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Meeting of the
Santa Monica Community College District
Board of Trustees
Monday, October 5, 1998
5:30 p.m. - Closed Session
Academy Conference Room
(Second Floor Administrative Suite)
Academy of Entertainment and Technology
Santa Monica College
1660 Stewart Street
Santa Monica, California
6:30 p.m. - Public Meeting
Room 235
(Second Floor Screening Room)
Academy of Entertainment and Technology
Santa Monica College
1660 Stewart Street

Santa Monica, California

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 at the Santa Monica College Academy of Entertainment and Technology, 1660 Stewart Street, Santa Monica, California, on Monday, October 5, 1998 at 5:30 p.m.

PUBLIC PARTICIPATION

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:

Five minutes is generally allotted to each speaker. A maximum of ten minutes may be allotted to members officially representing organizations. If there are more than four speakers, the Board reserves the option of limiting the time for each participant.

Persons wishing to speak to the Board should complete an information card with name, address, name of organization (if applicable) and the topic on which comment is to be made.

Individuals wishing to speak on a specific item on the Consent Agenda will be called upon during Public Comments. Individuals wishing to speak on a specific item in Major Items of Business or any other item in the agenda will be called upon at the time that the Board reaches that item in the agenda.

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

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.

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

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 (5:30 p.m.) 1

B Roll Call

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

Location: Academy Conference Room (Second Floor Administrative Suite)

Personnel, pursuant to Government Code Section 54957

Public Employee Discipline/Dismissal Release

Collective Bargaining, pursuant to Government Code Section 54957.6

Conference with Labor Negotiator

a. Agency negotiator: Robert Sammis

b. Employee organization: Faculty Association

Real Estate, pursuant to Government Code Section 54956.8

2714 Pico Boulevard, Santa Monica

1920 Colorado Boulevard, Santa Monica

III. *ORGANIZATIONAL FUNCTIONS* (6:30 p.m.)

Location: Room 235 (Second Floor Screening Room)

C Pledge of Allegiance

#1 Approval of Minutes: September 8, 1998

IV. *EDUCATIONAL PRESENTATION*

- Videoconferencing
- Distance Education

V. *SUPERINTENDENT'S REPORT*

VI. *ACADEMIC SENATE REPORT*

VII. *CLASSIFIED SENATE REPORT*

VIII. *COMMUNICATIONS OR PUBLIC COMMENTS*

IX. *BOARD REPORT AND COMMENTS*

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

Contracts and Grants

#2 Consultant Contract - Planetarium 4

#3 Consultant Contracts - Planning and Development 4

#4 Acceptance of Grant 4

Academic and Student Affairs

#5 Retired Senior Volunteer Program (RSVP) Amendment 6

#6 Off-Campus Work-Study Agreement 6

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#14 KCRW: Acceptance of Grants 17

#15 Agreement for Student Insurance 18

#16 Amendment to Agreement for Earthquake Recovery Services-

Hazard Mitigation Survey 18

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#22-A Purchasing: Award of Purchase Orders 23

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XI. MAJOR ITEMS OF BUSINESS

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#24 Adoption of FY 1998-99 Budget Amendment 26

XII. INFORMATION - No Action Required

D Review of District Investments 27

E 1997-98 Quarterly General Fund Budget Report 29

F International Student Insurance 32

XIII. CONSENT AGENDA - Pulled Items

XIV. ADJOURNMENT: The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, November 2, 1998 at 7 p.m. (5:30 p.m. if there is a closed session) in the Board Room (Business Building Room 117) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	October 5, 1998

ORGANIZATIONAL FUNCTIONS

-

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

B. **ROLL CALL**

Nancy Cattell, Chair

Herbert Roney, Vice-Chair

Carole Currey

Dorothy Ehrhart-Morrison

Ilona Jo Katz

Patrick Nichelson

Annette Shamey

Gabriel Barrios, Student Trustee

II - CLOSED SESSION

- Personnel, pursuant to Government Code Section 54957

Public Employee Discipline/Dismissal Release

- Collective Bargaining, pursuant to Government Code Section 54957.6

Conference with Labor Negotiator

a. Agency negotiator: Robert Sammis

b. Employee organization: Faculty Association

- Real Property, pursuant to Government Code Section 54956.8
 - 2714 Pico Boulevard, Santa Monica
 - 1920 Colorado Boulevard, Santa Monica

III - PUBLIC SESSION (6:30 p.m.)

ORGANIZATIONAL FUNCTIONS

C. PLEDGE OF ALLEGIANCE - Winniphred Stone

Organizational Functions page 1

BOARD OF TRUSTEES

Action

Santa Monica Community College District

October 5, 1998

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:

September 8, 1998

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

Organizational Functions page 2

BOARD OF TRUSTEES

Action

Santa Monica Community College District

October 5, 1998

CONSENT AGENDA

It is recommended that the Consent Agenda, Recommendations #2-#22 be approved.

Recommendations pulled for separate action:

Action on Balance of Consent Agenda

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

Consent Agenda page 3

BOARD OF TRUSTEES	Action
Santa Monica Community College District	October 5, 1998

CONSENT AGENDA: CONTRACTS AND GRANTS

-

RECOMMENDATION NO. 2 CONSULTANT CONTRACT - PLANETARIUM

It is recommended that the Board of Trustees approve the following consultant contract with Paul Woodmansee for \$120.00, to present the planetarium show on December 18, 1998.

Funding Source: Proceeds from ticket sales.

Comment: This consultant will present the public planetarium show on December 18, 1998.

RECOMMENDATION NO. 3 CONSULTANT CONTRACT - PLANNING AND DEVELOPMENT

It is recommended that the Board of Trustees authorize the following contract for consultant services in the Planning and Development Office for the period October 1 through December 31, 1998.

John Rowett \$2,900 per month to assist the Director of Development in implementing and maintaining a comprehensive program in planned giving.

Funding Source: District Funds.

Comment: This consultant service extension is necessary to complete ongoing projects.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	October 5, 1998

CONSENT AGENDA: CONTRACTS AND GRANTS

RECOMMENDATION NO. 4 ACCEPTANCE OF GRANT

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

Title of Grant:	Job Development Incentive Training Fund
Granting Agency:	California Community Colleges Chancellor's Office \$599,913 (two year funding request)
Requested Funding:	Year One: \$299,987 Year Two: \$299,935
Matching Funds:	\$599,922(Source: Loews Santa Monica Beach Hotel; no SMC match is required) Year One: July 1, 1998 - June 30, 1999
Performance Period:	Year Two: July 1, 1999 - June 30, 2000 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
Summary:	

provide faculty in-service training and worksite
experience opportunities.

Income: \$299,987

Expenditures:

1000 \$103,300

2000 29,120

Budget Augmentation: 3000 16,329

4000 12,000

5000 62,700

6000 65,000

Indirect: 11,538

BOARD OF TRUSTEES	Action
Santa Monica Community College District	October 5, 1998

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 5 RETIRED SENIOR VOLUNTEER PROGRAM (RSVP)

AMENDMENT

It is recommended that the Board of Trustees amend the contract for a grant to the Retired Senior Volunteer Program (RSVP) of Santa Monica to work with older adult volunteers on the Santa Monica College campus during the 1998-99 year, the amount not to exceed \$8,500.

Funding Source: District Funds.

Comment: This annual resolution was previously approved in the amount of \$8,000. The amendment is

for the same amount as last year and will provide necessary funds for the placement of 50 volunteers on campus for a total of 30 weeks.

RECOMMENDATION NO. 6 OFF-CAMPUS WORK-STUDY AGREEMENT

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

Marquez Charter School

Funding Source: Title IV Federal Funds

Comment: This program is part of the Federal financial aid made available to Santa Monica College students who qualify for Title IV assistance. No district funds are paid to students working for off-campus non-profit contractors. Only those organizations that have formally requested contracts have been agendized.

BOARD OF TRUSTEES

Action

Santa Monica Community College District

October 5, 1998

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

-

RECOMMENDATION NO. 7 CONTRACT WITH REAL EDUCATION

It is recommended that the Board of Trustees approve a contract with Real Education for the period of three years, commencing November 1, 1998 to October 31, 2001, in the amount of \$30,000.

Funding Source: Technology Block Grant

Comment: The Distance Education Committee has recommended to the Administration that SMC utilize the services of Real Education to develop and implement online Internet courses and programs. The consensus of the Committee and department chairs was that engaging the services of Real Education would provide a viable and cost-effective avenue for SMC to launch an effective online distance education program.

Real Education provides access to an Internet network infrastructure to deploy Internet applications and

conduct online education courses and programs. The Real Education services in the three-year contract include: faculty training, conversion of classes to online format, utilizing instructional design multimedia applications, enrollment management, international marketing, online bookstore and library, student services, class evaluations, hardware, software, servers and routers. SMC will commit to developing and offering ten courses over the three-year period.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 5, 1998

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

Berman, Diane Project Manager, Midrand Program 10/06/98-10/05/99

Comment: This is a limited term assignment.

TEMPORARY FACULTY

Casillas, Lydia Counselor, International Students 09/09/98 " 06/15/98

ADJUNCT FACULTY

(List on file in the Human Resources Office - Academic and attached to the permanent minutes)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 5, 1998

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.

ESTABLISH: Programmer Analyst I (one position) 10/06/98

Network & Information Mgmt, 12 mos, 40 hrs

ABOLISH: Programmer Analyst II (one position) 10/06/98

Network & Information Mgmt, 12 mos, 40 hrs

BOARD OF TRUSTEES

ACTION

Santa Monica Community College District

October 5, 1998

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.

PROBATIONARY EFFECTIVE DATE

Hasenmayer, Nancy, Dis Student Svcs Specialist, Dis Student Ctr 09/22/98

Montes, John, Parking Sec Officer, College Police 10/01/98

Smith, James, Computer Support Spec, Telecomm (amended date) 09/28/98

Sugianto, Bambang, Telecomm Tech I, Telecomm 09/14/98

Torres, Jr., Valente, Telecomm Tech I, Telecomm 09/17/98

Villafuerte, Roger, Computer Support Spec, Telecomm (amended date) 09/16/98

Wang, Yuwen, Programmer Analyst I, Netwk/Info Mgmt 09/24/98

Ziegler, Tracey, Dis Student Svcs Specialist, Dis Student Ctr 09/14/98

PROMOTIONS

Black, Russell (amended date) 09/28/98

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

To: Computer Support Spec, Telecomm, 12 mos, 40 hrs

Dammer, Robert 09/21/98

Fr: Telecommunication Supervisor, Telecommunications, 12 mos, 40 hrs

To: Technology Projects Manager, Telecommunications, 12 mos, 40hrs

Gaydowski, Richard 09/28/98

Fr: Parking Sec Officer, College Police, 11 mos, 20 hrs

To: College Police Dispatcher, College Police, 12 mos, 30 hrs

Rojas, Dan 09/01/98

Fr: Telecomm Tech II, Telecomm, 12 mos, 40 hrs

To: Computer Network Analyst, Network/Info Mgmt, 12 mos, 40 hrs

Wu, Frank 09/21/98

Fr: System Analyst, Netwk & Info Mgmt, 12 mos, 40 hrs

To: Data Base Administrator Netwk & Info Mgmt, 12 mos, 40 hrs

TRANSFER (per CSEA Agreement, Article 6)

Reyes, Miguel 10/01/98

Fr: Comp Lab Instr Spec, Inst Comp, 12 mos, 40 hrs, Night shift

To: Comp Lab Instr Spec, Inst Comp, 12 mos, 40 hrs, Day shift

Comment: Change in shift.

Rogasch, Helmut 09/21/98

Fr: Parking Sec Officer, NS-1, College Police, 11 mos, 25 hrs

To: Parking Sec Officer, NS-1, College Police, 11 mos, 40 hrs

Comment: Increase in hours.

RECLASSIFICATIONS (per CSEA Agreement, Article 11)

Agard, Cheryl 07/01/98

Fr: Department Secretary I, Campus Police, 12 mos, 40 hrs

To: Administrative Assistant I, Campus Police, 12 mos, 40 hrs

Brown, Marcia 07/01/98

Fr: Department Secretary I, Scholarships, 12 mos, 40 hrs

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

Davis, Norma 07/01/98

Fr: Administrative Assistant II, Student Affairs, 12 mos, 40 hrs

To: Administrative Assistant III, Student Affairs, 12 mos, 40 hrs

Edwards, Suzanne 07/01/98

Fr: Personnel Specialist I, Human Resources, 12 mos, 40 hrs

To: Personnel Specialist II, Human Resources, 12 mos, 40 hrs

Glusman, Karen 07/01/98

Fr: Accounting Clerk, Business Services, 12 mos, 40 hrs

To: Accounting Specialist I, Business Services, 12 mos, 40 hrs

Jauregui, Roberto 07/01/98

Fr: Warehouse Delivery Clerk III, Warehouse, 12 mos, 40 hrs

To: Warehouse Assistant, Warehouse, 12 mos, 40 hrs

Johnson, Maria 07/01/98

Fr: Accounting Specialist II, Auxiliary Services, 12 mos, 40 hrs

To: Accounting Technician, Auxiliary Services, 12 mos, 40 hrs

Laurance, Joanne 07/01/98

Fr: Department Secretary I, English Department, 12 mos, 40 hrs

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

Remonde, Lucita 07/01/98

Fr: Accounting Specialist I, Auxiliary Services, 12 mos, 40 hrs

To: Accounting Specialist II, Auxiliary Services, 12 mos, 40 hrs

Siegal, Barbara 07/01/98

Fr: Department Secretary I, Math Department, 12 mos, 40 hrs

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

Comment: These were part of the reclassification process set forth in Article 11 of the CSEA collective bargaining agreement and were approved by a joint District/CSEA committee.

WORKING OUT OF CLASSIFICATION (Additional responsibilities)

Botello, Mary, Custodian NS-2, Operations + 5% 09/10/98 " 12/02/98

Estrada, Theresa, Custodian, NS-2, Operations + 5% 09/16/98 " 11/20/98

Davis, Sandra, Purchasing Asst, Purchasing +10% 07/08/98 " 09/30/98

Heximer, Darrell, Warehouse Del Clk, Receiving + 5% 07/21/98 " 08/19/98

Jaurequi, Robert, Warehouse Del Clk, Receiving + 5% 09/01/98 " 09/09/98

Johnson, Joyce, Dept Sec I, Student Life + 5% 09/08/98 " 09/28/98

CHANGE OF SHIFT-TEMPORARY

Reyes, Miguel 09/14/98 " 09/30/98

Fr: Comp Lab Instr Spec NS-1, 12 mos 40 hrs

To: Comp Lab Instr Spec Day, 12 mos 40 hrs

Comment: Voluntary request of employee

LEAVES OF ABSENCE WITH PAY

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

MEDICAL/WITH PAY

Agard, C. Sasha, Dept Sec I, College Police 09/10/98 " 10/19/98

Carroll, Kevin, Parking Security Officer, College Police (ext) 09/15/98 " 10/05/98

Haasenritter, Moses, Custodian NS-2, Operations 09/02/98 " 12/02/98

Jones, Rosa, Student Act Asst, Student Life 08/30/98 " 09/18/98

Parish, Teri, Athletic Trainer, HPER 08/31/98 " 09/19/98

Stone, Kim, Buyer, Purchasing (ext) 10/02/98 " 12/01/98

Whitaker, Bonnie, Admin Asst I, Airport (ext) 09/11/98 " 11/06/98

MEDICAL/WITHOUT PAY

Jensen, Lyn, Dept Sec I, Interdisciplinary Faculty Office 08/24/98 " 09/02/98

PERSONAL/WITHOUT PAY

STUDY/RETRAINING LEAVE WITHOUT BENEFITS

Askarian, Sohail, Inst Asst-Math, Math, (reduce 50% to 10 hrs/wk) 09/01/98 " 12/18/98

Keil, John, Park Sec Off, Coll Police (reduce 37.5% to 25 hrs/wk) 08/31/98 " 12/22/98

RECISION OF STUDY/RETRAINING LEAVE W/O BENEFITS

Drinot, Luz-Maria, Dept Sec I, Latino Ctr 10/05/98 " 12/17/98

FAMILY MEDICAL LEAVE ACT/CALIF. FAMILY RIGHTS ACT

Drinot, Luz-Maria, Dept Sec I, Latino Ctr 09/08/98 " 11/30/98

Portal-Purdy, Jackie, Admin Asst II, Evening Programs 09/08/98 " 11/30/98

Comment: Includes any paid leave of absence that the employee(s) may be eligible for.

SEPARATIONS

DISQUALIFICATION FROM PROBATION

Jensen, Lyn, Dept Sec I, Interdisciplinary Faculty Office 09/14/98

RESIGNATION

Castillo, Veronica, Adm/Rec Clerk II, Adm & Rec 10/14/98

Wagner, Andrea, Job Developer, Job Center 09/30/98

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 5, 1998

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11 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.

SUBSTITUTE EFFECTIVE DATE

Diaz, Eliseo, Custodian NSII, Operations 09/14/98 " 12/22/98

Stewart, Zoe, Custodian NSII, Operations 09/14/98 " 09/30/98

PROVISIONAL (assignment not to exceed 90 working days)

Crawford, Carolyn, Dept. Secretary I, Airport Campus 09/22/98 " 11/06/98

Brooke, Glazer, Interp. For Hear Imp, Disabled Student Ctr. 08/31/98 " 12/22/98

Lynch, Jeffrey, Radio Premium Clerk, KCRW 09/15/98 " 03/15/99

Triggs, Mary, Dept. Secretary I, Academic Senate 09/22/98 " 02/11/98

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

Buckner, Kenneth, Voc. Tutor Asst. II, Business & Industry 09/09/98 " 12/22/98

De Benedictis, Gabrielle, Voc. Tutor Asst. I, Business & Industry 09/09/98 " 12/22/98

Everett, Tiffany, Counseling Aide, EOPS 09/16/98 " 06/30/99

Francois, Deborah, Voc. Tutor Asst. II Business & Industry 08/17/98 " 12/22/98

Hertz-Grossman, Tina, Voc. Tutor Asst. II - Bus, Bus. & Industry 08/31/98 " 12/22/98

Jensen, Dorothy, Office Aide, Health Services 09/02/98 " 06/15/98

Lee, Allison, Instructional Asst. - ESL, ESL 09/14/98 " 12/22/98

Spencer, Gemini, Counseling Aide, Student Support Services 09/21/98 " 12/22/98

Walsh-Vargas, Sheila Voc. Tutor Asst. I, Business & Industry 08/31/98 " 12/22/98

White, Susan, Voc. Tutor Asst. I, Business & Industry 08/31/98 " 12/22/98

TEMPORARY (Limited Term: assignment not to exceed 120 working days/fiscal year) Adewole, Ruth, Instructional Asst. - Math, Mathematics 09/17/98 " 12/22/98

Antoine, Allegra, Registration/Info /Clerk, Financial Aid 09/01/98 " 06/30/99

Berent, Richard, Accompanist-Voice, Music 08/31/98 " 12/22/98

Cardenas, Consuelo, Dept. Secretary I, Latino Center 10/05/98 " 12/17/98

Cardenas, Consuelo, Dept. Secretary I, Latino Center 01/11/99 " 03/25/99

Cueva, Elizabeth, Registration/Info Clerk, Outreach 09/14/98 " 06/30/99

Gitahi, Registration/Info Clerk, Financial Aid 09/01/98 " 06/30/99

Greenberg, Linda, Registration/Info Clerk, Financial Aid 09/01/98 " 06/30/99

Hagen, Astrid, Interp. For Hear Imp, Disabled Student Ctr. 09/18/98 " 12/22/98

TEMPORARY (cont'd)

Harrison, Chemetra, Registration/Info Clerk, Outreach 09/17/98 " 06/30/99

Hill, Elizabeth, Registration/Info Clerk, Outreach 09/17/98 " 06/30/99

Lynden, Kelly, Registration/Info Clerk, Financial Aide 09/11/98 " 06/30/99

Reveco, Juan, Lab Tech - Art, Art Department 08/31/98 " 09/30/98

BOARD OF TRUSTEES

ACTION

Santa Monica Community College District

October 5, 1998

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 166

\$6.19/hr

Reader 3

\$11.52/hr

FEDERAL/STATE FUNDED STUDENT EMPLOYEES

College Work-Study Student Assistant 69

\$6.19/hrly

PHYSICAL EDUCATION DEPARTMENT EMPLOYEES

Recreation Director II 1

\$10.59/hr

PROFESSIONAL EXPERTS

Community Services Specialist 1

\$27.40

Professional Art Model 1

\$12.29/hr

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	October 5, 1998

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

-

RECOMMENDATION NO. 13 KCRW: CONSULTANT AGREEMENTS

It is recommended that the Board of Trustees authorize agreements with the following consultants for KCRW for the period of October 1, 1998 through June 30, 1999. Agreements are subject to cancellation by either party on 15 (fifteen) days written notice to the other party.

Patricia Halloran DBA HALLORAN'S PLANET OF SOUND: Computer data entry services, payable at \$250 per week for a total not to exceed \$9,700.

Nic Harcourt : Program service, payable at varying rates for various music programs, total not to exceed \$8,000.

Kathryn Harris: Program services, entertainment industry business commentaries for KCRW, payable at \$100 per program for a total not to exceed \$4,000.

Funding Source: KCRW Donations

RECOMMENDATION NO. 14 KCRW: ACCEPTANCE OF GRANTS

It is recommended that the Board of Trustees authorize acceptance of the following grants for the period of October 1, 1998 thru September 30, 1999, from the Corporation of Public Broadcasting.

Community Service Grant, totaling \$377,933, to pay for National Public Radio and Public Radio International's membership and programming fees for FY 99.

National Program Production and Acquisition Grant, in the amount of \$147,855, to pay for NPR and PRI's membership and programming fees for FY 99.

Comment: KCRW Grants and Donations cover all direct expenses for the operation of the radio station and related fund raising activities. This grant was reflected in the adopted restricted fund budget.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	October 5, 1998

CONSENT AGENDA:BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 15 AGREEMENT FOR STUDENT INSURANCE

It is recommended that the Board of Trustees authorize an agreement with STUDENT INSURANCE to provide student/athlete basic coverage, athlete super catastrophic coverage of up to \$1,000,000 and student catastrophic coverage of up to \$50,000 per accident. The coverage period is August 1, 1998 through July 31, 1999 at a cost of \$75,145.

Funding Source: Auxiliary Fund

Comment: This is a continuation of the District's participation in the statewide network acquiring student insurance. This policy provides accident insurance for all students while on campus or attending college activities subject to a \$50 deductible per accident for the basic coverage plan. Athletic accident deductibles are addressed by the Auxiliary Fund.

RECOMMENDATION NO. 16 AMENDMENT TO AGREEMENT FOR EARTHQUAKE RECOVERY SERVICES - HAZARD MITIGATION SURVEY

It is recommended that the Board of Trustees amend the agreement with Disaster Recovery Assistants, LLC, (DRA) for earthquake recovery services to include conduct of hazard mitigation survey of buildings, as specified by Santa Monica College, on SMCCD campuses in an amount not to exceed \$11,300.

Funding Source: FEMA 75 percent, District Capital Fund 25 percent

Comment: The services provide accurate inventory of Federal Emergency Management Agency

(FEMA) Hazard Mitigation Grant Program (HMGP) Category 2 (protective filming) and Category 3 (seismic strapping and bracing) needs. The District has received grant authorization in the amount of \$318,585 for the seismic safety measures. The survey results will be the basis for specifications for the bid contract for Category 2 and 3 work.

BOARD OF TRUSTEES

Action

Santa Monica Community College District

October 5, 1998

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

-

RECOMMENDATION NO. 17-A FACILITIES: AMENDMENT TO ARCHITECTURAL

AGREEMENT FOR MASTER PLAN

It is recommended that the Board of Trustees amend the agreement with GENSLER for architectural services related to the Master Plan for an additional amount of \$4,800 plus reimbursable expenses for additional environmental consulting services.

Comment: FEMA has required additional scope tasks to be included in the Initial Study/Environmental Assessment for the District's FEMA projects and the District requested additional services to coordinate with the City of Santa Monica on environmental documentation for the city's pool replacement project.

RECOMMENDATION NO. 17-B FACILITIES: AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES FOR CHILD CARE FACILITY

It is recommended that the Board of Trustees amend the agreement with AZ Architecture Studio for an increase of \$400 for architectural services associated with the Child Care facility project.

Funding Source: CalWORKS Grant

Comment: This authorization provides payment for additional services associated with the exploration of child care alternatives.

BOARD OF TRUSTEES

Action

Santa Monica Community College District

October 5, 1998

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 17-C FACILITIES: EARTHQUAKE REPLACEMENT SCIENCE BUILDING - CHANGE ORDER NO. 4

It is recommended that the Board of Trustees approve Change Order No. 4 for the Earthquake Replacement Science Building project with POZZO CONSTRUCTION, INC.

Original Contract Amount \$24,650,000

Change Order No. 1 8,537

Change Order No. 2 3,208

Change Order No. 3 12,557

Change Order No. 4 22,709

Revised Contract Amount \$24,697,011

Funding Source: FEMA/District

Comment: This change order provides for angle clips at metal deck at lab exhaust plenum roof, raising of canopy at east side of Classroom B, epoxy flooring at Room 401, steel shelf angle at Level 4 for exterior metal stud attachment, modification of guardrails, change light fixtures at stairwell, additional control wiring at cooling tower motors, flexible conduit connections at fixed seating tables Rm 151 per manufacturer's recommendation, conduit wire to power sea water tank pump. Provides for owner requested relocation of site lighting circuit due to unforeseen site condition. Provides credit of \$12,480 for costs incurred by architect in evaluating proposed substitutions as per Article 4.8.2 of the project General Conditions.

RECOMMENDATION NO. 17-D FACILITIES: ARCHITECT SERVICES - SCIENCE BUILDING

It is recommended that the Board of Trustees approve payment of \$12,480 to Anshen & Allen for additional architectural services in evaluating proposed substitutions by the contractor for the Science Project.

Funding Source: Pozzo Construction, Inc.

Comment: The construction contract provides for reimbursement of the college for any architectural expenses to evaluate substitution proposed by the contractor.

BOARD OF TRUSTEES

Action

Santa Monica Community College District

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CONSENT AGENDA: BUSINESS AND ADMINISTRATION

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RECOMMENDATION NO. 17-E FACILITIES: STRUCTURAL ENGINEERING SERVICES

It is recommended that the Board of Trustees authorize an agreement with Vincent Kevin Kelly and Associates for structural engineering services for an amount not to exceed \$6,450 plus reimbursables.

Funding Source: District General Fund

Comment: This agreement provides for a seismic structural safety review to determine if certain buildings require structural upgrade to meet City of Santa Monica seismic ordinance or 1994 Uniform Building code requirements.

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RECOMMENDATION NO. 18 COMMERCIAL WARRANT REGISTER

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

August 1 - August 31, 1998 4070 - 4158 \$3,856,921

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

RECOMMENDATION NO. 19 PAYROLL WARRANT REGISTER

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

August 1 - August 31, 1998 211-C - 238-N \$3,883,035

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

RECOMMENDATION NO. 20 DIRECT PAYMENTS

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

Direct Payments: D29464 - D29561 (list on file in Business Office)

Total: \$2,059.98

BOARD OF TRUSTEES

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RECOMMENDATION NO. 21 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.

August 1 - August 31, 1998 60667 - 61090 \$749,140

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

RECOMMENDATION NO. 22-A PURCHASING: AWARD OF PURCHASE ORDERS

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

Purchase Orders - FY 98/99 Total

A) 63881 - 63993 \$958,366.44

B) T-Orders \$ 27,323.01

C) Change Orders \$ 18,325.88

D) E-Orders \$ 4,659.40

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

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CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 22-B 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 \$134,700

Community Services Schedules

Valley Printers, Inc. \$ 64,000

Riverside, CA

\$198,700

It is further recommended that the District reject all bids for printing the Emeritus Class Schedules. The District will rebid the Emeritus Class Schedules.

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

BOARD OF TRUSTEES	Action
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MAJOR ITEMS OF BUSINESS

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RECOMMENDATION NO. 23 RESOLUTION IN SUPPORT OF PROPOSITION 1A

It is recommended that the Board of Trustees adopt the following resolution in support of Proposition 1A.

WHEREAS, classroom overcrowding, lack of technology and the need for seismic upgrades are serious problems for California's schools, community colleges and public universities; and

WHEREAS, California's public schools are the most overcrowded in the nation and class sizes are nearly one-third larger than the national average; and

WHEREAS, the state now ranks 50th out of 50 states on computers per student at the K-12 level; and

WHEREAS, Proposition 1A addresses these problems by providing much-needed bond funding for schools, community colleges and public universities; and

WHEREAS, Proposition 1A will benefit Santa Monica College with funding for a Library seismic renovation/addition project; and

WHEREAS, Proposition 1A provides four years of facility funding without raising taxes; and

WHEREAS, all school and higher education bond funds previously authorized by voters have been allocated; and

WHEREAS, Proposition 1A will help prepare student for the workplace of the 21st century and high-skilled, high-wage jobs; and

WHEREAS, Proposition 1A funds must be used to build new school, college and university facilities, upgrade older classrooms, and construct laboratories, libraries and other needed facilities. The money cannot be used for any other purpose;

NOW THEREFORE BE IT RESOLVED that the Santa Monica Community College District Board of Trustees supports the passage of Proposition 1A on November 3, 1998.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES

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Santa Monica Community College District

October 5, 1998

MAJOR ITEMS OF BUSINESS

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RECOMMENDATION NO. 24 ADOPTION OF FY 1998-99 BUDGET AMENDMENT

It is recommended that the Board of Trustees adopt the following 1998-99 budget amendment for Fund 01.

Increase Acct. 79000 - \$110,000

Decrease Acct. 73000 - \$110,000

Comment: The recommended adjustment reduces outgoing fund transfers, which exceed program needs and increases the contingency reserve.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	Information
Santa Monica Community College District	October 5, 1998

INFORMATION ITEM D REVIEW OF DISTRICT INVESTMENTS

The attached statement shows the status of District investments as of June 30, 1998 and is presented for Board review. The report provides information required by California Government Code §53646. The investment portfolio is in compliance with District investment policy and will allow the District Trust Fund to meet expenditure requirements for the next six months.

BOARD OF TRUSTEES**Information**

Santa Monica Community College District

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INFORMATION ITEM E 1997-98 QUARTERLY GENERAL FUND BUDGET REPORT

GENERAL FUND BUDGET SUMMARY

(AS OF JUNE 30, 1998)

Beginning Balance \$ 4,265,910

Beginning Balance Adjustment (325,642)

Income 82,750,531

Total Funds Available \$86,690,799

Less: Expenses & Transfers 82,388,528Ending Balance \$ 4,302,271

Comment: The attached quarterly Financial Status Report shows comparative historical data for income, expenditures, and cash balances.

BOARD OF TRUSTEES**Action**

Santa Monica Community College District

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INFORMATION ITEM F INTERNATIONAL STUDENT INSURANCE

The District is continuing their Master Agreement with Anthem Life Insurance Company to provide

International Students with the insurance required for their F-1 visa status. This insurance is mandatory and is paid for by the students. The program is brokered by Scholastic Insurance Services, Inc. and claims administration is handled by Personal Insurance Administrators, Inc.

BOARD OF TRUSTEES	Action
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ADJOURNMENT

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, November 2, 1998 at 7 p.m. (5:30 p.m. if there is a closed session) in the Board Room (Business Building Room 117) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

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