DATE: January 24, 2002
TO: Board of Trustees
FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: CONTRACTS
Authorization to Conduct a Study Abroad Program in Madrid, Spain
(Resolution No. 020124-B7)

BACKGROUND INFORMATION:

City College of San Francisco has been contracting with ACCENT International Consortium for Academic Programs, Ltd. (formerly Opportunities for International Learning) to offer travel and education services for semester abroad programs in Paris, France since 1985, in Florence, Italy since 1989, and in London, England since 2001. This organization consistently receives excellent evaluations from the CCSF students participating in Study Abroad Programs in these countries.

Based upon our long-standing positive experiences with ACCENT on the Paris, Florence and London Programs, cost, value, and activities, the criteria of our requirements, and their prices and policies, we are now requesting to contract with ACCENT International Consortium for Academic Programs Abroad, Ltd. for a new semester program in Madrid in Spring 2003.

The proposal for “Semester in Madrid” Spring 2003 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 2003: January 6, 2003 – April 5, 2003 (88 days)

Program cost (based on a minimum of 15 participants): $4950 (student apartments)
$5650 (homestay and ½ board)

Program cost (based on a minimum of 20 participants): $4750 (student apartments)
$5450 (homestay and ½ board)
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 is listed as an additional insured on the policy.

ACCENT will continue to work very closely with the financial aid office at CCSF and make special efforts for delayed payments from those students who have successfully applied for financial aid. 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 until mid-semester. Furthermore, ACCENT will offer $1,000 in scholarships for the Madrid program for those students coming from CCSF and the Bay Area who fulfill the criteria.

RECOMMENDATION:

RESOLVED: That authorization be hereby given to conduct excursions to Madrid, Spain for Spring 2003, 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