DATE: November 21, 2002

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: CONTRACTS/GRANTS

Authorization to Contract with Geographic Travel to Offer a Study Abroad Program in China, Summer 2003
(Resolution No. 021121-B9)

BACKGROUND INFORMATION:

On January 26, 1995 the Board of Trustees approved a Board Resolution to create a Study Abroad Program for a summer program in China.

City College of San Francisco offered Study Abroad Programs in China in the summer of 1995, and again for five consecutive summers from 1998 - 2002.

On February 24, 2000 the Board of Trustees approved a Board Resolution to request proposals from qualified contractors to provide the necessary transportation and on-site logistical services associated with Study Abroad Programs in China.

On August 31, 2000, the Board of Trustees approved a Board Resolution to contract with Geographic Travel for the Summer 2001 Study Abroad Program in China, and on October 25, 2001, the Board of Trustees approved a Board Resolution to contract with Geographic Travel for the Summer 2002 Study Abroad Program in China and Mongolia.

Geographic Travel is now proposing their services for summer semester 2003 in China, for the period from June 21 to July 8, 2003. Cost per student, which includes R/T airfare between San Francisco and China, housing, three meals per day, air and ground transportation within China and health and accident insurance is $2686, based on a minimum of 15 students.

Based upon the criteria of our requirements and Geographic Travel's prices and policies, and our past experience with them, we are now requesting to contract with the firm of Geographic Travel to provide the necessary travel arrangements for a “Summer in China 2003” program.

BOARD OF TRUSTEES

RODEL E. RODIS, PRESIDENT • JOHNIE L. CARTER, JR., VICE PRESIDENT • DR. NATALIE BERG

DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • RICHARD CANTORA, STUDENT TRUSTEE

DR. PHILIP R. DAY, JR., CHANCELLOR
Geographic Travel will work closely with the Financial Aid Office at CCSF and make special efforts to adjust payment dates according to financial aid disbursement dates for those students who have successfully applied for financial aid. Geographic Travel will also work with the college to explore options that would afford low-income students the opportunity to actively participate in study abroad programs.

The program will offer transferable credit in Asian Studies. The costs of the program will be borne by the students. The District shall not expend any funds for transportation, housing, meals or incidentals.

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.

RECOMMENDATION:

RESOLVED: That authorization is hereby given to contract with Geographic Travel for logistical and program arrangements to and within China, in connection with a credit program, from June 21 to July 8, 2003, and

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

Originator: Joanne Low