DATE: January 24, 2002

TO: Board of Trustees

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

SUBJECT: CONTRACT
Establishment of a Contract for Conference Services, Tenth Annual Mentor Institute and Second Annual Advanced Director Mentor Institute, California Early Childhood Mentor Program (Resolution No. 020124-B11)

BACKGROUND INFORMATION:

In November 2000, the Board of Trustees adopted Resolution No. 00116-B01, authorizing City College of San Francisco to apply for the Early Childhood Mentor Program and appropriate all funds related to this grant from the California Department of Education. From February 1, 2001 through July 31, 2002, the California Early Childhood Mentor Program is budgeted at $3,873,022.

The California Early Childhood Mentor Program grant includes funds to support two conferences which will run concurrently at Occidental College in Los Angeles on June 7 and 8th, 2002:

- **The Tenth Annual Mentor Institute** at which 140 Mentor Teachers representing each participating college will join together for two days for intensive training in the specifics of the Mentor/student relationship and advocacy; and

- **The Second Annual Advanced Director Mentor Institute** which provides high-level follow-up training for 35 practicing Director Mentors in a retreat like setting with high-quality presentations by leaders in the field of director training and professional development.

The contract covers facility rental; AV equipment rental; and lodging, snacks and meals for one hundred seventy-five attendees and five staff. It also includes accommodations and meals for June 6th, for staff who need to arrive in advance for preparation and setup.

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DR. PHILIP R. DAY, JR., CHANCELLOR
RECOMMENDATION:

RESOLVED: That authorization be and is hereby given for approval to contract with Occidental College for conference costs for the California Early Childhood Mentor Program for the period June 6 through June 8, 2002, not to exceed $16,000, and

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

Sandra Handler, Originator