

# A G E N D A



## Santa Monica Community College District Board of Trustees

Regular Meeting  
Monday, October 4, 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.

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

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

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

<b>BOARD OF TRUSTEES</b>	<b>Regular Meeting</b>
Santa Monica Community College District	October 4, 1999

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

A meeting of the Board of Trustees of the Santa Monica Community College District is scheduled to be held in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California, on Monday, October 4, 1999.

*5:30 p.m. – Closed Session*

*7:00 p.m. – Public Meeting*

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

<b>I. ORGANIZATIONAL FUNCTIONS</b>	<u>Page No.</u>
A Call to Order	1
B Roll Call	
<b>II. CLOSED SESSION</b> ( <i>Scheduled for 5:30 p.m.</i> )	
Collective Bargaining, pursuant to Government Code Section 54957.6	
Personnel, pursuant to Government Code Section 54957	
Real Property, pursuant to Government Code Section 54956.8	
Possible lease of child care facility at 1439 - 15th Street, Santa Monica	
<b>III. ORGANIZATIONAL FUNCTIONS</b> ( <i>Continued</i> )	
C Pledge of Allegiance	1
D Installation of Student Trustee	
#1 Approval of Minutes: September 7, 1999	2
September 20, 1999 (Closed Session)	
<b>IV. SUPERINTENDENT'S REPORT</b>	
<b>V. ACADEMIC SENATE REPORT</b>	
<b>VI. CLASSIFIED SENATE REPORT</b>	
<b>VII. COMMUNICATIONS OR PUBLIC COMMENTS</b>	
<b>VIII. BOARD REPORT AND COMMENTS</b>	
<b>IX. CONSENT AGENDA</b> ( <i>All items considered in one motion unless pulled for discussion later in the meeting</i> )	
<u>Contracts and Grants</u>	
#2 Acceptance of Grants	4
#3 Consultant Agreement for Foundation/Capital Campaign (Extension)	6

Academic and Students AffairsPage No.

#4	Community Services/Extension, Fall, 1999 (Addendum)	7
#5	Consultant Contract for Academy of Entertainment and Technology	7
#6	Consultant Contracts for Disabled Students Center	8
#7	Consultant Contract for Financial Aid	9
#8	Off-Campus Work-Study Agreement	9

Human Resources

#9	Consultant Contract for Human Resources	10
#10	Academic Personnel	11
#11	Classified Personnel - Establish/Abolish Positions	12
#12	Classified Personnel - Regular	13
#13	Classified Personnel - Temporary	15
#14	Classified Personnel - Non Merit	17

Business and Administration

#15	KCRW: Consultant Agreement	18
#16-A	Facilities: Civil Engineering Services, Demolition of Municipal Pool/Natatorium	18
#16-B	Facilities: Civil Engineering Services, Extension to Parking Structure C	19
#16-C	Facilities: Architectural Services - Library Electrical Load Center	19
#16-D	Facilities: Award of Bid - Replacement of HVA/C Units, Concert Hall	20
#16-E	Facilities: Award of Bid - Temporary Library Remodel	20
#16-F	Facilities: Earthquake Replacement Science Building, Change Order No. 19	21
#17	Commercial Warrant Register	22
#18	Payroll Warrant Register	22
#19	Payments from Auxiliary Operations	22
#20	Direct Payments	23
#21-A	Purchasing: Award of Purchase Orders	23
#21-B	Purchasing: Authorization to Participate in Purchase Agreements	24

X. **CONSENT AGENDA – Pulled Items**XI. **MAJOR ITEMS OF BUSINESS**

#22	Authorization to Purchase Real Property	25
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XII. **INFORMATION - No Action Required**

E	Review of District Investments	26
F	Grant Submittals	28

XIII. **ADJOURNMENT:** The next regular meeting of the Santa Monica Community

College District Board of Trustees will be Monday, November 8, 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.

<b>BOARD OF TRUSTEES</b>	<b>Regular Meeting</b>
Santa Monica Community College District	October 4, 1999

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
- Real Property, pursuant to Government Code Section 54956.8  
Possible lease of child care facility at 1439 - 15th Street, Santa Monica

III. ORGANIZATIONAL FUNCTIONS - PUBLIC SESSION

C. PLEDGE OF ALLEGIANCE - Jennifer Montgomery

D. INSTALLATION OF STUDENT TRUSTEE

Board Chair Herbert Roney will administer the Oath of Allegiance and install the Student Trustee.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	October 4, 1999

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:

September 7, 1999  
September 20, 1999 (Closed Session)

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

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	October 4, 1999

CONSENT AGENDA

It is recommended that the Consent Agenda, Recommendations #2–#21 be approved.

Recommendations pulled for separate action:

Action on Consent Agenda

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	October 4, 1999

CONSENT AGENDA:      CONTRACTS AND GRANTS

RECOMMENDATION NO. 2      ACCEPTANCE OF GRANTS

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

**Title of Grant:**                      **HACU Welfare-To-Work**

Granting Agency:                      HACU

Requested Funding:                      \$286,896

Matching Funds                          N/A

Performance Period:                      November 1, 1999 – March 30, 2001

Summary:                                  HACU received funding from the US Department of Labor to develop, implement, oversee and administer a post-employment, distance learning, computer-assisted mentoring/training program for TANF recipients.

   Santa Monica College is one of several higher education institution partners on the grant and will serve a minimum of 100 participants, using equipment and software provided by HACU.

Budget Augmentation	<u>General Fund Restricted (03)</u>	
	<u>Income</u>	
	8100	\$286,896
	<u>Expenses</u>	
	1000	-0-
	2000	183,845
	3000	47,544
	4000	1,500
	5000	26,663
	6000	16,308
	7000	-0-
	Indirect	<u>11,036</u>



Total 286,896

**Title of Grant:** Title VI-B, International Business Education, Year 2

**Granting Agency:** US Department of Education

**Requested Funding:** \$84,000 (2<sup>nd</sup> Year Funding)

**Matching Funds** \$84,000 (Source: SMC In-kind)

**Performance Period:** September 1999 – August 2000

**Summary:** This grant is designed to help individual students, entrepreneurs, employees and companies of all sizes to take advantage of the worldwide demand for entertainment products and services by developing an International Trade Education Program.

Funding supports curriculum development and coordination of a forum on international trade as it pertains to the entertainment industry.

**Budget Augmentation:** General Fund Restricted (03)

<u>Income</u>	
8100	\$84,000
<u>Expenses</u>	
1000	\$56,621
2000	8,899
3000	0
4000	3,558
5000	5,200
6000	0
7000	<u>3,500</u>
Total Direct	\$77,778
Indirect	<u>6,222</u>
Total Project	\$84,000

BOARD OF TRUSTEES	Action
Santa Monica Community College District	October 4, 1999

CONSENT AGENDA: CONTRACTS AND GRANTS

RECOMMENDATION NO. 3

CONSULTANT AGREEMENT FOR FOUNDATION/

CAPITAL CAMPAIGN (EXTENSION)

It is recommended that the Board of Trustees authorize the extension of the consultant contract with NETZEL ASSOCIATES, INC. through June 30, 2000, for an amount not to exceed \$4,000 per month.

Funding Source: District Funds

Comment: An extension is necessary while the recruitment and selection process is completed for the new Director of Institutional Advancement.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	October 4, 1999

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 4COMMUNITY SERVICES/EXTENSION  
SEMINARS/COURSES, FALL 1999 - ADDENDUM

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

Extension

Amador, J	CBEST	40%
Brascamonte L	Spanish (2)	96 Hr
Bronstein, M	Fall Intensive ESL	200 Hr
de Elejalde, K	Fall Intensive ESL	200 Hr
Perez-Pena F	Spanish (2)	96 Hr

RECOMMENDATION NO. 5CONSULTANT CONTRACT FOR ACADEMY OF  
ENTERTAINMENT AND TECHNOLOGY

It is recommended that the Board of Trustees approve a consultant contract with Ron Riley, for an amount not to exceed \$1000, to reconfigure and restore connectivity to the VTEL videoconferencing system located in the GTE Room at the Academy of Entertainment and Technology.

Funding Source: Ed>Net Virtual Multimedia Entertainment Center Grant

Comment: The GTE videoconferencing facility has been booked for several teleconferences. It is necessary to bring in outside expertise to assure satisfactory videoconferencing capabilities to, from, and between the GTE Room, the Multipurpose Room, and remote sites via both land lines and the satellite downlink. Mr. Riley was formerly the head technical engineer at Imageview, a company with which SMC previously contracted to perform these functions.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	October 4, 1999

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 6  
STUDENTS CENTER

CONSULTANT CONTRACTS FOR DISABLED

It is recommended that the Board of Trustees approve the following consultant contracts for the Disabled Students Center:

1. Rapid Text, for an amount of \$40.00 per hour, not to exceed \$10,000 per year, for the academic year 1999-2000.

Funding Source: Disabled Students Center

Comment: Rapid Text will provide real-time captioning services to non-signing deaf students. The District will continue to use CSUN Center on Deafness as the primary provider, but an alternative is needed for emergency situations.

2. Irene Wolt, for an amount not to exceed \$5,600, to be completed by June 13, 2000.

Funding Source: Partnership for Excellence Grant

Comment: Consultant will write text, design a web site and upload text which results in a comprehensive resource guide for accommodating students with disabilities. The guide will be posted on the SMC web site for use by faculty and staff.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	October 4, 1999

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 7

CONSULTANT CONTRACT FOR FINANCIAL AID

It is recommended that the Board of Trustees approve a consultant contract with Scholastic Networks for \$10,600 (424 hrs. x \$25) for 53 days.

Funding Source: Financial Aid

Comment: Scholastic Networks will assist the Financial Aid Office with the verification, packaging and awarding of aid, and specifically working with financial aid software (federal government) programs.

RECOMMENDATION NO. 8      OFF-CAMPUS WORK-STUDY AGREEMENT

It is recommended that the Board of Trustees authorize the district to enter into an agreement with the following organization for participation in the work-study programs of Title IV of the Higher Education Act for 1999-2000. The District agrees to reimburse the organization sixty percent (60%) of the gross salaries paid Santa Monica College students in the program less five percent (5%) administrative expense surcharge.

Santa Monica High School (Partners in Learning Tutoring Program)

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.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	October 4, 1999

CONSENT AGENDA:      HUMAN RESOURCES

RECOMMENDATION NO. 9      CONSULTANT CONTRACT FOR HUMAN RESOURCES

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

PATRICK McCALLUM GROUP to provide a study for the Human Resources Office for an amount not to exceed \$5,000.

Funding Source: District Fund

Comment: The Patrick McCallum Group will assist the Human Resources Office in gathering information related to employee compensation and benefits.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	October 4, 1999

CONSENT AGENDA:      HUMAN RESOURCES

RECOMMENDATION NO. 10      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

ADMINISTRATIVE

Berman, Diane	Project Manager	10/07/99 " 06/30/2000
	International Programs	

HOURLY

(Lists on file in the Office of Human Resources - Academic)

CHANGE OF ASSIGNMENT

RESIGNATION OF ADMINISTRATIVE POSITION

Cano, Daniel	Dean, Enrollment Services	02/14/2000
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Comment: Mr. Cano has requested to return to teaching

LEAVE OF ABSENCE

MEDICAL LEAVE

Vidal, Ralph	Department Chair, HPER	09/17/99 " 10/06/99
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**BOARD OF TRUSTEES**

**ACTION**

Santa Monica Community College District

October 4, 1999

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11

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.

		<u>EFFECTIVE DATE</u>
ESTABLISH:	Program Specialist (new classification)	10/05/99
ESTABLISH:	MultiMedia Lab Instructional Specialist (new classification)	10/05/99

ESTABLISH: Database Analyst (new classification)

10/05/99

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 4, 1999

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 12 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
Carrillo, Jr., Michael, Comm College Police Trainee, College Police	09/07/99
Henry, Rudy, Mail Svcs Clerk, Receiving	08/30/99
Jones, Felicia, Community Relations Coordinator, Public Programs	09/07/99
Kabwe, Myron, Computer Support Specialist, Library	09/27/99

#### PROMOTIONS

Engfer, Mark	09/07/99
Fr: Telecomm Tech I, Telecommunications, 12 mos, 40 hrs	
To: Telecomm Tech II, Telecommunications, 12 mos, 40 hrs	
Peterson, Jeffrey	09/01/99
Fr: Custodial Operations Supervisor, Operations, 12 mos, 40 hrs	
To: Custodial & Grounds Director, Oper/Grounds, 12 mos, 40 hrs	

#### RECLASSIFICATIONS (per CSEA Agreement)

Bowen, Michelle	07/01/99
Fr: Personnel Specialist I, Human Resources, 12 mos, 40 hrs	
To: Personnel Specialist II, Human Resources, 12 mos, 40 hrs	
Smith, Toni	07/01/99
Fr: Dept Secretary I, LRC, 12 mos, 40 hrs	
To: Dept Secretary II, LRC, 12 mos, 40 hrs	
Watanabe, Diane	07/01/99
Fr: Athletic Trainer I, Athletics, 12 mos, 20 hrs	
To: Athletic Trainer II, Athletics, 12 mos, 20 hrs	

#### TRANSFER (per CSEA Agreement, Article 6)

Webb, Elliott	09/16/99
Fr: Custodian, Day, Operations, 12 mos, 20 hrs	

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

#### PERMANENT EMPLOYEES WITH PROVISIONAL ASSIGNMENT

Maddox, Margaret (ext)

08/30/99 " 09/30/99

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

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

#### PERMANENT EMPLOYEE WITH TEMPORARY SUMMER ASSIGNMENT

Siegel, Barbara, Department Secretary II, Mathematics 08/16/99 " 08/20/99

#### WORKING OUT OF CLASSIFICATION (Additional responsibilities)

Heximer, Darryl, Warehouse Del Clk II, Receiving

+5%

08/18/99 " 08/27/99

#### LEAVES OF ABSENCE WITH PAY

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

#### MEDICAL/WITH PAY

Andrews, Noel, Bookstore Mgr, Bookstore

08/23/99 " 09/12/99

Andrews, Noel, Bookstore Mgr, Bookstore

09/16/99 " 10/11/99

Cummins, Mahesh, Tutoring Coord-Math, Math

07/13/99 " 07/30/99

Cummings, Kurtis, Custodian NS-2, Operations

06/30/99 " 08/23/99

Davis, Sandra, Purchasing Asst, Purchasing

08/27/99 " 09/10/99

Dick-Pineiro, Florence, Cash Recpts Coord, Bookstore (ext)

09/16/99 " 01/15/00

Drinot, Luz-Maria, Department Secretary I, Latino Center

08/30/99 " 09/08/99

#### MILITARY/WITH PAY

Vela, Giovanni, Comp Lab Instr Spec, Instr Computing

09/07/99 " 10/06/99

#### LEAVES OF ABSENCE WITHOUT PAY

#### MEDICAL/WITHOUT PAY

Fierro, Yolanda, Parking Security Officer, College Police

08/16/99 " 09/24/99

#### MILITARY/WITHOUT PAY

Vela, Giovanni, Comp Lab Instr Spec, Instr Computing

10/07/99 " 02/07/00

#### OPPORTUNITY

Johnson, Jan, Admissions and Records Clk II, Admissions/Rec

01/31/00 " 05/26/00

#### SUSPENSION

Burgueno, Michael, Parking Security Officer, College Police

03/02/99 " 04/12/99

#### SEPARATIONS

#### RESIGNATION

Diaz, Hector, Parking Security Officer, College Police

09/09/99

#### RESIGNATION FOR PURPOSE OF RETIREMENT

Brown, Linda, Director, Student Placement

02/14/00

Steen, Jewerelene, Custodian NS-2, Operations

09/07/99

#### 39-MONTH REEMPLOYMENT LIST

Whitaker, Bonnie, Administrative Asst I, Airport/Madison

09/17/99

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 4, 1999

CONSENT AGENDA: HUMAN RESOURCES

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RECOMMENDATION NO. 13 CLASSIFIED PERSONNEL – TEMPORARY

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

EFFECTIVE DATE

PROVISIONAL (assignment not to exceed 90 working days)

Burke, Madeline, Dance Production Tech, Theatre Arts/Dance	09/13/99 “ 10/31/99
Caffrey, Jeffrey, Media Services Assistant, Media Center	09/07/99 “ 09/17/99
Fader, Stephen, Art Gallery Installer, Art Department	09/07/99 “ 06/30/00
Fader, Stephen, Art Gallery Installer, Photo Gallery	09/07/99 “ 06/30/00
Garcia, Maria, Dept. Secretary I, Emeritus College	09/01/99 “ 10/31/99
Kessler, Jeffrey, Skilled Maintenance Worker, Maintenance	09/13/99 “ 10/15/99
Mc Granahan, Candace, Dir. of Stu Placement, Wfc for Eco Dev.	09/08/99 “ 11/30/99
Merchant, Erin Interp for Hear Impaired, Disabled Stu Ctr.	09/07/99 “ 12/21/99
Mosher, Judith, Instructional Asst.-Math, Latino Center	08/01/99 “ 10/31/99
Orange, Ryan, Computer Lab Instr. Spec., Instructional Comp.	08/30/99 “ 12/22/99
Richardson, Lee, Dept. Secretary I, Fiscal Services-Acctng.	09/01/99 “ 09/30/99
Santoyo, David, Comp Lab Instr. Spec., Academy of E & T	08/20/99 “ 12/22/99
Seldon, Stuart, Comp Lab Instr. Spec., Academy of E & T (ext.)	11/11/99 “ 12/22/99
Shokravi, Kaveh, Comp Lab Instr. Spec., Instructional Comp.	09/10/99 “ 02/07/00

SUBSTITUTE

Jimenez, Yvette, Clerical Assistant I, Purchasing	08/31/99 “ 09/10/99
Redd-Walker, Beverly, Dept. Secretary I, Madison Site	09/07/99 “ 09/30/99

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

Gottesman, Judith, Accompanist-Performance, Music	09/08/99 “ 12/21/99
Liu, Edmund, Counseling Aide, Matriculation	08/01/99 “ 08/07/99
Mayer, Jon, Accompanist-Performance, Music	09/02/99 “ 12/21/99
Orellana, Ivan, Counseling Aide, Counseling	08/30/99 “ 12/22/99
Partlow, Naykeemah, Community Outreach Aide, Outreach	09/14/99 “ 12/22/99
Polichtchouk, Violetta, Accompanist-Dance, Theatre Arts	09/09/99 “ 12/21/99

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

Alekseyev, Ilya, Registration/Info Clerk, Office of School Relts.	09/10/99 “ 12/22/99
Cadena, Ruben, Registration/Info Clerk, Station “D”	07/01/99 “ 06/30/00
Davallou, Houman, Bookstore Clerk/Cashier, Bookstore	08/04/99 “ 06/30/00
Greenfield, Julie, Registration/Info Clerk, Office of School Relts.	08/30/99 “ 12/22/99



Hayton, Brian, Registration/Info Clerk, Admissions & Records  
 Jensen, Charlene, Custodian, NSII, Operations (Ext.)  
 Muslin, Lisa, Registration/Info Clerk, Admissions & Records.  
 Park, Seung Hyun, Registration/Info Clerk, Admissions & Records

08/31/99 " 06/30/00  
 09/01/99 " 12/15/99  
 08/30/99 " 06/30/00  
 09/09/99 " 06/30/00

TEMPORARY cont'd

Reeves-Harden, Madeline, Bookstore Clerk/Cashier, Bookstore  
 Riley, Senkeiki, Registration/Info Clerk, Admissions & Records  
 Villasenor, Monica, Community Outreach Aide, Office of Schl Rlts.  
 Yamauchi, Caren, Registration/Info Clerk, Office of School Rlts.  
 Zepeda, Maria, Computer Lab Instr Spec, Instructional Computing

07/01/99 " 06/30/00  
 09/01/99 " 06/30/00  
 09/17/99 " 12/22/99  
 09/01/99 " 12/22/99  
 08/30/99 " 12/22/99

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	October 4, 1999

RECOMMENDATION NO. 14CLASSIFIED 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.

ELECTIONSSTUDENT EMPLOYEES

College Student Assistant 145  
 \$6.19/hr

Tutorial Aide 2  
 \$10.50/hr

FEDERAL/STATE FUNDED STUDENT EMPLOYEES

College Work-Study Student Assistant 55  
 \$6.19/hr

PROFESSIONAL EXPERTS

Art Model 5  
 \$14.00/hr

Art Model w/costume 2  
 \$17.00/hr

Community Services Specialist I 1  
 \$27.40/hr

Community Services Specialist II 5

\$38.00/hr

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

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<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	October 4, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 15 KCRW: CONSULTANT AGREEMENT

It is recommended that the Board of Trustees authorize agreements with the following consultants for KCRW for the period of October 1, 1999 through June 30, 2000.

GARY CALAMAR dba RAILROAD MANAGEMENT: Program services including "The Open Road." Consultant fee payable at \$100.00 per program "The Open Road" and at varying rates for other programs for a total not to exceed \$8,000.

Funding Source: KCRW donations

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

RECOMMENDATION NO. 16-A FACILITIES: CIVIL ENGINEERING SERVICES, DEMOLITION OF MUNICIPAL POOL/NATATORIUM

It is recommended that the Board of Trustees authorize the District to enter into an agreement with PSOMAS AND ASSOCIATES for civil engineering services associated with the Demolition of the Municipal Pool/Natatorium project for an amount not to exceed \$73,475, plus reimbursables.

Funding Source: District/C.O.P. for Parking

Comment: This agreement provides for the preparation of civil engineering bid documents and for the oversight of the Demolition of the Municipal Pool/Natatorium, and site preparation for the proposed Extension to Parking Structure C project.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	October 4, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATIONRECOMMENDATION NO. 16-B FACILITIES: CIVIL ENGINEERING 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 civil engineering services associated with the Extension to Parking Structure C project for an amount not to exceed \$185,850, plus reimbursables.

Funding Source: FEMA/District/ C.O.P. for Parking

Comment: This agreement provides for civil engineering services associated with the design development and construction of the proposed Extension to Parking Structure C project being designed by Gensler as the replacement for Parking Structure B. Project elements include the Extension to Parking Structure C, 17<sup>th</sup>/Pico Sunken Drive, Auto Court, Pedestrian Bridge, Surface Parking east side of Structure C extension and utilities relocation.

RECOMMENDATION NO. 16-C FACILITIES: ARCHITECTURAL SERVICE - LIBRARY ELECTRICAL LOAD CENTER

It is recommended that the Board of Trustees authorize the District to enter into an agreement with ANSHEN + ALLEN for architectural services associated with the Library Electrical Load Center project (amount to be presented at the meeting).

Funding Source: State Scheduled Maintenance Program/District

Comment: This agreement will provide for the design development and preparation of bid documents for the proposed Electrical Load Center to be situated west of the Library. The existing Library electrical load center does not have the capacity to feed the proposed Library Addition. This load center will provide electrical service for the existing Library, Media Center, Library Addition and the Physical Education complex. This load center will also have the expandable capacity to feed future master plan projects in the central campus area and the re-feed of existing central and south campus buildings as the need arises.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	October 4, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATIONRECOMMENDATION NO. 16-D FACILITIES: AWARD OF BID – REPLACEMENT OF HVA/C UNITS, CONCERT HALL

It is recommended that the Board of Trustees award the bid for the Replacement of HVA/C Units, Concert Hall

project to the lowest responsive bidder.

(to be presented at the meeting)

Funding Source: State Scheduled Maintenance Program/District

RECOMMENDATION NO. 16-E FACILITIES: AWARD OF BID – TEMPORARY  
LIBRARY REMODEL

It is recommended that the Board of Trustees award the bid for the Temporary Library Remodel project to the lowest responsive bidder.

(to be presented at the meeting)

Funding Source: FEMA/District

Comment: The Temporary Library will house the library while the earthquake repairs and the library addition projects are under construction. The Temporary Library is about half the size of the current library so it will be necessary to convert other areas of the campus into study areas until the repair and addition projects are completed.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	October 4, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 16-F FACILITIES: EARTHQUAKE REPLACEMENT  
SCIENCE BUILDING –CHANGE ORDER NO. 19

It is recommended that the Board of Trustees approve Change Order No. 19 for the Earthquake Replacement Science Building project with POZZO CONSTRUCTION COMPANY.

Original Contract Amount	\$24,650,000
Change Orders No. 1-18	632,289
Change Order No. 19	<u>193,942</u>
Revised Contract Amount	\$25,476,231

Funding Source: FEMA/District

Comment: This Change Order provides for additional structural design and detailing at exterior metal stud framing, replacement of louvers with fire-rated transom panels at Hazardous Materials Storage Building, enclose exhaust/supply shaft openings with fire rated assemblies, additional sheet vinyl on raised floor panels in Rms. 132 and 326, stainless steel grills over sterilizers, surface mounted grills along corridor of Classroom Building, resilient base at casework in lieu of wood base, acoustic

insulation of vent fans to attenuate excessive noise, rubber base at demonstration benches, sheet metal covers at canopy to conceal exposed conduits and roof drains, aluminum esculcheon pieces for beam penetrations, power to electric door strikes at wheelchair lift, replace concrete sidewalk at east boundary of project site to allow for installation of electrical conduit, provide return air transfer duct between Rms. 251 and 253, provide power to motorized shades, refurbishment of Parking Lot No. 1; Soils Engineer request to remove unsuitable soil at west campus sidewalk; SCE requested installation of 1" conduit and telephone cable to Load Center to monitor electrical load; State Elevator Inspector request to relocate exhaust fan in Elevator Machine Room and install 2 additional elevator disconnect switches; Architect requested additional exterior signage; field condition requiring non-typical fire-rated expansion joint assembly at levels 2 and 3 and modification of wheelchair lift call buttons; Manufacturer's warranty required change to gauge of sunshade blinds and raise height of stud framing at lab roof; extend Contractor's Builders All Risk Insurance from 7/1/99 to 7/16/99.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	October 4, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 17

COMMERCIAL WARRANT REGISTER

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

August 1 – August 31, 1999      4091 - 4112      \$3,406,886.88

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

RECOMMENDATION NO. 18

PAYROLL WARRANT REGISTER

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

August 1 – August 31, 1999      C1A-C – 237-N      \$4,389,990.77

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

RECOMMENDATION NO. 19

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, 1999 67458 - 67892      \$962,256

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

Office.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	October 4, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

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. List on file in Business Office.

September 1 – September 30, 1999      D31229 – D31351      \$21,694.75

RECOMMENDATION NO. 21-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.

<u>Purchase Orders - FY 99/2000</u>	<u>Total</u>
A) P. O. 71120 - 71236	700,924.62
B) Telephone-Orders	55,471.39
C) Change Orders	32,911.11
D) Auxiliary-Orders	92,736.44

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

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	October 4, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 21-B PURCHASING: AUTHORIZATION TO PARTICIPATE IN PURCHASE AGREEMENTS

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) Contracts with ANNIXTER, INC. for the purchase of telecommunicating cabling supplies and services and with VECTOR TECHNOLOGY OF CA, LLC for the lease/purchase of computer hardware and software. The CMAS contracts expire April 30, 2000.

#3-96-70-0028AF

#3-97-00-0070B

#3-97-00-0070C

#3-99-70-0141B

It is further recommended that the Board of Trustees approve the award of a purchase order to ANIXTER, INC. for the purchase of telecommunicating cabling supplies and services in an amount not to exceed \$70,000 for the Media Center remodel.

It is further recommended that the Board of Trustees approve the award of a purchase order to VECTOR TECHNOLOGY OF CA, LLC for the lease/purchase of computer hardware and software in an amount not to exceed \$364,832 (over five years) to enable the implementation of Web registration.

Funding Source: FEMA/State/District

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	October 4, 1999

## MAJOR ITEMS OF BUSINESS

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### RECOMMENDATION NO. 22

### AUTHORIZATION TO PURCHASE REAL PROPERTY

It is recommended that the Board of Trustees authorize the District to purchase the real property located at 1410 Pico Boulevard, Santa Monica for the amount of \$1,510,000 plus customary costs and authorize a deposit into escrow in the amount of \$140,000. Upon the close of escrow, the Board of Trustees accepts title to said property for District use.

Funding Source: Simon Estate Trust Fund

Comment: Equilon Enterprises LLC currently holds title to the real property at 1410 Pico Boulevard, Santa Monica. They have accepted the District's offer to purchase said real property subject to Equilon's removal of tanks, piping and related equipment used for the storage and dispensing of petroleum products and other equipment related to the

operation of an automobile fuel service station. The purchase shall be subject to the District's approval of environmental testing results both prior to Equilon's removal of all hazardous materials and contaminated soil and after said removals. Equilon shall be responsible for all corrective action of any environmental condition cause on or about the property by the use and occupancy of Equilon or Texaco Refining and Marketing, Inc.

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

<b>BOARD OF TRUSTEES</b>	<b>Information</b>
Santa Monica Community College District	October 4, 1999

#### INFORMATION ITEM E      REVIEW OF DISTRICT INVESTMENTS

The following statement shows the status of District investments as of June 30, 1999 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. Investments are restricted to government debt and high quality corporate debt.

<b>BOARD OF TRUSTEES</b>	<b>Information</b>
Santa Monica Community College District	October 4, 1999

#### INFORMATION ITEM F      GRANT SUBMITTALS

<b>Title of Grant:</b>	<b>Child Development Training Consortium</b>
Granting Agency:	California Department of Education, Child Development Division (CDE/CDD), administered through the Yosemite Community College District
Requested Funding:	\$7,500
Matching Funds	N/A



Performance Period: August 1, 1999 – July 31, 2000

Summary: Santa Monica College has applied to participate in the Child Development Training Consortium (CDTC), a program designed to address the critical shortage of qualified child care workers in the state of California. The program also supports professional growth and development of those already working in the field. Funding will be used to reimburse SMC students enrolled in SMC's child care training programs.

<b>BOARD OF TRUSTEES</b>	<b>Adjournment</b>
Santa Monica Community College District	October 4, 1999

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ADJOURNMENT

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, November 8, 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.

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Return to the [Meetings page](#).

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

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