

11. Disaster/Emergency Evacuation Plan

11.1 Objective

1. To develop and formulate a strategy for ensuring the safety of faculty, staff and dependents from an impending hurricane or other emergencies so that their continued effectiveness to UCCI can be maintained.

11.2 Disaster/Recovery Unit Personnel

This Unit comprises of the following personnel:

Unit Leader: Mr. K. Singh

Unit Members: President

Provost

L. Smellie (Administrative Assistant)

11.3 Evacuation Plan

a. Pre-Evacuation

1. Ms. L. Smellie (Administrative Assistant to the President) will maintain a database of personal details of all faculty, staff, and dependents.
2. Details to include, among others, names, contact details, passport details, next of kin.
3. Advise faculty and staff to ensure that travel documents are valid for travel purposes a safe destination such as the USA and Jamaica.
4. Check Cayman Airways to update status of travel arrangements.
5. Check hotel arrangements with hotel provider in Miami.
6. Make tentative travel arrangements.

b. Evacuation

1. The President shall authorize the execution of this plan.
2. Notify faculty and staff that the evacuation plan is being executed.
3. Ascertain the actual number of faculty, staff and dependents who will be ready to travel.

4. Make confirmation for flight and hotel arrangements for a period of three days.
5. Provide flight and hotel arrangements to the faculty and staff.
6. Provide financial assistance, on the approval of the President, in the amount of one-month salary advance to those faculty and staff who are evacuating.

c. Post-Evacuation

1. Faculty and Staff will contact their Heads of Department and Chairs on their well-being upon their return to the Cayman Islands.
2. Faculty and Staff report for duty, once an all clear has been initiated by National Hurricane Committee.

From: Hassan Syed
Sent: Wednesday, March 05, 2008 1:07 PM
To:
Subject: ICT Manager Salary

He is being moved from 65000 per year to 85000 per year. His 20% is only for consulting work and not for certification etc. kindly issue cheque for adjustment with effect January 2008.
regards

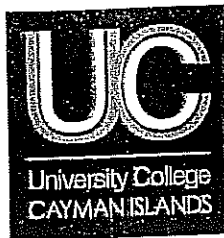
Hassan Syed, PhD
P.Eng, CISA, MBA
President University College Cayman Islands
Cell- +1 345 926 2149, PABX- +1 345 949 9580, www.ucci.edu.ky

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UNIVERSITY COLLEGE OF THE CAYMAN ISLANDS

Member of the Association of Caribbean Tertiary Institutions

P O Box 702 GT
Grand Cayman,
Cayman Islands BWI
<http://www.ucci.edu.ky/>



Phone: 345-949-9580
Fax: 345-949-6781
Email: president@ucci.edu.ky

AGREEMENT FOR EMPLOYMENT OF LOCAL LECTURER

THIS AGREEMENT is made the on the 1ST day of January 2007 BETWEEN:

(1) THE UNIVERSITY COLLEGE OF THE CAYMAN ISLANDS

AND

(2) _____, whose country of recruitment is _____

DEFINITIONS

1. In this Agreement -

"basic salary" means the basic salary payable to the Lecturer as specified in clause 4 (1)(a) or varied by clause 4 (2) or (3);

" College" means the University College of the Cayman Islands;

"Lecturer" means the person with whom the College has made this agreement.

AGREEMENT

2. (1) The College agrees to employ the Lecturer _____ at the College in accordance with the terms of this Agreement and the College's Regulations as amended from time to time and such directions as may be given by the Board of Governors of the College from time to time.

(2) The Staff Member agrees to carry out the duties of a Lecturer _____ at the College in accordance with the instructions of the President of the College.

TERM OF EMPLOYMENT

3. Unless the employment of the Lecturer is earlier terminated in accordance with this Agreement the term of the Lecturer's employment is three years starting on 1st Jan 2007.

SALARY

4. (1) The College will pay the Lecturer during the term of his or her employment-
(a) a basic salary which initially will be at the rate of CI\$65,000 a year, in the scale of senior Lecturer. (b) a revenue sharing for running on the basis of 20% to lecturer and 80% to UCCI. There will be no revenue sharing if the gross revenue from the ICT courses remains below CI\$150,000 for the academic year. The profit sharing will come into effect as soon as the gross revenues exceed CI\$ 150,000 for the academic year. The revenue sharing is a confidential matter and applies to this contract ONLY. UCCI will also facilitate professional and academic development of the Lecturer

(2) If the College considers the Lecturer to have carried out his or her duties under this Agreement satisfactorily the College will, with effect from each anniversary of the Lecturer assuming those duties, increase the basic salary it pays to the Lecturer by one increment on the scale of salaries relevant to the Lecturer.

(3) If the Lecturer is promoted sub-clause (2) will thereafter have effect from the date the Lecturer was promoted.

ILL HEALTH

5. (1) If a doctor, approved by the College, certifies that due to ill health the Lecturer is unable, and is likely to continue to be unable, during the remainder of the Officer's intended term of employment to perform his or her duties under this Agreement the College may terminate the Lecturer's term of employment.

(2) If the Lecturer's term of employment is terminated in accordance with sub-clause (1) the College shall, in addition to paying any outstanding salary, pay the Lecturer an amount equivalent to one month's full salary.

DISMISSAL

6. (1) If the Lecturer -
(a) refuses, fails or for any reason (other than by reason of ill health covered by clause 5(1)) is unable to carry out satisfactorily his or her duties under this Agreement; or
(b) is guilty of any misconduct that is prejudicial to the interests of the College, the College may terminate the Lecturer's term of employment by:

- giving the Lecturer one months notice; or
- paying the Lecturer one months basic salary.
- (2) If the Lecturer's term of employment is terminated in accordance with sub-clause
- (1), (a) the College shall pay the Lecturer any outstanding salary; but

TERMINATION OF LECTURER'S TERM OF APPOINTMENT

- 7. 1. If the College considers it necessary to do so in the interests of the College it may at any time terminate that appointment-
 - (a) by giving the Lecturer three months' written notice; or
 - (b) by paying the Lecturer 1 months' full salary.
- 2. The officer may at any time terminate that appointment
 - (a) by giving the College three month's written notice or
 - (b) by paying the College one month's full salary.

BREAKING THE CONTRACT

- 8. If the Lecturer's employment is discontinued during the term of this agreement by the Lecturer, or by the College pursuant to clause 6 (1) or 7 (2). The College will not cover any other costs.

LEAVE ENTITLEMENT

- 9. (1) In addition to Christmas and Easter vacations, the Lecturer is entitled to 25 working days leave a year to be taken during the summer holiday break at the College at a time approved by the College.
- (2) The College will pay the Lecturer compensation in respect of accrued leave.
- (3) Compensation in respect of accrued leave is to be calculated at the rate of 1/2 day's full salary for each completed week of the Lecturer's term of appointment that had expired. (a) after the last summer holiday break at the College; or (b) after the start of the Lecturer's term of appointment.

CONTINUATION OF EMPLOYMENT

- 10. If (a) the Lecturer wishes to continue to be employed by the College after the end of his or her term of appointment; and

(b) at least 6 months prior to the end of that term the Lecturer gives written notice of that wish to the College; the College agrees that it will, not be later than 3 months before the end of the Lecturer's term of appointment, give the Lecturer written notice of whether or not it wishes to continue to employ the Lecturer; and, if it does wish to do so, details of the proposed terms of employment.

MEDICAL INSURANCE

- 11. (1). Medical coverage for all employees at the College is provided by a private provider of medical insurance.
- (2) The College shall contribute \$----.00 each month towards the cost of medical insurance
- (3). The College shall not have responsibility for providing medical insurance for the family of employees.

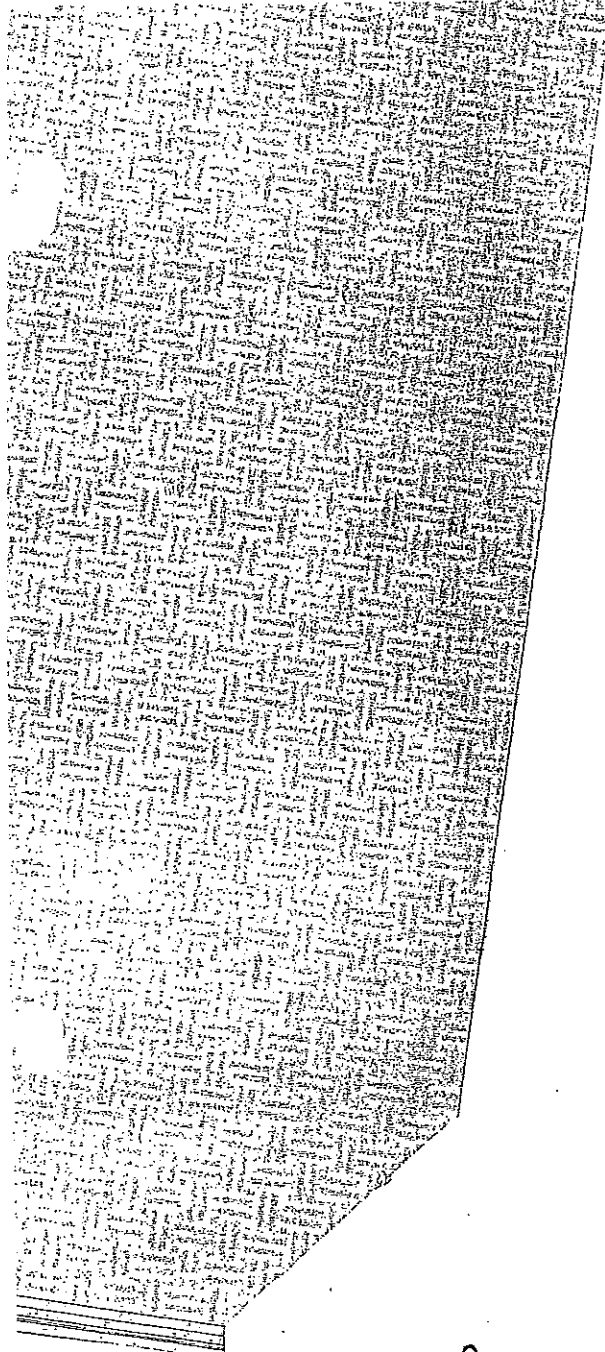
GRATUITY & AIR PASSAGE

12. Upon satisfactory completion of the contract, the College shall pay the Lecturer a gratuity of 5% of basic salary. The College will also provide the Lecturer and his family an economy class return air passage to his home country at the successful completion of this contract.

INTERPRETATION

13. This Agreement is to be governed by and interpreted in accordance with the Laws of the Cayman Islands.

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Appendix 14



UNIVERSITY COLLEGE OF THE CAYMAN ISLANDS
Member of the Association of Caribbean Tertiary Institutions

Bonus Cheque - 5000

- 1.
- 2.
- 3.
- 4.

Special Bonus - 3000

LICENCE

This Licence Agreement is made on the date set out in Item 1A of the Schedule between the party described in Item 2 of the Schedule (herein "Licensor") of the ONE PART and the party described in Item 3 of the Schedule (herein the "Licensee") of the OTHER PART.

WHEREAS the Licensor is the person legally and/or beneficially entitled to possession of the property described in Item 4A of the Schedule (herein the "Property");

AND WHEREAS the Licensee is in need of premises for purposes of holding day and evening worship services and/or : classes for the benefit of the members and invitees of a group known and associating as (herein the "Permitted Use") and the Licensor is prepared to permit the Licensee to make use of such part of the Property (herein the "Licensed Property") as is described in Item 4B of the Schedule on terms contained herein, as a bare licensee.

AND WHEREAS the Licensee is prepared to accept the offer by the Licensor to make available the Licensed Property for the Permitted Use on the terms and conditions set out herein.

1. GRANT OF BARE LICENCE

- 1.1 In consideration of the agreement by the Licensee to abide by the terms of this Licence, the Licensor will, as from the date set forth in Item 1B of the Schedule permit the Licensee to make use of the Licensed Property for the Permitted Use and on the days and at the times stipulated in Item 5 of the Schedule (herein the "Stipulated Times") AS A BARE LICENSEE, for such period as the Licensor may determine, such license to be REVOCABLE at any time on the giving of notice as provided for in Clause ⑤
- 1.2 Nothing contained in this Licence shall give the Licensee any exclusive rights in and to the Licensed Property and/or to occupy the Licensed Property.

2. USAGE RESTRICTIONS

- 2.1 The following are prohibited:
- 2.1.1 Using the Licensed Property other than for the Permitted Use.
- 2.1.2 Using the Licenced Property outside the Stipulated Times.
- 2.1.2 Any activity which causes any nuisance to other occupants of the Property or the occupants of properties adjoining the Property.
- 2.1.3 Any alteration, amendment or modification to the Licensed Property.
- 2.2 In the event that the Licensor shall require the use of the Licensed Property for any purpose during the Stipulated Times, the Licensor shall be at liberty to give not less than 2 weeks notice of such need and the Licensee agrees that it shall make alternative arrangements for the holding of worship services and/or classes on the specific day(s) notified to the Licensee pursuant to this Clause 2.2.
- 2.3 The Licensee shall strictly observe ALL guidelines and directions from time to time imposed by the Licensor relating to the use of the Licensed Property.

3. DURATION OF LICENCE

This Licence shall commence on the Effective Date and shall remain in effect until terminated pursuant to Clause 6.

4. PAYMENTS BY LICENSEE

- 4.1 The Licensee shall pay the Licensor for use of the Licensed Property, during the period this License remains in force, the sum of C\$1,000 per month, payable in advance.
- 4.2 The Licensor reserves the right to increase the sum provided for in Clause 4.1 in the event that the use by the Licensee of the Licensed Property shall cause a significant increase in the

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electricity bill for the Property, including the Licensed Property and the Licensor shall give 30 days notice in writing to the Licensee at any time, during the period this License remains in force, of the additional sum that the Licensee will be required to pay for continued use of the Licensed Property.

5. NO LIABILITY ON PART OF LICENSOR

The Licensor shall have no liability to the Licensee in relation to the Licensee's use of the Licensed Premises and the Licensee, the members and invitees of shall use the Licensed Premises entirely at their own risk.

6. TERMINATION

This Licence may be terminated by the Licensor or the Licensee at any time on the giving of ninety (90) days notice in writing.

7. EFFECT OF TERMINATION

On termination of this Licence for any reason, the Licensee shall make arrangements to immediately remove the Licensee's belongings from the Licensed Property and return possession of the Licensed Property to the Licensor in the same condition as received by the Licensee together with all fixtures and equipment as were contained in the Licensed Property at time of delivery of possession of the Licensed Property to the Licensee.

8. LICENSOR'S DISCRETION

Any determination by the Licensor hereunder shall be in the absolute discretion of the Licensor.

9. ENTIRE AGREEMENT

This Licence represents the entire agreement between the Licensor and the Licensee concerning the Licensed Premises and the use thereof and supersedes all prior agreements relating in any way to the Licensed Premises.

10. GOVERNING LAW AND JURISDICTION

The terms and conditions of this Licence will be governed by the laws of the Cayman Islands.

SCHEDULE

Item 1A: Date of Licence

Item 1B: the Effective Date

December 1, 2005

Item 2: Name of Licensor

Cayman Islands Government

Item 3: Name of Licensee

Item 4A: the Property

Property at Middle School Road, George Town on which is sited the University College of the Cayman Islands and registered at Block 15B Parcel 371 of the South Sound Registration Section.

Item 4B: the Licensed Property

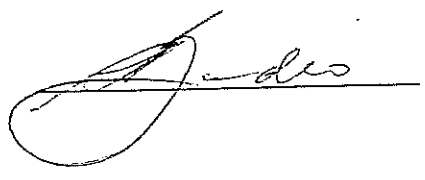
The University College Hall, a room immediately upstairs such Hall, Classroom T7, Classroom H1 and the Hospitality Dining Room all forming part of the Property

Item 5: the Stipulated Times

Every in any given calendar year.

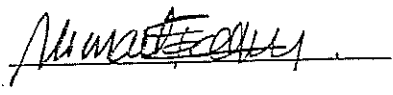
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Signed for and on behalf of the Licensor
by
in the presence of:

A handwritten signature in cursive script, possibly reading "J. de", written over a horizontal line.

Signed for and on behalf of the Licensee
by _____
and _____
in the presence of:

A handwritten signature in cursive script, possibly reading "J. de", written over a horizontal line.

A handwritten signature in cursive script, possibly reading "M. de", written over a horizontal line.

P.O.Box Grand Cayman KY1- CAYMAN ISLANDS

May 02, 2007

Dr. Hassan Syed, Preside.
University College of the C
P.O.Box 702
Grand Cayman KY1-1103

Peace

Dear Dr. Syed,

Mr. shared with me the welcome news from you that as of the end of this month, there will be no charge to our church for our use of the UCCI. We understand that you prefer that we do not make a public announcement of this and we respect that.

However, on behalf of the Steering Committee and the church family and on my own behalf, I thank you for this most gracious offer. As you are aware,

Your offer will help us move quickly towards our goal.

We continually pray for you in your challenging task of leading the UCCI to be an educational institution of choice in the region.

Hearing always the call of the Caribbean,



Phone:
E-mail:
Website: