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# A G E N D A

Meeting of the  
Santa Monica Community College District  
Board of Trustees  
Monday, December 7, 1998  
5:00 p.m. - Closed Session  
Board Conference Room  
7:00 p.m. - Public Meeting  
Board Room  
Santa Monica College  
1900 Pico Boulevard  
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 in the Santa Monica College Board Room and Conference Center, 1900 Pico Boulevard, Santa Monica, California, on Monday, December 7, 1998.

*5:00 p.m. - Closed Session*

*7:00 p.m. - Public Meeting*

## ***PUBLIC PARTICIPATION***

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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.

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. 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.

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 1

## B Roll Call

## II. **CLOSED SESSION** (*Scheduled for 5:00 p.m.*)

Personnel, pursuant to Government Code Section 54957

Collective Bargaining, pursuant to Government Code Section 54957.6

Pending Litigation, pursuant to Government Code Section 54956.9

Real Property, pursuant to Government Code Section 54956.8

Student Discipline pursuant to Government Code Section 72122

## III. **ORGANIZATIONAL FUNCTIONS** (*Continued*) Page No.

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D Installation of Board of Trustees 1

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November 16, 1998

## 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*)

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#4 Consultant Contract for Planetarium 5

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#36 Faculty Association: Formation of Subcommittee to Review

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**XV. *ADJOURNMENT*:** The next regular meeting of the Santa Monica Community College District Board of Trustees will be January 11, 1999 at 7 p.m. (5:30 p.m. if there is a closed session) in the Board Room and Conference Center at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

There will be a Board of Trustees Retreat on January 22-23, 1999, at the Victorian at Heritage Square, 1640 Main Street, Santa Monica, California.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	December 7, 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

- Pending Litigation, pursuant to Education Code Section 54956.9
- Real Property, pursuant to Government Code Section 54956.8

2714 Pico Boulevard, Santa Monica

- Student Discipline, pursuant to Education Code Section 72122

### ***III - PUBLIC SESSION (7:00 p.m.)***

### ***ORGANIZATIONAL FUNCTIONS***

***C. PLEDGE OF ALLEGIANCE - Veterans***

***D. INSTALLATION OF BOARD OF TRUSTEES***

Piedad F. Robertson, Superintendent/President and Secretary to the Board of Trustees, will administer the Oath of Allegiance for Public Officers to **Nancy Cattell, Carole Currey, Dorothy Ehrhart-Morrison and Herbert Roney** and install them as members of the Board of Trustees of the Santa Monica Community College District.

*Organizational Functions* page 1

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	December 7, 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:

November 2, 1998

November 16, 1998 (Closed Session-Evaluations)

The following action was taken in closed session:

*The Board of Trustees unanimously approved an amendment to the Superintendent's contract, as follows:*

#### Section 1: Term

The District hereby employs the Superintendent for a period of four years, beginning on the 1st day of January, 1999, and terminating on the 31st day of December, 2003. As hereinafter provided, the Board, at its option, may extend this agreement in accordance with the Education Code.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

*Organizational Functions page 2*

**BOARD OF TRUSTEES**

**Action**

Santa Monica Community College District

December 7, 1998

#### CONSENT AGENDA

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

Recommendations pulled for separate action:

Action on Balance of Consent Agenda

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

*Consent Agenda* page 3

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	December 7, 1998

CONSENT AGENDA: CONTRACTS AND GRANTS

-

RECOMMENDATION NO. 2 ACCEPTANCE OF GRANT

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

<b>Title of Grant:</b>	<b>Greater Los Angeles School-to-Career Partnership</b>
Granting Agency:	Los Angeles County Office of Education
Requested Funding:	\$37,121
Matching Funds:	N/A
Performance Period:	December 1998 - June 30, 1999
Summary:	Santa Monica College has partnered with LACOE on their School to Career project. Funds will be used to develop curriculum and articulation agreements with collaborating high schools and to develop marketing materials to attract and inform potential industry and K-12 partners.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	December 7, 1998

CONSENT AGENDA: CONTRACTS AND GRANTS

-

RECOMMENDATION NO. 3 PLAN FOR CHANCELLOR'S OFFICE TELECOMMUNICATIONS GRANT

It is recommended that the Board of Trustees approve the Santa Monica College plan for the use of funds from the Chancellor's Office Telecommunications grant.

Funding Source: Chancellor's Office Grant (\$231,881)

Comment: This is the second year of the Chancellor's Office Telecommunications grant. Funds from the grant will be used to pay for connections to 4CNet, Library automation, a Coordinator of Technology, Training and Research, and technology human resources training. All of the funds are distributed on a categorical basis and must be spent in the aforementioned categories.

RECOMMENDATION NO. 4 CONSULTANT CONTRACT FOR PLANETARIUM

It is recommended that the Board of Trustees ratify the consultant contract with Chris McCarthy for \$120.00, for presenting the planetarium show on November 20, 1998.

Funding Source: Proceeds from ticket sales.

Comment: This is an amendment to the consultant agreement with Deborah Padgett approved by the Board on November 2, 1998. Chris McCarthy presented the public planetarium show instead of Deborah Padgett on November 20, 1998.

RECOMMENDATION NO. 5 SERVICE CONTRACT FOR PLANETARIUM

It is recommended that the Board of Trustees enter into an annual service contract with Evans & Sutherland for \$3,400.00.

Funding Source: Proceeds from planetarium ticket sales.

Comment: This annual contract is for service to the Digistar II Planetarium Projector System in the John Drescher Planetarium.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	December 7, 1998

CONSENT AGENDA: CONTRACTS AND GRANTS

-

RECOMMENDATION NO. 6 FOUNDATION DONOR REPORT

It is recommended that the Board of Trustees accept the following donations and transfer ownership to Santa Monica College Community District for care, maintenance and liability.

Donor Donated Item Designation

Daniel Ziv Fax Machine SEEK Program

Z Valet and Shuttle

Service

Ann DeVilbiss Quantel Harry System SMC Academy

Digital Equipment Steel Server Rack SMC Academy

Corporation

Stuart Karten Novajet III 4 Color Printer SMC Academy

Stuart Karten Design Novajet IV 4 Color Printer

Pen Plotter Artisan Plus 1023

Naia Sheffield Hosting Tailgate Party Community Relations

Boathouse Restaurant Waving Facility Fees Underwriting all Food Costs

Providing live Musical Entertainment

Judy Neveau Wall Sculpture SMC Academy

Odwalla (175) Assorted Juices SMC Academy

(200) Bottles of Water

Packard Bell Packard Bell 486XLT Personal Academic Computing Computer, Keyboard and Mouse

Ultimatte Corporation (50 units) Ultimatte Knockout SMC Academy

Graphics Software

U. S. Web Corporation (3) Sony VCRs SMC Academy

Jenny Okun Framed Getty Poster SMC Academy

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	December 7, 1998

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

-  
RECOMMENDATION NO. 7 CONSULTANT CONTRACT - ARCHITECTURE PROGRAM

It is recommended that the Board of Trustees approve the consultant contract with William Hogan in the amount not to exceed \$5,000 per month for the period January 4, 1999 through June 30, 1999.

Funding Source: District Funds (this is part of the District match for the Chancellor's Office Industry Driven Regional Education and Training collaboration \$205,000 grant)

Comment: Mr. Hogan will set up a new architecture CAD lab, establish an industry advisory board in architectural digital design, conduct an industry software needs analysis, and develop a professional certificate model program of 12 short term training models.

RECOMMENDATION NO. 8 CONSULTANT CONTRACTS - ARTICULATION

It is recommended that the Board of Trustees approve the following consultant contracts for the period December 14, 1998 through December 31, 1998, not to exceed \$1,000 per consultant:

1. John P. Henderson
2. David Sanchez Herrera
3. Edward Albert Markarian

Funding Source: Writing Assistant Project Grant/Chancellor's IJFP Grant

Comment: The consultants will participate in discussion and formulation of strategies and methods of teaching composition and improving articulation between high schools, Santa Monica College and university instruction. Work will culminate in written report of recommendation.

**BOARD OF TRUSTEES**

**Action**

Santa Monica Community College District

December 7, 1998

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

-  
RECOMMENDATION NO. 9 OFF-CAMPUS FACILITES - HEALTH SCIENCES

It is recommended that the Board of Trustees authorize a clinical affiliation contract for the following facility to house off-campus classes for the Health Sciences program:

## Felicia Mahood Senior MPC

Funding Source: No District expense

Comment: The agreement allows students enrolled in the Health Sciences Nursing program to receive needed clinical training at this facility. The Felicia Mahood Senior MPC affiliation helps to implement the new directions of the Nursing Program into more experiences for students in community health facilities. Currently, there are 28 clinical affiliation contracts (10 acute care facilities and 18 community agencies) used to house off-campus classes for the Health Sciences program.

RECOMMENDATION NO. 10 FACILITIES FOR OFF-CAMPUS EMERITUS

COLLEGE CLASSES WINTER/SPRING 1999

It is recommended that the Board of Trustees authorize contracts for facilities to house off-campus Emeritus College classes for the Winter Session, January 4 through February 11, 1999 and the Spring Session, February 16 through June 15, 1999. It is further recommended that payment per class session be authorized as stated on the list.

Comment: The college uses off-campus facilities in Santa Monica to hold Emeritus College classes. The facilities are used from 1 to 8 times per week, for 6 to 16 weeks depending on the facility and the class. There is no charge for the majority of facilities. The list of facilities is on file in the Emeritus College Office and Business Office.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	December 7, 1998

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 11 EMERITUS COLLEGE SPRING 1999 EDUCATIONAL

TOURS

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

CE1 Weekend in Death Valley

Friday-Sunday, February 26-28 Kathleen MacLennan 50%

CE2 St Patrick's Celebration: Doyle's Irish Cabaret

Saturday, March 13 Kathleen MacLennan 50%

CE3 Escondido Art Tour

Saturday, March 20 Cheryl Walker 50%

CE4 Riverside Mission Inn & Heritage House Tours

Thursday, March 25 Kathleen MacLennan 50%

CE5 The King and I at the Candlelight Pavilion

Sunday, April 11 Kathleen MacLennan 50%

CE7 Steinbeck Country Tour

Wednesday-Sunday, April 30-May 2 Kathleen MacLennan 50%

CE8 Cinderella at the Ahmanson

Thursday, May 20 Kathleen MacLennan 50%

CE9 Palm Spring Follies

Saturday, May 29 Kathleen MacLennan 50%

CE10 The Drum Barracks Civil War Museum & Banning Residence

Saturday, June 19 Kathleen MacLennan 50%

CE11 Independence Day at the Hollywood Bowl

Sunday, July 4 Kathleen MacLennan 50%

Funding Source: Emeritus will reimburse the District from the Tours Auxiliary Business account in the amount paid to the instructor.

Comment: Percentage indicates that the tour leader receives a percentage of the net registration fee as



paid by participants. Ms. MacLennan has led Emeritus College tours for three years. Ms. Walker is an Emeritus College instructor and will be paid for her services as a tour leader.

## **BOARD OF TRUSTEES**

## **Action**

Santa Monica Community College District

December 7, 1998

### CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

-

### RECOMMENDATION NO. 12 COMMUNITY SERVICES/EXTENSION SEMINARS/COURSES, WINTER 1999

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

Funding Source: All costs will be covered by the registration fees charged.

Comment: The hourly rate of pay for community services instructors is \$27.40. The hourly rate of pay for extension instructors is \$38.00. Percentage instructors receive the indicated percentage of the net registration fee as paid by the participants. Dollar amount indicates a fixed payment agreement between Santa Monica Community College District and instructors.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	December 7, 1998

### CONSENT AGENDA: HUMAN RESOURCES

### RECOMMENDATION NO. 13 ACADEMIC PERSONNEL

It is recommended that the following actions be approved for academic personnel. All personnel will be properly elected in accordance with district policies, salary schedules, and appropriate account numbers.

### ELECTIONS/EFFECTIVE DATE

### ADMINISTRATIVE

Bugg, Elmer Asst. Dean, Workforce and Economic Dev. 01/04/99

Franzen, Dale Director, Special Projects Development 01/04/99

Hearn, Deyna Director, EOP&S 01/04/99

Neveau, Judy Director, Community Relations 01/04/99

Penchansky, Judith Asst. Dean, External Programs/Student Affairs 01/04/99

Tannatt, Lupita Asst. Dean, Continuing Education 01/04/99

Comment: These administrative positions were included in the management reorganization approved by the Board on July 6, 1998.

### ADJUNCT

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

## **BOARD OF TRUSTEES**

## **ACTION**

Santa Monica Community College District

December 7, 1998

### CONSENT AGENDA: HUMAN RESOURCES

-

### RECOMMENDATION NO. 14 ADMINISTRATIVE EMPLOYMENT AGREEMENT

It is recommended that the Board of Trustees enter into employment agreement with the following administrative senior staff:

ROBERT SAMMIS Vice President January 12, 1999 - June 30, 2002

Human Resources

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

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## BOARD OF TRUSTEES

## ACTION

Santa Monica Community College District

December 7,  
1998

### CONSENT AGENDA: HUMAN RESOURCES

### RECOMMENDATION NO. 15 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: Accounting Technician (1 position) 12/08/98

Business Auxiliary Svcs, 12 mos, 40 hrs

Comment: Position is vacant.

ESTABLISH: Accounting Specialist II (1 position) 12/08/98

Business Auxiliary Svcs, 12 mos, 40 hrs

ABOLISH: Clerical Assistant I (1 position) 12/08/98

Business, 11 mos, 40 hrs

Comment: Position is vacant.

ESTABLISH: Computer Application Instructional Asst.

(new classification/1 position) 12/08/98

Business, 11 mos, 40 hrs

Comment: To provide increased technical support.

ESTABLISH: Department Secretary II (2 positions) 12/08/98

Contract Education, 12 mos, 40 hrs

Comment: Categorical funding through 06/30/99.

ESTABLISH: Administrative Assistant I 01/04/99

Matriculation, 12 mos, 40 hrs

Comment: Categorical funding through 06/30/99.

## **BOARD OF TRUSTEES**

## **ACTION**

Santa Monica Community College District

December 7, 1998

### CONSENT AGENDA: HUMAN RESOURCES

#### RECOMMENDATION NO. 16 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

Acosta, Dennis, Custodian-Day, Operations 11/23/98

Kastendiek, Larry, Community Svcs Asst., Comm. Svcs 10/16/98

Franco, Carlos, Groundskeeper, Grounds 10/10/98

Vasquez, Romano, Comp Lab Instr Spec, Voc Ed/Instr Comp 12/01/98 - 06/30/99

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

Johnson, Jan 11/02/98

Fr: Adm/Rec Clerk II, Admissions, 12 mos, 20 hrs

To: Adm/Rec Clerk II, Admissions, 12 mos, 40 hrs

INCREASE IN HOURS - PERMANENT

Glaser, Raymond 01/04/99

Fr: Parking Sec Officer, NS-1, College Police, 11 mos, 20 hrs

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

Kogan, Greg 01/04/99

Fr: Comp Lab Instr Specialist, NS-1, Instr Comp, 12 mos, 34 hrs

To: Comp Lab Instr Specialist, NS-1, Instr Comp, 12 mos, 40 hrs

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

Flory, Abram, Director of Classified Personnel, Personnel Comm, Step D 12/01/98

Hanks, Suzanne, Accountant, Plan/Development, Step C 08/03/98

Thot, Iris, Tutoring Coord-Foreign Lang., LRC, Step C 08/31/98

Vival, Mireille, Employee Benefits Asst., Admin. Svcs, Step C 06/01/98

PERMANENT EMPLOYEE WITH PROVISIONAL ASSIGNMENT

Fraser, Ian (ext.) 11/02/98 " 12/23/98

Fr: Payroll Specialist, Payroll

To: Acting Payroll Manager, Payroll

WORKING OUT OF CLASSIFICATION (Additional responsibilities)

Hill, Edith, Buyer, Purchasing + 10% 10/15/98 " 11/15/98

Munoz, Angela, A/R Coordinator, Admissions + 7% 10/12/98 " 12/23/98

Gaydowski, Richard, Parking Sec Officer, Coll Police + 5% 09/28/98 " 11/29/98

Watanabe, Diane, Athletic Trainer I, Athletics + 5% 08/31/98 " 09/17/98

### LEAVES OF ABSENCE WITH PAY

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

### MEDICAL/WITH PAY

Agard, Sasha, Admin. Asst. I, College Police (ext.) 10/20/98 " 11/17/98

Harris, Albert, Custodian, NS-2, Operations (ext.) 11/16/98 " 11/25/98

Hendricks, Phil, Acct. Spec II, Fiscal Srvs (ext.) 11/02/98 " 11/30/98

Perry, Rosa, Switchboard Operator, Admissions 11/05/98 " 01/04/99

Pierce, Mary, Admin. Asst. II, Facilities 10/09/98 " 10/16/98

Martin, Sunny, Personnel Mgr., Personnel Comm. 11/15/98 " 11/30/98

Madison, Gary, Asst. Fac Svcs Admin., Facilities 11/24/98 " 12/28/98

Whitaker, Bonnie, Admin. Asst. I, Airport (ext.) 11/07/98 " 12/06/98

### PERSONAL/WITHOUT PAY

Drinot, Luz-Maria, Dept. Secty I, Latino Ctr 12/01/98 " 02/11/99

Portal-Purdy, Jackie, Admin. Asst. II, Evening Programs 12/01/98 " 02/11/99

### RECISION OF STUDY/RETRAINING LEAVE WITHOUT BENEFITS

Drinot, Luz-Maria, Dept Sec I, Latino Ctr 01/11/99 " 03/26/99

### SEPARATIONS

### RELEASE FROM PROBATIONARY ASSIGNMENT

Joyner, Bruce, College Police Dispatcher, College Police 11/15/98

RESIGNATION

Castor, Marnie, Radio Premium Clerk, KCRW 01/15/99

Joseph, JoAn, Inter for the Hear Impaired/Dis Std Test Asst., Dis Std Ctr 11/12/98

Weinman, Marc, Lead Bookstore Oper Asst., Bookstore 01/08/99

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

BOARD OF TRUSTEES	<b>ACTION</b>
Santa Monica Community College District	December 7, 1998

CONSENT AGENDA: HUMAN RESOURCESRECOMMENDATION NO. 17 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 DATEPROVISIONAL (assignment not to exceed 90 working days)

Hardison, Gregory, Radio Programming Tech I, KCRW 11/15/98 " 06/30/99

Hernandez, Lourdes, Dept. Secretary I, Cosmetology 10/16/98 " 11/09/98

Leventhal, Stanley, Accounting Spec. II, Accounting 11/16/98 " 12/23/98

Manriquez, Gulevaldo, Groundskeeper, Grounds 10/01/98 " 11/03/98

Schlossberg, Radio Subscription Service Coord., KCRW 11/12/98 " 03/22/99

SUBSTITUTE

Carranza, Clarissa, Clerical Assistant I, Business (ext.) 10/12/98 " 12/22/98

Goodrich, Marilyn, Dept. Secretary I, Airport 10/28/98 " 11/30/98

Jensen, Charlene, Custodian NS-II, Operations 11/05/98 " 12/21/98

Morris, Terry, Custodian NS-II, Operations 11/05/98 " 11/20/98

Web, Elliot, Custodian, Operations 10/22/98 " 11/13/98

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

Canales, Estela, Community Outreach Aide, Outreach 10/18/98 " 12/22/98

Fuller, Lucas, Community Outreach Aide, Outreach 11/04/98 " 12/22/98

Kenner, Linda, Vocational Instr. Assistant, Business & Industry 09/02/98 " 06/30/99

Ma, Thi Thi, Instructional Assistant - ESL, ESL 11/02/98 " 12/21/98

Nicholson, Feleccia, Office Aide, Human Resources 11/17/98 " 02/28/98

Rosenhaus, Sarah, Community Outreach Aide, Outreach 11/13/98 " 12/22/98

Schreiner, Gregory, Accompanist - Voice, Community Services 10/25/98 " 10/25/98

Vento, Victor, Accompanist - Performance, Emeritus 10/13/98 " 06/30/99

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

Anderson, Diane, Reg/Info Clerk, Admissions & Recs. 11/13/98 " 06/30/99

Gayton-Tanksley, Monica Dept. Secretary I, Women's College 11/20/98 " 12/22/98

Martinez, Rosaura, Assessment Specialist, Admissions & Recs. 11/09/98 " 02/26/99

Medina, Ellen, Reg/Info Clerk, Financial Aid 11/10/98 " 06/30/99

Obrien, Patricia, Accounting Spec. I, Fiscal Services (ext.) 11/01/98 " 12/23/98

Preston, Jaquilyn, Bookstore Clk/Cashier, Bookstore (ext.) 10/01/98 " 06/30/99



Solomon, La Vada, Bookstore Clk/Cashier, Bookstore (ext.) 10/01/98 " 06/30/99

Walter, David, Groundskeeper, Grounds 11/12/98 " 12/01/98

## **BOARD OF TRUSTEES**

## **ACTION**

Santa Monica Community College District

December 7, 1998

### CONSENT AGENDA: HUMAN RESOURCES

#### RECOMMENDATION NO. 18 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 52

\$6.19/hr

Reader 1

\$11.52/hr

#### FEDERAL/STATE FUNDED STUDENT EMPLOYEES

College Work-Study Student Assistant 51

\$6.19/hrly

#### PHYSICAL EDUCATION DEPARTMENT EMPLOYEES

Recreation Director I 2

\$8.12/hr

Recreation Director II 1

\$10.59/hr

PROFESSIONAL EXPERTS

Community Services Specialist I 1

\$27.40

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

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	December 7, 1998

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 19 KCRW: ACCEPTANCE OF GRANT

It is recommended that the Board of Trustees authorize acceptance of the CALIFORNIA ARTS COUNCIL grant in the amount of \$30,618 for the period of November 1, 1998 through September 30, 1999.

Comment: The grant is to be used for support of radio drama production and other on-going productions.

RECOMMENDATION NO. 20 KCRW: TRANSMITTER SITE LEASE

It Is recommended that the Board of Trustees authorize a lease agreement with MOUNTAIN INVESTMENT COMPANY for KCRW to rent space on the antenna at Bald Mountain. The amount of the lease is \$500 per month for the first year of the lease and increases at the rate of four (4) percent annually for each subsequent year for a total term of six (6) years including renewal periods. Lease to be effective upon installation of equipment.

Funding Source: KCRW Donations

Comment: KCRW raises all funding necessary to cover the cost of its operations and capital expenditures. The lease of this antenna space will improve the signal in the Gorman area.

**BOARD OF TRUSTEES****Action**

Santa Monica Community College District

December 7, 1998

CONSENT AGENDA: BUSINESS AND ADMINISTRATIONRECOMMENDATION NO. 21-A CLAIM FOR DAMAGES

It is recommended that the Board of Trustees reject the claim filed by Mr. Norayr Ohanessian, Attorney at Law, for his client, Mr. Roel A. Ramos, for personal damages in the amount of \$1,283.70 and refer the claim to the District's claims management firm.

Comment: Mr. Ramos alleges that while standing near the shuttle stop on Pearl Street on October 1, 1998, a Santa Monica College employee backed a Grounds department cart into him causing injury.

RECOMMENDATION NO. 21-B CLAIM FOR DAMAGES

It is recommended that the Board of Trustees reject the claim filed by Mr. Ja' Frederickson McZeal, for damages in the amount of \$2,720 and refer the claim to the District's claims management firm.

Comment: Mr. McZeal alleges that when he was getting up from his chair in class, the seat broke in half causing him to fall. He further alleges the accident cause him five weeks of lost wages.

**BOARD OF TRUSTEES****Action**

Santa Monica Community College District

December 7, 1998

CONSENT AGENDA: BUSINESS AND ADMINISTRATIONRECOMMENDATION NO. 22-A FACILITIES: SANTA MONICA AIRPORT FACILITY LEASE

It is recommended that the Board of Trustees authorize the renewal of the Santa Monica Airport facility lease with the City of Santa Monica for an additional term of ten (10) years (July 1, 1998 through June 30, 2008). The annual rent shall be \$186,120 plus annual CPI adjustments in accordance with the renewal clause of the original lease.

Funding Source: District General Fund

Comment: The District has rented this facility from the City of Santa Monica for the last ten years. By

using the airport campus for instructional programs, the District has been able to reduce traffic at the main campus while meeting the student demand for classes.

**RECOMMENDATION NO. 22-B FACILITIES: EARTHQUAKE REPLACEMENT SCIENCE -  
CHANGE ORDER NO. 7**

It is recommended that the Board of Trustees approve Change Order No. 7 for the Earthquake Replacement Science Building project with POZZO CONSTRUCTION INC.

Original Contract Amount \$24,650,000

Previous Change Orders (1-6) 34,191

Change Order No. 7 31,394

Revised Contract Amount \$24,715,585

Funding Source: FEMA/District

Comment: This change order provides for GFI outlet and light switch at elevator pits, added hasps for padlocks at microscope cabinets per owner request, rough-in of conduit and wire for security system at doors to complete the Security/Access Control package, add nitrogen gas outlets at fume hood in Room 328, change size of folding tables at lecture halls and classrooms required by ADA for accessible seating, remove existing concrete slab and foundation for existing gas meter assembly and modify keyboard drawers at teaching benches to accommodate computer equipment.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	December 7, 1998

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**

**RECOMMENDATION NO. 22-C FACILITIES: EARTHQUAKE DAMAGE SURVEY/ REPORT, ART BUILDING**

It is recommended that the Board of Trustees authorize the District to enter into an agreement with R.L. BINDER, F.A.I.A. ARCHITECTURE & PLANNING for an earthquake damage survey and report for the Art Building in the amount of \$26,500 plus reimbursables.

Funding Source: FEMA/District

Comment: This agreement provides for a seismic structural survey of earthquake damage to the Art Building and the preparation of a report for FEMA documenting the location, extent, recommended repair and repair cost of observed earthquake damage.

RECOMMENDATION NO. 22-D FACILITIES: AGREEMENT FOR ENGINEERING SERVICES - MEDIA CENTER

It is recommended that the Board of Trustees enter into an agreement with OVE ARUP & PARTNERS USA for electrical and telecommunications services for the Communications Center portion of the Media Center project for an amount not to exceed \$6,500 plus reimbursable expenses.

Funding Source: District

Comment: This agreement will provide for the relocation of the fire alarm control panel, provide underground conduits, and provide emergency power and lighting from the existing generator to serve the Communications Center portion of the Media Center.

**BOARD OF TRUSTEES**

**Action**

Santa Monica Community College District

December 7, 1998

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 22-E FACILITIES: SCHEDULED MAINTENANCE AND SPECIAL REPAIRS PROGRAM

It is recommended that the Board of Trustees approve the filing of the Scheduled Maintenance and Special Repairs Program 1999-2000 through 2003-04 with the State Chancellor's Office.

District 1998-99 1999-00

Priority Project Description Amount Amount

1 Replace Boiler Heating System, Gymnasium\* \$396,500

2 Replace Chilled Water Coils, Technology Bldg.\* 57,950

3 Replace Sewer Line, Technology Building\* 208,926

4 Replace Door Assemblies, Gymnasium\* 58,550

- 5 Replace Sewer Line, Business Building\* 149,297
- 6 Roof Replacement, Gymnasium\* 220,620
- 7 Roof Replacement, Student Activities Bldg. \$ 117,532 131,550
- 8 Replace Main Air Handler Motor, Technology Bldg.\* 12,621
- 9 Replace Chiller Unit, Media Center\* 54,900
- 10 Replace Natural Gas Line, West Campus Buildings\* 233,752
- 11 Seismic Repairs, Art Building\* 396,500
- 12 Replace Clearstory Window Assemblies, Art Bldg.\* 116,320
- 13 Door Replacement, Art & Student Activities Bldgs. 53,375 61,952
- 14 Replace Sump Pumps, Various Buildings\* 42,700
- 15 Replace Floor Covering, Letters & Science Bldg. 42,224 46,526
- 16 Exterior Paint, Design Center & Annex 51,747 53,428

GRAND TOTAL DISTRICT AMOUNT For 1999-00: \$2,242,092

Comment: The projects selected by the State Chancellor's Office are funded at 50 percent of the amount of the project. The Chancellor's Office establishes the priorities; therefore, the District's list reflects the State's priorities. The projects indicated with \* are new for 1999-2000.

## BOARD OF TRUSTEES

## Action

Santa Monica Community College District

December 7,  
1998

### CONSENT AGENDA: BUSINESS AND ADMINISTRATION

-

### RECOMMENDATION NO. 23 COMMERCIAL WARRANT REGISTER

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

period:

October 1 - October 31, 1998 4252 - 4376 \$5,585,215

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

RECOMMENDATION NO. 24 PAYROLL WARRANT REGISTER

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

October 1 - October 31, 1998 C1C-C - C2D-N \$5,054,830

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

RECOMMENDATION NO. 25 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: D29699 - D29867 (list on file in Business Office)

Total: \$33,640.68

**BOARD OF TRUSTEES**

**Action**

Santa Monica Community College District

December 7,  
1998

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 26 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.

October 1 - October 31, 1998 61960 - 62445 \$740,446

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

RECOMMENDATION NO. 27-A PURCHASING: AWARD OF PURCHASE ORDERS

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

Purchase Orders - FY 98/99 Total

A) 64091 - 64270 \$655,446.47

B) T-Orders 568,044.59

C) Change Orders 28,973.22 D) E-Orders 13,935.08

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

RECOMMENDATION NO. 27-B PURCHASING: SALE OF SURPLUS PROPERTY

It is recommended that the Board of Trustees declare as surplus and authorize the sale of miscellaneous exercise equipment, computers and copiers.

Comment: This equipment which has been used in Physical Education and various locations on campus is in disrepair or is obsolete and no longer needed.

**BOARD OF TRUSTEES**

**Action**

Santa Monica Community College District

December 7, 1998

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

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

It is recommended that the Board of Trustees approve the use of the Department of General Services' CMAS (California Multiple Awards Schedule) Contract No 3-94-70-0012 with DELL COMPUTER CO. for the purchase of Dell computer hardware.

Comment: Public Contract Code §12100 authorizes the Department of General Services to purchase data-processing or telecommunication goods and services for other public agencies, e.g. Santa Monica



College.

**RECOMMENDATION NO. 27-D PURCHASING: AWARD OF BID - MEDIA CENTER COPIERS**

It is recommended that the Board of Trustees approve the Purchasing Department's use of the County of Los Angeles Partnership Agreement 071507800 for copiers with XEROX CORP.

It is further recommended that the Board of Trustees enter into an agreement with XEROX CORP (under the above Partnership Agreement) for sixty months for the lease/purchase of one (1) Model 5100A copier for a grand total not to exceed \$100,672.50 (payable at \$20,134.50 per year); and for three (3) Xerox model BK35 copiers (under Agreement 010580110, item 32-C on the 7/6/98 board Agenda), for a total of \$110,869.65 (payable at \$22,173.93 per year).

Comment: Public Contract Code 20652 allows the District to purchase through other public agencies without advertising for bid. All the above copiers are upgrades replacing existing leased copiers. The annual amount of \$42,308.43 will be encumbered for each year of the agreement.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	December 7, 1998

**MAJOR ITEMS OF BUSINESS**

-

**RECOMMENDATION NO. 28 ACADEMIC MANAGERS, CLASSIFIED ADMINISTRATORS, CLASSIFIED MANAGERS AND CLASSIFIED CONFIDENTIAL EMPLOYEES SALARY SCHEDULES, 1999-2000**

It is recommended that the salary schedules for academic managers, classified administrators, classified managers and confidential employees be increased by 4.0% effective January 4, 1999. The effective dates are January 4, 1999 through January 2000.

Comment: The recommended 4.0% salary increase is consistent with what has been offered to other represented employees. The management, administrator and confidential salary schedules were last increased in July 1997.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	December 7, 1998

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO 29-A. AUTHORIZATION TO PURCHASE REAL PROPERTY

-  
(Recommendation to be presented at the meeting)

RECOMMENDATION NO. 29-B RESOLUTION ON THE FINANCING OF CERTAIN FACILITIES  
AND DECLARING INTENT TO REIMBURSE CERTAIN EXPENDITURES FROM TAX-EXEMPT  
OBLIGATIONS

-  
(Recommendation to be presented at the meeting)

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	December 7, 1998

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 30-A PARKING STRUCTURE REPLACEMENT

It is recommended that the Board of Trustees authorize the District to proceed with the steps necessary for the approval to construct replacement parking for Parking Structure B that was demolished as a result of the 1994 Northridge Earthquake and for Parking Lot 7.

Funding Source: FEMA/Certificates of Participation

Comment: Parking Structure B provided 374 parking spaces and Parking Lot 7 provided 82 parking spaces for a total replacement need of 456 spaces. This District will start the necessary approval process with the City of Santa Monica, OES and FEMA. The Board has previously approved contracts for

architectural services to prepare the initial phase of the plans required by the City of Santa Monica and FEMA.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

## **BOARD OF TRUSTEES**

## **Action**

Santa Monica Community College District

December 7, 1998

### MAJOR ITEMS OF BUSINESS

#### RECOMMENDATION NO. 30-B RESOLUTION ON THE FINANCING OF CERTAIN FACILITIES AND DECLARING INTENT TO REIMBURSE CERTAIN EXPENDITURES FROM TAX-EXEMPT OBLIGATIONS

WHEREAS, this Board of Trustees (the "Board") of the Santa Monica Community College District (the "District") has determined the need to construct certain additional parking facilities (the "Project") on its campus located at 1900 Pico Boulevard in the City of Santa Monica, California (the "City"), using the proceeds of tax-exempt obligations (the "Obligations") on behalf of the Board; and

WHEREAS, this Board has determined that the Project is necessary and advisable for its educational and other public purposes, and it now appears that the Board will need to expend some of its moneys (the "Reimbursable Expenditures") prior to the date of delivery of any Obligations; and

WHEREAS, Section 1.150-2 of the Treasury Regulations requires the Board to declare its reasonable official intent to reimburse such Reimbursable Expenditures for the Project with proceeds of such tax-exempt Obligations which the Board reasonably expects will be issued to finance the costs of the Project incurred prior to said date of issuance and that certain of the proceeds of such tax-exempt Obligations in the amount not to exceed \$1,000,000 will be used to reimburse the Reimbursable Expenditures;

NOW, THEREFORE, the Board of Trustees of the Santa Monica Community College District does hereby resolve as follows:

Section 1. All of the foregoing Recitals are true and correct.

Section 2. The Board hereby declares its reasonable official intention to use proceeds of the Obligations to reimburse itself for the Reimbursable Expenditures.

Section 3. The Board presently intends and reasonably expects to issue tax-exempt Obligations within 18 months of the date of the expenditure of moneys on the Project or the date upon which the Project is placed in service or abandoned, whichever is later (but in no event more than 3 years after the date of the original expenditure of such moneys), and to allocate an amount not to exceed \$1,000,000 of the proceeds thereof to the Reimbursable Expenditures in connection with the Project. All of the Reimbursable Expenditures covered by this Resolution were made not earlier than 60 days prior to the date of this Resolution.

Section 4. This Resolution is adopted solely for purposes of establishing compliance with the requirements of Section 1.150-2 of the Treasury Regulations. This Resolution does not bind the Board to make any expenditure, incur any indebtedness, or proceed with the financing, acquisition or construction of the Project.

Section 5. All actions heretofore taken by the officers, or their respective designees, employees and agents of the Board and the County Superintendent of Schools in connection with the financing of the Project are hereby ratified and confirmed. The officers and their designees, the employees and agents of the Board and the County Superintendent of Schools are hereby authorized to take any and all actions in connection with the financing of the Project and as may be necessary and consistent with the purposes of this Resolution.

Section 6. This Resolution shall take effect from and after its adoption.

Comment: The replacement parking will be funded by FEMA and OES earthquake funds for the damaged Parking Structure B and the proceeds from refinancing the Certificates of Participation (COP) originally used to finance the construction of Parking Structures A and C. This action allows the District to recover any funds expended on the project prior to the actual refinancing of the COP.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	December 7, 1998

## MAJOR ITEMS OF BUSINESS

### RECOMMENDATION NO. 31 RESOLUTION: RESPONSE TO CALIFORNIA CITIZEN'S COMMISSION ON HIGHER EDUCATION'S REPORT

In order to provide input into the process of bringing California's higher education into the 21st century, the Board of Trustees will discuss the following position statements in response to the California Citizens Commission on Higher Education's report *A State of Learning: California Higher Education in the Twenty-First Century*. The discussion and position statements primarily focus on issues concerning community colleges.

The Board of Trustees:

- Congratulates the Commission for its vision of what it hopes the future will hold for higher education.
- Agrees with the recognition for an expanded role for California community colleges and for stable and predictable levels of state funding for growth and cost of living.
- Supports the California Community Colleges Board of Governors position on accountability.
- Suggests that rather than changing the model of locally elected trustees, improve the model by clarifying the responsibilities assigned to local boards of trustees and the Board of Governors and the relationship between the two boards.
- Disagrees with the formation of a Governance Council of 17 members and believes that it would increase the complications of running a district and politicize the process even further.
- Supports the reduction of the two-thirds vote on local bond issues.
- Supports a speedy and major overhaul of the Education Code provisions which concern community colleges.
- Supports collective bargaining remaining at the local level to maintain and reflect the individual character of each district.
-

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

## **BOARD OF TRUSTEES**

## **Action**

Santa Monica Community College District

December 7, 1998

### MAJOR ITEMS OF BUSINESS

-

#### RECOMMENDATION NO. 32-A ELECTION OF CHAIR

It is recommended that the election be held for Chair of the Board of Trustees of the Santa Monica Community College District.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

#### RECOMMENDATION NO. 32-B ELECTION OF VICE-CHAIR

It is recommended that the election be held for Vice-Chair of the Board of Trustees of the Santa Monica Community College District.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

RECOMMENDATION NO. 32-C ELECTION OF SECRETARY, ASSISTANT SECRETARY AND RECORDING SECRETARY

It is recommended that Superintendent/President Piedad F. Robertson be elected Secretary to the Board of Trustees; Vice-President, Business and Administration, Thomas J. Donner, be elected Assistant Secretary to the Board of Trustees; and Coordinator, District/Board of Trustees Office Lisa Rose, be elected Recording Secretary to the Board of Trustees.

Comment: In accordance with board policy 9220, the officers and auxiliary personnel of the Board of Trustees of the Santa Monica Community College District shall consist of a chair, vice-chair, secretary, assistant secretary and recording secretary.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	December 7, 1998

MAJOR ITEMS OF BUSINESS

-

INFORMATION ITEM E SEATING OF THE BOARD OF TRUSTEES

The Board of Trustees will be seated alphabetically, with the Board Chair in the middle, the Vice-Chair to the left of the Chair, the Superintendent to the right of the Chair, and the Student Trustee in the designated Student Trustee position.

RECOMMENDATION NO. 33 ELECTION OF TRUSTEE LIAISONS

It is recommended that the Board of Trustees elect two trustees to serve as liaisons with the City of Santa Monica and the Santa Monica-Malibu Unified School District through December, 1999.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

RECOMMENDATION NO. 34 AUTHORIZED SIGNATURE RESOLUTIONS

It is recommended that the Board of Trustees resolve that the Superintendent/ President Piedad F. Robertson, Vice-President, Business and Administration Thomas J. Donner, Vice-President, Planning and Development Darroch Young, Vice-President, Human Resources Robert Sammis and Associate Vice-President, Business and Administration Cheryl Miller be authorized to sign warrants, orders for salary payment, notices of employment, contracts, and other documents as directed by the Board of Trustees; Director of Auxiliary Services Edwin Harte and Controller (vacant) be authorized to sign Auxiliary warrants; and Director of Purchasing Ardell McCoy be authorized to sign purchase orders.

It is further recommended that the attached "Certification of Signatures" be completed and filed with the County Superintendent of Schools. The signatures shall be considered valid for the period of December 7, 1998 through December 6, 1999.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:



**BOARD OF TRUSTEES****Action**

Santa Monica Community College District

December 7, 1998

BOARD POLICY

-

RECOMMENDATION NO. 35 FIRST READING - BOARD POLICY SECTION 8231, PUBLIC PARTICIPATION

It is recommended that the Board of Trustees conduct a first reading of Board Policy Section 8231, Public Participation, Addressing the Board of Trustees.

Comment: Board Policy Section 8231 has been carefully reviewed and revised to clarify the procedure of addressing the Board of Trustees at Board meetings.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

8231

SANTA MONICA COLLEGE

BOARD OF TRUSTEES POLICY

BOARD OPERATIONS

Methods of Operation

Meetings - Meeting ConductOral Presentations to the Board of Trustees

## 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. ~~Persons~~ Individuals wishing to speak to the Board at a Board of Trustees meeting during Public Comments or regarding item(s) on the agenda ~~should~~ 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.

~~A maximum of ten minutes may be allotted to members officially representing organizations. If there are more than four speakers on any topic or item, the Board reserves the option of limiting the time for each participant 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 ~~generally~~ allotted to each speaker per topic for general public comments or per item in the Consent Agenda. 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. 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.

Reference: Education Code Section 72121.5

Government Code Sections 54954.3, 54957.9

Adopted 030678

Revised 120996, 090897

## **BOARD OF TRUSTEES**

## **Information**

Santa Monica Community College District

December 7, 1998

### INFORMATION ITEM F REVIEW OF DISTRICT INVESTMENTS

The following statement shows the status of District investments as of September 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

December 7,  
1998

### INFORMATION ITEM G 1998-99 QUARTERLY GENERAL FUND BUDGET REPORT

-

#### **GENERAL FUND BUDGET SUMMARY**

(AS OF JUNE 30, 1999)

Beginning Balance \$ 4,302,271

Income 88,924,892

Total Funds Available \$93,227,163

Less: Expenses & Transfers 91,438,035

Ending Balance \$ 1,789,128

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

## **BOARD OF TRUSTEES**

## **Action**

Santa Monica Community College District

December 7, 1998

### OTHER BUSINESS: AGENDA ITEMS SUBMITTED BY THE PUBLIC

#### RECOMMENDATION NO. 36 FORMATION OF A SUBCOMMITTEE TO REVIEW FINANCIAL INFORMATION

The following agenda item was submitted by the Santa Monica College Faculty Association:

#### Recommendation:

It is recommended that the Board approve the formation of a subcommittee to review the status of all financial information submitted by the District to the Chancellor's Office. The committee should begin work immediately, be co-chaired by a Board member and a faculty representative, and have the intent of reporting to the Board in February 1999. Subcommittee should include representatives from the Academic Senate, SMC Faculty Association, Classified Senate, CSEA, Board of Trustees and Administration.

#### Rationale:

1. Board Policy 8101 requires Board intervention on any item of such magnitude that the Superintendent/President should not bear responsibility alone.
2. No avenue exists, for bringing financial problems to the Board's attention; Budget Committee does not report to Board.
3. It is critical to maintaining SMC accreditation status that these issues be addressed now.

Administrative Comment:

It is recommended that the Board of Trustees not approve the above recommendation. The 1998 Accreditation Visiting Team commended the College for its position of financial stability and made no recommendation regarding financial resources.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	December 7, 1998

OTHER BUSINESS: AGENDA ITEMS SUBMITTED BY THE PUBLIC

-  
RECOMMENDATION NO. 37 GOLDEN HANDSHAKE FOR 1999, 2000 AND 2001

-  
The following agenda item was submitted by the Santa Monica College Faculty Association:

Recommendation:

It is recommended that the Board approve a Golden Handshake for 1999, 2000 and 2001, to the extent permitted by law, for qualified academic employees.

Rationale:

Board has authority to approve all personnel items. Ed Code provision 22714 sunsets at midnight 12/31/98 so approval must come now.

Administrative Comment:

In order for a district to be able to participate in the Golden Handshake, they must certify, per Education Code Section 87488, that the best interests of the district would be served by encouraging the retirement

of academic employees and that the retirement will either:

- (1) result in net savings to the district;
- (2) result in a reduction of the number of academic employees as a result of declining enrollment; or
- (3) result in the retention of faculty who are qualified to teach in areas of teaching shortage.

SMCCCD is unable to certify that it would meet the obligations of Education Code Section 87488. The District is not suffering from a decline in enrollment and net savings would not be available to the District. Therefore, it is recommended that the Board of Trustees not approve the above recommendation.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	December 7, 1998

ADJOURNMENT

The next regular meeting of the Santa Monica Community College District Board of Trustees will be January 11, 1999 at 7 p.m. (5:30 p.m. if there is a closed session) in the Board Room and Conference Center at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

There will be a Board of Trustees Retreat on January 22-23, 1999, at the Victorian at Heritage Square, 2640 Main Street, Santa Monica, California.

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Return to the [Meetings page](#).

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

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