AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: PRESIDENT
SUBJECT: Fall 2015 Accreditation Self-Evaluation Update

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

ITEM NUMBER  1.9-a

DATE  March 27, 2014
ATTACHMENT(S)  2 pages

BACKGROUND:

The College’s accreditation is evaluated by the Accrediting Commissions for Colleges and Junior Colleges (ACCJC) every six years. We are in the process of preparing our Accreditation Self-Evaluation Report, to be submitted to the ACCJC in August 2015. Mr. Else will provide a brief update on the progress of this report and other accreditation-related activities.

RECOMMENDATION:

None.

Administrator Initiating Item: Robert Else, Sr. Director, Institutional Assessment, Research, and Planning;
SBCC Accreditation Liaison Officer
Approved by: Lori Gaskin, President
## Accreditation 2015 Timeline

<table>
<thead>
<tr>
<th>Phase</th>
<th>Acad Year</th>
<th>Dates</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research and Writing</td>
<td>2013-14</td>
<td>Now - Dec 2013</td>
<td>Establish committee structure. Choose team members. Planning (meeting schedules, set up document structure and templates, etc.) Training.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5/30/2014</td>
<td>Rough Draft 1 (all the basic chapters and outlines)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>August 2014</td>
<td>Rough Draft 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>November 2014</td>
<td>Clean Draft 1 ready for President's review</td>
</tr>
<tr>
<td>CPC Review</td>
<td>2014-15</td>
<td>February 2015</td>
<td>Clean Draft 2 ready for President's review</td>
</tr>
<tr>
<td></td>
<td></td>
<td>March 2015</td>
<td>CPC First Reading (campuswide distribution and constituent review)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>May 2015</td>
<td>CPC Second Reading</td>
</tr>
<tr>
<td>Board Review</td>
<td></td>
<td>June 2015</td>
<td>Board First Reading</td>
</tr>
<tr>
<td></td>
<td></td>
<td>July 2015</td>
<td>Board Second Reading</td>
</tr>
<tr>
<td>Preparation for Visit</td>
<td>2015-16</td>
<td>August 2015</td>
<td>Final Report Printed and Mailed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>October 2015</td>
<td>Accreditation Team Visit</td>
</tr>
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</table>
## Fall 2015 Accreditation Committee Structure

Robert Else, Chair

<table>
<thead>
<tr>
<th>Standards Co-Chairs</th>
<th>Faculty / Staff</th>
<th>Admin</th>
<th>Chair of Sub-Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jack Friedlander</td>
<td>Ben Partee</td>
<td>Robert Else</td>
<td>N/A</td>
</tr>
<tr>
<td>Kim Monda</td>
<td>Kenley Neufeld</td>
<td>Dean Nevins</td>
<td>Jack Friedlander/Kim Monda</td>
</tr>
<tr>
<td>IIA: Instructional Programs</td>
<td>IIB: Student Support Services</td>
<td>IIC: Library and Learning Support Services</td>
<td>IIA: Human Resources</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Faculty Members</th>
<th>Staff Members</th>
<th>Admin Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kelly Lake</td>
<td>Carrie Hutchinson</td>
<td>Marilynn Spaventa</td>
</tr>
<tr>
<td>Mark Ferrer</td>
<td>Melissa Menendez</td>
<td>Carola Smith</td>
</tr>
<tr>
<td>Melanie Rogers</td>
<td>Stan Bursten</td>
<td>Allison Curtis</td>
</tr>
<tr>
<td>Allison Chapin</td>
<td>Ignacio Ponce</td>
<td>Colette Brown</td>
</tr>
<tr>
<td>Marilyn Spaventa</td>
<td>Donna Waggoner</td>
<td>Shelly Dixon</td>
</tr>
<tr>
<td>Diane Hollems</td>
<td>Mary Amouri</td>
<td>Lauren Winterneyer</td>
</tr>
<tr>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Executive Committee</th>
<th>Co-Chairs</th>
<th>Faculty</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jack Friedlander</td>
<td>Jack Friedlander</td>
<td>Julie Hendricks</td>
<td>Bany Tanowitz</td>
</tr>
<tr>
<td>Kim Monda</td>
<td>Julie Hendricks</td>
<td>Paul Bishop</td>
<td>Geoff Theilst</td>
</tr>
<tr>
<td>Lori Gaskin</td>
<td>Lori Gaskin</td>
<td>Lyndsay Maas</td>
<td>Liz Auchincloss</td>
</tr>
</tbody>
</table>

Item 1.9-a

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3/27/14
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: PRESIDENT
SUBJECT: Balloting for 2014 Election of Candidates for California Community College Trustees (CCCT) Board of Directors

<table>
<thead>
<tr>
<th>REASON FOR BOARD CONSIDERATION</th>
<th>ITEM NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTION □ CONSENT □ FIRST READING</td>
<td>2.1</td>
</tr>
<tr>
<td>SECOND READING □ INFORMATION □ REPORTS</td>
<td></td>
</tr>
</tbody>
</table>

DATE: March 27, 2014
ATTACHMENT(S): 57 pages

BACKGROUND:

The California Community College Trustees (CCCT) Board is the community college trustees’ policymaking body of the Community College League of California (CCLC). The primary purposes of the CCCT Board are:

a) to promote and advance public education by seeking citizen and legislative support for community colleges;
b) provide education, information and assistance to member boards; and
c) cooperate with persons and organizations whose interests and purposes are the betterment of community college educational opportunities for California residents.

The CCCT Board consists of twenty one members elected by the membership, the elected officers of the CCCT, and a student trustee member. CCCT Board members are elected by the institutional member governing boards for alternate three-year terms. Pursuant to the CCCT Board governing policies, the election of members of the Board will take place between March 10 and April 25. This year there are seven vacancies on the Board and one (1) one-year vacancy.

Each member community college district board shall have one vote for each of the eight vacancies on the CCCT Board. The seven candidates who receive the most votes will serve three-year terms. The eighth top vote-getter will complete the term that was vacated by a CCCT member who did not seek re-election in her district last November. In the event of a tie vote for the last position, the CCCT Board will vote to break the tie.

RECOMMENDATION:

It is recommended that the Board of Trustees vote for eight candidates for the California Community College Trustees Board and submit its official ballot to the Superintendent/President for transmittal to the Community College League of California.

Administrator Initiating Item: Lori Gaskin, President
CCCT 2014 BOARD
OFFICIAL BALLOT

Vote for no more than eight (8) by checking the boxes next to the names.

<table>
<thead>
<tr>
<th>NOMINATED CANDIDATES</th>
<th>WRITE-IN CANDIDATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Richard Watters, Ohlone CCD</td>
<td>Type each qualified trustee’s name and district on the lines provided below.</td>
</tr>
<tr>
<td>*Paul Gomez, Chaffey CCD</td>
<td></td>
</tr>
<tr>
<td>Adrienne Grey, West Valley-Mission CCD</td>
<td></td>
</tr>
<tr>
<td>Jeffrey Lease, San Jose-Evergreen CCD</td>
<td></td>
</tr>
<tr>
<td>Brent Hastey, Yuba CCD</td>
<td></td>
</tr>
<tr>
<td>Pam Haynes, Los Rios CCD</td>
<td></td>
</tr>
<tr>
<td>Nathan Miller, Riverside CCD</td>
<td></td>
</tr>
<tr>
<td>*Jim Moreno, Coast CCD</td>
<td></td>
</tr>
<tr>
<td>Donna Ziel, Cabrillo CCD</td>
<td></td>
</tr>
<tr>
<td>Lorrie A. Denson, Victor Valley CCD</td>
<td></td>
</tr>
<tr>
<td>*Stephen P. Blum, Ventura CCD</td>
<td></td>
</tr>
<tr>
<td>*Laura Casas, Foothill-DeAnza CCD</td>
<td></td>
</tr>
<tr>
<td>*Stephan Castellanos, San Joaquin Delta CCD</td>
<td></td>
</tr>
<tr>
<td>*Nancy C. Chadwick, Palomar CCD</td>
<td></td>
</tr>
</tbody>
</table>

* Incumbent

Board Secretary and Board President or Board Vice President must sign below:
This ballot reflects the action of the board of trustees cast in accordance with local board policy.
2014 CCCT Board Election
Candidates Listed in Secretary of State's Random Drawing Order of February 3, 2014

1. Richard Watters, Ohlone CCD
2. *Paul Gomez, Chaffey CCD
3. Adrienne Grey, West Valley-Mission CCD
4. Jeffrey Lease, San Jose-Evergreen CCD
5. Brent Hastey, Yuba CCD
6. Pam Haynes, Los Rios CCD
7. Nathan Miller, Riverside CCD
8. *Jim Moreno, Coast CCD
9. Donna Ziel, Cabrillo CCD
10. Lorrie A. Denson, Victor Valley CCD
11. Stephen P. Blum, Ventura CCD
12. *Laura Casas, Foothill-DeAnza CCD
13. *Stephan Castellanos, San Joaquin Delta CCD
14. *Nancy Chadwick, Palomar CCD

* Incumbent
CCCT Board Nomination Form

Must be returned to the League office postmarked no later than February 15, 2014, along with the statement of candidacy and biographic sketch form. Faxed material will not be accepted.

Mail to:
CCCT Board Nominations
Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the Ohlone Community College District nominates Richard Watters to be a candidate for the CCCT Board.

This nominee is a member of the Ohlone Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.

Signature of Clerk or Secretary of Governing Board

FEB 10 2014
CCCT BOARD
STATEMENT OF CANDIDACY

Must be returned to the League office postmarked no later than February 15, 2014 along with the nomination form and biographic sketch form. Faxed material will not be accepted.

CANDIDATE’S NAME: Richard Watters

DATE: 2/7/14

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? (50 words or less; any portion of the statement beyond this limit will not be included.)

I think the two major issues CCCT and the League should focus on are: implementing the goals recommended by the Commission on the Future 2020 Vision and lobbying for California Community Colleges to grant baccalaureate degrees to accommodate the needs of students in particular areas and disciplines.

What do you feel you can contribute in these areas? (50 words or less; any portion of the statement beyond this limit will not be included.)

With my 20 years experience working in higher education and experience as a trustee, I can offer my strategic planning and project management skills to assist with the implementation of goals and actions plan, and to lobby the legislature for CCCT and League initiatives.
**CCCT Board**

**Biographic Sketch Form**

Must be returned to the League office postmarked no later than February 15, 2014, along with the nominating form and statement of candidacy. Faxed material will not be accepted.

### Personal

<table>
<thead>
<tr>
<th>NAME: Richard Watters</th>
<th>DATE: 2/7/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS: 6887 Graham Avenue</td>
<td>CITY &amp; ZIP CODE: Newark, CA 94560</td>
</tr>
<tr>
<td>PHONE: 510-648-4616</td>
<td>EMAIL: <a href="mailto:rwatters@ohlone.edu">rwatters@ohlone.edu</a></td>
</tr>
</tbody>
</table>

### Education

| CERTIFICATES/DEGREES: BA in English; BS in Hospitality & Tourism; MA in Higher Education Administration (in progress); California Licensed Realtor |

### Professional Experience

**Present Occupation:** University Administrator

**Other:**

### Community College Activities

| COLLEGE DISTRICT WHERE BOARD MEMBER: Ohlone Community College District |
| YEARS OF SERVICE ON LOCAL BOARD: 7 |
| OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD: President, Vice President, Audit Committee |

### State Activities

*(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)*

### National Activities

*(ACCT and other organizations, boards, committees, etc.)*

Member and former board member, National Orientation Directors Association; Member, National Association of Student Personnel Administrators; Member, American College Personnel Association; Member, National Association of Campus Activities; Member, Association of College Unions -
International; Member, Association of College and University Housing Officers - International.

CIVIC AND COMMUNITY ACTIVITIES

School Site Council, Bunker Elementary School; Superintendent's Advisory Council, Newark Unified School District.

OTHER
CCCT Board Nomination Form

Must be returned to the League office postmarked no later than February 15, 2014, along with the statement of candidacy and biographic sketch form. Faxed material will not be accepted.

Mail to:
CCCT Board Nominations
Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the Chaffey Community College District nominates Paul J. Gomez to be a candidate for the CCCT Board.

This nominee is a member of the Chaffey Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination.

Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.

Signature of Clerk or Secretary of Governing Board
CCCT Board
STATEMENT OF CANDIDACY

Must be returned to the League office postmarked no later than February 15, 2014 along with the nomination form and biographic sketch form. Faxed material will not be accepted.

CANDIDATE’S NAME: Paul J. Gomez  
DATE: 1/23/2014

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? (50 words or less; any portion of the statement beyond this limit will not be included.)

The major issues and activities the Chancellor’s Office, CCLC, and the CCCT Board should focus on are integration and implementation of key actionable strategies to improve student success and ameliorate the achievement gap, as identified in SB 1456. Participation in CCLC’s Excellence in Trusteeship program also supports student success.

What do you feel you can contribute in these areas? (50 words or less; any portion of the statement beyond this limit will not be included.)

I can contribute because of my vast experience and knowledge to address student success and equity challenges. My specific experiences include the following: 24 years on a community college governing board; 28 years in municipal government; service on local, state and national boards; and founded non-profit and educational foundations.
CCCT BOARD
BIOGRAPHIC SKETCH FORM

Must be returned to the League office postmarked no later than February 15, 2014, along with the nomination form and statement of candidacy. Faxed material will not be accepted.

PERSONAL
Name: Paul J. Gomez Date: 01/23/2014
Address: 8545 Calle Carabe
City: Rancho Cucamonga, CA Zip: 91730
Phone: 909-238-6444 909-652-6100
(homes) (office)
E-Mail: pgomez177@roadrunner.com

EDUCATION
Certificates/Degrees: -Associate of arts degree, Bakersfield College
-Bachelor of arts degree, California State University, Los Angeles

PROFESSIONAL EXPERIENCE
Present Occupation: -Retired: City of Ontario, CA; City Manager’s Office and Public Works Administration; 26 years
-City of South El Monte, CA; Community and Planning Assistant; 2 years
Other:

COMMUNITY COLLEGE ACTIVITIES
College District Where Board Member: Chaffey Community College District, Rancho Cucamonga, CA
Years of Service on Local Board: 24 years
Offices and Committee Memberships Held on Local Board:
President (4 terms); Vice President (7); Clerk (2); Board Liaison-District Budget; Member, ad-hoc committee
on trustee orientation and continuing education and development program; Chair, presidential search committee (2)
State Activities (CCCT and other organizations boards, committees, workshop presenter; Chancellor’s Committees, etc) -Nominee, 2nd Vice President, CCCT Board, 2014-15
-California Community College Board (CCCT), present
-Member, K-12 and community college committee on statewide vocational education
-Member, ACCJC accreditation team (2)
-Past vice-president and treasurer, California Association of Latino Community College Trustees (CALCCT)
-Awarded “Fulfilling the Trust Award” by Community College League of California, May 2011
National Activities (ACCT and other organizations, boards, committees, etc.):

- ACCT board member, 2001-2007, served on the following ACCT board committees: Finance and Audit, Governance and Bylaws, Member Communications and Education, and Public Policy
- Past president, ACCT Trust Fund Board
- Past president, Association of Latino Community College Trustees (ALCCT)

CIVIC AND COMMUNITY ACTIVITIES

- Founder and board member emeritus; The Esperanza Scholarship Foundation/Dollars for Scholars; awards academic scholarships and academic support programs to high school graduates and college-going students
- American Association of University Women, Ontario-Upland-Rancho Cucamonga branch, "Status of Women Award", 2008
- Member, Rotary Club of Rancho Cucamonga
- Congressional "Community Leadership Award," 2004
- Current President, Genealogical Society of Hispanic America-Southern California branch
- City of Upland Housing Authority Board of Commissioners
- Advisory committee for the local Osher Lifelong Learning Institute, an organization that provides learning experiences at a modest cost for people over age 50

OTHER


- Founding member, Inland Valley Trustees & CEO Association; consisting of the following CCDs: Chaffey, Riverside, Imperial, Palo Verde, Desert, Antelope Valley, San Bernardino, Mt. San Jacinto, Copper Mountain, Victor Valley, Barstow

- Founding member, San Gabriel/Foothill Association of Community Colleges consisting of the following colleges:
  Chaffey, Citrus, Glendale, Mt. San Antonio, Pasadena City, and Rio Hondo
CCCT Board Nomination Form

Must be returned to the League office postmarked no later than February 15, 2014, along with the statement of candidacy and biographic sketch form. Faxed material will not be accepted.

Mail to:
CCCT Board Nominations
Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the West Valley-Mission Community College District nominates Adrienne Grey to be a candidate for the CCCT Board.

This nominee is a member of the West Valley-Mission Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.

Signature of Clerk or Secretary of Governing Board
CCCT BOARD
STATEMENT OF CANDIDACY

Must be returned to the League office postmarked no later than February 15, 2014 along with the nomination form and biographic sketch form. Faxed material will not be accepted.

CANDIDATE'S NAME: Adrienne Grey
DATE: Feb 12, 2014

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? (50 words or less; any portion of the statement beyond this limit will not be included.)

- Implement SSTF initiatives (transform ourselves, or be transformed), to protect our core mission of student success: college transfer, career/technical ed, and basic skills (close the opportunity gap).
- Foster additional funding sources, particularly untapped potential in foundation giving, so our colleges remain fiscally sound and affordable for all.

What do you feel you can contribute in these areas? (50 words or less; any portion of the statement beyond this limit will not be included.)

I am a pragmatic optimist who works collaboratively with others to understand issues and craft solutions. My deep gratitude for the opportunities afforded me by community colleges makes me an effective advocate and cheerleader for our CC system to legislators, business, and community leaders.
CCCT Board
Biographic Sketch Form

Must be returned to the League office postmarked no later than February 15, 2014, along with the nominating form and statement of candidacy. Fax material will not be accepted.

<table>
<thead>
<tr>
<th>PERSONAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME: Adrienne Grey</td>
</tr>
<tr>
<td>ADDRESS: 216 N 1st Street</td>
</tr>
<tr>
<td>PHONE: 408-219-4896</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EDUCATION</th>
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<tbody>
<tr>
<td>CERTIFICATES/DEGREES: B.S. Management - Golden Gate University</td>
</tr>
<tr>
<td>Certified in Integrated Resources Management (CIRM) - APICS: The Association for Operations Management</td>
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<table>
<thead>
<tr>
<th>PROFESSIONAL EXPERIENCE</th>
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<tbody>
<tr>
<td>PRESENT OCCUPATION: Supply Chain Consultant</td>
</tr>
<tr>
<td>OTHER: 30 year bio-tech and high-tech manufacturing career; management positions in finance, information systems, manufacturing operations, and materials/procurement</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>COMMUNITY COLLEGE ACTIVITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLLEGE DISTRICT WHERE BOARD MEMBER: West Valley-Mission Community College District</td>
</tr>
<tr>
<td>YEARS OF SERVICE ON LOCAL BOARD: 5 years (elected 2008; reelected 2012)</td>
</tr>
<tr>
<td>OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD: 2012 Campaign Chair Measure C $350M Bond passed June 2012; 2012 BOT President; 2011 BOT Vice President; 2011 &amp; 2013 Legislative Committee Chair; 2011/12 Data Dashboard Committee Member/Chair; 2010 Land Corporation President; 2010/2012/2014 Audit and Budget Oversight Committee Member; 2009 District Goal Alignment Committee</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>STATE ACTIVITIES</th>
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<tbody>
<tr>
<td>(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)</td>
</tr>
</tbody>
</table>

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3/27/14
CIVIC AND COMMUNITY ACTIVITIES

Member Rotary Club of Campbell; Sponsorship Committee Chair; Membership Committee

Leadership Campbell Class of 2013

2011 Campbell Woman of Distinction Awardee - City of Campbell & Santa Clara County Office of Women's Policy

2005-2010: 3-Term CA State Democratic Party Delegate and 2-Term Executive Board Representative, Assembly District 24

2007-2008 Director of Voter Registration and Community Services - Santa Clara County Democratic Party Executive Board

2007 Madge Overhouse Awardee, Volunteer of the Year - Santa Clara County Democratic Party

2005-2006 Voter Registration Program Coordinator - Santa Clara County Democratic Party

OTHER
CCCT Board Nomination Form

Must be returned to the League office postmarked no later than February 15, 2014, along with the statement of candidacy and biographic sketch form. Faxed material will not be accepted.

Mail to:
CCCT Board Nominations
Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the SAN JOSE EVERGREEN Community College District nominates DR. JEFFREY LEASE to be a candidate for the CCCT Board.

This nominee is a member of the SAN JOSE EVERGREEN Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination.

Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.

Signature of Clerk or Secretary of Governing Board

Item 2.1
15 of 57
3/27/14
CCCT Board
STATEMENT OF CANDIDACY

Must be returned to the League office postmarked no later than February 15, 2014 along with the nomination form and biographic sketch form. Faxed material will not be accepted.

CANDIDATE'S NAME: DR. JEFFREY LEASE DATE: 02-06-14

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? (50 words or less; any portion of the statement beyond this limit will not be included.)

CONTINUE TO ADVOCATE FOR RESTORATION OF RESOURCES COST DURING THE STATE BUDGET CRISIS, SO THAT COMMUNITY COLLEGE EDUCATION REMAINS ACCESSIBLE AND AFFORDABLE. MONITOR IMPLEMENTATION OF THE STUDENT SUCCESS ACT TO ENSURE RECOMMENDATIONS DO NOT ADVERSELY AFFECT UNDERREPRESENTED STUDENTS OR BURDEN COLLEGES WITH UNFUNDED MANDATES. STRENGTHEN COMMUNITY COLLEGES THROUGH POLICY DEVELOPMENT.

What do you feel you can contribute in these areas? (50 words or less; any portion of the statement beyond this limit will not be included.)

HAVING AN EXCEPTIONAL ABILITY TO ANALYZE, COMPREHEND AND COMMUNICATE COMPLEX INFORMATION, AND A CLEAR UNDERSTANDING OF THE ROLE COMMUNITY COLLEGES PLAY IN TODAY'S HIGHER EDUCATION, I AM DEEPLY COMMITTED TO IMPROVING STUDENT ACCESS AND SUCCESS BY UTILIZING TECHNOLOGY, INNOVATION, COLLABORATION, AND A TEAM EFFORT TO ACHIEVE A COMMON GOAL.
CCCT BOARD
BIOGRAPHIC SKETCH FORM

Must be returned to the League office postmarked no later than February 15, 2014, along with the nomination form and statement of candidacy. Faxed material will not be accepted.

PERSONAL
Name: DR. JEFFREY LEASE Date: 02-06-14
Address: 1288 PEMBRIDGE DRIVE
City: SAN JOSE Zip: 95118
Phone: 408-365-4750 (cell) 408-365-4750 (office)
E-Mail: JEFFREY.LEASE@SJECCD.EDU

EDUCATION
Certificates/Degrees: DOCTOR OF CHIROPRACTIC
BS - COMMERCIAL RECREATION ADMINISTRATION
CERTIFIED KINESIO TAPING INSTRUCTOR

PROFESSIONAL EXPERIENCE
Present Occupation: DOCTOR OF CHIROPRACTIC - OWNER OF PRIVATE PRACTICE - IN MOTION CHIROPRACTIC & LIFESTYLE
Other: CERTIFIED KINESIO TAPING INSTRUCTOR

COMMUNITY COLLEGE ACTIVITIES
College District Where Board Member: SAN JOSE / EVERGREEN
Years of Service on Local Board: 3
Offices and Committee Memberships Held on Local Board: BOARD PRESIDENT - CURRENT
COMMITTEES - STUDENT SUCCESS, ACCREDITATION, LAND DEVELOPMENT, AUDIT, FOUNDATION BOARD
LEGISLATIVE, PAST VICE PRESIDENT, COUNTY COMMITTEE ON DISTRICT ORGANIZATIONAL TOPICS, OBE/GRO BOARD SELF-EVALUATION CREATION & IMPLEMENTATION
2. A RESPONSIBLE AND RESPONSIVE DEFINITION OF STUDENT SUCCESS
3. TAILORING STUDENT SUCCESS ACT IMPLEMENTATION TO MEET UNDERSERVED STUDENT'S NEEDS
Must be returned to the League office postmarked no later than February 15, 2014, along with the statement of candidacy and biographic sketch form. Faxed material will not be accepted.

Mail to:
CCCT Board Nominations
Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the Yuba Community College District nominates Brent Haste to be a candidate for the CCCT Board.

This nominee is a member of the Yuba Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.

Signature of Clerk or Secretary of Governing Board
CCCT BOARD
STATEMENT OF CANDIDACY

Must be returned to the League office postmarked no later than February 15, 2014 along with the nomination form and biographic sketch form. Fax material will not be accepted.

CANDIDATE'S NAME: Brent Hastey
DATE: February 13, 2014

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? (50 words or less; any portion of the statement beyond this limit will not be included.)

I pledge to work cooperatively and collaboratively with community college colleagues throughout California to reduce the cost of a college degree, to improve matriculation rates, and to improve access, affordability and services for all students. I will also work toward a fuller integration of technology to better serve student needs.

What do you feel you can contribute in these areas? (50 words or less; any portion of the statement beyond this limit will not be included.)

I bring my extensive experience in local government, my working knowledge of the legislative process, and my commitment to maintaining affordability for all California college students. I envision an expanded partnership with K-12 districts, UC, CSU and the private sector to create clear and open pathways for improved student success.
CCCT BOARD
BIOGRAPHIC SKETCH FORM

Must be returned to the League office postmarked no later than February 15, 2014, along with the nominating form and statement of candidacy. **Faxed material will not be accepted.**

<table>
<thead>
<tr>
<th><strong>NAME:</strong></th>
<th>BRENT HASTEY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADDRESS:</strong></td>
<td>3024 Plumas-Arboga Road</td>
</tr>
<tr>
<td><strong>PHONE:</strong></td>
<td>530-400-1992 (Cell) 530-741-3223 (Home)</td>
</tr>
<tr>
<td><strong>CITY &amp; ZIP CODE:</strong></td>
<td>Olivehurst, CA 95961</td>
</tr>
<tr>
<td><strong>EMAIL:</strong></td>
<td><a href="mailto:bhastey@gmail.com">bhastey@gmail.com</a></td>
</tr>
</tbody>
</table>

**EDUCATION**

| **CERTIFICATES/DEGREES:** | AA Yuba College  BS Golden Gate University |

**PROFESSIONAL EXPERIENCE**

| **PRESENT OCCUPATION:** | Owner of Plumas Lake Self Storage  Adjunct instructor for Central Texas College |

**COMMUNITY COLLEGE ACTIVITIES**

| **COLLEGE DISTRICT WHERE BOARD MEMBER:** | Yuba Community College District |

**YEARS OF SERVICE ON LOCAL BOARD:**

**OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD:**

- Board President 2013 and 2012
- Board Vice President 2011
- Clerk of the Board 2010
- Governing Board's Policy Committee 2014
- Governing Board's Finance Committee 2013
STATE ACTIVITIES
(CCCT and other organizations boards, committees, workshop presenter, Chancellor’s Committees, etc.)

Workshop Presenter with YCCD Chancellor Douglas Houston at:
(1) Community College League of California’s Annual Trustee Conference, November 22, 2013
   Presentation: "New Trustee Orientation"
(2) Rural Community College Alliance, September 26, 2013
   Presentation: "A Rural Community College Collaborative - Rural Colleges Play Their Part in Statewide Reforms"

NATIONAL ACTIVITIES
(ACCT and other organizations, boards, committees, etc.)

CIVIC AND COMMUNITY ACTIVITIES
Public Member of the Yuba County Local Agency Formation Commission (LAFCO)
South Yuba Rotary Sunrise, Past President
Yuba County Board of Supervisors 1993 - 2001
Yuba County Water Agency 1993 - 2001
Sacramento Area Council of Governments, Past Chairperson

OTHER
CCCT BOARD
NOMINATION FORM

Must be returned to the League office postmarked no later than February 15, 2014, along with the statement of candidacy and biographic sketch form. Faxed material will not be accepted.

Mail to:
CCCT Board Nominations
Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the Los Rios Community College District nominates Pam Haynes to be a candidate for the CCCT Board.

This nominee is a member of the Los Rios Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.

Signature of Clerk or Secretary of Governing Board
CCCT BOARD

STATEMENT OF CANDIDACY

Must be returned to the League office postmarked no later than February 15, 2014, along with the nominating form and statement of candidacy. Faxed material will not be accepted.

CANDIDATE’S NAME: Pam Haynes
DATE: February 13, 2014

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? (50 words or less; any portion of the statement beyond this limit will not be included.)

There are three top priorities for California’s community colleges:
• Close the persistent achievement gap among Latino and African-American students
• Scale up and integrate the most successful, data-proven basic skills and “Student Success” courses and programs
• Advocate for an equity agenda (increased funding, engagement and alignment with K-12, UC and CSU)

What do you feel you can contribute in these areas? (50 words or less; any portion of the statement beyond this limit will not be included.)

My work experience includes:
• Researching and analyzing K-12, higher education, labor and workforce development issues and policies for the Assembly speaker and Democratic caucus
• Developing and managing a literacy-focused afterschool program for low-income, at-risk students
• Designing, developing and implementing successful legislative advocacy campaigns that include partnering with under-represented communities
## CCCT Board

**Biographic Sketch Form**

Must be returned to the League office *postmarked no later than February 15, 2014*, along with the nominating form and statement of candidacy. *Faxed material will not be accepted.*

### Personal

| NAME: | Pam Haynes |
| ADDRESS: | 1169 Brownywk Drive |
| PHONE: | (916) 752-5860 |

| DATE: | February 13, 2014 |
| CITY & ZIP CODE: | Sacramento, 95822 |
| EMAIL: | pamhaynes@sbcglobal.net |

### Education

| CERTIFICATE/DEGREES: | AA, Santa Monica City College; BA, UCLA; MPA, Harvard University |

### Professional Experience

| PRESENT OCCUPATION: | Recently retired |
| OTHER: | Deputy Director, Speaker’s Floor Analysis and Research, California State Assembly |

### Community College Activities

| COLLEGE DISTRICT WHERE BOARD MEMBER SERVICES: | Los Rios Community College District |
| YEARS OF SERVICE ON LOCAL BOARD: | 15 |
| OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD: |
  | Chancellor’s Search Committee: 2012 |

### State Activities

(CCCT and other organizations boards, committees, workshop presenter, Chancellor’s Committees, etc.)

| California Community College Trustees (CCCT) |

### National Activities

(ACCT and other organizations, boards, committees, etc.)

| Association of Community College Trustees (ACCT) |

### Civic and Community Activities

American Leadership Fellowship (ALF) Class XVII, African American Leadership Coalition, Sacramento Black Chamber

### Other
CCCT Board Nomination Form

Must be returned to the League office postmarked no later than February 15, 2014, along with the statement of candidacy and biographic sketch form. Faxed material will not be accepted.

Mail to:
CCCT Board Nominations
Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the _______Community College District nominates _______Trustee Nathan Miller _______to be a candidate for the CCCT Board.

This nominee is a member of the _______Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.

Signature of Clerk or Secretary of Governing Board
Cynthia E. Azari, Ed.D.
Interim Chancellor
What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? (50 words or less; any portion of the statement beyond this limit will not be included.)

Spearhead efforts to close the gap between graduation rates and college readiness via the Student Success Initiative and legislation that allows for funding streams that promote greater local autonomy and the flexibility necessary to meet the needs of students. We must oversee the responsible transition and application of Adult Education.

What do you feel you can contribute in these areas? (50 words or less; any portion of the statement beyond this limit will not be included.)

Extensive experience and familiarity with the legislative process.

Relationship and coalition building skills as well as specific relationships gained through experience working within the body of the CA State Legislature.

Advanced skills and knowledge of computer technological advances as applied to systems efficiency and modern student cultural behaviors and practices.
CCCT BOARD
BIOGRAPHIC SKETCH FORM

Must be returned to the League office postmarked no later than February 15, 2014, along with the nomination form and statement of candidacy. Taxed material will not be accepted.

PERSONAL
Name: Nathan Miller Date: 2/09/13
Address: 1436 Evergreen Lane
City: Corona Zip: 92879
Phone: (213) 926-3331 (951) 505-2594
E-Mail: nathan.miller@rccd.edu

EDUCATION
Certificates/Degrees: Bachelor's Degree Political Science, Completed intermediate coursework in Physics and Astronomy.

PROFESSIONAL EXPERIENCE
Present Occupation: Riverside County Building Industry Association, Director of Government Affairs.
Other:

COMMUNITY COLLEGE ACTIVITIES
College District Where Board Member: Riverside Community College District
Years of Service on Local Board: One (1)
Offices and Committee Memberships Held on Local Board: Chair of Facilities Committee, Chair of Chancellor Search Committee, Officer - Secretary of the Board

State Activities (CCCT and other organizations boards, committees, workshop presenter; Chancellor's Committees, etc)

Page 1 of 2
National Activities (ACCT and other organizations, boards, committees, etc.):

CIVIC AND COMMUNITY ACTIVITIES

Chambers of Commerce Membership - Greater Corona Valley Chamber of Commerce, Norco Chamber of Commerce, Corona Hispanic Chamber of Commerce.

Corona Norco Parent Teachers Association, 2012/2013 San Bernardino County Superintendent of Schools - Family/Community Action Planning Committee

OTHER


BIA Biography

Nathan Miller currently works as Director of Governmental Affairs for the Riverside County Building Industry Association (BIA). In this capacity Nathan Miller advocates for pro-homeownership policies throughout Western Riverside County providing opportunities for affordable housing and works directly in all levels with local government. Nathan Miller comes to the BIA Riverside County Chapter having most recently served as District Director to 40th District Assemblyman Mike Morrell. Nathan is widely recognized in the Assembly for his District Office model. His “Best Practices” Playbook is now utilized by several Assembly District Offices throughout the California State Legislature.

Nathan attended California Polytechnic University, Pomona and received a Bachelor’s Degree in Political Science with completed coursework in physics prior to transferring from Loyola Marymount University.

Nathan is a California native, born and raised in Los Angeles, he later moved to the Beach Cities area until later moving to the Inland Empire with his family. Nathan is married to Heather, a Norco native and together they live in Corona with their three children: Max, Michelle and Alexander.

Most recently Nathan was elected as Trustee for the Riverside Community College District in November 2012. He currently serves as Chair of the Riverside Community College District Facilities Committee, Chair of the Chancellor Search Committee and is a Board Officer serving as Secretary.

Nathan always seeks to spearhead efforts to close the gap between graduation rates and college readiness. He believes that local solutions serve students interests best and greater local autonomy allows for any Community College District the flexibility necessary to meet the needs of students where they are at when walk through the doors of our institutions. Community Colleges are our best chance of improving educational standards in California and instilling essential confidence in students that will allow them to succeed with greater independence.

His past positions include serving as Field Representative in the California State Legislature and for the Congressional House of Representatives. His duties there included working with community and business leaders as well as various organizations on issues ranging from transportation and infrastructure to education.
Must be returned to the League office postmarked no later than February 15, 2014, along with the statement of candidacy and biographic sketch form. Faxed material will not be accepted.

Mail to:
CCCT Board Nominations
Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the Coast Community College District nominates Trustee Jim Moreno to be a candidate for the CCCT Board.

This nominee is a member of the Coast Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.

[Signature]
Signature of Clerk or Secretary of Governing Board
CCCT BOARD
STATEMENT OF CANDIDACY

Must be returned to the League office postmarked no later than February 15, 2014 along with the nomination form and biographic sketch form. Faxed material will not be accepted.

<table>
<thead>
<tr>
<th>CANDIDATE'S NAME:</th>
<th>Trustee Jim Moreno</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE:</td>
<td>February 5, 2014</td>
</tr>
</tbody>
</table>

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? (50 words or less; any portion of the statement beyond this limit will not be included.)

Given demands of the global market, CCCT and the League should continue to focus on career technical education matters to support our economy. We must demonstrate leadership by building alliances with industry, developing cutting-edge curricula, and maintaining ties to businesses in order to provide the greatest opportunities.

What do you feel you can contribute in these areas? (50 words or less; any portion of the statement beyond this limit will not be included.)

My many years of public service experience, years as Chair of our District's Career & Technical Education Committee, and expertise in budgeting will afford me the opportunity to advocate for the needs of our colleges, to stress the importance of workforce development, and to connect with industry leaders on all levels.
CCCT BOARD
BIOGRAPHIC SKETCH FORM

Must be returned to the League office postmarked no later than February 15, 2014, along with the nominating form and statement of candidacy. Faxed material will not be accepted.

PERSONAL

<table>
<thead>
<tr>
<th>NAME: Trustee Jim Moreno</th>
<th>DATE: February 5, 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS: 15262 Stanford Lane</td>
<td>CITY &amp; ZIP CODE: Huntingdon Beach 92647</td>
</tr>
<tr>
<td>PHONE: 714 438 4848</td>
<td>EMAIL: <a href="mailto:jmoreno@cccd.edu">jmoreno@cccd.edu</a></td>
</tr>
</tbody>
</table>

EDUCATION

CERTIFICATES/DEGREES: Graduate Degree in Public Administration, Cal State Northridge. Bachelor of Arts, California State Long Beach.

PROFESSIONAL EXPERIENCE

PRESENT OCCUPATION: Coast Community College District Trustee

OTHER: Served as Chief Deputy to a Member of the L.A. County Board Supervisors

COMMUNITY COLLEGE ACTIVITIES

COLLEGE DISTRICT WHERE BOARD MEMBER: Coast Community College District.

YEARS OF SERVICE ON LOCAL BOARD: Elected to the Board in November 2006, Re-elected Nov 2010

OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD: Board President 2009 and 2012; Board Clerk 2010; Board Vice President 2011. Currently member of Board of Trustees’ Personnel and Land Development Committees, and Member of Nominating Committee for Orange County School District Organization. Prior Chair of Board of Trustees’ Audit and Budget Committee (2009-2013) and Career & Technical Education Committee (2009-2013).

STATE ACTIVITIES

(CCCT and other organizations boards, committees, workshop presenter, Chancellor’s Committees, etc.)

CCCT Board Member 2011 - Present. Past Member Advisory Committee on Education Services 2008-2012.
NATIONAL ACTIVITIES
(ACCT and other organizations, boards, committees, etc.)

ACCT National Conference Member, Workshop Presenter, National Leadership Summit Fall 2009.

CIVIC AND COMMUNITY ACTIVITIES

Former member Coastline Community College Paralegal Advisory Board; Past Chairman Citizen Participation Advisory Board for City of Huntington Beach; Past Board Member Orange County Legislative Task Force; Volunteer Live Oak Adult Literacy Program; Member of the CHP Community Advisory Board.

OTHER

CCCT Board
Nomination Form

Must be returned to the League office postmarked no later than February 15, 2014, along with the statement of candidacy and biographic sketch form. Faxed material will not be accepted.

Mail to:
CCCT Board Nominations
Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the Caprillo Community College District nominates Donna Ziel to be a candidate for the CCCT Board.

This nominee is a member of the Caprillo Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination.

Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.

Signature of Clerk or Secretary of Governing Board
CCCT Board
Statement of Candidacy

Must be returned to the League office postmarked no later than February 15, 2014 along with the nomination form and biographic sketch form. Faxed material will not be accepted.

Candidate's Name: Donna Ziel

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? (50 words or less; any portion of the statement beyond this limit will not be included.)

We must maintain the broadest possible access under the Student Success Act and maintain the spirit of the Master Plan. Given the broad mission of California's community colleges, we should support our campuses in meeting the components of that mission through the most efficient use of resources.

What do you feel you can contribute in these areas? (50 words or less; any portion of the statement beyond this limit will not be included.)

My professional experience in California higher education has focused on supporting students in finding their way to successfully reach their educational goals. I will contribute knowledge of the California community college and state university systems, including, most importantly, their relationships that benefit our students and our taxpayers.
CCCT BOARD
BIOGRAPHIC SKETCH FORM

Must be returned to the League office postmarked no later than February 15, 2014, along with the nomination form and statement of candidacy. Faxed material will not be accepted.

PERSONAL

Name: Donna Ziel
Date: February 13, 2014
Address: 8121 Fremont Avenue
City: Ben Lomond
Zip: 95005
Phone: 831.336.5043 (home)
E-Mail: Ziel.48@yahoo.com

EDUCATION

Certificates/Degrees:
- B.A. History, with Dept. Honors, and University Distinction, San Jose State University, 1973
- M.A. History, San Jose State University, 1977

PROFESSIONAL EXPERIENCE

Present Occupation: Retired

Other:
- San Jose State University, 1973-2003, Assoc. and Interim Dir., Student Outreach and Recruitment
- Assoc. Dir., SJSU Monterey County Campus, Salinas, CA, Dir., Student Advisement Center by SJSU’s Tri-County Academic Advisor, SJSU Humanities Department Program

COMMUNITY COLLEGE ACTIVITIES

College District Where Board Member: Cabrillo

Years of Service on Local Board: 3+

Offices and Committee Memberships Held on Local Board:
- Vice Chair - Current
- Clerk - 2013, assisted with Presidential Search Board
- Liaison to Transfer Advisory, Student Health Services, and Veterans Services Advisory Committees

State Activities (CCCT and other organizations boards, committees, workshop presenter; Chancellor’s Committees, etc)
National Activities (ACCT and other organizations, boards, committees, etc.):

CIVIC AND COMMUNITY ACTIVITIES

Santa Cruz County Women's Commission 1984-89, Co-Chair 1985-86
Valley Women's Club - Board Member 1994-2013, Past Co-Chair, Vice-Chair, Chair Education Committee, Member Scholarship Committee
Santa Cruz County Grand Jury 2002-03
San Jose State Alumni Association - Santa Cruz Chapter - 2000-2012, President 2010-2012, 2007-09, Chair Scholarship Committee 2008-Present
San Lorenzo Valley Water District Education Commission 2003-Present, Chair 2013-Present
Santa Cruz County Community Foundation Board 2006-2012, Chair and Member Scholarship Committee 2006-Present

OTHER

California State University Administrative Fellow 1980-81
Who's Who in California 1989
Hammer-Marcell Award 2009 - Outstanding Community Service

PROFESSIONAL ORGANIZATIONS:

National Assn. Student Personnel Administrators - National and State Conference, Presenter
National Association of Academic Advisors - National and State Conference Presenter
California Women in Higher Education - ASCU Board Representative, Statewide President
California Advocates for Re-Entry Education - ASCU Board Representative, Statewide President
CCCT Board Nomination Form

Must be returned to the League office postmarked no later than February 15, 2014, along with the statement of candidacy and biographic sketch form. Faxed material will not be accepted.

Mail to:
CCCT Board Nominations
Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the ________________ Community College District nominates ____________________________ to be a candidate for the CCCT Board.

This nominee is a member of the ________________ Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination.

Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.

Signature of Clerk or Secretary of Governing Board

Item 2:1
38 of 57
3/27/14
CCCT BOARD
STATEMENT OF CANDIDACY

Must be returned to the League office postmarked no later than February 15, 2014 along with the nomination form and biographic sketch form. Faxed material will not be accepted.

CANDIDATE'S NAME: 
DATE: 1/21/14

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? (50 words or less; any portion of the statement beyond this limit will not be included.)

I believe due to the auxiliary election of trustees, deep trimming on the budget, there is a mandatory to constant need. Combined growth and initiatives regarding A student prep to college including student centered success program on prioritizing a really sound budget to protect these big gaps college growth.

What do you feel you can contribute in these areas? (50 words or less; any portion of the statement beyond this limit will not be included.)

I see the position of time to participate actively in the planning and execution of workshops conferences leadership in an education that will do my best to ensure that learning is available accessible and affordable in life of community knowledge is power.
CCCT BOARD
BIOGRAPHIC SKETCH FORM

Must be returned to the League office postmarked no later than February 15, 2014, along with the nomination form and statement of candidacy. Faxed material will not be accepted.

PERSONAL
Name: John A. Jones          Date: 1/21/14
Address: 13012 San Ysidro St
City: Victorville            Zip: 92392
Phone: 760-966-6064 (home)    760-801-6567 (office)
E-Mail: jonesjohn1@gmail.com

EDUCATION
Certificates/Degrees:
Bachelor of Elementary Education
Master of Educational Administration

PROFESSIONAL EXPERIENCE
Present/Occupation: Unemployed since 8/12
Other:

COMMUNITY COLLEGE ACTIVITIES
College District Where Board Member: Victor Valley Community
Years of Service on Local Board: 3 yrs
Office and Committee Memberships Held on Local Board: President, Vice, Clerk

State Activities (CCCT and other organizations, boards, committees, workshop presenter; Chancellor's Committees, etc.): Attendee, SBC School Board Assoc
National Activities (ACCT and other organizations, boards, committees, etc.): N/L

Civic and Community Activities

Very active in non denominational and not for profit organizations, with educational youth ministry.

Selected as a Premier Visionary Leader 2012

Other
The governing board of the Ventura County Community College District nominates Stephen P. Blum to be a candidate for the CCCT Board.

This nominee is a member of the Ventura County Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.

Signature of Clerk or Secretary of Governing Board
CCCT Board
Statement of Candidacy

Must be returned to the League office postmarked no later than February 15, 2014 along with the nomination form and biographic sketch form. Faxed material will not be accepted.

CANDIDATE’S NAME: Stephen P. Blum

DATE: February 13, 2014

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? (50 words or less; any portion of the statement beyond this limit will not be included.)

The major issues of California's community colleges are: increasing student success; increasing the number of degrees, transfers, and certificates awarded; improving college readiness and remediation; increasing and improving workforce development; improving collaboration with other educational systems; maintaining access; adequate funding; and maintaining and/or increasing educational quality while addressing multiple missions.

What do you feel you can contribute in these areas? (50 words or less; any portion of the statement beyond this limit will not be included.)

I can contribute because I'm an attorney who has spent his career as a classroom teacher, coach, teachers' union president, and board member. I have a vast understanding of California's education system and excel at forging consensus and compromise. I am easygoing with a good sense of humor.
CCCT BOARD
BIOGRAPHIC SKETCH FORM

Must be returned to the League office postmarked no later than February 15, 2014, along with the nominating form and statement of candidacy. Faxed material will not be accepted.

**PERSONAL**

<table>
<thead>
<tr>
<th>NAME: Stephen P. Blum</th>
<th>DATE: February 13, 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS: 505 Briarwood Terrace</td>
<td>CITY &amp; ZIP CODE: Ventura, CA 93001</td>
</tr>
<tr>
<td>PHONE: (905) 660-8959</td>
<td>EMAIL: <a href="mailto:blumper2@gmail.com">blumper2@gmail.com</a></td>
</tr>
</tbody>
</table>

**EDUCATION**

CERTIFICATES/DEGREES: Bachelor's Degree, History, California Lutheran University; Master's Degree, Education, California Lutheran University; and Juris Doctorate, Ventura College of Law.

**PROFESSIONAL EXPERIENCE**

PRESENT OCCUPATION: Attorney, Education and Criminal Law

OTHER: Twenty-five years as a teacher at Buena High School, Foothill Technology High School, and Ventura Adult Education; 22 years coaching cross-country and track; and 12 years serving as Ventura Unified Education Association President.

**COMMUNITY COLLEGE ACTIVITIES**

<table>
<thead>
<tr>
<th>COLLEGE DISTRICT WHERE BOARD MEMBER: Ventura County Community College District</th>
</tr>
</thead>
<tbody>
<tr>
<td>YEARS OF SERVICE ON LOCAL BOARD: Seven</td>
</tr>
<tr>
<td>OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD: Chair; Vice Chair; Policy Committee Chair; Capital Planning Chair; Finance Committee Chair; Legislative Committee; and Planning, Accreditation, and Student Success Committee.</td>
</tr>
</tbody>
</table>

**STATE ACTIVITIES**

(TCCCT and other organizations boards, committees, workshop presenter, Chancellor’s Committees, etc.)

Tri-Counties Education Coalition member; Vanguard University Education Law Professor; and Ventura College of Law Professor.
NATIONAL ACTIVITIES
(ACCT and other organizations, boards, committees, etc.)

Three-time delegate to National Education Association Representative Assembly.

CIVIC AND COMMUNITY ACTIVITIES

Grey Law Attorney and past board member; and Segue past board member.

OTHER
CCCT Board
Nomination Form

Must be returned to the League office postmarked no later than February 15, 2014, along with the statement of candidacy and biographic sketch form. Faxed material will not be accepted.

Mail to:
CCCT Board Nominations
Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the Foothill-De Anza Community College District nominates Laura Casas to be a candidate for the CCCT Board.

This nominee is a member of the Foothill-De Anza Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.

Signature of Clerk or Secretary of Governing Board
Linda M. Thor, Secretary, Board of Trustees
Foothill-De Anza Community College District
CCCT Board
STATEMENT OF CANDIDACY

Must be returned to the League office postmarked no later than February 15, 2014 along with the nomination form and biographic sketch form. Faxed material will not be accepted.

CANDIDATE’S NAME: Laura Casas
DATE: 1/13/2014

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? (50 words or less; any portion of the statement beyond this limit will not be included.)

Bridge the achievement gap
Student equity, success, and completion
Transfer increase to four-year institutions
Success in online education
Support science, technology, engineering, and math
Support the arts
Increase delivery and efficiency of support services
Expand adult education
Increase dual enrollment

What do you feel you can contribute in these areas? (50 words or less; any portion of the statement beyond this limit will not be included.)

My contribution to the CCCT Board and the vast legislative and leadership experience will be used to improve, manage, and promote the financial health of our institution and the success of our students. Opportunity belongs to those who seek its gift.
CCCT BOARD
BIOGRAPHIC SKETCH FORM

Must be returned to the League office postmarked no later than February 15, 2014, along with the nominating form and statement of candidacy. Faxed material will not be accepted.

PERSONAL

<table>
<thead>
<tr>
<th>NAME: Laura Casas</th>
<th>DATE: 1-13-14</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS: 1957 Amalfi Way</td>
<td>CITY &amp; ZIP CODE: Mountain View 94040</td>
</tr>
<tr>
<td>PHONE: 650-906-1514</td>
<td>EMAIL: <a href="mailto:lauracasascc@gmail.com">lauracasascc@gmail.com</a></td>
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</tbody>
</table>

EDUCATION

<table>
<thead>
<tr>
<th>CERTIFICATES/DEGREES:</th>
<th>Juris doctorate - University of Santa Clara, Law</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>B.A., Political Science - California State University, Northridge</td>
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</table>

PROFESSIONAL EXPERIENCE

<table>
<thead>
<tr>
<th>PRESENT OCCUPATION:</th>
<th>Education advocate</th>
</tr>
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<tbody>
<tr>
<td>OTHER:</td>
<td>Senior Claims Representative - Legal department for international commercial liability carrier</td>
</tr>
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</table>

COMMUNITY COLLEGE ACTIVITIES

<table>
<thead>
<tr>
<th>COLLEGE DISTRICT WHERE BOARD MEMBER:</th>
<th>Foothill-De Anza Community College District</th>
</tr>
</thead>
<tbody>
<tr>
<td>YEARS OF SERVICE ON LOCAL BOARD:</td>
<td>Eight years (2005 - present)</td>
</tr>
<tr>
<td>OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD:</td>
<td>President and vice president of Board, member of Audit and Finance Committee, Trustee Scholarship Committee, Legislative Committee, and Foundation Board</td>
</tr>
</tbody>
</table>

STATE ACTIVITIES

(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)

Past representative of State Community College League of California Board
Past chair of State Legislative Committee of League
Member of the California Community College Trustee Board

NATIONAL ACTIVITIES

(ACCT and other organizations, boards, committees, etc.)

Hispanics Organized for Political Equality (HOPE) graduate - Represented HOPE in advocating/lobbying in Washington, D.C., for the DREAM Act. Support of legalization and citizenship for undocumented students who have grown up in the United States.
### CIVIC AND COMMUNITY ACTIVITIES

<table>
<thead>
<tr>
<th>Board member</th>
<th>ALeam, a grassroots organization committed to helping underrepresented students get to and succeed in college.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Puente Project</td>
<td>Statewide academic program with goal of college success.</td>
</tr>
</tbody>
</table>

### OTHER

<table>
<thead>
<tr>
<th>Past</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>League of Women Voters Education Committee for Santa Clara County</td>
<td></td>
</tr>
<tr>
<td>Co-founder - Battered Women's Shelter</td>
<td></td>
</tr>
<tr>
<td>Legislative Director - PTA 6th District, Santa Clara County</td>
<td></td>
</tr>
<tr>
<td>Chair - Adelante Conference supporting low income high school students in seeking higher education</td>
<td></td>
</tr>
</tbody>
</table>
CCCT Board Nomination Form

Must be returned to the League office postmarked no later than February 15, 2014, along with the statement of candidacy and biographic sketch form. Faxed material will not be accepted.

Mail to:
CCCT Board Nominations
Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the San Joaquin Delta Community College District nominates Stephan Castellanos to be a candidate for the CCCT Board.

This nominee is a member of the San Joaquin Delta Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination.

Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.

[Signature]
Signature of Clerk or Secretary of Governing Board
What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? (50 words or less; any portion of the statement beyond this limit will not be included.)

I believe that the two significant areas of focus for the CCCT will continue to be budget restoration and student success. Additionally, the concerns that are developing around the accreditation process deserves attention.

What do you feel you can contribute in these areas? (50 words or less; any portion of the statement beyond this limit will not be included.)

My experience as an appointed state official has given me a unique perspective and understanding of state government. As a lifelong Central Valley resident, with its rural areas, provides a voice that is needed. As an architect/business owner, I understand the importance of good facilities that contribute to education.
CCCT Board
Biographic Sketch Form

Must be returned to the League office postmarked no later than February 15, 2014, along with the nomination form and statement of candidacy. Fax material will not be accepted.

PERSONAL
Name: Stephan Castellanos
Date: February 12, 2014
Address: 8115 Highway 26
City: Valley Springs, CA
Zip: 95252
Phone: 209-401-9678
E-Mail: scastellanos@deltacollege.edu

EDUCATION
Certificates/Degrees: Bachelor of Architecture, California Polytechnic State University

PROFESSIONAL EXPERIENCE
Present Occupation: Executive Director, California Commission on Disability Access,

Other: Partner, Derivi Castellanos Architects, California State Architect

COMMUNITY COLLEGE ACTIVITIES
College District Where Board Member:
Years of Service on Local Board: 5
Offices and Committee Memberships Held on Local Board: Chair, Vice Chair

State Activities (CCCT and other organizations boards, committees, workshop presenter; Chancellor’s Committees, etc)
Member, CCCCT
CIVIC AND COMMUNITY ACTIVITIES

Member, American Institute of Architects /Chair, California Architectural Foundation,

Member California Task Force on Court Cost Reduction with the Administrative Office of the Courts,
CCCT BOARD
NOMINATION FORM

Must be returned to the League office postmarked no later than February 15, 2014, along with the statement of candidacy and biographic sketch form. Faxed material will not be accepted.

Mail to:
CCCT Board Nominations
Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the Palomar Community College District nominates Nancy C. Chadwick to be a candidate for the CCCT Board.

This nominee is a member of the Palomar Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.

[Signature]
Signature of Clerk or Secretary of Governing Board
### CCCT Board Statement of Candidacy

Must be returned to the League office postmarked no later than February 15, 2014 along with the nomination form and biographic sketch form. Faxed material will not be accepted.

| CANDIDATE’S NAME: Nancy C. Chadwick |
| DATE: 1/14/2014 |

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? *(50 words or less; any portion of the statement beyond this limit will not be included.)*

- Baccalaureate degrees for high-demand workforce
- Student Success implementation
- Career technical education/basic skills funding
- Transfer/completion rates
- Performance-based funding
- Adult education
- Concurrent/dual enrollment
- Financial aid/BOG waivers
- Property tax backfill
- Suspension of 75/25 & 50% rules
- Stabilization apportionment

What do you feel you can contribute in these areas? *(50 words or less; any portion of the statement beyond this limit will not be included.)*

1) Community College Board of Trustees three term President

2) Nearly 30 years in higher education with experience in budget and planning, capital planning, academic management, and adjunct clinical faculty

3) Retired from the University of California with service on four campuses: UCLA, UC Riverside, UC Davis Medical Center, and UCSF.
CCCT BOARD
BIOGRAPHIC SKETCH FORM

Must be returned to the League office postmarked no later than February 15, 2014, along with the nominating form and statement of candidacy. Faxed material will not be accepted.

PERSONAL

<table>
<thead>
<tr>
<th>NAME: Nancy C. Chadwick</th>
<th>DATE: January 14, 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS: 5059 Nighthawk Way</td>
<td>CITY &amp; ZIP CODE: Oceanside, 92056</td>
</tr>
<tr>
<td>PHONE: 760-945-5365</td>
<td>EMAIL: <a href="mailto:nancychadwick@cox.net">nancychadwick@cox.net</a></td>
</tr>
</tbody>
</table>

EDUCATION

CERTIFICATES/DEGREES:
Bachelor of Arts, University of Kansas
Master of Social Work, Catholic University
Master of Public Administration, California State University, Sacramento

PROFESSIONAL EXPERIENCE

PRESENT OCCUPATION: Retired from the University of California; 30 years in higher education
OTHER: Public social agencies for ten years in supervision and management

COMMUNITY COLLEGE ACTIVITIES

COLLEGE DISTRICT WHERE BOARD MEMBER: Palomar Community College District
YEARS OF SERVICE ON LOCAL BOARD: 12

OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD:
President of the Board 2004-05, 2008-09, 2012-13
Secretary to the Board 2003-04, 2007-08, 2011-12
Real Estate Committee 2002-14
Palomar Foundation Board 2000-02

STATE ACTIVITIES

(CCCT and other organizations boards, committees, workshop presenter, Chancellor’s Committees, etc.)
CCLC CCCT Board 2011-14
CCLC Advisory Committee on Legislation 2008-09, 2009-10, 2012-11
### NATIONAL ACTIVITIES

*(ACCT and other organizations, boards, committees, etc.)*

### CIVIC AND COMMUNITY ACTIVITIES

- Serve on Oversight Board for the Successor Agency of the Vista Redevelopment Agency
- Served on the Boards of Directors for Public Television and Public Foundations
- Chaired City Planning Commission and Redevelopment Design Review Organization

### OTHER

- Community College League of California
- San Diego-Imperial Counties Community Colleges Association Board Alliance
- Association of Community College Trustees
- American Association for Women in Community Colleges
- California Women Lead
- Mana
- Run Women Run
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: PRESIDENT
SUBJECT: Board Self Evaluation for 2013-14

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

ITEM NUMBER: 2.2

DATE: March 27, 2014
ATTACHMENT(S): 4 pages

BACKGROUND:

In accordance with Board Policy 2745: Board Self-Evaluation, a board workgroup is to be appointed by March 31 of each year to determine the instrument or process to be used for the Board’s self-evaluation. This policy further states that such a work group need not be appointed every year unless the Board as a whole determines revision of the existing process or instrument is in order. The instrument and process were both revised and implemented for the 2012-13 cycle.

RECOMMENDATION:

It is recommended the Board of Trustees utilize this instrument and process again for 2013-14.

Administrator Initiating Item: Lori Gaskin, President
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

Board of Trustees
2012 – 2013 Self-Assessment

PART ONE

For items #1 - 20, please rate how the Board performs using the following scale:

4 - Outstanding
3 - Good
2 - Needs improvement
1 - Unable to evaluate  Explain: _______________________

1. The Board fosters and supports a climate of academic excellence.

2. The Board sets forth expectations for institutional effectiveness and student success.

3. The Board is attentive and responsive to changing and emerging educational needs.

4. The Board is an independent policy-making body that reflects the public interest in the institution and in the Board’s role, responsibility, and actions.

5. Once the Board makes a decision, it acts as a whole.

6. The Board advocates for and defends the institution and protects it from undue influence or pressure.

7. The Board establishes policies consistent with the mission of the college to ensure the quality, integrity, and improvement of its educational programs and student support services.

8. The Board has ultimate responsibility for educational quality, legal matters, and financial integrity.
9. The Board reviews, maintains, and publishes up-to-date board policies and administrative procedures.

10. The Board’s self-evaluation process for assessing board performance is clearly defined, implemented, and published in its policies.

11. The Board has a code of ethics that includes a clearly defined policy for dealing with behavior that violates its code.

12. The Board is informed about and involved in the accreditation process.

13. The Board delegates full responsibility and authority to the CEO to implement and administer board policies without board interference and holds the CEO accountable for the operation of the college.

14. Through established governance structures, processes, and practices, the Board, administrators, faculty, staff, and students work together for the good of the institution.

15. The Board assures that there is an effective institutional planning process and is appropriately involved in that process.

16. All Board members have adequate and appropriate knowledge of the college budget.

17. The Board makes sound fiscal decisions based on appropriate information about anticipated revenues and planned expenditures.

18. The Board assures that the budget is developed using a collaborative process with input from the college community and that it is explained to the campus and community.

19. The Board monitors the budget and allocation of resources so that this reflects the college mission, priorities, and planning.

20. The Board regularly engages in board development opportunities including conferences, trainings, and workshops.
PART TWO

For items #1 - 5, please rate the Board’s progress in achieving its 2012/13 goals using the following scale:

4 - Outstanding
3 - Good
2 - Needs improvement
1 - Unable to evaluate   Explain:__________________________

1. Provide leadership in ensuring the college meets the standards of accreditation as set forth by the Accrediting Commission for Community and Junior Colleges.

2. Enhance the institution’s effectiveness by:
   (a) updating all board policies and administrative procedures.
   (b) reviewing the mission of the institution.
   (c) creating an integrated institutional planning framework.

3. Cultivate and maintain constructive working relationships among Board members and between the Board and the CEO.

4. Ensure the long-term fiscal health of the district by:
   (a) engaging in prudent fiscal management.
   (b) establishing the benchmark of a structurally-balanced budget.
   (c) determining the viability of placing a bond measure and/or parcel tax on a future ballot.
   (d) advancing the efforts of the Foundation for Santa Barbara City College.

5. Initiate the planning process for an institutionalized emergency preparedness program.
PART THREE

Please provide a brief response to the following.

1. What are the major accomplishments of the Board in the past year?

2. In order for the Board to become more effective in discharging our responsibilities, we need to improve in the following area(s):
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: PRESIDENT
SUBJECT: Actions Involving Permanent Personnel

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

ITEM NUMBER
4.1-a

DATE
March 27, 2014

ATTACHMENT(S)
14 pages

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 as presented in the attached.

Administrator Initiating Item: Patricia English, Vice President, Human Resources
## HUMAN RESOURCES: ACTIONS INVOLVING PERMANENT PERSONNEL

### NOTIFICATION OF FACULTY APPOINTMENTS BY SUPERINTENDENT/PRESIDENT

<table>
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<tr>
<th>Name</th>
<th>Department</th>
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<td>BEERS, Linda</td>
<td>DSPS LD Specialist</td>
<td>08/21/2014</td>
<td>FT, Tenure Track</td>
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<td>CHOU, Yen-Kuang</td>
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<td>08/21/2014</td>
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<td>Computer Science</td>
<td>08/21/2014</td>
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<td>ROBINSON, Jennifer</td>
<td>COMP</td>
<td>08/21/2014</td>
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<td>VILLANUEVA, Elias</td>
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### FACULTY RESIGNATION

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<tr>
<td>MONTEATH, Christine</td>
<td>Infant-Toddler Instructor, Orfalea Early Learning Center</td>
<td>6/3/2014</td>
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FACULTY LEAVE OF ABSENCE

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<tr>
<td>KUEHN, Jacqueline M</td>
<td>Associate Professor, Computer Science</td>
<td>1/26/2014-TBD</td>
<td>Medical</td>
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EDUCATIONAL ADMINISTRATOR LONGEVITY CAREER INCREMENTS

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<tr>
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<td>WRIGHT, Marsha</td>
<td>30</td>
<td>3/1/14</td>
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CLASSIFIED APPOINTMENT

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<tr>
<td>TBA</td>
<td>Security Coordinator</td>
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<tr>
<td>CHAVEZ, Elsa</td>
<td>Financial Aid Technician</td>
<td>25/6</td>
<td>3/31/14</td>
</tr>
<tr>
<td>KAFER, David</td>
<td>Laboratory Technician (Media Arts)</td>
<td>31/2</td>
<td>3/28/14</td>
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<tr>
<td>KILKENNY, Ross</td>
<td>Food Service Facility Operator</td>
<td>29/6</td>
<td>3/28/14</td>
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CLASSIFIED PROMOTION

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<tbody>
<tr>
<td>PELTON, Vanessa</td>
<td>Coordinator, Enrollment Services</td>
<td>140/6</td>
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CLASSIFIED LONGEVITY CAREER INCREMENTS

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<tr>
<th>Name</th>
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<tr>
<td>ROWLEY, Kathleen</td>
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CLASSIFIED RESIGNATION

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<tr>
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<tbody>
<tr>
<td>BENNETT, Tracy</td>
<td>Office Assistant, Sr.</td>
<td>2/20/14</td>
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<tr>
<td>RICHARDS, Theresa</td>
<td>DSPS Service Provider</td>
<td>6/16/14</td>
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CLASSIFIED TEMPORARY UPGRADE PAY

<table>
<thead>
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<th>Name</th>
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<th>To</th>
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<tr>
<td>VANDER SAL, Gordon</td>
<td>Range 22/Step 9</td>
<td>Range 25/Step 9</td>
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CLASSIFIED LEAVE OF ABSENCE

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<th>Position</th>
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<tbody>
<tr>
<td>LEPIZ, Angelica</td>
<td>Custodian</td>
<td>2/18/14-7/30/14</td>
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CLASSIFIED INVOLUNTARY TERMINATION

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<tbody>
<tr>
<td>HURTADO, Jose</td>
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CLASSIFIED RECLASSIFICATION

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<tr>
<td>BOWMAN, Leana</td>
<td>College/High School</td>
<td>Grants Coordinator</td>
<td>3/1/14</td>
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<td>Range 32/Step 9</td>
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<tr>
<td>GHENS, Michael</td>
<td>Network Specialist III</td>
<td>Information Systems</td>
<td>3/1/14</td>
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<tr>
<td></td>
<td>Specialist II</td>
<td></td>
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<td>MILLER, Chris</td>
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<td>Telecommunication Services Coordinator</td>
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<tr>
<td>STEIN, Elizabeth</td>
<td>Career Technical Program Specialist</td>
<td>Career Technical Education Programs Outreach Coordinator</td>
<td>3/1/14</td>
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<tr>
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<td>--------------------</td>
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<tr>
<td>TAPIA, Josephine</td>
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<td>3/1/14</td>
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<tr>
<td>VALENTINE FELIX,</td>
<td>Senior Office Assistant</td>
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<td>Jesse</td>
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**CLASSIFICATION & SALARY IMPLEMENTATION**

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SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: GRANTS COORDINATOR

BASIC FUNCTION:
Under the direction of an assigned administrator, write grant proposals and complete grant renewal applications as requested by Educational Programs. Coordinate and implement associated grant-related activities. Fulfill related administrative duties as required.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Write grant proposals and complete grant renewal applications as requested by Educational Programs. Assist in seeking and identifying new grant opportunities. Provide collaboration and technical assistance for grants awarded to SBCC.

Serve as the administrative coordinator for regional grants as requested. Perform grant support activities (i.e. database maintenance, preparation and distribution of meeting agendas, coordination of meetings and conferences, website maintenance). Implement grant-related recommendations as needed.

Provide grant support associated with survey administration, research needs, maintenance of data, report preparation and distribution.

Process grant-related budget items and monitor expenses for specific grants. In collaboration with fiscal services, develop grant-related budgets needed for proposals.

Respond to inquiries, resolve issues and conflicts, and provide detailed and technical information concerning grant-related courses, curriculum, time lines, standards, requirements, practices, policies and procedures, including providing grant reporting narrative as requested.

In consultation with college administrators, develop a strategic plan for implementation of these initiatives. Develop and implement tactical work plans for active grants.

Coordinate production and delivery of grant-related deliverables such as brochures, flyers, posters, CDs, enrollment packets, career pathway promotional materials and other items specified by grants.
Grants Coordinator - Continued

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Principles and practices of public administration supervision and training.
Standards, practices, goals, objectives and procedures of college grant implementation.
College organization, operations, policies and objectives.
Policies and objectives of assigned programs and activities.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Record-keeping and report preparation techniques.
Public speaking techniques.
Basic budget preparation and control.
Office methods and procedures including business correspondence, grammar, spelling,
forms, telephone etiquette, and filing.
Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of
students.

ABILITY TO:
Plan, organize, and direct the operation of grants.
Interpret, apply and enforce pertinent laws, rules and regulations.
Coordinate, oversee and participate in a variety of grant-related functions.
Oversee and participate in the preparation and distribution of correspondence and a
variety of promotional and informational materials.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Prepare and deliver oral presentations.
Meet schedules and time lines.
Plan and organize work.
 Maintain budgets and effectively monitor expenses.
 Operate a computer and assigned software
 Oversee and participate in the preparation and maintenance of various records and
 reports.
 Analyze policies and procedures and formulate recommendations for improvement.
 Utilize computer software applications, and keep records and prepare reports.
 Work independently with little direction, assume responsibility, and take initiative in
carrying out assignments.
EDUCATION AND PAID EXPERIENCE:
Any combination equivalent to: bachelor’s degree and two years increasingly responsible paid experience in education or a profession related to business, or a closely related field.

Sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and to staff and students with disabilities.

LICENSES AND OTHER REQUIREMENTS:
Valid driver’s license.

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

PHYSICAL DEMANDS:
Regular operation of a computer keyboard, calculator, and other normal office equipment.
Reading a variety of complex materials.
Ability to remain in a stationary position for extended period of time.
Communicating and expressing oneself clearly on a variety of topics in conversations with, and presentations to, staff, students, and members of the community.
Hearing and speaking to exchange information.
Bending at the waist, kneeling or crouching to file materials.
Reaching overhead, above the shoulders and horizontally.
March 2014

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: TELECOMMUNICATION SERVICES COORDINATOR

BASIC FUNCTION:

Under the direction of an assigned administrator, lead and participate in the efficient and smooth operation of various assigned networked campus-wide communication infrastructure systems.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Oversee and maintain complex networked campus-wide VOIP telecommunications system, to include software and hardware upgrades, testing, maintaining user population, running reports, training end users. Perform special projects as requested. Serve as primary liaison with vendor.

Perform and lead projects related to position, i.e. campus-wide Emergency Notification Systems. Participate in the design, selection, installation, programming and maintenance of this system. Troubleshoot and test system defects, program new groups, train users, record announcements and other related duties. Serve as technical liaison to SBCC emergency services team.

Act as lead for campus-wide duplicating services and networked multi-function copy machines. Perform research as requested prior to purchase; maintain equipment replacement schedule; serve as liaison to vendor and related service agreements. Provide usage information to Accounting for internal charge-back purposes.

Consult with technical staff to discuss hardware and software malfunctions in areas of assigned responsibility to determine appropriate course of action; prioritize identified problems and track their resolution.

Coordinate communications, projects and personnel to assure smooth and efficient activities; participate in the development and implementation of telecommunications projects; resolve related issues, conflicts and discrepancies in a proper and timely manner.

Provide training to other technical staff in related areas of responsibility. Maintain related documentation and records; run reports as requested.

Provide back-up for absent personnel in Duplicating Services as needed; oversee and participate in the operation of high speed copiers and related bindery equipment involved in the high volume reproduction of a variety of college materials as needed.

As requested, maintain duplication equipment in efficient working order; perform minor maintenance and repairs on equipment; arrange for major maintenance and repairs as necessary.

Monitor inventory levels of duplication supplies; order, receive and maintain adequate inventory

March 2014
Ewing Consulting Services
of supplies; research and provide recommendations concerning the purchase of duplication equipment.

Install telephones, additional lines, extensions and related peripheral equipment as needed; troubleshoot and resolve phone line and other system malfunctions; configure and adjust telephone system setting utilizing designated computer systems as needed. Assist staff with planning for future telecommunication needs as required.

Communicate with personnel, outside agencies and the public to exchange information and resolve issues or concerns.

Operate a computer and assigned software.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Complex network infrastructure systems.
Network hardware and software configuration, troubleshooting and maintenance.
Network protocols covering hardware and software.
Data security standards and practices.
Technical aspects of field of specialty.
Operation and maintenance of duplicating machines and related equipment.
Methods, practices, equipment and procedures used in the reproduction of printed materials.
General methods, materials and equipment used in the installation, operation, maintenance and repair of networked telecommunication equipment and related systems.
Policies and objectives of assigned programs and activities.
Principles of training and providing work direction.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Basic inventory practices and procedures.
Record-keeping and report preparation techniques.
Basic mathematics.

ABILITY TO:
Design, install, operate and troubleshoot various assigned complex network infrastructure systems.
Oversee and participate in the operation of high speed copiers and related bindery equipment involved in the high volume reproduction of a variety of College materials.
Perform a variety of technical duties in the installation, maintenance and repair of networked telecommunication systems.
Coordinate communications, projects and personnel to assure smooth and efficient activities.
Train and provide work direction and guidance to assigned personnel.
Perform routine maintenance to duplication and related equipment.

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Ewing Consulting Services
Investigate, troubleshoot and repair networked telecommunication system malfunctions and other problems.
Establish project timelines and calculate costs and estimate time, material and staff requirements.
Prepare cost estimates and assist with planning and developing printing projects.
Monitor and maintain adequate inventory of printing supplies.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Work independently with little direction.
Operate a computer and assigned software.
Prepare and maintain various records and reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate’s degree in technical field supplemented by technical training in telecommunications or related field and three years increasingly responsible related experience.

LICENSES AND OTHER REQUIREMENTS:
Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor work environment.
Constant interruptions
Driving a vehicle to conduct work

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard and specialized equipment.
Hearing and speaking to exchange information.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Lifting, carrying, pushing or pulling moderately heavy objects.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.
Mobility to travel to various campus sites and locations.

HAZARDS:
Working around or with machinery having moving parts.

March 2014
Ewing Consulting Services
BASIC FUNCTION:

Under the direction of an assigned administrator, develop, coordinate, oversee and provide a variety of outreach, recruitment and support functions for the Career Technical Education programs. Develop and implement a marketing plan, orientation program and various assigned support services to facilitate enrollment into Career Technical Education classes; coordinate student completion and retention initiatives.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Develop, coordinate, oversee and participate in a variety of outreach and recruitment functions for the Career Technical Education programs. Coordinate and implement recruitment fairs and other special events; prepare and conduct workshops and formal presentations on Career Technical Education programs as directed; conduct on-campus tours for potential students; attend job and college fairs and other outreach events to promote Career Technical Education programs.

Develop and implement Career Technical Education programs marketing plan, orientation programs and support functions; coordinate and participate in marketing activities to increase student enrollment; attend local promotional employment events, college fairs, open houses and other special events.

Facilitate the transition of non-credit Career Technical Education program students to credit programs, through outreach efforts, to increase enrollment. Develop and implement related goals, objectives, strategies, time lines, priorities and activities. Oversee advisement of students concerning enrollment, registration and transition to credit programs.

Create and maintain a database to record Career Technical Education program progress and completion; contact students to inform them of their program progress to improve program retention and completion. Assist and support students in the certificate and/or degree completion application process. Oversee and participate in the preparation and maintenance of records and reports related to prospective students, special events, and assigned activities.

Conduct surveys and compile data concerning student needs and enrollment in targeted classes; analyze enrollments and determine classes in need of promotion; prepare and maintain a variety of related records and reports.
Provide consultation and assistance to prospective and current students concerning Career Technical Education non-credit and credit classes and related student services. Prepare, receive and respond to a variety of correspondence and contacts concerning Career Technical Education programs, educational planning, services, and admissions requirements; meet with prospective students.

Serve as a liaison and coordinate communications, information, programs and services between outside educational organizations and agencies, students, families, and the public in regards to Career Technical Education programs.

Prepare and submit a variety of official documents required by state agencies related to proof of enrollment, student information, and course of study. Coordinate and maintain Career Technical Education program information as required on state or federal third party sites.

For related programs, monitor the budget, student fees, conduct orientations, schedule and coordinate workshops, hire temporary staff, and provide all workshop and testing materials.

Serve as a member of the Outreach Committee to enhance and facilitate student enrollment. Participate in the development and implementation of enrollment goals related to the Career Technical Education program.

Attend and conduct a variety of meetings as assigned; develop, implement and conduct training related to Career Technical Education program enrollment, outreach, recruitment and transition functions.

Operate a variety of standard office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Standards, practices, goals, objectives and procedures of college outreach, recruitment, advisement, and pre-enrollment to diversity of students interested in Career Technical Education programs.
Marketing strategies, orientation and support services relevant to diversity of students interested in Career Technical Education programs.
Practices, policies, procedures, involved in effective recruitment of diversity of students interested in Career Technical Education programs.
Problems and concern of students with special needs.
Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.
District wide knowledge of class/unit requirements for program completion.
College wide organization, operations, policies and objectives.
Current curriculum and employment opportunities related to each career technical program.
Career counseling methods and techniques.
Industry related licenses, credentials, or certifications specific to career technical programs.
Knowledge of State and Federal occupational classification systems, policies, and procedures.
Oral and written communication skills.
Public speaking techniques.
Interpersonal skills using tact, patience and courtesy.
Basic budget preparation and control.
Modern office practices, procedures and equipment.
Research methods and report preparation techniques.
Record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Operation of a computer and assigned software.

ABILITY TO:
Provide a variety of College outreach, recruitment, advisement and support services for Career Technical Education programs.
Assist program participants with obtaining and maintaining program enrollment.
Monitor the attendance, goals and progress of program participants.
Provide program information to students, parents and the community.
Understand and relate to students with special needs.
Learn various state and federal operations, policies and requirements.
Provide counseling and advisement to students in regards to career technical program options and career paths, including transfer opportunities.
Learn department and program objectives and goals.
Interpret, apply and explain rules, regulations, policies and procedures.
Communicate effectively both orally and in writing and make presentations to diverse audiences.
Establish and maintain cooperative and effective working relationships with others.
Compile and verify data and prepare reports; maintain records.
Compose correspondence and written materials related to assigned activities.
Meet schedules and time lines.
Operate a computer and assigned software.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: bachelor's degree with major coursework in marketing, sociology, social work, psychology or related field and one year experience working with secondary and post-secondary school aged students in an educational setting preferably doing career counseling.

LICENSES AND OTHER REQUIREMENTS:
Valid California State driver's license.
WORKING CONDITIONS:
ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to conduct presentations, exchange information in person or on the telephone.
Mobility to attend outreach functions and on and off campus events.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
AGENDA ITEM BACKGROUND

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

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

ITEM NUMBER
4.1-b

DATE
March 27, 2014

ATTACHMENT(S)
3 pages

BACKGROUND:
The attached transmits routine Human Resources actions regarding adjunct faculty, and includes credit and Continuing Education 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. Also included are actions regarding teachers for the Center for Lifelong Learning.

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

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

## ADJUNCT FACULTY

### CREDIT – Spring

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<td>DINABERG, Robert</td>
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### CREDIT - MINIMUM QUALIFICATION – EQUIVALENCIES

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<td>BOWE, Ruth Ann</td>
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<td>HUTCHINGS, MICHAEL</td>
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### CONTINUING EDUCATION – Spring

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<td>ABATE, Caroline</td>
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Page 2 of 3
3/27/2014
VILLAVERDE, Carl
WAKITO, Takako
WALSH, Michelle
WEBSTER, Susan
WHISENAND, Susan
WILLHITE, Suemae
WILSON, Carla
WOLFF, Ilana
WONG, Christine
WROBLEWSKI, Deborah
YEOMANS, Jill
YOSSEM, Eugene
YOUNG, Willa
ZIMMERMAN, Siu
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: PRESIDENT
SUBJECT: Actions Involving Experts and Volunteers

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

ITEM NUMBER
4.1-c

DATE
March 27, 2014

ATTACHMENT(S)
3 pages

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

### EXPERTS (CREDIT)

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<td>BERSE, Page</td>
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<td>4/1/14-4/15/14</td>
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<td>DIAZ-EBADI, Sonia</td>
<td>Train &amp; facilitate ongoing support in working with adults/students</td>
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### VOLUNTEERS

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<td>3/15/14-6/30/14</td>
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<td>FERRIS, Cody Robert</td>
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<td>Earth &amp; Planetary Sciences</td>
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<td>For</td>
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<td>KLASSEN, Ryne</td>
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<td>YOUNG, Rebecca</td>
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**CONCERT BAND VOLUNTEERS – Spring 2014**

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Item 4.1-c
Page 2 of 3
3/27/14
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TO: BOARD OF TRUSTEES
FROM: PRESIDENT
SUBJECT: Actions Involving Temporary, Short-Term and Student Personnel

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ATTACHMENT(S) 8 pages

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 as presented in the attached.

Administrator Initiating Item: Patricia English, Vice President, Human Resources
### HUMAN RESOURCES: ACTIONS INVOLVING TEMPORARY PERSONNEL

#### SHORT-TERM PERSONNEL (CREDIT)

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<td>BEATTY, Shona</td>
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<td>1/27/14-6/30/14</td>
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**Item 4.1-d**

Page 1 of 8

3/27/14
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<tr>
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<td>SEIRA, Ida</td>
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<td>STEPHENS, Katelyn</td>
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<td>Name</td>
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<td>AAZ</td>
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<td>ZARATE, Daniel</td>
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<td>ZARKER, Trevor</td>
<td>Art</td>
<td>SW I</td>
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</tbody>
</table>
TO: BOARD OF TRUSTEES
FROM: PRESIDENT
SUBJECT: Hourly Staff and Student Worker Pay Rates

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

ITEM NUMBER 4.1-e

BACKGROUND:
The pay rates for hourly staff and student workers have not been adjusted since July 1, 2009. In response to the increase in the minimum wage effective July 1, 2014, the hourly staff and student worker pay rates will be increased by 5.88% at each level.

RECOMMENDATION:
It is recommended that the Board of Trustees approve hourly staff and student worker pay rates.

Administrator Initiating Item: Patricia English, Vice President, Human Resources
## Proposed changes to hourly staff & student rates

<table>
<thead>
<tr>
<th>Level</th>
<th>Current hourly staff &amp; student rates</th>
<th>Proposed rates 6/11/14</th>
<th>% increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level I</td>
<td>$8.50</td>
<td>$9.00</td>
<td>5.88%</td>
</tr>
<tr>
<td>Level II</td>
<td>$9.50</td>
<td>$10.06</td>
<td>5.88%</td>
</tr>
<tr>
<td>Level III</td>
<td>$10.50</td>
<td>$11.12</td>
<td>5.88%</td>
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<tr>
<td>Level IV</td>
<td>$11.50</td>
<td>$12.18</td>
<td>5.88%</td>
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<tr>
<td>Level V</td>
<td>$13.50</td>
<td>$14.29</td>
<td>5.88%</td>
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<tr>
<td>Level VI</td>
<td>$14.50</td>
<td>$15.35</td>
<td>5.88%</td>
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</tbody>
</table>

### Notes:
- Minimum wage $9/hr July 1, 2014
- Effective July 1, 2009
- % increase: 5.88%
Exceptions due to licensing requirements:

<table>
<thead>
<tr>
<th>Position</th>
<th>Current</th>
<th>Proposed</th>
<th>% increase</th>
<th>Origin of pay rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>LTA (Allied Health/EMT Program)</td>
<td>$19.33</td>
<td>$24.35</td>
<td>25.96%</td>
<td>Level 32, step 1, from schedule effective 1/1/08</td>
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<tr>
<td>NREMT Rater</td>
<td>$20.31</td>
<td>$34.40</td>
<td>69.37%</td>
<td>Level 46, step 1, from schedule effective 1/1/08</td>
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<tr>
<td>Athletic Trainer</td>
<td>$21.35</td>
<td>$26.22</td>
<td>22.80%</td>
<td>Level 35, step 1, from schedule effective 1/1/08</td>
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<td>Nurse Associate (became effective 10/1/13)</td>
<td>$29.67</td>
<td>$29.67</td>
<td>none</td>
<td>Level 40, step 1, from schedule effective 1/1/08</td>
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<tr>
<td>RN Evaluator/Nursing Lab Specialist (became effective 10/1/13)</td>
<td>$29.67</td>
<td>$29.67</td>
<td>none</td>
<td>Level 40, step 1, from schedule effective 1/1/08</td>
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<tr>
<td>Nurse Practitioner (became effective 10/1/13)</td>
<td>$41.93</td>
<td>$41.93</td>
<td>none</td>
<td>Level 54, step 1, from schedule effective 1/1/08</td>
</tr>
</tbody>
</table>

Note re exceptions:

Current hourly rates are based on first step of the appropriate pay range in effect in 2006. Proposed rate brought up to 7/1/13 Ewing recommended classification level but dollar amount is at 1/1/08 hourly wage level. This honors our commitment to CSEA to not pay hourlys the same amount as we pay their unit members for similar work.
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: PRESIDENT
SUBJECT: New Courses and Course Modifications

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

ITEM NUMBER
5.1

DATE
March 27, 2014

ATTACHMENT(S)
6 pages

BACKGROUND:

The Curriculum Advisory Committee (CAC) reviews all Course Outlines of Record, certificate and degree programs and proposed modification and changes to ensure that they comply with college, state, and accreditation requirements. All CAC approved courses have been reviewed and approved by the department chair and area dean. The attached curriculum changes were approved by CAC on March 3, 2014.

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
To: SBCC Board of Trustees
From: Curriculum Advisory Committee

At the March 3, 2014 meeting the Curriculum Advisory Committee approved the following:

NEW COURSE PROPOSALS
ART189 Exhibition Practices
BMS119A Human Dissection of the Head and Neck
BMS119B Human Dissection of the Appendages
BMS157 General Microbiology
CHEM299 Independent Research in Chemistry
CIS115 Cloud Computing Essentials
CIS228 Mac OS X System Administration
ERTH152L Weather and Climate Lab
FP281 Post-Production Sound for Film and Television
FP284 Transmedia Production
GDP112 Digital Literacy for Media Artists and Designers
GDP115 Information Visualization
GDP217 Dynamic Information Visualization
GEOG152 Weather and Climate
GEOG152L Weather and Climate Lab
MATH41 Fundamentals in Mathematics and Pre-Algebra
MATH070 Reading and Writing in Mathematics
MUS129A Intermediate Songwriting I
MUS129B Intermediate Songwriting II
MUS132B Summer Jazz Seminar II
MUS158 Quire of Voyces Medieval
MUS182A Chamber Singers Spirituals
MUS182B Chamber Singers Broadway
MUS190 Intermediate Choir
MUS191 Intermediate Choir B
MUS193 Womens Chorus
MUS205 Quire of Voyces Renaissance
MUS206 Latin Jazz Ensemble
PD133 Focus and Attention for Student Success
PE112B Body Conditioning Boot Camp: Intermediate
PE132D Advanced Swimming
PE134B Swimming for Conditioning: Intermediate
PE198A Intercollegiate Water Polo - Women
PE277A Beginning Fitness for ESL Students
PE277B Intermediate Fitness for ESL Students
PE281 Pre-Season Intercollegiate Basketball - Women
PE282 Pre-Season Intercollegiate Basketball - Men
PE284 Pre-Season Intercollegiate Football
PE293 Pre-Season Intercollegiate Volleyball Men's
PE294 Pre-Season Intercollegiate Softball
PE297 Pre-Season Intercollegiate Women's Swimming
PE298 Pre-Season Intercollegiate Water Polo: Women
SOC107 Racism in America
SPAN 10 Basic Spanish Skills for ESL I
SPAN 20 Basic Spanish Skills for ESL II
SPAN116 Intermediate Spanish for the Healthcare Professional
SPAN170 Introduction to Translation and Interpretation
TA145B Light Board Operator
TA145C Master Electrician
TA145D Assistant to the Lighting Director
TA149B Assistant Stage Manager
TA149C Stage Manager
TA155B Specialty Costume Dresser in Production
TA155C Costume Crew Technician in Production
TA155D Costume Crew Head in Production
TA255A Classical Comedy in Performance
TA255B Classical Comedy in Performance
TA255C Classical Comedy in Performance
TA255D Classical Comedy in Performance
TA263A Classical Drama in Performance
TA263B Classical Drama in Performance
TA263C Classical Drama in Performance
TA263D Classical Drama in Performance
TA267A Acting Styles: Shakespeare

NEW COURSE PROPOSAL — NON-CREDIT
801211 ESL Bridge to College for ESL Students

MODIFIED COURSE PROPOSALS

ACCT150 Intro to Acct Software and Systems
ACCT230 Financial Accounting
AJ103 Legal Aspects of Evidence and Procedure
AJ111 Criminal Investigation
AJ113 Community and the Justice System
AJ115 Juvenile Procedures
ANTH121 Cultures Around the World
ANTH122 Cultures Around the World
ANTH123 Cultures Around the World
ARBC101 Beginning Modern Standard Arabic I
ARBC102 Beginning Modern Standard Arabic II
ART150 Fundamentals of Ceramics
ART151 Intermediate Ceramics
ART152 Advanced Ceramics
ART154 Ceramic Sculpture
ART198 Artists' Books
ART199 Collage
ASL101 Beginning ASL I
ASL102 Beginning ASL II
ASL103 Intermediate ASL I
ASL104 Intermediate ASL II
AUTO114 Automotive Power Train
BLST102 The African-American in US History from Civil Rights to Present
BMS119C Human Dissection of the Torso
BMS127 Medical Microbiology
CA111 Hospitality Controls
CA113 Hospitality Sanitation and Safety
CA116 Intro to the Food Service Profession
CA117 Culinary Fundamentals I
CA121 Principles of Pantry
CA124 Principles of Baking
CA129 Purchasing and Receiving
CA134 Hospitality Supervision
CA200 Food Service Practicum
CA201 Wines
CA202A The Wines of Italy
CA202B Wines of Bordeaux and Burgundy
CA202C Wines of France
CA202D Wines of California
CA203 Restaurant Service and Production
CA204 Advanced Restaurant and Culinary
CA211 Garde Manger
CA214 Advanced Artisan Baking
CA215 Modern Food: Style, Design, Theory and Production
CA217 Culinary Fundamentals II
CA224 Pastry Practicum
CA230 Food Service: Nutrition
CA236 Meat Analysis
CA261 Restaurant Ownership
CA270 Advanced Pastry Arts
CA290 Work Experience for Culinary Arts Students
CHIN101 Beginning Chinese I
CHIN102 Beginning Chinese II
CHIN103 Intermediate Chinese
CIS107 Introduction to Database Systems
CIS118 Visual Basic for Applications Programming
CIS119 Introduction to Programming Using Visual Basic
CIS231 SQL Server Design and Programming
CIS232 SQL Server Database Admin
CIS237 Advanced SQL Programming
CIS243 Systems Analysis and Design
CIS252 MySQL Design and Programming
CNEE110 Networking Essentials
CNEE124 Internetworking with Tcp/Ip
COMM151 Intercultural Communication
COMM161 Communication in Organizations
ECE103 Foundations of ECE I
ECE104 Foundations of ECE II
ECE108 Creative Learning and Curriculum
ECE109 Family-Teacher-Child Relationship
ECE120 Child Growth and Development for Educators
ECE121 Health, Safety and Nutrition for Young Children
ECE124 Working with School-Age Children
ECE131 The Developing Bilingual Child
ECE132 Teaching in a Diverse Society
ED104 Intro to K-12 Classroom Teaching
ENG070 Effective Reading and Study Skills Techniques
ENG080 Effective Writing Techniques
ENG100 Fundamentals of Composition
ENG103 Improvement of College Reading and Study Skills
ENG119A CAP Core Literacies: Academic
ENG119B CAP Core Literacies: Critical Thinking
ENG121 College Composition Workshop
ESL124 Reading Level 4
ESL130 Reading Level 5
ETHS101 The Immigrant Experience in the US
ETHS107 Racism in America
ETHS117 Cultural Diversity in Film
FIN100 Personal Money Management
FIN201 Investing: Securities Analysis
FIN211 Skills in Trade Finance
FP181 Production Sound for Film and Television
FR101 Beginning French I
FR102 Beginning French II
FR103 Intermediate French I
GDP114 Graphic Design I
GDP212 Graphic Design II
GDP215 Publication Design
GEOG102 Human Geography
GEOG106 Geography of California
GER101 Beginning German I
GER102 Beginning German II
GER103 Intermediate German I
GER104 Intermediate German II
GLST101 Introduction to Global Studies: Foundations of the Global Village
HEBR101 Beginning Modern Hebrew I
HEBR102 Beginning Modern Hebrew II
HIST101 History of the U.S. to 1865
HIST102 History of the U.S. Since 1865
HIT205 Advanced Coding Applications
HIT255 Medical Insurance and Reimbursement
HIT275 HIT Practicum
ITAL101 Beginning Italian I
ITAL102 Beginning Italian II
ITAL103 Intermediate Italian I
ITAL104 Intermediate Italian II
ITAL150 Advanced Italian
ITAL160 Advanced Italian
JAPN101 Beginning Japanese I
JAPN102 Beginning Japanese II
JAPN103 Intermediate Japanese I
JAPN104 Intermediate Japanese II
JOUR190 Photojournalism
KOR101 Beginning Korean I
KOR102 Beginning Korean II
LATN101 Beginning Latin I
LATN102 Beginning Latin II
LIBR101 Information Literacy
MATH100 Elementary Algebra
MKT209 International Marketing
MKT212 Supply Chain Logistics
MUS111 Classical Music Performance
MUS114B Survey of Music History
MUS122 Music Technology for Musicians
MUS128A Songwriting I
MUS128B Songwriting II
MUS146 Beginning Guitar
MUS150 Beginning String Techniques
MUS152 Beginning Wind and Percussion Techniques
MUS153 Intermediate Wind and Percussion Techniques
MUS154 Vocal Techniques I
MUS155 Vocal Techniques II
MUS159 Men's Chorus
MUS160 College Choir
MUS163 Quire of Voyces
MUS164 Vocal Jazz Ensemble
MUS165 Beginning Jazz Improvisation
MUS166 Intermediate-Advanced Jazz Improvisation
MUS167 Beginning Jazz Ensemble
MUS168 Intermediate Jazz Ensemble
MUS169 Advanced Jazz Ensemble
MUS170 Symphony Orchestra
MUS172 Intermediate Orchestra
MUS173 Baroque Instrument Techniques
MUS174 Chamber Music
MUS176 Concert Band
MUS177 Symphonic Band
MUS178 Wind Ensemble
MUS179 Commercial Music Performance: Jazz and Pop Emphasis

PE112A Body Conditioning Boot Camp: Beginning
PE132A Novice Swimming
PE132B Beginning Swimming
PE132C Intermediate Swimming
PE134A Swimming for Conditioning: Beginning
PE143A Integrated Training
PE143B Integrated Training: Intermediate
PE144A Weight Training: Beginning
PE144B Weight Training: Intermediate
PE144C Advanced Weight Training

PHOT109 Photo I
PHOT150 Stock Photography
PHOT180 Digital Darkroom
PHOT190 Photojournalism
PHOT214 Advertising Illustration
PHOT250 Fine Art Photography
PHOT260 Portfolio
PHOT280 Advanced Lighting Systems
PHOT285 Color Management
PHYS110 Introductory Physics
PSY100 General Psychology
SOC109 Contemporary Social Problems
SOC113 Sociology of Sex and Gender
SOC115 Introduction to Social Research

SPAN101 Beginning Spanish I
SPAN102 Beginning Spanish II
SPAN103 Intermediate Spanish I
SPAN104 Intermediate Spanish II
SPAN132 Introduction to Literary Analysis
SPAN140 Intermediate Spanish Conversation II
SPAN146 Spanish for Native Speakers
SPAN147 Spanish for Native Speakers

TA149A Production Assistant
TA150A Audio Technician in Production
TA151 Theatre Production
TA152 Theatre Production
TA153 Theatre Production
TA154 Theatre Production

STEM101 Introduction to Science, Technology, Engineering and Math

WTRS117 Water and Wastewater Calculations
BACKGROUND:
The attached list contains routine actions regarding stipends for credit and non-credit faculty. The stipends were authorized and approved by the appropriate administrator and then by the Executive Vice President, Educational Programs.

RECOMMENDATION:
It is recommended the Board of Trustees approve the actions involving stipends for faculty.

Administrator Initiating Item: Jack Friedlander, Executive Vice President, Educational Programs
<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Rate (not to exceed)</th>
<th>Service Date(s)</th>
<th>Fund</th>
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<tr>
<td>BARBER, Celeste</td>
<td>Coordinator of Great Books Curriculum, Spring 2014</td>
<td>$2,350</td>
<td>1/27/14-5/21/14</td>
<td>Grant</td>
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<td>BEERS, Susan</td>
<td>Basic Skills Initiative Project for Psych 101 students (BSI Project #9)</td>
<td>$820</td>
<td>12/2/13-2/7/14</td>
<td>Grant</td>
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<td>BELL, Barbara</td>
<td>Editor &amp; Publisher of the Student Voices, Spring 2014</td>
<td>$1,750</td>
<td>1/27/14-5/21/14</td>
<td>Grant</td>
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<td>BELLIDO, Lissie</td>
<td>Attendance CE ESL Elective Workshop</td>
<td>$60</td>
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<td>BOLTON, Blanca</td>
<td>CE ESL STEP joint meeting</td>
<td>$45</td>
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<td>BRUMMEL, Josephine</td>
<td>Musician, Linda &amp; Friends Chamber Concert</td>
<td>$100</td>
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<td>BURR, Susan</td>
<td>iPATH workgroup meeting to develop pilot proposal for GEAC</td>
<td>$150</td>
<td>3/7/14</td>
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<td>CASTRO, Laura</td>
<td>iPATH workgroup meeting to develop pilot proposal for GEAC</td>
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AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: PRESIDENT
SUBJECT: Revised 2014-15 Academic Calendar

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

ITEM NUMBER
5.3

DATE
March 27, 2014

ATTACHMENT(S)
1 page

BACKGROUND:

The 2014-15 Academic Calendar was approved by the Board of Trustees on December 12, 2013. Subsequent to the approval, the Santa Barbara Unified School District informed the college that its spring break will take place from March 30–April 4, 2015.

This revised 2014-15 Academic Calendar reflects a change in dates for Spring Break 2015 from March 23–28, 2015 to March 30–April 4, 2015. This change aligns the SBCC Spring Break with that of the Santa Barbara Unified School District.

The revised 2014-15 Academic Calendar has been endorsed by the Academic Senate (February 26, 2014), the Classified Consultation Group (February 20, 2014), and the Associated Student Body (February 21, 2014).

RECOMMENDATION:

It is recommended the Board of Trustees approve the revised 2014-15 Academic Calendar.

Administrator Initiating Item: Jack Friedlander, Executive Vice President, Educational Programs
# Santa Barbara City College
## 2014-2015 Academic Calendar

### June 2014

1. **Summer Session Begins**
2. **Varies**
   - Last Day to Drop Classes without 'W'

### July 2014

1. **Independence Day, Holiday**
2. **Varies**
   - Last Day to Withdraw from Classes/College
3. **Summer Session Ends**

### August 2014

1. **21-22**
   - Scheduled Faculty Flex Days
2. **25**
   - Fall Semester Begins

### September 2014

1. **11**
   - Veterans Day, Holiday
2. **27-29**
   - Thanksgiving Vacation

### October 2014

1. **24**
   - Last Day to Withdraw from Classes/College

### November 2014

1. **11**
   - Veterans Day, Holiday
2. **27-29**
   - Thanksgiving Vacation

### December 2014

1. **6**
   - Last Day of Instruction
2. **8-13**
   - Final Exams
3. **13**
   - Spring Semester Ends
4. **15**
   - Memorial Day, Holiday
5. **16**
   - Veterans Day, Holiday
6. **26**
   - Last Day to Drop Classes without 'W'

### January 2015

1. **New Year's Day, Holiday**
2. **15-16**
   - Scheduled Faculty Flex Days
3. **20**
   - Martin Luther King, Jr. Day, Holiday
4. **31**
   - Last Day to Drop Classes without 'W'

### February 2015

1. **13**
   - Lincoln’s Birthday, Observance
2. **16**
   - Washington’s Birthday, Holiday

### March 2015

1. **20**
   - Last Day to Withdraw from Classes/College
2. **30-31**
   - Spring Break

### April 2015

1. **1**
   - Last Day to Drop Classes

### May 2015

1. **9**
   - Last Day of Instruction
2. **11-16**
   - Final Exams
3. **15**
   - Commencement
4. **16**
   - Spring Semester Ends
5. **26**
   - Memorial Day, Holiday

### June 2015

1. **28**
   - Last Day to Drop Classes

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**Blue Days = Term Begins**

**Yellow Days = Final Exams**

**Green Days = Campus Closed**

**Orange Days = Spring Break**

Revised 2/20/14
Board approved X/X/XX
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: PRESIDENT
SUBJECT: Ratification of Purchase Orders

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

ITEM NUMBER
6.1-a

DATE
March 27, 2014

ATTACHMENT(S)
3 pages

BACKGROUND:

The attached board report includes campus-wide purchase orders processed from February 10, 2014 through March 12, 2014.

RECOMMENDATION:

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

Administrator Initiating Item: Rob Morales, Director, Administrative Services and Emergency Response

Approved by: Joseph E. Sullivan, Vice President, Business Services
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<td>P0004598</td>
<td>Perceptive Software LLC</td>
<td>Subscription Licenses</td>
<td>$3,780.00</td>
<td>03/05/2014</td>
<td>03/05/2014</td>
</tr>
<tr>
<td>P0004599</td>
<td>Thomas Scientific</td>
<td>Chemistry Supplies</td>
<td>$1,116.31</td>
<td>03/06/2014</td>
<td>03/06/2014</td>
</tr>
<tr>
<td>P0004600</td>
<td>Thomas Scientific</td>
<td>Chemistry Supplies</td>
<td>$3,635.28</td>
<td>03/06/2014</td>
<td>03/06/2014</td>
</tr>
<tr>
<td>P0004601</td>
<td>IRG Plotters and Printers Inc</td>
<td>HP Designjet 2500 ePrinter</td>
<td>$9,162.72</td>
<td>03/06/2014</td>
<td>03/06/2014</td>
</tr>
<tr>
<td>P0004602</td>
<td>Kruger Bensen Ziemer Architect Inc</td>
<td>New Dance Floor Architect Svcs</td>
<td>$9,300.00</td>
<td>03/06/2014</td>
<td>03/06/2014</td>
</tr>
<tr>
<td>P0004603</td>
<td>Smart Office Interiors</td>
<td>Wake Ctr Rm 1 Tables/Chairs</td>
<td>$4,790.01</td>
<td>03/10/2014</td>
<td>03/10/2014</td>
</tr>
<tr>
<td>P0004604</td>
<td>Kruger Bensen Ziemer Architect Inc</td>
<td>Campus Std Furniture Selection</td>
<td>$3,500.00</td>
<td>03/12/2014</td>
<td>03/12/2014</td>
</tr>
<tr>
<td>P0004605</td>
<td>Smart Office Interiors</td>
<td>Chairs for HR Dept</td>
<td>$2,224.69</td>
<td>03/12/2014</td>
<td>03/12/2014</td>
</tr>
<tr>
<td>P0004606</td>
<td>GWS Automotive Equipment Inc</td>
<td>Auto Shop Rotary Lift Install</td>
<td>$4,776.80</td>
<td>03/12/2014</td>
<td>03/12/2014</td>
</tr>
</tbody>
</table>
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: PRESIDENT
SUBJECT: Register of Warrants

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

ITEM NUMBER 6.1-b

DATE March 27, 2014

ATTACHMENT(S) None

BACKGROUND:

It is requested the Board of Trustees approve the following warrants and Automated Clearing House.

MONTHS OF FEB 2014

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

<table>
<thead>
<tr>
<th>Title</th>
<th>Check Ranges</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food Service</td>
<td>00330751-0826</td>
<td>381,093.52</td>
</tr>
<tr>
<td>County Treasury*</td>
<td>01237368-9875, 0065181-8015</td>
<td>10,386,663.62</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>$ 10,767,757.14</td>
</tr>
</tbody>
</table>

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

This approval is required under the provision of Education Code Sections §85200 and §85210.

RECOMMENDATION:

It is recommended the Board of Trustees approve the Register of Warrants.

Administrator Initiating Item: Lyndsay Maas, Controller

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

TO: BOARD OF TRUSTEES
FROM: PRESIDENT
SUBJECT: Quarterly Report for the Quarter Ending 12/31/2013

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

ITEM NUMBER
6.1-c

DATE
March 27, 2014
ATTACHMENTS(S)
14 pages

BACKGROUND:

The Quarterly Financial Status Report and CCFS-311Q (311Q) for the quarter ending December 31, 2013 are presented to the Board of Trustees for review. The 311Q is the financial and budget report of a community college district and is the vehicle for summarizing and communicating the results of budgetary decisions and transactions of the Unrestricted General Fund for each fiscal period. The 311Q is submitted to the Chancellor's Office.

RECOMMENDATION:

It is recommended that the Board of Trustees accept the Quarterly Report and 311Q for quarter ending on 12/31/2013.

Administrator Initiating Item: Lyndsay Maas, Controller

Approved by: Joseph E. Sullivan, Vice President, Business Services
QUARTERLY FINANCIAL
STATUS REPORTS

FOR THE SIX MONTHS ENDING
December 31, 2013
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund Unrestricted</td>
<td>3</td>
</tr>
<tr>
<td>Revenues</td>
<td>3</td>
</tr>
<tr>
<td>Expenditures</td>
<td>5</td>
</tr>
<tr>
<td>General Fund Restricted</td>
<td>7</td>
</tr>
<tr>
<td>Revenues</td>
<td>7</td>
</tr>
<tr>
<td>Expenditures</td>
<td>8</td>
</tr>
<tr>
<td>Food Service</td>
<td>10</td>
</tr>
<tr>
<td>Child Development Center</td>
<td>11</td>
</tr>
<tr>
<td>Campus Bookstore</td>
<td>12</td>
</tr>
<tr>
<td>311 Quarterly Report</td>
<td>13</td>
</tr>
</tbody>
</table>
General Fund – Unrestricted

Revenues

State Revenues: Revenues show an increase of $4.5 million compared to 12/31/2012. This is due to $4.6 million in Education Protection Act (EPA) funds which had not been received by the district as of 12/31/2012.

State Apportionment: Revenues have increased $1.8 million compared to 12/31/2012. This increase is primarily due to a reduction in deferrals from the state.

Local Revenues: Have decreased $518K. The decrease is comprised of a reduction of revenue from fee-based course revenue ($777K) in the Unrestricted General Fund, a decrease in Donations from the Foundation ($159K) offset by an increase in Non-Resident Tuition ($436K). The decline in fee-based course revenue is due to fee based course revenue being collected in the CLL Special Revenue Fund instead of Unrestricted General Fund.

<table>
<thead>
<tr>
<th>Revenues as of</th>
<th>Federal</th>
<th>State Revenue</th>
<th>State Apport</th>
<th>Local</th>
<th>Other Sources</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/31/2011</td>
<td>$ -</td>
<td>$301,975</td>
<td>$40,224,779</td>
<td>$12,635,438</td>
<td>$64,797</td>
<td>$53,226,989</td>
</tr>
<tr>
<td>12/31/2012</td>
<td>$ -</td>
<td>$768,546</td>
<td>$34,204,730</td>
<td>$14,690,165</td>
<td>$132,418</td>
<td>$49,795,859</td>
</tr>
</tbody>
</table>

Below is the three year comparison of budget/actual/YTD of Unrestricted General Fund revenues.
Expenditures

Academic Salaries: Increased $811,000 (4.7%) compared to 12/31/2012. This increase is due to an increase in course sections that were offered, as well as a COLA increase that was effective in July 2013. Academic salaries represent 43.9% of the district’s unrestricted expenditures.

Classified Salaries: Increased $670,000 (7.6%) compared to 12/31/2012. The increase is due to the implementation of the Ewing Study reclassifications ($463,000), a 1.57% COLA, as well as positions being filled that were held open in the previous year. Classified salaries represent 23.3% of the district’s unrestricted expenditures.

Employee benefits: Increased $663,000 (11.4%) compared to 12/31/2012. This is due to increases in salaries, as well as increases in health care expenses. Employee benefits represent 15.8% of the district’s unrestricted expenditures.

Supplies and Materials: Expenses have increased $186,000 (21.5%) compared to 12/31/2012. The increase is expected due to the increases included in the adopted budget. Supplies and Materials represent 2.6% of the district’s unrestricted expenditures.

Other Operating Expenses: Operating expenses have increased $343,000 (10.4%) compared to 12/31/2012. The increase is expected due to the increases included in the adopted budget. Operating expenses represent 8.9% of the district’s unrestricted expenditures.

General Fund - Unrestricted

Expenditures

Academic Salaries: Increased $811,000 (4.7%) compared to 12/31/2012. This increase is due to an increase in course sections that were offered, as well as a COLA increase that was effective in July 2013. Academic salaries represent 43.9% of the district’s unrestricted expenditures.

Classified Salaries: Increased $670,000 (7.6%) compared to 12/31/2012. The increase is due to the implementation of the Ewing Study reclassifications ($463,000), a 1.57% COLA, as well as positions being filled that were held open in the previous year. Classified salaries represent 23.3% of the district’s unrestricted expenditures.

Employee benefits: Increased $663,000 (11.4%) compared to 12/31/2012. This is due to increases in salaries, as well as increases in health care expenses. Employee benefits represent 15.8% of the district’s unrestricted expenditures.

Supplies and Materials: Expenses have increased $186,000 (21.5%) compared to 12/31/2012. The increase is expected due to the increases included in the adopted budget. Supplies and Materials represent 2.6% of the district’s unrestricted expenditures.

Other Operating Expenses: Operating expenses have increased $343,000 (10.4%) compared to 12/31/2012. The increase is expected due to the increases included in the adopted budget. Operating expenses represent 8.9% of the district’s unrestricted expenditures.

<table>
<thead>
<tr>
<th>Expenditures as of</th>
<th>Academic Salaries</th>
<th>Classified Salaries</th>
<th>Employee Benefits</th>
<th>Supplies</th>
<th>Other Expense</th>
<th>Capital Outlay</th>
<th>Other Outgo</th>
<th>Interfund Transfers</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/31/2011</td>
<td>$17,524,385</td>
<td>$9,431,609</td>
<td>$6,587,370</td>
<td>$970,341</td>
<td>$3,554,164</td>
<td>$56,469</td>
<td>$31,596</td>
<td>$4,972,539</td>
<td>$43,128,473</td>
</tr>
<tr>
<td>12/31/2012</td>
<td>$17,189,310</td>
<td>$8,862,426</td>
<td>$5,824,508</td>
<td>$865,228</td>
<td>$3,293,710</td>
<td>$63,720</td>
<td>$16,384</td>
<td>$49,000</td>
<td>$36,164,286</td>
</tr>
<tr>
<td>12/31/2013</td>
<td>$18,000,661</td>
<td>$9,532,904</td>
<td>$6,487,979</td>
<td>$1,050,956</td>
<td>$3,636,647</td>
<td>$137,717</td>
<td>$359</td>
<td>$2,153,936</td>
<td>$41,001,159</td>
</tr>
</tbody>
</table>
Below is the three year comparison of budget/actual/YTD of Unrestricted General Fund expenditures.

### General Fund - Unrestricted Expenditures
as of December 31, 2013

<table>
<thead>
<tr>
<th>Category</th>
<th>12/31/2011</th>
<th>12/31/2012</th>
<th>12/31/2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Salaries</td>
<td>$20,000,000</td>
<td>$18,000,000</td>
<td>$16,000,000</td>
</tr>
<tr>
<td>Classified Salaries</td>
<td>$14,000,000</td>
<td>$12,000,000</td>
<td>$10,000,000</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>$12,000,000</td>
<td>$10,000,000</td>
<td>$8,000,000</td>
</tr>
<tr>
<td>Supplies</td>
<td>$10,000,000</td>
<td>$8,000,000</td>
<td>$6,000,000</td>
</tr>
<tr>
<td>Other Expense</td>
<td>$8,000,000</td>
<td>$6,000,000</td>
<td>$4,000,000</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>$6,000,000</td>
<td>$4,000,000</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>Total</td>
<td>$50,000,000</td>
<td>$38,000,000</td>
<td>$30,000,000</td>
</tr>
</tbody>
</table>

### General Fund Unrestricted Expenditures Budget vs. Actual
as of December 31, 2013

<table>
<thead>
<tr>
<th>Year</th>
<th>Adj. Budget - Full Year</th>
<th>Expenditures - Full Year</th>
<th>Expenditures - 6 Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011-12</td>
<td>$90,451,295.00</td>
<td>$88,106,097</td>
<td>$41,001,159</td>
</tr>
<tr>
<td>2012-13</td>
<td>$91,880,626</td>
<td>$88,777,107</td>
<td>$43,128,472</td>
</tr>
<tr>
<td>2013-14</td>
<td>$86,849,317</td>
<td>$88,106,097</td>
<td>$36,164,286</td>
</tr>
</tbody>
</table>

47% of budget
General Fund – Restricted

Revenues

Federal Revenues: As of December 31, 2013 the district had 18 federal grants budgeted at $4.7 million in the General Fund.

State Revenues: Other state revenues have decreased $2.3 million compared to last year. This is primarily due to a decrease in CTE Grant funds and the Financial Aid Media Campaign.

Local Revenues: Decreased $389,000 predominantly due to a decrease in facility rental income ($136,000), a decrease of Foundation funding for the School Gardens Center and the Foundation Transfer Grant ($110,000), and the discontinuation of Certified Nursing Assistant Testing in 2013/2014 ($70,000).

Other Sources: The revenue shown as of 12/31/2011 is from the district backfill of the DSPS, EOPS, Non Credit Matriculation, and Credit Matriculation programs. The total backfill in 2012/2013 was $825,173, but was completed after 12/31/2012. Backfill for 2013/2014 is budgeted to be $425,000.

General Fund - Restricted
REVENUES - 3 YEAR COMPARISON

<table>
<thead>
<tr>
<th></th>
<th>Federal</th>
<th>State Revenue</th>
<th>Local</th>
<th>Other Sources</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/31/2011</td>
<td>$618,218</td>
<td>$3,523,979</td>
<td>$2,125,135</td>
<td>$826,714</td>
<td>$7,094,046</td>
</tr>
<tr>
<td>12/31/2012</td>
<td>$693,975</td>
<td>$5,298,988</td>
<td>$2,755,646</td>
<td>$32,144</td>
<td>$8,780,753</td>
</tr>
<tr>
<td>12/31/2013</td>
<td>$649,735</td>
<td>$3,025,777</td>
<td>$2,366,840</td>
<td>$-</td>
<td>$6,042,352</td>
</tr>
</tbody>
</table>

General Fund - Restricted
Revenue Sources
as of December 31, 2013
General Fund – Restricted

Expenditures

Salaries and Benefits remained flat compared to last year in the Restricted General Fund. Salaries and benefits make up 64.2% of the district's restricted expenditures.

Other Operating Expenses: Decreased $1.9 million (64.9%) compared to last year at this time, due to a decrease in the Financial Aid Media Campaign.

The total $1.5 million YTD decrease from last year of expenditures is primarily due to the Financial Aid Media Campaign.

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>Academic Salaries</th>
<th>Classified Salaries</th>
<th>Employee Benefits</th>
<th>Supplies</th>
<th>Other Expenses</th>
<th>Capital Outlay</th>
<th>Other Outgo</th>
<th>Transfers</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>of</td>
<td>$1,108,317</td>
<td>$1,883,487</td>
<td>$642,139</td>
<td>$272,572</td>
<td>$1,880,930</td>
<td>$47,542</td>
<td>$408,012</td>
<td>$23,797</td>
<td>$6,266,796</td>
</tr>
<tr>
<td>12/31/2011</td>
<td>$1,218,152</td>
<td>$1,860,500</td>
<td>$697,007</td>
<td>$179,400</td>
<td>$3,001,801</td>
<td>$164,872</td>
<td>$284,514</td>
<td>$114,418</td>
<td>$7,520,664</td>
</tr>
<tr>
<td>12/31/2012</td>
<td>$1,176,379</td>
<td>$1,246,414</td>
<td>$704,373</td>
<td>$296,342</td>
<td>$1,055,017</td>
<td>$295,861</td>
<td>$364,329</td>
<td>$126,473</td>
<td>$5,965,188</td>
</tr>
</tbody>
</table>

General Fund - Restricted

YTD Expenditures

as of September 30, 2013
Below is the three year comparison of budget/actual/YTD for Restricted General Fund. The revenues and expenditures will be the same at the end of the fiscal year due to the nature of restricted funds (revenues equal expenditures). The variance as of 12/31/2013 is a timing difference.

General Fund Restricted
Revenues vs. Expenditures
as of December 31, 2013

<table>
<thead>
<tr>
<th>Year</th>
<th>Budget - Full Year</th>
<th>Revenues - 6 Months</th>
<th>Expenditures - 6 Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011-12</td>
<td>$19,095,617</td>
<td>$7,094,045</td>
<td>$6,266,795</td>
</tr>
<tr>
<td>2012-13</td>
<td>$22,924,865</td>
<td>$8,780,753</td>
<td>$7,520,664</td>
</tr>
<tr>
<td>2013-14</td>
<td>$20,804,786</td>
<td>$6,042,352</td>
<td>$5,965,188</td>
</tr>
</tbody>
</table>
Food Service

Food Service has been actively making changes to its facilities to increase revenue and overall customer satisfaction. We are still in the process of remodeling the East campus snack shop and implementing a Mexican food concept closely resembling Chipotle. The year to date loss through December is due to the expenditures associated with this remodel and the delayed opening of this venue.

![Food Services Revenues vs. Expenditures as of December 31, 2013](image-url)
Child Development Center

Orfalea Early Learning Center, the lab school for the Early Childhood Education Department, is partially subsidized by the College. In 2011-12, $295,000 was transferred from the General Fund. In 2012-13, only $214,000 was transferred from the General Fund. We anticipate that 2013-2014 will remain consistent with prior years.

Child Development Center
Revenues vs. Expenditures
as of December 31, 2013
Campus Bookstore

The book rental program continues to grow compared to prior years and currently offers 326 titles to students. The bookstore continues to offer e-books at a much lower cost than traditional books. The rental program and e-book offerings provide students with multiple options to reduce their textbook expenses. The sale of traditional text books continued to decline in the first half of 2013/2014; however the decline is 40% less than in previous years, which indicates that the decline is leveling off. The bookstore also continues to expand its assortment of products in the clothing and gift departments to include SBCC Alumni and SBCC Athletic wear including products from Billabong Clothing, Electra Bicycles, and Papyrus Greeting Cards.

Campus Bookstore
Financials
as of December 31, 2013
Quarterly Financial Status Report, CCFS-311Q  
VIEW QUARTERLY DATA  

District: (650) SANTA BARBARA

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Actual 2010-11</th>
<th>Actual 2011-12</th>
<th>Actual 2012-13</th>
<th>Projected 2013-2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.</td>
<td>Unrestricted General Fund Revenue, Expenditure and Fund Balance:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A. 1</td>
<td>Unrestricted General Fund Revenues (Objects 8100, 8500, 8800)</td>
<td>83,924,447</td>
<td>83,514,205</td>
<td>86,945,104</td>
</tr>
<tr>
<td></td>
<td>A. 2</td>
<td>Other Financing Sources (Object 8900)</td>
<td>324,788</td>
<td>166,999</td>
<td>913,486</td>
</tr>
<tr>
<td></td>
<td>A. 3</td>
<td>Total Unrestricted Revenue (A.1 + A.2)</td>
<td>84,249,235</td>
<td>83,681,204</td>
<td>87,858,590</td>
</tr>
<tr>
<td></td>
<td>B.</td>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>B. 1</td>
<td>Unrestricted General Fund Expenditures (Objects 1000-6999)</td>
<td>81,727,196</td>
<td>82,609,261</td>
<td>82,366,529</td>
</tr>
<tr>
<td></td>
<td>B. 2</td>
<td>Other Outgo (Objects 7100, 7200, 7400, 7500, 7600)</td>
<td>8,943,575</td>
<td>6,842,034</td>
<td>4,960,709</td>
</tr>
<tr>
<td></td>
<td>B. 3</td>
<td>Total Unrestricted Expenditures (B.1 + B.2)</td>
<td>90,670,771</td>
<td>99,451,295</td>
<td>87,327,238</td>
</tr>
<tr>
<td></td>
<td>C.</td>
<td>Revenues (Under) Expenditures (A.3 - B.3)</td>
<td>-421,536</td>
<td>3,229,909</td>
<td>531,332</td>
</tr>
<tr>
<td></td>
<td>D.</td>
<td>Fund Balance, Beginning</td>
<td>22,885,827</td>
<td>22,464,291</td>
<td>25,694,200</td>
</tr>
<tr>
<td></td>
<td>D. 1</td>
<td>Prior Year Adjustments (+)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>D. 2</td>
<td>Adjusted Fund Balance, Beginning (D + D.1)</td>
<td>22,885,827</td>
<td>22,464,291</td>
<td>25,694,200</td>
</tr>
<tr>
<td></td>
<td>E.</td>
<td>Fund Balance, Ending (C. + D.2)</td>
<td>22,464,245</td>
<td>25,654,200</td>
<td>26,225,532</td>
</tr>
<tr>
<td></td>
<td>F.</td>
<td>Percentage of GF Fund Balance to GF Expenditures (E. / B.2)</td>
<td>24.6%</td>
<td>28.4%</td>
<td>30%</td>
</tr>
</tbody>
</table>

II. Annualized Attendance FTES:

| G. 1 | Annualized FTES (excluding apprentice and non-resident) | 15,334 | 14,395 | 14,364 | 14,396 |

III. Total General Fund Cash Balance (Unrestricted and Restricted)

| H. 1 | Cash excluding borrowed funds | 27,657,350 | 27,657,350 | 27,657,350 | 38,210,120 |
| H. 2 | Cash, borrowed funds only | 0 | 0 | 0 | 0 |
| H. 3 | Total Cash (H.1 + H.2) | 27,657,350 | 27,657,350 | 27,657,350 | 38,210,120 |

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Adopted Budget (Col. 1)</th>
<th>Annual Current Budget (Col. 2)</th>
<th>Year-to-Date Actuals (Col. 3)</th>
<th>Percentage (Col. 3/Col. 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.</td>
<td>Revenues:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I. 1</td>
<td>Unrestricted General Fund Revenues (Objects 8100, 8500, 8800)</td>
<td>87,363,777</td>
<td>87,363,777</td>
<td>55,443,445</td>
<td>63.5%</td>
</tr>
<tr>
<td>I. 2</td>
<td>Other Financing Sources (Object 8900)</td>
<td>702,137</td>
<td>702,137</td>
<td>209,473</td>
<td>29.8%</td>
</tr>
<tr>
<td>I. 3</td>
<td>Total Unrestricted Revenue (I.1 + I.2)</td>
<td>88,065,914</td>
<td>88,065,914</td>
<td>55,652,918</td>
<td>63.2%</td>
</tr>
<tr>
<td>J.</td>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>J. 1</td>
<td>Unrestricted General Fund Expenditures (Objects 1000-6999)</td>
<td>83,220,327</td>
<td>83,305,697</td>
<td>55,748,652</td>
<td>46.0%</td>
</tr>
<tr>
<td>J. 2</td>
<td>Other Outgo (Objects 7100, 7200, 7400, 7500, 7600)</td>
<td>4,749,429</td>
<td>4,766,818</td>
<td>2,154,295</td>
<td>45.3%</td>
</tr>
<tr>
<td>J. 3</td>
<td>Total Unrestricted Expenditures (J.1 + J.2)</td>
<td>87,969,756</td>
<td>88,072,515</td>
<td>46,902,947</td>
<td>46.4%</td>
</tr>
<tr>
<td>K.</td>
<td>Revenues (Under) Expenditures (J.3 - J.3)</td>
<td>1,957</td>
<td>-900</td>
<td>1,975,556</td>
<td></td>
</tr>
<tr>
<td>L.</td>
<td>Adjusted Fund Balance, Beginning</td>
<td>26,703,454</td>
<td>26,703,454</td>
<td>26,703,454</td>
<td></td>
</tr>
<tr>
<td>L. 1</td>
<td>Fund Balance, Ending (C. + L.2)</td>
<td>26,704,451</td>
<td>26,638,453</td>
<td>41,454,012</td>
<td></td>
</tr>
<tr>
<td>M.</td>
<td>Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)</td>
<td>30.5%</td>
<td>30.5%</td>
<td>30.5%</td>
<td>30.5%</td>
</tr>
</tbody>
</table>
V. Has the district settled any employee contracts during this quarter?  NO

If yes, complete the following: if multi-year settlement, provide information for all years covered.

<table>
<thead>
<tr>
<th>Contract Period</th>
<th>Management</th>
<th>Permanent</th>
<th>Academic</th>
<th>Temporary</th>
<th>Classified</th>
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<tr>
<td></td>
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<td></td>
</tr>
<tr>
<td>Year 1</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Year 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*a. Salaries:

b. Benefits:

As specified in Collective Bargaining Agreement or other Employment Contract.

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source object code.

VI. Did the district have significant events for the quarter (include incidence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds [TANS], issuance of COPs, etc.)? NO

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? This year? NO Next year? NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

California Community Colleges
Chancellor's Office

Quarterly Financial Status Report, CCFS-311Q
CERTIFY QUARTERLY DATA

District: (650) SANTA BARBARA

Your Quarterly Data is ready for certification. Please complete the fields below and click on the 'Certify This Quarter' button.

Chief Business Officer
CBO Name: Joseph Sullivan
CBO Phone: Use format 999-555-1212
CBO Signature: Date Signed:

District Contact Person
Name: James Zadora
Title: Assistant Controller
Telephone: Use format 999-555-1212
Fax: Use format 999-555-1212
E-Mail: KZadora@abcc.edu

E-mail the completed form to:
Christine Atting (515) 522-3941, (515) 321-6605 (office)
S. Maritza (515) 522-3941, (515) 321-6605 (home)

Certify This Quarter

Calvary Community College, Chancellor's Office

Item 6.1-c
Page 14 of 14
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: PRESIDENT
SUBJECT: Berlin, Prague and Amsterdam Summer 2014 Study Abroad Program Contract

DATE
March 27, 2014

ATTACHMENT(S)
8 pages

BACKGROUND:
The proposed summer 2014 program in Berlin, Prague and Amsterdam will be SBCC’s first summer combination program in these program destinations. Tour Resource Consultants (TRC) was selected as a provider for this program since TRC specializes in travel-intensive multi-destination study abroad programs and has submitted the lowest bid for this program.

The advertised program cost is $4,250 based on a minimum of 20 program participants and includes the program cost of $4,150 listed in the program contract, as well as an administrative fee of $100 per student to be returned to SBCC prior to the start of the program. The advertised program cost is incrementally reduced as enrollments increase. The administrative budget will be used to pay for additional field trips and cultural activities, and to provide the program directors with an operational budget to be used for program-related expenses.

RECOMMENDATION:
It is recommended the Board of Trustees approve the Berlin, Prague and Amsterdam Summer 2014 Study Abroad Program contract.

Administrator Initiating Item: Carola Smith, Senior Director, International Programs

Approved by: Joseph E. Sullivan, Vice President, Business Services
TOUR RESOURCE CONSULTANTS  
with  
SANTA BARBARA CITY COLLEGE  

AGREEMENT  
for  
FILM PRODUCTION AND INTERCULTURAL COMMUNICATION PROGRAM IN  
BERLIN, PRAGUE, AND AMSTERDAM  
SUMMER, 2014  

WHEREAS, SANTA BARBARA COMMUNITY COLLEGE DISTRICT (hereinafter referred to as "District") requested a proposal for a Film Production and Intercultural Communication Program in Berlin, Prague, and Amsterdam  

WHEREAS TOUR RESOURCE CONSULTANTS, (hereinafter referred to as ("TRC") and District agree to the following:  

DATES OF THIS AGREEMENT. This agreement shall be in effect from July 23 – August 12, 2014.  

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

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

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

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

1. OPERATION OF THE PROGRAM. Jointly, SBCC and TRC shall develop and operate the summer study abroad program in Berlin, Prague, and Amsterdam, with responsibilities assigned as follows:  

♦ The program begins and ends in Los Angeles.  

♦ Students are required to make all arrangements for transportation to and from the airport in Prague, Czech Republic, if not traveling with the group. Students traveling
independently may meet up with the group at the airport in Prague, Czech Republic, to take group transportation.

- SBCC has no responsibility for students on the termination of the program, August 12, 2014.

2. SBCC:

SBCC shall select program director(s).

SBCC shall select and evaluate students for the program.

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

SBCC shall conduct pre-departure briefings for students.

SBCC shall, through the program director(s), monitor the progress of students and evaluate the students for the awarding of SBCC credit at the termination of the program.

SBCC, through the program director(s), has complete authority to negotiate the content of the academic program with TRC, to set all course requirements, to assign grades based on professor evaluation of student performance, and to make decisions regarding prerequisites and procedures for enrollments.

SBCC reserves the right to cancel the program until 45 days prior to the program departure date if a minimum target enrollment of 20 students is not met.

3. TRC agrees to the following:

TRC shall assign a tour coordinator for the duration of the program to coordinate program logistics, organize field trips, assist the faculty and interface between students and the service providers and do all possible to make the program a success, at no extra cost.

TRC shall arrange field excursions to areas of cultural or historic interest. All field trips to include a bilingual tour guide.

TRC reserves the right to cancel the program until 75 days prior to the program departure date if a minimum target enrollment of 20 students is not met.
SUGGESTED PROGRAM ITINERARY:

LOS ANGELES - PRAGUE
Day 1 – Wednesday, 23-July-14
Flights provided for two instructors from Los Angeles to Prague
Meals Included: In-flight

ARRIVE PRAGUE
Day 2 – Thursday, 24-July-14
Motor coach transfer provided to centrally located hotel accommodations in Prague for five nights.
Two three-day transportation passes will be provided to each member of the group.
Meals Included: None

PRAGUE
Day 3 – Friday, 25-July-14
Morning classes for 4 hours in meeting room at hotel
Prague sightseeing in morning with local guide, including admission to Prague Castle and Petrin Tower
Meals Included: Breakfast

PRAGUE
Day 4 – Saturday, 26-July-14
Prague sightseeing in afternoon, including admission to Old New Synagogue and Prague Jewish Museum
Meals Included: Breakfast

PRAGUE
Day 5 – Sunday, 27-July-14
No scheduled activities
Meals Included: Breakfast

PRAGUE
Day 6 – Monday, 28-July-14
Morning classes for 4 hours in meeting room at hotel
Prague sightseeing in afternoon, including admission to St. Nicholas Church and Czech Modern Art Gallery
Folklore Garden dinner show
Meals Included: Breakfast and Dinner

PRAGUE - BERLIN
Day 7 – Tuesday, 29-July-14
Morning classes for 4 hours in meeting room at hotel
Motor coach transfer from Prague to centrally located hotel in Berlin for ten nights
One-week and four one-day Berlin transportation passes (zones A/B/C) will be provided to group.
Meals Included: Breakfast
BERLIN
Day 8 - Wednesday, 30-July-14
Morning classes for 4 hours in meeting room at hotel
Berlin sightseeing in afternoon with local guide, including visit to Berlin Wall and Holocaust Memorial
Meals Included: Breakfast

BERLIN
Day 9 – Thursday, 31-July-14
Morning classes for 4 hours in meeting room at hotel
Berlin sightseeing in afternoon, including admission to German Film Museum
Meals Included: Breakfast

BERLIN
Day 10 – Friday, 1-Aug-14
Berlin sightseeing in afternoon, including admission to Jewish Museum
Afternoon guest lecture for two hours (TBA) at hotel on history of East and West Berlin
Meals Included: Breakfast

BERLIN
Day 11- Saturday, 2-Aug-14
Sachsenhausen Concentration Camp Tour with local guide
No scheduled afternoon activities
Meals Included: Breakfast

BERLIN
Day 12 – Sunday, 3-Aug-14
No scheduled activities
Meals Included: Breakfast

BERLIN
Day 13 – Monday, 4-Aug-14
Morning classes for 4 hours in meeting room at hotel
Berlin sightseeing in afternoon
Meals Included: Breakfast

BERLIN
Day 14 – Tuesday, 5-Aug-14
Morning classes for 4 hours in meeting room at hotel
Afternoon lecture for two hours (TBA) at hotel on history of Holocaust
Meals Included: Breakfast

BERLIN
Day 15 – Wednesday, 6-Aug-14
Morning classes for 4 hours in meeting room at hotel
No scheduled afternoon activities
Meals Included: Breakfast
BERLIN
Day 16 – Thursday, 7-Aug-14
Morning classes for 4 hours in meeting room at hotel
No scheduled afternoon activities
Meals Included: Breakfast

BERLIN
Day 17 – Friday, 8-Aug-14
No scheduled activities
Meals Included: Breakfast

BERLIN - AMSTERDAM
Day 18, Saturday, 9-Aug-14
Motor coach transfer to Berlin Airport
Included confirmed flight from Berlin to Amsterdam:
  Depart Berlin          KLM Flight #1824          12:10pm
  Arrive Amsterdam       1:30pm
Motor coach transfer from Amsterdam Airport to centrally located hotel for four nights
3-Day GVB Transportation passes will be provided to group.
Meals Included: Breakfast

AMSTERDAM
Day 19 – Sunday, 10-Aug-14
Morning sightseeing with local guide, including one-hour canal cruise and admission to Anne
Frank House
Afternoon biking tour of Amsterdam
Meals Included: Breakfast

AMSTERDAM
Day 20 – Monday, 11-Aug-14
Morning classes for 4 hours in meeting room at hotel
No scheduled afternoon activities
Farewell group dinner at local restaurant
Meals Included: Breakfast and Dinner

AMSTERDAM – LOS ANGELES
Day 21 – Tuesday, 12-Aug-14
Motor coach transfer provided to Amsterdam Airport
Flights provided only for instructors from Amsterdam to Los Angeles
Meals Included: Breakfast

PRICES & CONDITIONS

Prices are based on double room occupancy in hotel accommodations and a
minimum of 20 paying participants. Pricing based on current exchange rate
(August 2013) of $1.00 USD = .75 euros and is subject to change. The cost of
travel and housing arrangements, air/land, for two instructors has been pro-
rated into the costs below.
Price per person: Land Only
Price p. Pers., w/min. of 20 payers+ 2 free $4250
Price p. Pers., w/min. of 22 payers+ 2 free $4140
Price p. Pers., w/min. of 25 payers+ 2 free $4010
Price p. Pers., w/min. of 30 payers+ 2 free $3850
Price p. Pers., w/min. of 35 payers+ 2 free $3740
Single Supplement: $680

THE PROGRAM PRICE INCLUDES FOR EACH PARTICIPANT:
• Intra-European Airfare, Berlin/Amsterdam - economy class, via KLM Airlines, including all air departure taxes and fuel surcharges. Also includes provision of one suitcase up to 40 pounds per person.

• The following unlimited transportation passes:
  o Prague - Two three-day passes
  o Berlin - One one-week pass, and four one-day pass
  o Amsterdam - One three-day pass

• 19 nights of accommodations, based on shared twin occupancy, with private bath at the following confirmed three-star (superior tourist class) hotels:
  o Hotel Duo Prague July 23-29 (5)
  o Park Plaza Wall Street Berlin July 29-August 9 (11)
  o Manor Hotel Amsterdam August 9-12 (3)
  o 21 meals: breakfasts (19), primarily buffet, each morning, plus two dinners (using transportation passes for transfers to and from local restaurants)

• Charters by private motor coach, including:
  o Prague Airport – Prague Hotel – “meet and greet” included
  o Prague Hotel – Berlin Hotel
  o Berlin Hotel – Berlin Airport
  o Amsterdam Airport – Amsterdam Hotel – “meet and greet” included
  o Amsterdam Hotel – Amsterdam Airport
  o Local guides (3) to provide half-day sightseeing/commentary in each city, plus guided visits to Sachsenhausen

• Sightseeing/admissions as noted on itinerary
• Amsterdam Biking Tour
• TravelGuard Travel Insurance. This insurance policy covers travel delay, missed connection, baggage and personal effects loss, baggage delay, medical expenses and emergency medical transportation. Additional optional cancellation insurance available at an additional cost.
PROGRAM PRICE DOES NOT INCLUDE:
- Santa Barbara City College tuition and fees
- Gratuities for local guides or “meet and greets”
- Personal expenses such as passport or visa fees
- All other items not listed under “Program Price Includes”

THE PROGRAM PRICE INCLUDES FOR SANTA BARBARA CITY COLLEGE:

1. Travel and accommodation arrangements for two instructors if a minimum of 20 program participants are enrolled. All land services and when traveling all services like students.

2. Round-trip airfare for two instructors on the scheduled group flight.

3. Four-hour usage of meeting room at the hotel for instruction by both instructors as noted on itinerary, plus two-hour usage of meeting room at Berlin hotel for each of the two lecturers.

4. A $100 per student administrative fee to be returned to SBCC and to be used by the program directors as an operational budget to pay for additional field trips and cultural activities.

5. Liability Insurance: Tour Resource Consultants (TRC) maintains commercial General Liability Insurance with limits of $2,000,000.00 per occurrence. This coverage provides insurance for domestic (USA) and foreign liability exposures. Such coverage shall be endorsed to Santa Barbara City College as additional insured and shall provide a 30-day notice of cancellation or material change. TRC will provide Santa Barbara City College with a certificate of insurance evidencing the required coverage.

CANCELLATION AND REFUND POLICY.

All cancellations must be submitted in writing to TRC. The cancellation date is the date on which TRC receives the signed written notification of the intent to cancel at its place of business.

<table>
<thead>
<tr>
<th>Date of Cancellation</th>
<th>Cancellation Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Until April 15, 2014</td>
<td>$300*</td>
</tr>
<tr>
<td>April 15-May 15, 2014</td>
<td>$500*</td>
</tr>
<tr>
<td>May 16-June 19, 2014</td>
<td>$1000*</td>
</tr>
<tr>
<td>June 20, 2014 - Departure</td>
<td>No Refund</td>
</tr>
</tbody>
</table>

*In addition to these fees, any cancellation charges imposed by the airlines or other suppliers of travel services will be assessed.
Before the start date of the program, should the U.S. State Department issue a "Travel Warning" that American citizens must not travel to Berlin, Prague, or Amsterdam, TRC will immediately advise SBCC to cancel its program. In such case, if the program is immediately canceled in writing by SBCC, TRC will refund the entire program fee to all participants on that program.

NO MODIFICATION OF AGREEMENT.

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

NOTICES.

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

Mr. Jim Froggatt  
Tour Resource Consultants  
8080 La Mesa Boulevard, Suite 105  
La Mesa, CA 91941

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

Ms. Carola Smith  
Senior Director, International Programs  
Santa Barbara City College  
721 Cliff Drive  
Santa Barbara, CA 93109

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

SANTA BARBARA CITY COLLEGE  
________________________  
Title: ____________________  
Date: ____________________

TOUR RESOURCE CONSULTANTS  
________________________  
Title: ____________________  
Date: ____________________
TO: BOARD OF TRUSTEES  
FROM: PRESIDENT  
SUBJECT: London Summer 2014 Study Abroad Program Contract  

REASON FOR BOARD CONSIDERATION  
☐ ACTION  ☒ CONSENT  ☐ FIRST READING  
☐ SECOND READING  ☐ INFORMATION  
☐ REPORTS  
ITEM NUMBER  6.1-e  
ATTACHMENT(S)  9 pages  

BACKGROUND:

The proposed summer 2014 program in London will be a variation of previously offered London summer programs. The American Institute for Foreign Study (AIFS) was selected as a provider for this program because of AIFS's proven track record with SBCC as a service provider for programs stationed in London, the competitive bid price, and the fact that the AIFS's headquarters is located in London, thereby providing SBCC faculty and students with access to a fully staffed center and 24/7 emergency assistance.

The advertised program price based on 20-24 program participants is $3,675, which includes the program cost of $3,625 and a $50 application fee. The advertised program price based on 25-29 program participants is $3,575, which includes the program cost of $3,525 and a $50 application fee. The advertised program price also includes an administrative fee of $110 per student to be returned to SBCC prior to the start of the program. The administrative budget will be used to pay for additional field trips and cultural activities and to provide the program director with an operational budget to be used for program-related expenses. The advertised program price does not include a $125 refundable damage deposit to be paid by each program participant to AIFS.

RECOMMENDATION:

It is recommended the Board of Trustees approve the London Summer 2014 Study Abroad Program contract.

Administrator Initiating Item: Carola Smith, Senior Director, International Programs

Approved by: Joseph E. Sullivan, Vice President, Business Services
AIFS PARTNERSHIP PROGRAM AGREEMENT
SANTA BARBARA COMMUNITY COLLEGE DISTRICT – LONDON
SUMMER 2014

THIS PARTNERSHIP PROGRAM AGREEMENT is made as of this ______ day of ______, 2014, by and between the SANTA BARBARA COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "THE DISTRICT," and the AMERICAN INSTITUTE FOR FOREIGN STUDY, INC., a Delaware corporation, hereinafter referred to as "AIFS."

WHEREAS THE DISTRICT wishes to conduct an overseas study program in LONDON, ENGLAND, during the SUMMER of 2014, and

WHEREAS AIFS has space available for such a program,

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

I. TERM

The period of this Agreement shall be from the date of execution by both parties through July 31, 2014.

II. OBLIGATIONS OF THE DISTRICT

THE DISTRICT hereby agrees:

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

Summer 2014: Depart U.S.: Friday, June 27, 2014
            Arrive London: Saturday, June 28, 2014
            Depart London: Friday, July 25, 2014

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

B. That the AIFS program will be the only official study abroad program of its type of THE DISTRICT in London during the period indicated.

C. That it will use the materials provided by AIFS in conjunction with materials produced by THE DISTRICT to advertise the program, and recruit students to participate in the program.
D. That it will endeavor to recruit approximately 20 students for the program. AIFS is able to accept more than this number; however THE DISTRICT is under no obligation to recruit a minimum number of students.

THE DISTRICT agrees not to cancel the program if the minimum enrollment of 20 students is achieved.

E. That it will confirm the number of students recruited for the program and approve online enrollment forms for those applicants who have paid the initial $450 deposit by Thursday, April 10, 2014. AIFS may be able to accept students after this deadline, but airline and accommodation prices and availability cannot be guaranteed after this date.

F. That it will follow the enrollment procedures below:
   1. Applications should first be sent to THE DISTRICT rather than directly to AIFS.
   2. After being registered by THE DISTRICT, applicants will be directed to the AIFS Partnership Programs online enrollment form, where they will enroll directly with AIFS.
   3. Student enrollment forms approved by THE DISTRICT will be accepted and enrolled by AIFS in the order in which they are approved for processing by THE DISTRICT.

G. That THE DISTRICT will appoint a faculty member as appropriate for its program in London. Full control of the academic program, including, but not limited to enrollment requirements, procedures, administration, and granting of credit will be vested in THE DISTRICT and its designated representatives.

H. That in the event that THE DISTRICT does not renew this Agreement, it will not attempt to place students directly with, or to contract, with AIFS landlords or other suppliers of facilities for the academic year following the termination of this Agreement.

III. OBLIGATIONS OF AIFS

AIFS hereby agrees:

That it will be responsible for all travel logistics for the program, collect all fees and pay all bills pertaining to the operation of the program, and do all possible to make the program a success.

In addition, AIFS will make all required reservations and provisions for the following as stated:

A. PROGRAM COMPONENTS

• Accommodation in an AIFS student residence within central London (travel zone 1) with kitchen and Internet access.

• London Transport travel pass valid for unlimited use on buses and the underground trains in travel zones 1 and 2 for the duration of the program.
An orientation program in London consisting of a detailed orientation seminar with AIFS staff, student information package including a comprehensive student handbook, essential local area information and safety and security guidelines.

A half-day sightseeing tour of London by private coach with the services of a professional guide. Entrance to the Tower of London is included as part of the tour.

One classroom available for 4 hours per day, 4 days per week.

A ticket for a London West End theater production.

2 guest speakers on topics to be determined in conjunction with the Santa Barbara City College faculty member.

A visit to the British Library.

A guided tour of the BBC Studios.

An extended day trip to Bath and Stonehenge by private coach with the services of a professional guide. Entrances to the Roman Baths and Stonehenge are included.

A day trip to Glastonbury and Wells by private coach with the services of a professional guide. Entrance to Glastonbury Tor and Wells Cathedral are included.

Access to the wireless-enabled AIFS Student Center and the services of an experienced AIFS Program Coordinator and Student Advisors for information, advice and emergency contact service.

Access to the student computer lab located in the AIFS Student Center with free email, printing and Internet facilities.

B. FACULTY BENEFITS

Faculty support services (target enrollment 20 students with 1 faculty member) as listed below:

1. Round-trip flights between LAX and London. Tickets will be provided on flights as described. Alternatively, faculty may wish to make their own flight arrangements. In this situation AIFS will reimburse THE DISTRICT faculty the optional student airfare fee once the program has departed the U.S.

2. AIFS can arrange air travel for faculty companions if they are traveling on the standard group flight. Since airfares change frequently, the cost cannot be determined until the ticket has been booked. Faculty will be billed for any companion tickets, and they must be paid for in advance of planned travel. If, for any reason, a faculty member no longer requires an issued ticket, cancellation notification must reach AIFS by Friday, May 9, 2014, and s/he will need to pay a $100 cancellation fee. After this date, the ticket is non-refundable, and faculty will be responsible for the entire cost. Faculty may charge tickets to a major credit card.
In addition to the provision of airfare as stated above, AIFS will provide the accompanying DISTRICT faculty member with the following program package:

a. Services for 1 instructor will be included should the number of paying participants be 20 or more, or pro rata for a lower enrollment.

b. Housing in a furnished and equipped one-bedroom apartment in central London. Internet will be provided.

c. Full participation on all activities scheduled on the itinerary, on the same basis as the students, including transfers, entrances, sightseeing tours, etc.

d. A pay-as-you-go cell phone for use in London and access to a shared faculty office and computer. The cost of the cell phone calls will be the responsibility of the faculty member.

e. Partners accompanying faculty members may also participate on the program at a special rate. Partner participation is not included in the final student numbers unless they pay the student price.

C. MISCELLANEOUS:

1. Medical and AIFS program fee refund insurance policies, as outlined in the AIFS insurance brochure, in the AIFS contract with students, and under Paragraph V of this Agreement.

2. AIFS will provide publicity materials consisting of a student online enrollment form for use by THE DISTRICT in the promotion of the program.

3. Pre-departure information services and a toll-free contact number in the U.S.

4. Services of AIFS U.S. support representatives.

5. Services of AIFS headquarters in London including liaison ahead of the program on academic planning.

IV. PRICING

In return for the services set forth above, based on an enrollment of 20-24 paying students, AIFS will charge a fee of $3,625 per student for the program, excluding airfare.

Based on an enrollment of 25-29 paying students, AIFS will charge a fee of $3,525 excluding airfare.

Based on an enrollment of 30 or more paying students, AIFS will charge a fee of $3,395 excluding airfare.

These fees do not include a non-refundable $50 application fee, a refundable $125 damage deposit or any DISTRICT tuition fees but do include a $110 per-student DISTRICT administrative fee (to be refunded to THE DISTRICT once all students have paid in full). When online enrollment forms are prepared, the fees quoted will include the $50 application fee.
AIFS will reserve spaces at the above prices according to information supplied by students on their online enrollment form. Once airline tickets have been issued to students, they can only be changed directly with the ticketing agent by the student once overseas — airline and agency-imposed penalties apply.

**OPTIONAL COMPONENTS:**

- On a space-available basis, students may purchase the optional transportation package consisting of round-trip airfare (Los Angeles-London-Los Angeles) and round-trip transfers overseas between the airport and the housing in London for an additional $695 excluding mandatory U.S. government and airline-imposed departure taxes, fees and fuel surcharges (estimated at $880 and subject to change) for which students will be billed separately.

AIFS will reserve spaces at the above prices according to information on the student online enrollment form. Once airline tickets have been issued to students, they can only be changed directly with the airline by the student once overseas; agent- and airline-imposed penalties apply.

AIFS cannot arrange airline tickets for students applying after Thursday, April 10, 2014.

AIFS is financially committed to any confirmed airlines seats from Tuesday, March 25, 2014, and therefore an airfare review will take place prior to this date. AIFS requests that THE DISTRICT provide an indication of how many students intend to purchase the transportation package listed above. However, should THE DISTRICT decide not to offer this transportation package to their students, AIFS must be notified before Tuesday, March 25, 2014.

- Optional Extra Protection Insurance Coverage, including increased medical insurance ($65) and/or personal property benefit ($90) as outlined in the AIFS insurance brochure.

**ONLINE ENROLLMENT PROCEDURE AND BILLING**

THE DISTRICT will follow the enrollment procedure below:

- Accepted students will be given the URL to allow them to enroll online via the AIFS website;
- THE DISTRICT's assigned Program Coordinator will log on to the AIFS coordinator's portal regularly to "approve" or "reject" each student's online enrollment form.

We recommend the promotion of and initial receipt of deposits for this program as early as possible.

Penalties apply to changed program bookings after Thursday, April 10, 2014. Therefore AIFS would require THE DISTRICT to approve the online enrollment forms by Thursday, April 10, 2014. AIFS would then bill the individual student for the balance of fees owing. Full payment and confirmation of final numbers must be received by Friday, May 9, 2014. Please note that these are not postmark dates, but the dates by which funds must arrive in the AIFS Connecticut office.

AIFS reserves the right to withdraw students who are not paid in full by the final payment deadline. AIFS can accept online enrollments after Thursday, April 10, 2014, but cannot guarantee program costs after this date.

Students applying after the online enrollment deadline date of Thursday, April 10, 2014, can only be accepted on a space-available basis.
V. REFUND AND CANCELLATION POLICY

AIFS will operate a Refund and Cancellation Policy as follows:

Refunds other than when a program is canceled:

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

If a student withdraws on or before Thursday, April 10, 2014, a full refund will be made less $150 plus any non-refundable deposits paid by the student or by AIFS on the student's behalf.

If a student withdraws after Thursday, April 10, 2014, but on or before Friday, May 9, 2014, for any reason except medical covered by the Fees Refund and Medical Insurance Coverage, the $400 deposit and $50 application fee are forfeited, along with any non-refundable deposits paid by the student or by AIFS on the student's behalf.

If a student is forced to withdraw from the program because of covered medical reasons after Thursday, April 10, 2014, but before departure to London, a full refund of all payments will be made, less the $100 processing fee, $50 non-refundable application fee and the $125 insurance premium, through the Fees Refund and Medical Insurance Coverage which requires written proof of medical reasons provided by the student's physician.

Students withdrawing voluntarily for any reason after Friday, May 9, 2014, including withdrawals due to medical reasons not protected under the Fees Refund and Medical Insurance Coverage, receive no refund of fees paid unless they are able to provide a qualified replacement student. In this case they receive a full refund of all payments made less the $150 application and processing fees and any non-refundable deposits paid by the student or by AIFS on the student's behalf. AIFS cannot arrange flights for substitutions arranged after Thursday, April 10, 2014. Replacement students must pay in full at the time of online enrollment.

Please note that students who are academically withdrawn from the program by their home institution after their online enrollment form has been processed by AIFS are subject to the standard refund policy.

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

Program cancellation:

- It is understood that THE DISTRICT will not cancel the program if the necessary minimum number of students have been enrolled by Thursday, April 10, 2014.

- In the event that THE DISTRICT should cancel the program with the required minimum number of students after Thursday, April 10, 2014, THE DISTRICT will be responsible for costs which cannot be recovered by AIFS. AIFS will deduct from students' fees the irrecoverable costs and will refund the balance of fees paid by the students to THE DISTRICT.

- In the event of the U.S. State Department issuing a travel warning which advises U.S. citizens not to travel to England, or if they are already in England, to leave it, AIFS will:
• If the program has not started, either make suitable alternative arrangements, or cancel the program and refund all fees paid.

• If the program has started, suspend the program and fly the students home. If students are returned home they will receive a pro-rata rebate of fees paid to AIFS for the proportion of the program not completed, less the $50 non-refundable application fee, the $100 processing fee, the $125 insurance premium and any costs incurred flying the student home.

VI. LIABILITY INSURANCE COVERAGE

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

- Underlying limit of liability (combined for both bodily injury and property) $1,000,000
- Excess Liability Coverage $50,000,000
- Total Liability Coverage $51,000,000

VII. VARIOUS

A. INDEMNIFICATION

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

B. ASSIGNMENT

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

C. NOTICE

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

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

All notices required to be served upon AIFS shall be served by registered or certified mail, return receipt requested, to:
D. CONSTRUCTION AND SCOPE

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

E. NOT CONSENT TO SUE

The provisions, terms and condition of this Agreement shall not be construed as a consent of the State of California to be sued because of such Agreement.
IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date set forth above.

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

By:

As its:

Date:

Attest:

AMERICAN INSTITUTE FOR FOREIGN STUDY, INC.

By:

As its: Senior Vice President

Date:

Attest:
The proposed fall 2014 semester program in Madrid, Spain, will be SBCC’s second semester program in Madrid. Accent International Consortium for Academic Programs Abroad (ACCENT) was selected as a provider for this program because ACCENT has a long history of running semester-length programs that are not accompanied by a faculty member from the sponsoring institution, and because ACCENT provided excellent support services for SBCC’s fall 2013 semester program in Madrid. A local program director will be designated by ACCENT who will oversee all aspects of the program.

The advertised program price is $8,550 based on 20–24 program participants, or respectively $7,830 based on 25–29 program participants. The advertised program price includes an administrative fee of $100 per student to be returned to the College. The administrative budget will be used to pay for additional field trips and cultural activities. The advertised program price does not include a $150 refundable security deposit to be paid by each program participant to ACCENT or a $250 internship placement fee.

RECOMMENDATION:

It is recommended the Board of Trustees approve the Madrid Fall 2014 Study Abroad Program contract.

Administrator Initiating Item: Carola Smith, Senior Director, International Programs

Approved by: Joseph E. Sullivan, Vice President, Business Services
PROGRAM CONTRACT
(SBCC-MadFA14)

This Contract, made this January 23, 2014 (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 Spanish entity, ACCENT España Programas Académicos Internacionales, S.L., hereinafter known as “ACCENT.”

Whereas, the parties wish to provide SBCC program participants with an opportunity to study in Madrid, Spain, for Fall 2014.

NOW, THEREFORE, the parties agree as follows:

1. Program Dates:

<table>
<thead>
<tr>
<th>Depart U.S.</th>
<th>Wednesday, September 3, 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrive Madrid</td>
<td>Thursday, September 4, 2014</td>
</tr>
<tr>
<td>Depart Madrid</td>
<td>Tuesday, December 2, 2014</td>
</tr>
</tbody>
</table>

National Holidays:
- October 12, National Spanish Day
- November 1, All Saints Day

Number of nights: 89

2. Program Housing and Food:

- Participants will select one of the following housing options:
  - Double occupancy room in a shared student apartment. Apartments are co-ed with single-sex bedrooms and are shared with international students as well as other ACCENT participants.
  - Double occupancy room in a homestay. Includes breakfast and dinner daily. Homestays are co-ed with single-sex bedrooms and are shared with international students as well as other ACCENT participants. (Limited availability; supplement required.)
  - Single occupancy room in a homestay. Includes breakfast and dinner daily. Homestays are co-ed with single-sex bedrooms and are shared with international students as well as other ACCENT participants. (Limited availability; supplement required.)
- 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” section. 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.
- Welcome and farewell dinners will be provided for all participants.

3. Transportation:

- ACCENT will organize an optional round-trip group flight from LAX to Madrid 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 May 26, 2014.
• ACCENT representative(s) will meet the group flight at the appropriate airport in Madrid on September 4, 2014.

• For group flight participants, ACCENT will arrange a transfer by rental bus, shuttle, or taxi from the Madrid airport to the designated arrival point on the day of arrival, and from the designated departure point in Madrid to the Madrid airport on the group departure date. Non-group-flight participants who are able to meet ACCENT at the group arrival point and time 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 designated arrival point and time on the scheduled date of arrival and are responsible for all transfer arrangements and costs. Detailed arrival information will be provided to all participants approximately two weeks prior to arrival. Participants who are unable to check in at the designated arrival point and time may be required to arrange and pay for their own accommodations for the first night.

• ACCENT will provide each participant 23 years of age and under with a Zone A (Capital) transit pass, valid on bus and metro for the duration of the program. Participants 24 years of age and older must pay a supplement of $84 for an adult transit pass.

4. Orientation Program:

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

• An on-site orientation in Madrid will cover practical matters as well as aspects of cross-cultural living and learning, giving participants the tools they need to make the most of their time abroad.
  - General orientation: explains the services offered by the ACCENT Madrid Study 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 Madrid and in student apartments and homestays.
  - Orientation materials: maps, practical living information, and a copy of "Madrid at your Fingertips" by ACCENT for participants living in Madrid.
  - A practical walking tour of the areas in Madrid around the ACCENT Madrid Study Center will be conducted as part of the ACCENT orientation.

5. Academic Program:

• Local faculty will be hired to teach the following courses in Madrid:
  - FS 101 - Introduction to Film (45 hours in Madrid)
  - SPAN 139 - Contemporary Spanish Culture (45 hours in Madrid)
  - ENVS 110 - Humans and the Biological Environment* (18 hours in Madrid)
  - COMM 151 - Intercultural Communication* (18 hours in Madrid)
  *Indicates hybrid courses taught online by SBCC faculty and to be supplemented with guest lectures and site visits led by local faculty.

• An internship placement will be provided to interested participants for a supplement of $250 (to be paid directly to ACCENT).

• Local Faculty will also be hired to teach the following Spanish Language courses. All participants are required to take one Spanish Language course:
  - Spanish Language Course 101: 4 units, 65 hours.
  - Spanish Language Course 102: 4 units, 65 hours.
Spanish Language Course 103: 4 units, 65 hours.
Spanish Language Course 104: 4 units, 65 hours.

- Instructors will be hired based on enrollment and SBCC needs, which will be determined 60 days prior to departure. Instructors for the FS101 and SPAN139 courses will be paid by ACCENT and ACCENT will be reimbursed at the rate of $5,000 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.
- ACCENT will provide £50 per participant for course-related visits within Madrid.
- ACCENT will provide €85 per participant for course readers and textbooks.

6. Cultural Program and Excursions:
- To acquaint participants with the cultural aspects of life in Madrid, ACCENT will plan a series of optional free or inexpensive activities which vary but often includes lectures on local customs and contemporary issues, sports events, walking tours, and dinners.
- One performance of ballet, opera, or classical music is included.
- ACCENT will provide the following excursions, accompanied by ACCENT staff
  - Three-day, two-night excursion to Barcelona, or similar, including train transport, guide, and entries. Accommodations in a two-star hotel (double/triple/quad rooms). Breakfast in the hotel provided daily.
  - Four-day, three-night excursion to Basque Country, or similar, including coach transport, guide, and entries. Accommodations in a two-star hotel (double/triple/quad rooms). Breakfast in the hotel provided daily.

7. Study Center/Administrative Assistance:
- The ACCENT Madrid Study Center will be open Monday through Thursday from 9:00 a.m. to 8:00 p.m. and Friday from 9:00 a.m. to 6:00 p.m. to participants for the duration of the program (closed weekends/Spanish national holidays).
- Within the ACCENT Madrid Study Center, participants have limited access to a Macintosh computer lab with Internet/WiFi access Monday through Friday during regular business hours indicated above.
- All participants will have access to the ACCENT Madrid Writing & Tutoring Center located in the ACCENT Madrid Study Center. Services include individual or small-group tutorial sessions in verbal Spanish language, Spanish language reading and writing skills, and aid in Spanish language course assignments. Assistance can also be provided for English language assignments.
- The Instituto Internacional building and library will be open to participants for the duration of the program weekdays from 8:00 a.m. to 10:00 a.m. and Saturday from 10:00 a.m. to 2:00 p.m. (closed Sundays/Holy Week/Spanish national holidays). The Instituto Internacional Saturday closure schedule will be available upon arrival.
- Within the Instituto Internacional, there are ADSL point connections throughout the building for participant use with their laptops. Additionally, WiFi access is available in the Instituto library. Access to ADSL point connections and WiFi within the Instituto is limited to the regular business hours indicated above.
- Extensive practical and cultural information is available at the ACCENT Madrid Study Center allowing participants to take full advantage of their time in Madrid: travel guides and information, a lending library of English and Spanish books (both academic and fiction), and listings of practical locations of banks, doctors, laundry facilities, etc.
- ACCENT will make all arrangements for class/visit scheduling.
- The ACCENT Madrid staff will coordinate housing arrangements and excursions and will work to resolve any logistical problems that may arise.
- ACCENT will provide participants with a list of emergency telephone numbers 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.
8. Insurance and Liability:
- Each participant is responsible for obtaining his/her own medical insurance. ACCENT requires proof of such insurance from each participant.
- ACCENT recommends that individuals obtain commercial trip cancellation and personal property insurance to protect against foreign travel risks. ACCENT does not assume any responsibility for such losses.
- ACCENT advises SBCC that it would be prudent to require their participants who carry costly laptops, cameras, cell phones, 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 regarding the use of alcoholic beverages by its participants.
- See attached Contract Addendum RE: SBCC 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 participants regarding standards of behavior, alcohol use, harassment, etc., which ACCENT applies by default. However, should SBCC have policies in these areas that SBCC deems applicable to their overseas participants, ACCENT invites SBCC to provide copies of SBCC policies so that they may be taken into consideration.

10. Program Assessment:
- ACCENT will administer program evaluations and present results to SBCC or provide written/oral feedback at the end of the program.

11. Subcontracting:
- ACCENT will perform the herein agreed upon services, subcontracting as necessary with Forocio, Aerocity, Accommadrid, Madrid Sal Y Ven, Proinca, DFlat Madrid, and other organizations.

12. Pricing:

<table>
<thead>
<tr>
<th>Price</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$8,550</td>
<td>Program price per participant for double occupancy room in a shared student apartment (not including security deposit)</td>
</tr>
<tr>
<td>$150</td>
<td>Refundable security deposit per participant</td>
</tr>
<tr>
<td>$1,875</td>
<td>Price reduction for participant providing own housing (subject to approval by ACCENT)</td>
</tr>
</tbody>
</table>
- Double occupancy homestay supplement (to be paid directly to ACCENT by participant) $1,425
- Single occupancy homestay supplement (to be paid directly to ACCENT by participant) $1,700
- Supplement for adult transit pass for participants 23 years of age and over $84
- Internship placement supplement $250

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

<table>
<thead>
<tr>
<th>Participants</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>25 to 29 participants:</td>
<td>$7,830 + $150 security deposit</td>
</tr>
<tr>
<td>30 to 34 participants:</td>
<td>$7,335 + $150 security deposit</td>
</tr>
<tr>
<td>35 to 39 participants:</td>
<td>$7,045 + $150 security deposit</td>
</tr>
<tr>
<td>40 to 44 participants:</td>
<td>$6,800 + $150 security deposit</td>
</tr>
<tr>
<td>45 to a maximum of 50 participants:</td>
<td>$6,580 + $150 security deposit</td>
</tr>
</tbody>
</table>

Prices are subject to change until contract has been signed by both parties.

Included in the above program price(s) is $100 per participant to be returned to SBCC upon receipt of invoice.

Accommodations and airport transfers are included in the above program price(s) for a SBCC inspection visit while classes are in session. Three nights in a single occupancy room at a two-star hotel in Madrid, and transfers to and from the airport in Madrid will be provided. Meetings with participants, faculty, and ACCENT staff will be arranged with input from the SBCC representative. Meals and other expenses are not included.

Instructors for the FS101 and SPAN139 courses will be paid by ACCENT and ACCENT will be reimbursed at the rate of $5,000 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.

13. Payment and Enrollment Deadlines:

<table>
<thead>
<tr>
<th>Description</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 May 26, 2014</td>
<td>$4,225</td>
</tr>
<tr>
<td>Final payment due June 26, 2014</td>
<td>$4,225</td>
</tr>
</tbody>
</table>

Payment amounts may vary according to previous section. 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 $150 per participant (included in the payments above) will be paid directly to ACCENT by each participant. This amount will be refunded to 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" section above.

Failure to make any payment when due will automatically cancel participant from the program seven days 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.

14. Refunds/Cancellations:

- ACCENT reserves the right to cancel the program if the minimum number of participants is not met.
- 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: $1,000
30-49 days prior to start of program: $2,000
15-29 days prior to start of program: $3,000
0-14 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 Madrid, Spain, ACCENT will immediately advise SBCC to cancel its program. In such case, if the program is immediately canceled in writing by SBCC, 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 SBCC 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.

This Contract may be executed by electronic or facsimile means and in counterparts, each of which will be deemed an original and all of which together will constitute one and the same instrument.

For: Santa Barbara City College

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

Signature

Ray Vernon
Executive Director

Name (printed)

January 23, 2014
Date

Title

Date
CONTRACT ADDENDUM:
SBCC AUTHORITY AND RESPONSIBILITY FOR USE OF ALCOHOL

• SBCC does not allow the usage of alcohol on program-sponsored events.
BACKGROUND:
The proposed summer 2014 program in Paris will be a repeat program of the summer 2013 Paris program. Accent International Consortium For Academic Programs Abroad (ACCENT) was selected as a provider for this program because ACCENT has consistently provided outstanding services for students and faculty on SBCC’s previous Paris summer programs, and because ACCENT’s headquarters is located in Paris, providing SBCC faculty and students with access to a fully staffed center and 24/7 emergency assistance.

The per-student cost is $3,325 (price based on 20-24 program participants), or $3,150 (price based on a minimum of 25-29 participants). The advertised program price will include an administrative fee of $100 per student to be returned to SBCC prior to the start of the program. The administrative budget will be used to pay for additional field trips and cultural activities and to provide the program director with an operational budget to be used for program-related expenses.

RECOMMENDATION:
It is recommended the Board of Trustees approve the Paris Summer 2014 Study Abroad Program contract.

Administrator Initiating Item: Carola Smith, Senior Director, International Programs

Approved by: Joseph E. Sullivan, Vice President, Business Services
PROGRAM CONTRACT
(SBCC-ParSU14)

This Contract, made this February 20, 2014 (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 French entity, Opportunities in International Learning, SARL, hereinafter known as "ACCENT."

Whereas, the parties wish to provide SBCC program participants with an opportunity to study in Paris, France, for Summer 2014.

NOW, THEREFORE, the parties agree as follows:

1. Program Dates:

<table>
<thead>
<tr>
<th>Depart U.S.</th>
<th>Monday, June 30, 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrive Paris</td>
<td>Tuesday, July 1, 2014</td>
</tr>
<tr>
<td>Depart Paris</td>
<td>Saturday, August 2, 2014</td>
</tr>
</tbody>
</table>

National Holidays: July 14, Bastille Day
Number of nights: 32

2. Program Housing:

- Double occupancy rooms in the Cité Universitaire, or similar student residence in Paris, will be provided for the duration of the program.
- Supplement to be charged for a single occupancy room in the student residence, 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" section. 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.

3. Transportation:

- ACCENT will organize an optional round-trip group flight from LAX to Paris 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 March 21, 2014.
- ACCENT representative(s) will meet the group flight at the appropriate airport in Paris on July 1, 2014.
- For group flight participants, ACCENT will arrange a transfer by rental bus, taxi, or shuttle from the Paris airport to the designated arrival point on the day of arrival, and from the designated departure point in Paris to the Paris airport on the group departure date. Non-group-flight participants who are able to meet ACCENT at the group arrival point and time 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 designated arrival point and time on the scheduled date of arrival and are responsible for all transfer arrangements and costs. Detailed arrival information will be provided to all participants approximately two weeks prior to arrival. Participants who are unable to check in at the designated arrival point and time may be required to make and pay for their own accommodations for the first night.

• ACCENT will provide a Paris transit pass to each participant, valid on bus and métro for the duration of the program.

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

• An on-site orientation in Paris will cover practical matters as well as aspects of cross-cultural living and learning, giving participants the tools they need to make the most of their time abroad.
  - General orientation: explains the services offered by the ACCENT Paris Study Center and addresses local customs, money, personal safety, emergency contingency plan, telephones, communications, transportation, etc.
  - Academic orientation: in conjunction with the SBCC faculty, covers all aspects of the academic program and rules/regulations.
  - Housing orientation: provides information specific to living in Paris and in the student residence.
  - Orientation materials: maps, practical living information, and a copy of “Paris at your Fingertips” written by ACCENT for participants living in Paris.
  - A practical walking tour of the areas in Paris around the ACCENT Paris Study Center will be conducted as part of the ACCENT orientation.

• A faculty orientation meeting in Paris will address topics including: program academics, participant safety, ACCENT facilities and staff, administrative matters, alcohol and harassment policies, and faculty cell phone use.

5. Academic Program and Museum Entries:
• Classrooms: ACCENT will provide classroom space for one accompanying faculty-led course for a total of 30 hours. Exact hours of use will be decided closer to arrival and cannot be guaranteed.

• Faculty must request in advance to have access to DVD/VCR (U.S. and French systems), monitor, overhead projector, digital imaging projector, slide projectors, screens, radio/CD players, and/or the limited audio-visual library.

• The following guided tours are included: one guided tour of the Napoleonic/Neoclassical monuments, one guided tour of the Montmartre/Sacre Cœur, and one guided tour of the Paris Opera house.

• One group entry to the Pompidou Center is included.

• ACCENT will provide €76 per participant for course-related visits within Paris not covered by the National Museum Card (see below), including entries to the Paris Opera house, the Louvre, the Rodin Museum (group reservation), Delacroix Museum, Marmottan, Musée Orangerie, Sainte-Chappelle, the Eiffel Tower, Notre Dame (free), and D’Orsay (free).

• ACCENT will provide a student ID card allowing free entry to most National museums in Paris. This arrangement depends on the goodwill of the French government and ACCENT cannot guarantee continuation of this service. If the aforementioned service is withdrawn, it is the responsibility of the school to pay entrance fees for course-related visits not covered by the terms of this contract.
6. Cultural Program and Excursions:
   • To acquaint participants with the cultural aspects of life in Paris, 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 will provide the following excursions, accompanied by ACCENT staff:
     - One-day excursion to Giverny/Rouen, or similar, including coach transport, half-day guided tour, and entries.
     - One-day excursion to Versailles, or similar, including RER train transport and entry.
     - Three-day, two-night excursion to Amsterdam, or similar, including train transport, guide, and €53 for entries to be determined by accompanying faculty. Accommodations in a two-star hotel (double/triple/quad rooms). Breakfast in the hotel provided daily.
   • ACCENT will offer the following optional excursions, to be paid directly to ACCENT in U.S. dollars prior to departure (shared with other groups and accompanied by ACCENT staff):
     - One-day excursion to Fontainebleau/ Vaux-le-Vicomte "aux Chandeliers" ("by candlelight"), or similar, including coach transport, full-day guide, and entries. Cost: $70
     - Three-day, two-night excursion to Normandy/Brittany, or similar, including coach transport, guide, and entries. Accommodations in a two-star hotel (double/triple/quad rooms). Breakfast in the hotel provided daily. Cost: $375

7. Study Center/Administrative Assistance:
   • The ACCENT Paris Study Center will be open from 9:00 a.m. to 5:00 p.m. weekdays to participants and faculty for the duration of the program (closed weekends/French national holidays).
   • Within the ACCENT Paris Study Center, participants have limited access to a Macintosh computer lab with Internet/WiFi access Monday through Friday during regular business hours indicated above. A classroom within the ACCENT Paris Study Center also serves as a study room, when available.
   • Extensive practical and cultural information is available at the ACCENT Paris Study Center, allowing participants to take full advantage of their time in Paris: travel guides and information, a lending library of English and French books (both academic and fiction), and listings of practical locations of banks, doctors, laundry facilities, etc.
   • ACCENT will make all arrangements for class/visit scheduling.
   • The ACCENT Paris staff will coordinate housing arrangements and excursions and will work to resolve logistical problems that may arise.
   • ACCENT will provide participants and faculty with a list of emergency telephone numbers 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.
   • ACCENT requires all US citizens to be registered through the Smart Traveler Enrollment Program (STEP) of the US State Department (https://step.state.gov/step/) and will assist institutions with registering participants, as necessary.
   • Access to a general office within the ACCENT Paris Study Center is provided for all faculty. The office includes shared use of a fax machine, Macintosh computer with Internet access, ADSL lines and WiFi for Internet access from a laptop (should faculty choose to bring one), a telephone, and access to a photocopier.
   • ACCENT administrative services are available to faculty (faxing and photocopying). Any charges incurred through use of these services are at the expense of SBCC and must either be paid on-site or by invoice at the end of the program.

8. Faculty Housing and Services:
   • Provisions indicated in the "Faculty Housing and Services" section are included in program pricing for one accompanying faculty.
   • Housing and Telephone
For 15 to 19 participants, a one-bedroom apartment will be provided for faculty. For 20 to 30 participants, a two-bedroom apartment will be provided for faculty. Note: housing includes Internet access and may include landline telephone, but landline access is not guaranteed.

ACCENT will distribute cell phones to faculty on a loan basis upon arrival. Phones are provided for general communication use and for use as part of ACCENT's emergency communication network. Faculty are responsible for charges incurred by the use of their phone, including loss of/damage to the phone until it is returned to ACCENT.

Utilities (gas, electricity, telephone charges) are not included. A security deposit of $500 will be invoiced to SBCC on April 22, 2014. Utilities, phone, damages, and any excessive cleaning costs will be deducted from this deposit. Any remaining amount will be returned to payer after receipt of final utilities bills for period during which occupant was in apartment (approximately three months following end of program).

- **Transportation and Visits/Excursions**
  - Transportation, single accommodations, meals, and entries on course-related visits and excursions are included.
  - One round-trip transatlantic ticket on the scheduled group flight from LAX to Paris included.
  - For faculty taking the group flight, transfer is included as indicated for participants.
  - Faculty not taking the group flight will be given an equivalent allowance and will be responsible for their own travel arrangements.
  - Faculty not taking the group flight are responsible for checking in at the ACCENT Paris Study Center and for associated transfer costs.
  - A Paris transit pass, valid on bus and metro for the duration of the program, is included for faculty.

- **Additional expenses**
  - Should faculty wish to invite guests or others who are not paid participants to accompany them on any part of the program they must obtain written agreement from ACCENT. Upon approval by ACCENT, they are then responsible for paying ACCENT (on-site) for their share of any additional housing, transportation, food, excursion tickets, and other additional costs. ACCENT assumes no responsibility or liability for guests of faculty.

9. **Insurance and Liability:**

- Each participant and faculty is responsible for obtaining his/her own medical insurance. ACCENT requires proof of such insurance from each participant.
- ACCENT recommends that individuals obtain commercial trip cancellation and personal property insurance to protect against foreign travel risks. ACCENT does not assume any responsibility for such losses.
- ACCENT advises SBCC that it would be prudent to require their participants who carry costly laptops, cameras, cell phones, 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 regarding the use of alcoholic beverages by its participants and faculty.
- See attached Contract Addendum RE: SBCC Authority and Responsibility for Use of Alcohol.
10. 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 participants regarding standards of behavior, alcohol use, harassment, etc., which ACCENT applies by default. However, should SBCC have policies in these areas that SBCC deems applicable to their overseas participants, ACCENT invites SBCC to provide copies of SBCC policies so that they may be taken into consideration.

11. Program Assessment:
   - ACCENT will administer program evaluations and present results to SBCC or provide written/oral feedback at the end of the program. If SBCC administers its own program evaluations, ACCENT requests that SBCC share information that is pertinent to ACCENT.

12. Subcontracting:
   - ACCENT will perform the herein agreed services, subcontracting as necessary with Opportunities in International Learning, Standing Euro Tours, and other organizations.

13. Pricing:

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program price per participant (not including security deposit)</td>
<td>$3,325</td>
</tr>
<tr>
<td>Refundable security deposit per participant</td>
<td>$150</td>
</tr>
<tr>
<td>Price reduction for participant providing own housing</td>
<td>$750</td>
</tr>
<tr>
<td>(subject to approval by ACCENT)</td>
<td></td>
</tr>
</tbody>
</table>

   - Single room supplement (to be paid directly to ACCENT by participant)    | $450   |

   Prices are subject to change based on the number of participants enrolled (as follows):
   - 25 to a maximum of 30 participants: $3,150 + $150 security deposit
   - 15 to 19 participants: $3,550 + $150 security deposit

   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.

14. Payment and Enrollment Deadlines:

   - Non-refundable first payment due with application: $250
   - Final payment due April 22, 2014: $3,225

   Payment amounts may vary according to previous section. 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 $150 per participant (included in the payments above) will be paid directly to ACCENT by each participant. This amount will be refunded to 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" section above.
Failure to make any payment when due will automatically cancel participant from the program seven days 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.

15. Refunds/Cancellations:
• ACCENT reserves the right to cancel the program if the minimum number of participants is not met.
• 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: $750
- 30-49 days prior to start of program: $1,000
- 15-29 days prior to start of program: $1,500
- 0-14 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 Paris, France, ACCENT will immediately advise SBCC to cancel its program. In such case, if the program is immediately canceled in writing by SBCC, 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 SBCC 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.

This Contract may be executed by electronic or facsimile means and in counterparts, each of which will be deemed an original and all of which together will constitute one and the same instrument.

For: Santa Barbara City College

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

Signature

Ray Vernon
Executive Director

Name (printed)

February 20, 2014
Date

Title

Date
CONTRACT ADDENDUM:
SBCC AUTHORITY AND RESPONSIBILITY FOR USE OF ALCOHOL

- SBCC does not allow the usage of alcohol on program-sponsored events.
The proposed fall 2014 semester program in Paris and Istanbul will be SBCC’s first semester-length combination program in Paris and Istanbul. Accent International Consortium For Academic Programs Abroad (ACCENT) was selected as a provider for this program since ACCENT has a long history of running semester-length programs that are not accompanied by a faculty member from the sponsoring institution and since ACCENT has fully staffed centers in both cities, which will provide ongoing onsite support for the duration of the program. A local program director will be designated by ACCENT who will oversee all aspects of the program.

The advertised program price is $7,900 based on 20–24 program participants, or $7,475 based on 25–29 program participants. The advertised program price includes an administrative fee of $100 per student to be returned to the College. The administrative budget will be used to pay for additional field trips and cultural activities. The advertised program price does not include a refundable $200 security deposit to be paid by each program participant to ACCENT.

It is recommended the Board of Trustees approve the Paris and Istanbul Fall 2014 Study Abroad Program contract.

Administrator Initiating Item: Carola Smith, Senior Director, International Programs

Approved by: Joseph E. Sullivan, Vice President, Business Services
PROGRAM CONTRACT
(SBCC-Par-IstFA14)

This Contract, made this February 7, 2014 (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 French entity, Opportunities in International Learning, SARL, and through its sister Turkish entity, ACCENT Istanbul, Limited, hereinafter known as “ACCENT.”

Whereas, the parties wish to provide SBCC program participants with an opportunity to study in Paris, France; and Istanbul, Turkey for Fall 2014.

NOW, THEREFORE, the parties agree as follows:

1. Program Dates:

<table>
<thead>
<tr>
<th>Depart U.S.</th>
<th>Tuesday, September 2, 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrive Paris</td>
<td>Wednesday, September 3, 2014</td>
</tr>
<tr>
<td>Depart Paris / Arrive Istanbul</td>
<td>Monday, October 20, 2014</td>
</tr>
<tr>
<td>Depart Istanbul</td>
<td>Tuesday, December 2, 2014</td>
</tr>
</tbody>
</table>

Mid-term Break: October 13, 2014 - October 17, 2014
National Holidays: October 28 - 29, Republic Day
Number of nights: 90

2. Program Housing:

- Participants will be housed in double/triple/quad occupancy rooms in a two-star hotel in Paris for the first night of the program (September 3, 2014).
- Double/triple occupancy rooms in shared student apartments in Paris will be provided for the Paris portion of the program, including Mid-term Break.
- Double/triple occupancy rooms in shared student apartments in Istanbul will be provided for the Istanbul portion of the program.
- 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” section. 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.

3. Food:

- A welcome meal will be provided in Paris.
- A welcome reception and farewell meal will be provided in Istanbul.
4. Transportation:

- ACCENT will organize an optional round-trip group flight from LAX to Paris and from Istanbul to LAX 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 May 23, 2014.
- ACCENT representative(s) will meet the group flight at the appropriate airport in Paris on September 3, 2014.
- For group flight participants, ACCENT will arrange a transfer by rental bus, taxi, or shuttle from the Paris airport to the designated arrival point on the day of arrival, and from the designated departure point in Paris to the Paris airport on the Paris departure date. Non-group-flight participants who are able to meet ACCENT at the group arrival point and time 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 Paris airport are responsible for checking in at the designated arrival point and time on the scheduled date of arrival and are responsible for all transfer arrangements and costs. Detailed arrival information will be provided to all participants approximately two weeks prior to arrival. Participants who are unable to check in at the designated arrival point and time may be required to arrange and pay for their own accommodations for the first night.
- All participants will be dispatched by taxi from the program arrival hotel in Paris to student apartments on the day after arrival.
- ACCENT will provide a Paris transit pass to each participant, valid on bus and métro for the Paris portion of the program.
- ACCENT will provide a one-way air transfer* from Paris to Istanbul on October 20, 2014.
- ACCENT will arrange a transfer by rental bus or taxi from the Istanbul airport to the designated arrival point on the day of arrival in Istanbul, and from the designated departure point in Istanbul to the Istanbul airport on the group departure date.
- ACCENT will provide an Istanbul transit pass to each participant, valid on bus and metro for the Istanbul portion of the program.

5. Orientation Program:

- A pre-departure orientation will be conducted on location in California for all participants. ACCENT will address general aspects of study abroad and cross-cultural learning and provide practical information regarding preparation and travel.
  - A pre-departure handbook will be provided to all participants. Specifically designed for participants going on this program, the handbook gives vital information about preparing for a stay in France and Turkey.
  - An Internet-based orientation will be conducted with participants unable to attend the pre-departure orientation.
- On-site orientations in Paris and Istanbul will cover practical matters as well as aspects of cross-cultural living and learning, giving participants the tools they need to make the most of their time abroad.
  - General orientation: explains the services offered by the ACCENT Study Centers 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 Paris and Istanbul and in student apartments.
  - Orientation materials: maps, practical living information, and copies of "Paris at your Fingertips" and "Istanbul at your Fingertips" written by ACCENT for participants living in Paris and Istanbul.
  - Practical walking tours in Paris and Istanbul will be conducted as part of the ACCENT orientations.
6. Academic Program:
   - Local faculty will be hired to teach the following courses in Paris and Istanbul:
     - POLS 121 - International Politics (44 hours in Paris)
     - POLS 136 - Middle East Politics (44 hours in Istanbul)
     - ANTHRO 109 - Comparative World Cultures (22 hours in Paris and 22 hours in Istanbul)
     - ENVS 110 - Humans and the Biological Environment* (9 hours in Paris and 9 hours in Istanbul)
     - COMM 151 - Intercultural Communication* (9 hours in Paris and 9 hours in Istanbul)
     - Survival French (10 hours in Paris)
     - Survival Turkish (10 hours in Istanbul)
   *Indicates hybrid courses taught online by SBCC faculty and to be supplemented with guest lectures and site visits led by local faculty.
   - Faculty must have the minimum qualifications stipulated by the District and must be in compliance with state regulations. Each hire must be approved by the respective SBCC department chair and aligned with District hiring processes. Instructors will be hired based on enrollment and SBCC needs, which will be determined 60 days prior to departure.
   - ACCENT will provide €50 per participant for course-related visits within Paris not covered by the National Museum Card (see below).
   - ACCENT will provide a Student ID card allowing free entry to most National museums in Paris. This arrangement depends on the goodwill of the French government and ACCENT cannot guarantee continuation of this service. If the aforementioned service is withdrawn, it is the responsibility of SBCC to pay entrance fees for course-related visits not covered by the terms of this contract.
   - ACCENT will provide 200 TRL per participant for course-related visits within Istanbul.

7. Cultural Program and Excursions:
   - To acquaint participants with the cultural aspects of life in Paris and Istanbul, 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.
   - From Paris, ACCENT will provide a two-day, one-night excursion to Strasbourg, or similar (accompanied by ACCENT staff), including train transport, tram ticket, two-day guide, one group meal, and entries. Accommodations in a two-star hotel (double/triple/quad rooms). Breakfast in the hotel provided daily.
   - In Istanbul, one evening performance is included.
   - From Istanbul, ACCENT will provide the following excursions, accompanied by ACCENT staff:
     - One-day excursion to Edirne, or similar, including coach transport, half-day guide, and entries.
     - Two-day, one-night excursion to Cappadocia, or similar, including roundtrip airport transfer to and from the Istanbul airport, roundtrip flight from Istanbul to Kayseri, coach transport from Kayseri airport to Cappadocia and from Cappadocia to Kayseri airport, two days of coach transport in Cappadocia, two guided tours, optional balloon tour, and Cappadocia Valley tour. Accommodations in a two-star hotel (double/triple/quad rooms). Breakfast in the hotel provided daily.
   *One piece of checked luggage weighing up to 20 kg and one piece of carry-on luggage weighing up to 8 kg and measuring up to 55 cm x 40 cm x 20 cm are included with flight. These weights and measurements are approximate and may vary by airline. Participants are responsible for additional baggage/weight fees associated with either checked luggage or carry-on luggage. Baggage fees and restrictions are subject to change at the airline's discretion.

8. Study Center/Administrative Assistance:
   - The ACCENT Paris Study Center will be open from 9:00 a.m. to 5:00 p.m. weekdays to participants for the Paris portion of the program (closed weekends/French national holidays).
   - Within the ACCENT Paris Study Center, participants have limited access to a Macintosh computer lab with Internet/WiFi access Monday through Friday during regular business hours indicated above. A classroom within the ACCENT Paris Study Center also serves as a study room, when available.
   - The ACCENT Istanbul Study Center will be open 9:00 a.m. to 5:00 p.m. weekdays to participants and faculty for the Istanbul portion of the program (closed weekends/Turkish national holidays).
• Within the ACCENT Istanbul Study Center, participants have limited access to a computer lab and a study room with WiFi access Monday through Friday during regular business hours indicated above.

• Extensive practical and cultural information is available at the ACCENT Study Centers, allowing participants to take full advantage of their time abroad: travel guides and information, lending libraries of English, French, and Turkish books (both academic and fiction), and listings of practical locations of banks, doctors, laundry facilities, etc.

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

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

• ACCENT will provide participants with a list of emergency telephone numbers at the overseas orientations. 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.

• ACCENT requires all US citizens to be registered through the Smart Traveler Enrollment Program (STEP) of the US State Department (https://step.state.gov/step/) and will assist institutions with registering participants, as necessary.

9. Insurance and Liability:
• Each participant is responsible for obtaining his/her own medical insurance. ACCENT requires proof of such insurance from each participant.

• ACCENT recommends that individuals obtain commercial trip cancellation and personal property insurance to protect against foreign travel risks. ACCENT does not assume any responsibility for such losses.

• ACCENT advises SBCC that it would be prudent to require their participants who carry costly laptops, cameras, cell phones, 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 regarding the use of alcoholic beverages by its participants.

• See attached Contract Addendum RE: SBCC Authority and Responsibility for Use of Alcohol.

10. 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 participants regarding standards of behavior, alcohol use, harassment, etc., which ACCENT applies by default. However, should SBCC have policies in these areas that SBCC deems applicable to their overseas participants, ACCENT invites SBCC to provide copies of SBCC policies so that they may be taken into consideration.

11. Program Assessment:
• ACCENT will administer program evaluations and present results to SBCC or provide written/oral feedback at the end of the program.
12. Subcontracting:
   • ACCENT will perform the herein agreed services, subcontracting as necessary with Opportunities in International Learning, Standing Euro Tours, and other organizations.

13. Pricing:

<table>
<thead>
<tr>
<th>Prices indicated are for 20 to 24 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>
</tbody>
</table>

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

25 to a maximum of 30 participants: $7,475 + $200 security deposit

Pricing is subject to change until contract has been signed by both parties.

Included in the above program price(s) is $100 per participant to be returned to SBCC upon receipt of invoice.

14. Payment and Enrollment Deadlines:

| • Non-refundable first payment due with application: | $250 |
| • Second payment due May 23, 2014: | $3,925 |
| • Final payment due June 25, 2014: | $3,925 |

Payment amounts may vary according to previous section. 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 not 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 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” section above.

Failure to make any payment when due will automatically cancel participant from the program seven days 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.

15. Refunds/Cancellations:

• ACCENT reserves the right to cancel the program if the minimum number of participants is not met.

• 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: | $1,000 |
| 30-49 days prior to start of program: | $2,000 |
| 15-29 days prior to start of program: | $3,000 |
| 0-14 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 Paris, France; Istanbul, Turkey, ACCENT will immediately advise SBCC to cancel its program. In such case, if the program is immediately canceled in writing by SBCC, 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 SBCC 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.

This Contract may be executed by electronic or facsimile means and in counterparts, each of which will be deemed an original and all of which together will constitute one and the same Instrument.

For: Santa Barbara City College

Name (printed)

Title

Date

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

Signature

Ray Vernon

Executive Director

February 7, 2014

Date
**CONTRACT ADDENDUM:**

**SBCC AUTHORITY AND RESPONSIBILITY FOR USE OF ALCOHOL**

- SBCC does not allow the usage of alcohol on program-sponsored events.
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: PRESIDENT
DATE March 27, 2014
SUBJECT: City of Santa Barbara Joint Use Vehicles Third Supplement to Agreement
ATTACHMENT(S) 7 pages
ITEM NUMBER 6.1-i

BACKGROUND:

The original Joint Use of Vehicles Agreement provides that, given the significant cost of vehicle maintenance and replacement, both SBCC and the City of Santa Barbara (City) shall pay a rental fee or use fee for the use of vehicles owned by either party. As per agreed time frames, city vehicles will be made available to SBCC when SBCC is in regular session, and SBCC vehicles will be made available to the City when vehicles are not in use by SBCC. Internal rates and fees will be charged to co-sponsor the other agencies and billed only per usage. California Education Code authorizes and empowers school districts and municipalities to cooperate with one another by way of these agreements for the purpose of their programs and community recreation and education. The City and District representatives recently met and revised this third supplement to reflect the current use of vehicles and spirit of cooperation between the District and City.

Board approval is requested for the Third Supplement to the Joint Use Vehicles Agreement with the City of Santa Barbara (City) for the extension of the Joint Use of Vehicles Agreement for an additional two (2) years from execution date.

RECOMMENDATION:

It is recommended the Board of Trustees approve the City of Santa Barbara Joint Use Vehicles Third Supplement to Agreement.

Administrator Initiating Item: Joseph E. Sullivan, Vice President, Business Services
THIRD SUPPLEMENT TO AGREEMENT NO. 12,427
REGARDING JOINT USE OF VEHICLES

THIS SUPPLEMENTAL AGREEMENT, made and entered into this _________ by
and between

SANTA BARBARA CITY COLLEGE
Hereinafter referred to as “SBCC”

And

CITY OF SANTA BARBARA, a municipal corporation
Hereinafter referred to as “City”

WITNESSETH:

WHEREAS, California Education Code Sections 17751(a) and 35275 and
Government Code Section 6500 et seq., authorize and empower public school districts
and municipalities to cooperate with one another by way of agreements for the purpose of
organizing, promoting and conducting programs for community recreation and education
for children and adults of this State; and

WHEREAS, The City and SBCC have entered into an Agreement for Joint Use,
Programming, Maintenance and Development (Agreement No.12,427, dated July 10,
1984) which establishes a basis for the cooperative use of their respective recreation and
educational facilities; and

WHEREAS, The City and SBCC entered into a Supplement to Agreement No.
12,427 Regarding Joint Use of Vehicles (Agreement No. 12,419, dated June 1, 2004)
which established a basis for the cooperative use of their respective vehicles. The Second
Supplement to Agreement No. 12,427 Regarding Joint Use of Vehicles expired on October
11, 2013. The City and SBCC are mutually interested in the adoption of this Third
Supplement to Agreement No. 12,427 Regarding Joint Use of Vehicles; and

WHEREAS, The City and SBCC are mutually interested in and concerned with
providing adequate transportation for the recreation and education of the citizens of the
community and students of the SBCC and deem it necessary and desirable to cooperate
with one another in the joint use of their motor vehicles in order to insure the most efficient
and economical use of the vehicles and to promote the objectives of the City and SBCC.

NOW, THEREFORE, in consideration of the above recitals and the covenants and
conditions herein contained, the parties do mutually agree as follows:
1. JOINT USE VEHICLE PROGRAM.

A. SBCC. SBCC agrees to grant to City, upon its application in accordance with the terms of this Agreement, use of passenger vans and buses owned by SBCC ("SBCC Vehicle(s)") in accordance with this Supplemental Agreement.

B. City. City agrees to grant SBCC, upon its application and in accordance with the terms of this Agreement, use of passenger vans and bus owned by City ("City Vehicle(s)") in accordance with this Supplemental Agreement.

C. Joint Use Vehicles. SBCC Vehicles and City Vehicles are sometimes collectively referred to in this Supplemental Agreement as "Joint Use Vehicles".

2. CONSIDERATION.

Given the significant cost of vehicle maintenance and replacement, the Parties shall pay a rental fee or use fee for the use of any Joint Use Vehicle. Fees shall be reviewed and approved by SBCC Board of Trustees and Santa Barbara City Council annually in June. To reflect the spirit of cooperation embodied by the Joint Use Agreement, SBCC fees will be internal charge transfer rates and City fees shall be those charged to co-sponsors and other partner agencies. Parties will be billed per usage. Each party will provide changes to fees on an annual basis. Use by each Party of Vehicles owned by the other party constitutes consideration for this Supplemental Agreement.

3. SERVICE PARAMETERS.

City and SBCC will operate Joint Use Vehicles only within the State of California. No Employee of either Party will make personal use of any Joint Use Vehicle.

4. VEHICLE SCHEDULING/PRIORITY USE.

A. General Timing. In general, City Vehicles will be made available to SBCC when SBCC is in regular session, and SBCC Vehicles will be made available to City when Vehicles are not in use by SBCC.

B. Written Request. Parties will submit written Vehicles Use Requests to the other Party's transportation supervisor in advance. Requests must be approved by respective management prior to submittal to the other Party's Transportation Supervisor. For City, this is the Assistant Parks and Recreation Director or the Recreation Programs Manager. For SBCC, this is the Director of Facilities.
C. **Request Content.** Vehicle Use Requests will include the following required information: the class of vehicle, dates, times, destination, number of passengers and name of driver.

D. **Advance Scheduling.** Advance scheduling will occur according to the following Schedule: August 1 for the period of September – December, November 1 for the period of January – Mid June, May 1 for the period of mid June – August. Upon receipt of a request from the other Party, both Parties will confirm whether Joint Use Vehicle(s) are available as requested. Once confirmed, both Parties will honor the schedule in good faith to the best of their ability.

E. **Scheduling Priorities.** In setting the schedule for the use of SBCC Vehicles, SBCC Events and programs have first priority and in setting a schedule for the use of City Vehicles, City events and programs have first priority. After a schedule is prepared and approved by the Parties, the scheduled Party will have first priority for use of the identified class of vehicle; however, in the event of a public safety emergency or an error in scheduling, the owner of the vehicle has first priority for use.

F. **Travel Restrictions.** Use of City vehicles is limited to in-state travel of no more than 400 miles per trip. City bus #2132 cannot be driven on Highway 5 grade South of Bakersfield, CA or Cuesta Grade North of San Luis Obispo, CA.

5. **DRIVER TRAINING**

   Each Party will train each of its driver candidates at its own cost, and bears all responsibility for the qualifications and training of its drivers in accordance with all applicable laws.

6. **AUTHORIZED DRIVERS**

   A. **Vehicle Owner.** Each Party must present driver candidates for authorization by the other Party to drive Joint Use Vehicles. Parties understand and acknowledge that every candidate for authorized driver must have a valid California Drivers License of the appropriate class; must be endorsed for passenger transportation by the California Department of Motor Vehicles (DMV); must have driver’s record free of criminal conviction; and must meet standards set by the vehicles owner’s insurance provider. The Party that loans the Joint Use Vehicle may withhold authorization for any reasonable safety, licensing, or insurance coverage reason.

   B. **Vehicle User.** The Party using a Joint Use Vehicle shall employ qualified,
trained, certified drivers, authorized by the lending Party. Parties will not authorize use by any other person or for any purpose other than transporting participants in officially sponsored activities.

C. Certification and joint Authorization. Regardless of the circumstances, only drivers authorized by both Parties may operate a Joint Use Vehicle. Drivers must be certified for the class of vehicle driven. The drivers must be enrolled in the DMV pull notice program, follow DMV requirements for driver log books and all other DMV vehicle/driver requirements.

D. Driver Training. Authorized drivers must operate Joint Use Vehicles in the manner described in the training program described in Paragraph 5 above.

7. INSURANCE

The Party using the Joint use Vehicle shall insure the vehicle and the driver while the Joint Use Vehicle is in the possession of the Party using the Joint Use Vehicle.

8. MAINTENANCE AND REPAIRS

A. General Maintenance or Repairs. Owner of vehicle shall perform, at its sole cost and expense, regular maintenance and repairs on the Joint Use Vehicles to keep them in a reliable, operating condition and to meet the requirements of the State Vehicle Code for a Youth Bus, School Bus, School Activity Bus, or other passenger vehicle as warranted by the use.

B. Unanticipated Maintenance or Repairs. If, while in possession of Joint Use Vehicle loaned by the other Party, a Party discovers that repairs or Maintenance are required or recommended for safe operation or compliance with any legal standard; the Party in possession of the Vehicle shall make a good faith effort to contact the loaning Party and determine a course of action. If contact is not feasible due to time restraints, the Party in possession may conduct those repairs or maintenance on the Joint Use Vehicle, the Vehicle owner will reimburse actual costs.

Unless otherwise mutually agreed in writing, each Party shall return vehicles to the other in substantially the same condition and repair as when obtained.

9. STORAGE AND FUEL

A. Storage. Each party shall make every effort to return the Joint Use vehicle(s) by the end of the business day whenever it is possible or by the next available day. Whenever a party retains possession of a joint use

4
vehicle overnight or after the end of the business day, that party accepts full responsibility for any loss or damage that may occur to the joint use vehicle until that vehicle is returned to the appropriate agency.

B. **Fuel.** Each Party shall purchase all fuel attributed to its vehicle use. Each Party shall return Vehicle with a full tank of gasoline

10. **INSPECTION**

Before and after each use of a Joint Use Vehicle, the Party in possession shall perform a mechanical and body damage inspection of the Vehicle and shall record the condition on a form in accordance with paragraph 12 below.

11. **REGISTRATION/LICENSING/CERTIFICATION.**

The owner of the Joint Use Vehicle shall keep the registration and licensing of the Joint Use Vehicle current and shall pay all associated fees and costs.

12. **DOCUMENTATION**

Every driver of a Joint Use Vehicle must complete and submit to vehicle owner the following documentation each time he or she drives a Joint Use Vehicle:

A. **Drivers Legal Name and Evidence of Authorization.** Driver must print and sign his or her name and driver’s license number on a driver log.

B. **Safety inspection forms.** Driver must inspect the Vehicle and complete a Safety Inspection form before and after the loan, which is available to both Parties at all times.

C. **Trip description.** Driver must provide a list of the number of passengers to be transported, trip origin and trip destination.

D. **Mileage and fuel.** Driver must record the vehicle mileage and the amount of fuel in the tank before and after the loan.

13. **RECORDS**

Both Parties will maintain records available for either party’s inspection or inspection by the California Highway Patrol (CHP), which will contain dates, driver names, mileage, vehicle used and number of days.

14. **TERM**

The term of this Supplemental Agreement shall commence upon the earliest date that both Parties hereto have executed this Supplemental Agreement and
shall extend for a term of two (2) years from the commencement date.

15. TERMINATION

Either Party may terminate this Supplemental Agreement with or without cause by delivering 30 days written notice of the termination to the other party.

16. NOTICE

Unless otherwise notified in writing, notices shall be addressed as follows:

A. To City:

   Parks and Recreation Department
   Nancy L. Rapp, Parks and Recreation Director
   P.O. Box 1990
   Santa Barbara, CA 93102-1990

B. To SBCC:

   Santa Barbara City College
   Joe Sullivan, Vice President Business Services
   721 Cliff Drive
   Santa Barbara, CA 93109
IN WITNESS THEREOF, the parties hereto have caused this agreement to be executed in triplicate, the day and year first above written.

CITY OF SANTA BARBARA
A Municipal Corporation

Nancy L. Rapp
Parks and Recreation Director

ATTEST:

Deputy City Clerk

APPROVED AS TO CONTENT:

Judith Cook McCaffrey
Recreation Programs Manager

APPROVED AS TO FORM:
Sarah Knecht
Acting City Attorney

By

N. Scott Vincent
Assistant City Attorney

APPROVED AS TO INSURANCE:

Mark Howard
Risk Manager
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: PRESIDENT
SUBJECT: Butte-Glenn Community College District Amendment to Agreement for Professional Services

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

ITEM NUMBER  6.1-j

DATE  March 27, 2014
ATTACHMENT(S)  2 pages

BACKGROUND:

The Butte-Glenn Community College District is the fiscal agent for the Chancellor’s Office Economic & Workforce Development Division’s California Corporate College. The original agreement from Butte-Glenn Community College District was approved at the November 7, 2013 Board meeting. Their sponsored program, California Corporate College (CACC) has submitted this amendment to the original agreement, adding $8,308.50 to the contract. The total agreement is now $16,347.00.

SBCC’s Professional Development Center has arranged for the Wake Campus to host several trainings and can provide the requested support services (receiving supplies, an office assistant to help guide participants to the training room, etc.). SBCC’s Professional Development Center will invoice for these services.

The California Corporate College is partnering with more than 40 community colleges to provide training facilities and support in order to deliver the Covered California Certified Enrollment Counselor and Agent Training.

RECOMMENDATION:

It is recommended the Board of Trustees approve the Butte-Glenn Community College District Amendment to Agreement for Professional Services.

Administrator Initiating Item: Diane Hollems, Dean, Educational Programs

Approved by: Joseph E. Sullivan, Vice President, Business Services
BUTTE-GLENN COMMUNITY COLLEGE DISTRICT
3536 Butte Campus Drive, Oroville, CA 95965

AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES

Contractor: Santa Barbara CCD
Amendment No.: Santa Barbara CCD#1

This agreement made on this 19th day of December, 2013, (Amendment) constitutes an amendment to the Agreement for Professional Services between the Butte-Glenn Community College District, (DISTRICT) on behalf of its sponsored program California Corporate College (CACC) and Santa Barbara CCD, (CONTRACTOR).

BACKGROUND

A. District and Contractor entered into an Agreement for Professional Services Contract # CACC_RHA13-14 SantaBarbaraCCD#1 dated October 15, 2013.

B. Pursuant to the Agreement the parties hereto now desire to amend certain provisions of the Agreement as more particularly set forth herein.

The parties agree to amend the Agreement as follows:

1. Describe the additional or revised services that the Contractor will provide under this Amendment (Paragraph 1 of Agreement):
   a. Provide training facility (classroom, meeting room or other) that will accommodate 50+ participants for 24-hour 3 consecutive days of Certified Enrollment Counselor training from 8:30 – 5:30 (no computer lab needed). Training room to be equipped with LCD projector, laptop, screen, flip chart or white board and pens.
   b. Provide a classroom assistant for all 3 days of the training to sign in participants, collect attendance, assist instructor as needed, assist with class materials and classroom logistics, and provide information about the campus, printed copy of list of local restaurants, etc.
   c. Provide campus maps with training facility and parking clearly identified.
   d. Provide cost of parking permits and where to obtain permits.
   e. Provide a list of nearby restaurants for all participants.
   f. Additional sessions of Certified Enrollment Counselor Trainings and Insurance Agent Trainings will be provided if needed.

2. Specify any changes to the Term (Paragraph 2 of Agreement): N/A

3. Specify any changes in the amount of fees/payments under the Agreement (Paragraph 3 of Agreement):

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<th>Description</th>
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<tr>
<td>Additional New Fees/Payments under this Amendment</td>
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<td>TOTAL AGREEMENT FEES/PAYMENTS</td>
<td>$16,347.00</td>
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4. Describe any other changes to the Agreement:
   a. Cancellation: In the event that the District desires to cancel or reschedule a training session, District shall give at least fourteen (14) days’ notice to the Contractor to cancel or reschedule. If a training session is canceled with notice to Contractor less than fourteen (14) days before a scheduled training session, the Contractor shall be entitled to payment calculated at fifty percent (50%) of agreed upon training session payment amount. If a training session is rescheduled as provided herein, payment will be according to paragraph 3.
Amendment to Agreement for Professional Services

All other items and conditions of the Agreement shall remain in full force and effect and are hereby re-affirmed as originally signed.

This Amendment No. SantaBarbaraCCD#1 has been duly executed by authorized representatives as of the day and year first above written.

**BUTTE-GLENN COMMUNITY COLLEGE DISTRICT**

By: ________________________________
(Signature of person authorized to execute Agreement.)

Name: Andrew B. Suleski
Title: Vice President for Administration
Date: ________________________________

**CONTRACTOR**

By: ________________________________
(Signature of person authorized to execute Agreement.)

Name: ________________________________
Title: ________________________________
Address: ________________________________
Phone No.: ________________________________
Date: ________________________________

Federal Identification No. or Social Security No.: ________________________________

**Recommended By:**

Signature: ________________________________
(Signature of person recommending this Agreement for District approval.)

Name: Catherine Swenson
Title: Initiative Director, Training & Development
Address: PO Box 162641, Sacramento CA 95816
Phone No.: 916-452-5668
Date: ________________________________

**Return Signed Amendment to:**

Delia Buzatu, Contract Specialist
California Corporate College
c/o Butte College Skyway Center
2480 Notre Dame Blvd.
Chico, CA 95928

**TO BE COMPLETED BY DISTRICT ONLY**

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<td>Telephone:</td>
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<td>Dept. Dean/Director Initials:</td>
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<td>Business Contracts Approval:</td>
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<td>Purchasing Approval:</td>
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Signature: ________________________________
(Catherine Swenson (Oct 19, 2013))

Email: cswenson@cccewd.net
AGENDA ITEM BACKGROUND

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<th>TO: BOARD OF TRUSTEES</th>
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<tr>
<td>FROM: PRESIDENT</td>
<td>March 27, 2014</td>
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<td>SUBJECT: Amendment of Professional Services Agreement with DLR Group</td>
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REASON FOR BOARD CONSIDERATION

- [ ] ACTION
- [ ] CONSENT
- [ ] FIRST READING
- [ ] FIRST READING
- [ ] INFORMATION
- [ ] REPORTS

ITEM NUMBER: 6.1-k

ATTACHMENT(S): 2 pages

BACKGROUND:

The construction of the Humanities Building Modernization project was extended by approximately four months due to the expanded work required to obtain California Coastal Commission approval for the art yard and associated storage buildings. Based on this unanticipated change in the project schedule, extended architectural services have been required to provide construction administration services, as included in the original contract with DLR Group, resulting in additional professional service fees.

RECOMMENDATION:

It is recommended the Board approve the amendment of Professional Services Agreement with DLR Group.

Administrator Initiating Item: Julie Hendricks, Sr. Director, Facilities, Planning and Campus Development

Approved by: Joseph E. Sullivan, Vice President, Business Services
March 3, 2014
Ms. Julie Hendricks, AIA, LEED AP BD+C
Director of Facilities and Campus Development
Facilities Operations Department
Santa Barbara City College
721 Cliff Drive
Santa Barbara, CA 93109
hendrick@shcc.edu

Re: Proposal for Additional Services No. 11 - Construction Administration Phase Extension
Santa Barbara City College - Humanities Building Modernization
DLR Group Project No. 75-10201-02

Dear Ms. Hendricks:

DLR Group appreciates the opportunity to present this proposal to Santa Barbara City College.

Per conversations, the following is our proposal for providing additional Architectural services for the Construction Administration Phase of the project from November 21, 2013 through January 20, 2014.

Construction Administration has required additional effort on the part of the Architect and in association with unforeseen conditions and construction delays. This has resulted in the duration of the project being extended beyond the original completion schedule by 2 months.

The time and effort estimated is Thirty Seven Thousand Eight Hundred Sixteen Dollars and Twelve Cents ($37,816.12), which represents the manpower needed to support the extension of the Construction Schedule beyond the original agreement dated April 23, 2010. Please refer to the attached Exhibit A for a breakdown of our Architectural effort.

The terms and conditions of our Short Form Agreement for Architectural Services dated April 23, 2010 apply. Please review this proposal and call me should you have any questions or require additional information.

Very truly yours,
DLR Group

AGREED AND ACCEPTED:
SANTA BARBARA CITY COLLEGE

Kaveh Amirdelfan, AIA, LEED AP BD+C
Principal

Signature
Name
Date

Attachment: Exhibit A
cc: Adrian Cohen, Bryan Cohen

Page 1 of 2
## Exhibit A

DLR Group  
Santa Barbara City College - Humanities Building Modernization  
Attachment to Fee Proposal - Additional Service No. 11

<p>| | |</p>
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BACKGROUND:

A 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 is sent to all parties involved that project is complete.

The Notice of Completion is for the East & West Campus Snack Shop Modernization – Phase I, Bid #685. Construction was completed 9/27/13.

RECOMMENDATION:

It is recommended the Board of Trustees approve the Notice of Completion for the East and West Campus Snack Shop Modernization – Phase I project Bid # 685.

Administrator Initiating Item: Julie Hendricks, Sr. Director, Facilities, Planning and Campus Development

Approved 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 September 27, 2013. The work done was: East & West Campus Snack Shop Modernization – Phase I, Bid #685

7. The name of the contractor, if any, for such work of improvement was Newton Construction & Management, Inc.

   Date of Contract: 4/26/13

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: March 28, 2014

Julie Hendricks AIA, Sr. Director – Facilities, Planning & 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 March 28, 2014
at Santa Barbara, California.

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

Julie Hendricks AIA, Sr. Director – Facilities, Planning & Campus Development
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

TO: BOARD OF TRUSTEES
FROM: PRESIDENT
SUBJECT: Notice of Completion for the East Campus Main Entry Traffic Reconfiguration Project Bid #691

REASON FOR BOARD CONSIDERATION

☐ ACTION ☒ CONSENT ☐ FIRST READING
☐ SECOND READING ☐ INFORMATION
☐ REPORTS

ITEM NUMBER

6.1-m

DATE

March 27, 2014

ATTACHMENT(S)

2 pages

BACKGROUND:

A 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 is sent to all parties involved that project is complete.

The Notice of Completion is for the East Campus Main Entry Traffic Reconfiguration, Bid #691. Construction was completed 1/24/14.

RECOMMENDATION:

It is recommended the Board of Trustees approve the Notice of Completion for the East Campus Main Entry Traffic Reconfiguration Project Bid #691.

Administrator Initiating Item: Julie Hendricks, Sr. Director, Facilities, Planning and Campus Development

Approved by: Joseph E. Sullivan, Vice President, Business Services
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 January 24, 2014. The work done was: East Campus Main Entry Traffic Reconfiguration, Bid #691

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

Date of Contract: 11/8/13

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: March 28, 2014

Julie Hendricks AIA, Sr. Director – Facilities, Planning & 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 March 28, 2014
at Santa Barbara, California.

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

Julie Hendricks AIA, Sr. Director – Facilities, Planning & 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 ofCompletion 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: BOARD OF TRUSTEES</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM: PRESIDENT</td>
<td>March 27, 2014</td>
</tr>
<tr>
<td>SUBJECT: Notice of Completion for the IDC Building 1st and 2nd Floor Modernization-Painting and Flooring Replacement Project Bid #690</td>
<td>ATACHMENT(S) 2 pages</td>
</tr>
<tr>
<td>REASON FOR BOARD CONSIDERATION</td>
<td>ITEM NUMBER 6.1-n</td>
</tr>
<tr>
<td>☐ ACTION ☒ CONSENT ☐ FIRST READING ☐ SECOND READING ☐ INFORMATION</td>
<td></td>
</tr>
</tbody>
</table>

### BACKGROUND:

A 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 is sent to all parties involved that project is complete.

The Notice of Completion is for the IDC Building 1st and 2nd Floor Modernization-Painting and Flooring Replacement, Bid #690. Construction was completed January 17, 2014.

### RECOMMENDATION:

It is recommended the Board of Trustees approve the Notice of Completion for the IDC Building 1st and 2nd Floor Modernization-Painting and Flooring Replacement Project Bid #690.

**Administrator Initiating Item:** Julie Hendricks, Sr. Director, Facilities, Planning & Campus Development

**Approved by:** Joseph E. Sullivan, Vice President, Business Services
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 January 17, 2014. The work done was: IDC Building 1st and 2nd Floor Modernization-Painting and Flooring Replacement, Bid #690

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

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: March 28, 2014

Julie Hendricks AIA, Sr. Director – Facilities, Planning & 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 March 28, 2014 at Santa Barbara, California.

SANTA BARBARA COMMUNITY COLLEGE DISTRICT
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

TO:  BOARD OF TRUSTEES
FROM:  PRESIDENT
SUBJECT: Notice of Completion for the Business Communications Building Chiller Replacement – Phase I Project Bid # 689

DATE
March 27, 2014
ATTACHMENT(S)
2 pages

BACKGROUND:
A 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 is sent to all parties involved that project is complete.

The Notice of Completion is for the Business Communications Building Chiller Replacement – Phase I project, Bid #689. Construction was completed January 31, 2014.

RECOMMENDATION:
It is recommended the Board of Trustees approve the Notice of Completion for the Business Communications Building Chiller Replacement – Phase I Project Bid # 689.

Administrator Initiating Item: Julie Hendricks, Sr. Director, Facilities, Planning & Campus Development

Approved by: Joseph E. Sullivan, Vice President, Business Services
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 January 31, 2014. The work done was: Business Communications Building Chiller Replacement – Phase I, Bid #689

7. The name of the contractor, if any, for such work of improvement was Newton Construction & Management, Inc.

   Date of Contract: 7/26/13

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: March 28, 2014

Julie Hendricks AIA, Sr. Director – Facilities, Planning & 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 March 28, 2014 at Santa Barbara, California.

SANTA BARBARA COMMUNITY COLLEGE DISTRICT
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.

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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

TO: BOARD OF TRUSTEES
FROM: PRESIDENT
SUBJECT: Resolution No. 22 (2013-14) Budget Transfer Between Major Objects

DATE
March 27, 2014

ATTACHMENT(S)
1 page

REASON FOR BOARD CONSIDERATION

ACTION ☑ CONSENT ☐ FIRST READING
☐ SECOND READING ☐ INFORMATION
☐ REPORTS

ITEM NUMBER
6.2-a

BACKGROUND:

These are routine budget adjustments to allow those with budgetary responsibility to reallocate funds to meet the changing fiscal needs in their area of responsibility. A budget transfer between major objects does not increase the overall expenditures of the adopted budget.

Under the provision of Education Code Sections §85200 and §85210, approval of the attached resolution for budget transfers between major objects is requested by the Board of Trustees.

RECOMMENDATION:

It is recommended the Board of Trustees approve Resolution No. 22 (2013-14) Budget Transfer between Major Objects.

Administrator Initiating Item: Lyndsay Maas, 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 2013-14

WHEREAS, the Santa Barbara City College District Board of Trustees on September 12, 2013 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 - Restricted</td>
<td>12202</td>
<td>400000-Supplies and Materials</td>
<td>$3,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12202</td>
<td>600000-Capital Outlay</td>
<td></td>
<td>$3,000.00</td>
</tr>
</tbody>
</table>

PASSED AND ADOPTED by the Board of Trustees of the Santa Barbara Community College District this 27th March 2014, by the following vote:

Ayes:  
Noes:  
Absent:  
Concur:  

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

<table>
<thead>
<tr>
<th>TO: BOARD OF TRUSTEES</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM: PRESIDENT</td>
<td>March 27, 2014</td>
</tr>
<tr>
<td>SUBJECT: Resolution No. 23 (2013-14) Augmentation of Revenue</td>
<td>ATTACHMENT(S)</td>
</tr>
<tr>
<td></td>
<td>1 page</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REASON FOR BOARD CONSIDERATION</th>
<th>ITEM NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTION ☒ CONSENT ☐ FIRST READING ☐</td>
<td>6.2-b</td>
</tr>
<tr>
<td>SECOND READING ☐ INFORMATION ☐</td>
<td></td>
</tr>
<tr>
<td>REPORTS ☐</td>
<td></td>
</tr>
</tbody>
</table>

BACKGROUND:

It is requested the Board of Trustees approve the augmentation of restricted General Fund revenue, as presented.

This approval is required under the provision of Education Code Sections §85200 and §85210.

RECOMMENDATION:

It is recommended the Board of Trustees approve Resolution No. 23 (2013-14) Augmentation of Revenue.

Administrator Initiating Item: Lyndsay Maas, 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 2013-14

WHEREAS, additional revenue not included in the 2013-14 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>General Fund - Restricted</th>
<th>Fund Name</th>
<th>Fund #</th>
<th>Revenue Source</th>
<th>Price</th>
<th>Amount</th>
<th>Budget</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Youth Empowerment Success Strategy</td>
<td>12123 Federal Revenue 819000</td>
<td>$10,000</td>
<td>100000-Academic Salaries</td>
<td>$5,000 $2,600 $804 $1,196 $400</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New federal funds in support of youth in transition through mentoring</td>
<td></td>
<td></td>
<td>200000-Classified Salaries</td>
<td>$2,600</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>300000-Employee Benefits</td>
<td>$804</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>400000-Supplies and Materials</td>
<td>$1,196</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>500000-Other Operating Expenses</td>
<td>$400</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$10,000</td>
<td>$10,000</td>
<td></td>
<td></td>
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<tr>
<td>Youth Empowerment Success Strategy Independent Living Program</td>
<td>12125 Federal Revenue 819000</td>
<td>$1,000</td>
<td>100000-Academic Salaries</td>
<td>$500 $56</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New federal funds in support of youth in transition living through mentoring</td>
<td></td>
<td></td>
<td>300000-Employee Benefits</td>
<td>$56</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>400000-Supplies and Materials</td>
<td>$194</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>500000-Other Operating Expenses</td>
<td>$250</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$1,000</td>
<td>$1,000</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Extended Opportunity Program &amp; Services Foundation</td>
<td>12195 Local Revenue 882000</td>
<td>$150,000</td>
<td>70000-Continency</td>
<td>$150,000 $150,000</td>
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<td></td>
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<tr>
<td>SBCC Foundation increased allocation to match actual revenue</td>
<td></td>
<td></td>
<td>$150,000</td>
<td>$150,000</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Orfeola Children's Center</td>
<td>33000 State Revenue 862002</td>
<td>$20,240</td>
<td>200000-Classified Salaries</td>
<td>$18,300 $663</td>
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<td></td>
<td></td>
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<tr>
<td>Increase allocation to match state approved allocation</td>
<td></td>
<td></td>
<td>300000-Employee Benefits</td>
<td>$663</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>400000-Supplies and Materials</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td>$20,240</td>
<td>$20,240</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Orfeola Children's Center Development Federal Funds</td>
<td>33003 Federal Revenue 812002</td>
<td>$(8,490)</td>
<td>200000-Classified Salaries</td>
<td>$(8,351) $139</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decrease allocation to match federal approved allocation</td>
<td></td>
<td></td>
<td>300000-Employee Benefits</td>
<td>$(8,351)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>$(8,490)</td>
<td>$(8,490)</td>
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</tr>
</tbody>
</table>

Total Augmentation to Revenue: $172,750

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT the Santa Barbara City College Board of Trustees authorizes that the 2013-14 budget of income and expenditures be increased by $172,750

PASSED AND ADOPTED BY THE Board of Trustees of the Santa Barbara Community College District on the 27th day of March 2014, by the following vote:

Ayes:
Noes:
Absent:
Abstain:

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

TO: BOARD OF TRUSTEES
FROM: PRESIDENT
SUBJECT: Resolution No. 24 (2013-14) Transfer from Ending Fund Balance

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

ITEM NUMBER 6.2-c

DATE March 27, 2014
ATTACHMENT(S) 1 page

BACKGROUND:

It is requested the Board approve specific transfers from the unallocated ending balance of the general unrestricted fund in the accounts as detailed in the attachment.

Under the provision of Education Code Sections §85200 and §85210.

RECOMMENDATION:

It is recommended the Board of Trustees approve Resolution No. 24 (2013-14) Transfer from Ending Fund Balance.

Administrator Initiating Item: Lyndsay Maas, Controller

Approved by: Joseph E. Sullivan, Vice President, Business Services
RE: Transfer from Ending Fund Balance 2013-14

WHEREAS, budget changes based on the developing needs of programs and or projects are often required, and

WHEREAS, the following transfers result in an increase in the total amount of the adopted budget;

<table>
<thead>
<tr>
<th>Fund Name</th>
<th>Fund #</th>
<th>Major Object</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction - District Projects</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Air Condition for Wake Center</td>
<td>434500</td>
<td>610700</td>
<td>20,000</td>
</tr>
<tr>
<td>Sports Pavilion Dance Floor Replacement</td>
<td>434500</td>
<td>620200</td>
<td>10,000</td>
</tr>
<tr>
<td>Sports Pavilion Dance Floor Replacement</td>
<td>434500</td>
<td>620800</td>
<td>60,000</td>
</tr>
<tr>
<td>Replacement of existing fire road</td>
<td>434500</td>
<td>620800</td>
<td>100,000</td>
</tr>
<tr>
<td>Project management services</td>
<td>434500</td>
<td>621600</td>
<td>150,000</td>
</tr>
</tbody>
</table>

Total Augmentation to expenditures from ending fund balance: $340,000

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT the Santa Barbara City College Board of Trustees authorizes that the 2013-14 budget of expenditures be increased by: $340,000

PASSED AND ADOPTED BY THE Board of Trustees of the Santa Barbara Community College District on the 27rd of March 2014, by the following vote:

Ayes:

Noes:

Absent:

Abstain:

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

<table>
<thead>
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<th>DATE</th>
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<tbody>
<tr>
<td>FROM: PRESIDENT</td>
<td>March 27, 2014</td>
</tr>
<tr>
<td>SUBJECT:</td>
<td></td>
</tr>
<tr>
<td>Resolution No. 25 (2013-14) Payment of Outdated Warrant</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REASON FOR BOARD CONSIDERATION</th>
<th>ITEM NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ ACTION</td>
<td>6.2-d</td>
</tr>
<tr>
<td>❌ CONSENT</td>
<td></td>
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<tr>
<td>☒ FIRST READING</td>
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<tr>
<td>☐ SECOND READING</td>
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<tr>
<td>☐ INFORMATION</td>
<td></td>
</tr>
<tr>
<td>☐ REPORTS</td>
<td></td>
</tr>
</tbody>
</table>

| ATTACHMENT(S) | |
|---------------| 1 page |

**BACKGROUND:**

It is requested the Board of Trustees approve payment of outdated warrant for Hannah L. Keturi, hourly adjunct instructor for English as a Second Language (ESL). The original check was issued in the amount of $2,033.11 on September 30, 2011 and was lost and has not cleared the bank. Ms. Keturi continues to work for Santa Barbara City College in the ESL department.

Board approval is needed for warrants older than two years.

**RECOMMENDATION:**

It is recommended the Board of Trustees approve Resolution No. 25 (2013-14) Payment of Outdated Warrant.

**Administrator Initiating Item:** Rosie Tower, Payroll Manager

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

RE: PAYMENT OF OUTDATED WARRANTS

WHERAS on February 6, 1989 the Santa Barbara Community College District Board of Trustees did hire Hannah L Keturi, hereinafter called Employee, as a Hourly instructor, and

WHERAS on September 30, 2011 said Employee did complete for said District all or part of said Services, and

WHERAS said District did on September 30, 2011 accept as complete and in good order Those services for which claim for payment is being made by said Employee, and

WHERAS this obligation has not been paid within the limit of time set forth by law Due to the following circumstance: warrant dated 09/30/11 - $2,033.11 was lost, and

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

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

Ayes:

Noes:

Absent:

Concur:

I hereby certify that the foregoing is a full, true and correct transcript of a resolution duly adopted and affirmed by the Board of Trustees of the Santa Barbara Community College District at a duly constituted regular meeting of said Board, held on March 27, 2014, as it appears upon the minutes of said meeting.

Dr. Lori Gaskin
Superintendent/President and
Secretary/Clerk to the Board of Trustees
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: PRESIDENT

REASON FOR BOARD CONSIDERATION
☑ ACTION ☐ CONSENT ☐ FIRST READING
☐ SECOND READING ☐ INFORMATION
☐ REPORTS
ITEM NUMBER 6.2-e

BACKGROUND:

The District is undertaking a multi-year campus-wide interior LED lighting retrofit project utilizing Proposition 39 funding. The first phase of the project will be completed this fiscal year. To meet the requirements of Proposition 39 funding, energy service contracts must fulfill the requirements of Government Code section 4217.10 and the process that has been spelled out in implementing regulations. These requirements include adoption of the accompanying resolution and a qualifying contractor solicitation process, which in this case has consisted of a RFQ/P process. The requirements for the resolution are:

1. The Board determines that the contract terms are in the best interests of the District;
2. The determination is made at a regularly scheduled public hearing, public notice of which is given at least two weeks in advance; and
3. The Board finds that the anticipated cost to the District for services provided under the contract will be less than the anticipated marginal cost that would have been consumed in the absence of the purchases.

The contract must also identify the project specifications, costs, and projected energy savings; and the District must follow all applicable laws relating to contractor qualifications, licensing, and certification requirements related to the subject.

PROCESS FOLLOWED:

Pursuant to Government Code section 4217.16, the District sought proposals from four energy service providers (Compass Energy Solutions (CES), Honeywell, Chevron and Noreesco) for an LED interior lighting upgrade of the entire Santa Barbara City College Campus (inclusive of Wake and Schott) (“Project”) by way of an RFQ/P. CES was the only responder.

SAVINGS ANALYSIS:

The District intends to phase the Project in accordance with the amount of funds received under Proposition 39 for the 2013-2014 year (estimated at $518,260), and the following four years. It is
anticipated that the scope of the first phase of the Project will involve the interior LED upgrade of the Interdisciplinary Center, Business Communications Building, Learning Resource Center, and Physical Sciences 101 building.

The total cost to the District for services provided under the proposed Energy Services Agreement contract (which covers only phase 1) is $711,024. The projected energy cost savings to the District for the retrofit of these four buildings over the 25 year life expectancy of the system is $1,827,153, plus $53,286 in energy rebates.

RECOMMENDATION:

It is recommended the Board of Trustees approve Resolution No. 26 (2013-14) Findings for Energy Conservation Project and Energy Services Contract; and Approval of Award of Energy Services Agreement, LED Lighting Retrofit – Interdisciplinary Center, Business Communications Building, Learning Resource Center, and Physical Sciences 101.

Administrator Initiating Item: Julie Hendricks, Sr. Director, Facilities, Planning and Campus Development

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

FINDINGS RE: ENERGY CONSERVATION PROJECT AND ENERGY SERVICES CONTRACT WITH COMPASS ENERGY SOLUTIONS, LP

WHEREAS, the District is a public agency as that term is defined in Government Code §4217.11(j).

WHEREAS, as a California Community College District, the District is eligible to apply for and receive funds pursuant to the California Clean Energy Jobs Act ("Proposition 39") to support energy efficiency projects and workforce job training. The Proposition 39 Implementation Guidelines (Oct. 2013) authorize the use of Government Code 4217 as a contracting method for energy projects provided the District complies with the following criteria:

- Projects funded by awards shall require contracts that identify the project specifications, costs, and projected energy savings.
- Districts shall follow applicable law related to contractor qualifications, licensing, and certifications requirements related to the project.
- Districts shall not use a sole-source process to award grant proceeds.

WHEREAS, the provisions of Government Code §§4217.10 et seq. authorize a public agency to enter into an energy service contract for energy conservation services upon terms in the best interest of the District, provided that certain findings are made by the District’s Board of Trustees.

WHEREAS, energy conservation measures under Government Code §§4217.11 include "equipment, maintenance, load management techniques and equipment, or other measures to reduce energy use or make for a more efficient use of energy."

WHEREAS, District Staff has concluded that the costs of the energy conservation measures consisting of campus-wide upgrades of the existing interior lighting to an LED system ("Project") will be less than the anticipated marginal cost to the District of thermal, electrical, or other energy that would have been consumed by the District in the absence of these energy measures.

WHEREAS, District Staff solicited contractor qualifications and proposals for such a Project through a combined Request for Qualifications/Request for Proposal process and sought proposals from four energy service providers (Compass Energy Solutions (CES), Honeywell, Chevron and NoreSCO) and has evaluated the sole responder, CES, under the criteria of: (1) economic evaluation; (2) background, references, and experience with CCC EE projects; (3) experience with CCC/IOU program and public utility requirements; (4) approach to project; and (5) respondent financial information.

WHEREAS, District Staff has engaged in a comprehensive review and evaluation of the proposal from CES, the sole responder, and has determined that it meets the necessary criteria.
WHEREAS, the District intends to phase the work for the Project over the five year period for which Proposition 39 funding is anticipated.

WHEREAS, the energy measures set forth in the proposed Energy Services Agreement represent the first phase of the Project.

WHEREAS, the energy measures as set forth in the proposed Energy Services Agreement are anticipated to result in operational cost savings to the District by reduction of electric energy consumed, which, over the life expectancy of the system, will exceed the cost of the services provided.

NOW THEREFORE, the Board of Trustees makes the following findings and resolves as follows:

RESOLVED, that the Board finds that the anticipated cost to the District to design, procure and install the energy measures set forth in the proposed Energy Services Agreement at the District’s campus will be less than the anticipated marginal cost to the District of thermal, electrical, or other energy that would have been consumed by the District in the absence of these energy measures.

FURTHER RESOLVED, the Board finds that the terms of the proposed Energy Services Agreement are in the best interests of the District and include project specifications, costs, and projected energy savings,

FURTHER RESOLVED, the Board hereby authorizes the execution on behalf of the District of the proposed Energy Service Agreement by and between the Santa Barbara Community College District and Compass Energy Solutions, LP for the implementation of certain energy related improvements to District facilities in accordance with these findings and Government Code Sections 4217.10 to 4217.18.

The Foregoing RESOLUTION was adopted by the Board of Trustees of the Santa Barbara Community College District at a meeting of the Board duly called and held on the 27th day of March 2014, by the following vote:

Ayes:

Noes:

Absent:

Concur:

Lori Gaskin, Ph.D., Superintendent/President and Secretary/Clerk to the Board of Trustees
ENERGY SERVICES AGREEMENT
FOR
LED LIGHTING ENERGY EFFICIENCY PROJECT

This Energy Services Agreement ("Agreement") is entered into effective March 27, 2014, by and between the Santa Barbara Community College District ("District") and Compass Energy Solutions (CES), LP ("CES") with respect to the LED Lighting Energy Efficiency Project on the campus of Santa Barbara City College.

RECITALS

WHEREAS,

A. The District has qualified for funding under Proposition 39 to implement a lighting energy efficiency project, which involves the retrofit of existing interior lighting throughout the Santa Barbara City College Campus (inclusive of the Wake and Schott campuses) (the "Property") with energy efficient LED lighting fixtures ("Project");

B. The District intends to segment the Project in different phases, with this first segment ("Phase I") aligning with approved funding for the Proposition 39 Program and Funding Fiscal Year 2013-2014;

C. The amount of funding available to the District for the Proposition 39 Program and Funding Fiscal Year 2013-2014 is not yet determined, but is anticipated to be $518,260 ("Anticipated Award Amount");

D. The Anticipated Award Amount is expected to cover seventy-six percent (76%) of the total contract price for Phase 1 of the Project, all as set forth in the Scope of Work attached hereto as Attachment A;

E. The total contract price of $711,024 represents the total (i.e. 100%) cost for Phase 1 of the Project, inclusive of both construction costs and development costs;

F. Pursuant to Government Code section 4217.10 et seq., the District has selected CES on the basis of its skill and qualifications to provide design, installation, and maintenance/monitoring services related to the Project;

G. The projected energy savings for Phase 1 of the Project is set forth in Attachment B;

H. The Board of Trustees has determined, pursuant to Government Code section 4217.10 et seq., that the terms of this Agreement are in the best interest of the District and that the District may enter into this Agreement;

I. Phase 1 of the Project is required to be completed by June 30, 2014;
J. The parties are entering into this Agreement to set forth the terms and conditions for performance of the work by CES.

THEREFORE, in consideration of the mutual promises contained herein, the parties agree as follows:

AGREEMENT

1. Scope of Work.

   (a) CES shall furnish all labor, materials and equipment for the installation and completion of the retrofitted lighting system ("System") described in the Scope of Work (Attachment A). Upon the District's acceptance of the completed installation of the System, ownership and title of the System, and all components thereof, shall transfer to the District.

   (b) The District shall have the right to reduce the Scope of Work (Attachment A) and related cost in the event the Proposition 39 funding for the Program and Funding Fiscal Year 2013-2014 is less than the Anticipated Award Amount. The District shall notify CES as soon as reasonably possible if reductions to the Scope of Work are necessary. In consultation with CES, the District shall identify which items included in the Scope of Work line-by-line cost detail sheet should be eliminated from Phase 1. All reductions in the Scope of Work shall be reflected in a Change Order as set forth in Section 8 and Attachment F.

   (c) CES shall be responsible for disposal of all non-hazardous equipment and materials rendered useless as a result of the installation of the System. District shall arrange for the disposal of PCB-contaminated ballasts, if any, rendered useless as a result of the installation of the System. District acknowledges that the Scope of Work does not require CES to accumulate, remediate, handle, store, treat, transport, encapsulate, dispose of, or arrange for the disposal of any hazardous substance or material, no matter how defined, whether by Federal, State or local law or regulation. Any such work shall be contracted for by means of a change to this contract under Section 8 (Change in Work).

   (d) CES shall comply with and obtain all licenses and permits required by Federal, State and local law in connection with the installation of the energy conservation measures ("ECMs") of the System. Notwithstanding the foregoing, District shall be responsible for all taxes arising from or in connection with District's participation in this Agreement. District shall reimburse CES for any taxes, permits or fees not in effect on the date of this Agreement, but for which CES may become liable during the Term of this Agreement.
2. Notice to Proceed.

As soon as practicable after execution of this Agreement, District shall issue to CES a Notice to Proceed. After receipt of the Notice to Proceed, CES shall promptly commence performance of the work.

3. Compensation and Payment.

(a) CES shall provide services for the complete turn-key implementation of the System described in the Scope of Work at a cost not to exceed: $711,024.11 (as may be amended pursuant to the terms of this Agreement).

(b) The District will make progress payments to CES in accordance with the Payment Schedule set forth in Attachment C. Each invoice for progress payments shall be accompanied by a list in sufficient detail to reasonably identify the ECMs installed during that progress period. Thereafter, a Delivery and Acceptance Certificate in the form attached hereto as Attachment D-1 will be executed by the District with respect to the ECMs or portion thereof, installed during that progress period. A final Delivery and Acceptance Certificate (Attachment D-2) shall be executed by District upon Substantial Completion of the installation of the ECM's with respect to each progress period. District shall not unreasonably withhold or delay the execution of any Delivery and Acceptance Certificate, which shall be deemed approved by CES if District has not taken action with respect to any Certificate within ten (10) business days of its receipt thereof. For the purposes of this Agreement the term "Substantial Completion" shall mean that the subject ECM has been demonstrated by CES to be operating in a manner consistent with its manufacturer's intended use.

(c) Amounts not paid to CES on the date specified in in Attachment C shall accrue interest at the rate of 1% per month.

4. Rebates and Incentives

CES shall be responsible for identifying District’s eligibility for all available Investor Owned Utilities (IOU) incentive dollars and/or other rebates for the System for and on behalf of the District, for communicating with IOU’s on behalf of the District, and for coordinating the District’s application for incentive dollars/rebates on behalf of the District.


Ownership of and title to the ECMs referenced in each Delivery and Acceptance Certificate (Attachment D-1) will automatically transfer to the District upon both: (a) the delivery of each such Delivery and Acceptance Certificate and Attachment D-1 by District to CES, the execution and delivery of which shall not be unreasonably withheld or delayed; and (b) the completion of all District's payment obligations to CES.
6. **Schedule and Time for Completion.**

CES agrees to complete the System no later than June 30, 2014 from issuance of the Notice to Proceed by the District (the “Contract Time”). Time is of the essence in the performance of this contract.

CES, in consultation with the District, shall prepare an installation schedule for the work contemplated under this Agreement based on a completion date of June 30, 2014, which schedule shall, upon approval of the District, be incorporated into this Agreement as Attachment E.

7. **Right of Entry.**

District and CES shall mutually plan the scheduling of the work. District shall provide CES, and its employees, agents and subcontractors full access to the Property for the purpose of fulfilling CES's obligations under this Agreement during the entire performance period.

8. **Change in Work.**

CES may propose changes in the Scope of Work, including without limitation the types or quantities of ECMs to be installed, substantially in the form of Attachment F, the Change Order Form. District shall not unreasonably withhold or delay approval of such change orders provided that the intent of the change is consistent with the Scope of Work.

9. **Warranties.**

CES warrants that the installation services it performs will be performed consistent with good and workmanlike practices and that such work will be free from defects in materials and workmanship for a period of one (1) year. Any manufacturer’s warranties shall be assigned to District to the extent allowed by the manufacturer. CES does not warrant that the System will achieve any specific level of energy savings except as provided above.

Except as provided above, CES makes no warranties or representations of any kind, whether statutory, written, oral or implied, including without limitation, warranties of merchantability or suitability for a particular purpose regarding (i) the System, any portion of the System, or services supplied by CES hereunder to (ii) the System or any portion thereof acquired by the District under this Agreement.

10. **District’s Role.**

(a) District shall be responsible for the handling, transportation and disposal of all hazardous wastes in strict accordance with local, State and Federal regulations. CES’s Scope of Work is predicated on the viability of this project without the requirement for removal, encapsulation, or abatement of any hazardous substances or
wastes (including asbestos). In the event CES, its subcontractors, agents, or vendors encounter hazardous waste or substances (including asbestos) during performance of the work, it shall notify District of the presence of the hazardous waste or substance, and await District's direction as to how to proceed.

(b) **Protection.** District shall at all times act reasonably to protect the ECMs from damage, theft or injury to the same extent and in the same manner in which it protects its other property.

(c) **Storage.** District will provide reasonable rent free space for CES, or any of its subcontractors, to mobilize and store its supplies, tools and equipment during installation of the ECMs or other activities by CES within the Property pursuant to this Agreement for which such storage may be required. Said storage space shall be provided with locking capability reasonably acceptable to CES. Only CES, or any of CES's subcontractors, and the District's assigned personnel shall have access to the storage. District assumes no responsibility for stored ECM's nor will District provide any security.

11. **Defaults by District and CES**

(a) District shall be in default under this Agreement upon the occurrence of any of the following:

(i) District fails to pay when due any amount to be paid under this Agreement and such failure continues for a period of ten (10) days after written notice of overdue payment, unless payment is excused;

(ii) District fails to perform or meet any of its required duties or obligations under this Agreement and fails to cure such failure and the effects of such failure within thirty (30) days of receipt of notice of default, unless such failures and effects cannot be completely cured within thirty (30) days after said written notice, in which case a default shall exist only if District does not commence and diligently pursue to cure such failure and effects as soon as possible;

(iii) District goes into receivership, or makes an assignment for the benefit of creditors whether voluntary or involuntary, or a petition is filed by or against the District under any bankruptcy, insolvency or similar law and such petition is not dismissed within sixty (60) days;

(b) CES shall be in default under this Agreement upon the occurrence of the following:

(i) CES fails to perform or meet any of its required duties or obligations under this Agreement and fails to cure such failure or effects of such failure within thirty (30) days of receipt of written notice of default, unless such failure or effects cannot be completely cured within thirty (30) days after said
written notice, in which case a default shall exist only if CES does not commence
and diligently pursue to cure such failure as soon as possible.

12. Remedies for Defaults

(a) In the event District defaults under this Agreement, CES may:

(i) bring actions for any remedies available at law or in equity or
other appropriate proceedings for the recovery of damages, (including amounts
past due), and/or bring an action in equity for specific performance; and

(ii) without recourse to legal process, CES may terminate this
Agreement by delivery of written notice of termination.

(b) In the event CES defaults under this Agreement, District may terminate
this Agreement and bring an action in for any remedies at law or in equity.

13. Dispute Resolution

(a) Any dispute, controversy, or claim arising out of or relating to this
Agreement, or any breach or alleged breach thereof, shall, upon the request of any
party, if not resolved under (b) below, be submitted to mediation in conformance with the
commercial rules of the American Arbitration Association, as applicable. Mediation
shall be utilized prior to litigation. The expense of mediation shall be borne equally by
the parties, provided that each party shall pay for and bear the cost of its own experts,
evidence, and counsel.

(b) In the event of a dispute, controversy, or claim arising under or related to
this Agreement, either party shall deliver a written notice setting forth in reasonable
detail the matter in question to the other party. Any complaint or dispute which
cannot be settled by negotiation between the Parties within thirty (30) days of such
notice may upon the request of either party be submitted to mediation pursuant to
paragraph (a).

(c) No request for mediation shall suspend or otherwise affect the either
parties’ obligations hereunder.


If any legal action or other lawsuit is brought for the enforcement of this
Agreement, or because of an alleged dispute, breach, default, or misrepresentation in
connection with any of the provisions of this Agreement, the prevailing party shall be
entitled to recover reasonable attorneys’ fees and other costs incurred in that action or
proceeding, in addition to any other relief to which it may be entitled.
15. **Indemnification**

Each party shall indemnify and hold harmless the other party, its directors, officers, agents and employees from and against all damages, penalties, loss, claims, demands, suits, causes of action or expense (including reasonable attorney's fees) arising by reason of bodily injury or damage to property to the extent caused by the negligence or wrongful act of the indemnifying party or any party for which it is legally responsible.

16. **Insurance and Prevailing Wage**

(a) Without limiting any of its obligations or liabilities under this Agreement, CES shall provide and maintain at its expense the following insurance coverages:

(i) Comprehensive General Liability Insurance (Bodily Injury and Property Damage) of $1 million per occurrence and $2 million in the aggregate and CES shall provide the District with a certificate showing that the District is named as an additional insured within five days of execution of this Agreement;

(ii) Comprehensive automobile liability (including owned, non-owned and hired automotive equipment): Bodily Injury per person, $1 million; Bodily Injury per occurrence, $1 million; Property Damage per occurrence, $1 million.

(iii) Workers' Compensation in accordance with applicable law, evidence of which shall be provided to the District within five days of execution of this Agreement; and

(iv) Employer's Liability Insurance of $1,000,000.

(b) Without limiting any of its obligations or liabilities under this Agreement, District will, at its expense, maintain at all times during the contract time, fire and extended coverage, public liability and product damage insurance with respect to the System and all its components thereof in such amounts, covering such risks, and with such insurers as shall be satisfactory to CES. CES shall be designated a named additional insured on such policies, and its interests shall be primary to any insurance it procures.

(c) CES shall comply with all applicable provision of the California Labor Code, Division 2, Part 7, Chapter 1. As such, not less than the general prevailing rate of per diem wages, and not less than the general prevailing rate of per diem wages (found on the State of California, Dept. of Industrial Relations website) for legal holiday and overtime work, for each craft or type of workman needed to execute the work contemplated under this Agreement, shall be paid to all workmen employed on said work by CES, or by any subcontractor doing or contracting to do any part of said work.
17. **Fingerprinting and Drug-Free Workplace Requirements.**

CES shall comply with the "drug free workplace" requirements set forth in Government Code section 8355, and shall comply with any and all fingerprinting and criminal background checks required by State law.

18. **Permits and Licenses**

CES and all CES employees/agents shall secure and maintain in force, at CES's sole cost and expense, such permits and licenses are required by law in connection with the furnishing of materials, supplies or services pursuant to this Agreement.

19. **Anti-Discrimination**

It is the policy of the District that in connection with all work performed under contracts there be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, mental condition, marital status, sexual orientation, gender or age, and therefore CES agrees to comply with applicable Federal and California Laws, including the California Fair Employment and Housing Act beginning with Government Code section 12900 and Labor Code section 1735. In addition, CES agrees to require like compliance with any subcontractors.

20. **Agreement Interpretation and Performance**

The interpretation and performance of this Agreement, and the interpretation and enforcement of the rights of the Parties hereunder, shall be in accordance with and controlled by the laws of State of California. In the event of any ambiguity or conflict in meaning, the terms of this Agreement shall not be construed against the drafting Party based upon that Party's having drafted this Agreement. All lawsuits commenced under this Agreement shall be brought in that state court having jurisdiction over matters arising in the county in which this contract shall be performed.

21. **Severability**

In the event that any clause or provision of this Agreement or any part thereof shall be declared invalid by any court having jurisdiction, such invalidity shall not affect the validity or enforceability of the remaining portions of this Agreement.

22. **Assignments and Subcontracting**

(a) CES may elect to use subcontractors of its selection in meeting its obligations hereunder.

(b) CES shall not assign this Agreement in whole or in part to any other party without first obtaining the consent of District, which consent shall not be unreasonably withheld. Notwithstanding the foregoing, CES may assign, without obtaining the written consent of District, its rights and obligations under this
Agreement in whole or in part to any affiliated or associated company of CES and its rights under this Agreement to any financial institution, lender or investor in connection with a leasing or financing arrangement for the System. CES will notify District thirty (30) days prior to any such assignment.

23. Waiver

The failure of either Party, at any time or times, to enforce any right or obligation with respect to any matter arising in connection with this Agreement shall not constitute a waiver as to future enforcement of that right or obligation, or any other right or obligation under this Agreement.

24. Force Majeure

(a) If either Party shall be unable to carry out any part of its obligations under this Agreement (except District's obligation to make payments when due) due to causes beyond its control ("Force Majeure"), including but not limited to an act of God, strikes, lockouts or other industrial disturbances, acts of public enemies, orders or restraints of any kind of the government of the United States or any state or any of their departments, agencies, or officials, or any other civil governmental, military or judicial authority, war, blockage, insurrection, riot, sudden action of the elements, fire, explosion, flood, earthquake, storms, drought, landslide, or explosion or nuclear emergency, this Agreement shall remain in effect but the affected Party's obligations shall be suspended for a period equal to the disabling circumstances, provided that:

(i) the non-performing Party gives the other Party prompt written notice describing the particulars of the Force Majeure, including but not limited to the nature of the occurrence and its expected duration, and continues to furnish timely regular reports with respect thereto during the period of Force Majeure;

(ii) the suspension of performance is of no greater scope and of no longer duration than is required by the Force Majeure;

(iii) no obligations of either Party that arose before the Force Majeure causing the suspension of performance are excused as a result of the Force Majeure:

(iv) the non-performing Party uses reasonable efforts to remedy its inability to perform; and

(v) the term of this agreement, at CES's option, shall be extended for a period equal to the number of days that the Force Majeure prevented the non-performing Party from performing.

(b) Any decision by District to close or change the use of the facilities at the Property shall not constitute a Force Majeure excusing District's performance under this Agreement.
25. **Contract Documents**

(a) Upon execution of this Agreement by both Parties, this Agreement will become the complete and exclusive statement of the agreement between the Parties and supersedes all proposals, prior agreements and all other communication, oral or written, between the Parties relating to the subject matter of this Agreement.

(b) Headings are for the convenience of reference only and are not to be construed as a part of the Agreement.

(c) In addition to any other legal effect intended by the signature of District on this Agreement, such signature also constitutes representation by District that the individual signing on behalf of District is authorized to bind District as provided under this Agreement.

26. **Independent Contractor**

CES is an independent contractor and nothing in this Agreement shall be construed as reserving to District any right to exercise any control over or to direct in any respect the conduct or management of business or operations of CES on the Property. The entire control or direction of such business and operations shall be in and shall remain in CES, subject only to CES's performance of its obligations under this Agreement. Neither CES nor any person performing any duties or engaged in any work on the Property on behalf of CES shall be deemed an employee or agent of District.

The District and CES are independent of one another and shall have no other relationship relating to or arising out of this Agreement. Neither Party shall have or hold itself out as having the right or authority to bind or create liability for the other or to make any contract or otherwise assume any obligation or responsibility in the name of or on behalf of the other Party.

27. **Notices**

All notices and other communication under this Agreement (other than required progress payments) shall be deemed properly given upon receipt if delivered in person or sent by registered mail, return receipt requested and postage prepaid, addressed as follows:

To CES:
- Compass Energy Solutions LP
- Attention: Fred Ghahramani
- 301 9th St., Suite 411
- Redlands, CA 92374

To District:
- Santa Barbara City College
- Attention: Joseph Sullivan, Vice President Business Services
- 721 Cliff Drive
- Santa Barbara, CA 93109
Either Party may change such address from time to time by written notice to the other Party.

28. Third Party Beneficiaries

Except as may be specifically provided for in this Agreement, the Parties hereto do not intend to create any rights for, or grant any remedies to, any third party beneficiary of this Agreement.

29. Representations and Warranties

Each Party warrants and represents to the other that:

(a) It has all requisite power, authority, licenses, permits, and franchises, corporate or otherwise, to execute and deliver this Agreement and perform its obligations hereunder:

(b) Its execution, delivery, and performance of this Agreement have been duly authorized by, or are in accordance with, as to CES, its organic instruments and, as to District, by all requisite municipal, board, or other action and are not in breach of any applicable law, code or regulation; this Agreement has been duly executed and delivered by the signatories so authorized, and constitutes each Party's legal, valid and binding obligation;

(c) Its execution, delivery, and performance of this Agreement shall not result in a breach or violation of, or constitute a default under, any agreement, lease or instrument to which it is a party or by which it or its properties may be bound or affected; and

(d) It has not received any notice, nor to the best of its knowledge is there pending or threatened any notice of any violation of any applicable laws, ordinances, regulations, rules, decrees, awards, permits or orders which would materially adversely affect its ability to perform hereunder.

(e) The persons executing this Agreement are fully authorized by law to do so.

(f) In addition, District warrants and represents to CES that District has obtained or shall obtain all necessary governmental, legal, administrative and any other approval necessary for it to enter into this Agreement.

30. Notifications of Governmental Action - Occupational Safety and Health

The Parties agree to notify each other as promptly as is reasonably possible upon becoming aware of an inspection under, or any alleged violation of, the Occupational Safety and Health Act or any other provision of federal, state or local law, relating in any way to the undertakings of either Party under this Agreement.
31. References

Unless otherwise stated all references to a particular Attachment or to Attachments herein are to the referenced Attachment or Attachments which are attached to this Agreement and all such referenced Attachments are incorporated by reference within this Agreement. All references herein to a Section shall refer to a Section of this Agreement unless this Agreement specifically provides otherwise.

32. Approval

This Agreement shall not be executory until all necessary State or local approvals are obtained.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their respective duly authorized officers, as of the Effective Date.

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

By: ________________________________
    Joseph Sullivan
    Vice President Business Services

COMPASS ENERGY SOLUTIONS, LP

By: ________________________________
    Fred Ghahramani
    President/CEO
SCOPE OF WORK FOR
Interior LED Lighting Upgrade
Retrofitting BC, IDC, LRC and PS1 buildings
Santa Barbara City College
ENERGY CONSERVATION MEASURE
At
Santa Barbara, CA

RETROFIT INTERIOR LIGHTING TO LED

CES conducted a detailed review of Santa Barbara City College (SBCC) East and West Campuses, Wake and Schott Center facilities’ electrical distribution system, Energy Management System, interior lighting, interior lighting layout and lighting fixtures. Our directive was to determine the best esthetically suitable and the most economical lighting retrofit, matching the entire campus interior lighting demand with state of the art LED lighting upgrade.

CES has concluded the analysis and recommending retrofitting existing Fluorescent technology to LED lighting technology. CES has investigated and maximized the amount of utility rebate to be used for the proposed system, hence, better business strategy to maximize the investment dollars while adding significant lighting benefits for visitors, students and staff.

LED stands for Light Emitting Diode. This type of lighting is basically a semi-conductor device that converts electrical energy into light. Individual LEDs are very small, usually about a quarter-inch in diameter. In a desk lamp or outdoor light, for example, they can be arranged in a circle pattern or grouped in a tight cluster that mimics the look and placement of a conventional light bulb. They are highly energy efficient, typically using 85% less than an incandescent bulb and 50% less than a CFL. LEDs make sense for anyone who wants to conserve energy and is interested in energy efficiency.

Additionally LEDs last for a long, long time - up to 100,000 hours and more. If used for 14 hours a day, that means an LED will last up to 20 years! Because they last so long, they're great for using in those hard-to-reach fixtures or overhead lights. You'll be spending less time on maintenance with these phenomenal bulbs and lighting fixtures. Energy saving LEDs truly is a great idea whose time has come.

CES offers a turnkey installation of this retrofit/upgrade system. This lighting system will be comprised of retrofitting existing interior lighting from fluorescent technology to LED. The project investment for this phase of the project is $711,024.00 and will be paid for with Prop 39 budget allocation and energy efficiency rebates and energy savings.
OUR SERVICE INCLUDES THE FOLLOWING:

1. Site investigation
2. Energy engineering
3. Lighting audit
4. Lighting analysis and calculations
5. Lighting retrofit recommendations and specifications
6. Identification and protection of existing services
7. Competitive bidding process
8. Selection of sub-contractors
9. Construction management
10. Start up and commissioning
11. Training
12. Warranties as offered by manufacturers

Additionally, CES will work on SBBC’s behalf to identify and secure any available energy rebates from the local utilities (SCE) and/or State agencies.

Financing is also available for energy projects like yours. CES works on SBCC’s behalf to identify and secure any financial means as a pass through for SBCC.

The new lighting system will be an outstanding example of state-of-the-art lighting design and construction. It will be attractive, fully automatic, safe, and reliable; require minimum maintenance and operation. This system investment represents exceptional financial return on the investment. Any applicable energy rebate(s) will further enhance the economics of this worthy project. This project meets title 24 energy requirements and using Daintree technology will provide great control of the interior lighting such as dimming features, day light harvesting, demand response capability, just to mention a few.

EXCLUSIONS:

• Any permit requirements, if needed
• Pre-existing conditions, if needed repair
• Electrical repair

PROJECT COMPLETION SCHEDULE:

From start to substantial completion is approximately three months.
WARRANTIES

CES provides material and labor warranty (defect and workmanship) for the period of one (1) year and five (5) years on equipment only, from the date of purchase.

GENERAL ITEMS

We will provide equipment submittals for review and approval prior to ordering any new equipment (for this proposal please see line by-line lighting audit for quantities and product specifications) and we will provide training and Operation & Maintenance Manuals at the completion of the LED lighting retrofit.

All work is based on normal working hours. No provisions are included for temporary electrical power. We will work closely with SBCC staff to put together and adhere to a concise project schedule.
<table>
<thead>
<tr>
<th>Year</th>
<th>(A) Estimated Annual Energy Savings</th>
<th>(B) Estimated Annual Operational Costs</th>
<th>(C) Estimated Annual Prop 29 Fund</th>
<th>(D) Estimated Annual Savings (A) - (B) + (C)</th>
<th>(E) Annual Gold Service (10 Years)</th>
<th>(F) Estimated Annual Cash Flow (D) + (E)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>35,301</td>
<td>0</td>
<td>32,330</td>
<td>2,971</td>
<td>44,807</td>
<td>50,778</td>
</tr>
<tr>
<td>2</td>
<td>35,301</td>
<td>0</td>
<td>32,330</td>
<td>2,971</td>
<td>44,807</td>
<td>50,778</td>
</tr>
<tr>
<td>3</td>
<td>35,301</td>
<td>0</td>
<td>32,330</td>
<td>2,971</td>
<td>44,807</td>
<td>50,778</td>
</tr>
<tr>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
</tr>
<tr>
<td>16</td>
<td>78,815</td>
<td>0</td>
<td>74,415</td>
<td>4,400</td>
<td>113,215</td>
<td>127,615</td>
</tr>
<tr>
<td>17</td>
<td>86,521</td>
<td>0</td>
<td>82,105</td>
<td>4,416</td>
<td>114,521</td>
<td>128,937</td>
</tr>
<tr>
<td>18</td>
<td>89,297</td>
<td>0</td>
<td>84,875</td>
<td>4,422</td>
<td>115,722</td>
<td>129,147</td>
</tr>
<tr>
<td>19</td>
<td>91,058</td>
<td>0</td>
<td>86,644</td>
<td>4,434</td>
<td>116,992</td>
<td>130,426</td>
</tr>
<tr>
<td>20</td>
<td>92,807</td>
<td>0</td>
<td>88,368</td>
<td>4,449</td>
<td>118,256</td>
<td>131,705</td>
</tr>
<tr>
<td>21</td>
<td>94,551</td>
<td>0</td>
<td>90,083</td>
<td>4,468</td>
<td>119,511</td>
<td>132,979</td>
</tr>
<tr>
<td>22</td>
<td>96,287</td>
<td>0</td>
<td>91,795</td>
<td>4,482</td>
<td>120,762</td>
<td>134,254</td>
</tr>
<tr>
<td>23</td>
<td>98,021</td>
<td>0</td>
<td>93,499</td>
<td>4,512</td>
<td>121,999</td>
<td>135,531</td>
</tr>
<tr>
<td>24</td>
<td>99,755</td>
<td>0</td>
<td>95,191</td>
<td>4,544</td>
<td>123,231</td>
<td>136,805</td>
</tr>
<tr>
<td>25</td>
<td>101,487</td>
<td>0</td>
<td>96,883</td>
<td>4,604</td>
<td>124,475</td>
<td>138,085</td>
</tr>
<tr>
<td>Total:</td>
<td>1,837,483</td>
<td>0</td>
<td>1,701,090</td>
<td>1,363,393</td>
<td>3,164,413</td>
<td>3,546,413</td>
</tr>
</tbody>
</table>

Notes:
- Analysis based on 15% financing.
- Expected life of system is 25 to 30 years.
- Electric rate escalation is assumed to be 6% annually.
-分析是基于15%的融资。
-系统预期寿命为25至30年。
-电力费率的递增被假设为每年6%。
- Estimated annual savings Prop 29 allocation is $318,250 for 1st year.
- Estimated annual savings Prop 29 allocation is $318,250 for 1st year.
**ATTACHMENT C**

Compass Energy Solutions
Project: Santa Barbara City College
Payment Schedule
March 27, 2014

<table>
<thead>
<tr>
<th>Payments Schedule</th>
<th>% of Project</th>
<th>Dollar Amount</th>
<th>Invoice Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Project Cost</td>
<td>100%</td>
<td>$711,024</td>
<td></td>
</tr>
<tr>
<td><strong>Mobilization</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Mobilization</td>
<td>25.0%</td>
<td>$168,868</td>
<td>4/1/14</td>
</tr>
<tr>
<td>Less 5% retention</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Progress 1</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Progress 1 @ 50%</td>
<td>35.0%</td>
<td>$236,415</td>
<td>6/1/2014</td>
</tr>
<tr>
<td>Less 5% retention</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Progress 2</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Progress 2 @ 100%</td>
<td>40.0%</td>
<td>$270,189</td>
<td>8/15/2014</td>
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<td>Less 5% retention</td>
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<td></td>
</tr>
<tr>
<td><strong>Progress 3</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Retention</td>
<td>5.0%</td>
<td>$35,552</td>
<td>7/15/2014</td>
</tr>
<tr>
<td><strong>Total Payment</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Payment</td>
<td>100.0%</td>
<td>$711,024</td>
<td></td>
</tr>
<tr>
<td>Including Retention</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1 of 1

3/11/2014
ATTACHMENT D-1
Delivery and Acceptance Certificate

Customer hereby acknowledges receipt of that portion of the Energy Efficiency Measures ("ECMs") described Attachment A to the Energy Services Agreement between the District and CES ("Agreement"), which are listed and attached hereto as fully installed and in good working condition. The District hereby accepts the ECMs listed and attached hereto after full inspection thereof as satisfactory for all purposes of the Agreement. District agrees to make the required payment(s) to CES as set forth in Section 3 and Attachment C of the Agreement.

Date accepted by District: ______________________

Accepted on behalf of District by:

[Name]
[Title]
ATTACHMENT D-2
Delivery and Acceptance Certificate
UPON SUBSTANTIAL COMPLETION

Customer hereby acknowledges receipt of that portion of the Energy Efficiency Measures ("ECMs") described Attachment A to the Energy Services Agreement between the District and CES ("Agreement"), which are listed and attached hereto as fully installed and in good working condition. The District hereby accepts the ECMs listed and attached hereto after full inspection thereof as satisfactory for all purposes of the Agreement. District agrees to make the required payment(s) to CES as set forth in Section 3 and Attachment C of the Agreement.

Date accepted by District: __________________________

Accepted on behalf of District by:

[Name]

[Title]
CHANGE ORDER FORM

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

Change Request

No. __________________________________________

Customer: ________________________________________________________________

Department: ______________________________________________________________

Project No. __________________ Contract No. __________ Site: _________________

Title: _________________________________________________________________

I. REQUEST

Date: ______________________

(a) Requested by ___________________________ Of ____________________________

(b) Description of change ____________________________________________

II. CES’s AGREEMENT

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

Payment shall be made on the basis of:

Cost plus Basis

“Not-to-exceed”

(Computed in accordance with provisions of this Agreement)

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

An extension of contract time of ________ calendar days to __________ is requested.

COMPASS ENERGY SOLUTIONS ______________________ Date: __________

CUSTOMER APPROVAL: ____________________________ Date: __________

Customer: ________________________________________________________________________

By: ______________________________________________________________________________

Title: _____________________________________________________________________________

Contract Award $ ___________________________ Previous Additions $ ___________________________

Previous Deductions $ ___________________________ Net Total $ ___________________________

This Change $ ___________________________ Total $ ___________________________
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: PRESIDENT
DATE March 27, 2014
SUBJECT: Strata Information Group Contract Agreement
ATTACHMENT(S) 7 pages (two SOWs)

BACKGROUND:
The district has employed the services of Strata Information Group (SIG) since 2005 to assist with the procurement and implementation of our Banner Enterprise Resource Planning (ERP) (a suite of integrated applications). The Statement of Work (SOW) 03 contract time is 1936 hours for One College, Two Summer Terms, and Learning Communities. The SOW 04 is 836 hours for Fiscal Independence. The college plans to implement the four major projects (described below) which require additional SIG consultant support and backfill over the next three years.

Projects:
1. One College - Moving all of Non-credit courses, students, Academic History, faculty, and business processes into Banner
2. Summer Term II - ERP Configuration, implementation, and processing required to add an additional summer term
3. Learning Communities - Current process to offer this successful methodology is cumbersome and not scalable, reworking and revising implementation
4. Fiscal Independence - Work needed to process payroll in house since the county is moving to a new system and will start billing the district to provide these services

Including the backfill requests for the Admissions and the Scheduling offices, the total amount of general funds required to complete these four projects is $371,380.

RECOMMENDATION:
It is recommended the Board of Trustees approve the Strata Information Group contract agreement.

Administrator Initiating Item: Daniel Watkins, Director, Information Technology
Approved by: Joseph E. Sullivan, Vice President, Business Services
Under the terms of the Agreement dated July 1, 2013, Strata Information Group (SIG) will provide consulting services for the staff of the Santa Barbara City College (SBCC).

Description of Work: On January 6, 2014, Dan Watkins, Director Information Technology Infrastructure and Systems at SBCC, requested Banner\textregistered Student functional and technical resources to assist SBCC staff with:

- One College project for the migration of the Continuing Education (CE) and Adult High School students and associated academic history to Banner\textregistered.
- Summer II project for the addition of a second summer term
- Learning Communities project for streamlining processing of Learning Communities configuration and registration
- Human Resources/Payroll (HR) functional consulting for the overlap of the Fiscal Independence project with the One College project. This work is represented in an additional Statement of Work (SOW-04 "Fiscal Independence"), although there will be services for selected data conversion needs and functional requirements.

Proposed Services:

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remote services and on-site visit will be scheduled to complete the following:</td>
<td></td>
</tr>
<tr>
<td>1. Project management (8 on-site trips and 4 undesignated remote weeks)</td>
<td>440</td>
</tr>
<tr>
<td>2. One College project - Banner\textregistered Student consulting (8 on-site weeks)</td>
<td>440</td>
</tr>
<tr>
<td>3. One College project - Conversion programming and technical consulting (4 on-site and 6 remote weeks)</td>
<td>440</td>
</tr>
<tr>
<td>4. Summer II - Banner\textregistered Student consulting (5 on-site weeks)</td>
<td>220</td>
</tr>
<tr>
<td>5. Learning Communities - Process Discovery, Banner\textregistered Student consulting (5 on-site weeks)</td>
<td>220</td>
</tr>
<tr>
<td>6. Workflow development for Learning Communities (2 on-site and 2 remote weeks)</td>
<td>176</td>
</tr>
<tr>
<td>Total Hours:</td>
<td>1,936</td>
</tr>
</tbody>
</table>

Note: Approximate hours and costs are based on the estimated tasks to complete this project as described in the attached, "General Outline of Services". This may vary based on the assumptions listed on page three and changes in SBCC's needs.

Summary of Estimated Costs:

<table>
<thead>
<tr>
<th>Labor:</th>
<th>Travel:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$319,440</td>
<td>$51,200 (32 trips)</td>
<td>$370,640</td>
</tr>
</tbody>
</table>

Notes:

- Rate: $165 per hour through June 30, 2014. This rate may increase by $5.00 per hour effective on each subsequent year.
- SIG invoices only for consulting hours and travel expenses actually used.
- Travel expenses, if applicable:
  - Travel time is capped at eight (8) hours per trip.
  - Travel expenses are estimated at $1,600 per weekly trip, per consultant.
  - SIG will make every attempt to reduce travel expenses, including coach airfare and the use of client-recommended lodging.
- Costs exclude all state taxes, if applicable.

For Santa Barbara City College: Jack Friedlander, Executive Vice President

For Strata Information Group: Frank M. Vaskelis, Vice President

Date: ___________________________  Date: ___________________________
General Outline of Services

These services are subject to change depending on SBCC’s priorities, needs, and availability of staff and systems.

1. Project management and consultant project preparation
   - Create a project plan and timeline for the concurrent projects referred to as ‘Three-Projects’
   - Recommend a project structure with appropriate teams and escalation channels
   - Conduct conference calls with the SBCC Information Technology, Student Services, and appropriate academic departmental personnel and other designated project participants to:
     o Review services to be provided and specific client issues and expectations
     o Finalize an agenda for each session and presentation logistics
     o Monitor progress, and re-assess feasibility of target go-live dates if needed
   - Remote and on-site monitoring and coordination of project deliverables

2. One College project – Banner® Student consulting
   - Test access through VPN to Banner® test instance and systems to complete an initial review of SBCC’s data, rules setup, and system configuration
   - Assess, train, and consult on configuration of Banner® to accommodate CE data to be migrated from Lumens®
   - Assess, train, and consult on configuration of Banner® to accommodate Adult High School data to be migrated from Aeries®
   - Assist in identifying configuration and conversion mapping decisions and impact
   - SBCC staff will be responsible for assessing impact of configuration decisions on MIS reporting, internal SBCC reporting (including data mart), and existing Banner® integration processes

3. One College project – Conversion programming and technical consulting
   - Work with SBCC technical staff and One College core team to develop specifications for conversion of general person data from Lumens® and Aeries®, conversion of learner record data, and academic history
   - Code conversions and scripts as agreed between SBCC and SIG
   - SBCC will provide a dedicated Banner® instance for conversion work

4. Summer II – Banner® Student consulting
   - Provide training and configuration recommendations for a second summer term (one six-week session will end on a Friday with the second six-week session to begin the following Monday)
   - Address issues with grades, end of term processing, and pre-requisites
   - Assist in identifying change management issues or decisions
   - SBCC staff will be responsible for assessing impact of configuration decisions on MIS reporting, internal SBCC reporting (including data mart), and existing Banner® integration processes

5. Learning Communities – Process Discovery, Banner® Student consulting
   - Review and assess current practice for setting up Learning Communities
   - Provide training on block scheduling, reserved seating, and other Banner® functionality that may help streamline processing of Learning Communities

6. Workflow development for Learning Communities
   - Develop the highest priority workflow to assist in streamlining largely manual processing in Learning Communities set up (routing/approvals of withdraw requests, or routing/approvals for initial set up request)
SIG assumptions and access requirements to be provided by SBCC:

- Provide secure remote access for the SIG consultant to include:
  - VPN and network access
  - Banner® Student test database environments with a User ID and recently cloned data
  - Password for baninst1 to the test system
  - URLs for Banner® INB
  - Student Self Service Banner®
  - SQL Developer
  - Other software or access requirements, as needed
- Augusoft Lumens®, Aries® and other third party vendor applications products which contain CE student data.
- Provide timely technical support and assistance to the SIG consultants.
- Provide a dedicated meeting room and audio visual equipment, easel, and flip chart, where required.
- Provide one designated point of contact from SBCC responsible for the project leadership and to coordinate the attendance of all needed SBCC staff and resources during scheduled timeframes.
- Included in this estimate are four (4) weeks of SIG consulting resources for the implementation of Learning Communities workflows, which have yet to be defined. Estimates may vary depending upon SBCC desired process flow and resulting specifications.
- Conversion efforts as defined are dependent upon the final specifications, which will not be complete until after a number of initial student consulting sessions.
- The level of conversion services as designated will be dependent upon how responsibilities between SBCC and SIG are shared for coding, testing, and validating.
Under the terms of the Agreement dated July 1, 2013, Strata Information Group (SIG) will provide consulting services for the staff of the Santa Barbara City College (SBCC),

Description of Work:

On January 16, 2014, Dan Watkins, Director of Information Technology Infrastructure and Systems at SBCC, requested SIG provide Banner® functional and technical consulting services to assist the SBCC Human Resources and Payroll (HR), and Financial systems staff with migrating from the Santa Barbara County Office of Education Human Resources and Payroll systems to SBCC Banner® Human Resources System “Fiscal Independence Project”. This project includes the incorporation of the Continuing Education (CE) and Center for Lifelong Learning (CLL) programs in the Fiscal Independence Project. It is estimated that approximately 20% of the project cost is attributed to the CE/CLL programs.

Proposed Services:

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remote services and on-site visits will be scheduled to complete the following:</td>
<td></td>
</tr>
<tr>
<td>1. Project management and consultant project preparation (remote)</td>
<td>38</td>
</tr>
<tr>
<td>2. Functional and technical consulting services (on-site and remote)</td>
<td>798</td>
</tr>
<tr>
<td><strong>Total Hours:</strong></td>
<td><strong>836</strong></td>
</tr>
</tbody>
</table>

Note: Approximate hours and costs are based on the estimated tasks to complete this project as described in the attached, “General Outline of Services”. This may vary based on the assumptions listed on page 4 and changes in SBCC’s needs. Selected visits have been included as optional, but are included in the cost estimate.

Summary of Estimated Costs:

<table>
<thead>
<tr>
<th>Labor:</th>
<th>Travel:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$137,940</td>
<td>$34,200 (19 trips)</td>
<td>$172,140</td>
</tr>
</tbody>
</table>

Notes:
- Services are billed at $165 per hour. This rate is valid through June 30, 2014 and may increase by $5.00 per hour effective on each subsequent year.
- SIG invoices only for consulting hours and travel expenses actually used.
- Costs exclude all state taxes, if applicable.
- Travel expenses, if applicable:
  - Travel time is capped at eight (8) hours per trip.
  - Travel expenses are estimated at $1,800 per weekly trip, per consultant.
  - SIG will make every attempt to reduce travel expenses, including coach airfare and the use of client-recommended lodging.

For Santa Barbara City College:

Jack Friedlander, Executive Vice President

Date: __________________________

For Strata Information Group:

Frank M. Vaskelis, Vice President

Date: __________________________
General Outline of Services

These services are subject to change depending on SBCC’s priorities, needs, and availability of staff and systems.

1. Project management and consultant project preparation
   • Conduct conference calls with the SBCC Information Technology, Human Resources, Payroll, Financial, and other designated project participants to:
     o Review services to be provided and specific client issues and expectations
     o Finalize an agendas for each session and presentation logistics
   • Test access through VPN to Banner® test instance and systems to complete an initial review of SBCC’s data, rules setup, and system configuration

2. Project timeline and milestones
   • March 2014
     o CE/CLL processes reviewed to establish Banner® setup issues and prepare for EPAF roll-out
     o Meet with Team Leads for project overview and status
     o Review of EPAF pilot session and roll-out plan
     o Review and test time entry options
     o Review and test payroll adjustments and manual checks
     o Test producing checks
     o Review bank routing number options and entering into Banner® Production
     o Review core setup forms including PTRBDCA, PTRBCAT, PTRLCAT, PTRREARN and other key forms
     o IPEDS data added to NTRPCLS and NBAPOSN
     o Review PTRUSER, PSAECLS, and PSAORGN
     o Review setting-up of EPAF groups
     o Continue database setup
     o Review and finalize deferred pay options
   • May 2014 (one on-site visit)
     o CE/CLL EPAF data testing
     o Complete core database setup and training
     o Finalize EPAF setup in Production
     o Review and clarify any items regarding how personnel transactions will be processed via EPAFS
     o Testing and setup for vendor payments
     o New salary table data reviewed and finalized
     o Deferred payments establishment
     o Review communication plan and processes
   • June 2014 (one on-site visit)
     o Data for CE/CLL reporting identified
     o Year-end roll processes
     o Review budget and encumbrance options
     o Establish process for documentation of processes to include EPAFS, database setup, and Fiscal Independence Project requirements
     o Identify needed reports
     o Identify interfaces needed for reporting data to vendors
     o Review EPAF security setup and processes
     o Security setup of forms for PSAECLS, PSAORGN, PTRUSER, NOPEAMA, and NOAEPAF
   • June 2014 (Second on-site visit)
     o Continued roll-out of CE/CLL EPAFS
     o Establish bank accounts and funds for payroll processing
     o Establish new fund as needed for SBCC
     o Test Student and Adjunct data
     o Test interface data for vendors
     o Review SBCOE specifications and determine if setup requires any adjustments
     o Review CE/CLL specifications and data processes
     o Identify additional pilot group testing for data entry tasks to include continued rollout of additional EPAFS
     o Identify potential workflows
August 2014 (one on-site visit)
  o Data for CE/CLL will be reviewed during feed testing
  o Finance feed testing
  o Test budget processes
  o Test encumbrance processing and recasting
  o Review finance posting
  o Review training and communication plans
  o Continue to collect feedback from “test” groups
  o Continue to develop and edit EPAF data as required
  o Test workflows and reports

September 2014 (one on-site visit)
  o CE/CLL business practices reviewed
  o Dry run test to ensure setup designed to meet SBCC business practices
  o Evaluate internal controls and division of labor
  o Training and communication of new processes
  o Review and finalize EPAF documentation and review additional project documentation
  o Workflows and reports tested

October 2014 (one on-site visit)
  o Review of leave and benefit data for CE/CLL staff
  o TEST complete feed to finance process
  o Audit of data entry tasks
  o Identify outstanding processes that require testing
  o Continue to perform parallel testing processes – identify areas for review to include leave processes, benefit and deduction updates and one-time payments
  o Review Self Service Banner® (SSB) options

November 2014 (one on-site visit)
  o Final EPAF data for CE/CLL review
  o Testing of setup continues
  o Training and communication plan
  o Continue to collect feedback from “test” group
  o Continue to develop, edit, EPAF data and processes
  o Finalize data employees can change using SSB
  o Test workflows and reports

December 2014 (one on-site visit)
  o W2 data reviewed for CE/CLL staff
  o Dry run test to ensure setup working based on SBCC business practices
  o Training and communication continues
  o Calendar year-end processes reviewed and tested
  o Checklist created for SBCC calendar year-end
  o W2’s tested
  o Other payroll reports reviewed and tested including the 941 report

January 2015 (Optional one on-site visit)
  o Review payroll registers
  o Review benefit and deduction register
  o Practice making changes during regular payroll processing including manual checks, adjustments, and other edits
  o Test production of W2’s

February 2015 (one on-site visit)
  o Parallel testing for CE/CLL
  o Final parallel payroll testing
  o Testing of SSB options completed and pilot group review
  o Continue to collect feedback from “test” group
  o Training and communication
  o Test workflows and reports

March 2015 (Optional one on-site visit)
  o Implementation readiness
  o Training and communication
  o Review and finalize EPAF documentation
  o Review of workflows and reports in use
• April 2015 (one on-site visit)
  o Edits to CE/CLL data for year-end roll reviewed
  o Full finance feed processed, data reviewed, and setup issues resolved
  o Address outstanding items
  o Make any adjustments needed
  o Debrief of processes with team members “EPAF”

• May 2015 (Optional one on-site visit)
  o Implementation readiness
  o Complete run through of first paycheck process in preparation of July go-live
  o Training and communication
  o Review and finalize project documentation
  o All workflows and reports tested and in use

• June 2015 (one on-site visit)
  o Implementation review for CE/CLL staff
  o Implementation readiness
  o Test first paycheck process for identified “Dirty Dozen” group
  o Review fiscal year-end processes
  o Edit salary tables as needed

• July 2015 (one on-site visit)
  o Go-live assistance for CE/CLL and Fiscal Independence
  o Review Production of first payroll in Banner®
  o Process year-end roll
  o Review documentation

• August 2015 (Optional one on-site visit)
  o Post implementation review for CE/CLL and all Fiscal Independence project tasks
  o Final review and adjusting of all processes
  o Assist with any outstanding roll-out and implementation issues as identified
  o Finalize all project documentation
  o Review EPAFS, workflows and reports in use

• October 2015 (Optional one on-site visit)
  o Review implementation and address outstanding issues with team members
  o Make any adjustments needed based on go-live

• December 2015 (one on-site visit)
  o Calendar year-end review for CE/CLL
  o Prepare for calendar year-end processes specifically given this is the first full year to prepare for W2 processing
  o Debrief of implementation processes with team
  o Address and resolve outstanding items with team members

• Project wrap-up after each on-site session
  o Review the Fiscal Independence Project plan and update accordingly
  o Review outstanding questions, project wrap-up and review project plan and next agenda
  o Complete a brief trip report

SIG assumptions and access requirements to be provided by SBCC:
• Provide secure remote access for the SIG consultant to include:
  o VPN and network access
  o Banner® Human Resource test database environments with a User ID and recently cloned data
  o Password for baninst1 to the test system
  o URLs for Banner® INB
  o Student Self Service Banner®
  o Other software or access requirements, as needed

• Provide timely technical support and financial consulting assistance to the SIG HR consultant.
• Provide a dedicated meeting room and audio visual equipment, easel, and flip chart, where required.
• Provide one designated point of contact from SBCC responsible for the project leadership and to coordinate the attendance of all needed SBCC staff during scheduled timeframes.