

A
G
E
N
D
A

Meeting of the

Santa Monica Community College District

Board of Trustees

Monday, June 7, 1999

5:30 p.m. - Closed Session

Business Building Room 111

7:00 p.m. - Public Meeting

Board Room

Business Building Room 117

	Santa Monica College 1900 Pico Boulevard Santa Monica, California
--	--

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 Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Monday, June 7, 1999.

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

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

Collective Bargaining, pursuant to Government Code Section 54957.6

III. ORGANIZATIONAL FUNCTIONS *(Continued)*

C Pledge of Allegiance

D Installation of Student Trustee

#1 Approval of Minutes: May 3, 1999

IV. BOARD RECOGNITION

Outgoing Academic Senate President

Fran Manion

Student Photography Show Winners - Professor Larry Jones

Renee Wilson - Best of Show

Benjamin Segal - Best Color

Melanie E. Banders - Best Black and White

Robert Sheer - Best Experimental

Beth Wagner - Best Toned Print

V. *SUPERINTENDENT'S REPORT*

VI. *ACADEMIC SENATE REPORT*

VII. *CLASSIFIED SENATE REPORT*

VIII. *COMMUNICATIONS OR PUBLIC COMMENTS*

IX. *BOARD REPORT AND COMMENTS*

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

Contracts and Grants Page No.

#2 Acceptance of Grants 4

#3 Amendment to Consultant Contract for Capital Campaign 6

#4 Consultant Contract - Information Services Retreat 6

Academic and Student Affairs

#5-A Consultant Contract - Writing Assistants 7

#5-B Consultant Contract - Human Development 20 7

#5-C Consultant Contract - Welfare to Work 8

#5-D Consultant Contract - Disabled Students 8

#5-E Consultant Contract - Women's College 8

#5-F Consultant Contracts - Office of Workforce and Economic
Development 9

#5-G Consultant Contracts - Child Development 49 11

#5-H Consultant Contracts - CalWORKS 12

#6 Funding for Mini Career Center in Santa Monica 12

#7 Contract for Sign Language Interpreters 13

#8 Facilities for Off-Campus Emeritus College Classes, Summer 1999 13

#9 Community Services/Extension Seminars/Courses, Summer 1999 14

Human Resources - Annual Recommendations

#10 Election of Academic Personnel 15

#11 Election of Classified Personnel 15

#12 Election of Academic and Classified Management Personnel 15

#13 Contract for Psychological Testing 16

#14 Contract for Background Investigations 16

#15 Self-Insured Legal Defense Agreement 16

Human Resources

#16 Academic Personnel 18

#17 Classified Personnel - Establish/Abolish Positions 19

#18 Classified Personnel - Regular 20

#19 Classified Personnel - Temporary 22

#20 Classified Personnel - Non Merit 23

Business and Administration - Annual Recommendations

#21 Resolution Fixing the Employer's Contribution Under the

Public Employees' Medical and Hospital Care Act 24

#22 Destruction of Class 3 Records 25

#23 Gann Limit, 1999-2000 25

#24 Authorization to Transfer Funds for 1999-2000 26

#25 Year-End Appropriations Transfer 27

#26 Computer Network Agreement 27

#27 Claims Management Agreement 27

#28 Hazardous Waste Disposal Agreement 28

#29 Sale of Surplus Property 28

Business and Administration - Annual Recommendations (continued)

#30 Biomedical Waste Disposal Agreement 28

#31 Linen Rental Agreement 29

#32 Industrial Injury Treatment Agreement 29

#33 KCRW Consultants 30

#34 KCRW Lease Agreements 33

Business and Administration

#35 Claim for Damages 34

#36-A Facilities: Food Service/Dining Facility - Change Orders

No. 5 and No. 6 35

#36-B Facilities: Earthquake Replacement Science Building, Change

Orders No. 11, 12, 14 and 15 36

#36-C Facilities: Reduction of Contract Retention - Earthquake

Replacement Science Building 37

#36-D Facilities: Reject All Bids, Relocation of Modular Buildings 37

#36-E Facilities: Award of Bid, Hazard Mitigation Project 37

#37 Commercial Warrant Register 38

#38 Payroll Warrant Register 38

#39 Payments from Auxiliary Operations 38

#40 Direct Payments 39

#41-A Purchasing: Award of Purchase Orders 39

#41-B Purchasing: Sale of Surplus Property 39

#41-C Purchasing: Authorization to Participate in Purchase Agreement 40

#41-D Purchasing: Award of Bid - Science Building Microscopes 40

XI. **CONSENT AGENDA – Pulled Items**

XII. **MAJOR ITEMS OF BUSINESS**

- #42 1999-2000 Tentative Budget 41
- #43 Institutional Memberships, 1999-2000 53
- #44 Consultants, 1999-2000 57
- #45 Authorization of Signature 61
- #46 Resolution in Support of SCA 1 62

XIII. **BOARD POLICY**

- #47 Second Reading - Board Policy Section 5350, Students,
Responsible Computer Use 63

XIV. **INFORMATION - No Action Required**

- E. Review of District Investments 65
- F Grant Submittals 68

XV. **ADJOURNMENT:** The next regular meeting of the Santa Monica Community College District Board of Trustees will be Tuesday, July 6, 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	June 7, 1999

A. **CALL TO ORDER - 5:30 p.m.**

B. **ROLL CALL**

- Herbert Roney, Chair
- Dorothy Ehrhart-Morrison, Vice-Chair
- Nancy Cattell
- Carole Currey

Ilona Jo Katz

Patrick Nicholson

Annette Shamey

II - CLOSED SESSION (5:30 p.m.)

- o Collective Bargaining, pursuant to Government Code Section 54947.6
Conference with Labor Negotiator
 - a. Agency negotiator: Robert Sammis
 - b. Employee organization: Faculty Association

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

ORGANIZATIONAL FUNCTIONS

C. PLEDGE OF ALLEGIANCE

D. INSTALLATION OF STUDENT TRUSTEE

Board Chair Herbert Roney will administer the Oath of Allegiance to Edward Gonzalez and install him as Student Trustee.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 7, 1999

ORGANIZATIONAL FUNCTIONS

RECOMENDATION NO. 1 APPROVAL OF MINUTES

-

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

May 3, 1999

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 7, 1999

CONSENT AGENDA

It is recommended that the Consent Agenda, Recommendations #2–#41 be approved.

Recommendations pulled for separate action:

Action on Balance of Consent Agenda

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

CONSENT AGENDA: CONTRACTS AND GRANTS

RECOMMENDATION NO. 2 ACCEPTANCE OF GRANTS

It is recommended that the Board of Trustees accept the following grants:

Title of Grant: Job Development Incentive Training Fund:
American Airlines Regional Training Center

Granting Agency:	California Community Colleges Chancellor's Office
Requested Funding:	\$299,599
Matching Funds	\$299,978 (Source: American Airlines; no SMC match required)
Performance Period:	July 1, 1999 – June 30, 2000 (First year of a two year grant)

Summary: This project is a collaborative effort between SMC, the Career Planning Center and American Airlines. Funding will be used to:

- Establish a regional training center in Santa Monica for AA employees;
- Provide new-hire training for 250 individuals;
- Recruit 90 recipients of public assistance;
- Deliver six seminars delivered to Am. Airlines and regional employers on the benefits of hiring recipients of public assistance;
- Deliver pre-employment workshops to 800 individuals;
- Deliver post-employment workshops to 800 AA employees.

Title of Grant: **Title VI-A, Undergraduate International Studies and Foreign Language Program**

Granting Agency: US Department of Education

Requested Funding: \$176,335

Matching Funds: \$176,538 (SMC in-kind)

Performance Period: September 1999 - August 2001 (two-year grant)

Summary: SMC proposes to establish an interdisciplinary Global Media Studies Center (GMSC) to operate under the auspices of the SMC Institute for International Trade.

The GMSC will facilitate the joint development of course modules and curriculum materials by faculty from the Academy of Entertainment/Technology, the modern languages department, and other disciplines, across the curriculum.

Funding will also support two staff development events and internationally-focused internship opportunities for both faculty and staff.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 7, 1999

CONSENT AGENDA: CONTRACTS AND GRANTS

RECOMMENDATION NO. 3 AMENDMENT TO CONSULTANT CONTRACT FOR CAPITAL CAMPAIGN

It is recommended that the Board of Trustees amend the consultant contract with NETZEL ASSOCIATES, INC. (not PDN Enterprises as approved on May 3, 1999) for the period of 90 days, effective May 4, 1999 not to exceed \$4,000 per month.

Funding Source: District Funds

Comment: NETZEL ASSOCIATES, INC. has been working with Santa Monica College as the consultants on the Capital Campaign and will now provide interim leadership for the Foundation until a new Director of College Advancement is hired.

RECOMMENDATION NO. 4 CONSULTANT CONTRACT - INFORMATION SERVICES RETREAT

It is recommended that the Board of Trustees approve a consultant contract with Dr. Michael Rogich to conduct a one-day retreat for Information Services on June 18, 1999 for an amount of \$1,200 plus travel expenses.

Funding Source: District Funds

Comment: Dr. Rogich is a Research Professor at Drexel University. He will conduct a one-day retreat for the managerial staff working in Information Services on the following topics: Workgroups and teamwork in the current information systems environment both inside and outside of education; project based workgroups; communication skills to successfully accomplish objectives; current considerations of ethics and responsibilities of information system workers; public versus private forums; and free speech.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 7, 1999

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

-

RECOMMENDATION NO. 5-A CONSULTANT CONTRACT - WRITING ASSISTANTS

It is recommended that the Board of Trustees approve a consultant contract with Robert E. Land, Jr. for services to be rendered during the Spring, 1999 semester, for an amount not to exceed \$750.

Funding Source: District Funds (Partnership for Excellence - Writing Assistants for History Classes)

Comment: The consultant will meet with history instructors and the director of the project, determine appropriate measures for evaluation, create evaluation measures including rubrics for evaluation of writing from 12 students enrolled in project courses.

RECOMMENDATION NO: 5-B CONSULTANT CONTRACT - HUMAN DEVELOPMENT 20

It is recommended that the Board of Trustees approve the following consultant contracts for services rendered during the Spring, 1999 semester for the Human Development 20 class:

(1) Eleanor Koury, for an amount not to exceed \$75.00

Funding Source: District Funds

Comment: The consultant will be a guest speaker for the Human Development 20 class lecturing on the topic of conflict resolution.

(2) Catherine Romero, for an amount not to exceed \$75.00

Funding Source: District Funds

Comment: The consultant will be a guest speaker for the Human Development 20 class lecturing on the topic of budgeting and money management.

-

-

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 7, 1999

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

-

RECOMMENDATION NO: 5-C CONSULTANT CONTRACT - WELFARE TO WORK

It is recommended that the Board of Trustees approve a consultant contract with Roxanne Hartline for services to be rendered during the Spring, 1999 semester, for an amount not to exceed \$3,500.

Funding Source: TANF

Comment: The consultant will assist in the development of the national and state Welfare-to-Work grant proposal.

RECOMMENDATION NO. 5-D CONSULTANT CONTRACT - DISABLED STUDENTS

It is recommended that the Board of Trustees renew a consultant contract with California State University Northridge Center for Deafness for an amount of \$20 per hour, 15 hours per week for the 1999-2000 academic year, total cost not to exceed \$10,000.

Funding Source: Disabled Students Account, Restricted Funds

Comment: CSU Northridge 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.

RECOMMENDATION NO. 5-E CONSULTANT CONTRACT - WOMEN'S COLLEGE

It is recommended that the Board of Trustees ratify a consultant contract with Elizabeth Say for services to be rendered on June 4, 1999, for an amount not to exceed \$90.

Funding Source: District Funds

Comment: The consultant was a guest speaker for the Women's College Faculty Retreat on the UCLA campus.

-

-

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 7, 1999

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 5-F CONSULTANT CONTRACTS - OFFICE OF WORKFORCE

AND ECONOMIC DEVELOPMENT

It is recommended that the Board of Trustees renew the following consultant contracts for the Office of Workforce and Economic Development for the period of July 1, 1999 through June, 2000 (the first year of a two-year grant):r

- (1) Kary Tan for an amount not to exceed \$55,000

Funding Source: The Welfare-to Work economic development grants received from an agreement with the Community Career Development Corporation.

Comment: The consultant will provide job specific skills training and customized training services to the Office of Workforce and Economic Development. These services include working with the Program Manager to design and deliver a series of computer applications workshops to local employees and vendor clients, maintaining case management files, and drafting a Standard Operation Procedures manual.

- (2) Gregory Sharpe for an amount not to exceed \$55,000

Funding Source: The Welfare-to-Work economic development grant received from an agreement with the Community Career Development Corporation.

Comment: The consultant will provide job development and job placement services to the Office of Workforce and Economic Development. These services include assistance in the design and delivery of a series of career fairs, maintaining case management, and improving referral rate of surrounding One-Stops, other Community Based Organizations (CBO's) and public agencies.

(3) Judy Johnson for an amount not to exceed \$55,000.

Funding Source: The Hispanic Association of Colleges and Universities (HACU) grant.

Comment: The consultant will provide job development and job placement services to the Office of Workforce and Economic Development. These services include assistance in maintaining case management and improving the referral rate of surrounding One-Stops, other CBO's and public agencies, and deliver a series of career fairs.

(4) Annette Williams for an amount not to exceed \$55,000.

Funding Source: The JDIF economic development incentive grants received from the Chancellor's Office of Workforce and Economic Development.

Comment: The consultant will provide job development and job placement services to the Office of Workforce and Economic Development. These services include providing not-for-credit curriculum development, vendor program development, and vendor program coordination to include program monitoring, budget development, and community outreach.

(5) Greg Krentzman for an amount not to exceed \$55,000.

Funding Source: The JDIF economic development incentive grants received from the Chancellor's Office of Workforce and Economic Development.

Comment: The consultant will provide job development and job placement services to the Office of Workforce and Economic Development. These services include assistance in the design and delivery of a series of career fairs, employer seminars and pre-employment workshops, and improving the referral rate of surrounding One-Stops, other CBO's and public agencies.

-

-

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 7, 1999

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 5-G CONSULTANT CONTRACTS - CHILD DEVELOPMENT 49

It is recommended that the Board of Trustees approve the following consultant contracts for services rendered as indicated:

(1) Mary Ann Elizabeth Rinsch for an amount not to exceed \$100 for services to be rendered on June 8, 1999:

Funding Source: District Funds

Comment: The consultant will speak to the Child Development 49 class on motoric challenges for young children with disabilities as well as methods to help children with attention difficulties to self-regulate and organize their behavior.

(2) Shelley Cox for an amount not to exceed \$100 for services to be rendered on June 10, 1999:

Funding Source: District Funds

Comment: As the Director of the program "Step-by-Step", the consultant will present to the Child Development 49 class an early intervention program for young children with special needs. She will also talk about the "Floor Time" method of therapy used with young children with autism.

(3) Mary Anne Glicksman for an amount not to exceed \$100 for services to be rendered on June 8, 1999:

Funding Source: District Funds

Comment: The consultant will speak to the Child Development 49 class on the current computer technology available to assist young children with special needs.

-

-

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 7, 1999

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

-

RECOMMENDATION NO. 5-H CONSULTANT CONTRACTS - CALWORKS

It is recommended that the Board of Trustees approve the following consultant contracts for services to be rendered during the Spring, 1999 semester:

(1) Mona Lisa Fortenberry for an amount not to exceed \$100.

Funding Source: CalWORKS

Comment: The consultant will be a guest speaker at the CalWORKS Student Recognition Banquet.

(2) Armando Flores for an amount not to exceed \$100.

Funding Source: CalWORKS

Comment: The consultant will provide music for the CalWORKS Student Recognition Banquet.

RECOMMENDATION NO. 6 FUNDING FOR MINI CAREER CENTER IN SANTA MONICA

It is recommended that the Board of Trustees accept \$250,000 in funding from the Los Angeles County Private Industry Council (PIC) to establish a mini career center in the Santa Monica area.

Funding Source: Los Angeles County SDA Department of Labor Welfare-to-Work Program.

Comment: This project contains two central components:

(1) development and establishment of a mini career center in Santa Monica; and (2) primary employment and post-employment services which will be available to Welfare-to-Work clients served under the project.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 7, 1999

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 7 CONTRACT FOR SIGN LANGUAGE INTERPRETERS

It is recommended that the Board of Trustees authorize an agreement with *Accommodating Ideas* to provide sign language interpreters on an as needed basis for the 1999-2000 academic year in an amount not to exceed \$45 per hour.

Funding Source: District Funds.

Comment: The College is obligated to meet the needs of deaf students by providing sign language interpreters in a timely manner. The college is constantly hiring hourly interpreters, but an influx of deaf students at the beginning of each semester creates a need for additional interpreters. Throughout the year, there is an on-going need for emergency substitutes.

RECOMMENDATION NO. 8 FACILITIES FOR OFF-CAMPUS EMERITUS

COLLEGE CLASSES, SUMMER 1999

It is recommended that the Board of Trustees renew contracts for facilities to house off-campus Emeritus College classes for Summer, June 21 through July 31, 1999. It is further recommended that payment per class session be authorized as stated on the list.

Comment: The college uses off-campus facilities in Santa Monica to hold Emeritus College classes. The facilities are used from 1 to 8 times per week, for 6 to 16 weeks depending on the facility and the class. There is no charge for the majority of facilities. The list of facilities is on file in the Emeritus College Office and Business Office.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 7, 1999

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

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

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

COMMUNITY SERVICE INSTRUCTORS

SUMMER 1999

ADDENDUM

Amar S Boys Basketball Camp (3) 90 Hr

Annick J Girls Basketball Camp (2) 60 Hr

Corliss E Volleyball Camp (1) 30 Hr

Dent M Boys Basketball Camp (3) 90 Hr

McMullen R J Boys Basketball Camp (3) 40%

Menzies M Boys Basketball Camp (3) 90 Hr

Paleno J Boys Basketball Camp (3) 90 Hr

Pawinski L Girls Basketball Camp (2) 40%

Roque E Volleyball Camp (1) 40%

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.

-

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 7, 1999

ANNUAL RECOMMENDATIONS: HUMAN RESOURCESRECOMMENDATION NO. 10 ELECTION OF ACADEMIC PERSONNEL

It is recommended that the following categories of academic personnel be elected/re-elected, effective July 1999 to the appropriate place on their respective 1999 salary schedules for the 1999-2000 fiscal year.

1. Contract and Regular Academic Personnel

2. Academic Hourly, Adult Education, Emeritus College and Substitutes

Comment: List on file in the Human Resources office and attached to the permanent minutes.

RECOMMENDATION NO. 11 ELECTION OF CLASSIFIED PERSONNEL

It is recommended that Classified personnel be reelected, effective July 1, 1999, to their appropriate place on their respective 1999 salary schedules for the period such salary schedules are effective.

Comment: Lists on file in the Human Resources office and attached to the permanent minutes.

RECOMMENDATION NO. 12 ELECTION OF ACADEMIC MANAGEMENT AND CLASSIFIED MANAGEMENT PERSONNEL

It is recommended that all academic management and classified management, confidential and other underrepresented personnel be reelected, effective July 1, 1999, to the appropriate place on their respective 1999-2000 salary schedules which are hereby declared indefinite for 1999-2000.

Comment: Lists on file in the Human Resources office and attached to the permanent minutes.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 7, 1999

ANNUAL RECOMMENDATIONS: HUMAN RESOURCESRECOMMENDATION NO. 13 CONTRACT FOR PSYCHOLOGICAL TESTING

It is recommended that the Board of Trustees authorize a contract with VICTORIA J. HAVASSY, Ph.D., to administer psychological tests to Community College Police Officer candidates and provide the District with a written evaluation of each candidate at the rate of \$280 per candidate, not to exceed \$5,000 for 1999-2000.

It is further recommended that the Board of Trustees authorize a contract with DR.ÉSUSAN SAXE-CLIFFORD, to administer psychological tests to Community College Police Officer candidates and provide the District with a written evaluation of each candidate at the rate of \$325 per candidate, not to exceed \$5000 for 1999-2000.

Funding Source: District Funds

Comment: This contract renews a service required by the Personnel Commission on Peace Officer Standards and Training (POST) to include psychological testing as part of the final physical examination process for peace officer. Written evaluations will be submitted to the district within ten working days after the administration of each test.

RECOMMENDATION NO. 14 CONTRACT FOR BACKGROUND INVESTIGATIONS

It is recommended that the Board of Trustees authorize a contract with WESTSHIELD INVESTIGATIONS to conduct background investigations for Community College Police Officer candidates and prepare written evaluations for each candidate, at a maximum rate of \$800 per candidate, not to exceed \$10,000 for 1999-2000.

Funding Source: District Funds

Comment: This is an annual contract for the services required in the hiring of Community College Police Officers.

-

-

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 7, 1999

ANNUAL RECOMMENDATIONS: HUMAN RESOURCESRECOMMENDATION NO. 15 SELF-INSURED LEGAL DEFENSE AGREEMENT

Is recommended that the Board of Trustees renew the service agreement with HARRINGTON, FOXX, DURBROW AND CANTER to provide legal defense for the District's self-insured liability program for the period of July 1, 1999 through June 30, 2000. Services are provided on an hourly rate basis as needed with no monthly or annual retainer fee.

Funding Source: District Funds

Comment: Harrington, Foxx, Durbrow and Canter have been providing legal defense services for the District for over 15 years. The firm is one of only eight firms that the Statewide Association of Community Colleges (SWACC) JPA has authorized its members to use for self-insured legal defense. It is anticipated that these service fees will be approximately \$50,000.

-

-

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 7, 1999

CONSENT AGENDA: HUMAN RESOURCESRECOMMENDATION NO. 16 ACADEMIC PERSONNEL

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 DATECONTRACT

Antrim, Brenda Librarian, Collection Development 08/23/99

Borghei, Suzanne Instructor, U.S. History 08/23/99

Chin, Dorothy Instructor, Psychology 08/23/99

Dell, Maria Instructor, Anatomy 08/23/99

Edinger, Gail Instructor, Mathematics/Cross Level 08/23/99

Flynn, Kathleen A. Counselor, CalWorks 08/23/99

Gallogly, Ethan Instructor, Chemistry 08/23/99

Goueth, Pierre Y. Instructor, Chemistry 08/23/99

Hart, Christian B. Instructor, Psychology 08/23/99

Katherine, Amber Instructor, Philosophy 08/23/99

Lai, Hsu-Teng Instructor, Physics 08/23/99

LeDonne, Helen Instructor, Cosmetology 08/23/99

Lee, Peter Instructor, Mathematics/Cross Level 08/23/99

McGraw, Colleen K. Instructor, Mathematics/Statistics 08/23/99

Morris, Jacob Instructor, Physics 08/23/99

Nichols, Lyle B. Instructor, General Biology 08/23/99

Rubin, Saul Instructor, Journalism 08/23/99

Stiles, Christopher Instructor, U.S. History 08/23/99

Stramel, James Instructor, Philosophy 08/23/99

Wissman, Paul Instructor, Anatomy 08/23/99

ADJUNCT

(List on file in the office of Academic Personnel and attached to the permanent minutes)

LEAVES OF ABSENCE

MEDICAL LEAVE OF ABSENCE - MATERNITY

Johnson, Brenda K. Dean, Counseling and Retention 05/17/99 - 08/13/99

SEPARATIONS

RESIGNATION

Burkhalter, Byron Instructor, Sociology 06/16/99

Young, Darroch Vice President, Planning & Development 06/17/99

-

RETIREMENT

Bowser, Maria Assoc. Dean, School Relations/Outreach 06/30/99

Daly-Wilson, Virginia Instructor, HPER 07/30/99

Jerome, Frank R. Jr. Dean, Special Projects 08/30/99

Peterson, Daryl Instructor, Mathematics 06/16/99

Wall, Phil Instructor, Automotive/Trades 06/16/99

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

RECOMMENDATION NO. 17 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: Personnel Specialist 1 (2 positions) 06/15/99

Personnel Commission, 12 mos, 40 hrs

ABOLISH: Computer Lab Coordinator 06/08/99

Instructional Computing, 12 mos, 40 hrs

-

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 7, 1999

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 18 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

Parker, Robert, Controller, Fiscal Svcs 06/01/99

Sanchez, Ricardo, Bookstore Operations Asst, Bookstore 06/01/99

PROMOTIONS

Marie, Jonathan 05/19/99

Fr: Department Secretary II, Transfer/Counseling, 12 mos, 40 hrs

To: Articulation Transfer Specialist, Transfer/Counseling, 12 mos, 40 hrs

TRANSFER (per CSEA Agreement, Article 6)

Stewart, Zoe 05/24/99

To: Custodian-Day, Operations, 12 mos, 40 hrs

Fr: Custodian- NS-1, Operations, 12 mos, 40 hrs

INCREASE IN MONTHS

Laurance, Joanne 07/01/99

Fr: Department Secretary II, English, 11 mos, 40 hrs

To: Department Secretary II, English, 12 mos, 40 hrs

Tesdahl, Edith 07/01/99

Fr: Department Secretary II, Business, 11 mos, 40 hrs

To: Department Secretary II, Business, 12 mos, 40 hrs

STIPEND

Yoder, John, Asst. Computer Lab Supervisor 03/01/99 - 07/31/99

\$4,200 paid in two payments of \$2,100 each.

Comment: Mr. Yoder is currently rewriting software for the virtual office hours (VOH) project. His stipend will be funded through the Partnership for Excellence and TTIP Grants.

WORKING OUT OF CLASSIFICATION (Additional responsibilities)

Peterson, Jeffrey, Cust Opers Supr, Operations +7%+VH-1 04/05/99 " 06/30/99

Quinn, William, Lead Cust NS-2, Operations +%5 04/05/99 " 06/30/99

Wilkie, Christine, Media Asst, Media Ctr (Amended dates) +10% 04/01/99 " 06/30/99

-

LEAVES OF ABSENCE WITH PAY

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

MEDICAL/WITH PAY

Leung, Doris, Financial Aid Tech, Financial Aid 04/20/99 " 05/04/99

Maddox, Margaret, Fin Aid Clerk, Financial Aid 05/17/99 " 05/21/99

Reytblat, Leon, Personnel Clerk I, Personnel Comm 05/06/99 " 05/15/99

Takara, Mindy, Intl Education Asst, Intl Ed 04/20/99 " 04/28/99

Whitaker, Bonnie, Admin Asst I, Airport 04/16/99 " 05/02/99

Ybarra, Robert, Lead Custodian, Operations 05/18/99 " 05/25/99

MILITARY

Carter, Thomas, Auditorium Tech, Events 06/03/99 " 06/19/99

LEAVES OF ABSENCE WITHOUT PAYFAMILY MEDICAL LEAVE ACT

Hendricks, Phil, Payroll Specialist, Payroll (ext) (2hrs/day) 04/26/99 " 05/17/99

PERSONAL/WITHOUT PAY

Fierro, Yolanda, Parking Sec Officer, College Police 04/26/99 " 05/28/99

SEPARATIONSRESIGNATIONS

Askarian, Sohail, Instr Asst-Math, Math 06/15/99

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

-

BOARD OF TRUSTEES

Santa Monica Community College District

ACTION

June 7, 1999

CONSENT AGENDA: HUMAN RESOURCESRECOMMENDATION NO. 19 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 DATE

PROVISIONAL (assignment not to exceed 90 working days)

Angelikis, Pirkko, Instructional Asst.- Bus, Business 05/06/99 " 06/30/99

Bates, Michael, Voc. Instructional Asst. - Cos., Cosmetology 05/13/99 " 06/30/99

Davis, Linda, Dept. Secretary II, Personnel Commission 04/21/99 " 06/30/99

Garcia, Maria, Dept. Secretary I, Emeritus 05/06/99 " 06/30/99

Holt, Nathaniel, Buyer, Purchasing, (ext.) 04/26/99 " 06/08/99

Jimenez, Yvette, Clerical Assistant II, Payroll 05/11/99 " 06/30/99

Reveco, Juan, Art Gallery Installer - Art, Art Department 05/17/99 " 06/30/99

Reveco, Juan, Art Gallery Installer - Photo, Photo Department 05/17/99 " 06/30/99

Walsh, Sherry, Instructional Asst. - English, Scholars Program 01/04/99 " 06/30/99

SUBSTITUTE

Mangus, Edward, Lab Technician - Photo, Art/Photo Dept. 03/17/99 " 06/30/99

Richardson, Geraldine, Mail Service Clerk, Rcvg/Mailroom, (ext.) 04/01/99 " 06/30/99

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

Alvarado, Claudia, Counseling Aide, Counseling 05/04/99 " 06/30/99

Imado, Timoteo, Comm. Outreach Aide, Off. Of School Relations 03/01/99 " 06/30/99

Keith, Patrick, Comm. Outreach Aide, Off. Of School Relations 04/26/99 " 06/30/99

Larson, Risa, Accompanist - Dance, Theatre Arts 03/02/99 " 06/15/99

Marcial, Soledad, Comm. Outreach Aide, Off. Of School Relations 05/04/99 " 06/30/99

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

Adewole, Ruth, Instructional Asst. - Math, Mathematics 03/02/99 " 03/09/99

Adewole, Ruth, Instructional Asst. - Math, Mathematics 03/24/99 " 03/26/99

Cummins, James, Interp For Hear Impaired, Disabled Student Ctr. 05/11/99 " 06/15/99

Felder, Beverly, Registration/Info Clerk, Student Life 04/12/99 " 04/22/99

Herron, Meredith, Admissions & Records Clerk II 05/01/99 " 05/14/99

Jensen, Charlene, Custodian, NSII, Operations, (ext.) 04/24/99 " 05/30/99

Mekonnen, Yoseph, Bookstore Clerk/Cashier, Bookstore 04/23/99 " 06/30/99

Monzon, Karen, Dept. Secretary I, Personnel Commission, (ext.) 03/16/99 " 04/09/99

Redd-Walker, Beverly, Dept. Secretary I, Academy 03/15/99 " 05/09/99

Redd-Walker, Beverly, Dept. Secretary I, Business 05/10/99 " 06/15/99

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 7, 1999

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 20 CLASSIFIED PERSONNEL - NON MERIT

It is recommended that the following non-merit salary be increased as indicated:

Recreation Director/Day Camp I Effective Date

From: \$50/Day 06/08/99

To: \$55/Day

Comment: This increase is needed in order to recruit staff for the Fun

Under the Sun Day Camp Program.

It is further 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 42

\$6.19/hr

FEDERAL/STATE FUNDED STUDENT EMPLOYEES

College Work-Study Student Assistant 9

\$6.19/hrly

PHYSICAL EDUCATION DEPARTMENT EMPLOYEES

Recreation Director II 1

\$10.59/hr

PROFESSIONAL EXPERTS

Community Services Specialist II 1

\$38.00/hr

Professional Art Model 8

\$14.00/hr

Art Model w/Costume 4

\$17.00/hr

Tutorial Aide 1

\$10.50/hr

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 7, 1999

ANNUAL RECOMMENDATIONS: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 21 RESOLUTION FIXING THE EMPLOYER'S CONTRIBUTION UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT

It is recommended that the Board of Trustees adopt the following resolution:

WHEREAS, (1) Government Code Section 22825.6 provides that a local agency contracting under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employers' contribution at an amount not less than the amount required under Section 22825 of the Act, and

WHEREAS, (2) Santa Monica Community College District, hereinafter referred to as Public Agency is a local agency contracting under the Act for participation by members of the classified and certificated units;

WHEREAS, (3) Santa Monica Community College District, hereinafter referred to as Public Agency is a local agency contracting under the Act for participation by members of the Special Districts hereinafter referred to as the Board of Trustees and the Personnel Commission; now, therefore be it

RESOLVED, (4) That the employer's contribution for each employee who is a member of and each annuitant who retired from employment which would be covered by the above identified recognized employee organization enrolled in PERS health benefits plans shall be as follows:

\$311.60 per month tenthly (\$259.68 per month twelfthly), effective August 1, 1999 and that the contribution shall be in addition to those amounts contributed by the Public Agency for administrative fees and to the Contingency Reserve Fund.

Comment: The base medical benefit amount is to be increased annually in accordance with the benefits article in the contract agreements with CSEA and the SMC Faculty Association, and by Board Resolution covering the Special Districts.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 7, 1999

ANNUAL RECOMMENDATIONS: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 22 DESTRUCTION OF CLASS 3 RECORDS

It is recommended that the Board of Trustees approve the destruction of class 3 records stored for admissions and records, financial aids, and business services.

Comment: This is an annual recommendation for class 3 records which are disposable records that have been maintained for at least three years. This classification includes such items as enrollment cards, add-drop cards, purchase orders, periodic reports, and attendance records. All data from these source documents has been recorded on a higher classification record that is stored.

RECOMMENDATION NO. 23 GANN LIMIT, 1999-2000

It is recommended that the Board of Trustees adopt the 1999-2000 Gann Limit for the Santa Monica Community College District as \$73,878,348 and the 1999-2000 Appropriation Subject to Limitation as \$59,501,696.

Comment: The Gann Limit figures are based on the prior year limit amended by a State formula. The Appropriation Subject to Limitation is based on estimates presented in the Tentative budget for 1999-2000.

The Gann Limit is the maximum amount of tax driven revenues that may be budgeted by law. The Appropriation Subject to Limitation is the amount of tax driven revenues that are expected to be available for budget purposes. These tax revenues include state and local levied taxes. Because Santa Monica College has historically been a low revenue district, and because community colleges have not been funded at a rate which would keep pace with the growth and price inflator factors found in the Gann Limit, the appropriation amount is significantly below the Gann Limit.

-

-

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 7, 1999

ANNUAL RECOMMENDATIONS: BUSINESS AND ADMINISTRATIONRECOMMENDATION NO. 24 AUTHORIZATION TO TRANSFER FUNDS FOR 1999-2000

It is recommended that the Board of Trustees authorize Thomas J. Donner, Vice President, Business and Administration, to make cash loans between district funds whenever such transfers are needed to cover cash flow and to permit payment of obligations. The amount of any individual transfer to any fund shall not exceed \$3,000,000.

These authorized transfers are temporary in nature, to be accounted for as loans between funds, and are not to be treated as income or as a contribution from one fund to another.

Any transfers made during the year shall be repaid by no later than fiscal year end. Any transfers within 120 days of year-end may be repaid next year, provided any such intended carry-over is reported to the Board.

A report of transfers made each month is to be provided to the Board in the following month or earlier. Transfers are to be in accordance with legal requirements.

This action and written authorization by the person herein designated may be used by the County Office of Education to permit transfers and repayments.

Comment: This is an annual authorization to allow the District to move money between funds to meet cash flow needs.

-

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 7, 1999

ANNUAL RECOMMENDATIONS: BUSINESS AND ADMINISTRATIONRECOMMENDATION NO. 25 YEAR-END APPROPRIATIONS TRANSFER

It is recommended that the Board of Trustees, in accordance with the provisions of Section 85201 of the Education Code, authorize the County Superintendent of Schools to make appropriate transfers necessary at the close of the fiscal year 1998-99 to permit the payment of obligations of the district incurred during the year.

Comment: This action is a recurring practice of the County Superintendent of Schools which permits the processing of warrants and liabilities for the District during the closing of the financial records for the fiscal year.

-

RECOMMENDATION NO. 26 COMPUTER NETWORK AGREEMENT

It is recommended that the Board of Trustees authorize the agreement with the Los Angeles County Office of Education for the provision of certain computer network services for the fiscal year 1999-2000.

Comment: This agreement covers the communications network with the County Office in support of and operation of the district's Human Resource System (payroll/ personnel) and the Program Budgeting and Accounting System. The expense for 1998-99 was approximately \$46,000. Estimated costs for 1999-2000 are \$51,000.

RECOMMENDATION NO. 27 CLAIMS MANAGEMENT AGREEMENT

It is recommended that the Board of Trustees renew the service agreement with CARL WARREN & COMPANY to provide claims management services for the district's self-insured property and liability insurance program from July 1, 1999 through June 30, 2000. Services are provided on an hourly rate basis as needed with no monthly or annual retainer fee.

Comment: Carl Warren & Company has provided claims management services for the district since 1986. The fees for 1998-99 were approximately \$20,000. It is anticipated that management service fees will be approximately \$25,000 for 1999-2000.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 7, 1999

ANNUAL RECOMMENDATIONS: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 28 HAZARDOUS WASTE DISPOSAL AGREEMENT

It is recommended that the Board of Trustees approve a service agreement with SAFETY-KLEEN SYSTEMS, INC. (formerly Laidlaw Environmental Services of California) to provide hazardous waste disposal services from July 1, 1998 through June 30, 1999.

Comment: Safety-Kleen Systems, Inc. will remove laboratory experimental waste and obsolete chemicals from the Science departments on a monthly basis to ensure that the district is in compliance with federal, state and local regulations for the storage and removal of hazardous waste. It is anticipated cost of this service for 1999-2000 will be approximately \$35,000.

RECOMMENDATION NO. 29 SALE OF SURPLUS PROPERTY

It is recommended that the Board of Trustees grant permission for the District to dispose of surplus equipment as required during fiscal year 1999-2000. Equipment will be disposed of through public auction, private sale (if under \$2,500) or other means deemed appropriate.

Comment: Surplus equipment is stored in the District warehouse which has limited space. The District periodically needs to dispose of equipment that is in disrepair or is obsolete and is no longer needed.

-

RECOMMENDATION NO. 30 BIOMEDICAL WASTE DISPOSAL AGREEMENT

It is recommended that the Board of Trustees approve a service agreement with STERICYCLE, INC. to provide biomedical waste disposal services from July 1, 1999 through June 30, 2000.

Comment: Stericycle, Inc. will remove biomedical waste from the Student Health Office, Life Science department and the Health Sciences department on a weekly basis to ensure that the district is in compliance with the state blood borne pathogen program. It is anticipated that this service will cost approximately \$5,000 for 1999-2000.

-

-

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 7, 1999

ANNUAL RECOMMENDATIONS: BUSINESS AND ADMINISTRATIONRECOMMENDATION NO. 31 LINEN RENTAL AGREEMENT

It is recommended that the Board of Trustees approve a service agreement with MEDICO PROFESSIONAL LINEN SERVICES for linen rental service for the Student Health Office for the period of July 1, 1999 through June 30, 2000.

Comment: Medico Professional Linen Services will provide sanitary linens and remove soiled linens from the Health Office on a routine basis to ensure that the district is in compliance with state and local blood borne pathogen regulations. It is anticipated that the fees for these services will be approximately \$2,500 for 1999-2000.

RECOMMENDATION NO. 32 INDUSTRIAL INJURY TREATMENT AGREEMENT

It is recommended that the Board of Trustees approve a service agreement with SANTA MONICA IMMEDIATE CARE MEDICAL CENTER to provide industrial injury first aid treatment to District employees for the period of July 1, 1999 through June 30, 2000.

Comment: This is a continuation of an agreement to provide first aid services to employees for all industrial injuries listed on OSHA's first aid treatment list.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 7, 1999

ANNUAL RECOMMENDATIONS: BUSINESS AND ADMINISTRATIONRECOMMENDATION NO. 33 KCRW CONSULTANTS

It is recommended that the Board of Trustees authorize agreements with the following consultants for KCRW for the period of July 1, 1999 through June 30, 2000. Agreements are subject to cancellation by either party on 15 (fifteen) days written notice to the other party.

Programming/Advertising Consultants:

SASHA ANAWALT: Program services, "Theatre Talk," specializing in Dance reviews. Payable at \$100 per exclusive original program/\$50 per non-exclusive program, not to exceed \$2,600.

RANDALL BEGGS dba LIVE WARE: For computer services including creating specific programs, KCRW's PC system maintenance/repair, troubleshooting, and PC usage instructional services. Base retainer at \$1,500 per month, not to exceed \$18,000.

JASON BENTLEY dba SECRET TECHNOLOGY, INC: Program services, "Metropolis." Payable at \$100 per program, "Metropolis;" not to exceed \$18,800.

CYNTHIA BURKEY dba CYNTHIA BURKEY PRODUCTIONS: Program services, as Guest Host on music programs. Payable at varying rates per program, not to exceed \$3,500.

GARY CALAMAR dba RAILROAD MANAGEMENT: Program services, "The Open Road." Payable at \$75 per program, "The Open Road;" payable at varying rates for other programs, not to exceed \$9,000.

CHRISTABELLA, Inc: Program services, "Left Right And Center." Honorarium payable at \$100 per week for each program, not to exceed \$5,200.

BRAD CLEAVER dba A PROMPT: For computer services including creating specific programs, KCRW's PC system maintenance/repair, troubleshooting, and PC usage instructional services. Base retainer at \$1,500 per month; not to exceed \$18,000.

LOUIS FANTASIA: Program services, Theatre Talk" commentaries for KCRW. Honorarium payable at \$100 per original program; not to exceed \$2,600.

SCOTT FRITZ dba ROCKET AUDIO: For production services for special projects, including BBC, literary short story projects, and special music events. Base retainer at \$3,000 per month, not to exceed \$36,000.

EDWARD GOLDMAN: For producing art reviews "ArtTalk" for KCRW. Honorarium payable at \$100.00 per week for each original program, not to exceed \$5,200. This is part of CAC Organizational Support Grant.

ETHAN GOLDSTINE: To create internet programs, consulting with Real Network Audio, overseeing KCRW's Internet site and special projects. Base retainer at \$1,000 per month for internet site supervision; special projects' billable at varying rates; not to exceed \$12,000.

THOMAS GOLUBIC: Program services, as Guest Host on music programs. Payable at varying rates per program, not to exceed \$2,500.

JEF HOGAN dba SMASHING PRODUCTIONS: For production audio engineering for "Café LA;" not to exceed 3 (three) live shows per month. Payable at \$15.65 per hour; not to exceed \$3,000.

EVAN KLEIMAN: Program services, "Good Food." Payable at \$400 per month; not to exceed \$4,800.

GREGG LEWIS dba GOLDEN CANE ADVERTISING: For advertising/production services and special projects. Base retainer of \$3,334.00 per month, not to exceed \$40,008 plus actual and necessary expenses to be reimbursed, not to exceed \$1,500 for a 12 (twelve) month period of time. Receipts/documentation to be turned in at time of request for reimbursement. This is part of CAC Organizational Support Grant.

KEVIN LINCOLN: Program services, as Guest Host on music programs. Payable at varying rates per program, not to exceed \$5,000.

MATTHEW MILLER: Program services, "Left Right And Center." Honorarium payable at \$100 per week for each program, not to exceed \$5,200.

ELVIS MITCHELL: Program services, "The Treatment." Honorarium payable at \$1,200.00 per month, not to exceed \$14,400. This is part of CAC Organizational Support Grant.

JOE MORGENSTERN: Program services, film review commentaries for KCRW. Honorarium payable at \$50 for each program per week; not to exceed \$2,600.

MICHAEL MORRISON: Program services, "Weekend Becomes Eclectic." Payable at \$125 per program, "Weekend Becomes Eclectic;" payable at varying rates for other programs, not to exceed \$12,000.

EDMUND NEWTON: Program services, Theatre Talk" commentaries for KCRW. Honorarium payable at \$100 per exclusive original program/\$50 for each non-exclusive program, not to exceed \$2,600.

ED PARKER, JR: For design/artwork services as needed. Payable upon projects' completion and invoicing; not to exceed \$4,000.

SANDEP RAHI dba BURNING BOX: For design/artwork services as needed. Payable upon projects' completion and invoicing, not to exceed \$6,500.

LIZA RICHARD dba MAD DOLL: Program services, "Que Sera Sera." Payable at \$50 per program, "Que Sera Sera;" payable at varying rates for other programs, not to exceed \$8,000.

TOM SCHNABEL dba TOUCANO PRODUCTIONS: Program services, "Café LA." Payable at \$180 per program, "Café LA;" payable at varying rates for other programs, not to exceed \$18,800.

KEN SPECTOR: For KCRW's web site updating services/encoding audio on an as needed basis. Payable upon services rendered and project completion as authorized by KCRW. Payable at varying rates, not to exceed \$1,000.

GARTH TRINIDAD: Program services, "Chocolate City." Payable at \$50 per program "Chocolate City; payable at varying rates for other programs, not to exceed \$12,500.

SANDRA TSING LOH: Program services, "The Loh Life" commentaries for KCRW. Honorarium payable at \$100 for each exclusive original program per week; not to exceed \$5,200. This is part of CAC Organizational Support Grant.

BOB WERNE: Program services, as Guest Host on music programs. Payable at varying rates per program, not to exceed \$2,500.

GARTH WILSON dba Raw Material Design: For design/artwork services as needed. Payable upon projects' completion and invoicing, not to exceed \$7,500.

MARA ZHELUTKA: Program services, "Music of the Spheres." Payable at \$100 per program, "Music of the Spheres;" payable at varying rates for other programs, not to exceed \$5,400.

Fundraising Consultants:

WILL LEWIS dba WILL LEWIS ASSOCIATES: Consulting services for KCRW in relation to station fundraising campaigns, direct mail membership and programming development, audience research analysis, and added responsibilities in writing grant proposals. Payable at \$5,000. per month, not to exceed \$60,000.

ED PARKER, JR: For design/artwork services for fundraising as needed. Payable upon projects' completion and invoicing; not to exceed \$10,000.

SANDEP RAHI dba BURNING BOX: For design/artwork services for fundraising as needed. Payable upon projects' completion and invoicing, not to exceed \$8,500.

J. TODD: For data entry services and coordination for fundraising as needed. Payable at a rate of \$25 per hour for a total not to exceed \$32,000 The dates and hours to be arranged in conjunction with fundraising campaigns for the period of July 1, 1999 through June 30, 2000.

GARTH WILSON dba Raw Material Design: For design/artwork services for fundraising as needed. Payable upon projects' completion and invoicing, not to exceed \$25,000.

Funding Source: KCRW Donations and Grants

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

-

-

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 7, 1999

ANNUAL RECOMMENDATIONS: BUSINESS AND ADMINISTRATION

—

RECOMMENDATION NO. 34 KCRW LEASE AGREEMENTS

It is recommended that the Board of Trustees renew the following lease agreements with American Tower Systems to be used by KCRW. The term of lease is for one year commencing July 1, 1999 and shall be renewed for additional one year terms subject to 60 (sixty) day written notice.

Hauser Mountain: Lease Contract #800405: Annual lease rate shall be \$7,560; \$1,890. payable quarterly in advance.

Red Mountain: Lease Contract #801608. Annual lease rate shall be \$7,560; \$1,890 payable quarterly in advance.

Saddle Peak: Lease Contract #801817. Annual lease rate shall be \$7,560; \$1,890. payable quarterly in advance.

South Mountain: Lease Contract #802304. Annual lease rate shall be \$12,000; \$3,000 payable quarterly in advance.

Los Angeles Department of Water & Power for KCRW's usage of Briarcrest tank land usage. Annual license/usage fee is \$600.

Funding Source: KCRW Donations

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

BOARD OF TRUSTEES Santa Monica Community College District	Action June 7, 1999
---	-----------------------------------

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 35-A CLAIM FOR DAMAGES

It is recommended that the Board of Trustees reject the claim filed by ACS Security Industries, Inc. for \$25,000 in monetary damages and conversion of \$13,000 in equipment and refer the claim to District counsel.

Comment: ACS Security Industries, Inc. alleges breach of contract.

-

RECOMMENDATION NO. 35-B CLAIM FOR DAMAGES

It is recommended that the Board of Trustees reject the claim filed by Irwin E. Sandler, Esq. For his client Dason Rogers for \$25,000 in damages and refer the claim to the District's claims management firm.

Comment: Mr. Sandler alleges that a Santa Monica College employee ran over his client's foot with a Maintenance vehicle causing injury.

BOARD OF TRUSTEES Santa Monica Community College District	Action June 7, 1999
---	-----------------------------------

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 36-A FACILITIES: FOOD SERVICE/DINING FACILITY – CHANGE ORDERS NO. 5 AND NO. 6

It is recommended that the Board of Trustees approve Change Orders No. 5 and No. 6 with JENN/MATT, INC. for the Food Service/Dining facility project.

Original Contract Amount \$696,269.00

Change Orders No. 1-4 68,333.26

Change Order No. 5 4,149.66

Change Order No. 6 12,811.46

Revised Contract Amount \$781,563.38

Funding Source: District Auxiliary Fund

Comment: Change Order No. 5 provides for owner requested relocation of light fixture ballasts, door louvers and access door; provide additional concrete slab reinforcement under trash compactor.

Change Order No. 6 provides for owner requested relocation of ductwork and pipe repairs, fireproofing on structural steel, removal of lead-based painted exhaust hood framing, concrete trench patching and installation of colonnade flashing. This change order also provides credits of \$224.86 for substitution of grease interceptor, \$810.26 for deletion of door, and \$1,608.75 for deletion of inspector's field trailer.

BOARD OF TRUSTEES	
Santa Monica Community College District	
	Action
	June 7, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 36-B FACILITIES: EARTHQUAKE REPLACEMENT SCIENCE BUILDING, CHANGE ORDERS NO. 11, 12, 14 AND 15

It is recommended that the Board of Trustees approve Change Orders No. 11 and No. 12 for the Earthquake Replacement Science Building with POZZO CONSTRUCTION, INC.

Original Contract Amount \$24,650,000

Change Orders No. 1-10 179,673

Change Order No. 11 45,616

Change Order No. 12 29,725

Change Order No. 13 -0-

Change Order No. 14 33,633

Change Order No. 15 32,653

Revised Contract Amount \$24,971,300

Funding Source: FEMA/District

Comment: Change Order No. 11 provides for owner requested replacement of deteriorated sidewalk on the west side of the building and patch and paint abandoned and infilled Liberal Arts Building north doors.

Change Order No. 12 provides for adjustments to contract allowances for data networking equipment and building signage.

Change Order No. 14 provides for owner-requested extended telecommunication conduit and architect requested added countertop supports, change louver type, change condensing unit at cold storage rooms, revised door hardware, and additional access panel for maintenance of rolling doors.

Change Order No. 15 provides for architect and structural engineer requests to provide additional steel at penthouse and main canopy, change supports at balcony, change dimension of steel and metal cladding at stair no. 2, provide roof safety line tie-backs, and revise structural details at roof, handrails, door 318 header and mechanical screen. Provide extension to contractor's Builder's Risk Insurance.

BOARD OF TRUSTEES Santa Monica Community College District	Action June 7, 1999
--	--

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 36-C FACILITIES: REDUCTION OF CONTRACT RETENTION – EARTHQUAKE REPLACEMENT SCIENCE BUILDING

It is recommended that the Board of Trustees find that satisfactory progress is being made on the Earthquake Replacement Science Building project and authorize the District to reduce the contract retention from 10% to 5.85% upon certification of the building being ready for beneficial occupancy.

Funding Source: FEMA

Comment: At this time, 98% of the project is complete and the contractor is making required progress toward completion of punch list items.

RECOMMENDATION NO. 36-D FACILITIES: REJECT ALL BIDS, RELOCATION OF MODULAR BUILDINGS

It is recommended that the Board of Trustees reject all bids for Relocation of Modular Buildings project to the lowest responsive bidder.

Comment: The low bid exceeds the budget for this project.

RECOMMENDATION NO. 36-E FACILITIES: AWARD OF BID, HAZARD MITIGATION PROJECT, VARIOUS BUILDINGS

It is recommended that the Board of Trustees award the bid for the Hazard Mitigation Project, various Buildings, to the lowest responsive bidder.

Bidder Bid Amount

Pacific General \$732,897

John P. Ingram 971,111

Funding Source: OES/District

Comment: This project will provide for earthquake related hazard mitigation work to provide seismic stability to pendant lighting and suspended ceilings, and filming to window glass. This project is 75% funded by the Office of Emergency Services (OES) with FEMA funds and 25% by the District.

-

-

BOARD OF TRUSTEES Santa Monica Community College District	Action June 7, 1999
---	-----------------------------------

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 37 COMMERCIAL WARRANT REGISTER

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

April 1 – April 30, 1999 4929-5079 \$7,866,565

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

RECOMMENDATION NO. 38 PAYROLL WARRANT REGISTER

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

April 1 – April 30, 1999 089-C – C2J-N \$5,165,729

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

-

RECOMMENDATION NO. 39 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.

April 1 - April 30, 1999 65563 - 66030 \$2,517,285

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

-

-

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 7, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 40 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. List on file in Business Office.

May 1 – May 31, 1999 D30697 – D30885 \$57,594.48

RECOMMENDATION NO. 41-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) 64764 - 64961 \$673,058.14

B) T-Orders 168,011.61

C) Change Orders 90,202.06

D) E-Orders 7,369.73

E) E-Change Orders 19,656.73

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

RECOMMENDATION NO. 41-B PURCHASING: SALE OF SURPLUS PROPERTY

It is recommended that the Board of Trustees declare as surplus and authorize the sale of miscellaneous furniture, audio/visual equipment, computers and copiers.

Comment: This equipment has been used in various locations on campus and is in disrepair or is obsolete and no longer needed.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 7, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATIONRECOMMENDATION NO. 41-C PURCHASING: AUTHORIZATION TO PARTICIPATE IN PURCHASE AGREEMENT

It is recommended that the Board of Trustees approve the use of the Department of General Services' CMAS (California Multiple Awards Schedule) Contract No. 3-96-70-0191A and B with INTERGRAPH CORPORATION for the purchase of computer and digital equipment at the Academy of Entertainment and Technology.

Comment: Public Contract Code §20652 allows the District to purchase through other public agencies without advertising for bid. Public Contract Code §12110 authorizes the Department of General Services to purchase data processing or telecommunications goods and services for other public agencies.

RECOMMENDATION NO. 41-D PURCHASING: AWARD OF BID – SCIENCE BUILDING MICROSCOPES

It is recommended that the Board of Trustees award Bid 9899-B7 to the following bidders for microscope equipment for the new Science building:

A. G. Heinze Dissecting Microscopes \$143,216.91

Scientific Instrument Co. Compound Microscopes \$197,931.99

Funding Source: State Grant

Comment: Bids were solicited through newspaper advertisements and a mailing. Awards are made to the lowest responsive bidder.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 7, 1999

MAJOR ITEMS OF BUSINESSRECOMMENDATION NO. 42 1999-2000 TENTATIVE BUDGET

It is recommended that the Board of Trustees adopt the 1999-2000 Tentative Budget.

1999-2000 GENERAL FUND TENTATIVE BUDGET SUMMARY

Estimated Beginning Balance \$4,734,089

Projected Revenue 91,016,664

Total Funds Available \$95,750,753

Proposed Expenses and Transfers \$95,392,211

Estimated Reserves 358,542

\$95,750,753

COMMENT: The above summarizes the Combined Restricted and Unrestricted General Fund budget estimates for FY1999-2000. The detailed Tentative Budget provides estimates based on currently available information, including the Governor's proposed May Revise.

-

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

Budget pages are included in printed agenda and available in the Offices of the Superintendent/President and the Vice-President, Business and Administration

BUDGET NARRATIVE

1998-99 BUDGET

In the 1998-99 Adopted Budget we projected apportionment revenue based on the Chancellor's Office prediction that there would be funds available to those districts that had grown over their cap. This funding never materialized in the final calculation of growth funding as more districts actually met their cap than the Chancellor's Office had originally predicted. This resulted in actual receipts from apportionment for 1998-99 being approximately \$1 million dollars less than anticipated.

Even with the deficit in apportionment revenue our projections show that we will finish the year with an ending balance of \$4,734,089 which is approximately 5.3% of the General Fund Budget.

The expenditure projections for 1998-99 do not reflect any increase to faculty salaries except for step and group increases. Classified salary increases covered by the current CSEA contract have been included in the 1998-99 fiscal year projections.

1999-2000 BUDGET

Revenue projections for the 1999-2000 Tentative Budget do not reflect any funding for growth over cap even though the Chancellor's Office is again predicting that there will be growth over cap funding available and we would be eligible for it. We feel this is a more conservative way to budget revenues and if growth over cap funding is received in February 2000 we will bring an augmentation of the budget to the Board of Trustees at that time. The Tentative Budget revenue projections include a 1.41 % cost of living adjustment and the \$1. decrease in student tuition fees that are proposed in the Governor's May revise to the 1999-2000 State Budget.

The revenue projections also include the on going Partnership for Excellence and Instructional Equipment/ Library Materials funds but does not include any new or one time only funding of either of these categories. Block Grant funding for 1999-2000 is also not included in our projections.

The expenditure projections reflect the hiring of 37 new faculty, full staffing for classified employees and appropriate step, column and longevity increases. The other areas of expenditures reflect actual expenditures for 1998-99 carried over to the 1999-2000 fiscal year with minor cost of living adjustments in such areas as insurance and utilities.

The Restricted General Fund only reflects those grants that are on-going or those that the Board of Trustees have already accepted for 1999-2000. This budget will be increased as new grants are received and accepted.

The other Funds reflect current year projections carried forward into fiscal year 1999-2000. Minor modifications have been made to reflect the information already received about these funding sources and we anticipated making more modifications as the funding for these special areas becomes clearer throughout the year.

-
-

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 7, 1999

MAJOR ITEMS OF BUSINESS**RECOMMENDATION NO. 43 INSTITUTIONAL MEMBERSHIPS, 1999-2000**

It is recommended that the Board of Trustees approve the following institutional memberships for 1999-2000:

Accreditation

Accrediting Commission for Community and Junior Colleges

American Medical Association

Commission on Allied Health, Education and Accreditation

National League of Nursing (NLN)

Board Organizations

Association of Community College Trustees

Community College League of California

Other Organizations

Academic Senate for California Community Colleges

Affirmative Action Officers Association (AAOA)

American Anthropological Association

American Association of Higher Education (AAHE)

American Association of University Women (AAUW)

American Council of Education (ACE)

American Institute of Plant Engineers

American Mathematical Association of Two-Year Colleges

American Society of Composers, Authors and Publishers

AMIDEAST

Associate Degree Nursing Program, Southern California Directors

Association for Integrative Studies

Association of Human Resource Professionals

Broadcast Music, Inc. (BMI)

California Association of Student Financial Aid Administrators

California Campus Environmental Health and Safety Association

California Chamber of Commerce

California Colleges for International Education (CCIE)

California Community College Athletic Directors Association

California Community College Council for Staff Development

California Community College PeopleSoft User Group (CCCPUG)

California Community College Student Affairs Association (CCCSAA)

California Community College Transfer Center Director's Association

California Community Colleges Student Financial Aid Administrators Association

California Cooperative Education Association

California Court Reporters Association

California Heritage Museum

California Higher Education Directors of Educational Technology

California Library Authority for System Services

California Placement Association

California Presenters

Career Planning and Adult Development Network

CHRIE (Council on Hotel, Restaurant and Institutional Education)

CMJ New Music Report

College Consortium for International Studies

Color Association of the United States

Commission on Athletics

Community College Facility Coalition

Community College Instructional Network

Community College Public Relations Organization

Consortium for North American Higher Education Collaboration (CONAHEC)

Consortium of Southern California Colleges & Universities (CSCCU)

Council for Adult and Experiential Learning

Council of Chief Librarians

Economic Development Corporation of Los Angeles County (LAEDC)

EDUCATE (Managing and Using Information Technology)

Education Mandated Cost Network

English Council of California Two-Year Colleges

Health Services Association of California Community Colleges

Hispanic Association of Colleges and Universities

Hispanic Caucus of the American Association of Higher Education

Honors Transfer Council

Innovative Users Group

Institute for Women's Policy Research

Institute of International Education (IIE)

International Association for Continuing Education and Training (IACET)

Journalism Association of Community Colleges

Latina Leadership Network

League for Innovation in the Community College

Learning Resources Network (LERN)

Los Angeles Area Chamber of Commerce

Los Angeles County Museum of Art

Los Angeles/Orange County Consortium

Metropolitan Cooperative Library System

Music Association of California Community Colleges (MACCC)

NAFSA Association of International Educators

National Alliance of Business

National Association of College Admission Counselors

National Association of Education Buyers, Inc.

National Association of Foreign Student Admissions Officers

National Association of Photoshop Professionals

National Association of Student Employment Administrators (NASEA)

National Association of Student Financial Aid Administrators

National Association of Student Personnel Administrators

National Association of Workforce Development Professionals

National Community College Hispanic Council

National Communication Association

National Council of Educational Opportunity Association (NCEOA)

National Council on Black American Affairs of AACJC

National Council for Marketing and Public Relations

National Council on Research and Planning (NCRP)

National Council for Resource Development (NCRD)

National Opera Association

National Institute for Staff & Organizational Development (NISOD)

National League for Nursing

Network of California Community College Foundation

Pacific Association of Community College Registrars and Admissions Officers

Pacific Coast College Health Association

Pacific Council on International Policy

Professionals in Human Resources Association (PIHRA)

Public Relations Associations of Southern California Colleges

Recording for the Blind and Dyslexic

Research and Planning Group for California Community Colleges

Santa Monica Area Chamber of Commerce

Santa Monica Historical Society Museum

School Employers Association

SESAC (license for public performance of music works)

South Coast Conference

Southern California Community College Consortium for Affirmative Action

Southern California Consortium for International Studies

Southern California Intersegmental Articulation Council (SCIAC)

The College Board

Unifem

United Nations Association (UNA)

Western Arts Alliance

Western College Commission

Western Association of Colleges and Employers

Western Association of College Admissions Counselors

Western Association of College & University Business Officials

Western States Conference

WESTOP

Writers' Conference and Festivals

Funding Source: District funds

It is further recommended that the Board of Trustees approve the following 1999-2000 institutional memberships for KCRW:

California Public Radio

National Association of Broadcasters

National Public Radio

National Translator Association

Public Broadcasting Management Association

Public Radio International (formerly American Public Radio)

PTFMA/Public Broadcasting Management Association

Funding Source: Grants and donations to KCRW

It is further recommended that the Board of Trustees approve the following 1999-2000 institutional memberships for the Personnel Commission:

California School Personnel Commissioners Association

International Personnel Management Association (IPMA)

Employers Group

Personnel Commissioners Association of Southern California (PCASC)

Funding Source: Personnel Commission Budget - District Funds

COMMENT: Total District funds expended for 1998-99 were \$70,000. Institutional memberships added for 1999-2000 are underlined. The anticipated District costs for 1999-2000 are estimated at \$80,000.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

-
-
-

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 7, 1999

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 44 CONSULTANTS, 1999-2000

It is recommended that the Board of Trustees renew the following consultant contracts for the period July 1, 1999 through June 30, 2000 (unless otherwise indicated) on a month-to-month basis with 30-day cancellation notice:

A. Legislative/Government Relations Services

- Benita Haley Consultants \$3,300 per month, plus expenses for government relations services
- School Services of California Collective Bargaining Services
- \$600 per month for 5 direct hours per month,

plus \$150 per hour for each additional hour

of service, plus expenses.

Special Services/Legislative Advocacy

\$3,300 per month, plus expenses.

Funding Source: District Funds

Comment: Expenses are restricted to reimbursement for actual and necessary goods and services required by the independent contractor to provide the level of service required by the district.

B. Mandated Cost Reimbursement Claim Services

SixTen and Associates total not to exceed \$15,000 for Mandated Cost Reimbursement

SixTen and Associates total not to exceed \$25,000 for Mandated Cost Test claims

Funding Source: State Mandated Cost Program

Comment: The State allows the cost of preparing claims and training to be claimed as a reimbursement under the Mandated Cost Program. The test claim process is an attempt to qualify activities currently not designated as "mandated" programs. The cost for the test claims can also be claimed as a reimbursement from the State.

C. Building Inspection/Earthquake Recovery Services

Wil Holbrook Earthquake Recovery Services

\$45 per hour, plus expenses not to exceed \$100 per diem

Rodney Mayfield Earthquake Recovery Services

\$45 per hour, plus expenses not to exceed \$100 per diem

Laura Debler FEMA Reporting Consultant

\$45 per hour

Funding Source: FEMA/District

Comment: FEMA reimburses the District for services related to earthquake recovery. Expenses are restricted to reimbursement for actual and necessary goods and services required by the independent contractor to provide the level of service required by the District.

D. Construction Services: Inspection and Construction Administration

Lee Paul Construction services to be paid at the rate of \$60 per hour for services of inspector of record (IOR) or construction administration; \$48 per hour for services of specialized inspector or assistant IOR; \$25 per hour for administrative support services; plus reimbursement for actual and necessary expenses related to the projects. This agreement shall be for the period of July 1, 1999 through June 30, 2000 on an as-needed basis.

Funding Source: State Construction Grants, FEMA, and District Capital Funds

Comment: This will provide inspector of record services as required by the Division of State Architect, and will assist in the construction administration with the facility projects planned over the next three years (parking structure, Library remodel and addition, Liberal Arts Building replacement).

E. Legal Services

Human resources, collective bargaining contract negotiations, student services and facilities issues:

Atkinson, Andelson, Loya, \$135 to \$165 per hour for services provided by

Ruud & Romo attorney staff and \$100 per hour for services

provided by paralegal staff; plus expenses.

Liebert, Cassidy & Frierson \$135 to \$195 per hour for services provided by attorney staff and \$75 per hour for services provided by paralegal staff; plus expenses.

Law Offices of \$170 to \$230 per hour for services

Sherman S. M. Wong provided by attorney staff, \$110 to \$155 per hour for services provided by associates and \$90 per hour for services provided by paralegal staff; plus expenses.

Funding Source: District Funds

Comment: These contracts may be renewed for up to three fiscal years at the discretion of the Board of Trustees.

F. Planning and Development Services

Academy of Entertainment and Technology

Dr. Joan Abrahamson \$5,200 per month, plus expenses to provide consultant services for the Academy of Entertainment and Technology, the Institute for International Trade, and other projects in the planning and development area.

Funding Source: District Funds to be partially compensated by donations and in-kind services.

Comment: This is a continuation of the existing contract for consultant services.

G. Fundraising/Development

John Rowett \$2,900 per month for the period of July 1 through December 31, 1999, to assist the District in implementing and maintaining a comprehensive program in planned giving.

Funding Source: SMCCD Funds

Comment: These consultant services are necessary to complete ongoing projects.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

-

-

-

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 7, 1999

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 45 AUTHORIZATION OF SIGNATURE

It is recommended that the Board of Trustees authorize the addition of Robert G. Parker, Controller, as a signatory to the following Santa Monica Community College District accounts:

Bank of America Auxiliary Services Account (credit card receipts)

Santa Monica Bank Associated Students Checking Account

District Revolving Account

Union Bank Station C Deposits

Auxiliary Checking Account

District Deposits

It is further recommended that the Board of Trustees resolve that the Robert G. Parker, Controller, be authorized to sign warrants, contracts, and other documents as directed by the Board of Trustees.

It is further recommended that the attached "Certification of Signatures" be completed and filed with the County Superintendent of Schools. The signature shall be considered valid for the period of June 7, 1999 through December 6, 1999.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 7, 1999

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 46 RESOLUTION IN SUPPORT OF SCA 1

It is recommended that the Board of Trustees approve the following resolution in support of SCA 1 that would ask the voters to reduce the vote threshold to a simple majority for local school construction bonds.

WHEREAS, the capital outlay demands of the state's 106 community colleges in 71 districts far exceeds the available state resources to address them; and

WHEREAS, a tidal wave of more than 370,000 new students will enter the community college system by the year 2005, a 30% increase over current enrollments; and

WHEREAS, over half of the buildings on our community college campuses are over 30 years old; and

WHEREAS, the California Postsecondary Education Commission estimates that \$375 million per year is needed to maintain our existing community college campuses through 2005-06; and

WHEREAS, the California Postsecondary Education Commission estimates that \$125 million per year is needed for the construction of new buildings and campuses through 2005-06; and

WHEREAS, the 1998 Bond Act will only provide \$186 million a year for four years, but \$500 million per year is needed for construction, maintenance, and renovation of our community college campuses; and

WHEREAS, approval of local school bonds by a simple majority of the voters would give communities greater flexibility in funding their facility needs, thus decreasing their reliance on scarce state bond funds;

THEREFORE, BE IT RESOLVED, the Santa Monica Community College District supports the passage of SCA 1 to place a majority vote proposal on the statewide ballot.

Comment: Senator Jack O'Connell has requested community college districts to support SCA 1.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 7, 1999

BOARD POLICY

RECOMMENDATION NO. 47 SECOND READING – BOARD POLICY SECTION 5350

STUDENTS, RESPONSIBLE COMPUTER USE

It is recommended that the Board of Trustees conduct a second reading of and approve proposed Board Policy Section 5350, Students - Responsible Computer Use.

Comment: Proposed Board Policy 5350 addresses the necessity for clear guidelines on the appropriate use of District computers and networks. The first reading was held on May 3, 1999.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

Santa Monica Community College District	Proposed
BOARD POLICY: Series 5000, Students	5350
Activities and Student Conduct	

-

Responsible Computer Use

The Santa Monica Community College District is committed to providing students access to the District's computing resources. While providing students limited access to the District's computer resources is consistent with the education and service missions of the District, such access to this valuable and vulnerable college resource is a revocable privilege. The District is responsible for securing its network and computing systems to a reasonable degree against failure, loss of data, unauthorized access while making them accessible to authorized student users.

The District's computer resources and all student users' accounts are the property of the District. There is no right of privacy in the use of the computer resources or users' accounts, and the District reserves the right to monitor and access information on the system and in the users' accounts for the purpose of determining whether a violation of this Policy and/or Administrative Regulation 5350 has occurred. The District reserves the right to remove any information on the system that it determines to be in violation of this Policy and/or Administrative Regulation 5350.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 7, 1999

INFORMATION ITEM E REVIEW OF DISTRICT INVESTMENTS

The attached statements show the status of District investments as of December 31, 1998 and March 31, 1999 and are presented for Board review. The reports provide information required by California Government Code §53646. The investment portfolio is in compliance with District investment policy.

Statements are included in printed agenda and available in the Offices of the Superintendent/President and the Vice-President, Business and Administration

BOARD OF TRUSTEES	Information
Santa Monica Community College District	June 7, 1999

INFORMATION ITEM F GRANT SUBMITALS**Title of Grant:** **Fund for Student Success—Underrepresented Students Special Projects**

Granting Agency: California Community Colleges Chancellor's Office

Requested Funding: \$36,365

Performance Period: July 1, 1999 - June 30, 2000

Summary: This is the second year of a collaborative program for underrepresented students was developed between Santa Monica College, Center for Educational Achievement, and the Saturday Science Academy at Charles Drew University entitled, "The Underrepresented Science Access Program."

The goal of this program is to increase the access, recruitment and retention of underrepresented students and adult learners at the community college level, specifically, in the biological sciences.

Title of Grant: **Fund for Student Success—Continuous Quality Improvement**

Granting Agency: California Community Colleges Chancellor's Office

Requested Funding: \$6,250

Performance Period: July 1, 1999 – June 30, 2000

Summary: This application is for the third and final year of funding. The goals of this project are to:

1) develop and implement a project that will improve student outcomes.

2) learn and develop expertise in CQI methodology so that it can become part of Santa Monica College's skill base, available for future projects.

Title of Grant: Title III – Strengthening Institutions Program

Granting Agency: US Department of Education

Requested Funding: \$1,750,000 (\$350,000/year for five years)

Matching Funds: \$280,000 (Match required for endowment fund, spread over the five year period of performance. SMC will have 18 months from the start of each budget year to raise the required match. Source: SMC Foundation fundraising)

Performance Period: October 1, 1999 – September 30, 2004

Summary: Santa Monica College is proposing two activities:

• **Activity One, Critical Interventions to Increase Retention:** SMC proposes the design and development of intervention strategies in two parallel components of activities spanning our five-year plan: 1) system development to strengthen student services systems designed for increasing student retention, persistence and goal completion and 2) intervention systems for "at risk" students, including the functions of assessment, orientation, counseling, advisement, placement and student follow-up.

• **Activity Two, Distance Education – Curriculum Modification and Faculty Development:** The focus of this activity is on faculty development in the use of educational technology and the development of online student services for the purpose of ensuring the success and effectiveness of SMC's emerging distance education program.

The proposal also includes \$280,000 to build an endowment fund.

Title of Grant:

Granting Agency:

Requested Funding:

Performance Period:

Summary:

Tech Prep

California Community Colleges Chancellor's Office

\$69,900

July 1, 1999 – June 30, 2000

The SMC Tech Prep Consortium has established strong industry links to provide students with work experience in the community. Tech Prep activities include: integrating academic and vocational competencies; designing curricula that provide work-based learning experiences; and providing professional development for staff and faculty.

Title of Grant:

Granting Agency:

Requested Funding:

Matching Funds:

Performance Period:

Summary:

Middle College High School ("Launchpad")

California Community Colleges Chancellor's Office

\$100,000

\$44,304 (Source: SMC in kind match)

February 1999 – July 30, 2000 (CCCCO has agreed to extend the start date back to February)

The proposed funding will support the continued development and implementation of the "Launchpad" program. The current participants will continue training during the fall and spring semesters and a new cohort of 40 to 48 high school juniors will be recruited for next summer's bridge program.

Funding also supports continued development for high school and college faculty involved in the project. Supplies and the lease of additional workstations are also included.

Title of Grant: **Matriculation Set Aside: Innovative Student Development Curriculum Model (Year 3)**

Granting Agency: California Community Colleges Chancellor's Office

Requested Funding: \$36,660

Matching Funds: \$33,800 (Source: SMC in kind match)

Performance Period: July 1, 1999 – June 30, 2000

Summary: The purpose of this project is to develop a student success course that addresses both the issues and skills that contribute to favorable student outcomes.

The project will also provide a forum and avenue for faculty and wider college community to gain information, understanding and strategies for increasing student success.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 7, 1999

ADJOURNMENT

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Tuesday, July 6, 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.