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# A G E N D A

Meeting of the

Santa Monica Community College District

Board of Trustees

Monday, August 2, 1999

7:00 p.m. - Public Meeting

Board Room

Business Building Room 117

<p>Santa Monica College</p> <p>1900 Pico Boulevard</p> <p>Santa Monica, California</p>
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### ***Public Participation***

#### ***Addressing the Board of Trustees***

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

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

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

#### **General Public Comments and Consent Agenda**

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

#### **Major Items of Business**

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

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

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

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

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

*Reference: Board Policy Section 8231*

*Education Code Section 72121.5*

*Government Code Sections 54954.2, 54954.3, 54957.9*

## ***A g e n d a***

A meeting of the Board of Trustees of the Santa Monica Community College District is scheduled to be held in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California, on Monday, August 2, 1999 at 7 p.m.

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

### **I. *ORGANIZATIONAL FUNCTIONS* Page No.**

A Call to Order 1

B Roll Call

C Pledge of Allegiance

#1 Approval of Minutes: July 6, 1999 2

### **II. *SUPERINTENDENT'S REPORT***

### **III. *ACADEMIC SENATE REPORT***

### **IV. *CLASSIFIED SENATE REPORT***

### **V. *COMMUNICATIONS OR PUBLIC COMMENTS***

### **VI. *BOARD REPORT AND COMMENTS***

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

#### **Contracts and Grants**

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#5 Institutional Memberships, 1999-2000 6

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#7 Consultant Contract with Publisher for Teacher Training 7

#8 Consultant Contract - Public Relations/Marketing 8

#9 Agreement for Parking Citation Processing 8

#10 Community Services/Extension Seminars/Courses, Fall, 1999 9

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#27-C Purchasing: Lease/Purchase Agreement for Launchpad Program 30

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VIII. **CONSENT AGENDA – Pulled Items**

IX. **INFORMATION - No Action Required**

D Grant Submittals 32

XII. **ADJOURNMENT:** There will be a Board of Trustees Retreat on Monday, August 16, 1999, 8:30 a.m. to 3 p.m. at Shutters on the Beach, One Pico Bouevard, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Tuesday, September 7, 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	August 2, 1999

I. ORGANIZATIONAL FUNCTIONS

A. CALL TO ORDER - 7:00 p.m.

B. ROLL CALL

Herbert Roney, Chair

Dorothy Ehrhart-Morrison, Vice-Chair

Nancy Cattell

Carole Currey

Ilona Jo Katz

Patrick Nicholson

Annette Shamey

Edward Gonzalez, Student Trustee

C. PLEDGE OF ALLEGIANCE - Judy Schwartz

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BOARD OF TRUSTEES	Action
Santa Monica Community College District	August 2, 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:

July 6, 1999

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:





**BOARD OF TRUSTEES**

Santa Monica Community College District

**Action**

August 2, 1999

CONSENT AGENDA

It is recommended that the Consent Agenda, Recommendations #2–#27 be approved.

Recommendations pulled for separate action:

Action on Balance of Consent Agenda

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	Action
Santa Monica Community College District	August 2, 1999

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:** **Multimedia/Entertainment Center**

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

Requested Funding: \$178,875

Matching Funds \$178,875

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

(third year renewal)

Summary: The Multimedia/Entertainment Center is a four-college consortium effort led by Santa Monica College; the other partners include De Anza College, Glendale College and the College of Marin.

Funding is used primarily to develop curriculum and programs designed to increase the number of qualified applicants for high paying jobs in the multimedia and entertainment industries.

**Title of Grant:** Job Development Incentive Training Fund – Loew’s Hotel -

Granting Agency: California Community Colleges Chancellor's Office

Requested Funding: \$299,935

Matching Funds \$299,982 (Source: Loew’s Hotel)

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

(Second Year Renewal)

Summary: This project is a collaborative effort between SMC, the Career Planning Center and Loews Santa Monica Beach Hotel. Funding will be used to:

- provide training to upgrade the service and technical skills of Loews employees;
- create new employment opportunities for welfare recipients;
- create a hotel industry pre-employment training curriculum to increase the number of qualified candidates applying for entry-level positions in the hotel industry; and provide faculty in-service training and worksite experience opportunities.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	August 2, 1999

CONSENT AGENDA: CONTRACTS AND GRANTS

RECOMMENDATION NO. 3 CONSULTANT AGREEMENT FOR FOUNDATION/CAPITAL CAMPAIGN (EXTENSION)

It is recommended that the Board of Trustees authorize the extension of the consultant contract with NETZEL ASSOCIATES, INC. for the period of 90 days, effective August 4, 1999 not to exceed \$4,000 per month.

Funding Source: District Funds

Comment: This consultant contract was approved by the Board of Trustees on June 7, 1999. An extension is necessary while the recruitment and selection process is completed for the new Director of Institutional Advancement.

RECOMMENDATION NO. 4 CONTRACTS FOR EVENTS, FALL, 1999

It is recommended that the Board of Trustees authorize the following contracts for the Planetarium Lectures for Fall 1999, not to exceed \$120 each.

Matt Malkan Black Holes & Cosmology September 24

Adam Burgasser Hidden Amount the Stars October 29

David J. Stevenson The Diversity of Planets November 19

Brian Webb California's Spaceport December 17

It is also recommended that the Board of Trustees authorize the following contracts for the Evening Lectures for Fall 1999, not to exceed 50 percent of ticket sales.

Mario Semere Leonardo Da Vinci October 8

Mario Semere Michelangelo November 12

It is also recommended that the Board of Trustees authorize the following contract for the Afternoon Theater for Children for Fall 1999, not to exceed \$1,200.

Jim Gamble Puppets Peter and the Wolf October 2

(2 shows)

Funding Source: All fees covered by ticket sales

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BOARD OF TRUSTEES	Action
Santa Monica Community College District	August 2, 1999

CONSENT AGENDA: CONTRACTS AND GRANTS

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RECOMMENDATION NO. 5 INSTITUTIONAL MEMBERSHIPS, 1999-2000

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

Western Alliance of Arts Administrators

Association of Performing Arts Presenters

California Presenters

Comment: These institutional memberships had been requested by the Director of Special Projects Development but were not included on the annual list approved by the Board of Trustees.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	August 2, 1999

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

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RECOMMENDATION NO. 6 CONSULTANT CONTRACT - SATURDAYSCIENCE ACADEMY

It is recommended that the Board of Trustees ratify the consultant contract with Allabi Akinloye for the period of January through February, 1999, not to exceed \$300.

Funding Source: The Saturday Science Access Grant

Comment: The consultant assisted in the instruction of the Saturday Science Academy students in an advanced placement biology course. This is a collaborated effort with Santa Monica College, the Center for Educational Achievement and Charles Drew Medical Center.

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RECOMMENDATION NO. 7 CONSULTANT CONTRACT WITH PUBLISHER FOR TEACHER TRAINING

It is recommended that the Board of Trustees approve a consultant contract with Houghton Mifflin-College Division for \$1,300 (15 hours) for the period of August 1213, 1999.

Funding Source: Matriculation Think Tank Student Success Grant

Comment: Houghton Mifflin is the publisher of the test used for the Student Success Seminar, HumDev20. The publisher provides expert training, including all materials for teachers, prospective teachers and interested faculty and training is required to teach the course. There are additional benefits to the District valued at \$1,000 by contracting with the publisher for this service.

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BOARD OF TRUSTEES	Action
Santa Monica Community College District	August 2, 1999

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRSRECOMMENDATION NO. 8 CONSULTANT CONTRACT - PUBLICRELATIONS/MARKETING

It is recommended that the Board of Trustees renew the consultant contract with Barbara Meltzer and Associates to provide public relations and marketing services to the Offices of Business and Industry Programs and Workforce and Economic Development, for the period of August 3, 1999 through June 30, 2000, in an amount not to exceed \$35,000.

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

Comment: These services include development of a marketing kit for public relations, advertising campaign, development and planning of special events. Assistance with the development and publishing of a Workforce & Economic Development Newsletter, and creation of a Speakers Bureau.

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RECOMMENDATION NO. 9 AGREEMENT FOR PARKING CITATION PROCESSING

It is recommended that the Board of Trustees renew the agreement with PHOENIX GROUP to process parking citations for the period of July 1, 1999 through June 30, 2000. The District will pay a charge of \$.75 per citation and delinquent notice for a minimum monthly fee of \$150.

Funding Source: Parking Citation Fees

Comment: The District entered into an agreement with Phoenix Group last year and the company has provided more responsive service to the District and students. In 1998-99, there were 1,029 citations processed which generated \$147,135.

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BOARD OF TRUSTEES	Action
Santa Monica Community College District	August 2, 1999

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 10 COMMUNITY SERVICES/EXTENSION SEMINARS/COURSES, FALL 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 Fall, 1999.

Anthony W

New World Travels Art of Discount Travel 40%

Arsone S Poetry 18 Hr

Barnstable P L TV Commercials/Acting Workshops (2) 24 Hr

Modeling for All Types (2) 24 Hr

Barthoff M Art for Non-Artists (2) 36 Hr

Baumel G E

Gett Security/Bodyguard Serv.

California Security Guard 40%

Benveniste R J The Writers Journey-First Step (2) 36 Hr

Writing From Our Lives 18 Hr

Binnendyk M Sculpting the Human Face 18 Hr

Blum P Reverse Mortgages 40%

Brown W

Wayne Brown Seminars Money Making Secrets 40%

Brutsche J Watercolor on Location (2) 48 Hr

Carey M L Beginning Yoga (2) 40%

Meditation 40%

Catanzaro J Substitute Teacher 40%

Chapman D T

Dollie Chapman, IIDA Design Firm

Fundamental of Interior Design 40%

Chen C L Beginning Landscape 10 Hr

Hardscape Landscape 9 Hr

Hardscape Softscape 9 Hr

Chianis A D Belly Dancing (2) 24 Hr

Christensen C

Notary Public Seminars Notary Public Seminar/Test 40%

Chow Y M Chinese Brush Painting (2) 36 Hr

Copeland R Kickboxing (2) 30 Hr

Corwin S Native Arts Techniques 18 Hr

Craig-Smith M Reducing Stress 3 Hr

Day J G Gourmet Herbal Gifts 40%

Demory D Creating Your Ideal Career 40%

Diamond k Introduction to Feng Shui 40%

Dighero C A Beginning Spanish L1 (2) 50%

Intermediate Spanish L1 50%

Intermediate Spanish L2 50%

Dingman E W Professional Floral Design - Basic 15 Hr

Professional Floral Design - Interm/Adv 15 Hr

Drach M Beginning French for Travelers L1 40%

Beginning French for Travelers L2 40%

Sound of French Pronunciation Workshop 40%

Duvall G Motorcycle Repair 40%

Gran Design Bicycle Repair (2) 40%

Fergus J Meet the Right Person 50%

Frischer C S

CSA Publishing Collections Made Easy 40%

Gale G I S Downtown Metro Tour 6 Hr

Metro Tour (2) 12 Hr

Gentry H P The Elegant Buffet 10 Hr

Georgen P M The Art of Negotiation 40%

Giannone V F

Creative Weddings Launch a Career as a Wedding Consultant 40%

Gill H S Stocks: Understanding the Market (2) 50%

Investing in Mutual Funds 40%

Goode D C Beginning Karate (2) 36 Hr

Intermediate/Advanced Karate (2) 36 Hr

Youth Karate (2) 24 Hr

Gordon K Ballroom Dance L1 (2) 40%

Ballroom Dance L2 (2) 40%

Gruzen L Letting Go of Clutter 40%

Gullborg B L Stretch and Slim (2) 40%

Slow Stretch (2) 40%

Hashimoto I Table Tennis 48 Hr

Hill J Travel Photography 6 Hr

House R E Beginning Spanish L1 (2) 50%

Beginning Spanish L2 (2) 50%



Ivanova O Beginning Russian L1 18 Hr

Beginning Russian L2 18 Hr

Jensen J

Jensen Publications How to Succeed as a Writer 40%

Buy a Home at a Discount 40%

Jones R L Basic Photography (4) 40%

Kazuko Japanese Calligraphy 15 Hr

Katz B Forgiveness 40%

Katz H. Jr Home Remodeling 50%

Kaufman B Don't Take It Personally 40%

Kimura A

Financial Network Successful Retirement 30%

Lager E B

Evelyn Lager Write Freelance Articles 40%

Good Grief! Its Grammar! 50%

Leddell J Gift Wrapping 40%

Leichner L Beginning German L1 18 Hr

Beginning German L2 18 Hr

Lemack B PR For Non Profits 40%

Levyn K East/West Coast Swing Dancing (2) 40%

Lewis J Holiday Gift Baskets 40%

Lieberman A J Beat the Lender 40%

Lipton L Career Transition Workshop 9 Hr

Relevant Resumes 6 Hr

Job Interviews 6 Hr

Livshits B Table Tennis for Children (4) 48 Hr

Longobart R D Basic Tile Techniques 50%

Green Thumb Bookkeeping

Wallpapering 50%

Lopez M Beyond Basic Photography (2) 36 Hr

Black/White Print Lab (2) 48 Hr

Lowe T L Still Life Composition in Watercolor (2) 36 Hr

Malphus M L Let's Do Lunch (2) 40%

Early Etiquette (2) 40%

Mann H Standup Comedy 18 Hr

Manseau F J Drawing for Youth 12 Hr

Cartooning for Fun 12 Hr

Mansfield W Appraisal 40%

William Mansfield Seminars

Marshall G Home-Studio Demos 6 Hr

Miller N

Rounds, Miller, & Assoc. Mail Order Business 40%

Mojsin L Accent Reduction for Professionals 40%

Monjauze L Musical Theatre Production 40%

Morgan S W Fall Sings 12 Hr

Morgan D Right Brain Drawing (2) 42 Hr

Needle R M Beautiful Beads 50%

Nethery B Beauty Make Over/40 40%

Nunes J L Exploration in Pastels 21 Hr

Exploration in Oils 21 Hr

Palen C R

Chaos Control The Home Manager 40%

Chaos Control 40%

Pampillo I Beginning Salsa Dance L1 (2) 40%

Beginning Salsa Dance L2 (2) 40%

Parker J Understanding Dreams 40%

Phillips M Glorious World of Opera (2) 36 Hr

Philipson A Motivational Mentoring (2) 21 Hr

Piscopo M Business of Photography 12 Hr

Portfolio Development 8 Hr

Prestine J S How to Write a Childrens Picture Book (2) 50%

How to Find a Publisher (2) 50%

Railsback S L Freelance Bookkeeping 50%

Talk to Anyone 50%

Reck L W Mature Drivers Improvement (2) 16 Hr

Reddick M E Profit with Fixer-Uppers (2) 40%

Richardson L G

Lois G. Richardson Women and Investing 40%

Rimmon S D

Sinclair Rimmon & Co. Inc.

Importing/Customs (2) 50%

Importing/Pricing 50%

Rives J Pop-Up Books & Cards 40%

Robbins J Voice-Overs 40%

Robinson K Fruits & Flowers in Watercolor (2) 48 Hr

Rose E Color Power for Personal Environments 40%

Rounds M

Rounds, Miller, & Assoc. Consulting 40%

Ruben N Peace with Food & Body 40%

Russell M. PH.D. Impact of Adoption 40%

Sadoff E Mural Project 40%

Salmont B

Betz Salmont Artists' Books 40%

Saxon J K Pop Songwriting I 18 Hr

Pop Songwriting II 18 Hr

Scherillo R Beginning Italian L1 (2) 36 Hr

Beginning Italian L2 18 Hr

Intermediate Italian L1 18 Hr

Intermediate Italian L2 18 Hr

Shamel A M Black/White Print Lab (2) 48 Hr

Sheehan M Beginning Pysanka 7 Hr

Singer D L Tai Chi Ch'uan (2) 40%

Small I D

I. David Small Family Trust 50%

Song J Acupressure & Stretch 9 Hr

So California Boat Club Sailing (6) \$118/student

Rowing (4) \$105/student

Kayaking (4) \$60/student

Specktor D Beginning Knitting 18 Hr

Stoddard N

Carefree Travel Packing Light 40%

Suen L Beginning Chinese L1 18 Hr

Temp S A Color-Theory & Practice 18 Hr

World of Collage 18 Hr

Collage & Assemblage 18 Hr

Thacker C L Cooking Classes (3) 30 Hr

Cooking Basics 48 Hr

Cooking Basics 3 Day 24 Hr

Thomson P D Creativity Workshop 21 Hr

Tyler J

Health Watch Infant/Child CPR 40%

CPR Medical Providers 40%

Unger I E Yoga for a Healthy Back (2) 40%

Urquhart S Beginning Japanese L1 18 Hr

Beginning Japanese L2 18 Hr

Val-Essen Bring Out the Best-Workshop for Parents 12 Hr

Weiss C Art of Scrapbooking 4 Hr

Westerfield D R Books for Small Business 50%

Westerfield & Associates

Tax Workshop 40%

How to Chose /Buy Personal Computer 50%

Wheeler J J Drawing the Head with Charcoal 18 Hr

Illustrating Childrens Books 21 Hr

Wickland G Video/Digital Camera 12 Hr

Wyels J G

Joyce Gregory Wyels Travel Writing 50%

Wyllie J Fundamentals of Horsemanship (5) \$180/student

## COMMUNITY SERVICE INSTRUCTORS

## EXTENSION

Adams D Beginning Computers (2) 30%

Brestyanski P 2D CAD Production Skills (3) 30%

Clarke L L I V Therapy 12 Hr

DiRende S Fall Intensive ESL 375 Hr

Education to Go On-Line Computer classes (69) \$29/student

Hammond C Computer Classes (6) 40%

Hurwit M A Medical Transcription 45 Hr

Ichiyama K Fall Intensive ESL 200 Hr

Grillo M A Private Pilot Ground School 42 Hr

Instrument Pilot Training 42 Hr

Lee M Executive 2D CAD 30%

Lev H C Real Estate Principles (2) 90 Hr

Real Estate Finance 45 Hr

Real Estate Exam Review 6 Hr

Levin T Fall Intensive ESL 375 Hr

Miller M E Computer Baby Steps (2) 30%

Mulcahy J 2D/3D CAD Management (2) 30%

Ortiz R CAD Applications for Arch/Int. Designers (3) 30%

Utas R Computer Classes (5) 30%

Vietti, F Fall Intensive ESL 375 Hr

Winston P Medical Insurance Billing 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. Dollar amount indicates a fixed payment agreement between Santa Monica College District and instructors.

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<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	August 2, 1999

CONSENT AGENDA: HUMAN RESOURCESRECOMMENDATION NO. 11 CONSULTANTS-INSTITUTIONAL FLEX DAYS

It is recommended that the Board of Trustees authorize the following consultant contracts for Institutional Flex Days, Thursday, August 26 and Friday, August 27, 1999.

JESSIE SATWIKI will provide opening day entertainment for a fee of \$75.

BILL SCROGGINS will provide a guest speaker presentation on "What Will College Teaching Be Like in 20 Years?" for a fee of \$300.

DR. LEWIS SINOPOLI will provide a workshop on PowerPoint, at no cost.

BEN TURPIN will provide two fifty minute workshops on preventing heart attacks and strokes, at no cost.

THE GERALD WIGGINS TRIO featuring Gerald Wiggins, Paul Humphrey and Richard Simon for a fee \$600.

Funding Source: Staff Development Grant under AB1725

Auxiliary Budget - Jazz Series

Comment: A subcommittee of the Professional Development Committee developed the program and selected the consultants for Institutional Flex Day.

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<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 2, 1999

CONSENT AGENDA: HUMAN RESOURCESRECOMMENDATION NO. 12 ADMINISTRATIVE EMPLOYMENT AGREEMENTS

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

Directors

Comment: The category of *Director* was inadvertently omitted from the recommendation approved by the Board of Trustees on July 6, 1999. Administrative employment agreements are in accordance with Education Code Section 72411. The signed agreements will be on file in the Human Resources Office.

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**BOARD OF TRUSTEES**

Santa Monica Community College District

**ACTION**

August 2, 1999

CONSENT AGENDA: HUMAN RESOURCESRECOMMENDATION NO. 13 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 DATEESTABLISH & RECRUIT

Director, International Recruitment and Outreach 08/03/99

ADMINISTRATIVE

Judy Schwartz, Acting Dean of Institutional Effectiveness and Planning 08/15/99

ADJUNCT

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

LEAVES OF ABSENCEREDUCTION IN ASSIGNMENT

Del Valle, Patti Counselor 08/30/99 " 06/13/00

Comment: Ms. Del Valle requests a reduction of her assignment to 75%.

OPPPORTUNITY LEAVE OF ABSENCE - UNPAID

Sucher, Kathy Instructor, ESL 08/30/99 " 12/21/99

MEDICAL LEAVESEPARATIONSRESIGNATION

Thomsen, Charles E. Instructor, Geography 07/29/99

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	August 2, 1999

CONSENT AGENDA: HUMAN RESOURCESRECOMMENDATION NO. 14 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 Analyst II (1 position) 07/07/99

Personnel Commission, 12 mos, 40 hrs

ABOLISH: Personnel Analyst 07/07/99

Personnel Commission, 12 mos, 40 hrs

Comment: Above positions approved by PC 7/12/99.

ABOLISH: Director, College Advancement 08/03/99

Planning & Development, 12 mos, 40 hrs

Comment: Position vacant.

ESTABLISH: Director, Institutional Advancement 08/03/99

(RETITLE) Planning & Development, 12 mos, 40 hrs

Comment: Retitle of position from Director, SMC Foundation

ESTABLISH: Administrative Assistant III, Confidential 08/03/99

Superintendent/President's Office, 12 mos, 40 hrs

Comment: New position

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 2, 1999

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 15 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

Aquino, Cherry, Admin Asst I, Financial Aid 07/27/99

Greene, Robert David, Radio Station Asst Engr, KCRW 07/19/99

Meadows, Carol, Personnel Specialist I, Personnel Commission 07/06/99

PROMOTIONS

Athanitis, Helen 07/01/99

Fr: Personnel Analyst, Personnel Commission

To: Personnel Analyst II, Personnel Commission

Kwan, Micky 07/28/99

Fr: Computer Network Analyst, Netwk & Info Mgmt

To: System Analyst, Netwk & Info Mgmt

Lee, Jung 07/15/99

Fr: Computer Network Analyst, Netwk & Info Mgmt

To: System Administrator, Netwk & Info Mgmt

Reytblat, Leonid 07/02/99

Fr: Personnel Clerk I, Personnel Commission

To: Personnel Specialist I, Personnel Commission

TRANSFER (per CSEA Agreement, Article 6)

Stevenson, Ron 08/01/99

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

To: Custodian, NS-2, Operations, 12 mos, 40 hrs

PERMANENT EMPLOYEES WITH PROVISIONAL ASSIGNMENT

Bays, Charles 07/07/99 " 07/30/99

Fr: Community College Police Sgt., College Police

To: Acting Chief of Police, College Police

Belcher, Ernie 07/26/99 " 09/15/99

Fr: Skilled Maintenance Worker, Maintenance

To: Acting Metal Worker, Maintenance

Coleman, Nathan (ext) 07/01/99 " 07/09/99

Fr: Dept Sec I, Emeritus, 20 hrs, 11 mos

To: Acting Program Coordinator-Emeritus, Emeritus, 12 mos, 40 hrs

PERMANENT EMPLOYEES WITH PROVISIONAL ASSIGNMENT (continued)

Maddox, Margaret (ext) 07/01/99 " 07/30/99

Fr: Financial Aid Clerk, Financial Aid, 40 hrs, 12 mos

To: Acting Fin Aid Technician, Financial Aid, 40 hrs, 12 mos

Wilkie, Christine 07/12/99 " 09/30/99

Fr: Media Assistant, Media Ctr, 40 hrs, 12 mos

To: Acting Media Svcs Tech, Media Ctr, 40 hrs, 12 mos

PERMANENT EMPLOYEES WITH TEMPORARY ASSIGNMENT

Baldwin, Laura, Registration/Info Clerk, Admissions 07/01/99 " 06/30/00

EXTENSION OF CATEGORICALLY- FUNDED POSITIONS

Cardenas, Consuelo, Dept Sec II, Wkforce & Econ Development 07/01/99 " 06/30/00

Green, Patricia, Dept Sec II, Wkforce & Econ Development 07/01/99 " 06/30/00

Greenberg, Ana, Job Developer, Job Center 07/01/99 " 06/30/00

Montgomery, Jennifer, Child Svcs Coord, Beh Sciences 07/01/99 " 06/30/00

Vasquez, Romano, Comp Lab Instr Spec, Wkforce & Econ Dev 07/01/99 " 06/30/00

Comment: These positions are categorically funded with an anticipated ending date as indicated. The account number reflects the exclusive funding for the position with grant funds.

ADVANCED STEP PLACEMENTS

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

Cardenas, Consuelo, Dept Secretary II, Contract Education Step C 03/08/99

Goodrich, Marilyn, Administrative Asst I, Matriculation Step C 05/11/99

Lim, Sun Jin, Accounting Specialist II, Accounting Step C 05/11/99

Parker, Robert G., Controller Step E 06/01/99

Valdivia, Odemaris, Accountant, Accounting Step B 04/12/99

WORKING OUT OF CLASSIFICATION (Additional responsibilities)

Burdick, Tron, Gardener/Equipment Operator, Grounds \$250 08/03/99

Quinn, William, Lead Custodian, Operations +10% 04/04/99 " 07/30/99

Peterson, Jeffery, Custodial Operations Supr, Operations +5% 04/05/99 " 07/31/99

VOLUNTARY REDUCTION OF ASSIGNMENT

Evans, Carol, Auditorium Technician, Events 07/05/99 " 12/31/99

From: 12 mos, 40 hrs/wk

To: 12 mos, 32 hrs/wk

LEAVES OF ABSENCE WITH PAY

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

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MEDICAL/WITH PAY

Cummins, Mahesh, Lab Coordinator-Math, Math 06/21/99 " 07/05/99

Quaintance, Keith, Lab Tech-Art, Art (ext) 07/01/99 " 10/01/99

Schweiger, Kathleen, Library Asst II, Library 07/01/99 " 07/31/99

Stevenson, Ron, Custodian, Operations 06/24/99 " 07/07/99

Virgen, Juan, Parking Security Officer, College Police 06/09/99 " 07/15/99

Ybarra, Robert, Lead Custodian, Operations 07/16/99 " 07/30/99

LEAVES OF ABSENCE WITHOUT PAY

PERSONAL/WITHOUT PAY

Agard, C Sasha, Admin. Asst. I, College Police 08/18/99 " 08/27/99

Fierro, Yolanda, Parking Sec Off, College Police 07/12/99 " 07/29/99

Hartman, Martha E., Inst. Asst.-English, English 07/12/99 " 07/30/99

Smith, Peter, Music Tech Asst., Music 07/19/99 " 07/30/99

Wamsley, Bruce, Metal Worker-Welder, Maintenance 07/19/99 " 08/20/99

SEPARATIONS

RESIGNATION

Coleman, Nathan, Dept Sec I, Emeritus College 07/09/99

Mayesh, Myra, Community Relations Coordinator, Plan & Development 08/06/99

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

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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 2, 1999

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 16 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)

Biamonte, Christina, Interp for Hear Impair, Disabled Stu Ctr. 06/21/99 " 08/13/99

Burkrey, Cynthia, Radio Programming Tech I, KCRW 07/01/99 " 06/30/00

Caffrey, Jeffrey, Media Assistant, Media Center 07/01/99 " 09/03/99

Clarke, Christopher, Radio Programming Tech I, KCRW 07/01/99 " 06/30/00

Conlin, Bill, Performance Activities Assist., Events 07/01/99 " 06/30/00

Duran, Ricardo, Performance Activities Asst., Events 07/21/99 " 06/30/00

Fay, Christopher, Radio Programming Tech I, KCRW 07/01/99 " 06/30/00

Francois, Dean, Radio Programming Tech I, KCRW 07/01/99 " 06/30/00

Garcia, Maria L., Dept. Secretary I, Emeritus College 07/01/99 " 08/31/99

Jimenez, Yvette, Clerical Assistant I, Purchasing 07/06/99 " 07/30/99

Lewis, Mitch, Radio Programming Tech I, KCRW 07/01/99 " 06/30/00

Meadows, Carol, Payroll Specialist, Payroll (ext) 07/01/99 " 07/02/99

Miller, Sabina, Radio Programming Tech I, KCRW 07/01/99 " 06/30/00

Mosher, Judith, Instructional Asst.-Math, Mathematics 06/21/99 " 07/30/99

Nagasawa, Gregg, Radio Programming Tech I, KCRW 07/19/99 " 06/30/00

Noble, Suzanne, Dept. Secretary I, Student Life 07/01/99 " 12/22/99

Parekh, Asish, Radio Programming Tech I, KCRW 07/01/99 " 06/30/00

Philipson, Adam, Dept. Secretary II, Planning & Development 07/01/99 " 12/22/99

Richardson, Lee, Dept. Secretary I, Fiscal Services 07/01/99 " 08/31/99

Ricks, Keith, Performance Activities Assist., Events 07/01/99 " 06/30/00

Seldon, Stuart, Computer Lab Instr. Spec., Academy of E & T 07/08/99 " 11/10/99

Snow, Nina, Radio Premium Clerk, KCRW 07/01/99 " 06/30/00

Soffer, Lawrence, Radio Programming Tech I, KCRW 07/01/99 " 06/30/00

Victorin, Anthony, Cash Receipts Clerk, Fiscal Services 06/21/99 " 10/26/99

Wheatcraft, Jeff, Performance Activities Assist., Events 07/01/99 " 06/30/00

Zepeda, Maria, Computer Lab Instr. Spec., Instr. Computing 07/01/99 " 08/13/99

#### SUBSTITUTE

Reed, Jeffrey, Accompanist - Dance, Theatre Arts 07/02/99 " 07/30/99

Richardson, Geraldine, Lead Mail Service Clerk, Pur/Rec/Mail 06/07/99 " 06/16/99

Richardson, Geraldine, Mail Service Clerk, Pur/Rec/Mail 07/01/99 " 08/31/99

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

Alvarado, Claudia, Counseling Aide, Counseling 07/01/99 " 12/22/99

Ballard, Dora, Prof. Accompanist, Emeritus 07/01/99 " 06/30/00

Barnes, Erin, Accompanist-Dance, Theatre Arts 06/23/99 " 07/31/99

CASUAL ASSIGNMENTS cont'd.

Berent, Richard, Accompanist-Music, Comm. Services 07/01/99 " 12/22/99

Berent, Richard, Accompanist-Voice, Comm. Services 07/01/99 " 12/22/99

Boakye, Stephen, Counseling Aide, AS/Student Life 07/01/99 " 12/22/99

Boodparset, Sutidavade, Counseling Aide, Black Collegians 07/01/99 " 06/30/00

Carr-Francis, Sherrita, Counseling Aide, Counseling/Transfer Ctr. 07/01/99 " 12/22/99

Castillo, Teresita Pilar, Counseling Aide, EOPS 07/01/99 " 06/30/00

Everett, Tiffany, Counseling Aide, EOPS 07/01/99 " 06/30/00

Gallardo, Myrna, Counseling Aide, Latino Center 06/21/99 "12/22/99

Gerhold, Tom, Prof. Accompanist, Emeritus 07/01/99 " 06/30/00

Gutierrez, Veronica, Counseling Aide, Latino Center 07/01/99 " 12/22/99

Hashaway, Erma, EOPS Program Specialists, EOPS 07/01/99 " 06/30/00

Holmes, Heather, Office Assistant, Matriculation 07/01/99 " 06/30/00

Hong, Son Kyong, Counseling Aide, Counseling 07/01/99 " 12/22/99

Johnson, Tracey, Counseling Aide, Black Collegians 07/01/99 " 06/30/00

Khoury, Carole, Counseling Aide, International Education 07/01/99 " 12/22/99

Larios, Audrey, Counseling Aide, Latino Center 07/01/99 " 12/22/99

Lee, Tsang-Feng, Richard, Counseling Aide, Counseling 07/01/99 " 12/22/99

Liu, Edmund, Counseling Aide, Matriculation 07/01/99 " 06/30/00

Liu, William, Counseling Aide, Counseling 07/01/99 " 12/22/99

Mangus, Edward, Lab Technician Photography, Comm. Services 07/01/99 " 12/22/99

Maiorano, Susan, Counseling Aide, Matriculation 07/01/99 " 06/30/00

Menjivar, Raul, Counseling Aide, EOPS 07/01/99 " 06/30/00

Neke, Alexandra, Counseling Aide, Counseling 07/01/99 " 12/22/99

Nooyen, Jodi, Instructional Asst-ESL, ESL 07/08/99 " 07/30/99

Ramirez, Claudia Elsa, Counseling Aide, Latino Center 07/01/99 " 12/22/99

Ramirez, Hilda, Office Aide, Academic Affairs 07/01/99 " 06/30/00

Ramos, Sabrina, Office Aide, Academic Affairs 07/01/99 " 06/30/00

Rodriguez, Miguel, Counseling Aide, Counseling 07/01/99 " 12/22/99

Rogers, Kijua, Counseling Aide, Black Collegians 07/01/99 " 06/30/00

Ryabushkin, Counseling Aide, Matriculation 07/01/99 " 06/30/00

Sanchez, Yesenia, Counseling Aide, EOPS 07/01/99 " 06/30/00

Vento, Victor, Prof. Accompanist, Emeritus 07/01/99 " 06/30/00

Walsh, Sherry, Instructional Asst.-English, Scholars Program 07/01/99 " 07/31/99

Watkins, Deanna, Accompanist - Dance, Theatre Arts 06/24/99 " 07/30/99

Wong, Joyce, Accompanist - Dance, Theatre Arts 06/28/99 " 07/30/99

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

Adewole, Ruth, Instructional Asst-Math, Mathematics 08/01/99 " 08/14/99

Ahmed, Sara, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Amanuel, Abby, Registration/Info Clerk, Admissions & Records 07/01/99 " 06/30/00

Amian, Andy, Registration/Info Clerk, Office of School Relations 07/01/99 " 12/22/99

Amian, Lori, Registration/Info Clerk, Office of School Relations 07/01/99 " 12/22/99

Antoine, Allegra, Registration/Info Clerk, Financial Aid Office 07/01/99 " 06/30/00

Arevalo, Orbrell, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Baker, Terry, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Barr, Laura, Accounting Specialist II, Bookstore 07/01/99 " 06/30/00

Barr, Laura, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Baskin, Patricia, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Berbano, Leah, Registration/Info Clerk, Office of School Relations 07/01/99 " 12/22/99

Berman, Sheila, Registration/Info Clerk, Admissions/Records 07/01/99 " 06/30/00



TEMPORARY cont'd.

Bitew, Theodore, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Bluvshiteyn, Galina, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Brideau, Alex, Registration/Info Clerk, Admissions/Records 07/01/99 " 06/30/00

Brown, Christina, Registration/Info Clerk, Admissions/Records 07/01/99 " 06/30/00

Bruder, Brunhilde, Registration/Info Clerk, Admissions/Records 07/01/99 " 06/30/00

Buchanan, Melody, Registration/Info Clerk, Station 'C' 07/01/99 " 06/30/00

Bui, Bang, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Burnley, Jolaceray, Registration/Info Clerk, ISC 07/01/99 " 06/30/00

Caamal-Murcia, Gabriela, Reg/Info Clerk, Office of School Rel. 07/01/99 " 12/22/99

Cadena, Miguel, Registration/Info Clerk, Admissions/Records 07/01/99 " 06/30/00

Casillas, Joshua, Registration/Info Clerk, Admissions/Records 07/01/99 " 06/30/00

Casillas, Ruth, Registration/Info Clerk, Admissions/Records 07/01/99 " 06/30/00

Cason, Tracy, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Cassata, Nicole, Registration/Info Clerk, Admissions/Records 07/01/99 " 06/30/00

Chase, Gerald, Registration/Info Clerk, Station 'D' 07/01/99 " 06/30/00

Collins, Kimberly, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Coria, Luis, Registration/Info Clerk, Admissions/Records 07/01/99 " 06/30/00

Cueva, Amelia, Registration/Info Clerk, Admissions/Records 07/01/99 " 06/30/00

Da Costa, Richard, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Dalton, Dorothea, Registration/Info Clerk, Admissions/Records 07/01/99 " 06/30/00

Davallou, Houman, Bookstore Clerk/Cashier, Bookstore 06/28/99 " 06/30/99

De la Torre, Heidi, Registration/Info Clerk, Office of School Rel. 07/01/99 " 12/22/99

Delgado, Mayra, Registration/Info Clerk, Admissions/Records 07/01/99 " 06/30/00

Dindial, Bharose, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

DuClaire, Marjorie, Registration/Info Clerk, Station 'C' 07/01/99 " 06/30/00

Dunham, William, Registration/Info Clerk, Admissions/Records 07/01/99 " 06/30/00

Exum, Ellen, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Ezra, Sara, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Fantroy, Jonathan, Registration/Info Clerk, Admissions/Records 07/01/99 " 06/30/00

Fierro, Vince, Registration/Info Clerk, Admissions/Records 07/01/99 " 06/30/00

Fierro, Vince, Registration/Info Clerk, Office of School Relations 07/01/99 " 12/22/99

Flores, Augustine, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Frias, Laura, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Gallardo, Julissa, Registration/Info Clerk, Admissions/Records 07/01/99 " 06/30/00

Garcia, Lucy, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Garcia, Renay, Registration/Info Clerk, Admissions/Records 07/01/99 " 06/30/00

Garcia, Renay, Switchboard Operator, Admissions/Records 07/01/99 " 06/30/00

Gillett, Melissa, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Gilyard, Katina M., Bookstore Clerk/Cashier, Bookstore 06/25/99 " 06/30/00

Gomez, Veronica, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Gonzales, Alex, Registration/Info Clerk, Station 'D' 07/01/99 " 06/30/00

Gonzales, Hugo, Registration/Info Clerk, Admissions/Records 07/01/99 " 06/30/00

Gonzales, Lori, Interp for Hear Imp, Disabled Students Ctr. 06/21/99 " 08/13/99

Goolsby, Jeanette, Registration/Info Clerk, ISC 07/01/99 " 06/30/00

Greenberg, Linda, Registration/Info Clerk, Financial Aid 06/07/99 " 06/30/00

Greenfield, Jeron, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Greene, Elizabeth, Interp for Hear Imp, Disabled Students Ctr. 06/21/99 " 08/13/99

Hall, Stacey, Registration/Info Clerk, Admissions/Records 07/01/99 " 06/30/00

Harrison, Chemetra, Registration/Info Clerk, ISC 07/01/99 " 06/30/00

Hartman, Kristin, Registration/Info Clerk, Admissions/Records 07/01/99 " 06/30/00

TEMPORARY cont'd.

Hassan, Fauzia, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Hayes, Diane, Registration/Info Clerk, Office of School Relations 06/29/99 " 06/30/99

Hayes, Diane, Registration/Info Clerk, Office of School Relations 07/01/99 " 12/22/99

Henry, Valerie, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Hernandez, Jose, Registration/Info Clerk, Admissions/Records 07/01/99 " 06/30/00

Hernandez, Jose, Registration/Info Clerk, Office of School Rel. 07/01/99 " 12/22/99

Herron, Meredith, Registration/Info Clerk, Admissions/Records 07/01/99 " 06/30/00

Hiu, Jamon, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Isadore, Tamara, Registration/Info Clerk, Financial Aid Office 07/01/99 " 06/30/00

Jackson, Antoinette, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Jensen, Charlene, Custodian NS-2, Operations 07/01/99 " 08/31/99

Jimenez, Elias, Registration/Info Clerk, Admissions/Records 07/01/99 " 06/30/00

Jimenez-Viramontes, Marcela, Reg./Info Clerk, Admissions/Records 07/01/99 " 06/30/00

Johnson, Deneen, Registration/Info Clerk, Admissions/Records 07/01/99 " 06/30/00

Jones, Jennifer, Registration/Info Clerk, Admissions/Records 07/01/99 " 06/30/00

Jones, Rysha, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Kahn, Clarice, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Kesler, Sandra, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Klein, Liza, Registration/Info Clerk, ISC 07/01/99 " 06/30/00

Kowalczyk, Tadizo, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Lappa, Markku, Registration/Info Clerk, Station 'C' 06/24/99 " 06/30/00

Lee, Chong Sook, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Lee, I'ling, Registration/Info Clerk, Office of School Rel. 06/28/99 " 12/22/99

Lee, Michael, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Lollis, Melissa, Registration/Info Clerk, Admissions/Records 07/01/99 " 06/30/00

Lopez, Jose, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Lopez, Tomas, Registration/Info Clerk, Admissions/Records 07/01/99 " 06/30/00

Luguin, Jorge, Registration/Info Clerk, ISC 07/01/99 " 06/30/00

Malone, LaDonna, Department Secretary II, Bus. & Industry 07/01/99 " 12/22/99

Manhertz, Yvonne, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Matamoros, Carlos A., Reg./Info Clerk, Admissions/Records 07/12/99 " 06/30/00

Martinez, Rosaura, Reg. & Enrollment Coord., Office of School Rel. 07/01/99 " 12/22/99

Martinez, Rosaura, Registration/Info Clerk, Admissions/Records 07/01/99 " 06/30/00

Matsumoto, Michael, Registration/Info Clerk, Admissions/Records 07/01/99 " 06/30/00

Matthews, Stephanie, Registration/Info Clerk, Financial Aid Office 07/01/99 " 06/30/00

McGuinness, Cathy, Registration/Info Clerk, ISC 07/01/99 " 06/30/00

McPherson, Jeff, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Medina, Ellen, Registration/Info Clerk, Financial Aid Office 07/01/99 " 06/30/00

Mendez, Kenia, Registration/Info Clerk, Station "D" 07/01/99 " 06/30/00

Moagi, Stephen, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Mottler, Christopher, Registration/Info Clerk, Admissions/Records 07/01/99 " 06/30/00

Mutsumoto, Brian, Registration/Info Clerk, Station 'D' 07/01/99 " 06/30/00

Nelson, Marion, Reg. & Enrollment Coord., Admissions/Records 07/01/99 " 06/30/00

Ng, Mark, Registration/Info Clerk, Office of School Rel. 07/01/99 " 12/22/99

Ngo, Carol, Registration/Info Clerk, Admissions/Records 07/01/99 " 06/30/00

Ngo, Tuyet, Registration/Info Clerk, ISC 07/01/99 " 06/30/00

Nguyen, Ha, Registration/Info Clerk, Admissions/Records 07/01/99 " 06/30/00

Nguyen, Lan, Registration/Info Clerk, ISC 07/01/99 " 06/30/00

Nieto, Bahman, Registration/Info Clerk, Office of School Rel. 07/01/99 " 12/22/99

Nieto, Genoveva, Registration/Info Clerk, Office of School Rel. 07/01/99 " 12/22/99

TEMPORARY cont'd.

Osterhout, JoAnne, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Parker, Rashad, Registration/Info Clerk, Station 'C' 07/01/99 " 06/30/00

Panghongkeon, Artee, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Perkins, Paul, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Perry, Rosa, Registration/Info, Admissions/Records 07/01/99 " 06/30/00

Podlipskaya, Yelena, Registration/Info Clerk, Admissions/Records 07/01/99 " 06/30/00

Preston, Jacquilyn, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Razkalla, Tawfik, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Reeves-Harden, Madeline L., Bookstore Clerk/Cashier, Bookstore 06/24/99 " 06/30/99

Remington, Apolonia, Registration/Info Clerk, Admissions/Records 07/01/99 " 06/30/00

Rho, Seung Hwan, Registration/Info Clerk, Admissions/Records 07/01/99 " 06/30/00

Robbins, Jederdiare, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Roberts, Sandra, Registration/Info Clerk, Admissions/Records 07/01/99 " 06/30/00

Robinson, Rozell, Registration/Info Clerk, Admissions/Records 07/01/99 " 06/30/00

Rodriguez, Zaida M., Registration/Info Clerk, Office of School Rel. 06/30/99 " 12/22/99

Rosinek, Shirley, Registration/Info Clerk, ISC 07/01/99 " 06/30/00

Ruvalcaba, Ismael, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Sawhill, Kenneth, Registration/Info Clerk, ISC 07/01/99 " 06/30/00

Sherif, Alfia, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Shin, Jennifer, Registration/Info Clerk, Admissions/Records 07/01/99 " 06/30/00

Sinclair, Reva, Registration/Info Clerk, Admissions/Records 07/01/99 " 06/30/00

Solomon, Lavada, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Sorensen, Jonathan, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Spencer, Sonja, Registration/Info Clerk, Office of School Rel. 07/01/99 " 12/22/99

Stewart, Tahira, Registration/Info Clerk, Admissions/Records 07/01/99 " 06/30/00

Sturgis, Denise, Registration/Info Clerk, ISC 07/01/99 " 06/30/00

Sun, Eric, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Sun, Hsiu, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Switzer, Stella, Dept. Secretary II, Facilities/Maintenance 07/01/99 " 12/22/99

Tesfaye, Abby, Registration/Info Clerk, Station 'C' 07/01/99 " 06/30/00

Thielking, Alan, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Tjahja, Fransiska, Interp for Hear Imp, Disabled Students Ctr. 06/21/99 " 08/13/99

Toomey, Kathleen, Interp for Hear Imp, Disabled Students Ctr. 06/21/99 " 08/13/99

Tran, Thuy, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Triggs, Mary, Dept. Secretary I, ISC 06/28/99 " 07/30/99

Triggs, Mary, Dept. Secretary I, Academic Senate 07/01/99 " 12/22/99

Trinidad, David, Registration/Info Clerk, Admissions/Records 07/01/99 " 06/30/00

Tucker, Ava, Registration/Info Clerk, Admissions/Records 07/01/99 " 06/30/00

Victorin, Anthony, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Vu, Mai, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Warren, Sandra, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Washington, Mianca, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Williams, Jeana, Registration/Info Clerk, ISC 07/01/99 " 06/30/00

Willoughby, Opal, Registration/Info Clerk, ISC 07/01/99 " 06/30/00

Young, Mary Ellen, Bookstore Clerk/Cashier, Bookstore 07/01/99 " 06/30/00

Zambrano, Patty, Registration/Info Clerk, Admissions/Records 07/01/99 " 06/30/00

Zelada, Jaime, Registration/Info Clerk, Admissions/Records 07/01/99 " 06/30/00

## BOARD OF TRUSTEES

Santa Monica Community College District

## ACTION

August 2, 1999

### RECOMMENDATION NO. 17 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 363

\$6.19/hr

Tutorial Aide 2

\$10.50/hr

FEDERAL/STATE FUNDED STUDENT EMPLOYEES

College Work-Study Student Assistant 22

\$6.19/hr

PHYSICAL EDUCATION DEPARTMENT EMPLOYEES

Recreation Director I 3

\$8.12/hr

Recreation Director II 2

\$10.59/hr

Recreation Director/Day Camp I 3

\$55.00/day

Recreation Director/Day Camp II 3

\$70.00/day

Camp Counselors 5

\$299/mnth (Level 1)

\$399/mnth (Level 2)

\$499/mnth (Level 3)

PROFESSIONAL EXPERTS

Community Services Specialist I 99

\$27.40/hr

Community Services Specialist II 21

\$38.00/hr

Art Model 103

\$14.00/hr

Art Model w/costume 14

\$17.00/hr

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	August 2, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 18 SOFTWARE/PERSONAL COMPUTER PRODUCTS AGREEMENT

It is recommended that the Board of Trustees ratify an agreement with the LOS ANGELES COUNTY OFFICE OF EDUCATION (LACOE) for the provision of non-exclusive use of personal computer proprietary software products in connection with LACOE's Human Resources System (HRS) and Program Budgeting and Accounting System (PBAS) for the period of July 1, 1999 through June 30, 2004 at a cost of \$1,176 per month.

Funding Source: District

Comment: These software products are necessary for the interfacing of PeopleSoft with the LACOE's HRS and PBAS services.

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RECOMMENDATION NO. 19 INTERNET/VIDEO CONFERENCING SERVICES AGREEMENT

It is recommended that the Board of Trustees authorize a renewal agreement for Internet and video conferencing network services known as the California State University and Community Colleges Network (4Cnet) with CALIFORNIA STATE UNIVERSITY for the period of July 1, 1999 through June 30, 2000, at a cost of \$58,087.

Funding Source: State Grant

Comment: These services provide the District with additional capacity for the Internet and a network for video conferences through the Chancellor's Office.

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<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	August 2, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATIONRECOMMENDATION NO. 20 TRANSFER OF MODULAR CLASSROOMS

It is recommended that the Board of Trustees approve an agreement with California State University at Los Angeles (CSULA) providing for the transfer of title on six (6) modular classrooms from Santa Monica Community College District (SMCCD) to CSULA and that CSULA shall bear all costs associated with the removal and transporting of the units from SMCCD.

Comment: CSULA had a fire in their science building and will use the units as temporary classrooms during the remodel project.

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RECOMMENDATION NO. 21 FACILITIES: ARCHITECTURAL SERVICES FOR EIR, PARKING STRUCTURE (AMENDMENT)

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, plus reimbursable expenses

Funding Source: Parking C.O.P.

Comment: This contract was approved by the Board of Trustees on July 6, 1999. The amendment includes reimbursement of expenses.

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RECOMMENDATION NO. 22 CLAIM FOR DAMAGES

It is recommended that the Board of Trustees reject the claim filed by Joseph G. Cavallo for his client Jennifer Guerra, a minor, for an unknown amount in damages, and refer the claim to the District's claims management firm.

Comment: Ms. Cavallo alleges that his client was injured while walking on campus with her mother.

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<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	August 2, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATIONRECOMMENDATION NO. 23 COMMERCIAL WARRANT REGISTER

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

June 1 – June 30, 1999 4048 – 4068 \$7,163,429.97

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

#### RECOMMENDATION NO. 24 PAYROLL WARRANT REGISTER

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

June 1 – June 30, 1999 174-C – C2L-N \$5,348,994.81

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

#### RECOMMENDATION NO. 25 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.

June 1 - June 30, 1999 66411 – 66905 \$948,245

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

#### RECOMMENDATION NO. 26 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.

July 1 – July 31, 1999 D30906 – D31067 \$43,236.84

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<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	August 2, 1999

#### CONSENT AGENDA: BUSINESS AND ADMINISTRATION

#### RECOMMENDATION NO. 27-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 & 99/2000 Total

A) P. O. 65289 – 65348 (FY 98/99) 108,392.26

P. O. 70000 – 70827 (FY 99/2000) 3,712,731.14

B) Telephone-Orders 222,704.78

C) Change Orders 9,440.37

D) Auxiliary-Orders 23,244.57

E) Auxiliary-Change Orders 8,418.90

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

#### RECOMMENDATION NO. 27-B PURCHASING: AWARD OF BID – SEISMIC STRAPPING PROJECT

It is recommended that the Board of Trustees award Bid 9899-B8 for seismic strapping devices to Q-SAFETY, INC. in the amount of \$8,706.29

Funding Source: FEMA/District

Comment: Bids were solicited through newspaper advertisements and a mailing. The devices will be used to secure computers and office equipment in the event of an earthquake.

#### RECOMMENDATION NO. 27-C PURCHASING: LEASE/PURCHASE AGREEMENT FOR LAUNCHPAD PROGRAM

It is recommended that the Board of Trustees authorize the District to enter into a 12-month lease/purchase agreement with UPTON & OLIVER FUNDING CORPORATION for ten (10) computers and monitors for the Launchpad Program at the Academy of Entertainment and Technology. The total amount of the lease/purchase is \$17,053.85.

Funding Source: State Grant

Comment: The lease/purchase agreement includes a buy-out of \$1.00. The computers and monitors will be supplied by the USC Computer Store which is an authorized dealer for Apple Computer, Inc.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	August 2, 1999

#### CONSENT AGENDA: BUSINESS AND ADMINISTRATION

#### RECOMMENDATION NO. 27-D PURCHASING: DECLARATION AND DONATION OF SURPLUS PROPERTY

It is recommended that the Board of Trustees declare the following audio/visual equipment as surplus and that authorize the District to donate the equipment to the Universidad San Andres in Santiago, Chile as a goodwill gesture.

Superscope Stereo Amplifier Marantz Stereo Cassette Deck

Model A-235 Model 5030B

Fisher Stereo Cassette Deck Philips Stereo Cassette Deck

Model DD-280 Model N2535

Comment: The above items are obsolete for operation by the Media Center. The total value of these items is approximately \$300 to \$600.

#### RECOMMENDATION NO. 27-E PURCHASING: AUTHORIZATION TO PARTICIPATE IN PURCHASE AGREEMENT

It is recommended that the Board of Trustees approve the use of the following State of California Department of General Services' CMAS (California Multiple Awards Schedule) Contract #3-99-70-0885A with ANIXTER, INC. for the purchase of the 3 Com Computer Network system in the amount of \$89,094.

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

BOARD OF TRUSTEES	Information
Santa Monica Community College District	August 2, 1999

#### INFORMATION ITEM D GRANT SUBMITTALS

<b>Title of Grant:</b>	<b>Welfare To Work, Governor's 15% Set Aside for Special Projects</b>
Granting Agency:	State of California, Employment Development Department
Requested Funding:	\$1,716,016
Matching Funds	N/A
Performance Period:	10/1/1999 – 9/30/2001
Summary:	Santa Monica College proposes to serve Limited English Proficient (LEP) Welfare-to-Work recipients who reside in and around the Santa Monica area. Participants will acquire the work readiness and job skills necessary gain employment in the hospitality/tourism industry and related fields. The project consists of three distinct modules: Recruitment, Employment Readiness and Employment Retention.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	August 2, 1999

#### ADJOURNMENT

There will be a Board of Trustees Retreat on Monday, August 16, 1999, 8:30 a.m. to 3 p.m. at Shutters on the Beach, One Pico Boulevard, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Tuesday, September 7, 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 Bulding Room 117), 1900 Pico Boulevard, Santa Monica, California.

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