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Atkins, Patrick
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Brue, Sampson
Caldwell, Pete
Cerda, Danny
Cichocki, Martin
Clark, Darryl
Cohn, Andy
Cooper, Keith
Davis, Michael R.
Denton, Bill
Easterday, Mark
Endrissat, Klaus
Espinoza, Steven
Estes, Mike
Farmer, Jim
Flaherty, Dick
Gaeta, Billy
Gathright, Harlan
Gatson, Mel
Gayler, William
Gelinas, Daryl
Gerdine, Frank
Greenleaf, Ken
Grier Jr., Robert
Guerrero, John Paul
Hall, Howard
Hall, Marty
Hawkins, Ronald L.
Henderson, John
Hooper, Floyd
Jannelli, Chuck
Johnson, Jeffery
Kelley, Earnest
Kollen, Ric
Kordak, Steven
Kotani, Dan
Kutas, Eric
Lee, Jon
Lockyer, Dennis
Lombard, Kevin
McClung, Nate
McKinney, Kendall
Melancon, Bryce
Milbourn, Ryan
Minnoy, Terrance
Molina, Erwin
Murray, Monte
Nansel, Brett
Obregon, Frank
Orr, JT
Peters, Frank
Plutko, Scott
Pultz, Bobby Robert.
Rapp, Michael
Reynolds, Shane
Roberson, Jeff
Ruiz, Chris
Sarratt, Jeff
Schemel, Ralph
Shaffer, Edward
Smith, Kevin
Stephens, John
Stokes, Otis
Suffren, Hughes
Teola, Dan
Terzian, Todd
Thomas, Julius
Thompson, John
Triplett, Tim
Van Duyne,
Wade, Ron
Waldrop, Paul
Wellons, Dhon
White, Bill
White, David
Williams, Bob
Wilson, Rick
Wilson, Sylvester
Yee, Danny
Zakarian, Levon
### GENERAL WORKSTUDY STUDENTS

**FEDERAL**
- Gonzalas, Rosita
- Jean, Matthew

**GENERAL**
- Wight, Myka
- Zubia, Danielle

### CalWORKs WORKSTUDY STUDENTS

None

### TUTORIAL CENTER

- Balter, Daniel G
- Borrayo, Sonia L
- Caffery Lisa
- Schaalma, Ryan E
- Visen, Mia S
Summary of Achieved Outcomes

Oscar Zavala  Effective integration of Career Planning and Academic Practices

Projected Outcome: Provide a training workshop for the Counseling staff, Faculty Advisors and identified college staff in the application of this renewed approach toward academic counseling.

Results: I met with 16 Counseling faculty and conducted a information session which focused on 4 key areas: 1. An overview of my sabbatical experiences in the SBCC Career Advancement Center and in a graduate level course taken at Antioch University. 2. The Career-planning pyramid. 3. Concepts of Transitional theory and application toward community college students. 4. Integrating Career and Student Development theory and practices into SBCC academic and transfer counseling. The result of this workshop was an increased appreciation and awareness of the role that career counseling can have in an academic counseling session.

Projected Outcome: Develop a plan for academic counselors and Faculty Advisors to integrate this model into their practice.

Results: In order to develop a model and a plan for integration of career planning into an academic counseling session, I first needed to learn more about career planning and theories. I accomplished this by doing the following activities: Attending and completing a course on Career Development Theories taught at Antioch University (see attachment 1 for course syllabus and narrative grade report). Enrolling in and completing the SBCC Service Learning Pro 292 course. This involved a 100-hour internship in the SBCC Career Advancement Center. Attending a one-day Career conference at UCSB. Familiarizing myself with the materials, resources, assessment instruments, and on-line information available in the Career Center. Shadowing career counselors during their interactions with students. Attending and assisting with the SBCC Career Fair. As a result of these activities coupled with my experiences as an academic counselor, I was able to formulate a learning strategy (model/plan) that academic counselors could consider in which to enhance their counseling sessions. See attachment 2 for specific information.

Projected Outcome: Incorporate an integrated approach of career counseling into my academic counseling practice.

Results: This sabbatical provided me the opportunity to immerse myself into the world of career counseling. And as a result, I have expanded my knowledge base of career counseling practices and have been able to directly apply the essence of that knowledge into my academic counseling philosophy and practice. My increased familiarity with decision-making models, transition theory concepts, career "jumpstart" techniques, career center services and their materials and have enhanced my skills as a counselor. The results have been extremely positive and my interactions with students have been enriched and more intimate. Using "contextual counseling" practices, I am able to quickly assess where the student is in terms of a "career path" and now am better able to assist the student move further along it. To support my efforts of integrating career counseling into my counseling practices, I developed several career focused career/major flyers in Teaching, Communication, Pre-med and Business. When developing these brochures, I made a point of including career related information along with academic planning guidelines. The result is a handout that provides students with important information about the major and possible career options. (attachment 3)

Projected Outcome: Improve my ability to assist Spanish-speaking students.

Results: Improving my confidence in speaking Spanish has always been an uphill challenge. This sabbatical enabled me to work with a private tutor who assisted me in increasing that confidence level. As a result I improved my vocabulary, enhanced my speaking skills and felt more confident interacting with Spanish speaking students.

Projected Outcome: Enhance orientations, probation and disqualification sessions and transfer planning by infusing career counseling theories and practice.

Results: I met with the Orientation Program Coordinator and reviewed the ideas and suggestions from Dr. Adele Scheele's book Jump Start Your Career. In addition, I developed a Individual Career Planning Form (See appendix 4) that can be distributed during orientation and used as an introduction to career planning. As a result, we were able to enhance the orientation presentation script. I also met with the counselor responsible for efforts with students on Academic and Progress Probation. This program is much improved since he began (during my sabbatical) however; I was able to make some suggestions regarding promotion of Career Center Services as well
as decision-making and transition theory concepts as they apply to this population. I came up with a term titled "process counseling" and introduced this to the counselors and how it can be incorporated into transfer advising and counseling.

Projected Outcome: Enhance my knowledge of career counseling tools.

As mentioned, my exposure to career and student development theories and the SBCC Career Center immersed me into the world of career counseling. In addition to familiarizing myself with the career developmental theoretical concepts, I also got first hand experience in the use of numerous career counseling tools and practices. I utilized and became familiar with the Major-Minor Finder computer program, EUREKA and its incredible database and applications, Monstertrak.com, the extensive book and video library and the Center's occupational files, flyers and brochures. What I found most exciting was to be able to observe and participate in the Center's self-assessment test interpretations. It was during these interpretations, that theory and practice merged, enabling me to more fully appreciate the value of the Center's services.
MASTER COMPUTER CONSULTING AGREEMENT

Contract # SBCC-MCCA-001

THIS AGREEMENT is made as of October 1, 2004 between Gnarus Corporation, an Ohio corporation with its principal place of business located at 33359 Bayberry Court, Avon Lake OH, 44012 ("Consultant") and Santa Barbara City College, a State of California Community College, with its principal place of business located at 721 Cliff Drive, Santa Barbara, CA 93109 ("Client").

INTRODUCTION

Client desires to retain Consultant's services as an independent contractor to perform certain computer system analysis, design, development, testing and implementation. Consultant desires to perform such services upon the terms and conditions as set forth below. Accordingly, in consideration of the promises, mutual covenants and agreements set forth herein, the parties agree as follows.

Many continuous and/or non-continuous engagements may be associated with this agreement. Each individual engagement under this Agreement will be defined on numbered Statement of Work ("SOW") in the form of the Schedule A which is attached hereto. Each Schedule A is to be separately executed and when so executed is incorporated by reference and shall become a part of this Agreement.

A Statement of Work may only be modified by a Project Change Request ("PCR") which must be signed by both parties. Procedures for implementation of a PCR are defined as part of Schedule A. Any changes to a Statement of Work may affect the estimated schedule, costs, payments, and other terms. If there is a conflict among the terms of this Agreement and a Statement of Work and/or a Project Change Request, the terms of the Statement of Work, as modified by any Project Change Request, shall prevail over those of this Agreement.

1. Services; Fees.

   a. Consultant shall perform the services described in an SOW signed by both parties (the "Services"), for the fees stated (the "Fees") in the form attached hereto as Schedule A.

   b. The obligations of Consultant hereunder shall be subject to Client providing such cooperation and assistance as Consultant may reasonably request to facilitate performance of the Services, including, without limitation, providing Consultant at Client's expense with all reasonably necessary software, hardware, system and access, necessary for the provision of such Services. The Services shall be rendered at Client's offices or Consultant's offices, as deemed necessary by Consultant and Client agreement.
c. All amounts payable to Consultant hereunder shall be due within thirty (30) days after the date of the invoice with respect thereto, shall be payable in U.S. funds, and shall be mailed to Consultant at the address first set forth above (unless written alternative arrangements have been made between the parties prior thereto). Any balances more than forty-five (45) days past due shall result in the suspension of additional Services by Consultant.

d. Client shall pay when due any sales, use, excise, property or other federal, state, local or foreign taxes, duties, tariffs or other assessments (other than any tax based solely on the net income of Consultant) and related interest and penalties that Consultant is at any time obligated to pay or collect in connection with or arising out of the transactions contemplated by this Agreement. If Consultant pays any such amounts, which Client is obligated to pay under this Section 1d, Client shall promptly reimburse Consultant in an amount equal to the amount so paid by Consultant.

2. Term. The term of this Agreement shall commence on October 1, 2004 and shall continue until September 30, 2005 unless sooner terminated in accordance with the provisions contained herein. Upon the happening of any of the following events there shall be deemed to be a breach of the terms of this Agreement and the non-breaching party, at its option, shall have the right to cease performance hereunder until such breach is remedied or to terminate this Agreement: (a) the other party fails to make any payment when due as required by this Agreement; (b) the other party violates or fails to perform any of the other representations, warranties, covenants or agreements contained in this Agreement for a period of 30 days following its receipt from the other party of written notice specifying such violation or failure and demanding that it be cured; or (c) the other party ceases doing business as a going concern; makes an assignment for the benefit of creditors; admits in writing its inability to pay its debts as they become due; or becomes the subject of any other voluntary or involuntary bankruptcy or insolvency proceedings.

3. Relationship of Parties. Consultant is an independent contractor and Consultant shall perform the Services under the general direction of Client as to the results of such activity, but Consultant shall determine, in its sole discretion, the manner and means by which the Services are accomplished, subject to the express condition that Consultant shall at all times comply with applicable laws and regulations. Neither Consultant nor Client shall be an agent of the other and neither party shall have any authority to make any legally binding commitment on behalf of the other.
4. **Nondisclosure.** Each party acknowledges and agrees that certain information disclosed to it by the other party pursuant to this Agreement and designated as confidential constitutes or when developed, as applicable, will constitute, confidential and proprietary information (collectively, "Confidential Information"). Each party agrees that it shall not, during the term of the Agreement and thereafter, disclose or allow the disclosure of any portion of any Confidential Information of the other party to this Agreement to any third party, except as may be necessary in fulfilling its respective obligations under this Agreement, or as may be required by applicable law. Each party shall advise its respective employees and agents of the confidential and proprietary nature of the Confidential Information and of the restrictions imposed by this Agreement, and shall use all commercially reasonable efforts to ensure that no unauthorized person has access to the Confidential Information and that those persons who are granted access to the Confidential Information protect it in accordance with the terms of this Agreement. Each party shall notify the other immediately of the possession, use or knowledge of any portion of the Confidential Information by any person or entity not authorized by this Agreement to have such possession, use or knowledge. Upon expiration or termination of this Agreement, each party shall promptly notify the other of all Confidential Information in such party's possession and, at the request and expense of the other party and in accordance with such other party's instructions, shall promptly deliver or cause to be delivered to such other party all such Confidential Information. Without limiting the foregoing, and without limitation, Consultant agrees and acknowledges that it is aware of the provisions of the Family Educational Rights and Privacy Act ("FERPA") and in connection therewith, will not use any personally identifiable information of any student of Client other than for the purpose of performing the Services, and furthermore will not re-disclose any such information to any third party.

Client acknowledges the information provided by Consultant may be considered confidential and/or proprietary. However, if the college, as a public entity of the State of California receives a public records request for a document that includes information designated by Consultant as confidential or proprietary, and not otherwise protected by the laws of intellectual property of the State of California, the Client will first notify Consultant of the request. If Consultant wishes to seek to block the release of the requested public record document believed to contain proprietary or trade secret information the Client will allow a reasonable time for such actions to proceed prior to releasing the requested document.

5. **Mutual Representations and Warranties.** Each party represents and warrants to the other as follows:

   a. Such party has full corporate power and authority to enter into this Agreement and to perform its obligations hereunder. The execution and delivery of this Agreement and the consummation of the transactions contemplated hereby have been duly authorized by all necessary corporate action on behalf of such party. This Agreement has been duly executed and delivered by such party.
b. Neither the execution, delivery nor performance of this Agreement by
will conflict with or result in the material breach of any agreement to which such party is a party
or any instrument, document, law, regulation, judgment, order or decree by which it or its assets
are bound.

6. Indemnification. Client shall indemnify and hold Consultant and its
directors, officers, employees, agents, representatives and affiliates harmless from and against
any loss, liability, cost or expense (including, but not limited to, attorneys' fees) arising from (i)
any claim, action or demand by any third party alleging that Services or any portion or product
thereof violate any copyright, patent, trade secret, intellectual property or other proprietary right
of such party, provided that Consultant was not aware of such infringement, or (ii) any breach or
nonperformance by Client of any of its representations, warranties, covenants or agreements
under this Agreement.

7. Limitation of Liability. Consultant does not make any and expressly
discharges all warranties with respect to the Services other than as expressly provided in this
Agreement, whether oral or written, express or implied, or arising by usage of trade or course of
dealing including, without limitation, the warranties of merchantability and fitness for a
particular purpose.

Client's exclusive remedy for any breach of the warranty made in this Section 7
shall be limited to the correction of the nonconforming portion of the Services, or the refund of a
pro rata portion of the fee attributable thereto, at Consultant's election.

Neither Consultant nor client shall be liable for economic, incidental,
consequential, indirect, special or exemplary damages hereunder, whether claimed under
contract, tort or any other legal theory.

If any of the limitations on the liability provided for in this Agreement are found
to be invalid for any reason whatsoever by a court of competent jurisdiction, the parties agree that
the maximum liability of either party under such circumstance shall not exceed one hundred
percent (100%) of the fees actually paid by Client to Consultant pursuant to the terms of this
Agreement.

8. Dispute Resolution Process Client and Consultant each agree to attempt to
resolve any and all disputes under this Agreement in accordance with the dispute resolution
procedures set forth herein.
a. Mediation. Client and Consultant will promptly notify the other in writing of any dispute. Client and Consultant will meet within ten (10) business days following the receipt of such written notice and will attempt to resolve the dispute within fifteen (15) business days. If the parties agree, a dispute may be mediated. Client and Consultant will collectively select a mediator within five (5) business days of agreeing to mediate.

b. Arbitration. Any claim or dispute arising out of or relating to this Agreement which cannot be resolved between the two parties and any subsequent mediation shall be resolved by binding arbitration under the Commercial Rules. Within ten (10) business days of service of a Demand for Arbitration, the parties shall agree upon a sole arbitrator. If a sole arbitrator cannot be agreed upon, a panel of three arbitrators shall be named. Client and Consultant shall select one arbitrator each. The two arbitrators selected by the parties shall collectively select a knowledgeable and impartial third arbitrator. If the arbitrators appointed by the parties cannot agree upon the third arbitrator within ten (10) business days, either party may apply to court of competent jurisdiction for appointment of the third arbitrator. There shall be a discovery process for ten (10) business days prior to the arbitration. If damages are to be awarded, the arbitrator(s) shall only award equitable relief and compensatory damages and shall not award punitive or other non-compensatory damages. The arbitrator(s) shall render a decision within twenty (20) business days after the date of his/her/their selection or within such period as the parties may otherwise agree. Each party shall be responsible for the fees and expenses incurred by the arbitrator it appointed. The fees and expenses of a sole arbitrator or the third arbitrator shall be borne equally by Consultant and Client. The decision of the arbitrator(s) shall be final, binding and may not be appealed. Consultant or Client may apply to any court having jurisdiction to obtain a judgment enforcing the decision of the arbitrator(s). Client or Consultant may cancel or terminate this Agreement in accordance with its terms and conditions without following the procedures in section 8.


a. Employees. During the term of this Agreement and for a period of one (1) year thereafter, neither party shall recruit, directly or indirectly, any individual who was an employee of the other party hereto at any time during the term of this Agreement. As used herein, "recruit" shall not be deemed to include public advertisements or job postings, or receipt of unsolicited resumes or inquiries.

b. Force Majeure. If the performance of either party hereunder is delayed or prevented at any time due to circumstances beyond the control of such party, including, without limitation, fires, floods, riots, civil disturbances, acts of terrorism, weather conditions, control exercised by a governmental entity, unavoidable casualties or acts of God or a public enemy, the performance of such party hereunder shall be excused until such condition no longer exists.
c. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of New Mexico, without regard to any such laws relating to choice or conflict of laws.

d. **Entire Agreement.** This Agreement and the Schedules hereto constitute the entire agreement between the parties with respect to the subject matter hereof and supersede or incorporate all prior or contemporaneous understandings or agreements, written or oral, between the parties with respect to such subject matter.

e. **Headings.** The headings and captions used in this Agreement are intended and shall for all purposes be deemed to be for convenience only and shall have no force or effect, whatsoever in the interpretation of this Agreement.

f. **Assignment.** Neither party may assign this Agreement or any of its rights or obligations hereunder without the prior written consent of the other. Any assignment in violation of the terms hereof shall be void and of no force or effect.

g. **Counterparts.** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original for all purposes.

h. **Severability.** If any term, clause or provision of this Agreement shall be judged invalid for any reason whatsoever by a court of competent jurisdiction, such invalidity shall not affect the validity or operation of any other term, clause or provision and such invalid term, clause or provision shall be deemed to have been deleted from this Agreement.

i. **Notices.** All notices given under this Agreement shall be deemed to have been duly given and made if in writing (i) on the date delivered if served by personal delivery, (ii) on the third business day after being deposited, postage prepaid, certified or registered mail, return receipt requested, in the United States mail, (iii) on the next business day after being transmitted by facsimile, in each case bearing the street address or facsimile number set forth on page 1 or such other address or facsimile number as may be designated in writing hereafter by such party.

j. **Waiver.** The failure of either party to enforce at any time any of the provisions of this Agreement, or the failure to require at any time performance by the other party of any of the provisions of this Agreement, shall in no way be construed to be a present or future waiver of such provisions, nor in any way affect the validity of either party to enforce each and every such provision thereafter. The express waiver by either party of any provision of this Agreement shall not constitute a waiver of any future obligation to comply with such provision.
k. Remedies. All rights and remedies conferred upon either party under this Agreement or by any other instrument or law shall be cumulative.

l. Binding Effect. This Agreement shall be binding upon and inure to the benefit of parties and their respective successors and permitted assigns.

m. Survival. Notwithstanding the termination of this Agreement, by expiration or otherwise, the following provisions shall survive such termination: 4 and 6.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on their respective behalves as of the date first set forth above.

GNARUS

[Signature]

October 5, 2004
Jeff Janowich
President

SANTA BARBARA CITY COLLEGE

[Signature]

Date:
Keith McLellan
Dean, Educational Programs
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DARS Software Upgrade
DARwin v3.0 Problem Resolution

STATEMENT OF WORK
#001
October 5, 2004

Submitted to:
Keith McLellan
Dean, Educational Programs

SANTA BARBARA CITY COLLEGE
1.0 INTRODUCTION

Santa Barbara City College (SBCC) is currently using Miami University's Degree Audit Reporting System software (DARS) integrated with a database (SPUD) that contains Student Transcript data refreshed nightly from its Student Information System (SIS) database of record. SBCC is also using a customized version of DARSweb that interfaces to the DARwin and SPUD databases.

SBCC is currently using DARS v2.1.6 and has initiated a project to upgrade to DARwin v3.0, but has not completed this migration. Several problem areas have been encountered and SBCC has asked GNARUS to provide quotations for the following project components: (1) troubleshooting the DARwin v3.0 Test and Development environments and (2) troubleshooting the DARSweb v3.0 Test and Development environments.

This specific statement of work reflects troubleshooting the current DARwin v3.0 Test and Development installations.

2.0 PROJECT CONTACT

Keith McLellan, Dean - Educational Programs, has requested project support from GNARUS in these SBCC initiatives and will be the primary contact for questions & information requests related to the project.

3.0 SCOPE OF PROJECT

3.1 Overview

GNARUS will verify which versions of DARwin v3.0 have been installed and then upgrade the DARwin Test and Development server applications to DARwin v3.0.8 if required. This will include upgrading the DARwin v3.0 Test and Development databases to DARwin v3.0.8 and migrating all data in the current Test and Development DARwin databases. GNARUS will also troubleshoot the MU MAKEFILE procedure to operationalize the DARSQL compile functionality.

3.2 Gnarus Deliverables

3.2.1 Upgrade the DARwin v3.0 Test and Development databases to DARwin v3.0.8. This includes both schema upgrade and data migration if required.

3.2.2 Upgrade the DARwin v3.0 Test and Development server applications to DARwin v3.0.8 if required.
3.2 Gnarus Deliverables (cont)

3.2.3 Troubleshoot the MU MAKEFILE procedure to ensure that the jobstream successfully compiles the DARwin "out of the box" application source code into a functional DARSQIL program.

3.2.4 Review the SBCC v3.0 customized EVALSV program in the DARwin 3.0.8 environment and make recommendations regarding compilation success.

3.2.5 Provide SBCC-specific documentation detailing tasks, issues and customizations logged by GNARUS in completing in this Statement of Work.

3.2.6 Develop a production cut-over plan and perform the cut-over.

3.3 Project Engagement

GNARUS will be able to schedule and begin execution of this project upon authorization and contract signing by SBCC.

3.4 Assumptions

3.4.1 All DARwin 3rd party foundation software has been successfully installed in the Test and Development environments.

3.4.2 DARwin Client workstations can successfully execute Degree Audits using the DARwin v3.0 Test and Development installations.

3.4.3 The DARS v2.1.6 MAKEFILE program can successfully compile the production DARS v2.1.6 server code.

3.4.4 SBCC is willing to upgrade to DARwin v3.0.8 Test and Development applications and DARwin v3.0.6 Client software if they are currently not at those levels.

3.4.5 Gnarus staff will address UNIX, Oracle RDBMS and other system issues within the DARwin environment, once SBCC has provided remote access.

3.4.6 All work will be completed remotely if possible.
3.5 SBCC Responsibilities

3.5.1 Providing remote access to the DARS v2.1.6 and DARwin v3.0 environments, specifically SQLPlus, client and administrative access to the DARwin v3.0 environment.

3.5.2 Providing technical support to ensure the DARwin products can be successfully installed into the SBCC environment, meeting the SBCC standards.

3.5.3 Provide access to relevant staff, system documentation, user documentation, standards documentation and program codes. This would include DARS, Student Information System and operating environment documentation.

3.6 Out of Scope Items

3.6.1 Modifications to any customized or standard MU DARS application programs.

3.6.2 Modifications to Degree Audit formats or data content.

3.6.3 DARSweb - this is addressed in a separate SOW.

3.6.4 DARSecurity - this is addressed in a separate SOW.

3.6.5 BATCH AUDITS - these are addressed in a separate SOW.

4.0 INVESTMENT SUMMARY

4.1 Fees & Duration

GNARUS shall perform services on-site at SBCC billable at a rate of $137/hour. In addition, SBCC shall reimburse GNARUS for all reasonable & necessary expenses incurred by GNARUS in performing services. If SBCC prefers, some or all of the services can be performed remotely, at a discounted rate of $125/hr.

Estimated time to complete these services is 43 Hours. SBCC will be billed only for the time required to complete the deliverables.

4.2 Billing & Payment Terms

Billing will commence on completion of deliverables included in this statement of work, if duration of engagement is less than 30 days; if work takes longer than 30 days to complete, GNARUS will invoice SBCC monthly until completion of project. Payment terms are Net 30 from date of invoice.
5.0 TERMS & CONDITIONS

Quoted prices are valid for 30 days.

6.0 COMPLETION CRITERIA

GNARUS shall have fulfilled its obligations for this SOW when any of the following first occurs:

1. GNARUS accomplishes deliverables outlined in this SOW.
2. GNARUS provides number of hours of services specified in this SOW.
3. GNARUS or SBCC terminates the project.

7.0 PROJECT CHANGE REQUEST PROCEDURES

The following provides a detailed process to follow if a change to the final deliverables established in the SOW is required.

1. A Project Change Request (PCR) will be the vehicle for communicating changes in scope. The PCR must describe the change, its rationale and effect on this project.
2. The Designated Project Manager of the requesting party will review the proposed change and determine whether to submit the request to the other party.
3. Both GNARUS and SBCC’s Project Managers will review the proposed change and approve it for further investigation or reject it. GNARUS will specify any charges for such investigation. If the investigation is authorized, the Project Managers will sign the PCR, which will constitute approval for the investigation charges. GNARUS will invoice Client for any such charges; the investigation will determine the effect the implementation of the PCR will have on price, schedule and other terms and conditions of our Agreement.
4. A written Change Authorization and or Project Change Request (PCR) must be signed by both parties to authorize implementation of the investigated changes.

8.0 SOW ENDORSEMENT

GNARUS

Jeff Janowich
President

October 5, 2004

SANTA BARBARA CITY COLLEGE

Date: _______________________

Keith McLellan
Dean - Educational Programs
DARS Software Upgrade
DARSweb v3.0 Problem Resolution

STATEMENT OF WORK

#002

October 5, 2004

Submitted to:

Keith McLellan
Dean - Educational Programs

SANTA BARBARA CITY COLLEGE
1.0 INTRODUCTION
Santa Barbara City College (SBCC) is currently using Miami University’s Degree Audit Reporting System software (DARS) integrated with a database (SPUD) that contains Student Transcript data refreshed nightly from its Student Information System (SIS) database of record. SBCC is also using a customized version of DARSweb that interfaces to the DARwin and SPUD databases.

SBCC is currently using DARS v2.1.6 and has initiated a project to upgrade to DARwin v3.0, but has not completed this migration. Several problem areas have been encountered and SBCC has asked GNARUS to provide quotations for the following project components: (1) troubleshooting the DARwin v3.0 Test and Development environments and (2) troubleshooting the DARSweb v3.0 Test and Development environments.

This specific statement of work reflects troubleshooting the current DARSweb v3.0 Test and Development installations.

2.0 PROJECT CONTACT
Keith McLellan, Dean - Educational Programs, has requested project support from GNARUS in these SBCC initiatives and will be the primary contact for questions & information requests related to the project.

3.0 SCOPE OF PROJECT
3.1 Overview
GNARUS will verify which versions of DARSweb v3.0 have been installed at SBCC and then upgrade the DARSweb test and Development server applications to DARSweb v3.0.10 if required. GNARUS will also troubleshoot the MU MAKEFILE procedure to operationalize the DARSql compile functionality.

3.2 Gnarus Deliverables
3.2.1 Upgrade the DARSweb v3.0 Test and Development Student and Advisor web applications to DARSweb v3.0.10 if required. All customizations to FORMCFG.XML and Helpscreen HTML files would be retained.

3.2.2 Configuration of the DARSweb applications to provide SBCC functionality and appearance attributes within the Miami University framework.
3.2 Gnarus Deliverables (cont)

3.2.3 Modify Customized “DARSweb Interface” to run Degree Audits for all students with transcripts in the SPUD system.

3.2.4 Map Exception Codes to generic FORMCFG.XML forms provided by Miami University to allow for advisor web based student exception maintenance and/or viewing.

3.2.5 Map DARSweb HELP links to generic Help screens provided by Miami University, if required.

3.2.6 Provide SBCC specific documentation detailing tasks, issues and customizations logged by GNARUS in completing this Statement of Work. Develop & execute production cutover plan.

3.2.7 Make modifications to the COM table and DAEMONs required to run Web Audits.

3.3 Project Engagement

GNARUS will be able to schedule and begin execution of this project upon authorization and contract signing by SBCC.

3.4 Assumptions

3.4.1 The webservers platform is proven to successfully support the DARSweb v3.0 product.

3.4.2 All 3rd Party Support software will meet DARSweb v3.0 minimum requirements.

3.4.3 Sufficient access rights will be provided to the webservers, application server, database and DARWin client.

3.4.4 Advisor DARSweb functionality will be limited to running Degree Audits within the constraints of the DARSecurity Application.

3.4.5 The DARSweb product is compatible to the SBCC encryption requirements.

3.4.6 The DARSweb product is compatible to the SBCC SSL authentication mechanism and the SBCC Pipeline / DARSweb integration will support passing the required DARSweb login information from the SBCC Pipeline application.

3.4.7 Degree Audit content generated from the DARSweb product will be based on Degree Audit content generated from the DARwin Client.
3.5 SBCC Responsibilities

3.5.1 Provide technical expertise and support for the webserver and network environments.

3.5.2 Provide technical expertise and support for integrating the DARSweb applications to the SBCC Pipeline Application.

3.5.3 The availability, stability & maintenance of the DARS, DARSweb and DARwin environments.

3.5.4 Providing remote access to the DARwin application, DARwin Client, and DARSweb Test, Development, and Production environments.

3.5.5 Provide access to relevant staff, system documentation, user documentation, standards documentation and program codes. This would include DARS, Student Information System and operating environment documentation.

3.5.6 Maintain the DARSsecurity Application ruleset.

3.6 Out of Scope Items

3.6.1 Developing a "single login" solution to the DARSweb Student and Advisor applications outside of the SBCC Pipeline application

3.6.2 Modifications to Degree Audit content.

4.0 INVESTMENT SUMMARY

4.1 Fees & Duration

GNARUS shall perform services on-site at SBCC billable at a rate of $137/hour. In addition, SBCC shall reimburse GNARUS for all reasonable & necessary expenses incurred by GNARUS in performing services. If SBCC prefers, some or all of the services can be performed remotely, at a discounted rate of $125/hr.

Estimated time to complete these services is 67 Hours. SBCC will be billed only for the time required to complete the deliverables.
4.2 Billing & Payment Terms

Billing will commence on completion of deliverables included in this statement of work, if duration of engagement is less than 30 days; if work takes longer than 30 days to complete, GNARUS will invoice SBCC monthly until completion of project. Payment terms are Net 30 from date of invoice.

5.0 TERMS & CONDITIONS

Quoted prices are valid for 30 days.

6.0 COMPLETION CRITERIA

GNARUS shall have fulfilled its obligations for this SOW when any of the following first occurs:

1. GNARUS accomplishes deliverables outlined in this SOW.
2. GNARUS provides number of hours of services specified in this SOW.
3. GNARUS or SBCC terminates the project.

7.0 PROJECT CHANGE REQUEST PROCEDURES

The following provides a detailed process to follow if a change to the final deliverables established in the SOW is required.

1. A Project Change Request (PCR) will be the vehicle for communicating changes in scope. The PCR must describe the change, its rationale and effect on this project.

2. The Designated Project Manager of the requesting party will review the proposed change and determine whether to submit the request to the other party.

3. Both GNARUS and SBCC’s Project Managers will review the proposed change and approve it for further investigation or reject it. GNARUS will specify any charges for such investigation. If the investigation is authorized, the Project Managers will sign the PCR, which will constitute approval for the investigation charges. GNARUS will invoice Client for any such charges; the investigation will determine the effect the implementation of the PCR will have on price, schedule and other terms and conditions of our Agreement.

4. A written Change Authorization and or Project Change Request (PCR) must be signed by both parties to authorize implementation of the investigated changes.
8.0 SOW ENDORSEMENT

GNARUS

SANTA BARBARA CITY COLLEGE

October 5, 2004
Jeff Janowich
President

Date: ______________
Keith McLellan
Dean - Educational Programs
DARS Software Upgrade
DARwin v3.0 Batch Processing

STATEMENT OF WORK
#003
October 5, 2004

Submitted to:
Keith McLellan
Dean - Educational Programs

SANTA BARBARA CITY COLLEGE

DARS SOLUTIONS
1.0 INTRODUCTION

Santa Barbara City College (SBCC) is currently using Miami University's Degree Audit Reporting System software (DARS) integrated with a database (SPUD) that contains Student Transcript data refreshed nightly from its Student Information System (SIS) database of record. SBCC is also using a customized version of DARSweb that interfaces to the DARwin and SPUD databases.

SBCC is currently using DARS v2.1.6 and has initiated a project to upgrade to DARwin v3.0, but has not completed this migration. Several problem areas have been encountered and SBCC has asked GNARUS to provide quotations for the following project components: (1) troubleshooting the DARwin v3.0 Test and Development environments and (2) troubleshooting the DARSweb v3.0 Test and Development environments. A secondary requirement is the ability to produce high volume audits in a batch mode.

This specific statement of work addresses developing a Batch Audit procedure in the DARwin v3.0 environment.

2.0 PROJECT CONTACT

Keith McLellan, Dean - Educational Programs, has requested project support from GNARUS in these SBCC initiatives and will be the primary contact for questions & information requests related to the project.

3.0 SCOPE OF PROJECT

3.1 Overview

A Batch Audit procedure consists of two distinct processes, the extraction of a student population from the Student Information System and the ensuing generation of audits. This SOW reflects having GNARUS develop the procedure to generate audits for a set of selected student ID's. In addition, this SOW includes time for GNARUS to conduct an analysis for developing an application to select and extract a set of student ID's, and then submitting a proposal for the ensuing work.

NOTE: With additional discovery work, GNARUS can submit an SOW to address the development of such an application; however, at this stage we cannot gauge the effort needed for this development.
3.2 Gnarus Deliverables

3.2.1 Develop the scripts required to generate bulk audits in a batch process based on an extract of student data.

3.2.2 Configure a DARwin DAEMON to process the audits and direct the output to a network high-speed printer.

3.2.3 Develop scripts to extract student data from the SPUD application and to create an external file containing information required to run batch audits.

3.2.4 Provide an analysis and recommendations for developing an application automating the selection of student extract conditions and the production of an extract file from the SPUD application for processing in a Batch Audit job stream.

3.2.5 Provide SBCC-specific documentation detailing tasks, issues and customizations logged by GNARUS in completing in this Statement of Work.

3.2.6 Develop and execute a production cutover plan.

3.3 Project Engagement

GNARUS will be able to schedule and begin execution of this project upon authorization and contract signing by SBCC.

3.4 Assumptions

3.4.1 Network issues involving directing print to high speed printers can be resolved.

3.4.2 Connectivity between the DARwin server and the SPUD database is supported.

3.4.3 Sufficient access rights will be provided to the application server, databases and DARwin client.

3.5 SBCC Responsibilities

3.5.1 Provide technical expertise and support for the network environment.

3.5.2 The availability, stability & maintenance of the DARwin environments

3.5.3 Providing remote access to the DARwin application, DARwin Client, and SPUD Test, Development, and Production environments.
3.5 SBCC Responsibilities (cont)

3.5.4 Provide access to relevant staff, system documentation, user documentation, standards documentation and program codes. This would include DARS, Student Information System and operating environment documentation.

3.6 Out of Scope Items

The development of an application to create an extract file for import into the Batch Audit process.

4.0 INVESTMENT SUMMARY

4.1 Fees & Duration

GNARUS shall perform services on-site at SBCC billable at a rate of $137/hour. In addition, SBCC shall reimburse GNARUS for all reasonable & necessary expenses incurred by GNARUS in performing services. If SBCC prefers, some or all of the services can be performed remotely, at a discounted rate of $125/hr.

Estimated time to complete these services is 47 Hours. SBCC will be billed only for the time required to complete the deliverables.

4.2 Billing & Payment Terms

Billing will commence on completion of deliverables included in this statement of work, if duration of engagement is less than 30 days; if work takes longer than 30 days to complete, GNARUS will invoice SBCC monthly until completion of project. Payment terms are Net 30 from date of invoice.

5.0 TERMS & CONDITIONS

Quoted prices are valid for 30 days.
6.0 COMPLETION CRITERIA

GNARUS shall have fulfilled its obligations for this SOW when any of the following first occurs:

4. GNARUS accomplishes deliverables outlined in this SOW.
5. GNARUS provides number of hours of services specified in this SOW.
6. GNARUS or SBCC terminates the project.

7.0 PROJECT CHANGE REQUEST PROCEDURES

The following provides a detailed process to follow if a change to the final deliverables established in the SOW is required.

1. A Project Change Request (PCR) will be the vehicle for communicating changes in scope. The PCR must describe the change, its rationale and effect on this project.

4. The Designated Project Manager of the requesting party will review the proposed change and determine whether to submit the request to the other party.

3. Both GNARUS and SBCC's Project Managers will review the proposed change and approve it for further investigation or reject it. GNARUS will specify any charges for such investigation. If the investigation is authorized, the Project Managers will sign the PCR, which will constitute approval for the investigation charges. GNARUS will invoice Client for any such charges; the investigation will determine the effect the implementation of the PCR will have on price, schedule and other terms and conditions of our Agreement.

4. A written Change Authorization and or Project Change Request (PCR) must be signed by both parties to authorize implementation of the investigated changes.

8.0 SOW ENDORSEMENT

GNARUS

Jeff Janowich
President

SANTA BARBARA CITY COLLEGE

Date: __________________

Keith McLelian
Dean - Educational Programs
SANTA BARBARA CITY COLLEGE
Program in Health Information Technology

PROFESSIONAL EDUCATION AFFILIATION AGREEMENT

This agreement is entered into this 8th day of October 2004 by UMC North Hills Clinic, hereafter called the Facility, and Santa Barbara Community College District, hereinafter called the District.

WITNESSETH:
WHEREAS the District operates Santa Barbara City College, hereinafter referred to as the College, which provides in its curriculum programs for the education of Health Information Technology students; and

WHEREAS the above facility is willing under certain conditions to allow the District to place students enrolled in the Health Information Technology Program in the facility for professional practice experience.

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

1. **PERIOD OF AGREEMENT**: October 18
   This agreement shall be in effect as of September 1, 2004 and shall continue through December 31, 2008.

2. **GENERAL OBLIGATIONS OF THE COLLEGE**:
   - **A.** To accept responsibility for the development, organization, and implementation of the Health Information Technology curricula under the direction of the Program Coordinator and the Dean.
   - **B.** To solely determine the qualifications of students entitled to participate in the learning experiences conducted under the auspices of this Agreement, subject to the restrictions and limitations established by the Facility.
   - **C.** The Health Information Technology (HIT) Program Coordinator or delegate will be the liaison officer and the principal contact between Facility and College for purposes of administration of this Agreement.
   - **D.** College shall provide Facility with a fully executed copy of Student Attestation (Exhibit A) attached hereto and incorporated herein by this reference) prior to participation in the professional experience by the assigned student. College agrees to take all appropriate steps to ensure that each such individual complies with the terms contained in Exhibit A. Students who have successfully completed appropriate academic education shall be selected for the Program by the College. Program students shall be assigned for professional practice education after consultation with the Affiliation Site Supervisor who shall have final authority regarding all such assignments.
   - **E.** Subject to Facility's approval, designate a faculty member or the Program Coordinator to coordinate activities and other aspects of this Agreement with the Affiliation Supervisor. The Program Coordinator shall be responsible for interpreting the objectives of the Program curriculum to the Program students, consulting with the Affiliation Supervisor in advance regarding utilization of Facility resources, and obtaining prior approval from the Affiliation Supervisor when selecting functions and elements of medical records operations and management to provide learning experiences for Program students.
   - **F.** Facility and College shall mutually agree that students will be required to perform their duties and responsibilities in accordance with standards set forth in the Code of Ethics of AHIMA (Exhibit B), attached hereto and incorporated herein by this reference).
   - **G.** College acknowledges and agrees that it is a “Business Associate” as such term is defined under the Health Insurance Portability and Accountability Act of 1996 and rules and regulations promulgated thereunder (“HIPAA”), and covenants to comply with comprehensive privacy and security policies and procedures related to individually identifiable health information.
   - **H.** To conduct the Program so as not to disrupt the operations and services of Facility.
   - **I.** The number of Program students shall be mutually agreed upon by the Affiliation Supervisor and Program Coordinator in writing at the beginning of each College semester.
J. Students are not employees, agents or volunteers of Facility, nor of The College or the District.

3. GENERAL OBLIGATIONS OF THE FACILITY:
   A. Facility shall designate one of its employees as the professional education supervisor ("Affiliation Supervisor"), subject to the approval of College, based on his/her professional and academic credentials. The Affiliation Supervisor shall be responsible for supervising the professional education of Program students and shall act as the administrative liaison to College in implementing the terms of this Agreement. The Affiliation Supervisor shall be responsible for cooperating with the Program Coordinator designated by the College to assure mutual participation and supervision of the Program.
   B. College shall designate selected individuals so qualified by education, experience and professional credentials, to counsel, teach, and direct Program students in their professional learning experiences at Facility. Individuals so designed by College pursuant to this section shall include College faculty members and may include Facility employees provided that: (1) designation of each such Facility employee receives prior approval by Facility; (2) only designated Facility employees supervise Program students at any given time; and (3) the amount of time will be mutually agreed upon by the Affiliation Supervisor and the College that each designated Facility employee spends per week in performing his or her Program responsibilities hereunder. For the purposes of this Agreement, the term "College Faculty" as used hereinafter shall include all such individuals designated by College pursuant to this section. College Faculty shall perform their duties and responsibilities hereunder as agents of College in accordance with the Program curriculum and objectives established by College.
   C. The Affiliation Supervisor and Program Coordinator shall mutually ensure that commonly accepted professional standards for confidential treatment of medical information are maintained through appropriate affiliation supervision of students and through didactic instruction of students.
   D. Facility agrees to allow Program students and College Faculty the use, on a space available basis, of Facility's classrooms, offices, conference rooms, and lockers.
   E. Facility shall retain sole control over the course of the management of health information and other administrative services rendered to patients. The Administration of the Facility, in cooperation with the individual department heads, supervisors, and medical staff strives to ensure that a safe work environment is maintained at all times for the students in the facility. Work environment is composed of the physical location, equipment, materials processed or used, and the kinds of tasks performed in the course of an employee's work. Every effort is made to minimize the probability of exposure to occupational illnesses and injuries.
   F. Orientation of facility staff and students when pre-arranged by College staff.
   G. The Facility recognizes that the College students will receive first priority in student learning experiences, and that if another institution wishes to use the Facility for learning experiences, their priority would be second, and all involved major parties would enter into dialogue to ascertain the feasibility of adding more students to the Facility.
   H. Prohibit College students enrolled in this instructional program from displacing any regular paid employee of the Facility or causing any employee's hours to be reduced.
   I. Students not following the Facility policy may be removed from the Facility immediately.

4. USE OF PARKING AND CAFETERIA
   The College Health Information Technology students and instructors shall be permitted use of the Facility parking and cafeteria facilities.

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

6. FACILITY STAFF
The Facility shall not decrease the normal number of its staff as a result of the assignment of Health Information Technology students.

7. CURRICULUM
The College shall plan the days and hours of the professional practice experience for Health Information Technology students unless in specific instances other provisions are made and are mutually satisfactory to the College and the Facility.

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

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

10. DISCONTINUANCE OF HEALTH INFORMATION TECHNOLOGY STUDENT ASSIGNMENTS
The College may, for cause and upon notice, discontinue the assignment of any Health Information Technology student at any time during the period of this agreement. The Facility at any time may recommend the discontinuance of the assignment of a Health Information Technology student with the agreement of the College. Either party may terminate this agreement at the end of a term, or prior to the beginning of a new term, without cause with 90 days written notice.

11. STATUS OF STUDENTS AND INSTRUCTORS
Health Information Technology students shall function under the direction and supervision of instructors of the College who shall be licensees for the limited purposes expressed in this agreement. Such Health Information Technology students and instructors shall not be deemed employees of the Facility during the hours in which they are assigned to the Health Information Technology Student Program.

Instructors are hired by the College and meet the College teaching requirements and the requirements of the appropriate licensing agency. The College shall maintain records thereof. Students will be selected for enrollment in the Health Information Technology program through the established College process.

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

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

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

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

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

16. **GOVERNMENT HEALTH CARE PROGRAM PARTICIPATION**
Both parties represent and warrant that neither has been convicted of a criminal or civil offense related to health care or listed by a federal or state agency as excluded, debarred or otherwise ineligible for participation in any federal or state health care program. Each party shall advise the other immediately if it no longer complies with this paragraph. In the event that either party is excluded or otherwise sanctioned as described herein, the other party shall have the option of immediately terminating this Agreement without penalty.

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

SANTA BARBARA COMMUNITY COLLEGE

By: Joseph Sullivan
Vice President Business Services

Date: 11/2/04

UMC NORTH HILLS CLINIC

By: Carol Ann Frenzen

Date: Oct. 18, 2004
SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

AGREEMENT

CALIFORNIA EARLY CHILDHOOD MENTOR PROGRAM

This Agreement, dated for reference purposes only, September 1, 2004, is entered into by and between: the San Francisco Community College District (SFCCD), hereinafter known as the "District" on behalf of its California Early Childhood Mentor Program hereinafter known as the "Mentor Program" and Santa Barbara City College/Santa Barbara Community College District, hereinafter known as "Contractor".

This agreement is entered into pursuant to San Francisco Community College District Board of Trustees Resolution No. 040429-B8.

Appropriation or Grant Number _93:575________________________

RECITALS:

Whereas, the San Francisco Community College District has applied for and has received a grant from the California State Department of Education (Resolution 040429-B8) for the purposes of operating a Mentor Program; and

Whereas, the SFCCD has received authorization from its Board of Trustees to enter into agreements with California community colleges to provide such services as: coordinating and offering an adult supervision course and seminars for mentors and directors; coordinating and developing mentoring programs; offering honoraria for faculty working with the college mentoring program; providing books and other instructional materials for mentors; and printing and copying mentor materials.

Now, Therefore, the parties agree as follows:

1. **TERM:** The term of this Agreement shall commence on September 1, 2004 and terminate June 30, 2005 except as otherwise set forth in this agreement.

2. **SERVICES TO BE RENDERED BY CONTRACTOR:** The services to be rendered are incorporated by reference as in attachment A. If any terms of the attachment and this Agreement are in conflict, this Agreement shall prevail.

3. **PAYMENT:** Invoice to be submitted and payment as a stipend to be made by District to Contractor shall be as set forth in Attachment A.

4. **INDEPENDENT CONTRACTOR:** The parties agree that with regard to this Agreement, Contractor is an independent contractor and not an employee of the District.

Any terms in this Agreement or its attachments referring to direction from the District shall be construed as providing for direction as to policy and the result of work only, and not as to the means by which such a result is obtained.

5. **EXPENSES FOR EQUIPMENT, TOOLS, MATERIALS OR SUPPLIES:** Contractor shall supply, at no cost or charge to District, all equipment, tools, materials, and/or supplies to accomplish the services agreed to be performed unless otherwise provided in this agreement; District shall not be liable to Contractor for any expenses paid or incurred by Contractor not provided for in this agreement unless otherwise agreed to in advance in writing.

6. **ASSIGNMENT:** Contractor shall not assign this Agreement nor the consideration payable under this Agreement without the written consent of the District.
7. **TERMINATION:** District may terminate this Agreement for District’s convenience and without cause at any time by giving the other parties written notice of such termination. The notice shall specify the date upon which the termination becomes effective. In the event of such termination, Contractor shall be paid for his/her services that have been performed to the satisfaction of the District under this Agreement, up to the date of termination. Any payment by District shall be conditioned on Contractor providing to the District any and all materials required by District related to the services rendered.

8. **WRITTEN NOTICE:** All notices required or permitted to be given by this Agreement shall be deemed given when personally delivered to the recipient thereof or two (2) days after it has been mailed by certified mail, return receipt requested, postage prepaid, and addressed to the parties.

Any party by a written notice to the other parties may change the address of notice or the names of the persons or parties to receive written notice.

9. **GOVERNING LAW:** This Agreement shall be construed in accordance with and governed by the laws of the State of California. Venue for all litigation relative to the formation, interpretation, and performance of the Agreement shall be in San Francisco.

10. **SEVERABILITY:** If any term, provision, covenant, or condition of the Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the rest of the Agreement shall remain in full force and effect and in no way shall be affected, impaired, or invalidated.

11. **NON-WAIVER:** The failure of any party to exercise any of its rights under this Agreement for a breach thereof shall not be deemed to be a waiver of such rights or a waiver of any subsequent breach.

12. **NO AUTHORITY TO BIND DISTRICT:** Contractor has no authority to enter into contracts or agreements on behalf of District. This Agreement does not create the relationship of agent, servant, employee, partnership or joint venture with the District.

13. **AMENDMENTS:** No amendment to this Agreement shall be effective unless it is in writing and signed by all parties.

14. **CONFLICT OF INTEREST:** Contractor states that it is familiar with provisions of Section 87100 et seq. of the Government Code and certifies that it does not know of any facts which constitute a violation of said provisions. In the event contractor receives any information subsequent to execution of this Agreement which might constitute a violation of said provisions, Contractor agrees it shall notify District of such information.

15. **DAMAGES:** Contractor shall be responsible for any and all damages resulting in whole or in part from Contractor’s acts or omissions.

16. **INDEMNIFICATION:** Contractor shall defend and indemnify and hold harmless the District, its officers, and/or its employees from any and all claims, loss, damage injury and liability of every kind, nature and description including those from or on behalf of employees of the Contractor, arising directly or indirectly from Contractor’s performance of this Agreement, including but not limited to, the use of facilities or equipment provided by District or others, regardless of the active or passive negligence of, and regardless of whether liability without fault is imposed or sought to be imposed on District, its officers, and/or its employees except to the extent that such indemnity is void or otherwise unenforceable under applicable law in effect on or validly retroactive to the date of this Agreement and except where such claim, loss, damage, injury or liability is the result of the sole negligence or sole willful misconduct of District, its officers, and/or its employees.

Contractor specifically acknowledges and agrees that it has an independent obligation to defend the District, its officers, and/or its employees from any claim which actually or potentially falls within this indemnification provision even if such claim is or may be groundless, fraudulent or false.

Contractor’s obligations under this section 16 shall survive the termination of this Agreement.
17. **COMPLIANCE WITH LAWS AND REGULATIONS:** Contractor shall keep informed of all laws and governmental regulations that may affect its obligations. It shall observe and comply with, and shall cause all its agents, employees, consultants, and subcontractors to observe and comply with all said laws and regulations, including obtaining business permits and licenses that may be required to carry out the work to be performed under this Agreement.

18. **LIABILITY OF DISTRICT:** District’s obligations under this Agreement shall be limited to the payment of the compensation as provided for in Section 3 of this Agreement but shall also include activities as provided for in Attachment A. Notwithstanding any other provision of this Agreement, in no event shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits, arising out of or in connection with this Agreement or the services performed in connection with this Agreement.

19. **NON-DISCRIMINATION CLAUSE:**
(a) During the performance of this Agreement, District and Contractor shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, disability (including HIV and AIDS), medical condition (cancer), age, marital status, denial of family and medical care leave and denial of pregnancy disability leave. District and Contractor shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. District and Contractor shall comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12900 et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f) set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations are incorporated into this contract by reference and made a part hereof as it set forth in full. District and Contractor shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

20. **ENTIRE AGREEMENT/MODIFICATION:** This writing sets forth the entire Agreement between the parties, and supersedes all other oral or written provisions. This Agreement may be modified only by a written document executed and approved in the same manner as this Agreement.
IN WITNESS WHEREOF, the parties hereto have executed this Agreement in triplicate on the date specified immediately adjacent to their signatures below.

"District"

By:
Signature of SFCCD person authorized to execute Agreement.

Print Name: Peter Goldstein
Title: Vice Chancellor of Administration and Finance
Date: September 1, 2004

"Contractor"

By: ____________________________
Signature

Print Name: JOSEPH E. SULLIVAN
Title: VICE PRES., BUSINESS SVCS
Address: 721 CLIFF DRIVE
         SANTA BARBARA, CA 93109-2394
Date: NOVEMBER 11, 2004

Recommended By:

Linda Olivenbaum
Signature

Print Name: Linda Olivenbaum
Title: Director, California Early Childhood Mentor Program
Address: 50 Phelan Avenue
         San Francisco, CA 94112
Date: September 1, 2004

SANTA BARBARA
CITY COLLEGE

NOV 03 2004
BUSINESS SERVICES

Approved as to Form by: Ronald Lee, General Counsel
A. San Francisco Community College District on behalf of the California Early Childhood Mentor Program shall provide the following resources for implementation of the Contractor's program; subject to the District's approval:

1. Updated materials and assistance to facilitate implementation of the program including a Program Manual, an In-Service Training Resource Guide, reporting forms and one-on-one technical assistance.

2. Travel expenses for the Contractor's Local Coordinator to attend two statewide meetings to discuss program elements, the status of implementation and materials. Travel expenses must be within state guidelines and limits as specified in the Program Manual (Section 4-E) as may reasonably be revised by the District.

3. $4,752 for instructional costs related to the offering of a Mentor Seminar, a Director Seminar, and a Mentor Teacher/Adult Supervision Course as currently described in the Program Manual (Section 3-A) and as may reasonably be revised by the District.

4. $3,200 for the Contractor's Local Coordinator to implement and develop the program, arrange for the course offering, recruit prospective Mentors, appoint a Selection Committee, coordinate the selection process, place student teachers with Mentors and approve Post-Practicum, Individual Student Mentoring, Mentoring Record and Director placements. The Contractor's Coordinator may be paid directly by the San Francisco Community College District in the sole discretion of the District. The District reserves the right to withhold and/or reduce the Coordinator payment if responsibilities listed in Section B are not fulfilled in a timely manner.

5. Up to $2,000 for a $200 honorarium per person for up to 10 Selection Committee Members to review candidates' applications, visit and evaluate candidates' teaching practices and classroom environment with the appropriate Harms and Clifford scale, review documentation of administrative expertise, check references and make final decisions on qualified classroom Mentors and Director Mentors. Committee Members may be paid directly by the San Francisco Community College District in the sole discretion of the District.
6. Full stipend support for 17 Mentors, or, in the case where the Coordinator chooses to select Mentors in addition to this total number, $18,360 in stipend support to be allocated by the Local Coordinator. All stipends will be paid directly by the San Francisco Community College District and calculated according to the formula and procedures currently described in the Program Manual (Sections 4-J, 6-O, 6-CC, 6-DD, 6-SS, 6-TT) and as may reasonably be revised by the District.

7. 1 Post-Practicum Stipend(s) to support Mentors for continued mentoring of protégés who were former practicum students placed with Mentors.

8. 2 Director Mentor Stipend(s) to support Director Mentors for continued mentoring of protégé directors.

9. 1 Individual Student Mentoring Contract(s) to support pairing a Mentor with an Early Childhood Education student for non-course based contact time.

10. 45 Mentoring Record Hour(s) to support Mentors as they take on increased leadership roles in their colleges and communities.

11. $1,000 for materials for Mentors (books, Harms and Clifford scales, instructional materials, etc.). Coordinators may be reimbursed directly by the San Francisco Community College District in the sole discretion of the District, or through their local college.

12. $150 for printing and copying costs for program implementation or Mentor materials. Coordinators may be reimbursed directly by the Mentor Program at City College of San Francisco or through their local college.

B. Contractor as a college agrees to designate a Local Coordinator. The Coordinator shall be responsible for the following activities:

1. Recruiting qualified child care providers and directors from the community who may be interested in becoming Mentors.

2. Adhering to the Policy on the Mentor Option in Campus Labs as currently described in the Program Manual (Section 4-I) and as may reasonably be revised by the District.

3. Enrolling teachers and providers in the Mentor Teacher/Adult Supervision Course, based on the syllabus provided in the Program Manual (Section 3-D) and as may reasonably be revised by the District. The Contractor as a college agrees to enroll students and to issue credit. The Contractor also agrees that it will accrue no ADA when instructional costs are reimbursed. Students pay tuition if they are receiving credit.

4. Modifying and distributing Mentor applications, and establishing appropriate application deadlines as currently described in the Program Manual (Sections 6-B, 6-C, 6-EE) and as may reasonably be revised by the District.
5. Appointing a Selection Committee of up to 10 members. The Selection Committee shall include community college instructors, center directors, teachers and other child care practitioners who represent all sectors of the regional child development community (e.g., Head Start, preschool, subsidized, non-profit).

6. Training Selection Committee Members in the use of the Harms and Clifford scales: the Early Childhood Environment Rating Scale-Revised (ECERS-R), the Infant/Toddler Environment Rating Scale-Revised (ITERS-R), the School-Age Care Environment Rating Scale (SACERS), and Family Day Care Rating Scale (FDCRS).

7. Scheduling meetings for the Selection Committee to review Mentor applications, evaluate applicants’ centers or classroom sites, and to make final selections by June 1.

8. Writing letters to all applicants informing them of final decisions.

9. Petitioning the District in writing that Mentor pool size be increased in an academic year. In such cases, determination will be made by Mentor Program staff based on current statewide allocations and student placement rates at the local college.

10. Maintaining eligibility requirements for Mentor Teachers in accordance with program policy as currently described in the Program Manual (Section 3-A) and as may reasonably be revised by the District.

11. Maintaining eligibility requirements for Director Mentors in accordance with program policy as currently described in the Program Manual (Section 3-A) and as may reasonably be revised by the District.

12. Placing students with Mentors, acting as intermediary between the student and Mentor, and monitoring the Mentors’ work. The college agrees to offer the placement with a Mentor as an alternative to the existing practicum course(s).

13. Overseeing student placements with Mentors to ensure only one student will be in the Mentor’s classroom at a time.

14. Keeping records on each Mentor’s placement history, student evaluations of the Mentor, the Mentor’s application and re-certification, and stipend amounts. Keeping comparable records for each Director Mentor.

15. Providing the District with official course outlines for all courses in which students may be placed with Mentors.

16. Offering a 1-2 unit monthly seminar or continuing course for Mentors to combine informal discussion of issues they confront in supervising student teachers with further study of supervision issues, leadership and mentoring skills.
17. Offering a 1-2 unit monthly seminar or continuing course for directors to study administrative issues, quality improvement strategies, leadership development and mentoring issues.

18. Approving individual Mentor contracts for annual Professional Development activities.

19. Approving individual Mentor-protégé contracts for Post-Practicum placements as currently described in the Program Manual (Section 3-O) and as may reasonably be revised by the District.

20. Approving Mentor-student contracts for Individual Student Mentoring as currently described in the Program Manual (Section 3-S) and as may reasonably be revised by the District.

21. Approving hourly Mentoring Record stipends for short-term mentoring services as currently described in the Program Manual (Section 3-T) and as may reasonably be revised by the District.

22. Approving individual Director Mentor-protégé director contracts for Director placements as currently described in the Program Manual (Section 3-O) and as may reasonably be revised by the District.

23. Submitting authorizations to pay all stipends within 30 days following the end of the placement.

24. Supporting Mentor In-Service training activities with Mentor materials and other appropriate funding where available.

25. Providing Mentor and Director Seminar Instructors with the In-Service Training Resource Guide and other necessary instructional materials as supplied by the District.

26. Ensuring that instructors for the Mentor and Director Seminars are regularly evaluated in accordance with college policies.

27. Selecting eligible participants for the annual Mentor Institute.

28. Submitting orders for CECMP support materials to the District by May 15th.

29. Maintaining records of all costs and disbursements and reporting these monthly to the District in a timely and accurate manner.

30. Maintaining program data and records and reporting these quarterly to the District in a timely and accurate manner.

31. Acknowledging that the Coordinator’s payment may be withheld and/or reduced if reporting is not accomplished in a timely manner.
32. Attending all required Coordinator meetings and/or being responsible for acquiring and understanding the information and materials presented at these meetings.

33. Promoting the program on campus and in the community.

34. Facilitating program evaluation.

35. Working within the college's administrative procedures to institutionalize the Mentor Program. This includes seeking curriculum committee approval for courses, including program information in the college catalog and course schedule, and establishing load credit for practicum instructors who support placements with Mentors.

36. Serving, if requested and willing, as a Field Trainer as currently described in the Program Manual (Sections 3-R, 6-00) and as may reasonably be revised by the District.

37. Applying for and utilizing Supplemental Support Funding for Large Area Programs if appropriate.

38. Providing full reporting on the use of any Supplemental Support Funding as currently described in the Program Manual (Section 3-P) and as may reasonably be revised by the District.

39. Providing full reporting on the use of any additional funding granted for use in the provision of local Director Mentor Institutes.

C. Contractor will designate an instructor who will be responsible for teaching the Mentor Course, a 2-unit course on adult supervision skills for Mentor candidates, based on a course syllabus included in the Program Manual (Section 3-D) and as may be reasonably revised by the District.

D. Contractor shall insure that Classroom Mentor candidates shall complete the following requirements in order to be considered for selection:

1. A college level early childhood training program that included an early childhood practicum supervised by a college instructor for credit. Candidates must submit a transcript proving completion of this requirement.

2. The two-unit Mentor Course, as described in Sections B.3 and C in this Attachment.

3. Two years of experience as a classroom teacher or family child care provider.

4. Eligibility for the Master Teacher Level, or higher, of the California Child Development Permit.
5. The Mentor Application, *Program Manual* (Section 6-B), which includes information on the candidate's educational background and experience, a personal statement, a transcript proving completion of the practicum as part of her/his early childhood education and the Harms and Clifford rating sheet from her/his self-review. The Application also includes a "supervisor's agreement" to support the candidate's application and participation as a Mentor. As public elementary school teachers have their own mentoring program, they are not eligible to participate in the California Early Childhood Mentor Program.

6. A site review of the center's NAEYC accreditation status by members of the Mentor Selection Committee and direct observation of teaching practices, or completion of a site review and self study using the appropriate Harms and Clifford Scale (ECERS-R, ITERS-R, SACERS or FDCRS).

E. Contractor shall ensure that Director Mentor candidates shall complete the following requirements in order to be considered for selection:

1. Current or prior employment as a director or site supervisor in a child development program.

2. Three years of experience as a director or site supervisor.

3. Successful completion of a two-day Director Mentor Institute as currently described in the *Program Manual* (Section 3-M) and as may be reasonably revised by the District.

4. The Director Mentor Application, *Program Manual* (Section 6-EE) which includes information on the candidate's educational background, experience, statement of program philosophy, documentation of areas of administrative expertise and references.

5. A site review of the center's National Association for the Education of Young Children (NAEYC) accreditation status or other formal quality review process by members of the Mentor Selection Committee or completion of a site review using the appropriate Harms and Clifford Scale (ECERS-R, ITERS-R, SACERS or FDCRS). The *Administration Section* of the NAEYC Accreditation Report may also be used.

F. Contractor agrees to provide the following resources for implementation of the program:

1. Facilities for the Mentor Teacher/Adult Supervision Course, Selection Committee training and meetings, the Mentor Seminar and the Director Seminar as currently described in the *Program Manual* (Section 3-A) and as may be reasonably revised by the District.

2. Funds for program costs in excess of amounts provided in Section A of this agreement.
G. Contractor agrees that in cases where active Mentors from other Regional or Local Mentor Programs wish to apply to this college's program, acceptance and selection will be at the discretion of this college's Selection Committee based on space availability and other selection criteria.
RESOLUTION
OF THE GOVERNING BOARD OF THE
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

Re: INTERNAL BUDGET TRANSFERS - FISCAL YEAR 04-05

WHEREAS, the Santa Barbara City College District Board of Trustees on June 17, 2004,
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:

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<th>Object</th>
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PASSED AND ADOPTED by the Board of Trustees of the Santa Barbara Community College
District this 11th of November 2004, by the following vote:

Ayes: Dr. Alexander, Mr. Jurkowitz, Ms. Livingston, Mr. O'Neill, Mrs. Powell

Nees: None

Absent: Dr. Dobbs, Mr. Villegas

Concur: Ms. Cheung (Student Trustee)

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

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Education for the purpose of providing child care and development services and to authorize the designated personnel to sign contract documents for Fiscal Year 2004-05.

RESOLUTION

BE IT RESOLVED that the Governing Board of the Santa Barbara Community College District authorizes entering into local agreement number/s FIMS-4639, and that the person/s who is/are listed below is/are authorized to sign the transaction for the Governing Board.

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joseph E. Sullivan</td>
<td>Vice Pres., Business Svcs</td>
<td></td>
</tr>
</tbody>
</table>

PASSED AND ADOPTED THIS 11th day of November 2004 by the Governing Board of the Santa Barbara Community College District of Santa Barbara County, California.

I, John Romo, Clerk of the Governing Board of the Santa Barbara Community College District of Santa Barbara County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a regular meeting thereof held at a regular public place of meeting, and the resolution is on file in the office of said Board.

[Signature]

(Secretary/Clerk's signature) 11/15/04 (Date)
LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

CONTRACTOR'S NAME: SANTA BARBARA COMMUNITY COLLEGE DISTRICT

By signing this agreement and returning it to the State, you are agreeing to use the funds identified below for the purchase of instructional materials and supplies for the Child Development Program. These funds shall not be used for any purpose considered nonreimbursable pursuant to the 2004/2005 Funding Terms and Conditions (FT&C) and Title 5, California Code of Regulations.

This contract is funded through a grant from the federal Department of Health and Human Services and subject to Code of Federal Regulations (CFR) 45, Parts 98 and 99, the Child Care and Development Block Grant Act of 1990, as amended, and Public Law 104-193, the Personal Responsibility and Work Opportunity Reconciliation Act 9 (PRWORA) of 1996, 42 USC 9858. If the Catalogue of Federal Domestic Assistance (CFDA) number in 93596 (shown as FC# in the funding block), the fund title is Child Care Mandatory and Matching Funds of the Child Care and Development Fund. If the CFDA number in 93575, the fund title is Child Care and Development Block Grant subject to the Child Care and Development Block Grant Act of 1990, the Omnibus Budget Reconciliation Act of 1990, Section 5082, Public Law 101-508, as amended, Section 658J and 658S, and Public Law 102-586.

Funding of this contract is contingent upon appropriation and availability of funds. The period for which expenditures may be made with these funds shall be from July 01, 2004 through June 30, 2005.

Expenditure of these funds shall be reported to Child Development Fiscal Services (CDFS) on form CDFS-9529 no later than July 20, 2005. For non-local educational agencies, expenditures made through June 30, 2005 shall be included in your 2004/2005 audit due in accordance with Section VI., I. of the Funding Terms and Conditions. The audits for School Districts and County Offices shall be submitted in accordance with Education Code Section 41020.

The total amount payable pursuant to this agreement shall not exceed $582.00.

Any provision of this contract found to be in violation of Federal or State statute or regulation shall be invalid but such a finding shall not affect the remaining provisions of this contract.

STATE OF CALIFORNIA

BY (AUTHORIZED SIGNATURE)

PRINTED NAME OF PERSON SIGNING
Donna Sala

TITLE
Manager Contracts Office

CONTRACTOR

BY (AUTHORIZED SIGNATURE)

PRINTED NAME AND TITLE OF PERSON SIGNING
Joseph E. Sullivan

VICE PRES., BUSINESS SVC

AMOUNT ENCUMBERED BY THIS DOCUMENT $ 582

PRINCIPAL INVESTIGATOR

PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs

OPTIONAL USE 9656

FUND TITLE Federal

FC# 93.575

PC# 000174

13979-6929

ITEM 30.10.020.

CHAPTER 208

STATUTE 2004

FISCAL YEAR 2004-2005

OBJECT OF EXPENDITURE (CODE AND TITLE) 702

SACS: Res-5035 Rev-8290

I certify that the amounts encumbered above are for the period and purpose of the expenditures stated above.

SIGNATURE OF ACCOUNTING OFFICER

DATE

Department of General Services

use only

Item 5.2-b
Page 2 of 2
11/11/04
SBCCD Board of Trustees
Regular Meeting - November 11, 2004
Addendum

5.2 BUSINESS ACTION ITEMS

C AUTHORIZATION TO ACCEPT BIDS AND AWARD CONTRACT, CYBER CENTER, BID #598

The Superintendent/President recommends acceptance of the four bids received and award of contract to A. Felix Construction of Santa Barbara in the amount of $197,000.

Attachment 5.2C
# SANTA BARBARA COMMUNITY COLLEGE DISTRICT

## BID TABULATION

**Project:** CYBER CENTER

**Date:** Tuesday, November 09, 2004

**BID:** #598

**Time:** 3:00 p.m.

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Base Bid</th>
<th>Addendum Acknow.</th>
<th>Bid Bond</th>
<th>Sub Contractor List</th>
<th>Contractor's Licensing Statement</th>
<th>Experience Statement</th>
<th>MB/WB</th>
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<tr>
<td>A Felix Construction</td>
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</table>

**Bid Opened by:** Rob Morales

**Bid Opening Attended by:** Rob Morales, Ray Felix, Stacey Simonsen, WR Bailey, Jess Cornejo, Dawn Ziemer and Mindy Johnson

**Copies Sent to:** A. Pittmon, J. Sullivan
<table>
<thead>
<tr>
<th>MBE/VEE Signed</th>
<th>Statement</th>
<th>Experience</th>
<th>Bond</th>
<th>Acknowledgement</th>
<th>Bid</th>
<th>Bid Am</th>
<th>Contractor</th>
<th>Date: Wednesday, October 19, 2004</th>
<th>Project: Cyber Center Furniture</th>
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<td>$79.301.04</td>
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**BID TABULATION**

SANTA BARBARA COMMUNITY COLLEGE DISTRICT