



## Santa Monica Community College District

### Minutes of the Board of Trustees Meeting

JULY 6, 1999

A meeting of the Board of Trustees of the Santa Monica Community College District was held in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California, on Tuesday, July 6, 1999.

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

#### **I. *ORGANIZATIONAL FUNCTIONS***

A Call to Order

B Roll Call

#### **II. *CLOSED SESSION***

Collective Bargaining, pursuant to Government Code Section 54957.6

Personnel, pursuant to Government Code Section 54957

#### **III. *ORGANIZATIONAL FUNCTIONS (Continued)***

C Pledge of Allegiance

#1 Approval of Minutes: June 7, 1999

June 28, 1999 (Closed Session)

#### **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***

#### **Contracts and Grants**

#2 Acceptance of Grants

#3 Consultant Agreement for Management of Software

Implementation (Extension)

#4 Consultant Agreement for Telecommunications Services

#5 Contract with Education Alliance

Academic and Students Affairs

#6 Course Approvals

#7 Retired Senior Volunteer Program (RSVP)

#8 Matriculation Assessment Materials Contract

#9 Consultant Contracts

#10 Consultant Contracts - Workforce and Economic Development

#11 Mountains Recreation and Conservation Authority Site Use

#12 Off-Campus Facilities - Emeritus College

#13 Emeritus College Fall 1999 Educational Tours

#14 Work Study Contracts

#15 Agreement with CSU Dominguez Hills for Occupational Therapy Students

#16 Consultant Contract - Child Care Staffing Plan

Human Resources

#17 Administrative Employment Agreements #18 Academic Personnel

#19 Classified Personnel - Establish/Abolish Positions

#20 Classified Personnel - Regular

#21 Classified Personnel - Temporary

#22 Classified Personnel - Non Merit

Business and Administration

#23 KCRW Agreements

#24 Claim for Damages

#25 Settlement of Claim

#26 Legal Services Agreement (Amendment)

#27 Consultant Agreement - Advertising

#28 Consultant Agreement - Accounting Software

#29-A Facilities: Agreement with SMMUSD for Child Care Facility

#29-B Facilities: Consultant Services for Library Project

#29-C Facilities: Amendment of Consultant Services Agreement

#29-D Facilities: Amendment of Consultant Services Agreement

#29-E Facilities: Madison Parking Lot, Change Order No. 3

#29-F Facilities: Completion of Madison Parking Lot

#29-G Facilities: Earthquake Replacement Science Building, Change

Orders No. 16 and 17

#29-H Facilities: Payment to Architect

#29-I Facilities: Architectural Services for EIR, Parking Structure

#29-J Facilities: Architectural Services for FEMA Study

#29-K Facilities: Completion of Food Services/Dining Facilities

#30 Commercial Warrant Register

#31 Payroll Warrant Register

#32 Payments from Auxiliary Operations

#33 Direct Payments

#34-A Purchasing: Award of Purchase Orders

#34-B Purchasing: Award of Bid - Authorization to Participate in Purchase

Agreement

#34-C Purchasing: Award of Bid - Music Equipment

X. **CONSENT AGENDA – Pulled Items**

XI. **INFORMATION - No Action Required**

D Grant Submittals

XIII. **ADJOURNMENT:** The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, August 2, 1999 at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 6, 1999

I. ORGANIZATIONAL FUNCTIONS

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

B. ROLL CALL

Herbert Roney, Chair - Present

Dorothy Ehrhart-Morrison, Vice-Chair - Present

Nancy Cattell - Present

Carole Currey - Present

Ilona Jo Katz - Absent

Patrick Nichelson - Present

Annette Shamey - Present

Edward Gonzalez, Student Trustee - Present (for public session)

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
- o Personnel, pursuant to Government Code Section 54947

Chair Herbert Roney announced that action was taken in closed to amend the Consent Agenda, Recommendation No. 20. - Classified Personnel Regular, to include the resignation of

Ann Maxwell, effective July 6, 1999.

III. ORGANIZATIONAL FUNCTIONS - PUBLIC SESSION

C. PLEDGE OF ALLEGIANCE - Charles Donaldson

Organizational Functions

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 6, 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:

June 7, 1999

MOTION MADE BY: Carole Currey

SECONDED BY: Annette Shamey

STUDENT ADVISORY: Aye

AYES: 6

NOES: 0

ABSENT: 1 (Katz)

June 28, 1999 (Closed Session)

MOTION MADE BY: Carole Currey

SECONDED BY: Annette Shamey

STUDENT ADVISORY: Abstain

AYES: 6

NOES: 0

ABSENT: 1 (Katz)

*Organizational Functions*

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	July 6, 1999

SUPERINTENDENT'S REPORT

- The Governor signed the state budget on June 29, 1999. Since K-12 was the big winner, efforts should be made to encourage the Governor to buy into the community college agenda.
- Factfinding with the Faculty Association is scheduled to start on September 14th.
- New faculty hires (including those on the agenda for approval) total 44 for this year.
- Kudos to all who assisted with and participated in graduation and Celebrate America.
- Thanks to the Science Department for leading the General Advisory Board on a tour of the new Science Building. Furniture and equipment is coming in on schedule and the move into the building is anticipated for the end of July.
- Recommendation No. 22, Classified Personnel-Non Merit: Vice-President of Human Resources Robert Sammis explained the need to hire temporary professional experts in order to retain grant money. He added that he will be working with the Personnel Commission to develop a new classification to include the duties performed by the professional experts which are distinctly different from those of an established college classification.
- Randy Lawson reported that from 1987-1998, SMC transferred 4,732 students to UCLA; the next highest feeder was El Camino College with 1,402 transfers. Year two of the Transfer Readiness Research Grant will include an evaluation of data collected last year, recommendations based on findings and development of strategies to implement the recommendations.
- The proposal for the municipal swimming pool to be constructed on the SMC campus as been received from the City of Santa Monica. Site work is scheduled to start in August.
- Summer enrollment is steady with some growth.

Public Comments

Carol Beckstead

Teri Bernstein

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	July 6, 1999

CONSENT AGENDA

It is recommended that the Consent Agenda, Recommendations #2–#34 be approved.

Recommendations pulled for

comments or questions: #16, #17, #29-A, #29-I,, #34-B

Recommendations pulled for abstention: #21 (Cattell)

Public Comments

Abe Flory

Jeffrey Frazier

Action on Consent Agenda

MOTION MADE BY: Carole Currey

SECONDED BY: Annette Shamey

STUDENT ADVISORY: Aye

AYES: 6

NOES: 0

ABSTAIN: Cattell on #21

ABSENT: 1 (Katz)



Consent Agenda

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	July 6, 1999

CONSENT AGENDA: CONTRACTS AND GRANTS

RECOMMENDATION NO. 2 ACCEPTANCE OF GRANTS

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

<b>Title of Grant:</b>	<b>Transfer Readiness Research</b>
Granting Agency:	California Community Colleges Chancellor’s Office
Requested Funding:	\$31,250
Matching Funds:	\$31,250 (Source: SMC In-Kind)
Performance Period:	July 1, 1999 - June 30, 2000

<b>Title of Grant:</b>	<b>Tech Prep</b>
Granting Agency:	California Community Colleges Chancellor’s Office
Requested Funding:	\$69,900
Performance Period:	July 1, 1999 – June 30, 2000
Summary:	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.

**Summary:** This is the second year of a three year grant; during the first year of the grant, funds were used to collect and analyze data from former SMC students who had transferred to various four-year institutions.

A Transfer Advisory Board will be formed to evaluate the implications of the data, develop a minimum of five significant recommendations, and devise strategies to implement at least three of the five recommendations.

Additionally, focus group discussions will be conducted at each of the five participating four-year institutions in an effort to gain more detailed information about the needs of our transfer students upon leaving the community college.

**Title of Grant:** Middle College High School ("Launchpad")

**Granting Agency:** California Community Colleges Chancellor's Office

**Requested Funding:** \$100,000

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

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

**Summary:** 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.

**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  
Santa Monica College

#### CONSENT AGENDA: CONTRACTS AND GRANTS

#### RECOMMENDATION NO. 3 CONSULTANT AGREEMENT FOR MANAGEMENT OF SOFTWARE IMPLEMENTATION (EXTENSION)

It is recommended that the Board of Trustees authorize the extension of the agreement with COTELLIGENT for consultant services during the period of July 13, 1999 through January 13, 2000, for

the amount of \$132 per hour, not to exceed 1,040 hours (40 hours per week for 26 weeks).

Funding Source: District Funds

Comment: COTELLIGENT has worked with SMC for six months, managing the PeopleSoft software implementation. COTELLIGENT will continue to provide a project manager with prior experience in this implementation.

#### RECOMMENDATION NO. 4 CONSULTANT AGREEMENT FOR TELECOMMUNICATION SERVICES

It is recommended that the Board of Trustees approve the renewal of an agreement for consultant services and authorize payment of DELONG & ASSOCIATES to act on behalf of the District in the evaluation and analysis of the telecommunications services for the period of July 1, 1999 through June 30, 2000. Professional fees will be 30% of the first year documented and verified specific projects savings realized. Should a specific project require capital investment, 20% of that cost will be deducted from the first year savings.

Funding Source: District Funds

Comment: This telecommunications management firm will continue a complete and thorough analysis of SMC's telecommunication systems, services and costs. They will prepare a set of recommendations on how the District can decrease costs and operate more efficiently. They are paid a percentage of the savings resulting from the implementation of their recommendations. This is at no cost to the District.

-

-

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 6, 1999

#### CONSENT AGENDA: CONTRACTS AND GRANTS

-

#### RECOMMENDATION NO. 5 CONTRACT WITH EDUCATION ALLIANCE

It is recommended that the Board of Trustees authorize renewal of a contract with the Education Alliance for services to be provided between July 1, 1999 and December 31, 1999 in the amount of \$4,000 per month plus expenses (expenses not to exceed \$6,000 total during the life of the contract).

Funding Source: District

Comment: The Education Alliance is a consulting firm that will continue working with SMC staff to develop a uniform set of Board Policies, Administrative Regulations, and Department Procedures. The scope of their work will include organizing necessary functional tasks, energizing the workforce and providing appropriate templates for the promulgation of uniform policies, regulations and procedures. This will be the first step toward having a clear process that will facilitate implementation of software in the future.

-

**BOARD OF TRUSTEES**

Santa Monica Community College District

**Action**

July 6, 1999

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

—

RECOMMENDATION NO. 6 COURSE APPROVALS

It is recommended that the Board of Trustees approve the following new credit courses:

CIS 32: Data Base Management with MS Access

CIS 50: Introduction to the Internet

Computer Science 71: Introduction to Windows NT Workstation

Emergency Management 14: Technology and Emergency Management

Entertainment Technology 2: Story Telling

Entertainment Technology 4: Interactive Design for e-Business

Entertainment Technology 5: Production Methods

Entertainment Technology 18A: Storyboards 1

Entertainment Technology 18B: Storyboards 2

Entertainment Technology 19A: Animation 1

Entertainment Technology 19B: Animation 2

Entertainment Technology 41: Advanced Digital Editing

Entertainment Technology 47: Web Design Project

Entertainment Technology 29: CD-ROM Design Project

Entertainment Technology 73: Scheduling Entertainment and Interactive Media Projects

Entertainment Technology 75: Digital Film Production

Entertainment Technology 77: Freelancing for Entertainment and Interactive Media Industries

Entertainment Technology 78: The Production Process

Geography 20: Introduction to Geographic Information Systems

Geology 45F: Geology Field Studies—California

History 55: History of Science

Office Information Systems 31

Philosophy 6: Philosophy of Science

Physics 14: Introductory Physics with Lab

Comment: All of the above courses have been approved by the academic departments, the Academic Senate Joint Curriculum Committee, the Academic Senate, and all appropriate administrators.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	July 6, 1999

#### CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

#### RECOMMENDATION NO. 7 RETIRED SENIOR VOLUNTEER PROGRAM (RSVP)

It is recommended that the Board of Trustees approve a grant to the Retired Senior Volunteer Program (RSVP) of Santa Monica to work with older adult volunteers on the Santa Monica College campus during the 1999-2000, the amount not to exceed \$8,500.00.

Funding Source: District Funds

Comment: This annual resolution is for the same amount as last year and will provide necessary funds for the placement of 50 volunteers on campus for a total of 30 weeks. Approximately \$5.00 per week per volunteer will go directly to the older volunteers to cover mileage and/or bus travel and one meal per week when necessary as per RSVP guidelines.

#### RECOMMENDATION NO. 8 MATRICULATION ASSESSMENT MATERIALS CONTRACT

It is recommended that the Board of Trustees authorize an agreement with the CALIFORNIA MATHEMATICS DIAGNOSTIC TESTING PROJECT (MDTP) in the amount of \$1,500 for the period of July 1, 1999 through June 30, 2000, for the use of copyrighted testing and scoring materials.

Funding Source: District Funds

Comment: The District will be using MDTP materials and services connected with matriculation-related assessment of students.

-

-

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 6, 1999

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

-

RECOMMENDATION NO. 9 CONSULTANT CONTRACTS

It is recommended that the Board of Trustees approve contracts with the following consultants:

- (1) Giar-Ann Kung, for an amount not to exceed \$500, for the Spring, 1999, semester:

Funding Source: Joshua Tree Grant

Comment: Giar-Ann Kung manages the bird banding operations in Joshua Tree in coordination with Professor Walt Sakai.

- (2) Brian Chapman for the period July 15-18, 1999, for actual and necessary expenses not to exceed \$1,500.

Funding Source: District Funds

Comment: Santa Monica College and Cerritos College are contributing a series on dual enrollment programs to *ERIC Clearinghouse for Community Colleges*. Brian Chapman will assist with Santa Monica College's contribution to this national publication.

- (3) George Kahkedjian for the period July 15-18, 1999, for actual necessary expenses not to exceed \$1,500.

Funding Source: District Funds

Comment: George Kahkedjian, Vice President for Information Technology at Columbus State Community College in Ohio, will evaluate and advise the District on the organization of the Technology area.

-

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 6, 1999

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

-

RECOMMENDATION NO. 10 CONSULTANT CONTRACTS - WORKFORCE AND ECONOMIC DEVELOPMENT

It is recommended that the Board of Trustees approve a consultant contract with Mildred Haft to provide grant writing services to the office of Workforce and Economic Development, in an amount not to exceed \$7,000 plus expenses, for the period of July 1, 1999 through June 30, 2000.

Funding Source: The Loew's Economic Development Incentive Grant received from the Chancellor's Office of Workforce and Economic Development Division and managed by Santa Monica College's Office of Workforce and Economic Development.

Comment: These services include designing and drafting grant applications for the Santa Monica Restaurants and Gillette Company projects, and an industry driven collaboration grant intent on meeting the regional needs of the hospitality and tourism industry.

RECOMMENDATION NO. 11 MOUNTAINS RECREATION AND CONSERVATION AUTHORITY SITE USE

It is recommended that the Board of Trustees approve payment of \$3,778 to the Mountains Recreation and Conservation Authority (MRCA) for the use of the Barbra Streisand Conservancy site for the firearms portions of Administration of Justice classes taught during the 1998-1999 academic year.

Funding Source: Tech-Prep Grant

Comment: This reflects reimbursement of MRCA for expenses related to site use, assistance with student enrollment, staff support, and liaison with the California Commission of Peace Officers Standard and Training (POST).

RECOMMENDATION NO. 12 OFF-CAMPUS FACILITIES - EMERITUS COLLEGE

It is recommended that the Board of Trustees authorize contracts for facilities to house off-campus Emeritus College classes for classes for 1999 Fall semester, August 30th through December 13th, 1999. It is further recommended that payment per class session be authorized as stated on the list on file with Emeritus College.

-

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 6, 1999

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

-

RECOMMENDATION NO. 13 EMERITUS FALL 1999 EDUCATIONAL TOURS

It is recommended that the Board of Trustees approve the Emeritus College Fall 1999 Educational Tours Program.

CE1 Federal Reserve Bank/Wells Fargo

Thursday, September 16, 1999 Kathleen MacLennan 50%

CE2 Piru Mansion/Fillmore Railway

Sunday, September 26, 1999 Kathleen MacLennan 50%

CE3 Hollywood - "Behind the Scenes"

Thursday, September 30, 1999 Kathleen MacLennan 50%

CE4 Ronald Reagan Presidential Library

Thursday, October 7, 1999 Kathleen MacLennan 50%

CE5 Spectacular Eastern Sierras

October 22-24, 1999 (Fri-Sun) Kathleen MacLennan 50%

CE6 West Side Story

Sunday, November 7, 1999 Kathleen MacLennan 50%

CE7 Fort MacArthur Museum/SS Lane Victory

Sunday, November 21, 1999 Kathleen MacLennan 50%

CE8 Glory of Christmas

Thursday, December 16, 1999 Kathleen MacLennan 50%

CE9 Newport Harbor Christmas Boat Parade

Sunday, December 19, 1999 Kathleen MacLennan 50%

-

Funding Source: Percentage indicates that the tour leader receives a percentage of the net registration fee as paid by participants. Emeritus will reimburse the District from the Tours Auxiliary Business account in the amount paid to the instructor.

-

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 6, 1999

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

—

RECOMMENDATION NO. 14 WORK STUDY CONTRACTS

It is recommended that the Board of Trustees renew contracts with the following institutions for fiscal year 1999-2000 for the purpose of placing students to work at Santa Monica College:

CSUN: 75 percent of the students' salary paid by CSUN



UCLA: 75 percent of the students' salary paid by UCLA

Loyola: 75 percent of the students' salary paid by Loyola

Funding Source: SMC's share from General Fund

Comment: These are renewal agreements that allow work study students to work at Santa Monica College. The College pays the percentage of the students' wages as indicated. Tutors may work in English, Social Science, Math, Modern Language or Science fields. It is estimated that the cost will be similar to the last payment (1997-98) in the amount of \$18,173.

#### RECOMMENDATION NO. 15 AGREEMENT WITH CSU DOMINGUEZ HILLS FOR

#### OCCUPATIONAL THERAPY STUDENTS

It is recommended that the Board of Trustees approve an agreement between the Department of Occupational Therapy at California State University Dominguez Hills (CSUDH) and to place qualified CSUDH occupational therapy students at SMC for fieldwork for the period of July 1, 1999 through May 10, 2003.

Funding Source: No cost to the District

Comment: Santa Monica College will be responsible for the supervision of students who have adequate academic preparation for clinical practice to gain experience to become competent practitioners.

-  
-

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 6, 1999

#### CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

-

#### RECOMMENDATION NO. 16 CONSULTANT CONTRACT - CHILD CARE

#### STAFFING PLAN

It is recommended that the Board of Trustees approve a consultant contract with Karen Hill Scott to assist in the development of a Child Care Center staffing plan, for an amount not to exceed \$10,000.

Funding Source: District Funds

Comment: Dr. Scott was the founder of Crystal Stairs, one of the largest child care resource and referral agencies in the United States, and has vast experience working with licensing, zoning, and school development. She was responsible for the needs assessment and child care plan for St. John's Hospital.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 6, 1999

CONSENT AGENDA: HUMAN RESOURCESRECOMMENDATION NO. 17 ADMINISTRATIVE EMPLOYMENT AGREEMENTS

It is recommended that the Board of Trustees enter into employment agreements for a term of one year effective July 1, 1999 for all current academic administrators in the following academic positions:

Dean

Associate Dean

Assistant Dean

Comment: Administrative employment agreements are in accordance with Education Code Section 72411. The signed agreements will be on file in the Human Resources Office.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 6, 1999

CONSENT AGENDA: HUMAN RESOURCESRECOMMENDATION NO. 18 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.

RETITLE EFFECTIVE DATE

Thomas J. Donner 07/01/99

From: Vice-President, Business and Administration

To: Executive Vice-President, Business and Administration

ELECTIONSESTABLISH & RECRUIT

Dean, Institutional Effectiveness & Planning 07/07/99

Associate Vice President, Information Technology 07/07/99

CONTRACT

Bolandhemat, Fariba Instructor, Computer Applications 08/23/99

Contarsy, Steven Instructor, Aquatics/Swim Coach 08/23/99

Gauld, Suellen Instructor, Anthropology (Physical) 08/23/99

Hogan, William Instructor, Architecture 08/23/99

Johncola, Richard Instructor, Public Safety 08/23/99

Kraut, Deborah J. Instructor, Speech 08/23/99

Laille, Nathalie Counselor, Disabled Students 08/23/99

Sam, Stuart Instructor, Architecture 08/23/99

Smith, Heather A. Instructor, Speech 08/23/99

ADJUNCT

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

LEAVES OF ABSENCE

MEDICAL LEAVE

Li, Wenying C. Director, Academic Computing 07/06/99 " 08/27/99

Hudson, Deborah J. Dean, Information Services 06/11/99 " 07/30/99

SEPARATIONS

RESIGNATION

Copely, Doug Instructor, Earth Science 08/01/99

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	July 6, 1999

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 19 CLASSIFIED PERSONNELESTABLISH/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 I (1 position) 07/07/99

Personnel Commission, 12 mos, 40hrs

ESTABLISH: Financial Aid Customer Service Clerk (new classification/2 positions) 07/07/99

Financial Aid, 12 mos, 40 hrs

ESTABLISH: Financial Aid Grant/Work Study Coord. (new classification/1 position) 07/07/99

Financial Aid, 12 mos, 40 hrs

ESTABLISH: Financial Aid Assistant Director (new classification, mgmt/1 position) 07/07/99

Financial Aid, 12 mos, 40 hrs

ESTABLISH: Director, SMC Foundation (new classification, mgmt/1position) 07/07/99

Foundation, 12 mos, 40 hrs

ABOLISH: Personnel Clerk I 07/07/99

Personnel Commission, 12 mos, 40 hrs

Comment: Reorganization of Personnel Commission will not increase the Personnel Commission budget.

ABOLISH: Financial Aid Advisor 07/07/99

Financial Aid, 12 mos, 40 hrs

ABOLISH: Department Secretary I 07/07/99

Job Center, 12 mos, 5 hrs

Comment: Categorical funds expired 6/30/97. Position vacant.

-

**BOARD OF TRUSTEES**

Santa Monica Community College District

**ACTION**

July 6, 1999

CONSENT AGENDA: HUMAN RESOURCESRECOMMENDATION NO. 20 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

Bonin, Maria, Admissions & Records Clk II, Admissions 06/07/99

Carranza, Carissa, Instructional Asst-Business, Business 06/23/99

Holt, Nate, Buyer, Purchasing 06/21/99

Lim, Sun Jin, Acct Specialist II, Accounting 05/11/99

Lynch, Jeffrey, Radio Premium Clerk, KCRW 06/28/99

Ponce, Adolph Robert, Toolrm Attd I, Auto/Trades 06/21/99

Ruiz, Rodolfo, Payroll Specialist, Payroll 06/28/99

TRANSFER (per CSEA Agreement, Article 6)

Acosta, Dennis 06/14/99

Fr: Custodian-Day, Operations, 12 mos, 20 hrs

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

PERMANENT EMPLOYEES WITH PROVISIONAL ASSIGNMENTS

Reytblat, Leonid (ext) 05/01/99 " 07/01/99

Fr: Personnel Clerk I, Personnel Commission, 12 mos, 40 hrs

To: Acting Personnel Specialist II, Personnel Commission, 12 mos, 40 hrs

LEAVES OF ABSENCE WITH PAY

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

MEDICAL/WITH PAY

Dick-Piniero, Florence, Lead Cash Receipts Clerk 06/14/99 " 09/15/99

Mayer, Bruce, Custodian NS-2, Operations 05/22/99 " 06/14/99

Ortega, Mary, Cosmetology Assistant, Cosmetology 06/21/99 " 07/0699

Reagan, Rick, Custodian NS-2, Operations 03/26/99 " 06/02/99

Young, Fredrick, Lead Mail Svcs Clerk, Receiving 06/07/99 " 06/17/99

LEAVES OF ABSENCE WITHOUT PAY

PERSONAL/WITHOUT PAY

Kolbly, Joseph, Instr Asst-Math, Math 06/21/99 " 07/30/99

Thomas, Martha, Accompanist-Dance, Dance (reduce 4 hrs/wk) 06/21/99 " 07/31/99

-

SEPARATIONS

RESIGNATION

DeYoung, Jolene, Dance Production Tech, Dance 06/04/99

Maxwell, Ann, Accounting Specialist II, Accounting 07/06/99

Ritterband, David, Financial Aid Technician, Financial Aid 06/30/99

Romano, Jere, Comm College Police Officer, 12 mos, 40 hrs 06/25/99

39-MONTH REEMPLOYMENT LIST

Reagan, Rick, Custodian NS-2, Operations 06/02/99

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

-

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 6, 1999

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 21 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)

Antoine, Allegra, Financial Aide Clerk, Financial Aid Office 06/01/99 " 06/30/99

Davis, Linda, Dept. Secretary II, Personnel Commission, (ext.) 07/01/99 " 07/30/99

Holt, Nate, Buyer, Purchasing (ext.) 06/09/99 " 06/18/99

Noble, Suzanne, Dept. Secretary I, Student Life 06/14/99 " 06/30/99

Philipson, Adam, Dept. Secretary II, Planning & Development 06/07/99 " 06/30/99

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

Zepeda, Maria, Computer Lab Instr. Specialist, Instr. Computing 06/01/99 " 06/30/99

SUBSTITUTE

Houchen, Jeanine, Swim Instructor/Lifeguard, Physical Educ. 01/16/99 " 06/30/99

Jensen, Charlene, Custodian NSII, Operations, (ext.) 06/01/99 " 06/28/99

Oliver, Odis, Custodian NSII, Operations 03/15/99 " 06/30/99

Yee, Jen M, Swim Instructor/Lifeguard, Physical Educ. 01/16/99 " 06/30/99

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

Byun, Donna, Instructional Assistant, ESL 06/21/99 " 06/30/99

Byun, Donna, Instructional Assistant, ESL 07/01/99 " 07/30/99

Griner, Barry, Instructional Assistant, ESL 06/21/99 " 06/30/99

Griner, Barry, Instructional Assistant, ESL 07/01/99 " 07/30/99

Gutierrez, Veronica, Counseling Aide, Latino Center 01/04/99 " 01/12/99

Hearn, Steve IV, Comm. Outreach Aide, Off. Of Schl Relations 06/22/99 " 06/30/99

Hernandez, Miguel, Counseling Aide, Pico Partnership 05/22/99 " 06/30/99

Krivan, Matilda, Instructional Assistant, ESL 06/21/99 " 06/30/99

Krivan, Matilda, Instructional Assistant, ESL 07/01/99 " 07/30/99

Larson, Risa, Accompanist - Dance, Theatre Arts 06/21/99 " 06/30/99

Larson, Risa, Accompanist - Dance, Theatre Arts 07/01/99 " 07/30/99

Lee, Allison, Instructional Assistant, ESL 06/21/99 " 06/30/99

Lee, Allison, Instructional Assistant, ESL 07/01/99 " 07/30/99

Logvinskiy, Leon, Accompanist - Dance, Theatre Arts 06/21/99 " 06/30/99

Logvinskiy, Leon, Accompanist - Dance, Theatre Arts 07/01/99 " 07/30/99

Ma, Thi Thi, Instructional Assistant, ESL 06/21/99 " 06/30/99

Ma, Thi Thi, Instructional Assistant, ESL 07/01/99 " 07/30/99

Mirza, Talat, Instructional Assistant, ESL 06/21/99 " 06/30/99

Mirza, Talat, Instructional Assistant, ESL 07/01/99 " 07/30/00

Monroy, Bernice, Office Aide, Superintendent/President 07/01/99 " 06/30/00

Mora, Marcela, Comm. Outreach Aide, Off. of Schl Relations 05/26/99 " 06/30/99

Rogers, John, Voc. Instructional Assistant, Cosmetology 03/01/99 " 06/30/99

CASUAL ASSIGNMENTS cont'd.

Schore, Tosha, Instructional Assistant, ESL 06/21/99 " 06/30/99

Schore, Tosha, Instructional Assistant, ESL 07/01/99 " 07/30/99

Thompson, Erin, Accompanist - Dance, Theatre Arts 06/21/99 " 06/30/99

Thompson, Erin, Accompanist - Dance, Theatre Arts 07/01/99 " 07/30/99

Vargas, Gilberto, Comm. Outreach Aide, Off. of Schl Relations 05/20/99 " 06/30/99

Walker, Frederick, Accompanist - Dance, Theatre Arts 06/21/99 " 06/30/99

Walker, Frederick, Accompanist - Dance, Theatre Arts 07/01/99 " 07/30/99

White, Susan, L, Instructional Assistant, ESL 06/01/99 " 06/30/99

White, Susan, L, Instructional Assistant, ESL 07/01/99 " 07/30/99

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

Adewole, Ruth, Instructional Assistant, Mathematics 06/21/99 " 06/30/99

Adewole, Ruth, Instructional Assistant, Mathematics 07/01/99 " 07/30/99

Amanuel, Abby, Registration/Info Clerk, Admissions & Records 06/08/99 " 06/30/99

Barr, Laura, Accounting Specialist II, Bookstore 04/16/99 " 06/30/99

BluvshTEyn, Galina, Bookstore Clerk/Cashier, Bookstore 06/16/99 " 06/30/99

Garcia, Lucy, Bookstore Clerk/Cashier, Bookstore 06/14/99 " 06/30/99

Herron, Meredith, Admissions & Records Clerk II, A & R 05/01/99 " 06/04/99

Jones, Jennifer, Registration/Info Clerk, Admissions & Records 06/14/99 " 06/30/99

Kemitch, Frncesca, Bookstore Clerk/Cashier, Bookstore 06/23/99 " 06/30/99

Lee, Chong Sook, Bookstore Clerk/Cashier, Bookstore 06/22/99 " 06/30/99



Lollis, Melissa, Registration/Info Clerk, Admissions & Records 06/07/99 " 06/30/99

Lopez, Jose, Bookstore Clerk/Cashier, Bookstore 06/14/99 " 06/30/99

Malefia, Sara Erza, Bookstore Clerk/Cashier, Bookstore 06/15/99 " 06/30/99

Martinez, Francisco, Instructional Assistant, Mathematics 06/21/99 " 06/30/99

Martinez, Francisco, Instructional Assistant, Mathematics 07/01/99 " 07/30/99

Mendez, Kenia, Registration/Info Clerk, Station "D" 05/26/99 " 06/30/99

Ngo, Anh-Tuyet Thi, Registration/Info Clerk, ISC 05/24/99 " 06/30/99

Odell, Barbara, Bookstore Clerk/Cashier, Bookstore 06/15/99 " 06/30/99

Panghongkeon, Artee, Bookstore Clerk/Cashier, Bookstore 06/14/99 " 06/30/99

Podlipskaya, Yelna, Registration/Info Clerk, Admissions & Recs. 07/01/99 " 06/30/00

Robbins, Jederdiare F, Bookstore Clerk/Cashier, Bookstore 06/15/99 " 06/30/99

Sandoval, Estela, Bookstore Clerk/Cashier, Bookstore 06/18/99 " 06/30/99

Triggs, Mary, Dept. Secretary I, International Student Educ. 06/21/99 " 06/25/99

Zambrano, Patricia, Registration/Info Clerk, Admissions & Recs. 06/14/99 " 06/30/99

-

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 6, 1999

#### RECOMMENDATION NO. 22 CLASSIFIED PERSONNEL - NON MERIT

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 5

\$10.50/hr

FEDERAL/STATE FUNDED STUDENT EMPLOYEES

College Work-Study Student Assistant 9

\$6.19/hrly

PHYSICAL EDUCATION DEPARTMENT EMPLOYEES

Recreation Director I 5

\$8.12/hr

Recreation Director II 6

\$10.59/hr

Recreation Director/Day Camp I 24

\$55.00/dy

Recreation Director/Day Camp II 2

\$70.00/dy

Recreation Director/Day Camp III 2

\$85.00/dy

Junior Counselors 3

Stipend - \$299/mnth (10th grade)

\$399/mnth (11th grade)

\$499/mnth (12th grade)

-

-

PROFESSIONAL EXPERTS

Community Services Specialist I 11

\$27.40/hr

Community Services Specialist II 1

\$38.00/hr

Art Model 50

\$14.00/hr

PROFESSIONAL EXPERTS (Workforce and Economic Development)

Kretzman, Greg, Project Specialist 07/01/99 " 06/30/2000

Amount not to exceed \$55,000/yr

Johnson, Judy, Project Specialist 07/01/99 " 06/30/2000

Amount not to exceed \$55,000/yr

Sharpe, Gregory, Project Specialist 07/01/99 " 06/30/2000

Amount not to exceed \$55,000/yr

Tan, Kary, Project Specialist 07/01/99 " 06/30/2000

Amount not to exceed \$55,000/yr

Williams, Annette, Project Specialist 07/01/99 " 06/30/2000

Amount not to exceed \$55,000/yr

Erhlich, Rosina, Training Coordinator 07/01/99 " 12/31/1999

\$5,300 per month

Comment: Each of these positions will be funded by an economic development grant or contract.

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 6, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 23 KCRW AGREEMENTS

It is recommended that the Board of Trustees approve the following agreements for KCRW for the period of July 1, 1999 through June 30, 2000.

ETHAN GOLDSTINE: To create internet programs, consult with Real Network Audio, overseeing KCRW's internet site and special projects. Payable at \$25 per hour for a total not to exceed \$15,000.

JEF HOGAN dba SMASHING PRODUCTIONS: For production audio engineering for "Café LA," not to exceed 3 (three) live shows per month. Payable at \$16.65 per hour for a total not to exceed \$3,000.

Ricky Andres: Program services as Guest Host for music programs. Payable at varying rates per program; not to exceed \$2,500.

Ron Gonzalez: For computer services including creating specific programs,

KCRW's PC system maintenance/repair, troubleshooting, and PC usage instructional services. Payable at \$1,500 per month; not to exceed \$18,000.

Funding Source: KCRW Donations

Comment: These agreements are part of the annual list of consultants for KCRW but were submitted too late for the June meeting.

-  
-  
-

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	July 6, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

-

RECOMMENDATION NO. 24 CLAIM FOR DAMAGES

It is recommended that the Board of Trustees reject the claim filed by Melanie Whittaker, for \$600 in damages, and refer the claim to the District's claims management firm.

Comment: Melanie Whittaker alleges that her car was vandalized while parked in the John Adams Middle School parking lot while she attended an SMC class.

RECOMMENDATION NO. 25 SETTLEMENT OF CLAIM

It is recommended that the Board of Trustees authorize payment of \$10,000 to ACS Security Industries, Inc. and Zinder, Blackburn, Park, Clements & Keenan for settlement of a claim.

Funding Source: District Funds

Comment: It is recommended that the District proceed in paying this claim as the District cancelled the contract for the security system.

RECOMMENDATION NO. 26 LEGAL SERVICES AGREEMENT (AMENDMENT)

It is recommended that the Board of Trustees amend the agreement with LAWRENCE & HARDING for legal services to reflect a name change to HARDING, LARMORE, KUTCHER & KOZAL. All

other terms and conditions are unchanged.

Comment: The name of the law firm changed.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	July 6, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 27 CONSULTANT AGREEMENT - ADVERTISING

It is recommended that the Board of Trustees authorize an agreement with CYNTHIA R. BROWN for advertising consulting services including the sale of advertising space in THE CORSAIR and special advertising supplements. Fees per consultant to be based on 25% of revenues received for the period of July 7, 1999 through June 16, 1999.

Funding Source: Auxiliary Fund

Comment: Ms. Brown has experience with graphic design and is a former CORSAIR staff member. The duties of the consultant shall be coordinated by THE CORSAIR advisor.

-

RECOMMENDATION NO. 28 CONSULTANT AGREEMENT - ACCOUNTING SOFTWARE

It is recommended that the Board of Trustees authorize the District to enter into an agreement with MICHAEL GOLUB CONSULTING to provide installation, training and support services for the MIP DOS Fund Accounting software. Services to be provided for the period of July 1, 1999 through December 30, 1999 at a fee not to exceed \$20,000.

Funding Source: Auxiliary Fund

Comment: The MIP DOS Fund Accounting software is the system used by the Auxiliary Business Office.

-

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	July 6, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

—

RECOMMENDATION NO. 29-A FACILITIES: AGREEMENT WITH SMMUSD FOR CHILD CARE FACILITY

It is recommended that the Board of Trustees authorize the District to enter into an agreement with the SANTA MONICA/MALIBU UNIFIED SCHOOL DISTRICT for two Department of Education certified child care portable classrooms and playground use at the Olympic School site for childcare. SMMUSD will purchase and install the classrooms and develop the site for the college's child care program. The District will reimburse SMMUSD for actual expenses in an amount not to exceed \$350,000.

Funding Source: CalWorks/District

Comment: Negotiations are continuing with the SMMUSD regarding the classrooms, the development of the site and the term of the agreement.

RECOMMENDATION NO. 29-B FACILITIES: CONSULTANT SERVICES FOR LIBRARY PROJECT

It is recommended that the Board of Trustees enter into an agreement with LINDA DEMMERS to provide library design assistance in preparing FEMA, Chancellor's Office and Department of State Architecture documentation for the period of July 1, 1999 - June 30, 2000 in an amount of \$85.00 per hour, not to exceed \$25,000.00.

Funding Source: Prop T Funds

Comment: Ms. Demmers will provide expert services regarding state funding formulas, design concepts, and furnishing requirements relating to the architectural plans the College will be submitting to multiple agencies in the next year for both the temporary and renovated building.

-  
-  
-

**BOARD OF TRUSTEES**

Santa Monica Community College District

**Action**

July 6, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

-

RECOMMENDATION NO. 29-C FACILITIES: AMENDMENT OF CONSULTANT SERVICES AGREEMENT

It is recommended that the Board of Trustees amend the agreement with Rodney Mayfield for Earthquake Recovery Services to reflect a name substitution of RECOVERY OPERATION SPECIALTY SERVICES. All other terms and conditions are unchanged.

Funding Source: FEMA/District

Comment: This is an amendment to the name on the contract approved at the June meeting.

RECOMMENDATION NO. 29-D FACILITIES: AMENDMENT OF CONSULTANT SERVICES AGREEMENT

It is recommended that the Board of Trustees amend the agreement with LEE PAUL for Construction Inspection and Administration services to reflect a corrected contract term of July 1, 1999 through June 30, 2002. All other terms and conditions are unchanged.

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

Comment: This is an amendment to the term of the contract approved at the June meeting (through June 30, 2002 instead of June 30, 2000) due to future construction projects.

-

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	July 6, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATIONRECOMMENDATION NO. 29-E FACILITIES: MADISON PARKING LOT, CHANGE ORDER NO. 3

It is recommended that the Board of Trustees approve Change Order No. 3 with EXCEL PAVING COMPANY for the Madison Parking Lot project.

Original Contract Amount \$737,617.00

Change Order No. 1 26,037.34

Change Order No. 2 11,695.85

Change Order No. 3 2,276.91

Revised Contract Amount \$777,627.10

Funding Source: Prop T/State ADA Improvements

Comment: This change order will provide for site modifications to improve surface drainage around guard shed and adjacent areas.

-

RECOMMENDATION NO. 29-F FACILITIES: COMPLETION OF MADISONPARKING LOT

Subject to completion of punch list items by EXCEL PAVING COMPANY, it is recommended that the Board of Trustees authorize the Vice President of Business and Administration, without further action of the Board of Trustees, to accept the project described as MADISON PARKING LOT as being complete upon EXCEL PAVING COMPANY'S completion of punch list items. The Vice President of Business and Administration shall determine the date of Final Completion and Final acceptance. 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.

-

-

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 6, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

-

RECOMMENDATION NO. 29-G FACILITIES: EARTHQUAKE REPLACEMENT SCIENCE BUILDING, CHANGE ORDERS

NO. 16 AND 17

It is recommended that the Board of Trustees approve Change Orders No. 16 and No. 17 for the Earthquake Replacement Science Building with POZZO CONSTRUCTION, INC.

Original Contract Amount \$24,650,000

Change Orders No. 1-15 321,300

Change Order No. 16 36,730

Change Order No. 17 187,803

Revised Contract Amount \$25,195,833

Funding Source: FEMA/District

Comment: Change Order No. 16 provides for change of of structural steel tube at Classroom A, revise underground piping, relocate domestic water heater, modify wheelchair lift controls, modify seawater system, provide nitrogen piping at fume hood Room 324, provide access panels, relocate site lighting, provide permeable drain, revise light fixture stanchion, modify light fixture enclosure, add dimming module and data jacks, modify lot casework, extend builder's all risk insurance coverage, replace exterior light pole, and relocate conduit Room 021. This change order also provides for a credit of (\$3300) for elimination of smoke/ fire dampers and a credit of (\$2900) per General conditions Architect reimbursement for additional review work caused by contractor's submittal of incomplete shop drawings.

Change Order No. 17 provides for Three Year Term Extended Parts and Labor Warranty for two (2) water-cooled screw chillers and a Three Year Preventive Maintenance Service Agreement on various building HVAC Systems and Equipment.

RECOMMENDATION NO. 29-H FACILITIES: PAYMENT TO ARCHITECT

It is recommended that the Board of Trustees approve payment of \$2,900 to Anshen + Allen Los Angeles for additional review work caused by contractor.

Funding Source: Pozzo Construction Credit

Comment: This is a pass through for expenditures reimbursed by the contractor.



<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	July 6, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATIONRECOMMENDATION NO. 29-I FACILITIES: ARCHITECTURAL SERVICES FOR EIR, PARKING STRUCTURE

It is recommended that the Board of Trustees approve the following for consulting services related to the completion of the City of Santa Monica Environmental Impact Report for the parking structure addition at Santa Monica College. Services to be provided for the period of July 1 through December 31, 1999 in the amount indicated:

Gensler, in an amount not to exceed \$5,000

Christopher A. Joseph and Associates, in an amount not to exceed \$10,000

Funding Source: Parking C.O.P.

Comment: The City of Santa Monica is requesting the College to prepare technical responses to issues raised in the preparation of the Environmental Impact Report for the Parking Structure. The consultants will assist with the architectural responses.

RECOMMENDATION NO. 29-J FACILITIES: ARCHITECTURAL SERVICES FOR FEMA STUDY

It is recommended that the Board of Trustees approve payment of \$3,600 to Anshen & Allen Los Angeles for additional services in preparing revised FEMA Scope Justification Study documents for the Science Building GAP submitted to FEMA.

Funding Source: Capital Funds District

Comment: This backup material was helpful in the College closing the GAP offer for the Science Building with FEMA.

RECOMMENDATION NO. 29-K FACILITIES: COMPLETION OF FOOD SERVICES/DINING FACILITIES

Subject to completion of punch list items by JENN/MATT, INC., it is recommended that the Board of Trustees authorize the Vice President of Business and Administration, without further action of the Board of Trustees, to accept the project described as FOOD SERVICES/DINING FACILITIES as being complete upon JENN/MATT, INC.'s completion of punch list items. The Vice President of Business and Administration shall determine the date of Final Completion and Final acceptance. 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.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	July 6, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 30 COMMERCIAL WARRANT REGISTER

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

May 1 – May 31, 1999 4028 - 4047 \$3,564,879.60

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

RECOMMENDATION NO. 31 PAYROLL WARRANT REGISTER

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

May 1 – May 31, 1999 C1J-C - C2K-N \$5,328,119.34

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

-

RECOMMENDATION NO. 32 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.

May 1 - May 31, 1999 66031 – 66410 \$564,590

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

-

-

BOARD OF TRUSTEES	<b>Action</b>
Santa Monica Community College District	July 6, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATIONRECOMMENDATION NO. 33 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.

June 1 – June 30, 1999 D30886 – D30905 \$19,578.57

RECOMMENDATION NO. 34-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) P. O. 65110 – 65288 \$1,877,375.30

B) Telephone-Orders 86,069.22

C) Change Orders 188,112.72

D) Auxiliary-Orders 29,063.93

E) Auxiliary-Change Orders 1,800.00

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

-  
-  
-

**BOARD OF TRUSTEES**

Santa Monica Community College District

**Action**

July 6, 1999

-

CONSENT AGENDA: BUSINESS AND ADMINISTRATIONRECOMMENDATION NO. 34-B PURCHASING: AUTHORIZATION TO PARTICIPATE IN PURCHASE AGREEMENT

It is recommended that the Board of Trustees approve the use of the following Department of General Services' CMAS (California Multiple Awards Schedule) Contracts with VWR SCIENTIFIC PRODUCTS for the purchase of science equipment and supplies:

#4-96-65-0008A #4-96-66-0006E

#4-97-65-0001B #4-96-66-0006C

#4-96-66-0008D #4-96-66-0006A

Comment: Public Contract Code §20652 allows the District to purchase through other public agencies without advertising for bid.

RECOMMENDATION NO. 34-C PURCHASING: AWARD OF BID – MUSIC EQUIPMENT

It is recommended that the Board of Trustees award Bid 9899-B9 for Music Lab computer equipment to the lowest responsive bidder.

Bidder Amount

West LA. Music \$46,267.13.

Funding Source: State Technology Block GrantComment: Bids were solicited through newspaper advertisements and a mailing. This equipment will establish a computer music lab.

BOARD OF TRUSTEES	Information
Santa Monica Community College District	July 6, 1999

INFORMATION ITEM E GRANT SUBMITTALS**Title of Grant: Title V: Hispanic-Serving Institutions Program**

Granting Agency: US Department of Education

Requested Funding: \$2,125,000 (\$425,000/year for five years)

Matching Funds \$305,000 (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.

**Title of Grant:****Hispanic Serving Institutions Assisting Communities (HSIAC)**

Granting Agency:

US Department of Housing and Urban Development

Requested Funding:

\$400,000 (\$200,000 per year for two years)

Matching Funds

\$357,816 (Sources: City of Santa Monica, Chrysalis, Fame Redevelopment Center, Community Career Development, Inc., PIC and Chancellor's Office JDIF grants)

Performance Period:

October 1, 1999 – August 30, 2001 (two year grant)

Summary:

Requested funds will leverage current workforce and economic development activities. Funds will support the development of a Center for Workforce and Economic Development to train low and moderate income residents of the Pico Corridor for entry level jobs leading to career track employment in the various sub-fields of the hospitality and tourism industries.

Federal funds will be used to support a Mini-Career Center Director and assistant; benefits, materials, travel and equipment.

The proposal also includes \$305,000 to build an endowment fund.

**Title of Grant:****VTEA IIC**

Granting Agency:

California Community Colleges Chancellor's Office

Requested Funding:

\$542,005

Matching Funds

Not applicable

Performance Period:

FY 1999/2000

Summary:

1999/00 Renewal of VTEA IIC funding which is allocated to the college based on the number of vocational students.

**Title of Grant:****Job Development Incentive Training Fund (JDIT)**

Granting Agency:

California Community Colleges Chancellor's Office

Requested Funding:

\$299,899 (first year of a two year grant)

Matching Funds

\$343,478 (Source: Park Hyatt Hotel)

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 Park Hyatt Los Angeles Hotel (Century City). Funding will be used to:

- Train 140 employees in computer skills;
- Train 360 employees in Vocational ESL;
- Train 600 employees in customer service skills;
- Recruit 90 public assistance recipients to be hired by regional hospitality firms;
- Deliver pre-employment workshops to over 400 individuals;
- Conduct six seminars for employers on the benefits of hiring recipients of public assistance.

**Title of Grant:** CVU Staff Development Center

Granting Agency: Chancellor's Office

Requested Funding: \$480,000 (first year of a five year grant)

Matching Funds: Not Applicable

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

Summary: El Camino College is the fiscal agent for this grant which has been awarded to the partnership formed between Santa Monica College and El Camino College. Santa Monica College benefits from funding associated with staff salaries for a Training Curriculum Specialist and Web Developer, about \$25,000 in hardware & software, plus miscellaneous costs associated with travel, marketing, etc. Moreover, Santa Monica College will have a voice in the development of policy regarding the California Community Colleges involvement in the evolving California Virtual University.

**BOARD OF TRUSTEES**

Santa Monica Community College District

**Action**

July 6, 1999

ADJOURNMENT - 8:32 p.m.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, August 2, 1999 at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California.

---

Return to the [Meetings page](#).Return to the [SMC home page](#).