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A G E N D A

Meeting of the

Santa Monica Community College District

Board of Trustees

Monday, March 1, 1999

5:00 p.m. - Tour

Madison School

1310 - 11th Street

Santa Monica, California

5:30 p.m. - Closed Session

Madison School, Room 123-A

7:00 p.m. - Public Meeting

	Room 123
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Public Participation

Addressing the Board of Trustees

Members of the public may address the Board of Trustees by oral presentation **concerning any subject that lies within the jurisdiction of the Board of Trustees** provided the requirements and procedures herein set forth are observed:

1. Individuals wishing to speak to the Board at a Board of Trustees meeting during Public Comments or regarding item(s) on the agenda must complete an information card with name, address, name of organization (if applicable) and the topic or item on which comment is to be made.

Five minutes is allotted to each speaker per topic. If there are more than four speakers on any topic or item, the Board reserves the option of limiting the time for each speaker. A speaker's time may not be transferred to another speaker.

General Public Comments and Consent Agenda

- The card to speak during Public Comments or on a Consent Agenda item must be submitted to the recording secretary at the meeting **before** the Board reaches the Public Comments section in the agenda.
- Five minutes is allotted to each speaker per topic for general public comments or per item in the Consent Agenda. The speaker must adhere to the topic. Individuals wishing to speak during Public Comments or on a specific item on the Consent Agenda will be called upon during Public Comments.

Major Items of Business

- The card to speak during Major Items of Business must be submitted to the recording secretary at the meeting **before** the Board reaches that specific item in the Major Items of Business in the agenda.
- Five minutes is allotted to each speaker per item in Major Items of Business. The speaker must adhere to the topic. Individuals wishing to speak on a specific item in Major Items of

Business will be called upon at the time that the Board reaches that item in the agenda.

2. No uncivil or disorderly conduct shall be permitted at any Board of Trustees meeting. Persistence in displaying such conduct shall be grounds for summary termination and/or removal of the person from the meeting by the Chair.

3. No oral presentation shall include charges or complaints against any employee of the District, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify the individual. Charges or complaints against employees shall be submitted to the Board of Trustees under provisions of Board Policy Section 9421. Any employee against whom charges or complaints are to be made must be given 24 hours advanced notice and may request any such charges or complaints are heard in closed session.

4. Exceptions: This policy does not apply to individuals who address the Board at the invitation or request of the Board or the Superintendent.

No action may be taken on items of business not appearing on the agenda

Reference: Board Policy Section 8231

Education Code Section 72121.5

Government Code Sections 54954.2, 54954.3, 54957.9

A g e n d a

A meeting of the Board of Trustees of the Santa Monica Community College District is scheduled to be held in the Santa Monica College Madison School site, 1310 - 11th Street, Santa Monica, California, on Monday, March 1, 1999.

5:00 p.m. – Tour of Madison site

5:30 p.m. – Closed Session

7:00 p.m. – Public Meeting

The agenda includes the following items: (Items for action - recommendations - are listed numerically; items for information are listed alphabetically).

I. ORGANIZATIONAL FUNCTIONS Page No.

A Call to Order 1

B Roll Call

C Tour of Madison Site

II. CLOSED SESSION *(Scheduled for 5:30 p.m.)*

Personnel, pursuant to Government Code Section 54957

Conference with Labor Negotiator, pursuant to Government Code Section 54957.6

III. ORGANIZATIONAL FUNCTIONS *(Continued)*

D Pledge of Allegiance 1

#1 Approval of Minutes: February 1, 1999 2

IV. ***SUPERINTENDENT'S REPORT***

V. ***ACADEMIC SENATE REPORT***

VI. ***CLASSIFIED SENATE REPORT***

VII. ***COMMUNICATIONS OR PUBLIC COMMENTS***

VIII. ***BOARD REPORT AND COMMENTS***

IX. ***CONSENT AGENDA*** *(All items considered in one motion unless pulled for discussion later in the meeting)*

Contracts and Grants

#2 Contract for Celebrate America 4

#3 Foundation Donor Report 5

#4 Consultant Contract – Development of Grant Proposal and Planning 6

#5 Consultant Contract – Board of Trustees Workshop 6

#6 Consultant Contract – Curriculum Development 6

Academic and Student Affairs Page No.

#7 Medical Advisor-Respiratory Therapy Program 7

#8 Off-Campus Facilities - Health Sciences 7

#9 Community Services/Extension Seminars/Courses, Spring 1999 8

#10 Consultant Contract - Student Retention Training 9

#11 Consultant Contract - Disabled Students 9

#12 Consultant Contracts - Workforce and Economic Development 10

#13 Payment for Contracted Services 11

#14 Off-Campus Work-Study Agreement 11

Human Resources

#15 College Calendar, 1999-2000 12

#16 Consultant - Professional Development 13

#17 Academic Personnel 14

#18 Classified Personnel - Establish/Abolish Positions 15

#19 Classified Personnel - Regular 16

#20 Classified Personnel - Temporary 18

#21 Classified Personnel - Non Merit 20

Business and Administration

#22 KCRW: Consultant Agreements 21 #23 KCRW- Parking Rental 21

#24 Audit Contract Amendment 22

#25 Property Management Agreement 22

#26-A Facilities: Madison ADA and College Improvements Change

Order No. 4 23

#26-B Facilities: Completion of Madison ADA and College Improvements

Project 23

#26-C Facilities: Engineering Services, Replacement of HVA/C Units,

Telecommunications Building 24

#27 Claim for Damages 24

#28 Commercial Warrant Register 25

#29 Payroll Warrant Register 25

#30 Direct Payments 25

#31 Payments from Auxiliary Operations 26

#32-A Purchasing: Award of Purchase Orders 26

#32-B Purchasing: Award of Bid - Concert Hall Reupholstering 27

X. *CONSENT AGENDA – Pulled Items*

XI. *MAJOR ITEMS OF BUSINESS*

#33 Appointment of Personnel Commissioner 29

XII. *BOARD POLICY*

#34 Second Reading - Board Policy Section 4700, Drug and Alcohol

Testing for Transportation Employees 30

XIII. ***INFORMATION - No Action Required***

E Grant Submittals 32

XIV. ***ADJOURNMENT:*** There will be a Board of Trustees Workshop on Monday, March 15, 1999, 5-8:30 p.m., at the Santa Monica College Academy of Entertainment and Technology, 1660 Stewart Street, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, April 5, 1999 at 7 p.m. (5:30 p.m. if there is a closed session) in the Board Room (Business Building Room 117) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 1, 1999

ORGANIZATIONAL FUNCTIONSA. **CALL TO ORDER - 5:00 p.m.**B. **ROLL CALL**

Herbert Roney, Chair

Dorothy Ehrhart-Morrison, Vice-Chair

Nancy Cattell

Carole Currey

Ilona Jo Katz

Patrick Nichelson

Annette Shamey

Gabriel Barrios, Student Trustee

C. **TOUR OF MADISON SITE*****II - CLOSED SESSION (5:30 p.m.)***

- o Personnel, pursuant to Government Code Section 54957

Public Employee Discipline/Dismissal Release

- o Conference with Labor Negotiator,
pursuant to Government Code Section 54957.6

Unrepresented Employee: Superintendent/President

III - PUBLIC SESSION (7:00 p.m.)

ORGANIZATIONAL FUNCTIONS

C. PLEDGE OF ALLEGIANCE - Lisa Rose

Organizational Functions • page 1

BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 1, 1999

ORGANIZATIONAL FUNCTIONS

RECOMENDATION NO. 1 APPROVAL OF MINUTES

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It is recommended that the minutes from the following meeting of the Santa Monica Community College District Board of Trustees be approved:

February 1, 1999

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 1, 1999

CONSENT AGENDA

It is recommended that the Consent Agenda, Recommendations #2–#32 be approved.

Recommendations pulled for separate action:

Action on Balance of Consent Agenda

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 1, 1999

CONSENT AGENDA: CONTRACTS AND GRANTS

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RECOMMENDATION NO. 2 CONTRACT FOR CELEBRATE AMERICA

It is recommended that the Board of Trustees authorize the following contracts for Celebrate America, July 3, 1999 at Santa Monica College.

SMC Emeritus College Dixieland Band \$250

Dixieland Music (to be donated to Emeritus account)

Tom Nolan Band \$1,000

R & B Music

Pyro-Spectaculars \$15,000

Fireworks

Tracy Kennedy \$100

Singing - Star Spangled Banner

Funding Source: City of Santa Monica and Business Sponsors.

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BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 1, 1999

CONSENT AGENDA: CONTRACTS AND GRANTSRECOMMENDATION NO. 3 FOUNDATION DONOR REPORT

It is recommended that the Board of Trustees authorize the following donations and transfer ownership to Santa Monica College Community District for care, maintenance and liability.

Donor Donated Item Designation

Activision 296 Copies Pitfall 3D CD-Rom Community Relations

Buerge Motor Car 1 Ford Contour Car 1996 Auto Trades

Company

Lucent Technologies Catering for Academy Dedication Academy of Entertainment & Technology

Peggy McCain 300 Night Sky Planisphere Sky Charts Planetarium

75 Binocular Guide to the Sky Booklets

15 Large Format Astronomical Photos

Ultimatte Corporation 27 Ultimatte Knockout Graphics Software Photography

All Installation of Software

Full Training to Key Instructors

Ultimatte Corporation Ultimatte Knockout Graphics Software Academy of Entertainment

Full Training to Key Instructors & Technology

All Installation of Software

Esther Garate Kimball Grand Piano 1937 Music Department

Elena Garate 18 Prints Illustrating Frescos from Art History

Macedonia

Don Franzen Framed Artwork 1998 Academy of Entertainment

"The Other Conquest" & Technology

Mega Vision 1 S2 single shot digital back and S2 Batpac Photography

(S2 digital back includes: Hasse adapter

Photoshoot software, PCI interface, format mask

and connection cables)

(S2 Batpac includes: PhotoBatch software,

520 mb PCMCIA card, metal hydride battery,

battery charger and connection cable)

Training, installation and support

Estate of 1 Meldorf Piano and Bench Music

Nora Monica Toaze 1 cello with carrying case and 2 bows

1 violin with carrying case and 2 bows

2 violas 1 carrying case and 5 bows

1 ukulele

1 electronic keyboard

8 shelf feet of sheet music

BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 1, 1999

CONSENT AGENDA: CONTRACTS AND GRANTS

RECOMMENDATION NO. 4 CONSULTANT CONTRACT – DEVELOPMENT

OF GRANT PROPOSAL AND PLANNING

It is recommended that the Board of Trustees authorize the consultant contract with Dowden Associates, Inc., Title III Consulting Services, for the period of March 1 through June 10, 1999, not to exceed \$10,000.

Funding Source: District Funds (contingent on award of the Title III/V Grant)

Comment: Dowden Associates, Inc. will provide technical assistance in the development of a Title III/V grant application to include proposal planning and design, proposal production support and review of draft proposal.

RECOMMENDATION NO. 5 CONSULTANT CONTRACT – BOARD OF TRUSTEES WORKSHOP

It is recommended that the Board of Trustees authorize an consultant contract with Cindra Smith for services to facilitate a Board of Trustees workshop on March 15, 1999, for expenses only in an amount not to exceed \$350.

Funding Source: District Funds

Comment: Cindra Smith is the Director of Education Services at the Community College League of California and will conduct a workshop entitled "The Art and Nature of Trusteeship" focusing on boardsmanship.

RECOMMENDATION NO. 6 CONSULTANT CONTRACT - CURRICULUM

DEVELOPMENT

It is recommended that the Board of Trustees amend the consultant contract with Annette Williams to include travel expenses.

Funding Source: This contract is funded by the Head Start/State Pre-School (33.10%); Loew's Santa Monica Beach Hotel (55.30% 1998-99); Ritz-Carlton/Marriott Hotel (11.60%).

Comment: Annette Williams will provide not-for-credit curriculum development, vendor program development, and vendor program coordination to include program monitoring, budget development, and community outreach.

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BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 1, 1999

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 7 MEDICAL ADVISOR-RESPIRATORY THERAPY PROGRAM

It is recommended that the Board of Trustees approve payment of \$4,500 to the UCLA Department of Medicine as reimbursement for the services of Paul E. Bellamy, M.D., who serves as medical advisor for the joint Santa Monica College/East Los Angeles College Respiratory Therapy Program.

Funding Source: District Funds

Comment: Dr. Bellamy is Chief of Pulmonary and Critical Care Medicine at UCLA, and his role of advisor includes regular contact with SMC students. The cost of his services is part of SMC's responsibility under the partnership agreement with East Los Angeles College.

RECOMMENDATION NO. 8 OFF-CAMPUS FACILITIES - HEALTH SCIENCES

It is recommended that the Board of Trustees authorize the following clinical affiliation contracts to house off-campus classes for the Health Sciences program:

Marycrest Manor - Sisters of Charity

Culver West Convalescent Hospital

St. Johns Health Center

Funding Source: No District expense

Comment: The agreements will allow students who enroll in the Certified Nursing Assistant Program to receive needed clinical training at these facilities.

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BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 1, 1999

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 9 COMMUNITY SERVICES/EXTENSION SEMINARS/COURSES, SPRING, 1999

ADDENDUM

It is recommended that the Board of Trustees approve the following addendum to the seminars/courses for the Santa Monica College Community Services and Extension programs for Spring, 1999.

COMMUNITY SERVICE INSTRUCTORS

SPRING 1999 - ADDENDUM

Extension

Dirende, S Intensive ESL - Spring 400 Hr

Ichiyama, K Intensive ESL - Spring 400 Hr

Jacobs R Beginning AutoCad Pt 1 30%

Beginning AutoCad Pt 2 30%

Marshall D A Architectural Conceptual Sketching (2) 36 Hr

Funding Source: All costs will be covered by the registration fees charged.

Comment: The hourly rate of pay for community services instructors is \$27.40. The hourly rate of pay for extension instructors is \$38.00. Percentage instructors receive the indicated percentage of the net registration fee as paid by the participants.

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BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 1, 1999

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 10 CONSULTANT CONTRACT - STUDENT RETENTION TRAINING

It is recommended that the Board of Trustees approve a consultant contract with Sausan Fahmy in the amount of \$3,500 for the period of March 8, 1999 through June 15, 1999.

Funding Source: Student Success Grant

Comment: The Retention Committee identified "Reducing the number of students on academic probation" as the area upon which to focus. The consultant will work with the committee throughout the 1999 spring semester to ensure accurate and valid data gathering and analysis. Additionally, she will assist with identifying appropriate solutions to be implemented as a result of the data and the steps to take to effectively measure the results of those solutions.

RECOMMENDATION NO. 11 CONSULTANT CONTRACT - DISABLED STUDENTS

It is recommended that the Board of Trustees approve a contract with California State University Northridge Center for Deafness for an amount of \$20 per hour, 15 hours per week for the 1999 spring semester (16 weeks), total cost not to exceed \$5,000.

Funding Source: Disabled Students Account, Restricted Funds

Comment: CSUNorthridge Center for Deafness will provide real-time captioners for deaf students who do not use sign language. Currently, there are two students who require this accommodation.

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BOARD OF TRUSTEES

Santa Monica Community College District

Action

March 1, 1999

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRSRECOMMENDATION NO. 12 CONSULTANT CONTRACTS - WORKFORCE AND ECONOMIC DEVELOPMENT

It is recommended that the Board of Trustees approve a consultant contract with Millie Haft to provide grant writing services to the office of Workforce and Economic Development, in an amount not to exceed \$6,000, for the period of March 2 through June 30, 1999.

Funding Source: The Ritz-Carlton/Marriott Hotel's Economic Development Grant received from the Chancellor's Office, Education and Economic Development Division

Comment: These services include designing and drafting grant applications for the Santa Monica Place and Miramar Sheraton projects.

It is recommended that the Board of Trustees approve a consultant contract with Greg B. Krentzman to provide job development and job placement services to the office of Workforce and Economic Development, in an amount not to exceed \$18,333, for the period of March 2 through June 30, 1999.

Funding Source: The Loew's economic development incentive grant received from the Chancellor's Office, Education and Economic Development Division

Comment: These services include designing and delivering a series of career faires, maintaining case management files and improving the referral rate of surrounding One-Stops and other CBOs and public agencies.

It is recommended that the Board of Trustees approve a consultant contract with Ella G. Johnson to provide job specific skills training services to the office of Workforce and Economic Development, in an amount not to exceed \$18,333 for the period of March 2, through June 30, 1999.

Funding Source: The Loew's Economic Development Incentive grant received from the Chancellor's Office, Education and Economic Development Division

Comment: These services include designing and delivering a series of computer applications workshops to local employers and vendor clients, maintaining case management files, and drafting a Standard Operation Procedures manual.

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BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 1, 1999

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 13 PAYMENT FOR CONTRACTED SERVICES

It is recommended that the Board of Trustees approve reimbursement of \$158 to Brad Brown for travel expenses to attend a disciplinary appeal hearing.

Funding Source: Matriculation General Fund

Comment: Mr. Brown traveled from San Luis Obispo to testify as a witness on behalf of the College in a student disciplinary appeal.

RECOMMENDATION NO. 14 OFF-CAMPUS WORK-STUDY AGREEMENT

It is recommended that the Board of Trustees authorize the district to enter into an agreement with the following organization for participation in the work-study programs of Title IV of the Higher Education Act for 1998-99. The District agrees to reimburse the organization sixty percent (60%) of the gross salaries paid Santa Monica College students in the program less five percent (5%) administrative expense surcharge.

Break the Cycle

Funding Source: Title IV Federal Funds

Comment: Break the Cycle works with youth to stem the epidemic of domestic violence by providing preventive education, legal services, counseling and mentor programs. This program is part of the Federal financial aid made available to Santa Monica College students who qualify for Title IV assistance. No district funds are paid to students working for off-campus non-profit contractors.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 1, 1999

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 15 COLLEGE CALENDAR, 1999-2000

It is recommended that the Board of Trustees approve the 1999-2000 college calendar.

Comment: The proposed calendar is basically the same as 1998-99. It has been reviewed with the Faculty Association and CSEA and reflects the following important dates:

1999-2000

Summer intersession:

6 week session: June 21 – July 30, 1999

8 week session: June 21 – August 13, 1999

Fall flex days August 23 – 27, 1999

Fall semester: August 30 – December 21, 1999

Winter intersession: January 3 – February 10, 2000

Spring flex days (proposed): March 7, April 13-14, May 26, 2000

Spring semester: February 14 – June 13, 2000

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 1, 1999

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 16 CONSULTANT – PROFESSIONAL DEVELOPMENT

It is recommended that the Board of Trustees authorize the following consultant contracts for Classified Staff Development Day, Tuesday, March 9, 1999:

	<u>Fee</u>
JAMES I. MARTENEY will provide a one hour keynote presentation on coping.	\$300
LAURIE HOLMSTROM will provide a two hour workshop on CalPERS Retirement Planning.	No cost
IAN BRENNAN will provide a two hour workshop on preventing aggressive behavior.	\$400
ANN REEVES will provide a one hour workshop on how to handle interruption.	\$300
KEVIN DWYER will provide a one hour keynote presentation on Y2K.	No cost
DANA PICORE will provide a one and half hour workshop on non-confrontational communication skills.	\$500
MILDRED BOYD will provide a one and half hour workshop on long term care.	No cost

Funding Source: Staff Development grant under AB 1725.

Comment: The subcommittee of the professional development committee developed the program selected the consultants for Classified Staff Development Day. All classified employees are required to attend these sessions.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 1, 1999

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 17 ACADEMIC PERSONNEL

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It is recommended that the Board of Trustees approve a percentage increase to the Superintendent's compensation, effective March 1, 1999, and that this amount be reflected as an amendment to the Superintendent's contract.

Comment: The Board of Trustees after deliberation in closed session will take action on a specific percentage increase in the Superintendent's compensation.

It is recommended that the following actions be approved for academic personnel. All personnel will be properly elected in accordance with district policies, salary schedules, and appropriate account numbers.

ELECTIONS EFFECTIVE DATE

TEMPORARY CONTRACT

Anaya, Stephen, Art Department 02/16/99

ADJUNCT

(List(s) on file in the Office of Human Resources – Academic)

LEAVES OF ABSENCE

MEDICAL LEAVE

Casillas, Lydia, Counselor 01/04/99 " 01/18/99

Kennedy, John, Mathematics 02/16/99 " 02/23/99

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 1, 1999

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 18 CLASSIFIED PERSONNEL

ESTABLISH/ABOLISH POSITIONS

It is recommended that the Board of Trustees establish/abolish the following positions in accordance with District policies and salary schedules.

ESTABLISH: Director of Technology (new management classification/1 position) 04/01/99

Academy of Ent & Tech, 12 mos, 40 hrs

ESTABLISH: Asst Director of Technology (new classification/1 position) 04/01/99

Academy of Ent & Tech, 12 mos, 40 hrs

ABOLISH: Personnel Analyst I (1 position) 03/02/99

Personnel Commission, 12 mos, 40 hrs

Comment: Position vacant

ESTABLISH: Personnel Analyst II (new classification/1 position) 03/02/99

Personnel Commission, 12 mos, 40 hrs

Comment: Approved by PC 2/17/99.

ABOLISH: Administrative Asst II (1 position) 03/02/99

Financial Aid, 12 mos, 40 hrs

Comment: Position vacant

ESTABLISH: Administrative Asst I (1 position) 03/02/99

Financial Aid, 12 mos, 40 hrs

ABOLISH: Radio Equipment Specialist 03/03/99

KCRW, 12 mos, 40 hrs

ESTABLISH: Radio Membership/Subscription Specialist 03/03/99

KCRW, 12 mos, 40 hrs

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 1, 1999

CONSENT AGENDA: HUMAN RESOURCESRECOMMENDATION NO. 19 CLASSIFIED PERSONNEL – REGULAR

It is recommended that the following classified employee(s) be approved for employment (Merit System) into authorized positions. All personnel assigned will be elected in accordance with District policies and salary schedules.

PROBATIONARY EFFECTIVE DATE

Muller, David, Associate VP- Facilities, Facilities 02/10/99

PROMOTIONS

Tellez, Victor 02/01/99

Fr: Acct Specialist II, Fiscal Svcs, 12 mos, 40 hrs

To: Acct Manager-Restricted Funds, Fiscal Svcs, 12 mos, 40 hrs

TRANSFER (per CSEA Agreement, Article 6)

Gerard, Lan 03/01/99

Fr: Acct Specialist II, Fiscal Svcs, 12 mos, 40 hrs

To: Acct Specialist II, Aux Svcs, 12 mos, 40 hrs

Morris, Audrey 02/16/99

Fr: Tutoring Coordinator-Learn Disabilities, Dis Stu Ctr, 11 mos, 30 hrs

Dis Student Test Asst, Dis Stu Ctr, 11 mos, 10 hrs

To: Tutoring Coordinator-Learn Disabilities, 11 mos, 40 hrs

Washington, Lynn 02/22/99

Fr: Transportation Asst, College Police, 12 mos, 40 hrs

To: Transportation Asst, Intl Student Ctr, 12 mos, 40 hrs (varied hours)

ADVANCED STEP PLACEMENTS

(The employees listed have met the standards for Advanced Step Placement. Salary advance placement is retroactive to initial hire date)

Huerta, Lucio, Custodian NS-2, Operations Step C 10/13/98

McLendon, Jenelsie, Parking Sec Officer, College Police Step C 07/13/98

Ziegler, Tracey, Dis Stu Svcs Specialist, Dis Stu Ctr Step B 09/14/99

WORKING OUT OF CLASSIFICATION (Additional responsibilities)

Belcher, Ernie, Skilled Maintenance Wker, Maint + 5% 01/25/99 " 02/26/99

Fraser, Ian, Payroll Specialist, Payroll +24% 01/07/99 " 01/19/99

Trejo, Amelia, Dept. Secy II, Pers Comm + 5% 02/03/99 " 02/26/99

Williams, Juanita, Personnel Clerk I, Hum Res +10% 01/25/99 " 06/30/99

LEAVES OF ABSENCE WITH PAY

(Verified paid leave in accordance with District and Education Code provisions)

MEDICAL/WITH PAY

Doyen, Sandra, Health Svcs Tech, RN, Health Svcs 01/11/99 " 01/18/99

Haasenritter, Moses, Lead Custodian, Operations (ext) 01/19/99 " 01/31/99

Hoffman, Thelma, A/R Clerk II, Admissions 01/25/99 " 01/29/99

King, Delmar, Custodian NS-2, Operations 01/11/99 " 01/29/99

Jones, Rosa, Student Act Asst, Student Activities 01/19/99 " 02/03/99

Martin, Sonya, Personnel Mgr, Personnel Commission 02/09/99 " 03/22/99

Nichols, William, Mail Svcs Clk, Receiving (ext) 02/01/99 " 03/31/99

Odanga, Joshua, Cash Receipts Clk, Station C 02/04/99 " 02/15/99

Spitz, Sarah, Radio Promotions Coord, KCRW 01/25/99 " 01/29/99

Smith, Gloria, Cash Receipts Clk, Aux Services 02/05/99 " 02/28/99

Stevenson, Ronald, Custodian, Operations 02/01/99 " 02/09/99

Wamsley, Bruce, Metal Worker/Welder, Maint 01/13/99 " 01/26/99

PERSONAL/WITHOUT PAY

Drinot, Luz-Maria, Dept Sec I, Latino Ctr (ext) 02/12/99 " 02/28/99

Portal-Purdy, Jackie, Admin Asst II, Airport (ext) 02/12/99 " 02/28/99

SEPARATIONS

RESIGNATIONS

Eckerode, Marcus, Toolroom Attd I, Auto/Trades 02/15/99

RESIGNATIONS FOR PURPOSES OF RETIREMENT

Smith, Gloria, Cash Receipts Clerk, Aux Svcs 02/28/99

Haasenritter, Moses, Lead Custodian, NS-2, Operations 01/31/99

The Board hereby accepts immediately the resignation/retirement of the above listed personnel to be effective as indicated.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 1, 1999

CONSENT AGENDA: HUMAN RESOURCESRECOMMENDATION NO. 20 CLASSIFIED PERSONNEL – TEMPORARY

It is recommended that the following classified employee(s) be approved for temporary employment (Merit System). All personnel assigned will be elected in accordance with District policies and salary schedules.

EFFECTIVE DATEPROVISIONAL (assignment not to exceed 90 working days)

Biamonte, Christina, Interp For Hear Imp., Disabled Stu Ctr 02/16/99 " 06/15/99

Cardwell, Kenneth, Art Gallery Installer, Art Department 01/04/99 " 06/30/99

Cardwell, Kenneth, Art Gallery Installer, Photography 01/04/99 " 06/30/99

Glazer, Brooke, Inter For Hear Imp., Disabled Stu Center 01/04/99 " 06/15/99

San Martin, Antell, Accounting Specialist I, Fiscal Services 02/01/99 " 02/01/99

Waterman, Glennis, Dept. Secretary II, Planning & Development 01/25/99 " 06/30/99

Zepeda, Maria, Computer Lab Instr. Spec., Instr. Computing 02/01/99 " 02/12/99

CASUAL (assignment not to exceed 15 hrs/wk, 15 days/month)

Boodparset, Sutidavade, Counseling Aide, Black Collegians 01/04/99 " 06/30/99

Byun, Donna, Instructional Assistant-ESL, ESL 02/16/99 " 06/14/99

Cruz, Jaime, Counseling Aide, Pico Partnership 01/19/99 " 06/30/99

Ellison, Monti, Accompanist - Dance, Theatre Art/Dance 01/04/99 " 02/11/99

Gauthier II, Victor, Comm Outreach Aide, Outreach 02/04/99 " 06/30/99

Gomez, Jesus, Counseling Aide, Matriculation 02/04/99 " 06/30/99

Johnson, Tracey, Counseling Aide, Black Collegians 02/02/99 " 06/30/99

Krivan, Matilda, Instructional Asst. - ESL, ESL 02/17/99 " 06/14/99

Larios, Audrey, Counseling Aide, Latino Center 01/04/99 " 06/30/99

Lee, Allison, Instructional Asst. - ESL, ESL 02/17/99 " 06/14/99

Lee, Kye June, Counseling Aide, Latino Center 01/04/99 " 06/30/99

Lee, Tsang-Feng, Richard, Counseling Aide, Trnsfr/Counseling 01/15/99 " 06/30/99

Logvinskiy, Leonid, Accompanist - Dance, Theatre Art/Dance 01/04/99 " 02/11/99

Ma, Thi Thi, Instructional Asst. - ESL, ESL 02/17/99 " 06/14/99

Martinez, Ingrid, Counseling Aide, Student Life 01/04/99 " 06/30/99

Matthews, Stephanie, Counseling Aide, Outreach 01/04/99 " 06/30/99

McCoy, Michael, Counseling Aide, Student Support Services 01/04/99 " 06/30/99

Neke, Alexandra, Counseling Aide, Counseling Trsfr Center 01/04/99 " 06/30/99

Mirza, Talat, Instructional Asst. - ESL, ESL 02/16/99 " 06/14/99

Okinaka, Erwin, Counseling Aide, Counseling Trsfr Center 01/04/99 " 06/30/99

Ramirez, Claudia Elsa, Counseling Aide, Latino Center 01/04/99 " 06/30/99

Rogers, Kijua, Counseling Aide, Black Collegians 01/04/99 " 06/30/99

Serratos, Monica, Counseling Aide, Student Life 01/04/99 " 06/30/99

Spencer, Gemini, Counseling Aide, Student Support Services 01/04/99 " 06/30/99

Taylor, Rosa, Counseling Aide, Student Support Services 01/04/99 " 06/30/99

Thompson, Erin, Accompanist - Dance, Theatre Arts/Dance 01/04/99 " 02/11/99

Walker, Frederick, Accompanist - Dance, Theatre Arts/Dance 01/04/99 " 02/11/99

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TEMPORARY (Limited Term: assignment not to exceed 120 working days/fiscal year)

Arevalo, Linda, Registration/Info Clerk, Admissions & Records 01/15/99 " 06/30/99

Arevalo, Orbell, Bookstore Clk/Cashier, Bookstore 02/06/99 " 06/30/99

Berent, Richard, Accompanist - Voice, Music 02/09/99 " 02/10/99

Bishop, Karen, Registration/Info Clerk, Admissions & Records 02/30/99 " 06/30/99

Cardenas, Consuelo, Dept. Secretary II, Enrollment Services 01/04/99 " 02/26/99

Cardwell, Kenneth, Lab Tech - Art, Art 01/25/99 " 02/11/99

Chavarin, Hector, Registration/Info Clerk, Outreach 01/22/99 " 06/30/99

De Leon, Nidia, Registration/Info Clerk, Admissions & Records 02/05/99 " 06/30/99

Diaz, Mark, Registration/Info Clerk, Admissions & Records 01/28/99 " 06/30/99

Garcia, Computer Lab Instr. Specialist, Academy of Ent. & Tech. 01/25/99 " 06/30/99

Garcia, Sara, Registration/Info Clerk, Admissions & Records 02/03/99 " 06/30/99

Gomez, Veronica, Bookstore Clk/Cashier, Bookstore 02/01/99 " 06/30/99

Gonzalex, Lori, Interp For Hear Imp, Disabled Student Center 01/04/99 " 06/15/99

Greene, Elizabeth, Interp For Hear Imp, Disabled Student Center 01/04/99 " 06/15/99

Gregovich, Slavomir, Instructional Asst. - Math, Latino Center 01/04/99 " 01/30/99

Gregovich, Slavomir, Instructional Asst. - Math, Mathematics 01/19/99 " 02/11/99

Greene, Elizabeth, Interp For Hear Imp, Disabled Student Center 01/04/99 " 06/15/99

Hunter, Renee, Registration/Info Clerk, Financial Aid 01/21/99 " 06/30/99

Jensen, Charlene, Custodian NS-II, Operations 01/11/99 " 02/26/99

Kauffman, Angela, Interp For Hear Imp 01/04/99 " 06/15/99

Luquin Jr., Jorge, Lead Registration/Info Clerk, Outreach 01/22/99 " 06/30/99

Padilla, Santiago, Bookstore Clk/Cashier, Bookstore 02/04/99 " 06/30/99

Richardson, Lee, Registration/Info Clerk, Admissions & Records 02/01/99 " 06/30/99

Rubio, Mary, Registration/Info Clerk, Financial Aid 01/25/99 " 06/30/99

Schreiner, Gregory, Accompanist - Voice, Music 02/09/99 " 02/11/99

Smith, Carol, Interp For Hear Imp, Disabled Student Center 01/04/99 " 06/15/99

Snow, Nina, Radio Premium Clerk, KCRW 01/04/99 " 07/04/99

Tjahja, Fransiska, Interp For Hear Imp, Disabled Student Center 01/04/99 " 06/15/99

Toomey, Kathy, Interp For Hear Imp, Disabled Student Center 01/04/99 " 06/15/99

Washington, Mianca, Bookstore Clk/Cashier, Bookstore 01/28/99 " 06/30/99

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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 1, 1999

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 21 CLASSIFIED PERSONNEL - NON MERIT

It is recommended that the Board of Trustees establish the following position in accordance with District policies and salary schedules.

Tutorial Aide (new classification) 2/16/99

It is recommended that the following non-merit employee(s) be approved for temporary employment. All personnel assigned will be elected on a temporary basis to be used as needed in accordance with District policies and salary schedules.

ELECTIONS

STUDENT EMPLOYEES

College Student Assistant 72

\$6.19/hr

Tutorial Aide 3

\$10.50/hr

FEDERAL/STATE FUNDED STUDENT EMPLOYEES

College Work-Study Student Assistant 14

\$6.19/hrly

PROFESSIONAL EXPERTS

Community Services Specialist I 2

\$27.40/hr

Professional Art Model 43

\$14.00/hr

List(s) available in the Human Resources Office and attached to permanent minutes.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 1, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 22 KCRW: CONSULTANT AGREEMENTS

It is recommended that the Board of Trustees authorize agreements with the following consultants for KCRW. Agreements are subject to cancellation by either party on 15 (fifteen) days written notice to the other party.

GENEVIEVE BOURGET: Jewish Stories 99 Library Sales, research/ developing promotional press kits, and creating database for public relations contacts. For the period of February 22, 1999 through June 30, 1999. Payable at \$1,500 per month for a total not to exceed \$6,825.

WENDY DORR: Production assistance services for "Zebra Striped Hearse" for the period of March 8 through March 22, 1999. Payment not to exceed \$1,500 funded by the NEA Grant.

Funding Source: KCRW Donations/NEA Grant

Comment: KCRW raises all operating and capital expenses of the station.

RECOMMENDATION NO. 23 KCRW: PARKING RENTAL

It is recommended that the Board of Trustees ratify an agreement with the CITY OF SANTA MONICA for the short-term rental of parking at the northwest corner lot of Pico and Cloverfield Boulevards for a total of seven working days during the period of February 26 through March 31, 1999. Parking is for KCRW Fundraiser phone volunteers Monday through Friday during the fundraiser. The fee is \$350 per day for a total not to exceed \$2,450.

Funding Source: KCRW Donations

Comment: KCRW usually conducts its winter fundraiser prior to the beginning of the spring semester when on-campus parking is available for volunteers. The fundraiser was delayed due to the conflict with the broadcasting of the impeachment hearings.

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BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 1, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATIONRECOMMENDATION NO. 24 AUDIT CONTRACT AMENDMENT

It is recommended that the Board of Trustees approve increasing the audit contract with KPMG by \$31,500 for additional services.

Funding Source: District

Comment: The staff of KPMG was required to expand the normal scope of the audit and prepare extensive financial documents because the District did not have the staff to prepare the reports. The Personnel Commission is in the process of filling the vacant positions in Business Services so that this unusual circumstance will not occur for future audits.

RECOMMENDATION NO. 25 PROPERTY MANAGEMENT AGREEMENT

It is recommended that the Board of Trustees ratify an agreement with WILKINS RANGLES ASSOCIATES for the period of February 1, 1999 through June 30, 1999 to act as real property manager for 2714 Pico Blvd., Santa Monica. The District shall pay a management fee equal to three percent (3%) of the monthly gross receipts of the property or a minimum fee of \$750 per month.

Funding Source: Gross Receipts of Property/District

Comment: Wilkins Randles has substantial experience in the management and operation of real property including the building that the District recently purchased at 2714 Pico Blvd. Their services will include termination of month-to-month rentals, collection of rents from long-term leases and relocation of tenants to facilitate the remodeling project for administrative offices.

<p>BOARD OF TRUSTEES</p> <p>Santa Monica Community College District</p>	<p>Action</p> <p>March 1, 1999</p>
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CONSENT AGENDA: BUSINESS AND ADMINISTRATIONRECOMMENDATION NO. 26-A FACILITIES: MADISON ADA AND COLLEGE IMPROVEMENTS CHANGE ORDER NO. 4

It is recommended that the Board of Trustees approve Change Order No. 4 with DRIVER-EDDY CONSTRUCTION, INC for the Madison ADA and College Improvements project.

Original Contract Amount \$1,931,465.00

Change Order No. 1 62,658.35

Change Order No. 2 66,313.03

Change Order No. 3 121,758.34

Change Order No. 4 36,940.54

Revised Contract Amount \$2,219,135.26

Funding Source: State and Prop T

Comment: Change Order No. 4 provides for code required labeling of all 277 volt electrical wiring, additional exit sign at West stairs, seismic braces at (3) corridor light fixtures; owner requested additional lights in Dining Room, additional marker boards, additional light at second Floor office area, remove concrete curb in Kitchen, changes to elevator machine room configuration, and recess electrical boxes at building exterior light installation.

RECOMMENDATION NO. 26-B FACILITIES: COMPLETION OF MADISON ADA AND COLLEGE IMPROVEMENTS PROJECT

Subject to completion of punch list items by DRIVER-EDDY CONSTRUCTION, INC., it is recommended that the Board of Trustees authorize the Vice President of Business & Administration, without further action of the Board of Trustees, to accept the project described as MADISON ADA AND COLLEGE IMPROVEMENTS, as being completed upon DRIVER-EDDY CONSTRUCTION's completion of punch list items. The date of Final Completion and Final Acceptance shall be determined by the Vice President of Business & Administration. Subject to the foregoing and in accordance with and in strict compliance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance, disbursement of the final payment is authorized.

<p>BOARD OF TRUSTEES</p> <p>Santa Monica Community College District</p>	<p>Action</p> <p>March 1, 1999</p>
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CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 26-C FACILITIES: ENGINEERING SERVICES, REPLACEMENT OF HVA/C UNITS, TELECOMMUNICATIONS BUILDING

It is recommended that the Board of Trustees authorize the District to enter into an agreement with KHALIFEH & ASSOCIATES for engineering services associated with the Replacement of HVA/C Units, Telecommunications Building for an amount not to exceed \$4,700, plus reimbursables.

Funding Source: District/State Grant

Comment: This agreement provides for the preparation of bid documents and the development of structural engineering modifications required to install new HVA/C units at the Telecommunication Building. This project has been approved for 50% matching funds under the State 1998-99 Scheduled Maintenance and Special Repairs Program

RECOMMENDATION NO. 27 CLAIM FOR DAMAGES

It is recommended that the Board of Trustees reject the claim filed by Mr. James S. Serpas for an unknown amount and refer the claim to the District's claims management firm.

Comment: Mr. Serpas alleges that his vehicle was hit on Pearl St. by a District maintenance vehicle on January 13, 1999.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 1, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 28 COMMERCIAL WARRANT REGISTER

It is recommended that the Board of Trustees approve the Commercial Warrant register for the following period:

January 1 – January 31, 1999 4581 - 4666 \$6,000,051

Comment: The detailed commercial warrant documents are on file in the Accounting Department.

RECOMMENDATION NO. 29 PAYROLL WARRANT REGISTER

It is recommended that the Board of Trustees approve the Payroll Warrant register for the following period:

January 1 – January 31, 1999 C1F-C – C2G-N \$4,731,901

Comment: The detailed payroll register documents are on file in the Accounting Department.

RECOMMENDATION NO. 30 DIRECT PAYMENTS

It is recommended that the following direct payments be ratified. Payments are authorized upon delivery and acceptance of the items ordered, or performance of the service. All payments are made in accordance with Education Code requirements and allocated to approved budgets.

Direct Payments: D30159 – D30246 (list on file in Business Office)

Total: \$28,557.67

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BOARD OF TRUSTEES

Santa Monica Community College District

Action

March 1, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATIONRECOMMENDATION NO. 31 PAYMENTS FROM AUXILIARY OPERATIONS

It is recommended that the following Auxiliary Operations payments be ratified. Payments are authorized upon delivery and acceptance of the items ordered, or performance of the service. All payments are made in accordance with Education Code requirements and allocated to approved budgets.

January 1 - January 31, 1999 63404 - 63979 \$1,304,382

Comment: The detailed Auxiliary payment documents are on file in the Auxiliary Operations Office.

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RECOMMENDATION NO. 32-A PURCHASING: AWARD OF PURCHASE ORDERS

It is recommended that the following purchase orders be approved and payment be authorized upon delivery and acceptance of the items ordered. All orders are placed in accordance with Education Code requirements and allocated to approved budgets.

Purchase Orders - FY 98/99 Total

A) 64526 - 64629 \$801,205.69

B) T-Orders 90,860.21

C) Change Orders 21,000.50 D) E-Orders 25,025.17

E) E-Change Orders 850.00

Comment: Lists are part of records on file in Purchasing Department

BOARD OF TRUSTEES

Santa Monica Community College District

Action

March 1, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATIONRECOMMENDATION NO. 32-B PURCHASING: AWARD OF BID – CONCERT HALL REUPHOLSTERING

It is recommended that the Board of Trustees award Bid 98990B3 for the reupholstering of concert hall seating to the lowest acceptable bidder:

HERK EDWARDS, INC. \$19,862

Funding Source: District

Comment: Bids were solicited through newspaper advertisements and a mailing. The bid includes a 5% bid bond and a 100% performance bond. Three vendors participated in the job walk but only one submitted an acceptable bid providing the appropriate bonds.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 1, 1999

MAJOR ITEMS OF BUSINESS

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RECOMMENDATION NO. 34 APPOINTMENT OF PERSONNEL COMMISSIONER

It is recommended that the Board of Trustees nominate (*name to be presented*) to the California Community Colleges Chancellor's Office for appointment to the SMC Personnel Commission. The person nominated to the Personnel Commission will take office on March 2, 1999 for a three-year term that commenced on December 1, 1998.

Comment: On January 11, 1999, the Board of Trustees authorized the Superintendent/President to create a Personnel Commission Screening Committee to screen applications, interview a select group of applicants and recommend to the Board of Trustees a nominee for appointment to the Personnel Commission. The Committee has completed its process and is recommending a nominee for consideration by the Board of Trustees.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 1, 1999

BOARD POLICYRECOMMENDATION NO. 35 SECOND READING AND APPROVALBOARD POLICY SECTION 4700DRUG AND ALCOHOL TESTING FOR TRANSPORTATION EMPLOYEES

It is recommended that the Board of Trustees conduct a second reading of and approve Board Policy Section 4700, Drug and Alcohol Testing for Transportation Employees.

Comment: This policy will implement all provisions of the Omnibus Transportation Employee Testing Act of 1991. Pursuant to this Federal Law, the District is required to conduct pre-employment, random, post-accident and reasonable suspicion drug and alcohol testing of all employees in positions requiring a commercial driver's license. This policy will immediately apply to the classifications of Van Driver, Van Driver Substitute and Transportation Assistant. The District has consulted with CSEA and the Classified Senate on this policy.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

Santa Monica Community College District	4700
BOARD POLICY: Series 4000, Personnel	
General Personnel	

4700 Drug and Alcohol Testing for Transportation Employees

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Purpose

The Santa Monica Community College District is committed to establishing and maintaining an alcohol and drug testing program to help prevent accidents and injuries resulting from the misuse of alcohol

and use of controlled substances by any of the District's employees employed in classifications where such employees are required to possess a commercial driver's license.

This policy is implemented pursuant to and in compliance with requirements of the Omnibus Transportation Employer Testing Act of 1991. The District shall adhere to all federal regulations adopted to enforce the Omnibus Transportation Employer Testing Act of 1991.

Any covered employee who violates the provisions of this policy, as more specifically set forth in Administrative Regulation 4700 (a) may be subject to discipline, up to and including dismissal in accordance with applicable Education Code provisions and provisions of any applicable collective bargaining agreement.

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Legal References:

Omnibus Transportation Employee Testing Act of 1991.

49 U.S.C. § 2717.

49 C.F.R. § 382 et seq.

49 C.F.R. § 40 et seq.

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BOARD OF TRUSTEES	Information
Santa Monica Community College District	March 1, 1999

INFORMATION ITEM E SUBMITTAL OF GRANTS

Title of Grant:	"A Public Conversation on Contemporary Issues: The Oslo Accords and Patterns of Change in the Middle East"
Granting Agency:	California Council for the Humanities
Requested Funding:	\$2,092
Matching Funds:	\$2,700 (Source: SMC Associates)
Performance Period:	April 1999

Summary: The goal of the planned panel discussion is to inform the general public, in a neutral venue, of the issues surrounding the historic Oslo Accords, signed by Mr. Arafat and Mr. Rabin in 1993 (the deadline for implementation of the accords is May 4, 1999).

Funds requested from CCH, if awarded will augment the previously approved funding by the SMC Associates to provide honoraria for speakers, pay for concert hall technicians and produce publicity/program materials.

Title of Grant: Integrating Service Learning into the Curriculum

Granting Agency: California Community Colleges Chancellor's Office

Requested Funding: \$81,866

Matching Funds: \$35,048 (Source: SMC Partnership for Excellence)

Performance Period: June 29, 1999 - July 31, 2000

Summary: Service-learning is an instructional method that promotes student learning and development through participation in service that is coordinated with community partners.

Santa Monica College seeks to develop a Service-Learning Program to recruit, train, and support faculty to integrate experiential education/community service activities into their courses and to support students as they actively participate in service relevant to their course work. The project also includes information dissemination to both faculty and students, the development of relationships with community partners, recruitment of students, and facilitation of collaborations among faculty.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 1, 1999

ADJOURNMENT

The meeting will be adjourned in memory of **Adam Ward Seligman**, brother of Dale Franzen, Director of Special Projects Development and **Jesus Gonzalez**, father of John Gonzalez, Dean of Martriculation and Special Programs.

There will be a Board of Trustees Workshop on Monday, March 15, 1999, 5-8:30 p.m., at SMC's Academy of Entertainment and Technology, 1660 Stewart Street, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, April 5, 1999 at 7 p.m. (5:30 p.m. if there is a closed session) in the Board Room (Business Building Room 117) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

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