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**Santa Monica Community College District  
Board of Trustees**

**Regular Meeting  
Monday, November 8, 1999**

**Santa Monica College  
1900 Pico Boulevard  
Santa Monica, California**

**5:30 p.m. - Closed Session  
Business Building Room 111**

**7:00 p.m. - Public Meeting  
Board Room  
Business Building Room 117**

## ***Public Participation***

### ***Addressing the Board of Trustees***

Members of the public may address the Board of Trustees by oral presentation **concerning any subject that lies within the jurisdiction of the Board of Trustees** provided the requirements and procedures herein set forth are observed:

1. Individuals wishing to speak to the Board at a Board of Trustees meeting during Public Comments or regarding item(s) on the agenda must complete an information card with name, address, name of organization (if applicable) and the topic or item on which comment is to be made.

Five minutes is allotted to each speaker per topic. If there are more than four speakers on any topic or item, the Board reserves the option of limiting the time for each speaker. A speaker's time may not be transferred to another speaker.

#### General Public Comments and Consent Agenda

- The card to speak during Public Comments or on a Consent Agenda item must be submitted to the recording secretary at the meeting **before** the Board reaches the Public Comments section in the agenda.
- Five minutes is allotted to each speaker per topic for general public comments or per item in the Consent Agenda. The speaker must adhere to the topic. Individuals wishing to speak during Public Comments or on a specific item on the Consent Agenda will be called upon during Public Comments.

#### Major Items of Business

- The card to speak during Major Items of Business must be submitted to the recording secretary at the meeting **before** the Board reaches that specific item in the Major Items of Business in the agenda.
- Five minutes is allotted to each speaker per item in Major Items of Business. The speaker must adhere to the topic. Individuals wishing to speak on a specific item in Major Items of Business will be called upon at the time that the Board reaches that item in the agenda.

2. No uncivil or disorderly conduct shall be permitted at any Board of Trustees meeting. Persistence in displaying such conduct shall be grounds for summary termination and/or removal of the person from the meeting by the Chair.

3. No oral presentation shall include charges or complaints against any employee of the District, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify the individual. Charges or complaints against employees shall be submitted to the Board of Trustees under provisions of Board Policy Section 9421. Any employee against whom charges or complaints are to be made must be given 24 hours advanced notice and may request any such charges or complaints are heard in closed session.

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

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

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

<b>BOARD OF TRUSTEES</b>	<b>Regular Meeting</b>
Santa Monica Community College District	November 8, 1999

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

A meeting of the Board of Trustees of the Santa Monica Community College District is scheduled to be held in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California, on Monday, November 8, 1999.

*5:30 p.m. – Closed Session*

*7:00 p.m. – Public Meeting*

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

- |   | <u>Page No.</u> |
|---|-----------------|
| <b>I. ORGANIZATIONAL FUNCTIONS</b>  |                 |
| A Call to Order   | 1               |
| B Roll Call   |                 |
| <br><b>II. CLOSED SESSION</b> ( <i>Scheduled for 5:30 p.m.</i> )  |                 |
| Collective Bargaining, pursuant to Government Code Section 54957.6  |                 |
| Personnel, pursuant to Government Code Section 54957  |                 |
| Litigation, pursuant to Government Code Section 54956.9   |                 |
| <br><b>III. ORGANIZATIONAL FUNCTIONS</b> ( <i>Continued</i> )   |                 |
| C Pledge of Allegiance  | 1               |
| #1 Approval of Minutes: October 4, 1999   | 2               |
| <br><b>IV. SUPERINTENDENT'S REPORT</b>  |                 |
| Presentations and Discussion  |                 |
| <ul style="list-style-type: none"> <li>• Launchpad Program</li> <li>• Workforce and Economic Development</li> </ul> |                 |
| <br><b>V. ACADEMIC SENATE REPORT</b>  |                 |
| <b>VI. CLASSIFIED SENATE REPORT</b>   |                 |
| <br><b>VII. COMMUNICATIONS OR PUBLIC COMMENTS</b>   |                 |

VIII. **BOARD REPORT AND COMMENTS**IX. **CONSENT AGENDA** (All items considered in one motion unless pulled for discussion later in the meeting)Contracts and Grants

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Academic and Students AffairsPage No.

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#4	Consultant Contract for Software Training	5
#5	Clinical Affiliation Contract for Health Sciences	5
#6	Job Training Partnership ACT (JTPA) Agreement	6
#7	Community Services/Extension Courses, Fall 1999 - Addendum	6
#8	Consultant Contract for Transfer Research	7

Human Resources

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#10	Consultant Agreement for Drug Testing Services	8
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X. **CONSENT AGENDA – Pulled Items**XI. **MAJOR ITEMS OF BUSINESS**

#29 Academic Staffing for 2000-2001

XII. **INFORMATION - No Action Required**

D Grant  
Submittals

25

XIII. **ADJOURNMENT:** The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, December 6, 1999 at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

<b>BOARD OF TRUSTEES</b>	<b>Regular Meeting</b>
Santa Monica Community College District	November 8, 1999

I. ORGANIZATIONAL FUNCTIONS

A. CALL TO ORDER - 5:30 p.m.

B. ROLL CALL

Herbert Roney, Chair  
Dorothy Ehrhart-Morrison, Vice-Chair

Nancy Cattell  
Carole Currey  
Ilona Jo Katz  
Patrick Nichelson  
Annette Shamey

Pam Schuetz, Student Trustee

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

- Collective Bargaining, pursuant to Government Code Section 54947.6  
Conference with Labor Negotiator
  - a. Agency negotiator: Robert Sammis
  - b. Employee organization: Faculty Association
- Personnel, pursuant to Government Code Section 54947
- Litigation, pursuant to Government Code Section 54956.9  
SMC Faculty Association vs. SMCCD, Case No. BC201332

### III. ORGANIZATIONAL FUNCTIONS - PUBLIC SESSION

#### C. PLEDGE OF ALLEGIANCE - *Winniphred Stone*

*Organizational Functions* • page 1

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	November 8, 1999

### 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:

October 4, 1999

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

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	November 8, 1999

CONSENT AGENDA

It is recommended that the Consent Agenda, Recommendations #2–#28 be approved.

Recommendations pulled for separate action:

Action on Consent Agenda

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

Consent Agenda • page 3

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	November 8, 1999

CONSENT AGENDA: CONTRACTS AND GRANTS

RECOMMENDATION NO. 2 ACCEPTANCE OF GRANTS

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

<b>Title of Grant:</b>	<b>Online Degree in Business Administration</b>
Granting Agency:	eCollege
Requested Funding:	\$78,000
Matching Funds	N/A
Performance Period:	January 2000 – December 2002 (two years)
Summary:	Funding will support the development of an online degree in Business Administration. Funding will be used to develop and market online courses and provide faculty training on the eCollege system.



Budget Augmentation:	<u>EXPENSE</u>		
	10000	Academic salaries	\$45,000
	40000	Supplies	2,000
	50000	Contract services	20,000
	60000	Capital equipment	<u>11,000</u>
		Total	\$78,000
	<u>INCOME</u>		
	88200	eCollege Grant	\$78,000

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	November 8, 1999

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 3: PAYMENT TO MEDICAL ADVISOR FOR RESPIRATORY THERAPY PROGRAM

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

Funding Source: District Funds.

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

RECOMMENDATION NO 4: CONSULTANT CONTRACT FOR SOFTWARE TRAINING

It is recommended that the Board of Trustees approve a consultant contract with Kether Williams, for an amount not to exceed \$200.00, for services on November 16, 1999:

Funding Source: TANF Funds

Comment: The consultant will provide training to Basic Skills instructors on the use of Passkey Software.

RECOMMENDATION NO. 5

CLINICAL AFFILIATION CONTRACT FOR HEALTH SCIENCES

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

Funding Source: No District expense

Comment: The agreements allow students enrolled in the Health Sciences Nursing program to receive needed clinical training at this facility. The Kedren Mental Health affiliation helps to implement the new directions of the Nursing Program to provide more experiences for students in community health facilities.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	November 8, 1999

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 6  
(JTPA) AGREEMENT

JOB TRAINING PARTNERSHIP ACT

It is recommended that the Board of Trustees approve a contract for Santa Monica College to provide job placement services for eligible JTPA participants to be offered by the Los Angeles Urban League West Adams-Baldwin Hills One Stop. The Los Angeles Urban League will pay Santa Monica College an amount not to exceed \$25,000 for the period of November 9, 1999 through June 30, 2000.

Funding Source: The Los Angeles Urban League

Comment: The Office of Workforce & Economic Development will provide staff at the contractor's facility; determine participants' referral eligibility; prepare, maintain, and submit for review all case management files and appropriate documentation; work to provide on-the-job-training and direct placement opportunities for a total of twenty (20) participants referred to the Office of Workforce and Economic development; and conduct all site visits associated with this agreement.

RECOMMENDATION NO. 7      COMMUNITY SERVICES/EXTENSION  
SEMINARS/COURSES, FALL 1999 - ADDENDUM

It is 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 Fall, 1999.

Extension Instructors

Grillo A	FLASH (Animation software)	40%
Lowcock F	Adobe Photoshop (3)	30%

Comment: The instructors receive the indicated percentage of the net registration fee as paid by the participants.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	November 8, 1999

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 8      CONSULTANT CONTRACT FOR TRANSFER RESEARCH

It is recommended that the Board of Trustees approve a consultant contract with the Center for the Study of Community Colleges, for an amount not to exceed \$13,248 for the 1999-2000 academic year.

Funding Source: Chancellor's Office Transfer Research Grant

Comment: In 1998-99, Santa Monica College received a \$50,000 research grant from the Chancellor's Office in order to gain a better understanding of the needs of SMC students who transferred to both public and private four-year institutions. To date, data has been collected from transfer students at UCLA, CSUN, USC, LMU, Pepperdine and Mount St. Mary's. During the 1999-2000 academic year, SMC will receive an additional \$31,250 to conduct focus groups at each of these institutions in an effect to gain more information about the needs of our transfer students upon leaving the community college. We will work with the Center for Study of Community Colleges at UCLA in order to further this research effort.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	November 8, 1999

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9      CONSULTANT AGREEMENT FOR MANAGEMENT STUDY

It is recommended that the Board of Trustees authorize a consultant contract with Lynn Solomita to conduct a management study of academic administrator positions, for an amount not to exceed \$9,500 for the period ending June 30, 2000.

Funding Source: District Funds

Comment: An study of administrative positions at SMC has not been conducted in over ten years. Lynn Solomita will coordinate this project which will include a review of the various district administrative classifications.

RECOMMENDATION NO. 10  
TESTING SERVICES

CONSULTANT AGREEMENT FOR DRUG

It is recommended that the Board of Trustees authorize a consultant contract with Norton Medical Industries to provide drug testing services for transportation employees for an amount not to exceed \$1,000 per year.

Funding Source: District Fund

Comment: Norton Medical Industries will provide all the necessary drug testing and training required pursuant to administrative regulation number 4700.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 8, 1999

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11 ACADEMIC PERSONNEL

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

ELECTIONS EFFECTIVE DATE

HOURLY

(List on file in the Human Resources - Academic)

LEAVES OF ABSENCE - UNPAID

Kurilich, Frances J.	Instructor, English	02/14/00 " 06/13/00
Lanum, Jackie	Instructor, Behavioral Studies	02/14/00 " 06/16/00

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 8, 1999

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 12 CLASSIFIED PERSONNEL  
ESTABLISH/ABOLISH POSITIONS

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

EFFECTIVE DATE

ESTABLISH:	Telecomm Technician II (1 position) Telecomm, 12 mos, 40 hrs	11/02/99	
ABOLISH:	Telecomm Technician I Telecomm, 12 mos, 40 hrs	11/02/99	
ESTABLISH:	Multimedia Computer Lab Specialist (3 positions) AET, 12 mos, 40 hrs	11/09/99	
ABOLISH:	Computer Lab Instructional Specialist (2 positions-vacant) <b>AET</b> , 12 mos, 40 hrs	11/09/99	
ABOLISH:	Computer Lab Technician (1 position-vacant) AET, 12 mos, 40 hrs	11/09/99	
ESTABLISH:	Department Secretary II EOP & S, 12 mos, <b>40</b> hrs Comment: Categorically funded.	01/02/00 " ??????"	
	ESTABLISH: Job Developer (1 position) 06/30/00 AET, 12 mos, <b>20</b> hrs Comment: Funding through Design Technology Grant.		11/09/99 "
ESTABLISH:	Computer Systems Developer (new classification) 12 mos, 40 hrs Comment: This <b>classification</b> is required under the Title III grant.	11/09/99	
ESTABLISH:	Technology Trainer Specialist (new classification) 12 mos, 40 hrs Comment: This <b>classification</b> is required under the Title III grant.	11/09/99	

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 8, 1999

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 13 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.

PROBATIONARYEFFECTIVE DATE

Bastian, Amy, Radio Subs Svcs Coordinator, KCRW	10/04/99
Cabrera, Gonzalo, Lab Tech-Biol Sciences, Life Science	10/18/99
Casillas, Jose Cesar, Fin Aid Cust Svcs Clk, Fin Aid	10/25/99
Cassatta, Mary Beth, Acct Specialist II, Acct	10/11/99
Keel, Renee, Fin Aid Cust Svcs Clk, Fin Aid	10/25/99
Prather, George, Director of Auxiliary Svcs, Bus Auxiliary	11/01/99
Tigner, Christine, Acct Specialist II, Acct	10/19/99

PROMOTIONS

Fong, Fai	10/01/99
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Fr: Programmer Analyst I, Netwk & Info Mgmt, 12 mos, 40 hrs  
 To: Programmer Analyst II, Netwk & Info Mgmt, 12 mos, 40 hrs

Graupman, Joyce	10/18/99
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Fr: Administrative Asst. I, AET, 12 mos, 40 hrs  
 To: Personnel Specialist I, Personnel Commission, 12 mos, 40 hrs

Maddox, Margaret	10/20/99
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Fr: Financial Aid Clerk, Fin Aid, 12 mos, 40 hrs  
 To: Fin Aid Grant & Wk-Study Coordinator, Fin Aid, 12 mos, 40 hrs

Pena, Brian	10/01/99
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Fr: Programmer Analyst I, Netwk & Info Mgmt, 12 mos, 40 hrs  
 To: Programmer Analyst II, Netwk & Info Mgmt, 12 mos, 40 hrs

Rose, Gary	10/01/99
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Fr: Construction System Supervisor, Maintenance, 12 mos, 40 hrs  
 To: Maintenance Director, Maintenance, 12 mos, 40 hrs

TRANSFER (per CSEA Agreement, Article 6)

Cancilla, Mary	10/01/99
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Fr: Lead Interpreter for the Hear Impaired, Dis Student Ctr, 12 mos, 30 hrs  
 Disabled Student Testing Asst., Dis Student Ctr, 12 mos, 10 hrs  
 To: Lead Interpreter for the Hear impaired, Dis Student Ctr, 12 mos, 40 hrs

TRANSFER (per CSEA Agreement, Article 6) cont'd

Cardwell, Ingrid	10/16/99
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Fr: Department Secretary I, 11 mos, Life Sci/Phys Life (20 hrs), Art/Fashion (20 hrs)  
 To: Department Secretary I, 11 mos, Phys Sci (20 hrs), Life Sci (20 hrs)

ADVANCED STEP PLACEMENTS

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

Greene, R. David, Radio Station Asst. Engr, KCRW	Step C	07/19/99
Quaile, Robin, Accts Payable Supervisor, Acct	Step C	03/24/99
Sher, Brian, Comp Netwk Analyst, Netwk/Info Mgmt	Step C	08/20/99

WORKING OUT OF CLASSIFICATION

Belcher, Ernie 09/25/99 " 11/26/99  
 Fr: Skilled Maint Wker, Maintenance, 12 mos, 40 hrs  
 To: Acting Metal Wker/Welder, Maintenance, 12 mos, 40 hrs

Dever, David (ext) 10/12/99 " 12/31/99  
 Fr: Asst. Bookstore Mgr, Bookstore, 12 mos, 40 hrs  
 To: Acting Bookstore Mgr, Bookstore, 12 mos, 40 hrs

Engfer, Mark 10/01/99 " 12/22/99  
 Fr: Telecomm Technician II, Telecomm, 12 mos, 40 hrs  
 To: Acting Telecomm Supervisor, Telecomm, 12 mos, 40 hrs

Greenfield, Cynthia 08/30/99 " 09/10/99  
 Fr: Admissions/Records Clk II, Admissions, 12 mos, 40 hrs  
 To: Acting Admissions/Records Clk III, Admissions, 12 mos, 40 hrs

Martinez, Dennis (ext) 12/23/99 " 01/15/00  
 Fr: Cash Receipts Clerk, Bookstore, 12 mos, 40 hrs  
 To: Acting Cash Receipts Coord, Bookstore, 12 mos, 40 hrs

WORKING OUT OF CLASSIFICATION (Additional responsibilities)

Dewit, Lois, Acct Specialist II, Acct	+5%	10/01/99 " 12/31/99
Godbold, Cecil, Repro Operator I	+5%	08/09/99 " 08/27/99
Greenfield, Cynthia, Admiss/Rec Clk II	+5%	07/12/99 " 08/27/99
Looney, Brant, Systems Administrator, AET	+10%	09/21/99 " 12/22/99
Smith, James, Computer Supp Spec, Telecomm	+5%	07/01/99 " 10/22/99

ADDITIONAL HOURS

Bonin, Maria 08/30/99 " 09/10/99  
 Fr: Admissions/Records Clk II, 12 mos, 20 hrs  
 To: Admissions/Records Clk II, 12 mos, 40 hrs

SHIFT CHANGE-PERMANENT

Looney, Brant 10/01/99  
 Fr: Systems Administrator, Day shift, 12 mos, 40 hrs  
 To: Systems Administrator, Varied Hours shift, 12 mos, 40 hrs

RELEASED FROM PROBATION – RIGHT TO RETURN

Martin, Ray 11/02/99  
 Fr: Telecomm Supervisor, Telecomm, 12 mos, 40 hrs  
 To: Telecomm Technician II, Telecomm, 12 mos, 40 hrs

Trejo, Amelia 10/01/99  
 Fr: Admin Asst. I, Health Sciences, 12 mos, 40 hrs  
 To: Department Sec II, Student Life, 12 mos, 40 hrs

LEAVES OF ABSENCE WITH PAY

Verified paid leave in accordance with District and Education Code provisions.

MEDICAL/WITH PAY

Andrews, Noel, Bookstore Mgr., Bookstore (ext)	10/12/99 " 11/20/99
Kestdick, Larry, Comm Svcs Asst., Comm Svcs	11/01/99 " 12/01/99
Martin, Sonya, Personnel Mgr., Personnel Commission	10/14/99 " 11/05/99
Madison, Gary, Asst. Facilities Svcs Admin, Facilities	09/30/99 " 10/07/99
Rojo, Sam, Custodian NS-2, Operations	08/30/99 " 09/10/99

LEAVES OF ABSENCE/WITHOUT PAYFAMILY MEDICAL LEAVE

Searcy, Stacie, Department Sec II, Supt/Pres (reduce 20 hrs/wk)	11/01/99 " 01/24/00
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OPPORTUNITY/WITHOUT PAY

Keil, John, Parking Security Officer, College Police	10/25/99 " 12/17/99
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SEPARATIONSRELEASED FROM PROBATION

Sanchez, Richardo, Bookstore Operations Asst, Bookstore	11/09/99
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RESIGNATION

Padjen, Mark, Pipefitter/Sprinkler System, Grounds	10/15/99
Smith, James, Computer Support Specialist, Telecomm	10/22/99

RESIGNATION FOR PURPOSE OF RETIREMENT

McCoy, Ardell, Director, Purchasing	01/04/00
Vogt, Nancy, Administrative Asst. I, HPER	01/01/00

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

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<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 8, 1999

CONSENT AGENDA: HUMAN RESOURCESRECOMMENDATION NO. 14 CLASSIFIED PERSONNEL – TEMPORARY

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

EFFECTIVE DATE

<u>PROVISIONAL</u> (assignment not to exceed 90 working days)	
Garcia, Maria, Department Secretary I, Emeritus	11/01/99 " 11/30/99
Jimenez, Yvette, Clerical Assistant I, Purchasing (ext.)	09/13/99 " 11/30/99
Moreno, Jose, Instructional Asst. - Math, Latino Center	10/11/99 " 12/21/99
Mosher, Judith, Instructional Asst. - Math, Latino Center	11/01/99 " 11/12/99



Rogers, Cheryle, Clerical Assistant I, Science LRC	10/25/99 " 12/22/99
Trejo, Sharon, Clerical Assistant I, Science LRC	09/24/99 " 12/22/99
Wheatcraft, Jeffrey, Auditorium Technician, Events	10/01/99 " 12/22/99

SUBSTITUTE

Houchen, Jeannine, Swim Instr/Lifeguard, Physical Education	08/16/99 " 06/30/00
Yee, Jen, Swim Instr/Lifeguard, Physical Education	10/18/99 " 06/30/00

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

Galvez, Jimmy, Community Outreach Aide, Office of Schl Rel	10/06/99 " 12/22/99
Garcia, Rodolfo, Counseling Aide, Matriculation	09/27/99 " 06/30/00
Ng, Susan Li, Instructional Asst. – ESL, ESL	10/27/99 " 12/14/99
Pak, Ki Yong, Counseling Aide, Matriculation	09/28/99 " 12/22/99
Perez, John, Community Outreach Aide, Office of School Relations	10/18/99 " 12/31/99
Reale, Franke, Vocational Instructional Assistant, Cosmetology	10/14/99 " 06/30/00
Reed, Jeffery, Accompanist - Dance, Theatre Arts/Dance	09/29/99 " 12/21/99
Saylors, Kimbra, Vocational Instructional Assistant, Cosmetology	09/24/99 " 06/30/00
White, Susan, Vocational Tutoring Asst. I, Student Support Svcs.	11/01/99 " 06/30/00
Wilson, Jayme, Counseling Aide, Office of Schl Relations	10/25/99 " 12/23/99

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

Davis, Linda, Department Secretary II, Personnel Commission	10/19/99 " 12/23/99
Enaiho-Wilson, Patricia, Bookstore Clerk/Cashier, Bookstore	09/23/99 " 06/30/00
Moges, Aster, Bookstore Clerk/Cashier, Bookstore	10/01/99 " 06/30/00
Taylor, Gwendolyn, Registration/Info Clerk, Admissions & Recs.	10/25/99 " 06/30/00

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 8, 1999

CONSENT AGENDA: HUMAN RESOURCESRECOMMENDATION NO. 15 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.

ELECTIONSSTUDENT EMPLOYEES

College Student Assistant	125
\$6.19/hr	

Tutorial Aide	8
\$10.50/hr	

FEDERAL/STATE FUNDED STUDENT EMPLOYEES

College Work-Study Student Assistant 32

\$6.19/hr

PROFESSIONAL EXPERTS

Art Model 2

\$14.00/hr

Art Model w/costume 1

\$17.00/hr

Community Services Specialist I 5

\$27.40/hr

Community Services Specialist II 6

\$38.00/hr

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

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

Santa Monica Community College District

November 8, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATIONRECOMMENDATION NO. 16 AUTHORIZATION OF SIGNATURE

It is recommended that the Board of Trustees authorize the addition of George Prather, Jr., Director of Auxiliary Services, as a signatory to the following Santa Monica Community College District accounts:

Bank of America Auxiliary Services Account (credit card receipts)

Santa Monica Bank Associated Students Checking Account

Union Bank Station C Deposits  
Auxiliary Checking AccountRECOMMENDATION NO. 17  
SPECIAL SERVICESMANDATED COST AGREEMENT FOR

It is recommended that the Board of Trustees authorize the District to enter into an agreement with the EDUCATION MANDATED COST NETWORK (EMCN) wherein the District will act as the fiscal agent for the EMCN Community College Subcommittee as it relates to processing revenues, accounts payable and accounts receivable for the 1999-2000 Community College Test Claim Fund.

Comment: EMCN annually invoices community colleges that are members of the network. Fees are used for the preparation and submittal of community college mandated cost test claims to establish that costs of State laws or regulations should be reimbursed to the community colleges rather than being a local expense.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	November 8, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 18 CLAIM FOR DAMAGES

It is recommended that the Board of Trustees reject the claim filed by Martha Alcorn for an unknown amount in damages, and refer the claim to the District's claims management firm.

Comment: Ms. Alcorn alleges that a student in Cosmetology did not properly use a pressing comb and damaged her hair.

RECOMMENDATION NO. 19 AGREEMENT FOR LEGAL SERVICES

It is recommended that the Board of Trustees authorize the District to enter into an agreement with the law firm of NEWMAN.AARONSON.VANAMAN for the period of November 10, 1999 through June 30, 2000. Newman.Aaronson.Vanaman will develop legal parameters of District public policy for interacting with other government agencies. Fees shall be payable at the rate of up to \$275 per hour plus reimbursable costs.

Funding Source: District

Comment: The District will use attorney Robert M. Myers from the above firm to be a member of the District's legal advisory team with the firm of Harding, Larmore, Kutcher & Kozal to assist in the development of the public policy position to advance SMC's mission. This will assist the District in determining its rights and responsibilities in relations with other local agencies.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	November 8, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 20 KCRW: CONSULTANT AGREEMENTS

It is recommended that the Board of Trustees authorize agreements with the following consultants for KCRW.

**SCOTT FRITZ dba ROCKET AUDIO:** For production services for special projects including BBC, literary short story projects and special music events at the rate of \$3,150 per month for a total not to exceed \$25,200, for the period of November 1, 1999 through June 30, 2000.

**JOE FRANK:** For production services for "Joe Frank: The Other Side" at a rate of \$800 for each original exclusive program and \$200 for each repeat program for a total not to exceed \$21,000, for the period of December 1, 1999 through June 30, 2000.

Funding Source: KCRW donations

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

RECOMMENDATION NO. 21      KCRW: ACCEPTANCE OF GRANTS

It is recommended that the Board of Trustees authorize acceptance of the following grants for KCRW:

**(1) Title of Grant: Community Service Grant**

Granting Agency: Corporation for Public Broadcasting

Awarded Funding: \$744,189

Matching Funds N/A

Performance Period: October 1, 1999 – September 30, 2000

Summary: Funds to be used for National Public Radio annual program acquisition, monthly interconnection fees and NPR membership dues

Budget Augmentation: General Fund Restricted (03)

Income

8000	Grant	\$744,189
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Expenses

5000	Contract services	744,189
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**(2) Title of Grant: Public Telecommunications Facilities Program Grant**

Granting Agency: U. S. Department of Commerce

Awarded Funding: \$157,091

Matching Funds \$39,273

Performance Period: October 1, 1999 – September 30, 2001

Summary: Funds to be used to expand broadcast services by constructing a full power repeater station in Mojave, CA to serve over 32,000 residents of the Antelope Valley

Budget Augmentation General Fund Restricted (03)

Income

8000	Grant	\$157,091
------	-------	-----------

Expenses

4000	Supplies	10,391
5000	Contract services	46,000
6000	Capital equipment	<u>100,700</u>
	Total	\$157,091

**(3) Title of Grant: Community Service Grant**

Granting Agency: California Arts Council

Awarded Funding: \$25,028

Matching Funds \$25,028

Performance Period: November 1, 1999 – September 30, 2000

Summary: Funds to be used for community outreach, arts programming and radio drama production for Children of Abraham.

Budget Augmentation General Fund Restricted (03)

## Income

86900	Grant	\$25,028
88200	District	<u>25,028</u>
Total		\$50,056

Expenses

2000	Classified salaries	\$6,179
4000	Supplies	469
5000	Contract services	<u>43,408</u>
	Total	\$50,056

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	November 8, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATIONRECOMMENDATION NO. 22 FACILITIES: LEASE AGREEMENT WITH ASSISTANCE LEAGUE OF SANTA MONICA

It is recommended that the Board of Trustees authorize the Superintendent/President to enter into negotiations with the Assistance League of Santa Monica to lease the former Assistance League child care facility at 1439 15<sup>th</sup> Street as a location for SMC's Children's Center.

Funding Source: CalWORKs Child Care Facility Grant, District funds

Comment: As a result of the child care presentation at the October 4th meeting, the Board directed the administration to continue discussions with the Assistance League of Santa Monica about the possible lease of this facility and

prepare a recommendation for discussion and action. Prior to the closing of the Assistance League Child Care Center in July 1999, the site was licensed to serve 53 children. SMC should be able to serve at least that number of children there in addition to the 45 children currently being served through the CalWORKs voucher system.

Discussions with the Assistance League have demonstrated an interest in pursuing a long-term relationship with SMC in which all costs for retrofitting and renovating the facility for the College's use would be applied to a negotiated lease amount. A recommendation will be submitted for Board approval once an agreement is reached with the Assistance League.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	November 8, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 23

COMMERCIAL WARRANT REGISTER

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

September 1 – September 30, 1999      4113 - 4133      \$4,356,692.98

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

RECOMMENDATION NO. 24

PAYROLL WARRANT REGISTER

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

September 1 – September 30, 1999      C1B-C – C2C-N      \$4,378,652.21

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

RECOMMENDATION NO. 25

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.

September 1 - September 30, 1999      67893 - 68642      \$1,997,215

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

Operations Office.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	November 8, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATIONRECOMMENDATION NO. 26 DIRECT PAYMENTS

It is recommended that the following direct payments be ratified. Payments are authorized upon delivery and acceptance of the items ordered, or performance of the service. All payments are made in accordance with Education Code requirements and allocated to approved budgets. List on file in Business Office.

October 1 – October 31, 1999      D31352 – D31502      \$232,938.56

RECOMMENDATION NO. 27 PURCHASING: AWARD OF PURCHASE ORDERS

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

<u>Purchase Orders - FY 99/2000</u>	<u>Total</u>
A) P. O. 71237 - 71394	1,752,501.83
B) Telephone-Orders	77,891.93
C) Change Orders	39,854.20
D) Auxiliary-Orders	27,949.58

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

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	November 8, 1999

***Addendum to the Agenda***CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 27-A  
PURCHASE AGREEMENT

PURCHASING: AMENDMENT TO LEASE/

It is recommended that the Board of Trustees authorize the amendment of Recommendation No. 21-B approved October 4, 1999 for the lease/purchase of computer hardware, software and software support from VECTOR TECHNOLOGY to substitute HEWLETT PACKARD as the financing agent for the amended lease/purchase in the amount of \$438,883.20 plus \$171,552 for the hardware maintenance covering years 2 - 5.

The biannual payments not to exceed the following:

Year 1:	2 payments of \$ 43,888.32 =	\$ 87,776.64
Years 2-5:	8 payments of \$ 65,332.32 =	<u>\$522,658.56</u>
		Total \$610,435.20

Funding Source: District

Comment: At the October 4, 1999 Board meeting an award was made to Vector Technology for the lease/purchase of this equipment. Vector Technology is not set up to carry the financing for a lease/purchase. Therefore, Hewlett Packard will act as the financing agent at an annual percentage rate of 4.95% and a purchase order will be issued to Hewlett Packard for the lease/purchase of this equipment.

All other terms and conditions of the CMAS agreement with Vector Technology will be in effect under this agreement. Vector Technology is the authorized sales representative for Hewlett Packard.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	November 8, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 28  
SURPLUS PROPERTY

DECLARATION AND DONATION OF

It is recommended that the Board of Trustees declare the following air conditioning/refrigeration equipment as surplus and authorize the District to donate the equipment to the West Valley Occupational Center of the Los Angeles Unified School District.

- 12 Window Unit Air Conditioners
- 1 Ice Machine



Comment: The above items are obsolete. The West Valley Occupation Center can use these old units in their occupational training programs.

It is further recommended that the Board of Trustees declare the following electronics lab equipment as surplus and authorize the District to donate the equipment to the Santa Monica/Malibu Unified School District.

7 Oscilloscopes  
1 Vacuum Tube Voltmeter  
7 Wide Range Oscillators

Comment: The above items are obsolete. The electronics lab at Santa Monica High School can use these old units in their instructional program.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	November 8, 1999

## MAJOR ITEMS OF BUSINESS

### RECOMMENDATION NO. 29

### ACADEMIC STAFFING FOR 2000-2001

It is recommended that the Board of Trustees approve the following academic positions for 2000-2001:

Art (Design)  
Art History  
Astronomy  
Biology (General)  
Business (General)  
Chemistry  
Computer Science (2 positions)  
Counselor (Articulation)  
Counselor (EOP&S)  
Counselor (International Students Center)  
Counselor (Title III Retention/Persistence)  
English Composition/Reading  
English Composition/Literature  
Geography  
Graphic Design  
Learning Disabilities Specialist  
Mathematics (Cross-Level)  
Mathematics (Developmental)  
Music Appreciation/Theory  
Sociology (2 positions)  
Women's Basketball Coach/Fitness/Health

Funding Source: District Funds, Title III Grant, EOP&S, DSPS

Comment: This recommendation to hire 23 new faculty members is the result of consultation with the college leadership through the Collegewide Coordinating Council. If approved, the hirings will permit the college to meet its AB 1725 full-time obligation as controlled by Title 5, Sections 51025 and 53300.

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

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	November 8, 1999

## ***Addendum to the Agenda***

### MAJOR ITEMS OF BUSINESS

#### RECOMMENDATION NO. 30      APPOINTMENT OF PERSONNEL COMMISSIONER

It is recommended that the Board of Trustees nominate (name to be presented) to the California Community Colleges Chancellor's Office for appointment to the SMC Personnel Commission. The person nominated to the Personnel Commission will serve a three-year term that commences on December 1, 1999.

Comment: On September 7, 1999, the Board of Trustees authorized the Superintendent/President to create a Personnel Commission Screening Committee to screen applications, interview a select group of applicants and recommend to the Board of Trustees a nominee for appointment to the Personnel Commission. It is anticipated that the committee will complete its process. Therefore, this addendum is necessary in order for the Board to take timely action if a nominee is presented for this meeting.

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

<b>BOARD OF TRUSTEES</b>	<b>Information</b>
Santa Monica Community College District	November 8, 1999

INFORMATION ITEM DGRANT SUBMITTALS

**Title of Grant:** **ENLACE**

Granting Agency: W. K. Kellogg Foundation

Requested Funding: \$100,000

Matching Funds: \$43,020 (SMC in-kind)

Performance Period: January 2000 – December 2000

Summary: The goal of this one-year planning project is to bring together partners from the community, K-12 schools, the college, and private business/industry to work collaboratively on strategies designed to improve the retention and graduation rate of Latino students. A result of the planning phase will be a proposal for the second phase of ENLACE, a four-year implementation grant.

**Title of Grant:** **Fund for Instructional Improvement (FII):  
“A Tutor By Your Side”**

Granting Agency: Chancellor’s Office, California Community Colleges

Requested Funding: \$18,506

Matching Funds: \$3,211 (SMC in-kind)

Performance Period: January 2000 – December 2000

Summary: The goal of this project is to hire additional part time tutors (student help) to provide tutoring assistance in the Modern Language lab. Current tutoring staff is insufficient to meet this need and students using the computers have no one to help them with language-specific questions.

**Title of Grant:** **Fund for Instructional Improvement:  
“Media Literacy and Cinema/Broadcast Curriculum”**

Granting Agency: Chancellor’s Office, California Community Colleges

Requested Funding: \$19,996

Matching Funds: \$2,000 (SMC In-kind; indirect costs)

Performance Period: January 2000 – December 2000

Summary: This proposal addresses the need for students to develop skills to interpret, evaluate, and critically analyze visual images and media and has, as its primary goal, to provide resources to identify, evaluate, recommend, acquire, and develop course materials, and create an expanded Communications Department curriculum for the purpose of:

- (1) Teaching media literacy skills to sharpen student understanding of mass media messages to allow them to become more media literate.
- (2) Giving students an opportunity to demonstrate their acquired understanding of media by creating and producing their own media messages through production courses developed within this expanded curriculum.

**Title of Grant:** **Fund for Instructional Improvement  
“Development of Laboratory Methods Courses for  
Chemistry and Biology”**

Granting Agency: Chancellor’s Office, California Community Colleges

Requested Funding: \$36,218

Matching Funds: \$3,622 (SMC In-kind: 10% indirect costs)

Performance Period: January 2000 – December 2000

Summary: To increase the number of underrepresented students in the sciences and to provide industry with a strong and competent workforce, SMC proposes to initiate the development of two laboratory methods courses: a Chemistry Laboratory Methods Course and Biotechniques Course. The outcomes of these introductory courses include increased success, persistence, career awareness among populations traditionally underrepresented in the sciences.

**Title of Grant:** **Fund for Instructional Improvement  
“Student Success Project”**

Granting Agency: Chancellor’s Office, California Community Colleges

Requested Funding:	\$82,480
Matching Funds	\$44,032 (SMC In-kind: Matriculation Augmentation funded counselors)
Performance Period:	January 2000 – December 2000
Summary:	The proposed research project will validate the results from an initial student success study conducted by Santa Monica College. This study explores the use of modified orientation, collaborative learning in the classroom, intensive counseling/ monitoring, student success classes, and increasing students' connection with the college through academic and social activities as methods for achieving higher success and persistence and a lower rate of first-time college students who end up on probation.

<b>BOARD OF TRUSTEES</b>	<b>Adjournment</b>
Santa Monica Community College District	November 8, 1999

-  
ADJOURNMENT

The meeting will be adjourned in memory of **Rodney Mayfield**, who was an integral part of SMC earthquake recovery, and **Dr. Juan Villagomez**, a Santa Monica physician and friend of the college.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, December 6, 1999 at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

This is the annual organizational meeting of the Board of Trustees. The agenda will include the following organizational functions:

- Election of Officers
- Seating of the Board of Trustees
- Election of Trustee Liaisons
- Authorized Signature Resolutions