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

Re: Dr. Joe Dobbs on the Occasion of his 30 Years of Service to the Santa Barbara Community College District

WHEREAS, Dr. Joe Dobbs was first elected to the Santa Barbara Community College District Board of Trustees on November 23, 1971;

WHEREAS, Dr. Dobbs has served with great distinction by providing valuable insights into the development of the College’s Educational and Student Services Programs and the physical development of the College campus and its two Continuing Education Centers;

WHEREAS, he has always advocated prudent fiscal policies that have served to stabilize the College’s operation;

WHEREAS, Dr. Dobbs has served as Chairman of various Board committees and as President of the Board of Trustees;

WHEREAS, he has always conducted Board activities by applying the highest ethical standards and assuring the best interests of the students, faculty and staff of Santa Barbara City College were met;

WHEREAS, his work with fellow Board Members has exemplified full discussion and oversight combined with harmonious and respectful relationships; and,

WHEREAS, Dr. Dobbs also, represented the College for many years at the state level as a California Community College Trustee (CCCT) Board member and statewide President.

THEREFORE, BE IT RESOLVED, that the Board of Trustees on behalf of the College community, students, faculty, staff and administration and the citizens of the Santa Barbara Community College District hereby recognizes Dr. Joe Dobbs and expresses most sincere appreciation for his thirty years of outstanding service, 1971 to 2001, to the College and its community.

PASSED AND ADOPTED by the Board of Trustees of the SANTA BARBARA COMMUNITY COLLEGE DISTRICT this 8th day of November, 2001 by the following vote:

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

Noes: None

Absent: None

Concur: Ms. Shetka

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

Item 1.8-a
11/08/01
MOLONEY, Kathleen  ESL

EDUCATION:
Southern Illinois University, B.S. in Radio/TV Journalism; Cal State Northridge, Multi-Subject Credential; UCSB Extension, CLAD; UCSB Extension, TESL Certificate in progress (Needs 6 units more to complete; to be completed by June, 2002)

TEACHING EXPERIENCE:
DEFINITION
Under the direction of the Vice President, Human Resources and Legal Affairs, supervises, directs and coordinates classified and certificated human resources services and activities; assists in the development and implementation of District human resources programs, including employment, recruitment, classification and compensation, office management, training, labor relations and benefits, and technology; uses an in-depth understanding of personnel administration, business processes and computer applications to streamline internal human resources processes to achieve higher efficiency and higher quality administrative operations.

ESSENTIAL DUTIES/FUNCTIONS

Supervises the implementation of policies and procedures for classified and certificated personnel; confers with administrators, supervisors and employees regarding personnel problems and needs; recommends changes or modifications in policies, procedures and rules; works with employee groups to interpret rules and operating procedures and to insure fair administration of rules; as directed, investigates and recommends resolution of grievances or appeals; maintains liaison with classified and certificated personnel.

Coordinates a recruitment program in accordance with District affirmative action policy and commitment; advises on guidelines to be used in interviewing and selecting personnel; maintains the classification plan, keeping class specifications current; directs processing and orientation of classified and certificated personnel.

Provides departmental leadership for HR Oracle applications; responsible for human resources process analysis, recommendations and implementation of process improvements; evaluates manual and automated human resources processes, systems and procedures for efficiency of workflow; obtains input and feedback on system needs from appropriate personnel; interacts with information resources staff and technical consultants to resolve issues concerning the human resources information system and related processes.

Assists in the development and implementation of human resources programs, (i.e. training, affirmative action, benefits, safety and salary administration); implements procedures for classified and certificated performance evaluations; conducts studies and makes recommendations regarding changes in status; coordinates personnel benefits for classified and certificated employees.

Directs, supervises, motivates and evaluates staff; establishes and maintains a workplace climate that encourages staff professional development and participation;

Prepares through research and analysis, statistical data and materials related to collective bargaining and management of the collective bargaining agreements; serves as a resource in collective bargaining

Assists in the development and monitoring of the department’s annual budget; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established guidelines.

Represents the District in community organizations and District committees related to human resources.
Assumes primary responsibility for the human resources department and related communications in the absence of the Vice President.

Performs related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience: Any combination equivalent to graduation from college in Human Resources Management, Personnel Administration, Business Administration or related field, and five years of increasingly responsible human resources experience with considerable responsibility in human resources administration, labor relations, affirmative action, preferably in an educational institution or public agency. At least three years of supervisory experience is required.

Knowledge and Abilities:

Knowledge of:
- Principles of public administration with emphasis on personnel administration.
- Techniques of classification, pay determination, recruitment, examination and related personnel practices (i.e. Affirmative Action/EEO, benefits administration, labor relations).
- Computer applications for human resources management. Must successfully complete Oracle End User or related training during probationary period.

Ability to:
- Communicate effectively, both verbally and in writing.
- Work effectively and cooperatively with others.
- Plan, organize and supervise the work of others.
- Train, motivate and evaluate personnel.
- Prepare written and oral reports.
- Interpret, apply and explain applicable policies and procedures.
- Analyze data and to arrive at sound conclusions and recommendations.
- Handle difficult and sensitive issues and problems, and resolve conflicts.
- Operate a computer and related software.
- Provide leadership in applying technology to streamline all human resources processes and conduct analyses of College operations.
- Apply principles of Oracle End User Training to basic human resources business processes.

Sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability and ethnic backgrounds of community college students.
SANTA BARBARA COMMUNITY COLLEGE DISTRICT
FEDERAL WORK STUDY & GENERAL WORK STUDY

FEDERAL
Rodriguez, Jaun A.
Wakida, Sarah M.

GENERAL
Champion, Jessica
Damacela, Omar S.
Greer, Mathew M.
Ito, Kanako G.
Kim, Jung-il

CalWORKs WORKSTUDY STUDENTS

Cherieka Morgan – new

TUTORIAL CENTER

Areia, Jose C.
Bullock, Laura E.
Cecil, Peter R.
Davila, Jared E.
Dillman, Christina
Drazin, Doniel G.
Ebert, Tara G.
Edmett, Lily C.
Edmonds, Kathleen G.
Felz, Nancy A.
Foley, James J.
Frost, Jeffresson L.
Fujiwara, Kumi
Gousseinov, Fouad V.
Gray, Daniel J.
Green Alma A
Gulai, Simarjot
Haines, Elijah
Hakansson, Anders S.
Hann, John W.
Hilligoss, Danielle L.
Hutchins, Jessica A.
Iaconelli, Jonathan G.
Irwin, Dale
Jackson, Mark R.
Jiroutova, Zdenka
Jones, Joshua A.
Kaur, Jasvir
Keller, Gretchen E.
Khudanyan, Armine
Kiddoo, Josie K.
Kitao, Eiko
Kodaira, Taku
Nott, Andrea
Lpaman, Everett L.
Larsen, Justin
Lee, Arthur A
Moore, Tmothy E.
Niederer, Raphael
Nilsson, Hakan P.
O'Brien, Michael D.
Paek, Kiskuk
Park, Sooki
Pastor, Mazel E.

Pawlowicz, Jeremy L.
Persson, Christian A.
Raisch, Michael C.
Razo, Flora F
Reeve, Matthew R.
Sawtelle, Aaron P.
Scheall, Cindy M.
Schick, Reiner L.
Seo, Seungah
Shin, Kyungjin
Simon, Daniel C.
Smith, Matthew T.
Suzuki, Nobuko
Szlavassy, Istvan P.
Tonsich, Tyler J.
Troyina, Jonathan E.
Turner, Stephanie A.
Viray, Jeannine A.
Wang, Chia-Ying
Wilder, Timothy J.
Wilson, Juli C.
Wolfe, Ingrid

Zahrdka, Milos J.
Zalavarria, Emerita
Zbznovs, Aleksandrs

Item 2.1-c
11/08/01
Sabbatical Leave Report—Part II

SUMMARY OF ACHIEVED OUTCOMES

NAME          Jane Brody

PROJECT TITLE Exploring Interactive Activities in the Classroom, in the CAI lab, and on the Web

TERM OF LEAVE Fall 1999--Spring 2000

1. Four WebQuests, interactive research projects using the Web, for use in my English 103 and English 111 classes. Each quest is approximately a three-week project involving role-playing, individual research, group discussion and decision-making, and a class presentation.

2. A series of CAI lab lessons using Daedalus Integrated Writing Environment (DIWE), a networked program designed for writing, collaboration, and communication among students and teachers. My sabbatical work focused on Interchange (a networked group discussion technique), a series of prompts in Invent (pre-writing guides) and in Respond (peer critique guides for student essays).

3. Increased knowledge of instructional technology applicable to English classes offered in the CAI lab. My guiding question has been “What can computers do that other methods cannot?”

4. Lessons and techniques for involving students in reading and composition/literature courses in the oral, dramatic qualities of literature.

5. Spring 2001 flex day presentations to English/English Skills on the above outcomes.
CAC APPROVALS - Fall 2001

New Courses

Distance Learning:

09-24-01  RCS 100: Orientation to Retail and Consumer Studies
09-24-01  RCS 110: Principles of Customer Service
09-24-01  RCS 120: Relationship Selling
09-24-01  RCS 200: Ethics in Retail
09-24-01  RCS 210: Human Relations in Retail and Consumer Studies
09-24-01  RCS 220: Teamwork Strategies
09-24-01  RCS 230: Retail and Service Operations
09-24-01  RCS 290: Work Experience in Retail and Consumer Studies

Traditional:

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<td>09-24-01</td>
<td>ADC 104: Handling Difficult People &amp; Challenging Situations</td>
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<td>ADC 109: Attitudes, Motivation, &amp; Behavior Change</td>
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<td>ADC 153: Fieldwork in Alcohol/Drug Counseling II</td>
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<td>COMAP 122: Introduction to Computers for Multimedia</td>
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### Course Modifications

**Distance Learning:**

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<td>ENG 103: Improvement of College Reading and Study Skills</td>
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**Traditional:**

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<td>ECE 130C: Bilingual/Bicultural Teaching Seminar: Culturally-Relevant Classroom [Title Change]</td>
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<td>ECE 130D: Bilingual/Bicultural Teaching Seminar: Critical Pedagogy [Title Change]</td>
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<td>NURS 150: Beginning Leadership</td>
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<td>NURS 290A,B,C,D: Cooperative Work Experience in Nursing [Title Change]</td>
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<td>RT 120: Patient Care in Radiography</td>
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<td>RT 240: Principles of Fluoroscopic Imaging [Title Change]</td>
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<td>10-15-01</td>
<td>RT 251: Principles of Mammography and Procedures</td>
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New Programs – Distance Learning:

09-24-01  Skills Competency Award/Certificate/A.S. Degree in Retail and Consumer Studies

Program Modifications-Traditional:

10-15-01  Certificate/A.A. Degree in Interior Design

Prepared by:  J. Mayhew/K. Rodenwald
Date:  October 17, 2001
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**Total Purchase Orders**: $95,183.99
SERVICE AGREEMENT
BETWEEN ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT SANTA BARBARA COUNTY DEPARTMENT OF SOCIAL SERVICES, AND SANTA BARBARA CITY COLLEGE

The purpose of this agreement is to establish a cooperative relationship between Santa Barbara County Department of Social Services (DSS) (hereinafter referred to as DSS), Santa Barbara City College (SBCC) (hereinafter referred to as SBCC), and ALLAN HANCOCK COLLEGE (hereinafter referred to as AHC), defining roles and responsibilities of all parties in the development and implementation of a Workforce Resource Center Customer Service Survey. This contract shall be in force for the period commencing October 22, 2001 and ending June 30, 2002.

AHC will develop and implement in cooperation with SBCC, and DSS, a Workforce Resource Center Customer Service Survey as identified below:

Accomplish a random sample of Two Separate Groups —
   Santa Maria and vicinity (SM)
   Santa Barbara and vicinity (SB)

The research team will compile one final report where the findings of the separate groups would be generated. The report would also combine the statistics for an overall view (if desired by WRC). A random sample will be accomplished. The size of the randomly chosen sample from a given finite population to be statistically significant at a 95 percent confidence level is as follows:

SM = 357 respondents
SB = 285 respondents

A questionnaire of no more than 10 questions, including 8 multiple choice and 2 open-ended questions, will be developed and pretested. Demographic information about the respondents will be included. Questionnaires will be numbered for follow up. A cover letter will be developed to state the reason for the questionnaire and explain how the information will be used. Two follow up letters will be developed. The follow up letter will reaffirm the importance of the survey and the value of the individual’s contribution to this important study. The questionnaire, cover letter, and follow up letters will be translated into Spanish and pretested.

Timetable For Survey:
- October 31—Survey received by subjects
- November 14—First follow up received by subjects
- Nov 26—Second follow up received by subjects
- December 1—Phone follow up
- January 31—Customer Service Survey Completed and delivered to WRC
- A formal, written report will be presented in hard copy and disk
A PowerPoint presentation will be presented in hard copy and disk.

**Telephone Survey**
A list of WRC users in the last 6 months will be utilized to call jobseekers in the Santa Maria and Santa Barbara vicinity.

**Focus Groups:**
Approximately 4 groups of employers from the SM vicinity and 4 groups of employers from the SB vicinity would be developed. Major employer groups could be grouped into one focus group or there could be a mix of employers. The goal would be participation of 8-10 employers in each group (32-40 participants per vicinity). The focus group would be 30-45 minutes in length. Questions will be open-ended to encourage discussion and suggestions for improvement.

**IN CONSIDERATION OF THE TERMS OF THE AGREEMENT, DSS AGREES TO:**

1. Provide customer survey list separated by WRC location.
2. Total Contract cost will not exceed $75,000
3. Reimburse AHC within 60 days of receipt of AHC invoice.

**IN CONSIDERATION OF THE TERMS OF THIS AGREEMENT, ALLAN HANCOCK COLLEGE AGREES TO:**

1. Serve as the fiscal agent.
2. Develop and mail the questionnaire, cover letter, and follow-up letters for the entire county.
3. Tabulate the results for the countywide report.
4. Conduct a telephone survey for the North County between October 22\textsuperscript{nd} and November 29\textsuperscript{th}.
5. Between January and June of 2002; AHC will form four focus groups by industry to gather employer feedback of their use/impression of the Santa Maria WRC.
6. Compilation of all data and final reporting to the WIB will be the responsibility of AHC.
7. Invoice DSS.
8. Accomplish payment of SBCC invoice(s) within 60 days of receipt.
IN CONSIDERATION OF THE TERMS OF THIS AGREEMENT, SANTA BARABARA CITY COLLEGE AGREES TO:

1. Conduct a telephone survey for the South County between October 22nd and November 29th.

2. Submit telephone survey results in raw data form to AHC for inclusion in the countywide report summary prepared by AHC.

3. Form four focus groups by industry, between January and June of 2002 to gather employer feedback of their use/impression of the Santa Barbara WRC.

4. Send summary report of focus group findings to AHC to be included in final report.

5. Invoice AHC for project cost not to exceed $16,165 no later than June 10, 2002.

TERMS:

Persons responsible for implementation of this agreement

DSS: Mona Baker Phone Number: (805) 614-1543
SBCC: Carole Purdie Phone Number: (805) 964-6853 ext. 327
AHC: Terry Exum Phone Number: (805) 922-6966 ext. 3350
Fax Number: (805) 922-8722
e-mail: texum@hancock.cc.ca.us

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 this agreement, and no future financial obligations shall be incurred.

DSS, SBCC, and AHC 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.

DSS and SBCC affirms to Allan Hancock 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.

Allan Hancock College shall keep such business records pursuant to this contract as would be kept by a reasonable prudent practitioner of subject profession, and will maintain those records for at least four (4) years following the termination of this contract. All accounting records must be kept in accordance with generally accepted accounting practices. The COMPANY reserves the right to audit and review all such documents and records at any time during regular business hours and upon reasonable notice.
APPROVED:

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

By: Elizabeth A. Miller, Ed.D.
Vice President, Administrative Services

Date

Santa Barbara City College

By: Brian Fahnestock, Vice Pres., Business Svcs
Santa Barbara County Department of Social Services

Date

By:

Date
Proposed Budget Detail Sheet
Total Budget = $75,000

<table>
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<tr>
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<th>SBCC</th>
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Schedule, supervise and control data collection
Compile the statistical results of mailed survey
Compile the results of phone survey
Compile the results of focus groups
Analyze the results of three surveys
   - Questionnaire, Phone, Focus
Write three reports
Develop charts and graphs
Develop PowerPoint slides
Make a presentation of results
Design and present research methodology
Act as the lead researcher
Monitor activities for North and South County
Finalize survey instruments
Validate survey instruments
Provide consultation
Act as liaison between colleges and WRC

Consolidate the written
Results of north and south
County for all three reports
Write the consolidated report for
North and south counties
Compile supporting documents and
deliver to the WRC for storage
and paper trail

$3,000

$10,000

$10,000

$16,692

$3,000

5,000

*The SBCC indirect costs will be reduced and AHC increased proportionally according to the split of work selected by SBCC administrator. The split presented above assumes that AHC will complete all work for Santa Maria and vicinity, and SBCC will complete all work for Santa Barbara and vicinity. See notes below for adjustments if a disproportional option is selected by SBCC.
### Salaries For Data Collection:

**Survey**
Prepare, distribute, and follow up, statistically sum questionnaire
142 hours x $35

$4,970

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**Phone Survey**
Calls made so that 50 respondents complete survey

$1,800

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**Focus Group**
Four focus groups held
Led by trained faculty

$2,000

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### Clerical Salaries

- Word processing three reports
  $1,500

- Word processing charts, graphs
  $1,200

- Word processing PowerPoint slides

- Design Graphics for Cover Page (AHC)

- Layout pages of report (AHC)

- Word processing of North-South County integrated report (AHC)

- Develop a brochure
  $3,000

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- Clerical support, secretarial
  100 hours x $12

  $1,200

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- Copying, stuffing, mailing, follow-up mailing, calling, recording, routine typing, errands

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### Other Operating Expenses

- US. Postage
  $306

- Mail 500 surveys + cover letters, follow up surveys + letter (2) AHC

  $245

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- Mail 400 surveys + cover letters, follow up surveys + letter (2) (SBCC)

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- Translate three documents (AHC)
  $400

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- Copying
  $100

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- Travel
  $400

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- Food: Focus Groups + Travelers
  $600

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- Phone Toll Charges
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- Supplies
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- Misc.
  $1800

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FUND FOR STUDENT SUCCESS
INSTITUTIONALIZATION PROJECT

GRANT AGREEMENT

RFA Specification Title: District Priorities for Institutionalization Project

This grant is made and entered into, by and between, the Chancellor's Office of the California Community Colleges, hereafter referred to as the State, and the aforementioned district, hereafter referred to as the Grantee. The grant consists of the above-noted RFA Specification, as set forth in the Request for Applications for Grant Renewals (RFA) under which the original award was made; this face sheet, with authorized signatures; the approved grant renewal application, with all required forms; the Grant Agreement Legal Terms and Conditions, Articles I (Rev. 3/00) and II (Rev. 12/98), as also set forth in the RFA; and the revised and new legal provisions on the face sheet attachments. All of these items are incorporated into this grant by reference.

The total amount payable under this grant shall not exceed the amount specified below as "Grant Funds." Grant funds shall be paid through a 75% advance payment and up to a 25% final payment.

The following replaces the third provision in Article I: The term of this grant shall be from 07/01/2001, to and including 07/31/2002. Final approval of this grant is contingent upon signature of both parties hereto. All performance under this grant shall be completed by June 30, 2002, except that a Final Report including a Final Expenditure Statement must be received at the Chancellor's Office by July 31, 2002. All other dates in Article I are advanced by one year.

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

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<td>0214-761-64047</td>
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<tr>
<td>Signatory, Accounting Officer (or authorized Designee)</td>
</tr>
<tr>
<td>&lt;Andre Diaz&gt;</td>
</tr>
<tr>
<td>Project Monitor</td>
</tr>
<tr>
<td>Juan Cruz</td>
</tr>
<tr>
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<tr>
<td>California Community Colleges</td>
</tr>
<tr>
<td>1102 Q Street</td>
</tr>
<tr>
<td>Sacramento, CA 95814-6511</td>
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<tr>
<td>Signatory, Chief Executive Officer (or authorized Designee)</td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Patrick Lenz</td>
</tr>
<tr>
<td>Title</td>
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<td>Executive Vice Chancellor</td>
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<tr>
<td>&gt; Dr. Jack Ulom</td>
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<tr>
<td>Santa Barbara City College</td>
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<tr>
<td>721 Cliff Drive</td>
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<tr>
<td>Santa Barbara, CA 93109-2394</td>
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<td>Signature, Chief Executive Officer (or authorized Designee) Date</td>
</tr>
<tr>
<td>&gt; Dr. Peter MacDougall</td>
</tr>
<tr>
<td>Printed Name of Person Signing</td>
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<tr>
<td>&gt; Patrick Lenz</td>
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<tr>
<td>Title</td>
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<td>Superintendent/President</td>
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Item 5.1-f
Page 1 of 3
11/08/01
A FACULTY DEVELOPMENT PROGRAM FOR THE 21ST CENTURY

The purpose of this project is to create a comprehensive, cost-effective, sustainable faculty development program. This project will produce a dynamic web-based curriculum that will train faculty in using technology effectively. The curriculum will include the development of skills needed to integrate course content into a web-based distributed learning environment and strategies to promote effective online interaction and communication between faculty and students.

The Faculty Development Seminar to be developed will address all levels of technical sophistication, reach both full-time and adjunct faculty, and offer alternative modes of delivery from which faculty can participate. The project plan is designed around development, implementation, evaluation and dissemination. The project is projected to occur during a three-year period, which will allow the College the time and resources needed to adequately research, analyze, test and retest. The design of the Faculty Development Seminar will create a web-based syllabus, which will interface with a Student Online portal, an online Student Information System, and all college support services and will utilize many previously developed student success initiatives. The final outcome of this project is to train faculty to create a learning environment that promotes the success and achievement of students.
**APPLICATION BUDGET SUMMARY**

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

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<th>District Match Funds (2)</th>
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<th>Other Source (3b)</th>
<th>Other Source (3c)</th>
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<td></td>
<td></td>
<td>$1,811</td>
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<tr>
<td><strong>Total Program Costs</strong></td>
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<td>$47,098</td>
<td>$86,644</td>
<td></td>
<td></td>
<td></td>
<td>$133,742</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: Institutionalization Grants require a minimum match of 50% for second year and/or 75% for the third year of the total cost of the first year of the project.
3. Other Sources of Funds or in-kind contributions. (Provide an Application Budget Detail Sheet for each funding source.)
4. Indirect Costs cannot exceed four percent (4%) of total direct costs (line 8).

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 and federal regulations.

Director Signature: [Signature]

Date: 8/29/01

Chief Business Officer Signature: [Signature]

Date: 8/30/01

3S-FSS (Rev. 5/00)
Grant Agreement
Job Development Incentive Training Fund

This grant is made and entered into, by and between, the Chancellor's Office of the California Community Colleges, hereafter referred to as the State, and the aforementioned district, hereafter referred to as the Grantee. The grant consists of the RFA Specification for Grant Renewal; this face sheet, with authorized signatures; the approved application, with all of the required forms; and the Grant Agreement Legal Terms and Conditions, Articles I (Rev. 03/01) and II (Rev. 03/01), as set forth in the RFA Instructions, Terms, and Conditions. All of these items are incorporated into this grant by reference.

The total amount payable under each performance/funding period (i.e., July 1, 2001 through June 30, 2002, and July 1, 2002 through June 30, 2003) shall not exceed the amount shown below under "Grant Funds." Payment shall be made through the apportionment process.

The term of this grant shall be from September 12, 2001, to and including August 31, 2003. All performance under each one of the two funding periods must be completed by June 30th of each respective funding period, except that the Year-to-Date Expenditure and Progress Reports must be received at the Chancellor's Office by July 31st following the end of each respective funding period, and the Final Reports must be received at the Chancellor's Office by August 31st following the end of each respective funding period.

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 on this face sheet by the designated district officer and the date of signature by the State's chief executive officer, each modified page must be initialed and dated by the Project Director.

<table>
<thead>
<tr>
<th>STATE OF CALIFORNIA</th>
<th>GRANTEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item Number</td>
<td>Chapter</td>
</tr>
<tr>
<td>5870-101-0001 ( )</td>
<td>100</td>
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<td>5870-101-0001</td>
<td>2002</td>
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Object of Expenditure (Code and Title)

<table>
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<tr>
<th>Code</th>
<th>Description</th>
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<tr>
<td>022</td>
<td>Grant Fund</td>
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<tr>
<td>3112</td>
<td>Program Cost</td>
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Project Monitor:
Sheila Bollenbach
Chancellor's Office
California Community Colleges
1102 Q Street
Sacramento, CA 95814-5511

Signature of Person Signing:
Patty Neale
Executive Vice Chancellor

Signature of Chief Executive Officer (or authorized Designee):

Dr. Peter R. MacDougall
Superintendent/President
One of the California's largest industries, the Hospitality Industry, is simply not getting its training needs met. The number of vacant entry-level hotel positions is soaring; current hotel employees lack the training opportunities they need to advance. Hotels are losing enormous amounts of money by their inability to effectively recruit and promote.

Hotel employers came to Santa Barbara City College (SBCC) pleading for help. Our traditional classroom-based Hotel Program was not meeting their workforce needs. Eventually, a model emerged that addresses their needs by converting hotels into learning labs. This model got widespread support and enthusiasm.

In this model, students will study the clearly defined competencies necessary to excel in the Hospitality Industry by using a variety of instructional materials including on-line activities, videos, lectures, and handbooks. These competencies will then be mastered as they work in local hotels. Students will work at their own pace while having the support and structure of a learning community. Their learning will be relevant and focused and will be practiced throughout their workday.

This training model will prepare those who are currently unemployed for entry-level positions. It will also provide relevant, accessible training for the "working poor" to prepare them to advance. It clearly addresses the purpose of this grant by creating new job opportunities for entrants into the workforce and upgrading currently employed workers.

If this grant is funded, California Community Colleges will finally have an innovative, flexibly scheduled, instructional delivery model to meet the training needs of the hospitality industry.
### APPLICATION BUDGET SUMMARY

**RFA Specification No.** 01-0336  
**RFA Specification Title:** Economic Development/Job Development Incentive Program  
**District/College:** Santa Barbara Community College District/Santa Barbara City College

<table>
<thead>
<tr>
<th>Object of Expenditure</th>
<th>Classification</th>
<th>Line</th>
<th>Four Seasons Biltmore</th>
<th>San Ysidro Ranch</th>
<th>Danao International Holdings</th>
<th>Simpson House</th>
<th>Total Funds Requested</th>
<th>Match $</th>
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<td>$17,900</td>
<td>$21,400</td>
<td>$173,868</td>
<td>$237,391</td>
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</table>

I authorize this cost 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.

**Name/Title:** Brian Fahnstock, Vice President of Business Services

**District Chief Business Officer:** [Signature]  
**Date:** 6-19-1

**Note:** Provide an Application Budget Detail Sheet for each funding source including matching sources, if required, either for cash or in-kind.

1. Source of funds per project: (enter sources: e.g. Economic Development.)
2. Match required for Economic Development only. Line item match not required.
   - Not to exceed 5% for administration (see 1200 line in Application Budget Detail Sheet)
Amendment 01
LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES
INFLATION

CONTRACTOR'S NAME: SANTA BARBARA COMMUNITY COLLEGE DISTRICT

This agreement with the State of California dated July 01, 2001 designated as number GCAM-1012 shall be amended in the following particulars but no others:

The Maximum Rate per child day of enrollment payable pursuant to the provisions of this agreement shall be amended by deleting reference to $26.60 and inserting $27.59 in place thereof.

The Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this agreement shall be amended by deleting reference to $190,547.00 and inserting $197,665.00 in place thereof.

The Maximum State Funds available shall be amended by deleting reference to $142,918.00 and inserting $148,257.00 in place thereof.

The Maximum Match available shall be amended by deleting reference to $47,629.00 and inserting $49,408.00 in place thereof.

SERVICE REQUIREMENTS

Minimum Child Days of Enrollment (CDE) Requirement shall be amended by deleting reference to 7,163.0 and inserting 7,164.4 in place thereof.

Minimum Days of Operation (MDO) Requirement shall be 177 (no change).

EXCEPT AS AMENDED HERIN all terms and conditions of the original agreement shall remain unchanged and in full force and effect.

STATE OF CALIFORNIA

BY (AUTHORIZED SIGNATURE)

PRINTED NAME AND TITLE OF PERSON SIGNING

Donna Salaj
Manager Contracts Office

CONTRACTOR

BY (AUTHORIZED SIGNATURE)

PRINTED NAME OF PERSON SIGNING

Brian Pahnlestock, Vice Pres., Business Svcs

PROGRAM/CATEGORY (CODE AND TITLE)

Child Development Programs

FUND TITLE

General

Department of General Services
use only

AMOUNT ENCUMBERED BY THIS DOCUMENT

$ 5,339

PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT

$ 142,918

TOTAL AMOUNT ENCUMBERED TO DATE

$ 148,257

PROGRAM/CATEGORY (CODE AND TITLE)

Child Development Programs

FUND TITLE

General

(Optional Use) 0156

23079-6929

Transfer to SSF

ITEM

30.10.020.002

CHAPTER

B/A

STATUTE

2001

FISCAL YEAR

2001-2002

OBJECT OF EXPENDITURE (CODE AND TITLE)

702

SACS: Res-9999 Rev-8290

T.B.A. NO.

B.R. NO.

DATE

11/08/01

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

SIGNATURE OF ACCOUNTING OFFICER

11/08/01

Item 5.1-h
STAFFING SUPPLY AGREEMENT

This Staffing Supply Agreement ("Agreement") is made and entered into as of the 18th day of September 2001 by and between SEG TECHNOLOGIES, INC., a Pennsylvania corporation ("SEG"), and Santa Barbara City College, a California ("Client").

Background of Agreement

Pursuant to this Agreement, Client is interested in having SEG provide Client with SEG contract personnel to perform information technology services under the direction and management of Client personnel, and SEG desires to provide services under the direction and management of Client personnel.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties hereto, intending to be legally bound hereby, agree as follows:

1.0 PERFORMANCE OF SERVICES. The various information technology services ("Services"), to be provided from time to time hereunder shall be described in work orders or other writings (each a "Work Order"). Each Work Order is to be approved and signed by SEG and Client. Unless otherwise provided in a Work Order, the day-to-day assignments, direction and management of the work efforts of any contract personnel furnished by SEG (hereinafter referred to as "SEG Personnel") to perform services under this Agreement will be provided by the Client, who shall have full authority over the work efforts of SEG Personnel.

2.0 SEG PERSONNEL PLACEMENT (REPLACEMENT) POLICY. SEG agrees not to arbitrarily remove SEG Personnel who are acceptable to the Client from work hereunder until this Agreement is terminated or a Purchase Order under which the particular services are provided is terminated. In the event any SEG Personnel are withdrawn from work without the Client's approval before the conclusion of the work ordered, then SEG shall use its reasonable best efforts to supply an acceptable replacement to the Client as soon practicable.

SEG Personnel, who have been engaged through Client and are now in Client's reasonable opinion unsatisfactory for services to be performed hereunder, shall be removed by SEG no later than seven (7) days after Client notifies SEG that they are unsatisfactory. SEG shall use its reasonable best efforts to replace such employee(s) with another SEG Personnel reasonably satisfactory to Client as soon as practicable. Client will be billed for normal work for these replacement personnel unless otherwise mutually agreed upon in writing.

3.0 FACILITIES AND SERVICES PROVIDED BY THE CLIENT. Unless otherwise specifically stated in a Purchase Order, the Client shall provide SEG
Personnel with workspace, desks, and incidental supplies at the Client's facilities. In addition, the Client will provide SEG Personnel with computer system time and facilities including, but not limited to: time-shared facilities, service bureau facilities, remote access, and production facilities, as required for test compilation and production runs, and data preparation services on a "no cost to SEG" basis. Failure of the Client to provide timely access to computer system and/or data preparation services shall not make SEG or SEG Personnel liable for any lost time, and such time will be billable at the applicable rates as described in Item 5. If the Client requires pre-referral services such as: drug screening, background checks, physicals, etc., SEG will provide the required testing at the expense of Client.

4.0 TERM/TERMINATION. This Agreement shall continue in effect until June 30, 2002. Either party shall have the right to terminate any particular Work Order or this Agreement without penalty upon thirty (30) days written notice. The Client shall remain responsible for the compensation due for all Services provided under the applicable Purchase Order until the effective date of termination.

5.0 FEES AND EXPENSES. For all hours devoted by SEG Personnel in the performance of services, SEG shall be paid at the billing rates set forth in this Agreement and shall not exceed $49,000.00. Overtime premium charges will be levied by SEG as indicated in the Work Order. Each SEG Personnel shall complete a time sheet supplied by SEG. SEG Personnel's daily working hours shall be the same as those worked by the Client's employees unless otherwise directed by the Client, Client's Designate, or in a Work Order. The Client shall reimburse SEG for any expenses incurred at the Client's request, provided, however, that such expenses are incurred in the proper performance by SEG Personnel of the services herein stipulated.

6.0 TRAVEL AND PER DIEM REIMBURSEMENT. If SEG Personnel are required by the Client to travel, such travel and per diem expenses as may be authorized by Client will be reimbursed to SEG as follows, unless otherwise provided in a Work Order:

- (a) Commercial Transportation. Reimbursed on an "incurred cost" basis at economy or tourist rates.
- (b) Private Automobile. Reimbursed at $.20 per mile.
- (c) Per Diem. $35 a day when travel incorporates an overnight stay.

7.0 PAYMENT TERMS. SEG shall invoice Client for fees and reimbursable expenses on a monthly basis. Each invoice will show project numbers and hours worked. Payment is due thirty (30) days after date of invoice.
8.0 OWNERSHIP OF SERVICES. SEG acknowledges that the Services provided for Client and all inventions and processes, products or services held as trade secrets, inventions for which applications for patents may be filed in any country or written data and software and any other works of authorship that are protectable by copyright shall be considered, "works made for hire" within the meaning of applicable United States law and shall be the sole and exclusive property of Client. To the extent any of the foregoing are not works made for hire, SEG hereby assigns, transfers and sets over to Client, all ownership interest in the foregoing and agrees to execute all documents reasonably requested by Client confirming such ownership and at the expense of Client, take such other actions reasonably requested in connection therewith.

9.0 WARRANTY. SEG undertakes to provide Services on a best-efforts basis under Client’s supervision. SEG warrants the services of SEG Personnel will be of professional quality conforming to generally accepted data processing practices.

10.0 LIMITATION OF WARRANTY. THE WARRANTY SET FORTH IN SECTION 10.0 ABOVE IS IN LIEU OF ALL OTHER WARRANTIES EXPRESSED, IMPLIED OR STATUTORY, INCLUDING WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND WARRANTIES SET FORTH IN THE UNIFORM COMPUTER INFORMATION TRANSACTIONS ACT, ALL OF WHICH ARE EXPRESSLY DISCLAIMED.

11.0 LIMITATION OF LIABILITY. TO THE EXTENT PERMITTED BY APPLICABLE LAW, EITHER PARTY HERETO SHALL BE LIABLE FOR ANY INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, MULTIPLE OR PUNITIVE DAMAGES, INCLUDING WITHOUT LIMITATION, LOST PROFITS, LOST SAVINGS OR DAMAGES RESULTING FROM ACTIVITIES PURSUANT TO THE AGREEMENT. IN NO EVENT SHALL EITHER PARTY'S LIABILITY FOR DAMAGES HEREUNDER, EXCEPT WHEN WILLFUL MISCONDUCT AND/GROSS NEGLIGENCE IS THE DIRECT CAUSE OF THE DAMAGE, EXCEED THE DAMAGING PARTY'S GENERAL LIABILITY INSURANCE COVERAGE, PLUS $50,000.00.

12.0 CONFIDENTIAL INFORMATION. In order for SEG to effectively provide fulfillment of this Agreement to the Client, it may be necessary or desirable for the Client to disclose confidential and proprietary information pertaining to the Client's past, present, and future activities. Since it is difficult to separate confidential information from that which is not, SEG will instruct SEG Personnel to regard all information gained by each such person, which is labeled confidential, as a result of the services to be performed hereunder, as information which is proprietary to the Client, and to keep such information confidential by using the same care and
discretion as they use with similar data regarding SEG's operations and techniques. It is anticipated that the Client may, from time to time, be provided with information, which is confidential or proprietary to SEG. The Client will not directly or indirectly disclose any such information. All records, files, specifications and technical data and the like relating to SEG's business, which the Client shall prepare, use or come into contact with, shall be and remain SEG's sole property.

This confidentiality provision shall not apply to:

(i) Information known to a party, its employees and agents outside the terms of this agreement and independent of any information or knowledge gained from the other party.

(ii) Information disclosed in good faith to a party, its employees and agents after acceptance of this agreement by a third person lawfully in possession of such information and not under obligation of nondisclosure.

(iii) Information in the public domain or which comes into public domain through no fault of a party, its employees and agents.

(iv) Information required to be disclosed by subpoena, or other requirements of law.

13.0 **INDEMNITY.** Subject to the provisions of Sections 11.0 and 12.0, SEG will be responsible for and will hold Client harmless from claims arising from services for bodily injury or property damage caused by SEG Personnel to the person, or physical damage to the property of Client, Client's employees, or any other person to the extent of the coverages (both as to nature and limits) of the insurance provided for in Item 16.0. Notwithstanding the foregoing, SEG will not be liable for damages, expenses, or losses incurred by the accidental erasure, damage, or destruction of files, data, or programs (whether or not developed by SEG) which may occur in the course of providing services. Client shall be responsible for, and shall indemnify SEG from, liability for all claims arising out of the Occupational Safety and Health Act, or any federal, state or local law or regulation dealing with discrimination, harassment or employee health and safety, or an employee's right to certain information concerning potentially hazardous or dangerous substances in the workplace.

14.0 **RELATIONSHIP OF THE PARTIES.** It is understood and agreed that SEG will provide the Services to Client as an independent contractor and neither SEG nor any SEG Personnel shall be considered an agent or employee of Client. No relationship of employer/employee shall result from the execution of this Agreement or from the performance of any Services hereunder.

15.0 **INSURANCE.** SEG shall carry the following types of insurance coverage (with minimum liability limits where shown) in a form reasonably acceptable to the Client
during the term of this Agreement. Certificates evidencing such insurance shall be furnished to the Client, upon request.

(i) Worker's Compensation Insurance, as required by the laws of the state wherein the work is to be performed.

(ii) Liability Insurance in the amount of $1,000,000.00.

(iii) Comprehensive Automobile Liability Insurance with Bodily Injury Limits or $100,000 each person and $300,000 each accident, and Property Damage with a limit of $25,000 each accident.

(iv) Comprehensive General Liability and Property Damage Insurance including Operations, Protective and Contractual Liability coverages with Bodily Injury limits of $100,000 each person and $500,000 each occurrence, and $500,000 aggregate operations, $500,000 aggregate contractual.

(v) Any other insurance coverage, which the Client considers reasonable/appropriate under the circumstances to this Level of Effort Agreement.

16.0 **FORCE MAJEURE.** SEG shall not be deemed to be in default of any provision of this Agreement or any Purchase Order, nor be liable for any delay, failure in performance or interruption of services, resulting directly or indirectly from acts of God, embargoes, quarantines, civil or military authority, civil disturbance, insurrection, war, other catastrophes or any such other cause beyond its control; provided, however, that SEG shall exercise reasonable efforts to remedy any such cause of delay or cause preventing performance.

17.0 **NON-SOLICITATION OF PERSONNEL.** Unless otherwise agreed to in writing by the parties hereto, neither party nor any of its affiliates shall directly or indirectly attempt to hire nor hire as employee or subcontractor, the personnel of the other party either during the term of this Agreement and for a period of one (1) year thereafter; provided, however, that if Client hires any such person within the one year period, Client will promptly pay SEG a fee equal to thirty percent (30%) of such a person's anticipated annualized compensation.

18.0 **EQUITABLE REMEDIES.** In the event of a violation or threatened violation of the covenants and agreements contained in Sections 8.0, 12.0 and 17.0 hereof, the aggrieved party, in addition to and not in limitation of any other rights, remedies or damages available at law or in equity, shall be entitled to equitable relief in a court of equity, including a temporary and permanent injunction against the other, or such other equitable relief as may be appropriate, including an order of specific performance.
19.0 MISCELLANEOUS PROVISIONS.

19.1 NOTICES. Any notice, request, consent, demand, offer, acceptance or other communications required or permitted under this Agreement shall be made in writing and shall be deemed to have been duly given if personally delivered, or if mailed by registered or certified mail, postage prepaid, return receipt requested (and shall be deemed delivered on the date received for delivery by the Postal Service whether or not accepted), or by telefax, telex, teletypewriter, electronic mail or similar transmission on the date received (provided there is verification of delivery), or by overnight delivery service, charges prepaid, on the date received, addressed to the parties hereto at their respective addresses as follows:

(a) If to SEG:

SEG Technologies, Inc.
150 S. Warner Road, Suite 100
King of Prussia, PA 19406
Attention: Gina Lane
Fax No.: 610-902-0614
e-mail: glane@segtec.com

(b) If to Client:

Robert Vance
Santa Barbara City College
721 Cliff Drive
Santa Barbara, CA 93109
Direct: 805-965-0581 ext. 2823
Fax: 805-963-7222
e-mail: vance@sbcc.net

or to such other address or addresses and to the attention of such other person or persons as either of the parties hereto may notify the other in accordance with the provisions of this Agreement.

19.2 NO THIRD-PARTY BENEFICIARIES. There are no third-party beneficiaries of this Agreement or of the transactions contemplated hereby and nothing contained herein shall be deemed to confer upon any one other than the parties hereto (and their respective successors and permitted assigns), any right to insist upon or to enforce to perform any of the obligations contained herein.
19.3 SUPPLEMENTAL DOCUMENTS. The parties hereto agree to execute any further instruments and shall perform any acts, which are or may become necessary to effectuate the terms of this Agreement.

19.4 ENTIRE AGREEMENT. This Agreement (together with the Work Orders, agreements, certificates, instruments and any other documents referred to herein), sets forth all of the promises, covenants, agreements, conditions and understandings between the parties hereto, with respect to the subject matter hereof, and supersedes all prior and contemporaneous writings (including requests for proposals and responses thereto), agreements and understandings, inducements or conditions pertaining thereto, expressed or implied, oral or written, except as contained herein.

19.5 HEADINGS. The section headings in this Agreement and the Background of this Agreement are for reference purposes only and shall not define, limit or affect the meaning or interpretation of this Agreement.

19.6 ASSIGNMENT. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and permitted assigns. Notwithstanding the foregoing, this Agreement may not be assigned in whole or in part without the prior written consent of the other party.

19.7 GOVERNING LAW. This Agreement and all questions relating to its validity, interpretation, performance and enforcement shall be governed by and construed in accordance with the laws of the State of California, notwithstanding any conflicts of laws doctrines of such states or other jurisdictions to the contrary.

19.8 AMENDMENTS. No amendment, alteration or modification of this Agreement shall be valid unless each such instance, amendment, alteration or modification is expressed in a written instrument duly executed by both parties hereto.

19.9 NO WAIVER. The failure of any party to insist, in any one or more instances, on performance of any of the terms and conditions of this Agreement, shall not be construed as a waiver or relinquishment of any rights granted hereunder or of the future performance of such term, covenant or condition, but the obligations of the parties, with respect thereto, shall continue in full force and effect.

19.10 UNENFORCEABLE PROVISIONS. It is the agreement of the parties that in case any one or more of the provisions contained in this Agreement shall, for any reason, be held to be invalid, illegal or unenforceable in any
respect, such invalidity, illegality or unenforceability shall not affect the other provisions of this Agreement and this Agreement shall be construed as if such invalid, illegal or unenforceable provisions had never been contained herein.

19.11 CLIENT ACCEPTANCE. Client's acceptance must be limited to the terms of this Agreement. A Work Order, confirmation or other similar response from Client which contains any additional, different or inconsistent terms will be considered only as an acceptance of the terms set forth herein; such additional, different or inconsistent terms shall not be binding on SEG without SEG's express written consent.

SEG is an Equal Opportunity Employer and adheres to all ADA guidelines.

Santa Barbara City College

By: __________________________
(Signature)

Brian Fahnstock
(Print Name)

Vice President
(Title)

Date Signed: ________________

SEG Technologies, Inc.

By: __________________________
(Signature)

Gina Lane
(Print Name)

Sales Manager, ERP/CRM Markets

Date Signed: __________/________/2001
Exhibit A

WORK ORDER

1. Consultant: Suresh Kaza

2. Description of Services: Oracle HRMS development - Create multiple reports to display legacy and HRMS job seniority data, including forms for maintenance.

3. Start date: 9/24/01

4. Duration: 3 weeks with the possibility of an extension

5. Bill rate: $175 per hour plus expenses

6. Estimated Expenses: Airfare plus
   - Hotel - $120 per day allowance
   - Food - $42 per day allowance
   - Automobile - $45 per day allowance
   - Incidental - $20 per day allowance
AGREEMENT FOR SERVICES OF INDEPENDENT CONTRACTOR

THIS AGREEMENT (hereinafter Agreement) is made by and between the Santa Barbara Community College District (hereinafter COLLEGE), and the firm of ProSoft Solutions, LLC (hereinafter CONTRACTOR) wherein CONTRACTOR agrees to provide and COLLEGE agrees to accept the services specified herein.

1. DESIGNATED REPRESENTATIVE. The IRD Senior Director of Applications and Support at phone number (805) 965-0581, Ext. 2806, is the representative of COLLEGE and will administer this Agreement for and on behalf of COLLEGE. Todd Wallin at 310-230-1724 is the authorized representative for CONTRACTOR. Changes in designated representatives shall be made only after advance written notice to the other party.

2. NOTICES. Any notice or consent required or permitted to be given under this Agreement shall be given to the respective parties in writing, by first class mail, postage prepaid, or otherwise delivered as follows:

To COLLEGE: Gail S. Johnson
Santa Barbara Community College District
721 Cliff Drive
Santa Barbara, CA 93109-2394

To CONTRACTOR: ProSoft Solutions
16321 Pacific Coast Hwy, Suite 42
Pacific Palisades, CA 90272

or at such other address or to such other person that the parties may from time to time designate. Notices and consents under this section, which are sent by mail, shall be deemed to be received five (5) days following their deposit in the U.S. mail.

3. SCOPE OF SERVICES. CONTRACTOR agrees to provide services to COLLEGE in accordance with Exhibit A attached hereto and incorporated herein by reference.

4. TERM. CONTRACTOR shall commence performance upon contract execution and end performance upon completion, but no later than unless otherwise directed by COLLEGE or unless earlier terminated.

5. COMPENSATION OF CONTRACTOR. CONTRACTOR shall be paid for performance under this Agreement in accordance with the terms of Exhibit B attached hereto and incorporated herein by reference. Billing shall be made by invoice, which shall include the Purchase Order assigned by COLLEGE and which is delivered to the address given in Section 2 NOTICES above following completion of the increments identified on Exhibit B. Unless otherwise specified on Exhibit B, payment shall be net thirty (30) days from presentation of invoice.

6. INDEPENDENT CONTRACTOR. CONTRACTOR shall perform all of its services under this Agreement as an independent contractor and not as an employee of COLLEGE. CONTRACTOR understands and acknowledges that it shall not be entitled to any of the benefits of a COLLEGE employee, including but not limited to vacation, sick leave, administrative leave, health insurance, disability insurance, retirement, unemployment insurance, workers' compensation and protection of tenure.

7. STANDARD OF PERFORMANCE. CONTRACTOR represents that it has the skills, expertise, and licenses/permits necessary to perform the services required under this Agreement. Accordingly, Contractor shall perform all such services in the manner and according to the standards observed by a competent practitioner of the same profession in which CONTRACTOR is engaged. All products of whatsoever nature which Contractor delivers to COLLEGE pursuant to this Agreement shall be prepared in a first class and workmanlike manner and shall conform to the highest standards of quality normally observed by a person practicing in Contractor's profession.
CONTRACTOR shall correct or revise any errors or omissions, at COLLEGE's request without additional compensation. Permits and/or licenses shall be obtained and maintained by CONTRACTOR without additional compensation.

8. TAXES. COLLEGE shall not be responsible for paying any taxes on CONTRACTOR's behalf, and should COLLEGE be required to do so by state, federal, or local taxing agencies, CONTRACTOR agrees to promptly reimburse COLLEGE for the full value of such paid taxes plus interest and penalty, if any. These taxes shall include, but not be limited to, the following: FICA (Social Security), unemployment insurance contributions, income tax, disability insurance, and workers' compensation insurance.

9. CONFLICT OF INTEREST. CONTRACTOR covenants that CONTRACTOR presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. CONTRACTOR further covenants that in the performance of this Agreement, no person having any such interest shall be employed by CONTRACTOR.

10. RESPONSIBILITIES OF COLLEGE. COLLEGE shall provide all information reasonably necessary by CONTRACTOR in performing the services provided herein.

11. OWNERSHIP OF DOCUMENTS. All work-papers of CONTRACTOR shall remain the property of CONTRACTOR. In addition, to the extent that CONTRACTOR utilizes any of its property (including, without limitation, any hardware or software of CONTRACTOR or any proprietary or confidential information or trade secrets of CONTRACTOR) in performing the services hereunder, such property shall remain the property of CONTRACTOR and COLLEGE shall acquire no right or interest in such property. All reports prepared for COLLEGE by CONTRACTOR pursuant to this agreement remain the property of COLLEGE.

COLLEGE shall be the owner of the following non-proprietary items incidental to this Agreement upon production, whether or not completed: all data collected, all documents of any type whatsoever, and any material necessary for the practical use of the data and/or documents from the time of collection and/or production whether or not performance under this Agreement is completed or terminated prior to completion. As used in this section, non-proprietary documents are documents and other materials that do not relate principally to the conduct of CONTRACTOR's work process, and are not, or do not contain or reveal, any of CONTRACTOR's work procedures or processes, proprietary or confidential information, or trade secrets. CONTRACTOR shall not release any materials under this section except after prior written approval of COLLEGE.

12. RECORDS, AUDIT, AND REVIEW. CONTRACTOR shall keep such business records pursuant to this Agreement in conformance with the highest professional standards and shall maintain such records for at least four (4) years following the termination of this Agreement. All accounting records shall be kept in accordance with generally accepted accounting practices. COLLEGE and/or representatives of the cognizant audit agency (or its designee), the California State Controller's Office and the United States General Accounting Office shall have the right to audit and review all such documents and records at any time during CONTRACTOR's regular business hours or upon reasonable notice.

13. INDEMNIFICATION AND INSURANCE.

A. INDEMNIFICATION

(1) CONTRACTOR shall defend, indemnify and save harmless the COLLEGE, its officers, agents and employees from any and all claims, demands, damages, costs, expenses (including attorney's fees), judgments or liabilities arising out of this Agreement or occasioned by the performance or attempted performance of the provisions hereof; including, but not limited to, any act or omission to act on the part of the CONTRACTOR or his agents or employees or other independent contractors directly responsible to him; except those claims, demands, damages, costs, expenses (including attorney's fees), judgments or
liabilities resulting solely from the negligence or willful misconduct of the COLLEGE. With respect to any and all claims, demands, damages, costs, expenses (including attorney's fees), judgments or liabilities arising from the joint or concurrent negligence of CONTRACTOR and the COLLEGE, each party shall assume responsibility in proportion to the degree of its respective fault as determined by a court of competent jurisdiction.

(2) CONTRACTOR shall notify the COLLEGE immediately in the event of any accident or injury arising out or in connection with this Agreement.

B. INSURANCE

(1) Without limiting the CONTRACTOR's indemnification of the COLLEGE, CONTRACTOR shall procure the following required insurance coverage at its sole cost and expense. All insurance coverages are to be placed with insurers which (1) have a Best's rating of no less than B+; VIII, and (2) are admitted insurance companies in the State of California. All other insurers require the prior approval of the COLLEGE. Such insurance coverage shall be maintained during the term of this Agreement. Failure to comply with the insurance requirements shall place CONTRACTOR in default. Upon request by the COLLEGE, CONTRACTOR shall provide a certified copy of any insurance policy to the COLLEGE within ten (10) working days.

(2) Workers' Compensation Insurance. Statutory Workers' Compensation and Employers Liability Insurance shall cover all CONTRACTOR's staff while performing any work incidental to the performance of this Agreement. The policy shall provide that no cancellation, major change in coverage, or expiration shall be effective or occur until at least thirty (30) days after receipt of such notice by the COLLEGE. In the event CONTRACTOR is self-insured, it shall furnish a copy of Certificate of Consent to Self-Insure issued by Department of Industrial Relations for State of California. This provision does not apply if CONTRACTOR has no employees as defined in Labor Code Section 3350 et seq. during the entire period of this Agreement and CONTRACTOR submits a written statement to the COLLEGE stating that fact.

(3) General and Automobile Liability Insurance. The general liability insurance shall include personal injury liability coverage, shall afford coverage for all premises and operations of CONTRACTOR and shall include contractual liability coverage for this Agreement between COLLEGE and CONTRACTOR. The automobile liability insurance shall cover all owned, non-owned and hired motor vehicles, which are operated on behalf of CONTRACTOR pursuant to CONTRACTOR's activities hereunder. COLLEGE, its officers, employees, and agents shall be named as Additional Insured on any policy. The limit of liability of said policy or policies for general and automobile liability insurance shall not be less than $1,000,000 per occurrence combined single limit for bodily injury and property damage. Personal injury liability coverage shall also be in the amount of not less than $1,000,000 per occurrence and aggregate. Said policy or policies shall include a severability of interest or cross liability clause or equivalent wording. Said policy or policies shall contain a provision of the following form: "Such insurance as is afforded by this policy shall be primary and contributory to the full limits stated in the declarations, and if the COLLEGE has other valid and collectible insurance for a loss covered by this policy, that other insurance shall be excess only". Said policy or policies shall provide that the COLLEGE shall be given thirty- (30) days written notice prior to cancellation or expiration of the policy or reduction in coverage.

(4) Professional Liability Insurance. Professional liability insurance shall include coverage for the activities of CONTRACTOR's professional staff with a combined single limit of not less
than $1,000,000 per occurrence for errors and omissions, bodily injury and property damage. Said policy or policies shall provide that COLLEGE shall be given thirty- (30) days written notice prior to cancellation, expiration of the policy, or reduction in coverage.

C. CONTRACTOR shall submit to the office of the designated COLLEGE representative certificate(s) of insurance documenting the required insurance as specified above prior to this Agreement becoming effective. Current certificate(s) of insurance shall be maintained at all times in the office of the designated COLLEGE representative as a condition precedent to any payment by COLLEGE under this Agreement. The approval of insurance shall neither relieve nor decrease the liability of the CONTRACTOR.

14. NONEXCLUSIVE AGREEMENT. CONTRACTOR understands that this is not an exclusive Agreement and that COLLEGE shall have the right to negotiate with and enter into contracts with others providing the same or similar services as those provided by CONTRACTOR as the COLLEGE desires.

15. ASSIGNMENT. CONTRACTOR shall not assign any of its rights nor transfer any of its obligations under this Agreement without the prior written consent of COLLEGE and any attempt to so assign or so transfer without such consent shall be void and without legal effect and shall constitute grounds for termination. In this regard, subcontractors, if any, engaged by CONTRACTOR shall be subject to written approval by COLLEGE. CONTRACTOR shall be held accountable and responsible for all operations of subcontractors and shall require that they maintain Workers' Compensation, Liability and other insurance coverages as specified in Section 13 above.

16. TERMINATION.

A. By COLLEGE. COLLEGE may, by written notice to CONTRACTOR, terminate this Agreement in whole or in part at any time, whether for COLLEGE's convenience or because of the failure of CONTRACTOR to fulfill the obligations herein. Upon receipt of notice, CONTRACTOR shall immediately discontinue all services effected (unless the notice directs otherwise), and deliver to COLLEGE all data, estimates, graphs, summaries, reports, and all other records, documents or papers as may have been accumulated or produced by CONTRACTOR in performing this Agreement, whether completed or in process.

   (1) For Convenience. COLLEGE may terminate this Agreement upon thirty- (30) days written notice. Following notice of such termination, CONTRACTOR shall promptly cease work and notify COLLEGE as to the status of its performance.

   (2) Notwithstanding any other payment provision of this Agreement, COLLEGE shall pay CONTRACTOR for service performed to the date of termination to include a prorated amount of compensation due hereunder less payments, if any, previously made. In no event shall CONTRACTOR be paid an amount in excess of the full price under this Agreement or for profit on unperformed portions of service. CONTRACTOR shall furnish to COLLEGE such financial information as in the judgment of COLLEGE is necessary to determine the reasonable value of the services rendered by CONTRACTOR. In the event of a dispute as to the reasonable value of the services rendered by CONTRACTOR, the decision of COLLEGE shall be final. The foregoing is cumulative and shall not affect any right or remedy which COLLEGE may have in law or equity.

   (3) For Cause. Should CONTRACTOR default in the performance of this Agreement or materially breach any of its provisions, COLLEGE may, at COLLEGE's sole option, terminate this Agreement by written notice, which shall be effective upon receipt by CONTRACTOR per the notice requirements of Section 2.

B. By CONTRACTOR. Should COLLEGE fail to pay CONTRACTOR all or any part of the payment
set forth in Section 5, CONTRACTOR may, at CONTRACTOR's option terminate this agreement if such failure is not remedied by COLLEGE within thirty- (30) days of written notice to COLLEGE of such late payment.

18. SECTION HEADINGS. The headings of the several sections, and any table of contents appended hereto, shall be solely for convenience of reference and shall not affect the meaning, construction or effect hereof.

19. SEVERABILITY. If any one or more of the provisions contained herein shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

20. REMEDIES NOT EXCLUSIVE. No remedy herein conferred upon or reserved to COLLEGE is intended to be exclusive of any other remedy or remedies, and each and every such remedy, to the extent permitted by law, shall be cumulative and in addition to any other remedy given hereunder or now or hereafter existing at law or in equity or otherwise.

21. TIME IS OF THE ESSENCE. Time is of the essence in this Agreement and each covenant and term is a condition herein.

22. NO WAIVER OF DEFAULT. No delay or omission of COLLEGE to exercise any right or power arising upon the occurrence of any event of default shall impair any such right or power or shall be construed to be a waiver of any such default or an acquiescence therein; and every power and remedy given by this Agreement to COLLEGE may be exercised from time to time and as often as may be deemed expedient in the sole discretion of COLLEGE.

23. ENTIRE AGREEMENT AND AMENDMENT. In conjunction with the matters considered herein, this Agreement contains the entire understanding and agreement of the parties and there have been no promises, representations, agreements, warranties or undertakings by any of the parties, either oral or written, of any character or nature hereafter binding except as set forth herein. This Agreement may be altered, amended or modified only by an instrument in writing, executed by the parties to this Agreement and by no other means. Each party waives their future right to claim, contest or assert that this Agreement was modified, canceled, superseded, or changed by any oral agreements, course of conduct, waiver or estoppel.

24. SUCCESSORS AND ASSIGNS. All representations, covenants and warranties set forth in this Agreement, by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and assigns.

25. COMPLIANCE WITH LAW. CONTRACTOR shall, at his sole cost and expense, comply with all State and Federal ordinances and statutes now in force or which may hereafter be in force with regard to this Agreement. The judgment of any court of competent jurisdiction, or the admission of CONTRACTOR in any action or proceeding against CONTRACTOR, whether COLLEGE be a party thereto or not, that CONTRACTOR has violated any such ordinance or statute, shall be conclusive of that fact as between CONTRACTOR and COLLEGE.

26. CALIFORNIA LAW. This Agreement shall be governed by the laws of the State of California. Any litigation regarding this Agreement or its contents shall be filed in the County of Santa Barbara, if in state court, or in the federal district court nearest to COLLEGE, if in federal court.

27. EXECUTION OF COUNTERPARTS. This Agreement may be executed in any number of counterparts and each of such counterparts shall for all purposes be deemed to be an original; and all such counterparts, or as many of them as the parties shall preserve undestroyed, shall together constitute one and the same instrument.

28. AUTHORITY. All parties to this Agreement warrant and represent that they have the power and authority to
enter into this Agreement in the names, titles and capacities herein stated and on behalf of any entities, persons, or firms represented or purported to be represented by such entity(ies), person(s), or firm(s) and that all formal requirements necessary or required by any state and/or federal law in order to enter into this Agreement have been fully complied with. Furthermore, by entering into this Agreement, CONTRACTOR hereby warrants that it shall not have breached the terms or conditions of any other contract or agreement to which CONTRACTOR is obligated, which breach would have a material effect hereon.

29. OPTIONS FOR RENEWAL.

(Insert renewal language if appropriate, otherwise delete this section)

30. FACSIMILE SIGNATURES. In the event the parties hereto utilize facsimile transmitted documents which include signatures, such documents shall be accepted as if they bore the original signatures provided that documents bearing ORIGINAL SIGNATURES are provided within seventy-two (72) hours of transmission of the facsimile, except that funds shall not be released upon a facsimile signature.

31. ACCESS. CONTRACTOR shall ensure that during the preparation or progress of contract execution, COLLEGE personnel shall at all times have reasonable access to the work being performed and CONTRACTOR shall further provide safe and proper facilities for such access.

32. CLEAN-UP. CONTRACTOR shall maintain the work area in a safe and clean manner. Debris shall regularly be removed from the premises. Applicable regulations related to hazardous materials handling, storage and disposal shall be followed. No debris material related to this contract shall be left on the premises.

SIGNATURE PAGE FOLLOWS
Agreement for Services of Independent Contractor between COLLEGE, and the firm of ProSoft Solutions.

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective on the date executed by COLLEGE.

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

By: ____________________________
   Dr. Peter MacDougall, President/Superintendent

Date: _________________________

(CONTRACTOR)

By: ____________________________
   [Signature]

Date: 11-2-2001
EXHIBIT A

STATEMENT OF WORK

This contract with ProSoft Solutions Software Development Inc. is for software development professional services. The scope of the work includes the completion of software components needed to integrate the Oracle Human Resource System and the SBCC Teacher Load System and the Chancellor’s Office Management Information Systems. The scope of the work includes the labor required to develop system requirements, program specifications, design specifications, programming, testing, implementation and documentation of desired HR standard reports. The vendor will also provide Oracle knowledge transfer to the IRD career staff.

All software developers contracted through ProSoft Solutions, LLC must have experience in complex systems analysis and design and have an in-depth knowledge of Oracle development tools including SQL, PL/SQL, Oracle Developer, Designer, and Discoverer, the Concurrent Manager, and all relevant Oracle services. All software components will undergo internal design reviews with SBCC IRD technical staff and will be thoroughly documented through comments in the software code as well as in relevant system and program documentation. Any production control tasks required to run the software will be documented by the vendor and accepted by the IRD User Support lead. All software developed by ProSoft Solutions is the property of the Santa Barbara City College District.

All software developers will use generally accepted software engineering methods in their work and behave in a collegial manner with the College’s departmental administrators and staff.
In compliance with the requirements of the 2001-2002 State Budget Act, the Board of Trustees of the Santa Barbara Community College District adopts the following Expenditure Plan for the use of State Telecommunications Funds allocated to the district in the 2001-2002 fiscal year.

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

The district will expend the $35,300 of its allocation for continuing the two T-1 connections (3 MB) to the 4CNet for data and video as required by Budget Act language. A second T1 data connection is funded through the 4CNet Infrastructure project at Butte College. The District also uses Sprint Inc. to provide an additional 9 MB of Internet bandwidth for SBCC. This additional capacity is provided by Sprint Inc. at much lower cost than 4CNet, so SBCC will continue to use TTIP funding to support this additional bandwidth.

The district has implemented its third T-1 connection to 4CNet for video-conferencing, as required by the State. The District does not envision much use of this required service from 4CNet. The primary benefit for this required configuration will be to save travel time and costs for statewide meetings. The system could also be useful for faculty and staff training from the centralized training site funded by the State. Instructional uses of video conferencing are still under development, but tend to focus more on desktop video conferencing capabilities that will be an integral part of desktop computers in the two to three year timeframe.

**Area 2.** Library automation and electronic library resources.

College Library and Learning Support Services network communications needs are described in the *Academic Affairs Instructional Technology Three-Year Plan* developed by the Instructional Technology Committee. We will expend our $37,037 allocation to complete the upgrade our Library automation system, procure electronic resources, provide additional instructional support capabilities, and to improve access to student computers in these areas this year. The Library Director and Dean of Educational Technology will lead the development and implementation of the Library and Learning Resources Technology Plan. The District’s Dean of Educational Technology will be responsible for the overall development of technology plans to support instruction and support services.

**Area 3.** Technology for access through total cost of ownership (TCO) model options.

The district will expend $5,000 allocated from previous years for this purpose to install the CCCSAT satellite downlink receiver, meeting the new MPEG-II standard required by the Chancellor’s Office. This was accomplished in October 2001, based on recommendations from Palomar College’s special TTIP grant on satellite uplinks and downlinks.

**Area 4.** Technology for access through total cost of ownership (TCO) model options.

The district will expend its $90,352 allocation for the purchase and renewal of its desktop computer infrastructure for faculty, staff, and students, based on the total cost of ownership (TCO) model presented in the State Tech II Plan. This allocation will pay for hardware, software, network, and support staff necessary to maintain access to computer technology for the campus community. We will complete a pilot test of wireless networking technology in relation to student on-campus access to
computer technology. In addition, the College will spend $36,000 from this allocation to support student web access to the SBCC student portal and online college materials, hosted at a Sprint E-Solutions data center. The district has identified $10,000 funding for testing and modification of electronic content to meet the standards of Sections 504/508 of the Rehabilitation Act of 1973 concerning access to materials for students with disabilities.

**Area 5. Faculty and staff development in technology.**

The district will expend its $90,373 allocation for faculty and staff technology development. Faculty training initiatives will focus on preparing SBCC faculty for developing multiple models for a wide range of Web-enabled instruction. Support will be provided for summer instructional projects and training institutes, as well as faculty in-service training on instructional technology. Classified staff training initiatives include the purchase of Web-based and CBT training materials for office automation software and in supporting the training of classified staff in instructional and administrative areas on Web development and maintenance. In addition, District technology staff will be provided training in Web development tools, databases, and methodologies in order to make them proficient in Web application development. These initiatives conform to staff development initiatives identified in the College Plan, the district Technology Plan, the Instructional Technology Plan, the Human Resources Development Plan, and the Flex Calendar Plan. A primary focus for SBCC this year is the establishment of the Center for Management and Staff Development on campus to provide a structured program of faculty and staff development throughout the organization. TTIP funding will be used to support the technology training components of this new program.

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

The district will expend $30,000 this year in the continuing upgrade of its campus backbone to Gigabit Ethernet technology and to implement switching technology throughout the campus network infrastructure. This project will extend the existing 100 MB Ethernet campus backbone and upgrade switched 10/100 MB capacity to individual buildings and class laboratories. The District will enhance its firewall technology to improve campus security. The District will adopt new statements concerning appropriate use of technology.

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

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

**T1 Service**  
Santa Barbara City College  
Alice F. Schott Center  
Selmer O. Wake Center

**384 KB Service**  
Children's Center

The District will continue to exchange of electronic transcripts with UCSB, Cal Poly SLO, CSU Northridge, and local feeder high schools.

**Development, Implementation, and/or evaluation of local technology applications that are intended to improve student learning and instructional services, student services, and administrative services.**
The District will support the implementation of new technology initiatives through its structured process of Project Redesign. Currently thirty technology projects are being implemented by the College through its Database Conversion Project to restructure all administrative systems of the College, including Student Support Services. The District will begin its implementation of the Oracle Student Information System this fiscal year. In addition, the College is implementing major instructional redesign initiatives, including expanded Web-based instructional delivery and a student portal through Campus Pipeline. The College will expend $160,000 in these Redesign initiatives during the year.

In addition, a number of instructional technology and administrative initiatives have been identified for 2001-2002 implementation through the Instructional Technology Committee’s Academic Affairs Instructional Technology Three Year Plan and rankings by the District Technology Committee. The District Technology Committee will allocate resources for computer renewal ($900,000) and telecommunications infrastructure renewal ($70,000) funded from Lottery revenues, State Instructional Equipment Replacement funds, end of year balances, grants, and other revenue sources. New technology initiatives (up to $200,000) to be ranked by the District, assuming funds are identified to fund these new initiatives and provide sustained funding for their replacement over time.
In compliance with the requirements of the 2001-2002 Budget Act the Board of Trustees of the Santa Barbara Community College District adopts the following Expenditure Plan for the use of State Telecommunications Funds allocated to the district in the 2001-2002 fiscal year for technology training.

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

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

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

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

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

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

The district will expend its $90,373 allocation for faculty and staff technology development. Faculty training initiatives will focus on preparing SBCC faculty for developing multiple models for a wide range of Web-enabled instruction. Support will be provided for summer instructional projects and training institutes, as well as faculty in-service training on instructional technology. Classified staff training initiatives include the purchase of Web-based and CBT training materials for office automation software and in supporting the training of classified staff in instructional and administrative areas on Web development and maintenance. In addition, faculty training in the application and use of student portal technology will be provided based on pilot testing of the Campus Pipeline student portal. Staff training will focus on Web development skills and office automation skills. Technical training for Information Resources staff will focus on Web application development skills. These initiatives conform with staff development initiatives identified in the College Plan, the district Technology Plan, the Instructional Technology Plan, the Human Resources Development Plan, and the Flex Calendar Plan.

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

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

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

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

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

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

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

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

**Administrative Services Redesign Teams.** College Business Services, Human Resources, and Administrative Services have been redesigned for the more effective operation and service. The College is undertaking these redesign initiatives through the implementation and training of Oracle Finance, Human Resource, and Student applications.

**Faculty Resource Center.** The Faculty Resource Center has now been in place at the College for three years, and continues to focus its resources on the training and development of faculty on the application of technology to improve the instructional process. This is achieved by departmental planning and training activities, as well as individualized training and support for faculty in the design, development, and implementation of technology mediated instruction. The Faculty Resource Center provides summer institute training for faculty in concentrated training and development sessions focused on the development of new instructional materials. The center is also responsible for the development and training of faculty on the use of templates and tools for the construction of faculty and course web pages. In addition, the center provides technology equipment and support staff to allow faculty access to specialized equipment needed in the development of instructional materials.
Staff Resource Center. The Staff Resource Center was established in the 1997-98 academic year to provide training and support to College faculty and staff. A central focus of this center is to provide self-paced training on office automation software used by the College through the use of computer-based training (CBT) and web-based training materials. The staff of the center also works with individual campus departments in developing training activities designed to improve the application of technology within the department. The center provides training for classified staff web developers and maintainers. In addition, the center provides training and support for the implementation of new administrative systems software by the college.

Center for Management and Staff Development. The Center for Management and Staff Development will provide coordination for three major functions: (1) partnerships with agencies and organizations that provide their own training; (2) partnerships with agencies and organizations that do not provide training; and (3) SBCC’s faculty and staff development. The Center would ensure that participants from all constituencies are enrolled and receive credit for workplace training. The center will be the primary vehicle for providing technology training to SBCC faculty and staff.