DATE: October 30, 2003

TO: Board of Trustees

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

Subject: CONTRACT/GRANT

Authorization to Contract with Capital Travel Solutions (CTS) formerly known as Kristensen International Travel and Tours, Ltd. (KITT) to Offer a Study Abroad Program in Oaxaca, Mexico, Summer 2004
(Resolution No: 031030-B5)

BACKGROUND INFORMATION:

Capital Travel Solutions (CTS)/Kristensen International Travel and Tours, LTD (KITT) has been successfully providing City College of San Francisco with services for our Study Abroad Program in Oaxaca, Mexico for ten (10) consecutive summer sessions. The firm consistently receives excellent evaluations from CCSF students and faculty participating in this Study Abroad Program.

CTS is now proposing their services for summer 2004 for the period from June 26 to July 20, 2004. Cost per student, which includes R/T airfare between San Francisco and Oaxaca, instruction, housing, one meal per day, student activities, ground transportation and health and accident insurance is $2,088, based on a minimum of 15 students.

CTS 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. 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.

CTS will provide a partial scholarship for the Oaxaca program.

Based upon the criteria of our requirements and CTS’s prices and policies, and our experience with this firm from 1994 - 2003, we are now requesting to contract with the firm of CTS to provide the necessary travel arrangements for a “Summer in Oaxaca, Mexico, 2004” program.

This program will offer credit courses in Spanish. The costs of these programs are to be borne by the students. The District shall not expend any funds for transportation, housing, meals or incidentals.
SHARED GOVERNANCE REVIEW:

Yes _____; No X ; If yes, which committee: _________________
Date of Review: _________________

(A negative response indicates that a review is not necessary.)

RECOMMENDATION:

RESOLVED: That authorization is hereby given to contract with CTS for logistical and program arrangements to and within Oaxaca, Mexico in connection with a credit program from June 26 to July 20, 2004, 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.

Joanne Low, Originator