AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES

FROM: PRESIDENT

SUBJECT: JOB DESCRIPTION FOR EXECUTIVE DIRECTOR – CENTER FOR LIFELONG LEARNING

REASON FOR BOARD CONSIDERATION
☐ ACTION ☐ CONSENT ☐ FIRST READINGS ☒ INFORMATION ☐ REPORTS

ITEM NUMBER
1.9-a

DATE
November 8, 2012

ATTACHMENT(S)
4 pages

BACKGROUND:

The job description for the Executive Director for the Center for Lifelong Learning (CLL) is being presented to the board as an information item at this stage in the process due to the significance and high level of interest in creating this position to provide the administrative leadership for the CLL. The board will be asked to approve hiring the person recommended to fill this position at a future board meeting.

The job description for the Executive Director for the Center for Lifelong Learning was reviewed at two meetings of the Center for Lifelong Learning Transition Planning Work Group and at the November 6, 2012 meeting of the College Planning Council. The plan is to begin recruiting for this position in November which the goal of sending the board the name of the person recommended to fill the Executive Director for the CLL in late December.

RECOMMENDATION:

None

Administrator Initiating Item:
Jack Friedlander, Executive Vice President, Educational Programs
BASIC FUNCTION:

The Executive Director of the Center for Lifelong Learning is responsible for leading and representing the Center for Lifelong Learning by meeting community, student, faculty and staff needs and assuring the financial stability, sustainability and growth of the program.

Under the direction of the Executive Vice President, Educational Programs, create and implement the self-supporting Center for Lifelong Learning, which is responsive to the needs of the community. Create a sustainable and viable business model which provides for long term financial stability. Plan, organize, control and direct the operations, programs, classes, seminars, and activities, marketing, budgets, staff and community advisory committees. Supervise and oversee the performance of assigned instructors, staff and volunteers. Coordinate fundraising activities with the Foundation for Santa Barbara City College.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Create and implement the self-supporting Center for Lifelong Learning. Develop and implement programs, classes, seminars, and activities that are responsive to the needs of the community. Plan, organize, control and direct the operations, programs, classes, seminars, and activities of the Center for Lifelong Learning.

Create a sustainable and viable business model which provides for long term financial stability. Develop, implement, evaluate and adjust the business model to assure financial and operational viability.

Develop and prepare the annual budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; research, obtain and maintain grants and other funding sources as required; develop and maintain contracts as assigned. Understand and interpret financial reports.

Coordinate with the Foundation for SBCC on fundraising opportunities, events and sponsorship. Identify, plan, develop, implement and evaluate special sponsored and co-sponsored programs and events that are dynamic and responsive to community learning interests.

Arrange and coordinate calendars, facilities and support services for the instructional activities of the Center; conduct needs assessments; design, develop and evaluate new Center for Lifelong Learning programs, courses, workshops, lectures, seminars, conferences, forums and special events.

Monitor and evaluate assigned programs and courses for educational effectiveness and operational efficiency; maintain awareness of trends and issues in education and the community; receive and respond to student, staff and public input concerning program and lifelong learning course needs and community interests; develop and implement standards, programs, policies and procedures to enhance
the Center’s educational effectiveness and operational efficiency.

Oversee the development, implementation and evaluation of the Center for Lifelong Learning’s marketing, public relations and community outreach plans. In collaboration with the Center for Lifelong Learning’s Community Council of Stakeholders, identify, recruit and provide support for community members to serve on volunteer advisory committees for various curriculum/program areas of focus, marketing, public relations, fundraising and overall support for the Center for Lifelong Learning.

Supervise and evaluate the performance of instructors and staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures.

Monitor, assess and adjust program offerings in response to student and community needs; coordinate activities to enhance staff understanding of educational practices, curriculum standards and instructional strategies related to the Center’s mission and focus.

Coordinate programs, courses, communications, activities and information between staff, instructors, administrators, outside organizations, businesses, the public, the Community Council of Stakeholders, and various local, State and federal agencies; assure proper and timely resolution of student, instructors, staff and administrative issues and conflicts related to the Center for Lifelong Learning.

Develop and conduct training and staff development activities as required; prepare and deliver oral presentations; explain principles, standards, guidelines, practices, procedures and techniques related to the Center’s programs and oversee the preparation and distribution of related training materials.

Direct and participate in the preparation and maintenance of various records, reports and files related to programs, courses, services, curriculum, students, enrollment, projects, grants, financial activity, budgets, personnel and assigned duties.

Incorporate technology and social media into the Center for Lifelong Learning operations.

Work with students from diverse cultural ethnic, socioeconomic, academic, and disability backgrounds.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization and direction of the operations and activities of self-supporting lifelong learning programs.
Curriculum standards, requirements, interpretation and application in assigned programs and courses.
College, State and federal standards and requirements governing college district educational programs.
Self-supporting business models for educational enterprises.
Design and delivery of lifelong learning programs and courses.
Instructional techniques and strategies that are responsive to the learning needs of different segments of the community.
Developments in the use of technology in instruction and general operations.
Current and developing trends in a comprehensive continuing education program.
Principles, practices, procedures and techniques involved in the development and implementation of a comprehensive, self-supporting lifelong learning program.
Principles and practices of administration, supervision and training.
Budget preparation and control.
Oral and written communication skills.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Public relations techniques.
Analyze situations accurately and adopt an effective course of action.

ABILITY TO:
Lead an entrepreneurial organization from inception.
Plan, organize, control and direct the operations and activities of the Center for Lifelong Learning.
Coordinate and direct communications, personnel, curriculum and information to meet community needs and assure smooth and efficient program activities.
Supervise and evaluate the performance of assigned employees.
Develop and implement lifelong learning courses and related instructional activities.
Collaborate with others in the development and implementation of lifelong learning courses and activities.
Coordinate and conduct training and staff development activities as required.
Communicate effectively both orally and in writing.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND PAID EXPERIENCE:

Any combination equivalent to: bachelor’s degree and three years increasingly responsible educational and administrative experience working with community, continuing education, extension or related programs designed to meet the life enrichment learning needs of the community; experience working with the non-profit sector; knowledge and experience in managing a complex budget; knowledge and experience in fundraising

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

WORKING CONDITIONS:
ENVIRONMENT:
Indoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Hearing and speaking to exchange information and make presentations.
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: PRESIDENT
SUBJECT: Reorganization: Human Resources and Emergency Preparedness and Response

REASON FOR BOARD CONSIDERATION
☐ ACTION ☐ CONSENT ☐ FIRST READING ☐ INFORMATION ☐ REPORTS

ITEM NUMBER
1.9-b

DATE
November 8, 2012

ATTACHMENT(S)
1 page

BACKGROUND:

The proposed plan to reorganize Human Resources, restructure two positions within that department, and utilize cost savings to address campus-wide emergency preparedness and response compliance and training will be discussed with the Board.

RECOMMENDATION:

None

Administrator Initiating Item:
Lori Gaskin, President
Factors Contributing to this Reorganization Plan

- Retirement of the Vice President, Human Resources/Legal Affairs in June 2012.
- Opportunity to examine the efficacy of decoupling human resources from legal affairs.
- Opportunity to reorganize Human Resources, accrue a salary savings, and redeploy that savings to an institutional position with broad responsibilities in emergency/disaster preparedness and response.
- Limited progress has been made to date across the institution to address ongoing regulatory compliance issues associated with emergency/disaster preparedness and response.
- Inability to address critical aspects of emergency/disaster preparedness and response with existing staffing.
- Ensure that SBCC’s 20,000+ students and our faculty, staff, and administrators have access to training, drills, operational support, and education for emergency/disaster readiness and response.

Human Resources

- Restructure the Vice President, Human Resources/Legal Affairs position into Vice President, Human Resources.
- Engage external legal counsel on a retainer basis.
- Reorganize the Human Resources department:
  (1) eliminate the position of Director of Human Resources;
  (2) assign the current Director of Human Resources/interim Vice President of Human Resources to the Vice President position on a permanent basis; and
  (3) reclassify the Human Resources Technician II position to Human Resources Technician III as a result of significantly increased scope of responsibilities associated with this reorganization.

Emergency/Disaster Preparedness and Response

- Utilize the savings from the Human Resources reorganization to (1) bring the college into compliance with emergency preparedness regulations, protocols, procedures, and laws; and (2) ensure ongoing readiness by creating a management position with oversight, accountability, and responsibility for all aspects of emergency/disaster preparedness and response.
- Assign oversight of the Campus Security Department to this new position.
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: PRESIDENT
SUBJECT: Reorganization of Administrative Services

REASON FOR BOARD CONSIDERATION
☐ ACTION ☐ CONSENT ☐ FIRST READING ☒ INFORMATION ☐ REPORTS

ITEM NUMBER
1.9-c

DATE
November 8, 2012

ATTACHMENT(S)
None

BACKGROUND:

Proposal: Reorganization for Risk Management, Community Services, Purchasing, Duplicating Contracts and Bidding

The vacancy of the director of risk management and community services has created the need for reorganizing Business Services. The primary assumption is that the director position will not be replaced and the restructuring will allow for preserving most of the salary for that position as savings to the District. The areas that need additional resources applied to them are risk/liability, contract administration and the expanding role of community services. This reorganization will provide for covering these responsibilities with one less management position. The reorganization would be permanent.

Positions Restructured

Three positions will have additional responsibilities assigned to them:

1. Director of Purchasing to become Director of Administrative Services. This is a new position assigning risk/liability management, community services and contracts to the position of Director of Purchasing. These additional responsibilities would require restructuring the following two positions reporting to this Director position.

2. Lead for Community Services and Workers Compensation Administration. Currently there is an administrator working out of class to support the expanded role of community services as well as supporting workers compensation and risk. This position would be made permanent at the current level (working out-of-class) and would oversee one full time administrator and at least 7 part-time temporary workers.

3. The Senior Buyer would become Lead of Purchasing, Shipping and Receiving. This would be adding the responsibility of overseeing shipping, receiving, moves and adds to the senior buyer responsibilities providing relief for the director position.

There will be one position additionally included in the reorganization. The Communications Services Coordinator currently reporting to the Director of Purchasing will be transferred into the IT department. This will help to balance the workload for the new Director position.
The savings from the restructuring after taking into consideration the compensation required for the increased responsibilities would be from the elimination of the rent-a-risk manager position. There is $22,500 remaining in the current year budget for the position. This would be allocated to the three positions with approximately $7,500 remaining. The savings from eliminating the position were approximately $80,000 in the current year, making total savings from eliminating the position approximately $87,500.

**RECOMMENDATION:**

None

**Administrator Initiating Item:**

Joe Sullivan, Vice President Business Services
AGENDA ITEM BACKGROUND

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<td>FROM: PRESIDENT</td>
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<td>SUBJECT: Continuing Educations Course Conversions in Spring Quarter 2013: An Update</td>
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<td>ITEM NUMBER</td>
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<td>INFORMATION</td>
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<tr>
<td>REPORTS</td>
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BACKGROUND:

At its special meeting on June 20, 2012, the Board of Trustees provided direction to the Continuing Education Division to convert 40% of the non-enhanced FTES to fee-based (tuition) in fall 2012, and an additional 20% in winter 2013. This has been accomplished.

College Planning Council has delayed proffering a recommendation regarding spring term until the outcome of the November 6, 2013 election relative to Proposition 30 is determined.

RECOMMENDATION:

None

Administrator Initiating Item:
Ofelia R. Arellano, Vice President, Continuing Education Division
AGENDA ITEM BACKGROUND

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<td>SUBJECT:</td>
<td>Accreditation Task Force Update</td>
<td>ITEM NUMBER</td>
<td>1.9-e</td>
<td>November 8, 2011</td>
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ATTACHMENT(S) | None |

BACKGROUND:

The Board will receive an update of the work being conducted by the Accreditation Task Force as it prepares the special report required by the Accrediting Commission for Community and Junior Colleges in response to being placed on warning status.

RECOMMENDATION:

None

Administrator Initiating Item:

Lori Gaskin, President
BACKGROUND:

On June 3, 2008, voters residing within the Santa Barbara Community College District passed Measure V, providing the district with $77,242,012 for needed repairs and modernization and construction projects. This local bond election was conducted under the auspices of the Proposition 39: School Facilities Local Vote Act of 2000. Districts passing bonds under Proposition 39 are required to convene a citizens' bond oversight committee. Per Education Code §15278, the committee's charge is to: (1) inform the public concerning the District's expenditure of Measure V bond proceeds; and (2) review and report on the expenditure of bond funds to ensure that such proceeds are utilized only for the purposes set forth in Measure V.

In accordance with Education Code §15282, the citizens' oversight committee shall consist of at least seven members who serve for a term of two years without compensation and for no more than two consecutive terms. The bylaws of Santa Barbara Community College District citizens' oversight committee define the membership composition as follows:

- a member active in a business organization representing the business community located within the district (per Education Code §15282);
- a member active in a senior citizens' organization (per Education Code §15282);
- a member active in a bona fide taxpayers' organization (per Education Code §15282);
- an SBCC student member active in a community college group (per Education Code §15282); and
- a member active in a support organization for Santa Barbara City College, such as a foundation; and
- two members of the community at-large.
The current membership is listed below:

<table>
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<th>Member</th>
<th>Represents</th>
<th>Term Expires</th>
<th>Number of Terms Served</th>
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<tr>
<td>Joe Bailey</td>
<td>Community at-large</td>
<td>November 2012</td>
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<tr>
<td>Vacant</td>
<td>Taxpayers' organization</td>
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<tr>
<td>Sally Green</td>
<td>Community at-large</td>
<td>November 2012</td>
<td>1</td>
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<td>Jack Ostrander</td>
<td>Business organization</td>
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<td>Lee Moldaver</td>
<td>Support organization</td>
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<tr>
<td>Elie Katzenson</td>
<td>Student</td>
<td>November 2013</td>
<td>1</td>
</tr>
</tbody>
</table>

A call for applications to fill the vacant seats was posted in the local press during the months of July and September. The following applicants are presented for Board consideration. Their applications are attached.

- Joseph Bailey, Community at-large
- Sally Green, Community at-large
- Bernice James, Community at-large
- Charles T. "Tobe" Plough, Taxpayers' organization

**RECOMMENDATION:**

It is recommended the Board of Trustees select and appointment members to the citizens' oversight committee from the applicants presented for the term November 2012 through October 2014.

**Administrator Initiating Item:**
Lori Gaskin, President
SANTA BARBARA COMMUNITY COLLEGE DISTRICT
APPLICATION FOR CITIZENS' OVERSIGHT COMMITTEE

(Please Print or Type)

Name: Joseph W. Bailey

Address: ____________________________________________________________

Home Phone: _______ Work Phone: _________

FAX#: ___________ E-Mail: ________________________________

Why do you want to serve on the Measure V Citizens Oversight Committee?

As a retired General Contractor that has built several of the College's projects, I feel it is now time to give back to the Community and College.

Do you have any special area of expertise or experience that you think would be helpful to the committee?

As a businessman in construction for over 60 years, I would be able to evaluate various projects as to cost and design.

If you have served on other school district, college, or city or community committees please list and briefly describe your role:

Suburban Kiwanis Club - Pool Project for Los Prietos Boys Camp Chairman

Boy Scouts Dining Hall Project - Camp Alegre Chairman

Rehabilitation Hospital - New Facility - Director working with the Architect

I would be able to represent the following constituencies in the District: (check all that apply)

☐ Business Representative - Active in a business organization representing local business Organization:

☐ Senior Citizen Group Representative - Active member in a senior citizens' organization Organization:
☐ Taxpayer Organization Member – Active in a bona fide taxpayers’ association
Organization:__________________________

☐ Student in District and Active in Student Government

☐ Active in Organization Supportive of the College, such as Advisory Council or Foundation
Organization:__________________________

☐ At-Large Community Member – Resident of the Santa Barbara Community College District

Please note any additional information you feel should be considered as part of your application:

By the time we Contractors’ get to review a Project, it is too late for
changes to save money or speed up the Project.

Perhaps my long university and business experience would be of benefit
to the Committee.

Are you an employee of the College?*
Are you a vendor, contractor, or consultant to the school district?
Do you have conflicts that would preclude your attending quarterly meetings?
Do you know any reason such as a potential conflict of interest, which would adversely
affect your ability to serve on the Citizen’s Oversight Committees?*
Are you willing to comply with the ethics code included in the bylaws?

("Employees, vendors, contractors, and consultants of the Santa Barbara Community College District are prohibited by law from being members of the Citizens’ Oversight Committee. Employment which could result in becoming a contractor or subcontractor to the district would also be a potential conflict.

Signature of Applicant
All answers and statements in this document are true and complete to the best of my knowledge.

Signature: _______________________________
Date: 12/10/12

Completed applications must be received in the
Superintendent/President’s Office of the Santa Barbara Community College District
721 Cliff Drive, Santa Barbara, CA 93109-2384 or faxed to (805) 966-3402
No later than 4:30 pm, December 17, 2012.
If you have any questions please call the Santa Barbara Community College District at
(805) 730-4011

It is the policy of the Santa Barbara Community College District not to unlawfully discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, color, religion, marital status, age or mental or physical disability in the educational programs or activities which it operates.
SANTA BARBARA COMMUNITY COLLEGE DISTRICT
APPLICATION FOR CITIZENS' OVERSIGHT COMMITTEE

(Please Print or Type)

Name: Sally D. Green

Address: ___________________________________________________________________________

Home Phone: ___________________________ Work Phone: ___________________________

FAX#: ___________________________ E-Mail: ___________________________

Why do you want to serve on the Measure V Citizens Oversight Committee?

I have served on the committee for the last two years, and would like to continue representing Carpinteria.

Do you have any special area of expertise or experience that you think would be helpful to the committee?

While I sat on the SBCC Bd. of Trustees, we were actively involved in the process of preparing for Measure V. I served on Facilities List Committee, and have working knowledge of Measure V. I served on Facilities and Fiscal Committees, and have working knowledge of Measure V.

If you have served on other school district, college, or city or community committees please list and briefly describe your role:

I am the retired Principal of Carpinteria School. I worked closely with facilities and grounds crew to ensure cleanliness and safety of the school. I attended many Facilities Board meetings in the District and understood school finance.

I would be able to represent the following constituencies in the District: (check all that apply)

□ Business Representative - Active in a business organization representing local business Organization: ___________________________

□ Senior Citizen Group Representative - Active member in a senior citizens' organization Organization: ___________________________
☐ Taxpayer Organization Member – Active in a bona fide taxpayers’ association
Organization:

☐ Student In District and Active in Student Government

☐ Active in Organization Supportive of the College, such as Advisory Council or Foundation
Organization:

☒ At-Large Community Member – Resident of the Santa Barbara Community College District

Please note any additional information you feel should be considered as part of your application:

☐ Are you an employee of the College?*
☐ Are you a vendor, contractor, or consultant to the school district?
☐ Do you have conflicts that would preclude your attending quarterly meetings?
☐ Do you know any reason such as a potential conflict of interest, which would adversely affect your ability to serve on the Citizen’s Oversight Committee?*
☐ Are you willing to comply with the ethics code included in the bylaws?

(*Employee, vendors, contractors, and consultants of the Santa Barbara Community College District are prohibited by law from being members of the Citizens’ Oversight Committee. Employment which could result in becoming a contractor or subcontractor to the district would also be a potential conflict.)

Signature of Applicant
All answers and statements in this document are true and complete to the best of my knowledge.

Signature ___________________________ Date 4/16/12

Completed applications must be received in the President’s Office of the Santa Barbara Community College District
721 Cliff Drive, Santa Barbara, CA 93109-2394 or faxed to (805) 966-3402
No later than 4:30 pm, July 20, 2012
If you have any questions please call the Santa Barbara Community College District at (805) 966-0581

It is the policy of the Santa Barbara Community College District not to unlawfully discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, color, religion, marital status, age or mental or physical disability in the educational programs or activities which it operates.
Name: Bernice James

Address: ____________________________________________

____________________________________________________

Home Phone: __________________ Work Phone: _____________

FAX#: __________________________ E-Mail: _____________

Why do you want to serve on the Measure V Citizens Oversight Committee?

I believe my expertise would be helpful on this committee. I am a supporter of community colleges. I attended a community college and so did my 3 daughters, the youngest at SBCC. I'm interested in the capital projects; especially the Drama/Music bldg.

Do you have any special area of expertise or experience that you think would be helpful to the committee?

As retired Treasurer-Tax Collector of Santa Barbara County, I have expertise in finance including extensive experience in bond issuances, investing public funds, capital project financing. As past director in General Services, I was directly responsible for capital projects.

If you have served on other school district, college, or city or community committees please list and briefly describe your role:

My experience is in county government where I served as a member of committees/boards. I was chair of the county retirement board and the debt advisory committee. The treasury investment committee and deferred compensation committee were advisory and made recommendations to me.

I would be able to represent the following constituencies in the District: (check all that apply)

☐ Business Representative - Active in a business organization representing local business
  Organization: _______________________________________

☐ Senior Citizen Group Representative - Active member in a senior citizens' organization
  Organization: _______________________________________
☐ Taxpayer Organization Member – Active in a bona fide taxpayers' association
   Organization:

☐ Student in District and Active in Student Government

☐ Active in Organization Supportive of the College, such as Advisory Council or Foundation
   Organization:

☒ At-Large Community Member – Resident of the Santa Barbara Community College District

Please note any additional information you feel should be considered as part of your application:

I have experience with boards/committees and am familiar with rules for participating on public committees. I understand the Brown Act and conflict of interest laws.

Are you an employee of the College?*

Are you a vendor, contractor, or consultant to the school district?

Do you have conflicts that would preclude your attending quarterly meetings?

Do you know any reason such as a potential conflict of interest, which would adversely affect your ability to serve on the Citizen's Oversight Committee?*

Are you willing to comply with the ethics code included in the bylaws?

("Employees, vendors, contractors, and consultants of the Santa Barbara Community College District are prohibited by law from being members of the Citizen's Oversight Committee. Employment which could result in becoming a contractor or subcontractor to the district would also be a potential conflict.

Signature of Applicant
All answers and statements in this document are true and complete to the best of my knowledge.

Signature: 
Date: 7/10/2012

Completed applications must be received in the
President's Office of the Santa Barbara Community College District
721 Cliff Drive, Santa Barbara, CA 93109-2394 or faxed to (805) 966-3402
No later than 4:30 pm, July 20, 2012

If you have any questions please call the Santa Barbara Community College District at (805) 965-0581

It is the policy of the Santa Barbara Community College District not to unlawfully discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, color, religion, marital status, age or mental or physical disability in the educational programs or activities which it operates.
SANTA BARBARA COMMUNITY COLLEGE DISTRICT
APPLICATION FOR CITIZENS' OVERSIGHT COMMITTEE

(Please Print or Type)

Name: Charles T. "Tobe" Plough, III

Address: ____________________________

____________________________________

Home Phone: ________________________  Work Phone: ______________

FAX#: ______________________________  E-Mail: ______________________

Why do you want to serve on the Measure V Citizens Oversight Committee?

As member of the Santa Barbara Taxpayers board, who voted to endorse the bond issue, I have a strong interest in seeing City College thrive and prosper with up-to-date facilities.

____________________________________

Do you have any special area of expertise or experience that you think would be helpful to the committee?

I have been involved with public finance issues for the last 20 years, first beginning with the Santa Barbara County Grand Jury and it's responsibility to audit the County's finances and later co-chairing an effort that resulted in the implementation of a performance based budget system by Santa Barbara County.

I have experience in development and construction in Santa Barbara. I have designed and constructed using the latest "Green" technology, looking at total lifecycles for all elements including potable water systems, ambient cooling, energy efficient lighting and water heating.

I also attended Santa Barbara City College, studying Accounting, Calculus, Statistics and Economics, and earned Dean's List status.

____________________________________

If you have served on other school district, college, or city or community committees please list and briefly describe your role:

UCSB Affiliates – Former Board Member.

Santa Barbara Bowl Foundation – Co-founder, Past President, Past Vice President, Current Board Member.

Santa Barbara County Grand Jury – Past Foreman.

Friends of Channel Islands National Park – Past President and Former Board Member.

Santa Barbara Technology and Industry Association – Current Board Member.

Coalition Of Labor, Agriculture and Business – Current Board Chairman.

____________________________________

I would be able to represent the following constituencies in the District: (check all that apply)

☐ Business Representative - Active in a business organization representing local business Organization: ____________________________

☐ Senior Citizen Group Representative - Active member in a senior citizens' organization Organization: ____________________________
Taxpayer Organization Member – Active in a bona fide taxpayers' association
Organization: Santa Barbara Taxpayers Association – Board Vice President

☐ Student in District and Active in Student Government

☐ Active in Organization Supportive of the College, such as Advisory Council or Foundation

Organization:

☐ At-Large Community Member – Resident of the Santa Barbara Community College District

Please note any additional information you feel should be considered as part of your application:

Are you an employee of the College?*
Are you a vendor, contractor, or consultant to the school district?
Do you have conflicts that would preclude your attending quarterly meetings?
Do you know any reason such as a potential conflict of interest, which would adversely affect your ability to serve on the Citizen's Oversight Committee?*
Are you willing to comply with the ethics code included in the bylaws? *(Employees, vendors, contractors, and consultants of the Santa Barbara Community College District are prohibited by law from being members of the Citizens' Oversight Committee. Employment which could result in becoming a contractor or subcontractor to the district would also be a potential conflict.)*

Signature of Applicant
All answers and statements in this document are true and complete to the best of my knowledge.

Signature Charles T. Plough III

Date 5 October 2012

Completed applications must be received in the President's Office of the Santa Barbara Community College District
721 Cliff Drive, Santa Barbara, CA 93109-2394 or faxed to (805) 966-3402
No later than 4:30 pm, October 12, 2012
If you have any questions please call the Santa Barbara Community College District at (805) 965-0581

It is the policy of the Santa Barbara Community College District not to unlawfully discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, color, religion, marital status, age or mental or physical disability in the educational programs or activities which it operates.
BACKGROUND:

The attached transmits routine Human Resources actions regarding permanent personnel.

RECOMMENDATION:

It is recommended the Board of Trustees approve the actions involving permanent personnel presented in the attached.

Administrator Initiating Item:
Patricia English, Interim Vice President, Human Resources
# Human Resources: Actions Involving Permanent Personnel

## Educational Administrator Recognition of Career Longevity

<table>
<thead>
<tr>
<th>Name</th>
<th># of Years</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOMINGUEZ FLORES, Carol</td>
<td>10</td>
<td>9/1/12</td>
</tr>
</tbody>
</table>

## Classified Longevity Career Increments

<table>
<thead>
<tr>
<th>Name</th>
<th># of Years</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANDERSON, Jan</td>
<td>15</td>
<td>11/1/12</td>
</tr>
<tr>
<td>LOVELACE, Brandon</td>
<td>15</td>
<td>11/1/12</td>
</tr>
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</table>

## Classified Doctoral Bonus

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>WINTERMEYER, Lauren</td>
<td>Dual Enrollment</td>
<td>7/1/12</td>
</tr>
</tbody>
</table>

## Classified Leave of Absence

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Date</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUERTA, Guadalupe</td>
<td>Facilities</td>
<td>9/25/12-tbd</td>
<td>Industrial Accident</td>
</tr>
</tbody>
</table>

## Classified Retirement

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Dates</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>FARGO, Sara</td>
<td>President’s office</td>
<td>12/29/12</td>
<td>Retirement-10 years of service</td>
</tr>
</tbody>
</table>
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: PRESIDENT
SUBJECT: Human Resources: Actions Involving Adjunct Faculty

REASON FOR BOARD CONSIDERATION
☐ ACTION ☑ CONSENT ☐ FIRST READING ☐ INFORMATION ☐ REPORTS

ITEM NUMBER 4.2

DATE November 8, 2012
ATTACHMENT(S) 1 page

BACKGROUND:

The attached transmits routine Human Resources actions regarding adjunct faculty, and includes fall/winter 2012/2013 credit and non-credit hires and equivalence determination for minimum qualifications. Adjunct faculty assignments will not exceed 67% time, including any credit division assignment for fall and spring semesters.

RECOMMENDATION:

It is recommended the Board of Trustees approve the actions involving adjunct faculty presented in the attached.

Administrator Initiating Item:
Patricia English, Interim Vice President Human Resources
**HUMAN RESOURCES: ACTIONS INVOLVING ADJUNCT FACULTY**

**ADJUNCT FACULTY**

**CREDIT**

<table>
<thead>
<tr>
<th>Name</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEMSHEA, Adam</td>
<td>Fall</td>
</tr>
<tr>
<td>BRYANT, Gregory</td>
<td>Fall</td>
</tr>
<tr>
<td>CLEMENTS, Brynn</td>
<td>Fall</td>
</tr>
<tr>
<td>SHIELDS, Susan</td>
<td>Fall</td>
</tr>
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</table>

**NON-CREDIT**

<table>
<thead>
<tr>
<th>Name</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>CULBERTON, Katherine</td>
<td>Fall</td>
</tr>
<tr>
<td>WISE, Kendra</td>
<td>Winter</td>
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**MINIMUM QUALIFICATIONS EQUIVALENCIES**

**NON-CREDIT**

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<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
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<tbody>
<tr>
<td>BARRETO, Camila</td>
<td>Parent Education</td>
<td>Winter</td>
</tr>
<tr>
<td>SIEGEL, Barbara</td>
<td>OMEGA: Music</td>
<td>Winter</td>
</tr>
</tbody>
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AGENDA ITEM BACKGROUND

<table>
<thead>
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<th>TO: BOARD OF TRUSTEES</th>
<th>DATE</th>
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<tbody>
<tr>
<td>FROM: PRESIDENT</td>
<td>November 8, 2012</td>
</tr>
<tr>
<td>SUBJECT:</td>
<td></td>
</tr>
<tr>
<td>Human Resources:</td>
<td></td>
</tr>
<tr>
<td>Actions involving</td>
<td></td>
</tr>
<tr>
<td>Experts/Volunteers</td>
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<table>
<thead>
<tr>
<th>REASON FOR BOARD CONSIDERATION</th>
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<tbody>
<tr>
<td>☐ ACTION ☒ CONSENT ☐ FIRST READING</td>
<td>4.3</td>
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<tr>
<td>☐ INFORMATION ☐ REPORTS</td>
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<thead>
<tr>
<th>ATTACHMENT(S)</th>
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</thead>
<tbody>
<tr>
<td>2 pages</td>
</tr>
</tbody>
</table>

BACKGROUND:

The attached transmits routine Human Resources actions regarding experts/volunteers.

RECOMMENDATION:

It is recommended the Board of Trustees approve the actions involving experts/volunteers as presented in the attached.

Administrator Initiating Item:

Patricia English, Interim Vice President Human Resources
### HUMAN RESOURCES: ACTIONS INVOLVING EXPERTS/VOLUNTEERS

#### EXPERTS (CREDIT)

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Rate</th>
<th>Service Date(s)</th>
<th>Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUFHAUSER, Kim</td>
<td>Emergency preparedness presentation</td>
<td>$2,000</td>
<td>8/20/12-6/30/13</td>
<td>General</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Increase in previously approved amount on 9/27/12 agenda</td>
<td>Extension of agreement - previously approved on 9/27/12 agenda</td>
<td></td>
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<tr>
<td>CONRAD, Eva</td>
<td>Consulting Services: Mission Statement/Governance Processes</td>
<td>$150/hr</td>
<td>10/24/12-6/30/13</td>
<td>General</td>
</tr>
<tr>
<td>Tableau Software Consultants</td>
<td>Tableau report development</td>
<td>$8,500</td>
<td>11/1/12-12/15/12</td>
<td>Grant</td>
</tr>
<tr>
<td>WILCOX, Sharon</td>
<td>Management meeting presentation</td>
<td>$200</td>
<td>11/6/12</td>
<td>General</td>
</tr>
<tr>
<td>DICKSTEIN, Marcia</td>
<td>Musicians for Fall Chamber Concert</td>
<td>$300/ea</td>
<td>10/28/12</td>
<td>Auxiliary</td>
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<tr>
<td>GREENSHIELDS, Jacqueline</td>
<td></td>
<td></td>
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<tr>
<td>HEDMAN, Elizabeth</td>
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<td></td>
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<tr>
<td>KISLENKO, Natalia</td>
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<tr>
<td>MAURER, Luke</td>
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<tr>
<td>RADISCH, Jennifer</td>
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#### EXPERTS (NON - CREDIT)

<table>
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<th>Rate</th>
<th>Service Date(s)</th>
<th>Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>MARTINI-MUTH, Cecilia</td>
<td>Complete graphic design for ESL Student Guide</td>
<td>$2,000</td>
<td>11/16/12 – 1/31/13</td>
<td>Grant</td>
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</tbody>
</table>

#### VOLUNTEERS (CREDIT)

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Date</th>
<th>For</th>
</tr>
</thead>
<tbody>
<tr>
<td>CASILLAS, Bruno</td>
<td>Instructor assistant</td>
<td>11/1/12-5/18/13</td>
<td>Physical Education</td>
</tr>
<tr>
<td>PEACOCK, James</td>
<td>Field trip support staff</td>
<td>7/1/12-6/30/13</td>
<td>Earth &amp; Planetary Sciences &amp; Geography</td>
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<tr>
<td>Name</td>
<td>Assignment</td>
<td>Date</td>
<td>For</td>
</tr>
<tr>
<td>---------------</td>
<td>--------------------</td>
<td>----------------</td>
<td>--------------</td>
</tr>
<tr>
<td>VALENZULA, Adrian</td>
<td>Instructor assistant</td>
<td>11/1/12-5/18/13</td>
<td>Physical Education</td>
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</tbody>
</table>

**VOLUNTEERS (NON-CREDIT)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Date</th>
<th>For</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAMPOS, Luisa</td>
<td>Assist instructor</td>
<td>11/9/12 – 6/30/13</td>
<td>ESL</td>
</tr>
<tr>
<td>WILSON, Cheryl</td>
<td>Assist instructor</td>
<td>11/9/12 – 6/30/13</td>
<td>ESL</td>
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</tbody>
</table>
AGENDA ITEM BACKGROUND

<table>
<thead>
<tr>
<th>TO: BOARD OF TRUSTEES</th>
<th>DATE</th>
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<tbody>
<tr>
<td>FROM: PRESIDENT</td>
<td>November 8, 2012</td>
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<tr>
<td>SUBJECT:</td>
<td></td>
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<tr>
<td>Human Resources: Actions Involving Stipends for Faculty</td>
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<tr>
<td>REASON FOR BOARD CONSIDERATION</td>
<td>ITEM NUMBER</td>
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<tr>
<td>□ ACTION  ☒ CONSENT  □ FIRST READING  □ INFORMATION  □ REPORTS</td>
<td>4.4</td>
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<tr>
<td>ATTACHMENT(S)</td>
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</tr>
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</table>

**BACKGROUND:**

The attached transmits routine Human Resources actions regarding stipends for credit and non-credit faculty.

**RECOMMENDATION:**

It is recommended the Board of Trustees approve the actions involving stipends presented in the attached.

**Administrator Initiating Item:**
Patricia English, Interim Vice President Human Resources
### CREDIT FACULTY

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Rate (not to exceed)</th>
<th>Service Date(s)</th>
<th>Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>BATES, Christopher</td>
<td>Humanities Bldg. remodel move</td>
<td>$200</td>
<td>8/6/12-9/6/12</td>
<td>Measure V</td>
</tr>
<tr>
<td>CHAVEZ, Bonnie</td>
<td>Scheinfeld Entrepreneurship workshops</td>
<td>$3,000</td>
<td>11/12-1/13</td>
<td>Grant</td>
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<tr>
<td>EURMAN, Val</td>
<td>UCLA Aging Grant focus group data</td>
<td>$150</td>
<td>10/16/12-11/16/12</td>
<td>Grant</td>
</tr>
<tr>
<td>LEE, Joseph</td>
<td>Facilitating the Crito Essay contest at SBCC</td>
<td>$750</td>
<td>9/1/12-10/10/12</td>
<td>Grant</td>
</tr>
<tr>
<td>MEDEL, Michael</td>
<td>Create videos for Express to Success</td>
<td>$1,102</td>
<td>10/22/12-12/15/12</td>
<td>Grant</td>
</tr>
<tr>
<td>WRIGHT, Marsha</td>
<td>Oversight of CalWORKS program</td>
<td>$8,000</td>
<td>7/1/12-6/30/13</td>
<td>Grant</td>
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</table>

### NON-CREDIT FACULTY

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Rate (not to exceed)</th>
<th>Service Date(s)</th>
<th>Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAUTONE, Patricia</td>
<td>Attend training &amp; conduct research to track/promote basic skills students</td>
<td>$1,200</td>
<td>11/16/12-3/15/13</td>
<td>Grant</td>
</tr>
</tbody>
</table>
# AGENDA ITEM BACKGROUND

<table>
<thead>
<tr>
<th>TO: BOARD OF TRUSTEES</th>
<th>DATE</th>
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<tbody>
<tr>
<td>FROM: PRESIDENT</td>
<td>November 8, 2012</td>
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<tr>
<td>SUBJECT: Human Resources: Actions Involving Temporary Short-Term and Student Personnel</td>
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<th>ITEM NUMBER</th>
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<table>
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<tr>
<th>ATTACHMENT(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 pages</td>
</tr>
</tbody>
</table>

## BACKGROUND:

The attached transmits routine Human Resources actions regarding temporary, short-term and student personnel. Short-term, non-continuing personnel require Board approval, pursuant to Assembly Bill 500 and its revisions to Education Code 88003.

All short-term and student personnel appointments are limited to 19.5 hours per week and 175 days per year.

## RECOMMENDATION:

It is recommended the Board of Trustees approve the actions involving temporary, short-term and student personnel presented in the attached.

## Administrator Initiating Item:

Patricia English, Interim Vice President, Human Resources
### HUMAN RESOURCES: ACTIONS INVOLVING TEMPORARY PERSONNEL

#### SHORT-TERM PERSONNEL (CREDIT)

<table>
<thead>
<tr>
<th>Name</th>
<th>Department/Level</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>CALDERON-RAYA, Martin</td>
<td>Biology</td>
<td>10/12/12-12/23/12</td>
</tr>
<tr>
<td></td>
<td>HS VI</td>
<td>1/2/13-6/30/13</td>
</tr>
<tr>
<td>CASTRO, Reina</td>
<td>ISSP</td>
<td>10/22/12-12/23/12</td>
</tr>
<tr>
<td></td>
<td>HS VI</td>
<td>1/2/13-6/30/13</td>
</tr>
<tr>
<td>DECEMVIRALE, John</td>
<td>Tutorial/Writing Center</td>
<td>10/11/12-12/23/12</td>
</tr>
<tr>
<td></td>
<td>HS VI</td>
<td>1/2/13-6/30/13</td>
</tr>
<tr>
<td>DEGLOW, Terry</td>
<td>Computer Science</td>
<td>10/2/12-12/23/12</td>
</tr>
<tr>
<td></td>
<td>HS VI</td>
<td>1/2/13-6/30/13</td>
</tr>
<tr>
<td>MONROY, Maureen</td>
<td>Orfalea ELC</td>
<td>12/1/12-12/23/12</td>
</tr>
<tr>
<td></td>
<td>Sub for Anna Akot</td>
<td></td>
</tr>
<tr>
<td>RICHARDSON, Jef</td>
<td>Tutorial/EOPS</td>
<td>10/11/12-12/23/12</td>
</tr>
<tr>
<td></td>
<td>HS VI</td>
<td>1/2/13-6/30/13</td>
</tr>
<tr>
<td>SCARANO, Jennifer</td>
<td>Center for Sustainability</td>
<td>10/23/12-12/23/12</td>
</tr>
<tr>
<td></td>
<td>HS VI</td>
<td>1/2/13-6/30/13</td>
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#### SHORT-TERM PERSONNEL (NON-CREDIT)

<table>
<thead>
<tr>
<th>Name</th>
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<th>Dates</th>
</tr>
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<tbody>
<tr>
<td>DRAPER, Lisa</td>
<td>ESL</td>
<td>10/18/12-12/23/12</td>
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<tr>
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#### STUDENT PERSONNEL

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Level</th>
<th>Term</th>
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</thead>
<tbody>
<tr>
<td>BAYIBSA, Tresor</td>
<td>Food Services</td>
<td>SW I</td>
<td>Fall</td>
</tr>
<tr>
<td>BERNAL, Sarah</td>
<td>Admissions and Records</td>
<td>SW I</td>
<td>Fall</td>
</tr>
<tr>
<td>BLAKE, Rachel</td>
<td>CLRC</td>
<td>SW I</td>
<td>Fall</td>
</tr>
<tr>
<td>BRUNDIN, Axel</td>
<td>Food Services</td>
<td>SW I</td>
<td>Fall</td>
</tr>
<tr>
<td>CERDA, Benjamin</td>
<td>Computer Science</td>
<td>SW IV</td>
<td>Fall</td>
</tr>
<tr>
<td>FADILA, Halima</td>
<td>Tutorial/Arabic</td>
<td>SW V</td>
<td>Fall</td>
</tr>
<tr>
<td>FLORES, Marisa</td>
<td>Food Services</td>
<td>SW I</td>
<td>Fall</td>
</tr>
<tr>
<td>GLUCK, Marlee</td>
<td>Earth Science</td>
<td>SW III</td>
<td>Fall</td>
</tr>
<tr>
<td>GOALABRE, Benjamin</td>
<td>Film/TV</td>
<td>SW III</td>
<td>Fall</td>
</tr>
<tr>
<td>GUTIERREZ, Benjamin</td>
<td>Gateway/Math</td>
<td>SW II</td>
<td>Fall</td>
</tr>
<tr>
<td>Name</td>
<td>Department</td>
<td>Level</td>
<td>Term</td>
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<tr>
<td>HANG, Cindy</td>
<td>A D N</td>
<td>SW VI</td>
<td>Fall</td>
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<tr>
<td>HATTORI, Ayako</td>
<td>Tutorial/LRC</td>
<td>SW I</td>
<td>Fall</td>
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<tr>
<td>JAMARI, Salim</td>
<td>Tutorial/LRC</td>
<td>SW III</td>
<td>Fall</td>
</tr>
<tr>
<td>KILGORE, Henry</td>
<td>Tutorial/EOPS</td>
<td>SW V</td>
<td>Fall</td>
</tr>
<tr>
<td>LICEA, Jon-Paul</td>
<td>Security</td>
<td>SW III</td>
<td>Fall</td>
</tr>
<tr>
<td>LOZANO, Armand</td>
<td>Tutorial/EOPS</td>
<td>SW I</td>
<td>Fall</td>
</tr>
<tr>
<td>MIARKIANI, Ghorban Ali</td>
<td>Art</td>
<td>SW IV</td>
<td>Fall</td>
</tr>
<tr>
<td>NUNO-LUEVANO, Robert</td>
<td>Food Services</td>
<td>SW I</td>
<td>Fall</td>
</tr>
<tr>
<td>OPEDAL, Morten</td>
<td>Journalism</td>
<td>SW I</td>
<td>Fall</td>
</tr>
<tr>
<td>OROZ, Justin</td>
<td>EOPS</td>
<td>SW III</td>
<td>Fall</td>
</tr>
<tr>
<td>ORTEGA, Susana</td>
<td>Scheinfeld Center</td>
<td>SW VI</td>
<td>Fall</td>
</tr>
<tr>
<td>POTHONGSUNUN, Mintra</td>
<td>Admissions and Records</td>
<td>SW I</td>
<td>Fall</td>
</tr>
<tr>
<td>RAUSEO-GOMEZ, Carla</td>
<td>Gateway/Math</td>
<td>SW I</td>
<td>Fall</td>
</tr>
<tr>
<td>SHERR, Talia</td>
<td>Food Services</td>
<td>SW II</td>
<td>Fall</td>
</tr>
<tr>
<td>WARD, Olivia</td>
<td>Art</td>
<td>SW VI</td>
<td>Fall</td>
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</tbody>
</table>
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: PRESIDENT
SUBJECT: SANTA BARBARA CITY COLLEGE CO-CURRICULAR BUDGET FOR 2012-13

DATE
November 8, 2012

ATTACHMENT(S)
1 page

REASON FOR BOARD CONSIDERATION
☑ ACTION ☐ CONSENT ☐ FIRST READINGS
☐ INFORMATION ☐ REPORTS
ITEM NUMBER
5.1

BACKGROUND:

The co-curricular budget supports outside-of-the-classroom activities that are vital to a full, formative and engaged college experience. The co-curricular budget allows students to participate in activities that enable students to share their particular strengths, skills, and interests with their peers and with the broader college community. These activities enrich and enhance the overarching academic learning experience.

RECOMMENDATION:

It is recommended the Board of Trustees approve the Co-Curricular Budget for 2012-13.

Administrator Initiating Item:
Jack Friedlander, Executive Vice President, Educational Programs
# SANTA BARBARA CITY COLLEGE
## Co-Curricular Budget 2012 - 2013

<table>
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<th></th>
<th>ACTUAL 10-11</th>
<th>PROPOSED 11-12</th>
<th>ACTUAL 11-12</th>
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AGENDA ITEM BACKGROUND

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<tr>
<td>FROM:</td>
<td>PRESIDENT</td>
<td>November 8, 2012</td>
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<tr>
<td>SUBJECT: COURSE MODIFICATIONS AND REMOVAL OF COURSE PLUS HOURS</td>
<td>ATTACHMENT(S)</td>
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<td>REASON FOR BOARD CONSIDERATION</td>
<td>ITEM NUMBER</td>
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BACKGROUND:

At its October 29, 2012 meeting, the Curriculum Advisory Committee approved course modifications and removal of course plus hours.

These courses were approved by the Curriculum Advisory Committee and consist primarily of the modification to remove all references to plus hours on the Course Outline of Record. All CAC approved courses have been reviewed and approved by the chair of the department and dean of the department.

The term “Course Modification” is the process the originator of a department has selected while using the program curricUNET, currently being used for the curriculum process. The term “Plus Hour Changes” or “Remove Plus Hours” is also a selection available in curricUNET. The courses listed on the Board Agenda are exactly as they appear in curricUNET and in the order that they appear in the program.

The Chancellor’s Office has mandated that plus hours will no longer be reimbursed to the college and therefore, most of these have been modified to remove the plus hours from the Course Outline of Record. This then, provides the department an opportunity to also update and/or modify the COR by correcting/adjusting such areas as hours, units, TLUs, adding maximum class size and providing a pedagogical justification for the maximum number of students to be enrolled in the class, etc.

RECOMMENDATION:

It is recommended the Board of Trustees approve the recommendations of the Curriculum Advisory Committee.

Administrator Initiating Item:
Jack Friedlander, Executive Vice President, Educational Programs
BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

To: SBCC Board of Trustees
From: Curriculum Advisory Committee

At the October 29, 2012 meeting the Curriculum Advisory Committee approved the following:

COURSE MODIFICATION(s)
ASL 101 Beginning American Sign Language I
ASL102 Beginning American Sign Language II
ASL103 Intermediate American Sign Language I
ASL104 Intermediate American Sign Language II
BIOL100 Concepts of Biology
BIOL101 Plant Biology
BIOL102 Animal Biology
BIOL103 Cell Biology
BIOL104 Molecular Biology
BIOL105 Molecular Biology Laboratory
BIOL120 Natural History
BIOL123 Ecology Laboratory
BIOL124 Biological Oceanography
BIOL125 Marine Biology
BIOL141 Biology Laboratory
BMS100 The Human Body
BMS107 Human Anatomy
BMS108 Human Physiology
BMS127 Medical Microbiology
BMS128 Human Nutrition
BOT100 Concepts of Botany
BOT121 Plant Diversity
BOT122 Flowering Plant Identification
BOT123 Field Botany
ECE111 Administration of Child Development Programs II
ENVS111 Environmental Field Studies
ENVS115L Environmental Geology Laboratory
ENVS116 Energy and Natural Resources
ERTH111 Dynamic Earth - Physical Geology
ERTH111H Dynamic Earth - Physical Geology, Honors
ERTH111L Dynamic Earth - Physical Geology Laboratory
ERTH112L Historical Geology Laboratory
ERTH115 Environmental Geology
ERTH115L Environmental Geology Laboratory
ERTH116 Energy and Natural Resource
ERTH125 Mineralogy and Resources
ERTH126 Petrology and Rock-Forming Minerals
ERTH141L Physical Geography Laboratory
ERTH151L Introductory Physical Oceanography Laboratory
BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

GDP114 Graphic Design I
GEOG101L Physical Geography Laboratory
HEBR101 Beginning Modern Hebrew I
HEBR102 Beginning Modern Hebrew II

PRO104A Workplace Communication
PRO104B Workplace Communication
PRO104C Workplace Communication
PRO144A Assertive Communication
PRO155 Generations at Work and Effective Teamwork
PRO168A Business Etiquette to Thrive and Survive
VN138 Nursing Process Applied To Childbearing Family
ZOOL123 Animal Diversity Laboratory

PLUS HOUR CHANGES
TA111 Beginning Acting

REMOVE PLUS HOURS
ASL110 Introduction to ASL/English Interpretations
ASL111 Fingerspelling and Numbers I
ASL112 Fingerspelling and Numbers II
ASL115 Classifiers
ASL120 Beginning Conversational American Sign Language
ASL125 American Deaf Culture and History I
ASL130 Intermediate ASL Conversation I
ASL140 Intermediate ASL Conversation II
COMP103 Internet Communications
COMP120 Being Successful with Moodle
ESL029 Writing Skills on Computer: Level 1-3
ESL035 Levels 1-2: Basic Conversation
ESL040 Grammar Level 1
ESL041 Writing Level 1
ESL042 Reading Level 1
ESL043 Foundations 1: Listening, Speaking and Grammar
ESL044 Foundations 1: Reading, Writing and Grammar
ESL050 Grammar Level 2
ESL051 Writing Level 2
ESL052 Reading Level 2
ESL053 Foundations 2: Listening, Speaking and Grammar
ESL054 Foundations 2: Reading, Writing and Grammar
ESL060 Grammar Level 3
ESL061 Writing Level 3
ESL062 Reading Level 3
ESL063 Foundations 3: Listening, Speaking and Grammar
ESL064 Foundations 3: Reading, Writing and Grammar
ESL070 Beginning Workplace ESL
ESL071 High Beginning ESL for the Workplace
ESL100 ESL Introduction to Early Childhood Education
ESL107 Intermediate Grammar Review
ESL113 Beginning Conversation: Level 1
ESL117 Intermediate Conversation: Level 2
ESL121 Level 3: Intermediate Conversation
ESL122 Grammar Level 4
ESL123 Writing Level 4
ESL124 Reading Level 4
ESL125 Level 4: Advanced Conversation
ESL126 Level 1-5: Reading and Writing Workshop
ESL128 Level 1-5: Conversation Workshop
ESL129 Bilingual Conversation Exchange
ESL130 Reading Level 5
ESL160 Reading and Study Skills for Nursing
ESL290 Work Experience in English As A Second Language
FR142 Advanced Literary Readings
GDP230 Portfolio
GDP215 PRODUCTION AND PREPRESS
GDP212 Graphic Design II
GDP118 Creative Thinking
GDP113 Typography
GDP111 Graphic Design Basics
GDP110 Media Design
ITAL150 Advanced Italian
BACKGROUND:

Attached is a listing of new CE fee-based classes and associated fees. When new a fee-based class is proposed, it is reviewed by the appropriate director and the dean in terms of content, alignment with existing curriculum, and outcomes. The class is then put forward to the other directors for additional comment and finally submitted to the Board of Trustees for consideration. This process serves to ensure the college's quality and standards are upheld while providing for a responsive system to integrate emerging topics of interest into the CE offerings.

RECOMMENDATION:

It is recommended that Board of Trustees approve the new Community Services Continuing Education courses and fees presented in the attached.

Administrator Initiating Item:
Ofelia R. Arellano, Vice-President, Continuing Education Division
CONTINUING EDUCATION
TUITION FEE-BASED COURSES (COMMUNITY SERVICE)

NEW COURSES
(Instructor Initiated – all course outlines of record (COR) reviewed and approved by CE Directors and Dean)

Psychology & Communication
202598 Assert Yourself: It Is The Healthy, Respectful Thing To Do - $23 to $38

Arts
402450 Sketch and Learn the Historic Architecture of Santa Barbara - $56 to $112

Crafts
452094 Specialized Jewelry Techniques – Creative Surface Treatment/Exploration for Jewelry Metals - $63 to $126
452095 Introduction to Soldering for Jewelry - $63 to $126

Business & Finance
509066 Starting a Cottage Food Business and Understanding the Cottage Food Law - $8 to $15

NEW COURSES
(Conversions with completed course outline of record (COR) reviewed and approved by CE Directors and Dean)

Psychology & Communication
202562 Creating Passion Intimacy, Excitement and Lasting Romance - $19 to $45

Sewing
603128 Sewing For Everyone – Taught in Spanish - $91 to $114
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: PRESIDENT
DATE: November 8, 2012

SUBJECT: Continuing Education: State Funded Course and Certificates
ATTACHMENT(S): 1 page

ITEM NUMBER: 6.2

BACKGROUND:

Attached is a listing of new CE state funded courses and certificates. The Curriculum Review Committee (CRC) approved the courses and certificates at its April 17 and September 11, 2012 meetings.

The Curriculum Advisory Committee (CAC) approved the courses and certificates at its October 15, 2012 meeting.

RECOMMENDATION:

It is recommended that Board of Trustees approve the new courses and certificates presented in the attached.

Administrator Initiating Item:
Ofelia R. Arellano, Vice-President, Continuing Education Division
PROPOSED NEW CONTINUING EDUCATION COURSES AND/OR COURSE MODIFICATIONS, CONTINUING EDUCATION DIVISION

PROPOSED STATE FUNDED COURSES AND CERTIFICATES FOR APPROVAL

NEW COURSES
Approved by CAC, October 15, 2012

Elementary and Secondary Basic Skills
(following courses for certificate listed below)
801191 Skills Development I (CRC, 9/11/12)
801192 Skills Development II (CRC, 9/11/12)

Short-Term Vocational Programs
(following courses for certificate listed below)
901147 Safe Food Preparation and Serving, Module I (CRC, 4/17/12)
901148 Safe Food Preparation and Serving, Module II (CRC, 4/17/12)

NEW CERTIFICATES
Approved by CAC, October 15, 2012
Skills Development Certificate (CRC, 9/11/12)
Safe Food Preparation and Serving Certificate (CRC, 4/17/12)
AGENDA ITEM BACKGROUND

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<td>SUBJECT: Ratification of Purchase Orders</td>
<td>ATTACHMENT(S)</td>
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REASON FOR BOARD CONSIDERATION
☐ ACTION ☒ CONSENT ☐ FIRST READING
☐ INFORMATION ☐ REPORTS

ITEM NUMBER 7.1-a

BACKGROUND:

The attached board report includes campus-wide purchase orders processed from 10/08/12-10/29/12.

RECOMMENDATION:

It is recommended the Board of Trustees acknowledge receipt of the attached Purchase Order Report.

Administrator Initiating Item: Robert Morales, Director - Purchasing

Reviewed by: Joseph E. Sullivan, Vice President Business Services
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AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: PRESIDENT
SUBJECT: Register of Warrants
REASON FOR BOARD CONSIDERATION
☐ ACTION ☒ CONSENT ☐ FIRST READING
☐ INFORMATION ☐ REPORTS
ITEM NUMBER 7.1-b
DATE
November 8, 2012
ATTACHMENT(S)
None

BACKGROUND:

Pursuant to Education Code §85231, the following warrants and Automated Clearing House are submitted for Board ratification:

MONTH OF OCTOBER 2012

RATIFICATION OF PAYMENTS AS SUMMARIZED BELOW
A detailed report may be viewed in the Accounting Office A-130

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*This includes the Automated Clearing House payments, otherwise known as direct deposit payments.

RECOMMENDATION:

It is recommended the Board of Trustees ratify the warrants and direct deposits stated above in the amount of $6,970,495.57.

Administrator Initiating Item: Sharon Coffield, Assistant Controller
Approved by: Joseph E. Sullivan, Vice President Business Service
<table>
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<th>TO: BOARD OF TRUSTEES</th>
<th>DATE</th>
<th>November 8, 2012</th>
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<tr>
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<tr>
<td>REASON FOR BOARD CONSIDERATION</td>
<td>ITEM NUMBER</td>
<td>7.1-c</td>
</tr>
<tr>
<td>□ ACTION □ CONSENT □ FIRST READING □ INFORMATION □ REPORTS</td>
<td>ATTACHMENT(S)</td>
<td>12 pages</td>
</tr>
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</table>

**BACKGROUND:**

Trust Accounts are for the support of account programs as detailed below and in the attachments.

Account #749605 – Alternative Loan
Financial Aid – Brad Hardison
Brad Hardison is the Financial Aid Director. The trust account is for support of this program.

Account #759631 – David W Doner, JR., MD Scholarship
Financial Aid/Scholarship – Brad Hardison
Brad Hardison is the Financial Aid Director. The trust account is for support of this program.

Account #759632 – Jacobson Creative Spirit Scholarship
Financial Aid/Scholarship – Brad Hardison
Brad Hardison is the Financial Aid Director. The trust account is for support of this program.

Account #759633 – Citrix OnLine ExCEL Scholarship
Financial Aid/Scholarship – Brad Hardison
Brad Hardison is the Financial Aid Director. The trust account is for support of this program.

Account #759634 – Dr. Ronald Shensky Memorial Scholarship
Financial Aid/Scholarship – Brad Hardison
Brad Hardison is the Financial Aid Director. The trust account is for support of this program.

Account #759635 – Santa Barbara Foundation Pillsbury Music Scholarship
Financial Aid/Scholarship – Brad Hardison
Brad Hardison is the Financial Aid Director. The trust account is for support of this program.

Account #759636 – Bob Cook Memorial Scholarship
Financial Aid/Scholarship – Brad Hardison
Brad Hardison is the Financial Aid Director. The trust account is for support of this program.
Account #759637 – Bouchon American Riviera Scholarship
Financial Aid/Scholarship – Brad Hardison
Brad Hardison is the Financial Aid Director. The trust account is for support of this program.

Account #759638 – Wine Cask American Riviera Scholarship
Financial Aid/Scholarship – Brad Hardison
Brad Hardison is the Financial Aid Director. The trust account is for support of this program.

Account #799015 – School of Justice Studies
Trust Funds and Co-Curricular Accounts – Anne Redding
Anne Redding is the Department Co-Chair for School of Justice Studies. The trust account is for support of this program.

Account #819862 – Geography Club
Club Trust – Geordie Armstrong
Geordie Armstrong is Faculty Advisor for the Geography Club. The trust account is for support of this program.

Account #819863 – Rugby Club
Club Trust – Ben Partee
Ben Partee is the Dean of Educational Programs and Students as well as advisor for the Rugby Club. The trust account is for support of this program.

**RECOMMENDATION:**

It is recommended the Board of Trustees authorize the establishment of twelve (12) new trust accounts as presented.

| Administrator Initiating Item: Barbara Bermudes, Manager - Student Finance |
|Reviewed by: Joseph E Sullivan, Vice President, Business Services|
Santa Barbara City College
Student Finance
Trust Account Information/Authorization Form

**ALTERNATIVE LOANS**

**ACCOUNT TITLE**

Account Category:
- Fund 71 – Associated Students
- Fund 72 – Student Representation Fee
- Fund 79 – Trust Fund & Co-Curricular Accounts
- Fund 81 – Club Accounts

**ACCOUNT NUMBER** 749605

Fund 74 – Federal/State Financial Aid
Fund 75 – Scholarship/Loan Financial Aid

**FINANCIAL AID**

**Organization/Club/Department**

**BRAD HARDISON**

Individual Responsible/Position

**Purpose of Account:**

PRIVATE LOANS FOR STUDENTS

**Source of Income (be specific):**

PRIVATE LENDERS

**Type of Expenditures Allowed (be specific):**

PRIVATE STUDENT LOANS

**Anticipated Duration of Account**

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

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<tr>
<td></td>
<td>ALLISON CURTIS</td>
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Approvals:

Club Advisor (Clubs only)  Date

Department Head  Date

Controller  Date

Student Activities Advisor (Clubs or AS Accts)  Date

Appropriate Vice President  Date

Superintendent/President  Date

aj – revised form 7/30/2012
Inavigation: word,g-drive,bj,signature card form
David W. Doner, JR., MD Scholarship

**ACCOUNT TITLE**

Account Category:
- Fund 71 – Associated Students
- Fund 72 – Student Representation Fee
- Fund 73 – Trust Fund & Co-Curricular Accounts
- Fund 81 – Club Accounts

**FINANCIAL AID**

Organization/Club/Department:

Purpose of Account: Foundation Funded Scholarship

Source of Income (be specific): Foundation/Donations

Type of Expenditures Allowed (be specific): Checks/Purchase Orders

**Anticipated Duration of Account**

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

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<td>9/9/12</td>
<td>Allison Curtis</td>
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<td>AS Dean</td>
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**Approvals:**

- Club Advisor (Clubs only)
- Department Head
- Controller

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<td>Appropriate Vice President</td>
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<td></td>
<td>Superintendent/President</td>
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aj - revised form 7/30/2012
### Jacobson Creative Spirit Scholarship

**Account Number #759632**  
**New Fiscal Year 2012-2013**

| Account Category       | Fund 71 – Associated Students | Fund 72 – Student Representation Fee | Fund 73 – Student Financial Aid  
|------------------------|-------------------------------|---------------------------------------|-------------------------------
| Fund 74 – Federal/State Financial Aid | Fund 75 – Scholarship/Loan Financial Aid | Fund 81 – Club Accounts |

**Financial Aid**

**Organization/Club/Department:**

**Purpose of Account:** Foundation Funded Scholarship

**Source of Income (be specific):** Foundation/Donations

**Type of Expenditures Allowed (be specific):** Checks/Purchase Orders

**Anticipated Duration of Account**

2 Signatures are required for expenditures

(PLEASE HAVE AT LEAST THREE SIGNATURES ON FILE)

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<tr>
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<td>Allison Curtis</td>
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<td>ASSOC Dean</td>
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**Approvals:**

- **Club Advisor (Clubs only):**
  - Date

- **Department Head:**
  - Date
  - Maria  
  - Date 10/11/12

- **Controller:**
  - Date

- **Student Activities Advisor (Clubs or AS Accts):**
  - Date
  - Jack Friedlander  
  - Date 10/11/12

- **Appropriate Vice President:**
  - Date
  - John  
  - Date 10/11/12

- **Superintendent/President:**
  - Date

---

*a) revised form 7/30/2012  
aviation:word,g-drive,bj:signature card form*
Santa Barbara City College
Student Finance

Citrix Online ExCEL Scholarship

ACCOUNT TITLE

Account Category:
- Fund 71 – Associated Students
- Fund 72 – Student Representation Fee
- Fund 79 – Trust Fund & Co-Curricular Accounts
- Fund 81 – Club Accounts

FINANCIAL AID

Purpose of Account:
FOUNDATION FUND D SCHOLARSHIP

Source of Income (be specific):
FOUNDATION DONATIONS

Type of Expenditures Allowed (be specific):
CHEQUES / PURCHASE ORDERS

Anticipated Duration of Account

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

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Approvals:

Club Advisor (Clubs only) Date

Department Head Date

Controller Date

Student Activities Advisor (Clubs or AS Accts) Date

Appropriate Vice President Date

Superintendent/President Date

aj – revised form 7/30/2012
avigation:word,g-drive,bj,signature card form
Dr Ronald Shlensky Memorial Scholarship

Account Category:
- Fund 71 – Associated Students
- Fund 72 – Student Representation Fee
- Fund 79 – Trust Fund & Co-Curricular Accounts
- Fund 81 – Club Accounts

Purpose of Account: Foundation Funded Scholarship

Source of Income (be specific): Foundation Donations

Type of Expenditures Allowed (be specific): Checks / Purchase Orders

Anticipated Duration of Account

2 Signatures are required for expenditures
(please have at least three signatures on file)

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Approvals:

Club Advisor (Clubs only)  Date  Student Activities Advisor (Clubs or AS Accts)  Date
Department Head  Date  Appropriate Vice President  Date
Controller  Date  Superintendent/President  Date

aj – revised form 7/30/2012

Page 5 of 12
Santa Barbara Foundation Pillsbury Music Scholarship

ACCOUNT TITLE
Account Category:  Fund 71 -- Associated Students
Fund 72 -- Student Representation Fee
Fund 79 -- Trust Fund & Co-Curricular Accounts
Fund 81 -- Club Accounts

FINANCIAL AID
Organization/Club/Department

ACCOUNT NUMBER
Individual Responsible/Position

Purpose of Account:  Foundation Funded Scholarship

Source of Income (be specific):  Foundation / Donations

Type of Expenditures Allowed (be specific):  Chairs / Furniture

Anticipated Duration of Account

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

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<td>Assoc. Dean</td>
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Approvals:

Club Advisor (Clubs only)  Date  
Department Head  Date  
Controller  Date

Student Activities Advisor (Clubs or As Accts)  Date  
Appropriate Vice President  Date  
Superintendent/President  Date

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avigation:word,p-drive, bj, signature card form
Bob Cook Memorial Scholarship

Account Category:
- Fund 71 – Associated Students
- Fund 72 – Student Representation Fee
- Fund 79 – Trust Fund & Co-Curricular Accounts
- Fund 81 – Club Accounts

Purpose of Account: Foundation Fund

Source of Income (be specific): Foundation/Donations

Type of Expenditures Allowed (be specific): Checks/Purchase Orders

Anticipated Duration of Account

2 Signatures are required for expenditures
(Please have at least three signatures on file)

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Approvals:

Club Advisor (Clubs only) Date

Department Head Date

Controller Date

Student Activities Advisor (Clubs or AS Accts) Date

Appropriate Vice President Date

Superintendent/President Date

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aJ - revised form 7/30/2012

Navigation: word, g-drive, bj, signature card form
Bouchon America Riviera Scholarship

ACCOUNT TITLE

Account Category:  
- Fund 71 – Associated Students
- Fund 72 – Student Representation Fee
- Fund 79 – Trust Fund & Co-Curricular Accounts
- Fund 81 – Club Accounts

FINANCIAL AID

Organization/Club/Department

Purpose of Account: Foundation Fund Scholarship

Source of Income (be specific): Foundation/Donations

Type of Expenditures Allowed (be specific): Checks/Purchase Orders

Anticipated Duration of Account

2 Signatures are required for expenditures
(Please have at least three signatures on file)

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Approvals:

Club Advisor (Clubs only)  Date

Department Head  Date

Controller  Date

Student Activities Advisor (Clubs or AS Accts)  Date

Appropriate Vice President  Date

Superintendent/President  Date

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2 Signatures are required for expenditures
(Please have at least three signatures on file)

aj – revised form 7/30/2012
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School of Justice Studies

Account Category: Fund 71 - Associated Students
Fund 72 - Student Representation Fee
Fund 79 - Trust Fund & Co-Curricular Accounts
Fund 81 - Club Accounts

School of Justice Studies

Account Number: NEW 2012-2013

Purpose of Account: To support and benefit School of Justice Studies students by funding educational programs, materials, activities, and expenses.

Source of Income (be specific): Fundraise through lecture series/programming and accept donations; concession sales at events.

Type of Expenditures Allowed (be specific): Purchase educational materials for the Luria Library, fund activities or programs related to the criminal justice field for the benefit of the students.

Anticipated Duration of Account

2 Signatures are required for expenditures

PLEASE HAVE AT LEAST THREE SIGNATURES ON FILE.

Date | Print/Type Name | Signature | Position
--- | --- | --- | ---
9/21/12 | ANNE REDDING | ANNE REDDING | Dept. Co-chair
9/21/12 | TOM MAHONEY | | Dept. Co-chair
9/25/12 | BETTY PAVICH | BETTY PAVICH | Dean

Approvals:

Club Advisor (Clubs only)  Date
ANNE REDDING  9/25/12

Student Activities Advisor (Clubs or AS Accts)  Date
Jack McDonald  10/9/12

Department Head  Date
LUCILLE SWIFT  10/9/12

Appropriate Vice-President  Date
Gail Cerro  10/11/12

Controller  Date

Superintendent/President  Date
Santa Barbara City College
Student Finance
Trust Account Information/Authorization Form

ACCOUNT TITLE: Geography Club
ACCOUNT NUMBER: 819862
NEW LIBRARY YEAR: 2012-13

Account Category:
Fund 71 - Associated Students
Fund 72 - Student Representation Fee
Fund 79 - Trust Fund & Co-Curricular Accounts
Fund 81 - Club Accounts

Purpose of Account: See attached Constitution

Source of Income (be specific): Fundraising & Donations

Type of Expenditures Allowed (be specific): See attached list

2012 - 2013
Anticipated Duration of Account

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

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<td>Edwin Hernandez</td>
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<td>President</td>
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<td>8/30/12</td>
<td>George Armstrong</td>
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<td>8/30/12</td>
<td>Amy L. Collins</td>
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Approvals:

George Armstrong 8/30/12
Club Advisor (Clubs only)

Alicia 10/2/12
Department Head

Signature card form

Page 11 of 12
Santa Barbara City College
Student Finance
Trust Account Information/Authorization Form

**Account Title:** Rugby Club

**Account Category:**
- Fund 71 - Associated Students
- Fund 72 - Student Representation Fee
- Fund 79 - Trust Fund & Co-Curricular Accounts
- Fund 81 - Club Accounts

**Account Number:** 819863

**NEW FISCAL YEAR - 2012-2013**

**Organization/Club/Department:**

**Student Life**

**Individual Responsible/Position:** Amy Collins

**Purpose of Account:** See attached constitution

**Source of Income (be specific):** Fund raising & donations

**Type of Expenditures Allowed (be specific):** See attached list

**2012 - 2013 Anticipated Duration of Account**

2 Signatures are required for expenditures
(please have at least three signatures on file)

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<td>Clyffe</td>
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<td>VP</td>
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<tr>
<td>1/16/13</td>
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<td>Dean</td>
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<td>9/1/12</td>
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**Approvals:**

Club Advisor (Clubs only)

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Student Activities Advisor (Clubs or AS Accts)

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Department Head

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Appropriate Vice President

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Controller

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**Navigation:** word,g-drive,bj,signature card form

baj - revised form 7/30/2012
TO: BOARD OF TRUSTEES
FROM: PRESIDENT

SUBJECT: California Early Childhood Mentor Program Agreement, Supplemental Support Agreement

REASON FOR BOARD CONSIDERATION

☐ ACTION ☑ CONSENT ☐ FIRST READINGS
☐ INFORMATION ☐ REPORTS

ITEM NUMBER
7.1-d

DATE
November 8, 2012

ATTACHMENT(S)
3 pages

BACKGROUND:

The California Early Childhood Mentor Program (CECMP) provides resources and support to aspiring and experienced teachers and administrators in programs serving children birth to five and before and after school programs. With the increasing enrollment in our Early Childhood Education (ECE) program, the CECMP assists in balancing the number of student teachers required at Orfaea Early Learning Center by matching and placing students with a community program that best suits their need. Through Federal and local funding, the Mentor Program provides stipends and professional development support to Mentor Teachers who guide college students in Early Care & Education, as well as for Director Mentors who provide resources and expertise to new directors and administrators facing new challenges.

Our Mentor Program was awarded an additional $500.00 to support the Director Mentor component. This additional funding will help our two current director mentors attend the Director Mentor Institute in the spring. This additional funding will help offset their travel, lodging and registration fees.

RECOMMENDATION:

It is recommended the Board approve the California Early Childhood Mentor Program supplemental support agreement.

Administrator Initiating Item: Betty Pazich, Dean - Educational Programs

Approved By: Joseph E. Sullivan, Vice President, Business Services
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 '11-'12 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</td>
<td>$500.00</td>
</tr>
<tr>
<td>Mentor Institute</td>
<td>stipend each</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$500.00</strong></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, 2013:

<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>Yes (Original receipts are required)</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, B-213, 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)  
10/29/12  
(date)

[Signature]  
(Santa Barbara City College Official)  
(date)

[Signature]  
(Title)

---

For Office Use Only

AGREEMENT

Approved by: ____________________________

Date: ____________________________
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.
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: PRESIDENT
SUBJECT: Study Abroad Program Contract: Accent International, Spring 2013

DATE
November 8, 2012

ATTACHMENT(S)
7 pages

REASON FOR BOARD CONSIDERATION
☐ ACTION ☑ CONSENT ☐ FIRST READING
☐ INFORMATION ☐ REPORTS

ITEM NUMBER
7.1-e

BACKGROUND:

ACCENT International Consortium for Academic Programs Abroad has served as the College’s service provider for our Italy semester programs since 1997 and we are consistently satisfied with the services provided by ACCENT.

ACCENT program contract covers transportation, planned excursions and housing. Additionally, events such as orientation, academic programs, cultural programs and excursions are organized and included in the Program, such as a series of optional free or inexpensive activities varying from lectures, sporting events tours and dinners. Local faculty are hired to teach appointed academic and language courses, as well as ACCENT staff to support the program success and accompany program excursions. ACCENT Rome Center provides computer labs and practical and cultural information, and staff to resolve logistical, housing, or other program issues that may arise including coordinating emergency situations, with medical insurance as participant responsibility.

The per-student fee charged by ACCENT is $8,520.00 (price based on 20-24 program participants) or approximately $8,100.00 (price based on 25-29 program participants).


RECOMMENDATION:

It is recommended the Board of Trustees approve the ACCENT Study Abroad Program Contract for Spring 2013.

Administrator Initiating Item: Carola Smith, Director - International Programs

Approved by: Joseph E. Sullivan, Vice President Business Services
PROGRAM CONTRACT
(SBCC-RomSP13)

This Contract, made this July 2, 2012 (the Effective Date), by and between Santa Barbara City College, hereinafter known as "SBCC," and ACCENT International Consortium For Academic Programs Abroad, Limited, a California corporation in good standing, directly, and through its sister Italian entity, ACCENT Italia, srl, hereinafter known as "ACCENT."

Whereas, the parties wish to provide SBCC program participants with an opportunity to study in Rome, Italy, for Spring 2013.

NOW, THEREFORE, the parties agree as follows:

1. Program Dates:

<table>
<thead>
<tr>
<th>Depart U.S.</th>
<th>Monday, January 28, 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrive Rome</td>
<td>Tuesday, January 29, 2013</td>
</tr>
<tr>
<td>Depart Rome</td>
<td>Tuesday, April 30, 2013</td>
</tr>
<tr>
<td>Mid-term Break</td>
<td>March 16 - March 24, 2013</td>
</tr>
<tr>
<td>National Holidays</td>
<td>April 1, Easter Monday</td>
</tr>
<tr>
<td></td>
<td>April 25, Liberation Day</td>
</tr>
<tr>
<td>Number of nights</td>
<td>91</td>
</tr>
</tbody>
</table>

2. Program Housing and Food:
- Double/triple occupancy rooms in shared student apartments with kitchen, bathroom, and general living area will be provided in the Residence Trastevere, or similar student residence in Rome, for the duration of the program, including mid-term break.
- Supplement to be charged for single occupancy rooms in a shared student apartment, when available. Single occupancy rooms are limited and availability will not be known until approximately one to two weeks prior to program departure date.
- Exact housing placements will be given to participants upon arrival.
- ACCENT is able to provide the housing referenced above up to the maximum number of participants specified in the "Pricing" paragraph. If the maximum number of spaces has been filled, ACCENT will provide assistance in finding comparable or alternative housing options for participants, based on availability.
- During overnight excursions, all participants are housed in double/triple/quad occupancy rooms.
- Welcome and farewell dinners will be provided for all participants.

3. Transportation:
- ACCENT will organize an optional round-trip group flight from LAX to Rome on a regularly scheduled airline. Airfare is not included in the program price.
- The group flight must have a minimum of 10 participants. Space on the group flight cannot be guaranteed after flight payment deadline of October 19, 2012.
- ACCENT representative(s) will meet the group flight at the appropriate airport in Rome on January 29, 2013.
• For group flight participants, ACCENT will arrange a transfer by rental bus from the Rome airport to program housing on the day of arrival, and from designated departure point in Rome to the Rome airport on the group departure date. Non-group-flight participants who are able to meet ACCENT at the group arrival point in the airport will also be offered a transfer.

• Non-group-flight participants who are unable to meet ACCENT at the group arrival point in the airport are responsible for checking in at the student residence between 9 a.m. and 6 p.m. on the scheduled date of arrival and are responsible for all transfer arrangements and costs. Participants who are unable to check-in by 6 p.m. should be prepared to make and pay for their own accommodations for the first night, checking into the ACCENT Rome Center the following morning by 9 a.m.

• ACCENT shall provide a Rome transit pass to each participant, valid on bus and metro for the duration of the program.

4. Orientation Program:

• A pre-departure orientation program will be conducted on location in California for all program participants. ACCENT shall address general aspects of study abroad and cross-cultural learning and provide practical information regarding preparation and travel.
  
  - A pre-departure handbook is provided to all participants. Specifically designed for participants going on this program, the handbook gives vital information about preparing for an extended stay in Rome.
  
  - An internet-based orientation will be conducted with program participants unable to attend the pre-departure orientation.

• A pre-departure handbook is provided to all participants. Specifically designed for participants going on this program, the handbook gives vital information about preparing for an extended stay in Rome.

• An on-site orientation in Rome covers practical matters as well as aspects of cross-cultural living and learning, giving program participants the tools they need to make the most of their time in Rome.
  
  - General orientation: explains the services offered by the ACCENT Rome Center and addresses local customs, money, personal safety, emergency contingency plan, telephones, communications, transportation, etc.
  
  - Academic orientation: covers all aspects of the academic program and rules/regulations.
  
  - Housing orientation: provides information specific to living in Rome and in the student residence.
  
  - Orientation materials: maps, practical living information, as well as a copy of "Rome at your Fingertips" and access to the ACCENT Rome blog (www.accentblogs.com/rome), both written by ACCENT for American program participants living in Rome.
  
  - A practical walking tour of the areas in Rome around the ACCENT Center will be conducted as part of the ACCENT orientation.

5. Academic Program:

• Local Faculty will be hired to teach the following courses. Participants will select three of the following courses:
  
  - Marketing: Marketing course, approximately four hours per week for a total of 45 60-minute classroom hours including exams.
  
  - Mass Communication: Communications course, approximately four hours per week for a total of 45 60-minute classroom hours including exams.
  
  - Intercultural Communication: Communications course, approximately four hours per week for a total of 45 60-minute classroom hours including exams.
  
  - Internship Program: Internship Program includes a 22 hour Italian Workforce academic course with a faculty who will also guide participants in their Internships. Internships are one full day per week or two half-days per week and may meet Friday mornings.

• Local Faculty will also be hired to teach the following Italian Language courses. All students are required to take one Italian Language course:
  
  - Italian Language: Two courses of approximately six hours per week for a total of 65 60-minute classroom hours for each course.
• Instructors will be hired based on enrollment and SBCC needs, which will be determined 60 days prior to departure. Instructors for the Made in Italy, E-Communications, and Italian Communications courses will be paid by ACCENT, and ACCENT will be reimbursed at the rate of $5150 per course. SBCC shall make payments to ACCENT for these services as agreed to in advance and upon receiving the invoice for the amount due.

• Supplement of €320 to be invoiced to SBCC for participants enrolled in advanced Italian Language courses through the Scuola Leonardo da Vinci. Supplement amount may change depending upon enrollment.

• ACCENT shall provide €100 per participant for course-related visits within Rome.

• Two ACCENT staff members will serve as co-Academic Coordinators and will be responsible to ensure the academic quality of the program. The co-Academic Coordinators will:
  - Provide academic advising, support and discipline to SBCC students
  - Explain and administer academic policy at an Academic Orientation
  - Oversee attendance and grading
  - Enrich the students’ time in Rome through academic and cultural events and excursions
  - Accompany all SBCC excursions

6. Cultural Program and Excursions:

• To acquaint program participants with the cultural aspects of life in Rome, ACCENT will plan a series of optional free or inexpensive activities which varies but often includes lectures on local customs and contemporary issues, sports events, walking tours and dinners.

• ACCENT shall provide the following excursions, accompanied by ACCENT staff:

  - One four-day, three-night excursion to Tuscany/Florence/Venice, including: coach transport Rome-Florence (with stop at Castello Banfi winery for a tasting); train transport Florence-Venice and Venice-Rome; entries in Florence to the Uffizi and Duomo (free); entries in Venice to Palazzo Ducale; two-day vaporetto pass in Venice; two half-day guides in Florence and two half-day guides in Venice. Accommodation in two-star hotels (two nights in Florence, one night in Venice, double/triple/quad rooms). Breakfast in the hotel provided daily.

  - One three-day, two-night excursion to Sorrento/Capri, including roundtrip train transport from Rome to Naples and from Naples to Sorrento, roundtrip ferry transport to Capri, €15 for entries TBD, and one half-day guided tour. Accommodations in a two-star hotel (double/triple/quad rooms). Breakfast in the hotel provided daily.

7. Center/Administrative Assistance:

• The ACCENT Rome Center will be open 9:00am - 5:00pm weekdays to participants for the duration of the program (closed weekends/Italian national holidays).

• Within the ACCENT Rome Center, participants have limited access to a PC computer lab with internet access and a study room with WIFI access Monday through Friday during regular business hours indicated above.

• Extensive practical and cultural information is available allowing program participants to take full advantage of the culture in Rome: travel guides and information, a lending library of English and Italian books (both academic and fiction), and listings of locations of banks, doctors, laundry facilities, etc.

• The ACCENT Rome staff will coordinate housing arrangements and excursions and will work to resolve any logistical problems that may arise.

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

• ACCENT will provide participants with a list of emergency telephone numbers for ambulances, hospitals, doctors, taxis, etc. at the overseas orientation. During the program, an ACCENT staff member will be assigned to be reasonably accessible by telephone 24 hours a day/7 days a week in the case of a serious emergency.

• The experienced ACCENT staff is available to provide general information, crisis intervention and referrals to other professionals as needed.
• Participants are responsible for all costs associated with obtaining any required legal residency
documents upon arrival in Rome. ACCENT will assist participants in meeting legal residency
requirements provided they have made payment for all associated costs.

8. Insurance and Liability:
• It is the responsibility of all program participants to obtain their own medical insurance. ACCENT
requires proof of such insurance from each program participant.
• ACCENT recommends that individuals obtain trip cancellation and personal property insurance.
• ACCENT advises SBCC that it would be prudent to require their program participants who carry costly
laptops, cameras, ipods, and/or other costly valuables to Europe to purchase private insurance to
compensate them for any losses, whether due to theft, damage, breakage or other causes. Should SBCC
decide to not require such insurance, SBCC is advised to urge its participants in writing to voluntarily
purchase such insurance.
• Upon request, ACCENT will supply information to participants concerning health/travel/cancellation
insurance options.
• Participants who choose to or who are required to obtain a visa from the host country’s consulate may
be subject to additional insurance requirements.
• ACCENT holds general liability coverage to the amount of $7,000,000.
• ACCENT will provide SBCC a certificate of insurance naming SBCC as an “additional insured” on this
policy.
• ACCENT defers to SBCC’s authority over the supervision and use of alcoholic beverages by its program
participants and faculty.
• See attached Contract Addendum RE: Authority and Responsibility for Use of Alcohol.

9. Pre-departure Services:
• ACCENT will produce a PDF version of a program brochure approved by SBCC.
• ACCENT will assist SBCC in promoting the program and will be an integral part of the recruiting process.
• ACCENT will work in collaboration with SBCC throughout the enrollment process.
• ACCENT has its own policies for students regarding standards of behavior, alcohol use, harassment,
etc., which ACCENT applies by default. However, should SBCC have policies in these areas that the
school deems applicable to their overseas students, ACCENT invites SBCC to provide copies of the
school policies so that they may be taken into consideration.

10. Subcontracting:
• ACCENT will perform the above agreed upon services, subcontracting as necessary with SATA, and other
organizations/services.

11. Pricing:

<table>
<thead>
<tr>
<th>Prices indicated are for 25 to 29 participants.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program price per participant (not including security deposit)</td>
</tr>
<tr>
<td>Refundable security deposit per participant</td>
</tr>
<tr>
<td>Price reduction for participant providing own housing (subject to approval by ACCENT)</td>
</tr>
</tbody>
</table>

• Single room supplement (to be paid directly to ACCENT by participant) | $600 |

Prices are subject to change based on the number of participants enrolled (as follows):

<table>
<thead>
<tr>
<th>Number of Participants</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>20-24 participants:</td>
<td>$8520  + $200 security deposit</td>
</tr>
<tr>
<td>30-34 participants:</td>
<td>$7850  + $200 security deposit</td>
</tr>
<tr>
<td>35 to a maximum of 40 participants:</td>
<td>$7610  + $200 security deposit</td>
</tr>
</tbody>
</table>
Prices are subject to change until contract has been signed by both parties.

Included in the above program prices is $100 per participant to be returned to SBCC upon receipt of invoice.

Instructors for the Made in Italy, E-Communications, and Italian Communications courses will be paid by ACCENT, and ACCENT will be reimbursed at the rate of $5150 per course. SBCC shall make payments to ACCENT for these services as agreed to in advance and upon receiving the invoice for the amount due.

12. Payment & Enrollment Deadlines:

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-refundable first payment due with application</td>
<td>$250</td>
</tr>
<tr>
<td>Second payment due October 19, 2012</td>
<td>$4025</td>
</tr>
<tr>
<td>Final payment due November 20, 2012</td>
<td>$4025</td>
</tr>
</tbody>
</table>

Payment amounts may vary according to previous paragraph. All payments, including any supplements, will be paid directly to ACCENT by each participant.

Participants will be accommodated on a space available basis until the final payment deadline. After this date, the program is considered closed; additional participants may be able to join the program on a case-by-case basis, depending on conditions at the time and ACCENT’s sole discretion.

A security deposit of $200 per participant (included in the payments above) will be paid directly to ACCENT by each participant. This amount will be refunded to program participants approximately three months following the end of the program, less any charges for damages, unreturned items, etc. This amount is in addition to the program fee as indicated in the Pricing paragraph above.

Failure to make any payment when due shall automatically cancel participant from the program one week after payment due date. All payments are effective the day they are received by the ACCENT San Francisco Center. ACCENT, in its sole discretion, may reinstate an applicant subject to availability of space and late enrollment fees.

13. Refunds/Cancellations:

- Any individual cancellation must be made in writing to the ACCENT San Francisco Center and is effective the date of the receipt by ACCENT.

  Cancellation fees:
  - 70 days or more prior to start of program: $250
  - 50-69 days prior to start of program: $600
  - 30-49 days prior to start of program: $1000
  - 8-29 days prior to start of program: $2000
  - 0-7 days prior to start of program: No refund

- Before the start date of the program, should the U.S. State Department issue a "Travel Warning" that American citizens must not travel to Rome, Italy, ACCENT will immediately advise the sponsoring school to cancel its program. In such case, if the program is immediately canceled in writing by the sponsoring school, ACCENT will refund the entire program fee to all participants on that program.

- The performance of the program contract by either party is subject to acts of God, war, terrorism, government regulations, disaster, fire, strikes, civil disorder, curtailment of transportation facilities, or other similar cause beyond the control of the parties making it commercially impracticable, illegal, or impossible to perform its obligations. This program contract may be terminated without penalty for any one or more of such reasons by written notice from one party to the other.

- Should a program be canceled in writing by the sponsoring school after the program start date, no refund amount can be guaranteed, although ACCENT will make reasonable efforts to seek refunds from third parties for costs not yet incurred.
For: Santa Barbara City College

Signature

Name (printed)

Title

Date

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

Ray Vernon
Executive Director

July 2, 2012
Date
CONTRACT ADDENDUM:
SCHOOL AUTHORITY AND RESPONSIBILITY FOR USE OF ALCOHOL

(1) ACCENT recognizes that:
Many colleges and universities prohibit outright the presence and/or consumption of alcohol on university property such as campuses, off campus dormitories, and other facilities.

(2) ACCENT also recognizes that:
Some colleges and universities permit the purchase and consumption of alcohol in connection with specific school-related activities, and some schools supervise and regulate the presence and consumption of alcohol under specified conditions.

(3) ACCENT also recognizes that:
Program participants are adults who are expected to comport themselves maturely, and their European cultural experience includes exposure to the host country’s gastronomy, including wine, and alcoholic beverages.

(4) ACCENT believes the authority and responsibility to buy and serve alcoholic beverages must be that of the college or university, and its representatives. Accordingly, when the college or university chooses to make alcohol available to its program participants, ACCENT, as service provider will cooperate and assist the school, subject to (5) and (6) below.

(5) It is understood that the college or university is fully responsible for supervision of students and faculty who consume these alcoholic beverages, and the school agrees to hold ACCENT harmless, to defend, and to indemnify ACCENT, including attorneys’ fees and costs, from any liability or damages which arise directly or indirectly in connection with use of alcohol by its faculty or students.

(6) It is also understood that the institution is responsible for instructing the University’s faculty and/or institutional representative to act in conformity with his/her institution’s alcohol policy, if any, and when the faculty or institutional representative authorizes or acquiesces in faculty or student alcohol use, he/she thereby binds his/her institution pursuant to (4) and (5), above.
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: PRESIDENT
SUBJECT: Notice of Completion – Humanities Swing Space Renovations

DATE
November 8, 2012
ATTACHMENT(S)
2 pages

REASON FOR BOARD CONSIDERATION
☐ ACTION ☒ CONSENT ☐ FIRST READING
☐ INFORMATION ☐ REPORTS
ITEM NUMBER
7.1-f

BACKGROUND:

Notice of completion is a notice filed by the owner of a construction project, in the county records office, stating that construction has been completed and all creditors have been paid. Notification of construction projects are sent to all parties involved that project is complete.

The Notice of Completion is for the Humanities Swing Space Renovations, Bid #676. Construction was substantially completed 8/6/12.

RECOMMENDATION:

It is recommended the Board of Trustees approve the Notice of Completion for the Humanities Swing Space Renovations project.

Administrator Initiating Item: Julie Hendricks, Director - Facilities & Campus Development
Reviewed by: Joseph E. Sullivan, Vice President Business Services
RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO:

Mr. Joseph E. Sullivan
Vice President, Business Services
Santa Barbara City College
721 Cliff Drive
Santa Barbara, CA 93109-2394

AP #33-120-25
Page 1 of 1
Fee exempt per Government Code Section 6103

NOTICE OF COMPLETION

Notice pursuant to Civil Code Section 3093, must be filed within ten days after completion. (See reverse side for complete requirements)

Notice is hereby given that:

1. The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described: 721 Cliff Drive, Santa Barbara, CA 93109-2394

2. The full name of the owner is the Santa Barbara Community College District.

3. The full address of the owner is 721 Cliff Drive, Santa Barbara, CA 93109-2394.

4. The nature of the interest or estate of the owner is: In fee.

5. The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are: [not applicable]

6. A work of improvement on the property hereinafter described was completed on August 6, 2012. The work done was: Humanities Swing Space Renovations, Bld #676

7. The name of the contractor, if any, for such work of improvement was EJS Construction

   Date of Contract: 3/23/12

8. The property on which said work of improvement was completed is in the City of Santa Barbara, County of Santa Barbara, State of California.

9. The street address of said property is 721 Cliff Drive, Santa Barbara, CA 93109-2394.

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

Dated: November 9, 2012

Julie Hendricks AIA, Director – Facilities & Campus Development

VERIFICATION

I, the undersigned, say: I am the Director of Facilities, the declarant of the foregoing Notice of Completion; I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on November 9, 2012
at Santa Barbara, California.

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

Julie Hendricks AIA, Director – Facilities & Campus Development
DO NOT RECORD

REQUIREMENTS AS TO NOTICE OF COMPLETION

A Notice of Completion must be filed for record WITHIN 10 DAYS after completion of the work of improvement (to be computed exclusive of the day of completion), as provided in Civil Code Section 3093.

The "owner who must file for record a Notice of Completion of a building or other work of improvement means the owner (or his successor in interest at the date the Notice is filed) on whose behalf the work was done, though his ownership is less than the fee title. For example, if A is the owner in fee, and B, lessee under a lease, causes a building to be constructed, then B, or whoever has succeeded to his interest at the date the Notice is filed, must file the Notice.

If the ownership is in two or more persons as joint tenants or tenants in common, the Notice may be signed by any one of the co-owners (in act, the foregoing form is designed for giving of the Notice by only one co-tenant), but the names and addresses of the other co-owners must be stated in paragraph 5 of the form.

Note that any Notice of Completion signed by a successor in interest shall recite the names and addresses of his transferor or transferors.

In paragraphs 3 and 5, the full address called for should include street number, city, county, and state.

As to paragraphs 6 and 7, this form should be used only where the Notice of Completion covers the work of improvement as a whole. If the Notice is to be given only of completion of a particular contract, where the work of improvement is made pursuant to two or more original contracts, then this form must be modified as follows: (1) Strike the words "A work of improvement" from paragraph 6 and insert a general statement of the kind of work done or materials furnished pursuant to such contract (e.g., "The foundation for the improvements"); (2) Insert the name of the contractor under the particular contract in paragraph 7.

In paragraph 7 of the Notice, insert the name of the contractor for the work of improvement as a whole. No contractor's name need be given if there is no general contractor, e.g., on so-called "owner-builder jobs."

In paragraph 8, insert the full, legal description, not merely a street address or tax description. Refer to deed or policy of title insurance. If the space provided for description is not sufficient, a rider may be attached.

In paragraph 9, show the street address, if any, assigned to the property by any competent public or governmental authority.
**AGENDA ITEM BACKGROUND**

<table>
<thead>
<tr>
<th>TO:</th>
<th>BOARD OF TRUSTEES</th>
<th>DATE</th>
<th>November 8, 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM:</td>
<td>PRESIDENT</td>
<td>ATTACHMENT(S)</td>
<td>1 page</td>
</tr>
<tr>
<td>SUBJECT:</td>
<td>Budget Transfers Between Major Objects</td>
<td>ITEM NUMBER</td>
<td>7.2-a</td>
</tr>
</tbody>
</table>

**BACKGROUND:**

Under the provision of Education Code Sections §85200 and §85210, approval of the attached resolution is requested by the Board of Trustees.

**RECOMMENDATION:**

It is recommended the Board of Trustees approve Resolution No. 20 (2012-13) for budget transfers between major objects.

**Administrator Initiating Item:** Sharon Coffield, Assistant Controller

**Approved by:** Joseph E. Sullivan, Vice President Business Services
RESOLUTION
OF THE GOVERNING BOARD OF THE
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

Re: BUDGET TRANSFERS BETWEEN MAJOR OBJECTS - FISCAL YEAR 2012-13

WHEREAS, the Santa Barbara City College District Board of Trustees on September 13, 2012
accepted an adopted budget for the fiscal year; and

WHEREAS, routine budget transfers between major objects have been requested by those with budgetary
responsibility to better meet changing fiscal needs;

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Fund</th>
<th>Major Object</th>
<th>Increase</th>
<th>Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund - Unrestricted</td>
<td></td>
<td>Learning Resource Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- hourly pay with benefits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11000</td>
<td>200000</td>
<td>Classified Salaries</td>
<td>$6,731.00</td>
<td></td>
</tr>
<tr>
<td>11000</td>
<td>300000</td>
<td>Employee Benefits</td>
<td>$769.00</td>
<td></td>
</tr>
<tr>
<td>11000</td>
<td>400000</td>
<td>Supplies and Materials</td>
<td></td>
<td>$7,500.00</td>
</tr>
</tbody>
</table>

PASSED AND ADOPTED by the Board of Trustees of the Santa Barbara Community College

District this 8th of November 2012, by the following vote:

Ayes:                      
Noves:                      
Absent:                     
Concur:                     

Dr. Lori Gaskin, President
Secretary to the Board of Trustees
**AGENDA ITEM BACKGROUND**

<table>
<thead>
<tr>
<th>TO:</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOARD OF TRUSTEES</td>
<td>November 8, 2012</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FROM:</th>
<th>ATTACHMENT(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRESIDENT</td>
<td>1 page</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUBJECT:</th>
<th>ITEM NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Augmentation of Revenue</td>
<td>7.2-b</td>
</tr>
</tbody>
</table>

**BACKGROUND:**

Under the provision of Education Code Sections §85200 and §85210, approval of the attached resolution is requested by the Board of Trustees.

**RECOMMENDATION:**

It is recommended the Board of Trustees approve Resolution No. 21 (2012-13) for augmentation to revenue for the current period.

**Administrator Initiating Item:** Sharon Coffield, Assistant Controller

**Approved by:** Joseph E. Sullivan, Vice President Business Services
RESOLUTION
OF THE GOVERNING BOARD OF THE
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

RE: Augmentation to Revenue 2012-13

WHEREAS, additional revenue not included in the 2012-13 Adopted Budget has been received and needs to be appropriated, and

WHEREAS, Santa Barbara City College will receive budget adjustments for federal, state, and local programs that develop during the school year, and

WHEREAS, the following budget adjustments are necessary in externally funded programs:

<table>
<thead>
<tr>
<th>Fund Name</th>
<th>Fund #</th>
<th>Revenue Source</th>
<th>Object</th>
<th>Amount</th>
<th>Budget Object</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund - Restricted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workforce Investment Act</td>
<td>12025</td>
<td>Federal Revenue</td>
<td>813000</td>
<td>$ (1,588)</td>
<td>100000-Academic Salaries</td>
<td>$ (16,140)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>200000-Classified Salaries</td>
<td>$ 2,825</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>300000-Employee Benefits</td>
<td>$ 3,673</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>400000-Supplies and Materials</td>
<td>$ 9,672</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>500000-Other Operating Expenses</td>
<td>$ (1,618)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ (1,588)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UCSB Get Focused Stay Focused</td>
<td>12109</td>
<td>Local Revenue</td>
<td>889000</td>
<td>$ 4,946</td>
<td>400000-Supplies and Materials</td>
<td>$ (3,354)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>500000-Other Operating Expenses</td>
<td>$ 8,300</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 4,946</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Achieving a Cooperative College Education-CSU Channel Island</td>
<td>12113</td>
<td>Federal Revenue</td>
<td>819000</td>
<td>$ 47,000</td>
<td>1000000-Academic Salaries</td>
<td>$ 8,906</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3000000-Employee Benefits</td>
<td>$ 1,094</td>
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<tr>
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<td></td>
<td></td>
<td></td>
<td>4000000-Supplies and Materials</td>
<td>$ 22,500</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5000000-Other Operating Expenses</td>
<td>$ 2,500</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6000000-Capital Outlay</td>
<td>$ 12,000</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 47,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Turner Foundation Teacher Educational Programs</td>
<td>12255</td>
<td>Local Revenue</td>
<td>882000</td>
<td>$ 3,597</td>
<td>1000000-Academic Salaries</td>
<td>$ 3,263</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3000000-Employee Benefits</td>
<td>$ 334</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 3,597</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Augmentation to Revenue:

$ 53,955

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT the Santa Barbara City College Board of Trustees authorizes that the 2012-13 budget of income and expenditures be increased by:

$ 53,955

PASSED AND ADOPTED BY THE Board of Trustees of the Santa Barbara Community College District on the 8th day of November 2012, by the following vote:

Ayes:

Noes:

Concur:

Dr. Lori Gaskin, President
Secretary to the Board of Trustees
AGENDA ITEM BACKGROUND

<table>
<thead>
<tr>
<th>TO:</th>
<th>BOARD OF TRUSTEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM:</td>
<td>PRESIDENT</td>
</tr>
<tr>
<td>SUBJECT:</td>
<td>Selection of Hearing Officer to Conduct Disciplinary Hearing-Case 2012-100</td>
</tr>
<tr>
<td>DATE</td>
<td>November 8, 2012</td>
</tr>
<tr>
<td>ATTACHMENT(S)</td>
<td>None</td>
</tr>
<tr>
<td>REASON FOR BOARD CONSIDERATION</td>
<td>ACTION ☒ CONSENT ☐ FIRST READING ☐ INFORMATION ☐ REPORTS</td>
</tr>
<tr>
<td>ITEM NUMBER</td>
<td>10-a</td>
</tr>
</tbody>
</table>

BACKGROUND:

Pursuant to Rules and Regulations for Classified Employees, section 1563.11, the Board may engage a hearing officer to conduct a disciplinary hearing and present findings and recommendations.

RECOMMENDATION:

The Superintendent/President will present a recommendation regarding the appointment of a hearing officer to conduct a disciplinary hearing – Case 2012-100.

Administrator Initiating Item:

Lori Gaskin, President