CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS CHAPTER #289
INITIAL SUCCESSOR AGREEMENT PROPOSAL
TO THE
SANTA BARBARA COMMUNITY COLLEGE DISTRICT
OCTOBER 20, 2011

The California School Employees Association and its Chapter #289 ("CSEA") proposes to continue the provisions of our current 2009-2011 Agreement with the Santa Barbara Community College District ("District") except as may be modified in Interest-Based negotiations through mutual exploration of the parties' respective interests in the following regards:

Article 6/Compensation and Benefits:

    Explore augmentation of salary/health benefits matters including, but not limited to, salary schedule increases and longevity increments in parity with the management/confidential longevity structure and the addition of 2 additional steps/increments to professional growth;

Article 7/Workload:

    Explore improving/inserting CSEA into the process;

Article 8/Holidays:

    Explore the addition of one annual "floating" holiday;

Article 9/Vacation:

    Explore improvements to include carry-over of vacation over and above the current 24 months cap, if the employee was not permitted, either by time constraints or direct denial, of vacation usage;

Article 14/Layoff:

    Explore improving/clarifying the process and compliance with Ed Code 88117;

Article 23/Duration:

    Establish a new three-year term of the Agreement's duration;

Appendix B:

    Explore mitigation of employee cost contributions and improvements to health benefits and the early retirement incentive program.

CSEA reserves the right to amend its proposal or raise other issues of interest given that the entire agreement is up for negotiation this fiscal year. CSEA Chapter 289 is enthusiastic about working with the District to achieve successful negotiations that benefits the Association members and improves the services to the students and community.
Faculty are assigned to departments according to discipline. Each department is coordinated by a department chair. Related or associated departments are organized into divisions under an area dean.

Responsibility for organizational structure of faculty is delegated to the Superintendent/President by the Board of Trustees subject to their approval.

Formerly BP 1300
BP 5047  MULTIPLE AND OVERLAPPING ENROLLMENTS

Reference(s): Title 5 Section 55007

The Superintendent/President in consultation with appropriate participatory governance groups as stipulated in BP 2510, and in accordance with Title 5, 55007, shall establish procedures to regulate multiple and overlapping enrollments:

Multiple Enrollments:

A student may not enroll in multiple sections of the same course in the same term unless the sections do not overlap.

Overlapping Enrollments:

The college must ensure that when permitting students to enroll in two or more courses where the meeting times overlap that all conditions specified in Title 5, 55007 are met.

Student Senate History: Approved 9/16/11
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<tr>
<th>NAME</th>
<th>DISCIPLINE</th>
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</table>
| ROBERTSON, John | English    | **EDUCATION:**  
|             |            | B.A., Business Management, Whitworth College, WA (1978)  
|             |            | M.A., TESOL, Biola University, CA (1993)  
|             |            | Credentialed in single and multiple subjects  
|             |            | **EXPERIENCE:**  
|             |            | 1997-Present: Instructor ESL and beginning and intermediate levels of reading and writing, Santa Barbara City College (SBCC).  
|             |            | 1/2008 - 6/2008: Teacher, multi-level ESL classes, SBCC Continuing Education  
|             |            | 2001-2007: Teacher ESL, K-10, Dalat International School, Penang, Malaysia  
|             |            | 1989-2001: Taught grade 5 core subjects, Dalat International School  
|             |            | 1985-1995: Taught grade 5, Columbus Elementary School, Glendale, CA  
| ZARE, Kay   | English    | **EDUCATION:**  
|             |            | B.A., English Literature, University of California, Santa Barbara (2004)  
|             |            | M.A., Political Science, American University, Washington, D.C., (2011)  
|             |            | **EXPERIENCE:**  
|             |            | 8/2009-1/2010: Graduate assistant, American University  
|             |            | 2007-2009: Gateway tutor for English Skills, Political Science and ESL, Santa Barbara City College  

Item 3.1-a  
10/27/11
Continuing Education
Minimum Qualification Equivalencies

BRUGMAN, Kellen Health Education

EDUCATION:

B.A., Business Administration: Finance
St. Mary's College
Notre Dame, IN
1985

TRAINING:

Ayurvedic Studies Program 1 (64.5 credits)
The Ayurvedic Institute
Albuquerque, NM
2010

Certificate: Yoga Asana; Pranayama;
Philosophy; Art of Teaching
White Lotus Yoga Foundation
Santa Barbara, CA
2003

Seminar Certificates:

Ayurvedic Studies Practitioner

Stress Management Using Ancient Ayurvedic Principles

Marma Chikitsa: Ayurvedic Vital Energy Points for
Assessment and Healing of Organs, Dhatus and Srotas

Journey Through the Chakras.
Life Impressions Bodywork # 1

Women's Transitions, Women's Lives

EXPERIENCE:

Instructor of Yoga for Seniors
YMCA
Albuquerque, NM
March – June, 2011

Instructor of Yoga for Seniors
Nashville Community Center
Nashville, TN
2007 – 2009

Instructor of Yoga
Vanderbilt University
Nashville, TN
2002 – 2004

Instructor of Yoga for Seniors
Institute for Healing Arts
Nashville, TN
2001 – 2003
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All short-term appointments are limited to 19 1/2 hrs per week and 175 days per year.

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Santa Barbara City College  
On-Campus Student Employment  
Ending Date: December 31, 2011

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Saati, Danena
Shaw, Anne
Sherman, Marcia
Siu, James
Stark, Patricia
Stark, Samuel
Stark, Shane
Trujillo, Miguel
Warda, Charles
October, 2011

To: SBCC Board of Trustees  
From: Curriculum Advisory Committee

At the September 19, 2011 meeting the Curriculum Advisory Committee approved the following:

NEW COURSE PROPOSAL(s)
CIS117 Introduction to SQL Programming
ESL063 Foundations 3: Listening, Speaking and Grammar
ESL064 Foundations 3: Reading, Writing and Grammar

COURSE MODIFICATION(s)
CIS112 Help Desk Concepts
CIS230 Active Server Pages Using Visual Basic
CIS231 SQL Server Design & Programming
CIS234 Oracle Design and Programming
CIS237 Advanced SQL Programming
CIS238 Data Warehousing
CIS243 Systems Analysis And Design
CIS244 UML For Business Processes
ENG236 Sacred Literature, Eastern Texts
ENG236GB Sacred Literature, Eastern Texts
ENG237 Sacred Literature, Western Texts
ENG237GB Sacred Literature, Western Texts
PHYS102 Intro Physics-Science Major
PHYS105 General Physics
PHYS106 General Physics
PHYS110 Introductory Physics
PHYS111 Introductory Physics
PHYS121 Mechanics Of Solids And Fluids
PHYS122 Electricity And Magnetism
PHYS123 Heat, Light & Modern Physics

Program Modification(s)
Computer Information Systems
Associate in Science

Computer Information Systems: Emphasis in System Administration
Associate in Science

Database Programming and Applications Development
Certificate of Achievement

Nursing (ADN)
Associate in Science
At the September 25, 2011 meeting the Curriculum Advisory Committee approved the following:

**NEW COURSE PROPOSAL(s)**
CT127 Sustainability Audit  
HIT202 International Classification of Diseases, Diagnostic Coding  
HIT203 International Classification of Diseases, Procedural Coding  
MATH1N Study Skills In Math

**COURSE MODIFICATION(s)**
COMP171 Business English – ONLINE  
FP178 Documentary Filmmaking  
FP207 Color Correction for Film

At the October 3, 2011 meeting the Curriculum Advisory Committee approved the following:

**NEW COURSE PROPOSAL(s)**
CT130 Contractors License Prep – ONLINE/HYBRID  
GERO101 Introduction to Healthy Aging  
GERO102 Health Promotion: Behavior Change theories and Practice  
GERO103 Health Promotion: Program Implementation  
GERO104 Health Promotion: Fieldwork Practicum  
MUS173 Baroque Instrument Techniques

**COURSE MODIFICATION(s)**
PRO138D Personal Planning

At the October 17, 2011 meeting the Curriculum Advisory Committee approved the following:

**NEW COURSE PROPOSAL(s)**
CT130 Contractors License Prep – ONLINE/HYBRID

**COURSE MODIFICATION(s)**
ENG117 – an ESP course  
MAT116 Flash I: Interactive fundamentals  
MAT216 Flash II, Interactive story-telling and simple games  
PHOT150 Stock Photography – not only PLUS HOUR REMOVAL  
PHOT250 Fine Art Photography

**NEW PROGRAM(s)**
Administration of Justice: CSU Transfer  
Associate in Science

Construction Technology  
Certificate of Achievement
PROGRAM MODIFICATION(s)
Administration of Justice — Law Enforcement Emphasis
Certificate of Achievement and Associate in Science

Administration of Justice: Criminology Emphasis
Certificate of Achievement and Associate in Science

Administration of Justice: Legal Studies Emphasis
Certificate of Achievement and Associate in Science

Animation and Gaming
Associate in Arts
National Student Clearinghouse  
DegreeVerify Agreement for Educational Institutions

1. The National Student Clearinghouse, a not-for-profit corporation organized under the laws of Virginia ("Clearinghouse"), provides a nationwide, central repository of information on postsecondary student enrollment and educational achievements. The Clearinghouse and the undersigned Educational Institution agree to the terms and conditions set forth in this DegreeVerify Agreement ("Agreement").

2. The Educational Institution has appointed the Clearinghouse its agent for purposes of reporting student enrollment information to participants in the student loan programs and to other authorized requestors in accordance with the Core Service Agreement. Under this DegreeVerify Agreement, employers, employment agencies, background checking firms, and others that require confirmation of enrollment and/or degree status ("Requestors") may contact the Clearinghouse to verify information about individuals' degrees and educational achievements contained in our DegreeVerify service as well as updated enrollment information contained in our EnrollmentVerify service. Schools, departments and boards of education, state and local educational authorities, and similar organizations ("Educators") may also contact the Clearinghouse to obtain information about individuals’ degrees, enrollments and other educational achievements attained outside of their own institutions. The Educational Institution hereby appoints the Clearinghouse its agent for purposes of verifying degree and enrollment information for authorized Employers and Educators ("Requestors").

3. Under this Agreement, the Clearinghouse will also provide updated enrollment information on behalf of the Educational Institution to organizations ("Requestors") that provide health insurance, discounted software products, credit, travel benefits, and other products and services based on an individual's status as an enrolled student. The Clearinghouse will require that Requestors certify that the student has applied for or received products, services, or employment that depends on verification of enrollment. Unless the requestor certifies that the individual has provided a signed and dated written consent to release the specified information, the Clearinghouse will release only information that the Educational Institution has designated "directory information" under FERPA and that the student has not blocked from release.

4. The Educational Institution agrees to submit the data elements and format for degree verification as reasonably required by the Clearinghouse after consultation with the Educational Institution. Acting as agent for the Educational Institution, the Clearinghouse will provide timely responses to authorized Requestors based exclusively on data and instructions provided by the Educational Institution and in accordance with FERPA requirements. Unless a requestor certifies that the student has provided a signed and dated written consent to release the specified information, the Clearinghouse will verify only information that the Educational Institution is permitted to designate and disclose as "directory information" under FERPA and that the student has not blocked from release.

5. During the term of this Agreement only, the Educational Institution agrees to direct to the Clearinghouse all Requestors seeking to verify educational enrollment, degrees and achievements except when the Educational Institution decides to respond to the request itself.

6. The Clearinghouse agrees to maintain a detailed record of each verification request that is attempted or completed ("request record"). The Clearinghouse will maintain the request record on its secure Web site for review at any time by the Educational Institution.

Rev. 05212010  
1 of 3  
DegreeVerify School Agreement  
Copyright 1998-2009 National Student Clearinghouse®. All rights reserved.
7. The Clearinghouse will not charge the Educational Institution for services provided under this Agreement. In addition, the Clearinghouse will waive its normal charges for processing Perkins and private loan enrollment verification forms for the Educational Institution so long as it authorizes the services provided under this agreement. The Clearinghouse may charge each Requestor a nominal transaction fee to cover operating costs. The Educational Institution may elect to impose a surcharge on each transaction that will be rebated in full to the Educational Institution.

8. The Educational Institution will institute and maintain reasonable controls to ensure that the information it provides to the Clearinghouse under this Agreement is complete and accurate. The Educational Institution agrees that the Clearinghouse will not be responsible for actions, errors, or omissions of the Educational Institution.

The Clearinghouse will institute and maintain reasonable controls to ensure the integrity and security of its database and data transmission systems so that it releases information solely to authorized Requestors in accordance with the terms of this Agreement and applicable laws. The Clearinghouse agrees to indemnify and hold the Educational Institution harmless from any direct loss, cost, damage, or expense suffered by the Educational Institution as a direct result of the Clearinghouse's failure to comply with its obligations under this Agreement. The Clearinghouse will maintain insurance covering errors and omissions in its data processing operations in the amount of at least two million dollars ($2,000,000).

The parties agree to comply with all applicable laws and regulations governing the activities and services provided under this Agreement, including FERPA and other laws concerning the privacy and confidentiality of information and records.

9. The Clearinghouse acts as agent for the Educational Institution in the verification and release of information from education records under this Agreement. The Clearinghouse will not retain or release personally-identifiable information provided by the Educational Institution, except as specifically authorized under this Agreement. The Clearinghouse may retain or release information received from the Educational Institution under this Agreement that is in aggregate or statistical form and does not contain Social Security numbers or other personally identifiable information.

The Educational Institution retains full ownership rights to the information in the education records it provides to the Clearinghouse. Upon termination of this agreement, the Clearinghouse will immediately discontinue use of any collegiate information that has been provided to it by the Educational Institution. The Clearinghouse will destroy all information provided under this Agreement upon receipt of a written request from the Educational Institution and after all retention requirements for federal, state and local audits have expired.

10. The Educational Institution agrees to provide all notices under this Agreement to:

National Student Clearinghouse  
2300 Dulles Station Boulevard, Suite 300  
Herndon, VA 20171  
Attention: Vickie Graham, Contract Administrator  
E-mail: vgraham@studentclearinghouse.org  
Fax: 703-742-4234

The Clearinghouse agrees to provide all notices under this Agreement to the Educational Institution to the signatory and address below, unless otherwise instructed in writing by the Educational Institution. The Clearinghouse considers the signatory to this Agreement as its primary contact for all operational and systems issues related to degree and enrollment verifications unless otherwise instructed in writing by the Educational Institution.
11. The parties agree that all rights and obligations under this Agreement shall be interpreted, governed, and enforced under the laws of Virginia, without giving effect to its choice or conflicts of law provisions.

12. The effective date of this Agreement is the date by which it is signed by both parties. This Agreement remains in effect until either party terminates it by providing sixty (60) days written notice to the other party. The parties agree that any subsequent modifications to this Agreement will be made only in writing.

13. All representations, warranties, disclaimers of liabilities, indemnifications, and covenants between the parties will survive the termination of this Agreement for any reason and in any manner and will remain in full force and effect between the parties.

NATIONAL STUDENT CLEARINGHOUSE

Ricardo D. Torres
Signature

Print Name
Ricardo D. Torres

Title
President
Date
9-20-11

Santa Barbara Community College District
Institution
00128500

QPEID
Dr. Jack Friedlander
Signature
Date
9/7/11

Print Name
Acting Superintendent/President
Title
721 Cliff Drive
Street Address
Santa Barbara, CA 93109
City/State/Zip
(805) 730-4011
Telephone
friedlan@sbcc.edu
Email

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Your Service Implementation Contact

If we should contact someone else at your institution other than the contact signee to initiate your service, please provide his/her name and contact information below.

Robert Else Sr. Director Institutional Research
Name (please print or type)
Title
(805) 965-0581 x2922 else@sbcc.edu
Telephone
Email

Rev. 05212010 3 of 3 DegreeVerify School Agreement
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Core Participation Agreement for Postsecondary Educational Institutions

Designation of Directory Information under FERPA

1. Do you or will you designate a student's enrollment status as full-time or half-time as "directory information" under FERPA? □ Yes □ No (Please check one.)

2. Do you or will you designate a student's address as "directory information" under FERPA? □ Yes □ No (Please check one.)

Date: 9/19/11

Signature of Registrar or Other Official

Santa Barbara City College  00238500
Name of Institution/OPE ID #

CA ✔

RECEIVED
SEP 20 2011
By: V6-CN
NEW COURSES
(Instructor Initiated)

Approved by Curriculum Review Committee (CRC), August 16, 2011
Patchwork and Quilting: Vertical Quilts – 603101
Patchwork and Quilting: Two Color Quilts – 603104
Patchwork and Quilting: Charm Quilts – 603118
Patchwork and Quilting: Basket Sampler Quilt – 603119
Patchwork and Quilting: Big Block Quilts – 603123
Introduction to Ceramics – 451364

Approved by Curriculum Review Committee (CRC), September 27, 2011
Ayurvedic Remedies for Springtime Allergies – 608643
Shrug the Bug: Using Yoga and Ayurveda to Stay Healthy During Cold and Flu Season – 608644

Approved by Curriculum Review Committee (CRC), October 4, 2011
Oils with Palette Knives Painting – 402425
Low Advanced Conversational Spanish – 105169

NEW COURSES
(Permanently Converted Funded Courses Not eligible for Apportionment)
Approved by Curriculum Review Committee (CRC), July 26, 2011
ADHD Through the Lifespan – 202213

Approved by Curriculum Review Committee (CRC), September 27, 2011
Time Management: How to Manage Your Best Resource – 506214

NEW COURSES
(Funded Conversion Options for Winter/Spring 2012)

Approved by Curriculum Review Committee (CRC), October 11, 2011
Chinese Brush Painting – 402426

COURSE MODIFICATIONS
(for courses previously BOT approved but lacked a course outline)

Approved by Curriculum Review Committee (CRC), May 3, 2011
Cooking for Dummies or How to Boil Water – 606355
Pilates for Life – 608601

Approved by Curriculum Review Committee (CRC), September 27, 2011
Gentle Yoga for Seniors – 608610

Approved by Curriculum Review Committee (CRC), July 26, 2011
Researching Your English Family Roots – 157162
TUITION FEE-BASED COURSES (COMMUNITY SERVICE)

MINOR COURSE MODIFICATIONS
(title and/or description changes, and/or changes to course hours of previously BOT approved course outlines)

Approved by Curriculum Review Committee (CRC), September 20, 2011
A Culinary Tour of the Mediterranean – 606367 (last BOT approval August 1, 2011)

Approved by Curriculum Review Committee (CRC), September 27, 2011
Yoga for Active Seniors – 608608 (last BOT approval September 22, 2011)
Become a Notary Public – 901143 (last BOT approval August, 25, 2011)
Easy Movements for Active Aging – 951549 (last BOT approval December 16, 2010)

Approved by Curriculum Review Committee (CRC), October 4, 2011
The Magic Makeover – 613043 (last BOT approval August 25, 2011)

Approved by Curriculum Review Committee (CRC), October 11, 2011
BBQ and More – 606334 (last BOT approval December 16, 2010)
Indian Vegetarian Cooking – 606339 (last BOT approval November 18, 2010)
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City of Santa Barbara Parks and Recreation Department
Youth Activities Section
APPLICATION FOR FACILITY & EQUIPMENT USE PERMIT

Facility Requested: Harding U. Partnership School
Area or Room: Recreation Ctr.

Equipment Requested: Tables, chairs, whiteboard
Will kitchen be used? □ Yes □ No

Days of the week: M, T, W, H, F
Date: 9/11 - 9/14 (see calendar)

Hours: From 8:30 AM to 9:00 PM (includes set-up and clean up)

Name of Applicant/Organization: SCEC Continuing Education Telephone: 683-8231

If Non-Profit Group Indicate Non-Profit Tax Number: 953-234-351

Address of Applicant: 721 Cliff Dr.
City: S.B.
Zip Code: 93109

Describe Event: ESL Class

Estimated Attendance (total throughout day): 25 - 30

Will admission, charge, or donation be collected? □ Yes □ No
If yes, please explain:

□ Yes □ No

Will food or beverages be served? □ Yes □ No

Will storage be requested? □ Yes □ No
If so what?

□ File cabinet

Will tables and chairs be used? □ Yes □ No
If so how many?

□ Enough for up to 30 students

Have you arranged for clean up measures? □ Yes □ No
If yes, please specify:

□ Teachers/students clean up after class

Will the playground or outdoor patio or field area be used? □ Yes □ No
If yes, please specify:

STATEMENT OF HOLD HARMLESS AND UNDERSTANDING

Applicant agrees to investigate, defend, indemnify and hold harmless the City, its officers, employees and agents from and against any and all loss, damage, liability, claims, demands, detriments, costs, charges, expense (including attorney's fees) and causes of action of any character which the City may incur, sustain or be subjected to on account of loss or damage to property or the loss of use thereof and for bodily injury to or death of any persons (including but not limited to the property, employees, subcontractors, agents and invitees of each party hereunto) arising out of or in any way connected to the work to be performed pursuant to this agreement or occupancy, operation, maintenance, enjoyment and use of any City premises under this agreement to the extent permitted by law.

No confetti, gum or candy allowed. Decorations on tables only. No se permite confeti, dulces. Solamente se permiten decoraciones sobre las mesas!

have read and am familiar with the rules and regulations pertaining to park, facility, and equipment use. Fees and charges are adjusted annually in July and are subject to change.

Signature of Applicant: [Signature]
Date: 9/27/11

EMERGENCY TELEPHONE NUMBERS
Ambulance... 911
Police / Fire... 911
CITY EMERGENCY SERVICES - 963-4286

MONDAY - FRIDAY, 8 a.m. - 5 p.m.
Youth Activities Office 564-5495 Fax # 897-2520
Building Maintenance 564-5483
Custodial Services 564-5410

FOR OFFICE USE ONLY

APPROVED BY: Facility Supervisor

WAIVERS BY:

Comments:

security guards requirement □ Yes □ No Date confirmed

□ Yes □ No

FEES: Receipt # ___________ Amount: ___________ Balance Due: ___________ Receipt #: ___________ FEES PAID: □

Item 5.1-d
10/27/11
Channel Islands YMCA

FACILITY USAGE AGREEMENT

This is an agreement between the Channel Islands YMCA
SBCC Continuing Education - ESL Dept.

and ____________________________

(Name of Organization)

relating to the following facilities IV Teen Center

at 889 Camino Del Sur, Goleta CA 93117

(Address)

Channel Islands YMCA grants Organization permission to use such facilities for the
following purposes:

ESL Class

on the following date(s) and time(s): 10/22-12/17/11 Saturdays 9:30 am-1:00 pm

Organization agrees to donate the amount of $____0____ for cost and expense.

This permission is granted upon these additional terms and conditions and is nonassignable.

Any special provisions: __________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Terms and Conditions on Page 2.
Terms and Conditions of Facility Usage

(1) Organization shall leave the facilities in a clean and orderly condition; if any alterations were allowed, restore the facilities to original condition, and shall repair any damage caused by its negligence or neglect or that of its representative or invitees.

(2) Organization defends, indemnifies and holds harmless the Channel Islands YMCA (and its affiliated corporations) from all liability, loss or damage whatever from any cause which may arise from the use of the facilities or activities in and about the same by Organization or its representatives or invitees.

(3) Organization shall provide and maintain comprehensive liability insurance during the period covered by this agreement insuring the Channel Islands YMCA and Organization against liability for bodily injury (including death) and property damage from occurrences in or about the facilities, or the use or condition thereof, with combined single limit of $1,000,000. Such insurance shall be primary and not contributing with any other insurance in effect for the YMCA, and be evidenced by Certificates of Insurance delivered to the YMCA in advance of any use of the facilities. Organization shall name the Channel Islands YMCA as an additional insured and attach the proper endorsement to the Certificate of Insurance. These documents must be submitted to the YMCA prior to use of the facility.

(4) YMCA may terminate this agreement, and permission to use such facilities, at any time for good cause without obligation except to refund the amount which Organization has donated.

(5) Organization shall provide full and continuous supervision of their participants while on the YMCA property and in the facility. Minimum ratios for supervision are:
One adult to 4 children, age 2.5 years to 4 years.
One adult to 8 children, age 4 years to 5 years.
One adult to 12 children, age 5 years to 9 years.
One adult to 15 children, age 9 years to 18 years.
One adult to 25 participants, age 18 years and over.

Organization agrees to the terms and conditions above.

BY: ___________________________  ___________________________
    (YMCA Executive) (Authorized Representative of Organization)

__________________________
    (Signature)

__________________________
    (Date)

__________________________
    (Signature)

__________________________
    (Date)

Return this form to: Channel Islands YMCA
George Heesen, Risk Manager
55 Hitchcock Way, Suite 101
Santa Barbara, CA  93105
CERTIFICATES OF INSURANCE REQUIREMENTS

Madam/Sir:

To comply with the insurance requirements of the Channel Islands YMCA, it is recommended to forward these requirements to your insurance broker(s). Please provide Certificates of Insurance, as noted below:

____ Workers' Compensation

1. Policy to be amended to state THIRTY (30) days prior written notice of cancellation to be given to the YMCA.

____ Comprehensive General and Automobile Liability Insurance

1. With Bodily Injury and Property Damage Liability limits of not less than $1,000,000 each occurrence/$2,000,000 aggregate, your policy must include Completed Operations, Products and Contractual Liability coverage.

2. Channel Islands YMCA, their officers, agents, members of the Association and employees shall be named as Additional Insureds.

3. Your policy must be endorsed as follows: This policy shall be primary and not contributing with any other insurance in effect for the Additional Insured shown in #2 above.

4. Policy to be endorsed to state THIRTY (30) days prior written notice of cancellation to be given to the YMCA.

All Certificates are to be addressed and sent to the YMCA at:

Channel Islands YMCA
55 Hitchcock Way, Suite 101
Santa Barbara, CA 93015
Fax 805-682-0619

Thank you for your prompt attention to this request.

Sincerely,

George Heesen
Risk Manager
September 22, 2011

Jack Bailey
ESL and Foreign Language
SBCC Continuing Education
ATTENTION: Paulmena Kelly
300 N. Turnpike Road
Santa Barbara, CA 93111

RE: Use of Premises Agreement

Dear Mr. Bailey:

Braille Institute of America, Inc. ("BIA") is pleased to permit the Santa Barbara City College Adult Education (SBCC) to use our upstairs room located at 2031 Del La Vina Street, Santa Barbara, California 93015 ("Auditorium"), in connection with the Spanish in the Workplace Class.

This agreement is subject to the following terms and conditions:

1. BIA must receive a certificate of insurance naming BIA and its employees, agents, officers, and directors as additional insureds and which evidences that SBCC has coverage in the amounts of not less than $1,000,000 for a single occurrence and not less than $1,000,000 in the aggregate for personal and property liability or claims arising in connection with SBCC's use of the Auditorium. (A current certificate of insurance, expiring July, 2012, is already on file.)

2. The terms of the agreement is for Thursdays, January 12, 19, 26, February 2, 9, 16, 23, March 1, 8, 15, 2012 from 1:30 until 4:30 pm.

3. SBCC expressly understands and agrees that BIA shall not be responsible in any manner whatsoever for any claims arising in connection with vehicles driven onto the premises of Braille Institute or persons utilizing the Auditorium pursuant to this agreement. SBCC hereby agrees to indemnify and hold harmless BIA, its employees, agents, officers and directors from and against any and all claims, demands, losses, costs, expenses and/or fees (including attorney's fees) arising out of or resulting from the use of the Auditorium but only in proportion to and to the extent such claims, demands, losses, costs, expenses or fees are caused by or the result from the negligent or intentional acts or omissions of any of SBCC's officers, agents, invitees, guests or employees.

4. In the event that SBCC retains any contractor in connection with its use of the Auditorium, such contractor shall provide BIA with a certificate of insurance reflecting the same named insureds and coverage amounts as set forth in Paragraph 1 above. In addition, SBCC shall secure from the contractor an agreement in writing by which the contractor agrees to indemnify BIA, its employees, agents, officers and directors from and against any and all claims, demands, losses, costs, expenses and/or fees (including attorney's fees) arising out of or as a result of the contractor's performance under any agreement between the contractor and SBCC with respect to the use of the Auditorium but only in proportion to and to the extent such claims, demands, losses, costs, expenses or fees are caused by or result from the negligent or intentional acts or omissions of the contractor, its officers, employees, agents,
guests or invitees.

EVENT INFORMATION

Maximum Number of People using the Auditorium: 25

Premises are ADA Complaint: YES

Is this a Fundraiser: NO

Type of Activity: _Seminar ___Lecture ___Class ___Other

ROOM SET UP (Space for number of people listed above)
___No setup required
___Podium
___Chairs only, Theater Style
___Special setup; See Diagram
___Tables and Chairs (people per table) ___A/V

Equipment_____________________________________

___Electricity required

Rental Fee $
Deposit Amount Required N/A Date Deposit is Due N/A

Contact Information
Braille Institute
Michael Lazarovits
2031 De La Vina Ave.
Santa Barbara, Ca 93105
(805)682-6222
Fax: 687-8141
mrlazarovits@brailleinstitute.org

Santa Barbara City College
Continuing Education
Paulmena Kelly
300 N. Tumpike Road
Santa Barbara, CA 93111
(805) 683-8231
Fax: KellyP@sbcc.edu

Please signify your approval of the use of premises agreement by signing where indicated below.

Sincerely,

Anthony J. Taketa
Corporate Secretary

AGREED TO AND ACCEPTED
Santa Barbara City College
Continuing Education

By: ___________________________________________
Joseph Sullivan
Vice President, Business Services
Santa Barbara City College
Continuing Education

Braille Institute Of America, Inc.

By: ___________________________________________
Anthony J. Taketa
Corporate Secretary
Vice President and General Counsel
Braille Institute Of America, Inc.

Date:_________________________________________

Date:_________________________________________
**Santa Barbara City College**  
**Continuing Education Division**  
**Trust Account Information/Authorization Form**

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**Organization/Club/Department:** SBCC Continuing Education  
**Individual Responsible/Position:** Carol Flores/Director

Purpose of Account: SCHOLARSHIPS FOR AHS, GEP, ABE

Source of Income (be specific): Donations

Type of Expenditures Allowed (be specific): SCHOLARSHIPS FOR\nBOOKS, FEES, OR PERSONAL EXPENSES

Anticipated duration of account: open/continues

Disposition of balance at expiration: open/continues

---

2 Signatures are required for expenditures  
(PLEASE HAVE AT LEAST THREE SIGNATURES ON FILE)

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<td>Carol Flores</td>
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<td>Director</td>
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<td>Delia Breland</td>
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<td>V.P.</td>
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Approvals:  

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<th>Department Head</th>
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<th>Appropriate Vice President</th>
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Controller:  

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<th>Superintendent/President</th>
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baj - update June 2010  
CLH:ba - 7/13/98 [Wd:TA-SignForm]  
Navigation:word,g-drive,bj:signature card form  
Continuing Education Trust Accounts Info Authorization
Santa Barbara City College
Continuing Education Division
Trust Account Information/Authorization Form

David Yassem 770307
ACCOUNT TITLE ACCOUNT NUMBER
Continuing Education
Organization/Club/Department
Andrew Harper, Director, CE
Individual Responsible/Position
Purpose of Account: Support classes taught by D. Yassem
Source of Income (be specific): Donations
Type of Expenditures Allowed (be specific): Materials, classes, consultants, instructor salary
Consolidate into similar subject

Anticipated duration of account

Consolidate into similar subject
Disposition or balance at expiration
TRUST ACCOUNT

2 Signatures are required for expenditures
(PLEASE HAVE AT LEAST THREE SIGNATURES ON FILE)

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<td>Andrew Harper</td>
<td>Director, CE</td>
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<td>Dr. Bernd Schaffner</td>
<td>[Signature]</td>
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<td>Dr. Ofelia Arellano</td>
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Approvals:

[Signature] 7/23/11 Department Head

[Signature] 9/17/11 Controller

[Signature] 7/12/11 Appropriate Vice President

[Signature] 9/17/11 Acting Superintendent/President

baj - update June 2010
Cl.H:ba - 7/13/98 [Wd:TA-SignForm]
Navigation: word g-drive bj signature card form
Continuing Education Trust Accounts Info Authorization

Item 8.1-4
Page 3 of 3
10/27/11
SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

AGREEMENT

CALIFORNIA EARLY CHILDHOOD MENTOR PROGRAM

This Agreement, dated for reference purposes only, August 1, 2011, 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. 110728-B6.

Appropriation or Grant Number ____________

RECITALS:

Whereas, the San Francisco Community College District has applied for and has received a grant from the California State Department of Education (Resolution 110728-B6) 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; and printing and copying mentor materials.

Now, therefore, the parties agree as follows:

1. **TERM:** The term of this Agreement shall commence on August 1, 2011 and terminate July 31, 2012 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, all applicable provisions for subrecipient monitoring of federal funding awards.

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:** 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. **BUDGET CONTINGENCY:** This Agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government or the California State Legislature for the Fiscal Year(s) covered by this agreement for the purpose of this program. In addition, this Agreement is subject to any additional restrictions, limitations, conditions or any statute enacted by the Congress or the State Legislature that may affect the provisions, terms or funding of this agreement in any manner.

21. **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 for Finance and Administration

Date: August 1, 2011

"Contractor"

By:
Signature

Print Name: Joseph E. Sullivan

Title: Vice Pres., Business Services

Address: 721 Cliff Drive

Santa Barbara, CA 93109

Date:

Recommended By:

Signature: Linda Olivenbaum

Print Name: Linda Olivenbaum

Title: Director, California Early Childhood Mentor Program

Address: 50 Phelan Avenue, B-213

San Francisco, CA 94112

Date: August 1, 2011

Approved as to Form by: Ronald Lee, General Counsel

Master Agreement - Santa Barbara City College 2011-2012 Page 4
Attachment A
Santa Barbara City College/Santa Barbara Community College District
August 1, 2011 – July 31, 2012

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 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 and as may reasonably be revised by the District.

3. $3168 for instructional costs related to the offering of a Mentor Seminar and a Director Seminar, as described in the Program Manual. The Coordinator may make a written request to the District for an additional $1,584 maximum to offer the Mentor Teacher/Adult Supervision Course in the 2011-2012 contract year.

4. $3200 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, Birth to Three/FCCH Mentoring Record, Director Mentor, Director Mentoring Record, and Birth to Three/FCCH Director Mentoring Record 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 $2,500 for a $250 honorarium per person for up to 10 Selection Committee Members to meet to review applications, visit and evaluate applicants’ teaching practices and classroom environment with the appropriate Harms and Clifford scale, visit and evaluate Director Mentor applicants’ leadership and management skills with the Program Administration Scale (PAS), 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. $6819 in stipend support for 2 Mentors and all selected Director Mentors. Selecting Director Mentors and supporting their placements with protégés is a requirement of the Mentor Program. 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 and as may reasonably be revised by the District. Stipends are for the following purposes:

- Practicum placement(s) for mentoring practicum students placed with Mentors
- Post-Practicum Stipend(s) to support Mentors for continued mentoring of protégés who were former practicum students placed with Mentors
• Individual Student Mentoring Contract(s) to support pairing a Mentor with an Early Childhood Education student for non-course based contact time
• Mentoring Record Hour(s) to support Mentors as they offer hourly mentoring services
• Birth to Three/FCCH Mentoring Record Hour(s) to support Mentors as they offer hourly mentoring services for Infant/Toddler and Family Child Care teachers and providers
• In-Service Training stipends for Mentors for fulfilling the In-Service training requirements as set forth in the Program Manual
• Director Mentor Placement(s) to support Director Mentors for mentoring of protégé directors
• Director Mentoring Record Hour(s) to support Director Mentors as they meet protégé directors’ and Director Mentor applicants’ needs for short-term, hourly mentoring
• Birth to Three/FCCH Director Mentoring Record Hour(s) to support Director Mentors as they offer hourly mentoring services for Infant/Toddler directors and Large Family Child Care providers

7. $150 for printing and copying costs for program implementation or Mentor materials. Coordinators may be reimbursed directly by the San Francisco Community College District in the sole discretion of the District, 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:

Selection and Re-Certification
1. Promoting the program on campus and in the community.

2. Enrolling teachers and providers in the Mentor Teacher/Adult Supervision Course, based on the syllabus provided in the Program Manual 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.

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

4. Modifying and distributing Mentor and Director Mentor applications and establishing appropriate application deadlines as currently described in the Program Manual and as may reasonably be revised by the District.

5. Assuring compliance with selection criteria for Mentor Teachers and Director Mentors as set forth in Sections D and E below.

6. Adhering to the Policy on the Mentor Option in Campus Labs as currently described in the Program Manual and as may reasonably be revised by the District.

7. Modifying and distributing Mentor and Director Mentor Re-Certification applications, and establishing appropriate application deadlines as currently described in the Program Manual and as may reasonably be revised by the District.

8. 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). The Selection Committee should reflect the
diversity of program types, ethnicities and language capacities in the community.

9. 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 Child Care Environment Rating Scale-Revised (FCCERS-R). Training
Selection Committee Members in the use of the Program Administration Scale (PAS).

10. Serving as a Selection Committee Member as currently described in the Program Manual
and as may reasonably be revised by the District. Such service is optional for local college or
Regional Coordinators but mandatory for college Coordinators in a Region.

11. Scheduling meetings for the Selection Committee to review Mentor and Director Mentor
applications, evaluate applicants' centers or classroom sites, and to make final selections by
June 1st of each contract year.

12. Notifying all new and Re-Certification applicants to inform them of final decisions as soon as
possible after the final Selection Committee meeting.

13. 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.

14. Maintaining eligibility requirements for Mentor Teachers in accordance with program policy as
currently described in the Program Manual and as may reasonably be revised by the District.

15. Maintaining eligibility requirements for Director Mentors in accordance with program policy as
currently described in the Program Manual and as may reasonably be revised by the District.

Professional Growth

16. Facilitating or arranging for facilitation of a 1-2 unit credit-optinal monthly Seminar 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. Facilitating or arranging for facilitation of a 1-2 unit credit-optinal monthly Seminar or
continuing course for directors to study administrative issues, quality improvement strategies,
leadership development and mentoring issues.

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

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

20. Supporting Mentor In-Service Training activities with Mentor materials and other
appropriate funding where available.

21. Approving In-Service Training Contracts for annual Professional Development activities for
Mentor Teachers as currently described in the Program Manual and as may reasonably be
revised by the District.

Placements and Stipend Activities

22. 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.

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

24. 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).

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

26. Approving the following as currently described in the Program Manual and as may reasonably be revised by the District:

- Mentor-protégé contracts for Post-Practicum placements;
- Mentor-student contracts for Individual Student Mentoring;
- Hourly Mentoring Record stipends for short-term mentoring services;
- Hourly Birth to Three/FCCH Mentoring Record stipends for short-term mentoring services for Infant/Toddler and Family Child Care teachers and providers;
- Director Mentor-protégé director contracts for Director placements;
- Hourly Director Mentoring Record stipends for short-term mentoring services;
- Hourly Birth to Three/FCCH Director Mentoring Record stipends for short-term mentoring services for Infant/Toddler directors and Large Family Child Care providers

27. Serving, if requested and willing, as a Field Trainer as currently described in the Program Manual and as may reasonably be revised by the District.

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

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

30. Submitting all fiscal reporting and requests for reimbursement to the District no later than June 15th of each contract year.

31. Acknowledging that the Coordinator’s payment may be withheld and/or reduced if reporting is not accomplished in a timely or accurate manner.

32. Applying for and utilizing Additional Funding to Support Instructional Costs for an Adult Supervision Course if appropriate.

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

34. Applying for and utilizing Supplemental Support Funding for the Director Mentor Component if appropriate.

35. Providing full reporting on the use of any Supplemental Support Funding as currently described in the Program Manual and as may reasonably be revised by the District.

Evaluations
36. Facilitating program evaluation.

Agreements and Reports
38. Completing and submitting to the District Quarterly Reports as follows:
   - First Quarter: August 1 to October 31, due October 31st of each contract year
   - Second Quarter: November 1 to January 31, due January 31st of each contract year
   - Third Quarter: February 1, to April 30, due April 30th of each contract year

39. Completing and submitting to the District all Annual Reporting materials on or before June 15th of each contract year.

Mentor Program Meetings
40. Attending all required Coordinator meetings and/or being responsible for acquiring and understanding the information and materials presented at these meetings.

41. Selecting eligible participants for the annual Mentor Institute.

Maintaining Records
42. 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.

43. Maintaining program data and records in archives for five years.

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

D. Contractor shall insure that Classroom Mentor applicants 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 Teacher/Adult Supervision Course, as described in Sections B.2 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 (see Program Manual) which includes information on the applicant’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 National Association for the Education of Young Children (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 FCCERS-R).

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

1. Three years of experience as a director or site supervisor in a child development program (current or prior).

2. Successful completion of a Director Mentor Information Session Webinar and a Director Mentor Institute as currently described in the Program Manual and as may be reasonably revised by the District.

3. The Director Mentor Application (see Program Manual) which includes information on the applicant’s educational background, experience, statement of program philosophy, selection of items for Program Administration Scale (PAS) review, and references.

4. Completion of a Program Administration Scale (PAS) interview by members of the Mentor Selection Committee. A site review of the applicant’s worksite (if applicable).

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 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.

H. District reserves the right to withdraw the resources listed in Section A for non-performance of activities and requirements listed in Sections B through G. Written notice of such withdrawal—and a procedure and timeline to appeal such a decision—will be provided to Contractor.
California Early Childhood Mentor Program  
Allocation to Santa Barbara City College  
2011-2012

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Instruction</td>
<td>$3168</td>
</tr>
<tr>
<td>Coordinator</td>
<td>$3200</td>
</tr>
<tr>
<td>Stipend Support</td>
<td>$6819</td>
</tr>
<tr>
<td>Selection Committee Honoraria</td>
<td>$2500</td>
</tr>
<tr>
<td>Printing/Copying</td>
<td>$150</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$15837</strong></td>
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</tbody>
</table>
Agreement

Supplemental Support Funding for Director Mentor Component California Early Childhood Mentor Program—Santa Barbara City College

Your application for Supplemental Support Funding for your Director Mentor Component has been carried over from '10-'11 in the amount of $500.00 with the following conditions:

1. Budget categories are approved as follows---

<table>
<thead>
<tr>
<th>Activities</th>
<th>Total Hours</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel, lodging and Registration fees for two attendees at the Director</td>
<td>2 attendees @ $250 maximum stipend each</td>
<td>$500.00</td>
</tr>
<tr>
<td>Mentor Institute</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$500.00</td>
</tr>
</tbody>
</table>

All reimbursement claims must be submitted to Santa Barbara City College; rates must conform to current Mentor Program policy.

2. Documentation Which Must Be Submitted to the Mentor Program by June 15th, 2012:

<table>
<thead>
<tr>
<th>Documentation Required</th>
<th>Submitted to CECMP</th>
<th>Approved by CECMP</th>
</tr>
</thead>
<tbody>
<tr>
<td>A summary of expenditures and supporting documentation (e.g., Travel Vouchers, etc.).</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Original receipts are required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Copies of verification of registration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Copies of verification of DMI completion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A brief analysis of the impact of this funding on the Santa Barbara City Mentor Program</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The undersigned agree that any funds received for the purposes listed in the attached application, if not expended during this contract year, may be carried over into the next contract year, but must be used for the same activities named in the attached application.

(continued)
Before funds can be disbursed, two copies of this form with original signatures (in other than black ink) must be received by the California Early Childhood Mentor Program, 50 Phelan Avenue, San Francisco, CA 94112. A copy of this agreement will be returned to you.

Signatures indicate agreement with the terms set forth above and in the attached original application:

[Signature]
Coordinator

9/6/11
(date)

(Santa Barbara City College Official)

(date)

(Title)

<table>
<thead>
<tr>
<th>For Office Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGREEMENT</td>
</tr>
<tr>
<td>Approved by:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>

Supplemental Agreement Santa Barbara 11-12.doc 09/20/11
1. Total amount you are requesting ($1,000 maximum total). You must attach an itemized budget indicating how much you are requesting for each activity.

Santa Barbara City College is requesting $1000. The funds would be used to support four people in attending an upcoming Director Mentor Institute.

The projected cost of the Director Mentor Institute per person is approximately:
- $95 for lodging
- $133 for mileage reimbursement (242 miles round trip from Santa Barbara to Pomona – this may vary depending on point of origin in SB county)
- $75 DMI registration fee
- $36 for meals - dinner the night before and the night after the DMI

Total cost is $339 per person. We will offer $250 stipends to offset some of this expected cost.

2. What is your specific proposal for this funding? *(Please include specific information about your current Director Mentor Component and its potential capacity.)*

Santa Barbara City College and Santa Barbara County are working to expand the existing Mentor Program in the area. To this end, we are looking to reinstate the Director Mentor component of the EC Mentor Program and complement existing professional development programs in the county. On Friday, October 23, a Director Mentor Orientation was held at UCSB and, to follow up, requested funds of $1000 would be used to provide a stipend of $250 for four people to attend the Director Mentor Institute this year.

Currently, Santa Barbara City College has two Mentor Teachers (the contract allows for up to 7) and no Director Mentors on contract. Currently one Mentor Teacher works in preschool, the other owns a Family Child Care Center.

3. How will this strengthen your Director Mentor component?

The Director Mentor component will be revived in Santa Barbara County (currently it does not exist). Ideally, the offer of these stipends will motivate people who have completed the Director Mentor Informational Orientation to take the next step in the process.

4. How will you document your activities?

Activities will be documented with verification of registration, verification of completion of the DMI and receipts for aforementioned expenses.

5. How will you evaluate the effect this funding has on your Director Mentor component?

The effectiveness will be reflected in the number of applications we receive for Director Mentor.
Change Order #: 20
October 4, 2011

Project: Drama/Music Building Modernization
Santa Barbara City College
721 Cliff Drive
Santa Barbara, CA 93109

Architects:
5567 Reseda Blvd, Suite 209
Tarzana, CA 91356

To: Contractor:
Diani Building Corporation
351 North Blosser Rd.
Santa Maria, CA 93458

The Contract is changed as follows:

1. Chip Plaster @ Planter WP, per CP # 307 and COR #1.356
   Requested by: Owner
   Compensable Contract Day Change: 0
   Reason: Sawcut and chip existing plaster in planter at 6 Line in preparation for waterproofing east
   bathroom wall per existing field condition. Reference FWD 1.168, dated May 27, 2010.
   Add: $ 1,091.00

2. Nelson Studs at D.2 Line, per CP # 320 and COR #1.357
   Requested by: Owner
   Compensable Contract Day Change: 0
   Reason: Cut pan deck and install studs and puddle weld pan deck between nelson studs at roof
   between 1 & 6 Lines on D.2 Line. Change of method due to field condition. Reference Structural
   Engineer e-mail and RFI 1.654 dated June 3, 2010.
   Add: $ 1,622.00

3. Strengthen CMU Lintel @ Corr, per CP # 388 and COR #1.358
   Requested by: Owner
   Compensable Contract Day Change: 0
   Reason: Strengthen the CMU lintel above the ceiling at Corridor 115 G1 Line between 14 & 15
   Lines per field condition. Reference KPFF Consulting Engineers Field Report dated July 20, 2010
   and attached Sketch SK-S155.
   Add: $ 639.00

4. Concrete Curbs Smoke Hatches, per CP # 432 and COR #1.359
   Requested by: Owner
   Compensable Contract Day Change: 0
   Reason: Construct concrete curbs at the smoke hatch openings to accommodate the Soprema
   Add: $ 6,154.00

5. Welding @ Secondary Roof beams, per CP # 448 and COR #1.360
   Requested by: Owner
   Compensable Contract Day Change: 0
   Reason: Fabricate and install beam clips on roof beams at F4 - H Lines using typical structural
   detail. Reference RFI 1.934, dated October 15, 2010 and partial PH II-S2.05.
   Add: $ 5,082.00
6. Demo for Plaster Corner @ NS, per CP # 451 and COR #1.361
   Requested by: Owner
   Compensable Contract Day Change: 0
   Reason: Perform demolition of stucco at North Storage to Line 1 above shotcrete wall for flashing
   Add: $ 1,510.00

7. Weld Washers @ Reinf CMU, per CP # 464 and COR #1.362
   Requested by: Owner
   Compensable Contract Day Change: 0
   Reason: Weld embed bolts and washers at Walkway 211 C-channel reinforcement; Doors 207/2, 308/1 and 318/2 C-channel header. Reference RFI 1.698, dated June 15, 2010; RFI 1.494, dated
   February 26, 2010; and KPFF Field Report, dated April 13, 2010, Item No. 10. Typical HM door
   frame installation allows for a 1/4" gap on all sides and caulk. Detail 5/54.02 shows the C-channel
   installed with bolts into the CMU, protruding 3/4" into the space for the door frame, not allowing
   the frame to install. In addition, a larger opening would result in approximately 1" gap on all sides
   which exceeds the allowable 1/2" maximum for fire dampers.
   Add: $ 4,320.00

8. Extra Steel @ Acoustic Panel, per CP # 472 and COR #1.363
   Requested by: Owner
   Compensable Contract Day Change: 0
   Reason: Install additional structural steel at lower Light Lofts Lines 1 & 6 in support of the acoustic
   panel tracks per . Reference RFI 1.942, dated, with Sketch SK-S189, dated October 22,
   2010; and RFI 1.602, dated, with Sketch SK-ASI-A064-R3, dated June 26, 2010; Sketch SK-
   S147, dated June 18, 2010.
   Add: $ 2,591.00

9. Pan Deck Support @ Room 308, per CP # 495 and COR #1.364
   Requested by: Owner
   Compensable Contract Day Change: 0
   Reason: Frame additional pony walls at brace angle and additional angle support for pan deck at
   Room 308 in support of added HVAC openings. Reference RFI 11034, dated December 17, 2010.
   Add: $ 1,738.00

10. House Manager Roof Framing, per CP # 500R1 and COR #1.365
    Requested by: Owner
    Compensable Contract Day Change: 0
    Reason: Remove House Manager's canopy structural steel, repair, fit up and reinstall.
    Restructuring was required due to roof / parapet elevation changes to slope to drain. Reference
    RFI 11023, dated December 9, 2010 and RFI 11049, dated December 29, 2010. DBC recognizes
    responsibility for installation of this work effort along with responsibility by the Owner for a
    workable design, we suggest splitting the cost submitted herein. Our cost proposal reflects this
    cost sharing arrangement.
    Add: $ 1,362.00
11. HVAC Opening @ H Line, per CP #513 and COR #1.366
   Requested by: Owner
   Compensable Contract Day Change: 0
   Reason: Reinforce the existing HVAC openings at H Line similar to SK-S190, with an angle on
   one side of the wall, omitting the flat plate in the opening. Reference Item No. 6 of the KPFF Field

   Add: $1,932.00

12. Paint on Seating Side of F4, per CP # 516 and COR #1.367
   Requested by: Owner
   Compensable Contract Day Change: 0
   Reason: Painting black the east (seating) side of F4 Line (brace framing-Proscenium wall) in
   Garvin Theatre as requested. Reference FWD 1.232, dated January 17, 2011, with Sketch

   Add: $5,420.00

13. Relocated Fire Alarm Device, per CP #580 and COR #1.368
   Requested by: Owner
   Compensable Contract Day Change: 0
   Reason: Relocate previously installed rough-in box for Fire Alarm Strobe approximately 18"
   higher on 1 Line wall in North Lobby to allow installation of display case. Reference FWD
   1.264, dated April 1, 2011.

   Add: $249.00

14. Relocate Light Switch Rm 305, per CP # 594 and COR #1.369
   Requested by: Owner
   Compensable Contract Day Change: 0
   Reason: Re-route existing electrical conduits (light switch) into new walls in the area of Room
   305. Reference FWD 1.275, dated April 22, 2011.

   Add: $338.00

15. Ceiling in Room 157 & 159, per CP # 623 and COR #1.370
   Requested by: Owner
   Compensable Contract Day Change: 0
   Reason: Install drywall ceilings in Rooms 157 and 159, repair framing and frame for access
   panels as directed by FWD 1.289, dated May 20, 2011.

   Add: $3,343.00

16. Angle Plate @ H-Line Exp Joint, per CP # 654 and COR #1.371
   Requested by: Owner
   Compensable Contract Day Change: 0
   Reason: Replace the procured expansion joint cover with a new 10 ga. cover angle along H-line
   in room 308 at the floor level. There were no requirements to provide an expansion joint along this
   line; however Weiss figured an expansion joint similar to the joint at the door thresholds along
   here, per their shop drawings. Weiss has agreed to turn over the purchased cover material to the
   District for their use as attic stock. Reference RFI 11222, dated June 21, 2011.

   Add: $1,809.00

17. Paint Ducts in Audience Chamber, per CP # 667 and COR #1.372
   Requested by: Owner
   Compensable Contract Day Change: 0
Reason: Paint the exposed ductwork in the Garvin Theatre Audience Chamber 204. Reference FWD 1.336, dated July 20, 2011 per the owner’s request.

Add: $ 6,490.00

18. Changes to AC Paving, per CP # 707 and COR #1.373
Requested by: Owner
Compensable Contract Day Change: 0
Reason: Demolish existing paving at loading dock area, excavate, recompact, base and pave to sawcut line of existing paving, and seal existing and new paving areas as shown on attached Partial Site Plan sketch due to the existing paving elevation discrepancy from the original record drawings. This paving will be constructed to existing elevations of paving to remain and site concrete improvements, i.e., curbs, gutters, sidewalks, ramps and stairs. Reference RFI 11244, dated July 28, 2011. The demolition plan did not call for the removal of the existing paving area and the construction plans called for new AC paving.

Add: $ 8,790.00

19. Move Rail @ Seating Platform, per CP # 712 and COR #1.374
Requested by: Owner
Compensable Contract Day Change: 0
Reason: Remove the installed railing at the center raised platform in the Garvin audience chamber, and move it 4" +/- outward using cantilevered steel plates for better seating space. This involves removing installed carpeting and sheathing, cutting and rewelding the railing, along with necessary protective measures to installed finishes. Reference Field Work Directive 1.370, dated September 8, 2011.

Add: $ 3,700.00

Total Cost of This Change Order: $ 58,180.00

Contractor accepts the terms and conditions stated as full and final settlement of any and all claims arising from this Change Order. Contractor agrees to perform the above-described changes in accordance with the terms set forth herein and in compliance with applicable sections of the Contract Documents. This Change Order is hereby agreed to, accepted and approved, all in accordance with the General Conditions of the Contract Documents. The adjustment of the Contract Price and the Contract Time for the changes noted in this Change Order (the "Changes") represents the full and complete adjustment of the Contract Time and the Contract Price due the Contractor for providing and completing such Changes, including without limitation: (i) all costs (whether direct or indirect) for labor, equipment, materials, tools, supplies and/or services; (ii) all general and administrative overhead costs (including without limitation, home office, field office and Site general conditions costs) and profit; and (iii) all impacts, delays, disruptions, interferences, or hindrances in providing and completing the Changes. Contractor waives all rights, including without limitation those arising under Civil Code Section 1542, for any other adjustment of the Contract Price or the Contract Time on account of the Changes set forth in this Change Order or the Contractor’s performance and completion of the Changes.
NOT VALID UNTIL SIGNED BY THE OWNER, ARCHITECT, CONSTRUCTION MANAGER, AND CONTRACTOR

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<thead>
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<th>Amount/Time</th>
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<td>The new contract time including this change order will be</td>
<td>calendar days</td>
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<tr>
<td>The date of substantial completion as of the date of this change order is</td>
<td>July 14, 2010</td>
</tr>
</tbody>
</table>

NOTE: This change order includes only the items included above. This change order does not reflect changes in the Contract Sum or Contract Time which have been authorized by Construction Change Directive but are not included above.

Architect: John Fisher, AIA  
Principal-in-Charge  
John Sergio Fisher & Assoc., Inc.  
5567 Reseda Blvd., Suite 209  
Tarzana, CA 91356

Date: ____________________

Contractor: Diani Building Corporation.  
295 North Blosser Rd.  
Santa Maria, CA 93458

Date: ____________________

Construction Manager: GKK Works  
C/O Santa Barbara City College  
2355 Main Street Suite 220  
Irvine, CA 92614

Date: ____________________

Owner: Santa Barbara City College  
721 Cliff Drive  
Santa Barbara, CA 93109

Date: ____________________

(space for DSA approval stamp)
Change Order #: 4
October 4, 2011

Project: Drama/Music Building Modernization
Santa Barbara City College
721 Cliff Drive
Santa Barbara, CA 93109

Architects:
5587 Reseda Blvd, Suite 209
Tarzana, CA 91356

To: Contractor:
Diani Building Corporation
295 North Blosser Rd.
Santa Maria, CA 93458

The Contract is changed as follows:

1. Resolve Lift Line Interference, Per CP #012 and COR #3.005
   Requested by: Owner
   Reason: Provide ultra-high-molecular-weight (UHMW) plastic blocks at rigging lift lines between
   the proscenium wall and the tapered steel girder. Direction to thread the lift line through 3"
   openings in the structural steel create the possibility of line rubbing against the structural steel,
   which could cause wear at the structural members. The solution, to add plastic liners at the pass-
   through points, involves some added costs. Reference RFI 3.031A, dated April 4, 2011.

   Add: $ 1,906.00

Total Cost of This Change Order: Add: $ 1,906.00

Contractor accepts the terms and conditions stated as full and final settlement of any and all claims arising from this Change Order. Contractor agrees to perform the above-described changes in accordance with the terms set forth herein and in compliance with applicable sections of the Contract Documents. This Change Order is hereby agreed to, accepted and approved, all in accordance with the General Conditions of the Contract Documents. The adjustment of the Contract Price and the Contract Time for the changes noted in this Change Order (the "Changes") represents the full and complete adjustment of the Contract Time and the Contract Price due the Contractor for providing and completing such Changes, including without limitation: (i) all costs (whether direct or indirect) for labor, equipment, materials, tools, supplies and/or services; (ii) all general and administrative overhead costs (including without limitation, home office, field office and Site general conditions costs) and profit; and (iii) all impacts, delays, disruptions, interferences, or hindrances in providing and completing the Changes. Contractor waives all rights, including without limitation those arising under Civil Code Section 1542, for any other adjustment of the Contract Price or the Contract Time on account of the Changes set forth in this Change Order or the Contractor's performance and completion of the Changes.
NOT VALID UNTIL SIGNED BY THE OWNER, ARCHITECT, CONSTRUCTION MANAGER, AND CONTRACTOR

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</tr>
<tr>
<td>Net change by previously authorized change orders</td>
<td>0 calendar days</td>
</tr>
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<tr>
<td>The new contract time including this change order will be</td>
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</tr>
<tr>
<td>The date of substantial completion as of the date of this change order is</td>
<td>July 14, 2010</td>
</tr>
</tbody>
</table>

NOTE: This change order includes only the items included above. This change order does not reflect changes in the Contract Sum or Contract Time which have been authorized by Construction Change Directive but are not included above.

Architect: John Sergio Fisher, AIA  
Principal-in-Charge  
John Sergio Fisher & Assoc., Inc.  
5567 Reseda Blvd., Suite 209  
Tarzana, CA 91356  
Date: ____________

Contractor: Diani Building Corporation.  
200 Parr Blvd.  
Richmond, CA 94801  
Date: ____________

Construction Manager: GKK Works  
C/O Santa Barbara City College  
3000 Campus Hill Drive  
Livermore, CA 94551  
Date: ____________

Owner: Santa Barbara City College  
721 Cliff Drive  
Santa Barbara, CA 93109  
Date: ____________

(space for DSA approval stamp)
February 22, 2011

SBCC
721 Cliff Dr
Santa Barbara, CA 93109

Attn: Steve M
Ref: SBCC Softball Field Extras/Reimbursable expenses

There is due and payable at this time for architectural services for the above referenced project for Final completion of the plans for extras and reimbursable expenses, the sum of $2,295.00. This includes all labor and materials used to provide the service requested per our contract in conjunction with this project to this date.

Enclosed is a copy of the job ledger sheet showing the cost breakdown of all labor and materials used. In addition, the labor is broken down by employees into the various major categories of services performed from out time sheets. Also included are copies of the materials used, the consultant invoices, and miscellaneous fees charged for your review.

If you have any questions, do not hesitate to call for any additional information or clarifications.

TOTAL DUE $2,295.00

Note! In order to keep the project cost down, payment is due within 15 days. No interest will be charged if payment in full is received within 30 days from the date of this invoice. After that date, interest will be charged at the contract rate of 1.5% of the entire outstanding balance due each month.

Thank you,
D W REEVES AND ASSOCIATES, Architects
February 24, 2011

SBCC
721 Cliff Dr
Santa Barbara, CA  93109

Attn: Steve M
Ref: SBCC Softball Field Contract

There is due and payable at this time for architectural services for the above referenced project for Final completion of the Contract, the sum of $2,442.50. This includes all labor and materials used to provide the service requested per our contract in conjunction with this project to this date.

Enclosed is a copy of the job ledger sheet showing the cost breakdown of all labor and materials used. In addition, the labor is broken down by employees into the various major categories of services performed from out time sheets. Also included are copies of the materials used, the consultant invoices, and miscellaneous fees charged for your review.

If you have any questions, do not hesitate to call for any additional information or clarifications.

TOTAL DUE $2,442.50

Note! In order to keep the project cost down, payment is due within 15 days. No interest will be charged if payment in full is received within 30 days from the date of this invoice. After that date, interest will be charged at the contract rate of 1.5% of the entire outstanding balance due each month.

Thank you,
D W REEVES AND ASSOCIATES, Architects
ATTACHMENT D

CHANGE ORDER FORM

(Request & Agreement for Change in Plans and/or Specifications and/or Contract)

Change Request No. 004

Customer: SBCC
Department: Facilities - Campus Development
Attention: Julie Hendricks

Project No. 6697 Contract No. 3 Site: various

Title: SBCC Energy Management System (EMS)

I. REQUEST

Date: October 12, 2011

(a) Requested by Irwin Weintraub Of Compass Energy Solutions

(b) Description of change: CCHRC Building equipment deletion from EMS + RFP 008 + RFP 009 + RFP011

II. CES's AGREEMENT

For all costs involved in this change including extensions of time herein requested CES proposes to perform the work described in accordance with the provisions of the subject Agreement and certifies that the attached cost data is accurate, complete and current, and mathematically correct.

Payment shall be made on the basis of:

Cash-plus-Basis
"Not-to-exceed"

(Computed in accordance with provisions of this Agreement)

If necessary, attach detailed estimates and breakdown for above in accordance with change order instruction. A claim for work performed under protest may be submitted in writing.

An extension of contract time of N/A calendar days to N/A is requested.

COMPASS ENERGY SOLUTIONS

by Fred Ghehranai

Date: October 12, 2011

CUSTOMER APPROVAL:

Customer: SBCC

By: Joseph Sullivan

Title: Vice President Business Services

Date:

Contract Award $ 1,596,510.00
Previous Additions $ 283,675.00
Previous Deductions $ 0.00
Net Total $ 0.00
This Change $ (7,058.00)
Total $ 1,853,317.00
# Request For Proposal (RFP)

FROM: SBCC  
TO: Compass Energy Solutions

<table>
<thead>
<tr>
<th>Location</th>
<th>Qty</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities</td>
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<td>Mixing Box 17 room 226 - remove and replace two dampers</td>
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</tbody>
</table>

**CES REPLY 3/24/11 -**
- Remove and replace 2 existing inoperable dampers
- Reconnect aluminum duct work
- Check and Test damper for proper operation and flow.

All work to be performed off-hours and coordinated with SBCC

Cost – $850.00

SBCC action: [Signature]  
Accepted: [Signature]  
Date: 3/28/11

All applicable work to include prevailing wage rates.  
Thank you
Request For Proposal (RFP)

FROM: SBCC
TO: Compass Energy Solutions

Please provide a cost proposal, including itemized backup documentation, to provide the following scope of work:

<table>
<thead>
<tr>
<th>Location</th>
<th>Qty</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin</td>
<td></td>
<td>AH 3 Return and Exhaust dampers - remove and replace two dampers</td>
</tr>
</tbody>
</table>

**CES REPLY 4/1/11 -**
- Remove and replace 2 existing inoperable dampers
- Re-terminate, test and commission

All work to be performed off-hours and coordinated with SBCC

Cost - $1161.00

SBCC action: [Signature]

Date: 4/1/11

All applicable work to include prevailing wage rates.
Thank you
Request For Proposal (RFP)

FROM: SBCC
TO: Compass Energy Solutions

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<thead>
<tr>
<th>Location</th>
<th>Qty</th>
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<tr>
<td>LRC</td>
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</tbody>
</table>

CES REPLY 7/12/11:

- Remove existing and replace defective pitot tube tubing for 39 VAV boxes.

All work to be performed during evening shift per coordination with SBCC

Cost – $1,953.00

SBCC action: [Signature]
Date 7/14/11

All applicable work to include prevailing wage rates.
Thank you
RESOLUTION
OF THE GOVERNING BOARD OF THE
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

Re: INTERNAL BUDGET TRANSFERS - FISCAL YEAR 11-12

WHEREAS, the Santa Barbara City College District Board of Trustees on September 22, 2011, accepted a adopted 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;

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Fund</th>
<th>Object</th>
<th>Increase</th>
<th>Decrease</th>
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</thead>
<tbody>
<tr>
<td><strong>General Fund - Unrestricted</strong></td>
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PASSED AND ADOPTED by the Board of Trustees of the Santa Barbara Community College District this 27th of October, 2011, by the following vote:

Ayes:

Noes:

Absent:

Concur:

Dr. Jack Friedlander  
Acting Superintendent/President/Secretary/  
Clerk to the Board of Trustees
RESOLUTION
OF THE GOVERNING BOARD OF THE
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

RE: Additional Revenue 2011-2012

WHEREAS, additional revenue not included in the 2011-2012 Adopted Budget has been received and needs to be appropriated, and

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

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

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<th>Fund Name</th>
<th>Fund #</th>
<th>Revenue Source</th>
<th>Revenue Object</th>
<th>Amount</th>
<th>Budget Object</th>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total</td>
<td>$644,090</td>
<td></td>
</tr>
<tr>
<td>Staff Diversity</td>
<td>12228</td>
<td>State Revenue 865000</td>
<td>$5,346</td>
<td>400000-Supplies and Materials</td>
<td>$500</td>
<td></td>
</tr>
<tr>
<td>Increase allocation to update amount</td>
<td></td>
<td></td>
<td></td>
<td>500000-Other Operating Expenses</td>
<td>$4,846</td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total</td>
<td>$5,346</td>
<td></td>
</tr>
</tbody>
</table>

Total New Money | $1,008,243

PASSED AND ADOPTED BY THE Board of Trustees of the Santa Barbara Community College District on the 27th day of October 2011, by the following vote:

Ayes:
Nees:
Absent:
Concur:

Dr. Jack Friedlander
Acting Superintendent/President/ Secretary/
Clerk to the Board of Trustees

Item 6.2-b
10/27/11
# Authorized Signatures

District Personnel Approved by the Board to Act as District Agents

<table>
<thead>
<tr>
<th>District:</th>
<th>Santa Barbara Community College District</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Signature</th>
<th>Vendor Prelists</th>
<th>Contracts</th>
<th>Payroll Prelists</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Jack Friedlander, Acting Superintendent/President</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joseph E. Sullivan, Vice President, Business Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leslie Griffin, Controller</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sharon Coffield, Assistant Controller</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robert Morales, Director, Purchasing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Julie Hendricks, Director, Facilities &amp; Campus Development</td>
<td></td>
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</tr>
</tbody>
</table>

I certify that the signatures shown on this page are the verified signatures of district personnel approved by the board to act as agents of the governing board.

<table>
<thead>
<tr>
<th>Board Secretary</th>
<th>Date</th>
</tr>
</thead>
</table>

K-12 Reference: Ed. Code § 42632, 42633, 17604
Community College Reference: Ed. Code § 85232, 85233, 81655
Resolution of the Governing Board
Delegation of Governing Board Powers/Duties
Authority to make cash and budget transfers

District: Santa Barbara Community College District

Whereas, Education Code Section 70902(d) provides that "Wherever in this section or any other statute a power is vested in the governing board, the governing board of a community college district, by majority vote, may adopt a rule delegating the power to the district's chief executive officer or any other employee or committee as the governing board may designate...;" and

Whereas, Education Code Section 70902(d) further provides, "However, the governing board shall not delegate any power that is expressly made nondelegable by statute.", and "Any rule delegating authority shall prescribe the limits of the delegation;" and

Whereas, the governing board of the Santa Barbara Community College District recognizes that while the authority provided in Education Code Section 70902(d) authorizes the board to delegate its vested powers, the governing board retains the ultimate responsibility over the performance of those vested powers; and

Whereas, the governing board further recognizes that where other statutory provisions make certain powers nondelegable, the governing board shall not delegate those powers, and that any rule delegating authority shall prescribe the limits of the delegation;

Now, Therefore, Be It Resolved that in accordance with the authority provided in Education Code Section 70902(d), the governing board of the Santa Barbara Community College District hereby delegates to the following officers or employees of the district, the authority to act in consultation with the Superintendent/President on its behalf in performance of the duties and powers granted to the board by law as indicated below and subject to the following limitations and restrictions:

Authorized District Employee/Officer: ____________________________
Delegated Power or Duty: ______________________________________
Limitations and Restrictions: ________________________________

Authorized District Employee/Officer: ____________________________
Delegated Power or Duty: ______________________________________
Limitations and Restrictions: ________________________________

Passed and Adopted this _____ day of ______, ______ by the following vote:

Ayes: ____________________________
Noes: ____________________________
Absent: ____________________________
Abstain: ____________________________

Reference: Ed. Code § 70902(d)

Board Secretary ____________________________ Date ____________________________

Item 6.2-C
Page 2 of 2
10/27/11
RESOLUTION
OF THE GOVERNING BOARD OF THE
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

Re: PAYMENT OF OUTDATED WARRANT

WHEREAS on August 27, 2007, the Santa Barbara Community College District Board of Trustees did hire Erina Tezuka, hereinafter called Employee, as a student worker; and

WHEREAS on April 30, 2008, said student worker did complete for said District all or part of said services for which she was hired; and

WHEREAS said District did on April 30, 2008, accept as complete and in good order those services for which claim for payment is being made by said student worker; and

WHEREAS this obligation has not been paid 05/09/08 in the amount of $183.24 was misplaced; and

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

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

Ayes:

Noes:

Absent:

Concur:

I hereby certify that the foregoing is a full, true, and correct transcript of a resolution duly adopted and affirmed by the Board of Trustees of the Santa Barbara Community College District at a duly constituted regular meeting of said Board, held on October 27, 2011, as it appears upon the minutes of said meeting.

Dr. Jack Friedlander
Acting Superintendent/President and
Secretary/Clerk to the Board of Trustees
RESOLUTION
OF THE GOVERNING BOARD OF THE
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

Re: PAYMENT OF OUTDATED WARRANT

WHEREAS on August 27, 2007, the Santa Barbara Community College District Board of Trustees did hire Erina Tezuka, hereinafter called Employee, as a student worker; and

WHEREAS on May 15, 2008, said student worker did complete for said District all or part of said services for which she was hired; and

WHEREAS said District did on May 15, 2008, accept as complete and in good order those services for which claim for payment is being made by said student worker; and

WHEREAS this obligation has not been paid 05/30/08 in the amount of $183.24 was misplaced; and

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

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

Ayes:

Noes:

Absent:

Concur:

I hereby certify that the foregoing is a full, true, and correct transcript of a resolution duly adopted and affirmed by the Board of Trustees of the Santa Barbara Community College District at a duly constituted regular meeting of said Board, held on October 27, 2011, as it appears upon the minutes of said meeting.

Dr. Jack Friedlander
Acting 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 transactions 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 2011-12.

RESOLUTION

BE IT RESOLVED that the Governing Board of the Santa Barbara Community College District authorizes entering into local agreements with the California Department of Education, and that the person/s who is/are listed below is/are authorized to sign transactions for the Governing Board.

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Jack Friedlander</td>
<td>Acting Superintendent/President</td>
<td></td>
</tr>
<tr>
<td>Joseph E. Sullivan</td>
<td>Vice President, Business Services</td>
<td></td>
</tr>
</tbody>
</table>

PASSED AND ADOPTED THIS 27th day of October 2011 by the Governing Board of the Santa Barbara Community College District of Santa Barbara County, California.

I, Dr. Jack Friedlander, 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 to the Board of Trustee) (Date)
September 22, 2011

VIA FEDERAL EXPRESS

NOTICE OF CLAIM

Board of Trustees
Santa Barbara City College
721 Cliff Drive
Santa Barbara, California 93109

Re: Claimant: Kimberly A. Vitello
Date of Loss: March 25, 2011

To the Board of Trustees:

Kimberly A. Vitello submits the following claim:

1. Claimant: Kimberly Allison Vitello
Goleta, California 93117
Telephone:

Date of Birth:
Social Security Number:

2. Name, address and telephone number to which claimant desires notices to be sent:

Raymond J. Pulverman, Esq.
Pulverman & Pulverman, LLP
1307 State Street, Second Floor
Santa Barbara, California 93101
Telephone: 805.962.0397

Item 9.2b
Page 1 of 3
10/27/11
3. Occurrence:
   a. Date: March 25, 2011
   b. Time: Early morning through afternoon
   c. Place: Santa Barbara City College Cosmetology Academy
      5160 Hollister Avenue
      Santa Barbara, California 93111

d. How the injury occurred:

   The instructor, Debbie Dohy, spray painted a decal of a cheetah print onto Kimberly Vitello’s back with an air brush. This was for a class fashion show in which Kimberly Vitello was the model for her group. Before the cheetah print was sprayed on her back, she asked Mrs. Dohy if it was safe and if it would easily wash off. Mrs. Dohy assured Kimberly Vitello that it was safe and would wash off with warm water.

c. What particular action by Santa Barbara City College or its employees caused the injury:

   The instructor did not follow the California State Board of Barbering and Cosmetology health, safety and disinfection/sanitary guidelines. The Pure Food, Drug and Cosmetic Act of 1938 rules and regulations were not followed by Mrs. Dohy.

4. Description of injury:

   Kimberly Vitello sustained a chemical exposure burn and scar across her back and shoulders, which her doctor has told her is permanent.

5. Employees causing the injury:

   Debbie Dohy
   Dean Dr. Partee
   Does 1-20

6. Amount of damages claimed as of this date: $100,000
   Estimated future damages: $100,000
   Total damages claimed: $200,000+

Kimberly Vitello will provide her medical bills once she receives them.
Board of Trustees  
Santa Barbara City College  
September 22, 2011  
Page 3

7. Jurisdiction: Santa Barbara County Superior Court

8. Health care providers:
   a. Jackson Medical Group, 517 West Junipero Street, Santa Barbara, California 93105
   b. Pacific Diagnostic Laboratories, 5333 Hollister Avenue, Santa Barbara, California 93111
   c. Sansum Medical Group, 215 Pesetas Lane, Santa Barbara, California 93111

9. Additional information:
   A photograph of Kimberly Vitello's injury is enclosed.
   A report from Western Dermatology is enclosed.

Very truly yours,

PULVERMAN & PULVERMAN, LLP

By
Raymond J. Pulverman

RJP/kes
Enclosure