

Board of Trustees Agenda Item

Board Meeting Date: May 2, 2011

Title of Item:

Advance of Student Fees to Dr. Samuel Connell, FH Anthropology Instructor, to Support Archeology Classes in Belize and Ecuador During Summer Quarter 2011.

Background and Analysis:

The Foothill College Anthropology Department will again be taking students to Latin America in order to provide in-the-field experience in Field Work and Service Learning. This year there will be two groups: the first group is going to Belize, the second to Ecuador; in both cases students will be taking 12 units of credit. Students will be taking ANTH 11, ANTH 12, ANTH 22, or SOSC 36Z.01 for Summer 2011. Both these Archaeology Field Programs are for this summer 2011. Dr. Samuel Connell led the same type of trip to Ecuador 2007-2009 and last year to Belize for Foothill and led these trips (using UCLA classes) for several years previously. He is very experienced in the details of ensuring a successful learning experience for the students.

Students will have the opportunity to take part in a variety of archaeological procedures, and will rotate to different tasks throughout the field sessions. Students will be investigating ancient sites in Belize and Ecuador. The first group going to Belize runs from June 27-July 23, 2011 and the second group runs from July 3rd-July 30, 2011. The location of work makes use of the district pro-card or purchase requests impossible for many purchases.

The Board approved this same action last year and the process worked very well. The cash advance will consist entirely of funds already paid to the district as student fees. The student fees go toward room/board and other expenses. Dr. Connell has to purchase numerous items and services on site in Belize from vendors and businesses that will not accept credit cards. He will provide receipts to account for all the funds he receives in the advance. He will use the district pro-card whenever possible, but he must purchase items with cash on location in Belize and Ecuador. The cash advance is the estimated cost of the items to be purchased with cash in Belize and Ecuador. To be sure the funds are in the correct account in Belize by June 24 the advance will be done on June 17.

Recommendation: Acting Dean of Business and Social Sciences, Glenn Violett, recommends that the Board approve an advance of \$75,000 to Dr Samuel Connell on June 17, 2011. (Belize \$30,000 and Ecuador \$45,000)

Submitted by:	Glenn Violett x7394
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Is backup provided?	No