## Academic Affairs
### Minimum Qualification Equivalency

<table>
<thead>
<tr>
<th>NAME</th>
<th>DISCIPLINE</th>
<th>BACKGROUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>LaBarge, Mary Louise</td>
<td>Healthcare Ancillaries</td>
<td>Ms. LaBarge is a graduate of State University of New York. In 1959 she completed a 3-year hospital-based diploma program, equivalent to a 37-unit nursing ADN program, at St. Vincent's Hospital Medical Center in New York City and currently has an RN license. Ms. LaBarge has over 18 years experience with 6 years each in long-term care nursing, acute care nursing at the Rehabilitation Institute of Santa Barbara (RISB) and at the Santa Barbara Visiting Nurses Association (SBVNA) in home health care. Her teaching experience includes the RISB - Family Program as an instructor in home care and stroke-related topics at the SBVNA. Ms. LaBarge has been on staff at Pinecrest Hospital and the Rehabilitation Institute of Santa Barbara and as a case manager with the SBVNA.</td>
</tr>
</tbody>
</table>

G:AA/Min Qual Equivalency.doc
ASSISTIVE TECHNOLOGY SERVICE PROVIDER
(Categorically Funded)

DEFINITION

Under the supervision of the DSPS Coordinator and Assistive Technology Specialist, coordinates activities in the DSPS Assistive Technology (AT) Lab; assists with preparing assistive technology instructional materials; operates and demonstrates assistive technology.

ESSENTIAL DUTIES/FUNCTIONS

Maintains an orderly and professional environment in the DSPS Assistive Technology Lab; provides assistive technology training for students with disabilities; assists in the orientation of DSPS students to lab procedures; evaluates student requests for assistive technology services on the basis of disability; assists AT Specialist in preparing assistive technology training programs; reviews subject matter to be covered by the AT Specialist; provides assistance to students in all courses and tutorials taught in the lab; assembles appropriate assistive technology demonstration materials and distributes to students; arranges and makes demonstrations as set forth or approved by the AT Specialist; answers students' questions on the assistive technology, and clarifies lectures, tapes, or other demonstration materials used; informs AT Specialist about questions asked by the students and confers on difficult areas needing review; responsible for the operation of computer networks, systems and assistive technology within the lab; maintains software for assistive technology system; assists SBCC computer support technicians in troubleshooting standard software and assistive hardware and software; contacts vendors as necessary; installs adaptive software upgrades; maintains preventative equipment and reports malfunctions to appropriate technical personnel; checks student assistive technology skills and DSPS course assignments for accuracy and completeness; proctors student tests in DSPS lab; records and maintains student service contracts; takes attendance; issues and orders supplies and equipment as needed; and performs related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience: Any combination equivalent to graduation from college with major coursework in Computer Science and/or Special Education. Some experience working with students in the field of education or in service for people with disabilities desirable. Experience installing and troubleshooting software applications, and working in a computer network environment highly desirable.

Knowledge and Abilities: Knowledge of the fundamentals, terminology, techniques, equipment and materials used in the Assistive Technology Lab. Ability to instruct others; ability to develop a working knowledge of college-level programs and services for students with disabilities; ability to develop educational support skills for people with a variety of disabilities; ability to develop a working knowledge of computer-assisted instruction; ability to develop skills in the field of adaptive technology; ability to develop a working knowledge of a network environment and its applications; ability to troubleshoot and resolve basic computer software malfunctions; ability to edit and proof college-level text; ability to provide alternative and flexible procedures in the learning process; ability to work with people who have disabilities; ability to work cooperatively and professionally with students and other members of the DSPS team. Sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability and ethnic backgrounds of community college students.
NURSING LABORATORY COORDINATOR

DEFINITION

Under the general direction of the Allied Health and Nursing Laboratory Director, coordinates and maintains the Allied Health and Nursing Laboratory; plans, organizes, and provides laboratory instructional support; and oversees laboratory support staff.

ESSENTIAL DUTIES/FUNCTIONS

Assists students in mastery of nursing skills; amplifies and clarifies theory taught in the classroom or presented in the multimedia materials for individuals and small groups of students; demonstrates nursing skills and prepares learning materials and displays; ensures students' safe use of supplies and equipment; ensures a clean, neat and well organized learning environment; evaluates student performance of skills; maintains records of student use of laboratory and skills performance; communicates students' progress and learning needs to faculty; cooperates with faculty to provide instructors with equipment and supplies needed for classroom instruction; oversees the computer laboratory and assists students with accessing nursing and allied health software, use of the internet and on-line test taking; schedules maintenance and repair of laboratory equipment such as medical equipment, time clock, computers and video playback units; catalogs books, journals, video and computer programs; maintains an inventory of supplies and equipment; assists in researching and procuring equipment and supplies; assists lab director review and make recommendations to faculty regarding needed videotape and computer educational software programs; oversees student workers and hourly employees; performs related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience: Must be a Registered Nurse with a current California license who is clinically current in medical-surgical nursing. Experience in the operation of microcomputers desired.

Knowledge and Abilities:

Knowledge of principles, practices and techniques involved in nursing and the allied health professions; ability to instruct and communicate effectively with students; assess students' learning needs and skills performance; demonstrate nursing skills effectively; use and demonstrate the specialized instruments and equipment of the health programs; train and oversee laboratory support staff; communicate effectively, and work cooperatively with faculty, staff, students and community organizations; maintain supplies and equipment in safe, working order; provide a well organized and positive learning environment; keep accurate records; and operate microcomputers and computer software applications, sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability and ethnic backgrounds of community college students.
FRC WEB DEVELOPER

DEFINITION

Under general direction, works with Faculty Resource Center (FRC) staff to develop hybrid and on-line courses for SBCC faculty; recommends appropriate web development programs; and leads training sessions for FRC staff and college faculty.

ESSENTIAL DUTIES/FUNCTIONS

Assists in design and development of hybrid and on-line courses for SBCC faculty; works with FRC staff to meet FRC departmental goals; remains abreast of technological developments, and makes recommendations to FRC staff about the adoption of the most appropriate and cutting edge web development programs; coordinates and leads training sessions for FRC staff and college faculty; trains faculty and staff in the use of the authoring and materials development tools chosen by the FRC as its standards; serves as technical liaison, working with IRD and the college web committee, to assure that materials developed in the FRC are compatible with and integrate into the college's main web environment; as developer, solves problems, creates web pages, integrates web components such as testing and communication, and develops templates; integrates various web communications components (chat, bulletin board, white board, video, conference, etc.) and web-based assessment tools with courses; works with technology partners in developing and enhancing SBCC's hybrid and on-line courses; completes projects in a professional and timely manner, according to district standards and methodology; reports on project status and progress as required; prepares training documentation of computer systems and programs; communicates with users and appropriate staff to develop a thorough and rigorous testing of software and database performance before new applications are released into production; tests software to assure data validation and integrity rules are followed; develops and/or acquires required training materials; performs related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience:

Any combination equivalent to two years of college level coursework in computer information science or related field, and two years design and application programming experience in web-based applications, including experience programming mini-SQL, PERL, Java Script, HTML, XML and DHTML. Experience in training faculty and instructional support staff in institutions of higher education; and experience developing and constructing educational web sites desired.

Knowledge and Abilities:

Knowledge of authoring systems appropriate to FRC and faculty use (i.e. Netscape Communicator, Adobe Pagemill, Macromedia Dreamweaver and Macromedia Flash 3); knowledge of PERL, Java Script, HTML, DHTML, XML; knowledge of principles, practices and techniques of web-based computer system analysis, design and applications programming; Knowledge of computer hardware systems, operating systems, software applications and programming languages utilized to implement
web-based applications; knowledge of recent developments in information management systems and computer technologies; knowledge of technical documentation writing; knowledge of principles of conducting individual and small group training sessions; knowledge of district organization, operations, policies and objectives. Ability to manage and program databases; write PERL scripts and javascripts; ability to provide programming support needed to construct or repurpose special applications requested by faculty; ability to interact effectively with district faculty and staff to determine requirements, needs and desired outcome; ability to establish and maintain cooperative and effective working relationships with others; ability to meet project schedules and timelines; ability to assist with the evaluation and testing of applications prior to placement in production; ability to learn and explain new computer applications and systems; ability to maintain current knowledge of technological advances in the field. Sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability and ethnic backgrounds of community college students.
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

PURCHASING CENTER/INVENTORY ASSISTANT

DEFINITION

Under the direction of the Purchasing Manager, provides assistance to District personnel by staffing the Purchasing Assistance Center; prepares and maintains the District's equipment inventory system.

ESSENTIAL DUTIES/FUNCTIONS

Prepares, controls and maintains the District's equipment inventory system on-line; receives, inspects, verifies and processes supplies, materials and equipment; tags and inscribes equipment as required; screens new equipment deliveries and verifies accuracy of deliveries to purchase orders; inspects orders for damage and defects; provides assistance to District personnel by staffing the Purchasing Assistance Center; provides information and guidance to district personnel doing catalog, Internet and on-line catalog searches for campus material, supplies and equipment; conducts research relating to the purchasing function, via Internet and CD Roms; communicates with vendors, salespeople and others to research and exchange information, or explain District procedures and policies; assists staff with entering requisitions on-line while in the Purchasing Assistance Center; coordinates purchasing activities with the accounting department, including budget control and resolving problems related to accounting software used; develops, maintains and updates a variety of records, files and catalogs related to the purchasing function; creates purchase orders from requisitions received, both on-line and hardcopy as needed; reviews, proofreads, and records information related to processing and filing of purchase orders; compiles and tabulates statistical data, and prepares reports; provides information concerning standards, procedures and programs; classifies and posts information; receives and files Material Safety Data Sheets; receives and issues receipts for monies; operates a computer and a variety of standard office equipment; and performs related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience: Any combination equivalent to three years of college coursework/work experience relating to business practices and/or purchasing methods.

Knowledge and Abilities: Knowledge of basic purchasing and inventory policies, practices and terminology; knowledge of modern office practices, procedures and equipment. Ability to understand and apply basic accounting and budget control skills relating to budget control processes; ability to provide assistance to District personnel by staffing the Purchasing Assistance Center; ability to interact effectively with district faculty and staff to determine product requirements, needs and desired uses; ability to exercise sound judgment in the purchase of a variety of supplies, equipment and services; ability to effectively communicate verbally and in writing; ability to gather information from a variety of sources and extract meaningful information; ability to maintain accurate records; ability to operate and/or willingness to learn specialized software programs; ability to maintain current knowledge of technological advances in the field. Sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability and ethnic backgrounds of community college students.

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09/23/99
McKenney, Louis
Meinken, Richard
Meza, Arcelia
Munoz, Maria
Olson, Jerod
Pak, Christine
Pavlakovich, Sylvia
Perez, Jessica
Petropoulos, Christina
Pingley, April
Ramirez, Daniel
Redding, Susan
Reich, Meredith
Remak, Jesse
Roca, Maria
Rockvoy, Kasey
Rodriguez, Luz
Rubio, Monica
Rukavina, Christopher
Sager, Jania
Salazar, Matthew
Saldana, Enrique
Salvo, Anthony
Santillan, Veronica
Santos, Dorian
Sellen, Robin
Senn, Jessica
Shannon, Karen
Sloane, Aaron
Smith, Gregory
Soto, Audra
Sousa, Carolyn
Swanson, Danielle
Taylor, Amy
Thomas, Mary
Tikhomirov, Larisa
Torres, Conrad
Tran, Thanh
Valadez, Maria
Villavicencio, Gina
Wadlington, Teresa
Wong, Ricky
Yousefi, Zahra
Zaragoza, Gilbert
The following student tutors have been hired for the 1999-2000 school year:

Aoki, Kyle N.
Areia, Jose Carlos D
Atkins, Jeana
Austin, Catherine C
Bae, Christopher E
Bazos, Andreas L
Bellino, Gina N
Carbone, Brian C
Carter, Philip B
Chihara, Daisuke
Cox, Shelli, J
Demaio, Maureen
Dooley, Orion P
Gaete, Rodrigo C
Grant, Michele L
Gomes, Eduardo R
Gomes, Gustavo R
Hassoun, Zaid A
Herrera, Erika Y
Hill, Robert S
Hough, Brigitte M
Houston, Timothy P
Irwin, Dale A
Kakitani, Akemi
Kanhukamwe, Prigna M
Kolego, Catherine M
Kozachuk, Dina
Lehne, Michelle
Malone, Zach E
McCann, Kevin G
Minami, Aiko
Nanba, Yuki
Nanclares, Francisco
Ng, Muk W
Poloustroueva, Ioulia A
Oziel, Sammy L
O'Rourke, Erin K
Orloff, Ivana
Razo, Flora F
Riley, Andrew E
Riswold, Sarah N
Ritchie, Robert A
Rodriguez, Angel R
Rodriguez, Maria G
Rogers, Leigh C
Sakelariev, Dimitrinka I
Sanders, Benjamin R
Shin, Jeesun
Siersma, Richard G
Smith, Mark A
Sodusta, Anita L
Stockholm, Brian P
Vergano, Federica
Zavala, Gamaiel N
Mission and Values
Our mission is to deliver high quality, efficient and effective services sensitive to the diverse needs of the student population. Students shall have easy and equal access to all services. The program shall provide a safe, confidential, caring, nonjudgmental environment for students to address their health care needs and be the principle advocate for a healthy campus community.

Program Components
1. Health Assessment, Treatment and Referral: Nursing assessment, treatment, health counseling & referrals, first aid & emergency response; physician diagnosis & treatment
2. Mental Health Counseling: Individual, couple, family or group counseling and crisis intervention
3. Health and Wellness Education: Project HOPE (Helping Others through Peer Education) peer based health education and behavior risk prevention program via presentations to college classes and community youth organizations, media campaigns, campus events and information tables.
4. Student Insurance Programs: Optional low cost medical and dental insurance plans and required campus accident insurance plan.
5. Service Learning: A teaching pedagogy that integrates community service with academic curriculum. The program is in the process of institutionalization through academic affairs.

Survey Summaries and Recommendations
Student Satisfaction Survey: High level of student satisfaction, comfort, and fulfillment of need.
Suggestions for improvement: expanded physician time, more comfortable waiting room and increase promotion of services.
Associated Student Senate General Student Survey: 34% utilization, 88% would consider using services if needed, 93% felt there was a connection between personal problems and college success; priority of services were: medical treatment, personal counseling, education/prevention programs and low cost medications.
Faculty Knowledge of Services: 76% were aware of services

Validation Team Report
Major strengths of the program:
- SBCC’s Student Health Services “exceed comparable” college health programs
- Professional, highly qualified team and “extremely thorough” policy and procedure manual
- “Outstanding” and “cutting edge” peer education program
- Strong mental health program
- High level community interaction

Recommendations:
- Expand space to increase quality of services and protect confidentiality
- Secure permanent mental health counselor
- Continue reimbursement for faculty/staff needs including TB and blood borne pathogen programs
- Purchase FAX machine to insure confidentiality
- Explore cost effectiveness of utilizing a nurse practitioner for health care delivery
- Explore the possibility of having PD120 meet SBCC general education requirement under E-3
- Develop campus peer education poster campaign
- Strengthen links with faculty, especially adjunct and new hires, to increase knowledge of services

Plan
- Develop plan to secure long-term financial commitment and expansion of physician, mental health and peer health education services.
- Propose space expansion to more effectively accommodate the needs of the programs and insure confidentiality.
- Expand effective promotion strategies to students, faculty and staff.
Associate in Science in Nursing (ADN) Candidates
Mid Semester
October 22, 1999

Cherry Ann P. Barrientos

Associate in Science in Nursing (ADN) Candidates
Three Quarter Semester
November 14, 1999

Charles Robert Porter
Beth Cleveland
Summary of Achieved Outcomes

Name: Dina G. Castillo

Project Title: Professional Growth and the Revitalization of Mexican and Chicano Literature in the Spanish and Chicano Studies Departments.

Term of Leave: 1997-1998 Academic Year

1. Dissertation Material:

   --Completed extensive research and wrote 3 chapters on the identification and documentation of U.S.-Mexico Border Literature. Finalized dissertation will be submitted for approval in May 1999.

   --Wrote an article for publication in Dictionary of Literary Biography (Chicano Writers, Third Series, 1999).


2. Revised course content by selecting readings on border life and creating collaborative learning exercises for intermediate and advanced Spanish classes.

3. Updated course content for Chicano Lit. and Mexican Lit. classes (Chicano Studies 113 & 115).


5. Compiled and created resource materials: a) an annotated bibliography of key border literature texts; b) a Webpage for my Mexican Lit. class with links to Border and Chicano Literary sources; c) a catalogue of films and videos on life at the border, and sample teaching materials.
<table>
<thead>
<tr>
<th>ABNEY, Richard</th>
<th>COBURN, Gordon</th>
<th>FRANKLIN, John</th>
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ZAHARIAS, Tony
ZEIHER, Thomas E.

ZIEGLER, David
ZIMMERMAN-BOSTWICK, Alyson
ZUCKERMAN, David
DRAFT 9/17/99

MEMORANDUM OF UNDERSTANDING

Between:
The County of Santa Barbara
and
Santa Barbara Community College District

Purpose of Agreement

The Santa Barbara County Board of Supervisors and County Departments have long recognized and valued employee training and development and believe it is a key function of a manager and supervisor to provide for the skill development and enhancement of every employee. To this end, the County of Santa Barbara developed the County Employees’ University.

Santa Barbara City College is dedicated to serving the educational needs of the Santa Barbara community and to providing excellent quality instruction in all programs of the college.

The County of Santa Barbara and Santa Barbara City College are therefore entering into a cooperative agreement with the following objectives:

1. To share resources and expertise in order to provide high quality learning opportunities to County of Santa Barbara employees residing in South Santa Barbara County.

2. To develop learning opportunities in a most efficient, cost effective manner.

3. To encourage employees of the County of Santa Barbara to pursue on-going education and training.

Enrollment

The parties agree that all courses offered under this agreement shall be open to any person meeting regular college admission requirements and all course prerequisites. Courses, seminars, orientations, or workshops offered under this contract shall be offered on a credit basis, and Santa Barbara City College will submit all hours of attendance to the State of California for apportionment funding.

All courses will be advertised and students not attending Santa Barbara County Employees’ University will be permitted to enroll.
All interested employees of the County and others will enroll in the SBCC designated courses according to procedures agreed to by both the County of Santa Barbara and Santa Barbara City College.

The County will pay all applicable Santa Barbara City College fees.

All enrolled students will be subject to the same attendance, grading, and other policies governing all credit courses.

Curriculum

In the area of curriculum, County of Santa Barbara and Santa Barbara City College staff will identify appropriate content and skills areas for curriculum and course development.

All courses developed will meet the standards of Santa Barbara City College and the California Community Colleges Chancellor’s Office guidelines.

All courses will undergo Santa Barbara City College course approval through the regular college approval process.

Instructor Hiring

Course instructors must complete Santa Barbara City College employment requirements including meeting the published minimum qualifications or equivalencies required for teaching.

Santa Barbara City College agrees to pay the County of Santa Barbara for instruction-related costs. All instructors will be paid by the County.

Considerations

Either party may cancel this agreement with (30) days written notice to the other party. In the event either party decides to exercise this option, all financial terms shall be compensated as described in operational agreements between said parties and no future obligations shall be incurred.

The County of Santa Barbara and Santa Barbara City College agree to indemnify and hold the other party harmless from all liability for damage to persons or property arising out of or resulting from the acts or omissions of the indemnifying party.

The County of Santa Barbara affirms to Santa Barbara City College that it shall not discriminate against any person, in any aspect of education or employment, on the basis of race, color, ancestry, religion, gender, marital status, national origin, ethnic identification, age, sexual orientation, mental or physical disability, or status as a Vietnam-era veteran.
This Memorandum of Understanding is agreed to by participating parties on this 
_________day of __________, 1999.

(County official)

Jack Friedlander, Ph.D., Vice President for Academic Affairs  
Santa Barbara City College
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<tr>
<td>200426</td>
<td>SANTA BARBARA SCREEN AND SHADE</td>
<td>295.67</td>
<td>43</td>
<td>COMPUTER SCIENCE</td>
<td>BLINDS</td>
</tr>
<tr>
<td>200429</td>
<td>HEWLETT PACKARD COMPANY</td>
<td>2,208.00</td>
<td>43</td>
<td>INFORMATION RESOURCES DIVISION</td>
<td>COMPUTER SUPPORT RENEWAL</td>
</tr>
<tr>
<td>200431</td>
<td>CREATION ENGINE LLC</td>
<td>259.00</td>
<td>43</td>
<td>ENGLISH COMPOSITION &amp; LITERATURE</td>
<td>ADOBE PAGEMAKER SOFTWARE</td>
</tr>
<tr>
<td>200432</td>
<td>TAHOE PERIPHERALS</td>
<td>720.00</td>
<td>43</td>
<td>LANGUAGE LAB</td>
<td>COMPUTER MEMORY UPGRADE</td>
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<tr>
<td>200433</td>
<td>TAHOE PERIPHERALS</td>
<td>1,276.60</td>
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<td>ENGLISH AS A SECOND LANGUAGE</td>
<td>COMPUTER SOFTWARE</td>
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<tr>
<td>200434</td>
<td>PRIMESOURCE CORPORATION</td>
<td>338.10</td>
<td>43</td>
<td>DRAFTING/CAD</td>
<td>DRAFTING SUPPLIES</td>
</tr>
<tr>
<td>200436</td>
<td>WICKMAN ELECTRIC</td>
<td>3,800.00</td>
<td>43</td>
<td>ADMIN REMODEL-TECH</td>
<td>MISC ELECT WORK - ADMIN REMODEL</td>
</tr>
<tr>
<td>200437</td>
<td>SANTA BARBARA GLASS</td>
<td>1,174.00</td>
<td>43</td>
<td>ADMIN REMODEL-TECH</td>
<td>REMOVE 5 VENTS AND WINDOW</td>
</tr>
<tr>
<td>200438</td>
<td>STEELCASE INCORPORATED</td>
<td>877.96</td>
<td>41</td>
<td>MULTIMEDIA ARTS AND TECHNOLOGY</td>
<td>SUPPLIES</td>
</tr>
<tr>
<td>200439</td>
<td>BKM OFFICE MART</td>
<td>1,392.50</td>
<td>43</td>
<td>CLASSROOM IMPROVEMENT NON-CRDT 96/97</td>
<td>SUPPLIES</td>
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<tr>
<td>200441</td>
<td>SMARDAN HATCHER COMPANY</td>
<td>909.41</td>
<td>33</td>
<td>CHILDREN'S CENTER</td>
<td>SINKS</td>
</tr>
<tr>
<td>200443</td>
<td>MISSION OFFICE SYSTEMS</td>
<td>1,048.41</td>
<td>43</td>
<td>HEALTH SERVICES</td>
<td>FAX</td>
</tr>
<tr>
<td>200445</td>
<td>DARTEK COMPUTER SUPPLY</td>
<td>346.90</td>
<td>43</td>
<td>AUTOMOTIVE SERVICES</td>
<td>TONER CARTRIDGES</td>
</tr>
<tr>
<td>200446</td>
<td>SANTA BARBARA CITY COLLEGE</td>
<td>11,016.25</td>
<td>43</td>
<td>COMMUNITY THEATRE</td>
<td>REIMBURSEMENT - TRUST ACCOUNT</td>
</tr>
<tr>
<td>200450</td>
<td>STUEVEN ENGINEERING CONSULTANTS</td>
<td>3,300.00</td>
<td>43</td>
<td>GENERAL REHAB/CONST FUND</td>
<td>ENG ADMIN BLDG CONCEPT STUDY</td>
</tr>
<tr>
<td>200451</td>
<td>POWER R INCORPORATED</td>
<td>534.00</td>
<td>41</td>
<td>INFORMATION RESOURCES DIVISION</td>
<td>VIDEO ADAPTER</td>
</tr>
<tr>
<td>200453</td>
<td>INSIGHT MEDIA</td>
<td>575.00</td>
<td>41</td>
<td>LEARNING RESOURCE CENTER</td>
<td>VIDEOS</td>
</tr>
<tr>
<td>200455</td>
<td>DELL MARKETING</td>
<td>1,271.18</td>
<td>43</td>
<td>MARINE TECHNOLOGY</td>
<td>HP 8100i</td>
</tr>
<tr>
<td>200457</td>
<td>CQ PRESS</td>
<td>950.11</td>
<td>43</td>
<td>LIBRARY</td>
<td>BOOKS</td>
</tr>
<tr>
<td>200459</td>
<td>MARBORG DISPOSAL COMPANY</td>
<td>1,900.00</td>
<td>43</td>
<td>THEATRE ARTS</td>
<td>STORAGE BIN RENTALS</td>
</tr>
<tr>
<td>200461</td>
<td>ENVIRO TOTE INCORPORATED</td>
<td>2,409.75</td>
<td>43</td>
<td>CAL-SOAP</td>
<td>SHOULDER TOTE</td>
</tr>
<tr>
<td>200462</td>
<td>PACIFIC PRESS</td>
<td>2,856.44</td>
<td>43</td>
<td>CAL-SOAP</td>
<td>TYPESETTING</td>
</tr>
<tr>
<td>200463</td>
<td>SCANTRON CORPORATION</td>
<td>2,139.05</td>
<td>43</td>
<td>CAL-SOAP</td>
<td>EXIT INTERVIEW FORMS</td>
</tr>
</tbody>
</table>
## Santa Barbara Community College

### Purchase Order Report 8/16/99 thru 9/14/99

<table>
<thead>
<tr>
<th>Purchase Order Number</th>
<th>Vendor</th>
<th>General District Funds</th>
<th>Other Funds Noted</th>
<th>Department</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>200467</td>
<td>UNISOURCE CORPORATION</td>
<td>2,294.95</td>
<td></td>
<td>DUPICATING</td>
<td>PAPER SUPPLIES</td>
</tr>
<tr>
<td>200468</td>
<td>LOBERO THEATRE FOUNDATION</td>
<td>7,800.00</td>
<td></td>
<td>CE-ADMINISTRATION</td>
<td>DEPOSIT FOR 99/2000 YR USAGE OF TH</td>
</tr>
<tr>
<td>200472</td>
<td>MITCHELL ROBLES</td>
<td>1,300.00</td>
<td></td>
<td>CE-WAKE CENTER ADMINISTRATION</td>
<td>PAINTING OF CLASSROOM WALLS</td>
</tr>
<tr>
<td>200475</td>
<td>AMERICAN BREAKER CO</td>
<td>1,946.59</td>
<td>43</td>
<td>ADMIN REMODEL-TECH</td>
<td>ADMIN REMODEL - ELECT BREAKERS R</td>
</tr>
<tr>
<td>200476</td>
<td>GOMEZ RUBEN J</td>
<td>1,750.00</td>
<td>43</td>
<td>ADMIN REMODEL-TECH</td>
<td>ADMIN TECH REMODEL - EXTERIOR PAI</td>
</tr>
<tr>
<td>200480</td>
<td>BASSCO SPORTING GOODS</td>
<td>624.90</td>
<td></td>
<td>ATHLETICS</td>
<td>T-SHIRTS</td>
</tr>
<tr>
<td>200481</td>
<td>HOUSE SANITARY SUPPLY INCORPORATED</td>
<td>1,439.60</td>
<td>41</td>
<td>BUSINESS AND ACCOUNTING</td>
<td>SANITAIRE VACCUMS - CUSTODIAL</td>
</tr>
<tr>
<td>200483</td>
<td>ALIAS WAVEFRONT</td>
<td>5,710.75</td>
<td>41</td>
<td>INSTRUCTION SUPPORT OFFICE</td>
<td>LICENSE RENEWAL</td>
</tr>
<tr>
<td>200485</td>
<td>OFFICE MART</td>
<td>1,075.13</td>
<td>41</td>
<td>INFORMATION RESOURCES DIVISION</td>
<td>CHAIRS</td>
</tr>
</tbody>
</table>
California Community Colleges

QUARTERLY FINANCIAL STATUS REPORT, CCFS-311Q
Fiscal Year 1998-99

District: Santa Barbara Community College
Quarter Ended: June 30, 1999

I. HISTORICAL AND CURRENT PERSPECTIVES OF GENERAL FUND (Unrestricted and Restricted):
Annual
As of June 30 for fiscal year (FY) specified.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund Revenues</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Other 8100, 8600, and 8800)</td>
<td>41,217,107</td>
<td>44,205,363</td>
<td>48,305,010</td>
<td>51,725,334</td>
</tr>
<tr>
<td>Other Financing Sources (Object 8900)</td>
<td>156,286</td>
<td>150,345</td>
<td>144,713</td>
<td>140,281</td>
</tr>
<tr>
<td>General Fund Expenditures (Objects 1000-6000)</td>
<td>35,301,038</td>
<td>38,171,716</td>
<td>42,298,178</td>
<td>44,008,391</td>
</tr>
<tr>
<td>Other Outgo (Objects 7100,7300,7400,7500 and 7600)</td>
<td>4,963,391</td>
<td>5,291,577</td>
<td>6,229,652</td>
<td>9,380,404</td>
</tr>
<tr>
<td>Reserve for Contingency</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unrestricted</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Total</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>General Fund Ending Balance (Excluding reserve for contingency)</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Unrestricted</td>
<td>4,529,650</td>
<td>5,172,616</td>
<td>5,245,774</td>
<td>3,878,774</td>
</tr>
<tr>
<td>Total</td>
<td>4,879,084</td>
<td>5,697,477</td>
<td>5,651,069</td>
<td>4,451,100</td>
</tr>
<tr>
<td>Prior-Year Adjustments</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FTES</td>
<td>39,581</td>
<td>(74,022)</td>
<td>323,211</td>
<td></td>
</tr>
<tr>
<td>Attendance FTES (Excluding apprentices and nonresidents)</td>
<td>FTES</td>
<td>FTES</td>
<td>FTES</td>
<td>FTES</td>
</tr>
<tr>
<td>11,153</td>
<td>11,495</td>
<td>11,693</td>
<td>12,001</td>
<td></td>
</tr>
<tr>
<td>Quarter</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>For the same quarter in each fiscal year (FY) specified.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Fund Cash Balance (Excluding Investments)</td>
<td>5,669,792</td>
<td>7,869,366</td>
<td>7,851,221</td>
<td>5,418,600</td>
</tr>
</tbody>
</table>

II. GENERAL FUND (Unrestricted and Restricted) YEAR-TO-DATE REVENUES AND EXPENDITURES

<table>
<thead>
<tr>
<th></th>
<th>Total Budget (Annual) (Column 1)</th>
<th>Unaudited Actual (Year to Date) (Column 2)</th>
<th>Percentage (Col. 2 / Col. 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund Revenues</td>
<td>52,146,040</td>
<td>51,725,334</td>
<td>99.19%</td>
</tr>
<tr>
<td>(Other 8100, 8600, and 8800)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Financing Sources (Object 8900)</td>
<td>140,281</td>
<td>140,281</td>
<td>100.00%</td>
</tr>
<tr>
<td>General Fund Expenditures (Objects 1000-6000)</td>
<td>47,882,748</td>
<td>44,008,391</td>
<td>91.91%</td>
</tr>
<tr>
<td>Other Outgo (Objects 7100,7300,7400,7500 and 7600)</td>
<td>9,749,404</td>
<td>9,380,404</td>
<td>96.22%</td>
</tr>
</tbody>
</table>
III. Has the district settled any employee contracts during this quarter? Yes____ No ___XX_

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

**SALARIES**

<table>
<thead>
<tr>
<th>Contract Period Settled</th>
<th>Management</th>
<th>Academic (Certificated)</th>
<th>Classified</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Specify)</td>
<td>Total Salary Cost Increase %*</td>
<td>Total Salary Cost Increase %*</td>
<td>Quarter Ended: June 30, 1999</td>
</tr>
<tr>
<td>Calender Year</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*As specified in Collective Bargaining Agreement.

**BENEFITS**

<table>
<thead>
<tr>
<th>Contract Period Settled</th>
<th>Management Total</th>
<th>Academic Total</th>
<th>Classified Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Include a statement regarding the source of revenues to pay salary and benefit increases, e.g., from the districts reserves, from cost-of-living, etc.

Cost of Living, Growth, and other ongoing Revenue sources.

IV. Did the district have significant events for the quarter (include incurred of long-term debt, settlement of audit citing of legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? Yes _____ No XX_____.

If yes, list events and their financial ramifications. (Include additional pages of explanation if needed.)

V. Does the district have significant fiscal problems that must be addressed this year? Yes _____ No XX_____.

Next year? Yes _____ No XX_____.

If yes, what are the problems and what actions will be taken? (Include additional pages of explanation if needed.)

**CERTIFICATION**

To the best of my knowledge, the data contained in this report are correct.

District Chief Business Officer: ______________ Date: ________________

District Superintendent: ______________ Date: ________________

Quarter Ended: June 30, 1999

Santa Barbara Community College District

To the best of my knowledge, the data contained in this report are correct. I further certify that this report will be presented at the governing board meeting specified below, afforded the opportunity to be discussed and entered into the minutes of that meeting.

Governing Board Meeting Date: Sept 23, 1999
Purchase Quotation & License Agreement

Alias/Wavefront, Inc. — Santa Barbara City College

Agreement # 40625.2

We are pleased to offer you this Alias/Wavefront Customer Quotation to cover the Products and Services. The licenses for the Products or Services are subject to Terms and Conditions which are delivered with the software, you may also obtain their Terms and Conditions from an Alias/Wavefront Sales Representative. Please sign and initial each page to accept the terms of the agreement on behalf of your organization. Thank you for doing business with us.

This Agreement, totaling 5,300.00 USD is valid until July 22, 1999.

Agreed To:

Alias/Wavefront, Inc.
11835 West Olympic Blvd
Suite 350
Los Angeles
CA
90064
United States

Agreed To:

Santa Barbara City College
Billing Address:
721 Cliff Drive
Santa Barbara
CA
93109
United States

By:
Name: Marilyn Hubble
Title: EMPLOYEE
Date: June 22, 1999
Sales Rep: Michael Ephraim
Phone: 415-369-6031
Fax:

Payment Terms:
30 Days End Of Month

Software Location:
Santa Barbara City College
721 Cliff Drive
Santa Barbara
CA
93109
United States
Contact: Margaret Rejina
Phone: 805-965-0551x2436
FAX: 805-963-7222

Shipping Instructions:

From: Alias/Wavefront, Inc.
To: Santa Barbara City College
Address: 721 Cliff Drive
City: Santa Barbara
State: CA
ZIP: 93109

By:
Name: __________________________
Title: __________________________
Date: __________________________
Contact: Margaret Rejina
Phone: 805-965-0551x2436
Fax: 805-963-7222

Documentation:
# Purchase Quotation & License Agreement

## Quotation Details

<table>
<thead>
<tr>
<th>#</th>
<th>Product Code</th>
<th>Description</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CP-AC-MYNT-41-75</td>
<td>Acad. Provider Prog. for Maya Unlimited for NT-41-75 licenses. This quote is for the renewal of current licenses plus the addition of 50 Maya NT seats. This is a special agreement between Santa Barbara City College and Alias/Wavefront under the Academic Provider Program. Encryptions and Support are to expire on 24-Aug-2000. This is a yearly fee.</td>
<td>1</td>
<td>4,800.00</td>
<td>4,800.00</td>
</tr>
<tr>
<td>2</td>
<td>CP-AC-NL</td>
<td>Nodeocked license fee - for Instructors' licenses.</td>
<td>2</td>
<td>250.00</td>
<td>500.00</td>
</tr>
<tr>
<td>3</td>
<td>MUn-BF-MT</td>
<td>Maya Unlimited floating for NT - To be encrypted on server #7-b2858d83 with current licenses. If the school would like to encrypt the licenses on another server please let us know and a hardware lock will be shipped.</td>
<td>50</td>
<td>19,200.00</td>
<td>0.00</td>
</tr>
<tr>
<td>4</td>
<td>MUn-BF-NT/A</td>
<td>Maintenance for Maya Unlimited floating for NT - on server 7-b2858d83.</td>
<td>73</td>
<td>3,840.00</td>
<td>0.00</td>
</tr>
<tr>
<td>5</td>
<td>MUn-B-NT/A</td>
<td>Maintenance for Maya Unlimited for NT - Instructors' licenses. To be renewed on servers 7-b28584b0 and 7-b28585n1.</td>
<td>2</td>
<td>3,200.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Please note, all applicable taxes will be added at invoicing.

| List: | 1,252,020.00 |
| Discount: | 26,240.00 |
| Total: | 5,300.00 |
| Currency: | USD |
| Customer Initials: | |
THIS AGREEMENT is made effective the _____th day of ____________, 1999

BETWEEN

ALIASI/WAVEFRONT, a division of Silicon Graphics Limited, a corporation incorporated pursuant to the laws of the Province of Ontario, Canada

(hereinafter referred to as "AliasI/Wavefront")

OF THE FIRST PART;

-and-

Santa Barbara City College
(hereinafter referred to as "Academic Provider")

OF THE SECOND PART.

Whereas Academic Provider is an educational institution that awards generally recognized degrees, diplomas or certificates or like formal accreditation to its graduating students;

And Whereas Academic Provider wishes to participate in the AliasI/Wavefront Academic Provider Program;

And Whereas AliasI/Wavefront agrees to afford the benefits of its Academic Provider Program as provided by this agreement;

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby irrevocably acknowledged by each of the parties hereto, the parties hereby agree as follows:

1. **AliasI/Wavefront Obligations**

1.1 AliasI/Wavefront will provide a one year encryption for network licenses on the products specified in the attached Purchase Quotation and License Agreement ("PQLA"). Nodelocked licenses are available at an additional charge.

1.2 AliasI/Wavefront will provide all upgrades for the specified products for one year.

1.3 AliasI/Wavefront will provide a 40% discount on any training with the exception of instructor certification.

1.4 AliasI/Wavefront will provide hotline support for one contact for one year.

1.5 AliasI/Wavefront will provide a subscription to the AliasI/Wavefront Campusview web-site for 1 Senior Program administrator, 2 instructors and 1 System Administrator.

1.6 AliasI/Wavefront will provide 2 sets of documentation per product.

These licenses and support services may be renewed annually at the option of AliasI/Wavefront provided the Academic Provider performs all of its obligations under this agreement and the PQLA.
2. **Academic Provider Obligations**

2.1 Academic Provider must integrate Alias|Wavefront software into their academic programs. This will include the use of Alias|Wavefront software as a tool to teach a concept as part of a course within their academic program or running an Alias|Wavefront certified course within their program. An academic program is defined as a series of courses to be taken in succession to achieve the accreditation issued by educational institutions.

2.2 Academic Provider will submit a report outlining the Academic Provider's program and software usage by September 1 on a yearly basis. This should include images generated by students attending the program, course curriculum and an outline of how the software has been integrated into the Academic Provider's programs. This information will be compiled onto and distributed to all Academic Providers and other interested parties. Any images submitted will require a release form signed by the student. The student and the school will receive full credit on any images used by Alias|Wavefront.

2.3 Academic Provider must have adequate system administration in UNIX or NT to support setting up the licenses initially and at each release. Alias|Wavefront is not responsible for installation.

2.4 Use of the Alias|Wavefront Software is supplementally governed by the PQLA. Renewal of the annual Alias|Wavefront support and the encryptions for the software is conditional upon payment of the Annual Licensing and Support fee to Alias|Wavefront and adherence to the Academic Provider Program terms.

2.5 Academic Provider will also:

(a) provide first level support to students. Students are not allowed to call the Alias|Wavefront hotline; this includes students who have signed up under the Alias|Wavefront Student Access Program;

(b) submit graduate lists to Alias|Wavefront for posting on the Alias|Wavefront External website. Students may link their web pages to their name for access to their resume and portfolio;

(c) allow Alias|Wavefront to post the name of the educational institution and contact information for the program which will be using the software on the Alias|Wavefront external web-site and publish the same information in the Alias|Wavefront Assistant online;

(d) provide credit to Alias|Wavefront on all published images created using Alias|Wavefront software;

(e) provide product feedback on the Alias|Wavefront software;

(f) remain current with Alias|Wavefront software releases (within 6 months);

(g) use the software only for educational purposes and educational projects. **NO PROFIT, PRODUCTION OR COMMERCIAL USE OF THE SOFTWARE IS PERMITTED; and**

(h) **NOT** re-broadcast or re-distribute any of our classes or content (web or otherwise).

3. **Certification of Students**

3.1 Academic Providers will be able to provide official Alias|Wavefront certification only under the following conditions:

(a) the course must be taught within a full program curriculum;

(b) the instructor must have been certified by Alias|Wavefront to teach the course in which the students are to be certified;
(c) Alias|Wavefront courseware training kits must be purchased for each student; Academic Provider will receive a 60% discount on training kits used to teach a non-corporate clientele. No unauthorized photocopying of Alias|Wavefront courseware is permitted.

(d) In order to receive certification for an Alias|Wavefront course, each student must fill out a course evaluation form which is to be forwarded to Alias|Wavefront by the instructor teaching the course. The forms must be originals obtained from the Alias|Wavefront training kit for the course. We will not accept photocopied evaluation forms.

(e) Course evaluations must be forwarded to Alias|Wavefront within 3 weeks from the conclusion of the course. A typed cover page listing the names of the students must be included. We will not reissue certificates if the names on the list supplied by the instructor are spelled incorrectly. Alias|Wavefront will forward certificates for the students to the certified instructor for signature and distribution.

3.2 Academic Provider may teach continuing education or corporate training courses provided the software is not used for this purpose for more than 30% of the software's usage. Corporate training is defined as short-term courses (less than one month) for part-time students. Training kits must be purchased at full price for Alias|Wavefront certified courses taught to a corporate clientele.

4. Term

This Agreement shall have an initial term of one (1) year from the date hereof and shall automatically renew thereafter for successive one (1) year terms unless either party shall provide written notice to the other not less than 30 days prior to the end of the initial term or any extension thereof. In the event Academic Provider shall fail to perform or comply with this Agreement, the POLA or any provisions thereof, and fail to remedy such default within thirty (30) days after the receipt of written notice to that effect, the Agreement shall then immediately terminate.

ALIAS|WAVEFRONT, a division of SILICON GRAPHICS LIMITED

By: _____________________________
   Signature

   _____________________________
   Name

   _____________________________
   Title

   _____________________________
   Date

ACADEMIC PROVIDER
Santa Barbara City College

By: _____________________________
   Signature

   _____________________________
   Name

   _____________________________
   Title

   _____________________________
   Date
SANTA BARBARA COMMUNITY COLLEGE DISTRICT
CONTRACT FOR VIDEO AMUSEMENT GAMES

This contract agreement is between Santa Barbara City College hereinafter referred to as the "College", and John R. Baron, Sole Owner, hereinafter referred to as the "Vendor".

TERMS OF CONTRACT

1. This contract is for a period year beginning July 1, 1999 and ending June 30, 2000.

2. This contract is non-assignable.

3. "College" shall have the right to terminate this agreement with seven (7) days notice in the event "Vendor" fails to comply with the terms of the contract.

4. "Vendor" and "College" shall split the gross sales from all video games; 50 percent "College", 50 percent "Vendor".

5. Cost for game plays will be decided by the mutual agreement of "College" and "Vendor".

REVENUE COLLECTION

1. A representative of "Vendor" and a representative of "College" shall be present when money is collected from video amusement games.

2. Money from video amusement games shall be counted by the "Vendor" representative in the presence of the "College" representative.

3. The "College"’s share from the sales shall be deposited in Student Finance in the Student Senate account the same day of the collection, and the "Vendor" shall provide a written accounting of all monies collected and percentage split.

4. The "Vendor"’s share of revenue shall be taken the same day of collection and accounting.

5. "Vendor" shall provide a coin changer to the "College" at no charge upon the "College"’s request.

EQUIPMENT

1. "Vendor" has the right to rotate the bulk of games when school is closed for prolonged breaks (i.e., Winter, Spring). "Vendor" agrees to place video amusement games on "College" property.

2. The number of games is to be not less than four (4) nor more than eight (8) as determined by the "College”.

3. "College" shall reserve the right to place said video amusement games in an area referred to as the Vending Room, or in a location of the "College"’s choice if it becomes necessary. Movement or relocation of games must be by "Vendor" with adequate notice (48 hours).

4. "College" shall have the right to control the sound system of each machine.

5. "Vendor" shall provide "College" with quality amusement games

6. "Vendor" shall rotate said video equipment games to provide better sales.

7. "College" may need to disconnect the video amusement games periodically to allow for specific "College" functions.
8. "College" shall have approval rights of any video amusement game placed at "college".

9. "Vendor" will make all reasonable attempts to have metering devices installed by "Vendor" at no charge to "College" to help in the monitoring of plays per machine. "College" retains unilateral right to determine "reasonable attempts" by the "Vendor".

MAINTENANCE AND SERVICE

1. "Vendor" shall install, maintain and service all video amusement games at no cost to "College". The equipment shall be serviced by a representative from "Vendor" on a weekly basis or as needed.

2. Malfunctioning video amusement games shall be repaired or replaced within 72 hours of notification of "Vendor".

3. The "Vendor" is responsible for the sanitation and cleanliness of the vending machines. All machines brought on the campus will be clean, in good working order, sanitized, and free from bugs, insects, etc.. The "vendor" will service the vending machines on a regular schedule to assure proper cleanliness, working order, and absence of bugs, insects, etc..

LIABILITY

"Vendor" shall be insured by a $100,000 liability insurance policy which shall cover Santa Barbara Community College District and its Board of Trustees, all employees of Santa Barbara City College, and the Associated Students. Insured shall be protected against any and all claims against the video amusement games.

PROMOTIONAL ACTIVITY

"Vendor" shall provide promotional materials for a supervised competitive program to be held once each semester upon request of "College" with 100 percent of the day's receipts going to the Associated Students.

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

[Signature] 9.7.99
A.S.B. President  Date

District: Vice President, Business Services  Date

John R. Baron, Sole Owner  9.7.99  Date
718 Castillo St.
Santa Barbara, CA 93101
(805) 564-8879
AGREEMENT

WEST COAST agrees to provide plain paper coin-operated copier(s) under the following agreement:

1. All copiers will continue to be owned and maintained by West Coast Copy. West Coast will provide all service and supplies for the copier(s) at no charge.
   1.a West Coast Copy will update the library copiers with newer models
   2. All of the copiers that we place at Santa Barbara City College are insured against product liability claims and/or any physical damage against them for the length of time that they are installed on your premises.

   Our coverage is thru G.F. Mann Agency, Ltd., 190 E. 5th Avenue, Naperville, IL., and our policy is with the Hartford Insurance Co., policy #82SBAG7135. This policy provides the following coverage’s: Physical Damage and Loss of Use: a. Real Property; b. Personal Property; c. Loss of Income; d. Additional Expense; e. Machinery Insurance.


West Coast agrees to save harmless Santa Barbara City College against any and all liabilities or damages resulting in personal injury or property damage arising out of in connection with the utilization of photocopy equipment, except that which results from negligence, intentional act, or improper use of said equipment by Santa Barbara City College, its agents, servants, students, or employees.

Vendor shall be insured by a $1,000,000.00 (one million dollar) liability insurance policy which shall cover Santa Barbara Community College District and its Board of Trustees, all employees of Santa Barbara City College, and the Associated Student Body. Insured shall be protected against any and all claims against the copying machine(s) or otherwise arising out of this agreement.

3. The term period of this agreement shall be (36) months. The SBCC Student Senate shall have an option to extend the contract for an additional three (3) years at, one year intervals, with the same terms and conditions contained in this agreement, provided the SBCC Student Senate gives W.C.C. ninety (90) days notice in writing of its exercise of said option.

4. Two new copiers shall be set at a vend rate of ten cents (.10) per copy in the library. The coin box on the copier(s) will provide change for a quarter. A by-pass key will be provided to the Student Activities Office. This key will provide 250 free copies per month and a charge of .04 for each additional copy.
A third new copier located in the library set at ten cents (.10) per copy with a by-pass key will be provided to the coordinator, Student Activities (or designee.) One thousand (1,000) free copies per month will be provided and a charge of .04 for each additional copy.

5. West Coast will provide all service for the machines, and will provide same day service provided the call for service is not placed late in the day.

6. West Coast will agree to pay S.B.C.C. Student Senate 35% of the monthly amount collected from the copier(s) and card dispenser as commission.

7. Location of other copiers:
   a. Two (2) in Student Services
   b. One in LSG #325
   c. One in Campus Center across from video games
   d. One in Com Lab in the B& C Building

There will be no charges billed to the S.B.C.C. Student Senate for the equipment or services we provide under this agreement unless otherwise stated in writing.

The above represents the entire agreement between West Coast Copy and Santa Barbara City College.

[Signature]
West Coast Representative

[Signature]
Santa Barbara City College Representative

8/10/99
Date

Date
CHILD CARE FOOD PROGRAM
AGREEMENT TO PARTICIPATE - CENTERS
CNFDD 2050A (REV. 6/99)

LEGAL NAME
Santa Barbara Community College

COUNTY
Santa Barbara

STREET ADDRESS
221 Cliff Dr.

CITY
Santa Barbara

ZIP CODE
93109

THIS AGREEMENT IS MADE AND ENTERED INTO:

In order to carry out the purpose of Section 17 of the National School Lunch Act as amended and the Regulations governing the Child Care Food Program (CCFP) issued thereunder (7 CFR Part 226), the California Department of Education (hereinafter referred to as the Department) and the Agency (whose name and address appear above) agree to comply with 7 CFR Part 226, and all requirements developed pursuant to and imposed by these regulations which incorporate the Management Plan, Schedule A, Schedule B (Meal Patterns), and Schedule C (Annual Certification) by reference. In administering CCFP in child care centers (hereinafter referred to as sites), the Agency assures the Department it will adhere to all the requirements in the Agreement and with all Nutrition Services Division policies and guidance issued by the Department.

THE DEPARTMENT AGREES TO:

A. Reimburse the Agency for the number of meals served to enrolled children at the sites approved by the Department as listed on the Schedule A according to the appropriate rates of reimbursement for each meal type. The Department will either:
   1. Reimburse the Agency according to the actual daily counts of meals served whereby the actual counts of meals served to eligible free, reduced price, and paid children as determined by the eligibility guidelines are multiplied by the appropriate rates of reimbursement for each meal type and eligibility category; or
   2. Reimburse the Agency according to the total daily counts of meals by type served whereby the claiming percentages derived from the eligible free, reduced price, and paid children are multiplied by the total daily counts of meals as determined by the eligibility guidelines. These figures are multiplied by the appropriate rates of reimbursement for each meal type.

B. Notify the Agency of any changes in program requirements.

C. Provide annual renewal application information.

D. Provide technical and supervisory assistance to the Agency.

E. Review newly participating agencies with five or more sites within the first 90 days of program operation.

F. Review each Agency for program compliance at least once every three years. Appointments are usually made for reviews or visits, but may be unannounced.
G. Notify the Agency of its right to request an appeal of decisions made by the Department which affect the Agency's participation in the program or the Agency's claim for reimbursement.

THE AGENCY AGREES TO:

GENERAL PROVISIONS

A. Administer the program from an ongoing office site staffed by permanent administrative personnel located within the State of California.

B. Comply with and meet all requirements in 7 CFR Part 226, Child Care Food Program Regulations, the Agreement with the California Department of Education, and all Departmental guidance provided.

C. Issue a nondiscrimination statement on all program materials.

D. Issue an annual media release.

E. Comply with the Child Care Food Program Audit Rule, 7 CFR Sections 226.8(a) (b) (c) and (d) and the Department's Policy and Guidance.

F. Purchase program food, supplies, equipment, and other goods and services in accordance with the procurement standards and instructions set forth in 7 CFR Section 226.22.

G. Accept final administrative and financial responsibility for the food service operations at each site listed on the Schedule A.

H. Use interest earned from an interest-bearing account for the enhancement of the program and maintain proper documentation proving its use.

I. Remit to the Department all monies owed (including cash advance) when:
   1. The Agency's Agreement or cash advance is canceled; or
   2. Demand is made by the Department and all appeals have been exercised.

J. Remit to the Department reimbursement for meals disallowed during an audit or administrative review.

K. Provide access to all approved sites listed on the Schedule A and make available all accounts and records pertaining to the program to representatives of the Department, the United States Department of Agriculture (USDA), the United States General Accounting Office, and other authorized agencies upon request.

L. Provide written notification to all sites that they are required to comply with Section 504 of the Rehabilitation Act of 1973 as amended (29 U.S.C. Section 794).

M. Attend annual training provided by the Department.

N. Annually certify that it is in compliance with the terms and conditions set forth in Schedule C.

O. In the event the department terminated this agreement, Agency shall give control of its financial accounts that contain CCFP money and all CCFP records when requested to do so by the Department.

NONDISCRIMINATION ASSURANCE

"Comply with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act 1973, Americans With Disabilities Act of 1990, Age Discrimination Act of 1975 and the Department's regulations concerning nondiscrimination (7 CFR Parts 15 and 15b), including requirements for racial and ethnic participation data collection, public notification of the nondiscrimination policy and reviews to assure compliance with such policy to the effect that no person
in the United States shall, on the grounds of race, color, national origin, gender, age, disability, religion or political beliefs be excluded from participation, be denied the benefits of, or be otherwise subject to discrimination under any program or activity for which the Agency receives federal financial assistance from the Department and USDA, and hereby gives assurance that it will immediately take any measures necessary to effectuate this Agreement.

"This assurance is given in consideration of and for the purpose of obtaining any and all federal financial assistance, grants and loans of federal funds, reimbursable expenditures, grants or donation of federal property and interest in property, the detail of federal personnel, the sale and lease of, and the permission to use, federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease or furnishing of services to the recipient, or any improvement made with federal financial assistance extended to the program applicant by the Department. This includes any federal agreement, arrangement, or other contract which has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for the purchase or rental of service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance."

"By accepting this assurance, the Agency agrees to compile data, maintain records and submit reports as required to permit effective enforcement of Title VI and permit authorized Department personnel during normal working hours to review such records, books and accounts as needed to ascertain compliance with Title VI. If there are any violations of this assurance, the Department shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the program applicant, its successors, transferees, and assignees as long as it receives assistance or retains possession of any assistance from the Department. The persons whose signatures appear on this contract are authorized to sign this assurance on behalf of the Institution."**

**RECORDKEEPING PROVISIONS**

Recordkeeping is the basis for all claims for reimbursement, audits, and administrative reviews. Failure to keep and maintain required records for each approved site will result in the recovery of all program funds.

A. Establish procedures to collect, maintain, and update all necessary program records as required. Records shall include:

1. Copies of all applications, agreements, and supporting documents submitted to the Department;
2. Enrollment documents for each child;
3. Eligibility documents showing the free or reduced price status of each enrolled child which must be collected annually.
4. Copies of all Claims for Reimbursement submitted to the Department;
5. Receipts for all program payments received from the Department;
6. Daily records indicating the number of children in attendance and the number of meals, by type (breakfast, lunch, supper, and supplements), served to enrolled children;
7. Copies of menus, menu production worksheets showing the types and amounts of food prepared and served, and any other food service records required by the Department for each approved site;
8. Information on training sessions provided to the sites including dates and locations, as well as topics presented and names of participants;
9. A record of monitoring, showing dates and locations of sites, notations of any problems, the corrective action prescribed and effected;
10. A copy of your annual media release.

B. The Agency agrees to retain all records and accounts pertaining to the program for a period of three years following the year to which they pertain. If audit or administrative review findings have not been resolved, such records and accounts shall be retained until all audit or administrative review issues are resolved and the audit or administrative review is closed.

*Quoted from the United States Department of Agriculture, Food and Nutrition Service, Instructions.

OPERATIONAL PROVISIONS

A. Meal Service:
1. All children in attendance at approved sites will be offered the same meals with no physical segregation or other discrimination because of race, color, national origin, age, sex, disability, religion, or political beliefs. These meals will be served to all children at no separate charge in all nonpricing programs.
2. Plan and prepare food in amounts sufficient to serve each enrolled child one meal at each meal service which meets the minimum requirements set forth in the Meal Patterns for Infants and Older Children, as prescribed by 7 CFR Section 226.20 (see Schedule B; and the Child Care Food Program Simplified Buying Guide, Rev. 1992);
   a. Serve a reimbursable meal to each enrolled child;
   b. Meal counts of each service shall not exceed the licensed capacity.
3. Ensure that the preparation, serving, and storage of foods are carried out in a manner which conforms to applicable state and local sanitation laws and regulations.

B. Reimbursement:
1. Submit claims based on current eligibility and enrollment information as required by the selected claiming method;
2. Claim for reimbursement only meals served that meet the meal pattern component requirements in Schedule B;
3. Claim for reimbursement only meals served to eligible children enrolled for care at approved sites;
4. Claim no more than two major meals and one supplement or two supplements and one major meal for each child;
5. Submit claims to the Department as soon as possible in the month following the claim month, but no later than the 20th day of the second month following the claim month or risk forfeiture of reimbursement for that month.

C. Monitoring and Training:
Provide adequate supervisory and operational personnel for the effective management and monitoring of the program at all sites under the Agency’s jurisdiction as stated in the Management Plan. At a minimum, the Agency shall:
1. Train site staff in program duties and responsibilities prior to beginning program operation, with additional training sessions to be held at least once annually; and
2. Review food service operations to assure compliance.
D. Pricing Program Requirements:
Enter into a separate agreement with the Department to ensure that the pricing policies contained in the Policy Statement for Free and Reduced Price Meals (CNFDD 3103) at sites which charge separately for meals will be uniformly implemented;

E. Outside-School-Hours Care Centers:
   1. Serve at least one of the following meal types: breakfast, supplement, or supper to enrolled children outside of school hours. Lunch may be served when school is not in session, such as vacations, off track of year-round schools, weekends, and holidays;
   2. Meals shall be served in accordance with the meal spacing provision in 7 CFR Section 226.19.

F. Food Service Management Companies:
   1. When the Agency obtains meals or meal components from a food service management company, it shall comply with the bid and contractual requirements of 7 CFR Sections 226.21 and 226.22 to ensure that the food service management company complies with the meal pattern requirements (Schedule B) and maintains menu production records and food purchase records in accordance with applicable program guidelines;
   2. When the Agency obtains program meals or meal components from a school food service, it shall enter into a contract which contains the provisions specified in 7 CFR Section 226.20.

THE DEPARTMENT AND THE AGENCY MUTUALLY AGREE THAT:

A. The Application, the Management Plan, the Schedule A, B, and C are a part of this Agreement and represent the Agency's approved program participation for the effective dates of this Agreement.

B. The Agency may request, in writing, changes to the Agreement and the approved Schedule A in accordance with procedures established by the Department.

C. The Agency may terminate this Agreement within ten days written notice to the Department. No termination or expiration of this Agreement shall affect the obligation of the Agency to retain records and to make such records available for audit or administrative review or relieve the Agency of the obligation to repay any funds owed the Department.

D. The Department may terminate this Agreement in accordance with applicable laws and regulations. No termination or expiration of this Agreement shall affect the obligation of the Agency to retain records and to make such records available for audit or relieve the Agency of the obligation to repay any funds owed the Department.

E. The Department may use an audit, investigation, or administrative review as evidence that the Agency or food service management company has failed to comply with this Agreement. These findings may be used as a basis for the nonpayment of claims for reimbursement, recovery payments made to the Agency, or termination from the program.

This Agreement is effective on the date indicated on page one and continues contingent upon the availability of federal funds or may be terminated as provided for in the Agreement. Reimbursement may commence on the beginning date of this Agreement and continue only if the Agency operates in full compliance with all program regulations.
ON BEHALF OF THE AGENCY:

I accept final administrative and financial responsibility for total Child Care Food Program operations at each of the sites listed on the Schedule A. I know that deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.

SIGNATURE OF AUTHORIZED REPRESENTATIVE

PRINTED NAME AND TITLE
Dr. Charles Hanson
David P. Hoving
 DATE 8/19/99
Controller / U.P. Business Servi

ON BEHALF OF THE STATE AGENCY:

For the State of California, Department of Education, Nutrition Services Division:

JOSEPHINE D. (JO) RUSS, CCFP MANAGER

DATE
PROGRAM CONTRACT
Santa Barbara City College
Paris - Spring 2000

1. **Dates:**
   - Depart U.S. Wednesday, February 23, 2000
   - Arrive Paris Thursday, February 24, 2000
   - Depart Paris Friday, May 5, 2000
   - Number of nights 71

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 Paris 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 airport in Paris on February 24, 2000 by ACCENT representative(s).
   - For group flight participants, ACCENT will arrange a transfer by rental bus from the airport to the student residences on the day of arrival, and from the student residences to the airport on the group departure date.
   - Non-group flight participants housed at the student residences are responsible for checking in at the ACCENT Paris Center and for all transfer arrangements and costs.
   - All homestay participants on the group flight will be dispatched by taxi from the ACCENT Paris Center to lodgings on arrival date and from lodgings to the ACCENT Paris Center on the group departure date.
3. **Student Lodgings/Facilities:**
   - Double occupancy in student residences will be provided within the city of Paris for the duration of the program, including mid-term break.
   - Supplement to be charged for a homestay (single occupancy) or single accommodations at the student residences. During overnight excursions, all students are housed in double/triple accommodations.
   - 100 FF per student is included for sports activities at the residence hall.

4. **Meal Allowance:**
   - Participants lodged in student residences receive breakfast daily and meal tickets for four other meals per week for the duration of the program, excluding mid-term break. Meal tickets will be provided for the four lunches/dinners and can be used at any point during the semester. The meal tickets are non-refundable.
   - Participants housed with families receive breakfast daily as part of the homestay and a meal allowance to cover four other meals per week, excluding mid-term break. ($400 for the entire semester)

5. **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 Paris.

   - A *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 France.

   - An *on-site orientation* in Paris covers practical matters as well as cross-cultural living and learning, giving students the tools they need to make the most of their time in Paris. A brief orientation meeting is held the day of arrival followed by a more extensive program the next day, allowing time for students to rest from their flight.
     - Survival orientation: covers important basic information and a walking tour of the ACCENT facilities.
     - General orientation: addresses with 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 Paris and in dormitories or families.
- Bateaux Mouches (boat) tour of Paris.
- Orientation packet: includes maps, practical living information, guides, etc.
- Welcome and farewell receptions included.

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

7. **Museum Pass:**
   - ACCENT shall provide 300FF per student for museum visits not covered by the ACCENT museum card and entries on excursions.
   - ACCENT shall provide a student ID card allowing free entry to most Paris National museums.
   - This arrangement depends on the goodwill of the French government and ACCENT cannot guarantee continuation of this service.
   - If the aforementioned service is withdrawn, it is the responsibility of the school to pay entrance fees for class-related visits beyond the 300 FF.

8. **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:
     - Three one-day excursions (including entry costs, transport and guide) to:
       - Fontainebleau/Vaux-le-Vicomte
       - Versailles (by train)
       - Chartres
     - One three-day, two-night excursion to Brussels. Accommodation in two-star hotel (double/triple rooms), entry costs and transport included.
     - One three-day, two-night excursion to Strasbourg. Accommodation in two-star hotel (double/triple rooms). Entry costs, guides and transport included.
- One **optional** three-day, two-night excursion to London. Accommodation in two-star hotel (double/triple rooms). Entry costs, guides and transportation by Eurostar included. Price is $250 per student.

- To acquaint students with the cultural aspects of life in Paris, ACCENT will plan a series of activities, including lectures on local customs and contemporary issues, sports events, film evenings, and one performance of ballet, opera, classical music or theater.

9. **Office/Administrative Assistance:**

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

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

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

   - Extensive practical and cultural information is available at the ACCENT Paris Center, allowing students to take full advantage of the culture in Paris: travel guides and information, a lending library of English and French books (both academic and fiction), and listings of practical locations of banks, doctors, laundry facilities, etc.

   - The experienced ACCENT staff is available to provide general information, counseling, crisis intervention and referrals to other professionals as needed.

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

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

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

10. **Faculty Accommodation and Services:**

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

    - **Housing**

      - One 1-bedroom apartment and one 2-bedroom apartment with telephone and television shall be provided for faculty members.
Utilities (gas, electricity, telephone charges) 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 Paris included.
  - For faculty taking group flight, transfer by taxi from ACCENT office to lodgings upon arrival and from lodgings to the ACCENT Center on day of departure included.
  - Faculty not taking the group flight will be given the equivalent 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.
  - A Paris transit pass for each instructor is included for the duration of the program.

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

11. **Academic Program:**
   - **Classrooms:** ACCENT will provide classroom space for 40 students and two visiting faculty who will teach a series of courses corresponding to the needs of SBCC. Classroom space provided Monday-Thursday, 8 hours per day for 10 weeks.
   - **Local Faculty:** A local instructor will be hired to teach two levels of a two unit French conversation course (30 hours total for each level).

12. **Insurance:**
   - ACCENT will provide students with an International Student Identity Card which includes a limited emergency health insurance policy for necessary hospitalization, medical transportation, in-hospital doctor fees, etc.
   - ACCENT holds foreign general liability and errors and omissions insurance policies to the amount of $3,000,000.00.
13. **Pre-program Services:**
- ACCENT will 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.
- ACCENT will collect $150 per student as an operational budget.

14. **Pricing/Minimum Participants Required:**
- Program price (double occupancy, not including security deposit) $5150
- Refundable security deposit $150
- Single/homestay supplement $400
- Optional London excursion $250
- Program Price without airfare (not including security deposit) $4500
- Prices herein fixed for a minimum of 30 participants and two faculty members.

15. **Payment Schedule:**
- Non-refundable first payment of $250 due with application.
- Second payment: due November 1, 1999 $2525
- Final payment: due December 15, 1999 $2525
- The above fees include a $150 refundable security deposit. Payments arriving at ACCENT after the final payment date are subject to a $100 late payment penalty.

16. **Refunds:**
- All cancellations must be made in writing to ACCENT and are effective the date of the postmark.

  **Cancellation fees:**
  - 45 days or more prior to start of program: $250
  - 8-44 days prior to start of program: $500
  - 0-7 days prior to start of program: No refund

17. **Exchange Rate:**
Program price is based on a U.S. $1.00 = 6.00 FF (conversion rate of March 16, 1999). It shall be maintained provided that the dollar remains within a conversion rate of 5.40 to 6.60 FF. However, should the value of the dollar increase or decrease outside of this 10% margin (official rate to be determined by *The International Herald Tribune* listing for 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 centime below 5.40 FF
- $5 refund per centime above 6.60 FF
18. **Subcontracting:**

   - ACCENT will perform the above agreed services, subcontracting as necessary with Opportunities in International Learning, Standing Euro Tours and other organizations.

For: Santa Barbara City College

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

________________________________________

Ray Vernon, Executive Director

____________________

July 23, 1999

____________________

Date

____________________

Date
GRANT AGREEMENT Amendment

On this 30th day of JUNE, 1999, the Chancellor's Office of the California Community Colleges and SANTA BARBARA Community College District hereby agree to amend Grant No. 97-620-006 as follows:

-- The term of this grant shall be from June 29, 1998, to an including July 31, 2000. All performance under this grant shall be completed by June 30, 2000, except that the Final Report must be received by the Chancellor's Office no later than July 31, 2000.

-- Increase funding by $2,551. The total amount of Grant funds awarded will not exceed $102,425.

-- "Revised Budget Summary and Workplan" is attached hereto and made part of this agreement.

All other terms and conditions remain the same.

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 Deputy Chancellor, each modified page must be initialed and dated by the Project Director.
Using Web-based Tutorials to Increase Student Success in Biology

ABSTRACT

We are requesting support for the development of Web-based tutorials spanning the biology curriculum from high school to college. Common problems confront biology students in high schools and community colleges throughout the state. These problems include weak foundational backgrounds of students and a lack of structured, accessible and effective support from well-trained tutors. The students in biology most affected are non-majors and underrepresented students in introductory classes who must fulfill a science general education requirement for a degree or transfer. Approximately 250 of the 750 students enrolled per year in introductory biology classes at Santa Barbara City College fail to achieve a grade of “C” or higher.

A consortium of college and high school teachers will develop an inventory of “most difficult concepts” that guide the construction of 32 interactive Web-based tutorials. These tutorials will include support pages for students and tutors and will be field-tested and evaluated with 220 high school and college students in introductory biology courses during spring and summer 1999. Students enrolled in these tutorials will demonstrate 85% mastery at the “A” and “B” levels compared to an historical 40%. The availability of these tutorials will aid high school students’ transition to college and all students’ success in biology classes.

This prototype, including templates that can be transported to other disciplines, will be posted to a Web site for dissemination. This project is consistent with the College’s Student Success Initiative to integrate the delivery of support services, such as tutoring, into the structure of our curriculum.
## APPLICATION BUDGET SUMMARY

**Year 2 of 2**

**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.

<table>
<thead>
<tr>
<th>Object of Expenditure</th>
<th>Classification</th>
<th>Line</th>
<th>Project Funds Requested (1)</th>
<th>District Match Funds (2)</th>
<th>Other Source (3a)</th>
<th>Other Source (3b)</th>
<th>Other Source (3c)</th>
<th>Grant Total All Funding Sources</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>Instructional Salaries</td>
<td>1</td>
<td>$22,698</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$22,698</td>
</tr>
<tr>
<td>2000</td>
<td>Noninstructional Salaries</td>
<td>2</td>
<td>$9,092</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$9,092</td>
</tr>
<tr>
<td>3000</td>
<td>Employee Benefits</td>
<td>3</td>
<td>$5,405</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$5,405</td>
</tr>
<tr>
<td>4000</td>
<td>Supplies and materials</td>
<td>4</td>
<td>$3,500</td>
<td>$3,204</td>
<td></td>
<td></td>
<td></td>
<td>$37,605</td>
</tr>
<tr>
<td>5000</td>
<td>Other Operating Expenses and Services</td>
<td>5</td>
<td>$36,605</td>
<td>$1,000</td>
<td></td>
<td></td>
<td></td>
<td>$37,605</td>
</tr>
<tr>
<td>6000</td>
<td>Capital Outlay</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$81,504</td>
</tr>
<tr>
<td>7000</td>
<td>Other Outgo</td>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$81,504</td>
</tr>
<tr>
<td><strong>Total Direct Costs</strong></td>
<td></td>
<td>8</td>
<td>40,105</td>
<td>41,399</td>
<td></td>
<td></td>
<td></td>
<td>$81,504</td>
</tr>
<tr>
<td>Indirect Costs (4% of Total Direct Costs)</td>
<td></td>
<td>9</td>
<td>$802</td>
<td>$802</td>
<td></td>
<td></td>
<td></td>
<td>$1,604</td>
</tr>
<tr>
<td><strong>Total Program Costs</strong></td>
<td></td>
<td>10</td>
<td>$40,907</td>
<td>$42,201</td>
<td></td>
<td></td>
<td></td>
<td>$83,108</td>
</tr>
</tbody>
</table>

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

I authorize 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.

**Project Director Signature:**

**Date:** May 15, 1999

**District Chief Business Officer Signature:**

(or Authorized Designee)

**Date:** May 15, 1999
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

BID TABULATION

Project: ADMINISTRATION A161-162 CLASSROOM REMODEL

Bid #: 517

Date: 15 SEPT 1999

Time: 3:00 P.M.

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Base Bid</th>
<th>Deductible</th>
<th>Addendum Acknowledged</th>
<th>Bid Bond</th>
<th>Sub Contractor List</th>
<th>Contractor's Licensing Statement</th>
<th>Experience Statement</th>
<th>MB/WB</th>
<th>Signed</th>
</tr>
</thead>
<tbody>
<tr>
<td>J.W. BAILEY</td>
<td>$107,353</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>CARROLL CONST</td>
<td>$108,950</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>A FELIX CONST</td>
<td>$122,700</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Bid Opened by: ALEX PITTMON

Bid Opening Attended by: Alex Pittmon, David Stone, Ray Felix, James Pike, Craig Shellanberger, Jean Rowe

Copies Sent to: Dr. Hanson, Alex Pittmon, Accounting, Purchasing
RESOLUTION
OF THE GOVERNING BOARD OF THE
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

Re: INTERNAL BUDGET TRANSFERS

WHEREAS, the Santa Barbara City College District Board of Trustees on August 26, 1999, adopted 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></th>
<th>DECREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FUND</td>
<td>9610</td>
<td>OBJECT</td>
<td>500000</td>
</tr>
<tr>
<td>To cover Telephone bills for the Presidents Office</td>
<td>9610</td>
<td>500000</td>
<td>$ 2,500.00</td>
</tr>
<tr>
<td>9610</td>
<td>500000</td>
<td>$ 10.00</td>
<td>9610</td>
</tr>
<tr>
<td>To cover refuse service for Theatre Arts</td>
<td>9610</td>
<td>500000</td>
<td>$ 360.00</td>
</tr>
<tr>
<td>9610</td>
<td>500000</td>
<td>$ 2,600.00</td>
<td>9610</td>
</tr>
<tr>
<td>To cover payment for use of the planetarium at Santa Barbara Museum of Natural History</td>
<td>9610</td>
<td>500000</td>
<td>$ 500.00</td>
</tr>
<tr>
<td>9610</td>
<td>500000</td>
<td>$ 325.00</td>
<td>9610</td>
</tr>
<tr>
<td>To pay fax line charges for Purchasing</td>
<td>9610</td>
<td>500000</td>
<td>$ 1,600.00</td>
</tr>
<tr>
<td>9610</td>
<td>400000</td>
<td>$ 600.00</td>
<td>9610</td>
</tr>
<tr>
<td>To augment Supplies accounts for Instructional Support</td>
<td>9610</td>
<td>500000</td>
<td>$ 2,000.00</td>
</tr>
<tr>
<td>9610</td>
<td>400000</td>
<td>$ 1,000.00</td>
<td>9610</td>
</tr>
<tr>
<td>To cover consulting costs for Partnership for Excellence</td>
<td>9610</td>
<td>200000</td>
<td>$ 525.00</td>
</tr>
<tr>
<td>9610</td>
<td>500000</td>
<td>$ 500.00</td>
<td>9610</td>
</tr>
<tr>
<td>To cover hourly classified salaries for Art department</td>
<td>9610</td>
<td>200000</td>
<td>$ 36,000.00</td>
</tr>
<tr>
<td>9610</td>
<td>200000</td>
<td>$ 10,000.00</td>
<td>9610</td>
</tr>
<tr>
<td>Reallocation to fund Peer Advisors 1999-2000</td>
<td>9610</td>
<td>200000</td>
<td>$ 13,000.00</td>
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<tr>
<td>9610</td>
<td>300000</td>
<td>$ 13,000.00</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>Code</td>
<td>Amount</td>
<td>Code</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------</td>
<td>------</td>
<td>--------</td>
<td>------</td>
</tr>
<tr>
<td>To cover hourly classified non-instructional salaries for Omega program</td>
<td>9610</td>
<td>100000</td>
<td>9610</td>
</tr>
<tr>
<td>To cover hourly non-instructional salaries for Partnership for Excellence</td>
<td>9610</td>
<td>200000</td>
<td>9610</td>
</tr>
<tr>
<td>To cover Instructional Aide salaries for Art department</td>
<td>9610</td>
<td>200000</td>
<td>9610</td>
</tr>
<tr>
<td>To pay for Hourly Clerk for Transfer Center</td>
<td>9610</td>
<td>10000</td>
<td>9610</td>
</tr>
<tr>
<td>To pay for Hourly Consultant for Community Outreach program</td>
<td>9610</td>
<td>30000</td>
<td>9610</td>
</tr>
<tr>
<td>To pay benefits for Hourly Consultant for Community Outreach program</td>
<td>9610</td>
<td>500000</td>
<td>9610</td>
</tr>
<tr>
<td>To cover cost of outside consultant for Community Outreach program</td>
<td>9610</td>
<td>500000</td>
<td>9610</td>
</tr>
<tr>
<td>To cover advertising costs for Community Outreach program</td>
<td>9641</td>
<td>600000</td>
<td>9641</td>
</tr>
</tbody>
</table>

PASSED AND ADOPTED by the Board of Trustees of the Santa Barbara Community College District this 23rd day of September, 1999, by the following vote:

Ayes: Dr. Alexander, Dr. Dobbs, Mr. Luria, Mr. O’Neill, Mrs. Powell, and Mr. Villegas

Noes: None

Absent: Ms. Livingston

Concur: Ms. Smith

[Signature]
Dr. Peter R. MacDougall
Superintendent/President and
Secretary/Clerk to the Board of Trustees
RESOLUTION
OF THE GOVERNING BOARD OF THE
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

RE: Additional Revenue 1999-2000

WHEREAS, additional revenue not included in the 1999-2000 Adopted Budget has been received and needs to be appropriated, and

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

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

<table>
<thead>
<tr>
<th>Program</th>
<th>Revenue</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fund</td>
<td>Object</td>
</tr>
<tr>
<td>Art Fees</td>
<td>9610</td>
<td>8890</td>
</tr>
<tr>
<td>Continuing Education</td>
<td>9610</td>
<td>8890</td>
</tr>
<tr>
<td>Loan Repayment</td>
<td>9610</td>
<td>8890</td>
</tr>
</tbody>
</table>

PASSED AND ADOPTED BY THE Board of Trustees of the Santa Barbara Community College District on the 23rd day of September, 1999, by the following vote:

Ayes: Dr. Alexander, Dr. Dobbs, Mr. Luria, Mr. O'Neil, Mrs. Powell, and Mr. Villegas

Noes: None

Absent: Ms. Livingston

Concur: Ms. Smith

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

Re: AUTHORIZATION OF CHECKING ACCOUNT SIGNATURE

WHEREAS, the establishment of various commercial checking accounts is necessary for the conduct of District business; and

WHEREAS, appropriate District personnel must be authorized signatories for the account;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Santa Barbara City College District hereby authorizes adding the following individual as signatory for the District Trust checking accounts for the District Trust checking accounts for the 1999-00 fiscal year:

Rosita D. Tower, Payroll Manager, Business Services

PASSED AND ADOPTED by the Board of Trustees of the Santa Barbara Community College District this 23rd day of September, 1999, by the following vote:

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

Noes: None

Absent: Ms. Livingston

Concur: Ms. Smith

[Signature]
Dr. Peter R. MacDougall
Superintendent/President and
Secretary/Clerk to the Board of Trustees
RESOLUTION
OF THE GOVERNING BOARD OF THE
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

Re: PAYMENT OF OUTDATED WARRANTS

WHEREAS on April 11, 1997, the Santa Barbara Community College District Board of Trustees did hire Danny K. Pack, hereinafter called Vendor, as a classified hourly instructional aide; and

WHEREAS on May 30, 1997, said Vendor did complete for said District all or part of said services; and

WHEREAS said District did on May 30, 1997, accept as complete and in good order those services for which claim for payment is being made by said Vendor; and

WHEREAS this obligation has not been paid within the limit of time set forth by law due to the following circumstance: warrants (5/30/97 - $526.53 and 6/30/97 - $117.00) were misplaced; and

WHEREAS this District recognizes that inasmuch as said obligation has not been paid within the limit as time set forth by law, there is no legal requirement that said obligation be paid;

NOW, THEREFORE, BE IT RESOLVED that since the Santa Barbara Community College District acknowledges a moral obligation to pay said Vendor for said services, those provisions of law that remove the legal requirement to pay are not being invoked by said District, and the obligation is hereby ordered paid by a formal vote as follows:

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

Noes: None

Absent: Ms. Livingston

Concur: Ms. Smith

I hereby certify that the foregoing is a full, true, and correct transcript of a resolution duly adopted and affirmed by the Board of Trustees of the Santa Barbara Community College District at a duly constituted regular meeting of said Board, held on September 23, 1999, as it appears upon the minutes of said meeting.

[Signature]

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