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

RE: OPPOSITION TO SENATE BILL NO. 6 (ALPERT), UNLESS AMENDED

WHEREAS, the principle of local board authority in governance of the California community colleges has been a fundamental principle of the system from its beginnings; and

WHEREAS, Senate Bill No. 6 (Alpert) has been proposed and includes implementation of a restructured community college governance system; and

WHEREAS, Senate Bill No. 6 (Alpert) does not clearly define what is intended by declaring the community college system a public trust; and

WHEREAS, Senate Bill No. 6 (Alpert) deletes essential law that state board work be directed to maintaining local authority and control to the maximum degree permissible; and

WHEREAS, Senate Bill No. 6 (Alpert) includes new statements of the delineated responsibilities of the local boards and state board that are unnecessary and will lead to confusion and misunderstanding; and

WHEREAS, the Senate Bill No. 6 (Alpert) effort to provide to the state board and its staff the ability to manage and carry out its responsibilities is inadequate to achieve its intended purposes.

THEREFORE, BE IT RESOLVED, that the SANTA BARBARA COMMUNITY COLLEGE DISTRICT Board of Trustees declares its opposition to Senate Bill No. 6, and urges that this bill be rejected by the legislature unless amended to reflect the Bilateral Governance Statement of the Board of Governors and the California Community College Trustees.

PASSED AND ADOPTED by the Board of Trustees of the SANTA BARBARA COMMUNITY COLLEGE DISTRICT this 23rd day of January 2003 by the following vote:

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

Noes: None

Absent: Mrs. Powell

Concur: Rod Ebrahimi, Student Trustee

John B. Romo
Superintendent/President
Secretary/Clerk to the Board of Trustees
### Educational Programs
#### Minimum Qualification Equivalency

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<tr>
<th>NAME</th>
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<td>BOWMAN, Raymond</td>
<td>Small Business</td>
<td><strong>EDUCATION:</strong></td>
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<td>Development (limited to MKT 109, Basics of Import/Export)</td>
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<td>Strategic Sales Training Seminar</td>
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<td><strong>EXPERIENCE:</strong></td>
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<td>2001-Present: Owner/consultant Bowman Consulting, Oxnard, CA. International trade consultation on exporting, contracts, logistics, marketing, pricing, duty law compliance and international law compliance.</td>
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<tr>
<td></td>
<td></td>
<td>1998-01: Satellite Manager, Export Small Business Development Center, Ventura, CA. Consultant on exporting in the international market to businesses throughout the Ventura, Santa Barbara and San Luis Obispo counties.</td>
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<tr>
<td></td>
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<td>Mr. Bowman has a total of 15 years experience in businesses relating to import/export.</td>
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<td><strong>International Trade Teacher:</strong></td>
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<td>Centers for International Trade, Ventura Community College.</td>
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<td>BLOCK, Alisse</td>
<td>Hebrew</td>
<td><strong>EDUCATION:</strong></td>
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<td></td>
<td></td>
<td>B.A. Liberal Studies, California State University, Northridge, 1977.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ms. Block has completed all coursework towards an M.A. in Hebrew Education from the Hebrew Union College, Jewish Institute of Religion, Los Angeles.</td>
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</tbody>
</table>
EXPERIENCE:
1994 to Present: Wrote curriculum for third year (6th grade) and first year (4th grade) Hebrew classes. Taught student to read and translate Hebrew. Also taught private Hebrew sessions to adults and youth. Temple B’nai Brith, Santa Barbara

EDUCATION:
B.S., Materials and Metallurgical Engineering, California Polytechnic State University, San Luis Obispo, 30 units in Chemistry (1994).
M.S., Materials Science and Engineering, University of California, Los Angeles (UCLA), (1996).

EXPERIENCE:
Research and Development Experience:
2001-Present: Assistant Researcher, Dept. of Chemistry and Biochemistry, University of California, Santa Barbara (UCSB).
1999-2001: Post-Doctoral Researcher, Dept. of Chemistry and Biochemistry, UCSB.
CONTINUING EDUCATION
MINIMUM QUALIFICATION EQUIVALENCY

REEVES, Jeffrey
Computers: Basic-Jail

EDUCATION:
Bachelor of Science, Biology
Rowan University, New Jersey

CBEST
NASPE

EXPERIENCE:
10-plus years Technical Computer Training and Consulting;

1987-2001:
Continuing Education and Technical Computer Training in Basic Operating Systems; Basic Computers; Technical Medical Software (Dupont, Siemens, Medtronic, Cardiac Pathways, R.G. Hansen & Associates)

Teaching Seminars for Medical Staff, Doctors, Nurses and Technicians:
(Basic Computer Technologies; Basic Computers; Proprietary Software Programs;
Windows 95, Windows 98; Windows 2000; Windows XP, OS Series (Macintosh Systems)
SANTA BARBARA COMMUNITY COLLEGE DISTRICT
FEDERAL WORK STUDY & GENERAL WORK STUDY

NONE

CalWORKs WORKSTUDY STUDENTS

Michelle Garcia – new
Tiara DuPree - new

TUTORIAL CENTER

Barr, Spencer J.
Chiang, Wei-Chiun
Masson II, Monty G.
McClintic, Benjamin A.
Udvig, Kirsten H.
Integrating Nursing Leadership Concepts into the SBCC ADN Program Curriculum

Sabbatical Leave Report
(a one-semester sabbatical project—Fall 2000)

Karolyn R. Hanna, Ph.D., R.N.
Professor of Nursing
Associate Degree Nursing (ADN) Program
August 2001
Integrating Nursing Leadership Concepts into the SBCC ADN Program Curriculum: Report of a Sabbatical Leave Project (Fall Semester 2000)

Karolyn R. Hanna, Ph.D., R.N., Professor of Nursing

SUMMARY OF ACHIEVED OUTCOMES

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

This project included a series of activities designed to strengthen the knowledge and skills of program graduates by the integration of theoretical content, classroom learning activities, and clinical laboratory experiences throughout the curriculum. Specific activities and outcomes are as follows:

▲ Identification of Best Practices for Teaching Leadership—A survey of ADN programs in California was conducted as a means to identify baseline information on leadership content currently taught in ADN programs as well as beliefs about what content should be taught at the associate degree level. A review of available textbooks for teaching nursing leadership concepts was completed and an annotated bibliography developed. Journal articles that focused on the teaching of leadership concepts were also reviewed. Several nursing leaders were interviewed regarding strategies and resources used for teaching leadership concepts. Information obtained through these activities provided direction to subsequent sabbatical activities.

▲ Development of Plan for Integrating Leadership Concepts into the ADN Curriculum—Concepts that are integral to understanding and developing the leadership role of nurses were identified and strategies for early introduction and ongoing integration of those concepts were developed. This report contains a one-page overview as well as a detailed plan with proposed content, proposed objectives and suggested learning resources for specific modules in each of the four levels of the program.

▲ Development of Resources and Strategies for Teaching Leadership Guides—“Post-conferences” conducted by instructors at the conclusion of each day in the clinical laboratory (i.e., hospital experience) are used to help students share learning experiences and apply and/or reinforce theoretical concepts with patient care situations. A series of “post-conference”
discussion guides that focus on application of leadership concepts was
developed and is included in the appendices. Several other learning
activities were developed for inclusion in modules or use in classroom
teaching.

▲ **Review of Educational Media for Campus Laboratory**—Learning
resources (educational media, CAIs, etc.) for potential use in the SBCC
Nursing and Allied Health Learning Laboratory were reviewed and
recommendations for future acquisition were made.

▲ **Development of Objective Criteria for Evaluating Leadership
Behavior**—Criteria for objective evaluation of leadership behaviors in the
clinical area were developed and the documents that delineate these criteria
are being revised.

▲ **Curriculum Changes Recommended**—During the 2001 Spring Semester,
the SBCC ADN Program underwent two major accreditation visits along
with several substantial changes related to program expansion. Because of
those priorities, some but not all of the sabbatical project recommendations
were able to be incorporated into the program last spring. During the 2001
Fall Semester, a more in-depth review of project results by the entire ADN
faculty is scheduled and additional changes will be implemented during the
2001-2002 academic year.
CERTIFICATED PART-TIME FACULTY

SPRING 2003

ABNEY, Richard
AHLMER, Henry
AHMADIZADEH, Ilya
AIT NOUH, Mohamed
ALEX, Georganne
ALEXANDER, Deborah
ALLAIN, Sandra
ALISHEIMER-BARTHEL, Cornelia
ALSTADT, Carey
ALTMAN, Larry
ANDERSON, Åleta
ARANY, Eva
ARIS, Armando
ARNOLD, Thomas
ARY, Daniel
ASPRA, John
ATKINSON, Camille
ATKINSON, Terry
ATWATER, Regine
AUCHINLOSS, Elizabeth
AVILA, Peggy
AVITZUR, Tal
AYLESWORTH, Eileen
BAILEY, Erik
BALDERMAN, Barbara
BALISH, Mary Ann
BARBER, Celeste
BARBER, Eileen
BASILE, Renese
BAXTON, Jennifer
BEERS, Susan
BEN-KINNEY, Lee Ann
BENN, Kenneth
BENNETT, Nicole
BETITA, Juliet
BELEY, Erica
BLEIMAN, Alan
BLOCK, Alisse
BOUZAGLO, Kerry
BOWMAN, Raymond
BREEDEEN III, Lindsey
BRINKMAN, Debra
BRODHEAD, Heather
BROWN, Jehanne
BROWN, Robert
BRUCE, Derrick
BRUMMEL, Josephine
BRYANT, Susan
BURKARD, Patricia
BURNELL, Kristi
BURR, Susan
CALIP, Jean-Marie
CAMARDELLA, Dom
CAMARENA, Cam
CAMIEL, Sylvia
CAMPO, Magda
CAMPOS, David
CARR, Bernie
CARSON, John
CHARBONEAU, Jill
CHAVEZ, Mirta
CHESLUK, Amy
CLARK, Kristy
CLAYTOR, Ryan
CLEARWATER, Noelle
CLEYET, Francesca
CLIFFORD, Michael
COBURN, Gordon
COKELEY, Melvin
COLE, Carole
COLE-BROUGHTON, Margaret
COLLINS, R. Kim
COOKE, Angus
COOKE, Amy
COOKE, Robert
COOKE, Steve
COOKE, Angus
COOPER, Helen
COOPER, Jennifer
COOPER, Karin
COPE, Cliffon
CORRIGAN, Gerald
CORVIN, Magdaline
COUCH, Jenny
CRAIGHEAD, Jason
CRESS, Rosemary
CRONKITE, Robert
CROPLEY, Carrie
DANVER, Steven
DAVIDSON-ALLEN, Kathleen
DAVIES AUSTIN, Lisette
DAVIS, Cynthia
DAVIS, Rebecca
DE BOER, Barbara
DEACON, Susan
DECKER, Beverly
DECKER, Thomas
DEEMS, Lydia
DEFRAGA, Lisa
DEGENER, Michael
DEMARS, Erin
DEWEY, Kathleen
DHIRAJIAL, Nimita
DIAMOND, Peter
DIAZ, Sonia
DISHMAN, Wendy
DODGE, Jackson
DOLAS, Ted
DORFTHUBER, Rosabeth
DOWNEY, Michael
DUCHARME, Margaret
DUGAN III, Charles
DURHAM, William
EKOLA, Deborah
EKSTROM, Linda
ELIAS, Frederick
ENSIGN, Dawn
EPPEL, Anne
EPSTEIN, Alexandra
ERSKINE, Richard
EVANS, Nancy
FACELANA-NOFFSINGER, Erika
FAULDERS, Theodore
FENELON, Gail
FEY, Helen (Irene)
FICKLIN-MCCAIN, Carrala
FINCHE-RANGER, Beverly
FITAPALDI, Brian
FORD, Jan
FORD, Maryah
FOSS, Tina
FOSTER, Linda
FRANK, Patricia
FRANKLIN, John
FRANTZ, Maria
FREDICKS, Charles
FRIESEN, Jamie
FRINDELL, Karen
FULTON, Michelle
GAHAN, Coral
GALLEGOS, Michael
GARARD, Mikako
GARBER, Neil
GARDINALL, Laura
GARDNER, Jeanette
GARFINKLE, Charlene
GILL, Catherine
GLASGOW, Stacey
GLOGER, Maxwell
GODAR, Ronald
GOETZ, D. Randall
GOLDBERG, Gary
GONSALVES, Brent
GONZALEZ, Angelica
GOTTWALD, Michelle
GOTTWALD, Tom
GOVER, Ed
GREENE, Philip
GREENSTREET, Sandra
RITENOURL, Perry
RIVERE, Edelwina
RIVERO, Carmen
RIZO, Elisabeth
ROBERTS, Debra
ROBERTS, Yachiyo
ROBERTSON, Linda
RODEN, Stan
ROIG, Kathleen
ROLLE, Roderick
ROLLIN, Emma
ROMINE, Ed
ROWETT, Stanley
RUDY, Steven
RUSSELL, Keyo
RUTH, Patricia
RUTHERFORD, Terri
SAENGER, Sally
SAITO, Patty
SALE, Jane
SANCHEZ, Camerino
SANDERS, Lambertus
SANTAROSA, Jeffrey
SCAMAHOW, Mark
SCHERMERHORN, Candace
SCHIENLE, Jan
SCHMITZ, Ingrid
SCHNEIDER, Nicholas
SCHNEYER, Joshua
SCHOEFF, Marie
SCHROETER, John
SCHUELER, Pamela
SHEYLER, Gwyer
SCHWALJE, Robert
SCUDERI, Charles
SEAMAN, Edward
SEGESMAN, Ben
SHAIIKH, Munir
SHALLENGBERGER, John
SHALLENGBERGER, Lorraine
SHANE, Erin
SHAW, John
SHEFFIELD, Kevin
SHERMAN, Spencer
SHEILD, Susan
SIEMION, Gabrielle
SIMMONS, Dana
SJOELLEMA, Michael
SKLAR, Jeffrey
SMITH, Elizabeth D.
SMITH, Heidi
SODUSTA, Jaime
SOENKE, Alan
SORENSEN, Lesa
SPARKMAN, Janita
SPENCER, Kim
SPIEWAK, William
SPRENGER, Christine
STAFFORD, Jack
STANLEY, Janet
STARK, Anne
STARK, Lynne
STARKEY, David
STEEN, Molly
STERN, Roxanna
STEUAR, Tamara
STEWART, Earl
STREIFF, Jane
SUNDAY, Donna
TALMAGE, Matthew
TANNER, Stephen
TARQUINO, Amadio
TAYLOR, Muriel
TEITELBAUM, Jeremy
TER MATE-MARTINSEN, Marit
TERRY, Carolyn
THOMAS, William
THORNELL, Jason
TORF, Victoria
TORRES, Magdalena
TUCKER, Sharri
UNZUETA, Manuel
VANCE, Katheryne
VANHECKE, Vincent
VEGA, Carolyn
VLCEK, Eileen
WACHSMAN, Jhaura
WADE, Evelyn
WALKER, Brendan
WALKER, Cynthia
WARRECKER, Teddy
WEIL, Kimberlee
WEISS, Elizabeth
WELLMAN, Ann
WERNER, Jonathan
WHITE, Jeanne
WIESSNER, Curtis
WILEY, Sheila
WILLIAMS, Tim
WILLNER, Susan
WINDER, Mary
WOLF, Richard
WONG, Leslie
WOTRUBA, Patricia
WYCKOFF, Richard
ZAHARIAS, Tony
ZOBIE, Milton

Assistant Coaches

MORININI, Elio
WULFIEKUHLE, Patrick
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Total Purchase Orders $785,383.30
December 9, 2002

Brian Fahnstock
Vice President of Business Services
Santa Barbara Community College District
721 Cliff Drive
Santa Barbara, CA 93109-2394

We are pleased to confirm our understanding of the services we are to provide Santa Barbara Community College District (the District). We will audit the combined and combining financial statements of Santa Barbara Community College District for the years ended June 30, 2003 through 2005. Also, the document we submit to you will include the following additional information that will be subjected to the auditing procedures applied in our audit of the financial statements:

- Schedule of expenditures of federal awards
- Schedule of expenditures for each student financial aid program
- Schedule of workload measures for State general apportionment
- Schedule of instructional time
- Schedule of financial trends and analysis
- Reconciliation of CCFC-311 with audited financial statements
- Other supplementary information as required by the Chancellor's Office each year

Audit Objectives

The objective of our audit will be the expression of an opinion as to whether the combined and combining financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the financial statements taken as a whole. The objective also includes reporting on:

- Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with Government Auditing Standards.

- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.
• State compliance as specified each year in the Chancellor’s Office *California Community Colleges Contracted District Audit Manual*.

The reports on internal control and compliance will each include a statement that the report is intended for the information and use of the Board of Trustees, management, federal awarding agencies and if applicable, pass-through entities.

Our audits will be conducted in accordance with generally accepted auditing standards; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; the provisions of OMB Circular A-133, and the Chancellor’s Office *California Community Colleges Contracted District Audit Manual*, and will include tests of the accounting records, a determination of major programs in accordance with Circular A-133, and other procedures we consider necessary to enable us to express such an opinion and to render the required reports. If our opinion on the financial statements or the Single Audit compliance opinion is other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

**Management Responsibilities**

Management is responsible for establishing and maintaining internal control and for compliance with the provisions of contracts, agreements, and grants. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of the controls. The objectives of internal control are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management’s authorizations and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles, and that federal awards programs are managed in compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making all financial records and related information available to us. We understand that you will provide us with such information required for our audit and that you are responsible for the accuracy and completeness of that information. We will advise you about appropriate accounting principles and their application and will assist in the preparation of your financial statements, including the schedule of expenditures of federal awards, but the responsibility for the financial statements remains with you. That responsibility includes the establishment and maintenance of adequate records and effective internal control over financial reporting and compliance, the selection and application of accounting principles, and the safeguarding of assets. Additionally, as required by OMB Circular A-133, it is management’s responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review at the beginning of interim fieldwork each year.
Audit Procedures - General

An audit includes examining, on a test basis evidence supporting the amount and disclosures in the financial statements; therefore, our audits will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audits to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether caused by error or fraud. As required by the Single Audit Act Amendments of 1996 and OMB Circular A-133, our audits will include test of transactions related to major federal award programs for compliance with applicable laws and regulations and the provisions of contracts and grant agreements. Because of the concept of reasonable assurance and because we will not perform a detailed examination of all transactions, there is a risk that a material errors, fraud, other illegal acts, or noncompliance may exist and not be detected by us. In addition, an audit is not designed to detect errors, fraud, or other illegal acts that are immaterial to the financial statements or to major programs. However, we will inform the District of any material errors and any fraud that comes to our attention. We will also inform you of any other illegal acts that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audits and does not extend to matters that might arise during any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may includes tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagements, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

Audit Procedures - Internal Controls

In planning and performing our audits, we will consider the internal control sufficient to plan the audits in order to determine the nature, timing, and extent of our auditing procedures for the purpose of expressing our opinions on the District's financial statements and on its compliance with requirements applicable to major programs.

We will obtain an understanding of the design of the relevant controls and whether they have been placed in operation, and we will assess control risk. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Tests of controls relative to the financial statements are required only if control risk is assessed below the maximum level. Our tests, if performed, will be less in scope that would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Government Auditing Standards.
As required by OMB Circular A-133, we will perform test of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements, applicable to each major federal award program. However, our tests will be less in scope that would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify reportable conditions. However, we will inform the Board of Trustees of any matters involving internal control and its operation that we consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control that, in our judgment, could adversely affect the entity’s ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. We will also inform you of any nonreportable conditions or other matters involving internal control, if any, as required by OMB Circular A-133.

Audit Procedures - Compliance

Our audits will be conducted in accordance with the standards referred to in the section titled Audit Objectives. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District’s compliance with applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to Government Auditing Standards.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of the applicable procedures described in the OMB Circular A-133 Compliance Supplement. The purpose of those procedures will be to express an opinion of the District’s compliance with requirements applicable to major programs in our report on compliance issued pursuant to OMB Circular A-133.

Audit Administration and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any invoices selected by us for testing.
At the conclusion of the engagement, it is management’s responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors’ reports, and a corrective action plan) along with the Data Collection Form to the designated federal clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors’ reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits. At the conclusion of the engagements, we will provide information to management as to where the reporting packages should be submitted and the number to submit.

The workpapers for this engagement are the property of Glenn, Burdette, Phillips & Bryson, CPAs and constitute confidential information. However, we may be required to make certain workpapers available to the District’s Cognizant or Oversight Agency pursuant to authority given to it by law or regulation. If requested, access to such workpapers will be provided under the supervision of Glenn, Burdette, Phillips & Bryson’s personnel. Furthermore, upon request, we may provide photocopies of selected workpapers to the Cognizant or Oversight Agency. The Cognizant or Oversight Agency may intend, or decide to distribute the photocopies of information contained therein to others, including other governmental agencies.

The workpapers for this engagement will be retained for a minimum of three years after the date the auditors’ report is issued or for any additional period requested by the Cognizant or Oversight Agency for Audit. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying workpapers.

Fees

Our fees for the services described above will be based on estimated time required at our standard hourly rates discounted by approximately 15%, which are estimated to be $24,500, $26,250, and $26,950 for the years ended June 30, 2003 through 2005, respectively. This estimate does not include extended audit services the District might request related to the implementation of GASB Statement No. 34, for which a separate fee estimate would be provided.

Any work performed during the year in addition to the services described above will be billed at our standard hourly rates. These are currently as follows:

- Directors $185 - 285/hour Hardware Consulting 100/hour
- Senior Managers 160 - 185/hour Human Resource Consulting 100/hour
- Managers 140/hour Professional Associates 70 - 90/hour
- Supervising Seniors 125/hour Paraprofessional Associates 60/hour
- Senior Professional Associates 110/hour Administrative Associates 55/hour
- Network/Computer/Systems Consulting 100/hour Support Associates 40/hour

*The highest rates for directors and managers are for specialized services such as litigation support, expert witness testimony, estates and trusts, or mergers and acquisitions and would not necessarily relate to services provided to you.*
Our invoices for these fees will be rendered each month as work progresses and are payable upon presentation. Any past due fee under this agreement shall bear interest at the rate of 1.5 percent per month (18.00 annual percentage rate) on any unpaid balance. In accordance with firm policies, work may be suspended if your account becomes 90 days or more overdue and will not be resumed until your account is paid in full. In the event of a dispute over fees for our engagement, we mutually agree to try in good faith to resolve the dispute through mediation by selecting a third party to help us reach an agreement. If we are unable to resolve the fee dispute through mediation, client and accountant agree to submit to a resolution by arbitration in accordance with the rules of the American Arbitration Association. Such arbitration shall be binding and final. In agreeing to arbitration, we both acknowledge that in the event of a dispute over fees, each of us is giving up the right to have the dispute decided in a court of law before a judge or jury and instead we are accepting the use of arbitration for resolution.

Summary

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our proposed engagement. If you have any questions, please let us know. If you agree with the terms of our proposal as described in this letter, please sign the original and return to us. A copy is enclosed for your files.

Sincerely,

Allen E. Eschenbach, CPA
for
Glenn, Burdette, Phillips & Bryson
Certified Public Accountants
A Professional Corporation

Attachments

RESPONSE:
This letter correctly sets forth the understanding of Santa Barbara Community College District.

Signature:

Title: **VICE PRESIDENT, BUSINESS SERVICES**

Date:
2002-03 Scheduled Maintenance Program

On this first day of January 2003, the Chancellor's Office of the California Community Colleges, hereafter referred to as the State, and the Santa Barbara Community College District, hereafter referred to as the Grantee, do hereby agree to enter into this grant agreement that consists of this face sheet, with authorized signatures; the Grantee's approved "2002-03 Scheduled Maintenance Program Project Proposal(s)"; and the Legal Terms and Conditions, Articles I (Rev. 9/01) and II (Rev. 5/01). All of these items are incorporated into this grant agreement by reference.

The State shall reimburse the Grantee 50% of their expenses to execute the approved Scheduled Maintenance Program project(s) listed below. Payment shall be made upon receipt of an invoice, itemized recap sheet specifying expenditures, and item/services being provided for the period covered.

The term of this grant agreement shall be from January 1, 2003, to and including May 15, 2006

<table>
<thead>
<tr>
<th>Priority No.</th>
<th>Project Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Replace Fire Alarm System, Bldgs. 5,7,11,13,17</td>
<td>$186,500.00</td>
</tr>
<tr>
<td>2</td>
<td>Replace Bldg. 14 Chiller</td>
<td>$126,500.00</td>
</tr>
<tr>
<td>3</td>
<td>Campus Center Reglazing for Seismic, Ph. II</td>
<td>$154,000.00</td>
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<tr>
<td>4</td>
<td>Replace Bldg. 1 Boiler Piping</td>
<td>$166,630.00</td>
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</table>

The total amount payable under this grant agreement shall not exceed: $633,630.00

IN WITNESS WHEREOF, this agreement has been executed by the parties hereto, upon the date first above written.

STATE OF CALIFORNIA

AGENCY

Chancellor's Office, California Community Colleges
1102 Q Street
Sacramento, CA 95814-8511

by (authorized signature) [Signature]
Date [Date]

Printed Name of Person Signing
Robert Turnage
Title Vice Chancellor, Fiscal Policy

DISTRICT (GRANTEE)

Santa Barbara Community College District
721 Cliff Dr.
Santa Barbara, CA 93109-2394

by (authorized signature) [Signature]
Date [Date]

Printed Name of Person Signing
BRIAN FAHNESTOCK
Title VICE PRESIDENT, BUSINESS SERVICES

Project Monitor
Cheryl Larry, Jim Rogaski, and Paul Barth

(Optional Use)
Scheduled Maintenance Program

Object of Expenditure (Code and Title)
0242-751-24250

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 [Signature] DATE NOV 20 2002

PROограм/CATEGORY (CODE AND TITLE)
Local Assistance

FUND TITLE General

Item 6870-101-0001
Chapter 379
Statute 2002
Fiscal Year 2002-03
2002-03 Hazardous Substances Program

On this first day of December 2002, the Chancellor's Office of the California Community Colleges, hereafter referred to as the State, and the Santa Barbara Community College District, hereafter referred to as the Grantee, do hereby agree to enter into this grant agreement that consists of this face sheet, with authorized signatures; the Grantee's approved "2002-03 Hazardous Substances Program Project Proposal(s)"; and the Legal Terms and Conditions, Articles I (Rev. 9/02) and II (Rev. 5/01). All of these items are incorporated into this grant agreement by reference.

The State shall reimburse the Grantee 100% of their expenses to execute the approved Hazardous Substances Program project(s) listed below. Payment shall be made upon receipt of an invoice, itemized recap sheet specifying expenditures, and item/services being provided for the period covered.

The term of this grant agreement shall be from December 1, 2002, to and including May 15, 2006

Priority No. Project Description Amount
2 C-Removal and Replacement of Acoustical Ceiling Plaster, Admin. Building Phase II $183,500

The total amount payable under this grant agreement shall not exceed: $183,500.00

IN WITNESS WHEREOF, this agreement has been executed by the parties hereto, upon the date first above written.

<table>
<thead>
<tr>
<th>STATE OF CALIFORNIA</th>
<th>GRANTEE</th>
</tr>
</thead>
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<tr>
<td>AGENCY</td>
<td>DISTRICT (GRANTEE)</td>
</tr>
<tr>
<td>Chancellor's Office, California Community Colleges</td>
<td>Santa Barbara Community College District</td>
</tr>
<tr>
<td>1102 Q Street</td>
<td>721 Cliff Drive</td>
</tr>
<tr>
<td>Sacramento, CA 95814-6511</td>
<td>Santa Barbara, CA 93109-2394</td>
</tr>
<tr>
<td>By (authorized signature)</td>
<td>By (authorized signature)</td>
</tr>
<tr>
<td>Victoria P. Morrow</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td>Title</td>
</tr>
<tr>
<td>Executive Vice Chancellor</td>
<td>VICE PRES. BUSINESS SERVICES</td>
</tr>
<tr>
<td>Project Monitor</td>
<td>Project Director</td>
</tr>
<tr>
<td>Cheryl Larry, Jim Rogaski, and Paul Barth</td>
<td>ALEXANDER M. PITTMON, III; FACILITIES DIR.</td>
</tr>
<tr>
<td>(Optional Use)</td>
<td>Object of Expenditure (Code and Title)</td>
</tr>
<tr>
<td>Hazardous Substance Program</td>
<td>0244-751-24400</td>
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<tr>
<td>I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.</td>
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<tr>
<td>SIGNATURE OF ACCOUNTING OFFICER</td>
<td>Item</td>
</tr>
<tr>
<td></td>
<td>6870-101-0001(26)</td>
</tr>
<tr>
<td>Date</td>
<td>Chapter</td>
</tr>
<tr>
<td>DEC 26 2002</td>
<td>379</td>
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<td></td>
<td>Fiscal Year</td>
</tr>
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<td></td>
<td>2002-03</td>
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</tbody>
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Item 5.1-9
01/20/03
Memorandum of Understanding

This Memorandum of Understanding is entered into effective July 1, 2003 by and between the Santa Barbara Consortium of the California Student Opportunity and Access Program (Cal-SOAP) and Santa Barbara City College (SBCC).

The mission of the Santa Barbara Cal-SOAP Consortium is to increase the accessibility of post-secondary educational opportunities for any of the following students:

1. Who are from low-income families
2. Who would be the first in their families to attend college
3. Who are from schools or geographic regions with documented low-eligibility or college participation rates

SBCC agrees to support the mission and purpose of the Cal-SOAP Consortium and to act as the fiscal agent for Cal-SOAP.

SBCC agrees to:

1. Be responsible fiscally for the Cal-SOAP Project.
2. Monitor the Cal-SOAP budget.
3. Reconcile ledgers.
4. Insure proper fiscal closing as deemed by the California Student Aid Commission (CSAC), administrator of Cal-SOAP.
5. Submit required reports to the Cal-SOAP Project and CSAC.
6. Provide internal audits.
7. Work with the Cal-SOAP Project Director regarding fiscal compliance issues.
8. Serve as the spokesperson on the Cal-SOAP Governing Board on all fiscal issues and, in conjunction with the Board, answer any queries about fiscal matters.
9. Delegate an individual who will serve as the Treasurer of the Cal-SOAP Governing Board and who will work with the Project Director and the Governing Board in fiscal oversight.
10. Contribute overhead costs associated with fiscal responsibility for the Project as in-kind matching funds. This amount may not exceed the percentage allowed by the State of California.
The Santa Barbara Cal-SOAP Consortium, represented by its Governing Board, agrees to:

1. Establish management policy.
2. Provide direction to the Project Director.
3. Set priorities for budgetary decisions that reflect the specific needs of the project.
4. Assume responsibility for maintaining the required level of matching funds, including solicitations from the private sector and corporate sources.
5. Ensure that the Project Director and all Cal-SOAP staff, as employees of the fiscal agent (SBCC), are subject to the rules and regulations of the fiscal agent in employment and fiscal issues.
6. Provide joint (with the fiscal agent) yearly evaluation of the Project Director.
7. Provide student support in enhancing the goals and mission of higher education at SBCC.

Both parties agree to the following:

1. This agreement to be reviewed annually in April with the good faith intentions of renewal.
2. Either party of the agreement may terminate this agreement by proper notice at least two (2) months prior to the proposed termination.

Approval: Cal-SOAP

Santa Barbara City College

Signature

Signature

B. Fahnestock, Vice Pres., Business Svcs

Date

Date
Amendment 01

CAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

This agreement with the State of California dated July 01, 2002 designated as number GCAM-2012 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 $27.59 and inserting $28.14 in place thereof.

The Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this agreement shall be amended by deleting reference to $148,257.00 and inserting $151,222.00 in place thereof.

SERVICE REQUIREMENTS

Minimum Child Days of Enrollment (CDE) Requirement shall be amended by deleting reference to 5,374.0 and inserting 1,373.9 in place thereof.

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

The 2002/03 Funding Terms and Conditions (FT&C) shall be amended in accordance with the attached 2002/03 amended T&C Language which by this reference is incorporated herein.

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 OF PERSON SIGNING
Donna Salaj

TITLE
Manager Contracts Office

CONTRACTOR

BY (AUTHORIZED SIGNATURE)

PRINTED NAME AND TITLE OF PERSON SIGNING
Brian Fahnestock, Vice Pres. of Business Svcs

ADDRESS

Department of General Services

AMOUNT ENCRYPTED BY THIS DOCUMENT
$2,965

PRIOR AMOUNT ENCRYPTED FOR THIS CONTRACT
$148,257

TOTAL AMOUNT ENCRYPTED TO DATE
$151,222

PROGRAM/CATEGORY (CODE AND TITLE)
Child Development Programs

(OPTIONAL USE) 0156

Transfer to SSF

ITEM 30.10.020.002

6100-196-0001

CHAPTER 379

STATUTE 2002

FISCAL YEAR 2002-2003

OBJECT OF EXPENDITURE (CODE AND TITLE)

702 SACS: Res-9999 Rev-8290

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

T.B.A. NO.

B.A. NO.

DATE

01/23/03

Item 5.14
CUBA OUTREACH PROGRAM
(International Outreach Educational Center)
with
SANTA BARBARA CITY COLLEGE

AGREEMENT

for

SUMMER STUDY ABROAD PROGRAM IN
HAVANA, CUBA
SUMMER, 2003

WHEREAS, SANTA BARBARA COMMUNITY COLLEGE DISTRICT (hereinafter referred to as "District") requested a proposal for a photography study abroad program in HAVANA, CUBA,

and

WHEREAS, CUBA OUTREACH PROGRAM, legally known as INTERNATIONAL OUTREACH EDUCATIONAL CENTER, INC. (hereinafter referred to as "CUBA OUTREACH") submitted an acceptable bid, District and CUBA OUTREACH hereby agree to the following:

1. DATES OF THIS AGREEMENT. This agreement shall be in effect from Saturday, June 21, to Saturday, July 12, 2003.

The content of the academic program will be determined in mutual agreement between SANTA BARBARA CITY COLLEGE and CUBA OUTREACH. SANTA BARBARA CITY COLLEGE has full authority to set all course requirements, to assign grades based on professor evaluation of student performance, and to make decisions regarding prerequisites and procedures for enrollments. SBCC shall select the faculty who will counsel the students and supervise the program. Selection of the Summer Program Director is the prerogative of SBCC. In addition, SBCC will:

A. Advertise the program. Brochures containing all required information pertaining to the program will be developed and distributed by SBCC to the students.

B. Evaluate and enroll students in the program. To be eligible for this program, students must meet SBCC requirements for admission to the college and must meet specific prerequisites for courses offered. However, special attention is given to the students' ability to adjust to a foreign environment, their motives for wanting to live overseas and their academic attitude. Before accepting a student into the program, SBCC requires a personal interview. Interviews will not screen applicants but rather provide an opportunity for counseling if program expectations and requirements are unrealistic.

C. Send enrollment information and housing request forms to CUBA OUTREACH as students are accepted.

1. OPERATION OF THE PROGRAM. Jointly, SBCC and CUBA OUTREACH shall develop and operate the Summer Abroad in Havana, Cuba with responsibilities assigned as follows:

- The program begins and ends in Cancún.
- Students are required to make all arrangements for transportation to and from Cancún if not traveling with group.
- Neither Cuba Outreach nor SBCC have responsibility for students on the termination of the program, July 12, 2003.

2. SBCC:

SBCC shall select program director.

SBCC shall select and evaluate students for the program.

SBCC shall counsel students, determine class level, and register students for the appropriate class.

SBCC shall conduct pre-departure briefings for students.

SBCC shall, through the Program Director, monitor the progress of students and evaluate the students for the awarding of SBCC credit at the termination of the program.
SBCC, through the program director, has complete authority to determine the content of the academic program, to set all course requirements, to assign grades based on professor evaluation of student performance, and to make decisions regarding prerequisites and procedures for enrollments.

3. CUBA OUTREACH:

For a per student comprehensive program fee of $2100.00 based on 20 - 30 program participants, CUBA OUTREACH agrees to the following:

CUBA OUTREACH shall assign a program coordinator to coordinate the program, organize field trips, guest lectures, translation, assist the faculty and students with all aspects of the program and do all possible to make the program a success.

CUBA OUTREACH shall arrange for classroom space for 30 students at no extra charge to the DISTRICT.

CUBA OUTREACH shall provide round-trip air transportation from Cancún, Mexico to Havana, Cuba [on June 21, 2003] and from Havana, Cuba, to Cancún, Mexico [on July 12, 2003]. CUBA OUTREACH shall make flight reservations, obtain visas and any other required travel documents for all program participants and SBCC program director. The program cost shall include airfare, Cuban visa fees, airlines and security taxes (participants must pay all airport and departure taxes required by the Mexican and Cuban government).

CUBA OUTREACH shall provide round-trip bus transportation from the airport in Havana [on June 21, 2003] to the Hotel El Bosque and from the hotel to Havana airport [on July 12, 2003].

CUBA OUTREACH shall arrange for lodging in Hotel El Bosque (two students per room). The foregoing to include lodging and two meals per day (breakfast plus one main meal a day). Single room accommodations are an additional $300.00 per person.

CUBA OUTREACH shall provide lodging in a hotel (single occupancy) for SBCC program director based on 20-30 fully paid participants and shall pay for program director’s transportation in Cuba, lodging, 2 meals per day, and entrances on all program excursions and field trips.

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

- Three-day, two night excursion to Pinar del Río, including visits to the Cigar Factory of Pinar Del Río City, Viñales Valley, the caves, the prehistoric mural, and Casa del Veguero. Excursion to include transportation, 2 nights accommodation in Los Jazmines Hotel (double occupancy), breakfast plus 1 main meal each day.

- Two-day, one-night excursion to Trinidad, including visits to the Bay of Pigs Museum and the town of Trinidad. Excursion to include transportation, 1 night accommodation in Guajimico Hotel (double occupancy), breakfast each day plus 1 main meal each day.

In addition to the above mentioned excursions, CUBA OUTREACH shall arrange for local field trips in the city of Havana to include, but not limited to, visits to the University of Havana, the Fine Arts Institute, the Student Arts Center José de la Luz y Caballero, La Maqueta, the Literacy Campaign Museum, the Museum of the Revolution, the Colon Cemetery, local community project and local school, Lenin Park and Botanical Gardens, and La Casa de las Americas.

All field trips to include transportation and all entrance fees, where applicable. CUBA OUTREACH shall provide tour guides for all excursions. All participants are responsible for fees associated with non-schedule activities.

The following item are not included in the price of the program and are the responsibility of the program participants;

1. - Transportation to and from Cancún and costs incurred in Cancún.
2. - One meal per day (lunch or dinner)
3. - Tips
4. - Drinks
5. - Personal insurance
6. - Airport taxes
7. - Telephone calls
8. - Personal expenses

Item 5.1(1)
Page 2 of 3
01/23/03
TOTAL PROGRAM COST PER STUDENT is $2100 based on 20 - 30 program participants. A $200.00 per person deposit will be due March 15th, 2003 with the balance payable no later than May 21st, 2003. Program cost to include all of the items listed above as well as full use of installations at Hotel El Bosque, including use of swimming pool, internet access (at an additional charge), first day tour of Havana, welcome dinner, farewell party, and salsa lessons.

6. CANCELLATION AND REFUND POLICY. Should the US State Department issue a travel warning before the starting date of the program, telling American citizens not to travel to a city or country to which program participants are scheduled to travel (due to heightened safety or terror alerts), THE DISTRICT will immediately advise CUBA OUTREACH to cancel the program. In this case, CUBA OUTREACH will refund all program fees to THE DISTRICT, and THE DISTRICT will refund the entire program fee to all students on the program with the exception of any payments made by CUBA OUTREACH to third parties to hold reservations or provide services for the Santa Barbara group. These payments would be deducted by CUBA OUTREACH from the refund made to THE DISTRICT.

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

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

Ms. Patricia Prevatt  
Program Director  
Cuba Outreach Program - IOEC  
PO BOX 1193  
Gainesville, FL 32602  
Florida

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

Ms. Carola Smith  
Director, Study Abroad  
Santa Barbara City College  
721 Cliff Drive  
Santa Barbara, CA 93109

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

SANTA BARBARA CITY COLLEGE  

Title: VICE PRES., BUSINESS SVCS  

Date:________________________

CUBA OUTREACH PROGRAM - IOEC

Title: _________________________

Date: _________________________
AIFS LONDON PARTNERSHIP PROGRAM AGREEMENT
LONDON BLOOMSBURY STUDY CENTER
FALL SEMESTER 2003

This PARTNERSHIP PROGRAM AGREEMENT is made as of this 16th day of December, 2002, by and between the SANTA BARBARA COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "The District" and the AMERICAN INSTITUTE FOR FOREIGN STUDY, INC., a Delaware corporation, hereinafter referred to as "AIFS."

WHEREAS THE DISTRICT wishes to conduct an overseas study program in London, England, during the Fall Semester 2003, and

WHEREAS AIFS has space available for such a program,

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

I. TERM

The period of this Agreement shall be from the date of execution by both parties through 31 December 2003.

II. OBLIGATIONS OF THE DISTRICT

THE DISTRICT hereby agrees:

A. That it will conduct and operate an overseas study program in London, England, for the following period:

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<td>Friday, September 12, 2003</td>
<td>Saturday, September 13, 2003</td>
<td>Saturday, December 13, 2003</td>
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</table>

The program will be organized in cooperation with AIFS. THE DISTRICT agrees not to cancel the Agreement with AIFS to make its own arrangements or to make alternative arrangements through another organization for the period covered by this Agreement.

B. That the AIFS program will be the only official semester abroad program of THE DISTRICT in LONDON during the period indicated.

C. That it will advertise the program using the materials provided by AIFS, and by THE DISTRICT, and recruit students to participate in the program.

D. That it will endeavor to recruit approximately 25 to 30 students for the fall semester. AIFS is able to accept more than this number; however, THE DISTRICT is under no obligation to recruit a minimum number of students.

THE DISTRICT agrees not to cancel the program if a minimum enrollment of 25 students is achieved for the semester.

E. That it will confirm the number of students recruited for the fall semester and forward all in-house applications with an initial $250 deposit per student to AIFS by May 8, 2003 in order that AIFS may begin the process of billing students for balances due. AIFS can accept students up to the
DISTRIBUTION'S May 15, 2003 final deadline and may be able to accept students after this deadline, but airline and accommodation prices and availability cannot be guaranteed after this date.

F. That it will follow the enrollment procedures below:

1. Applications should be first sent to the College rather than directly to AIFS.

2. After being registered by THE DISTRIBUTION, these applications will be forwarded by each college to the AIFS office promptly;

3. Student applications accepted by THE DISTRIBUTION will be accepted and enrolled by AIFS in the order in which they are accepted for processing by THE DISTRIBUTION.

G. That THE DISTRIBUTION will appoint a resident faculty director and other faculty members as appropriate to carry out a full academic program for its students in London. Full control of the academic program, including, but not limited to enrollment requirements, procedures, administration, and granting of credit will be vested in THE DISTRIBUTION and its designated representatives.

H. That THE DISTRIBUTION will pay for all incidental expenses and supplies necessary for the academic functions of the program, including all telephone charges (other than initial installation charges) incurred in the operation of the program by the faculty director or made on his/her authority.

I. That THE DISTRIBUTION will provide information on the residential facilities (homestays, shared apartments) furnished by AIFS. Only students with extraordinary and valid reasons (e.g., marriage, family accommodation available in London) should normally be advised to secure their own accommodation. Nevertheless, students shall not be required to contract for the housing provided by AIFS as a condition of admission to the program. In the event students do live in the facilities provided by AIFS, such students will enter into a standard individual contract with AIFS for housing, breakfasts (as applicable), and other services provided by AIFS. THE DISTRIBUTION will in no way be liable to AIFS under the individual contracts entered into by and between the students and AIFS.

III. OBLIGATIONS OF AIFS.

AIFS hereby agrees:

A. That it will provide:

1) Accommodation in a shared homestay placement within a residential neighborhood of London in the inner 3 zones of the 6-zone London transport system. Students will be housed in twin rooms as described in the program brochure and subject to the limitations therein for those students entering into a housing contract with AIFS for the Fall Semester 2003.

2) An option, for a supplemental fee of $900, accommodation in a supervised AIFS residence (shared studio/apartment) in zone 1 will be made available.

B. That in addition to housing the said students, it will provide:

1) Special membership of the University of London Union where students will be able to purchase meals, at their own cost.

2) Medical and AIFS program fee refund insurance, as outlined in the AIFS program brochure, in the AIFS contract with students and under paragraph P of this Agreement.

3) OPTIONAL Extra Protection Insurance Coverage, including increased medical insurance and/or personal effects insurance, as outlined in the AIFS program brochure and in the AIFS contract with students.
4) Membership, with borrowing rights, of the local borough public library.

5) A London Regional Transport pass valid on buses and underground in the London Central Zone for the duration of the program and for travel to and from accommodation provided by AIFS.

6) A program of cultural activities and excursions, comprising 3 day/2 night excursion to Bath and Stonehenge, 2 day/1 night excursion to Stratford, two 1 day excursions to Oxford, or Brighton, or Cambridge or Canterbury, in-London visits to Parliament, The Museum of London, National Gallery, Tate Gallery, tour of Globe Theatre, West End and Fringe theater productions. All excursions will include tour guides, entrance fees to museums and monuments (where applicable), bus transportation. Overnight excursions to include dinner as well as all the before mentioned.

7) Optional round trip transatlantic airfare (LAX - London - LAX) for each student (with associated airport transfer to and from central London in the land package) on the dates specified in the student program application at an additional cost of $550. This fee does not include mandatory U.S. government and airline-imposed departure taxes and fees (estimated at $102) for which students will be billed separately.

8) Publicity materials consisting of a generic program brochure, website and student program application (or DISTRICT provided agreed alternative application form), for use by THE DISTRICT in the promotion of the program.

D. PRICING

1) That in return for the services set forth in paragraphs A through C, it will charge a fee of $4895.00, excluding air, per student, in a homestay and of $5795.00, excluding air, per student, in a shared apartment for the semester based on 20 - 25 program participants. For 26 - 30 program participants, program fee shall be $4845.00, excluding air, per student, in a homestay and of $5745.00, excluding air, per student, in a shared apartment for the semester. For 31 - 35 students, the fee shall be $4795.00, excluding air, per student, in a homestay and of $5695.00, excluding air, per student, in a shared apartment for the semester. These fees do not include a $250 refundable damage deposit, a $30 non-refundable application fee or any DISTRICT tuition/administrative fees. The $30 application fee will be included in the price quoted on the student application form.

2) AIFS will reserve places at the above prices according to information supplied by students on their application form. If a student subsequently wishes to change his/her booking (for example, change of housing option) this will incur a $50 fee per change. Once airline tickets have been issued to students they can only be changed directly with the airline by the student once overseas – airline-imposed penalties usually apply.

3) Students applying after the final payment deadline of June 15, 2003, can only be accepted on a space-available basis. The cost of the airline ticket is likely to be higher and the airline/routing may be different for a late applicant. AIFS will use its best endeavors to obtain a flight for a late applicant at a cost capped at $100 above the original group rate (excluding taxes). Alternatively, late applicants may make their own travel arrangements.

E. OWN LIVING STUDENTS:

Any student planning to provide his/her own accommodation must so indicate on his/her application and this special circumstance must be approved by THE DISTRICT.

Students making their own living arrangements will be invoiced the reduced program fee of $3590 excluding air. This fee does not include the $250 refundable damage deposit, the $50
non-refundable application fee or any DISTRICT tuition/administrative fees. Paragraphs III D 2 and 3 also apply. Such students will have all entitlements under this agreement except housing.

A London Regional Transport pass will be provided for the duration of the program for the London Central Zone. Students living outside the Central Zone will need to purchase additional passes necessary for travel to and from their accommodation.

If an “own living” student does not pay his/her fees, s/he will not be able to participate in any AIFS activities or social functions, nor will s/he have membership in the University of London Union.

F. That it can organize in any semester additional courses to be taught by adjunct British faculty, at a cost to be agreed. Alternatively, THE DISTRICT may contract directly with local faculty for such courses.

Should THE DISTRICT wish that such courses be organized, details are available upon request.

G. That it will provide THE DISTRICT with non-exclusive use of an office in the facilities of the London campus, equipped with telephone and sufficient work stations for every faculty member to use on their teaching days.

H. That it will provide at the University of London Union, Malet Street, London WC1 and/or in other neighboring facilities, non-exclusive use of classrooms between 9.00 am and 5.30 pm Monday to Friday during the operation of the program. These classrooms will be shared with other institutions for which AIFS also makes arrangements, and AIFS shall work with THE DISTRICT faculty and the other institutions to establish equitable scheduling arrangements. Should there be occasions when these facilities are unavailable, AIFS will make other suitable arrangements.

I. That it will provide from its own staff a full-time Program Coordinator and Student Advisors to supervise residences and provide student support services, though not for the exclusive use of THE DISTRICT. These staff will be responsible for the non-academic supervision of students in cooperation with THE DISTRICT faculty and for liaison between THE DISTRICT and the other authorities responsible for the program.

J. That it will provide at Dilke House, Malet Street, London WC1E 7JN, shared administrative services of the Academic Coordinator to assist faculty with the preparation of course-related visits, teaching materials, photocopying, etc.

K. That it will provide the FACULTY member assigned by THE DISTRICT with one free round-trip transatlantic ticket (LAX-London-LAX) on the following basis:

1) One ticket will be provided in return for 20-25 paying students who enroll on the program.

2) Tickets will be provided on flights as described in the program brochure and student program application, except that faculty can arrange with AIFS to fly on dates other than those indicated in the program brochure and student program application.

3) AIFS will offer faculty spouses discounted air travel at the prevailing rate at the time of issue. Since airfares change frequently, this cannot be determined until the ticket has been booked. Faculty may charge tickets to a major credit card. All tickets must be paid for in advance of planned travel. If, for any reason, a faculty member no longer requires an issued ticket, s/he will need to pay a $75.00 cancellation fee.

4) If tickets for faculty flights are not arranged through AIFS, AIFS will reimburse THE FACULTY the value of the prevailing rate at the time of issue to AIFS.

L. That it will provide FACULTY assigned by THE DISTRICT with a Central Zone Travel Card and housing in a 1-bedroom apartment in Kensington.
M. That it will ask students to leave the residential facilities only with the agreement of the THE DISTRICT faculty director.

N. That it will arrange, provide and pay for all necessary utilities, cleaning and maintenance for all facilities, including housing, dining and academic space used by THE DISTRICT’s London Partnership Program.

O. That it will not charge THE DISTRICT a rental fee for the physical facilities to be supplied by AIFS to THE DISTRICT as set forth in paragraphs III G and H.

P. That it will operate a Refund and Cancellation Policy as follows:

Refunds other than when a program is cancelled:

- If a student’s application is refused, a full refund of all payment except the non-refundable $50 application fee is made.

- If a student withdraws 90 days or more prior to departure, a full refund will be made less a $50 application fee plus any non-refundable deposits paid by the student or by AIFS on the student’s behalf.

- If a student withdraws 65 - 89 days prior to departure, for the fall semester for any reason except medical covered by the Fees Refund and Medical Insurance Coverage, the cancellation penalty is $500.

- If a student is forced to withdraw from the program because of covered medical reasons after submitting their application, but before departure to London, a full refund of all payments will be made, less the $100 processing fee, $50 non-refundable application fee and $150 insurance premium, through the Fees Refund and Medical Insurance Coverage which requires written proof of medical reasons.

- Students withdrawing voluntarily for any reason 0 - 64 days prior to departure, including withdrawals due to medical reasons not protected under the Fees Refund and Medical Insurance Coverage, receive no refund of fees paid unless they are able to provide a qualified replacement student in which case they receive a full refund of all payments made less the $150 application and processing fees and any non-refundable deposits paid by the student or by AIFS on behalf of the student. AIFS cannot arrange flights for substitutions arranged less than 45 days prior to departure.

- Students are permitted to transfer their application from one semester program to a subsequent semester or a suitable alternative AIFS program no less than 45 days prior to departure. This would not be permitted should the level of transfers from the original program lead to that program’s enrollment levels falling below the minimum agreed number. Students must complete their enrollment within one year of their transferral.

- Students who are academically withdrawn by their home institutions after their applications have been processed by AIFS are subject to the standard refund policy.

- Once the program has started, students withdrawing receive no refund unless AIFS suspends the program.

Program cancellation:

It is understood that THE DISTRICT will not cancel a program if the necessary minimum number of students have been enrolled by May 15, 2003 for the fall semester (other than for agreed US State Department Warnings as specified below).

- In the event that THE DISTRICT should cancel the program with the required minimum number of students after June 15, 2003 for the fall semester, THE DISTRICT will be responsible for costs which cannot be recovered by AIFS. AIFS will deduct from students' fees the irrecoverable costs and will refund the balance of fees paid by the students to THE DISTRICT.
In the event of the U.S. State Department issuing a travel warning which advises U.S. citizens not to travel to London, or if they are already in London to leave it, AIFS will:

- If the program has not started, cancel the program and refund all fees paid.
- If the program has started, suspend the program and fly the students home. Students will receive a pro-rata rebate of fees paid to AIFS for the proportion of the program not completed, less the $50 application fee, the $250 enrollment deposit, a $150 insurance premium, and any costs incurred flying the student home.

Q. That it will maintain liability insurance coverage during the term of this Agreement with the following minimum coverage:

Underlying limit of liability (combined for both bodily injury and property) $1,000,000

Excess Liability Coverage $49,000,000

Total Liability Coverage $50,000,000

R. That, in addition to the above, it will provide an optional eight-day, seven-night European orientation tour to precede the London program for an additional fee of $875.00 per student. The tour will begin from and return to London, and will visit Amsterdam, Brussels and Paris. Sightseeing as specified in the program brochure, and the services of a courier will be included. Accommodation will be in tourist-class hotels or student residences, with bed and breakfast only. There will be one free faculty place for every ten paying participants (or pro rata for a lower enrollment) in this optional tour.

Students who wish to participate should so indicate on their student program application. In order to ensure a place on this tour, students must enclose a non-refundable deposit of $50 with their application. The fee should be paid directly to AIFS by May 15, 2003.

IV. INDEMNIFICATION

AIFS hereby agrees to indemnify and hold THE DISTRICT harmless for any and all liability, obligation or expense incurred by THE DISTRICT and arising from any wrongful or negligent acts or omissions of AIFS, its employees or agents in connection with the performance of this Agreement. THE DISTRICT hereby agrees to indemnify and hold AIFS harmless for any and all liability, obligation or expense incurred by AIFS arising from any wrongful or negligent acts or omissions of THE DISTRICT, its employees or agents in connection with the performance of this Agreement.

V. ASSIGNMENT

Neither THE DISTRICT nor AIFS may assign this Agreement without the prior written consent of the other.

VI. NOTICE

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

Carola Smith
Director, Study Abroad
Santa Barbara City College
721 Cliff Drive
Santa Barbara, CA 93109
All notices required to be served upon AIFS shall be served by registered or certified mail, return receipt requested, to:

Sir Cyril Taylor, Chairman  
AIFS  
River Plaza, 9 West Broad Street  
Stamford, Connecticut 06902-3788

VII. CONSTRUCTION AND SCOPE

This Agreement shall be interpreted under the laws of the State of California, United States, and shall inure to the benefit of the parties hereto, their successors and assigns. Time shall be of the essence in each term and provision of this Agreement and no term or provision may be modified orally or in any other manner than by writing signed by all the parties hereto or their respective successors in interest.

VIII. NOT CONSENT TO SUITE

The provisions, terms and conditions of this Agreement shall not be construed as a consent of the State of California to be sued because of such Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date set forth above.

SANTA BARBARA CITY COLLEGE

By:

As its: VICE PRESIDENT, BUSINESS SERVICES

Date:

Attest:

AMERICAN INSTITUTE FOR FOREIGN STUDY, INC.

By:

As its: Senior Vice President, Director of Enrollment Services

Date:

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

RE: ESTABLISHING A 2003-04 FISCAL YEAR NON-RESIDENT TUITION FEE
PURSUANT TO EDUCATION CODE SECTIONS 76140 AND 76141

WHEREAS, Education Code Section 76140 states that a non-resident fee shall be set by the governed board of each community college district not later than February first of each year; and

WHEREAS, Education Code Section 76141 now authorizes the Board of Trustees to establish a separate non-resident fee for non-resident students who are both citizens and residents of a foreign country; and

WHEREAS, it is the intent of the Board of Trustees of the Santa Barbara Community College District's Board of Trustees to require payment of the prescribed fee for all non-resident students except those who are full-time employees of the Santa Barbara Community College District and for the spouses and children of full-time employees of the District;

NOW, THEREFORE, BE IT RESOLVED that the Santa Barbara Community College District's Board of Trustees, pursuant to Education Code Sections 76140 and 76141, hereby establishes for the 2003-04 fiscal year a per-unit non-resident tuition fee of $149.00 and a per-unit non-resident fee of $155.00 for non-resident students who are both citizens and residents of a foreign country.

PASSED AND ADOPTED by the Board of Trustees of the Santa Barbara Community College District this 23rd day of January 2003 by the following vote:

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

Noes: None

Absent: Mrs. Powell

Concur: Rod Ebrahim, Student Trustee

John Romo, Superintendent/President and Secretary/Clerk to the Board of Trustees

Item 5.2-a
01/23/03
RESOLUTION
OF THE GOVERNING BOARD OF THE
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

Re: INTERNAL BUDGET TRANSFERS

WHEREAS, the Santa Barbara City College District Board of Trustees on June 27, 2002, adopted its budget for the fiscal year; and

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

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

<table>
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<th>Fund</th>
<th>Subfund</th>
<th>Object</th>
<th>Increase</th>
<th>Decrease</th>
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PASSED AND ADOPTED by the Board of Trustees of the Santa Barbara Community College

District this 23rd of January, by the following vote:

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

Nees: None

Absent: Mrs. Powell

Concur: Rod Ebrahimi, Student Trustee

John B. Romo
Superintendent/President and Secretary/
Clerk to the Board of Trustees
RESOLUTION
OF THE GOVERNING BOARD OF THE
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

RE: Additional Revenue 2002-2003

WHEREAS, additional revenue not included in the 2002-2003 Adopted Budget has been received and needs to be appropriated, and

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

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

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Total New Money $19,198

PASSED AND ADOPTED BY THE Board of Trustees of the Santa Barbara Community College District on the 23rd day of January 2003, by the following vote:

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

Noes: None

Absent: Mrs. Powell

Concur: Rod Ebrahimi, Student Trustee

John B. Romo
Superintendent/President and Secretary/Clerk to the Board of Trustees