td>
<td>CHAIR</td>
</tr>
<tr>
<td>200824</td>
<td>400.60</td>
<td>INSTRUCTION SUPPORT OFFICE</td>
<td>BALANCE</td>
<td>BALANCE</td>
</tr>
<tr>
<td>200825</td>
<td>9,043.46</td>
<td>CHEMISTRY</td>
<td>VIDEO</td>
<td>VIDEO</td>
</tr>
<tr>
<td>200826</td>
<td>709.99</td>
<td>INFORMATION RESOURCES DIVISION</td>
<td>MEMBERSHIP DUES</td>
<td>MEMBERSHIP DUES</td>
</tr>
<tr>
<td>200827</td>
<td>410.00</td>
<td>ACCOUNTING/AUXILIARY/PAYROLL</td>
<td>PAPER GOODS</td>
<td>PAPER GOODS</td>
</tr>
<tr>
<td>200828</td>
<td>4,504.26</td>
<td>ADMISSIONS AND RECORDS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purchase Order Number</td>
<td>Vendor</td>
<td>General District Funds</td>
<td>Other Funds Noted</td>
<td>Department</td>
</tr>
<tr>
<td>-----------------------</td>
<td>----------------------------------</td>
<td>------------------------</td>
<td>-------------------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>200830</td>
<td>TERRAN INTERACTIVE</td>
<td>439.92</td>
<td></td>
<td>FACULTY RESOURCE CENTER</td>
</tr>
<tr>
<td>200831</td>
<td>A OK MOWER SHOP</td>
<td>5,620.24</td>
<td>41</td>
<td>ACCOUNTING/AUXILLIARY/PAYROLL</td>
</tr>
<tr>
<td>200832</td>
<td>DISCOUNT SCHOOL SUPPLY</td>
<td>1,601.22</td>
<td>33</td>
<td>CHILDREN'S CENTER</td>
</tr>
<tr>
<td>200833</td>
<td>LAKESHORE LEARNING MATERIALS</td>
<td>1,168.55</td>
<td>33</td>
<td>CHILDREN'S CENTER</td>
</tr>
<tr>
<td>200834</td>
<td>DIGI CHAT HOSTING</td>
<td>650.00</td>
<td></td>
<td>INSTRUCTION SUPPORT OFFICE</td>
</tr>
<tr>
<td>200835</td>
<td>SEHI PROCOMP COMPUTER PRODUCTS</td>
<td>4,706.52</td>
<td>41</td>
<td>ACCOUNTING/AUXILIARY/PAYROLL</td>
</tr>
<tr>
<td>200836</td>
<td>AUDIO GRAPHIC SYSTEMS</td>
<td>462.72</td>
<td></td>
<td>VATEA (VOC./APPLIED TECH. ED.) GRANT</td>
</tr>
<tr>
<td>200837</td>
<td>SUPERIOR MILLWORK</td>
<td>2,778.33</td>
<td></td>
<td>MULTIMEDIA ARTS AND TECHNOLOGY</td>
</tr>
<tr>
<td>200838</td>
<td>BKM OFFICE MART</td>
<td>2,289.00</td>
<td>41</td>
<td>INSTRUCTION SUPPORT OFFICE</td>
</tr>
<tr>
<td>200839</td>
<td>DARYL WHITE ELECTRIC</td>
<td>1,735.00</td>
<td>43</td>
<td>CLASSROOM IMPROVEMENT NON-CRDT 96/97</td>
</tr>
<tr>
<td>200840</td>
<td>JW BAILEY CONSTRUCTION COMPANY</td>
<td>5,083.00</td>
<td>43</td>
<td>GENERAL REHAB/CONST FUND</td>
</tr>
<tr>
<td>200841</td>
<td>CENTER GLASS COMPANY</td>
<td>12,280.00</td>
<td>43</td>
<td>DRAMA/MUSIC</td>
</tr>
<tr>
<td>200845</td>
<td>ALLTEL SUPPLY INCORPORATED</td>
<td>337.28</td>
<td>41</td>
<td>VICE-PRESIDENT STUDENT AFFAIRS</td>
</tr>
<tr>
<td>200847</td>
<td>OFFICEMAX</td>
<td>560.25</td>
<td></td>
<td>MULTIMEDIA ARTS AND TECHNOLOGY</td>
</tr>
<tr>
<td>200849</td>
<td>SANTA BARBARA HIGH SCHOOL</td>
<td>500.00</td>
<td></td>
<td>CAL-SOAP</td>
</tr>
<tr>
<td>200850</td>
<td>DOS PUEBLOS HIGH SCHOOL</td>
<td>500.00</td>
<td></td>
<td>CAL-SOAP</td>
</tr>
<tr>
<td>200852</td>
<td>AUDIO GRAPHIC SYSTEMS</td>
<td>374.97</td>
<td>41</td>
<td>COMMUNICATION</td>
</tr>
<tr>
<td>200854</td>
<td>CALIFORNIA ELECTRIC SUPPLY</td>
<td>1,185.25</td>
<td>43</td>
<td>T- BUILDINGS</td>
</tr>
<tr>
<td>200856</td>
<td>BASSCO SPORTING GOODS</td>
<td>336.18</td>
<td></td>
<td>ATHLETICS</td>
</tr>
<tr>
<td>200863</td>
<td>A OK MOWER SHOP</td>
<td>4,226.86</td>
<td>41</td>
<td>ENVIRONMENTAL HORTICULTURE</td>
</tr>
<tr>
<td>200867</td>
<td>KBKO AM KSPE FM</td>
<td>1,100.00</td>
<td></td>
<td>CE-NON CREDIT MATRICULATION PLAN</td>
</tr>
<tr>
<td>200870</td>
<td>MITCHELL REPAIR INFORMATION COMPANY</td>
<td>602.33</td>
<td></td>
<td>LIBRARY</td>
</tr>
<tr>
<td>200872</td>
<td>SIERRA SCHOOL EQUIPMENT COMPANY</td>
<td>634.65</td>
<td>41</td>
<td>INSTRUCTION SUPPORT OFFICE</td>
</tr>
<tr>
<td>200873</td>
<td>REYNOLDS AND REYNOLDS COMPANY</td>
<td>1,207.91</td>
<td></td>
<td>ADMISSIONS AND RECORDS</td>
</tr>
<tr>
<td>200874</td>
<td>SAMYS CAMERA</td>
<td>711.15</td>
<td>41</td>
<td>PHYSICAL EDUCATION/RECREATION</td>
</tr>
<tr>
<td>200875</td>
<td>PROTOOL</td>
<td>443.34</td>
<td>41</td>
<td>AUTOMOTIVE SERVICES</td>
</tr>
<tr>
<td>200882</td>
<td>CHARLEYS GREENHOUSES</td>
<td>462.65</td>
<td></td>
<td>ENVIRONMENTAL HORTICULTURE</td>
</tr>
<tr>
<td>200883</td>
<td>DELL MARKETING LP</td>
<td>3,924.26</td>
<td>41</td>
<td>PHYSICS</td>
</tr>
<tr>
<td>200885</td>
<td>CIO SOLUTIONS LLC</td>
<td>1,318.86</td>
<td>41</td>
<td>INFORMATION RESOURCES DIVISION</td>
</tr>
<tr>
<td>200886</td>
<td>WESTERN WEB PRINTING INCORPORATED</td>
<td>25,439.08</td>
<td></td>
<td>PUBLICATION: INSTRUCTION</td>
</tr>
<tr>
<td>200889</td>
<td>OFFICEMAX</td>
<td>454.04</td>
<td></td>
<td>CE-NON CREDIT MATRICULATION PLAN</td>
</tr>
<tr>
<td>Purchase Order Number</td>
<td>Vendor</td>
<td>General District Funds</td>
<td>Other Funds Noted</td>
<td>Department</td>
</tr>
<tr>
<td>-----------------------</td>
<td>---------------------------------------------</td>
<td>------------------------</td>
<td>-------------------</td>
<td>----------------------------------------------------</td>
</tr>
<tr>
<td>200891</td>
<td>TEACHERS VIDEO COMPANY</td>
<td>275.50</td>
<td></td>
<td>LEARNING RESOURCE CENTER</td>
</tr>
<tr>
<td>200892</td>
<td>SEHI PROCOMP COMPUTER PRODUCTS</td>
<td>384.80</td>
<td></td>
<td>INSTRUCTION SUPPORT OFFICE</td>
</tr>
<tr>
<td>200894</td>
<td>CRISP LEARNING SYSTEMS</td>
<td>521.25</td>
<td></td>
<td>INSTRUCTION SUPPORT OFFICE</td>
</tr>
<tr>
<td>200895</td>
<td>ALL COAST TRUCK AND TRACTOR</td>
<td>1,548.88</td>
<td></td>
<td>FACILITIES AND OPERATIONS</td>
</tr>
<tr>
<td>200896</td>
<td>NEW DAY FILMS LIBRARY</td>
<td>375.00</td>
<td></td>
<td>LEARNING RESOURCE CENTER</td>
</tr>
<tr>
<td>200897</td>
<td>INSIGHT MEDIA</td>
<td>291.90</td>
<td></td>
<td>COMPUTER APPLICATION &amp; OFFICE MANAGEMENT</td>
</tr>
<tr>
<td>200899</td>
<td>FILMS FOR HUMANITIES</td>
<td>704.90</td>
<td></td>
<td>LEARNING RESOURCE CENTER</td>
</tr>
<tr>
<td>200900</td>
<td>INSIGHT MEDIA</td>
<td>771.75</td>
<td></td>
<td>LEARNING RESOURCE CENTER</td>
</tr>
<tr>
<td>200901</td>
<td>TOP USA</td>
<td>386.00</td>
<td></td>
<td>HEALTH SERVICES</td>
</tr>
<tr>
<td>200902</td>
<td>CAMBRIDGE EDUCATIONAL</td>
<td>486.97</td>
<td></td>
<td>INSTRUCTION SUPPORT OFFICE</td>
</tr>
<tr>
<td>200903</td>
<td>GRAYBAR ELECTRIC COMPANY INCORPORATED</td>
<td>27,377.93</td>
<td>43</td>
<td>GENERAL REHAB/CONST FUND</td>
</tr>
<tr>
<td>200904</td>
<td>SIGMA ALDRICH INCORPORATED</td>
<td>498.34</td>
<td></td>
<td>CHEMISTRY</td>
</tr>
<tr>
<td>200905</td>
<td>DEMCO SUPPLY INCORPORATED</td>
<td>294.65</td>
<td></td>
<td>LIBRARY</td>
</tr>
<tr>
<td>200907</td>
<td>MOORE USA INCORPORATED</td>
<td>1,688.11</td>
<td></td>
<td>PARKING PROGRAM</td>
</tr>
<tr>
<td>200908</td>
<td>BKM OFFICE MART</td>
<td>9,325.29</td>
<td>41</td>
<td>INSTRUCTION SUPPORT OFFICE</td>
</tr>
<tr>
<td>200910</td>
<td>NOVACOAST</td>
<td>1,062.50</td>
<td>41</td>
<td>INFORMATION RESOURCES DIVISION</td>
</tr>
<tr>
<td>200911</td>
<td>CIO SOLUTIONS LLC</td>
<td>2,986.83</td>
<td>41</td>
<td>INFORMATION RESOURCES DIVISION</td>
</tr>
<tr>
<td>200913</td>
<td>CIO SOLUTIONS LLC</td>
<td>2,086.04</td>
<td>41</td>
<td>INSTRUCTION SUPPORT OFFICE</td>
</tr>
<tr>
<td>200914</td>
<td>TROXELL COMMUNICATIONS INCORPORATED</td>
<td>694.99</td>
<td>41</td>
<td>INSTRUCTION SUPPORT OFFICE</td>
</tr>
<tr>
<td>200916</td>
<td>CS ELECTRONICS</td>
<td>1,663.66</td>
<td>41</td>
<td>INSTRUCTION SUPPORT OFFICE</td>
</tr>
<tr>
<td>200918</td>
<td>LISA SMOLEN AND ASSOCIATES</td>
<td>443.85</td>
<td>41</td>
<td>INFORMATION RESOURCES DIVISION</td>
</tr>
<tr>
<td>200919</td>
<td>RELIGIOUS BOOK CLUB</td>
<td>378.21</td>
<td></td>
<td>LIBRARY</td>
</tr>
<tr>
<td>200921</td>
<td>OMNI KRON SYSTEMS INC</td>
<td>1,281.84</td>
<td>41</td>
<td>INFORMATION RESOURCES DIVISION</td>
</tr>
<tr>
<td>200922</td>
<td>BKM OFFICE MART</td>
<td>539.16</td>
<td>41</td>
<td>CE-ADMINISTRATION</td>
</tr>
<tr>
<td>200924</td>
<td>DELUXE BUSINESS FORMS AND SUPPLIES</td>
<td>626.00</td>
<td></td>
<td>FINANCIAL AID</td>
</tr>
<tr>
<td>200927</td>
<td>JWA VIDEO</td>
<td>399.80</td>
<td></td>
<td>INSTRUCTION SUPPORT OFFICE</td>
</tr>
<tr>
<td>200928</td>
<td>BELSON HANWRIGHT VIDEO INCORPORATED</td>
<td>287.69</td>
<td></td>
<td>REGIONAL HEALTH OCCUPATION RESOURCE CENTER</td>
</tr>
<tr>
<td>200929</td>
<td>NOVEL PRODUCTS INC</td>
<td>334.40</td>
<td>41</td>
<td>PHYSICAL EDUCATION/RECREATION</td>
</tr>
<tr>
<td>200930</td>
<td>PRO MED PRODUCTS</td>
<td>830.00</td>
<td>41</td>
<td>VICE-PRESIDENT STUDENT AFFAIRS</td>
</tr>
<tr>
<td>200931</td>
<td>DAEDALUS GROUP INCORPORATED</td>
<td>4,910.43</td>
<td>41</td>
<td>INSTRUCTION SUPPORT OFFICE</td>
</tr>
<tr>
<td>200932</td>
<td>NATIONAL SCHOOL TOWEL</td>
<td>446.78</td>
<td>41</td>
<td>VICE-PRESIDENT STUDENT AFFAIRS</td>
</tr>
<tr>
<td>Purchase Order Number</td>
<td>Vendor</td>
<td>General District Funds</td>
<td>Other Funds Noted</td>
<td>Department</td>
</tr>
<tr>
<td>-----------------------</td>
<td>---------------------------------------------</td>
<td>------------------------</td>
<td>------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>200933</td>
<td>MELNI BUS SERVICE INCORPORATED</td>
<td>1,100.00</td>
<td></td>
<td>ATHLETIC ADMINISTRATION</td>
</tr>
<tr>
<td>200934</td>
<td>REYNOLDS AND REYNOLDS COMPANY</td>
<td>1,360.98</td>
<td></td>
<td>ACCOUNTING/AUXILLIARY/PAYROLL</td>
</tr>
<tr>
<td>200938</td>
<td>METTLER INSTRUMENT CORPORATION</td>
<td>444.00</td>
<td></td>
<td>BIOLOGICAL SCIENCES</td>
</tr>
<tr>
<td>200940</td>
<td>NORTEL NETWORKS</td>
<td>5,400.00</td>
<td>41</td>
<td>INFORMATION RESOURCES DIVISION</td>
</tr>
<tr>
<td>200941</td>
<td>SUPERIOR MILLWORK</td>
<td>615.34</td>
<td></td>
<td>BILLING ACCOUNT</td>
</tr>
<tr>
<td>200942</td>
<td>WAREHOUSE DISCOUNT CENTER</td>
<td>664.65</td>
<td></td>
<td>BILLING ACCOUNT</td>
</tr>
<tr>
<td>200943</td>
<td>BKM OFFICE MART</td>
<td>1,462.38</td>
<td></td>
<td>BILLING ACCOUNT</td>
</tr>
<tr>
<td>200944</td>
<td>PIONEER RANDUSTRIAL</td>
<td>1,300.00</td>
<td></td>
<td>COMMUNITY RECREATION-LA PLAYA</td>
</tr>
<tr>
<td>200945</td>
<td>GRAYBAR ELECTRIC COMPANY INCORPORATED</td>
<td>1,261.64</td>
<td>43</td>
<td>WAKE CENTER</td>
</tr>
<tr>
<td>200946</td>
<td>JW BAILEY CONSTRUCTION COMPANY</td>
<td>40,125.00</td>
<td>43</td>
<td>AIR BALANCE SYSTEM</td>
</tr>
<tr>
<td>200947</td>
<td>SAS ALARM SERVICE</td>
<td>1,644.23</td>
<td>43</td>
<td>GENERAL REHAB/CONST FUND</td>
</tr>
<tr>
<td>200948</td>
<td>OMNITRON ELECTRONICS INCORPORATED</td>
<td>1,942.92</td>
<td>43</td>
<td>BILLING ACCOUNT</td>
</tr>
<tr>
<td>200950</td>
<td>AUDIO GRAPHIC SYSTEMS</td>
<td>514.88</td>
<td></td>
<td>BUSINESS ADMINISTRATION</td>
</tr>
<tr>
<td>200951</td>
<td>HYDROVISION LIMITED</td>
<td>1,287.30</td>
<td>41</td>
<td>MARINE TECHNOLOGY</td>
</tr>
<tr>
<td>200952</td>
<td>SYSCON TECHNOLOGY INC</td>
<td>5,587.92</td>
<td>41</td>
<td>DRAFTING/CAD</td>
</tr>
<tr>
<td>200953</td>
<td>MICRO SYSTEMS WAREHOUSE</td>
<td>372.00</td>
<td></td>
<td>FACULTY RESOURCE CENTER</td>
</tr>
<tr>
<td>200954</td>
<td>SANTA BARBARA CITY COLLEGE</td>
<td>390.59</td>
<td></td>
<td>FACULTY RESOURCE CENTER</td>
</tr>
<tr>
<td>200957</td>
<td>CREATION ENGINE LLC</td>
<td>553.06</td>
<td></td>
<td>FACULTY RESOURCE CENTER</td>
</tr>
<tr>
<td>200959</td>
<td>WENGER</td>
<td>4,825.50</td>
<td>41</td>
<td>MUSIC</td>
</tr>
<tr>
<td>200960</td>
<td>CREATIVE STEREO AND VIDEO</td>
<td>537.67</td>
<td></td>
<td>DISABLED STUDENT PROGRAMS/SERVICES</td>
</tr>
<tr>
<td>200961</td>
<td>CIO SOLUTIONS LLC</td>
<td>3,505.11</td>
<td></td>
<td>INSTRUCTION SUPPORT OFFICE</td>
</tr>
<tr>
<td>200962</td>
<td>RUSS CAMERA</td>
<td>1,701.57</td>
<td></td>
<td>FACULTY RESOURCE CENTER</td>
</tr>
<tr>
<td>200963</td>
<td>SAMYS CAMERA</td>
<td>634.65</td>
<td></td>
<td>MUSIC</td>
</tr>
<tr>
<td>200964</td>
<td>KEYBOARD CONCEPTS</td>
<td>16,043.98</td>
<td>41</td>
<td>MUSIC</td>
</tr>
<tr>
<td>200965</td>
<td>BKM OFFICE MART</td>
<td>641.97</td>
<td>41</td>
<td>INSTRUCTION SUPPORT OFFICE</td>
</tr>
<tr>
<td>200966</td>
<td>CIO SOLUTIONS LLC</td>
<td>303.86</td>
<td></td>
<td>INSTRUCTION SUPPORT OFFICE</td>
</tr>
<tr>
<td>200967</td>
<td>CIO SOLUTIONS LLC</td>
<td>3,708.76</td>
<td>41</td>
<td>INSTRUCTION SUPPORT OFFICE</td>
</tr>
<tr>
<td>200968</td>
<td>VIRTUAL INK</td>
<td>499.00</td>
<td></td>
<td>FACULTY RESOURCE CENTER</td>
</tr>
<tr>
<td>200973</td>
<td>NICK RAIL MUSIC</td>
<td>5,732.30</td>
<td>41</td>
<td>MUSIC</td>
</tr>
<tr>
<td>200974</td>
<td>CARPINTERIA HIGH SCHOOL</td>
<td>500.00</td>
<td></td>
<td>CAL-SOAP</td>
</tr>
<tr>
<td>200975</td>
<td>UMI</td>
<td>5,268.40</td>
<td></td>
<td>LIBRARY</td>
</tr>
</tbody>
</table>
### Board Report

**Santa Barbara Community College**

**Purchase Order Report** 11/02/99 thru 12/06/99

<table>
<thead>
<tr>
<th>Purchase Order Number</th>
<th>Vendor</th>
<th>General District Funds</th>
<th>Other Funds Noted</th>
<th>Department</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>200976</td>
<td>MAC WAREHOUSE</td>
<td>2,883.00</td>
<td>41</td>
<td>INSTRUCTION SUPPORT OFFICE</td>
<td>LASERJET PRINTER</td>
</tr>
<tr>
<td>200977</td>
<td>BASSCO SPORTING GOODS</td>
<td>880.86</td>
<td></td>
<td>ATHLETICS</td>
<td>RUSSELL SHORT BLACK, SOCKS, HELM TABLES</td>
</tr>
<tr>
<td>200978</td>
<td>SOUTHERN ALUMINUM MANUFACTURING INCORPO</td>
<td>5,142.00</td>
<td>41</td>
<td>CE-ADMINISTRATION</td>
<td>SONY DVP, SONY KV20S42</td>
</tr>
<tr>
<td>200980</td>
<td>CREATIVE STEREO AND VIDEO</td>
<td>2,676.51</td>
<td>41</td>
<td>INSTRUCTION SUPPORT OFFICE</td>
<td>VIDEO CASSETTE RECORDER</td>
</tr>
<tr>
<td>200981</td>
<td>AUDIO GRAPHIC SYSTEMS</td>
<td>3,035.32</td>
<td>41</td>
<td>INSTRUCTION SUPPORT OFFICE</td>
<td>O.E. CHILLER REPAIR</td>
</tr>
<tr>
<td>200983</td>
<td>A/C XPRESS</td>
<td>4,120.56</td>
<td></td>
<td>FACILITIES AND OPERATIONS</td>
<td>BID#518 ADMIN BLDG N.E. WING CLEANING OF SUPPLY DUCT</td>
</tr>
<tr>
<td>200984</td>
<td>CABRILLO MECHANICAL AND SHEET METAL INC</td>
<td>107,008.00</td>
<td>43</td>
<td>GENERAL REHAB/CONST FUND</td>
<td>CD Duplicator/Stand Alone DVD SOFTWARE</td>
</tr>
<tr>
<td>200985</td>
<td>SANTA BARBARA STEAM CLEANING</td>
<td>1,210.00</td>
<td></td>
<td>CE-WAKE CENTER ADMINISTRATION</td>
<td>TELEVISION/VCR</td>
</tr>
<tr>
<td>200987</td>
<td>APS TECHNOLOGIES</td>
<td>1,594.90</td>
<td>41</td>
<td>SOCIOLOGY/ANTHROPOLOGY/ARCHAEOLOGY</td>
<td>MAINTENANCE AGREEMENT</td>
</tr>
<tr>
<td>200989</td>
<td>SOFTWARE WORLD</td>
<td>635.00</td>
<td></td>
<td>SPANISH</td>
<td>CELL PHONE SERVICE</td>
</tr>
<tr>
<td>200990</td>
<td>B AND H PHOTO</td>
<td>2,189.50</td>
<td>41</td>
<td>INSTRUCTION SUPPORT OFFICE</td>
<td>FUEL INJECTION CANISTER</td>
</tr>
<tr>
<td>200991</td>
<td>VTLS INCORPORATED</td>
<td>6,491.94</td>
<td></td>
<td>LIBRARY</td>
<td></td>
</tr>
<tr>
<td>200994</td>
<td>GTE</td>
<td>1,600.00</td>
<td></td>
<td>CE-COMPUTERS IN OUR FUTURE</td>
<td></td>
</tr>
<tr>
<td>200995</td>
<td>AGENCIES TOOL CENTER</td>
<td>408.24</td>
<td>41</td>
<td>AUTOMOTIVE SERVICES</td>
<td></td>
</tr>
<tr>
<td>Account #</td>
<td>Auxiliary Account Name</td>
<td>Source of Funds</td>
<td>Signatories</td>
<td>Purpose</td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>------------------------------</td>
<td>-----------------------</td>
<td>---------------------------</td>
<td>-------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Scholarship/Loan Financial Aid 75-9885</td>
<td>Don Seaver Scholarship</td>
<td>Private Funds Foundation</td>
<td>Chihoko Solomom, Lilliana Cuellar, Marsha Wright, William Cordero</td>
<td>Scholarship payments to students.</td>
<td></td>
</tr>
</tbody>
</table>
# Allocation of Additional Partnership for Excellence Funds

**Fiscal Year 1999-2000**

<table>
<thead>
<tr>
<th>Total New Funding</th>
<th>Total</th>
<th>Ongoing</th>
<th>One-Time</th>
<th>Cumulative</th>
<th>Available</th>
<th>One-Time</th>
<th>Cumulative</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>547,963</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Total</th>
<th>Ongoing</th>
<th>One-Time</th>
<th>Cumulative</th>
<th>Available</th>
<th>One-Time</th>
<th>Cumulative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuing Education Programs</td>
<td>221,573</td>
<td>221,573</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Online Aides</td>
<td>56,000</td>
<td>227,573</td>
<td>28,000</td>
<td>28,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overhead</td>
<td>5,000</td>
<td>1,000</td>
<td>283,573</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technologies Division Aide</td>
<td>43,579</td>
<td>327,525</td>
<td>21,840</td>
<td>48,840</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overhead</td>
<td>5,000</td>
<td>4,000</td>
<td>336,525</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-assessment-math</td>
<td>2,428</td>
<td></td>
<td></td>
<td>338,660</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Web Master Assistant</td>
<td>62,207</td>
<td>400,947</td>
<td>31,134</td>
<td>60,973</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Web Asst Overhead</td>
<td>5,000</td>
<td>4,000</td>
<td>406,947</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Infusion of Student Development Concepts in the Classroom</td>
<td>49,000</td>
<td>458,947</td>
<td>24,500</td>
<td>106,473</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dean-Education Tech.</td>
<td>83,018</td>
<td>538,963</td>
<td>40,008</td>
<td>145,481</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dean Overhead</td>
<td>5,000</td>
<td>4,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Ongoing allocation</strong></td>
<td>547,963</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### One-Time Only

<table>
<thead>
<tr>
<th>Category</th>
<th>Total</th>
<th>Ongoing</th>
<th>One-Time</th>
<th>Cumulative</th>
<th>Available</th>
<th>One-Time</th>
<th>Cumulative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Faculty Train.</td>
<td>4,100</td>
<td></td>
<td></td>
<td>141,381</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FRC-Resource Assist.</td>
<td></td>
<td></td>
<td></td>
<td>141,381</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adjunct Faculty Train.</td>
<td>4,100</td>
<td></td>
<td></td>
<td>137,281</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marketing</td>
<td>7,500</td>
<td></td>
<td></td>
<td>129,781</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Math Preparation</td>
<td>822</td>
<td></td>
<td></td>
<td>128,609</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer assessment, Etc.</td>
<td>44,627</td>
<td></td>
<td></td>
<td>64,432</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rd table ESL Instructors</td>
<td>7,140</td>
<td></td>
<td></td>
<td>77,262</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rd table English Skills Instructors</td>
<td>7,200</td>
<td></td>
<td></td>
<td>70,092</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rd table Eng/ESL Instructors</td>
<td>9,000</td>
<td></td>
<td></td>
<td>61,092</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LAM-Tech application</td>
<td>7,500</td>
<td></td>
<td></td>
<td>53,592</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teach, Institute - English</td>
<td>15,000</td>
<td></td>
<td></td>
<td>37,992</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>On-line Faculty Mentors</td>
<td>*</td>
<td></td>
<td>$12,288</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>One-time funds not allocated</td>
<td></td>
<td></td>
<td></td>
<td>25,704</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* further discussion required
SANTA BARBARA CITY COLLEGE
Health Technologies Programs
721 Cliff Drive
Santa Barbara, CA 93109

AGREEMENT FOR USE OF CLINICAL FACILITIES

This agreement is made and entered into this first day of November, 1999 between
VILLA ALAMAR (hereinafter the "Facility") and Santa Barbara Community
College District, hereinafter the "District").

WITNESSETH:
WHEREAS the District operates Santa Barbara City College, (hereinafter the "College"), which
provides in its curriculum programs for the education of Health Technology students; and
WHEREAS the above facility is willing under certain conditions to allow the District to place
students enrolled in the Health Technology Program in the facility for clinical experience:

☐ Associate Degree Nursing (ADN-RN) ☐ RN Home Health Program
☐ Vocational Nursing (VN-LVN) ☐ Emergency Medical Technician (EMT)
☐ Certified Nursing Assistant (CNA) ☐ Other Health Technology Courses
☐ Radiologic Technology ☐ Home Health Aid (HHA)

NOW, THEREFORE, in consideration of the mutual covenants and conditions hereinafter
contained, the parties hereto agree as follows:

1. PERIOD OF AGREEMENT
This agreement shall be effective as of November 1, 1999, and shall continue through

2. GENERAL OBLIGATIONS OF COLLEGE
The College agrees to the following:
A. To accept responsibility for the development, organization, and implementation of
the Health Technologies curricula under the direction of the Program Directors or
Coordinator and the Dean.
B. To accept responsibility for the selection and guidance of learning experiences to
meet the objectives of the curricula.
C. To provide the Facility with qualified faculty whose purpose is instruction and
supervision of students while they are in the Facility.
D. To furnish copies of class schedules and student rotation in clinical assignments
to designated personnel employed by the Facility.
E. To provide education and training about bloodborne pathogens and universal
precautions to the students enrolled in this program. This education and training
shall include, but not be limited to, the proper handling of blood and body fluids,
preventative measures of exposure to blood and body fluids, and risks
concerning the Hepatitis B Virus. The College will maintain records documenting
this training as well as a letter signed by each student indicating their choice of
receiving or not receiving the vaccine to the Hepatitis B Virus.
F. Students are not employees of the Facility, nor of The College or the District.
G. The College and the Facility will meet as deemed necessary to discuss the
students' program, any existing problems and evaluation of student learning
experiences in the Facility.
GENERAL OBLIGATIONS OF FACILITY

The Facility agrees to provide the following:

A. Suitable learning experiences in the care of patients according to stated behavioral objectives. Opportunity will be provided for students to obtain experience in all phases of patient care dependent on their area of study. Although students will be under the direct supervision of College faculty with period planned on-site supervision, they will receive the direct supervision of the Facility's staff when the College faculty are not present. Students will pursue singular objectives with eventual pursual of broad objectives all under instructor supervision. Students will have the privilege of consulting with members of medical and paramedical services of the Facility on an individual basis or in conferences as recommended by the faculty.

B. The Administration of the Facility, in cooperation with the individual department heads, supervisors, and medical staff strives to ensure that a safe work environment is maintained at all times for students in the facility. Work environment is composed of the physical location, equipment, materials processed or used, and the kinds of tasks performed in the course of an employee's work. Every effort is made to minimize the probability of exposure to occupational illnesses and injuries.

C. As available, suitable conference room facilities, office space for instructors as available, storage space for teaching materials as available and lockers for students will be available.

D. Access to the professional library and medical records. (The latter must be arranged in advance, utilizing the usual Facility protocol.)

E. Cooperation and intercommunication between the Facility administrative and staff personnel and the College staff.

F. Upon appointment, Facility will permit its clinical facilities to be inspected and its personnel to be interviewed by state and national accreditation or review representatives.

G. Orientation of Facility staff and students when pre-arranged by College staff. (Should occur with each major change in staff and students.

H. A liaison person or persons to whom the College sends all notices, changes, etc.

I. One full-time clinical instructor for every ten Radiography students assigned to the clinical facility or a percentage thereof for the number specifically assigned. Every five students would require a 50 percent clinical instructor. This individual shall be responsible for appropriate and adequate clinical assignment and instruction of Radiography students and coordination with the College.

J. The Facility recognizes that the College students will receive first priority in student learning experiences, and that if another institution wishes to use the Facility for learning experiences, their priority would be second, and all involved major parties would enter into dialogue to ascertain the feasibility of adding more students to the Facility.

K. The Facility recognizes that the College is responsible for the learning experiences of students, but reserves the right in all problem situations requiring immediate solution, to resolve the situation in favor of the patient, placing the student in the position of an observer, with subsequent clarification to follow between the College and the Facility.

L. College students enrolled in this instructional program shall not displace any regular paid employee of the Facility or cause any Facility employee's hours to be reduced.

M. Students not following the Facility policy may be removed from the Facility immediately.
4. USE OF PARKING AND CAFETERIA
   The College Health Technology students and instructors shall be permitted use of the
   Facility parking and cafeteria facilities.

5. MEDICAL AID
   In Facilities having an Emergency Room the Facility shall provide first-aid treatment to
   Health Technology students needing such care, with the first visit at no cost the student or
   the College. There is no obligation to furnish any other medical or surgical service to any
   Health Technology student. Any Health Technology student returning from an absence
   caused by any illness or injury shall be cleared by a physician as monitored by the Health
   Technology office of the College.

6. CURRICULUM
   The College shall plan the days and hours of the clinical experience for Health
   Technology students, unless in specific instances other provisions are made and are
   mutually satisfactory to the College and the Facility. The selection of patients for such
   student experience shall be made by the clinical instructors of the College in concurrence
   with the appropriate Facility Manager. All plans for observations and/or clinical
   experience shall be subject to the approval of the Facility.

7. HEALTH CERTIFICATION OF HEALTH TECHNOLOGY STUDENTS
   The College shall require the examination for physical fitness and shall maintain records
   that the Health Technology students have been immunized against the common
   communicable diseases. Specific requirements for the physical examination, including
   required immunizations, are detailed in the examination packet provided to admitted
   students and required to be completed before enrollment in a Health Technology
   Program. The College complies with program health and OSHA requirements and
   maintains records thereof.

8. UNIFORMS
   Each Health Technology student and instructor shall wear a uniform and identification pin
   designated by the College except when assigned to services for which the Facility
   requires and furnishes a special uniform.

9. SUPERVISION OF HEALTH TECHNOLOGY STUDENTS
   Each Health Technology student shall be subject to the rules, regulations, policies and
   procedures of the Facility and the College which are on file in the respective institutions
   and available to students. Students not following Facility policies may be removed from
   the Facility immediately.

10. DISCONTINUANCE OF HEALTH TECHNOLOGY STUDENT ASSIGNMENTS
    The College may, for cause and upon notice, discontinue the assignment of any Health
    Technology students at any time during the period of this agreement. The Facility at any
    time may recommend the discontinuance of the assignment of a Health Technology
    student with the agreement of the College.

11. STATUS OF STUDENTS AND INSTRUCTORS
    Health Technology students shall function under the direction and supervision of
    instructors of the College who shall be licensees for the limited purposes expressed in this
    agreement. Such Health Technology students and instructors shall not be deemed
    employees of the Facility during the hours in which they are assigned to the Health
    Technology Student Program.
Instructors are hired by the College and meet the College teaching requirements and the requirements of the appropriate licensing agency. The College shall maintain records thereof. Students will be selected for enrollment in Health Technology programs through the established College process.

12. **NON-DISCRIMINATION POLICY**
The District and the College, in compliance with California State Regulations, Titles VI and VII of the U.S. Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, does not discriminate on the basis of race, sex, color, national origin, religion, sexual orientation, or physical or mental disability in any of its policies, procedures, or practices.

13. **INDEMNIFICATION**
To the fullest extent permitted by law, the College agrees to hold harmless whether active or passive and indemnify the Facility, its officers and employees, patients or clients, against any and all claims, liabilities and losses by whomever asserted, arising out of acts or omissions, on the part of the College or its employees or students in conducting the training program hereunder, including travel to and from the Facility. And in like form, to the fullest extent permitted by law, Facility agrees to indemnify and hold harmless College, its officers and employees and students, against any and all claims, liabilities and losses, by whomever asserted, arising out of acts or omissions whether active or passive on the part of Facility its officers and employees, patients or clients in conducting the training program hereunder.

14. **INSURANCE**
The College agrees to maintain in full force and effect coverage of not less than one million dollars ($1,000,000) for bodily injury, contractual liability and general liability insurance, including errors and omissions coverage of not less than three million ($3,000,000) which protects and insures against any and all liability attributable to the College, its employees, students, agents, officers, Board Members, and others arising from the activities required or contemplated under this agreement. Proof of the College's insurance coverage shall be provided to Facility. The College or its insurer shall provide written notice to the Facility at least twenty (20) days prior to any cancellation, termination or change in the insurance coverage referenced in this agreement. In the event that the College fails to maintain such insurance coverage in full force and effect during the term of this Agreement, Facility may either (1) terminate this agreement concurrently with such failure by College, or (2) obtain such insurance on its own behalf. If Facility obtains such insurance, College shall reimburse Facility for the costs thereof.

Facility agrees to maintain in full force and effect coverage of not less than one million dollars ($1,000,000) for bodily injury, contractual liability and general liability insurance, including errors and omissions coverage of not less than three million ($3,000,000) which protects and insures against any and all liability attributable to Facility, its employees or students arising from the activities required or contemplated under this agreement. Proof of Facility's insurance coverage shall be provided to College. Facility or Facility's insurer shall provide written notice to College at least twenty (20) days prior to any cancellation, termination or change in the insurance coverage referenced in this agreement. In the event that Facility fails to maintain such insurance coverage in full force and effect during the term of this Agreement, College may either (1) terminate this agreement concurrently with such failure by Facility, or (2) obtain such insurance on its own behalf. If College obtains such insurance, Facility shall reimburse College for the costs thereof.

15. **TERMS**
Students will be selected for enrollment in the Health Technology programs through the established College process.

16. **EMERGENCY MEDICAL TECHNICIAN**
When Emergency Medical Technician students from Santa Barbara City College gain experience in the Emergency Room, it will be limited to observation, taking of vital signs, history taking, and basic physical assessment. Supervision will be provided by Emergency Room staff. The instructor from Santa Barbara City College who is responsible for the Emergency Medical Technician students will coordinate assignments with staff. Facility staff will sign a form for each student verifying experience in the Emergency Room.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be duly executed by their duly authorized representative on the day and year first above written.

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

By: Brian Fahnstock
Vice President, Business Services

By: Jacqueline M. Martin
Administrator

A:facilitycontract://facilitycontracts
SERVICE CONTRACT

GENERAL: PROVIDE BASIC EDUCATION SERVICES FOR CAL WORKS, WELFARE TO WORK CLIENTS AS PER ATTACHED STATEMENT OF WORK AND EXHIBIT A.

CONTRACT PERIOD: Start date, as directed. Termination date, as directed and NO LATER THAN JUNE 30, 2000. 

LIMITATIONS: Total expenditures for the period shall not exceed $31,511.00. Any increase or decrease in the account may be authorized only upon written notice from the County Purchasing Manager.

STANDARD TERMS & CONDITIONS FOR INDEPENDENT CONTRACTORS attached.

Insurance documents already on file in Purchasing Division.

NOTE TO CONTRACTOR: Prior to performance it is mandatory that you SIGN (see X below) AND IMMEDIATELY MAIL OR FAX THIS DOCUMENT TO COUNTY PURCHASING.

Accepted By: (X) Lynda Fairy 
Print Name/Title: Lynda Fairy Vice Pres., Conting. Ed. (500)
Applicable License #: (Medical/Contractor/Etc): 

No payment authorized without federal Taxpayer Identification Number present and correct.

COUNTY OF SANTA BARBARA

JOHN H. McMillin, PURCHASING MANAGER

Item 5.1-h

12/16/99
TRA SERVICES AGREEMENT

Agreement No: 2009-01

THIS AGREEMENT is by and between National Computer Systems, Inc. ("NCS"), a corporation of the state of Minnesota, having an office at 2510 North Dodge Street, Iowa City, IA 52245, and the Santa Barbara City College ("Institution"), located at 721 Cliff Dr., Santa Barbara, CA 93109-2394, to provide the Institution a service for the outsourcing of reporting responsibilities under the Taxpayer Relief Act of 1997 (the "TRA Services").

WHEREAS, the Santa Barbara City College has an estimated enrollment of 15,000 students;

WHEREAS, NCS wishes to provide TRA Services to the Santa Barbara City College to assist them in complying with the reporting requirements of the Taxpayer Relief Act of 1997 (TRA);

NOW, THEREFORE, in consideration of the covenants and agreements contained herein, and subject to the terms and conditions contained herein, including any revisions or supplements thereto issued and agreed to by NCS and the Institution, all of which are incorporated herein and made an integral part by this reference, the parties hereto agree as follows:

1. NCS Responsibilities:

1.1 NCS agrees to provide the Institution TRA Services to assist postsecondary institutions in reporting required student enrollment information to the IRS. This information will be used by the IRS to verify that taxpayers are qualified to receive tax benefits for themselves and family members, provided they are paying higher education costs.

- NCS will receive student data either directly or through the National Student Loan Clearinghouse (NSLC).
  Note: For those Institutions that send their data direct to NCS, NCS will process test files of student records. Upon a file successfully passing file and field edits, NCS will produce sample test prints of this file and present them to the Institution for review.
- NCS shall print and mail a 1098-T form to each student whose required data is received by NCS
- NCS shall submit 1098-T records to the IRS and provide an electronic copy of the data to the Institution in the IRS record format following acceptance by the IRS.

1.2 Detail of specific services and prices are specified in Exhibit B, which is updated annually for the upcoming processing year.
1.3 NCS will process correction files at the request of the Institution at the Standard rate as established under Exhibit B of this agreement. Correction files will be accepted and processed until September 1 of the processing year.

2. The Institution’s Responsibilities: Based upon the Institution’s direction, NCS will obtain student demographic and enrollment data from one of two sources:

2.1 Direct from the Institution or its agency. The Institution agrees to provide to NCS an electronic listing containing the student demographic and enrollment data residing in its database of all students meeting federal 1098T reporting guidelines, during the previous year. The listing shall contain the data elements and be in such format as agreed upon by duly authorized representatives of NCS and the Institution.

2.2 The institution is responsible for generating test files that are representative of their live data. NCS assumes no responsibility for forms produced that fail to meet the Institutions expectations if representative data was not included in the Institution’s test file.

OR

2.3 From National Student Loan Clearinghouse (NSLC). To be able to obtain student demographic data from the NSLC, the Institution needs to complete an authorization form for the current processing year (Exhibit A “Letter of Instruction”) and return it to NCS.

3. Payment/Invoicing.

3.1 In consideration of the services provided by NCS to the Institution, the Institution agrees to pay NCS at the prices established in Exhibit B.

3.2 Invoices are payable to NCS within thirty (30) calendar days of receipt of the invoice.

3.3 Upon completion of each service identified in Exhibit B, NCS shall submit original invoices to:

BARBARA BERMUDES-AULT
SANTA BARBARA CITY COLLEGE
721 CLIFF DR.
SANTA BARBARA, CA 93109-2394
(805) 965-0581

3.4 Any applicable data set-up or renewal fee as outlined in Exhibit B will be billable upon acceptance by NCS of this signed Service Agreement and/or signed Exhibit B.

3.5 The Institution warrants that it is able and willing to pay for the services provided by NCS in accordance with this Agreement.
4. Term of Agreement and Termination.

4.1 The term of this Agreement shall commence on the stated Effective Date and shall continue in effect until September of the agreed upon processing year, unless terminated earlier by either party.

4.2 This agreement may be renewed for additional one-year periods upon agreement of both parties. Exhibit B will be updated annually and forwarded to each Institution for review and acceptance. Upon acceptance of Exhibit B by the Institution, this master TRA Services Agreement will continue on for an additional year.

4.3 Termination for Cause - By written notice to the other, either NCS or the Institution may terminate this Agreement in the event of any material breach of this Agreement by giving thirty (30) days written notice thereof; provided that this Agreement will not terminate at the end of said thirty (30) days notice if the party in breach has cured such breach.

4.4 Termination for Convenience – Either party may terminate this Agreement without cause by giving the other party at least ninety (90) days prior written notice of such termination. In such case, the Institution will pay NCS for all fees due up to the effective date of termination in accordance with the schedule of payments described in Section 3.

5. Additional Terms.

5.1 Notices – Wherever one party is required or permitted to give notice to the other pursuant to this Agreement, such notice shall be deemed given when delivered in hand, via overnight courier, or upon delivery by first-class United States mail, postage prepaid, and addressed as follows:

In the case of NCS:
National Computer Systems
Attn: Mary Westbrook
2510 North Dodge Street
Iowa City, IA 52245

In the case of the Institution:

BARBARA BERMUDES-AULT
SANTA BARBARA CITY COLLEGE
721 CLIFF DR.
SANTA BARBARA, CA 93109-2394
Either party may from time to time change its designated recipient or address for notification purposes by giving the other party written notice of the new designated recipient or address and the date upon which it will become effective.

5.2 Severability – If, and only to the extent that, any provision of this Agreement is declared or found to be illegal, unenforceable or void by a court or agency of competent jurisdiction, then both parties shall be relieved of all obligations arising under such provision, it being the intent and agreement of the parties that this Agreement shall be deemed amended by modifying such provision to the extent necessary to make it legal and enforceable while preserving its intent. If that is not possible, another provision that is legal and enforceable and achieves the same objective shall be substituted. If the remainder of this Agreement is not affected by such declaration or finding and is capable of substantial performance, then the remainder shall be enforced to the extent permitted by law.

5.3 Entire Agreement – This Agreement, including any exhibits and documents referred to in this Agreement or attached hereto, each of which is incorporated herein, constitutes the entire and exclusive statement of the agreement between the parties with respect to its subject matter and there are no oral or written representations, understanding or agreements relating to this Agreement which are not fully expressed herein. Except as otherwise set forth herein, the parties agree that any other terms or conditions included in any forms utilized or exchanged by the parties shall not be incorporated herein or be binding unless expressly agreed upon in writing by authorized representatives of the parties.

5.4 Changes in Scope - Any changes outside the services stated will be separately priced and agreed to in writing by both parties prior to performance and will serve as an Amendment to this Agreement and be subject to its terms and conditions.

5.5 Relationship - Each party shall act as an independent contractor. No agency, partnership, joint venture, or other joint relationship is created by this Agreement or any reference to the parties operating as a "team" or as "team members."

5.6 Limited Warranty - NCS represents and warrants that it will employ reasonable efforts to perform the services specified in this Agreement in a diligent and workmanlike manner. If any deliverable furnished by NCS to you contains any error or inaccuracy caused by NCS, NCS will correct such error or inaccuracy, at no additional cost. This will be your exclusive remedy under this Agreement. THE FOREGOING WARRANTY IS EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES WHETHER EXPRESS OR IMPLIED, INCLUDING THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
5.7 Liability – The Institution agrees that notwithstanding the form in which any legal or equitable action may be brought by the Institution against NCS, the NCS liability, if any, arising out of or in any way relating to its performance of the services provided herein, including errors of design or errors of NCS personnel, shall be limited to direct money damages in amounts not to exceed $75,000. NCS shall not be liable for any penalties imposed by the IRS against the Institution unless the Institution can demonstrate that the penalty was imposed as a direct result of action or inaction by NCS. NCS shall not be liable for special, consequential, incidental, or indirect damages, or exemplary damages, or lost profits or savings. Furthermore, no action, regardless of form, arising from this Agreement may be brought by either party more than one (1) year after the cause of action has occurred, except that an action for non-payment may be brought within one (1) year of the date of the last payment.

5.8 Safeguards and Security – NCS will use reasonable efforts to provide for the security of all information received from the Institution upon receipt of such data. NCS will use the student demographic and enrollment data provided to it by the Institution or NSLC solely for the purpose of providing the TRA Services. NCS agrees not to share such data provided to NCS direct from the Institution or directed by the Institution, with any third party other than those required under the Taxpayer Relief Act of 1997. Classified information as used below, shall be any information, regardless of its physical form or characteristics, that is owned by, produced by or for, or under the control of the United States Government, and determined pursuant to Executive Order 12356, April 2, 1982, or prior orders to require protection against unauthorized disclosure. NCS will comply with the Privacy Act requirements upon receipt of such “classified information” from the Institution. Prior to receipt by NCS, the Institution shall assume all responsibility and liability arising from requirements of the Privacy Act.

5.9 Confidentiality - NCS agrees that data the Institution provides to NCS which is labeled as confidential, and the management reports or data tapes prepared by NCS, shall be protected by NCS as confidential information from unauthorized use or disclosure in the same manner as NCS protects its own valuable, confidential information. This section, however, shall not be applicable to any information which, through no fault or negligence of NCS is publicly known, is lawfully available from a third party without restriction, is developed by NCS, or is disclosed without restriction by the Institution to any third party. The application of this section shall survive termination of the Agreement.

5.10 Materials - Except as otherwise specified, all materials, programs, methods, systems, surveys, and forms created or used by NCS in the performance of services under this Agreement shall be and remain the property of NCS.
5.11 Record Retention - NCS will destroy the data upon completion of the provision of services, unless an agreement has been reached with the Institution to retain, and/or return the data to the Institution.

5.12 Force Majeure - NCS shall not be liable for failure to perform or for delays in performance due to causes which are beyond its reasonable control; and in the event of such delay the date of delivery or time for completion will be extended by a period of time reasonably necessary to overcome the effect of any such delay.

5.13 The Institution is solely responsible for the accuracy and completeness of all information provided to NCS by the Institution or its' agent. If any inaccuracy is identified, the Institution will promptly correct such data. The Institution will hold NCS harmless against any claim to the extent based upon inaccurate data provided by the Institution or its’ agent.

5.14 Neither party may assign any of its obligations under this Agreement to any third party without the consent of the other party.

5.15 General Failure by a party to enforce its rights on one occasion shall not operate as a waiver of said rights or any other rights on any other occasion. This agreement shall be governed by the laws of, and the parties agree and consent to the jurisdiction of the courts of and the Federal Courts in: (1) the State of Minnesota for any claim brought against NCS by Santa Barbara City College or (2) the State of California for any claim brought against Santa Barbara City College by NCS. In the event of multiple claims, the first to file shall control governing law and jurisdiction as provided above.

IN WITNESS WHEREOF, NCS and the Institution have caused this Agreement to be signed and delivered by its duly authorized representative as of the last date shown below.

NATIONAL COMPUTER SYSTEMS

By: __________________________

Name: Neal Mackey
(PRINT NAME)

Title: Program Manager
(PRINT TITLE)

Date: _________________________

SANTA BARBARA CITY COLLEGE

By: __________________________

Name: Brian Fahnstock
(PRINT NAME)

Title: Vice President
Business Services
(PRINT TITLE)

Date: 11/17/99
EXHIBIT A
LETTER OF INSTRUCTION

On behalf of the undersigned educational institution ("Educational Institution"), which is a participant in the National Student Loan Clearinghouse ("the Clearinghouse"), I authorize the Clearinghouse to release enrollment data for students enrolled in calendar year 1999, provided to the Clearinghouse by Educational Institution, to NCS ("Vendor"), which is providing Educational Institution with services to assist it in complying with the reporting requirements of the Taxpayer Relief Act of 1997.

The Educational Institution agrees that the Clearinghouse will extend its best efforts to ensure that it has retained the data exactly as it was originally provided and subsequently corrected by Educational Institution. Educational Institution understands that the Clearinghouse does not warrant that data provided by the Educational Institution is complete or accurate for purposes of compliance with the reporting requirements of the Taxpayer Relief Act of 1997. The Educational Institution agrees that the Clearinghouse shall not be responsible for any actions or omissions of the Educational Institution.

The IRS requires that the following information about your educational institution be printed on the 1098-T forms provided to students.

**PLEASE PRINT EXACTLY AS IT SHOULD APPEAR ON 1098-T FORMS**

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>Santa Barbara City College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address of Institution</td>
<td>721 Cliff Drive</td>
</tr>
<tr>
<td></td>
<td>Santa Barbara CA 93109-2394</td>
</tr>
<tr>
<td>Taxpayer ID number of Institution</td>
<td>77-0070382</td>
</tr>
<tr>
<td>Phone number for students to obtain information</td>
<td>805.965.0581 ext. 3847</td>
</tr>
<tr>
<td>[School Phone Number or NCS Phone Number (Full Service Only)]</td>
<td></td>
</tr>
</tbody>
</table>

Signed [Signature]

Name  Brian Fahnstock

Title  Vice Pres., Business Sys

Date  11-17-99

Phone

OPE Code  00128500

Institution's enrollment composition:
(check one)

- Undergraduate students only
- Graduate students only
- Mixed

Complete and return to NCS, along with a signed TRA Services agreement or after exercising the option to extend the period of the agreement. TRA Service Agreement Number: 2009-01

National Computer Systems Acknowledgement: ___________________________

Page 7 of 10
Standard Service

1. Institution will provide data file of predetermined demographic and enrollment information to NCS at an agreed-upon date, in the NCS specified format.
2. Institution may elect to provide summary financial data (Boxes 1, 2, and 3) to NCS. The institution understands that accepting and processing this data is an optional service provided by NCS at no additional cost. This is separate from the detailed financial data that incurs additional charges.
3. An Institution opting to provide data through the National Student Loan Clearinghouse will complete a Letter of Instruction (Exhibit A) authorizing the Clearinghouse to release data to NCS and return such letter to NCS.
4. NCS will print and mail a 1098-T. The date of mailing will depend upon the date when production data is received. Production data received before January 17, 2000 will be mailed before February 1, 2000. Production data received after January 17, 2000, will be placed in the cycle and mailed upon completion of processing.
5. NCS can include up to 6 lines of customized text per Institution on each 1098-T to communicate campus-specific information to students.
6. NCS will enclose a standard one-page 1098-T information sheet with each 1098-T mailed.
7. NCS will electronically report all 1098-T files received by February 1, 2000 to the IRS by March 1, 2000.
8. NCS will make available an electronic archive file to the Institution of all records reported to the IRS by placing the Institution's file on our FTP server. An Institution may request a cartridge, disk, or CD of this data at an additional charge.
9. Additional charge of $1.00 to cover handling and mailing of each 1098-T to a foreign address.

Web Service

Includes features mentioned in Standard Service plus Web-Site Service. NCS will load all 1098-T data to a secure, access-controlled Web site maintained by NCS. NCS will issue a PIN to each student that will permit the student to access his/her own record, make corrections to selected data elements on it, and, if desired by the Institution, request a reprint of the 1098-T by mail. NCS will provide secure access to the Institution granting it the ability to correct any record at its Institution and request that NCS reprint and mail a 1098-T.
Full Service

Includes features mentioned in Standard and Web Service plus Customer Service. NCS will provide 800-number telephone customer service to answer callers’ questions, provide tuition and fee information, make corrections, and direct caller to proper sources for tax information and advice.

Pricing Structure

Fees

☐ $250 renewal fee for returning Institution

Per record charges

Standard Service

☐ $0.55 per student record for TRA Services

Web Service

☐ $0.80 per student record for TRA Services

Full Service

☐ $1.55 per student record for TRA Services

Clearinghouse-originated fee

☐ $0.25 additional charge per student record provided by the Clearinghouse up to a maximum of $4,000 per transmission

Optional services

☐ $1,000 + $0.20 per student record for detailed printing of financial data

☒ $44.00 for hard copy of IRS file

☐ CD ☐ cartridge ☐ disk
1999
EXHIBIT B (Page 3 of 3)

IN WITNESS WHEREOF, NCS and the Institution have agreed to the services and prices identified in this Exhibit, which upon execution will become Exhibit B of the master TRA Services Agreement. This Exhibit was signed and delivered by its duly authorized representative as of the last date shown below.


NATIONAL COMPUTER SYSTEMS

By: ____________________________________________

Name: Neal Mackey  
(PRINT NAME)

Title: Program Manager  
(PRINT TITLE)

Date: ________________________________

SANTA BARBARA CITY COLLEGE

By: ________________________________

Name: Brian Fabnestock  
(PRINT NAME)

Vice President

Title: Business Services  
(PRINT TITLE)

Date: 11-17-99

To complete the registration process, please indicate the e-mail address of the person who will serve as the contact between your Institution and NCS for all 1098-T related matters. If you're unsure what this requires, please call 1.800.654.8341 and request ext. 4794.

__________________________________________ (E-mail address)
ApplyYourself® Application Network

SERVICES AGREEMENT

This Services Agreement ("Agreement") is made this [day] of Nov, 1999 ("Effective Date"), between (i) LAM Technologies, Inc., a Virginia corporation with primary offices at 10306 Eaton Place, Suite 150, Fairfax, Virginia, 22030 ("LAM"), and (ii) Santa Barbara City College ("School"), an educational institution with its primary campus at Santa Barbara, CA, who, intending to be legally bound, hereby agree as follows:

1. INTRODUCTION

1.1 LAM operates and maintains the ApplyYourself Web Center (the "Web Center"), a limited-access World Wide Web site, through which higher education institutions can create an admissions application in electronic form ("Form"), publish the Form on the institution's World Wide Web site, send batch communications to applicants who have begun, but have not completed, admissions applications ("Applications") and, with LAM's proprietary ApplyYourself Information Manager software (the "AIM Software"), access and process applicant information, communicate by email with individual applicants. The Web Center and the LAM Software are collectively referred to as the "LAM Service." ApplyYourself is a registered mark of LAM Technologies, Inc.

1.2 School has identified one type on Exhibit A (each, a "School Type") in connection with which it wishes to access the Web Center and use the AIM Software, and LAM agrees to make the Web Center and the AIM Software available to School in accordance with the terms and conditions of this Agreement.

2. GRANT OF RIGHTS

2.1 Web Center. LAM hereby authorizes School, through those employees and admissions agents designated in accordance with Section 2.6 (the "Authorized Users"), to enter and use the Web Center during the term of this Agreement to (a) create one Form for each School Type identified on Exhibit A, (b) link the Form to the School's World Wide Web site located at the address indicated in Exhibit A (the "School Web Site"), (c) download one (1) copy of the AIM Software for each School Type identified on Exhibit A, for use in accordance with Section 2.2 on one or more computers located on School premises, (d) retrieve and process general demographic information about Applications and Applications in progress for use in School's admissions process, and (e) make a reasonable number of copies of the user manual for use by School. In order to increase exposure to the School's Form(s), School authorizes LAM to link to the Form from LAM web sites and to permit third parties to do the same. School represents that the School Web Site is hosted and operated by the party identified in Exhibit A.

2.2 AIM Software. Subject to the terms and conditions of this Agreement, LAM hereby grants to School during the term of this Agreement a nonexclusive, nontransferable license to use the AIM Software for the sole purposes of (a) downloading and storing completed Applications from the Web Center, and (b) retrieving and processing information from downloaded completed Applications for use in School's admissions process. School may make a reasonable number of copies of the AIM Software for backup and archival purposes only. School acknowledges that each completed Application may be downloaded from the Web Center only one (1) time, and that once completely downloaded, a completed Application will no longer be available to School from the Web Center.

2.3 Email. LAM hereby authorizes School, during the term of this Agreement to use the LAM Service to (a) communicate via email with applicants, (b) send batch emails to persons with Applications in progress and (c) request support and assistance with the use of the LAM Service and the AIM Software. The email system is provided to assist School in managing its admissions process, and LAM retains the right to review email communications, with or without notice, as necessary in LAM's judgment to safeguard proper use of the email system.
2.4 **IDs and Passwords.** LAM shall assign School, for each School Type, a school identification ("Client ID"), a master user identification and master password for the Web Center and the AIM Software. School may create individual user identifications (collectively, the master and individual user identifications shall constitute the "User IDs") and passwords (collectively, the master and individual user passwords shall constitute the "Passwords") to manage Authorized Users' levels of access to the LAM Service. School shall be responsible for all fees, if any, specified in this Agreement which result from such uses. School is responsible for maintaining, and for requiring all Authorized Users to maintain, the confidentiality of the Client ID, User IDs and Passwords, and School shall be responsible for any consequences that may result from their disclosure, including but not limited to any resulting use of, and fees for, the LAM Service made through the Client ID, User IDs and Passwords.

2.5 **Application Fee Collections.** School may, by executing the On-Line Payment Agreement attached hereto as Exhibit B, offer applicants the option to pay School’s application fee electronically through the LAM Service. The procedure for electronic payments is outside the scope of this Agreement and shall be governed exclusively by the On-Line Payment Agreement.

2.6 **Authorized Users.** School shall have the right to designate as Authorized Users only School employees or admissions agents who work in or for the specific admissions office that processes applications for the School Type identified in Exhibit A.

3. **PROPRIETARY INFORMATION**

3.1 **Proprietary Rights and Restrictions.** School acknowledges that (i) the LAM Service may contain copyrighted material, trademarks, trade secrets and other proprietary information, including but not limited to, text, software, photos, video, graphics, music and sound, (ii) the AIM Software and user manual are subject to copyrights owned by or licensed to LAM, and (iii) the entire contents of the Web Center are copyrighted as a collective work and/or compilation pursuant to United States copyright laws, international conventions, and other copyright laws. School further acknowledges that the AIM Software, user manual and the information accessible via the LAM Service are confidential. School shall not cause or permit the reverse engineering, disassembly or decompilation of the AIM Software.

3.2 **School Information.** LAM will not disclose to third parties confidential information regarding School or any applicant other than for billing purposes. LAM reserves the right to distribute to prospective subscribers and other third parties certain nonconfidential information concerning School such as name, campus address and number of School Types. In addition, LAM may collect and compile information regarding frequency of use, or specific uses, of the LAM Service by all users, but will not distribute, publish or disclose any information concerning frequency of use, or specific uses, of the LAM Service specifically by School or any applicant.

4. **WARRANTY DISCLAIMER**

THE LAM SERVICE AND THE INFORMATION AVAILABLE THROUGH THE LAM SERVICE ARE PROVIDED ON AN "AS IS," "AS AVAILABLE" BASIS. LAM AND ITS LICENSORS DO NOT WARRANT THAT THE LAM SERVICE WILL BE UNINTERRUPTED OR ERROR-FREE, AND LAM AND ITS LICENSORS MAKE NO WARRANTY AS TO THE ACCURACY, COMPLETENESS, CURRENCY OR RELIABILITY OF ANY INFORMATION AVAILABLE THROUGH THE LAM SERVICE. LAM AND ITS LICENSORS EXPRESSLY DISCLAIM ANY AND ALL WARRANTIES WITH RESPECT TO THE LAM SERVICE AND ALL INFORMATION, PRODUCTS AND SERVICES THAT MAY BE AVAILABLE THROUGH THE LAM SERVICE, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NONINFRINGEMENT. IT IS THE RESPONSIBILITY OF EACH SCHOOL TO EVALUATE THE ACCURACY, COMPLETENESS, OR USEFULNESS OF ANY INFORMATION AVAILABLE THROUGH THE LAM SERVICE.
5. SERVICE FEES

5.1 Subscription Fee. In consideration for the rights to access and use the LAM Service, School shall pay LAM the then-current standard subscription fee based on the Plan elected by School in Exhibit A (the "Subscription Fee"), which as of the Effective Date, is forthin Exhibit A. If School wishes to add one or more School Types to Exhibit A after the Effective Date, an additional Subscription Fee shall be payable for each additional School Type.

5.2 Additional Services. In the event that LAM offers, School elects to subscribe to, any additional service, School shall pay the then-current standard fee, if any, associated with such service.

5.3 Payment Terms. All payments shall be due within thirty (30) days after the date of the applicable LAM invoice. All fees described herein are exclusive of all federal, state, municipal or other governmental excise, sales, value added, use, personal property and occupational taxes, excises, withholding obligations and other levies now in force or enacted in the future and, accordingly, School will pay all such taxes and levies other than any tax or levy on the net income of LAM.

6. TERM; TERMINATION; REACTIVATION

6.1 Term. The initial term of this Agreement shall commence upon the Effective Date and shall continue for a period of one (1) year. Thereafter, this Agreement shall automatically renew for successive one (1) year terms unless and until either party shall give the other party written notice at least thirty (30) days prior to the conclusion of the then-current term.

6.2 Termination. This Agreement and the rights granted hereunder may be terminated by either party in the event that the other party has breached any material obligation and such breach has not been cured within thirty (30) days after receipt of written notice thereof.

6.3 Effect of Termination. Promptly upon any termination or expiration of this Agreement, LAM shall deactivate School’s Client ID, master user identification and master password for the Web Center, and School and the Authorized Users shall have no further access thereto. School shall thereupon purge all copies of the AIM Software from its computers and destroy all copies of the user manual. shall certify such purge and destruction in writing to LAM. Notwithstanding the foregoing, School shall be entitled to retain, and shall not be obligated to purge, a single electronic copy of the AIM Software dedicated exclusively to the preservation of historical data, so long as any such copy is used solely for the purpose of retrieving, but not otherwise processing, such historical data.

6.4 Reactivation. In the event that School wishes to reactivate access to the LAM Service at any time after this Agreement has terminated for any reason, School shall be required to pay the then-current Subscription Fee and other applicable fees for reactivation and use of the LAM Service.

7. EXCLUSION AND LIMITATION OF LIABILITY

7.1 Limitations and Exclusions. NEITHER PARTY SHALL BE LIABLE TO THE OTHER PARTY FOR ANY INDIRECT, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES THAT RESULT FROM THE USE OF, OR INABILITY TO USE, THE LAM SERVICE, INCLUDING, BUT NOT LIMITED TO RELIANCE BY EITHER PARTY ON ANY INFORMATION OBTAINED THROUGH USE OF THE LAM SERVICE, OR THAT RESULT FROM MISTAKES, OMISSIONS, DELETIONS OR DELAYS IN TRANSMISSION OF SUCH INFORMATION, INTERRUPTIONS IN TELECOMMUNICATIONS CONNECTIONS TO THE LAM SERVICE, VIRUSES OR FAILURES OF PERFORMANCE, WHETHER CAUSED IN WHOLE OR IN PART BY NEGLIGENCE, ACTS OF GOD, TELECOMMUNICATIONS FAILURE, THEFT OR DESTRUCTION OF, OR UNAUTHORIZED ACCESS TO, THE LAM SERVICE OR RELATED INFORMATION, RECORDS OR PROGRAMS.

7.2 Maximum Aggregate Liability. IN NO EVENT SHALL THE LIABILITY OF LAM ARISING OUT OF ANY CLAIM RELATED TO THIS AGREEMENT EXCEED THE AGGREGATE AMOUNT PAID BY SCHOOL HEREUNDER IN THE TWELVE (12) MONTHS IMMEDIATELY PREcedING THE EVENT GIVING RISE TO SUCH CLAIM.
8. MISCELLANEOUS

Any notice or other communication pursuant to this Agreement shall be in writing and shall be deemed to have been duly given when personally delivered or on the earlier of actual receipt or the third postal business day after mailing by United States registered or certified mail, postage pre-paid, to the addresses first set forth above. This Agreement and all exhibits hereto constitute the entire agreement between the parties with respect to the subject matter herein and supersedes all prior and contemporaneous agreements, whether written or oral, of the parties hereto, relating to the subject matter herein. This Agreement may be amended only in a writing executed by the parties hereto. Nothing in this Agreement is intended to create a partnership or joint venture between the parties hereto. School may not assign this Agreement or any of its rights hereunder without the prior written consent of the LAM. Any attempted assignment or other transfer in violation hereof shall be null and void and of no force or effect. It is the explicit intention of the parties hereto that no person or entity other than the parties is or shall be entitled to bring any action to enforce any provision of this Agreement against either of the parties, and the covenants, undertakings, and agreements set forth in this Agreement shall be solely for the benefit of, and shall be enforceable only by, the parties hereto or their respective successors and assigns as permitted hereunder. This Agreement and the rights and obligations of the parties hereunder shall be governed by and interpreted, construed, and enforced in accordance with the laws of the Commonwealth of Virginia (exclusive of its choice of law rules thereof). The provisions of Sections 3, 6.3, 7 and 8 shall survive termination of this Agreement for any reason. Neither party shall be liable to the other party for any loss or damage due to delays or failure to perform resulting from events beyond the reasonable control of such party. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

LAM TECHNOLOGIES, INC.

By: 

Title: President

Date: September 16, 1999

SCHOOL

By: 

(Signature acquired)

Title: V.P. Business

Date: 11-8-99
Exhibit A

Please fill in appropriate areas and ensure contact information is correct.

Client ID: SBCC

School Name: Santa Barbara City College

Contact: Jane Craven

Title: Assistant Dean of Admissions & Records

Address: 721 Cliff Drive
          Santa Barbara, CA 93109-2394

Telephone: 805/968-0581  Facsimile: 805/963-7222

School Type
(Check only one)

× Community College  □ Graduate Business
□ Four-year (private) □ Medicine/Health Sciences
□ Four-year (public) □ Vocational
□ Graduate School
□

Other: ____________________________

□ Law School

School Web Site Address
www: sbcc.net

Host of School Web Site
(check below)

× The School
□ ________________________________ (name of third party host)

ApplyYourself® Application Service—

Application Block – Unlimited $5,000.00
E-Payment Handling Fee – 5% per application—
PROGRAM CONTRACT
Santa Barbara City College
Paris - Summer 2000

1. Dates:
   • Depart U.S.                  Friday, June 30, 2000
   • Arrive Paris                Saturday, July 1, 2000
   • Depart Paris                Monday, July 31, 2000
   • Number of nights            30

2. Transportation:
   ACCENT will provide comprehensive transportation services for
   students on all portions of the program. ACCENT professional
   staff will ensure smooth transfers at all departures, arrivals, and
   excursions.

   • ACCENT will organize an optional round-trip group flight from
     Los Angeles to Paris on a regularly scheduled airline. Airfare is
     not included in the program price.

   • The group flight must have a minimum of 10 participants. Space on
     the group flight cannot be guaranteed after April 1, 2000.

   • The group flight will be met at the appropriate airport in Paris on
     July 1, 2000 by ACCENT representative(s).

   • For group flight participants, ACCENT will arrange a transfer by
     rental bus to Cité Universitaire or host family from the airport on
     day of arrival, and from Cité Universitaire to the airport on day of
     departure. Non-group-flight participants housed at the Cité are
     responsible for checking in at the ACCENT-Paris office and for all
     transfer costs.
3. **Student Lodgings:**

   With many years of experience in student housing, ACCENT has established solid working relationships with the Cité Universitaire in Paris to secure comfortable and safe housing for program participants.

   - Double occupancy at the Cité Universitaire or in other student foyers will be provided within the city of Paris for duration of the program, including mid-term break.
   - Supplement to be charged for a homestay (single occupancy) or single accommodations at the Cité. During overnight excursions, all students are housed in double/triple accommodations.
   - A limited number of apartments may be available in special circumstances; supplements vary according to apartment.

4. **Food Allowance:**

   ACCENT will provide students with a meal allowance each day, allowing them the option of eating in one of the cafeterias at the Cité Universitaire.

   - Participants lodged in dormitories receive a food allowance equivalent to one meal per day as well as five other meals per week (based on price of standard meal at Cité Universitaire; approx. 15FF 8/98) for the duration of the program.
   - Participants housed with families will receive breakfast daily in their families as well as a meal allowance equivalent to five other meals per week.

5. **Orientation Program:**

   Orientation programs play a crucial role in assuring that students are successful in studying abroad. ACCENT's experienced staff will offer a series of comprehensive orientation programs which begin in the United States and continue upon arrival in Paris.

   - **Pre-departure orientation** program will be conducted for all program participants. ACCENT staff address general aspects of study abroad and cross-cultural learning and provide practical information regarding preparation and travel.
     - A pre-departure handbook is provided to all participants. Specifically designed for American students, this handbook gives vital information about preparing for an extended stay in France.
• **On-site orientation** in Paris covers practical matters as well as cross-cultural living and learning, giving students the tools they need to make the most of their time in Paris. A brief orientation meeting is held the day of arrival and a more extensive program the next day, allowing time for students to rest from their flight.
  - Survival orientation: covering important basic information, includes a walking tour of the Cité and ACCENT facilities.
  - General orientation: dealing with local customs, money, safety, telephones, mail, transportation, etc.
  - Housing orientation: including information specific to living in Paris and in dormitories or families.
  - City tour of Paris.
  - Welcome and farewell receptions.
  - Full orientation packet: includes maps, practical living information, guides, etc.

6. **Transit Pass:**
   • ACCENT shall provide a bus/métro pass for duration of program to each participant.

7. **Museum Pass:**
   • ACCENT shall provide 600FF per student for evening activities and museum visits not covered by the ACCENT museum card, Civilization course and one-day excursions.
   • ACCENT shall provide a student ID card allowing free entry to most Paris National museums.
   • This arrangement depends on the goodwill of the French government and ACCENT cannot guarantee continuation of this service.
   • If the aforementioned service is withdrawn, it is the responsibility of the school to pay entrance fees for class-related visits.

8. **Visits/Excursions/Cultural Activities:**
   Visits and Excursions are an integral part of the program, enhancing the academic as well as cultural base of the program. Accompanied by an experienced guide or professor, students utilize the city as their classroom, with the opportunity to explore on their own.
• ACCENT shall provide:
  - Two one-day excursions (including entry costs, transport and guide) to: Loire Valley on July 15th, Vaux-le-Vicomte by candlelight on July 22nd or similar
  - One optional three-day, two-night excursion on July 7th/8th/9th to Normandy/Brittany or similar. Cost: $180. Accommodation in two-star hotel (double/triple rooms), entry costs and transport included. Itinerary includes Caen, Mont St. Michel, Dinan, and St. Malo.

• To acquaint students with the cultural aspects of life in Paris, ACCENT will plan a series of activities, including lectures on local customs and contemporary issues, sports events, film evenings, and two evening performances.

9. **Office/Administrative Assistance:**

   One of the primary roles of the ACCENT-Paris office is to provide support for students and faculty on ACCENT programs.

• The ACCENT-Paris office will be open daily (10:00am - 4:00pm) to students for the duration of the program (closed weekends/national holidays).

• The ACCENT-Paris staff will coordinate housing arrangements and excursions and will resolve any logistical problems that may arise.

• Extensive practical and cultural information is available allowing students to take full advantage of the culture in Paris: travel guides and information, library of English and French books (both academic and pleasure reading), and listings of practical locations of banks, doctors, laundry, etc.

• The experienced staff is able to provide general information, counseling, crisis intervention and referrals to other professionals as needed.

• ACCENT will make all arrangements for class/visit scheduling.

• A general office for all faculty is provided in proximity to the classrooms, with limited access to VCR (U.S. and French systems), two carousel slide projectors, screens, radio cassette players, slide/video/audio library, photocopier, and telephone.

• ACCENT administrative services are available to faculty (faxing, photocopying, telephoning, etc.). Any additional charges incurred through use of these services are at the U.S. institution's expense and will be billed at the end of the program.
10. **Faculty Accommodation and Services:**

ACCENT will make all arrangements necessary to insure that visiting faculty are comfortable and well provided for while in Paris.

- **Housing and Food**
  - 1 or 2-bedroom apartment with telephone shall be provided for one faculty member.
  - Utilities (gas, electricity, telephone charges) are not included. Instructors must pay a security deposit of $500 for each apartment prior to start of program; utilities, phone and any cleaning costs will be deducted from this deposit. Remaining amount will be returned to faculty member after final billing for period during which occupant was in apartment (approx. two months following end of program).
  - No food allowance is provided.

- **Transportation and Excursions/Visits**
  - Entries on course-related visits are included.
  - One round-trip transatlantic ticket on the scheduled group flight included.
  - For faculty taking group flight, transfer by taxi from ACCENT office to lodgings upon arrival and from lodgings to Cité on day of departure included.
  - A Paris transit pass for each instructor is included.

- **Additional expenses**
  - Any additional housing, transportation, or food costs incurred due to faculty family members participating on the program will be billed to faculty by ACCENT.

11. **Academic Program:**

French language instruction will take place at the *Université de Paris-Sorbonne*, located a short métro ride from the Cité. Other classes are held in the classroom facilities of the Cité and on-site at various museums, monuments, and historical sites throughout Paris.

- **French language courses**
  
  EITHER:

  - *Cours pratiques, phonétique*: (approximately 20-30 participants per class) taught at the Sorbonne. Total of 50 hours. To be supplemented by Sorbonne back-up tutorials of 2 x 1.5 hours.
OR:

- *Beginners French class*: (approximately 10-15 participants per class) special course designed for U.S. students. 3 hours per day for 4 weeks. Total of 60 60-minute classroom hours.

- Other courses will be taught by visiting faculty.
  - *Civilization*: (approximately 30-40 participants per class; 15-20 participants per on-site visit) 2 hours per week, including on-site visits.
  - *Conversation*: (approximately 10-15 participants per class) 2 hours per week.

- ACCENT will be responsible for liaison with Sorbonne, for group testing, providing classrooms, class changes, grade reports, etc. and will provide Santa Barbara City College faculty with participants' grades at the end of the semester. ACCENT will ensure that final examinations proceed according to U.S. regulations.

12. **Insurance:**
   - ACCENT will provide students with an International Student Identity Card which includes a limited emergency health insurance policy for necessary hospitalization, medical transportation, in-hospital doctor fees, etc.
   - ACCENT holds foreign general liability and errors and omissions insurance policies to the amount of $3,000,000.00.

13. **Pre-program Services:**
   - ACCENT will work in collaboration with Santa Barbara City College throughout enrollment procedure.

14. **Pricing/Minimum Participants Required:**
   - Program price, not including sec. dep. (double occupancy) $2600
   - Refundable security deposit $100
   - Single supplement $200
   - Optional weekend excursion $180

Prices herein fixed for a minimum of 25 participants and one faculty member.
15. Payment Schedule:
- Non-refundable first payment of $250 due with application
- Final payment due: May 1, 2000 $2450
The above fees include the $100 refundable security deposit.
Payments arriving at ACCENT after the final due date are subject to a $100 late payment penalty.

16. Refunds:
- All cancellations must be made in writing to ACCENT and are effective the date of the postmark.
  Cancellation fees:
  45 days or more prior to start of program: $250
  8-44 days prior to start of program: $500
  0-7 days prior to start of program: No refund

17. Exchange Rate:
Program price is based on a U.S. $1.00 = 5.90 FF (conversion rate of July 28, 1999). It shall be maintained provided that the dollar remains within a conversion rate of 5.31 to 6.49 FF. However, should the value of the dollar increase or decrease outside of this 10% margin (official rate to be determined by The International Herald Tribune listing for April 24, 2000, one week before final payment date), ACCENT will require a per-participant supplement or provide a refund as follows:
$ 5 supplement per centime below 5.31 FF
$ 5 refund per centime above 6.49 FF

18. Subcontracting:
- ACCENT will perform the above agreed services, subcontracting as necessary with Opportunities in International Learning, Standing Euro Tours and other organizations.
For: Santa Barbara City College

Brian Fahnstock
Vice Pres., Business Svcs

Date

For: ACCENT International Consortium for Academic Programs Abroad, Ltd.

Ray Vernon
Executive Director

November 8, 1999
Date
MEMO OF UNDERSTANDING
BETWEEN
SANTA BARBARA CITY COLLEGE
AND
KINGSWAY TOURS

QUIRE OF VOYCES TOUR THROUGH
SCANDINAVIA
SUMMER, 2000

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 July 29, 2000 – August 11, 2000.

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

3. PROGRAM Cost. Per student tour price is $2,595, based upon a minimum of 25 students and a departure date of July 29, 2000, for the program period of 13 days; for less than 25 program participants, program price shall not be greater than $2,645 (including one free participant). For more than 39 paying participants, Kingsway shall pay for program director’s travelling expenses plus one additional free program participant.

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:
   Collect program fees.
   Provide round-trip air transportation from and to San Francisco (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.

Arrange the following 13-day tour. Tour destinations to include:

**Helsinki, Finland.** Trip to include sightseeing tour of the Senate Square, Uspenski Cathedral, Olympic Stadium, and evening performance in the Cathedral.

**Tallinn, Estonia.** Trip to include transportation by ship from Helsinki to Tallinn, visits to the Castle Toompea, and evening performance.

**Stockholm.** Trip to include overnight stay on cruise liner from Tallinn to Stockholm, sightseeing tour of Stockholm to include Old Town, Vasa Warship, the Royal Palace, visit of the university town of Uppsala with evening performance.

**Visby, Gotland.** Tour to include ferry boat trip from Nynäshamm to Gotland, guided tour of historical Visby and its surroundings, the city wall, visit to coastline collection of “Raukar” stone formation, orchid meadows, and evening performance.

**Kalmar/Copenhagen.** Tour to include ferry ride to Oskarshamn, bus transportation to Atvidaberg and Kalmar, sightseeing tour of Kalmar, evening performance at Kalmar, bus transportation to Copenhagen, farewell dinner and overnight in Copenhagen.

3. **ITEMS INCLUDED.** The total tour price is $2,595.00 per program participant (single supplement $450). Tour price includes round-trip airfare from San Francisco (tourist class), 12 nights in 3-star hotel accommodations (double occupancy), two meals daily, all sightseeing and entrance fees, modern motor coach with driver, cruise liner (Tallinn – Stockholm), English-speaking tour leader from arrival to departure, 4 performance arrangements, porterage of 1 bag per person.

4. **ITEMS NOT INCLUDED.** Single supplement ($450), group tips ($80 per person), departure airport taxes ($65 per person), travel insurance ($139), personal services, and all other items not listed.

5. **REFUNDS.** Kingsway Tours reserves the right to charge the following cancellation penalties: Up to 180 days prior to departure, full refund less a cancellation fee of 50% of initial deposit; 179 – 61 days before departure, cancellation fee of 50% of all deposits/payments; 60 – 30 days before departure, $700 cancellation fee; 29 – 15 days before departure, $1200 penalty; 0 – 14 days before departure, all monies non-refundable.

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 Tour...
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/ Presentor/ 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 Carola Smith, (805) 965-0581, Ext. 2243, and proposals should be submitted in writing to the following:
IN WITNESS WHEREOF, the parties listed below have executed this Agreement:

SANTA BARBARA CITY COLLEGE

Title: Vice Pres., Business Svcs
Date: 

KINGSWAY TOURS

Title: 
Date: 11/17/99
MEMO OF UNDERSTANDING
BETWEEN
SANTA BARBARA CITY COLLEGE
AND
KINGSWAY TOURS

PERFORMANCE TOUR OF CHINA
SUMMER, 2000

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 3, 2000 – June 13, 2000.

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

3. PROGRAM Cost. Per student tour price is $2,195, based upon a minimum of 31 students and a departure date of June 3, 2000, for the program period of 11 days. Per student tour price includes $100 per student fee to be returned to SBCC at least one week before departure date for program director’s operational budget. For less than 31 program participants, program price shall not be greater than $2,195 (including travelling expenses for program director) with $50 per student to be returned to SBCC at least one week before departure date for program director’s operational budget. For 40 - 49 paying participants, the program price is $2145 (including $100 per student fee to be returned to SBCC), and Kingsway shall pay for travelling expenses for program director plus one additional program participant. For 50 + paying program participants, the program price is $2095 (including $100 per student fee to be returned to SBCC), and Kingsway shall pay for travelling expenses for program director plus one additional program participant.

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:
   
   Collect program fees.
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.

Arrange the following 11-day tour. Tour destinations to include:

**Beijing, China.** Trip to include visits to Tiananmen Square, the Palace Museum, Beijing Zoo, The Great Wall of China, Ming Tombs, Summer Palace, the Temple of Heaven, SBCC evening performance.

**Suzhou.** Trip to include air transportation to Shanghai, transfer to Suzhou, visits to Tiger Hill, the Silk Embroidery Research Institute, silk factory, cruise on the Grand Canal, the Garden of the Master of Nets, the Humble Administrator’s Garden, SBCC evening performance at Suzhou University.

**Shanghai.** Trip to include train transportation to Shanghai, visits to the Shanghai Museum, the Yu Gardens, jade-carving factory, SBCC concert performance at Cao Yang, admission to evening performance of Shanghai Acrobatics, visit to Children’s Palace, admission to music performance at the Shanghai Conservatory of Music, SBCC evening performance at the Conservatory Auditorium, and farewell banquet.

3. ITEMS INCLUDED. The total tour price is $2,195.00 per program participant (single supplement $490). Tour price includes round-trip airfare from Los Angeles (tourist class), Inter-China flights (tourist class), $100 per student fee to be returned to SBCC for operational budget, four and five star hotel accommodations (double occupancy), three meals daily, all sightseeing, Inter-China flights, transfers, and entrance fees, modern motor coach with driver, English-speaking tour leader from arrival to departure, 4 performance arrangements, porterage of 1 bag per person.

4. ITEMS NOT INCLUDED. Single supplement ($490), group tips ($72 per person), departure airport departure taxes ($40 per person), visa fees ($28), travel insurance ($109), personal services, and all other items not listed.

5. REFUNDS. Kingsway Tours reserves the right to charge the following cancellation penalties: Up to 180 days prior to departure, full refund less a cancellation fee of 50% of initial deposit; 179 – 61 days before departure, cancellation fee of 50% of all deposits/payments; 60 – 30 days before departure, $700 penalty; 29 – 15 days before departure, $1200 penalty; 0 – 14 days before departure, all monies non-refundable.

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

Item 5.1-n (2)
Page 3 of 4
12/16/99
All questions should be addressed to Carola Smith, (805) 965-0581, Ext. 2243, and proposals should be submitted in writing to the following:

Carola Smith  
Director, Study Abroad  
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: Vice Pres., Business Svcs  
Date:

KINGSWAY TOURS

Title:  
Date:  

THIS AGREEMENT is made and entered into this 16th day of December, 1999, by and between SANTA BARBARA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES, as the governing board of Santa Barbara City College, Santa Barbara County, California, hereinafter sometimes referred to as "the College," and Allan Hancock College, hereinafter sometimes referred to as "test site".

WITNESSETH

WHEREAS it is agreed by the aforesaid parties to be of mutual interest and advantage that nurses aides in the region who are prepared to take their state certification test be given the opportunity and benefit of the test site:

NOW, THEREFORE, it is agreed:

1. The test site will:
   a. Follow testing procedure as specified by NATAP and/or ASI/Psych Corporation.
   b. Provide appropriate test site facilities, equipment, and supplies as specified by NATAP and/or ASI/Psych Corporation.
   c. Send individual invoices completed by each member of the testing team: test site coordinator, manual skills evaluators, proctors, and actors after each testing session.
   d. Submit a personnel report indicating the hours of work by manual skills evaluators, proctors, and actors used at the site to administer the test.
   e. Provide testing according to an annual schedule jointly developed with the College.
   f. Assume responsibility for identification and referral of qualified testing staff to the College.
   g. Hold harmless, defend and indemnify the College from any and all claims, liability or damage arising or alleged to arise from the operation of the program covered by this Agreement from the acts or omission of the test site, its officers, employees, students, or agents. The test site shall provide the legal defense in any matter arising from its own actions.

2. The College, acting as fiscal agent for the Regional Health Occupations Resource Center (California Community Colleges) agrees to the following:
   a. To provide the required training for manual skills evaluators, proctors, center assistants, and actor residents.
   b. To reimburse the testing team at a fee of $35/hr for test site coordinator, $30/hr for RN manual raters, $8.79/hr for written exam proctor, $6.51/hr for actor (minimum $25) through individual invoices completed by each member of the testing team (on invoice form provided by College).
   c. To hold harmless, defend, and indemnify the test site from any and all claims, liability or damage arising or alleged to arise from the operation of the program covered by this Agreement from the acts or omission of the RHOCR, its officers, employees, students, or agents.
   d. Provide a one-time allotment of $100 for the purchase testing equipment.
   e. Reimburse the test site $1/student tested for consumable testing supplies: payable monthly.

3. Both contracting parties agree to the following:
   a. Testing dates, numbers to be tested and test sites will be jointly developed.
   b. The terms of this agreement shall be for a period of two (2) years and shall be automatically renewed subject to termination provisions below. The agreement may be revised at the request of either partner and with the agreement of both parties.
   c. Either party of the agreement may terminate this agreement by proper notice thereof in writing, delivered to the proper legal representative of the other party at least two (2) months prior to the proposed termination.

By Brian Fahnestock
Title Vice President, Business, Santa Barbara City College

By Marsha Roberson
Title Director, Regional Health Occupations Resource Center

By Dr. Dorothy Phillips
Title Associate Dean, Health Occupations, Allan Hancock College

By Dr. Elizabeth Miller
Title Vice President, Administrative, Services, Allan Hancock College
THIS AGREEMENT, entered into by and between County of Santa Barbara, hereinafter referred to as "COMPANY", and SANTA BARBARA CITY COLLEGE DISTRICT, hereinafter referred to as "COLLEGE" confirms the arrangements the parties have made for training as described below:

1. DESCRIPTION: "Report Proposal and Technical Writing" and "Business Writing"

SCHEDULE: 1999: Oct. 21, Oct. 28, Nov. 4, Nov. 9, Dec. 1 and Dec. 8

3. CLASS LOCATION: October 21 & October 28 1999 - Lompoc, CA
   November 4 & November 9 - Lompoc, CA
   December 1 & December 8 - Sheriff’ Department
   - Santa Barbara, CA

4. INSTRUCTOR: Margaret Cole-Broughton. All materials used in the classes are copyrighted by the instructor.

5 CONSIDERATION: The training that is the subject of this agreement shall be for the exclusive benefit of the COMPANY, shall be open to its designees only, and the COLLEGE shall not receive any State support for the training. In consideration of the instructional and related services provided by the COLLEGE, COMPANY agrees to pay the COLLEGE an amount determined as follows: $125.00 an hour, for each hour of instruction, plus $100 for materials, if needed.

6. CANCELLATION: The COMPANY and COLLEGE retain the right to terminate this Agreement for any reason with a 30-day written notice to the other party. All costs incurred to the date of notification of termination are immediately due and payable.

7. NOTICES: Any notice or correspondence required by this agreement shall be delivered personally or by United States mail as follows:

Contracted Instruction Agreement
6.1 Correspondence to the COLLEGE:

Dr. Barbra Schantz Louis
Dean, Continuing Education
Wake Center
300 N. Turnpike, Road
Santa Barbara, CA 93111-1931

6.2 Correspondence to COMPANY:

Name: Marcia Tobocman
Dean of Employee University

Address: County of Santa Barbara
Office of the County Administrator
105 E. Anapamu Street, Ste. 406
Santa Barbara, CA 93101-2065

8. ADDITIONAL TERMS: Payment is due within 10 days from the
date of invoice. Invoices will be billed monthly for services
rendered.

9. To become effective, this agreement must be signed and
returned to the COLLEGE.

Company Name: County of Santa Barbara

By: Marcia Tobocman Date: ______________
(Principal name)
Dean of Employee University
(Title)

SANTA BARBARA COMMUNITY COLLEGE DISTRICT:

By: ___________________ Date: ______________
Brian Fahnestock, Vice President
Business Services
SANTA BARBARA COMMUNITY COLLEGE
721 Cliff Drive
Santa Barbara, CA 93109

Board Approval Date: ______________
THIS AGREEMENT, entered into by and between the Job Training Network, hereinafter referred to as "COMPANY", and SANTA BARBARA CITY COLLEGE DISTRICT, hereinafter referred to as "COLLEGE" confirms the arrangements the parties have made for training as described below:

1. DESCRIPTION: "Computer Training"

   SCHEDULE: December 15, 1999
   9:00 a.m. - 4:00 p.m. for 6 hours of training.

2. CLASS LOCATION: Room 5, Wake Center

3. TECHNICAL SUPPORT: Charles Deen

4. CONSIDERATION: The training that is the subject of this agreement shall be for the exclusive benefit of the COMPANY, shall be open to its designees only, and the COLLEGE shall not receive any State support for the training. In consideration of the instructional and related services provided by the COLLEGE, COMPANY agrees to pay the COLLEGE an amount determined as follows: $125.00 an hour, for each of the 6 hours of instruction.

5. CANCELLATION: The COMPANY and COLLEGE retain the right to terminate this Agreement for any reason with a 30-day written notice to the other party. All costs incurred to the date of notification of termination are immediately due and payable.

6. NOTICES: Any notice or correspondence required by this agreement shall be delivered personally or by United States mail as follows:
6.1 Correspondence to the COLLEGE:

Dr. Barbra Schantz Louis
Dean, Continuing Education
Wake Center
300 N. Turnpike, Road
Santa Barbara, CA 93111-1931

6.2 Correspondence to COMPANY:

Name: Ruben Pacheco
Service Center Manager

Address: Job Training Network
228-C West Carrillo Street
Santa Barbara, ca 93101

8. ADDITIONAL TERMS: Payment is due within 10 days from the date of invoice. Invoices will be billed monthly for services rendered.

9. To become effective, this agreement must be signed and returned to the COLLEGE.

Company Name: Job Training Network

By: Ruben Pacheco Date: __________________________
(Principal name)

Service Center Manager
(Title)

SANTA BARBARA COMMUNITY COLLEGE DISTRICT:

By: __________________________ Date: __________________________

Brian Fahnestock, Vice President
Business Services
SANTA BARBARA COMMUNITY COLLEGE
721 Cliff Drive
Santa Barbara, CA 93109

Board Approval Date: __________________________
1. This Agreement is entered into by and between the State Job Training Coordinating Council, hereinafter referred to as SJTCC, and the Santa Barbara City College hereinafter referred to as the Contractor.

Purpose

The Contractor will provide the services of Dr. Jack Friedlander, Dean, Academic Affairs to serve as a member of a panel assembled to conduct an independent review of the draft Year Two Report of the Performance Based Accountability System.

2. The following exhibit, attached hereto, is incorporated as part of this Agreement:

Exhibit A, Specifications

3. The term of this Agreement shall be November 15, 1999 through February 15, 2000.

4. Upon completion of the foregoing in a satisfactory manner SJTCC agrees to pay to the Contractor the sum of Two Thousand Five Hundred and No/100 Dollars ($2,500.00), which sum has been computed in accordance with Sections 8752 and 8752.1 of the State Administrative Manual. Nothing herein contained shall preclude advance payments pursuant to Article 1, Chapter 3, Part 1, Division 3, Title 2, Government Code.
10. The Contractor’s contact person shall be:

    Dr. Jack Friedlander
    (805) 965-0581

11. The conduct of the parties shall be in accordance with Title VI of the Civil Rights Act of 1964, (42 U.S.C. 2000d et seq.), and the rules and regulations promulgated thereunder.

12. The Contractor agrees to comply with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et. seq.), which prohibits discrimination on the basis of disability, and all applicable Federal and State laws and regulations, guidelines, and interpretations issued thereto.

13. The Contractor agrees to conform to nondiscrimination provisions of the Job Training Partnership Act (JTPA) and other federal nondiscrimination requirements as referenced in 29 CFR, Part 34, Subpart B, Section 34.20

14. In the event of a dispute between SJTCC and the Contractor over any part of this Agreement, the dispute may be submitted to nonbinding arbitration upon the consent of both SJTCC and the Contractor. An election for arbitration pursuant to this provision shall not preclude either party from pursuing any remedy for relief otherwise available.

15. This Agreement is of no force and effect until signed by both of the parties hereto and approved by or on behalf of the Director of the Department of General Services.
SPECIFICATIONS

The SJTCC is organizing a Peer Review Panel (PRP) of experts to examine the Year Two Report of the Performance Based Accountability (PBA) System to determine whether the Report achieves the purpose of providing information useful for evaluating the performance of California's workforce preparation programs. The PRP will also determine whether the Report provides the explanatory context necessary to allow the Report's readers to understand and appropriately use the information in the Report.

Dr. Jack Friedlander will serve as a member of the PRP and will undertake the following:

a. Meet via a conference call with the other members of the PRP to discuss the purpose of the review of the draft Year Two Report of the PBA system and to develop a work plan for the PRP.

b. Spend approximately 30 hours during the 6 weeks after the initial meeting conducting an independent review of the draft Year Two Report.

c. Meet with the other members of the PRP when all have completed their independent reviews in order to discuss and summarize results and make recommendations.

d. Be available to report out the results and recommendations of the PRP review to the SJTCC's Special Committee on Performance-Based Accountability (PBA Committee).
LETTER OF AGREEMENT

This letter will confirm the details of the Agreement entered into between EF International Language Schools Inc. ("EF") and Santa Barbara City College ("SBCC") to establish a cooperative program to allow advanced level EF Language Year students to enroll in selected SBCC courses as a part of their study program at EF.

Terms of Agreement
This Agreement will cover the EF 2000-2003 academic years beginning in January 2000 and ending in May 2003.

Student Requirements
In order to participate in the EF/SBCC program EF students must:
- Score at least English 100 or higher on the SBCC English Assessment Test.
- Be at least 18 years of age or show documentation that they have graduated from high school in their home country.
- Provide SBCC International Student Office with a written approval by EF to take the courses at SBCC.
- EF students must be concurrently enrolled at Santa Barbara EF site located at 1421 Chapala Street, Santa Barbara, CA 93101.

As a provision of this special program, SBCC will waive the registration documentation required of International Student including School Transcripts, Statement of Residency, Financial Statement, verification of medical insurance and other documentation required by the INS when issuing an I-20.

Visa
EF students will retain their current F-1 status under their original I-20 issued by EF International Language Schools. EF will assure compliance with INS regulations and practices when issuing the I-20 including verification of funds, verification of medical insurance and verification that students are making satisfactory academic progress.

Students who elect to continue their studies at SBCC at the end of the Language year program will be transferred to an SBCC I-20 through the normal SBCC International Student Programs application procedures and the normal INS procedures when they complete their EF course.

Registration Procedures
EF students will:
- Apply with Enrollment Status as a "New Transfer" student;
- Take the SBCC English Assessment Test and assess with eligibility for English 100 or higher;
- Be eligible to register with matriculating new transfer students;
- Be limited to a maximum of four units per semester.
- Meet all pre-requisites for courses.
- Be exempt from the Math Assessment test unless they wish to take a math course;
- Be ineligible for any ESL courses or any English courses below English 100;
- Pay the international student tuition fee, currently $140 per unit, the regular enrollment fee, currently $11 per unit, the Health Fee, currently $11 per semester, and the transportation fee, currently $11.50 per semester. Fees are subject to change as required by the state, and/or the Board of Trustees.

Those EF students wishing to enroll in Math courses will be tested in Math for assessment and placement purposes. SBCC will provide enrollment services to EF students using the same registration forms as other students.

Maximum Enrollments
The maximum number of EF students to be enrolled in SBCC courses at any one time during the term of this agreement will be 50.

EF-letter of Agreement
12/10/99
Available courses
SBCC will provide EF with a list of selected courses available to EF students by at least eight weeks prior to the beginning of the term.

Student Release
EF will require all students attending both schools to sign a “Student Release” form, which will allow EF and SBCC to share student records.

Parking Permits
EF students will be allowed to purchase a SBCC parking permit.

Advertising
This cooperative venture between EF and SBCC will be publicized in the annual EF program brochure. EF agrees to a policy of truth in advertising and will submit for approval by SBCC all copy and use of photographs and text prior to publication. SBCC authorized EF to use the name of the College and the availability of contiguous enrollment opportunities in EF marketing materials.

Indemnification
Both EF and SBCC shall defend, indemnify and save harmless the other’s officers, agents and employees from any and all claims, demands, costs, expenses (including attorneys fees), judgments or liabilities arising out of this Agreement or occasioned by the performance or attempted performance of the provisions of the Agreement.

Insurance
Both EF and SBCC shall procure the following required insurance coverages for their respective organizations. All insurance coverages are to be placed with insurers which (1) have a Best’s rating of no less than B+:VIII and (2) are admitted insurance companies in the State of California.

1. Workers’ Compensation Insurance: Statutory Workers’ Compensation and Employers Liability Insurance shall cover their own employees or agents while performing any work incidental to the performance of the Agreement.

2. General Liability Insurance: The general liability insurance shall include personal injury liability coverage and shall afford coverage for all premises and operations. The limit of liability for general coverage shall not be less than $1,000,000 per occurrence combined single limit for bodily injury and property damage. Personal injury liability coverage shall also be in the amount of not less than $1,000,000 per occurrence and aggregate.

Campus Contact
Each school shall designate one staff person as the contact person for direction of all communication regarding students enrolled in both programs. At EF that person will be Language Year Academic Coordinator. At SBCC that person will be the Director, International Student Support Program.

Program Review
This Agreement will be evaluated at the end of the said term.

Agreed on the ________ day of ________________, 1999

EF International Language Schools, Inc

Ann Metropulous-Vice President Western Region

Santa Barbara City College

Dr. Peter MacDougall-President/Superintendent
EF-letter of Agreement
12/10/99
RESOLUTION
OF THE GOVERNING BOARD OF THE
SANTA BARBARA COMMUNITY COLLEGE DISTRICT
Internal Budget Transfers

WHEREAS, the Santa Barbara Community College District Board of Trustees adopted on August 26, 1999, its budget for the fiscal year; and

WHEREAS, routine budget transfers between major objects have been requested by department chairs to better meet changing fiscal needs;

NOW, THEREFORE, BE IT RESOLVED that budget transfers be made resulting in the net effect as shown:

<table>
<thead>
<tr>
<th>FUND</th>
<th>OBJECT</th>
<th>INCREASE AMOUNT</th>
<th>FUND</th>
<th>OBJECT</th>
<th>DECREASE AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>9610</td>
<td>100000</td>
<td>$1,000</td>
<td>9610</td>
<td>500000</td>
<td>$1,000</td>
</tr>
<tr>
<td>9610</td>
<td>500000</td>
<td>$1,389</td>
<td>9610</td>
<td>100000</td>
<td>$1,389</td>
</tr>
<tr>
<td>9610</td>
<td>600000</td>
<td>$260</td>
<td>9610</td>
<td>400000</td>
<td>$260</td>
</tr>
<tr>
<td>9610</td>
<td>100000</td>
<td>$1,200</td>
<td>9610</td>
<td>100000</td>
<td>$1,200</td>
</tr>
<tr>
<td>9610</td>
<td>500000</td>
<td>$540</td>
<td>9610</td>
<td>400000</td>
<td>$540</td>
</tr>
<tr>
<td>9610</td>
<td>100000</td>
<td>$1,123</td>
<td>9610</td>
<td>400000</td>
<td>$1,123</td>
</tr>
<tr>
<td>9610</td>
<td>500000</td>
<td>$120</td>
<td>9610</td>
<td>400000</td>
<td>$120</td>
</tr>
<tr>
<td>9610</td>
<td>200000</td>
<td>$5,000</td>
<td>9610</td>
<td>100000</td>
<td>$5,000</td>
</tr>
<tr>
<td>9610</td>
<td>100000</td>
<td>$4,475</td>
<td>9610</td>
<td>790000</td>
<td>$241</td>
</tr>
</tbody>
</table>

Classified Hourly Salary for Cal SOAP
| 9610 | 200000 | $5,000          | 9610 | 500000 | $5,000          |

Establish new Telephone account
| 9610 | 500000 | $700            | 9610 | 400000 | $700            |

For payment to Pitney Bowes EMA
| 9610 | 500000 | $500            | 9610 | 400000 | $500            |

Funding for Cultural Activities for EOPS
| 9610 | 750000 | $10,000         | 9610 | 400000 | $10,000         |

Transportation for EOPS
| 9610 | 750000 | $1,200          | 9610 | 400000 | $1,200          |

For Open house expenses
| 9610 | 400000 | $191            | 9610 | 100000 | $191            |

Software for Information Resources
| 9610 | 600000 | $539            | 9610 | 500000 | $539            |

Printing and Duplication for Housing
| 9610 | 400000 | $500            | 9610 | 200000 | $500            |

On-line Advising program for new students
<p>| 9610 | 400000 | $650            | 9610 | 500000 | $650            |</p>
<table>
<thead>
<tr>
<th>Description</th>
<th>9610</th>
<th>200000</th>
<th>$870</th>
<th>9610</th>
<th>100000</th>
<th>$870</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reader for Biology</td>
<td>9610</td>
<td>500000</td>
<td>$1,200</td>
<td>9610</td>
<td>400000</td>
<td>$1,200</td>
</tr>
<tr>
<td>ISDN line for Computer Science</td>
<td>9610</td>
<td>500000</td>
<td>$271</td>
<td>9610</td>
<td>400000</td>
<td>$271</td>
</tr>
<tr>
<td>Repairs for Athletics</td>
<td>9610</td>
<td>200000</td>
<td>$1,600</td>
<td>9610</td>
<td>500000</td>
<td>$1,600</td>
</tr>
<tr>
<td>Overtime Costs for Instructional Support</td>
<td>9610</td>
<td>400000</td>
<td>$400</td>
<td>9610</td>
<td>500000</td>
<td>$400</td>
</tr>
<tr>
<td>Supplies for RHORC</td>
<td>9610</td>
<td>400000</td>
<td>$100</td>
<td>9610</td>
<td>600000</td>
<td>$100</td>
</tr>
<tr>
<td>Equipment for FRC Partnership for Excellence</td>
<td>9610</td>
<td>600000</td>
<td>$9,000</td>
<td>9610</td>
<td>200000</td>
<td>$9,000</td>
</tr>
<tr>
<td>Increase Art supply budget</td>
<td>9610</td>
<td>400000</td>
<td>$9,900</td>
<td>9610</td>
<td>100000</td>
<td>$9,900</td>
</tr>
<tr>
<td>Foster Care Education Program</td>
<td>9610</td>
<td>300000</td>
<td>$5,126</td>
<td>9610</td>
<td>400000</td>
<td>$3,654</td>
</tr>
<tr>
<td></td>
<td>200000</td>
<td>$9,451</td>
<td></td>
<td>9610</td>
<td>500000</td>
<td>$6,347</td>
</tr>
<tr>
<td>TV/WCR Cart for Cosmetology</td>
<td>9610</td>
<td>400000</td>
<td>$1,000</td>
<td>9610</td>
<td>500000</td>
<td>$1,000</td>
</tr>
<tr>
<td>Hourly Staff for Continuing Ed</td>
<td>9610</td>
<td>500000</td>
<td>$2,000</td>
<td>9610</td>
<td>100000</td>
<td>$1,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>200000</td>
<td></td>
<td>$1,000</td>
</tr>
<tr>
<td>Supplies for Film Studies</td>
<td>9610</td>
<td>400000</td>
<td>$1,000</td>
<td>9610</td>
<td>500000</td>
<td>$1,000</td>
</tr>
<tr>
<td>Expenses for Community Services</td>
<td>9610</td>
<td>400000</td>
<td>$100</td>
<td>9610</td>
<td>500000</td>
<td>$100</td>
</tr>
<tr>
<td>Fee for College and University student enrollment report</td>
<td>9610</td>
<td>400000</td>
<td>$1,602</td>
<td>9610</td>
<td>100000</td>
<td>$1,602</td>
</tr>
<tr>
<td>Expenses for Telephone/Mail</td>
<td>9610</td>
<td>600000</td>
<td>$100</td>
<td>9610</td>
<td>500000</td>
<td>$100</td>
</tr>
<tr>
<td>Printing and postage for Fall '99 registration reminder cards</td>
<td>9610</td>
<td>400000</td>
<td>$5,500</td>
<td>9610</td>
<td>500000</td>
<td>$5,500</td>
</tr>
<tr>
<td>LAF Expenses</td>
<td>9610</td>
<td>400000</td>
<td>$100</td>
<td>9610</td>
<td>100000</td>
<td>$100</td>
</tr>
<tr>
<td>Payment of stipend</td>
<td>9610</td>
<td>100000</td>
<td>$1,500</td>
<td>9610</td>
<td>500000</td>
<td>$1,500</td>
</tr>
<tr>
<td>Reimbursement from Foundation for Bond Measure mailing</td>
<td>9610</td>
<td>400000</td>
<td>$11,207</td>
<td>9610</td>
<td>790000</td>
<td>$11,207</td>
</tr>
<tr>
<td>Printing and Duplicating for Facilities Development</td>
<td>9610</td>
<td>400000</td>
<td>$500</td>
<td>9610</td>
<td>500000</td>
<td>$500</td>
</tr>
<tr>
<td>Replacement of overhead projector</td>
<td>9610</td>
<td>600000</td>
<td>$515</td>
<td>9610</td>
<td>400000</td>
<td>$515</td>
</tr>
<tr>
<td>Classified salary</td>
<td>9610</td>
<td>200000</td>
<td>$7,572</td>
<td>9610</td>
<td>100000</td>
<td>$3,566</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>300000</td>
<td></td>
<td>$4,006</td>
</tr>
<tr>
<td>Guest speaker for Continuing Ed</td>
<td>9610</td>
<td>500000</td>
<td>$100</td>
<td>9610</td>
<td>400000</td>
<td></td>
</tr>
</tbody>
</table>
RESOLUTION
OF THE GOVERNING BOARD OF THE
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

Reimburse Bookstore for credit for CAP students
9610  400000  $3,126  9610  200000  $3,126

LAF Supplies
9610  400000  $323  9610  500000  $323

Continuing Ed hourly non-teaching salary
9610  100000  $2,000  9610  500000  $2,000

Increase Hourly Certificated salary for ABE Grant
9610  100000  $1,306  9610  200000  $1,306

Increase Hourly Certificated salary for DSPS
9610  100000  $29,486  9610  200000  $29,486

Increase Hourly Certificated salary for TANF
9610  100000  $12,600  9610  200000  $12,600

Increase Hourly Certificated salary for Child Development
9610  100000  $1,123  9610  200000  $1,123

Increase supplies account for TANF
9610  400000  $1,530  9610  200000  $1,530

Increase benefits for Kinko's Child Care Center
9610  300000  $2,287  9610  100000  $2,287

Set up benefits for Cal-Works
9610  300000  $3,430  9610  400000  $3,430

EQUIPMENT REPLACEMENT FUND
Marine Diving equipment repair
9641  500000  $1,300  9641  600000  $1,300

REHAB/CONSTRUCTION FUND
Employment Agency Services
9643  500000  $3,000  9643  200000  $3,000

PASSED AND ADOPTED by the Board of Trustees of the Santa Barbara Community College District
this 16th day of December 1999 by the following vote:

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

Noes:  None

Absent: None

Concur: Ms. Smith

Dr. Peter R. MacDougall
Superintendent/President and Secretary
Clerk to the Board of Trustees
RE: Revenue and Appropriation Adjustments for 1999-2000

**WHEREAS**, additional or adjusted revenue allocations not included in the 1999-2000 Adopted Budget have been received and 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 adjust the revenue and budgeted expenditures as shown below.

### RESTRICTED GENERAL FUND

<table>
<thead>
<tr>
<th>Program</th>
<th>Fund</th>
<th>Object</th>
<th>Revenue Object</th>
<th>Amount</th>
<th>Fund</th>
<th>Object</th>
<th>Budget Object</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foster Care Education</td>
<td>9610</td>
<td>862500</td>
<td></td>
<td>$ (6,048)</td>
<td>9610</td>
<td>200000</td>
<td></td>
<td>$ 6,048</td>
</tr>
<tr>
<td>Computers In Our Future Reduction from prior year</td>
<td>9610</td>
<td>889066</td>
<td></td>
<td>$(46,364)</td>
<td>9610</td>
<td>100000</td>
<td></td>
<td>(16,000)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>200000</td>
<td></td>
<td>(13,439)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>300000</td>
<td></td>
<td>(9,160)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>400000</td>
<td></td>
<td>(1,031)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>500000</td>
<td></td>
<td>(6,734)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$(46,364)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tech Prep Grant</td>
<td>9610</td>
<td>817200</td>
<td></td>
<td>$(69,900)</td>
<td>9610</td>
<td>100000</td>
<td></td>
<td>(6,000)</td>
</tr>
<tr>
<td>Allocation adjustment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>200000</td>
<td></td>
<td>(37,101)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>300000</td>
<td></td>
<td>(9,313)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>400000</td>
<td></td>
<td>(3,466)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>500000</td>
<td></td>
<td>(6,000)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>600000</td>
<td></td>
<td>(8,000)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$(69,900)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gain County Excess Grant Augmentation</td>
<td>9610</td>
<td>865600</td>
<td></td>
<td>$ 2,137</td>
<td>9610</td>
<td>100000</td>
<td></td>
<td>2,137</td>
</tr>
<tr>
<td>Health Fees</td>
<td>9610</td>
<td>887660</td>
<td></td>
<td>$ 3,400</td>
<td>9610</td>
<td>100000</td>
<td></td>
<td>3,400</td>
</tr>
<tr>
<td>EOPS Grant</td>
<td>9610</td>
<td>862200</td>
<td></td>
<td>$(11,328)</td>
<td>9610</td>
<td>200000</td>
<td></td>
<td>(1,232)</td>
</tr>
<tr>
<td>Reduction from prior year</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>750000</td>
<td></td>
<td>(10,096)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$(11,328)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CARE Grant</td>
<td>9610</td>
<td>862400</td>
<td></td>
<td>$(3,953)</td>
<td>9610</td>
<td>750000</td>
<td></td>
<td>(3,953)</td>
</tr>
</tbody>
</table>
Small Business Development Center

Online Curriculum Allocation adjustment

UNRESTRICTED GENERAL FUND

Facility Rental
Community Service Repairs

Art Fees

Biology Lab Kit Fees

CONSTRUCTION FUND

State Construction Reimb.
Administration Building

PASSED AND ADOPTED BY THE Board of Trustees of the Santa Barbara Community College District on the 16th day of December, 1999, by the following vote:

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

Noes: None

Absent: None

Concur: Ms. Smith

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

(name, address)

Classrooms A161 & A162 Remodel
Santa Barbara City College
721 Cliff Drive, Santa Barbara, CA 93109

TO CONTRACTOR:

(name, address)

J.W. Bailey Construction
424 Olive Street, Santa Barbara, CA 93101

The Contract is changed as follows:
See Attachment to Change Order No. 1 dated 11/24/99.

The original (Contract Sum) (Guaranteed maximum Price) was

$ 107,353.00

Net change by previously authorized Change Orders

$ 0.00

The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was

$ 107,353.00

The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order in the amount of

$ 7,758.00

$ 115,111.00

The Contract Time will be (increased) (decreased) (unchanged) by zero (0) days.
The Date of Substantial Completion as of the date of this Change Order therefore is December 10, 1999

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

Kruge Bensen Ziemer Architects

Address

30 W. Arrellaga Street
Santa Barbara, CA 93101

BY: 

DATE: 11/24/99

CONTRACTOR

J.W. Bailey Construction Company

Address

424 Olive Street
Santa Barbara, CA 93101

BY: 

DATE: 11/29/99

OWNER

Santa Barbara City College

Address

721 Cliff Drive
Santa Barbara, CA 93109

BY: 

DATE:
1. Per C.E.R. #2: Provide and install 2.5 mm linoleum sandstone 3849 throughout, in lieu of the specified 2 mm flooring, required to meet completion date. ADD $1,228.00

2. Per C.E.R. #3: Extend 3" wall clean out and cap off existing 1-1/2" waste at same location, not shown on existing as-built drawings. ADD $120.00

3. Per C.E.R. #4: Insulate existing hot water lines above the ceiling in Classrooms A161 and A162, not shown on existing as-built drawings and as directed by Alex Pittmon. ADD $424.00

4. Per C.E.R. #5: Add HVAC mixing box, ductwork and registers to Storage Room 162A as shown on Sketch MR-1 dated 11/9/99, as directed by Alex Pittmon. ADD $5,877.00

5. Per C.E.R. #6: Install a communications receptacle in Room A162, as directed by Alex Pittmon. ADD $109.00

Total Change Order No. 1 = $7,758.00
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: 22R
DATE: 10/21/99
ARCHITECT'S PROJECT NO: 91-31
CONTRACT DATE: 1/8/98
CONTRACT FOR:

TO CONTRACTOR:
(name, address)
BORLAND CONSTRUCTION 754 OLD TOPANGA CANYON ROAD TOPANGA CANYON, CA 90292

The Contract is changed as follows:
1. Per C.E.R. #88R - At Doors A.1, A.2, and A.3 provide electric power to automatic door closers = $2,470.00.
2. Per C.E.R. #99R - Add power to Room A175 and data to Rooms A175 and A176 = $1,475.00.

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

The original (Contract Sum) (Guaranteed maximum Price) was $ 1,989,961.00
Net change by previously authorized Change Orders $ 450,680.27
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was $ 2,440,641.27
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order in the amount of $ 4,945.00
The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order will be $ 2,445,586.27

The Contract Time will be (increased) (decreased) (unchanged) by zero ( 0 ) days.
The Date of Substantial Completion as of the date of this Change Order therefore is June 16, 1999 for Area 1, and May 17, 1999 for Area 2.

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 Benson Ziemer Architects
Address
30 West Arrellaga Street
Santa Barbara, CA 93101

BY: [Signature]
DATE: Oct. 21, 1999

CONTRACTOR
Lou Jones Associates
Address
7470 N. Figueroa
Los Angeles, CA 90041

BY: [Signature]
DATE: 10-25-99

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

BY: [Signature]
DATE:

AIA DOCUMENT G701 - CHANGE ORDER - 1987 EDITION - AIA - COPYRIGHT 1987 - THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, N.W., WASHINGTON, D.C., 20006-5292. WARNING: Unlicensed photocopying violates U.S. copyright laws and is subject to legal prosecution. This document was electronically produced with permission of the AIA and can be reproduced without violation until the date of expiration as noted below.

Electronic Format - G701-1987

User Document: CO#22.DOC -- 10/21/1999. AIA License Number 105299, which expires on 6/6/2000 -- Page #1
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

TO CONTRACTOR:
(name, address)
BORLAND CONSTRUCTION
754 OLD TOPANGA CANYON ROAD
TOPANGA CANYON, CA 90292
The Contract is changed as follows:
See Attachment to Change Order No. 23R dated 11/29/99.

CHANGE ORDER NUMBER: 23R
DATE: 11/29/99
ARCHITECT'S PROJECT NO: 91-31
CONTRACT DATE: 1/8/98
CONTRACT FOR:

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

The original (Contract Sum) (Guaranteed maximum Price) was
Net change by previously authorized Change Orders
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order in the amount of
The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order will be
The Contract Time will be (increased) (decreased) (unchanged) by zero (0) days.
The Date of Substantial Completion as of the date of this Change Order therefore is June 16, 1999 for Area 1, and May 17, 1999 for Area 2.

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: NOV, 30, 1999

CONTRACTOR
Lou Jones Associates
Address
7470 N. Figueroa
Los Angeles, CA 90041
BY: __________________________
DATE: __________________________

OWNER
Santa Barbara City College
Address
721 Cliff Drive
Santa Barbara, CA 93109
BY: __________________________
DATE: __________________________

AIA DOCUMENT G701 • CHANGE ORDER • 1987 EDITION • AIA • COPYRIGHT 1987 • THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, N.W., WASHINGTON, D.C., 20006-5292. WARNING: Unlicensed photocopying violates U.S. copyright laws and is subject to legal prosecution. This document was electronically produced with permission of the AIA and can be reproduced without violation until the date of expiration as noted below.

Electronic Format - G701-1987

When executed by the Owner and the Contractor, this constitutes a change in the contract. Changes shall include labor, materials, and equipment. Each item listed below shall include all changes direct and indirect arising out of this additional work.

1. **ITEM #1**
   Replace existing plastic sewer piping adjacent to new fire wall with cast iron piping as indicated on Cost Proposal #5 dated November 22, 1999.
   Item #1                  ADD                  $445.37

2. **ITEM #2**
   Relocate six doors and associated frames and hardware to improve access as indicated on RFP #2.
   Item #2                  ADD                  $2,025.48

3. **ITEM #3**
   Add 21 days to construction schedule to allow sitework completion to occur during school vacation.
   Item #3                  ADD                  21 days

**TOTAL COST OF CHANGE ORDER**                  $2,470.85

Original Contract Price                  $326,000.00
Previous Change Orders                  $21,530.07
Revised Contract Price                  $347,530.07
Change Order #3                          $2,470.85
Revised Contract Price                  $350,000.92
Original Contract Time                  118 Calendar Days
Previous Change Order Time Extensions   21 Calendar Days
Santa Barbara City College  
Move of Portable Buildings – Phase 2 – Site Work  
November 24, 1999

Revised Contract Time

139 Calendar Days

Approved:

Architect: Caldwell Architects  
By: [Signature]  
Date: 11/24/99

Contractor: A. Felix Construction  
By: [Signature]  
Date: 12/1/99

Owner: Santa Barbara City College  
By: [Signature]  
Date: 

This Change Order represents a supplementary agreement between the Owner and the Contractor, whose names appear above, to the Contract existing between them for the construction of the project named herein.

CALIFORNIA COMMUNITY COLLEGE FACILITY PLANNING  
By: [Signature]  
Date: 

CO #3 page 2 of 2
When executed by the Owner and the Contractor, this constitutes a change in the contract. Changes shall include labor, materials, and equipment. Each item listed below shall include all changes direct and indirect arising out of this additional work.

1. **ITEM #1**
   Additional labor and material due to reproduction error on Electrical Drawings. As indicated on Cost Proposal #3 dated October 14, 1999
   Item #1
   
   **ADD**
   
   $17,619.44

---

| **TOTAL COST OF CHANGE ORDER** | **$17,619.44** |

| **Original Contract Price** | **$326,000.00** |
| **Previous Change Orders** | **$24,000.92** |
| **Revised Contract Price** | **$350,000.92** |
| **Change Order #4** | **$17,619.44** |
| **Revised Contract Price** | **$367,620.36** |

| **Original Contract Time** | **118 Calendar Days** |
| **Previous Change Order Time Extensions** | **21 Calendar Days** |
| **Revised Contract Time** | **139 Calendar Days** |
Approved:

Architect: Caldwell Architects  
By:  
Date: 12/3/99

Contractor: A. Felix Construction  
By:  
Date: 12/3/99

Owner: Santa Barbara City College  
By:  
Date: 

This Change Order represents a supplementary agreement between the Owner and the Contractor, whose names appear above, to the Contract existing between them for the construction of the project named herein.

CALIFORNIA COMMUNITY COLLEGE FACILITY PLANNING  
By:  
Date: 12/6/99
Move of Portable Building – Phase 1, Building Relocation
C.A. JOB NO. 98138.01

TO: R. Jensen Company
10752 Campbell Ave
Riverside, CA 92505
ATTN: Bob Jensen
FROM: James R. McElwain, AIA

DATE: December 2, 1999
CONTRACT DATED: September 16, 1999
COPIES: Alex Pittmon
Charles Hanson
File

When executed by the Owner and the Contractor, this constitutes a change in the contract. Changes shall include labor, materials, and equipment. Each item listed below shall include all changes direct and indirect arising out of this additional work.

1. ITEM #1
Strengthen floor structure of Unit #8 to allow storage of Geology Collection, as indicated on Additional Work Authorization Form dated 11/22/99
Item #1
ADD $1,475.00,

2. ITEM #2
Add 21 days to construction schedule to allow sitework completion to occur during school vacation.
Item #2
ADD 21 days

TOTAL COST OF CHANGE ORDER $1,475.00

Original Contract Price $258,000.00
Previous Change Orders $0.00
Revised Contract Price $258,000.00
Change Order #1 $1,475.00
Revised Contract Price $259,475.00
Original Contract Time 62 Calendar Days
Previous Change Order Time Extensions 21 Calendar Days
Revised Contract Time 83 Calendar Days
This Change Order represents a supplementary agreement between the Owner and the Contractor, whose names appear above, to the Contract existing between them for the construction of the project named herein.

CALIFORNIA COMMUNITY COLLEGE FACILITY PLANNING

By: [Signature] Date: 12/6/99
RESOLUTION
OF THE BOARD OF TRUSTEES OF THE
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

Re: VOLUNTEER PERSONNEL WORKERS' COMPENSATION INSURANCE

WHEREAS, the Santa Barbara Community College District Board of Trustees desires to provide Workers' Compensation Insurance for persons authorized by the Board of Trustees to perform volunteer services for the District; and

WHEREAS, the Legislature of the State of California has provided through recent legislation (Education Code Section 1019 and Labor Code Section 3364.5) authorization for the inclusion of such coverage in the District's compensation insurance policy;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Santa Barbara Community College District hereby adopts the policy that an unsalaried person authorized by the Board of Trustees to perform volunteer service for the District shall be deemed to be an employee of the District for the purpose of Workers' Compensation Insurance benefits provided for by law for any injury sustained by the employee while engaged in the services of the District under direction and control of the Board of Trustees of the Santa Barbara Community College District.

PASSED AND ADOPTED by the Board of Trustees of the Santa Barbara Community College District this 16th day of December, 1999, by the following vote:

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

Noes: None

Absent: None

Concur: Ms. Smith

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

12/16/99
1999-2000 Telecommunications Expenditure Plan

Adopted December 16, 1999

In compliance with the requirements of the 1999-2000 State Budget Act, the Board of Trustees of the Santa Barbara Community College District adopts the following Expenditure Plan for the use of State Telecommunications Funds allocated to the district in the 1999-2000 fiscal year.

Area 1. Acquisition and installation of equipment, lease of communications lines, software, and other associated costs with connecting to the California State University / California Community Colleges telecommunications wide area network (4CNet).

The district will expend the $21,000 of its allocation for continuing the T-1 connection to the 4CNet as required by Budget Act language. The district has acquired a second T-1 level connection to the Internet from 4CNet, as the District will eliminate its T-1 connection through the regional Software Consortium. This T1 service from 4CNet is more expensive than the current Software Consortium circuit, but will simplify SBCC routing and firewall configurations by having a single Internet Service Provider (ISP). The District will also implement firewall, dynamic IP addressing, domain name services, and proxy server strategies to support multiple ISPs.

The district has requested a December 1999 implementation date for its third T-1 connection to 4CNet for video-conferencing, as we are currently using only 5-10 percent of the bandwidth of our first T-1 connection to 4CNet. The District does not envision much use of this required service from 4CNet.

Area 2. Video conferencing equipment.

The district will expend the $23,000 of its allocation for this purpose of maintaining and operating the state-mandated video conferencing equipment. The district plans to utilize this equipment for video conferencing purposes beginning in December of 1999, once the 4CNet can support video conferencing traffic for the state-wide network. In the interim, we will continue to use ISDN connections to support state teleconferencing initiatives. The primary benefit for this required configuration will be to save travel time and costs for statewide meetings. The system could also be useful for faculty and staff training from the centralized training site funded by the State. Instructional uses of video conferencing are still under development, but tend to focus more on desktop video conferencing capabilities that will be an integral part of desktop computers in the two to three year timeframe.

Area 3. Acquisition of analog and digital satellite downlink equipment.

The district will expend the $10,000 allocated from previous years for this purpose to upgrade the district’s two satellite downlink receivers to digital capabilities using the new MPEG-II standard. This will be accomplished based on recommendations from Palomar College’s special TTIP grant on satellite uplinks and downlinks.
Area 4. Library automation.

College Library and Learning Support Services network communications needs are described in the *Academic Affairs Instructional Technology Three-Year Plan* developed by the Instructional Technology Committee. We will expend our $82,000 allocation to upgrade our Library automation system, provide additional instructional support capabilities, and to improve access to student computers in these areas this year. The Library Director and Director of Institutional Technology will lead the development and implementation of the Library and Learning Resources Technology Plan. The District’s newly approved position for Dean of Educational Technology will be responsible for the overall development of technology plans to support instruction and support services.

Area 5. Faculty and staff development in technology.

The district will expend its $70,849 allocation for faculty and staff technology development. Faculty training initiatives will focus on preparing SBCC faculty for developing multiple models for a wide range of Web-enabled instruction. Support will be provided for summer instructional projects and training institutes, as well as faculty in-service training on instructional technology. Classified staff training initiatives include the purchase of Web-based and CBT training materials for office automation software, including groupware collaboration software, and in supporting the training of classified staff in instructional and administrative areas on Web development and maintenance. These initiative conform to staff development initiatives identified in the College Plan, the district Technology Plan, the Instructional Technology Plan, the Human Resources Development Plan, and the Flex Calendar Plan.

Area 6. Local telecommunications planning and the development and expansion of local area networks, including satellite systems and components, that facilitate voice, video, and data transmission both within and between buildings.

The district will expend $70,000 this year in the continuing upgrade of its campus backbone to Gigabit Ethernet technology and to implement switching technology throughout the campus network infrastructure. This project will replace the existing 100 MB Ethernet campus backbone and distribute switched 10/100 MB to individual buildings and class laboratories. The District will implement new firewall technology to provide campus security. The District will move from static IP addressing to dynamic addressing (DHCP) as part of an overall project to restructure and simplify its IP addressing framework.

Area 7. Planning and development of district-wide area networks for interconnecting multiple campuses and off-campus centers within a district.

The district will continue the following WAN connections to allow for network and Internet access for the District’s Continuing Education centers, Computers In Our Future Center, Citizenship Center, and local educational institutions. These services are provided through local GTE frame relay circuits.

**T1 Service**
Santa Barbara City College

**384 KB Service**
Alice F. Schott Center
Selma O. Wake Center
Children’s Center
Providing increased Internet access for instructional and administrative uses within the Continuing Education division will be a key focus for 1999-2000 activities in this area. The District will continue to exchange of electronic transcripts with UCSB, Cal Poly SLO, and local feeder high schools.

**Area 8.** Development, implementation, and/or evaluation of local technology applications that are intended to improve student learning and instructional services, student services, and administrative services.

The District will support the implementation of new technology initiatives through its structured process of Project Redesign. Currently thirty technology projects are being implemented by the College through its Database Conversion Project to restructure all administrative systems of the College, including Student Support Services. In addition, the College is implementing six major instructional redesign initiatives, including Web-based instructional delivery. The College will expend $100,000 in these Redesign initiatives during the year.

In addition, a number of instructional technology and administrative initiatives have been identified for 1999-2000 implementation through the Instructional Technology Committee’s *Academic Affairs Instructional Technology Three Year Plan* and rankings by the District Technology Committee. The District Technology Committee will allocate resources for computer renewal ($850,000) and telecommunications infrastructure renewal ($70,000) funded from Lottery revenues, State Instructional Equipment Replacement funds, end of year balances, grants, and other revenue sources. New technology initiatives (up to $250,000) to be ranked by the District, although funds have not yet been identified to fund these new initiatives and provide sustained funding for their replacement over time.
In compliance with the requirements of the 1999-2000 Budget Act the Board of Trustees of the Santa Barbara Community College District adopts the following Expenditure Plan for the use of State Telecommunications Funds allocated to the district in the 1999-2000 fiscal year for technology training.

**Goals and Objectives for Technology Training.** Santa Barbara City College’s 1999-2001 College Plan contains the following goal and objectives related to technology training.

- **Learning and Instruction Goals.** Create an environment for faculty and support staff to develop their ability to apply instructional methods based on effective principles of learning. Re-conceptualize instructional methods to utilize the potential of technology fully to promote student learning.

- **Objectives.** Develop a comprehensive Instructional Professional Development Plan for contract faculty and long-term adjunct faculty. Involve sixty percent of the contract faculty in one or more professional development activities designed to increase their ability to apply instructional methods based on sound principles of learning. Identify resources and training needed to implement the new instructional initiatives. Identify resources and training needed to implement the re-conceptualized courses.

- **Institutional Support Goal.** Develop and implement strategies to ensure the effective use of technology and resources to support the work of the College, particularly as that work is being redefined through Project Redesign.

- **Objective.** Develop and implement a comprehensive technology training program responsive to departments.

**Planning Process.** Technology training initiatives have been developed from a variety of college planning activities involving instructional, student service, and administrative redesign activities. A brief description of these planning processes is provided below.

The district will expend its $70,849 allocation for faculty and staff technology development. Faculty training initiatives will focus on preparing SBCC faculty for developing multiple models for a wide range of Web-enabled instruction. Support will be provided for summer instructional projects and training institutes, as well as faculty in-service training on instructional technology. Classified staff training initiatives include the purchase of Web-based and CBT training materials for office automation software and in supporting the training of classified staff in instructional and administrative areas on Web development and maintenance. These initiatives conform with staff development initiatives identified in the College Plan, the district Technology Plan, the Instructional Technology Plan, the Human Resources Development Plan, and the Flex Calendar Plan.

**1999-2001 College Plan.** This document presents the strategic directions for the College over a three-year period. The technology training goals and objectives indicated above from this document are being implemented through the work of individual Vice Presidents and their departments to provide technology...
training and development activities through the Faculty Resource Center and the classified Staff Resource Center.

Technology Vision and Directions 1995-2000. This document provides a statement of the desired technology environment envisioned by the College in the year 2000, and strategic objectives to reach that technology vision. The creation of the Faculty Resource Center and Staff Resource Center was a direct result of the Technology Vision and Directions planning document. This document identifies the need to provide self-paced technology training material to College faculty and staff.

Faculty Enrichment Committee. This committee works to plan faculty training opportunities through the Fall and Spring In-service Education programs. Technology training has been a key component of these training opportunities for the past several years. In addition, this committee provides for the planning and award of Faculty Enrichment Grants to individuals. Many of these grant awards are focused on improving the teaching and learning process through the application of technology.

Classified Council. This committee works to plan classified training and professional development opportunities. Technology training has been a key component of these training opportunities for the past several years. In addition, this committee provides for the planning and award of professional development increments for classified staff.

Flex Day Planning Committee. The 1998-99 academic year calendar was the first time that the College employs “flex days” as a part of its faculty and staff development program. The planning committee for the use of flex days is including technology training for faculty as a major component of this year’s scheduled activities. A key focus is in providing training for faculty on the use of tools and templates for rapid development of web page materials.

Sabbatical Leave Committee. The work of the sabbatical leave committee is guided by the College Plan goals and objectives concerning the development of alternative teaching and learning strategies. Many of the recent sabbatical leave projects have focused on faculty development of technology mediated instructional materials for use in the classroom, campus computer labs, or over the Internet.

Instructional Redesign Teams. More than ten instructional redesign projects have been undertaken in the last three years through funding by the College and grant from the Fund for Improvement of Post-Secondary Education. These redesign projects have changed fundamentally the design and delivery of instruction in specific departments, and all have relied to a large extent on the application of technology to achieve instructional redesign.

Student Services Redesign Teams. Counselors and other Student Services staff have been active in redefining the methods for student access and use of information to support their educational goals. In addition, many of the existing processes for student inter-action with the College have been redesigned to allow for more “self help” services to allow more independence and flexibility to students in how they interact with College administrative processes and services. These redesign initiatives are now being implemented through the development, training, and implementation of new student systems for the College.

Administrative Services Redesign Teams. College Business Services, Human Resources, and Administrative Services have been redesigned for the more effective operation and service. The College is undertaking these redesign initiatives through the implementation and training of Oracle Finance, Human Resource, and Student applications.
Faculty Resource Center. The Faculty Resource Center has now been in place at the College for three years, and continues to focus its resources on the training and development of faculty on the application of technology to improve the instructional process. This is achieved by departmental planning and training activities, as well as individualized training and support for faculty in the design, development, and implementation of technology mediated instruction. The Faculty Resource Center provides summer institute training for faculty in concentrated training and development sessions focused on the development of new instructional materials. The center is also responsible for the development and training of faculty on the use of templates and tools for the construction of faculty and course web pages. In addition, the center provides technology equipment and support staff to allow faculty access to specialized equipment needed in the development of instructional materials.

Staff Resource Center. The Staff Resource Center was established in the 1997-98 academic year to provide training and support to College faculty and staff. A central focus of this center is to provide self-paced training on office automation software used by the College through the use of computer-based training (CBT) and web-based training materials. The staff of the center also works with individual campus departments in developing training activities designed to improve the application of technology within the department. The center provides training for classified staff web developers and maintainers. In addition, the center provides training and support for the implementation of new administrative systems software by the college.