



[Return](#)

SANTA MONICA COMMUNITY COLLEGE DISTRICT

MINUTES OF THE

BOARD OF TRUSTEES MEETING

SEPTEMBER 8, 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 Tuesday, September 8, 1998 at 7:00 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 Pledge of Allegiance

#1 Approval of Minutes: August 10, 1998

II. SUPERINTENDENT'S REPORT

III. ACADEMIC SENATE REPORT

IV. CLASSIFIED SENATE REPORT

V. COMMUNICATIONS OR PUBLIC COMMENTS

VI. BOARD REPORT AND COMMENTS

VII. CONSENT AGENDA

Contracts and Grants

#2 Contract with Los Angeles County Office of Education for Instructional Media

#3 Consultant Contract for Planetarium

Academic and Student Affairs

#4 Consultant Contract - Faculty and Staff Workshops

#5 American Airlines Travel Academy License Agreement

#6 Contract with AMR Training Group

#7 Community Services/Extension Seminars/Courses, Fall 1998

#8 Contract with Los Angeles County Office of Education HeadstartProgram

Human Resources

#9 Academic Personnel

#10 Agreements for Personnel Commission

#11 Classified Personnel - Establish/Abolish Positions

#12 Classified Personnel - Regular

#13 Classified Personnel - Temporary

#14 Classified Personnel - Non Merit

Business and Administration

#15 KCRW Consultant

#16 Chancellor's Office Tax Offset Program

#17 Food Services Contract

#18 Claim for Damages

- #19 Auxiliary Services: Agreement for Advertising Consultants
- #20-A Facilities: Food Service/Dining Facility Change Order No. 5
- #20-B Facilities: Amendment to Agreement for Engineering Services-Library Earthquake Repair
- #20-C Facilities: Remodel Photography Shop, Technology Building, Change Order No. 3
- #20-D Facilities: Madison ADA and College Improvements, Change Order No. 3
- #20-E Facilities: Architectural Services Agreement, Parking Structure Replacement
- #20-F Facilities: Architectural Services, Academy Signage
- #20-G Facilities: Amendment to Agreement for Architectural Services, Madison
- #21 Commercial Warrant Register
- #22 Payroll Warrant Register
- #23 Direct Payments
- #24 Payments from Auxiliary Operations
- #25 Purchasing: Award of Purchase Orders

XIII. MAJOR ITEMS OF BUSINESS

- #26 Resolution in Support of the Library Bond Measure
- #27 Resolution in Support of the SMMUSD Bond Measure
- #28 Personnel Commission Screening Committee
- #29 Public Hearing and Adoption of 1998-99 Budget

IX. CONSENT AGENDA - *Pulled Items*

X. ADJOURNMENT: The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, October 5, 1998 at 7 p.m. (5:30 p.m. if there is a closed session) at

the Academy of Entertainment and Technology, 1660 Stewart Street, Santa Monica, California.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	September 8, 1998

ORGANIZATIONAL FUNCTIONS

-
A. CALL TO ORDER - 7:00 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. PLEDGE OF ALLEGIANCE - Brian Chapman

BOARD OF TRUSTEES

Action

Santa Monica Community College District

September 8, 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:

August 10, 1998

MOTION MADE BY: Annette Shamey

SECONDED BY: Ilona Jo Katz

STUDENT ADVISORY: Aye

AYES: 7

NOES: 0

BOARD OF TRUSTEES

Action

Santa Monica Community College District

September 8,
1998

SUPERINTENDENT'S REPORT

- The fall 1998 semester opened on August 27 and 28, 1998 with faculty flex days and general college meetings.
- Fall 1998 enrollment is right on track.
- The official opening ceremony for the Academy will be held Tuesday, September 15.
- A teleconference between trustees of SMCCD and Midrand University will be arranged.
- Facilities Update: Discussions with the architect have begun regarding the Liberal Arts Replacement Building; remodeling of the college track has started and should be completed by the end of this year; parking has been reinstated at Madison; and Community Services has moved to Madison.
- The next meeting of the Board of Trustees on October 5, 1998 will be held at the Academy of Entertainment and Technology. The meeting will focus on teleconferencing and distance learning.
- SMC nominated Robert W. Thomas as a distinguished alumni to the Community College League of California (CCLC). Mr. Thomas will be presented with a certificate on behalf of CCLC and SMC.
- SMC is pleased to host intern Brian Chapman from the University of Texas.

Public Comments

Fran Chandler

BOARD OF TRUSTEES

Action

Santa Monica Community College District

September 8,
1998

CONSENT AGENDA

It is recommended that the Consent Agenda, Recommendations #2-#25 be approved.

Recommendations pulled for question and returned

to Consent Agenda: #16

Recommendations pulled for abstention: #20-E, #20-F, #20-G

Action on Balance of Consent Agenda (with substitutions presented at meeting)

MOTION MADE BY: Carole Currey

SECONDED BY: Dorothy Ehrhart-Morrison

STUDENT ADVISORY: Aye

AYES: 7

NOES: 0

ABSTAIN: Katz on #20-E, #20-F, and #20-G

<p>BOARD OF TRUSTEES</p> <p>Santa Monica Community College District</p>	<p>Action</p> <p>September 8, 1998</p>
--	---

CONSENT AGENDA: CONTRACTS AND GRANTS

RECOMMENDATION NO. 2 CONTRACT WITH LOS ANGELES COUNTY OFFICE OF EDUCATION FOR INSTRUCTIONAL MEDIA

It is recommended that the Board of Trustees approve an agreement with the Los Angeles County Office of Education to furnish videotapes and videodiscs (instructional media) for 1998-99, for a cost of \$1,250.00 which is based on the number of FTE students.

Funding Source: District Funds.

Comment: This is an ongoing contract with LACOE which the Media Center has had for several years, to provide film and video for instructional media use.

RECOMMENDATION NO. 3 CONSULTANT CONTRACT FOR PLANETARIUM

It is recommended that the Board of Trustees approve a consultant contract with Kevin Grazier for \$60.00/hour, not to exceed 19 hours to present the planetarium shows September through December, 1998.

Funding Source: Proceeds from ticket sales.

Comment: This consultant will present the public planetarium shows during the months of September through December, 1998 while Jonathan Hodge is on medical leave.

BOARD OF TRUSTEES

Action

Santa Monica Community College District

September 8, 1998

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 4 CONSULTANT CONTRACTS - FACULTY AND AND STAFF WORKSHOPS

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

(1) Mario Rivas will facilitate a hands-on workshop on September 25, 1998, for instructional faculty and counselors on using the "0-100% Advising" technique, for the amount of \$1,500 plus expenses.

Funding Source: Matriculation funds.

Comment: Dr. Rivas will demonstrate techniques that will help faculty and counselors in their effort to increase student retention, persistence, and student success. He is the Associate Dean of Undergraduate Studies, Advising and Learning Services at San Francisco State University.

(2) Sausan Fahmy will facilitate a workshop for faculty, managers and classified staff on processes that impact student success, on September 23, 1998, for the amount of \$3,600.

Funding Source: Student Success Grant

Comment: The workshop will enhance the participants' knowledge of continuous improvement and will provide an opportunity to work together and apply a systematic approach to specific processes that impact student success.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	September 8, 1998

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 6 AMERICAN AIRLINES TRAVEL ACADEMY LICENSE AGREEMENT

It is recommended that the Board of Trustees approve an extension to the American Airlines Travel Academy License Agreement with the AMR Training Group, Inc. through December 31, 1998.

Funding Source: Economic Development Grant for American Airlines

Comment: This agreement will provide Santa Monica College with a license to use the American Airlines Travel Academy Curriculum and related student materials to train students for work in the travel and tourism industry. Santa Monica College agrees to pay and AMRTG agrees to accept \$16,000 for rights to a non-exclusive, non-transferrable, revocable license.

RECOMMENDATION NO. 7 CONTRACT WITH AMR TRAINING GROUP

It is recommended that the Board of Trustees authorize a contract with the AMR Training Group for the following services:

1) Professional services for four (4) one-day customer service workshops from June 18 - 23, 1998 to 50 American Airline employees in the amount of \$12,060.00.

2) Sabre Training of 30 new American Airlines employees from March 30 - June 5, 1998 in the amount of \$39,600.00.

Funding Source: Economic Development Grant for American Airlines

Comment: AMR is providing the training required by the Economic Development Grant during the performance period February 1, 1998 through June 30, 1998.

BOARD OF TRUSTEES

Action

Santa Monica Community College District

September 8, 1998

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 8 COMMUNITY SERVICES/EXTENSION SEMINARS/COURSES, FALL, 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.

Annette Williams Computer Applications Training 1470 Hours

Funding Source: Economic Development Grant

Comment: The hourly rate of pay for this instructor will be \$38.00. The performance period shall be from August 31, 1998 to December 22, 1998.

RECOMMENDATION NO. 5 CONTRACT WITH LOS ANGELES COUNTY OFFICE OF EDUCATION HEADSTART PROGRAM

It is recommended that the Board of Trustees authorize a contract with the Los Angeles County Office of Education (LACOE) Headstart program for the period of September, 1998 through June, 1999:

Funding Source: Los Angeles County Office of Education

Comment: This program is a new contract with LACOE and is designed for incoming and new Policy Council members. Course work is scheduled to be delivered during the Fall, 1998, Winter 1999 and Spring 1999 semesters. This program will serve a maximum target population of 60 students, and will be delivered at LACOE and CPC facilities.

BOARD OF TRUSTEES

ACTION

Santa Monica Community College District

September 8, 1998

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9 CADEMIC 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

TEMPORARY FACULTY

Casillas, Lydia -Counselor, International Students Center 09/09/98

Presley, Camille -Counselor/Case Manager 09/08/98

.

BOARD OF TRUSTEES

ACTION

Santa Monica Community College District

September 8, 1998

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 10 AGREEMENTS FOR PERSONNEL COMMISSION

It is recommended that the Board of Trustees authorize the following agreements for the Personnel Commission for 1998-99:

ESQUIRE DEPOSITION SERVICES for recording disciplinary hearings, at a cost of \$230 per day not to exceed a total of \$690.

BOBBIE ALBANESE, DICK CALLISTER, HUEY SHEPARD and THEODORE B. HORN as hearing officers at a cost of \$750 per day, not to exceed a total of \$3,000.

Funding Source: Personnel Commission Budget

Comment: The above agreements were approved by the Personnel Commission at its June 3, 1998 meeting. Hearing officers and court reporters are used in disciplinary or investigative hearings in accordance with Education Code 88131. These expense items are included in the Personnel

Commission's 1998-99 budget.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 8, 1998

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11 CLASSIFIED PERSONNEL

ESTABLISH/ABOLISH POSITIONS

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

ESTABLISH: Subscriber Services Manager (new classification/1 position) 09/09/98

KCRW, 12 mos, 40 hrs

ABOLISH: Radio Member/Subscription Specialist (1 position) 09/09/98

KCRW, 12 mos, 40 hrs

ESTABLISH: Events Coordinator (1 position) 09/09/98

Events, 12 mos, 20 hrs

ESTABLISH: Computer Lab Instructional Specialist (1 position) 09/09/98 " 06/30/99

Instr Computing, 12 mos, 40 hrs

Comment: Categorically funded

ESTABLISH: Computer Support Specialist (2 positions) 09/09/98

12 months, 40 hours

ABOLISH: Telecommunications Technician II (1 position) 09/09/98

12 months, 40 hours, position vacant

ABOLISH: Communications Technician (1 position) 09/09/98

12 months, 40 hours, position vacant

Comment: Necessary to provide optimum computer support to users.

BOARD OF TRUSTEES

ACTION

Santa Monica Community College District

September 8, 1998

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 12 CLASSIFIED PERSONNEL - REGULAR

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

PROBATIONARY EFFECTIVE DATE

Hudson, Felicia, Custodian-Day, Operations 08/20/98

Kearney, James, Custodian-Day, Operations 08/18/98

Lee, Jung, Computer Network Analyst, Netwk/Info Mgmt 08/10/98

Smith, James, Computer Support Specialist 09/21/98

Sosa, Gayle, Dept Secretary II, FEMA/Facilities 09/01/98

Thot, Iris, Tutoring Coord-Foreign Languages, LRC 08/31/98

Villafuerte, Roger, Computer Support Specialist 09/15/98

TRANSFER (per CSEA Agreement, Article 6)

Cummings, Kurtius (correction) 06/15/98

Fr: Custodian-Day, Operations, 12 mos, 20 hrs

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

Gladney, Roy 09/14/98

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

To: Custodian-Day, Operations, 12 mos, 40 hs

Osterhout, Roy 08/31/98

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

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

Takacs, Frank 09/14/98

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

To: Custodian-Day, Operations, 12 mos, 40 hs

PROMOTIONS

Black, Russ 09/15/98

Fr: Media Assistant, 12 months, 40 hours

To: Computer Support Specialist, 12 months, 40 hours

Chitgar, Michael 08/03/98

Fr: Programmer Analyst II, Network/Info Mgmt, 12 mos, 40 hrs

To: Systems Analyst, Network/Info Mgmt, 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.

Jensen, Lyn, Department Secretary I, Humanities, Step C 06/15/98

WORKING OUT OF CLASSIFICATION (Additional responsibilities)

Caldwell, Linda 09/14/98 " 10/02/98

Fr: Department Secretary II-Confidential

To: Administrative Assistant III-Confidential

Comment: Approved by Personnel Commission 8/12/98

Martin, Sonya 08/12/98 " 11/30/98

Fr: Personnel Manager, Personnel Commission

To: Acting Asst Director of Classified Personnel, Personnel Commission

Comment: Approved by Personnel Commission 8/12/98.

PERMANENT EMPLOYEES WITH SUMMER ASSIGNMENT

Coleman, Nathan, Department Secretary I, Emertius 08/03/98 " 08/28/98

Drinot, Luz Maria, Department Secretary I, Latino Ctr 08/03/98 " 08/21/98

Duclair, Dominique, Department Secretary I, Cosmetology 08/01/98 " 08/20/98

Keil, John, Reg/Info Clk, Admissions 08/03/98 " 08/28/98

Saunders, Danielle, Library Asst II, Library 08/03/98 " 08/28/98

Schweiger, Kathleen, Library Asst II, Library 08/03/98 " 08/28/98

LEAVES OF ABSENCE WITH PAY

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

MEDICAL/WITH PAY

Corson, Don, Comm College Police Officer, College Police 07/14/98 " 11/01/98

Harris, Al, Custodian-NS-2, Operations (ext) 08/18/98 " 10/01/98

Nichols, William, Mail Services Clerk, Mailroom (ext) 08/01/98 " 01/31/99

Odanga, Joshua, Cash Receipts Clk, Admissions 08/07/98 " 08/14/98

Stone, Kim, Buyer, Purchasing (ext) 08/03/98 " 10/01/98

Whitaker, Bonnie, Admin Asst I, Airport (ext) 07/06/98 " 09/10/98

Williams, Juanita, Personnel Clerk I, Human Resources 08/14/98 " 10/08/98

PERSONAL/WITHOUT PAY

Schweiger, Kathleen, Library Asst II, Library (reduce 50%) 07/23/98 " 07/31/98

Schweiger, Kathleen, Library Asst II, Library (reduce 50% ext.) 09/01/98 " 10/02/98

SEPARATIONS

RESIGNATION

Montes, Rosemary, College Police Dispatcher, College Police 08/29/98

RESIGNATION FOR PURPOSES OF RETIREMENT

Arford, Barbara, Acct Technician, Aux Svcs 12/30/98

Ayers, Atha, Custodian-Day, Operations 08/20/98

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 8, 1998

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 13 CLASSIFIED PERSONNEL - TEMPORARY

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

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

Caldwell, Kenneth, Art Gallery Installer, Art Gallery 08/24/98 " 12/23/98

Haney, Belva, Dept. Secretary I, Supt./President (ext.) 08/03/98 " 08/21/98

Manriquez, Gulevaldo, Groundskeeper, Grounds 07/28/98 " 09/30/98

Martinez, Rosaura, Admissions Testing Asst., Adm & Rec 07/28/98 " 09/11/98

Reveco, Juan, Art Gallery Installer, Art Gallery 08/24/98 " 08/28/98

Smith, Sharrol, Payroll Specialist, Payroll 08/20/98 " 11/20/98

SUBSTITUTE

Battle, Matthew, Swim Inst./Lifeguard, Physical Education 07/01/98 " 06/30/99

Yee, Jen M, Swim Inst./Lifeguard, Physical Education 07/01/98 " 12/31/98

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

Boodparset, Sutidaviade, Counseling Aide, Black Collegian 08/31/98 " 12/22/98

Byun, Donna, Instructional Asst-ESL, ESL 08/31/98 " 12/22/98

Casitllo, Teresita, Counseling Aide, EOPS 08/31/98 " 06/30/99

Ellison, Monti, Accompanist-Dance, Theatre Arts/Dance 08/31/98 " 12/22/98

Han, Namhee, Instructional Asst-ESL, ESL 08/31/98 " 10/02/98

Izumi, Mari, Accompanist-Dance, Theatre Arts/Dance 08/31/98 " 12/22/98

Krivan, Matilda, Instructional Asst-ESL, ESL 08/31/98 " 12/22/98

Larios, Audrey, Counseling Aide, Latino Center 08/31/98 " 12/22/98

Lee, Kye June, Counseling Aide, Latino Center 08/31/98 " 12/22/98

Lee, Richard Tsang-Feng, Counseling Aide, Matriculation 08/24/98 " 09/30/98

Lockwood, Stephen, Accompanist-Dance, Theatre Arts/Dance 08/31/98 " 12/22/98

Logvinskiy, Leonid, Accompanist-Dance 08/31/98 " 12/22/98

Machado, Lorenzo, Community Outreach Aide, Outreach 08/06/98 " 12/22/98

Martinez, Thelma, Counseling Aide, Latino Center 08/31/98 " 12/22/98

Mirza, Talat, Instructional Asst-ESL, ESL 08/31/98 " 12/22/98

Nieto, Bahman, Community Outreach Aide, Outreach 08/27/98 " 12/22/98

Ramirez, Claudia Elsa, Counseling Aide, Latino Center 08/31/98 " 12/22/98

Solis, Maria, Community Outreach Aide, Outreach 07/03/98 " 12/22/98

Thompson, Erin, Accompanist-Dance, Theatre Arts/Dance 08/31/98 " 12/22/98

Walker, Frederick, Accompanist-Dance, Theatre Arts/Dance 08/31/98 " 12/22/98

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

Antoine, Allegra, Registration/Info Clerk, Financial Aid (ext) 08/03/98 " 08/31/98

Berent, Richard, Accompanist-Dance, Theatre Arts 08/31/98 " 12/22/98

Berent, Richard, Accompanist-Voice, Community Services 08/09/98 " 06/30/99

Cube-Rousseau, Gina, Registration/Info Clerk, Community Services 08/24/98 " 06/30/99

Gitah, Kelvin, Registration/Info Clerk, Financial Aid (ext) 08/03/98 " 08/31/98

Gonzales, Lori, Interp For Hear Imp, Disabled Stu Ctr 08/31/98 " 12/22/98

Greene, Elizabeth, Interp For Hear Imp, Disabled Stu Ctr 08/31/98 " 12/22/98

Gregovich, Slavomir, Instr. Asst.-Math, Latino Center 08/31/98 " 12/22/98

Kaufman, Angela, Interp For Hear Imp, Disabled Stu Ctr 08/31/98 " 12/22/98

Korzeniowska, Maja, Comp Lab Instr. Specialist, Instr. Computing 08/24/98 " 11/20/98

Krasinski, Viva, Registration/Info Clerk, Financial Aid (ext) 08/03/98 " 08/31/98

Mahboob, Abdul, Office Aide, Personnel Commission (ext) 09/01/98 " 12/18/98

Neidorf, Helena, Instr. Asst-English, Latino Center 08/31/98 " 12/22/98

Ng, Mark Leung, Registration/Info Clerk, Financial Aid (ext) 08/03/98 " 08/31/98

Obrien, Patricia, Accounting Spec. I, Business Services 08/03/98 " 10/30/98

Polk, Tamara, Bookstore Clk/Cashier, Bookstore 08/19/98 " 09/20/98

Preston, Jacquilyn, Bookstore Clk/Cashier, Bookstore 08/17/98 " 09/20/98

Richardson, Geraldine, Mail Service Clk, Receiving/Whse (ext) 08/01/98 " 12/18/98

Sainz, Irving, Bookstore Clk/Cashier, Bookstore 08/26/98 " 09/20/98

Schreiner, Gregory, Accompanist-Dance, Theatre Arts/Dance 08/31/98 " 12/22/98

Smith, Carol, Interp For Hear Imp, Disabled Stu Ctr 08/31/98 " 12/22/98

Solomon, LaVada, Bookstore Clk/Cashier, Bookstore 08/17/98 " 09/20/98

Thot, Iris, Tutor Coord-Foreign Language, LRC (ext) 08/24/98 " 08/28/98

Tjahja, Fransiska, Interp For Hear Imp, Disabled Stu Ctr 08/31/98 " 12/22/98

Toomey, Kathy, Interp For Hear Imp, Disabled Stu Ctr 08/31/98 " 12/22/98

Wilson, Priscilla, Dept. Secretary I, Contract Education 08/17/98 " 12/23/98

BOARD OF TRUSTEES

ACTION

Santa Monica Community College District

September 8, 1998

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 14 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 54

\$6.19/hr

College Student Intern 4

\$10.66/hr

Reader 2

\$11.52/hr

FEDERAL/STATE FUNDED STUDENT EMPLOYEES

College Work-Study Student Assistant 4

\$6.19/hrly

PHYSICAL EDUCATION DEPARTMENT EMPLOYEES

Recreation Director II 1

\$10.59/hr

PROFESSIONAL EXPERTS

Community Services Specialist 9

\$27.40/hr

Professional Art Model 1

\$14.00/hr

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	September 8, 1998

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

-

RECOMMENDATION NO. 15 KCRW CONSULTANT

It is recommended that the Board of Trustees renew an agreement with ED PARKER ENTERPRISES to provide design/artwork services as needed for fundraising projects for the period of September 1, 1998 through June 30, 1999 for a fee not to exceed \$4,650.

Funding Source: KCRW Donations

RECOMMENDATION NO. 16 CHANCELLOR'S OFFICE TAX OFFSET PROGRAM

It is recommended that the Board of Trustees authorize the District to participate in the annual Chancellor's Office Tax Offset Program (COTOP) for the purpose of collecting outstanding student obligations by the Franchise Tax Board as deductions from the students' personal state income tax refund, lottery winnings or other state refunds. A 25% administrative fee for the service is deducted from the amount collected and the balance is remitted to the District.

Comment: This is a continuation of one method for the District to collect outstanding student fees, library fines, personal checks and short-term student loans from those students who refuse to pay their financial obligations.

RECOMMENDATION NO. 17 FOOD SERVICES CONTRACT

It is recommended that the Board of Trustees authorize the District to enter into an agreement with WASHINGTON CATERERS CORP. (mobile catering truck) for food services at the Airport Campus, Madison Campus, the Academy of Entertainment and Technology and special events for the period of July 1, 1998 through June 30, 1999. Washington Caterers Corp. will pay the District 10% of gross sales.

Comment: The use of mobile catering trucks has helped the District provide food service to areas served only by vending machines.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	September 8, 1998

CONSENT AGENDA: BUSINESS AND ADMINISTRATIONRECOMMENDATION NO. 18 CLAIM FOR DAMAGES

It is recommended that the Board of Trustees reject the claim filed by Ms. Deborah A. FortÈ for personal damages in the amount of \$5,000 and refer the claim to the District's claims management firm.

Comment: Ms. FortÈ alleges that a flashlight was dropped by fireworks security staff from the roof of a parking structure and struck her on the left shoulder on July 3, 1998.

RECOMMENDATION NO. 19 AUXILIARY SERVICES: AGREEMENT FOR ADVERTISING CONSULTANTS

It is recommended that the Board of Trustees authorize an agreement with CYNTHIA R. BROWN and BETSY BEGIAN for advertising consulting services including the sale of advertising space in THE CORSAIR and special advertising supplements. Fees per consultant to be based on 12.5% of revenues received for a total of 25% for the period of September 9, 1998 through June 20, 1999.

Funding Source: Auxiliary Fund

Comment: Ms. Brown and Ms. Begian have experience with graphic design and are former CORSAIR staff members. The duties of the consultants shall be coordinated by THE CORSAIR advisor. The previous consultant cancelled her contract with the Auxiliary Services office.

BOARD OF TRUSTEES

Action

Santa Monica Community College District

September 8, 1998

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

-
RECOMMENDATION NO. 20-A FACILITIES: FOOD SERVICE/DINING FACILITY CHANGE ORDER NO. 5

It is recommended that the Board of Trustees approve Change Order No. 5 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

Change Order No. 5 4,149.66

Revised Contract Amount \$768,751.92

Funding Source: District Auxiliary Fund

Comment: Change Order No. 5 provides for relocation of remote light fixture ballasts from room 102 to room 103, the addition of louvers in doors, and the addition of an access door. It also provides for dowelling service yard slab to existing concrete slab in order to prevent settling of the new slab under the weight of the future trash compactor.

RECOMMENDATION NO. 20-B FACILITIES: AMENDMENT TO AGREEMENT FOR ENGINEERING SERVICES - LIBRARY EARTHQUAKE REPAIR

It is recommended that the Board of Trustees amend the agreement with OVE ARUP & PARTNERS for mechanical, electrical and plumbing engineering services for the Library Earthquake Report project to include acoustical consulting services in an amount not to exceed \$4,000 plus reimbursable expenses.

Funding Source: FEMA/District

Comment: These services are needed to assess the effects of ambient noise of air conditioning and reprographic equipment in the Media Center and make recommendations to minimize the transmission to the video conferencing studio.

BOARD OF TRUSTEES

Action

Santa Monica Community College District

September 8,
1998

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 20-C FACILITIES: REMODEL PHOTOGRAPHY SHOP, TECHNOLOGY BLDG. - CHANGE ORDER NO. 3

It is recommended that the Board of Trustees approve Change Order No. 3 with GAMMA CONSTRUCTION, INC. for the REMODEL PHOTOGRAPHY SHOP project.

Original Contract Amount \$549,000.00

Change Order No. 1 9,638.15

Change Order No. 2 11,875.63

Change Order No. 3 16,865.43

REVISED AMOUNT \$587,379.21

Funding Source: District Prop "T" Capital Funding

Comment: Change Order No. 3 provides for electrical switch installation, removal of non-compliant existing Corridor 120 wall and construct new wall; provide laminate at south masonry wall, construct soffit around existing piping and conduit on south wall of Color Room 109 and install two floor sinks in concrete slab for future photo equipment; installation of door seal and threshold, two semi-recessed light fixtures, two sets of disconnects and transformers and soffit enclosure around existing piping on south wall of load room 113 and Station "B" 114. This change order extends the contract term for an additional three (3) calendar days. This project has reached substantial completion allowing classes to use the space.

BOARD OF TRUSTEES

Action

Santa Monica Community College District

September 8, 1998

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 20-D FACILITIES: MADISON ADA AND COLLEGE IMPROVEMENTS CHANGE ORDER NO. 3

It is recommended that the Board of Trustees approve Change Order No. 3 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

Change Order No. 3 121,758.34

Revised Contract Amount \$2,182,194.72

Funding Source: State and Prop T

Comment: Change Order No. 3 consists of additions to the project made possible by State grant funds becoming available thereby allowing the District to make the changes now instead of in the future.

Change Order No. 3 provides for moving existing light fixtures, connect waste lines to new sewer lines, renovate kitchen/vending areas, replace electric switchgear in the basement and re-build existing electric panels; reroute telecommunications conduits to new server room, additional firestopping for additional conduits and connect conduit above gypsum board and patch ceiling.

BOARD OF TRUSTEES

Action

Santa Monica Community College District

September 8, 1998

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 20-E FACILITIES: ARCHITECTURAL SERVICES AGREEMENT - PARKING STRUCTURE REPLACEMENT

It is recommended that the Board of Trustees enter into a contract with GENSLER for architectural services for the Parking Structure Replacement project for an amount not to exceed \$48,750 plus reimbursable expenses.

Funding Source: District

Comment: These services will provide research and development of vehicular access patterns and construction planning to be coordinated with the Liberal Arts building, City pool, college master plan and existing conditions.

RECOMMENDATION NO. 20-F FACILITIES: ARCHITECTURAL SERVICES - ACADEMY SIGNAGE

It is recommended that the Board of Trustees enter into an agreement with RENZO ZECCHETTO ARCHITECTS for architectural services for the Academy Signage project for an amount not to exceed \$4,000 plus reimbursable expenses.

Funding Source: District

Comment: Appropriate signage at the Academy will be installed now that the Academy is completed.

RECOMMENDATION NO. 20-G FACILITIES: AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES - MADISON

It is recommended that the Board of Trustees amend the agreement with CALDWELL ARCHITECTS for architectural services related to the Madison project to reflect the revised estimate of \$2,300,000 for construction including the architectural barrier removal, asbestos abatement, and scheduled maintenance additions made by the District.

Funding Source: State and Prop T Funds

Comment: The college used change orders to expand the scope of the construction to incorporate improvements to Madison funded by state grants. The architect's fee is based on the estimated construction cost adjusted to final costs upon the completion of the project.

BOARD OF TRUSTEES

Action

Santa Monica Community College District

September 8, 1998

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 21 COMMERCIAL WARRANT REGISTER

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

July 1 - July 31, 1998 3957 - 4069 \$ 6,477,096

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

RECOMMENDATION NO. 22 PAYROLL WARRANT REGISTER

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

July 1 - July 31, 1998 175-N - 208-N \$ 6,996,108

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

RECOMMENDATION NO. 23 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: D29243 - D29370 (list on file in Business Office)

Total: \$76,988.47

BOARD OF TRUSTEES	Action
Santa Monica Community College District	September 8, 1998

CONSENT AGENDA: BUSINESS AND ADMINISTRATIONRECOMMENDATION NO. 24 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.

July 1 - July 31, 1998 60061 - 60666 \$1,203,038

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

RECOMMENDATION NO. 25 PURCHASING: AWARD OF PURCHASE ORDERS

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

Purchase Orders - FY 98/99 Total

A) 63422 - 63880 \$3,000,802.25

B) T-Orders 31,885.44

C) Change Orders 11,869.15

D) E-Orders 52,089.24

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	September 8, 1998

MAJOR ITEMS OF BUSINESS

-

RECOMMENDATION NO. 26 RESOLUTION IN SUPPORT OF THE LIBRARY BOND MEASURE

It is recommended that the Board of Trustees approve the following resolution in support of the \$25 million library bond measure on the November 1998 ballot:

Whereas, the Santa Monica Public Library has enlightened and informed its patrons for over 100 years, providing comprehensive research materials, resources and services to support an informed, educated community, regardless of age, gender, income level or political viewpoint, without charge; and

Whereas, the Santa Monica Public Library serves more than one-half million people who visit the Library each year, including many Santa Monica College students and instructors who depend upon it to

supplement the College's library; and

Whereas, the need for library expansion was recognized ten years ago when in 1988, a library bond was passed to fund the acquisition of land adjacent to the Main Library for the purpose of expansion to meet the needs of library patrons into the next century; and

Whereas, the Main Library needs more space for its burgeoning print and multimedia collections, for additional patron seating, state of the art computer technology, and public meeting, study and training rooms; and

Whereas, the heavily used branch libraries need homework help and technology centers, and in one instance, a community room; and

Whereas, a \$25 million library bond measure, known as Proposition L will finance an expansion that will double the available space at the Main Library and bring needed improvements to the branches; and

Whereas, the expansion and renovation plans for the libraries are not extravagant but represent what every good community library system should have;

Now, therefore the Santa Monica Community College District Board of Trustees does resolve as follows:

That the Board of Trustees finds that there is a pressing need to expand and renovate the Main and branch libraries in Santa Monica.

That the Board of Trustees hereby authorizes its endorsement of the library bond measure which may be used by the Committee for Santa Monica Library Expansion in its campaign literature.

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

September 8, 1998

MAJOR ITEMS OF BUSINESS

-
RECOMMENDATION NO. 27 RESOLUTION IN SUPPORT OF THE SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT BOND MEASURE

It is recommended that the Board of Trustees approve the following resolution in support of the Santa Monica-Malibu Unified School District Bond Measure:

Whereas, the Santa Monica-Malibu Unified School District is one of the most effective school districts in the State of California providing quality education for its students and contributing to our community's overall quality of life; and

Whereas, the Santa Monica-Malibu Unified School District has placed before the voters on the November 3, 1998 ballot a \$42 million facilities bond issue called Proposition X to improve its schools; and

Whereas, Proposition X is smart for our children because it will facilitate class size reduction, create more space for enrichment and accommodate classroom space for increasing enrollment from district residents; and

Whereas, Proposition X is best for our community because it will provide funds for earthquake improvements, reconfigure school playgrounds and restrooms, and

Whereas, Proposition X will not cause a tax increase for the district's residents and business because of the SMMUSD's recent refinancing of earlier bonds;

Therefore, be it resolved that the Santa Monica Community College District Board of Trustees endorses Proposition X, the Santa Monica-Malibu Unified School District bond and urges voters to vote Yes on X on November 3, 1998.

MOTION MADE BY: Herbert Roney

SECONDED BY: Ilona Katz

STUDENT ADVISORY: Aye

AYES: 7

NOES:

BOARD OF TRUSTEES**Action**

Santa Monica Community College District

September 8, 1998

MAJOR ITEMS OF BUSINESSRECOMMENDATION NO. 28 PERSONNEL COMMISSIONER SCREENING COMMITTEE

It is recommended that the Board of Trustees authorize the Superintendent/President to form a Personnel Commissioner screening committee. The committee will be formed to recommend to the Board of Trustees qualified candidates for appointment of a Personnel Commissioner for the term beginning December 1, 1998. The committee will be composed of:

- a. A representative of the Board of Trustees
- b. A Personnel Commission representative
- c. A CSEA classified employee representative
- d. A Classified Senate representative
- e. A community representative (General Advisory Board)
- f. A management representative

Comment: Personnel Commissioner Bill Michel's term expires December 1, 1998. Therefore, it is necessary to follow the process for appointment of a Personnel Commissioner.

The Superintendent/President will select the members of the screening committee. CSEA and the Classified Senate will submit a list of recommended names to the Superintendent/ President from which she will make selections.

The screening committee will review all applications, interview a selected group of applicants, and recommend candidates to the Board of Trustees. The Vice President, Human Resources will coordinate the recruitment and selection procedures and serve as a member of the committee for the personnel commissioner selection.

MOTION MADE BY: Ilona Katz

SECONDED BY: Herbert Roney

STUDENT ADVISORY: Aye

AYES: 7

NOES: 0

BOARD OF TRUSTEES	Action
Santa Monica Community College District	September 8, 1998

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 29 PUBLIC HEARING AND ADOPTION OF 1998-99 BUDGET

It is recommended that the Board of Trustees conduct a public hearing on the 1998-99 budget.

PUBLIC HEARING OPENED: 8:20 p.m.

Motion Made By: Ilona Katz

Seconded By: Carole Currey

Student Advisory: Aye

Ayes: 7

Noes: 0

PUBLIC COMMENTS: Edward Gonzalez

PUBLIC HEARING CLOSED: 8:24 p.m.

Motion Made By: Dorothy Ehrhart-Morrison

Seconded By: Annette Shamey

Student Advisory: Aye

Ayes: 7

Noes: 0

It is recommended that the Board of Trustees adopt the 1998-99 budget.

1998-99 GENERAL FUND BUDGET SUMMARY

Beginning Balance \$ 4,302,271

Projected Revenue 88,924,892

Total Funds Available \$93,227,163

Proposed Expenses and Transfers \$91,548,035

Estimated Reserves \$ 1,679,128

\$93,227,163

Comment: The budget is based on actual FY1997-98 ending balances and the most recent revenue projections provided by the State Chancellor's Office. Expenditure budgets are based on FY1997-98 costs amended by estimated costs of planned changes in operations. The Board of Trustees may amend the budget at any time during the year if changes are necessary

MOTION MADE BY: Ilona Katz

SECONDED BY: Dorothy Ehrhart-Morrison

STUDENT ADVISORY: Aye

AYES: 7

NOES: 0

Detailed budget pages and budget narrative are attached to printed minutes and on file in Business Services Office.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	September 8, 1998

ADJOURNMENT

The meeting was adjourned at 8:40 p.m. in memory of Jerry Morrison of San Bernardino Valley College.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, October 5, 1998 at 7 p.m. (5:30 p.m. if there is a closed session) at the Academy of Entertainment and Technology, 1660 Stewart Street, Santa Monica, California.

Return to the [Meetings page](#).

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