RESOLUTION
OF THE GOVERNING BOARD OF THE
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

RE: ORDERING AN ELECTION AND ESTABLISHING SPECIFICATIONS OF THE ELECTION ORDER

WHEREAS, the Board of Trustees (the "Board") has determined that certain properties and facilities within the Santa Barbara Community College District (the "District"), Santa Barbara County (the "County"), need to be acquired, constructed, and improved to enable the District to enhance the educational opportunities of the students in the District; and

WHEREAS, in the judgment of the Board, it is advisable to provide the funding for such needs by means of sources including general obligation bonds; and

WHEREAS, Proposition 46, approved by the voters of the State of California on June 3, 1986, ("Proposition 46"), amended Section 1(b) of Article XIII A of the California Constitution by adding a provision which exempts from the one percent (1.0%) of full cash value limitation, those ad valorem taxes used to pay for debt service of any bonded indebtedness for the acquisition or improvement of real property approved on or after July 1, 1978, by two-thirds of the voters voting on the proposition; and

WHEREAS, in the judgment of the Board, it is advisable to order the Santa Barbara County Superintendent of Schools to call an election on the question of whether bonds shall be issued and sold for purposes set forth below.

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE SANTA BARBARA COMMUNITY COLLEGE DISTRICT DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. That the Board, pursuant to Education Code Section 15100 and Government Code Section 53606, hereby orders the Santa Barbara County Superintendent of Schools to call an election and submit to the electors of the District the question of whether bonds of the District in the aggregate principal amount not to exceed $44,800,000 (the "Bonds") shall be issued and sold for the purpose of raising money for the purposes described in Exhibit A hereto.

Section 2. That the date of the election shall be November 2, 1999.

Section 3. That the purpose of the election shall be for the voters in the District to vote on a proposition, a copy of which is attached hereto and marked Exhibit "A" and incorporated by reference herein, containing the question of whether the District shall issue the Bonds to pay for school facilities to the extent permitted by such proposition.

Section 4. That the authority for ordering the election is contained in Education Code Section 15100 and Government Code Section 53606.

Section 5. That the authority for the specifications of this election order is contained in Section 5322 of the Education Code.

Section 6. That this Resolution shall stand as the order to the Santa Barbara County Superintendent of Schools to call an election within the boundaries for the District on November 2, 1999.
Section 7. That the Secretary/Clerk of the Board is hereby directed immediately to send a certified copy of this Resolution to the Santa Barbara County Superintendent of Schools, so that said Superintendent receives it on or prior to June 28, 1999.

Section 8. That the Secretary/Clerk of the Board is hereby directed to send a certified copy of this Resolution to the Santa Barbara County Registrar of Voters no later than June 28, 1999.

Section 9. That the Santa Barbara County Superintendent of Schools is hereby requested to deliver the order of election, a copy of this Resolution and a formal notice of the election to the Santa Barbara County Registrar of Voters no later than July 5, 1999.

Section 10. That the maturity of any bonds issued pursuant to Section 15100 of the Education Code hereto shall have a maturity not exceeding twenty-five (25) years and bonds issued pursuant to Section 53506 of the Government Code shall have a maturity of not exceeding forty (40) years.

Section 11. That pursuant to Education Code Section 17732, the Board hereby encumbers the proceeds of the sale of the Bonds to pay for the acquisition, site improvement, construction, and reconstruction to the extent permitted by the proposition set forth in Exhibit A.

Section 12. That the Board requests the governing body of any such other political subdivision, or any officer otherwise authorized by law, to partially or completely consolidate such election and to further provide that the canvass be made by any body or official authorized by law to canvass the returns for the election; and that the Board consents to such consolidation.

Section 13. Pursuant to Section 5303 of the Education Code and Section 10002 of the Elections Code, the Board of Supervisors of Santa Barbara County is requested to permit the Registrar of Voters to render all services specified by Section 10418 of the Elections Code relating to the election, for which services the District agrees to reimburse the County, such services to include the publication of a Formal Notice of School Bond Election (as described in Exhibit B) and the mailing of the sample ballot and tax rate statement (described in Section 9401 of the Elections Code) pursuant to the terms of Section 5363 of the Education Code and Section 12112 of the Elections Code.

ADOPTED, SIGNED, AND APPROVED this 24th day of June, 1999.

BOARD OF TRUSTEES OF THE SANTA BARBARA COMMUNITY COLLEGE DISTRICT

By

[Signature]

President

Attest:

[Signature]

Secretary/Clerk
I, Peter R. MacDougall, do hereby certify that the foregoing is a true and correct copy of Resolution No. 34 (1998-99), which was duly adopted by the Board of Trustees of the Santa Barbara Community College District at a meeting thereof held on the 24th day of June, 1999, and that it was so adopted by the following vote:

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

Nees:  None

Absent: None

Abstentions: None

Concur: Mr. Ferguson

[Signature]
Secretary/Clerk to the Board of Trustees
EXHIBIT A

Bond Measure Wording

Shall Santa Barbara Community College District acquire and construct computer, multimedia and technology classrooms for vocational and career training; reduce classroom overcrowding; upgrade outdated science labs; refurbish and expand Adult Education learning facilities; repair deteriorating plumbing, heating and electrical systems; and make site and facility improvements for Santa Barbara City College to better serve southcoast communities including Santa Barbara, Montecito, Carpinteria and Goleta, by issuing $44.8 million of bonds at legal interest rates?

SJC: 6/15/99
# 1999-2002 COLLEGE PLAN

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PREAMBLE TO THE PLAN

This document presents Santa Barbara City College's 1999-2002 College Plan. It is intended to be used as the central organizing document for decision making, planning, and budgeting throughout the College during the 1999-2002 time period.

The College Plan is the result of thoughtful and substantive dialogue involving individuals and groups throughout the college. This dialogue considered all facets of Santa Barbara City College, particularly the challenges the college faces as a result of the fundamental transformations occurring in higher education, our community, the workplace and the world.

In order to achieve its mission, Santa Barbara City College must respond in a positive manner to these dramatic changes by reassessing and improving its teaching and learning models for credit and non-credit programs. Some of the more significant challenges noted during the college's planning process include:

- Increased student diversity in ethnicity, age, lifestyles and learning styles; preparation for college; and computer literacy.
- Heightened demands on instructional delivery systems to meet diverse and growing student needs.
- Increased competition in higher education.
- An increasingly rapid rate of technological change.
- Availability and widespread use of instant global communication.
- Fundamental changes in the workplace and nature of employment.

Santa Barbara City College's 1999-2002 College Plan commits the college to meet the challenges of the present and future and to make a positive impact on each student's personal and professional life.
MISSION STATEMENT

Santa Barbara City College is responsive to the community, and is committed to learner-centered educational experiences and a continuous process of improvement, innovation and renewal. This commitment enables students to reach their highest potential while achieving their diverse educational goals.

The college demonstrates a commitment to educational excellence, scholarship, academic freedom, critical independent thinking and personal responsibility. It fosters collegiality and mutual regard and respect among students, faculty, staff and community members.

The institution provides open access to curriculum, instruction and support services to assist students in pursuit of their transfer, career preparation, employment, job advancement, retraining and lifelong learning goals. Educational excellence, service to students, and responsiveness to our community are our core, guiding values.
GOALS AND OBJECTIVES

Student Outreach and Responsiveness to the Community

Service to its local community is a primary responsibility and commitment of Santa Barbara City College. Programs and services offered by the college must be responsive to the needs of residents of the South Coast community in an increasingly complex and interdependent global economy.

The college understands its role in advancing the capability of our students to function successfully in an increasingly international community. Thus, the college will provide opportunities for South Coast residents to expand their horizons beyond the immediate geographic area. Furthermore, where appropriate, the college will broaden its outreach to include offering educational opportunities to people outside of its traditional clientele.

GOAL 1  Enhance community knowledge, appreciation and utilization of Santa Barbara City College programs and services to attract an expanded and more diverse student population.

Objective 1. Develop and implement a coordinated college-wide marketing plan that addresses recruitment and service needs of the local community and potential out-of-area students. Outcome expectations for this marketing plan are:

• Sustain overall enrollments between two and three percent above the College’s enrollment cap for the duration of the plan.
• Increase by 10% the number of students age 25 and older enrolled in credit programs.
• Achieve student enrollments which reflect the ethnic diversity of the district’s adult community.

Objective 2. Provide multiple options, both on and off campus, for convenient student access to programs, services and information needed to enroll and succeed in college.
GOAL 2  Expand cooperative strategies with service area K-12 districts to facilitate student transition to Santa Barbara City College.

Objective 3. Enroll 10% of high school students from local feeder high schools concurrently in credit courses offered by the college.

Objective 4. Ensure that a minimum of 50% of the high school students who enroll in Continuing Education classes with the objective to transfer to the credit program do so.

Objective 5. Increase by 15%, over a three-year period, the total number of high school students who enroll in Continuing Education classes.

GOAL 3  Establish mutually beneficial partnerships with other institutions of higher education, the business sector, government agencies and community organizations to enhance relationships and increase educational opportunities for students.

Objective 6. Establish and implement a college-wide plan for the coordination and implementation of worksite experiences (i.e., internships, work experience, service learning and job shadowing).

Objective 7. Work with the University of California at Santa Barbara, California State University, Channel Islands, and, where appropriate, independent higher education institutions to identify courses and programs that Santa Barbara City College can offer for students accepted at these institutions who need remediation (e.g., pre-calculus, remedial reading and writing).

Objective 8. Explore the feasibility of offering upper division and teacher credential preparatory classes at Santa Barbara City College.

Objective 9. Offer new courses and programs that meet the needs of area businesses, community and governmental agencies.
Student Learning and Achievement

Santa Barbara City College is committed to providing a high quality and comprehensive instructional program that is responsive to the educational needs of students, and is designed to promote student attainment of their learning goals and objectives in an effective and flexible manner. The college will offer a curriculum that responds to changes in the workforce, technology and student needs. Student access to courses, support services and information needed to succeed in those courses will be increased by offering alternative methods of delivering instruction and support services.

GOAL 4  Increase student attainment of their educational goals, including degrees and certificates, transfer, workforce development, basic skills and lifelong learning.

Objective 10. Identify and implement intervention strategies for students who are not making satisfactory progress toward attainment of their educational goals of certificate, degree or transfer.

Objective 11. Reduce by a minimum of 10 percent, over a three-year period, the number of students placed on academic progress probation, academic probation and academic disqualification, while maintaining standards for academic excellence.

Objective 12. Increase by 3 percent, over a three-year period, the number of successful course completion rates (A-C, CR), while maintaining standards for academic excellence in each of the following areas:

- All credit classes: 70.3% to 72.4%.
- Transferable courses: 71.3% to 73.4%.
- Occupational courses: 80.8% to 83.2%.
- Pre-collegiate courses: English (below English 100) and math (below Math 100).
- Achieve established performance standards for non-credit core programs (Adult Basic Education, Adult High School, ESL, Citizenship Education and Occupational Education).

Objective 13. Increase by a minimum of six percentage points over a three-year period:

- The percentage of students who enrolled in a basic skills English class (below English 100) and then enrolled in a higher level English class (37.2% to 43.2%).
- The percentage of students who enrolled in a basic skills math class (below Math 100) and then enrolled in a higher level math class (28.2% to 34.2%).
Objective 14. Establish and achieve the targeted numerical objectives for the percentage of students who successfully transition from:

- English Skills courses to English 100, English 110 and other degree-applicable classes.
- Math 1, 4, 100, 107 to college level math.
- ESL courses to the completion of English 100, English 110 and other non-ESL degree-applicable courses.
- Non-credit students transitioning to credit classes.

Objective 15. Increase the number of degrees and certificates awarded over a three-year period in each of the following areas:

- The number of Associate in Arts/Associate in Science degrees from 688 to 715 (4% increase).
- The number of certificates from 262 to 278 (6% increase).
- The number of Skills Competency Awards by 10% (the baseline for this objective needs to be established).

Objective 16. Increase by a minimum of 6 percent over a three-year period, the number of students enrolled in an occupational course (S.A.M. Code A, B or C) from 14,151 to 15,000 (duplicated fall, winter and spring terms for credit and non-credit enrollments).

Objective 17. Increase the number of students who transfer to four-year colleges or universities by a minimum of three percentage points over a three-year period, and increase by five percentage points the number of students who are transfer eligible for the coming year.

Objective 18. Achieve rates for ethnic underrepresented students who declare transfer as a goal and do transfer that are equal to the corresponding rates of traditionally represented ethnic students enrolled at the college who declare transfer as an objective.

Objective 19. Identify student job placement rates and post-college earnings for each of the college’s occupational education programs. This data will be used to ensure that programs continue to meet expected program outcomes and enhance recruitment and student advising.
GOAL 5 Utilize alternative methods of delivering instruction to increase student access to and successful completion of courses and programs needed to achieve their educational objectives.

Objective 20. Identify and develop courses, and certificate and degree programs to be offered in alternative instructional formats that meet the needs of targeted groups of students.

Objective 21. Identify the best methods for the design, development and deployment of technology-mediated instruction that increases student access, learning and success in their courses in a cost-effective manner.

Objective 22. Enroll by fall 2001 a minimum of 20 percent per year of all credit students in courses offered in alternative instructional formats (e.g., distance learning, self-paced, open-entry/open-exit, guided study, accelerated courses, weekend courses).

Objective 23. Achieve successful course completion rates for courses offered in alternative delivery formats that are at least comparable to those obtained in more traditional instructional modes.

GOAL 6 Develop curriculum initiatives that respond to changes in the workforce, technology and student needs.

Objective 24. Identify annually the need for the college to offer, and, when feasible, implement new instructional programs.

Objective 25. Increase the number of industry-based certification programs offered and the number of students who complete such programs.

GOAL 7 Identify and implement new and/or enhanced support and instructional strategies to increase student attainment of educational goals.

Objective 26. Assess the process and effectiveness of providing student access to autonomous college information and support services designed to meet their personal needs.

Objective 27. Increase by 15 percent the number of unduplicated students who participate in goal setting, decision making, educational planning and career development activities.
Governance/Leadership/Management

Innovation, flexibility, communication and responsiveness are core leadership values of Santa Barbara City College. Through development and implementation of Project Redesign, the College will evaluate and, where appropriate, change its leadership and governance structures and management priorities to maximize the effectiveness of its redesigned operational processes.

GOAL 8  Restructure leadership roles and organizational design from a function-based to a process-based model.

Objective 28. Complete a redesign project that examines the College’s administrative and governance systems and leadership roles and, where appropriate, implement the recommended improvements.

GOAL 9  Revitalize the College’s institutional planning, research and assessment processes.

Objective 29. Establish an effective office of institutional research that provides leadership in the coordination and support of the College’s planning, research and assessment processes.

Objective 30. Review completed redesign projects to determine whether or not they should be implemented. Evaluate those that have been implemented to assess the extent to which they have achieved their desired outcomes.
Institutional Support and Revitalization

In order for the college to achieve its mission, faculty, staff and students require the support of a variety of college-wide services and technologies. Student learning and achievement of educational goals will be enhanced by providing faculty and instructional support staff with opportunities to develop their ability to apply instructional methods based on effective principles of learning.
Technology

GOAL 10  Develop a technology-based infrastructure to allow students, faculty and staff to conveniently access course and College-related information and resources from on and off campus.

Objective 31. Provide access to network technology and resources to support mediated instructional delivery and support services.

Objective 32. Develop mechanisms for the effective renewal of computers and other technologies.

Objective 33. Complete implementation of the Oracle financial, human resources and student information systems.

Objective 34. Develop an online management system that provides faculty and staff with needed information to operate and evaluate their courses, programs and services effectively.
Facilities

GOAL 11    Identify and provide facilities needed to support college goals and objectives.

Objective 35. Develop and implement a plan to maximize efficient use of existing College facilities.

Objective 36. If passed, develop and implement plans to construct the facilities included in the November 1999 bond measure.
Fiscal Support

GOAL 12   Acquire and allocate resources needed to meet the objectives of the *College Plan*.

**Objective 37.** Develop and implement a resource allocation budgeting process that builds from the *College Plan*.

**Objective 38.** Develop and implement a systematic plan for the acquisition and management of external funds.
Human Resources

GOAL 13  Provide faculty and staff with the training needed to use new technologies and processes to manage ongoing change and to integrate innovations into College operations.

Objective 39. Develop, implement and evaluate a comprehensive professional development plan for faculty and staff that will:

• Enhance their ability to promote student learning and the attainment of their educational goals.
• Provide the training needed to effectively use the new Oracle Financial, Human Resources and Student Information Systems computer applications.
• Use new redesign processes, initiatives and other innovations that have been or are about to be implemented.

GOAL 14  Establish a productive, balanced and rewarding environment in which to work.

Objective 40. Identify steps to enhance the ability of faculty and staff to perform their jobs effectively and increase their satisfaction in working at the college.
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<tr>
<th>NAME</th>
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<tbody>
<tr>
<td>Patrick LaVallo</td>
<td>Mathematics</td>
<td><strong>Education:</strong> He is currently enrolled in a Ph.D. Program in Mathematics at UC Santa Barbara and has successfully completed all coursework and area exams needed to earn an MA degree. He has completed 42 units of Mathematics courses, with at least 24 units of them being at the graduate level. Mr. LaVallo has successfully completed two area examinations in Real/Complex Analysis and Differential Geometry.</td>
</tr>
<tr>
<td>Jonathan O'Brien</td>
<td>Film Studies</td>
<td><strong>Education:</strong> Completed all coursework for the MA/MFA at UCLA. Thesis for MA/MFA almost completed. <strong>Professional Experience:</strong> Mr. O'Brien has extensive professional credits in all facets of network television, video, radio and stage production. He has taught nine years at the high school, and college undergraduate and graduate levels.</td>
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### Continuing Education

**Minimum Qualification Equivalency**

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<tr>
<td>GUTSHALL, Norm</td>
<td>Jewelry Program</td>
<td>Over 30 years experience teaching and training employees. Member of Santa Barbara Gem and Mineral Association. Attended Native American Summer Jewelry Workshops from 1995-1998. Taught and demonstrated Hopi Indian jewelry techniques for Adult Education classes. Over 25 years of work as a jewelry artist specializing in Native American jewelry. Designed and created private jewelry studio where he does his work. Has sold work to private collectors and various galleries.</td>
</tr>
<tr>
<td>NIEDERER, Margot</td>
<td>Jewelry Program</td>
<td>Graduate of Institute of Arts and Crafts, Switzerland (4 years). Certified Professional Jeweler's Apprentice, Switzerland (4 years). 1962-1968, employed as a professional in Los Angeles (Jabel Jewelry Company). 1974-1999 attendee of Adult Education jewelry classes; provided demos and assisted in the lab.</td>
</tr>
<tr>
<td>Sanchez, Luis</td>
<td>Psychology/Personal Dev.</td>
<td>Certificated SBCC Adult Education instructor in the Omega Program. Certified Feldenkrais Practitioner by the Feldenkrais Guild of North America; B.A. in Music. Feldenkrais training includes 900 hours of direct training from certified program and 20 hours per year of advanced continuing education training. Has taught a similar course in the credit division at Lake Tahoe Community College and a non-credit course at Sierra Nevada College.</td>
</tr>
</tbody>
</table>
Continuing Education Division
Certificated Hourly Appointments*

ABER, Richard
ABRAHAM, Charles
ADAMS, Eleanor
ADLER, Eric
ALLISON, Terri
ALPAY, Sara
ANGLE, Lisa
ASKAM, Kristy
AYRES, Inez
AZIZ, Anne
BADRAK, Kathy
BAILEY, Jack
BARRETT, Carolyn
BASILE, Renée
BE, Wanda
BEACHAM, Mary
BECKMAN-LYON, Pamela
BELLAMY, Jerome
BENSHEA, Danyel
BENZ, Dyrian
BERNSTEIN, Marilyn
BITTERS, Warren
BLAKLEY, Bonnie
BLANCHARD, Richard
BONIFAZZI, Jane Hollander
BRADEN, Susan
BREITENBACH, Marlene
BREWER, Bear
BREYFOGLE, Newell
BRIARE, Raymond
BRITTAIN, Skona
BROOKS, Judi
BROTHER, Millie
CADY, George
CALLOS, Lynda
CAPELLI, Dawn
CAPLOW, Barbara
CARA, Maggy
CARTY, Robert
CHANDLER, Rosa
CHAPIN, Mona
CLARK, Catherine
CLOUGH, Gordon
COCKRUM, Carol
COLE, Anne
COLIN, Michael
COLLINS, Kim
COLLINS, Richard
CONWAY, Timothy

COOPER, Arnie
COOPER, Terri
COPE, Jeff
CORCORAN, Kimberly
CORNEJO, Gerardo
COWAN, Maeve
CROWATHER, Margaret
DAILY, Janice
DAVIS, Rebecca
DECAMARET, Deborah
DEEN, Bernice
DEEN, Charles
DEMOLPIED, Earlene
DIAMOND, A.R. Pete
DOLES, Sandra
DORAN, Robin
DRURY, Michael
DUARTE, Amparo
EACRET, Sandy
EGGIL, Norma
EKSTROM, Linda
ELLIOTT, Barbara
EMBREE, Gail
ENGLISH, Cordelia
ESQUIVEL-KROMIS, Irma
EVANS, Kathryn
FALLERT, Joan
FELZER, Linda
FERNANDEZ, Gertrude
FERNANDEZ, Trudy
FERRER, Mark
FERRI, Rita
FICKLIN, Carrala
FIGUEROA, Sylvia
FINN, Richard
FOY, Catherine
FRENCH, Gerri
FROLLI, Marty
FROST, Nancy
FRYER, Laure
FUENTES, Leticia
GALINDO, Alison
GARCIA, Maria Clara
GELBERG, Bernice
Giffin-MURPHY, Sherra
GODWIN STEWARD, Maggie
GOLOVATCHOFF, Dika
GRAHAM, Janet
GRAVES, Kelly
GRAY, Rebecca
GROSBOLL, Marilyn
GUNTHER, Joan
GUTSHALL, Norman
HANSEN, Jorgen
HANSEN, Ranell
HENDRICKSON, Barbara
HENDRY, Norm
HERMAN, Morris
HERRON, Elizabeth
HESS, Julie
HEWES, Elaine
HINES KNIGHT, Kathe
HOBBINS, Julie
HOFFMANN, Fred
HOLLINGSWORTH, Stan
HOLMES, Ralph
HOOVER, Sally
HORNICK, Beverly
HOWORTH, Bea
HURST, Alan
ILOVSKY, Susan
JOHNSON, Edith
JONES, Paula
JORGENSEN, Susan
KALISHER, Murray
KALLY, Steve
KARIN, Bert
KASKA, Charles
KASTNER, Linda
KATZ, Ann
KATZ, Mike
KEAN, Susan
KEATINGE, Robert
KING, Marina
KIRSCH, Eric
KOLAAS, Tina
KOPP, Judith
KORNBLUTH, Story
KORNELSEN, Robert
KRAUSE, Marilee
KROES-GEE, Lisa
KUMLER, Betty
KUNTZ, Linda
KWAKO, James
LABERGE, Jeanne
LAULA, Mary
LAYTON, Elizabeth
LEAR, Kathleen
LEAVITT, Jane
LEWIS, Dale
LEWIS, Esther
LICOSCOS, Cel
LINKER, Gary
LOCKE, Angela
LOEBMAN, Barbara
LOPEZ, Lynn
LOWENKOPF, Anne
LOWENSTEIN, Melissa
LOYA, David
LUBACH, Don
LUCY, Janet
LYON, Laura
MACCALLUM, Deborah
MARGERUM, Hugh
MARIPOSA, Virginia
MARRIOTT, Nancy
MATHERS-WINN, David
MAUTONE, Patricia
MAYROSE, Carl
McClain, Katherine
MCDEWITT, Charles
MCANN, Robin
MCNALLY, Brian
MCPHERSON, Paule
MELANCON, Loretta
MELOY, Helen/MILES, Jodi
MINERO, Christine
MKPADO, Sharol
MOLINA, Diorah
MOLITOR, Gayle
MONTES-ALCALA, Cecilia
MUSACCHIO, Diana
MYALL, Barbara Clark
NAVAR, Isabelle
NELSON, Mary
NEWCOMB, Charles
NIEDERER, Margot
NOLAN, Virginia
NUNEZ, Adrianne
O’CONNOR, Kathleen
ORTEL, Carolyn
PALAFOX, Miguel
PEARSON, Stamatina
PICKERING, Dottie
PIERSKALLA, Betty
PINI, Deanna
PITTS, Ellye
PURDIE, Carole
QUIEL, Cathy
RAZO, Loretta
REBSTOCK, Suzanne
REYNOLDS, Robert
RICHARDS, Nicole
RIESEN, Margaret
RIFFLE, Dianne
ROBINSON, Gladys
RODARTE-VENEGAS, Marisol
ROSASCO-MITCHELL,
Catherine
ROSENBLUM, Marsha
SACKS, Sanford
SAENGER, Sally
SALAZAR-BOLTON, Blanca
SANCHEZ, Kathy
SANCHEZ, Luis
SANDEFUR, Paula
SANGER, Judith
SAYERS, Bernie
SCHERTZ, Ed
SCHERZ, Ann
SCHOEFF, Marie
SCHUERCH, Christy
SCOTT, Eleanor
SHAFARMAN, Steve
SHEPPARD-DOWNEY, Cecelia
SHERMAN, Marcia
SHERMAN, Wilma
SHRUM, Donald
SIEGEL, Suzanne
SIRKUS, Shelly
SKJERVEN, Jill
SMALLWOOD, Sharon
SMITH, Charlotte
SNIDER, Myron
SNOW, Lee Eriln
SOBEL, Laura
SONGER, Betty
SPIERKA, Fredda
SPRENGER, Christine
STANLEY, Carl
STICH, Rick
STONE-PENNIE, Jessica
STORY, Christopher
TAMMINA, Alison
TARGONI, Maggie
TENTLER, Hillary
THOMPSON, Charles
TORRES, Carmen
TRANTOW, Betty
TUTTLE, Tom
UNDERWOOD, Rilla
UNKEFUR, Duane
VAN STEIN, Thomas
VIGNA, Dolores
VOLNER, Patricia
VON BIEBERSTEIN, Audrey
WALKER, Jamie
WAVE, Rebecca
WEATHER, David
WEISSMAN, Beryl
WOLLMAN, Glenn
WOOD, Charles
WOOD, Patricia
WOODBURY, Lynn
WYCKOFF, Richard
YAMAMOTO, Nobu
YOMAN, Jerome
YOUNG, Willa
ZELL, Ron
ZIMMERMAN, Connie

*Not to exceed 60% including any Credit Division assignments
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

T.A.P. COORDINATOR
(Transfer Achievement Program)

DEFINITION
Under the direction of the Transfer Center Director, responsible for the development, coordination, promotion and operation of the Transfer Achievement Program, a structured outreach, advising and support program of the Transfer Center. Develops and coordinates a structured program of service delivery strategies that assist students to consider, define, and pursue transfer goals; increase student understanding of the transfer process; facilitates student research of four-year institutions; and increases student involvement in academic and student support services at the college and other participating agencies with the specific intention of increasing transfer rates, particularly for underrepresented students.

ESSENTIAL DUTIES/FUNCTIONS
Develops and implements marketing, outreach and service strategies to promote student diversity and equity in transfer rates to four-year colleges and universities. Under the supervision of the Transfer Center Director, directs and coordinates the work of assigned support staff including Special Program Advisors, clerical support staff and student workers. Assists in providing transfer services, including direct contact with students; providing direction for programs and services; and the development of technology-based support. Develops curricular and co-curricular support activities that increase student preparation for and transition to four-year colleges and universities. Develops procedures and tools that increase student skill and autonomy in managing and succeeding in the transfer process. Develops print and computer-based transfer information resources. Provides articulation information to students; provides information regarding four-year colleges and universities and professional colleges; advises students on transfer resources and requirements. Assists in the development of student transfer educational plans. Remains current on college policies, procedures and programs pertaining to transfer and academic/student support services of the college. Assists and collaborates in the implementation of Transfer Center events and activities. Maintains and utilizes a system for tracking and follow-up of student program participation, academic and transfer progress. Develops and implements interventions in support of at-risk students. Conducts program evaluation to identify progress in meeting goals and objectives and identifies areas for improvement. Develops relationships with community-based organizations and education providers serving prospective transfer students. Collaborates with other college staff, faculty and programs to increase student success, including success of student transfer to four-year colleges and universities. Assists with in-service training for staff, advisors and students. May train and supervise student peer advisors. Conducts surveys and compiles data. Maintains records and prepares specialized reports and information. Consults, advises and resolves problems and questions. Composes letters, memoranda, flyers, bulletins and directives. Assists with writing, implementation and evaluation of grants. Performs related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience: Any combination equivalent to graduation from college, and 3 years experience which demonstrates knowledge of community college and university curriculum, community college programs and policies, and university transfer policies and practices.

Knowledge and Abilities: Knowledge of transfer requirements and procedures, transfer information resources, and articulation with four-year colleges and universities; marketing and outreach strategies that increase the involvement of students from diverse cultural and ethnic backgrounds; regulations
and issues related to equity within higher education; and student retention and success research and practice. Ability to effectively understand and assess needs and advise students from diverse academic, socio-economic, cultural, disability, and ethnic backgrounds; use independent judgment in addressing student and program problems and concerns; develop and coordinate program events and activities; establish and maintain effective working relationships with faculty, staff, students and off-campus organizations; supervise, train, motivate and evaluate personnel; learn and apply pertinent laws, rules and regulations; direct the work of others; write and speak effectively; be self-motivated and self-directed; compile and analyze data; maintain records and prepare reports; operate and/or willingness to learn computer software programs. Sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability and ethnic backgrounds of community college students.
TEXT FLOOR COORDINATOR

DEFINITION

Under direction of the Bookstore Manager, responsible for coordinating all book operations on the text floor, including text, trade, and supplemental-reference books; keeps records as required; assists the Bookstore Manager; and provides lead responsibilities in the operation of the text floor of the Bookstore.

ESSENTIAL DUTIES/FUNCTIONS

Provides lead responsibility in the operation of the text floor, including during evening hours, and in the absence of the Bookstore Manager; purchases text books, trade books and supplementary materials; evaluates the need for new publications and the discontinuance of existing ones; determines the selling price of text books and the buy-back price on used books according to the established policy; processes faculty book orders and special book orders; compiles and distributes book lists; maintains stock and purchase order control records; interviews salesmen and representatives of book publishers; evaluates publishers' policies and subsequent return of overstock books; assists in planning, organizing and coordinating bookstore operations; trains and provides lead and work direction to bookstore staff; prepares correspondence, memoranda, reports, forms, etc.; makes appointments and schedules visitors; assists in the operational activities of the Bookstore; and performs related work as required.

EMPLOYMENT STANDARDS

Education and Experience: Any combination equivalent to graduation from high school and three years increasingly responsible experience in book ordering and merchandising. Experience with Follett Course Works desirable.

Knowledge and Abilities: Knowledge of purchasing principles, procedures and terminology; knowledge of the methods of cashiering, including discounts and taxes; knowledge of sources of supplies and materials; knowledge of text management systems and Point Of Sale (P.O.S.); ability to perform complex technical and clerical duties relating to purchasing supplies and materials; ability to train and provide lead work direction to others; ability to plan and organize work; ability to establish and maintain cooperative and effective working relationships with others; ability to develop and maintain records and files; ability to operate business machines, including a typewriter; ability to work cooperatively with others; sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.
SUPPLY FLOOR COORDINATOR

DEFINITION

Under direction of the Bookstore Manager, responsible for coordinating the supply floor, including specialized duties relating to the ordering, marketing, display, and inventory control of all non-textbook materials sold in the campus bookstore; coordinates and directs all educational computer sales programs; and provides lead responsibilities in the operation of the supply floor of the Bookstore.

ESSENTIAL DUTIES/FUNCTIONS

Provides lead responsibility in the operation of the supply floor, including during evening hours, and in the absence of the Bookstore Manager; develops and maintains relationship with vendors; conducts research to locate best sources of supply; determines appropriate levels of inventory and directs supply buyer in placing of orders; with the assistance of the supply buyer, maintains inventory control system; coordinates and oversees all faculty supply orders; responsible for all computer and related products sales; remains abreast of up-to-date retailing techniques and their application to the bookstore environment; develops advertising and retail displays appropriate to the bookstore; responsible for conducting the annual inventory; purchases all non-textbook material, with assistance of the supply buyer; assists in planning, organizing and coordinating bookstore operations; trains and provides lead and work direction to bookstore staff; assists in operational activities of the Bookstore; maintains records and prepares correspondence and reports as needed; performs related work as required.

EMPLOYMENT STANDARDS

Education and Experience: Any combination equivalent to graduation from high school and three years increasingly responsible experience in a retail environment, including knowledge of purchasing, inventory, and inventory control.

Knowledge and Abilities: Knowledge of purchasing, inventory control, and retailing principles; knowledge of retail terminology and billing procedures; knowledge of retail graphics and display; knowledge of Point of Sale (P.O.S.) system or willingness to learn; ability to successfully interact with vendors, faculty, staff and students; ability to solve problems in a constructive manner; ability to train and provide lead work direction to others; ability to plan and organize work; ability to establish and maintain cooperative and effective working relationships with others; ability to operate computers and ten key adding machines; sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

C: SUPPLYFL
Continuing Education Division
Classified Short-Term Hourly Employees

ABER, Dawn Nicole
ANDERSON, Jan
ANDREATTIE, Arthur
ARANGURE, Aracely
AUDELO, Raul
AZIR, Sylvia
AZIR, Marian
AZIZ, Anne
BARANOFF, Greg
BAYET, Layla
BEIJAR, Nita
BERNARD, Tisha
BLAIS, Edgar
BOELSTERL, Marcia
BONDI, Amy
BONIFAZZI, Jane
BOYD, Heather
BRADEN, Susan
BROCK, Patsy
BROOKS, Judith
BROSCHAT, Cynthia
BROWN, Mary
BURGE, Scott
BYNUM, Michele
CAMPOS, Trinidad
CARO, Lourdes
CHAPIN, Mona
CHAPIN, William
CHUBB, Mary
CIBRIAN, Diana
CONNELL, Charlotte
CONTRERAS, Susan
COOPER, Terri
COULTER, Keith
CRAFT, Stephanie
CRAIG, Michael
CROSS, Malcolm
CROSS, John
CROSSLAND, Gayne
DELGADO, John
DEMBY, Ruth
DOWNING, Ellen
ELLIOTT, Barbara
ELLIS, Nancy
ENRIQUEZ, Norm
ESPINOSA, Angelica
FEENEY, Daniel
FERRIES, Veronica
FERRY, Grace
GADSBY, Lois
GARCIA, Blanca
GARZA, Venia
GERETY, Frank
GIBIAN, Michelle
GRAHAM, Janet
GRAY, Jenny
GRIBMAN, Harriett
GUERRERO, Gabriela
HARPER, Louise
HARRAH, Dolores
HARRIS, Sue
HARRIS, Giselle
HENDERSON, Louise
HOFFMAN, Robert
HOLMES, Georgia
HORNICK, Beverly
HUNT, Deanna
JACKSON, Marlene "Dee"
JENKINS, Sharlae
JOHNSON, Jeanne
JOHNSON, Patrick
KARIN, Bert
KERR, Mervlyn
KILFOYLE, Gwendolyn J.
KNIGHT, Pamela
KROES, Katherine
KUNTZ, Linda
LABERGE, Jeanne
LAPP, Michael
LEVY, Roneet
LEWOLT, Dorothy
LINDSTROM, Bobbi
LIVESEY, Janice
LOPEZ, Juan
LOPEZ, Azucena
LORBER, Janice
LYNCH, Louise (Shirley)
MADDOX, Phillip
MARLOW, Alice
MARriott, Nancy
MARSHALL, Justin
MARVIN, Leslie
MARVIN, Jean
MATTOON, Heather
MAUTONE, Patricia
MCaleXANDER, Cynthia
MEADOWS, Ruth
MEDRANO, Maria
MESSNER, Elaine "Kim"
MILLER, Helen
MKPADO, Sharol
MOOBERRY, Joyce
MOORE, Mary
MORGAN, Lee Ann
MORLAN, William
MORONES, Philip
MORONES, Gene
MORONES, Vicky
MORRISSEY, Monica
MURPHY, Marlene
MYERS, Sharon
NARVAEZ, Norma
NIEJDERER, Margo
NOEGGERATH-HERNANDEZ, Cristina
OVEREEM, Phyllis
PANTOJA, Juan
PEELER, Rose
PEREZ, Austin
PEREZ, LeAnna
PERRY, Donna
PINI, Deanna
PRECIADO, Gonzalo
READ, Janet
REYNOSSO, Araceli
ROBINSON, Gladys
ROBLES, Katherine
RODRIGUEZ, Hugo
RODRIGUEZ, Celeste
ROJAS, Lindsay
ROMANI, Karen
RUBIN, Mark
RUSSELL, Allen
SALVENSEN, Catherine
SANTILLAN, Alfredo
SCHWAGER, Richard
SHALLENERGER, Lorraine
SIEGEL, Suzanne Blaine
SIMPSON, Vickie
SMITH, Charlotte
SMITH, Lucile
SOLIS, Maria Antonieta
SZULCZEWISKI, Nancy
TABBORSKY, Andrea
TOVAR, Maria Elena
TRUEX, Marian
TRUJILLO, Cesar

Item 2.1-g
Page 1 of 2
06/24/99
VALENT, Nadine
VEAZEY, Caris
VEGA, Adrianna
VEGA-OLVERA, Howard
VOBACH, Vernon
WALLACE, Anna
WALLACE, Cuppy
WATSON, Lee
WAVE, Rebecca
WERTZ, Marcia
WHITNEY, Donna
WHITWORTH, Nathan
WILBER, Glenn
ZENI, Elgie
ZITZER, Catherine
ZUZALEK, Jane
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<td>Voigt, Paul</td>
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Cal-WORKS Workstudy Students

Adams, Amber
Aguirre, Lydia
Aldaz, Susana
Argentine, Jolie
Avila, Estella
Bergman, Dominique
Birdsell, Patricia
Chu, Jamie
Duran, Debbie
Flores, Magdalena
Gomez, Dominga
Hall, Marguerite
Hindes, Erin
Kent, Normandie
Lazell, Sharon
Lee, Maria
Maggiolet, Lori
Manning, Bridget
Marhefka, Laurie
McGill, Michele
Mendez, Rosa
 Munoz, Rose
Nipper, Lothlorien
Ojeda, Barbara
Ornelas, Olga
Pinedo, Irene
Proctor, Colleen
Reyes, Danielle
Romero, Peggy
Torres, Amanda
Trevino, Nancy
VanAmburg, Shelly
Vasquez, Martha
Vera, Yolanda
Vineyard, Ruth
To: Sabbatical Leave Committee  
From: Patricia Stark  
RE: Change in Sabbatical Leave Project, 1998-99

Dear Colleagues,
On the advice of Mary Gibson, I am writing this memo to request a change in my sabbatical project.

The project, as proposed, comprised three parts, all designed to streamline and improve the delivery of content in the journalism writing and newspaper production courses. I would like to change the third part, which called for researching existing interactive computer modules to support newspaper production courses. If no such modules existed, I proposed designing some specifically for use in Journalism 111-114, The Channels lab classes. My goal was to address a serious shortage of time to teach students content essential to their publishing a student newspaper. My hope was that with modules, students could master skills working independently during The Channels lab time.

While modules can still be a very good idea, I now believe that a more comprehensive reorganization of The Channels is needed, and part of that restructuring must include more lecture/discussion time to support Channels publication. With this goal in mind, I have worked with the Curriculum Committee this spring to redesigned the entire academic structure of The Channels production classes. And instead of interactive modules, I would like at this time to submit curriculum and materials for three newly designed journalism courses that triple the amount of lecture each week and restructure the method and order in which lab skills are taught.

I’ll provide some background, then explain in greater detail what I’ve already completed and must finish before the fall. At the start of my sabbatical, I took the luxury of time to research academic organizations of several successful 2-year journalism programs in the state. I interviewed advisers at length and studied course outlines from their newspaper classes. After months of thought, I did the following:

1. Eliminated the existing structure of the academic class that publishes The Channels.
   Currently, all work completed on The Channels is performed in Journalism 111 through 114. This 4-unit class is one hour of lecture, nine hours of lab and two Plus-1 hours. The class requires a minimum of 12 hours each week. Students enroll first in Journ 111, then 112, and so on until they have completed four semesters.

2. Replaced Journalism 111-114 with three new classes: one section of lecture and two of lab.
   - A 3-unit lecture course on the theory and practice of newspaper journalism (Journ 105)
   - A 1-unit lab course (Journ 121) that could be taken by students in any of the print journalism courses: Journ 101 or Journ 103, as well as those in Journ 105.
   - A 2-unit lab course (Journ 122) to be taken concurrently with Journ 105.
The Curriculum Committee approved the new courses in mid-February. I will begin teaching them in the fall, and I have a tremendous amount of work to do before then. So I'm asking to forego the creation of modules, and instead to complete course materials for the lecture class, Journalism 105, and the lab classes, Journalism 121 and 122.

I hope to accomplish two important goals with these changes.

The first is to use the expanded lecture/discussion format to cover more content faster and more completely than I could before. Students must learn so many things before they can publish the paper with any degree of competence, yet they publish the first paper during the third week of school. And during lab, students are actually publishing the paper, driven by inflexible weekly press deadlines. Those deadlines render quality group instruction near impossible in the lab setting. Given the quantity of material and difficulty of the course, tripling the lecture units is, I believe, justified.

I'm also offering two lab courses, worth 1 and 2 units, to address a second major problem in our program. Increasingly over the years, students' work or family obligations have left them little time to work on the paper, a minimum 12-hour-a-week commitment. Under the new plan, students in any of our three print journalism classes can take the 1-unit lab; they can work on the paper only 3 hours a week. In addition to meeting our students' needs, this 1-unit class could be a great recruitment tool for The Channels—a difficult, hard-to-fill class that doesn't transfer to any 4-year public university in the state. Returning students would take the more rigorous and time-consuming 2-unit lab.

Also, with this decreased lab time—33 percent to 66 percent less, depending on which lab course they take—students will have little extra time to complete computer modules. The two existing modules I plan to use—on grammar and writing mechanics—will have to be squeezed in as homework.

In closing, I'd like to note that these changes to my sabbatical project go straight to the heart of the entire project's intent. I also believe the amount of work involved is commensurate, if not greater, than the work originally proposed. I'm very excited about these changes, as are the adjunct faculty in our department and the current student editors. I wish I had thought of this reorganization sooner. But at the time I developed my proposal, I could see only the problems. Probably the greatest benefit of this wonderful year off is the time it has given me to find the best solutions.

Thank you for reading such a long memo and for your consideration of my request. Please call me at home at 963-7315 if I can help clarify this somewhat confusing situation.
1999 Summer Session
Faculty List

Adler, Eric
Alarcon, Ignacio
Alex, Georganne, Couns.
Alker, Wendy, Couns.
Anderson, Genevieve
Banchero, Robert, Couns
Barr, Collette
Barron, Blakely
Bates, Christopher
Bates, Mark
Bell, Barbara
Binder, Alyssa, CC
Blackburn, Lea, CC
Borgman, Patricia
Brady, J. Eugene
Brainerd, David
Bram, Alan, Couns
Brandis, Dirk
Brennan, Bernard
Brewer, Scott, Couns
Brummel, Josephine
Bruno, Salvatore
Burton, Christina
Calip, Jean-Marie
Campos, David
Carroll, Catherine
Castillo, Dina
Charboneau, F. Jill
Chavez, Bonnie
Chesher, Jim
Clark, John
Cleyet, Franchesca
Collins, Robert
Congleton, Paula
Cooper, Jenny, Couns
Cruzalugei, Yvette, Couns
Deems, Lydia, Couns.
Di Paolo, Carmen
Dolas, Theodore
Doran, Robin
Duran, Georgia
Duran, Jose
Durham, William
El Soussi, Mohammad
Ellingson, David
Escoto, Dorothea
Eskandari-Qajar, Manou
Evans, Cyril aka Benn, K.
Fey, Irene
Foster, Kaye
Frank, Patricia
Friesen, Larry
Fulton, Kay
Garey, Charles
Garza, M'Liss
Georgakis, Peter
Gibson, Mary
Godar, Ronald
Goodnough, Robin
Gray, Robert
Greif, Matthew
Gutterman, Karen
Hall, Timothy
Hamilton, Susan
Handloser, Diane
Harker, Myrna
Haws, Holly, CC
Hearon, Sally, Couns
Hedden, Stephanie, Couns
Hernandez, Al
Herring, Fred
Hobbs, Willard
Howard, Dolores
Hughes, Scott
Inks, Edward
Johnson, Jodi
Joyce, Kathryn
Kay, John
Kipp, Susan
Koeninger, Anthony
Kolbert, John
Krawczyk, Laura
Kruidenier, James
Kulper, Michael
Kumpf, Daniel
Lansing, Melanie
Larson, Thomas
Laurnier, Raymond
Lawson, Mary
Lawyer, Jr., David
Lawyer, Sr., David
Lazorchik, Frank
Levine, Ron
Lewin, Gerry
Lewis, George
Lopez, Yolanda, Couns
MacPhee, Patricia
Marie, Gay
Marchak Jr., Fred
Masooman, Sharareh
Mass, Mindy
McCarley, Ronald
McClung, Paul
McGarry, Claudia
McGarry, Paul
McIntire, Mark
Medrano-Cardenas, Angel
Meisel, Jacqueline
Melendez, Charles
Metiu, Jane
Mixsell, Margaret
Mokler, Richard
Mooney, Christopher
Moore, Marcy
Mooy, James
Morales, Marie, Couns
Moreno, Elida
Moreno, Francisco
Moreno-Hornswagen, Monica
Morris, David
Morrison, Darryl
Morrison-Mook, Maia
Moser, Maynard
Nathan, Jonathan
Naughton, Susan
Nicaise, Holly
Nivet, Christine
Nunez, Patricia
O'Connor, Ellen
O'Connor, Kathleen
Oda, Bruce
Olguin, Arthur
Ontiveros, Robert
Paez, Jesse, Couns
Paredes, Marta
Parker, John
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Peinado, Kelly
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TECHNOLOGY MODEL APPLICATIONS PILOT (TMAPP) FUNDS

GRANT AGREEMENT

This grant is made and entered into, by and between, the Chancellor’s Office of the California Community Colleges, hereafter referred to as the State, and the aforementioned district, hereafter referred to as the Grantee. The grant shall consist of the RFA specification; this face sheet, with authorized signatures; the grant application, including all forms as specified in the Request for Application (RFA) packet; and the Grant Agreement Standard Terms and Conditions, Articles I (Rev. 4/99) and II (Rev. 10/98), as set forth in the RFA instructions. All of these items are incorporated into this grant by reference.

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

The term of this grant shall be from June 29, 1999, to and including July 31, 2000. All performance under this grant shall be completed by June 30, 2000, except that a Final Report must be received by the Chancellor’s Office no later than July 31, 2000.

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

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APPLICATION ABSTRACT

RFA ID No.: 98-0665  RFA Title: Comprehensive Statewide Community Distance Education Delivery Models Feasibility Study

Project Title: Distance Education Feasibility Study — From Problem Formulation to Action Plan, A View to the Future

Project Description:

This one year project studies a range of distance education models to identify changes that need to be made in the California Community Colleges system for distance education to be more cost-effective and learner-centered. The project’s central focus is in several policy areas including: quality, student and academic support services, decision-making structures, mission, program approval, infrastructure, and financial aid.

Three objectives compose the project’s work. Objective 1 extensively studies 4CNET to fully understand the network’s capabilities and to propose ways to use 4CNet in building a variety of linkages to the work place, to new learners, to returning learners, and finally to the system. Objective 2, to determine all cross over points, intensively compares the project’s work plan with the Statewide Distance Education work plan developed by the Distance Education Unit. Further, the project team reviews other funded projects to see what additional “cross over points” may exist and, then, develops ways to leverage human, agency, and project resources for the greatest efficiency in the related projects. Objective 3 studies in depth a series of identified issues that present serious challenges to the system in moving toward participation in global distance education.

From the work with these three objectives comes a Feasibility Report, including an Action Research Plan, which identifies each problem discovered and explains (a) who is affected, (b) a possible root cause, (c) the type of problem that really exists, (d) the goal for improvement, and (e) the possible things that can be done to resolve the problem.
**APPLICATION BUDGET SUMMARY**

**Note:** When entering dollar amounts, round off to nearest dollar. Submit Budget Detail Sheet for each funding source reflected here in cash or in-kind. Also explain expenditures by budget category.

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<th>District Match Funds (2)</th>
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<th>Other Source (3b)</th>
<th>Other Source (3c)</th>
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1. Requested Project Funds (note limitations in the total award amount permitted by the RFA specification).
2. General Fund District Match (see RFA specifications and Instructions Terms and Conditions for match percentage required). Line item match not required.
3. Other Sources of Funds or in-kind contributions. (Provide an Application Budget Detail Sheet for each funding source.)

Rect Costs cannot exceed four percent (4%) of total direct costs (line 8).

I certify this total costs proposal as the maximum amount to be claimed for this project and assure that funds shall be spent in compliance with State and federal regulations.

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<td>Chief Business Officer Signature:</td>
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(Authorized Designee)
ESTIMATED CHILDREN'S CENTER SUMMER SCHOOL BUDGET 1998

ESTIMATED SALARIES

DIRECTOR: LEA BLACKBURN 60 hrs. @ $ 17.63 + Benefits $1057.
HEAD TEACHER: HOLLY HAWS 240 hrs. @ $16.28 + Benefits $3907.
TEACHER: 180 hrs. @ $13.49 $2428.
TEACHER ASSISTANTS: 3 180 hrs @ $8.99 = $1618 . x 3 = $4854

FOOD COSTS

24 children for 29 days = $ 700.

TOTAL ESTIMATED EXPENSES ................................................................. $12,946.

INCOME ESTIMATES

TUITION: $18.75 per day per child x 29 days = $543.75
24 children x $543.75 = ................................................................. $13,050.00
APPENDIX E

PROCEDURES FOR EVALUATION OF FACULTY
APPENDIX E

I. PROCEDURE FOR EVALUATION OF PROBATIONARY CONTRACT AND TEMPORARY FACULTY

A. Selection of Committee

Upon notification from the Area Dean, the department chair or if the evaluatee is the department chair, the dean in consultation with the Academic Senate President, shall form an evaluation committee. Committee composition shall consist of:

1. The evaluatee, as a nonvoting member.

2. The department chair. (If the evaluatee is department chair, an additional tenured faculty from the evaluatee’s field or a closely related discipline.)

3. One tenured faculty from the evaluatee’s field or a closely related discipline.

4. One tenured faculty from outside the department.

5. Area dean (non-voting) for years one and two of the 4-year probationary evaluation schedule, and at the discretion of the dean or the committee in years three and four.

The three voting members of the evaluation committee shall choose one member (not the evaluatee) to serve as chair.

B. Committee Responsibilities

1. Plan for Evaluation: Committee members will select a chair and establish a timeline by the sixth week of the semester in which the evaluation takes place.

2. Review Course Materials: The evaluatee shall provide relevant course/job performance materials for review by committee members e.g., syllabi, exams, student records, counseling notes, etc.

3. Obtain Written Comments: Obtain written comments from the evaluatee (self-evaluation), evaluatee’s department chair (Faculty Responsibilities Checklist) and dean (Dean’s Comment Form) regarding the individual’s performance of job requirements and fulfillment of departmental and campus responsibilities. The five performance criteria listed in Section 2120 shall be considered: a) expertise in discipline; b) effectiveness in performing job; c) availability to students and colleagues; d) fulfillment of college responsibilities; and e) professional growth. See Performance Criteria Guidelines in Appendix E, Section VI.

4. Review Previous Evaluations: Obtain and review copies of previous evaluation reports.

5. Obtain Client Data: A written client survey will be distributed and collected without the evaluatee present. For instructors, the survey will be taken covering each section taught by the evaluatee. To ensure objectivity in client surveys, discussion about the instructor or course shall take place after distributing and collecting the surveys. In the case of non teaching faculty (e.g. counselors, college nurse, librarian, etc.) the evaluator shall ensure that the procedure for client surveys adopted by that department is carried out. Faculty with duties designated as primarily Management, Leadership or Coordination shall follow procedures outlined in Appendix E-VII.
6. Observe the Evaluatee: Each member of the committee will observe the evaluatee in the performance of his/her duties. For instructors, a committee member will visit each section of the evaluatee's classes for at least one class meeting or a minimum of 50 minutes. For large lecture classes that have multiple labs and/or discussion groups, a minimum total of two lab and two discussion sections will be observed. The specific sections to be observed will be selected by the committee. For non-instructional faculty, the evaluatee shall be observed in the performance of a variety of their duties by each member of the committee for a minimum total of 50 minutes.

7. Prepare Evaluation Report: Members other than the evaluatee will prepare a written report which includes:

a. A compilation of client survey results, including an accurate tabulation of quantitative results and a transcription of qualitative client survey data, presented in such a way as to protect the confidentiality of the individual student's response.

b. The Faculty Responsibilities - Checklist, which includes department chair comments

c. The Dean’s Comment Form

d. Evaluatee's written self-evaluation

e. A brief summary of the evaluation which includes conclusions and recommendations and a written statement indicating Satisfactory, Needs Improvement or Substandard performance. If the evaluatee's performance is satisfactory, suggestions to enhance satisfactory performance may be included to assist the evaluatee to achieve even higher levels of performance. In the case of a Satisfactory evaluation, item 10 below does not apply.

f. The Faculty Evaluation Summary Form with appropriate signatures.

Any committee member, including the evaluatee, may append an individual statement to the committee report.

8. Make recommendation: For probationary tenure track faculty, the committee report shall also include a recommendation to:

a. Enter into a contract with the faculty member for the following academic year(s) in accordance with district policy 1700.

or

b. Not enter into a contract with faculty member for the following academic year(s), including reasons, in accordance with district policy 1700.

or

c. Grant tenure, in the fourth year, to the faculty member in accordance with district policy 1700.

If a probationary faculty member's performance is evaluated as needing improvement, the committee may recommend that the district "not enter into a contract for the following academic year(s)." If the evaluatee's performance is evaluated as Substandard, the committee must recommend that the district "not enter into a contract for the following academic year(s)."
9. Submit Evaluation Report: The completed evaluation report, including recommendations, shall be submitted to the division dean by the last day of instruction as designated on the college calendar for the semester in which the evaluation is conducted.

10. Develop Plan for Improvement: If a probationary evaluatee’s performance is evaluated as Needs Improvement, the committee (including the evaluatee, the department chair and dean) will develop a plan for improvement. The plan for improvement shall include a statement of areas needing improvement (based on the Performance Criteria Guidelines, Appendix E–VI) and the criteria for determining if improvement has occurred. (Not applicable when the faculty member has not been recommended for rehire.)

The evaluatee and the evaluation committee chair will sign the plan for improvement, and a copy of the plan will be submitted with the committee’s initial evaluation report by the end of the semester in which the evaluation was conducted. The evaluatee may submit personal reflections on the plan.

C. Re-evaluation of Probationary Contract Faculty with Performance Designated as Needs Improvement

1. Timeline: When probationary faculty member’s performance has been evaluated as Needs Improvement, re-evaluation shall occur the following semester.

2. Committee Selection: The department chair, in consultation with the division dean, shall form the re-evaluation committee (Not applicable when faculty member has not been recommended for rehire.) The Committee shall consist of the following:

   a. The evaluatee.

   b. Two faculty members from the original evaluation committee, if possible. (If not possible, tenured faculty alternates from the evaluatee’s field or a closely related discipline will be added to the committee.)

   c. The department chair. (If the evaluatee is department chair, an additional tenured faculty from the evaluatee’s field or closely related discipline.)

   d. The appropriate dean.

The department chair (or designee) shall serve as chair of the re-evaluation committee. All members, except the evaluatee, shall have full voting rights.

The evaluation will be based on the plan for improvement formulated by the previous committee. A written report will be prepared that addresses the plan for improvement in addition to the items outlined above in 7a-e of the Procedure for Evaluation of Probationary and Temporary Contract Faculty.

3. Submission of Re-evaluation Report: The completed report, including recommendations, shall be submitted to the appropriate dean by the last day of instruction as designated on the college calendar for the semester in which the re-evaluation is conducted.

_revised & approved board of trustees: june 27, 1991; september 10, 1992; september 24, 1998_
II. PROCEDURE FOR EVALUATION OF TENURED CONTRACT FACULTY

A. Committee Composition

1. Area deans shall notify the faculty member when their evaluation is due.

2. The committee shall consist of the evaluatee and at least two other tenured certificated persons who have not served on the evaluatee’s two most recent evaluation committees. (These two persons shall hereinafter be referred to as "evaluators.") One of the two evaluators shall be in the evaluatee’s discipline or in a closely related discipline. The second of the two evaluators shall be from outside the evaluatee’s discipline.

B. Committee Selection

1. The evaluatee shall select the first evaluator from his or her discipline. That evaluator shall select the second evaluator. The evaluatee shall be allowed one veto of the second evaluator. In the case of disagreement regarding committee composition after one veto, the evaluatee’s Dean shall arbitrate, and if necessary make the decision.

2. The evaluatee may elect to have up to two additional faculty, beyond the required minimum, as committee members. Additional members shall be by unanimous choice of the existing committee.

3. Once the committee has been selected, the evaluatee shall inform the department chair (or when the evaluatee is a department chair, the division dean) of the committee membership.

C. Committee Responsibilities

1. Selection of Committee Chair: The evaluation committee shall select a committee member other than the evaluatee to be the chair by the end of the sixth week of the semester in which the evaluation is being conducted. The committee chair shall then be responsible for seeing that the evaluation is carried out in accordance with the procedures stated here (Appendix E-II) and that the final report is forwarded to the department chair (or when the evaluatee is a department chair, the division dean) by the last day of instruction as designated on the college calendar for the semester in which the evaluation is being conducted.

2. Establish Timeline: The committee shall review the mandatory activities listed below in items 3a - 3h and set up a timeline for carrying them out consistent with the two deadlines stated in item C1 above.

3. Conduct Evaluation: The evaluation committee must perform the following activities in conducting the evaluation:

   a. Review the evaluatee’s most recent Faculty Evaluation Report before setting up the timeline for other activities.

   b. Review Performance: To evaluate performance of faculty responsibilities, the committee chair shall request from the evaluatee’s department chair (or in the case of a department chair, the division dean) and present to the committee a completed Faculty Responsibilities Checklist. The committee chair shall also request from the evaluatee’s dean and present to the committee a completed Dean’s Comment Form.

   c. Review the evaluatee’s written self-evaluation.
d. Observe Evaluatee: For instructional faculty, each evaluator shall observe the evaluatee in the performance of her/his duties for a minimum of 50 minutes of instruction. For non-instructional faculty, each evaluator shall observe the evaluatee in any number of roles involving direct student contact for a combined total of a minimum of 50 minutes.

e. Conduct Client Survey: In the case of instructional faculty, ensure that anonymous, written client surveys on the form approved by the evaluatee's department are conducted in each section of each course (except co-requisite laboratory courses) currently being taught by the evaluatee. The surveys shall be conducted by the evaluators without the evaluatee present. To ensure objectivity in the client surveys, discussion with the class about the instructor or the course shall take place after distributing and collecting the surveys. In the case of non-teaching faculty (e.g. counselors, college nurse, librarians, etc.), the evaluator shall ensure that the procedure for client surveys adopted by the evaluatee's department is carried out.

Each non-instructional department of the college shall develop a form for surveying clients appropriate to that department's special function to be used by all faculty members in that department. It is recommended that each department's (both instructional and non-instructional) client survey form be reviewed by the Academic Policies Committee prior to first-time use by the department. See Appendix E-Section VII for Procedures for Evaluation of Faculty with Duties Designated as Primarily Management, Leadership or Coordination.

f. Summarize Client Survey Data: Ensure that quantitative results of the written client surveys are tabulated accurately and that qualitative results are transcribed and presented in a way that protects the confidentiality of individual student responses.

g. Additional Components: The evaluatee or the evaluation committee may request additional components to the evaluation, beyond the minimum required in sections 3a - 3f above. Optional activities that might be included are:

- Review of course syllabi, assignments, exams or other materials used by the evaluatee.
- Additional observation of the evaluatee in the performance of her/his duties.
- Long-term follow-up on clients.
- Review of videotaped class sessions conducted by the evaluatee.
- Review of feedback from other faculty served by the evaluatee.
- Participation by the Dean and/or department chair.

h. Prepare Final Report: Complete the Faculty Evaluation Summary Form basing findings on the District Performance Criteria listed in Section 2120 (demonstrates expertise in academic discipline and/or area of assignment; effectiveness in teaching and/or performance of job; availability to students and colleagues; responsibilities to the college community and SBCC's goals and policies; professional growth). See Appendix E–VI for Performance Criteria Guidelines. Each committee member shall review all evaluation materials before the Faculty Evaluation Summary Form is completed.
VI. Procedure for Evaluation of Faculty with Duties Designated as Primarily Management, Coordination or Program Leadership*

A. Overview

Within the faculty ranks, there are a number of positions where the faculty member primarily performs duties that are designated as management, coordination, and/or program leadership and, therefore, may have very little or no traditional classroom student contact. These "non-teaching" faculty serve a distinctly different clientele, including students outside the classroom and/or peers and/or community members.

To adequately solicit input on the unique performance demands of these positions and to ensure the evaluatee the protection of a uniform, campus-wide process while affording maximum flexibility in complying with district policy (#2100) and procedures (Appendix E-I or E-II), the following supplemental evaluation procedures shall be followed:

B. Committee Selection

1. Committee selection and composition shall follow the policy guidelines for whichever evaluation category the evaluatee qualifies. (Refer to District Policy 2100, Appendix E.)

C. Client Survey

1. The "client pool" for the purpose of soliciting information on the performance of the faculty member shall be selected by consensus of the committee and the evaluatee. The area dean shall be asked to provide a list of suggested clients for the committee's consideration. If the consensus is not reached, the area dean shall select the client pool.

2. Evaluatee (if single person department or area) or department may customize the client surveys to reflect the unique duties of that faculty member. Questions asked of clients shall reflect relevant elements of the Five Performance Criteria and specifics from the job description under which the faculty member assumed the leadership position. The six standard evaluation questions (#1, 4, 8, 15, 16 and 18) on the College's standard evaluation form (Appendix E, Section VII) must be included on the survey.

D. Schedule for Evaluation

1. In the case where a tenured faculty assumes a new management position with duties different from those for which s/he was originally hired, the evaluatee shall be evaluated once each year for the first two years. Following satisfactory evaluations in the second year of the new assignment and if the evaluatee was previously granted tenure, the schedule for subsequent evaluations shall be followed as outlined in district policy, Appendix E-II: Procedure for Evaluation of Tenured Contract Faculty.

2. A non-tenured faculty member hired into a faculty management position will follow the schedule for evaluation as outlined in the Procedure for Evaluation of Probationary Contract and Temporary Faculty (Appendix E-I).

* Current examples of such positions include but are not limited to: Career Center Director, Transfer Center Director, Children's Center Director, Faculty Resource Center Director, Director of Learning Support Services, SBCC/UCSB Transition Program Director, DSPS Director, College Nurse and Athletic Director.

March 3, 1999. Approved Academic Senate

KH/mej/June 99
SBCC CONTINUING EDUCATION
Faculty Calendar 1999-2000

FALL '99 TERM (11 weeks*)
(Sept. 8-Nov. 21*)

August 29 Sun Schedule of Classes published
Sept. 1 Wed Preregistration begins
Sept. 6 Mon Labor Day Holiday
Sept. 8 Wed Fall Term begins
Nov. 12 Fri Veteran's Day Holiday observed
Nov. 23 Tue Rosters due in office
Nov. 23 Tue Fall Term ends***
Nov. 25-27 Thu-Sat Thanksgiving Holidays
Dec. 1-Jan. 8 M-Sat No classes*; winter break
Dec. 24-Jan. 1 Fri-Mon Winter holidays;
All SBCC offices closed

*FALL 1999 CALENDAR EXCEPTIONS:
Omega classes - 10 weeks: Sept. 13-Nov. 20
Adult High School - 12 weeks: Sept. 8-Nov. 30
The following classes run 13 weeks: Sept. 8-Dec. 7
English as a Second Language; Adult Basic Education; and Citizenship

WINTER 2000 TERM (11 wks**)Jan.
(Jan. 10 - Mar. 25**)

2 Sun Schedule of Classes published
Jan. 3 Mon Preregistration begins
Jan. 10 Mon Winter term begins
Jan. 17 Mon M.L. King Holiday
Feb. 11 Fri Lincoln's Birthday holiday
Feb. 12 Sat. President's Day weekend holiday
Feb. 21 Mon Washington's Birthday holiday
Mar. 24 Fri Rosters due in office
(due Mar 27 for Sat classes)
Mar. 25 Sat Winter term ends**
Mar. 27-Apr. 8 M-Sat Spring break; no classes

**WINTER 2000 CALENDAR EXCEPTION:
Omega Program - 10 weeks, ending March 18

SPRING 2000 TERM (8 wks***)
(Apr. 10 - June 3***)

Apr. 2 Sun Schedule of Classes published
Apr. 3 Mon Preregistration begins
Apr. 10 Mon Spring term begins
May 29 Mon Memorial Day Holiday
June 2 Fri Rosters due in office
(due June 5 for Sat classes)
June 3 Sat Spring term ends***

***SPRING 2000 EXTENDED CALENDARS:
Omega Program: 2 weeks, ending June 10
Adult & Evening HS: 10 weeks, ending June 17
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## Santa Barbara Community College

### Purchase Order Report  6/14/99

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## Santa Barbara Community College

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6/14/99

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## Santa Barbara Community College

### Purchase Order Report 6/14/99

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SANTA BARBARA COMMUNITY COLLEGE DISTRICT
PARKING FEES PROGRAM

STATEMENT OF REVENUES AND EXPENDITURES

For the Fiscal Year Ended June 30, 1998

Paul B. Moe
Certified Public Accountant
127 W. Clark Avenue, Suite 210
Orcutt, CA 93455
(805) 937-7195
<table>
<thead>
<tr>
<th>Section</th>
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<tr>
<td>Independent Auditor’s Report</td>
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<tr>
<td>Statement of Revenues and Expenditures</td>
<td>2</td>
</tr>
<tr>
<td>Notes to Financial Statements</td>
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</table>
Board of Trustees  
Santa Barbara Community College District  
Santa Barbara, California  

I have audited the statement of revenues and expenditures of the Santa Barbara Community College Parking Fees Program for the fiscal year ended June 30, 1998, as listed in the foregoing Table of Contents. This statement is the responsibility of the District’s management. My responsibility is to express an opinion on the statement based on my audit.

I conducted my audit in accordance with generally accepted auditing standards. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall statement presentation. I believe that my audit provides a reasonable basis for my opinion.

The program is not a separate fund of the Santa Barbara Community College District and is integrated within the District’s General Fund. Therefore the Parking Fees Program does not have a self-balancing set of assets and liabilities as required by generally accepted accounting principles. Thus, no balance sheet is presented in this report.

In my opinion, except for the lack of a balance sheet as discussed in the previous paragraph, the statement of revenues and expenditures of the Santa Barbara Community College Parking Fees Program referred to above presents fairly the activity of that program for the fiscal year ended June 30, 1998 in conformity with generally accepted accounting principles.

In connection with my examination, I also examined the District’s agreement with the City of Santa Barbara and determined that all the requirements of that agreement have been met.

May 21, 1999  

Paul B. Moe, C.P.A.
SANTA BARBARA COMMUNITY COLLEGE DISTRICT  
PARKING FEES PROGRAM  
STATEMENT OF REVENUES AND EXPENDITURES  
For the Fiscal Year Ended June 30, 1998

<table>
<thead>
<tr>
<th>Revenues:</th>
<th>Other Parking Lots</th>
<th>La Playa Parking Lots</th>
<th>Total All Parking Lots</th>
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<tbody>
<tr>
<td>Parking fees</td>
<td>$326,386</td>
<td>$83,487</td>
<td>$409,873</td>
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<td>Parking fines</td>
<td>84,119</td>
<td>21,528</td>
<td>105,647</td>
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<td><strong>Total revenues</strong></td>
<td><strong>410,505</strong></td>
<td><strong>105,015</strong></td>
<td><strong>515,520</strong></td>
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<table>
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<td>Operation and Maintenance:</td>
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<td>Salaries</td>
<td>146,274</td>
<td>49,021</td>
<td>195,295</td>
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<td>31,262</td>
<td>10,441</td>
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<tr>
<td><strong>Total operation and maintenance expense</strong></td>
<td>$379,469</td>
<td>$127,326</td>
<td>$506,795</td>
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| Other Expenses:       |                    |                       |                        |
| Loan repayment        |                    |                       |                        |
| **Total expenditures** | $379,469           | $127,326              | $506,795               |

| Excess of revenues over (under) expenditures | $31,036 | $(22,311) | $8,725 |

The notes to financial statements are an integral part of this statement.
NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The accompanying statements have been prepared in conformity with generally accepted accounting principles as prescribed by the National Council of Governmental Accounting and *Audits of State and Local Governmental Units* issued by the American Institute of Certified Public Accountants. The accompanying statement includes only the Parking Fees Program revenues and expenditures.

Basis of Accounting

All governmental funds are maintained on the modified accrual basis of accounting. As such, revenues are recognized when they become susceptible to accrual, which is to say, when they become both measurable and available to finance expenditures of the current period.

NOTE 2 – PROPORTION OF REVENUES AND EXPENDITURES ATTRIBUTED TO LA PLAYA PARKING LOTS

The revenues and expenditures were proportioned to the La Playa Parking Lots using the calculations shown in the agreement as follows:

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<th>Total parking revenue</th>
<th>Total spaces including Ledbetter Beach parking</th>
<th>Per Space</th>
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<td>$ 515,520</td>
<td>2,479</td>
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<tr>
<td>Total operations and maintenance expense</td>
<td>Total spaces excluding Ledbetter Beach parking</td>
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</tr>
<tr>
<td>$ 506,795</td>
<td>2,010</td>
<td>$252.13</td>
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<td>La Playa Spaces</td>
<td>Revenues per space</td>
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<td></td>
<td>Operations and maintenance expenditure per space</td>
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<tr>
<td>505</td>
<td>$252.13</td>
<td>$127,326</td>
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Excess of expenditures over income $ (22,311)
NOTE 3 - CUMULATIVE PARKING REVENUES AND EXPENDITURES

The revenues and expenditures for the years covered by the agreement are as follows:

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<tr>
<th>Year</th>
<th>Revenue</th>
<th>Expense</th>
<th>Loan Payment</th>
<th>Excess Revenue Over (Under) Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>1984-1985</td>
<td>116,474</td>
<td>366,665</td>
<td>0</td>
<td>(250,191)</td>
</tr>
<tr>
<td>1985-1986</td>
<td>105,771</td>
<td>107,641</td>
<td>50,000</td>
<td>(51,870)</td>
</tr>
<tr>
<td>1986-1987</td>
<td>119,837</td>
<td>149,103</td>
<td>50,000</td>
<td>(79,266)</td>
</tr>
<tr>
<td>1987-1988</td>
<td>125,230</td>
<td>181,060</td>
<td>0</td>
<td>(55,830)</td>
</tr>
<tr>
<td>1988-1989</td>
<td>175,771</td>
<td>149,014</td>
<td>95,000</td>
<td>(68,243)</td>
</tr>
<tr>
<td>1989-1990</td>
<td>260,420</td>
<td>452,128</td>
<td>0</td>
<td>(191,708)</td>
</tr>
<tr>
<td>1990-1991</td>
<td>246,897</td>
<td>317,550</td>
<td>0</td>
<td>(70,653)</td>
</tr>
<tr>
<td>1991-1992</td>
<td>380,722</td>
<td>330,843</td>
<td>100,000</td>
<td>(50,121)</td>
</tr>
<tr>
<td>1992-1993</td>
<td>466,808</td>
<td>465,907</td>
<td></td>
<td>901</td>
</tr>
<tr>
<td>1994-1995</td>
<td>449,595</td>
<td>484,795</td>
<td></td>
<td>(35,200)</td>
</tr>
<tr>
<td>1995-1996</td>
<td>470,183</td>
<td>413,263</td>
<td>102,352</td>
<td>(45,432)</td>
</tr>
<tr>
<td>1996-1997</td>
<td>377,437</td>
<td>334,965</td>
<td>103,212</td>
<td>(60,740)</td>
</tr>
<tr>
<td>1997-1998</td>
<td>515,520</td>
<td>506,795</td>
<td></td>
<td>8,725</td>
</tr>
<tr>
<td>Totals</td>
<td>4,245,676</td>
<td>4,781,011</td>
<td>500,564</td>
<td>(1,035,899)</td>
</tr>
</tbody>
</table>

NOTE 4 - LOANS TO PARKING PROGRAM

During the period of the agreement, loans from the Construction Fund for maintenance and improvements were as follows:

1985-86 and 1986-87 $ 307,840
1987-88 231
1988-89 42,185
1989-90 27,127
1990-91 338,195
1991-92 22,060
1993-94 6,142,806

Less Repayments (See Note 3) 500,564

Balance Due June 30, 1998 $ 6,379,880
SUPPLEMENTAL AGREEMENT

BY AND BETWEEN Santa Barbara COMMUNITY COLLEGE

AND THE CITY OF SANTA BARBARA

REGARDING JOINT USE PARKING

AGREEMENT NO. ___________

THIS AGREEMENT, made and entered into this _____ day of __________, 1999 by and between the SANTA BARBARA COMMUNITY COLLEGE DISTRICT, hereinafter called "District," and the CITY OF SANTA BARBARA, A Municipal Corporation, hereinafter called "City".

This Agreement supercedes and terminates that prior Supplemental Agreement No. 18,369, dated May 14, 1996.

WITNESSETH:

WHEREAS, the Santa Barbara High School District and the City of Santa Barbara did on August 28, 1962, enter into a Joint Exercise of Powers Agreement (Exhibit A) pursuant to Government Code Section 6500 et seq., in connection with the improvement, operation and maintenance of certain specified City-owned properties, including Pershing Park and related facilities; Leadbetter Park and related facilities; La Playa Field and related facilities; Plaza del Mar and related facilities; the Municipal swimming pool (Los Baños del Mar) and related...
facilities; and parking areas which are related to the properties and facilities specified hereinabove; and

WHEREAS, the foregoing Agreement was subsequently amended on July 7, 1964 (Exhibit B); August 19, 1969 (Exhibit C); and March 23, 1971 (Exhibit D) and finally on July 10, 1984 (City Agreement No. 12,427 Exhibit E), a copy of each of which amendments are attached hereto. As used herein the word "Agreement" refers to the original 1962 Joint Exercise of Powers Agreement as amended from time to time; and

WHEREAS, the Santa Barbara Community College District is a legally constituted successor in interest of the Santa Barbara Junior College District and the Santa Barbara High School District; and

WHEREAS, Exhibit E (the amendment executed on July 10, 1984 as City Agreement No. 12,427) specifically regulates the use of the Leadbetter Beach Parking Lot after September 1 of each year and the Agreement is in effect; and

WHEREAS, the parties wish to supplement the Joint Exercise of Powers Agreement for the purposes of establishing the ability of the District to use the Leadbetter Beach Park Parking Lots prior to September 1 each year for the next three years on an "as needed" basis; and
WHEREAS, the parties reaffirm that said Agreement as heretofore and herein amended is not subject to any additional amendment except by mutual written agreement of the parties.

NOW, THEREFORE, for good and valuable consideration, receipt of which is hereby acknowledged by the parties hereto, it is mutually agreed by both the City and the District that Section 2 ("Leadbetter Beach Parking Lots") of the 1984 amendment to the original Agreement is amended by adding a new subsection entitled "Use of Prior to September 1, 2000 through 2002" which reads as follows:

"Use of Prior to September 1, 2000 through 2002."

A. At the discretion of the District, the Leadbetter Beach Parking Lots may be used by all district students, faculty, and staff on Monday through Friday during the period between the third Monday of August and September 1, 2000 (and on the same basis for the years 2001, and 2002) except days upon which regular classes are not held, provided that any vehicle seeking access to the Leadbetter and Harbor West Parking Lots hereunder is displaying a valid parking sticker issued by the District. District shall provide the identification, and notify the City of the location of the identification in or on the vehicle, said identification, if not affixed, to be displayed by the driver upon request; (if affixed, it shall be visible from...
the left front of the vehicle) to permit parking to its students, faculty, and staff.

B. For 1999, the district shall pay City the amount of Five Hundred Dollars ($500.00) for each day prior to September 1 that the District elects to use the Leadbetter and Harbor West Parking Lots.

Beginning in 2000 and for each year thereafter through 2002, the daily fee paid to the City shall be adjusted in the following manner:

The Consumer Price Index for (Los Angeles-Anaheim-Riverside index for all urban consumers) published by the United States Department of Labor, Bureau of Labor Statistics (hereinafter "the Index"), which is published as of April 2000 (the "Extension Index"), shall be compared with the Index published as of April 1999 (hereinafter the "Beginning Index").

If the Extension Index has increased over the Beginning Index, the minimum daily fee for the use of the Leadbetter Beach and Harbor West Parking Lots payable by the district during the second year of this amendment shall be set by multiplying $500.00 by a fraction, the numerator of which is the Extension Index and the denominator of which is the Beginning Index provided, however, in no event shall the resulting increase exceed five percent (5%) in any one year. The same method as
above shall be used each subsequent year to adjust that year’s minimum daily fee paid by the District.

C. As soon as the daily fee for the second and subsequent years of this agreement is determined by the City Finance Department in accordance with this section (which shall occur not later than June 1 each year), the City shall give District written notice of the amount of the proposed adjusted daily fee for the use of the Leadbetter Beach and Harbor West Parking Lots for that year of the Agreement. If the District elects to do so, upon receiving notice of the adjusted daily fee for use of the Leadbetter Beach and Harbor West Parking Lots, and prior to August 15 each year, it may elect (by way of written notice to the City) to forego use of the Leadbetter Beach and Harbor West Parking Lots and, under such circumstances, shall not be obligated to pay a fee to the City, provided that nothing herein shall be deemed to affect the provisions of the Agreement with respect to the use of the Leadbetter Beach and Harbor West Parking Lots after September 1 each year.”
II. COMPLETE UNDERSTANDING

The Agreement of August 28, 1962, as heretofore and as herein amended, sets forth all of the agreements and understandings of the parties and any further modifications or amendments must be written and properly executed by both the City and the District.

CITY OF SANTA BARBARA
A Municipal Corporation

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

Sandra E. Tripp-Jones
City Administrator

Dr. Peter R. MacDougall
Superintendent/President

ATTEST:

Deputy City Clerk

APPROVED AS TO CONTENT:

John N. Bridley
Waterfront Director

APPROVED AS TO FORM:

Daniel J. Wallace
City Attorney

By

Rick Hardin
Attorney for Santa Barbara Community College District
May 21, 1999

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

Subject: Grading and Drainage Plan,
Installation of Portable Classroom Buildings

Dear Dr. Hanson:

At the request of Alex Pittmon, we are pleased to provide this proposal for engineering services related to the installation of sixteen portable classroom buildings at the upper playing field on the east campus at Santa Barbara City College.

We understand that the portable classroom buildings will be available for delivery to the campus on about August 1st and prior to delivery, the grading and drainage facilities for the site will have to be installed. We propose to prepare a grading and drainage plan that will collect storm water and connect with the existing drainage system and the necessary grading for the area surrounding the proposed buildings.

SCOPE OF WORK

Based on our understanding of the project needs, we propose to provide the following services:

1. Make a field investigation of the project site.

2. Determine tributary drainage areas, calculate drainage quantities, determine drainage pipe sizes, and prepare a short drainage report.

3. Prepare drainage and grading plan based on a topographic survey of the site prepared by Simpson Land Surveying.

4. Prepare preliminary plan for review by City College personnel.

5. Prepare grading and drainage plans for submittal to the College.

We envision submitting the following plans:

Sheet 1: General information with grading notes, cross sections, vicinity map, and typical drainage details.
Sheet 2 & 3: Grading and drainage plan at scale of 1"=20' using the topographic base map.

6. Calculate cut and fill quantities for the proposed grading.
7. Prepare a preliminary construction cost estimate.
8. Attend up to three (3) meetings with the project architect and school personnel.
11. Perform limited observation of the grading process during construction. Since engineering field observations are directly related to the contractor's performance, we are assuming the grading contractor will complete the construction in a timely manner.
12. Internal project management, including scheduling work, tracking progress, writing progress reports, general correspondence and billings.

SERVICES NOT INCLUDED

The following services and all other services not specifically listed herein are excluded:

1. Reimbursable expenses, such as photocopies, FAX transmissions, postage, shipping/delivery, long-distance phone calls, prints, maps/documents.
2. Governmental and public agency fees, cost of bonds and taxes.
3. Preparation of environmental assessments or documents.
4. Services by consultants other than P&S.
5. Surveying or construction staking.
6. Soils/geotechnical investigations or testing.
7. Landscape design or irrigation plans.

PROPOSED FEE AND METHOD OF PAYMENT

Our proposed services will be performed on a time and materials basis and shall be billed monthly at the rates then currently in effect. Charges for "time" include professional, technical and clerical support services provided by Penfield & Smith. "Materials" include all reimbursable expenses, such as photocopies, FAX transmissions, postage, shipping/delivery, long-distance phone calls, prints, maps/documents and outside consultant fees.
Payment is due on receipt of statements (net 30 days). Unpaid account balances are subject to a finance charge in accordance with our Standard Form of Agreement. If an account is unpaid and would be subject to a finance charge in accordance with our Standard Form of Agreement, we may consider this as constructive notice to suspend work. Our current fee schedule is attached.

Based on our understanding of your requirements and our experience with similar projects, we estimate that the fee required for our services will be approximately $10,700.00, not including reimbursable expenses.

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

TIME OF PERFORMANCE

Based on our current workload, we estimate that the work can be completed in approximately four (4) weeks. Note that time does not include review time by client or permitting agency.

AUTHORIZATION

Should you require any additional information or wish to discuss this proposal further, please contact me. If the proposal is satisfactory, please sign the agreement and return same to us in the envelope provided. Thank you for your consideration of Penfield & Smith for this project.

Very truly yours,

PENFIELD & SMITH

Wendell L. Nichols
Project Engineer

Danny G. Wynn
Chief Engineer

WLN:rgw

cc: Alan Pittmon (via fax 966-4806)

enclosures

(13380\WLN SBCC.pro)
WESTSIDE COMMUNITY CENTER LEASE

THIS LEASE entered into by CITY OF SANTA BARBARA, a municipal corporation, hereinafter referred to as “Lessor” or “City”, and ___ Santa Barbara City College ___ hereinafter referred to as “Lessee”.

City hereby agrees to lease to Lessee ___1,728___ square feet of the property located at 423 West Victoria Street, Santa Barbara, California, hereinafter referred to as the “Premises”, described and depicted in Exhibit “D” attached hereto and incorporated herein by reference.

City and Lessee agree this Lease includes the Standard Provisions in Exhibit “A” and the terms of the Nondiscrimination Certificate in Exhibit “B” attached hereto and incorporated by reference. The Premises shall be used for ___Childcare Services___. Lessee shall not use or permit the use of the Premises for any other purpose without prior written consent of Lessor.

This lease shall be for the term of one year, commencing ___August 1, 1999___ and ending ___June 30, 2000___.

Lessee shall pay to City, in advance, on or before the first day of each month, the following rent:

Square footage of Leased Space ___1,728___ sq. ft.

Portion of Allocated Common Space ___285___ sq. ft.

Total square footage (leased space + allocated common space) ___2,013___ sq. ft.

Total square footage of ___2,013___ sq. ft. multiplied by $___.79___ per square foot for a monthly rental of $ ___1,590.27___.

LESSOR: CITY OF SANTA BARBARA, a municipal corporation

LESSEE: ___

Sandra Tripp-Jones
City Administrator

ATTEST:

City Clerk

APPROVED AS TO FORM:
Daniel J. Wallace, City Attorney

By

APPROVED AS TO CONTENT:
Richard C. Johns
Director Parks and Recreation

By

APPROVED AS TO INSURANCE:
Brad Landreth, Risk Manager

By

Item 5.1: 6/24/99
### 1998-99 ARCHITECTURAL BARRIER REMOVAL

The State of California through the Chancellor's Office of the California Community Colleges, hereinafter referred to as the State, does hereby agree to pay the SANTA BARBARA CCD, hereinafter referred to as the District, 50% of their expenses to execute the approved Architectural Barrier Removal project(s) listed below, subject to the conditions contained within this document.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Project Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>SANTA BARBARA CITY</td>
<td>Architectural Barrier Removal, Phase I</td>
<td>$244,687</td>
</tr>
</tbody>
</table>

The total amount of this agreement shall not exceed $244,687.00

<table>
<thead>
<tr>
<th>STATE OF CALIFORNIA</th>
<th>SANTA BARBARA COMMUNITY COLLEGE DISTRICT</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGENCY Board of Governors</td>
<td></td>
</tr>
<tr>
<td>California Community Colleges</td>
<td></td>
</tr>
<tr>
<td>1107 Ninth Street</td>
<td></td>
</tr>
<tr>
<td>Sacramento, CA 95814-3607</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>BY (Authorized Signature):</td>
<td></td>
</tr>
<tr>
<td>Patrick J. Lenz</td>
<td></td>
</tr>
<tr>
<td>Printed Name of Person Signing:</td>
<td>Patrici J. Lenz</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>TITLE:</td>
<td></td>
</tr>
<tr>
<td>Vice President, Business Services</td>
<td>Vice Chancellor of Fiscal Policy</td>
</tr>
<tr>
<td>PROGRAM CATEGORY (Code &amp; Title)</td>
<td>Architectural Barrier Removal</td>
</tr>
<tr>
<td>Local Assistance</td>
<td></td>
</tr>
<tr>
<td>FUND TITLE</td>
<td></td>
</tr>
<tr>
<td>General Fund</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>SIGNATURE OF ACCOUNTING OFFICER:</th>
<th>DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Signature]</td>
<td>[Date]</td>
</tr>
</tbody>
</table>

Item Number: 6870-802-0001
Chapter: 330/98
Section: 42
Statue: 1998
Fiscal Year: 1998-99

Object of Expenditure (Code & Title): 0244 751 244
Terms and Conditions

1. SCOPE OF WORK:
The District shall render the services specified in the Revised Proposal that consists of the Bid Package less boilerplate, and a JCAF 32 (Estimate of Costs), all of which are on file with the District and State and incorporated into this agreement by reference. No construction cost funds will be released until the JCAF 32 is reviewed and approved by the Program Monitor for the State. The District agrees to perform all services as described and to follow all other rules and regulations applicable under the American with Disabilities Act (ADA) and the California Accessibility Regulations of the State Building Code, CCR, Title 24, Part 2.

2. COMPENSATION:
In consideration of satisfactory performance of the above, the State agrees to pay the District costs in accordance with the Architectural Barrier Removal Estimate of Costs. The District may make changes in any individual line item in the Estimate of Costs subject to the prior written approval of a Project Monitor. Upon completion of the Architectural Barrier Removal project(s), any savings remaining from the allocated funds may be used to address additional ADA Basic Access, Phase I issues with the prior written approval of the Program Monitor. The total amount payable under this agreement shall not exceed the total amount of the agreement as stated on the face/signature sheet of this agreement. Payment shall be made upon receipt of an invoice, specifying expenditures for the period covered. No payment shall be made without the approval of a Project Monitor or designee.

3. TERM:
The term/period of performance for this agreement shall be from the date of approval by the District to and including May 15, 2001.

4. EXCLUSIVE USE OF FUNDS:
Funds provided herein shall be used exclusively for architectural barrier removal, basic access, phase I projects.

5. FISCAL REPORTS:
District shall furnish detailed itemization of and retain all records relating to direct expenses reimbursed to District hereunder and to hours of employment on this agreement by any employee of District for which the State is billed. Such records shall be maintained for a period of three years after final payment of this agreement or until audited by the State, whichever occurs first, and shall be available for inspection or audit at any reasonable time by the State Auditors, Bureau of State Audits.

Invoices for services rendered are to be delivered to the Facilities Planning and Utilization Office, California Community Colleges, Chancellor's Office, 1107 9th Street, 5th Floor, Sacramento, California 95814. All claims must be submitted before May 15, 2001.

6. TERMINATION:
In the event of any breach of this agreement, the State may without prejudices to any of its other legal remedies terminate this agreement upon five days' written notice to the District. In such event, the State shall pay the District only reasonable value of the services rendered by the District as may be agreed upon by the parties or determined by a court of law.

7. INTERPRETATION:
In the interpretation of this agreement, any inconsistencies between the terms hereof and the exhibits shall be resolved in the favor of the terms hereof.
8. **PROJECT DIRECTOR:**
   The "Contact Person" identified in the District's Proposal is designated the Project Director on behalf of the District. The State reserves the right to approve any substitution of the Project Director.

9. **PROJECT MONITORS:**
   Cheryl Larry and Jim Rogaski are designated as the Project Monitors on behalf of the State. The Project Monitors are responsible for overseeing the project as a whole, and any questions or problems relating to the projects should be directed toward the Project Monitors or designee. The State may change the Project Monitors by written notice given the District at any time.

10. **CONTRACT MANAGER:**
    Virginia Bussard is designated the State's Contract Manager. The State may change the Contract Manager by written notice given the District at any time. Any questions relating to the terms and conditions of the agreement document should be addressed to the Contract Manager.

11. **SUBCONTRACTS:**
    Any subcontract entered into pursuant to this agreement shall be subject to examination and audit by the State Auditor for a period of three years after final payment under the agreement.

    Each subcontract to which the State has consented shall contain a provision that further assignments shall not be made to any third or subsequent tier subcontractor without consent of the State.

12. **EXPENDITURES PRIOR TO EFFECTIVE DATE OF AGREEMENT:**
    Applicable expenditures prior to the effective date of this agreement for projects contained herein will be reimbursed only upon approval by the State.

13. **DRUG-FREE WORK PLACE CERTIFICATION:**
    By signing this agreement, the District hereby certifies under penalty of perjury under the laws of the State of California that the District will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code Section 8350 et seq.) and will provide a drug-free workplace by taking the following actions:

    a) Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

    b) Establish a Drug-Free Awareness Program to inform employees about:

       (1) The dangers of drug abuse in the workplace;
       (2) The person's or organization's policy of maintaining a drug-free workplace;
       (3) Any available counseling, rehabilitation and employee assistance programs; and
       (4) Penalties that may be imposed upon employees for drug abuse violations.

    c) Every employee who works on the proposed agreement will:

       (1) Receive a copy of the District's drug-free policy statement; and,
       (2) Agree to abide by the terms of the District's statement as a condition of employment on the agreement.
14. **ELIGIBILITY FOR NONCITIZENS**
Funds provided under this grant shall only be used to employ, contract with, or provide services to citizens of the United States or noncitizens who are eligible to receive public benefits pursuant to Section 401 (with respect to federally funded activities) or Section 411 (with respect to state funded activities) of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, P.L. 104-193.

15. **NONDISCRIMINATION CLAUSE:**
a) During the performance of this agreement, District and its subcontractors shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, and denial of family care leave. Districts and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. District and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 129900 et seq.) and the applicable regulations promulgated thereunder (California Code Regulations, Title 2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code, Section 12990(a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations are incorporated into this agreement by reference and made a part hereof as if set forth in full. District and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

b) This District shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the agreement.

16. **AMERICANS WITH DISABILITIES ACT OF 1990**
By signing this agreement, District assures the state that it complies with the Americans with Disabilities Act (ADA) of 1990, (U.S.C. 12101 et seq.), which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. Grantee shall, upon request by any person, make materials produced with grant funds available in braille, large print, electronic text, or other appropriate alternate format. Grantee shall establish policies and procedures to respond to such requests in a timely manner.

17. **WORKER'S COMPENSATION INSURANCE:**
The District hereby warrants that it caries Worker's Compensation Insurance for all of its employees who will be engaged in the performance of this agreement and agrees to furnish to the State satisfactory evidence thereof at any time the State may request.

18. **DISPUTE**
In the event of a dispute, the District agrees to file a "Notice of Dispute" with the Chancellor's Office, California Community Colleges within ten (10) days of discovery of the problem. Within ten (10) days, the Chancellor or his designee shall meet with the District and Project Monitor for purposes of resolving the dispute. The position of the Chancellor shall be final. (SAM Section 1225)
May 20, 1999

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

RE: UPDATE SANTA BARBARA CITY COLLEGE CONCEPTUAL CAMPUS PRESENTATION MASTER PLAN

Pursuant to your request and meeting February 17, 1999 and subsequent meeting with Alex Pittman, George W. Girvin Associates, Inc. (GWGA) is pleased to submit our revised proposal to provide professional landscape architectural services.

After reviewing the project descriptions for the 1999 LRDP amendments, new GPS generated (AutoCADD/Release 14) topographic survey, dated 1996, GWGA projects completed after 1996 and proposed projects, we have prepared the following work tasks with end product descriptions, and a not to exceed budget.

Based on our recent discussion, it was agreed that SBCC at this time was only requesting a presentation quality plan to replace the outdated GWGA December 1989 Visionary Presentation Plan. If the bond election is approved, a more detailed campus master plan may be commissioned as originally proposed. GWGA proposes to utilize the existing AutoCADD base map with updated projects and to hand render the SBCC campus master plan. It is understood that this will be mainly developed for presentation purposes, not an accurate facilities and planning document as originally proposed.

The end product will be a 50’ scale colored mounted rendering with over all campus improvements to date, as well as proposed conceptual future building envelopes (i.e. multi disciplinary/high tech center and instructional technology/classrooms bldg.) and future parking structure. Building envelopes will be conceptual only, representing size and location in relationship to other existing buildings.

Based on the above scope and end product, GWGA proposes a not to exceed amount of $8,400, per our Terms of Agreement. All printing and reduction costs of the rendering will be billed as a reimbursable expense and will be coordinated with SBCC prior to ordering reproductions.
We are excited to update the old plan and look forward to the next ten years of implementation. As authorization, please issue a purchase order for us to proceed.

Sincerely,
GEORGE W. GIRVIN ASSOCIATES, INC.

George W. Girvin, ASLA
President

GWG/bp
encl.
MIAMI UNIVERSITY DEGREE AUDIT REPORTING SYSTEM
MAINTENANCE SUPPORT AGREEMENT

1. Applicable System:

The Miami University Degree Audit Program – Client/Server version (PROGRAM) as
licensed to:

Institution (LICENSEE): Santa Barbara City College

Processing Facility Locations: 721 Cliff Drive, Santa Barbara, CA 93109

2. For an initial period of one-year following the licensing of the PROGRAM, Miami
University will provide DARS Maintenance Support (SUPPORT) services provided for by
this agreement without additional charge to the LICENSEE.

3. This SUPPORT shall be renewed automatically for a period of one year at the end of the
initial period of service and each subsequent year of service at the then current SUPPORT
fee, unless this Agreement is terminated by either party by prior written notice of at least
thirty (30) days. The SUPPORT fee is subject to change at the end of each period of service
upon prior written notice of at least sixty (60) days by Miami University. The SUPPORT
fee will be limited to 13% of the royalty fee for year one with a cap of a 1% (of royalty fee)
increase in each subsequent year.

4. DARS Maintenance Support (SUPPORT) includes:

a. New releases of the PROGRAM and the associated documentation as available.

b. An invitation to participate in any Miami University sponsored "user" meetings.
These meetings would include the opportunity for the participants to identify and to
discuss items for future degree audit program enhancements.

c. Continued support (telephone and e-mail) in the writing of academic program and
requirement "rules".

d. Telephone and e-mail assistance in the identification and correction of degree audit
program computer related problems.

e. Total related support time limited to sixteen (16) hours per year.
5. SUPPORT may also include the delivery to the LICENSEE of various software products identified as USER SUPPLIED PROGRAMS (USP). These USP's have been contributed by Miami University or by other PROGRAM users to supplement the capabilities provided by the PROGRAM. These USP's will be delivered for use on an as-is basis, with no warranty of performance, and Miami University shall have no responsibility for any maintenance, updates, new releases, or support of USP's and their documentation.

6. All product materials supplied by Miami University under this SUPPORT Agreement shall be subject to the license agreement governing the LICENSEE's use of the PROGRAM. The preprinted terms and conditions of any purchase order or other ordering document issued by the LICENSEE in connection with the SUPPORT Agreement which are in addition to, or inconsistent with, the provisions of the SUPPORT Agreement shall not be binding on Miami University and shall not be deemed to modify this SUPPORT Agreement.

7. Payment of the SUPPORT fees shall be made in full within thirty (30) days after the date of invoice. Fees and payment are in U.S. dollars unless otherwise indicated.

Accepted by:

MIA MII UNIVERSITY

Signature
Edward J. Demske

Name
Senior Vice President for Finance & University Services & Treasurer

Title

Date

Accepted by:

Santa Barbara City College
Licensee

Signature

Dr. Charles Hanson

Name
Vice-President Business Services

Title

Date
AFFILIATION AGREEMENT

THIS AFFILIATION AGREEMENT ("Agreement") is made and entered into by and between Santa Barbara City College ("School"), and Sierra Vista Hospital Inc., doing business as Sierra Vista Regional Medical Center ("Hospital").

RECITALS:

A. School offers to enrolled students a degree program in the field of Radiologic Technology.

B. Hospital operates a comprehensive inpatient acute care facility licensed in the State of California ("State").

C. School desires to provide to its students a clinical learning experience through the application of knowledge and skills in actual patient-centered situations in an acute care facility.

D. Hospital has agreed to make its facility available to School for such purposes.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties hereby agree as follows:

1. RESPONSIBILITIES OF SCHOOL.

   a. Clinical Program. School shall be responsible for the implementation and operation of the clinical component of its program at Hospital ("Program"), which Program shall be approved in advance by Hospital. Such responsibilities shall include, but not be limited to, the following:

      (1) orientation of students to the clinical experience at Hospital;

      (2) provision of classroom theory and practical instruction to students prior to their clinical assignments at Hospital;

      (3) preparation of student/patient assignments and rotation plans for each student and coordination of same with Hospital;

      (4) continuing oral and written communication with Hospital regarding student performance and evaluation, absences and assignments of students, and other pertinent information;

      (5) supervision of students and their performance at Hospital;
(6) participation, with the students, in Hospital's Quality Assurance and
related programs; and

(7) performance of such other duties as may from time to time be agreed to
between School and Hospital.

All students, faculty, employees, agents and representatives of School participating in the Program at Hospital ("Program Participants") shall be accountable to the Hospital's Administrator.

b. **Student Statements.** School shall require each Program Participant to sign a
Statement of Responsibility in the form attached hereto as Exhibit A, and a Statement of Confidentiality in the form attached hereto as Exhibit B.

c. **Insurance.** School shall maintain for itself and shall provide to the Program Participants or require that Program Participants obtain and maintain appropriate general and professional liability insurance coverage in amounts of at least $1,000,000 per occurrence and $3,000,000 in the aggregate, with insurance carriers or self insurance programs approved by Hospital, in accordance with Hospital's bylaws, rules, and regulations.

d. **Health of Participants.** School shall provide to Hospital satisfactory evidence that each Program Participant is free from contagious disease and does not otherwise present a health hazard to Hospital patients, employees, volunteers or guests prior to his or her participation in the Program. Such evidence shall include without limitation the results of a recent tuberculin skin test, chest x-ray and physical examination and evidence of immunity from rubella and measles. School and/or the Program Participant shall be responsible for arranging for the Program Participant's medical care and/or treatment, if necessary, including transportation in case of illness or injury while participating in the Program at Hospital. In no event shall Hospital be financially or otherwise responsible for said medical care and treatment.

e. **Dress Code; Breaks.** School shall require the students to dress in accordance with dress and personal appearance standards approved by School. Such standards shall be in accordance with Hospital's standards regarding same. All Program Participants shall remain on the Hospital premises for breaks, including meals. Program Participants shall pay for their own meals at Hospital.

f. **Performance of Services.** All faculty provided by School shall be duly licensed, certified or otherwise qualified to participate in the Program at Hospital. School shall have a specially designated staff for the performance of the services specified herein. School and all Program Participants shall perform its and their duties and services hereunder in accordance with all relevant local, state, and federal laws and shall comply with the standards and guidelines of all applicable accrediting bodies and the bylaws, rules and regulations of Hospital and any rules and regulations of School as may be in effect from time to time. Neither School nor any Program Participant shall interfere with or adversely affect the operation of Hospital or the performance of services therein.
g. **OSHA Compliance.** School shall be responsible for compliance by Program Participants with the final regulations issued by the Occupational Safety and Health Administration governing employee exposure to bloodborne pathogens in the workplace under Section VI(b) of the Occupational Safety and Health Act of 1970, which regulations became effective March 6, 1992, and as may be amended or superseded from time to time (the "Regulations"), including, but not limited to responsibility as "the employer" to provide all employees with (1) information and training about the hazards associated with blood and other potentially infectious materials, (2) information and training about the protective measures to be taken to minimize the risk of occupational exposure to bloodborne pathogens, (3) training in the appropriate actions to take in an emergency involving exposure to blood and other potentially infectious materials, and (4) information as to the reasons the employee should participate in hepatitis B vaccination and post-exposure evaluation and follow-up. School's responsibility with respect to the Regulations also shall include the provision of the hepatitis B vaccination in accordance with the Regulations.

2. **Responsibilities of Hospital.**

a. Hospital shall accept the students assigned to the Program by School and cooperate in the orientation of all Program Participants to Hospital. Hospital shall provide the opportunities for such students, who shall be supervised by School and Hospital, to observe and assist in various aspects of acute patient care. Hospital shall coordinate School's rotation and assignment schedule with its own schedule and those of other educational institutions. Hospital shall at all times retain ultimate control of the Hospital and responsibility for patient care.

b. Upon the request of School, Hospital shall assist School in the evaluation of each Program Participant's performance in the Program. However, School shall at all times remain solely responsible for the evaluation and grading of Program Participants.

3. **Mutual Responsibilities.** The parties shall cooperate to fulfill the following mutual responsibilities:

a. Students shall be treated as trainees who have no expectation of receiving compensation or future employment from the Hospital or the School.

b. Any courtesy appointments to faculty or staff by either the School or Hospital shall be without entitlement of the individual to compensation or benefits for the appointed party.

4. **Withdrawal of Program Participants.**

a. Hospital may immediately remove from the premises any student who poses an immediate threat or danger to personnel or to the quality of medical services or for unprofessional behavior.

b. Hospital may request School to withdraw or dismiss a student or other Program
Participant from the Program at Hospital when his or her clinical performance is unsatisfactory to Hospital or his or her behavior, in Hospital's discretion, is disruptive or detrimental to Hospital and/or its patients. In such event, said Program Participant's participation in the Program shall immediately cease. Subject to the provisions of Subparagraph 4.a. above, it is understood that only School can dismiss the Program Participant from the Program at Hospital.

5. **INDEPENDENT CONTRACTOR.** The parties hereby acknowledge that they are independent contractors, and neither the School nor any of its agents, representatives, students or employees shall be considered agents, representatives, or employees of Hospital. In no event shall this Agreement be construed as establishing a partnership or joint venture or similar relationship between the parties hereto. School shall be liable for its own debts, obligations, acts and omissions, including the payment of all required withholding, social security and other taxes or benefits. No Program Participant shall look to Hospital for any salaries, insurance or other benefits. The provisions of this Paragraph shall survive expiration or other termination of this Agreement regardless of the cause of such termination.

6. **NON-DISCRIMINATION.** There shall be no discrimination on the basis of race, national origin, religion, creed, sex, age, veteran status, or handicap in either the selection of students for participation in the Program, or as to any aspect of the clinical training; provided, however, that with respect to handicap, the handicap must not be such as would, even with reasonable accommodation, in and of itself preclude the student's effective participation in the Program.

7. **CONFIDENTIALITY.** School and its agents, students, faculty, representatives and employees agree to keep strictly confidential and hold in trust all confidential information of Hospital and/or its patients and not disclose or reveal any confidential information to any third party without the express prior written consent of Hospital. School shall not disclose the terms of this Agreement to any person who is not a party to this Agreement, except as required by law or as authorized by Hospital. Unauthorized disclosure of confidential information or of the terms of this Agreement shall be a material breach of this Agreement and shall provide Hospital with the option of pursuing remedies for breach, or, notwithstanding any other provision of this Agreement, immediately terminating this Agreement upon written notice to School. The provisions of this Paragraph shall survive expiration or other termination of this Agreement regardless of the cause of such termination.

8. **TERM; TERMINATION.**
   
a. The initial term of this Agreement shall be two (2) year(s), commencing June 1, 1999.

b. Except as otherwise provided herein, either party may terminate this Agreement at any time without cause upon after semester ends or four (4) months, provided that all students currently enrolled in the Program at Hospital at the time of notice of termination shall be given the opportunity to complete their clinical Program at Hospital.

9. **ENTIRE AGREEMENT.** This Agreement and its accompanying Exhibits contain the entire
understanding of the parties with respect to the subject matter hereof and supersede all prior agreements, oral or written, and all other communications between the parties relating to such subject matter. This Agreement may not be amended or modified except by mutual written agreement. All continuing covenants, duties and obligations herein shall survive the expiration or earlier termination of this Agreement.

10. **SEVERABILITY.** If any provision of this Agreement is held to be invalid or unenforceable for any reason, this Agreement shall remain in full force and effect in accordance with its terms disregarding such unenforceable or invalid provision.

11. **ARBITRATION.** Any dispute or controversy arising under, out of or in connection with, or in relation to this Agreement, or any amendment hereof, or the breach hereof shall be determined and settled by arbitration in San Luis Obispo County, California, in accordance with the American Health Lawyers Association Alternative Dispute Resolution Service Rules of Procedure for Arbitration and applying the laws of the State. Any award rendered by the arbitrator shall be final and binding upon each of the parties, and judgment thereon may be entered in any court having jurisdiction thereof. The costs shall be borne equally by both parties. During the pendency of any such arbitration and until final judgment thereon has been entered, this Agreement shall remain in full force and effect unless otherwise terminated as provided hereunder. The provisions of this Paragraph shall survive expiration or other termination of this Agreement regardless of the cause of such termination.

12. **CAPTIONS.** The captions contained herein are used solely for convenience and shall not be deemed to define or limit the provisions of this Agreement.

13. **NO WAIVER.** Any failure of a party to enforce that party's right under any provision of this Agreement shall not be construed or act as a waiver of said party's subsequent right to enforce any of the provisions contained herein.

14. **GOVERNING LAW.** This Agreement shall be governed and construed in accordance with the laws of the State. The provisions of this Paragraph shall survive expiration or other termination of this Agreement regardless of the cause of such termination.

15. **ASSIGNMENT; BINDING EFFECT.** School may not assign or transfer any of its rights, duties or obligations under this Agreement, in whole or in part, without the prior written consent of Hospital. This Agreement shall inure to the benefit of, and be binding upon, the parties hereto and their respective successors and permitted assigns.
16. **NOTICES.** All notices hereunder by either party to the other shall be in writing, delivered personally, by certified or registered mail, return receipt requested, or by overnight courier, and shall be deemed to have been duly given when delivered personally or when deposited in the United States mail, postage prepaid, addressed as follows:

**If to School:**
Santa Barbara City College  
721 Cliff Drive  
Santa Barbara, CA 93109-2394  
Attention: Charles L. Hanson

**If to Hospital:**
Sierra Vista Regional Medical Center  
1010 Murray Avenue  
San Luis Obispo, CA 93401  
Attn: Administrator

**Copy to:**
Tenet HealthSystem  
14001 Dallas Parkway  
Dallas, Texas 75240  
Attn: Regional Counsel - Law Department

or to such other persons or places as either party may from time to time designate by written notice to the other.

**THE PARTIES HERETO** have executed this Agreement on ________________, 199__.

**SANTA BARBARA CITY COLLEGE**

By: ____________________________________________
Name: Charles L. Hanson  
Vice President, Business Services

**SIERRA VISTA HOSPITAL, INC.**  
D/B/A SIERRA VISTA REGIONAL MEDICAL CENTER

By: ____________________________________________
Name: Sean O’Neal  
Title: Administrator
EXHIBIT A

STATEMENT OF RESPONSIBILITY

For and in consideration of the benefit provided the undersigned in the form of experience in evaluation and treatment of patients of Sierra Vista Regional Medical Center ("Hospital"), the undersigned and his/her heirs, successors and/or assigns do hereby covenant and agree to assume all risks of, and be solely responsible for, any injury or loss sustained by the undersigned while participating in the Program operated by Santa Barbara City College ("School") at Hospital unless such injury or loss arises solely out of Hospital's gross negligence or willful misconduct.

Dated this ___ day of ____________, 199__.

________________________________________
Program Participant

________________________________________
Witness
EXHIBIT B

CONFIDENTIALITY STATEMENT

The undersigned hereby acknowledges his/her responsibility under applicable Federal law and the Agreement between Santa Barbara City College ("School") and Sierra Vista Regional Medical Center ("Hospital"), to keep confidential any information regarding Hospital patients, as well as all confidential information of Hospital. The undersigned agrees, under penalty of law, not to reveal to any person or persons except authorized clinical staff and associated personnel any specific information regarding any patient and further agrees not to reveal to any third party any confidential information of Hospital, except as required by law or as authorized by Hospital.

Dated this ___ day of ____________, 199__.

________________________________________
Program Participant

________________________________________
Witness
PROGRAM CONTRACT
Santa Barbara City College
Florence - Spring 2000

1. Dates:
   - Depart U.S.  Wednesday, February 16, 2000
   - Arrive Florence  Thursday, February 17, 2000
   - Depart Florence  Tuesday, May 16, 2000
   - Mid-term break  Friday, March 31 - Sunday, April 9, 2000
   - Number of nights  89

2. Transportation:
   ACCENT will provide comprehensive transportation services for students on all portions of the program. Professional ACCENT staff will ensure smooth transfers at all departures and arrivals, and during excursions.
   - ACCENT will organize a round-trip group flight from LAX to either Rome, Milan, Pisa or Florence (based on availability) on a regularly scheduled airline. Airfare is included in the program price.
   - The group flight must have a minimum of 10 participants. Space on the group flight cannot be guaranteed after November 15, 1999.
   - The group flight will be met at the appropriate airport in Italy on February 17, 2000 by ACCENT representative(s).
   - For group flight participants, ACCENT will arrange a transfer by rental bus from the airport to Florence housing on day of arrival, and from participant lodgings in Florence to the airport on the group departure date.
   - Non-group-flight participants are responsible for checking in at the ACCENT Florence Center and for all transfer arrangements and costs.
3. **Student Lodgings:**

   With many years of experience in student housing, ACCENT has established solid working relationships with proprietors in Florence in order to secure comfortable and safe housing for all SBCC students.

   - The first night after arrival, the group will be housed at a hotel, where orientation will be held the following day. Students will then be dispersed to their apartments after orientation.
   - Double occupancy in student apartments or with families will be provided within the city of Florence for the duration of the program, including mid-term break.
   - Supplement to be charged for single accommodations in student apartment or family. During overnight excursions, all students are housed in double/triple rooms.
   - A limited number of private apartments may be available in special circumstances; supplements vary according to apartment.

4. **Orientation Program:**

   Orientation programs play a crucial role in assuring that students have a successful study abroad experience. ACCENT's experienced staff will offer a comprehensive orientation program which begins in the United States and continues upon arrival in Florence.

   - **Pre-departure orientation** program will be conducted on location in California 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 Italy.
   - **On-site orientation** in Florence covers practical matters as well as aspects of cross-cultural living and learning, giving students the tools they need to make the most of their time in Florence. A brief orientation meeting is held the day of arrival followed by a more extensive program the next day, allowing time for students to rest from their flight.
     - General orientation: addresses local customs, money, safety, telephones, mail, transportation, etc.
     - Academic orientation: covers all aspects of courses and language instruction.
     - Housing orientation: provides information specific to living in Florence and in apartments or families.
     - Walking tour of Florence, including the ACCENT facilities.
- Orientation packet: includes maps, practical living information, as well as a copy of "Florence at your Fingertips", a guide prepared specially by ACCENT for American students living in Florence.
- Welcome and farewell reception/dinner provided.

5. **Visits/Excursions/Cultural Activities:**

Visits and Excursions are an integral part of the SBCC program, enhancing the academic as well as cultural base of the program.

- ACCENT shall provide:
  - Two one-day excursions (including entry costs, transport and guide) to:
    - Ravenna
    - Siena/San Gimignano
  - One three-day, two night excursion to Venice. Accommodation in two-star hotel (double/triple rooms), entry costs and transport included. Breakfast in hotel provided daily.
  - One five-day, four-night excursion to Rome. Accommodation in two-star hotel (double/triple rooms), entry costs and transport included. Breakfast in hotel provided daily. City bus tour provided and bus available one other day.
  - One optional four-day, three-night excursion to Munich/Nuremburg. Accommodation in centrally located two-star hotel (double/triple rooms). Entry costs, guides and transport included. Accommodations include: one night on train, one night in Munich, one night in Nuremburg. Students and faculty will be provided with a 5-day Europass to cover Italy, Switzerland and Germany and 3 days will be used on this excursion. Optional excursion fee: $400.

- To assist students in becoming acquainted with the cultural aspects of life in Florence, ACCENT will plan a series of activities, including lectures on local customs and contemporary issues and film evenings.
- ACCENT has included 400,000 ITL per student for museum entries in Florence and on excursions.

6. **Office/Administrative Assistance:**

One of the primary roles of the ACCENT Florence Center is to provide support to students and faculty on ACCENT programs.

- The ACCENT Florence Center will be open daily from 9am-5pm to students for the duration of the program (closed weekends/national holidays).
- The ACCENT Florence 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 Florence: travel guides and information, a lending library of English and Italian books (both academic and fiction), and listings of locations of banks, doctors, laundry facilities, etc.

• The experienced ACCENT staff is available at the ACCENT Florence Center to provide general information, counseling, crisis intervention and referrals to other professionals as needed.

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

• ACCENT administrative services are available to faculty (e-mail, 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.

• Access provided to VCR (U.S. and Italian systems), two carousel slide projectors, screens, radio cassette players, photocopier, and telephone.

7. Faculty Accommodation and Services:

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

• Housing
  - Two 1-bedroom apartments with telephone and television shall be provided for faculty members.
  - Utilities (gas, electricity, telephone) are not included. Instructors must pay a security deposit of $750 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).

• Transportation and Excursions/Visits
  - Transportation, accommodations, and entries on course-related visits and excursions are included.
  - 2 round-trip transatlantic tickets on the scheduled group flight from LAX to Rome/Milan/Pisa/Florence included.
  - For faculty taking group flight, transfer by taxi from central Florence to lodgings upon arrival and from lodgings to central Florence on day of departure included.
  - Faculty not taking the group flight will be given an equivalent money allowance and will be responsible for their own travel arrangements.
- Faculty not taking the group-flight are responsible for checking in at the ACCENT-Paris office and for associated transfer costs.

- 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.

8. Academic Program:

   The Scuola Leonardo da Vinci offers courses taught by experienced, university-trained teachers, specialized in teaching Italian to foreign students. The Scuola is also a founding member of the "Accademia Italiana di Lingua" (AIL) and thereby able to award the prestigious "AIL diploma," an internationally recognized Italian language diploma. This school is one of only a select few in Florence to offer this high-level program and teaching staff.

   - Italian Language/Conversation: 6 hours per week of Italian language/conversation instruction at two levels (beginning, intermediate) are provided with the program.
   - Classrooms: ACCENT will provide classroom space for 40 students and two visiting faculty who will teach a series of courses to correspond to the needs of SBCC. Classroom space provided 28 hours per week.

9. Insurance:

   - ACCENT will provide health and accident insurance pursuant to the California Education Code.
   - 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.
   - ACCENT will assist students in obtaining a "permesso di soggiorno," a residence permit, upon arrival in Florence.

10. Pre-program Services:

   - ACCENT will assist SBCC in promoting the program and will be an integral part of the recruiting process.
   - ACCENT will work in collaboration with SBCC throughout the enrollment process.
   - The program price includes $125 per student to be returned to SBCC as an administrative refund.
11. Pricing/Minimum Participants Required:
   - Program price (double occupancy, not including security deposit) $5400
   - Refundable security deposit $200
   - Program price without airfare $4550
   - Single supplement (apartment) $400
   - Single supplement (homestay, including breakfast) $300
   - Prices herein fixed for a minimum of 40 participants and two faculty. Price based on 35 students is $5500.

12. Payment Schedule:
   - Non-refundable first payment of $250 due with application
   - Second payment: due November 1, 1999 $2675
   - Final payment: due December 15, 1999 $2675
   - The above fees include a $200 refundable security deposit. Payments arriving at ACCENT after the final payment date are subject to a $100 late payment penalty.

13. 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

14. Exchange Rate:
   Program price is based on a U.S. $1.00 = 1800 ITL (conversion rate of February 5, 1999). It shall be maintained provided that the dollar remains within a conversion rate of 1620 to 1980 ITL. 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 December 8, 1999, one week before final payment date), ACCENT will require a per-participant supplement or provide a refund as follows:
   - $5 supplement per 3 lira below 1620 ITL
   - $5 refund per 3 lira above 1980 ITL

15. Subcontracting:
   - ACCENT will perform the above agreed services, subcontracting as necessary with Scuola Leonardo da Vinci, Alterini Bus and other organizations.
For: Santa Barbara City College

C. Hanson, Vice Pres., Business Svcs

Date

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

Ray Vernon, Executive Director

May 20, 1999

Date
AUTHORIZED TESTING CENTER AGREEMENT

AGREEMENT, made this 10th day of June 1999, by and between Nivo International Corporation ("Nivo") and Santa Barbara City College (the "Institution").

WHEREAS, Nivo is an independent provider of educational and certification programs ("Certification Programs") and is, for example, exclusively authorized by Microsoft Corporation to conduct the Microsoft Office User Specialist educational and certification examination program ("MOUS Program") for Microsoft Office software products; and

WHEREAS, in connection therewith Nivo seeks to establish relationships with testing centers throughout the world; and

WHEREAS, Nivo wishes to appoint the Institution as an Authorized Testing Center ("ATC") to administer Certification Programs, and the Institution wishes to be so appointed, according to the terms and conditions set forth herein.

NOW, THEREFORE, the parties hereto agree as follows:

1. Retention of the Institution. Nivo hereby retains the Institution, and Institution hereby agrees to be retained, as an ATC, pursuant to the terms and conditions of this Agreement.

2. Definitions.

2.1 "Administrator Test" means the Test prepared by Nivo to establish whether a person is qualified to act as an ATC Administrator. The Administrator Test is contained in the ATC Technical Reference Manual which is available at www.mous.net.

2.2 "Assessment Test" means any practice test that is related to a Certification Examination.

2.3 "ATC Administrator" means a person designated by the Institution who has passed the Administrator Test and who is responsible for the operation of the Institution's ATCs in accordance with the requirements contained in the ATC Technical Reference Manual and ATC Administrative Handbook. The ATC Administrator serves as Nivo's primary contact with regard to technical support issues.

2.4 "ATC Administrative Handbook" means the administrative handbook prepared by Nivo and revised by it from time to time related to the non-technical aspects of Authorized Testing Center administration such as personnel, purchasing, non-discrimination and testing environment requirements. The ATC Administrative Handbook is available at www.mous.net.

2.5 "ATC Technical Reference Manual" means the technical manual prepared by Nivo and revised by it from time to time, related to the physical and technical requirements of the ATC Program.

2.6 "MOUS Program" means the Microsoft Office User Specialist Program, currently the only Certification Program offered under this Agreement.

2.7 "Test" means any examination or test as defined herein, conducted by, or on behalf of Nivo, for the purpose of certifying an individual's proficiency in using or understanding Microsoft Office software products.

2.8 "Test Location" means the ATC Test Center at the Institution in Santa Barbara, California.

2.9 "Test Proctor" means any person designated by the Institution and/or Nivo to proctor a Test.

2.10 "Test Center" means the ATC Test Center at the Institution in Santa Barbara, California.

2.11 "Test Site" means the physical location or locations at which a Test is administered.

2.12 "Test Administration" means the administration of a Test at a Test Site.

2.13 "Test Administration Procedure" means the procedures and handbooks for conducting a Test Administration, including the ATC Technical Reference Manual, the ATC Administrative Handbook, and the Test Administration Guide.

2.14 "Test Administration Guide" means the guide for conducting a Test Administration, which includes the following: the ATC Technical Reference Manual, the ATC Administrative Handbook, and the Test Administration Guide.

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2.36 "Test Administration Guide" means the guide for conducting a Test Administration, which includes the following: the ATC Technical Reference Manual, the ATC Administrative Handbook, and the Test Administration Guide.

2.37 "Test Administration Guide" means the guide for conducting a Test Administration, which includes the following: the ATC Technical Reference Manual, the ATC Administrative Handbook, and the Test Administration Guide.

2.38 "Test Administration Guide" means the guide for conducting a Test Administration, which includes the following: the ATC Technical Reference Manual, the ATC Administrative Handbook, and the Test Administration Guide.

2.39 "Test Administration Guide" means the guide for conducting a Test Administration, which includes the following: the ATC Technical Reference Manual, the ATC Administrative Handbook, and the Test Administration Guide.

2.40 "Test Administration Guide" means the guide for conducting a Test Administration, which includes the following: the ATC Technical Reference Manual, the ATC Administrative Handbook, and the Test Administration Guide.

2.6 "Authorized Testing Center" or "ATC" means a testing center, or centers ("ATCs") owned or operated by the Institution and authorized under this agreement to administer Certification Programs.

2.7 "Certification Programs" means all educational and certification examination processes created and administered by Nivo made available to the Institution under this Agreement, including without limitation, the MOUS Program.

2.8 "Certification Examination" means an examination that is intended to enable the individual taking the examination to determine his/her proficiency in a selected Certification Program.

2.9 "MOUS Program" means the Microsoft Office User Specialist educational and certification examination program for Microsoft Office software products.

2.10 "TRA," or Test Release Authorization, means an electronic authorization, valid for one year from the date of purchase permitting the Institution to administer one Certification Examination.

2.11 "Software" means all software provided by Nivo to the Institution, including without limitation, software related to the delivery to the Institution and administration by the Institution of Certification Examinations and Assessment Tests.

2.12 "Voucher" means any electronic or paper authorization or coupon created by Nivo which permits a candidate to take a discounted Certification Examination.

2.13 "Voucher Program" means any program established by Nivo authorizing the use of Vouchers and requiring reimbursement from Nivo or its designee to the Institution upon use of a Voucher.

3. **Duties of the Institution.**

3.1 **General Duties.** The Institution hereby agrees that it will promptly establish, furnish and maintain facilities for the delivery of Certification Examinations to candidates at the locations specified on Exhibit “A” attached hereto (the "Authorized Testing Centers" or "ATCs").

3.2 **Site and facilities.** The Institution will cause each ATC to: (a) utilize a room that is quiet and free from external noise, that is comfortable, well-lit and maintained at a comfortable temperature; and (b) to appropriately proctor each candidate while administering a Certification Examination to ensure the integrity of the examination process. The Institution further agrees to: (c) maintain and comply with the Internet communication capacities described in the ATC Technical Reference Manual; and (d) provide, in connection with
operating its ATCs, all computing equipment, hardware and software described in the ATC Technical Reference Manual, including without limitation, upgrades and modifications to the hardware or software as specified in the ATC Technical Reference Manual, as the same is amended from time to time.

3.3 **ATC Administrator.** The Institution shall, at all times during the term hereof, cause one employee in each of its ATCs to have passed the ATC Administrator Test, and shall appoint such person to serve as ATC Administrator.

3.4 **Hours of operation.** The Institution shall cause its ATCs to be accessible to the Public for testing at least 10 hours per week.

3.5 **Nondiscrimination.** The Institution may not unreasonably refuse to permit any individual to take a Certification Examination. The Institution further agrees that in this and all other aspects of Certification Examination administration it will not discriminate on the basis of race, color, religious creed, ancestry, national origin, age, sex, marital status, disability, pregnancy or status as a disabled veteran or veteran of the Vietnam era. With regard to accommodations requested by candidates with documented disabilities effecting their ability to take a Certification Examination, the Institution shall adhere to the policy and procedures set forth in the ATC Administrative Handbook.

3.6 **Transmission of Examination Data.** The Institution shall, within 24 hours of administering a Certification Examination and, in any case, at least once every seven (7) days during the term hereof, use the Software to synchronize all examination results for Certification Examinations administered by the Institution.

3.7 **Compliance with ATC Technical Reference Manual and ATC Administrative Handbook.** The Institution will operate its ATCs, and provide all Certification Examinations and Assessment Tests in accordance with the provisions of the ATC Technical Reference Manual and ATC Administrative Handbook as amended from time to time upon prior notice to Institution.

3.8 **Use and Ownership of Examination Data.** All candidate examination registration information and examination results shall, as between Nivo and the Institution, be the sole and exclusive property of Nivo, and the Institution shall have no rights therein except as expressly set forth herein.

3.9 **Indemnification.** To the extent permitted by applicable law, the Institution hereby agrees to indemnify and hold Nivo, its corporate affiliates, and their respective officers, directors and shareholders harmless from and against any and all losses, liabilities, obligations, demands, costs, expenses arising from or related to any claim by any Certification Examination candidate, customer or invitee of the Institution, to the extent that said claim arises from the negligent acts or omissions of the Institution or its officers or employees.

3.10 **Promotional Programs.** Nivo may, from time to time and at its sole discretion, implement various promotional programs for the benefit of the Certification Program and the
Institution. The Institution agrees to participate in all promotional programs that may be offered by Nivo, including, but not limited to Voucher Programs, and to honor all Vouchers, coupons, or other promotional materials authorized by Nivo.

3.11 **Customer Satisfaction Surveys.** Nivo may, from time to time and at its sole discretion, conduct customer satisfaction surveys or other programs designed to assess the level of customer satisfaction. The Institution agrees to participate in all such customer satisfaction programs.

3.12 **Minimum Activity.** The Institution agrees to administer at least six Certification Examinations during each ninety (90) day moving time frame (or an average of two Certification Examinations (2) every thirty (30) days) during the term hereof.

3.13 **Information Requirements.** The Institution agrees to promptly provide to Nivo all information related to a change in the Institution's name, postal address, e-mail address, as well as any change in the name, telephone, fax, postal and e-mail addresses of the ATC Administrator. The Institution agrees, additionally, to provide immediate electronic notification to Nivo, specifically by means of the reporting form available on the Nivo website (www.mous.net), of all technical difficulties resulting in an inability to upload TRAs from the Nivo website or to fully and efficiently deliver a Certification Examination.

4. **Purchase of TRAs.**

4.1 **TRAs.** The Institution may purchase, and Nivo shall sell, TRAs at the price and in the quantities set forth in Exhibit “B” hereto; Nivo may, in its sole discretion, modify the price and quantity provisions of Exhibit “B” upon 45 days' prior written notice to the Institution. The Institution shall purchase TRAs through the Nivo web site at www.mous.net or, if the web site is not accessible, by telephone, or by such other methods described in the ATC Administrative Handbook. The Institution shall pay for TRAs by authorizing Nivo to charge the credit card of the Institution or by such other terms as Nivo may, in its sole discretion, approve. For each TRA the Institution purchases from Nivo the Institution may administer one Certification Examination, provided that if a TRA is not used to administer a Certification Examination within one year of the date of purchase of the TRA, the TRA shall expire and may no longer be used.

4.2 **Rehearsal TRAs.** Once Nivo has issued a unique identification number and password to the Institution, Nivo will make available two rehearsal TRAs to the Institution. These rehearsal TRAs will be provided without charge. The Institution agrees that it will download and use the rehearsal TRAs only to validate its successful installation of the Software, and that it will not use the rehearsal TRAs to administer a Certification Examination to an actual candidate. Nivo will not issue any certification of proficiency in connection with any rehearsal TRA.

5. **License of Software; Proprietary Rights; Indemnification; Limited Warranties.**
5.1 **License.** Nivo hereby grants a non-transferable, non-exclusive limited license to the Institution to use the Software, Certification Examinations and Assessment Tests for the sole purpose of operating ATCs in accordance with the terms of this Agreement. The Institution agrees to promptly install all updates and modifications to the Software that are provided by Nivo from time to time, and to use only the most current release of the Software in performing its duties hereunder. The Institution agrees, upon termination of this Agreement, to immediately return to Nivo all copies of the Software, Certification Examinations and Assessment Tests and all documentation thereto provided by Nivo.

5.2 **Proprietary Rights.** Nivo represents and warrants to Institution that it is the owner of the Software, the Certification Examinations and the Assessment Tests, or that it has all necessary rights to the Software, Certification Examinations and the Assessment Tests to grant the license granted to Institution hereunder, including without limitation all necessary rights to conduct the Certification Programs and to grant to Institution the rights granted to it hereunder. Nivo shall indemnify and defend Institution, its subsidiaries and affiliates, and their respective officers, directors, employees, shareholders, representatives, agents, successors and assigns (collectively, the "Indemnitees") from and against, and hold the Indemnitees harmless from and against, any and all claims, losses, suits, liabilities, damages, costs and expenses, including without limitation reasonable attorneys’ fees and costs and expenses incurred in defense or settlement, to the extent arising from any allegation that the Software, Certification Examinations, Assessment Tests, and related documentation and materials, or any part thereof, or any other work or materials delivered by Nivo to Institution under this Agreement, or Institution’s use thereof, infringes a patent, trademarks, service mark, trade secret, copyright, mask work or other proprietary or intellectual property right of any third party.

5.3 **Year 2000 Warranty.** Nivo represents and warrants that the Software and the Certification Examinations will accurately process date-based information on or after January 1, 2000. Nivo disclaims all responsibility for any errors or failures attributable to or primarily caused by hardware or software provided by any person or entity other than Nivo, including without limitation any hardware or software provided by the Institution.

5.4 **Disclaimer; Limitations.** Other than the warranty expressly set out in Section 5.3, Nivo makes no warranty concerning the Software, the Certification Examinations, or any other services or goods provided under this Agreement, and Nivo hereby disclaims all implied warranties, including without limitation any implied warranty of merchantability or fitness for a particular purpose. If the Institution promptly reports to Nivo any facts or circumstances that would cause the Institution to reasonably conclude that the warranty set out in Sections 5.3 has been breached, then Nivo shall repair or replace the nonconforming Software, Certification Examination, services or goods, which shall be the sole and exclusive remedy of the Institution for such breach. Notwithstanding the foregoing, in no case shall Nivo’s liability for any such breach, or for the breach by it of any other provision of this Agreement, exceed the average monthly amount paid during the term hereof to Nivo by the Institution, and in no event shall Nivo be liable to the Institution for any indirect, special or consequential damages or lost profits.
6. **Inspection of Authorized Testing Center by Nivo.** Nivo may inspect the Institution's ATCs at any time during regular business hours in order to verify that the Institution is operating the ATCs and conducting its activities in accordance herewith. All such inspections shall be conducted upon reasonable prior written notice to Institution, at Nivo’s sole cost and in a manner that does not unreasonably interfere with Institution’s normal business operations.

7. **Confidentiality.** The Institution shall not (a) use, for any purpose other than the performance of its obligations under this Agreement any Confidential Information, nor (b) except as required by law, disclose to any third party, any Confidential Information. The Institution hereby acknowledges that Nivo regards all Confidential Information as proprietary and as trade secrets of Nivo. In particular, and not as a limitation on the foregoing, the Institution agrees not to disclose the results of any Certification Examination to any person or entity other than Nivo or its designate except to the extent required under applicable state law or applicable federal law, including without limitation the Family Educational Rights and Privacy Act; in connection with any disclosure required by law the Institution will disclose only the minimum amount of information necessary to meet its disclosure obligations, and the Institution will also inform Nivo of the fact and character of the disclosure. For the purpose hereof, "Confidential Information" shall include (x) all Software and codes and materials related thereto, all Certification Examinations and the contents thereof, the results of all Certification Examinations, and (y) any other information or materials provided by Nivo to the Institution that is marked "confidential" or "proprietary" or that Nivo informs the Institution it regards as confidential, proprietary or a trade secret of Nivo. The Institution acknowledges that a breach by it of its duties under this Section 7 would cause irreparable injury to Nivo for which damages are an inadequate remedy and that, in the event of any such breach or threatened breach, Nivo shall be entitled to injunctive and other equitable relief and as well as any remedies that may be available at law.

8. **Use of Trademarks, etc.** The Institution shall have no right to use any trademark, tradename or tradedress of Nivo without the express written consent of Nivo. The Institution may, at the election of Microsoft, be entitled to use certain Microsoft logos related to the MOUS Program, if the Institution and Microsoft enter into a Microsoft Office User Specialist Logo License Agreement in the form located at www.mous.net. Nothing contained in this Agreement shall convey any right, title, or interest in or to any trademarks, trade names, logos, copyrights, trade secrets or other intellectual property of one party to this Agreement, or any confidential information relating to that party’s business or the operations thereof, to the other party to this Agreement. The use by a party to this Agreement of any of the foregoing is prohibited without the prior written consent of the other party.

9. **Termination.**

9.1 **Termination.** This Agreement shall commence on the date hereof and shall expire on June 30, 2000 (the "Expiration Date"). This Agreement may be terminated prior to the Expiration Date by either party (a) upon thirty (30) days' written notice to the other, without any cause, and (b) immediately upon a breach of this Agreement by the other if such breach is not cured within 10 days after receipt of written notice from the nonl
9.2 Certain Consequences of Termination. Upon the expiration or termination of this Agreement:

(a) If this Agreement has expired or been terminated other than due to a breach by the Institution of its duties hereunder, the Institution may continue to act as an ATC and to offer any unused TRAs owned by it on the date of expiration or termination, until all such TRAs have been used or have expired, as long as the Institution continues to comply with all of its duties and obligations set out herein, as if this Agreement were still in effect.

(b) If (i) this Agreement has been terminated by Nivo due to a breach by the Institution of its duties hereunder, or (ii) this Agreement has expired, or has been terminated other than due to a breach by the Institution of its duties hereunder, but subsequent to such expiration or termination the Institution has failed to comply with all of its duties and obligations set out herein as if this Agreement were still in effect, then the Institution shall immediately cease all further activities as an Authorized Testing Center, and may not use any unused TRAs then owned by it.

(c) If this Agreement has expired or been terminated for any reason, the Institution's right to purchase TRAs under Section 3 shall immediately cease.

Nothing in this Section 9.2 is intended to be in lieu of or to deprive the parties of any remedy at law or in equity for any breach of this Agreement. Expiration or termination of this Agreement by either party will not affect the rights and obligations of the parties set forth in Sections 3.8, 3.9, 5.1, 5.2, 5.3, 5.4, 7, 8, 9.2, and 10 of this Agreement.

10. Miscellaneous.

10.1 Entire Agreement. The terms and provisions of this Agreement constitute the entire agreement in relation to the subject matter hereof between the parties. This Agreement shall supersede all previous communications, whether oral or written, between the parties with respect to the subject matter hereof and no agreement varying or extending any of the terms and provisions of this Agreement shall be binding on either party unless in writing, signed by a duly authorized officer or representative of each of the parties; provided that Nivo may, in its sole discretion, modify Exhibit B as provided in Section 4.1 hereof.

10.2 Assignment. This is a personal service agreement. Accordingly, the Institution may not delegate rights or duties hereunder except to a wholly-owned subsidiary or to a successor (by merger or otherwise) to all or substantially all of the Institution=s assets.

10.3 Governing Law. This Agreement shall be construed in accordance with and governed by the laws of Utah.

10.4 Force Majeure. Neither party shall be liable for failure to perform any obligation under this Agreement where such failure is due to fire, flood, labor dispute, natural calamity, a failure to correctly process date-based information on or after January 1, 2000 that
is primarily caused by or attributable hardware or software provided by a person or entity
other than a party to this Agreement, or acts of the government or if such causes are
otherwise beyond the reasonable control of such party.

10.5 Notices. Any notice or communication hereunder must be in writing and given
by depositing the same in registered or certified mail, addressed to the party to be notified,
postage prepaid and with return receipt requested, or by delivering the same in person. Such
notice will be deemed received on the date on which it is hand delivered or on the third
business day following the date on which it is so mailed if mailed within the United States, and
the seventh business day following the date on which it is so mailed if mailed from outside the
United States. For purposes of notice, the address of the parties will be:

If to Nivo, to:

1317 East 750 North
Orem, Utah 84097
Phone: 801-426-6300
Fax: 801-426-5866

If to Institution, to: Santa Barbara City College
721 Cliff Dr.
Santa Barbara, CA 93109

Attn: Carol Diamond
Phone: (805) 965 0581 ext 2416
Fax: (805) 966 3672

With a Copy to:

same as above

Attn: Gayle Baker, Dean
Phone: (805) 965 0581 ext. 2720
Fax:

10.6 Headings. The headings to the sections are for convenience only and have no legal
effect.

10.7 Severability. The illegality or invalidity of any part or parts of this Agreement shall
not affect the legality or validity of the remainder thereof. The modification or deletion of one or
more of said parts shall have no legal effect on the contractual obligations arising from the rest.

10.8 Independent Parties. Nothing in this Agreement shall be construed as creating an
employer-employee relationship or agency relationship, partnership, franchise or joint venture
between the parties. Neither party shall have any right or authority to make any commitment or
obligation on behalf of the other to any person or entity.
10.9 **Parties in Interest: No Third Party Beneficiaries.** Except as otherwise provided herein, this Agreement will inure to the benefit of and be binding upon the respective successors and assigns of the parties hereto. This Agreement will not be deemed to confer any rights or remedies upon any person not a party hereto.

**IN WITNESS WHEREOF,** the parties have set their hands hereto as of the date first set forth above.

**Nivo International Corporation**

By __________________________

Title __________________________

**INSTITUTION Santa Barbara City College**

(Full Name)

By __________________________

Title __________________________
RESOLUTION
OF THE GOVERNING BOARD OF THE
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

RE: APPROPRIATION LIMIT

WHEREAS, in November of 1979 the California electorate did adopt Proposition 4, commonly called the Gann Amendment, which added Article XIIIIB to the California Constitution; and

WHEREAS, the provisions of that Article establish maximum appropriation limitations, commonly called “Gann Limits” for public agencies, including school districts; and,

WHEREAS, the District must establish a Gann Limit for the 1999-00 fiscal year in accordance with the provisions of Article XIIIIB and applicable statutory law;

NOW, THEREFORE, BE IT RESOLVED that this Board does provide public notice that the calculations and documentation of the 1999-00 Gann Limit are made in accord with applicable constitutional and statutory law;

AND BE IT FURTHER RESOLVED that this Board does hereby declare that the appropriations in the 1999-00 budget do not exceed the limitations imposed by the Gann Amendment.

PASSED AND ADOPTED by the Board of Trustees of the Santa Barbara Community College District this 24th day of June, 1999, by the following vote:

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

Noes: None

Absent: None

Concur: Mr. Ferguson

[Signature]

Dr. Peter R. MacDougall
Superintendent/President and Secretary/Clerk to the Board of Trustees
CALIFORNIA COMMUNITY COLLEGES
GANN LIMIT WORKSHEET
1999-2000

DISTRICT NAME: Santa Barbara DATE: June 11, 1999

I. 1999-2000 APPROPRIATIONS LIMIT:

A. 1998-99 Limit
   $48,849,972

B. Price factor: 1.0453

C. Population factor:
   1. 97/98 Second Period Actual FTES 11608.86
   2. 98/99 Second Period Actual FTES 11816.94
   3. 98/99 Population change factor 1.0179
   (line C.2. divided by line C.1.)

D. 1998-99 Limit adjusted by inflation and population factors
   ($51,976,901)
   (line A multiplied by line B and line C.3.)

E. Adjustments to increase limit:
   1. Transfers in of financial responsibility
   2. Temporary voter approved increases
   3. Total adjustments - increase
   Sub-Total

F. Adjustments to decrease limit:
   1. Transfers out of financial responsibility
   2. Lapses of voter approved increases
   3. Total adjustments - decrease
   < -0- >

G. 1999-2000 Appropriations Limit
   $51,976,901

II. 1999-2000 APPROPRIATIONS SUBJECT TO LIMIT:

A. State Aid (General Apportionment, Apprenticeship
   Allowance, GAIN, Basic Skills, and Partnership for Excellence)
   $24,063,985

B. State Subventions (Home Owners Property Tax Relief,
   Timber Yield tax, etc.)
   156,506

C. Local Property taxes
   11,434,871

D. Estimated excess Debt Service taxes
   < -0- >

E. Estimated Parcel taxes, Square Foot taxes, etc.
   < -0- >

F. Interest on proceeds of taxes
   500,000

G. Local appropriations from taxes for unreimbursed State,
   court, and federal mandates
   < -0- >

H. 1999-2000 Appropriations Subject to Limit
   $36,154,862
I. APPROPRIATIONS LIMIT:

A. Enter prior year limit plus any State transfers.
B. Price factor computed by the Department of Finance (preposted).
C. Population change factor computed from FTES data as reported on the latest CCFS-320.
D. Compute adjusted Appropriations Limit by multiplying line A by line B and by Line C.3. Enter the amount.
E. Enter amounts as appropriate to increase the limit.
F. Enter amounts as appropriate to decrease the limit.
G. Compute the adjusted Appropriation Limit by adding lines D and E, minus F.

II. APPROPRIATIONS SUBJECT TO LIMIT:

A. Enter the sum of amounts projected for General Apportionment, Apprenticeship Allowance, GAIN, Basic Skills, and Partnership for Excellence.
B. Enter those State Subventions used as offset in calculating State Aid.
C. Enter Local Property taxes. Do not include student fees.
D. Enter excess taxes collected in the last year of debt service which are made available for general purposes.
E. Enter Parcel taxes, Square Foot taxes, etc. Do not include Mello-Roos taxes.
F. Enter interest on proceeds of taxes.
G. Enter local appropriations from unreimbursed mandates. These include amounts of district money spent for unreimbursed mandates such as the federally-required Medicare payments and Social Security contributions for hourly, temporary, part-time, and student employees not covered by PERS or STRS.
H. Compute the Appropriations Subject to Limit by adding lines A thru F, minus G.

Note: If you have any questions about this form or if line II.H. exceeds line I.G., contact the Fiscal and Business Services Unit at (916) 445-1165.
### MANDATORY COVERAGE

#### Health Insurance -- SISC

<table>
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<td><strong>a. Health Net (HMO) Plan A</strong></td>
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<td></td>
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<td>Employee only</td>
<td>181.77</td>
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<td>187.63</td>
<td>196.69</td>
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<td>8.17%</td>
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<td><strong>b. PacifiCare (HMO)</strong></td>
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<tr>
<td>Employee only</td>
<td>179.64</td>
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<td>522.86</td>
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<td>504.13</td>
<td>526.22</td>
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<td><strong>c. Blue Cross (PPO) + MES</strong></td>
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<tr>
<td>Employee only</td>
<td>187.74</td>
<td>188.01</td>
<td>189.52</td>
<td>190.44</td>
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<td>380.22</td>
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<td>544.36</td>
<td>550.12</td>
<td>550.56</td>
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<td><strong>d. Seniority Plus (monthly)</strong></td>
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<td>Retiree only w/Medicare</td>
<td>13.98</td>
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<td><strong>e. Secure Horizons/PacifiCare (monthly)</strong></td>
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<td>192.00</td>
<td>81.23%</td>
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#### Dental Plans

**a. Blue Cross Dental Net (HMO) -- Keenan**

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<td>53.76</td>
<td>90.86</td>
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**b. Delta Dental ($2,000 max.) -- SISC**

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<th>Plan Description</th>
<th>(1,000 max)</th>
<th>(2,000 max)</th>
<th>(2,000 max)</th>
<th>(2,000 max)</th>
<th>% Increase/Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee only</td>
<td>--</td>
<td>28.34</td>
<td>32.40</td>
<td>36.00</td>
<td>38.40</td>
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<td>Employee + 1 dependent</td>
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<td>59.29</td>
<td>67.20</td>
<td>74.40</td>
<td>79.20</td>
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<tr>
<td>Employee + family</td>
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<td>82.18</td>
<td>91.20</td>
<td>102.00</td>
<td>109.20</td>
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#### Life Insurance

**a. Crown Life Insurance -- Keenan**

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<tr>
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<tr>
<td>Employee only</td>
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<tr>
<td>Employee + 1 dependent</td>
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<td>8.56</td>
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<tr>
<td>Employee + family</td>
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**b. Mutual of Omaha ($50,000 flat rate) -- SISC**

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<td>--</td>
<td>11.23</td>
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#### Salary Continuation -- Keenan

**a. UNUM Life @cents/$100 of salary**

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**b. Crown Life @cents/$100 of salary**

<table>
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</thead>
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<td>--</td>
<td>0.33</td>
<td>0.33</td>
<td>0.00%</td>
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</table>
RESOLUTION
OF THE GOVERNING BOARD OF THE
SANTA BARBARA COMMUNITY COLLEGE DISTRICT


WHEREAS, additional revenue not included in the 1998-1999 Adopted Budget has been received and needs to be appropriated, and

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

NOW, THEREFORE, BE IT RESOLVED, that the County Superintendent of Schools and County Auditor be authorized and directed to increase the revenue and budgeted expenditures as shown below.

<table>
<thead>
<tr>
<th>Program</th>
<th>Fund</th>
<th>Revenue Object</th>
<th>Amount</th>
<th>Fund</th>
<th>Budget Object</th>
<th>Amount</th>
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<tr>
<td>Marine Diving</td>
<td>10</td>
<td>889003</td>
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<tr>
<td>Matriculation Grant</td>
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<td>400000</td>
<td>$ 2,737</td>
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<td>Transfer number 99-081</td>
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<td>Customized Training</td>
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<td>883590</td>
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<td>10</td>
<td>100000</td>
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<td>883523</td>
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<td>10</td>
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<td>$ 300</td>
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<td>Adult Basic Education Grant</td>
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<td>$ 322</td>
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<tr>
<td>Transfer number 99-083</td>
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<td>815256</td>
<td>$17,900</td>
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<td>100000</td>
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<td>Cal-Works Grant</td>
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<td>10</td>
<td>200000</td>
<td>$ 5,000</td>
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<tr>
<td>Transfer number 99-084</td>
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</tr>
</tbody>
</table>

PASSED AND ADOPTED BY THE Board of Trustees of the Santa Barbara Community College District on the 24th day of June, 1999, by the following vote:

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

Noes: None

Absent: None

Concur: Mr. Ferguson

Dr. Peter MacDougall
Superintendent/President and Secretary/Clerk to the Board of Trustees
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 27, 1998 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>INCREASE</th>
<th></th>
<th>DECREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FUND</td>
<td>OBJECT</td>
<td>AMOUNT</td>
</tr>
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<td>600000</td>
<td>$14,107.00</td>
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<tr>
<td>To purchase tables and chairs in MAT classrooms from growth funds</td>
<td>To pay for services rendered at the TAP conference.</td>
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<tr>
<td>9610</td>
<td>100000</td>
<td>$235.00</td>
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<tr>
<td>To cover expenses for the Faculty Resource Center</td>
<td>To cover expenses for a conference for Computer Science</td>
<td></td>
</tr>
<tr>
<td>9610</td>
<td>400000</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>To cover supply costs for Facilities and Operations</td>
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<td></td>
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<tr>
<td>9610</td>
<td>400000</td>
<td>$860.00</td>
</tr>
<tr>
<td>To cover Art History expenses</td>
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<td></td>
</tr>
<tr>
<td>9610</td>
<td>500000</td>
<td>$7,800.00</td>
</tr>
<tr>
<td>To cover contract expenses with Natural History Museum</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9610</td>
<td>500000</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>To cover Executive Office travel expenses</td>
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<tr>
<td>9610</td>
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<td>$7,500.00</td>
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<tr>
<td>To cover TB testing services in Health Services</td>
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</tr>
<tr>
<td>9610</td>
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<td>$5,000.00</td>
</tr>
<tr>
<td>To cover services in the Bloodborne Pathogens program</td>
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<td></td>
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<tr>
<td>9610</td>
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<td>$300.00</td>
</tr>
<tr>
<td>To cover employment agency costs for Purchasing</td>
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<td></td>
</tr>
<tr>
<td>9610</td>
<td>400000</td>
<td>$70.00</td>
</tr>
<tr>
<td>To cover supplies in Environmental Horticulture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9610</td>
<td>600000</td>
<td>$671.00</td>
</tr>
<tr>
<td>To cover equipment purchases for the safety programs</td>
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<td></td>
</tr>
<tr>
<td>9610</td>
<td>400000</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>To augment Faculty Resource Center supplies</td>
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<td></td>
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<tr>
<td>9610</td>
<td>400000</td>
<td>$1,039.00</td>
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<tr>
<td>To cover Earth/Planetary Science field trip expenses</td>
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<td>$1,300.00</td>
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<tr>
<td>To cover overtime expenses for class schedules</td>
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<td>$300.00</td>
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<tr>
<td>To cover employment agency fees for Purchasing</td>
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</tr>
<tr>
<td>9610</td>
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<td>$75.00</td>
</tr>
</tbody>
</table>
RESOLUTION
OF THE GOVERNING BOARD OF THE
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

To cover subscription purchases

9610  500000  $ 75.00  
9610  100000  $ 75.00

To cover conference expenses from LAF funds

9610  400000  $ 2,550.00  
9610  500000  $ 2,550.00

To cover supplies and printing expenses for Marine Technology

9610  400000  $ 200.00  
9610  500000  $ 200.00

To clean up accounts in Facilities and Operations

9610  400000  $ 100.00  
9610  500000  $ 100.00

To cover Computer Information Systems supplies

9610  100000  $ 350.00  
9610  500000  $ 350.00

To hire hourly certificated instead of consultant in Continuing Ed

9610  500000  $ 8,000.00  
9610  600000  $ 8,000.00

To cover consultant expenses in Partnership for Excellence assessment and planning

9610  400000  $ 315.00  
9610  500000  $ 315.00

To cover supply expenses for LVN Program

9610  500000  $ 6,127.00  
9610  200000  $ 5,000.00

To cover consultant expense for Student Financial Aid Administration

9610  10000  $ 2,183.00  
9610  30000  $ 2,183.00

To cover certificated salary expense for Business Skills Program

9610  500000  $ 2,000.00  
9610  30000  $ 2,000.00

To cover consultant expense for Business Skills Program

9610  500000  $ 2,000.00  
9610  30000  $ 2,000.00

To cover cost of In-Service education for Business Skills Program

9610  500000  $ 4,000.00  
9610  400000  $ 4,000.00

To cover cost of Service Contract for Electronic Transcripts Grant

9610  700000  $ 9,000.00  
9610  200000  $ 9,000.00

To cover cost of Childcare for CalWorks Grant

9610  400000  $ 10,800.00  
9610  500000  $ 10,800.00

To cover cost of supplies for CalSoap Grant

9610  400000  $ 7,700.00  
9610  200000  $ 7,700.00

To cover cost of printing and duplication for CalSoap Grant

9610  500000  $ 300.00  
9610  200000  $ 300.00

To cover cost of consultant for Student Success Factors Grant

9610  200000  $ 4,214.00  
9610  100000  $ 4,214.00

To cover cost of Hourly Classified Salary for TANF Grant

9610  200000  $ 1,250.00  
9610  100000  $ 450.00

To cover cost of Classified Salary for Health Care Delivery Grant

9610  400000  $ 600.00  
9610  500000  $ 600.00

To cover cost of Supplies for Health Care Delivery Grant

9610  100000  $ 4,000.00  
9610  500000  $ 4,000.00

To cover cost of hourly certificated salary for Health Care Delivery Grant

9610  500000  $ 4,300.00  
9610  600000  $ 4,300.00

To cover cost of Travel and Conference for Health Care Delivery Grant

9610  500000  $ 1,450.00  
9610  400000  $ 1,450.00

To cover expense of Travel and Conference in AB1725 Grant

9610  600000  $ 612.00  
9610  500000  $ 612.00

To cover expense of Capital Equipment in VATEA Grant
RESOLUTION
OF THE GOVERNING BOARD OF THE
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
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<tr>
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<td>$ 238.00: To cover cost of Supplies for Foster parent Grant</td>
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<td>40000</td>
<td>$ 2,000.00: To cover cost of printing and duplication for Cal-Soap Grant</td>
</tr>
<tr>
<td>9610</td>
<td>40000</td>
<td>$ 12,000.00: To cover cost of Student Supplies for Cal-Soap Grant</td>
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<td>70000</td>
<td>$ 1,625.00: To cover cost of Student Financial Aid for CARE Grant</td>
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<td>$ 30,121.00: To cover cost of consultants for Cosmetology Grant</td>
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<td>$ 100.00: To cover cost of Travel and Conference for Disabled Students Grant</td>
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<td>$ 3,664.00: To cover cost of other contracts for Electronic Transcripts Grant</td>
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<td>60000</td>
<td>$ 2,900.00: To cover cost of Capital Equipment for Electronic Transcripts Grant</td>
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<td>70000</td>
<td>$ 8,000.00: To cover cost of Student Financial Aid for EOPS Grant</td>
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<td>40000</td>
<td>$ 2,300.00: To cover cost of Supplies for Family Business Center</td>
</tr>
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<td>40000</td>
<td>$ 350.00: To cover cost of Supplies for Independent Living Program</td>
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<tr>
<td>9610</td>
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<td>$ 136.00: To cover cost of consultants for Independent Living Program</td>
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<tr>
<td>9610</td>
<td>20000</td>
<td>$ 400.00: To cover cost of classified salaries for Matriculation Grant</td>
</tr>
<tr>
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<td>40000</td>
<td>$ 219.00: To cover cost of printing and duplication for Matriculation Grant</td>
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<td>9610</td>
<td>60000</td>
<td>$ 6,500.00: To cover cost of Capital Outlay for STEP Program</td>
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<tr>
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<td>60000</td>
<td>$ 2,000.00: To cover cost of Capital Outlay for STEP Program</td>
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<td>50000</td>
<td>$ 2,500.00: To cover cost of consultants for Small Business Assist</td>
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<td>60000</td>
<td>$ 1,900.00: To cover cost of Capital Outlay for Staff Development AB1725 Grant</td>
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<td>$ 500.00: To cover cost of Classified Salary for Staff Development AB1725 Grant</td>
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<td>$ 300.00: To cover cost of Certificated Salary for Staff Development AB1725 Grant</td>
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<td>50000</td>
<td>$ 200.00: To cover cost of Consultant for Staff Diversity AB1725 Grant</td>
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<td>$ 2,300.00: To cover cost of Hourly Certificated salary for Student Development Modules</td>
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<td>$ 745.00: To cover cost of Supplies for Student Success Factor Grant</td>
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<td>RESOLUTION OF THE GOVERNING BOARD OF THE SANTA BARBARA COMMUNITY COLLEGE DISTRICT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>To cover cost of Student Financial Aid for TANF Grant</td>
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<td>400000 $ 8,665.00</td>
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<td>200000</td>
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<tr>
<td>9610</td>
<td>500000 $ 29.00</td>
<td>200000</td>
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<tr>
<td></td>
<td>To cover cost of Travel and Conference for VATEA Grant</td>
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<td>300000 $ 526.00</td>
<td>100000</td>
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<td></td>
<td>To cover cost of Consultant for School to Career Grant</td>
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<td>To cover cost of School Transportation for School to Career Grant</td>
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<td>To cover cost of Capital Outlay for Microsoft Grant</td>
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<td>600000</td>
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<td>To cover cost of Marketing expense for Microsoft Grant</td>
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<td>To cover the cost of hourly Certificated Salaries for Health Clerical Tech Grant</td>
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<td>9610</td>
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<td>300000</td>
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<tr>
<td></td>
<td>To cover cost of hourly classified salaries for Health Clerical Tech Grant</td>
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<tr>
<td>9610</td>
<td>500000 $ 5,000.00</td>
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<td>To cover cost of Consultant for Health Clerical Tech Grant</td>
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</tr>
<tr>
<td>9610</td>
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<td>To cover the cost of Capital Outlay for Health Clerical Tech Grant</td>
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<tr>
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<tr>
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<tr>
<td></td>
<td>To cover cost of Classified salary for Health Care Delivery Grant</td>
<td></td>
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RESOLUTION
OF THE GOVERNING BOARD OF THE
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

To cover the cost of hourly Certificated salary for Health Care Delivery Grant

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<thead>
<tr>
<th>9610</th>
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<tbody>
<tr>
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To cover cost of Capital Outlay for Health Care Delivery Grant

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<tr>
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<tbody>
<tr>
<td>9610</td>
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To cover cost of Classified hourly salaries for Cal-Works Grant

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<tr>
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<td>400000</td>
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<tr>
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To cover cost of Capital Outlay for Cal-Works Grant

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<tr>
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To cover cost of Supplies for Cal-Works Grant

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<tr>
<td>9610</td>
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To cover the cost of hourly Classified Salaries for California Articulation Number System

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To cover cost of Financial Aid Childcare for EOPS Grant

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</thead>
<tbody>
<tr>
<td>9610</td>
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</table>

To cover cost of Classified Salaries for EOPS Grant

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<tbody>
<tr>
<td>9610</td>
<td>500000</td>
<td>$500.00</td>
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To cover supplies for Honors Program

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<tbody>
<tr>
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To cover Honors consultants

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<tr>
<td>9610</td>
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To cover Spanish translator costs

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<tr>
<td>9610</td>
<td>600000</td>
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To cover expenses in Business Computer Lab

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<tr>
<td>9610</td>
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To cover consultant expenses in Partnership For Excellence Assessment and Planning

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<tbody>
<tr>
<td>9610</td>
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To cover Supply expenses for LVN program

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<tbody>
<tr>
<td>9610</td>
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To cover Internal charges for various departments

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<tbody>
<tr>
<td>9610</td>
<td>400000</td>
<td>$5.00</td>
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To cover expenses for Athletics

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>$420,726.10</th>
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</thead>
</table>

PASSED AND ADOPTED BY THE Board of Trustees of the Santa Barbara Community College District this 24th day of June, 1999 by the following vote:

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

Noes: None

Absent: None

Concur: Mr. Ferguson

Dr. Peter MacDougall

Item 5.2-e
Page 5 of 5
06/24/99
RESOLUTION
OF THE GOVERNING BOARD OF THE
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

RE: INTERFUND TRANSFER TO REHABILITATION/CONSTRUCTION FUND

WHEREAS, a projected General Fund ending balance of $2,700,000 is available for one-time use; and

WHEREAS, Capital Expense needs exist for classroom improvements ($700,000), a parking structure ($1,500,000), and the Life Science/Geology facility renovation ($500,000);

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Santa Barbara Community College District hereby authorizes transferring $2,700,000 from the General Fund 9610 to the Rehabilitation/Construction Fund 9643.

Transfer Budget within General Fund from the Reserve Account 7900 to the Transfer-out Account 7300

<table>
<thead>
<tr>
<th>Fund</th>
<th>Object</th>
<th>Amount</th>
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<tbody>
<tr>
<td>9610</td>
<td>7900</td>
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Interfund Transfer

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<tbody>
<tr>
<td>9610</td>
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<tr>
<td>9643</td>
<td>8980</td>
<td>$2,700,000</td>
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Funds Budget Distribution to Capital Expense Accounts

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<th>Fund</th>
<th>Object</th>
<th>Amount</th>
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<tbody>
<tr>
<td>9643</td>
<td>8980</td>
<td>$2,700,000</td>
</tr>
<tr>
<td>9643</td>
<td>6000</td>
<td>$2,700,000</td>
</tr>
</tbody>
</table>

PASSED AND ADOPTED by the Board of Trustees of the Santa Barbara Community College District this 24th day of June, 1999, by the following vote:

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

Nees: None

Absent: None

Concur: Mr. Ferguson

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

DLP:bea / [RES:Budget-Tr]

Item 5.2.f
06/24/99
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: 19R
DATE: 6/1/99
ARCHITECT'S PROJECT NO: 91-31

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. 19R DATED 6/1/99

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 $ 351,380.27
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was $ 2,341,341.27
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 $ 19,469.00 $ 2,360,810.27

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:
DATE: 6-2-99

CONTRACTOR
Lou Jones Associates
Address
7470 N. Figueroa
Los Angeles, CA 90041
BY:
DATE: 6-2-99

OWNER
Santa Barbara City College
Address
721 Cliff Drive
Santa Barbara, CA 93109
BY:
DATE:
<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description</th>
<th>Additional Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Per C.E.R. #78R - Add electric control to Door 1.15.</td>
<td>Add $1,019.00</td>
</tr>
<tr>
<td>2</td>
<td>Per C.E.R. #79R – Add new power panels.</td>
<td>Add $6,230.00</td>
</tr>
<tr>
<td>3</td>
<td>Per C.E.R. #81R - Concrete flatwork shown in Alternate #1 is to be colored concrete to match colored concrete in CER #71R.</td>
<td>Add $1,290.00</td>
</tr>
<tr>
<td>4</td>
<td>Per C.E.R. #83R - Paint all stairway walls or stairway between Rooms A183, A182 and A288A, A279 with paint specification P26c, color: Dunn Edwards, Celtic Linen SP 99.</td>
<td>Add $3,927.00</td>
</tr>
<tr>
<td>5</td>
<td>Per C.E.R. #84R - Paint the interior of metal windows of Hallway A270A; and paint the interior walls of Room A217.</td>
<td>Add $7,003.00</td>
</tr>
</tbody>
</table>

Total $19,469.00

END OF ATTACHMENT TO CHANGE ORDER NO. 19R
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

BID TABULATION

Project: Integrated Library System
Date: June 14, 1999
Time: 3:00 p.m.
Bid #: 510

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<th>Contractor</th>
<th>Base Bid</th>
<th>Alternate 1</th>
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<th>Sub-Contractor</th>
<th>Experience</th>
<th>Contractors</th>
<th>Licensing</th>
<th>MB/WB</th>
<th>Bid Bond</th>
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<tbody>
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<td>AMERITECH</td>
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</table>

Bid Opened By: Betty Banville
Bid Opening Attended by: Betty Banville, David Kiley, Jean Rowe
Copies Sent to: Dr. Hanson, Alex Pittmon, Accounting, Purchasing
**SANTA BARBARA COMMUNITY COLLEGE DISTRICT**

**BID TABULATION**

Project: Enrollment Management Project

Date: June 14, 1999

Time: 3:00 p.m.

Bid #: 511

<table>
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<tr>
<th>Contractor</th>
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<th>Sub-Contractor List</th>
<th>Experience Statement</th>
<th>Contractors Licensing Statement</th>
<th>MB/WB</th>
<th>Bid Bond</th>
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<tbody>
<tr>
<td>USA NOEL-LEVITZ CENTER</td>
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<td>Y</td>
<td>Y</td>
<td>Y</td>
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<td>SANDRA GOLDEN &amp; ASSOC</td>
<td>$ 30,500.00</td>
<td>Y</td>
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Bid Opened By: Betty Banville

Bid Opening Attended by: Betty Banville, Jean Rowe

Copies Sent to: Dr. Hanson, Alex Pittmon, Accounting, Purchasing