



SANTA MONICA COMMUNITY COLLEGE DISTRICT

MINUTES OF THE

BOARD OF TRUSTEES MEETING

JULY 6, 1998

A meeting of the Board of Trustees of the Santa Monica Community College District was held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Monday, July 6, 1998 at 5 p.m.

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

I. *ORGANIZATIONAL FUNCTIONS*

A Call to Order

B Roll Call

C Employee Discipline: Public Session

The employee(s) requested to have charges heard and

respond in public meeting

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

III. ORGANIZATIONAL FUNCTIONS

D Pledge of Allegiance

#1 Approval of Minutes: June 1, 1998

IV. BOARD RECOGNITION

RAND

V. SUPERINTENDENT'S REPORT

VI. ACADEMIC SENATE REPORT

VII. CLASSIFIED SENATE REPORT

VIII. COMMUNICATIONS OR PUBLIC COMMENTS

IX. BOARD REPORT AND COMMENTS

X. CONSENT AGENDA

Contracts and Grants

#2 Lecture Series - SMC Events Programs

#3 Consultant Services - Information Resources

#4 Consultant Agreement for Peoplesoft Implementation

#5 Contract for Professional Services

#6 Subscription for Reporting Service

#7 Foundation Donor Report

#8 Acceptance of Grants

Academic and Student Affairs

- #9 Course Approval
- #10 Retired Senior Volunteer Program (RSVP)
- #11 Matriculation Assessment Materials Contract
- #12 Consultant Contract for Department Chairs Workshop
- #13 Consultant Contract for Academy of Entertainment and Technology
- #14 Institutional Membership
- #15 Off-Campus Facilities - Emeritus College
- #16 Emeritus College Educational Tours, Fall 1998
- #17 Community Services/Extension Seminars/Courses, Summer 1998

Human Resources

- #18 Management Reorganization
- #19 Administrative Employment Agreements
- #20 Academic Personnel
- #21 Classified Personnel - Establish/Abolish Positions
- #22 Classified Personnel - Regular
- #23 Classified Personnel - Temporary
- #24 Classified Personnel - Non Merit

Business and Administration

- #25 Amendment to KCRW Agreement

#26 Agreement for Establishment of Investment Account

#27-A Facilities: Consultant Services for Library Project

#27-B Facilities: Architectural Services - Child Care Facility

#27-C Facilities: Earthquake Replacement Science Building, Change

Order No. 3

#27-D Facilities: Food Service/Dining Facility, Change Orders No. 2-4

#27-E Facilities: Madison ADA and College Improvements Change

Order No. 2

#27-F Facilities: Approval of Takeover Agreement - Gymnasium

Seismic Repair

#27-G Facilities: Amendment to Master Plan Consultant Agreement

#27-H Facilities: Architectural Services Agreement - Master Plan

#27-I Facilities: Architectural/Engineering Services Contract Amendment-

Library Remodel, FEMA Justification Study

#27-J Facilities: Architectural/Engineering Services Contract Amendment-

Replacement Science Building - FEMA Justification Study

Business and Administration (continued)

#27-K Facilities: Architectural/Engineering Services Contract Amendment-

Replacement Science Building

#27-L Facilities: Architectural Services - Madison Parking Lot Project

#27-M Facilities: Architectural Services Contract Amendment - Academy

of Entertainment and Technology

#27-N Facilities: Cost Estimate for Remodel of Emeritus College

#28 Commercial Warrant Register

#29 Payroll Warrant Register

#30 Direct Payments

#31 Payments from Auxiliary Operations

#32-A Purchasing: Award of Purchase Orders

#32-B Purchasing: Amendment to Agreement for Computer Imaging System

#32-C Purchasing: Award of Bid - Media Center Copiers

XI. BOARD POLICY

#33 First Reading - Board Policy Revisions

XII. INFORMATION - No Action Required

E Revision to the Educational Master Plan

F Submittal of Grants

XIV. CONSENT AGENDA - Pulled Items

XV. ADJOURNMENT: A Board of Trustees Retreat will be held Friday-Saturday, July 17-18, 1998 at Shutters on the Beach, One Pico Boulevard, Santa Monica, California. No action will be taken.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, August 10, 1998 at 7 p.m. (5:30 p.m. if there is a closed session) in the Board Room (Business Building Room 117) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

BOARD OF TRUSTEES**Action**

Santa Monica Community College District

July 6, 1998

ORGANIZATIONAL FUNCTIONS-
A. CALL TO ORDER - 5:00 p.m.**B. ROLL CALL**

Nancy Cattell, Chair - Present

Herbert Roney, Vice-Chair - Present

Carole Currey - Present

Dorothy Ehrhart-Morrison - Present

Ilona Jo Katz - Present

Patrick Nichelson - Present

Annette Shamey - Present

Gabriel Barrios, Student Trustee - Present

C. EMPLOYEE DISCIPLINE: PUBLIC SESSION

The charges against Desire Law were heard in public session and Ms. Law provided comment to the Board of Trustees.

II - CLOSED SESSION - 5:15 p.m.

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

III - PUBLIC SESSION (7:07 p.m.)

ORGANIZATIONAL FUNCTIONS

Report from Closed Session

Chair Nancy Cattell announced that the Board of Trustees considered two recommendations for disciplinary action and there was no action to report. The Board of Trustees also discussed collective bargaining with the Faculty Association and no action was taken.

D. PLEDGE OF ALLEGIANCE - Piedad F. Robertson, Superintendent/President

BOARD OF TRUSTEES

Action

Santa Monica Community College District

July 6,
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:

June 1, 1998

MOTION MADE BY: Carole Currey

SECONDED BY: Ilona Katz

STUDENT ADVISORY: Aye

AYES: 7

NOES: 0

BOARD OF TRUSTEES

Action

Santa Monica Community College District

July 6,
1998

SUPERINTENDENT'S REPORT

- Graduation was outstanding. Congratulations and thanks to everyone who participated.
- Approximately 19,000 people attended Celebrate America on July 3rd.
- The Accrediting Commission of the Western Association of Schools and College reaffirmed SMC's accreditation for another six years. Thanks to Fran Manion and Randy Lawson for their leadership in producing SMC's accreditation report which has been selected as a model.
- Superintendent Robertson will be attending a Board meeting of the Tomas Rivera Institute, an organization that develops policy for Latino studies and conducts research on Latinos in education.
- Professor Denise Cavener provided an update on the National Institute of Health (NIH) program and introduced student Alisha Conrow, who participated in the program.
- The Westside Urban Forum bestowed Santa Monica College and Gensler with the *Award of Honor* for the SMC Master Plan.

Public Comments

Alan Buckley

Sunny Martin/Rosalie Argenta

Philip Hendricks

Teri Bernstein

BOARD OF TRUSTEES

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Santa Monica Community College District

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1998

CONSENT AGENDA

It is recommended that the Consent Agenda, Recommendations #2-#32 be approved.

Recommendations tabled (no action taken): #26

Recommendations pulled for separate action: #18

Recommendations pulled for abstention: #27-B, #27-H, #27-I, #27-J,

#27-K, #27-L, #27-M

Action on Balance of Consent Agenda

MOTION MADE BY: Annette Shamey

SECONDED BY: Carole Currey

STUDENT ADVISORY: Aye

AYES: 7

NOES: 0

ABSTAIN: Katz on #27-B, #27-H, #27-I, #27-J, #27-K, #27-L, #27-M

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 6, 1998

CONSENT AGENDA: CONTRACTS AND GRANTS

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RECOMMENDATION NO. 2 LECTURE SERIES - SMC EVENTS PROGRAM

It is recommended that the Board of Trustees approve the following lectures for Santa Monica College Events programs for the amount of \$120.00 each.

Planetarium Guest Lectures

Astonomy Lecture Alan Rubin

May 29, 1998 (Alan Rubin was a substitute lecturer

for Dr. James Arnold)

Where Are the Other Asteroid Belts? Kevin Grazier of JPL

September 25, 1998

Asteroids in Your Future James Arnold of UCSD

October 30, 1998

The Hubble's First Planet Discovery Deborah Padgett of JPL

November 20, 1998

Art in the Evening

ARTISTS and LIGHT Mark Hudelson

September 11, 1998 50% of ticket sales

REMBRANDT Mario Semere

October 9, 1998 50% of ticket sales

REALISM in ART Mark Hudelson

November 13, 1998 50% of ticket sales

MATISSE Mario Semere

December 4, 1998 50% of ticket sales

Funding Source: Covered by fees charged.

BOARD OF TRUSTEES Santa Monica Community College District	Action July 6, 1998
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CONSENT AGENDA: CONTRACTS AND GRANTS

RECOMMENDATION NO. 3 CONSULTANT SERVICES - INFORMATIONRESOURCES

It is recommended that the Board of Trustees ratify the consultant contract with Tom Lane and authorize payment for creation of bar codes for the Common Essay Exam and for creation of a database to store barcode automation for students and scorers for an amount not to exceed \$500.

Funding Source: District Funds.

Comment: This consultant worked for a time at Cornell University's Information Services Department and has written a program for all English and ESL class rosters and for the readers of the exam.

RECOMMENDATION NO. 4 CONSULTANT AGREEMENT FOR PEOPLESOFTIMPLEMENTATION

It is recommended that the Board of Trustees authorize the District to enter into an agreement with Business Information Technology, Inc. for consulting services necessary for the District to implement the PeopleSoft, Inc. software. The basic fee for such services shall not exceed \$1,050,000.

Funding Source: District

Comment: This action provides a new implementation consultant at no additional cost to the District. On May 4, 1998, the Board of Trustees authorized the District to enter into an agreement for consulting services for a basic fee not to exceed \$1,050,000, but the agreement was never executed. The District has determined that Business Information Technology, Inc. is better suited for the implementation and provides equivalent or better services.

BOARD OF TRUSTEES

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Santa Monica Community College District

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CONSENT AGENDA: CONTRACTS AND GRANTSRECOMMENDATION NO. 5 CONTRACT FOR PROFESSIONAL SERVICES

It is recommended that the Board of Trustees to approve a contract with San Diego State University

Foundation in the amount of \$1,000 for professional services to develop an economic impact study of Santa Monica College on the City of Santa Monica to be completed by October 15, 1998.

Funding Source: District Funds.

Comment: It is important in the economic development efforts of the College to have an analysis of the economic impact by the College on the City of Santa Monica. San Diego State has provided this service for many community colleges and it is the most cost effective method for preparation of the study.

RECOMMENDATION NO. 6 SUBSCRIPTION FOR REPORTING SERVICE

It is recommended that the Board of Trustees approve a subscription for *Student Right to Know*, a reporting service, for the amount of \$2,600 per year for the next three years.

Funding Source: District Funds

Comment: All districts subscribe to this service because there is no way for individual districts to be able to track student flow among colleges. The cost for the last two years for this subscription was \$3,000 per year.

BOARD OF TRUSTEES

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Santa Monica Community College District

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CONSENT AGENDA: CONTRACTS AND GRANTS

RECOMMENDATION NO. 7 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 Department

VTEL Video Conferencing System SMC Academy

Sound Advance Screen and Speakers SMC Academy

Webster Phillips Academy Preview Films SMC Academy

Intergraph (3) Render Servers and SMC Academy

1 Video Server

Sprint PCS (3) Sprint PCS Phones SMC Foundation

Lucy Hesky Apple Macintosh IIsi Computer EOPS

(Monitor, Keyboard, Covers

system software)

BOARD OF TRUSTEES

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Santa Monica Community College District

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CONSENT AGENDA: CONTRACTS AND GRANTS

RECOMMENDATION NO. 8 ACCEPTANCE OF GRANTS

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

Title of Grant:	CalWORKs Funding (1997/98)
Granting Agency:	California Community Colleges Chancellor's Office
Requested Funding:	\$573,826
Matching Funds:	Not Required
Performance Period:	January 1, 1998 - June 30, 1998

CalWORKs funding (which is based on the number of AFDC recipients enrolled at SMC during FY 95/96) will be used to develop/revise curriculum, subsidize childcare (by either providing "slots" within SMC's childcare program or referrals to other childcare providers), and pay for work/study opportunities for CalWORKs recipients.

Summary:

The initial programs to be developed for CalWORKs recipients include Automotive Repair (brakes, front end, exhaust system), Eldercare, Certified Nursing Assistant, Clerical/Office Assistant, Medical Transcription, and Medical Billing

Income

86XXX \$573,826

Expenditure

1000 37,800

Budget Augmentation

2000 28,754

3000 11,850

4000 280,139

5000 123,150

6000 92,133

Title of Grant:

VATEA IIC Reallocation (FY 97/98)

Granting Agency:

California Community Colleges Chancellor's Office

Requested Funding:

\$35,674 (augments original grant of \$283,002)

Matching Funds:

Not Required

Performance Period:

July 1, 1997 - June 30, 1998

Summary:

Grant application augments original grant bringing the new allocation to \$318,676

VATEA IIC additional funds

Income

82XXX \$35,674

Budget Augmentation

Expenditure

2000 10,882

6000 24,792

Title of Grant: **Fund for Student Success: *Transfer Readiness for Underrepresented Students***

Granting Agency: Chancellor's Office, California Community Colleges

Requested Funding: \$50,000

Matching Funds: \$29,779 (Source: each of the nine participating colleges are providing 5% of their respective Transfer Center Director salaries and \$300 to cover the cost of the printing and postage).

Performance Period: July 1, 1998 - June 30, 1999

Summary: The Los Angeles Regional Intersegmental Advisory Board (LARIAB) is a consortium of Transfer Center Directors from LA-area two-and four-year institutions. Collectively, they have developed a proposal to provide trips to approximately 300 underrepresented students to expose them to the transfer options available through Northern California colleges and universities. Santa Monica College will act as the fiscal agent for the project.

Title of Grant: **Fund for Instructional Improvement: *Cinema Curriculum and Resource Enrichment Program***

Granting Agency: Chancellor's Office, California Community Colleges

Requested Funding: \$19,993

Matching Funds: \$9,360 (Source: SMC in kind match)

Performance Period: July 1998 - June 1999

Summary: This proposal seeks funding to expand SMC's holdings of VHS films and documentaries and to establish a resource guide for Cinema instructors for using these materials in the classroom.

Title of Grant: **Fund for Instructional Improvement: *Worksite Internships for Faculty***

Granting Agency: Chancellor's Office, California Community Colleges

Project Originator: Winniphred Stone, Assistant Dean, Distance Education

Requested Funding: \$41,184

Matching Funds: \$12,408 (Source: SMC in kind match)

Performance Period: July 1998 - June 1999

Summary: This proposal seeks funding to provide work site experience for two faculty members from the Academy of Entertainment/Technology in distance education techniques.

Title of Grant: **Matriculation Set-Aside Funding: Model Curriculum for Student Success**

(second year renewal)

Granting Agency: Chancellor's Office, California Community Colleges

Requested Funding: \$27,250

Matching Funds: Not Required

Performance Period: July 1998 - June 1999

Summary: Requested funding will support continued development and delivery of a course that addresses the skills needed to be an effective and successful college student. In addition to student outcomes, the project will provide a forum and avenue for faculty and wider college community to gain information, understanding and strategies for increasing student success.

Title of Grant: **Fund for Student Success: *Transfer Readiness Research Project***

Granting Agency: Chancellor's Office, California Community Colleges

Requested Funding: \$50,000

Matching Funds: \$20,901 (Source: SMC in-kind)

Performance Period: July 1, 1998 - June 30, 1999 (plus two renewal years)

Summary: The proposed project expands on SMC's current research project of students who transfer to UCLA. The project will allow SMC to extend the study to five additional four-year institutions, develop tangible program improvements during year two, and revisit the research sites during year three.

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

Granting Agency: Chancellor's Office, California Community Colleges

Requested Funding: \$28,777

Matching Funds: \$2,877 (Source: SMC in-kind)

Performance Period: July 1, 1998 - June 30, 1999

Summary: The proposed project supports the existing partnership between SMC, the Center for Educational Achievement and the Saturday Science Academy at Charles R. Drew University of Medicine High School Magnet. The purpose of the partnership is to increase the access, retention of underrepresented students in the biological sciences. Funding will be used to develop and conduct one advanced biological science course.

Title of Grant: **Industry Driven Regional Education and Training Collaborative: Architectural Technology Training Lab for Industry Professionals**

Granting Agency: Chancellor's Office, California Community Colleges

Requested Funding: \$122,332

Matching Funds: \$122,472 (Source: SMC in-kind and industry partner contributions)

Performance Period: July 1, 1998 - June 30, 1999

Summary: This project proposes the development and dissemination of a compact Professional Certificate Program in Digital Architectural Design, formulated with industry design professionals. The program and curriculum developed will include strategies that reflect emerging needs in the architectural and interior design workplace, an integration of vocational industry-based curriculum, and instructional and support services that are responsive to the needs of industry.

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Santa Monica Community College District	July 6, 1998

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 9 COURSE APPROVAL

It is recommended that the Board of Trustees approve the following new courses:

Architecture 43:	Computer Aided Design II
Business 26:	Marketing Research and Consumer Behavior
Chinese 3:	Intermediate Mandarin
Chinese 8:	Conversational Mandarin
CIS 36T	Introduction to Turbo Tax
CS 65:	ORACLE Programming
Emergency Management 12:	Public Policy in Emergency Management
Geography 35F:	Field Studies - California
German 31A:	Practical German
Korean 2:	Elementary Korean 2
Music 78:	Jazz Ensemble
Persian 2:	Elementary Persian II
Spanish 20:	Civilization of Latin America

Comment: All of the above courses have been approved by the academic departments, the Academic Senate, the Joint Curriculum Committee, and all appropriate administrators.

RECOMMENDATION NO. 10 RETIRED SENIOR VOLUNTEER PROGRAM (RSVP)

It is recommended that the Board of Trustees approve a grant to the Retired Senior Volunteer Program (RSVP) of Santa Monica to work with older adult volunteers on the Santa Monica College campus during the 1998-99 year, the amount not to exceed \$8,000.

Funding Source: District Funds

Comment: This annual resolution is for the same amount as last year and will provide necessary funds for the placement of 50 volunteers on campus for a total of 30 weeks. Approximately \$5.00 per week per volunteer will go directly to the older volunteers to cover mileage and/or bus travel and one meal per week when necessary as per RSVP guidelines.

BOARD OF TRUSTEES Santa Monica Community College District	Action July 6, 1998
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CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 11 MATRICULATION ASSESSMENT MATERIALS CONTRACT

It is recommended that the Board of Trustees authorize an agreement with the CALIFORNIA MATHEMATICS DIAGNOSTIC TESTING PROJECT (MDTP) in the amount of \$1,500 for the period of July 1, 1998 through June 30, 1998 for the use of copyrighted testing and scoring materials.

Funding Source: District Funds.

Comment: The District will be using MDTP materials and services connected with matriculation-related assessment of students.

RECOMMENDATION NO. 12 CONSULTANT CONTRACT FOR DEPARTMENT

CHAIRS WORKSHOP

It is recommended that the Board of Trustees approve the following consultant contracts:

(1) Peter Seldin will be conducting a workshop for the Department

Chairs on October 2, 1998, in the amount not to exceed \$5,000.

Funding Source: District Funds.

Comment: Mr. Seldin is a Professor of Management at Pace University in New York, and is a national leader in faculty development and performance. He is a faculty program leader for the American Council on Education.

(2) Dr. Linda Ferrill will assist in facilitating the Department Chairs' workshop on October 2, 1998, in the amount not to exceed \$2,500.

Funding Source: District Funds.

Comment: Dr. Ferrill is a Professor of Educational Psychology at Ball State University in Indiana. She has extensive experience in leadership training with department chairs and has been a leading participant with the American Council on Education.

BOARD OF TRUSTEES

Action

Santa Monica Community College District

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CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 13 CONSULTANT CONTRACTS FOR ACADEMY OF ENTERTAINMENT AND TECHNOLOGY

It is recommended that the Board of Trustees approve the following consultant contracts for the period August 15, 1998 through February 11, 1999:

1) Greg Woodhouse, in the amount not to exceed \$6,500 per month, to administer Academy of Entertainment and Technology computer systems, including classrooms, open labs and server systems and to provide support for faculty on 3D computer graphic programs;

2) Brant Looney and Matt Curry, in the amount not to exceed \$3,300 each per month, to assist in the administration of Academy of Entertainment and Technology computer systems.

Funding Source: District Funds

Comment: The consultants will be required to cover all of the hours in which the Academy of Entertainment and Technology is open, including evenings and weekends.

RECOMMENDATION NO. 14 INSTITUTIONAL MEMBERSHIP

It is recommended that the Board of Trustees approve the following institutional membership for 1998-99:

NAFSA Association of International Educators

Funding Source: District Funds

Comment: This membership was inadvertently omitted from the annual list approved by the Board on June 1, 1998.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 6, 1998

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 15 OFF-CAMPUS FACILITIES - EMERITUS COLLEGE

It is recommended that the Board of Trustees authorize contracts for facilities to house off-campus Emeritus College classes for Summer Session, 1998, June 22 through August 1, 1998, and Fall Semester, 1998, August 31 through December 22, 1998.

Comment: The list is on file with Emeritus College.

RECOMMENDATION NO. 16 EMERITUS COLLEGE EDUCATIONAL TOURS, FALL 1998

It is recommended that the Board of Trustees approve the Emeritus College Fall 1998 Educational Tours Program.

CE1	<i>Man of La Mancha</i> at the Candlelight Pavilion	Kathleen MacLennan	50%
	Sunday, September 27		

A Funny Thing Happened on the Way To The Forum

		Bruno Louchouarn	\$175
CE2	Santa Barbara Civic Light Opera	Gwen Louchouarn	\$100
	Saturday, October 3		
	Fall Foliage in Historic New England	Kathleen MacLennan	50%
CE 3	Saturday - Tuesday, October 3 -13		
	A Day of Wine and Roses	Kathleen MacLennan	50%
CE4	Saturday, October 24		
	Catalina Island Excursion	Kathleen MacLennan	50%
CE5	Friday - Sunday, November 6-8		
	Garden Tour: Lotusland in Santa Barbara		
CE6	Thursday, November 12	James Jaeger	\$275
	Jewish Los Angeles: <i>Past and Present</i>	Kathleen MacLennan	50%
CE7	Sunday, December 6		
	The Wonderful World of Christmas	Kathleen MacLennan	50%
CE8	Sunday, December 13		
	An Elegant Victorian Christmas in San Diego	Kathleen MacLennan	50%
CE9	Friday - Sunday, December 18 - 20		

Funding Source: Percentage indicates that the tour leader receives a percentage of the net registration fee as paid by participants. Mr. Jaeger and Mr. Louchouarn are Emeritus College instructors and will be paid up to and no more than the amounts indicated for their services as tour leaders. Emeritus will reimburse the District from the Tours Auxiliary Business account in the amount paid to the instructors.

BOARD OF TRUSTEES	Action
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CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 17 COMMUNITY SERVICES/EXTENSION SEMINARS/COURSES, SUMMER, 1998

It is recommended that the Board of Trustees approve the following instruction delivered as a part of The Ritz-Carlton/Marriott Hotels Job Development Incentive Fund Grant.

Williams Annette Computer Applications Training 145 Hours

Funding Source: Ritz-Carlton/Marriott Hotels Job Development Incentive

Fund Grant

Comment: The hourly rate of pay for this instructor will be \$38.00. The performance period shall be from June 23, 1998- to July 30, 1998.

It is further recommended that the Board of Trustees approve the following addendum to the seminars/ courses for the Santa Monica College Community Services and Extension programs for Summer, 1998.

Extension Instructors

Cook, T Intensive ESL Summer 225 Hr

Levin, T Intensive ESL Summer 225 Hr

Stafford, R Intensive ESL Summer 225 Hr

Vietti, F Intensive ESL Summer 225 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.

BOARD OF TRUSTEES	Action
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CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 18 MANAGEMENT REORGANIZATION

It is recommended that the Board of Trustees approve the following actions to implement the management reorganization:

I. ACADEMIC PERSONNEL

ESTABLISH & RECRUIT

Director, Community Relations 07/07/98

Assistant Dean, Contract Education 07/07/98

Assistant Dean, Student Affairs (External Programs) 07/07/98

Director, Student Centers 07/07/98

Director, Special Projects Development 07/07/98

Assistant Dean, Extension Programs 07/07/98

Director, EOP & S 07/07/98

RECLASSIFY Personnel effective July 7, 1998

New Title Former Title

Dean, Academic Support Associate Dean, Academic Support

Dean, Academic Services Assistant Dean, Continuing Education

Associate Dean, Emeritus College Assistant Dean, Emeritus College

Assistant Dean, Health Sciences Director, Health Sciences

Dean, Counseling/Retention Assistant Dean, Transfer & Articulation

Dean, Matriculation & Special Programs Assistant Dean, Matriculation

Associate Dean, Outreach Assistant Dean, Outreach

Dean, Information Technology Director, Information Services

RETITLE Personnel effective July 7, 1998

New Title Former Title

(academic) (academic)

Dean, Special Projects Dean, Evening Programs & Special Projects

Dean, Student Services Dean, Student Counseling

Dean, Enrollment Services Dean, Admissions and Records

Assistant Dean, Academic Affairs Assistant Dean, External Programs

(External Programs)

RETITLE Personnel effective July 1, 1998

New Title Former Title

(academic) (classified)

Associate Director, Human Resources Personnel Manager (2 positions)

Director, Grants Director of Contracts & Grants

Director, Information Services Director, Netwrk Prgrmg & Info Services

ESTABLISH TITLE AND SALARY ALLOCATION effective July 1, 1998

Associate Director

(Academic Administration Salary Schedule, Range III)

Assistant Director,

(Academic Administrator Salary Schedule, Range II)

II. CLASSIFIED PERSONNEL

RETITLE/REALLOCATION effective July 1,1998

New Title Former Title

(classified) (classified)

Associate VP, Business Services Business Services Administrator

(Classified Administrator Salary Schedule, Range 12)

ESTABLISH/ABOLISH

ESTABLISH: Director, Risk Management (new classification/1position) 07/01/98

Business Services, 12 mos, 40 hrs

ESTABLISH: Bursar (new classification/1position) 07/01/98

Station C, 12 mos, 40 hrs

ESTABLISH: Accounts Payable Supervisor (new classification/1position) 07/01/98

Business Services, 12 mos, 40 hrs

ESTABLISH: Associate VP, Facilities (new classification/1 position) 07/01/98

Facilities, Range 12, 12 mos, 40 hrs

ESTABLISH Custodial Operations Supervisor/Day Shift (1 position) 07/01/98

Facilities, 12 mos, 40 hrs

ESTABLISH: Director of Maintenance (new classification/1 position) 07/01/98

Facilities, 12 mos, 40 hrs

ESTABLISH/ABOLISH cont'd.

ABOLISH: Facilities Support Manager (classification/1 position) 07/01/98

Facilities, 12 mos, 40 hrs

ABOLISH: Director of Public Affairs (classification/ 1position) 07/01/98

Planning & Development, 12 mos, 40 hrs

MOTION MADE BY: Dorothy Ehrhart-Morrison

SECONDED BY: Ilona Katz

STUDENT ADVISORY: Aye

AYES: 7

NOES: 0

BOARD OF TRUSTEES

Action

Santa Monica Community College District

July 6,
1998

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 19 ADMINISTRATIVE EMPLOYMENT AGREEMENTS

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

RANDAL LAWSON Vice President July 1, 1998 - June 30, 2001

Academic Affairs

ROBERT ADAMS Vice President July 1, 1998 - June 30, 2001

Student Affairs

Comment: Administrative employment agreements are in accordance with Education Code Section 72411. Signed agreements will be on file in the Human Resources Office.

BOARD OF TRUSTEES

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CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 20 ACADEMIC PERSONNEL

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

ELECTIONS

ADMINISTRATIVE EFFECTIVE DATE

Yarrish, Julie Project Manager 07/07/98

SMC Middle College/Entertainment Projects

CONTRACT

Bober, Mary Molecular Physiology/Biotechnology 08/24/98

Childress, Cary Interior Design 08/24/98

Copely, Douglas Astronomy 08/24/98

Culevski, Niko Computer Science/Programming 08/24/98

Dekhoda, Abbas Computer Science/Programming 08/24/98

Grenot, Teresa Bibliographic Instruction Librarian 08/24/98

Kim, Oriana Comparative Anatomy/General Biology 08/24/98

Lowcock, Ford Photography 08/24/98

Morse, Peter Physics 08/24/98

Shetty, Perviz Theater Arts 08/24/98

ADJUNCT

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

LEAVE OF ABSENCE

MATERNITY

Merlic, Jennifer Chemistry 06/01/98 - 06/16/98

MEDICAL

Hearn, Deyna Coordinator, EOPS 06/08/98 - 06/16/98

Ogata, Darryl Director, International Pgrms 06/01/98 - 06/10/98

SEPARATIONS

CANCELLATION OF RETIREMENT

Takenaka, Salli Mathematics 06/16/98

RESIGNATION

Lybarger, Scott Speech 06/16/98

Comment: The Board hereby accepts the retirement/resignations of the above listed personnel to be effective as indicated.

<p>BOARD OF TRUSTEES</p> <p>Santa Monica Community College District</p>	<p>Action</p> <p>July 6, 1998</p>
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CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 21 CLASSIFIED PERSONNEL

ESTABLISH/ABOLISH POSITIONS

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

ESTABLISH: System Analyst (1 position) 07/07/98

Info/Network Mgmt, 12 mos, 40 hrs

BOARD OF TRUSTEES

Action

Santa Monica Community College District

July 6,
1998

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 22 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

Cummings, Kurtis, Custodian NS-2, Operations 06/15/98

Dunlop, David, Instr Asst-Learn Disabilities, Dis Student Ctr 06/22/98

Fierro, Damon, Custodian NS-2, Operations 06/15/98

Fuqua, Lynne, Instr Asst-Learn Disabilities, Dis Student Ctr 06/22/98

Jensen, Lyn, Dept Secretary I, Humanities Ctr 06/15/98

Kogan, Grigoriy, Comp Lab Instr Specialist, Instr Computing 06/24/98

Montes, John, Parking Security Officer, Campus Police 07/01/98

Pena, Cheri, Comp lab Instr Specialist, Instr Computing 06/24/98

PROMOTIONS

Edwards, Letty 06/15/98

Fr: Dept Sec II-Confidential, Supt Office, 12 mos, 40 mos

To: Administrative Asst I-Confidential, Supt Office, 12 mos, 40 hrs

DESIGNATION OF CONFIDENTIAL POSITION

Willis, Adrienne 07/03/98

Fr: Department Secretary II, Supt/Pres Office, 12 mos, 40 hrs

To: Department Secretary II-Confidential, Supt/Pres Office, 12 mos, 40 hrs

Comment: Transfer of Confidential status from vacant Dept Sec II position to one currently filled. This designation does not change the number of confidential positions within the District. CSEA has been notified.

EXTENSION OF PROVISIONAL ASSIGNMENT

Dammer, Robert 07/01/98 " 08/12/98

Fr: Telecommunications Supr, Telecommunications

To: Technology Project Mgr, Telecommunications

WORKING OUT OF CLASSIFICATION (Additional responsibilities)

Bays, Charles, Acting Community College Police Chief 07/06/98 " 07/24/98

Martin, J Luis, Mail Svcs Clk, Receiving, +5% 01/05/98 " 02/02/98

Nguyen, Suong, Intl Student Asst, Intl Student Ctr, + 5% 06/08/98 " 06/19/98

Peterson, Jeffery, Acting Facilities Services Administrator 05/22/98 " 07/31/98

Preston, Patricia, A/R Coordinator, Intl Student Ctr, +5% 06/08/98 " 06/19/98

Wu, Frank, Systems Analyst, Info/Netwk Mgmt, +10% 07/24/98 " 08/21/98

CHANGE IN SHIFT-PERMANENT

Stemock, Mark 07/01/98

Fr: Parking Security Officer, College Police, 11 mos, 40 hrs, NS-1

To: Parking Security Officer, College Police, 11 mos, 40 hrs, Day shift

Takacs, Frank 07/01/98

Fr: Custodian- NS-1, Operations, 12 mos, 40 hrs

To: Custodian- NS-2, Operations, 12 mos, 40 hrs

INCREASE IN MONTHS- 11 to 12 MONTHS -PERMANENT

Cancilla, Mary R. 07/01/98

Fr: Lead Interpreter for the Hearing Impaired, Dis Student Ctr, 11 mos, 30 hrs

To: Lead Interpreter for the Hearing Impaired, Dis Student Ctr, 12 mos, 30 hrs

Comment: Increase in hearing impaired student population requires year round

Interpreter availability. Title corrected from 06/01/98 Board of Trustees meeting.

LEAVES OF ABSENCE WITH PAY

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

MEDICAL/WITH PAY

Carroll, Kevin, Parking Security Officer, Campus Police 06/06/98 " 07/06/98

Cummings, Kurtis, Custodian-Day, Operations 05/27/98 " 06/14/98

Cummins, Claude, Math Lab Coordinator, Math 05/06/98 " 05/17/98

Graham, Carmen, Dept Sec II, African American Ctr 06/08/98 " 07/06/98

Madison, Gary, Asst Fac Svcs Admin, Facilities (ext) 06/02/98 " 06/28/98

Mayer, Bruce, Custodian NS-2, Operations 05/27/98 "06/02/98

WITHOUT PAY

PERSONAL

Evans, Carol, Auditorium Tech, Events (Reduce 10 hrs/week) 07/06/98 " 08/21/98

FAMILY MEDICAL LEAVE/CALIF. FAMILY RIGHTS ACT

Worf, Susan, Clerical Asst II, Business (reduced assignment 50%) 06/22/98 " 10/09/98

<p>BOARD OF TRUSTEES</p> <p>Santa Monica Community College District</p>	<p>Action</p> <p>July 6, 1998</p>
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CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 23 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.

PROVISIONAL(assignment not to exceed 90 working days) EFFECTIVE DATE

Basford, Matthew, Radio Programming Tech I, KCRW 07/01/98 " 06/30/99

Burkey, Cynthia, Radio Programming Tech I, KCRW 07/01/98 " 06/30/99

Caffrey, Jeffrey, Internet/Web Specialist, Personnel Comm 05/18/98 " 06/05/98

Carranza, Clariss, Clerical Assistant I, Business 06/22/98 " 07/30/98

Carranza, Clariss, Clerical Assistant I, Business 08/31/98 " 10/09/98

Cikos, Maja, Interp for Hear Imp, Disabled Student Center 06/22/98 " 08/14/98

Clarke, Christopher, radio Programming tech I, KCRW 07/01/98 " 06/30/99

Fay, Christopher, Radio Programming Tech I, KCRW 07/01/98 " 06/30/99

Francois, Dean, Radio Programming Tech I, KCRW 07/01/98 " 06/30/99

Gonzales, Lori, Interp for Hear Imp, ISC 06/22/98 " 08/14/98

Martinez, Rosaura, Admissions Testing Asst., Admissions & Rec 06/01/98 " 06/30/98

Soffer, Lawrence, Radio Programming Tech I, KCRW 07/01/98 " 06/30/99

Sussman, Dena, Interp for Hear Imp, Disabled Student Center 06/22/98 " 08/14/98

Toomey, Kathy, Interp for Hear Imp, Disabled Student Center 06/22/98 " 08/14/98

Zabransky, Gary, Radio Programming Tech I, KCRW 07/01/98 " 06/30/99

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

Aguilar, Daniel, Counseling Aide, Latino Center 01/05/98 " 01/08/98

Alvarez, Marlon, Community Outreach Aide, Outreach 06/22/98 " 06/30/98

Alvarez, Marlon, Community Outreach Aide, Outreach 07/01/98 " 12/22/98

Ballard, Dora, Accompanist - Performance, Emeritus 07/01/98 " 12/28/98

Berbano, Leah, Community Outreach Aide, Outreach 06/22/98 " 06/30/98

Berbano, Leah, Community Outreach Aide, Outreach 07/01/98 " 12/22/98

Bierman, Michael, Community Outreach Aide, Outreach 06/22/98 " 06/30/98

Bierman, Michael, Community Outreach Aide, Outreach 07/01/98 " 12/22/98

Boules, Nancy, Community Outreach Aide, Outreach 06/22/98 " 06/30/98

Boules, Nancy, Community Outreach Aide, Outreach 07/01/98 " 12/22/98

Branch, Mary, Community Outreach Aide, Outreach 06/03/98 " 12/23/98

Byun, Donna, Instructional Asst - ESL 06/22/98 " 07/31/98

Budd, Tricia, Community Outreach Aide, Outreach 06/22/98 " 06/30/98

Budd, Tricia, Community Outreach Aide, Outreach 07/01/98 " 12/22/98

Burgess, Tara Lee, Community Outreach Aide, Outreach 06/22/98 " 06/30/98

Burgess, Tara Lee, Community Outreach Aide, Outreach 07/01/98 " 12/22/98

Carr-Francis, Sherita, Counseling Aide, Outreach 07/01/98 " 06/30/99

CASUAL cont'd.

Conlin, Bill, Performance Activities Asst, Events 07/01/98 " 06/30/99

De La Torre, Heidi, Community Outreach Aide, Outreach 06/22/98 " 06/30/98

De La Torre, Heidi, Community Outreach Aide, Outreach 07/01/98 " 06/30/99

Delgado, Myrna, Community Outreach Aide, Outreach 06/22/98 " 06/30/98

Delgado, Myrna, Community Outreach Aide, Outreach 07/01/98 " 12/22/98

Encarnado, Ted, Community Outreach Aide, Outreach 06/22/98 " 06/30/98

Encarnado, Ted, Community Outreach Aide, Outreach 07/01/98 " 12/22/98

Gordon, Stephanie, Community Outreach Aide, Outreach 06/22/98 " 06/30/98

Gordon, Stephanie, Community Outreach Aide, Outreach 07/01/98 " 12/22/98

Gottesman, Judith, Accompanist - Voice 07/01/98 " 12/18/98

Han, Namhee, Instructional Asst - ESL, ESL 06/22/98 " 07/31/98

Herrington, Rashanda, Community Outreach Aide, Outreach 06/22/98 " 06/30/98

Herrington, Rashanda, Community Outreach Aide, Outreach 07/01/98 " 12/22/98

Hong, Son Kyong, Counseling Aide, Transfer/Counseling 07/01/98 " 12/22/98

Krivan, Matilda, Instructional Asst - ESL, ESL 06/22/98 " 07/31/98

Lambey, Elsie, Office Aide, Planning & Development 07/01/98 " 06/30/98

Lee, Ho Suk, Community Outreach Aide 06/22/98 " 06/30/98

Lee, Ho Suk, Community Outreach Aide, Outreach 07/01/98 " 12/22/98

Lewis-Ellison, Monti, Accompanist-Dance, Theatre Arts 06/22/98 " 07/31/98

Liu, William, Counseling Aide, Transfer/Counseling 07/01/98 " 12/22/98

Logvinskiy, Leon, Accompanist-Dance, Theatre Arts 06/22/98 " 07/31/98

Miller, Jonathon, Accompanist-Performance, Emeritus 07/01/98 " 12/18/98

Mitchell, Hanif, Community Outreach Aide, Outreach 06/22/98 " 06/30/98

Mitchell, Hanif, Community Outreach Aide, Outreach 07/01/98 " 12/22/98

Monroy, Bernice, Office Aide, Pres./Supt. Office 07/01/98 " 06/30/99

Neke, Alexandra, Counseling Aide, Transfer/Counseling 07/01/98 " 12/22/98

Nieto, Genoveva, Reg/Info Clerk, Outreach 07/01/98 " 06/30/98

Okinaka, Erin, Counseling Aide, Transfer/Counseling 07/01/98 " 12/22/98

Olivas, Nancy, Community Outreach Aide, Outreach 06/22/98 " 06/30/98

Olivas, Nancy, Community Outreach Aide, Outreach 07/01/98 " 12/22/98

Perez, Francisco, Community Outreach Aide, Outreach 06/22/98 " 06/30/98

Perez, Francisco, Community Outreach Aide, Outreach 07/01/98 " 12/22/98

Perez, Sarah, Community Outreach Aide, Outreach 06/22/98 " 06/30/98

Perez, Sarah, Community Outreach Aide, Outreach 07/01/98 " 12/22/98

Racca, Jun, Community Outreach Aide, Outreach 06/22/98 " 06/30/98

Racca, Jun, Community Outreach Aide, Outreach 07/01/98 " 12/22/98

Ramos, Sabrina, Office Aide, Academic Affairs 07/01/98 " 06/30/99

Richard-Lee, Tsang-Feng, Counseling Aide, Matriculation 07/01/98 " 08/14/98

Ricks, Keith, Performance Activities Asst., Events 07/01/98 " 06/30/99

Salazar, Ana, Community Outreach Aide, Outreach 06/22/98 " 06/30/98

Salazar, Ana, Community Outreach Aide, Outreach 07/01/98 " 12/22/98

Schreiner, Gregory, Accompanist-Dance, Theatre Arts 06/22/98 " 07/31/98

Serratos, Monica, Counseling Aide, Student Life 07/01/98 " 12/19/98

Shimizu, Eri, Community Outreach Aide, Outreach 06/22/98 " 06/30/98

Shimizu, Eri, Community Outreach Aide, Outreach 07/01/98 " 12/22/98

Solorzano, Aura, Community Outreach Aide, Outreach 06/22/98 " 06/30/98

Solorzano, Aura, Community Outreach Aide, Outreach 07/01/98 " 12/22/98

CASUAL cont'd.

Taylor, Rosa, Community Outreach Aide, Outreach 06/22/98 " 06/30/98

Taylor, Rosa, Community Outreach Aide, Outreach 07/01/98 " 12/22/98

Uyeno, Clifton, Community Outreach Aide, Outreach 06/22/98 " 06/30/98

Uyeno, Clifton, Community Outreach Aide, Outreach 07/01/98 " 12/22/98

Waldrip, Rossette, Community Outreach Aide, Outreach 06/22/98 " 06/30/98

Waldrip, Rossette, Community Outreach Aide, Outreach 07/01/98 " 12/22/98

Waldrip, Shontae, Community Outreach Aide, Outreach 06/22/98 " 06/30/98

Waldrip, Shontae, Community Outreach Aide, Outreach 07/01/98 " 12/22/98

Walker, Fredrick, Accompanist-Dance, Theatre Arts 06/22/98 " 07/31/98

Wassef, Caroline, Community Outreach Aide, Outreach 06/22/98 " 06/30/98

Wassef, Caroline, Community Outreach Aide, Outreach 07/01/98 " 12/22/98

Whaley, Audra, Community Outreach Aide, Outreach 06/22/98 " 06/30/98

Whaley, Audra, Community Outreach Aide, Outreach 07/01/98 " 12/22/98

Zelada, Jaime, Community Outreach Aide, Outreach 06/22/98 " 06/30/98

Zelada, Jaime, Community Outreach Aide, Outreach 07/01/98 " 12/22/98

TEMPORARY(Limited Term: assignment not to exceed 120 working days/fiscal year) Adewole, Ruth,
Instructional Asst - Math, Mathematics 06/01/98 " 06/09/98

Adewole, Ruth, Instructional Asst - Math, Mathematics 06/22/98 " 07/31/98

Ahmed, Sara, Bookstore Clk/Cashier, Bookstore 07/01/98 " 06/30/99

Amian, Andy, Reg/Info Clerk, Admissions & Rec. 07/01/98 " 06/30/99

Alegria, Steve, Reg/Info Clerk, Admissions & Rec. 07/01/98 " 06/30/99

Artica, Brian, Reg/Info Clerk, Admissions & Rec. 07/01/98 " 06/30/99

Baker, Terry, Bookstore Clk/Cashier, Bookstore 07/01/98 " 06/30/98

Baldwin, Laura, Reg/Info Clerk, Ad missions & Rec. 07/01/98 " 06/30/99

Barr, Laura, Bookstore Clk/Cashier, Bookstore 07/01/98 " 06/30/99

Baskin, Patricia, Bookstore Clk/Cashier, Bookstore 07/01/98 " 06/30/99

Berent, Richard, Accompanist-Dance, Theatre Arts 06/22/98 " 07/31/98

Berman, Sheila, Reg/Info Clerk, Admissions & Rec. 07/01/98 " 06/30/99

Bitew, Theodore, Bookstore Clk/Cashier, Bookstore 07/01/98 " 06/30/99

Blum, Steve, Reg/Info Clerk, Admissions & Rec. 07/01/98 " 06/30/99

Bobrineva, Alexandra, Reg/Info Clerk, Admissions & Rec. 07/01/98 " 06/30/99

Izumi, Mari, Accompanist-Dance, Theatre Arts 06/22/98 " 07/31/98

Brideau, Alex, Reg/Info Clerk, Admissions & Rec. 07/01/98 " 06/30/99

Bromfield, Vivette, Reg/Info Clerk, Admissions & Rec. 07/01/98 " 06/30/99

Brown, Christina, Reg/Info Clerk, Admissions & Rec. 06/04/98 " 06/30/98

Brown, Christina, Reg/Info /Clerk, Admissions & Rec. 07/01/98 " 06/30/99

Bruder, Brunhilde, Reg/Info Clerk, Admissions & Rec. 07/01/98 " 06/30/99

Buchanan, Melody, Bookstore Clk/Cashier, Station "C" 07/01/98 " 06/30/98

Burnley, Jo, Reg/Info Clerk, ISC 07/01/98 " 06/30/99

Cadena, Miguel, Reg/Info Clerk, Admissions & Rec. 07/01/98 " 06/30/99

Cadena, Ruben, Reg/Info Clerk, Admissions & Rec. 07/01/98 " 06/30/99

Cano, Reina, Bookstore Clk/Cashier, Bookstore 06/05/98 " 06/30/98

Cano, Reina, Bookstore Clk/Cashier, Bookstore 07/01/98 " 06/30/99

Casillas, Joshua, Reg/Info Clerk, Admissions & Rec. 07/01/98 " 06/30/99

Cason, Tracy, Bookstore Clk/Cashier, Bookstore 07/01/98 " 06/30/99

Castro, Maria, Bookstore Clk/Cashier 07/01/98 " 06/30/99

TEMPORARY cont'd.

Chase, Gerald, Reg/Info Clerk, Station "D" 07/01/98 " 06/30/99

Collins, Kimberly, Bookstore Clk/Cashier, Bookstore 07/01/98 " 06/30/99

Coria, Luis, Reg/Info Clerk, Admissions & Rec. 07/01/98 " 06/30/99

Dacosta, Richard, Bookstore Clk/Cashier, Bookstore 07/01/98 " 06/30/99

Dalton, Doretha, Reg/Info Clerk, Admissions & Rec. 07/01/98 " 06/30/99

Delgado, Mayra, Reg/Info Clerk, Admissions & Rec. 07/01/98 " 06/30/99

Duarte, Judith, College Police Officer, Campus Police 07/01/98 " 06/30/99

Dunham, William, Reg/Info Clerk, Admissions & Rec. 07/01/98 " 06/30/99

Ehrstrom, Mail Srv. Clerk, Purchasing/Receiving 03/20/98 " 05/01/98

Erazo, Elson, Bookstore Clk/Cashier, Bookstore 06/11/98 " 06/30/98

Erazo, Elson, Bookstore Clk/Cashier, Bookstore 07/01/98 " 06/30/99

Exum, Ellen, Bookstore Clk/Cashier, Bookstore 07/01/98 " 06/30/99

Fantroy, Jonathoan, Reg/Info Clerk, Admissions & Rec. 07/01/98 " 06/30/98

Fawcett, Daniel, Reg/Info Clerk, Admissions & Rec. 07/01/98 " 06/30/99

Fierro, Vincent, Reg/Info Clerk, Admissions & Rec. 07/10/98 " 06/30/99

Flores, Augustine, Bookstore Clk/Cashier, Bookstore 07/01/98 " 06/30/99

Franco, Ernesto, Reg/Info Clerk, ISC 07/01/98 " 06/30/99

Frias, Laura, Bookstore Clk/Cashier, Bookstore 07/01/98 " 06/30/99

Gallardo, Julissa, Reg/Info Clerk, Admissions & Rec. 06/23/98 " 06/30/98

Gallardo, Julissa, Reg/Info Clerk, Admissions & Rec. 07/01/98 " 06/30/99

Garcia, Renay, Reg/Info Clerk, Admissions & Rec. 07/01/98 " 06/30/98

Garcia, Renay, Switchboard Operator, Admissions & Rec 07/01/98 " 06/30/99

Gerhold, Thomas, Accompanist-Performance, Emeritus 07/01/98 " 12/18/98

Gerhold, Thomas, Accompanist-Voice, Emeritus 07/01/98 " 12/18/98

Giraldo, Alex, Reg/Info Clerk, Admissions & Rec. 07/01/98 " 06/30/99

Gonzales, Alejandro, Reg/Info Clerk, Station "D" 07/01/98 " 06/30/99

Gonzalez, Hugo, Reg/Info Clerk, Admissions & Rec. 07/01/98 " 06/30/99

Goolsby, Jeannette, Reg/Info Clerk, ISC 07/01/98 " 06/30/99

Gray, Robert, Bookstore Clk/Cashier, Bookstore 07/01/98 " 06/30/99

Greene, Elizabeth, Interp for Hear Imp, Disabled Student Ctr 06/22/98 " 08/14/98

Greenfield, Jeron, Bookstore Clk/Cashier, Bookstore 07/01/98 " 06/30/99

Grounds, Vikki, Dept. Secretary I, Contract Education 07/01/98 " 06/30/99

Hall, Raquel, Bookstore Clk/Cashier, Bookstore 07/01/98 ' 06/30/99

Hall, Stacey, Reg/Info Clerk, Admissions & Rec. 07/01/98 " 06/30/98

Harge, Robyn, Bookstore Clk/Cashier, Bookstore 07/01/98 " 06/30/98

Hartman, Kristin, Reg/Info Clerk, Admissions & Rec. 07/10/98 " 06/30/99

Harville, Latanya, Bookstore Clk/Cashier, Bookstore 07/01/98 " 06/30/99

Heard, Deborah, Reg/Info Clk, Admissions & Rec. 07/01/98 " 06/30/99

Henry, Valerie, Bookstore Clk/Cashier, Bookstore 07/01/98 " 06/30/99

Hernandez, Jose, Reg/Info Clerk, Admissions & Rec. 07/01/98 " 06/30/99

Herron, Meredith, Reg/Info Clerk, Admissions & Rec. 07/01/98 " 06/30/99

Jackson, Antoinette, Bookstore Clk/Cashier, Bookstore 06/09/98 " 06/30/98

Jackson, Antoinette, Bookstore Clk/Cashier, Bookstore 07/01/98 " 06/30/99

Jimenez, Elias, Reg/Info Clerk, Admissions & Rec. 07/01/98 " 06/30/99

Johnson, Deneen, Reg/Info Clerk, Admissions & Rec. 07/01/98 " 06/30/99

Johnson, Sandra, Reg/Info Clerk, ISC 07/01/98 " 06/30/99

Jones, Rysha, Bookstore Clk/Cashier, Bookstore 07/01/98 " 06/30/99

TEMPORARY cont'd.

Kadosh, Eitan, Bookstore Clk/Cashier, Bookstore 06/05/98 " 06/30/98

Kadosh, Eitan, Bookstore Clk/Cashier, Bookstore 07/01/98 " 06/30/99

Kahn, Clarice, Bookstore Clk/Cashier, Bookstore 07/01/98 " 06/30/99

Kastendiek, Reg/Info Clerk, Community Services 07/01/98 " 06/30/98

Keil, John, Reg/Info Clerk, Admissions & Rec. 08/03/98 " 08/28/98

Kesler, Sandra, Bookstore Clk/Cashier, Bookstore 07/01/98 " 06/30/99

Kim, Esther, Reg/Info Clerk, Community Services 06/18/98 " 09/30/98

Kowalczyk, Tadzio, Bookstore Clk/Cashier, Bookstore 07/01/98 " 06/30/99

Koebel, Carmen, Reg/Info Clerk, Community Services 04/24/98 " 06/30/98

Kuykendall, Adrienne, Bookstore Clk/Cashier, Station "C" 07/01/98 ' 06/30/99

Lammers, Michael, Reg/Info Clerk, ISC 07/01/98 " 06/30/99

Lee, Jung, Comp. Network Analyst, Information Mgt 04/28/98 " 08/31/98

Lopez, Tomas, Reg/Info Clerk, Admissions & Rec. 07/01/98 " 06/30/99

Mangus, Edward, Laboratory Asst.-Photo, Comm Services 06/25/98 " 08/15/98

Manhertz, Yvonne, Bookstore Clk/Cashier, Bookstore 07/01/98 " 06/30/99

Martinez, Rosaura, Reg/Info Clerk, Admissions & Rec. 07/01/98 " 06/30/98

Matsumoto, Brian, Reg/Info Clerk, Station "D" 07/01/98 " 06/30/99

Matsumoto, Michael, Reg/Info Clerk, Admissions & Rec. 07/01/98 " 06/30/99

Metellus, Marjorie, Bookstore Clk/Cashier, Station "C" 07/01/98 " 06/30/99

McPherson, Jeffrey, Bookstore Clk/Cashier, Bookstore 06/05/98 " 06/30/98

McPherson, Jeffrey, Bookstore Clk/Cashier, Bookstore 07/01/98 " 06/30/99

Moagi, Stephen, Bookstore Clk/Cashier, Bookstore 07/01/98 " 06/30/99

Morrow, Kimberly, Library Asst. II, Library 07/11/98 " 06/30/99

Mottler, Christopher, Reg/Info Clerk, Admissions & Rec. 07/01/98 ' 06/30/99

Nelson, Marion, Reg/Enroll. Coordinator, Admissions & Rec. 07/01/98 " 06/30/99

Ng, Mark Kwok Leung, Reg/Info Clerk, Financial Aid Office 05/28/98 " 06/30/98

Ngo, Carol, Reg/Info Clerk, Admissions & Rec. 07/01/98 " 06/30/99

Nguyen, Ha, Reg/Info Clerk, Admissions & Rec. 07/01/98 " 06/30/99

Nguyen, Lan, Reg/Info Clerk, ISC 07/01/98 " 06/30/99

Osterhout, Joanne, Bookstore Clk/Cashier, Bookstore 07/01/98 " 06/30/99

Parker, Rashad, Bookstore Clk/Cashier, Station "C" 07/01/98 " 06/30/99

Perkins, Paul, Bookstore Clk/Cashier, Bookstore 07/01/98 " 06/30/99

Remington, Apolonia, Reg/Info Clerk, Admissions & Rec. 07/01/98 " 06/30/99

Rho, Seung Hwan, Reg/Info Clerk, Admissions & Rec. 07/01/98 " 06/30/99

Richardson, Geraldine, Mail Services Clerk, Receiving/Mailroom 07/01/98 " 07/31/98

Riswold, Anne, Reg/Info Clerk, Admission & Rec. 07/01/98 " 06/30/99

Roberts, Sandra, Reg/Info Clerk, Admissions & Rec. 07/01/98 " 06/30/99

Robinson, Rozell, Reg/Info Clerk, Admissions & Rec. 07/01/98 " 06/30/99

Rosinek, Shirley, Reg/Info Clerk, ISC 07/01/98 " 06/30/99

Ruvalcaba, Ismael, Bookstore Clk/Cashier, Bookstore 07/01/98 " 06/30/99

Sanchez, Ricardo, Bookstore Clk/Cashier, Bookstore 07/01/98 " 06/30/99

Sawhill, Kenny, Reg/Info Clerk, ISC 07/01/98 " 06/30/99

Schreiner, Gregory, Accompanist-Performance, Emeritus 07/01/98 " 12/28/98

Searcy, Stacie, Dept. Secretary I, Academic Senate 06/10/98 " 06/30/98

Sherif, Alfia, Bookstore Clk/Cashier, Bookstore 07/01/98 " 06/30/99

Shin, Jennifer, Reg/Info Clerk, Admissions & Rec. 07/01/98 " 06/30/99

Sinclair, Reva, Reg/Info Clerk, Admissions & Rec. 07/01/98 " 06/30/99

TEMPORARY cont'd.

Smalls, Ann, Bookstore Clk/Cashier, Bookstore 07/01/98 " 06/30/99

Sorensen, Jonathon, Bookstore Clk/Cashier, Bookstore 07/01/98 " 06/30/99

Snow, Nina, Radio Premium Clerk, KCRW 07/01/98 " 06/30/99

Stewart, Tahira, Reg/Info Clerk, Admissions & Rec. 07/01/98 " 06/30/99

Sturgis, Denise, Reg/Info Clerk, ISC 07/01/98 " 06/30/99

Sun, Eric, Bookstore Clk/Cashier, Bookstore 07/01/98 " 06/30/99

Sun, Hsiu, Bookstore Clk/Cashier, Bookstore 07/01/98 " 06/30/99

Switzer, Stella, Dept. Secretary II, Facilities/Maint. 07/01/98 " 12/15/98

Tesfaye, Abby, Bookstore Clk/Cashier, Station " C' 07/01/98 " 06/30/99

Thielking, Alan, Bookstore Clk/Cashier, Bookstore 07/01/98 " 06/30/99

Tjahja, Fransiska, Interp for Hear Imp, Disabled Student Center 06/22/98 " 08/14/98

Tran, Thuy, Bookstore Clk/Cashier, Bookstore 07/01/98 " 06/30/99

Trinidad, David, Reg/Info Clerk, Admissions & Rec. 07/01/98 " 06/30/99

Tucker, Ava, Reg/Info Clerk, Admissions & Rec. 07/01/98 " 06/30/99

Viramontes, Marcela, Reg/Info Clerk, Admissions & Rec. 07/01/98 " 06/30/99

Victorin, Anthony, Bookstore Clk/Cashier, Bookstore 07/01/98 " 06/30/99

Vu, Mai, Bookstore Clk/Cashier, Bookstore 07/01/98 " 06/30/99

Warren, Sandra, Bookstore Clk/Cashier, Bookstore 07/01/98 ' 06/30/99

Williams, Sherell, Bookstore Clk/Cashier, Bookstore 07/01/98 " 06/30/99

Willoughby, Opal, Lead Reg/Info Clerk, ISC 06/08/98 " 06/30/98

Willoughby, Opal, Reg/Info Clerk, ISC 07/01/98 " 06/30/99

Wilson, Priscilla, Dept. Secretary I, Student Support Srvcs. 06/01/98 " 08/28/98

Young, Mary Ellen, Bookstore Clk/Cashier, Bookstore 07/01/98 " 06/30/99

BOARD OF TRUSTEES**Action**

Santa Monica Community College District

July 6, 1998

CONSENT AGENDA: HUMAN RESOURCESRECOMMENDATION NO. 24 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.

ESTABLISH: Recreation Director/Day Camp I (new classification) 07/07/98

Community Services, Non Merit

Comment: To staff summer day camp.

ESTABLISH: Recreation Director/Day Camp II (new classification) 07/07/98

Community Services, Non Merit

Comment: To staff summer day camp.

ESTABLISH: Recreation Director/Day Camp III (new classification) 07/07/98

Community Services, Non Merit

Comment: To staff summer day camp.

ELECTIONSSTUDENT EMPLOYEES

College Student Assistant 55

\$6.19/hr

Reader 3

\$11.52/hr

FEDERAL/STATE FUNDED STUDENT EMPLOYEES

College Work-Study Student Assistant 20

\$6.19/hrly

PHYSICAL EDUCATION DEPARTMENT EMPLOYEES

Recreation Director I 3

\$8.12/hr

Recreation Director II 1

\$10.59/hr

Recreation Director/Day Camp I 20

\$50/Day

PHYSICAL EDUCATION DEPARTMENT EMPLOYEES cont'd.

Recreation Director/Day Camp II 1

\$70/Day

Recreation Director/Day Camp III 1

\$85/Day

PROFESSIONAL EXPERTS

Community Services Specialist 2

\$27.40/hr

Professional Art Model 103

\$14.00/hr

David Muller, Facilities Management Consultant 08/01/98 " 01/31/99

\$7,566 per month

Comment: Mr. Muller is needed in order to complete projects in the facilities area during the recruitment period for the Associate Vice-President, Facilities created by the management reorganization.

List(s) available in the Classified Personnel Office and attached to permanent minutes.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 6, 1998

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 25 AMENDMENT TO KCRW AGREEMENT

It is recommended that the Board of Trustees amend the following agreement for services for the period of July 1, 1998 through June 30, 1999:

JEF HOGAN: For production audio engineering services for "Cafe LA," not to exceed three live shows per month. Payable at \$16.65 per hour, total not to exceed \$3,400.

Funding Source: KCRW Donations

Comment: This is a correction of the hourly rate for the item previously approved by the Board at the June 1, 1998 meeting.

RECOMMENDATION NO. 26 PULLED - NO ACTION TAKEN

AGREEMENT FOR ESTABLISHMENT OF INVESTMENT ACCOUNT

It is recommended that the Board of Trustees authorize an agreement with OPPENHEIMER CORP. for the establishment of investment accounts for the short-term investment of excess cash for the General Fund and the Simon Trust Fund in accordance with investment requirements of the California Government Code. The following Santa Monica College employees are authorized to sign on the accounts in the performance of their required duties:

Piedad F. Robertson, Superintendent/President

Thomas J. Donner, Vice President, Business & Administration

Cheryl Miller, Business Services Administrator

Ed Harte, Controller/Auxiliary Services

Comment: The current accounts were established when the District staff thought the Simon Trust Fund could appropriately be invested in equities. This was not done and all investments have been restricted to conform to the revised California Government Code sections. By moving the accounts, the District will save management fees.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 6, 1998

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 27-A FACILITIES: CONSULTANT SERVICES FOR LIBRARY PROJECT

It is recommended that the Board of Trustees enter into an agreement with LINDA DEMMERS to provide library design assistance in preparing FEMA, Chancellor's Office and Department of State Architecture documentation for the period of July 1, 1998 - June 30, 1999 in an amount of \$85.00 per hour, not to exceed \$25,000.00.

Funding Source: District Funds

Comment: Ms. Demmers will provide expert services regarding state funding formulas, design concepts, and furnishing requirements relating to the architectural plans the College will be submitting to multiple agencies in the next year for both the temporary and renovated building.

RECOMMENDATION NO. 27-B FACILITIES: ARCHITECTURAL SERVICES - CHILD CARE FACILITY

It is recommended that the Board of Trustees authorize an agreement with AZ ARCHITECTURE STUDIO for architectural services associated with the Child Care Facility project for an amount not to exceed \$2,500 plus reimbursables.

Funding Source: State/District

Comment: This agreement provides services to plan the conversion of college-owned residences at 1724 and 1744 Pearl Street into a licensed Child Care facility.

BOARD OF TRUSTEES

Action

Santa Monica Community College District

July 6,
1998

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 27-C FACILITIES: EARTHQUAKE REPLACEMENT SCIENCE BUILDING, CHANGE ORDER NO. 3

It is recommended that the Board of Trustees approve Change Order No. 3 for the Earthquake Replacement Science Building project with POZZO CONSTRUCTION COMPANY.

Original Contract Amount \$24,650,000

Change Order No. 1 8,537

Change Order No. 2 3,208

Change Order No. 3 12,557

Revised Contract Amount \$24,674,302

Funding Source: FEMA/District

Comment: This change order provides for mechanical engineers recommendations for expansion tank type and system modifications, change in Herbarium de-humidification system, lab ductwork modifications at transition through roof, by-pass piping at boilers for future serviceability and operation, and installation of return air grille near skylight. This change order also provides for a credit of (\$3,460) to delete fire damper installation at non-rated wall, and (\$9,629) for value-engineering recommendation from Contractor to reconfigure teaching bench electrical power outlet clusters.

BOARD OF TRUSTEES

Action

Santa Monica Community College District

July 6,
1998

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 27-D FACILITIES: FOOD SERVICE/DINING FACILITY, CHANGE ORDERS NO. 2, NO. 3 AND NO. 4

It is recommended that the Board of Trustees approve Change Orders No. 2, 3 and No. 4 with JENN/MATT, INC. for the Food Service/Dining Facility project.

Original Contract Amount \$696,269.00

Change Order No. 1 1,810.10

Change Order No. 2 10,051.87

Change Order No. 3 0

Change Order No. 4 56,471.29

Revised Contract Amount \$764,602.26

Funding Source: District Auxiliary Fund

Comment: Change Order No. 2 provides for owner requested replacement of old galvanized water lines with new copper lines, structural engineers recommended addition of concrete infill to resist shear forces and removal of non-structural ceiling soffit. This change order also provides a credit of (\$224.25 for the deletion of fire damper at non-rated wall, and (\$539.51) for the deletion of relocation of conduits that were found abandoned.

Change Order No. 3 provides for a time extension of 54 calendar days to the original contract term to permit the contractor additional time to perform the additional work associated with Change Orders No. 1 and No. 2, Requests for Information, and Architect's Supplemental Instructions. The Revised Substantial Completion Date for the project is July 1, 1998.

Change Order No. 4 provides for owner requested changes to the service yard to accommodate future trash compactor, replace old galvanized water lines, removal of concealed existing wood wall, replacement of existing compromised and damaged metal stud partition, replacement of watercloset wall

carriers, addition of electrical service for future trash compactor, abatement of lead base paint, relocation of existing pipe at new coiling door location, and rerouting of conduits feeding electrical panels.

BOARD OF TRUSTEES

Action

Santa Monica Community College District

July 6,
1998

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 27-E FACILITIES: MADISON ADA AND COLLEGE IMPROVEMENTS CHANGE ORDER NO. 2

It is recommended that the Board of Trustees approve Change Order No. 2 with DRIVER-EDDY CONSTRUCTION, INC. for the Madison ADA and College Improvements project.

Original Contract Amount \$1,931,465.00

Change Order No. 1 62,658.35

Change Order No. 2 66,313.03

Revised Contract Amount \$2,060,436.38

Funding Source: State and Prop T

Comment: Change Order No. 2 provides for owner requested floor prep and floating at floor under removed corridor lockers, underlayment at floor in Nursing Arts room and adjacent office, additional electrical power to feed vending machines, demolition and replacement of loose plaster in the Dining Room, modifications to West corridor entrance, demolition of shed, uncovering and repair to leaking water pipe, installation of warning tags at each medical air outlet in Nursing Arts classroom, additional "spare" conduits for future telecom service from SM Blvd., additional conduits for GTE fiber optics from Arizona St., safety mirror at ramp, additional telecom conduit from basement to backboard, and cost to repairs at security system installation.

BOARD OF TRUSTEES

Action

Santa Monica Community College District

July 6,
1998

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 27-F FACILITIES: TAKEOVER AGREEMENT - GYMNASIUM SEISMIC REPAIR

It is recommended tha the Board of Trustees authorize a Takeover Agreement with WASHINGTON INTERNATIONAL INSURANCE COMPANY for completion of work on the Gymnasium Seismic Repair project.

Funding Source: Contractor's Performance Bond/FEMA/State Hazardous Substances Removal Program

Comment: This agreement provides for Washington International Insurance Company, Surety and issuer of the Performance Bond for the Gymnasium Seismic Repair project, to take over and complete all unfinished work and contract requirements left uncompleted by the project general contractor, Weifield Construction, Inc. The District's sole cost is what was agreed to in the previous contract.

RECOMMENDATION NO. 27-G FACILITIES: AMENDMENT TO MASTER PLAN CONSULTANT AGREEMENT

It is recommended that the Board of Trustees amend the Master Plan agreement with GENSLER by increasing the amount for Work Authorization No. 10 by \$16,700, plus reimbursables.

Funding Source: FEMA and District Capital Fund

Comment: Work Authorization No. 10 covers work in progress for the completion of the Environmental Assessment Report for the FEMA projects. The scope of work has expanded to include coordinating with the City of Santa Monica regarding the Pool Project.

BOARD OF TRUSTEES Santa Monica Community College District	Action July 6, 1998
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CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 27-H FACILITIES: ARCHITECTURAL SERVICES AGREEMENT - MASTER PLAN

It is recommended that the Board of Trustees authorize payment to ANSHEN + ALLEN for architectural services related to the Architectural Master Plan for an amount not to exceed \$5,500 plus reimbursables.

Funding Source: District Capital Fund

Comment: Anshen + Allen provided technical assistance to Gensler regarding the Replacement Science Building and Library projects.

RECOMMENDATION NO. 27-I FACILITIES: ARCHITECTURAL/ENGINEERING SERVICES CONTRACT AMENDMENT - LIBRARY REMODEL, FEMA JUSTIFICATION STUDY

It is recommended that the Board of Trustees amend the agreement for architectural/ engineering services with ANSHEN + ALLEN for the Library Remodel project for an additional amount not to exceed \$5,000 plus reimbursables for services related to the preparation of the FEMA Justification Study.

Funding Source: FEMA

Comment: The District requested Anshen + Allen to assist the SMC Disaster Recovery team in the preparation of the FEMA Justification Study for the Library Remodel project to maximize FEMA funding.

<p>BOARD OF TRUSTEES</p> <p>Santa Monica Community College District</p>	<p>Action</p> <p>July 6, 1998</p>
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CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 27-J FACILITIES: ARCHITECTURAL/ENGINEERING SERVICES CONTRACT AMENDMENT - REPLACEMENT SCIENCE BUILDING - FEMA JUSTIFICATION STUDY

It is recommended that the Board of Trustees amend the agreement for architectural/ engineering services with ANSHEN + ALLEN for the Replacement Science Building project for an additional amount not to exceed \$15,000 plus reimbursables for services related to the preparation of the FEMA Justification Study.

Funding Source: FEMA

Comment: The District requested Anshen + Allen to assist the SMC Disaster Recovery team in the preparation of the FEMA Justification Study for the Replacement Science Building project to maximize FEMA funding. The additional expenditure is necessary because of new methodology of the study to support a \$1.5 million augmentation of the FEMA/OES funding level for the Replacement Science

Building.

RECOMMENDATION NO. 27-K FACILITIES: ARCHITECTURAL/ENGINEERING SERVICES CONTRACT AMENDMENT - REPLACEMENT SCIENCE BUILDING

It is recommended that the Board of Trustees revise the Anshen + Allen agreement estimated construction budget for the Earthquake Replacement Science Building Project from \$23,165,946 to \$25,443,838 (Construction Bid \$24,650,000 plus demolition cost \$793,838). The architect fee of 8% shall be based on the revised estimate.

Funding Source: FEMA

Comment: The architectural fees for the Replacement Science Building project need to be adjusted to reflect the increase in the construction costs of the project to date.

BOARD OF TRUSTEES

Action

Santa Monica Community College District

July 6,
1998

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 27-L FACILITIES: ARCHITECTURAL SERVICES CONTRACT - MADISON PARKING LOT PROJECT

It is recommended that the Board of Trustees enter into an agreement for architectural services with CALDWELL ARCHITECTS for the Madison Parking Lot project for an amount not to exceed \$34,000 plus reimbursables. Services to include the cost of engineering and electrical consultants as well as construction documents and field observation during construction.

Funding Source: Prop "T" Funds

Comment: At the June 1, 1998 meeting, the Board approved an agreement for revisions to the parking lot plan to comply with the environmental mitigations with provisions for a separate agreement to address the cost of completing construction documents. This is that separate agreement. The estimated cost of the parking lot is \$550,000.

RECOMMENDATION NO. 27-M FACILITIES: AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES - ACADEMY OF ENTERTAINMENT & TECHNOLOGY

It is recommended that the Board of Trustees amend the agreement for architectural services with CALDWELL ARCHITECTS for the remodel of the Stewart Street Property to accommodate the Academy of Entertainment & Technology. Phases I, II and III shall be combined and included in the amended agreement for a total estimated construction cost of \$3,490,187. The architect's fee shall be 10% on the first \$1.1 million and 8% on the balance of the construction costs.

Funding Source: Proceeds of Certificates of Participation (C.O.P.) and District Capital Fund

Comment: The project has had numerous revisions during the various phases of construction. Therefore, it is necessary to summarize the project.

BOARD OF TRUSTEES

Action

Santa Monica Community College District

July 6,
1998

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 27-N: FACILITIES: COST ESTIMATE FOR REMODEL OF EMERITUS COLLEGE

It is recommended that the Board of Trustees authorize an agreement with Harvey Barnett, a licensed contractor, in an amount not to exceed \$252, to provide a preliminary cost estimate for the remodel of Emeritus College at 1433 Second Street, Santa Monica based on the schematic plans prepared by Renzo Zecchetto Architects.

Funding Source: District Funds

Comment: This project will provide revised space utilization for Emeritus College's Second Street facility and bring the presentation of the facility into accord with the City's plan for revising Second Street. This action assists in development the cost of the project.

BOARD OF TRUSTEES

Action

Santa Monica Community College District

July 6,
1998

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 28 COMMERCIAL WARRANT REGISTER

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

May 1 - May 31, 1998 3766 - 3857 \$ 5,080,640

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

RECOMMENDATION NO. 29 PAYROLL WARRANT REGISTER

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

May 1 - May 31, 1998 C1J-C - C2K-C \$ 4,745,196

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

RECOMMENDATION NO. 30 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: D29109 - D29242 (list on file in Business Office)

Total: \$55,959.38

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 6, 1998

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 31 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.

May 1 - May 31, 1997 59150 - 59517 \$734,589

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

RECOMMENDATION NO. 32-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 97/98 Total

A) 61723 - 61887 \$905,090.26

B) T-Orders 165,834.94

C) Change Orders 51,962.94

D) E-Orders 100.00

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

BOARD OF TRUSTEES

Action

Santa Monica Community College District

July 6,
1998

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 32-B PURCHASING: AMENDMENT TO AGREEMENT FOR COMPUTER IMAGING SYSTEM

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It is recommended that the Board of Trustees amend the agreement with BLUE BIRD SYSTEMS to provide electronic scanning of documents into the District's computer system to interface with PeopleSoft software. This agreement will increase the amount for maintenance by an amount not to exceed \$720.

Funding Source: Technology Block Grant

Comment: An item for software maintenance was omitted from the agreement previously approved by the Board.

RECOMMENDATION NO. 32-C 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 Blanket Partnership Agreement #010580110 copiers with XEROX CORP. The partnership agreement is effective through December 31, 1998.

It is further recommended that the Board of Trustees enter into an agreement with XEROX CORP. for sixty (60) months for the lease/purchase of two Xerox Docutech 6135 Digital Printers for the Media Center for a total not to exceed \$1,706,239.20.

Comment: Public Contract Code §20652 allows the District to purchase through other public agencies without advertising for bid. Pricing agreements shall remain on file in the Purchasing Department. The annual amount of \$341,247.84 will be encumbered for each year of the agreement.

<p>BOARD OF TRUSTEES</p> <p>Santa Monica Community College District</p>	<p>Action</p> <p>July 6, 1998</p>
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BOARD POLICY

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RECOMMENDATION NO. 33 FIRST READING - BOARD POLICY REVISIONS

It is recommended that the Board of Trustees conduct a first reading of revisions to Board Policy section 1115.1 - 1115.3 Radio Station KCRW-FM.

MOTION MADE BY: Herbert Roney

SECONDED BY: Dorothy Ehrhart-Morrison

STUDENT ADVISORY: Aye

AYES: 7

NOES: 0

It is recommended that the Board of Trustees conduct a first reading of revisions to Board Policy section 4152.1, Sabbaticals.

MOTION MADE BY: Ilona Katz

SECONDED BY: Annette Shamey

STUDENT ADVISORY: Aye

AYES: 7

NOES: 0

It is recommended that the Board of Trustees conduct a first reading of revisions to Board Policy section 5210 (5.c) Student Progress and Graduation - Credit/No Credit Policy.

MOTION MADE BY: Carole Currey

SECONDED BY: Annette Shamey

STUDENT ADVISORY: Aye

AYES: 7

NOES: 0

SANTA MONICA COLLEGE

BOARD OF TRUSTEES POLICY

COMMUNITY RELATIONS

Radio Station KCRW-FM

Policy Statement 1115.1

KCRW-FM is owned and operated by the Santa Monica Community College District. In addition to all District policies dealing with personnel, budgeting, and finance, KCRW-FM is subject to the rules, regulations and laws of the Education Code and Title V of the State of California. The rules and regulations of the Federal Communications Commission set requirements for operational standards for KCRW-FM.

Philosophy 1115.2

The objective of KCRW-FM is to serve the public interest by presenting educational, cultural and

informational material. The station directly supports the college's broadcast instructional program by providing a professional laboratory for student instruction. The station will support the mission of the college through the promotion of creativity and the free exchange of ideas, encouraging development of individual talents, and the understanding of our social, cultural, political, economic, technological and natural environments.

KCRW-FM programs are to reflect the highest broadcast performance standards of the radio profession. These broadcasts should adhere to the highest standards of broadcast journalism in preparation, format, and production. It is essential that the station maintain an objective posture making sure that differing points of view have a fair hearing. KCRW-FM permits the various educational functions of the college to be extended through the radio station's broadcast capabilities. ~~Included in these educational opportunities is the ability for the broadcast instructional program to be coordinated with the radio station's operations.~~ The station shall use these capabilities to further the college's mission of lifelong learning and shall on a regular basis inform the public of the programs provided by the college.

Support Groups 1115.3

KCRW-FM may accept gifts, contributions, and memberships to help defray costs of operating the station. These funds will be audited annually in the prescribed legal manner. KCRW-FM may not sell air time to promote a product or a commercial organization. However, KCRW-FM may accept underwriting donations for specific programs to cover the cost of production ~~and overhead.~~ Under FCC regulations, KCRW-FM may give public service credit to the underwriter as allowed under FCC regulations.

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Adopted 041982

4152.1

SANTA MONICA COLLEGE

BOARD OF TRUSTEES POLICY

PERSONNEL

Leaves and Vacations - Long-Term Leaves

Sabbaticals

1. Sabbaticals are intended to improve instruction; therefore, a wide variety of sabbatical programs will be considered, such as study, institutional research, travel, independent study, and industrial research.

One type of leave shall not have greater merit than another.

2. Applicants for sabbatical leaves must have rendered service for six consecutive full-time years to be eligible for a sabbatical leave. A full-time year is defined as 75% of the days in academic year and 100% of the regular assignment.

3. The Board of Trustees reserves the right to determine the financial level of support each year for sabbaticals. The joint Academic Senate-Administrative Sabbatical/Fellowship/Computer Loan Committee will determine individual faculty selection and submit to the Superintendent and President and Board of Trustees copies of all approved sabbatical applications. Prior to Board of Trustees confirmation action the Board will have received a copy of the approved sabbatical plan.

4. A maximum of eight (8) faculty members may receive one or two semester leaves with not more than ten (10) semesters available in any one academic year.

5 4. All faculty approved for sabbatical programs shall receive 100% of their regular contract salary.

6 5. Salary received in connection with sabbatical leave programs shall not exceed 100% of the faculty member's regular contract salary.

7 6. Sabbatical leaves shall count toward salary schedule step movement and retirement. Salary deductions shall continue in the usual manner, such as retirement, and additional health and welfare.

8 7. No sick leave shall be earned while the faculty member is on sabbatical leave.

9 8. Personnel going on sabbatical leave shall render full-time service for a period twice as long as the period of sabbatical granted and shall guarantee this service by signing a contract to that effect.

10 9. Any changes in sabbatical programs must be approved by the Staff Development Committee prior to the commencement of the leave. The Staff Development Committee must be notified in writing immediately if substantive changes occur during the leave.

11 10. Personnel granted sabbatical leaves shall submit to the personnel office three copies of a summary report of their activities within 60 working days of their return to service. The summary report shall include, but not be limited to, statements concerning the academic merit, relevance, and benefits of the leave.

Distribution of the summary report will be as follows: one copy will be forwarded to the Superintendent and President and Board of Trustees; one copy will be forwarded to the Staff Development Committee; and one copy will be placed in the instructor's permanent file.

12 11. Failure to substantially complete any sabbatical program for causes other than verified illness, injury, acts of God, or other reasons beyond the control of the faculty member shall be considered a

breach of contract by the Board of Trustees and the faculty member will be required to repay to the college district all district funds received while on sabbatical leave.

13 12. All academic personnel going on sabbatical leaves shall be required to sign a contract guaranteeing the completion of their programs as approved by the Sabbatical/Fellowship/Computer Loan Committee.

Adopted 080679, 072180, 060181

Revised 070786

5210

SANTA MONICA COLLEGE
BOARD OF TRUSTEES POLICY
STUDENTS

Student Progress and Graduation

Grading

(Sections 1-5b and 5d-7 remain the same)

5. Credit/No Credit

c. Criteria for approval of a petition for credit/no credit

~~(1) The student must have a cumulative grade point average of 2.0 in all college units attempted. The student must not be on academic or lack of progress probation or on disqualified status.~~

~~(2) The student must have completed 12 or more units of college courses.~~

~~(3)~~ 2 Part-time students (those enrolled in fewer than 12 units) are limited to 5 units of credit/no credit enrollment. Full-time students (those enrolled in 12 or more units) are limited to 6 units of credit/no credit enrollment. Exceptions for enrollment in a single course exceeding 5 units may be authorized by the Dean of Admissions.

~~(4)~~ 3 Course units taken under the option of credit/no credit may not exceed a total of 12 units at Santa Monica College.

~~(5)~~ 4 Students who have already received a bachelor of arts or science degree from an accredited college or university may take an unlimited number of units on a credit/no credit basis.

BOARD OF TRUSTEES	Information
Santa Monica Community College District	July 6, 1998

INFORMATION ITEM E REVISION TO THE EDUCATIONAL MASTER PLAN

The Educational Master Plan was developed a year ago and the college has just completed the cycle of the annual revision to the plan. The revision includes an update on the 50 institutional objectives identified in the plan and the preparation of a new set of objectives for 1998-99.

The process involved the Collegewide Coordinating Council and managers.

BOARD OF TRUSTEES	Information
Santa Monica Community College District	July 6, 1998

INFORMATION ITEM F SUBMITTAL OF GRANTS

Title of Grant: **Job Development Incentive Training Fund**

Granting Agency: California Community Colleges Chancellor's Office
\$599,913 (two year funding request)

Requested Funding: Year One: \$299,934

Year Two: \$299,979

Matching Funds: \$599,953 (Source: Loews Santa Monica Beach Hotel; no SMC match is required)

Year One: July 1, 1998 - June 30, 1999

Performance Period: Year Two: July 1, 1999 - June 30, 2000

This project is a collaborative effort between SMC, the Career Planning Center and Loews Santa Monica Beach Hotel. Funding will be used to:

provide training to upgrade the service and technical skills of Loews employees;

create new employment opportunities for welfare recipients;

create a hotel industry pre-employment training curriculum to increase the number of qualified candidates applying for entry-level positions in the hotel industry; and

provide faculty in-service training and worksite experience opportunities.

Summary:

Title of Grant: **VATEA IIC - 1998/99 Allocation**

Granting Agency: California Community Colleges Chancellor's Office

Requested Funding: \$417,173

Matching Funds: Not Required

Performance Period: July 1, 1998 - June 30, 1999

Summary: Application represents the 1998/99 allocation of VATEA (Carl Perkins) funding for Santa Monica College. Funds will be used to procure equipment for vocational programs, provide tutoring and curriculum development

Title of Grant: **PC Empowerment Initiative**

Granting Agency: National Council on Aging (NCOA) and Microsoft Corp.

Requested Funding: Award consists of 10 Sony VAIO computer systems and Microsoft software and product libraries.

Matching Funds: Not required

This project is a collaborative effort between SMC's Emeritus College and WISE Senior Services.

Summary: The computers will be used to provide a computer-skills training program for older adults. The participants use their acquired skills to either serve as volunteers in community-based computer labs or obtain employment.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 6, 1998

ADJOURNMENT - 8:50 p.m.

The meeting was adjourned in memory of **Mickey Fryar**, retired switchboard operator, and entertainer **Phil Hartman**, SMC alumnus.

A Board of Trustees Retreat will be held Friday-Saturday, July 17-18, 1998 at Shutters on the Beach, One Pico Boulevard, Santa Monica, California. No action will be taken.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, August 10, 1998 at 7 p.m. (5:30 p.m. if there is a closed session) in the Board Room (Business Building Room 117) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

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