

A G E N D A



Santa Monica Community College District Board of Trustees

Regular Meeting
Tuesday, September 7, 1999

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

5:30 p.m. - Closed Session
Business Building Room 111

7:00 p.m. - Public Meeting
Board Room
Business Building Room 117

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.

Reference: Board Policy Section 8231
Education Code Section 72121.5
Government Code Sections 54954.2, 54954.3, 54957.9

	BOARD OF TRUSTEES Santa Monica Community College District	Regular Meeting September 7, 1999
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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 Tuesday, September 7, 1999.

7:00 p.m. – Public Meeting

I. ORGANIZATIONAL FUNCTIONS

Page No.

- A Call to Order
- B Roll Call

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

Collective Bargaining, pursuant to Government Code Section 54957.6
 Personnel, pursuant to Government Code Section 54957
 Student Discipline, pursuant to Government Code Section 72122
 Real Property, pursuant to Government Code Section 54956.8

III. ORGANIZATIONAL FUNCTIONS (Continued)

- | | | |
|----|----------------------|---|
| C | Pledge of Allegiance | |
| #1 | Approval of Minutes: | August 2, 1999
August 16, 1999 (Retreat) |

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

V. ACADEMIC SENATE REPORT

VI. CLASSIFIED SENATE REPORT

VII. **COMMUNICATIONS OR PUBLIC COMMENTS**VIII. **BOARD REPORT AND COMMENTS**IX. **CONSENT AGENDA** (All items considered in one motion unless
pulled for discussion later in the meeting)Contracts and Grants

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XII. INFORMATION - No Action Required

D	1998-99 Quarterly Budget Report	55
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XIII. ADJOURNMENT: There will be a special meeting (closed session) for the purpose of conducting the evaluation of the Superintendent/President on Monday, September 20, 1999 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 Monday, October 4, 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 Santa Monica Community College District	Regular Meeting September 7, 1999
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I. ORGANIZATIONAL FUNCTIONS

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

B. ROLL CALL

Herbert Roney, Chair
Dorothy Ehrhart-Morrison, Vice-Chair

Nancy Cattell
Carole Currey
Ilona Jo Katz
Patrick Nichelson
Annette Shamey

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

- Collective Bargaining, pursuant to Government Code Section 54947.6
Conference with Labor Negotiator
 - a. Agency negotiator: Robert Sammis
 - b. Employee organization: Faculty Association
- Personnel, pursuant to Government Code Section 54947
- Student Discipline, pursuant to Government Code Section 72122
- Real Property, pursuant to Government Code Section 54956.8
 - * 1410 Pico Boulevard, Santa Monica
 - * Lease of 1815 Centinela Avenue, Santa Monica for Workforce Development

III. ORGANIZATIONAL FUNCTIONS - PUBLIC SESSION

C. PLEDGE OF ALLEGIANCE - Judy Neveau

Organizational Functions • page 1

	BOARD OF TRUSTEES Santa Monica Community College District	Action September 7, 1999
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ORGANIZATIONAL FUNCTIONS

RECOMENDATION NO. 1 APPROVAL OF MINUTES

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

August 2, 1999
August 16, 1999 (Retreat)

MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY:
AYES:
NOES:

Organizational Functions • page 2

	BOARD OF TRUSTEES Santa Monica Community College District	Action September 7, 1999
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CONSENT AGENDA

It is recommended that the Consent Agenda, Recommendations #2–#25 be approved.

Recommendations pulled for separate action:

Action on Consent Agenda

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

**BOARD OF TRUSTEES**

Santa Monica Community College District

Action

September 7, 1999

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CONSENT AGENDA: CONTRACTS AND GRANTS

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RECOMMENDATION NO. 2 ACCEPTANCE OF GRANTS

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

Title of Grant:	Title III – Strengthening Institutions Program
Granting Agency:	US Department of Education
Requested Funding:	\$349,967 (first year award of a five year, \$1,750,000 grant)
Matching Funds	\$20,000 Match required for the first year's endowment fund (\$280,000 requested over the five-year period). 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, 2000 (five year period of performance ends September 30, 2004)
Summary:	Santa Monica College is proposing two activities: • Activity One, Critical Interventions to Increase Retention: SMC proposes the design and development of intervention strategies in two parallel components of activities spanning our five-year plan: 1) system development to strengthen student services systems designed for increasing student retention, persistence and goal completion and 2) intervention systems for “at risk” students, including the functions of assessment, orientation, counseling, advisement, placement and student follow-up. • Activity Two, Distance Education – Curriculum Modification and Faculty Development: The focus of this activity is on faculty development in the use of educational technology and the development of online student services for the purpose of ensuring the success and effectiveness of SMC's emerging distance education program. The proposal also includes a total endowment fund request of \$280,000.

Budget Augmentation	10000	\$ 103,766.00
	20000	108,516.00
	30000	47,347.00
	40000	46,169.00
	50000	38,500.00
	60000	5,699.00
	70000	0.00
	73000	0.00
	80000	\$ 349,967.00

Title of Grant: **Greater Los Angeles County School-to-Work Grant**

Granting Agency: Los Angeles County Office of Education

Requested Funding: \$50,480

Matching Funds: N/A

Performance Period: September 8, 1999 – June 30, 2000

Summary: Santa Monica College has been funded to assist LACOE in the performance of their School-to-Work (STW) grant. Funding supports a School-to-Career/Tech Prep coordinator who provides academic and occupational education services for communities throughout Los Angeles; linkages to other four-year colleges and universities; participation in STW coordination meetings; and attendance at STW-related conferences and workshops.

Budget Augmentation	10000	\$23,750.00
	30000	1,250.00
	40000	1,000.00
	50000	5,000.00
	60000	18,000.00
	73000	1,480.00
	80000	\$50,480.00

Title of Grant: **California Virtual University (CVU)
Staff Development Center**

Granting Agency: Chancellor's Office

Requested Funding: \$30,000 (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. The grant will fund up to \$25,000 in salary costs and \$5,000 for marketing expenses. SMC will also benefit from grant funded a web developer and training curriculum developer. SMC will also have a voice in the development of policy regarding the California Community Colleges involvement in the evolving California Virtual University.

Budget Augmentation	10000	\$17,500.00
	30000	7,500.00
	50000	5,000.00
	80000	\$ 30,000.00

Title of Grant: **Industry Driven Regional Collaborative**

Granting Agency: Moorpark College (fiscal agent for the grant funded through the Chancellor's Office)

Requested Funding: \$55,657

Matching Funds N/A

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

Summary: Funding will support a collaborative effort between Moorpark College and Santa Monica College to:

- develop biotechnology curriculum;
- participate in ED>Net's statewide Biotechnology Initiative and LA/Orange County's Biotech Subcommittee efforts; and
- expand SMC's Biotechnology Advisory Board to include additional industry members and faculty/staff from related disciplines.

Budget Augmentation	10000	\$ 44,157.00
	40000	9,000.00
	50000	2,500.00
	80000	\$ 55,657.00

Title of Grant: **Fund for Student Success—Underrepresented Students Special Projects**

Granting Agency: California Community Colleges Chancellor's Office

Requested Funding:	\$36,365												
Performance Period:	July 1, 1999 - June 30, 2000												
Summary:	This is the second year of a collaborative program for underrepresented students was developed between Santa Monica College, Center for Educational Achievement, and the Saturday Science Academy at Charles Drew University entitled, "The Underrepresented Science Access Program." The goal of this program is to increase the access, recruitment and retention of underrepresented students and adult learners at the community college level, specifically, in the biological sciences.												
Budget Augmentation	<table> <tr> <td>10000</td><td>\$10,600.00</td></tr> <tr> <td>40000</td><td>11,466.00</td></tr> <tr> <td>50000</td><td>5,400.00</td></tr> <tr> <td>70000</td><td>7,500.00</td></tr> <tr> <td>73000</td><td>1,399.00</td></tr> <tr> <td>80000</td><td>\$36,365.00</td></tr> </table>	10000	\$10,600.00	40000	11,466.00	50000	5,400.00	70000	7,500.00	73000	1,399.00	80000	\$36,365.00
10000	\$10,600.00												
40000	11,466.00												
50000	5,400.00												
70000	7,500.00												
73000	1,399.00												
80000	\$36,365.00												

Title of Grant:	Underrepresented Students Special Projects (Pico Partnership Program Renewal)
Granting Agency:	California Community Colleges Chancellor's Office
Requested Funding:	\$36,560
Matching Funds	\$35,004 (Source: Grant from the City of Santa Monica)
Performance Period:	July 1, 1999 - July 31, 2000
Summary:	Funding will allow SMC to continue providing counseling, tutoring and other support services to participants in the Pico Partnership/On-the-Move program.

Budget Augmentation:	10000	\$ 17,820.00
	20000	360.00
	30000	891.00
	40000	527.00
	50000	500.00
	60000	0.00
	70000	15,000.00
	73000	1,462.00
	80000	\$36,560.00

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

Granting Agency: California Community Colleges Chancellor's Office

Requested Funding: \$6,250

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

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

- 1) develop and implement a project that will improve student outcomes.
- 2) learn and develop expertise in CQI methodology so that it can become part of Santa Monica College's skill base, available for future projects.

Budget Augmentation	10000	\$ 100.00
	20000	910.00
	40000	1,000.00
	50000	3,000.00
	70000	1,000.00
	73000	240.00
	80000	\$ 6,250.00

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CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 3
TECHNICIAN PROGRAM

AUTOMOTIVE SERVICE

It is recommended that the Board of Trustees approve an agreement with South Bay Private Industry

Council for the period September 8, 1999 - June 30, 2000.

Funding Source: No cost. South Bay Private Industry Council will issue a voucher for \$4,500 per student.

Comment: This agreement stipulates that any JTPA student who is referred to Santa Monica College by the South Bay Private Industry Council will be issued a voucher for \$4,500. Santa Monica College's responsibility will be to train students in an Automotive Service Technician Program that consists of courses in Auto 1, Auto 5, and Auto 85. The CalWORKS lab at the Madison Campus will also be utilized to provide students with basic and employment survival skills. Upon completion of the program, the student will obtain employment with the Goodyear Tire Company.

RECOMMENDATION NO. 4
HEADSTART

TRAINING CONTRACT - LACOE

It is recommended that the Board of Trustees approve a contract with the Los Angeles County Office of Education (LACOE) Head Start/State Pre-School Division to provide a credit program for the period of September 2, 1999 - June 30, 2000.

Funding Source: Los Angeles County Office of Education Head Start/State Pre-School Division.

Comment: This program is designed for incoming and new Head Start Policy Council members. Course work is scheduled to be delivered during the Fall 1999, Winter 2000 and Spring 2000 semesters.

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CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 5 COMMUNITY SERVICES/EXTENSION
SEMINARS/COURSES, FALL 1999 - ADDENDUM

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

Community Services Instructors

Philipson A	Motivational Mentoring (2) from hourly to 40%	
Whiteford S		
Expressively Speaking	Expressively Speaking	50%

Extension Instructors

Alberico P F	Servesafe Courses	40%
Bibawi D I	AutoCad Courses	30%
Jacobsen J J	AutoCad Courses	30%

	BOARD OF TRUSTEES Santa Monica Community College District	Action September 7, 1999
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CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 6
PROGRAM

CONTRACT FOR DISTANCE EDUCATION

It is recommended that the Board of Trustees ratify an augmentation to Santa Monica College's three-year contract with eCollege.com (formerly Real Education) in the amount of \$20,000 to cover additional services necessary to launch the SMC Distance Education Program and to cover the projected cost of these services for the 1999-2000 academic year. These services include onsite training for faculty and administrators, the establishment of the Website domain (SMCOnline.org), materials for faculty, and the conversion of additional classes.

Funding Source: Fund for Instructional Improvement and Multimedia Center grants

Comment: In January 1999, Santa Monica College entered into a three-year contract with eCollege.com. This contract provided for the development of the Virtual Campus (online enrollment management and student services) and for the conversion of ten SMC classes to be offered via the Internet. This augmentation covers conversion of additional classes and the faculty training and materials needed to support the conversion.

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CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7

CONSULTANT-PERSONNEL COMMISSION

It is recommended that the Board of Trustees authorize the following consultant contract for the Personnel Commission:

C. CHESTER BRISCO to serve as a hearing officer for Personnel Commission hearings for an amount not to exceed \$3,000.

Funding Source: Personnel Commission Budget

Comment: The above agreement was approved by the Personnel Commission at its June 14, 1999 meeting.

	BOARD OF TRUSTEES Santa Monica Community College District	Action September 7, 1999
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CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 8 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 DATE

ADMINISTRATIVE

Trives, Toni	Acting Director, International Recruitment & Outreach	08/23/99
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Yarrish, Julie	Project Manager, Launchpad/Multimedia Center	07/06/99 " 06/30/00
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Funding Source: Launchpad/Multimedia Center Grant

TEMPORARY FACULTY

Anaya, Stephen	Art	08/23/99 th 12/21/99
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ADJUNCT

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

LEAVES OF ABSENCE

MEDICAL LEAVE

Wakefield, S. Sanford	Art	08/23/99 th 12/21/99
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CORRECTION TO MEDICAL LEAVE (DATES)

Li, Wenying C.	Director, Academic Computing	07/06/99 " 08/09/99
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SEPARATIONSRESIGNATION

Hudson, Deborah Dean, Information Services 08/31/99

RETIREMENT

Howard, Ernest Architecture 06/30/99

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

	BOARD OF TRUSTEES	Action
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CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9 CLASSIFIED PERSONNEL
ESTABLISH/ABOLISH POSITIONS

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

ABOLISH

Department Secretary I 09/08/99
 Emeritus, 12 mos, 20 hrs
 Comment: Position is vacant.

Department Secretary I 09/08/99
 Student Life, 12 mos, 40 hrs
 Comment: Position is vacant.

Department Secretary II 09/08/99
 Development, 12 mos, 20 hrs
 Comment: Funding expired.

Event Coordinator 09/08/99
 Events, 12 mos, 20 hrs
 Comment: Position is vacant.

Radio Engineering Manager 09/08/99
 KCRW, 12 mos, 40 hrs
 Comment: Position vacant.

Publications Specialist 09/08/99
 Marketing, 12 mos, 40 hrs

Comment: Position vacant.

HVAC Specialist 09/08/99
Maintenance, 12 mos, 40 hrs
Comment: Position vacant.

Campus Information Aide 09/08/99
Bookstore, 12 mos, 30 hrs
Comment: Position is vacant.

Media Assistant 09/08/99
Media Center, 12 mos, 40 hrs
Comment: Position vacant.

Quality Assurance Analyst 09/08/99
Information Mgmt, 12 mos, 40 hrs
Comment: Position vacant.

Programmer Analyst III 09/08/99
Information Mgmt, 12 mos, 40 hrs
Comment: Position vacant.

Interpreter for Hearing Impaired 09/08/99
Disabled Students, 11 mos, 20 hrs
Comment: Position vacant.

Lead Interpreter
Disabled Students, 12 mos, 30 hrs

Disabled Students Testing Asst. (2 positions) 09/08/99
Disabled Students, 11 mos, 10 hrs (each position)

ESTABLISH

Custodian (4 positions: 1 Day; 3 NS-2) 09/08/99
Operations, 12 mos, 40 hrs

Administrative Asst. I (1 position) 09/08/99
Emeritus, 12 mos, 40 hrs

Department Secretary II (1 position) 09/08/99
Student Life, 12 mos, 40 hrs

Event Coordinator (1 position) 09/08/99
Events, 12 mos, 40 hrs

Asst. General Manager (1 position) 09/08/99
KCRW, 12 mos, 40 hrs

Department Secretary I (1 position) 09/08/99

Life Sciences, 11 mos, 20 hrs
Physical Sciences, 11 mos, 20 hrs

Marketing Coordinator (new classification/1 position)
Marketing, 12 mos, 40 hrs

09/08/99

Senior Graphic Designer (new classification/1 position)
Marketing, 12 mos, 40 hrs

09/08/99

Assistant Tutoring Coordinator-Math (new classification/1 position)
Math, 12 mos, 20 hrs

09/08/99

Computer Laboratory Technician
Instructional Computing, 12 mos, 40 hrs

09/08/99

Computer Laboratory Technician
Academy of Enter/Tech, 12 mos, 40 hrs

09/08/99

Tutoring Coordinator-Business (1 position)
Business, 11 mos, 40 hrs

09/08/99

Laboratory Technician-Biological Sci (1 position)
Life Science, 11 mos, 40 hrs

09/08/99

Laboratory Technician-Photography (1 position)
Photography, 11 mos, 20 hrs

09/08/99

Laboratory Technician-Physical Science (1 position)
Physical Science, 11 mos, 40 hrs

09/08/99

Clerical Assistant I (3 positions)
LRC/Science, 11 mos, 20 hrs

09/08/99

Admissions & Records Clerk II (1 position)
Admissions & Records, 12 mos, 40 hrs

09/08/99

Programmer Analyst II (2 positions)
Information Mgmt, 12 mos, 40 hrs

09/08/99

Interpreter for Hearing Impaired (1 position)
Disabled Students, 11 mos, 30 hours

09/08/99

Lead Interpreter (1 position)
Disabled Students, 12 mos, 40 hrs

09/08/99

	BOARD OF TRUSTEES Santa Monica Community College District	Action September 7, 1999
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CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 10 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.

<u>PROBATIONARY</u>	<u>EFFECTIVE DATE</u>
Looney, Brant, Systems Administrator, AET	08/16/99
Pierce, Vinnessa, Dept Sec II, Counseling	08/23/99
Sher, Brian, Comp Netwk Analyst, Netwk & Info Mgmt (Amended date)	08/20/99
Valdivia, Lissette, Program Coordinator-Emeritus, Emeritus	08/09/99

PROMOTIONS

Serikawa, James	09/07/99
Fr: Lab Tech-Biol Sciences, Life Sciences, 12 mos, 40 hrs	
To: Media Svcs Technician, Media Ctr, 12 mos, 40 hrs	

Wilkie, Christine	09/07/99
Fr: Media Asst., Media Center, 12 mos, 40 hrs	
To: Media Svcs Technician, Media Ctr, 12 mos, 40 hrs	

RECLASSIFICATIONS (per CSEA Agreement)

Bowen, Michelle	09/08/99
Fr: Personnel Specialist I, Human Resources, 12 mos, 40 hrs	
To: Personnel Specialist II, Human Resources, 12 mos, 40 hrs	

Smith, Toni	09/08/99
Fr: Department Secretary I, LRC, 11 mos, 40 hrs	
To: Department Secretary II, LRC, 11 mos, 40 hrs	

Watanabe, Diane	09/08/99
Fr: Athletic Trainer I, Athletics, 12 mos, 20 hrs	
To: Athletic Trainer II, Athletics, 12 mos, 20 hrs	

TRANSFER (per CSEA Agreement, Article 6)

Acosta, Dennis	09/08/99
Fr: Custodian NS1 Operations, 12 mos, 40 hrs	
To: Custodian Day, Operations, 12 mos, 40 hrs	

PERMANENT EMPLOYEES WITH PROVISIONAL ASSIGNMENT

Belcher, Ernie, Metal/Worker/Welder	07/26/99 " 09/24/99
Jauregui, Roberto, Warehouse Supervisor	07/21/99 " 07/30/99

Levine, Steve, Media Services Supervisor

08/16/99 " 09/03/99

PERMANENT EMPLOYEES WITH TEMPORARY SUMMER ASSIGNMENT

Choi, June, Library Asst. II, Library	08/02/99 " 08/05/99
Duclair, Dominique, Dept Sec I, Social Sciences	08/25/99 " 08/27/99
Duclair, Dominique, Reg/Info Clk, Admissions/Records	08/10/99 " 08/27/99
Fredrickson, Donald, Accompanist-Performance, Music	08/03/99 " 08/12/99
Gerard, Andrew, Instr Asst-Math, Math	08/02/99 " 08/27/99
Graham, Carmen, Reg/Info Clk, Admissions/Records	08/02/99 " 08/27/99
Goolsby, Jeanette, Reg/Info Clk, Intl Student Ctr	07/01/99 " 06/30/00
Ha, Ken, Lab Tech-Phys Science, Phys Science	08/02/99 " 08/05/99
Ha, Ken, Lab Tech-Phys Science, Phys Science	08/23/99 " 08/27/99
Jackson, Wendy, Library Asst. II, Library	08/02/99 " 08/28/99
Muhammad, LaRue, Dept Sec I, Comm/Beh Science	08/02/99 " 08/13/99

ADVANCED STEP PLACEMENT

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

Bonin, Maria, Admissions/Records Clerk II, Admissions & Rec	Step C	06/07/99
Coston, Joanne, Lead Bookstore Oper Asst., Bookstore	Step C	04/12/99
Nate Holt, Buyer, Purchasing	Step C	06/18/99

WORKING OUT OF CLASSIFICATION (Additional responsibilities)

DeGuzman, Alice, Inst Student Ctr Asst., Intl Stu Ctr	+ 7 %	07/19/99 " 07/31/99
Johnson, Maria, Acct Technician, Aux Svcs	+10%	08/01/99 " 10/29/99
Peterson, Jeffrey, Custodial Oper Supr, Operations	+ 5%	08/01/99 " 08/31/99
Quinn, William, Lead Custodian, Operations	+10%	08/01/99 " 08/31/99
Remonde, Lucita, Acct Spec II, Aux Svcs	+ 5%	08/09/99 " 10/29/99
Williams, Juanita, Personnel Clk I, Human Resources	+10%	09/08/99 " 12/15/99

LEAVES OF ABSENCE WITH PAY

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

MEDICAL/WITH PAY

Evans, Carol, Auditorium Tech, Events	11/01/99 " 01/03/00
Leung, Doris, Financial Aid Tech, Financial Aid	08/23/99 " 11/18/99
Sosa, Juan, Custodian NS-2, Operations	07/30/99 " 08/13/99
Virgen, Juan, Parking Sec Officer, College Police	07/16/99 " 08/02/99
Whittaker, Bonnie, Admin Asst. I, Airport (extension)	08/01/99 " 09/16/99

SEPARATIONSDISQUALIFICATION FROM PROBATION

O'Brien, Patricia, Acct Spec II, Accounting	08/10/99
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RESIGNATION

Knight, Wendy, Publications Specialist, Marketing	08/31/99
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DISABILITY RETIREMENT

Nichols, William, Mail Services Clerk, Receiving (amendment)

04/20/99

Comment: CALPers Disability Retirement.

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

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

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CONSENT AGENDA: HUMAN RESOURCES

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RECOMMENDATION NO. 11 CLASSIFIED PERSONNEL – TEMPORARY

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

EFFECTIVE DATEPROVISIONAL (assignment not to exceed 90 working days)

Davis, Linda, Department Secretary II, Personnel Comm (ext.)	08/01/99 " 10/18/99
Glazer, Brooke, Interp for Hear Impair, Disabled Stu Ctr.	08/30/99 " 12/12/99
Santoyo, David, Computer Lab Instr. Spec., Academy of E & T	07/01/99 " 08/18/99
Starr, Ellen, Art Gallery Installer, Art Gallery	08/23/99 " 06/30/00
Starr, Ellen, Art Gallery Installer, Photo Gallery	08/23/99 " 06/30/00
Sussman-Schechter, Dena, Interp For Hear Imp, Disabled Stu Ctr.	08/30/99 " 12/21/99
Waco, Shawn, Art Gallery Installer, Art Gallery,	08/23/99 " 06/30/00
Waco, Shawn, Art Gallery Installer, Photo Gallery	08/23/99 " 06/30/00
Woodhouse, Gregory, Entmnt Tech Srv. Mgr, Academy of E & T	08/16/99 " 09/30/99

SUBSTITUTE

Barnes, Erin, Accompanist-Dance, Theatre Arts	08/30/99 " 12/31/99
Schreiner, Gregory, Accompanist-Dance, Theatre Arts	08/30/99 " 12/31/99

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

Alvarez, Marlon, Comm. Outreach Aide, Off. of Schl Rel.	07/01/99 " 12/22/99
Aranda, Maria Isabel, Counseling Aide, Pico Partnership	07/01/99 " 08/11/99
Arnold-Budd, Tricia, Comm. Outreach Aide, Off. of Schl Rel.	07/01/99 " 12/22/99
Barnes, Erin, Accompanist-Dance, Theatre Arts	08/30/99 " 12/31/99
Bierman, Michael, Comm. Outreach Aide, Off. of Schl Rel.	07/01/99 " 12/22/99
Boules, Nancy, Comm. Outreach Aide, Off. of Schl Rel.	07/01/99 " 12/22/99
Burgess, Tara, Comm. Outreach Aide, Off. of Schl Rel.	07/01/99 " 12/22/99
Byun, Donna, Instructional Asst., ESL	08/30/99 " 12/21/99
Cammon, Jaime, Comm. Outreach Aide, Off. of Schl Rel.	07/01/99 " 12/22/99
Canales, Estela, Comm. Outreach Aide, Off. of Schl Rel.	07/01/99 " 12/22/99
Chang, Carolyn, Comm. Outreach Aide, Off. of Schl Rel.	07/01/99 " 12/22/99
Cruz, Jaime, Counseling Aide, Pico Partnership	07/01/99 " 06/30/00
De La Torre, Jairo, Comm. Outreach Aide, Off. of Schl Rel.	07/01/99 " 12/22/99

Delgado, Myrna, Comm. Outreach Aide, Off. of Schl Rel.	07/01/99 " 12/22/99
Encarnado, Theodore, Comm. Outreach Aide, Off. of Schl Rel.	07/01/99 " 08/17/99
Franco, Jose, Comm. Outreach Aide, Off. of Schl Rel.	07/01/99 " 12/22/99
Fuller, Lucas, Comm. Outreach Aide, Off. of Schl Rel.	07/01/99 " 12/22/99
Gauthier, Victor, Comm. Outreach Aide, Off. of Schl Rel.	07/01/99 " 12/22/99
Gordon, Jeffrey, Comm. Outreach Aide, Off. of Schl Rel.	07/29/99 " 12/22/99
Gordon, Stephanie, Comm. Outreach Aide, Off. of Schl Rel.	07/01/99 " 12/22/99
Gregorio, Barbara, Comm. Outreach Aide, Off. of Schl Rel.	07/01/99 " 12/22/99

CASUAL cont'd

Hearn, Steve, Comm. Outreach Aide, Off. of Schl Rel.	07/01/99 " 12/22/99
Hernandez, Miguel, Counseling Aide, Pico Partnership	07/01/99 " 06/30/00
Herrington, Rashaunda, Comm. Outreach Aide, Off. of Schl Rel.	07/01/99 " 12/22/99
Hertz-Grossman, Valentina, Voc. Tutoring Asst. II, Business	06/16/99 " 07/30/99
Hugo, Emily, Comm. Outreach Aide, Off. of Schl Rel.	07/30/99 " 12/22/99
Izumi, Mariko, Accompanist-Dance, Theatre Arts	08/30/99 " 12/21/99
Imada, Timoteo, Comm. Outreach Aide, Off. of Schl Rel.	07/01/99 " 12/22/99
Jensen, Dorothy, Office Aide, Health Services	06/21/99 " 06/30/99
Jensen, Dorothy, Office Aide, Health Services	07/01/99 " 06/30/00
Journey, Moses, Comm. Outreach Aide, Off. of Schl Rel.	07/01/99 " 12/22/99
Keith, Patrick, Comm. Outreach Aide, Off. of Schl Rel.	07/01/99 " 12/22/99
Kenner, Linda, Voc. Instructional Asst., Business & Industry	07/01/99 " 07/30/99
Lee, Allison, Instructional Assistant, ESL	08/30/99 " 12/21/99
Ongvinskiy, Leonid, Accompanist-Dance, Theatre Arts	08/30/99 " 12/21/99
Marcial, Soledad, Comm. Outreach Aide, Off. of Schl Rel.	07/01/99 " 12/22/99
Martin, Heidi, Counseling Aide, Pico Partnership	07/01/99 " 06/30/00
Mbusi, Norah, Counseling Aide, Student Support	07/01/99 " 06/30/00
McCoy, Michael, Counseling Aide, Student Support	07/01/99 " 06/30/00
Mirza, Talat, Instructional Assistant, ESL	08/30/99 " 12/21/99
Moisan, Asunta, Voc. Asst - Cosmetology, Cosmetology	07/27/99 " 08/27/99
Mora, Marcela, Comm. Outreach Aide, Off. of Schl Rel.	07/01/99 " 12/22/99
Neidorf, Helena, Instructional Asst - English, Latino Center	08/30/99 " 12/22/99
Nicholson, Feleccia, Office Aide, Human Resources	07/01/99 " 06/30/00
Nooyen, Jodi, Instructional Assistant, ESL	08/30/99 " 12/21/99
Olivas, Nancy, Comm. Outreach Aide, Off. of Schl Rel.	07/01/99 " 12/22/99
Perez, Sara Ann, Comm. Outreach Aide, Off. of Schl Rel.	07/01/99 " 12/22/99
Poole, Jason, Comm. Outreach Aide, Off. of Schl Rel.	07/01/99 " 12/22/99
Racca, Jun, Comm. Outreach Aide, Off. of Schl Rel.	07/01/99 " 12/22/99
Ramirez, Rachel, Comm. Outreach Aide, Off. of Schl Rel.	07/01/99 " 12/22/99
Rogers, John, Voc. Asst - Cosmetology, Cosmetology	08/30/99 " 06/30/00
Rost, Aime, Comm. Outreach Aide, Off. of Schl Rel.	07/01/99 " 12/22/99
Salazar, Ana, S., Comm. Outreach Aide, Off. of Schl Rel.	07/01/99 " 12/22/99
Schreiner, Gregory, Accompanist-Dance, Theatre Arts	08/30/99 " 12/31/99
Serratos, Monica, Counseling Aide, Student Life	07/01/99 " 06/30/00
Smaznevich, Yelena, Comm Outreach Aide, Off. of Schl Rel.	07/27/99 " 12/22/99
Solis, Maria, Comm. Outreach Aide, Off. of Schl Rel.	07/01/99 " 12/22/99
Spencer, Gemini, Counseling Aide, Student Support	07/01/99 " 06/30/00
Taylor, Rosa, Counseling Aide, Student Support	07/01/99 " 06/30/00
Triyanto, Johannes, Counseling Aide, Counseling	08/04/99 " 09/11/99
Walker, Frederick, Accompanist-Dance, Theatre Arts	08/30/99 " 12/21/99

Waldrip, Shontae, Comm. Outreach Aide, Off of Schl Rel.	07/28/99 " 12/22/99
Watkins, Deanna, Accompanist-Dance, Theatre Arts	08/30/99 " 12/21/99

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

Anderson, Diane, Reg/Info Clerk, Admissions/Records	07/01/99 " 06/30/99
Arevalo, Linda, Reg/Info Clerk, Admissions/Records	07/01/99 " 06/30/99
Berent, Richard, Accompanist - Performance, Music	08/30/99 " 12/22/99
Bishop, Karen, Reg/Info Clerk, Community Services	07/01/99 " 12/22/99
Carr-Francis, Sherita, Reg/Info Clerk, Off. of Schl Relations	07/16/99 " 12/21/99
DeLeon, Nidia, Reg/Info Clerk, Admissions/Records	07/01/99 " 06/30/00
Diaz, Mark, Reg/Info Clerk, Admissions/Records	07/01/99 " 06/30/00

TEMPORARY cont'd.

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
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 Off. 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, Hومان, 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 Rel.	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
Fredrickson, Donald, Accompanist - Performance, Music	08/03/99 " 08/12/99
Garcia, Sara, Reg/Info Clerk, Admissions/Records	07/01/99 " 06/30/00
Gonzales, Lori, Interp for Hear Imp, Disabled Stu Ctr.	08/30/99 " 12/21/99
Green, Elizabeth, Interp for Hear Imp, Disabled Stu Ctr.	08/30/99 " 12/21/99

TEMPORARY cont'd.

Hagen, Astrid, Interp for Hear Imp, Disabled Stu Ctr.	08/30/99 " 12/21/99
Harrison, Raechelle, Reg/Info Clerk, Admissions/Records	07/01/99 " 06/30/00
Mekonnen, Yoseph, Bookstore Clk/Cashier, Bookstore	07/01/99 " 06/30/00
Morrow, Kimberly, Library Assistant II, Library	07/01/99 " 06/30/00
Navarro, Erik, Reg/Info Clerk, Admissions/Records	07/01/99 " 06/30/00
Nelson, Sabrina, Reg/Info Clerk, Admissions/Records	08/02/99 " 06/30/00
Oliver, Odis, Custodian, NS II, Operations	07/01/99 " 07/23/99
Rubio, Mary, Reg/Info Clerk, Admissions/Records	08/23/99 " 06/30/00
Santoyo, David, Computer Lab Instr Spec	07/01/99 " 11/10/99
Smith, Carol, Interp for Hear Imp, Disabled Stu Ctr.	08/31/99 " 12/21/99
Tjahja, Fransiska, Interp for Hear Imp, Disabled Stu Ctr.	08/30/99 " 12/21/99
Toomey, Kathleen, Interp for Hear Imp, Disabled Stu Ctr.	08/30/99 " 12/21/99
Villela, Aide Veronica, Bookstore Clk/Cashier, Bookstore	08/02/99 " 06/30/00

**BOARD OF TRUSTEES**

Santa Monica Community College District

Action

September 7, 1999

CONSENT AGENDA: HUMAN RESOURCES**RECOMMENDATION NO. 12 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	51
\$6.19/hr	

Tutorial Aide	3
\$10.50/hr	

FEDERAL/STATE FUNDED STUDENT EMPLOYEES

College Work-Study Student Assistant	16
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\$6.19/hr

PHYSICAL EDUCATION DEPARTMENT EMPLOYEES

Recreation Director I

\$8.12/hr

Recreation Director II

2

\$10.59/hr

Recreation Director/Day Camp I

2

\$55.00/dy

PROFESSIONAL EXPERTS

Art Model

40

\$14.00/hr

Art Model w/costume

3

\$17.00/hr

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

**BOARD OF TRUSTEES**

Santa Monica Community College District

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CONSENT AGENDA: BUSINESS AND ADMINISTRATIONRECOMMENDATION NO. 13
BROADCAST SITEKCRW: LEASE AGREEMENT FOR

It is recommended that the Board of Trustees authorize a lease agreement with FRESNO MSA LIMITED PARTNERSHIP by GTE MOBILNET OF CENTRAL CALIFORNIA INCORPORATED, its general partner, for KCRW's use of a site in Mojave, Kern County, California. Term of lease is for five (5) years commencing September 1, 1999, with option of extending this lease for three (3) additional five (5) year periods subject to a six month written notice. The annual lease is \$7,200 in monthly installments of \$600 payable in advance. In the second and subsequent years, the lease payments will be increased by 20% over the annual lease for the immediately preceding term.

Funding Source: KCRW DonationsComment: KCRW raises all operating and capital expenses of the station.RECOMMENDATION NO. 14KCRW: CONSULTANT AGREEMENTS

It is recommended that the Board of Trustees authorize agreements with the following consultants for

KCRW for the period of August 1, 1999 through June 30, 2000.

ROBERT SCHEER: Program services for "Left, Right & Center." Consultant fee payable at \$100 per program for a total not to exceed \$5,200.

GAURI SOHINI BALIGA: Post production editing services for GOOD FOOD.
Payable at \$100 per week for editing services; not to exceed \$4,000.

Funding Source: KCRW Donations

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

	BOARD OF TRUSTEES Santa Monica Community College District	Action September 7, 1999
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CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 15
PROGRAM

CHANCELLOR'S OFFICE TAX OFFSET

It is recommended that the Board of Trustees authorize the District to participate in the annual Chancellor's Office Tax Offset Program (COTOP) for the purpose of collecting outstanding student obligations by the Franchise Tax Board as deductions from the students' personal state income tax refund, lottery winnings or other state refunds. A 25% administrative fee for the service is deducted from the amount collected and the balance is remitted to the District.

Comment: This is a continuation of one method for the District to collect outstanding student fees, library fines, personal checks and short-term student loans from those students who refuse to pay their financial obligations.

RECOMMENDATION NO. 16

UTILITY CONSULTANT AGREEMENT

It is recommended that the Board of Trustees authorize the renewal of an agreement with UTILITY RESOURCE MANAGEMENT GROUP (URM) for technical consulting service regarding electrical savings and insurance to cover any assessment for electric usage during utility load shedding periods. The District agrees to pay URM thirty percent (30%) of the net savings for a period of up to 30 months based on the District's actual savings as a result of the implementation of URM recommendations by the District.

Funding Source: District savings

Comment: The consultants will prepare all necessary documents to be filed with our electric utility provider and the Public Utility Commission to obtain the most favorable rates for the District. Savings are calculated after deducting all costs of implementation. Only those proposals accepted by the District will be implemented.

The insurance reimburses the District for the additional electric charges during peak usage periods requiring load shedding. It is estimated that the District saved approximately \$80,000 during the term of the previous agreement.

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CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 17

FOOD SERVICE CONTRACT RENEWAL

It is recommended that the Board of Trustees renew the lease agreement with EM GROUP combining the leases for the Coffee Spot and TCBY. EM Group agrees to hold the District harmless for any and all losses during the move of the Coffee Spot from the Business building location to a District-designated location on the north side of campus. Monthly payments from EM GROUP to the District on the combined lease will be \$3,551.25 for a period of five years.

Comment: It will be necessary to move the Coffee Spot due to construction of the addition to Parking Structure C. A new location will be designated to continue to serve the north side of campus.

RECOMMENDATION NO. 18
DEDUCTION

DESIGNATION OF EMPLOYEE VOLUNTARY

It is recommended that the Board of Trustees approve the CALIFORNIA PART-TIME FACULTY ASSOCIATION as an employee voluntary deduction.

Comment: This organization is an Educational Outreach Group. This is an additional voluntary deduction endorsed by the Faculty Association.

RECOMMENDATION NO. 19

SETTLEMENT OF CLAIM FOR DAMAGES

It is recommended that the Board of Trustees approve the settlement amount of \$125,000 to be paid to plaintiff Elisa Lopez and to her attorneys of record, Spektor & Associates.

Comment: The District has met the deductible on this claim and it is now being handled by Keenan & Associates under the terms of the Memorandum of Coverage for the Statewide Association of Community Colleges.

	BOARD OF TRUSTEES Santa Monica Community College District	Action September 7, 1999
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CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 20-A FACILITIES: AWARD OF BID -
REPLACEMENT OF HVA/C UNITS, TELECOMMUNICATIONS BUILDING

It is recommended that the Board of Trustees award the bid for the Replacement of HVA/C Units, Telecommunications Building project to the lowest responsive bidder.

<u>Bids</u>	<u>Bidders</u>	Keystone Air Conditioning	\$
24,837	Pacific General Contractors	64,755	EMMA
Corp.	107,000		
<u>Funding Source:</u>	State Scheduled Maintenance Program/District		

Comment: This project is 50% funded by the State Scheduled Maintenance & Special Repairs Program.

RECOMMENDATION NO. 20-B FACILITIES: REJECT BIDS -
REPLACEMENT OF HVA/C UNITS AND ROOFING, CONCERT HALL

It is recommended that the Board of Trustees reject all bids for the Replacement of HVA/C Units and Roofing, Concert Hall.

<u>Bidder</u>	<u>Bid Amount</u>
EMMA Corp.	\$315,000
Pacific General Contractors	\$476,381

Funding Source: State Scheduled Maintenance Program/State Hazardous Substance Removal Program/District

Comment: Bid amounts exceeded the approved funding amounts provided for this project under the State Scheduled Maintenance Program.

	BOARD OF TRUSTEES Santa Monica Community College District	Action September 7, 1999
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CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 20-C FACILITIES: EARTHQUAKE REPLACEMENT
SCIENCE BUILDING - CHANGE ORDER NO. 18

It is recommended that the Board of Trustees approve Change Order No. 18 for the Earthquake Replacement Science Building project with POZZO CONSTRUCTION COMPANY.

Original Contract Amount	\$24,650,000
Change Orders No. 1-17	545,833
Change Order No. 18	<u>86,456</u>
Revised Contract Amount	\$25,282,289

Funding Source: FEMA/District

Comment: This change order provides for owner requested additional access panels in classrooms, changes to telecommunications cable and equipment,

modification of casework, replacement of glazing at teaching benches, provide additional fire alarm conduit to Media Center, modify water purification unit; provide raised concrete curb at skylight as per manufacturer's warranty; provide engineer's recommended outlet covers at lab benches and changes to mechanical equipment pads; provide inspector's recommended GFI electrical receptacles; also provide for wall mounted louvers at elevator hoistway, reframe roof plenum opening, two-hour rated openings at exhaust penetrations, modify suspended ceiling, add display cabinets, replace valve at vacuum pump from pneumatic to electric, provide control at fume extractor, provide electrical power to shades, replace trash receptacles from plastic to metal, provide electrical power switch at seawater tank, relocate fan and ductwork; provide electrical conduit, mechanical piping at NMR, aluminum panels at balcony; replace type pressure switch at seawater tank, repaint walls at LRC, modify Assisted Listening System, provide DSA required additional fire alarm bells; August 17, 1999.

	BOARD OF TRUSTEES Santa Monica Community College District	Action September 7, 1999
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CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 20-D FACILITIES: REDUCTION OF CONTRACT
RETENTION EARTHQUAKE REPLACEMENT SCIENCE BUILDING

It is recommended that the Board of Trustees find that satisfactory progress is being on made on the Earthquake Replacement Science Building project and authorize the District to reduce the contract retention from 5.85% to 5.0%.

Funding Source: FEMA

Comment: This action provides for the reduction and District release of a portion of the Project Retention to Pozzo Construction. \$1,237,391 will remain in the project retention funds.

RECOMMENDATION NO. 20-E FACILITIES: CHANGE ORDER NO. 1,
HAZARD MITIGATION- VARIOUS BUILDINGS

It is recommended that the Board of Trustees approve Change Order No.1 with PACIFIC GENERAL CONTRACTORS for the Hazard Mitigation-Variou Buildings project.

Original Contract Amount	\$732,897
Change Order No. 1	<u>(150,417)</u>
Revised Contract Amount	\$582,480

Funding Source: OES/District

Comment: This change order provides for the deletion of items not qualified for

funding under the OES Hazard Mitigation Grant Program guidelines.

	BOARD OF TRUSTEES Santa Monica Community College District	Action September 7, 1999
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CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 20-F FACILITIES: ARCHITECTURAL SERVICES &
ENGINEERING SERVICES – EXTENSION TO PARKING STRUCTURE C

It is recommended that the Board of Trustees authorize the District to enter into an agreement with GENSLER for architectural and engineering services associated with the Extension to Parking Structure C project for an amount not to exceed \$430,322 plus reimbursables.

Funding Source: FEMA

Comment: The Extension to Parking Structure C and the Liberal Arts Building were previously a single project. The two projects are now on separate FEMA funding tracks and require separate agreements.

RECOMMENDATION NO. 20-G FACILITIES - DESIGN SURVEY
SERVICES, EXTENSION TO PARKING STRUCTURE C

It is recommended that the Board of Trustees authorize the District to enter into an agreement with PSOMAS AND ASSOCIATES for the preparation of a Design Survey for the Extension to Parking Structure C project for an amount not to exceed \$13,500 plus reimbursables.

Funding Source: FEMA/District

Comment: This agreement provides for a Design Survey for the purpose of locating, identify and recording of campus physical features and utility infrastructure associated with the Extension to Parking Structure C, 17th Street Sunken Drive, Auto Court, Pedestrian Bridge and Surface Parking. This survey information will also be used on the Demolition of the Existing Municipal Pool project.

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CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 21COMMERCIAL WARRANT REGISTER

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

July 1 – July 31, 1999 4070 - 4090 \$3,079,564.89

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

RECOMMENDATION NO. 22PAYROLL WARRANT REGISTER

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

July 1 – July 31, 1999 180-C – 207-N \$6,207,594.10

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

RECOMMENDATION NO. 23PAYMENTS 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.

July 1 - July 31, 1999 66906 - 67457 \$499,471

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

	BOARD OF TRUSTEES Santa Monica Community College District	Action September 7, 1999
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CONSENT AGENDA: BUSINESS AND ADMINISTRATIONRECOMMENDATION NO. 24DIRECT 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.

August 1 – August 31, 1999 D31068 – D31228 \$14,942.46

RECOMMENDATION NO. 25-APURCHASING: 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.

<u>Purchase Orders - FY 99/2000</u>		<u>Total</u>	
A) P. O. 70828 – 71119		2,103,255.04	
B) Telephone-Orders		501,600.80	
C) Change Orders		45,407.81	D) Auxiliary-
Orders	33,319.01		
E) Auxiliary-Change Orders		2,000.00	

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

RECOMMENDATION NO. 25-B 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 #4-98-00-0029A with KI for the purchase of furniture for the Media Center in an amount not to exceed \$130,000.

Funding Source: District

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

RECOMMENDATION NO. 25-C PURCHASING: AWARD OF BID FOR ANNUAL PRINTING OF CLASS SCHEDULES

It is recommended that the Board of Trustees award Bid 9899-B1 for the Annual Printing of Class Schedules to the lowest acceptable bidders.

Academic Schedules	
Southwest Offset Printing	\$115,847
No other bids received	

Emeritus College Schedules	
Southwest Offset Printing	\$19,800
Valley Printers, Inc., Sylmar	22,638

Community Services Schedules	
Valley Printers, Inc., Riverside	\$64,048
Crest Graphics, Inc	66,645

Comment: Bids were solicited through newspaper advertisements and a mailing.

	BOARD OF TRUSTEES Santa Monica Community College District	Action September 7, 1999
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MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 26 COMMITTEE

PERSONNEL COMMISSIONER SCREENING

It is recommended that the Board of trustees authorize the Superintendent/President to form a Personnel Commissioner screening committee. The committee will be formed to recommend to the Board of Trustees qualified candidates for appointment of a Personnel Commissioner for a term beginning December 1, 1999. The committee will be composed of:

1. A Board of Trustees representative
2. A Personnel Commission representative
3. A CSEA classified employee representative
4. A Classified Senate representative
5. A community representative (General Advisory Board)
6. A management representative

Comment: Personnel Commissioner Rosalie Argenta's term expires December 1, 1999. Therefore, it is necessary to follow the process for appointment of a Personnel Commissioner.

The Superintendent/President will select the members of the screening committee. CSEA and the Classified Senate will submit a list of recommended names to the Superintendent/President from which she will select a representative.

The screening committee will review all applications, interview a selected group of applicants, and recommend candidates to the Board of Trustees. The Vice President of Human Resources will coordinate the recruitment and selection procedures and serve as a member of the Personnel Commissioner screening committee.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

	BOARD OF TRUSTEES Santa Monica Community College District	Action September 7, 1999
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MAJOR ITEMS OF BUSINESSRECOMMENDATION NO. 27 APPOINTMENT OF ACCT VOTING DELEGATES

It is recommended that the Board of Trustees appoint two voting delegates and an alternate to represent Santa Monica College at the Association of Community College Trustees (ACCT) Annual Convention in Atlanta, Georgia, October 13-16, 1999.

Comment: SMMCD is entitled to two voting delegates (the chief executive officers and nonvoting members of the board are not eligible). Trustee Nancy Cattell, Vice-Chair Dorothy Ehrhart-Morrison and Trustee Annette Shamey will be attending this convention.

MOTION MADE BY:
 SECONDED BY:
 STUDENT ADVISORY:
 AYES:
 NOES:

	BOARD OF TRUSTEES Santa Monica Community College District	Action September 7, 1999
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MAJOR ITEMS OF BUSINESSRECOMMENDATION NO. 28-A PUBLIC HEARING – 1999-2000 BUDGET

It is recommended that the Board of Trustees conduct a public hearing on the 1999-2000 budget.

PUBLIC HEARING OPENED:
 MOTION MADE BY:
 SECONDED BY:
 STUDENT ADVISORY:
 AYES:
 NOES:

PUBLIC COMMENTS:

PUBLIC HEARING CLOSED:

MOTION MADE BY:
 SECONDED BY:
 STUDENT ADVISORY:
 AYES:
 NOES:

RECOMMENDATION NO. 28-B ADOPTION OF 1999-2000 BUDGET

It is recommended that the Board of Trustees adopt the 1999-2000 budget as stated in the following pages detailing the various funds of the District.

GENERAL FUND BUDGET SUMMARY

Beginning Balance	\$ 4,498,714
Revenue	<u>94,398,669</u>
-	
Total Funds Available	\$98,897,383
Proposed Expenses & Transfers	\$97,243,614
Estimated Contingency Reserves	<u>\$ 1,653,769</u>
-	
Total	\$98,897,383

MOTION MADE BY:
 SECONDED BY:
 STUDENT ADVISORY:
 AYES:
 NOES:

*Budget pages are included in the printed agenda and are available in the
 Office of the Executive Vice-President, Business and Administration*

	BOARD OF TRUSTEES	Information
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INFORMATION ITEM D 1998-99 QUARTERLY BUDGET REPORT

**GENERAL FUND BUDGET SUMMARY
 (AS OF JUNE 30, 1999)**

Beginning Balance	\$ 4,815,500
Income	<u>91,994,190</u>
Total Funds Available	\$96,709,690
Less: Expenses & Transfers	<u>92,210,976</u>
Ending Balance	\$ 4,498,714

Comment: These figures represent the actual closing figures for fiscal year 1998-99. Detailed information is contained in the 1999-2000 Adopted Budget. The ending balance is 5% of expenditures.

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

INFORMATION ITEM EGRANT SUBMITTALS

Title of Grant: **Youth Day '99**

Granting Agency: Violence Prevention Coalition of Greater Los Angeles

Requested Funding: \$1,000

Matching Funds N/A

Performance Period: November 6, 1999 (one day event)

Summary: Funding will be used to off-set costs associated with the rental of tables and chairs for the Youth Day '99 event.

Title of Grant: **Online Degree in Business Administration**

Granting Agency: eCollege

Requested Funding: \$199,020

Matching Funds N/A

Performance Period: January 2000 – December 2002 (two years)

Summary: Funding will support the development of an online degree in Business Administration.

	BOARD OF TRUSTEES	Action
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ADJOURNMENT

The meeting will be adjourned in memory of **Wallace Charles Heinen**, Wendy Knight's father.

There will be a special meeting (closed session) for the purpose of conducting the evaluation of the Superintendent/President on Monday, September 20, 1999 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 Monday, October 4, 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.