

A

G

E

N

D

A



SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING
MONDAY, APRIL 3, 2000

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

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 3, 2000

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, April 3, 2000.

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).

I. ORGANIZATIONAL FUNCTIONS

Page No.

- A Call to Order
- B Roll Call

1

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

- Σ Conference with Legal Counsel – Anticipated Litigation
Significant exposure to litigation pursuant to Section 54956.9 (b) (one case)
- Σ Collective Bargaining, pursuant to Government Code Section 54957.6
 - 1. SMC Faculty Association
 - 2. CSEA Chapter 36
- Σ Public Employee Discipline/Dismissal/Release, pursuant to Government Code Section 54957
- Σ Personnel, pursuant to Government Code Section 54957
Superintendent's Contract

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS (Continued)

- C Pledge of Allegiance
- #1 Approval of Minutes: March 6, 2000

1

IV. SUPERINTENDENT'S REPORT

- Σ Associated Students Recognition Awards
 - Leonard Magur, Student
 - Richard McColl, Faculty
 - Tito Sicilia, Staff
- Σ Facilities Presentation

V. ACADEMIC SENATE REPORT

VI. CLASSIFIED SENATE REPORT

VII.	COMMUNICATIONS OR PUBLIC COMMENTS	<u>Page No.</u>
	D Written communication and request to address the Board of Trustees from Randy M. Stein regarding concerns about the Business Building.	
VIII.	BOARD REPORT AND COMMENTS	
IX.	CONSENT AGENDA <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 Budget Augmentations to Grants	5
	#4 Contracts for Celebrate America 2000	7
	#5 Contract for Commencement Flowers	7
	#6 Contract for Madison Millennium Performance Series	8
	<u>Academic and Students Affairs</u>	
	#7 Off-Campus Facilities – Fashion Show	9
	#8 Off-Campus Facilities – Health Sciences	9
	#9 Medical Advisor-Respiratory Therapy Program	9
	#10 Community Services/Extension Seminars/Courses, Spring, 2000	10
	#11 Agreement for Child Care Providers	10
	#12 Consultant Contract for Academy of Entertainment and Technology	11
	#13 Amendment to Contract for Rapidtext	11
	#14 Consultant Contract for Computer Training	12
	#15 Consultant Contract for Staff Development Workshops for Faculty	12
	#16 Consultant Contract for Staff Development Workshops for Purchasing Dept.	12
	<u>Human Resources</u>	
	#17 Consultant – Professional Development	13
	#18 Consultant Contracts for Arbitration	13
	#19 Consultant Contract for Personnel Commission	13
	#20 Academic Personnel – Superintendent's Contract	14
	#21 Academic Personnel	14
	#22 Classified Personnel – Establish/Abolish Positions	15
	#23 Classified Personnel – Regular	16
	#24 Classified Personnel – Temporary	18
	#25 Classified Personnel – Non Merit	19
	<u>Business and Administration</u>	
	#26 KCRW Consultants	20
	#27 KCRW: Agreement for Telephone Services	20
	#28 Annual Swimming Pool Payment	20
	#29-A Facilities: Award of Bid – Science Village Electrical Feed	21
	#29-B Facilities: Award of Bid – Reroof Art Building	21
	#29-C Facilities: Award of Bid – Remodel for Temporary Library	22
	#29-D Facilities: Reject All Bids – Relocation of Temporary Units SV-1 and SV-2	22
	#29-E Facilities: Award of Bid – Reroof Gymnasium	23
	#29-F Facilities: Award of Equipment Bid – Fire Alarm Systems	23
	#29-G Facilities: Completion of HVA/C Units, Telecommunications Building	24
	#29-H Facilities: Construction Escrow Payment	24
	#29-I Facilities: Earthquake Replacement Science Building – Payment to Architect	24
	#29-J Facilities: Amendment of Earthquake Project Management Agreement	25

Business and Administration (continued)**Page No.**

#30	Commercial Warrant Register	26
#31	Payroll Warrant Register	26
#32	Payments from Auxiliary Operations	26
#33	Direct Payments	26
#34-A	Purchasing: Award of Purchase Orders	27
#34-B	Purchasing: Award of Bid for Furniture	27
#34-C	Purchasing: Lease/Purchase Agreement for Launchpad Program	28
#34-D	Purchasing: Authorization to Purchase Broadcast Equipment and Supplies	28
#34-E	Purchasing: Authorization to Participate in Purchase Agreement	29

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

#35	Ratification of Collective Bargaining Agreement with SMC Faculty Association	30
#36	Resolution for Community College Month	31
#37	Ballot for CCCT Board of Directors	32
#38	Agreement for Auditing Services	34
#39	Authorization to Issue TRANS	35

XII. *BOARD POLICY*

#40	First Reading – Board Policy Section 1000, Bylaws of the Board of Trustees, and Section 2000, Administration and Public Relations	52
-----	---	----

XIII. *INFORMATION - No Action Required*

#E	Grant Submittals	53
----	------------------	----

XIV. *ADJOURNMENT:* The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, May 1, 2000 at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 3, 2000

I. ORGANIZATIONAL FUNCTIONS

A. CALL TO ORDER – 5:30 p.m.

B. ROLL CALL

Dorothy Ehrhart-Morrison, Chair
Annette Shamey, Vice-Chair

Nancy Cattell
Carole Currey
Ilona Jo Katz
Patrick Nichelson
Herbert Roney

Pam Schuetz, Student Trustee

II. CLOSED SESSION

- Σ Conference with Legal Counsel – Anticipated Litigation
Significant exposure to litigation pursuant to Section 54956.9 (b) (one case)
- Σ Collective Bargaining, pursuant to Government Code Section 54957.6
 - 1. SMC Faculty Association
 - 2. CSEA Chapter 36
- Σ Public Employee Discipline/Dismissal/Release, pursuant to Government Code Section 54957
- Σ Personnel, pursuant to Government Code Section 54957
Superintendent's Contract

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

C. PLEDGE OF ALLEGIANCE

Teri Bernstein, Chief Negotiator, SMC Faculty Association
Robert Sammis, Chief Negotiator, SMCCD

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 3, 2000

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:

March 6, 2000

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 3, 2000

CONSENT AGENDA

It is recommended that the Consent Agenda, Recommendations #2–#33 be approved.

Recommendations pulled for separate action:

Action on Consent Agenda

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 3, 2000

CONSENT AGENDA: CONTRACTS AND GRANTS

RECOMMENDATION NO. 2

ACCEPTANCE OF GRANTS

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

Title of Grant:	Child Care Training Project		
Granting Agency:	Career Planning Center (through a grant from Community and Senior Services of Los Angeles County)		
Requested Funding:	\$124,000		
Matching Funds	N/A		
Performance Period:	April 2000 – June 2001		
Summary:	This program is a collaborative project of Career Planning Center (CPC) Inc., SMC's Child Development Program, and Connections for Children Childcare Resource and Referral Agency (CFC). The project addresses the inter-related education, sustained employment, and childcare needs of Welfare to Work (WtW) recipients by providing career-oriented instruction and family childcare entrepreneurial training to WtW participants so that they can be employed as associate teachers or family childcare providers.		
Budget Augmentation:	Income:	88300	\$124,000
	Expenditures		
		10000	\$16,284
		20000	51,600
		30000	18,449
		40000	4,567
		50000	31,600
		60000	1,500
	Total Expenditures		\$124,000

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 3, 2000

CONSENT AGENDA: CONTRACTS AND GRANTS

RECOMMENDATION NO. 3

BUDGET AUGMENTATIONS TO GRANTS

It is recommended that the Board of Trustees approve the following budget augmentations to grants previously accepted in September, 1999:

Title of Grant: Extended Opportunity Programs and Services/CARE

Granting Agency: California Community College Chancellor's Office

Requested Funding: \$30,058

Matching Funds N/A

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

Summary: The previous amount of \$73,812 plus this augmentation of \$30,085 brings the new budget to \$103,870.

Budget Augmentation:	Income:	86200	\$30,058
	Expenditures		
		40000	5,000
		70000	25,058
	Total Expenditures		\$30,058

Title of Grant: Disabled Students Programs and Services

Granting Agency: California Community College Chancellor's Office

Requested Funding: \$140,066

Matching Funds N/A

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

Summary: The previous amount of \$617,575 plus this augmentation of \$140,066 brings the new budget to \$757,823.

Budget Augmentation:	Income:	86200	\$140,066
	Expenditures		
		10000	43,316
		20000	5,000
		30000	1,250
		40000	25,800
		50000	49,700
		60000	15,000
	Total Expenditures		\$140,066

Title of Grant: **Extended Opportunity Programs and Services**

Granting Agency: California Community College Chancellor's Office

Requested Funding: \$110,762

Matching Funds N/A

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

Summary: The previous amount of \$731,979 plus this augmentation of \$110,762 brings the new budget to \$842,741.

Budget Augmentation:

Income:	86200	\$110,762
Expenditures		
	20000	6,385
	40000	23,042
	50000	10,700
	70000	70,635
Total Expenditures		\$110,762

Title of Grant: **Matriculation**

Granting Agency: California Community College Chancellor's Office

Requested Funding: \$117,601

Matching Funds N/A

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

Summary: The previous amount of \$862,441 plus this augmentation of \$117,601 brings the new budget to \$980,042.

Budget Augmentation:

Income:	86200	\$117,601
Expenditures		
	40000	10,000
	50000	86,601
	60000	21,000
Total Expenditures		\$117,601

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 3, 2000

CONSENT AGENDA: CONTRACTS AND GRANT

RECOMMENDATIONS NO. 4

CONTRACTS FOR CELEBRATE AMERICA, 2000

It is recommended that the Board of Trustees authorize the following contracts for Celebrate America 2000 on July 1, 2000.

Funding Source: City of Santa Monica and Business Sponsors

HOUSE BREW R & B Music Make check payable to Danny Moynahan.	\$500.00
Chester Whitmore and the Opus One Band Swing Big Band Make check payable to Totally Entertainment Productions	\$3,000.00
Pyro-Spectaculars Fireworks Make check payable to Pyro-Spectaculars	\$15,000.00

RECOMMENDATIONS NO. 5

CONTRACT FOR COMMENCEMENT FLOWERS

It is recommended that the Board of Trustees authorize the renewal of the contract with COMMENCEMENT FLOWERS for flowers to sell to college graduates, June 1, 2000 through June 30, 2001.

Funding Source: 20% of gross revenues paid to college by Commencement Flowers (excluding sales tax)

Comment: Commencement Flowers has sold flowers at graduation for four years. The flowers are, in turn, given to graduates.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 3, 2000

CONSENT AGENDA: CONTRACTS AND GRANTS

RECOMMENDATIONS NO. 6

CONTRACT FOR MADISON MILLENNIUM PERFORMANCE SERIES

It is recommended that the Board of Trustees authorize the following contracts for the Madison Millennium Performance Series, on May 3, 10, and 17, 2000.

Los Angeles Chamber Orchestra	May 10, 2000	\$1,000
Nmon Ford-Livene	May 17, 2000	\$500

Funding Source: District General Fund

Comment: The District is creating an audience for the Madison Theater by presenting a series of concerts, many of which have been underwritten by Santa Monica Bank and Sony Pictures. These are the last two concerts for Spring, 2000.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 3, 2000

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 7

OFF-CAMPUS FACILITIES - FASHION SHOW

It is recommended that the Board of Trustees authorize a contract with California Mart for use of its facilities on May 23-24, 2000, for an amount of \$3,000.

Funding Source: District General Funds

Comment: Since 1985, the California Mart has been one of the locations for the annual Fashion Show put on by the Fashion Design Program. Since the California Mart is located in the center of the manufacturing business area, students have the opportunity to experience the garment industry first hand.

RECOMMENDATION NO. 8

OFF-CAMPUS FACILITIES - HEALTH SCIENCES

It is recommended that the Board of Trustees authorize the clinical affiliation contracts for the following facilities to house off-campus classes for the Health Sciences Nursing program:

Berkeley East Convalescent Hospital
Special Care Nursing Home Health Agency, Inc.
Kelly Assisted Living
Cedars-Sinai Home Care

Funding Source: No District expense

Comment: The agreements allow students enrolled in the Health Sciences Nursing program to receive needed clinical training at community health facilities.

RECOMMENDATION NO. 9

MEDICAL ADVISOR-RESPIRATORY THERAPY PROGRAM

It is recommended that the Board of Trustees approve payment of \$4,500 to the UCLA Department of Medicine as reimbursement for the services of Paul E. Bellamy, M.D., who serves as medical advisor for the joint Santa Monica College/East Los Angeles College Respiratory Therapy Program.

Funding Source: District General Funds

Comment: Dr. Bellamy is Chief of Pulmonary and Critical Care Medicine at UCLA, and his role of advisor includes regular contact with SMC students. The cost of his services is part of SMC's responsibility under the partnership agreement with East Los Angeles College.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 3, 2000

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 10 COMMUNITY SERVICES/EXTENSION SEMINARS/COURSES,
SPRING, 2000

It is recommended that the Board of Trustees approve the following seminars/courses for the Santa Monica College Community Services and Extension programs for Spring, 2000.

Addendum to Spring, 2000 Seminars/Courses

McDonald S	Advanced B/W Print Lab (Spring)	40%
Preston B	Expressively Speaking	40%
Richardson J	Advanced B/W Print Lab (Winter	40%
Walton B	Yoga for a Healthy Back	40%

Extension Instructors

Bibawi D	AutoCad 2000	30%
Goldberg B	Spring Intensive ESL	400 Hr

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

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

RECOMMENDATION NO. 11 AGREEMENT WITH CHILD CARE PROVIDERS

It is recommended that the Board of Trustees authorize the District to enter into agreements with licensed and exempt child care providers to provide child care services for CalWORKS recipients. Payment rate will be consistent with the California Department of Education/Child Development Division maximum reimbursement rate. A list of providers will be on file in the Office of the Children's Services Coordinator, and the Market Ceiling Rate Chart.

Funding Source: CalWORKS

Comment: The college has established a CalWORKS program with the goal of assisting TANF/AFDC students in their transition from welfare to work. A large component of this program is assisting those students in finding quality child care. The Children's Services Coordinator will continue to facilitate this process through the development of a licensed child care provider data base and a voucher system implemented for the purpose of payment for child care services.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 3, 2000

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 12

CONSULTANT CONTRACT FOR ACADEMY OF ENTERTAINMENT AND TECHNOLOGY

It is recommended that the Board of Trustees approve a consultant contact with Animatics, for an amount not to exceed \$10,000.

Funding Source: Economic Development Virtual Multimedia/Entertainment Center Grant

Comment: SMC, as one of its objectives in the Virtual Multimedia/Entertainment Center grant, will be hosting two days of intensive multimedia computer training on April 10 and 11, 2000 at the Academy of Entertainment and Technology. The training program will follow the same format as last year and will be made available to interested faculty and staff. Animatics will be responsible for hiring qualified trainers, provision of materials, design of marketing materials, and other expenses that may be incurred in the scheduling and implementation of the training program.

RECOMMENDATION NO. 13

AMENDMENT TO CONTRACT WITH RAPIDTEXT

It is recommended that the Board of Trustees approve an amendment to the contract with Rapidtext, for \$50 per hour for the academic year 1999-2000 not to exceed \$10,000 per year.

Funding Source: Disabled Students Center

Comment: This is a modification of the existing contract with Rapidtext to include an additional \$10 per hour phone charge for remote captioning. The total cost of remote captioning will be \$50 per hour (\$40 for captioning, plus a \$10 phone charge). The charge for other real-time captioning services will remain at \$40 per hour. The total amount of the contract will remain the same at \$10,000.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 3, 2000

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 14

CONSULTANT CONTRACT FOR COMPUTER TRAINING

It is recommended that the Board of Trustees approve a consultant contract with Jim Stubblefield to provide a one-day training session in updating the District's computerized appointment system, for an amount not to exceed \$800.

Funding Source: Transfer/Counseling Center

Comment: Mr. Stubblefield will lead an all-day training session on the updated version of the District's computerized system used by the Counseling and Transfer Center for scheduling counseling appointments. The fee will also include no charge telephone consultation and any up-dates to the system free for one year.

RECOMMENDATION NO. 15

CONSULTANT CONTRACT FOR STAFF DEVELOPMENT
WORKSHOPS FOR FACULTY

It is recommended that the Board of Trustees approve a consultant contract with Joe Cuseo to facilitate two staff development workshops for instructional faculty on April 21 and May 19, 2000, for an amount not to exceed \$1,200.

Funding Source: Matriculation

Comment: Facilitate two staff development workshops for instructional faculty on the topic of collaborative learning implementation in the classroom. Mr. Cuseo has made a number of presentations on the topic for First Year Experience and has written a number of articles.

RECOMMENDATION NO. 16

CONSULTANT CONTRACT FOR STAFF DEVELOPMENT
WORKSHOPS FOR PURCHASING DEPARTMENT

It is recommended that the Board of Trustees approve a consultant contract with the Center for Dispute Resolution to facilitate staff development workshops for the Purchasing Department for an amount not to exceed \$4,000 plus expenses, for the period of April 4 through June 30, 2000.

Funding Source: Staff Development Fund

Comment: The Center for Dispute Resolution will provide intervention for the Purchasing Department to promote team-work and productivity.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 3, 2000

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 17

CONSULTANT – PROFESSIONAL DEVELOPMENT

It is recommended that the Board of Trustees ratify the following consultant contract for Classified Staff Development Day, Tuesday, March 7, 2000:

MICHAEL CORCORAN ASSOCIATES for a 45 minute keynote presentation plus two one-hour breakout sessions during the day on Stress Reduction and Workplace Violence for an honorarium of \$1,000.

Funding Source: Staff Development Grant

Comment: Michael Corcoran substituted as the keynote speaker on very short notice, because of illness of the previously-approved speaker.

RECOMMENDATION NO. 18

CONSULTANT CONTRACTS FOR ARBITRATION

It is recommended that the Board of Trustees authorize the following consultant contracts for grievance arbitration hearings:

ROBERT R. BERGESON for a fee of \$800 per day plus expenses.

RONALD HOH for a fee of \$800 per day plus expenses.

Funding Source: SMC Faculty Association and District General Fund

RECOMMENDATION NO. 19

CONSULTANT CONTRACT FOR PERSONNEL COMMISSION

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

PATRICIA BARRETT to provide legal representation to the Personnel Commission related to a classified employee discipline matter.

Funding Source: District General Fund

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 3, 2000

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 20

ACADEMIC PERSONNEL – SUPERINTENDENT’S CONTRACT

It is recommended that the Board of Trustees approve a two percent (2%) increase to the Superintendent’s compensation, effective January 1, 2000, and that the amount be reflected as an amendment to the Superintendent’s contract.

Comment: The Board of Trustees will take action following closed session.

RECOMMENDATION NO. 21

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.

EFFECTIVE DATE

ELECTIONS

TEMPORARY CONTRACT FACULTY (Categorically funded)

Raveling, Dolores

Title III Counselor

04/04/00 " 06/13/00

HOURLY

(List on file in the Human Resources - Academic)

LEAVES OF ABSENCE

MEDICAL LEAVE

Azuma, Kay

Life Science

02/29/00 " 03/10/00

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 3, 2000

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 22

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.

EFFECTIVE DATE

ESTABLISH:	Library Asst III Library, 12 mos, 40 hrs	04/04/00
ESTABLISH:	Dept Secretary I Matriculation, 12 mos, 20 hrs Comment: 100% funded by Fund for Institutional Improvement Grant from California Community College Chancellor's Office. First of two years, second year needs to be applied for.	04/04/00 " 01/31/01
ABOLISH:	Media Resources Asst II LRC, 12 mos, 40 hrs Comment: Position vacant.	04/04/00
ABOLISH:	Graphic Artist Marketing, 12 mos, 40 hrs Comment: Position vacant.	04/04/00

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 3, 2000

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 23

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

Burke, Madeline, Dance Prod. Technician, Dance	03/13/00
Jones, Jennifer, Clerical Asst I, LRC-Science	03/06/00
Kraut, Phillip, Comp Lab Instr Specialist, Instr Computing	03/09/00
Terrell, Sharon, Clerical Asst I, LRC-Science	03/06/00

PROMOTIONS

Ring, Carol	03/15/00
-------------	----------

Fr: Graphic Artist, Marketing, 12 mos, 40 hrs
To: Senior Graphic Artist, Marketing, 12 mos, 40 hrs

Wei, Ming-Yea	03/15/00
---------------	----------

Fr: Graphic Artist, Marketing, 12 mos, 40 hrs
To: Marketing Coordinator, Marketing, 12 mos, 40 hrs

ADVANCED STEP PLACEMENT

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

Rankin-Scales, Vivian, Dept Sec I, Photo/Fashion	Step C	01/03/00
--	--------	----------

RECLASSIFICATION (District/CSEA Process)

Madison, Rickey	07/01/99
-----------------	----------

From: Media Resources Assistant I

To: Media Resources Assistant II

WORKING OUT OF CLASSIFICATION

Burdick, Tron	01/31/00 " 04/30/00
---------------	---------------------

Fr: Gardener/Equipment Operator, Grounds, 12 mos, 40 hrs

To: Pipefitter/Sprinkler Systems, Grounds, 12 mos, 40 hrs

WORKING OUT OF CLASSIFICATION (Additional responsibilities)

Belcher, Ernest, Skilled Maint Wker, Maint	+7-1/2%	01/29/00 " 06/30/00
--	---------	---------------------

Wang, Yuwen, Programmer Analyst I, Netwk & Info Mgmt	+7-1/2%	12/07/99 " 03/31/00
--	---------	---------------------

LEAVES OF ABSENCE WITH PAY

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

VOLUNTARY REDUCTION IN HOURS/TEMPORARY

Kogan, Greg, Comp Lab Instr Spec, Instr Comp (reduce 8 to 4 hrs/day)	03/27/00 “ 05/12/00
--	---------------------

MEDICAL/WITH PAY

Barton, Willis, Adm/Rec Clk I, Admissions (ext)	02/26/00 “ 03/29/00
Conway, Gay, Adm/Rec Clk I, Admissions	03/06/00 “ 03/17/00
Flory, Abe, Director of Class Personnel, Personnel Comm	02/14/00 “ 02/25/00
Heard, Alfredia, Switchboard Oper, Admissions	02/23/00 “ 02/28/00
Pena, Cherie, Comp Lab Instr Spec, Instr Comp (Maternity)	02/09/00 “ 04/24/00
Zelaya, Donna, Dept Sec II, Facilities	03/01/00 “ 03/31/00

SEPARATIONS

ADMINISTRATIVE LEAVE

Flory, Abe, Director of Classified Personnel	03/14/00
--	----------

RESIGNATION

Holt, Nathaniel, Buyer, Purchasing	03/29/00
King, David, Building Repair Worker, Maintenance	03/30/00

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	April 3, 2000

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 24

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)

Brownlie, Roma, Tutoring Coordinator-Business, Business	02/29/00 “ 05/01/00
Gabrovsky, Pamela, Instructional Asst. - English, Matriculation	03/16/00 “ 06/15/00
Haston, Claire, Instructional Asst. - English, Matriculation	03/03/00 “ 06/15/00
Matsumoto-Trejo, Sharon, Clerical Assistant I, Science LRC	01/31/00 “ 03/03/00
Sealana, Aurora, Library Assistant II, Library	03/20/00 “ 06/30/00
Truhler, Kimberly, Instructional Asst. - English, Matriculation	03/14/00 “ 06/30/00

SUBSTITUTE

Kincy, Ellen, Department Secretary II, Airport Campus	02/25/00 “ 04/24/00
Padilla, Larry, Computer Lab Instr. Specialist, Instr. Computing	02/28/00 “ 04/24/00

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

Arroyo, Monica, Office Aide, Human Resources	03/08/00 “ 06/30/00
Baker, Tiffany, Counseling Aide, Office of School Relations	03/06/00 “ 06/30/00
Bravo, Melvin, Office Aide, Personnel Commission	03/13/00 “ 06/30/00
Castro, Gisela, Counseling Aide, Office of School Relations	03/10/00 “ 06/30/00
Burke, Madeline, Dance Production Tech, Theatre Arts/Dance	02/01/00 “ 03/10/00
Ellison, Monti, Accompanist - Dance, Theatre Arts/Dance	02/14/00 “ 06/13/00
Gordon, Jeffrey, Counseling Aide, Office of School Relations	02/28/00 “ 06/30/00
Gordon, Stephanie, Counseling Aide, Office of School Relations	03/06/00 “ 06/30/00
Gerhold, Thomas, Accompanist - Voice, Music	02/14/00 “ 06/13/00
Izumi, Mariko, Accompanist - Dance, Theatre Arts/Dance	02/14/00 “ 06/13/00
Krivan, Matilda, Instructional Assistant - ESL, ESL	02/28/00 “ 06/09/00
Lim, Julie, Vocational Instr. Assistant - Cosm., Cosmetology	03/06/00 “ 06/30/00
Logvinskiy, Leonid, Accompanist - Dance, Theatre Arts/Dance	02/14/00 “ 06/13/00
Lopez, Maria, Office Aide, Academic Affairs	03/16/00 “ 06/30/00
Martinez, Isaac, Counseling Aide, Office of School Relations	03/14/00 “ 06/30/00
Polichtchouk, Violetta, Accompanist - Dance, Theatre Arts/Dance	02/14/00 “ 06/13/00
Reed, Jeffery, Accompanist - Dance, Theatre Arts/Dance	02/14/00 “ 06/13/00
Walker, Frederick, Accompanist - Dance, Theatre Arts/Dance	02/14/00 “ 06/13/00
Watkins, Deanna, Accompanist - Dance, Theatre Arts/Dance	02/14/00 “ 06/13/00

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

Abedi, Ahou, Registration/Info Clerk, Office of School Relations	03/03/00 “ 06/30/00
Amian, Andy, Registration/Info Clerk, International Education Ctr.	02/14/00 “ 06/30/00
Clato-Day, Robert A., Comp Lab Instr. Spec, Inst Computing	03/22/00 “ 04/30/00
Harper, Royce, Registration/Info Clerk, Office of School Relations	02/24/00 “ 06/30/00
Le Marie, Gabriela, Registration/Info Clerk, Office of School Rlts.	03/01/00 “ 06/30/00

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 3, 2000

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 25

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	100
\$6.19/hr	

Tutorial Aide	6
\$10.50/hr	

FEDERAL/STATE FUNDED STUDENT EMPLOYEES

College Work-Study Student Assistant	42
\$6.19/hr	

PROFESSIONAL EXPERTS

Art Model	1
\$14.00/hr	

Art Model w/costume	1
\$17.00/hr	

Community Services Specialist I	1
\$27.40/hr	

Community Services Specialist II	5
\$38.00/hr	

PHYSICAL EDUCATION

Recreation Director II	1
\$10.59/hr	

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 3, 2000

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 26

KCRW: CONSULTANTS

It is recommended that the Board of Trustees authorize agreements with the following KCRW consultant for the period ending June 30, 2000.

JOE FRANK: for program production services for "Joe Frank: The Other Side" payable at \$800 for each original exclusive program, \$400 for each remix of an old program and \$200 for each repeat program for a total not to exceed \$24,000.

Funding Source: KCRW donations

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

RECOMMENDATION NO. 27

KCRW: AGREEMENT FOR TELEPHONE SERVICES

It is recommended that the Board of Trustees authorize an agreement with GTE CALIFORNIA INCORPORATED to provide Customer CentraNet Service with IntraLATA toll telephone services for KCRW for the period of January 1, 2000 through December 31, 2002.

Funding Source: KCRW donations

Comment: The rates for this service will vary according to usage. The current estimate provides an annual estimated savings of \$7,440. KCRW raises all operating and capital expenses of the station.

RECOMMENDATION NO. 28

ANNUAL SWIMMING POOL PAYMENT

It is recommended that the Board of Trustees authorize the annual payment to the City of Santa Monica for the maintenance and operation of the campus swimming pool. The amount of the payment is \$48,954.18 for fiscal year 1998-99.

Funding Source: District General Fundd

Comment: This payment is a continuation of an existing agreement with the City of Santa Monica. Costs are shared on a proration of hours of use. For the fiscal year 1997-98, payment was \$46,833.18. The amount for 1998-99 includes a proration for boiler and lighting amortization.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	April 3, 2000

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 29-A

FACILITIES: AWARD OF BID - SCIENCE VILLAGE ELECTRICAL FEED

It is recommended that the Board of Trustees award the bid for the SCIENCE VILLAGE ELECTRICAL FEED project to the lowest responsive bidder.

<u>Bidder</u>	<u>Bid Amount</u>
Pacific General Contractors	\$40,249
Driver-Eddy Construction Co.	59,118
Shenk Developers	78,780

Funding Source: FEMA/District Capital Fund

Comment: This project will provide temporary electrical power to two of the four remaining science village modular buildings and to the construction inspector's trailer. Completion of this work will permit the removal of the electrical infrastructure that fed the entire science village complex and prepare the site for future master plan projects including the Extension to Parking Structure C and the Replacement Liberal Arts building.

RECOMMENDATION NO. 29-B

FACILITIES: AWARD OF BID - REBID REROOF ART BLDG.

It is recommended that the Board of Trustees award the bid for the REBID REROOF ART BLDG. project to the lowest responsive bidder.

<u>Bidder</u>	<u>Bid Amount</u>
Verdugo Roofing Company	\$65,593
Coast Roof Co., Inc.	66,154
Best Roofing & Waterproofing	66,990
Long Beach Roofing	67,995

Funding Source: State Scheduled Maintenance Program/District Capital Fund

Comment: This project is 50% funded by the 1997-98 State Scheduled Maintenance & Special Repairs Program

BOARD OF TRUSTEES	Action
Santa Monica Community College District	April 3, 2000

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 29-C

FACILITIES: AWARD OF BID – REMODEL FOR TEMPORARY LIBRARY

It is recommended that the Board of Trustees award the bid for the REMODEL FOR TEMPORARY LIBRARY project including the addendum to the lowest responsive bidder.

<u>Bidder</u>	<u>Bid Amount</u>
Pacific General Contractors	\$515,370
Ham & Kim Construction, Inc.	519,700
Ark Construction Co.	687,000
AFCO Construction	688,723
Alfa Construction Co.	785,600
Driver-Eddy Construction Co.	956,000
Moment Construction Co., Inc.	997,000

Funding Source: FEMA/District Capital Fund

Comment: This remodel project will convert a portion of the existing library village, presently being used as classrooms, to provide temporary library space that will be used to house critical library functions when the existing library is closed for seismic repair, remodel and the construction of the library addition.

RECOMMENDATION NO. 29-D

FACILITIES: REJECT ALL BIDS - RELOCATION OF TEMPORARY UNITS SV-1 AND SV-2

It is recommended that the Board of Trustees reject all bids for the RELOCATION OF TEMPORARY UNITS SV-1 AND SV-2 project.

<u>Bidder</u>	<u>Bid Amount</u>
Tenco Construction, Inc.	\$ 33,200 (withdrew bid)
EMMA Corp.	79,000
ARK Construction	108,000

Comment: Bid amounts exceeded the District's approved budget for this project.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	April 3, 2000

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 29-E

FACILITIES: AWARD OF BID – REROOF GYMNASIUM

It is recommended that the Board of Trustees award the bid for the REROOF GYMNASIUM project to the lowest responsive bidder:

<u>Bidder</u>	<u>Bid Amount</u>
Coast Roofing	\$214,755
Best, Inc.	218,950
Verdugo Roofing	219,567
Long Beach Roofing	222,500
Letner Roofing	275,653
Lavey Roofing	300,000

Funding Source: State Scheduled Maintenance Program/District Capital Fund

Comment: This project is 50% funded by the 1999-2000 State Scheduled Maintenance and Special Repairs Program

RECOMMENDATION NO. 29-F

FACILITIES: AWARD OF EQUIPMENT BID - FIRE ALARM SYSTEMS

It is recommended that the Board of Trustees award the bid for the FIRE ALARM SYSTEMS project to the lowest responsive bidder.

<u>Bidder</u>	<u>Bid Amount</u>
Simplex Time Recorder Company	\$213,628
Advanced Electronics	responded, no bid

Funding Source: State Scheduled Maintenance Program/District Capital Fund

Comment: This project is 50% funded by the 1997-98 State Scheduled Maintenance & Special Repairs Program. Bids were solicited through newspaper advertisements and a mailing of bid packages to seven companies specializing in this area. The contract includes a provision that the work shall begin no later than April 12, 2000. The bid includes a 10% bid bond and a 100% performance bond.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	April 3, 2000

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 29-G

FACILITIES: COMPLETION OF HVA/C UNITS,
TELECOMMUNICATIONS BUILDING

Subject to completion of punch list items by KEYSTONE AIR CONDITIONING CO., it is recommended that the Board of Trustees authorize the Vice President of Business and Administration, without further action of the Board of Trustees, to accept the project described as HVA/C UNITS, TELECOMMUNICATIONS BLDG. as being complete upon KEYSTONE AIR CONDITIONING's completion of punch lists items. The Vice President of Business and Administration shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in accordance with and in strict compliance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final completion and Final Acceptance, disbursement of the final payment is authorized.

RECOMMENDATION NO. 29-H

FACILITIES: CONSTRUCTION ESCROW PAYMENT

It is recommended that the Board of Trustees, pursuant to Public Contracts Code §22300 authorize the retention payment due to TRIMAX CONSTRUCTION CORPORATION for the 2714 Pico Blvd. Remodel project to be paid into an escrow account held by Union Bank of California.

Comment: Trimax Construction Corporation requested the right to use this process.

RECOMMENDATION NO. 29-I

FACILITIES: EARTHQUAKE REPLACEMENT SCIENCE
BUILDING - PAYMENT TO ARCHITECT

It is recommended that the Board of Trustees approve payment to ANSHEN + ALLEN LOS ANGELES for additional review work caused by contractor on the Earthquake Replacement Science Building project in the amount of \$8,662.

Funding Source: Pozzo Construction

Comment: This is a pass-through for expenditures reimbursed by the contractor.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	April 3, 2000

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 29-J

FACILITIES: AMENDMENT OF EARTHQUAKE PROJECT
MANAGEMENT AGREEMENT

It is recommended that the Board of Trustees amend the Earthquake Project Management agreement with JOHN MASON CALDWELL, AIA, for an additional amount not to exceed \$175,000 plus reimbursables to include construction administration and architectural/engineering services for the conversion of the Library Village classrooms into a temporary Library, architectural services for the power connection for the remaining buildings in the Science Village and related services.

Funding Source: FEMA

Comment: With the acceptance of the FEMA GAP offer for the Library project, funding has been secured for the conversion of the classrooms in the Library Village into a temporary library. In addition, the earthquake repair costs for the Media Center are now incorporated into the Library earthquake repair project. The removal of the Science Village has been planned for August, 1999 as an associated expense of the Science building.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	April 3, 2000

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 30

COMMERCIAL WARRANT REGISTER

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

February 1 – February 29, 2000	4210 – 4228	\$3,523,349.55
--------------------------------	-------------	----------------

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

RECOMMENDATION NO. 31

PAYROLL WARRANT REGISTER

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

February 1 – February 29, 2000	028-C – XXC2H-C	\$6,723,515.65
--------------------------------	-----------------	----------------

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

RECOMMENDATION NO. 32

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.

February 1 - February 29, 2000	70743 – 71254	\$1,748,916
--------------------------------	---------------	-------------

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

RECOMMENDATION NO. 33

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.

March 1 – March 31, 2000	D32131 – D32168	\$553,576.05
--------------------------	-----------------	--------------

BOARD OF TRUSTEES	Action
Santa Monica Community College District	April 3, 2000

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 34-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. 71841 – 71959	\$352,443.35
B) Telephone Orders	2,706.25
C) Change Orders	223,248.96
D) Auxiliary Orders	11,487.25
E) Auxiliary Change Orders	1,100.00

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

RECOMMENDATION NO. 34-B

PURCHASING: AWARD OF BID FOR FURNITURE

It is recommended that the Board of Trustees award bid 99000-B8 for Modular Furniture to the lowest responsive bidder as follows:

Office Depot Business Services Division	\$187,779.62
KI	209,743.99
E & I Cooperatives	226,932.55

Funding Source: Capital Outlay Fund

Comment: This modular furniture will be used in the remodeled administrative offices at 2714 Pico Blvd. Bids were solicited through newspaper advertisements and a mailing.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	April 3, 2000

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 34-C

PURCHASING: LEASE/PURCHASE AGREEMENT FOR
LAUNCHPAD PROGRAM

It is recommended that the Board of Trustees authorize the District to enter into a 12-month lease/purchase agreement with UPTON & OLIVER FUNDING CORPORATION for ten (10) computers and monitors for the Launchpad Program at the Academy of Entertainment and Technology. The total amount of the lease/purchase is \$34,000.

Funding Source: Middle College/Launchpad Grant from State

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

RECOMMENDATION NO. 34-D

PURCHASING: AUTHORIZATION TO PURCHASE BROADCAST
EQUIPMENT AND SUPPLIES

It is recommended that the Board of Trustees authorize the District to purchase additional broadcast equipment and supplies for KCRW using bid 99000-B4 as follows:

HARRIS CORPORATION, INC.	\$59,889.00
RF SPECIALTIES, INC.	\$8,675.10

Funding Source: KCRW Donations

Comment: At its January 10, 2000 meeting, the Board of Trustees awarded bid 99000-B4 for multiple purchases of broadcast equipment from various vendors. Pricing was extended through June 30, 2000. KCRW wants to purchase additional equipment and supplies as back-up for their Beverly Hills site.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	April 3, 2000

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 34-E

PURCHASING: AUTHORIZATION TO PARTICIPATE IN
PURCHASE AGREEMENT

It is recommended that the Board of Trustees determine that it is in the best interest of the District to use the Los Angeles County ISD Agreement #56297 with CORPORATE EXPRESS and authorize the District to use the agreement for the purchase of office supplies. The Los Angeles County Agreement was reached after an advertised bid and the pricing has been extended through March 31, 2001.

Comment: The District has used the Los Angeles County Agreement with Corporate Express for two years in order to obtain the best pricing on office supplies.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 3, 2000

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 35

RATIFICATION OF COLLECTIVE BARGAINING
AGREEMENT WITH SMC FACULTY ASSOCIATION,
1998-2001

It is recommended that the Board of Trustees ratify the successor collective bargaining agreement with the Santa Monica College Faculty Association for the term of August, 1998 through August, 2001.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 3, 2000

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 36

RESOLUTION FOR COMMUNITY COLLEGE MONTH

It is recommended that the Board of Trustees adopt the following resolution:

WHEREAS, Santa Monica College serves students with a broad array of educational services including transfer education, two-year degree programs, career preparation, basic skills education and continuing education; and

WHEREAS, Santa Monica College provides an environment that supports and encourages the visual and performing arts for the benefit of the students and the community; and

WHEREAS, Santa Monica College enjoys a special partnership with business, industry and government that benefits the local economy by providing educational opportunities for new and current employees; and

WHEREAS, Santa Monica College is a resource for community services, including cultural programming, educational and career counseling and special events for the entire family; and

WHEREAS, Santa Monica College has demonstrated that daily it fulfills its vision of "Changing Lives through Excellence in Education for a Global Community;" and

WHEREAS, Santa Monica College has been a proud part of this tradition since 1929, growing from 153 to 27,000 students in that time and earning a reputation as a caring, quality institution of higher education; and

WHEREAS, Santa Monica College continues to provide opportunities for transfer, enrichment, and job training;

THEREFORE BE IT RESOLVED that Community College Month be observed during the month of April, 2000.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 3, 2000

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 37

BALLOT FOR CCCT BOARD OF DIRECTORS

It is recommended that the Board of Trustees cast its ballot as indicated for the California Community College Trustees (CCCT) Board of Directors.

COMMENT: The ballot was prepared with a bullet vote for Carole Currey to reflect the Board's full support.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 3, 2000

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 38

AGREEMENT FOR AUDITING SERVICES

It is recommended that the Board of Trustees approve a three-year agreement with VICENTI, LLOYD AND STUTZMAN LLP for district auditing services for the fiscal years 1999-2000, 2000-2001 and 2001-2002. This agreement for services will cover the district's requirements for audits for the district's basic operations, grants, federal financial aid programs, and KCRW radio station for the Corporation for Public Broadcasting. The fees for audit services will be as follows for each year plus actual and necessary expenses:

<u>1999-2000</u>	<u>2000-2001</u>	<u>2001-2002</u>
\$ 58,800	\$ 61,400	\$ 64,200

Funding Source: District General Fund and KCRW Donations

Comment: Vicenti, Lloyd and Stutzman has extensive community college audit experience. The District contacted other community colleges who have used the firm and receive favorable recommendations before contracting with the firm for the 1998-99 audit. Having completed that audit, the firm now has an understanding of the audit requirements of the District. KCRW raises all operating and capital expenses of the station.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 3, 2000

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 39

AUTHORIZATION TO ISSUE TRANS

It is recommended that the Board of Trustees adopt the attached resolution authorizing the issuance of Tax Revenue Anticipation Notes (TRANS) not to exceed \$5 million and the participation with the Los Angeles County Pooled 2000-2001 issue.

Comment: The TRANS issuance authorization will assist the District in its cash management for fiscal year 2000-2001. The distribution timing of funding from State apportionment and the shift by the State to property tax as a revenue source has impacted the cash flow of the District. The TRANS is a short-term borrowing to meet cash flow needs in the General Fund and the debt will be retired prior to the close of fiscal year 2000-2001 when county property tax revenues are received.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 3, 2000

BOARD POLICY

RECOMMENDATION NO. 40

FIRST READING – BOARD POLICY SECTION 1000,
BYLAWS OF THE BOARD OF TRUSTEES AND
SECTION 2000, ADMINISTRATION AND PUBLIC RELATIONS

It is recommended that the Board of Trustees conduct a first reading of Section 1000, Bylaws of the Board of Trustees, and Section 2000, Administration and Public Relations.

COMMENT: These are the first two sections to be presented for Board consideration following an extensive review and revision process to update the entire Board Policy/Administrative Regulations Manual.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	INFORMATION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 3, 2000

INFORMATION ITEM E

GRANT SUBMITTALS

Title of Grant: **Pico Partnership/On The Move Program**

Granting Agency: City of Santa Monica

Requested Funding: \$218,334 (first year funding of a three year grant)

Matching Funds: \$184,981 (Source: SMC In-kind and Federal College Workstudy and financial aid)

Performance Period: July 1, 2000 – June 30, 2003

Summary: This proposal is a continuation of the Pico Partnership/On the Move project, funded in part by the City of Santa Monica for the past three years. The City is currently re-competing operational grants for the next three-year cycle. The program participants receive childcare assistance, personal and academic counseling, employment and career services, tutoring, financial aid assistance and book vouchers.

Title of Grant: **Teacher Training and Reading Development Partnerships (TRDP)**

Granting Agency: Chancellor's Office, California Community Colleges

Requested Funding: \$250,000 (first year of a five year grant)

Matching Funds: \$28,125 (Source: SMC In-kind)

Performance Period: June 30, 2000 – June 30, 2001

Summary: In partnership with West Los Angeles College and California State University, Los Angeles, the goals of SMC's proposed TRDP project include:

- Σ encouraging high school and college students to pursue a career in teaching,
- Σ improving articulation of courses and clarifying financial aid options between the community colleges and the CSUs, and
- Σ developing a reading tutor program which will place SMC/WLA students in LAUSD elementary schools (grades K-3) as reading tutors.

Title of Grant: **Year Two Renewal of the Job Development Incentive Training Fund Grant for the Retail Industry (Santa Monica Place)**

Granting Agency: Chancellor's Office, California Community Colleges

Requested Funding: \$299,165

Matching Funds: \$340,254 (Source: SMC In-kind and contributions from SMPSC)

Performance Period: July 1, 2000 – June 30, 2001

Summary: This project is a collaborative effort between SMC, the Career Planning Center and the Santa Monica Place Shopping Center (SMPSC).

Funding will be used to continue Customer Service Skills training program for SMPSC employees, an employment recruiting campaign and pre-employment training curriculum targeted to recipients of public assistance, and a public relations campaign targeted to the SMPSC "preferred customer."

Title of Grant: **Year Two Renewal of the Job Development Incentive Training Fund Grant for the Travel Industry (American Airlines Regional Training Center)**

Granting Agency: Chancellor's Office, California Community Colleges

Requested Funding: \$299,520

Matching Funds: \$340,062 (Source: SMC In-kind and American Airlines contributions)

Performance Period: July 1, 2000 – June 30, 2001

Summary: This project continues the collaborative effort between SMC, the Career Planning Center and American Airlines. Second year funding will be used to provide "new hire" and "post employment" customer service training for AA employees; create employment opportunities for recipients of public assistance; and provide pre-employment training for these individuals.

Title of Grant:	Multimedia/Entertainment Center
Granting Agency:	California Community Colleges Chancellor's Office
Requested Funding:	\$178,875
Matching Funds:	\$178,875 (Source: SMC In-kind)
Performance Period:	July 1, 2000 – June 30, 2001 (fourth year renewal)
Summary:	The Multimedia/Entertainment Center is a four-college consortium effort led by Santa Monica College; the other partners include De Anza College, Glendale College and the College of Marin. Funding is used primarily to develop curriculum and programs designed to increase the number of qualified applicants for high paying jobs in the multimedia and entertainment industries.

BOARD OF TRUSTEES	ADJOURNMENT
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 6, 2000

ADJOURNMENT

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, May 1, 2000 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.