**AMENDED 03/25/03**

**DATE:** March 27, 2003  
**TO:** Board of Trustees  
**FROM:** Dr. Philip R. Day, Jr., Chancellor  
**Subject:** CONTRACTS/GRANTS  
Authorization to Conduct a Study Abroad Program to Madrid, Spain, Spring 2004 and to Contract with ACCENT (Resolution No. 030327-B5)

**BACKGROUND INFORMATION:**

On January 24, 2002, the Board of Trustees adopted resolution No. 020124-B7 authorizing the San Francisco Community College District to conduct excursions to Madrid, Spain and to contract with ACCENT International Consortium for Academic Programs Abroad, Ltd, to obtain travel and educational program arrangements, with costs to be borne by the students for Spring 2003.

Based upon a comparison of cost, value, and activities, the criteria of our requirements, and their price and policies, we are now requesting to renew our contract with ACCENT International Consortium for Academic Programs Abroad, Ltd for a semester program in Madrid in Spring 2004.

The proposal for “Semester in Madrid” Spring 2004 is based on the cost of activities, housing, excursions and ground transportation within Spain, and student medical insurance. The proposal is as follows:

Estimated Dates for Spring 2004: January 7, 2004 – April 2, 2004 (85 nights)

<table>
<thead>
<tr>
<th>Program Cost</th>
<th>Student Apartments</th>
<th>Homestay &amp; ½ Board</th>
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</thead>
<tbody>
<tr>
<td>Based on minimum of 15 participants</td>
<td>$5,350</td>
<td>$6,150</td>
</tr>
<tr>
<td>Based on minimum of 20 participants</td>
<td>$5,050</td>
<td>$5,850</td>
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</tbody>
</table>

BOARD OF TRUSTEES  
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DR. PHILIP R. DAY, JR., CHANCELLOR
The program will be offered for transferable credit. The costs of the program will be borne by the students. The District shall not expend any funds for transportation, housing, meals or incidentals.

ACCENT has insurance coverage of $3 million for general liability, errors and omissions issued by Calender-Robinson Co., Inc., General Insurance Brokers. City College of San Francisco is listed as an additional insured on the policy.

ACCENT will continue to work closely with the financial aid office at CCSF and make special efforts for delayed payments from students who have successfully applied for financial aid. Students who meet the academic and financial criteria are eligible for both state and federal financial aid while participating in a CCSF study abroad program. About 25-30% of CCSF students on average fall into this category and to our knowledge, ACCENT is the only organization that allows deferred payments (60% of program cost) until mid-semester when financial aid is disbursed. Furthermore, ACCENT will offer $1,000 in scholarships specifically for CCSF students in the Madrid program who fulfill the criteria.

**SHARED GOVERNANCE REVIEW:**

YES_____; NO_x_x; If yes, which committee: (A negative response indicates that a review is not necessary.)

**RECOMMENDATION:**

RESOLVED: That authorization be hereby given to conduct excursions to Madrid, Spain 2004, and to contract with ACCENT International Consortium for Academic Programs Abroad, Ltd, to obtain travel and educational program arrangements, with costs to be borne by the students; and

FURTHER BE IT RESOLVED: That the Chancellor, the Vice Chancellor of Finance and Administration, and/or their designees are hereby authorized to execute any and all documents on behalf of the San Francisco Community College District to effectuate this resolution.

Originator: Joanne Low