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

Regular Meeting  
Monday, January 10, 2000

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

5:00 p.m. - Closed Session  
Academy Conference Room  
Room 234  
(Second Floor Distance Education Room)

7:00 p.m. - Public Meeting  
Room 235  
(Second Floor Screening Room)

### **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	January 10, 2000

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

A meeting of the Board of Trustees of the Santa Monica Community College District is scheduled to be held in the Santa Monica College Academy of Entertainment and Technology, 1660 Stewart Street, Santa Monica, California, on Monday, January 10, 2000.

*5:00 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                        |                 |

- II. CLOSED SESSION** (*Scheduled for 5:00 p.m.*)
- Collective Bargaining, pursuant to Government Code Section 54957.6
- Personnel, pursuant to Government Code Section 54957

- |   |   |
|---|---|
| <b>III. ORGANIZATIONAL FUNCTIONS</b> ( <i>Continued</i> ) |   |
| C Pledge of Allegiance                                    | 1 |
| #1 Approval of Minutes: December 6, 1999                  | 2 |

- IV. SUPERINTENDENT'S REPORT**
- Presentations and Discussion
- Distance Education
  - International Trade

**V. ACADEMIC SENATE REPORT**

**VI. CLASSIFIED SENATE REPORT**

**VII. COMMUNICATIONS OR PUBLIC COMMENTS**

D Written communication from Randy M. Stein requesting an investigation of what appears to be a potentially serious health and comfort issue in the Business Building.

**VIII. BOARD REPORT AND COMMENTS**

- |                           |   |
|---------------------------|---|
| <b>IX. CONSENT AGENDA</b> | <u>Page No.</u>   |
|                           | <i>(All items considered in one motion unless pulled for discussion later in the meeting)</i> |

Contracts and Grants

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| #3 | Contract with Education Alliance | 7 |
| #4 | Agreement for Marketing Survey   | 7 |

#5 Contracts for Lecture Series 8

Academic and Students Affairs

#6 Course Approval 9  
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 #8 Customized Training Program 10  
 #9 Job Training Partnership Act (JTPA) Agreement 11  
 #10 Amendment to Consultant Agreement for Telecommunication Services 11  
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 #12 Payment to eCollege.Com 12  
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 #23-C Facilities: Mechanical Engineering Services, Replace Boilers 29  
 #23-D Facilities: Mechanical Engineering Services, Replace Air Handling Motor, Technology Building 29  
 #23-E Facilities: Mechanical Engineering Services, Replace Air Handling Coil, Technology Building 30  
 #23-F Facilities: Reduction of Contract Retention - Earthquake Replacement Science Building 30  
 #23-G Facilities: Architectural Services, Library Electrical Load Center 31  
 #23-H Facilities: Completion of Hazard Mitigation Project, Various Buildings 31  
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X. **CONSENT AGENDA – Pulled Items**

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 #31 SMCCD Initial Proposal to CSEA Chapter 36 37  
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XII. ***INFORMATION - No Action Required***

E	Grant Submittals	42
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XIII. ***ADJOURNMENT:*** A special meeting (closed session) of the Board of Trustees is tentatively scheduled for Monday, January 31, 2000 to review and discuss the Factfinding report. The time is yet to be determined.

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

<b>BOARD OF TRUSTEES</b>	<b>Regular Meeting</b>
Santa Monica Community College District	January 10, 2000

I. ORGANIZATIONAL FUNCTIONS

A. CALL TO ORDER - 5:00 p.m.

B. ROLL CALL

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

Nancy Cattell  
Carole Currey  
Ilona Jo Katz  
Patrick Nichelson  
Herbert Roney

Pam Schuetz, Student Trustee

II. CLOSED SESSION (5:00 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
  - c. Employee Organization: CSEA Chapter 36
- Personnel, pursuant to Government Code Section 54947

III. ORGANIZATIONAL FUNCTIONS - PUBLIC SESSION

C. PLEDGE OF ALLEGIANCE - Katharine Muller

Organizational Functions • page 1

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	January 10, 2000

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:

December 6, 1999

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

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	January 10, 2000

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:

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	January 10, 2000

CONSENT AGENDA: CONTRACTS AND GRANTS

RECOMMENDATION NO. 2 ACCEPTANCE OF GRANTS

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

**Title of Grant:** **1999/00 Application for CalWORKs and TANF Funding**

**Granting Agency:** California Community College Chancellor's Office

**Requested Funding:** \$725,967

- CalWORKs allocation: \$581,866;
- TANF allocation: \$144,081

**Matching Funds:** N/A

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

**Summary:** Funding provides CalWORKs program services for fiscal year 1999/2000 including work-study/child care for CalWORKs recipients. Funding also supports the program coordination, counseling and case management; curriculum redesign and job development activities.

<b>Budget Augmentation:</b>	<b>Income:</b>	
80000	State Revenues (CalWORKS)	\$63,988
80000	State Revenues (TANF)	\$16,609

Expenditures:

**CALWORKS**

	Old	New	Augmentation
10000	78,807	111,847	33,040
20000	178,415	149,529	(28,886)
30000	49,362	44,447	(4,915)
40000		4,000	4,000
50000	211,294		(211,294)
60000		57,766	57,766
70000		214,277	214,277

**TANF**

	Old	New	Augmentation
10000	76,262	19,195	(57,067)
20000	11,870	48,870	37,000

30000	22,040	7,628	(14,412)
40000	5,000	18,000	13,000
50000	8,800	12,800	
			4,000
60000	1,500	35,588	34,088
70000	2,000	2,000	

**Title of Grant:** **Careers in Child Care Project**

Granting Agency: Department of Social Services

Requested Funding: \$576,584

Matching Funds N/A

Performance Period: January, 1, 2000 – January 1, 2002

Summary: In partnership with Connections for Children, funding will be used to provide CalWORKs students with 24 units of instruction (child development, English and basic skills); job preparation workshops; case management services; and student job placement services (as associate teachers or teachers) in Child Development programs.

Budget Augmentation:	Income:	
80000	State Revenues	\$281,163 (Year 1)
		<u>\$295,421</u> (Year 2)
	Total:	\$576,584

	Expenditures:	
	Year 1	Year 2
10000	70,773	74,944
20000	108,315	115,978
30000	43,497	44,755
40000	10,234	
50000	48,344	59,744

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

Granting Agency: Chancellor's Office, California Community Colleges

Requested Funding: \$82,480 (first year of a two year research grant)

Matching Funds \$44,032 (SMC In-kind: Matriculation Augmentation funded counselors)

Performance Period: January 2000 – December 2000 (first of a two year research grant)

**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.

**Budget Augmentation:** 80000      **Income:** State Revenues \$82,480

**Expenditures:**

	Grant	District Match
10000	33,600	44,032
20000	36,332	
30000	1,048	
40000	500	
50000	11,000	

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	January 10, 2000

CONSENT AGENDA:      CONTRACTS AND GRANTS

RECOMMENDATION NO. 3      CONTRACT WITH EDUCATION ALLIANCE

It is recommended that the Board of Trustees authorize the extension of the contract with Education Alliance for services to be provided January 1–31, 2000 for an amount of \$4,000, plus expenses.

Funding Source: District

Comment: The Education Alliance is the consulting firm that has worked with SMC staff to develop a uniform set of Board Policies, Administrative Regulations, and Department Procedures. The work of the consultant will be completed by January 31, 2000.

RECOMMENDATION NO. 4      AGREEMENT FOR MARKETING SURVEY

It is recommended that the Board of Trustees authorize the District to enter into an agreement with Fairbank, Maslin, Maullin and Associates, Opinion Research and Public Policy Analysis, to conduct a marketing survey for the Santa Monica Community College District. The estimated cost of conducting the research is \$28,000, which includes all staff and subcontractor time, consultation with the client, development of the survey instrument, sample selection, conduct of 500 telephone interviews, data processing, data analysis, written report preparation and verbal presentation of results.

Funding Source: Auxiliary

Comment: The purpose of this survey is to determine public attitudes towards the

college, its programs, and its role in the community; and to get public input to help the college set its priorities with respect to the College's facilities master plan.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	January 10, 2000

CONSENT AGENDA:      CONTRACTS AND GRANTS

RECOMMENDATIONS NO. 5      CONTRACTS FOR LECTURE SERIES

It is recommended that the Board of Trustees authorize the following contracts for Spring 2000 lecture series, not to exceed \$120.00 each.

PLANETARIUM LECTURES - Not to exceed \$120.00 each

January 28	Galileo, Cassini, & Beyond	Randii Wessen
February 25	Mt. Wilson: Past & Future	Don Nicholson
March 24	The Tsunami Threat	Costas Synolakis
April 28	The Universe's Biggest Blasts	Joshua Bloom

Funding Source:      Tickets sales

ART LECTURES - 50% of ticket sales

March 3	Salvador Dali	Mario Semere
May 12	Edvard Munch	Mario Semere

Funding Source:      Ticket sales

AFTERNOON THEATER FOR CHILDREN

Jim Gamble Puppets Carnival of the Animals March 4 (2 shows)	\$1,200.00
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Minikin Puppet Productions Aesop's Fables April 22 (2 shows)	\$500.00
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Funding Source:      Ticket sales

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	January 10, 2000

CONSENT AGENDA:      ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 6COURSE APPROVAL

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

Anthropology 35S: Archaeological Field Techniques  
 Architecture 10A: Architectural Design I  
 Architecture 10B: Design Communication I  
 Architecture 11A: Architectural Design II  
 Architecture 70: Architectural Portfolio Development  
 Biology 46C: Natural History & Marine Biology-Galapagos Islands  
 Biology 46D: Conservation Biology in Southwest China  
 Business 28: Integrated Marketing Communications  
 Business 55: Southern California's International Connections  
 Child Development 51: The Reggio Approach  
 CIS 52: Web Page Design with FrontPage 2000  
 CIS 54: Web Page Development and Scripting  
 Dance 55C: Modern Dance Staging Techniques  
 Economics 55: So. California's International Connections  
 Economics 80: Overview of the Global Economy  
 ET 34: Web Animation Using Flash  
 ET 61: The History of Animation  
 ET 72: Career Exploration—Animation and Interactive Media  
 Geography 23: Intermediate Geography Information Systems  
 Geology 5: Earth History  
 Geology 35W: Field Studies—East Mojave  
 History 30: History and Literature of Contemporary Africa  
 Journalism 22: Photography for Publication  
 Library 10: A – Z: Information Sources: Selected Disciplines  
 Nursing 16: Physical Assessment

Comment: All of the above courses have been approved by the academic departments, the Academic Senate, the Joint Curriculum Committee, and all appropriate administrators. It is a state law that the Board of Trustees must approve all courses no matter what internal process is used for course approval. This list represents courses in the 1999-2000 academic year that went through the aforementioned approval process and is now being presented to the Board of Trustees for final approval.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	January 10, 2000

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 7SATURDAY SCIENCE ACADEMY

It is recommended that the Board of Trustees authorize a contract with Center for Educational Achievements (CEA) for services January through March, 2000 for an amount not to exceed \$5,400.

Funding Source: Underrepresented Student Science Access Grant

Comment: The Center for Educational Achievement has developed the highly

successful Saturday Science Academy that has received national media attention for its success in increasing the performance of students from underrepresented populations in mathematics and science. Last year's offering in the Santa Monica College Weekend Science Academy formed the basis for the successful application renewal of the Chancellor's Office Underrepresented Student Science Access Grant. 20 students participated in last year's winter session program. CEA will interview, select, and provide teaching assistants for a biology class to be taught as part of this program at SMC.

RECOMMENDATION NO. 8                      CUSTOMIZED TRAINING PROGRAM

It is recommended that the Board of Trustees approve entering into a contract with the Advanced Computing Institute (ACI) for Santa Monica College to provide job-specific skills training and job placement services for eligible participants referred to the Office of Workforce & Economic Development, for the period of January 2000 through February 2001.

Comment:     The Office of Workforce & Economic Development will provide for 176 participants a seven-week training program that includes computer applications training and direct placement services. Staff will determine participants' "referral eligibility," prepare, maintain, and submit for review all case management files and appropriate documentation, and conduct all site visits associated with this agreement. Referred participants will be Korean Nationals and funding will come from a contract that the ACI has with the Government of South Korea. ACI will pay the college up to \$807,935 to provide these services.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	January 10, 2000

CONSENT AGENDA:                      ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 9                      JOB TRAINING PARTNERSHIP ACT (JTPA)  
AGREEMENT

It is recommended that the Board of Trustees authorize entering into an agreement Community Career Development, Inc. (CCD) a One-Stop Service Center to provide telecommunication training services for eligible JTPA participants referred to the Office of Workforce & Economic Development for the period January 11, 2000 through June 30, 2000.

Comment:     The Office of Workforce & Economic Development will "outstation" staff at the Contractor's facility, determine participants' "referral," 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 classes of 10-12 participants referred to the Office of Workforce & Economic Development; and conduct all site visits associated with this Agreement. Referred participants will be either Title IIA or Title III eligible and funding will come from the contract that the CCD has with the City of Los Angeles. The college will receive an amount not to exceed \$5,800 per participant.

RECOMMENDATION NO. 10                      AMENDMENT TO CONSULTANT AGREEMENT FOR  
TELECOMMUNICATIONS SERVICES

It is recommended that the Board of Trustees ratify an amendment to the agreement for consultant services with DELONG & ASSOCIATES for the period of July 1, 1999 through June 30, 2000. Additional services provided include telecommunications project management including design, implementation and cost control of voice and data projects that involve outside service providers such as GTE, long distance companies and Internet services. Billing for these

additional services at \$100 per hour for a total not to exceed \$12,000.

Funding Source: District Funds

Comment: This telecommunications management firm currently acts on behalf of the District in the evaluation and analysis of telecommunications systems and makes recommendations on decreasing costs and operating more efficiently. This amendment will expand the services to include design, implementation and cost control.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	January 10, 2000

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 11      CONTRACT WITH eCOLLEGE.COM

It is recommended that the Board of Trustees approve an augmentation to Santa Monica College's three-year contract with eCollege.com in the amount of \$30,000 to cover the projected cost of additional services through June 2000. These services include onsite training for faculty and administrators, materials for faculty, and the conversion of additional classes.

Funding Source: Title III Grant, Virtual Multimedia Entertainment Center Grant, eCollege SMC Online Business Degree Grant

Comment: In January 1999, Santa Monica College entered into a three-year contract with eCollege.com. This augmentation, funded entirely through grants, covers the costs of converting additional SMC classes into online offerings and providing the training and materials necessary to support the conversion.

RECOMMENDATION NO. 12      PAYMENT TO eCOLLEGE.COM

It is recommended that the Board of Trustees authorize payment in the amount of \$14,265 to eCollege.com for the per student technology fee charged for Santa Monica College students enrolled in Fall 1999 online classes.

Funding Source: District funds

Comment: eCollege.com charges a technology fee of \$27 per resident student and \$307 per nonresident student for enrollment in each online classes. This amount of \$14,265 reflects the enrollment of 119 resident and 36 nonresident Santa Monica College students in online classes offered through eCollege.com. The cost is covered by the apportionment received for resident students and nonresident student tuition. (Current California regulations do not permit districts to require students to pay a separate technology fee in addition to enrollment fees or nonresident tuition.)

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	January 10, 2000

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 13      CONSULTANT CONTRACTS - EMERITUS COLLEGE

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

Jenifer Dunkin, Ph.D. will participate in the Emeritus College Staff Development Day activities on March 7, 2000, for an amount of \$100.00. Dr. Dunkin is a specialist in Geriatric Psychology.

Arlene Cartozian, will participate in the Emeritus College Staff Development Day activities on March 7, 2000, for an amount of \$50.00. Ms. Cartozian is a specialist in Drawing From the Right Side of the Brain.

Chris Chrisman will present a workshop for tax preparation volunteers in January through April, 2000 in the amount not to exceed \$100.00 for expenses. Fifteen volunteers will be trained at each session.

Fan Yihong will provide a 1 hour lecture each on January 12 and 19, 2000, in the amount not to exceed \$200.00. Ms. Yihong is visiting from the Department of Education Policy, Research and Administration, School of Education at the University of Massachusetts, Amherst.

Funding Source:      District Funds.

RECOMMENDATION NO. 14      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 Winter, January 3rd through February 10th, 2000. It is further recommended that payment per class session be authorized as stated on the list on file with Emeritus College.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	January 10, 2000

CONSENT AGENDA:      ACADEMIC AND STUDENT AFFAIRSRECOMMENDATION NO. 15      CONSULTANT CONTRACT FOR ESL

It is recommended that the Board of Trustees approve a consultant contract with Nancy Wambach in an amount not to exceed \$2500.00, including expenses, for services to assist the College in the Chancellor's Office approval process for validation of an ESL essay assessment instrument.

Funding Source:      Matriculation Funds.

Comment:      Ms. Wambach will assist ESL faculty members in rubric development and will provide training in holistic scoring, using actual exam papers.

RECOMMENDATION NO. 16      COMMUNITY SERVICES/EXTENSION SEMINARS/  
COURSES, WINTER/SPRING 2000

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

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.

SPRING 2000

Anthony W			
New World Travels	Art of Discount Travel	40%	
Arsone S	Poetry	18 Hr	
Baumel G E			
Gett Security/Bodyguard Serv.	California Security Guard	40%	
Barnstable P L	TV Commercials/Acting Workshop	12 Hr	
	Modeling for All Types	12 Hr	
Barthoff M	Art for Non-Artists (2)	36 Hr	
Benveniste R J	The Writer's Journey (2)	36 Hr	
	Writing From Our Lives (2)	36 Hr	
Binnendyk M	Sculpting with Papier Mache	21 Hr	
	Sculpting the Human Face	21 Hr	
Bracamonte L	Spanish/French Conversation	96 Hr	
Brutsche J	Watercolor on Location (2)	48 Hr	
Carey M L	Beginning Yoga (2)	40%	
	Meditation	40%	
Catanzaro J	Substitute Teacher	40%	
Chapman D T			
Dollie Chapman, IIDA Design	Fundamentals of Interior Design	40%	
Chen C L	Beginning Landscaping	10 Hr	
	Landscape (Softscape)	9 Hr	
Chianis A D	Belly Dancing (2)	24 Hr	
Chow Y M	Chinese Brush Painting (2)	36 Hr	
Christensen C			
Notary Public Seminars	Notary Public Seminar/Exam	40%	
Copeland R	Kickboxing (2)	30 Hr	
Corwin S	Native Art Techniques	18 Hr	
Craig-Smith M	Reducing Stress-Self Hypnosis	3 Hr	
Cunningham T	Infant/Child CPR	40%	
	CPR/Medical Providers	40%	
Day J G	Gourmet Herbal Gifts	40%	
Demory D	Creating Your Ideal Career	40%	
Diamond K	Introduction to Feng Shui	40%	
Dighero C A	Beginning Spanish L1 (2)	50%	
	Intermediate Spanish L1	50%	
	Intermediate Spanish L2	50%	
Dingman E W	Professional Floral Design – Basic	15 Hr	
	Professional Floral Design – Inter/Adv	15 Hr	
Drach M	Beginning French for Travelers L1	40%	Beginning French
for Travelers L2		40%	Sound of French
Pronunciation		40%	
Duvall G			
Gran Design	Bicycle Repair (2)	40%	Motorcycle
Repair		40%	
Fergus J	Meet Right Person	50%	
Frischer C S			
CSA Publishing	Collections Made Easy	40%	
Gale G I S	Downtown Art Tour	6 Hr	Metro Tour

		12 Hr 6 Hr	Metro Tour
(2)			
Hollywood			
Gentry H P	Culinary Class	10 Hr	
Georgen P M	Negotiations	40%	
Giannone V F			
Creative Weddings	Wedding Consultant	40%	
Gill H S	Stocks: Understanding the Market (2)	50%	
	Investing In Mutual Funds	40%	
Gordon K	Ballroom Dance L1 (2)	40%	
	Ballroom Dance L2 (2)	40%	
Gruzen Lila	Letting Go of Clutter	40%	
Gullborg B L	Stretch and Slim (2)	40%	
	Slow Stretch (2)	40%	
Hanson P	Buying a Business	40%	
	Going into Business	40%	
	Small Business Records	40%	
Heller P	Painting on Glass	18 Hr	
Hill J	Improve Travel Photography	6 Hr	
House R E	Beginning Spanish L1 (2)	50%	
	Beginning Spanish L2 (2)	50%	
Ivanjack K	Youth Choral Singing	9 Hr	
Ivanova O	Beginning Russian L1/L2	36 Hr	
Jensen J			
Jensen Publications	How to Succeed as a Writer	40%	
	Buy a Home at a Discount	40%	
Jones R L	Basic Photography (4)	40%	
Kapaku O			
Okima Kapaku Kawika	Hawaiian Dance (2)	40%	
Katz B	Forgiveness	40%	
Katz H	Home Remodeling	50%	
Kaufman B	Don't Take It Personally	40%	
Kazuko	Japanese Calligraphy	15 Hr	
Kottra J C			
Financial Network	Successful Retirement	30%	
Lager E B			
Evelyn Lager	Write Freelance Articles that Sell	40%	
	Good Grief! It's Grammar!	50%	
Leddell J	Gift Wrapping	40%	
Leichner L	Beginning German L1/L2 (2)	36 Hr	
Lemack B	PR for Non Profits	40%	
Levyn K	East/West Coast Swing (2)	40%	
Lewis J	Bowmaking	40%	
	Holiday Gift Baskets	40%	
Lieberman A J	Beat the Lender	40%	
Lipton L	Career Transition Workshop	9 Hr	
	Relevant Resumes	6 Hr	
	Job Interviews	6 Hr	
Longobart R D			
Green Thumb Bookkeeping	Basic Home Repair	50%	
	Wallpapering	50%	
Lopez M	Beyond Basic Photography (2)	36 Hr	
			Black/White Print Lab
(2)		48 Hr	
	Color Print Lab (2)	48 Hr	

Lowe T L	Still Life Composition in Watercolor (2)	36 Hr
Malphus M L	Power Lunch 101	40%
	Cool Courtesy	40%
	Early Etiquette	40%
Mann H	Comedy Writing	18 Hr
	Standup Comedy	18 Hr
Manseau F J	Youth Drawing	12 Hr
	Cartooning for Fun	12 Hr
Mansfield W		
William Mansfield Seminars	Appraisal	40%
Marshall G	Home-Studio Demos	6 Hr
McCormick Y	Ikebana, Japanese Floral Design	15 Hr
Miller N		
Rounds, Miller & Assoc.	Mail Order Business	40%
Mojsin L	Accent Reduction for Professionals	40%
Morgan D	Right Brain Drawing (2)	42 Hr
Morgen S W	Spring Sings	12 Hr
Nethery B	Beauty Make-Over/40	40%
Nunes J L	Exploration in Pastels	18 Hr
	Exploration in Oils	21 Hr
Palen C R		
Chaos Control Co.	The Home Manager	40%
	Chaos Control	40%
Pampillo I	Beginning Salsa L1 (2)	40%
	Beginning Salsa L2 (2)	40%
Parker J	Understanding Dreams	40%
Perez-Pena F	Spanish/French	96 Hr
Piscopo M	Business of Photography	12 Hr
	Portfolio Development	8 Hr
Prestine J S	Write a Children's Picture Book	50%
	Find a Publisher	50%
Preston B	Expressively Speaking	40%
Railsback S L		
Sherrie Railsback	Freelance Bookkeeper	50%
	How to Talk to Anyone	50%
Reck L W	Mature Drivers Improvement (2)	16 Hr
Reddick M E		
Marshall Reddick Seminars	Government Foreclosures (2)	40%
Richardson L G		
Lois G Richardson	Women and Investing	40%
Rimmon S D		
S. Rimmon & Co., Inc.	Importing (3)	50%
	Assertiveness	50%
Robbins J	Voice-Overs	40%
Robinson K	Fruits & Flowers in Watercolor (2)	48 Hr
Rose E	Color Power	40%
Rounds M		
Rounds, Miller & Assoc.	Consulting	40%
Russell M, PH.D.	Impact of Adoption	40%
Saxon J K	Yes, You Can Write a Song	18 Hr
Scherillo R	Beginning Italian L1	18 Hr
	Beginning Italian L2	18 Hr
	Intermediate Italian L1	18 Hr
	Intermediate Italian L2	18 Hr

Shamel A M	Black/White Print Lab (2)	48 Hr	
Singer D L	Tai Chi Ch'uan (2)	40%	
Small I D			
I. David Small	Family Trust	50%	
Song J	Acupressure/Stretch	9 Hr	
Specktor D	Beginning Knitting	18 Hr	
Stoddard	Carefree Travel Packing Light	40%	
Suen L	Beginning Chinese L1/L2 (2)	36 Hr	
Tarlow E			
So. Calif Boat Club, Inc.	Sailing (6)	\$118/Student	Kayaking
(4)	\$60/Student		
Temp S A	ColorTheory & Practice	18 Hr	World of
Collage		18 Hr	
	Collage & Assemblage	18 Hr	
Thacker C L	Culinary Classes (3)	30 Hr	Cooking
Basics		48 Hr	
Thomson P D	Creativity Workshop	21 Hr	
Unger I E	Yoga for a Healthy Back (2)	40%	
Urquhart S	Beginning Japanese L1/L2 (2)	36 Hr	
Val-Essen I	Bring Out the Best	3 Hr	
Weiss C	Art of Scrapbooking	4 Hr	
Westerfield D R			
Westerfield & Associates	Books for Small Business	50%	
	Tax Workshop	40%	
	How to Chose/Buy a Personal Computer	50%	
Wheeler J J	Drawing the Head with Charcoal	18 Hr	
	Painting the Head in Oil	18 Hr	
Wickland G	Video/Digital Camera	12 Hr	
Wyels J G			
Joyce Gregory Wyels	Travel Writing	50%	
Wyllie J			
James Wyllie	Horsemanship (6)	\$180/Student	
<b><u>EXTENSION INSTRUCTORS</u></b>			
Bronstein M	Spring Intensive ESL	400Hr	
Clark L L	I V Therapy (2)	24 Hr	
de Elejalde K	Spring Intensive ESL	400 Hr	
DiRende S	Spring Intensive ESL	400 Hr	
Education to Go	On Line Computer Classes (92)	\$29/Student	
Grillo M A	Private Pilot Ground School	42 Hr	
	Instrument Pilot Training	42 Hr	
Hammond C	Introduction to Excel	30%	
	Intermediate Excel	30%	
	Microsoft Word	30%	
	Intermediate Word	30%	
Hurwit M A	Medical Transcription	50 Hr	
Lev H C	Real Estate Exam Review	6 Hr	
	Real Estate Principles	45 Hr	
	Real Estate Practice	45 Hr	
	Legal Aspects-Real Estate	45 Hr	
Levin T	Spring Intensive ESL	400 Hr	
Lowcock F E	Adobe Photoshop (3)	30%	
Miller M E	Computer Baby Steps (2)	30%	

Mulcahy J	AutoCad Class	30%
Uchiyama K	Spring Intensive ESL	200 Hr
Utas R	Windows 95	30%
	Navigating the Internet	30%
Vietta F	Spring Intensive ESL	400 Hr
Winston P	Medical Insurance Billing	40%
Windish G	Blueprint Reading	30%

WINTER EXTENSION INSTRUCTOR

Uchiyama K	Winter Intensive ESL	125 Hr
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<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	January 10, 2000

CONSENT AGENDA: HUMAN RESOURCESRECOMMENDATION NO. 17 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 DATEHOURLY

(List on file in the Human Resources - Academic)

PLACEMENT OF ADMINISTRATIVE POSITION ON SALARY SCHEDULE

Executive Vice-President	Range XIII, Step 6 (\$121,778) Academic Administrative Salary Schedule	07/6/99
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LEAVES OF ABSENCEMEDICAL LEAVE

Dobbs, Clifton III	Counselor	12/14/99 " 01/14/00
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SEPARATIONSRESIGNATION

Bridges, Avie J.	Director of Athletics	12/31/99
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The Board hereby accepts immediately the resignation/retirement of the above listed personnel to be effective as indicated.

RECOMMENDATION NO. 18 CONTRACT FOR INTERIM ATHLETIC DIRECTOR

It is recommended that the Board of Trustees authorize a contract with Terry Marre to provide services as interim athletic director at the rate of \$5,500 per month for the period of January 11 through March 31, 2000.

Comment: Terry Marre will provide interim leadership for the SMC athletic program until the Director of Athletics position is permanently filled.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	January 10, 2000

CONSENT AGENDA: HUMAN RESOURCESRECOMMENDATION NO. 19 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.

<u>PROBATIONARY</u>	<u>EFFECTIVE DATE</u>
Carlos, Ismael, Comm College Police Trainee, College Police	01/03/00
Coleman, Sarah, Financial Aid Tech, Financial Aid	01/06/00
Nguyen, Trung, Comm College Police Trainee, College Police	01/03/00
Paulson, Robert, Multimedia Comp Lab Specialist, AET	01/03/00
Philipson, Adam, Dept Secretary, 20 hrs/wk, 12 mos, Plan/Dev	01/0300
Rankin-Scales, Vivian, Dept Secretary I, Art	01/03/00
Santoya, David, Multimedia Comp Lab Specialist, AET	01/03/00
Seldon, Stuart, Multimedia Comp Lab Specialist, AET	01/03/00

REINSTATEMENT

Romano, Jere, Comm College Police Officer, College Police	01/03/00
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STIPEND

Oseguera, Ismenia, Custodian, Operations (varied hours) 5%	10/18/99 " 06/30/99
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MEDICAL/WITH PAY

Athanitis, Helen, Personnel Analyst II, Personnel Commission	11/30/99 " 12/01/99
Dick-Pineiro, Florence, Cash Receipts Clk, Aux Business	09/16/99 " 12/03/99
Gire, Richard, Auto/Toolrm Coordinator, Auto/Trades	11/15/99 " 01/03/00
Estrada, Teresa, Custodian NS-2, Operations	10/25/99 " 10/29/99
Garcia, Kathleen, Custodian NS-2, Operations	11/29/99 " 12/07/99
Goines, Sydney, Dept Sec I, Women's Ctr	11/16/99 " 11/28/99
Martin, Sonya, Mgr-Personnel Commission, Personnel Comm	12/06/99 " 12/17/99
Preston, Patricia, Immigration Coordinator, Intl Education Ctr	12/03/99 " 12/13/99
Sawyer, Nelson, Lead Bkstore Oper Asst, Bkstore(reduce 4 hrs/day)	10/30/99 " 11/30/99
Stevenson, Ron, Custodian NS-2, Operations	11/29/99 " 12/09/99

MEDICAL/WITHOUT PAY

Dick-Pineiro, Florance, Cash Receipts Clk, Aux Business	12/04/99 " 01/15/00
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39-MONTH REEMPLOYMENT LIST (MEDICAL LAY-OFF)

Quaintance, Keith, Lab Tech-Art, Art	12/31/99
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SEPARATIONSRESIGNATION FOR PURPOSES OF RETIREMENT

King, William, Media Resources Asst. II, LRC/Library	01/18/00
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DISMISSAL

Takara, Mindy, International Education Assistant, International Ed.	11/8/99
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The Board hereby accepts immediately the resignation/retirement of the above listed personnel to be effective as indicated.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	January 10, 2000

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 20      CLASSIFIED PERSONNEL – TEMPORARY

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

EFFECTIVE DATE

PROVISIONAL (assignment not to exceed 90 working days)

Anderson, Jane, Department Secretary I, Library	12/14/99 " 01/31/00
Brownlie-Gillispie, Tutoring Coordinator-Bus, Business	12/01/99 " 02/28/00
Martinez, Rosaura, Reg. & Enrl Coordinator, Office of Schl Rlts.	01/03/00 " 03/03/00
Matsumoto-Trejo, Sharon, Clerical Assistant I, Science LRC	11/29/99 " 12/21/99

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

Alvarez, Marlon, Community Outreach Aide, Office of Schl Rlts.	01/03/00 " 06/30/00
Alvarado, Claudia, Counseling Aide, Counseling/Transfer Center	01/03/00 " 06/30/00
Bierman, Michael, Community Outreach Aide, Office of Schl Rlts.	01/03/00 " 06/30/00
Boules, Nancy, Community Outreach Aide, Office of School Rlts.	01/03/00 " 06/30/00
Budd, Trica, Community Outreach Aide, Office of School Rlts.	01/03/00 " 06/30/00
Buss, Emily, Instructional Asst.-ESL, ESL	01/03/00 " 02/11/00
Byun, Donna, Instructional Asst.-ESL, ESL	01/03/00 " 02/11/00
Cammon, Jamie, Community Outreach Aide, Office of Schl Rlts.	01/03/00 " 06/30/00
Canales, Estela, Community Outreach Aide, Office of Schl Rlts.	01/03/00 " 06/30/00
Carillo, Leopoldo, Counseling Aide, EOPS	12/06/99 " 06/30/00
Check, Laura, Instructional Asst.-ESL, ESL	01/03/00 " 02/11/00
Delgado, Myrna, Community Outreach Aide, Office of Schl Rlts	01/03/00 " 06/30/00
Franco, Jose, Community Outreach Aide, Office of Schl Rlts	01/03/00 " 06/30/00
Galvez, Jimmy, Community Outreach Aide, Office of Schl Rlts	01/03/00 " 06/30/00
Gordon, Stephanie, Community Outreach Aide, Office of Schl Rlts.	01/03/00 " 06/30/00
Gregorio, Barbara, Community Outreach Aide, Office of Schl Rlts.	01/03/00 " 06/30/00
Hearn, Steve, Community Outreach Aide, Office of Schl Rlts.	01/03/00 " 06/30/00
Herrington, Rashunda, Community Outreach Aide, Off of Schl Rlts.	01/03/00 " 06/30/00
Hong, Son Kyong, Counseling Aide, Counseling/Transfer Center	01/03/00 " 06/30/00
Huoth, Nazereth, Instructional Asst.-ESL, ESL	01/03/00 " 02/11/00
Imada, Timoteo, Community Outreach Aide, Office of Schl Rlts.	01/03/00 " 06/30/00
Lee, Allison, Instructional Asst.-ESL, ESL	01/03/00 " 02/11/00
Liu, William, Counseling Aide, Counseling/Transfer Center	01/03/00 " 06/30/00
Marcial, Soledad, Community Outreach Aide, Office of Schl Rlts.	01/03/00 " 06/30/00

CASUAL (cont'd)

Mora, Marcela, Community Outreach Aide, Office of Schl Rlts.	01/03/00 " 06/30/00
Ng, Susan, Instructional Asst.-ESL, ESL	01/03/00 " 02/11/00
Olivas, Nancy, Community Outreach Aide, Office of Schl Rlts.	01/03/00 " 06/30/00
Orellana, Ivan, Counseling Aide, Counseling/Transfer Center	01/03/00 " 06/30/00
Partlow, Naykeemah, Community Outreach Aide, Off of Schl Rlts.	01/03/00 " 06/30/00
Perez, Sarahann, Community Outreach Aide, Office of Schl Rlts.	01/03/00 " 06/30/00
Poole, Jason, Community Outreach Aide, Office of Schl Rlts.	01/03/00 " 06/30/00
Ramirez, Raquel, Community Outreach Aide, Office of Schl Rlts.	01/03/00 " 06/30/00
Rodriguez, Miguel, Counseling Aide, Counseling/Transfer Center	01/03/00 " 06/30/00
Rost, Aime, Community Outreach Aide, Office of Schl Rlts.	01/03/00 " 06/30/00
Salazar, Ana Sugey, Community Outreach Aide, Office of Schl Rlts.	01/03/00 " 06/30/00
Solis, Maria, Community Outreach Aide, Office of Schl Rlts.	01/03/00 " 06/30/00
Song, Dwight, Instructional Ass.-ESL, ESL	01/03/00 " 02/11/00
Stagg, Chris, Instructional Asst.-ESL, ESL	01/03/00 " 02/11/00
Vargas, Gilberto, Community Outreach Aide, Office of Schl Rlts.	01/03/00 " 06/30/00
Villasenor, Monica, Community Outreach Aide, Office of Schl Rlts.	01/03/00 " 06/30/00
Wassef, Caroline, Community Outreach Aide, Office of Schl Rlts.	01/03/00 " 06/30/00
Whaley, Audra, Community Outreach Aide, Office of Schl Rlts.	01/03/00 " 06/30/00

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

Alekseyer, Ilya, Registration/Info Clerk, Office of School Relations	01/03/00 " 06/30/00
Alvarez, Leticia, Registration/Info Clerk, Office of Schl Relations	11/22/99 " 12/22/99
Alvarez, Leticia, Registration/Info Clerk, Office of Schl Relations	01/03/00 " 06/30/00
Amian, Andy, Registration/Info Clerk, Office of School Relations	01/03/00 " 06/30/00
Berbano, Leah, Registration/Info Clerk, Office of School Relations	01/03/00 " 06/30/00
Bradley, Mikal, Registration/Info Clerk, Office of School Relations	01/03/00 " 06/30/00
Carr-Francis, Sherita, Registration/Info Clerk, Office of Schl Rlts	01/03/00 " 06/30/00
Chavez, Carmen, Registration/Info Clerk, Admissions & Recs.	12/08/99 " 06/30/00
Daniels, Tyress, Registration/Info Clerk, Office of School Relations	01/03/00 " 06/30/00
Davis, Linda, Department Secretary II, Personnel Comm. (ext)	12/24/99 " 01/03/00
De la Torre, Heidi, Registration/Info Clerk, Office of Schl Rlts.	01/03/00 " 06/30/00
Gaitha, Anne, Registration/Info Clerk, Admissions & Records	12/02/99 " 06/30/00
Gardner, Mark, Registration/Info Clerk, Office of School Relations	01/03/00 " 06/30/00
Greenfield, Julie, Registration/Info Clerk, Office of School Rlts.	01/03/00 " 06/30/00
Hauser, Abbe, Registration/Info Clerk, Office of School Relations	01/03/00 " 06/30/00
Jones, Tia, Registration/Info Clerk, Office of School Relations	01/03/00 " 06/30/00
Khorsandravan, Shahryar, Instructional Asst.-Math, Mathematics	12/02/99 " 02/11/00
Marrow, Letesha, Registration/Info Clerk, Office of School Rlts.	01/03/00 " 06/30/00
McLeod, Judith, Department Secretary I, Risk Management	01/03/00 " 06/30/00
Ng, Mark, Registration/Info Clerk, Office of School Relations	01/03/00 " 06/30/00
Nieto, Bahman, Registration/Info Clerk, Office of School Relations	01/03/00 " 06/30/00
Nieto, Genoveva, Registration/Info Clerk, Office of School Rlts.	01/03/00 " 06/30/00
Rodriguez, Zaida, Registration/Info Clerk, Office of School Rlts.	01/03/00 " 06/30/00
Silva, Rita, Registration/Info Clerk, Office of School Relations	11/22/99 " 12/31/99

TEMPORARY (cont'd)

Silva, Rita, Registration/Info Clerk, Office of School Relations	01/03/00 " 06/30/00
Spencer, Sonja, Registration/Info Clerk, Office of School Rlts.	01/03/00 " 06/30/00
Tapia, Hector, Registration/Info Clerk, Office of School Relations	11/24/99 " 12/31/99
Victorin, Anthony, Cash Receipts Clerk, Auxiliary Services (ext)	10/27/99 " 12/22/99
Yamauchi, Caren, Registration/Info Clerk, Office of School Rlts.	01/03/00 " 06/30/00

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	January 10, 2000

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 21 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 (28)  
\$6.19/hr

FEDERAL/STATE FUNDED STUDENT EMPLOYEES

College Work-Study Student Assistant (13)  
\$6.19/hr

PHYSICAL EDUCATION DEPARTMENT EMPLOYEES

Recreation Director II  
\$8.12/hr.

PROFESSIONAL EXPERTS

CalWorks Project Specialist

Ehrlich, Rosina	01/01/2000 – 06/30/2000
Rincon-Ledesma, Terry	01/11/2000 – 06/30/2000
Yanez, Mercedes	01/18/2000 – 06/30/2000

Workforce and Economic Development Project Specialist - \$3,750/mo

Garcia, Dennis	01/11/2000 – 06/30/2000
Vietti, Faith	01/11/2000 – 06/30/2000

PROFESSIONAL EXPERTS

Art Model (1)  
\$14.00/hr

Community Services Specialist I (2)  
\$27.40/hr

Community Services Specialist II (1)  
\$38.00/hr

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

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	January 10, 2000

CONSENT AGENDA: BUSINESS AND ADMINISTRATIONRECOMMENDATION NO. 22 KCRW: CONSULTANTS

It is recommended that the Board of Trustees authorize an agreement with the following consultant for KCRW for the period of January 1, 2000 through June 30, 2000.

1492 TECHNOLOGIES: For consulting services regarding specific projects in planning KCRW's website needs; offering long-term strategy, applications development and custom solutions. Basic retainer of \$300 per month, for a total not to exceed \$2,000.

Funding Source: KCRW donations

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

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	January 10, 2000

CONSENT AGENDA: BUSINESS AND ADMINISTRATIONRECOMMENDATION NO. 23-A FACILITIES: SCHEDULED MAINTENANCE AND SPECIAL REPAIRS PROGRAM

It is recommended that the Board of Trustees approve the filing of the Scheduled Maintenance and Special Repairs Program 2000-01 through 2004-05 with the State Chancellor's Office.

<u>District</u> <u>Priority</u>	<u>Project Description</u>	<u>1999-00</u> <u>Amount</u>	<u>2000-01</u> <u>Amount</u>
1	Replace Exhaust Fan Unit, Cosmetology/Bus. Bldg.*		\$ 54,030
2	Replace Clearstory Window Assemblies, Art Building	\$116,320	123,135
3	Roof Replacement, Student Activities Building	131,550	142,630
4	Replace HV System, Madison Multi-Purpose Room*		65,040
5	Replace Electrical Panels, Various Buildings*		253,820
6	Replace Air handler Motors/Bearings, Various Buildings*		101,030
7	Replace Emergency Lighting, Various Buildings*		81,560
8	Replace Air Handler Coil, Media Center*		46,980
9	Replace Storm Drains at Gym and Music Buildings*		136,160
10	Replacement of Door Assemblies, Gymnasium	58,550	66,645
11	Replacement of Door Assemblies, Art & Stu. Activ. Bldgs.	61,952	62,931
12	Replace Floor Covering, Letters & Science Building	46,526	<u>47,547</u>
<b>GRAND TOTAL DISTRICT AMOUNT For 2000-01</b>			<b>\$1,181,508</b>

Comment: The priority categories are established by the State Chancellor's Office and the District identifies its projects that fit into those categories. The projects indicated with \* are new for 2000-01.

RECOMMENDATION NO. 23-B FACILITIES: SHUTTLE LOTS - CPI INCREASE ON ANNUAL LEASE

It is recommended that the Board of Trustees authorize the District to increase the month-to-month lease with the CITY OF SANTA MONICA for the Airport Shuttle Lots to \$5,219.40, an increase of \$419.40, effective December 1, 1999.

Funding Source: FEMA

Comment: The City of Santa Monica charges the District for the use of the shuttle parking lots at the Santa Monica Airport. This is the first increase since the 1994 Northridge earthquake. The District is reimbursed by FEMA as part of the earthquake recovery.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	January 10, 2000

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 23-C FACILITIES: MECHANICAL ENGINEERING SERVICES, REPLACE BOILERS, GYMNASIUM

It is recommended that the Board of Trustees authorize the District to enter into an agreement with KHALIFEH & ASSOCIATES for mechanical engineering services associated with the Replacement of Boilers, Gymnasium project for an amount not to exceed \$39,650, plus reimbursables.

Funding Source: State Scheduled Maintenance Program/District

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

RECOMMENDATION NO. 23-D FACILITIES: MECHANICAL ENGINEERING SERVICES, REPLACE AIR HANDLER MOTOR, TECHNOLOGY BUILDING

It is recommended that the Board of Trustees authorize the District to enter into an agreement with KHALIFEH & ASSOCIATES for mechanical engineering services associated with the Replacement of Air Handler Motor, Technology Building project for an amount not to exceed \$1,200, plus reimbursables.

Funding Source: State Scheduled Maintenance Program/District

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

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	January 10, 2000

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 23-E FACILITIES: MECHANICAL ENGINEERING

SERVICES, REPLACE AIR HANDLER COIL, TECHNOLOGY BUILDING

It is recommended that the Board of Trustees authorize the District to enter into an agreement with KHALIFEH & ASSOCIATES for mechanical engineering services associated with the Replacement of Air Handler Coil, Technology Building project for an amount not to exceed \$5,700, plus reimbursables.

Funding Source: State Scheduled Maintenance Program/District

Comment: This project is 50% funded by the 1990-2000 State Scheduled Maintenance & Special Repairs Program

RECOMMENDATION NO. 23-F FACILITIES: REDUCTION OF CONTRACT RETENTION – EARTHQUAKE REPLACEMENT SCIENCE BUILDING

It is recommended that the Board of Trustees authorize the District to reduce the contract retention from 5.85% to 2.5% on the Earthquake Replacement Science Building project.

Funding Source: FEMA and Prop T

Comment: The District has taken occupancy of the building and the contractor is making required progress toward completion of punch list items.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	January 10, 2000

CONSENT AGENDA: BUSINESS AND ADMINISTRATIONRECOMMENDATION NO. 23-G FACILITIES: ARCHITECTURAL SERVICES, LIBRARY ELECTRICAL LOAD CENTER

It is recommended that the Board of Trustees authorize the District to enter into an agreement with ANSHEN + ALLEN for architectural services associated with the Library Electrical Load Center project for an amount not to exceed \$30,000, plus reimbursables.

Funding Source: State Scheduled Maintenance Program/District

Comment: This agreement will provide for the design development and preparation of bid documents for the proposed Electrical Load Center, Phase 1 work to be situated west of the Library. The existing Library electrical load center does not have the capacity to feed the proposed Library Addition. This load center will provide electrical service for the existing Library, Media Center, Library Addition, PE Shower & Locker Bldg., Gymnasium and PE Bungalows. This load center will also have the potential expandable capacity to feed future master plan projects in the central campus area and the refeed of existing central and south campus buildings as the need arises.

RECOMMENDATION NO. 23-H FACILITIES: COMPLETION OF HAZARD MITIGATION PROJECT, VARIOUS BUILDINGS

Subject to completion of punch list items by PACIFIC GENERAL, it is recommended that the Board of Trustees authorize the Executive Vice President, without further action of the Board of Trustees, to accept the project described

as Hazard Mitigation Project, Various Buildings, as being completed upon PACIFIC GENERAL's completion of punch list items. The date of Final Completion and Final Acceptance shall be determined by the Executive Vice President. Subject to the foregoing and in accordance with and in strict compliance with all applicable provisions and requirements of the contract document relating thereto upon determination of Final Completion and Final Acceptance, disbursement of the final payment is authorized.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	January 10, 2000

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 24 COMMERCIAL WARRANT REGISTER

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

November 1 – November 30, 1999      4155 – 4172      \$5,131,528.32

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

RECOMMENDATION NO. 25 PAYROLL WARRANT REGISTER

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

November 1 – November 30, 1999      301-C – C2E-N      \$5,636,141.39

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

RECOMMENDATION NO. 26 PAYMENTS FROM AUXILIARY OPERATIONS

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

November 1 - November 30, 1999 69381 - 59821      \$3,146,598

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	January 10, 2000

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 27 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.

December 1 – December 31, 1999                      D31657– D31714                      \$23,624.75

RECOMMENDATION NO. 28-A      PURCHASING: AWARD OF PURCHASE ORDERS

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

<u>Purchase Orders - FY 99/2000</u>	<u>Total</u>
A) P. O. 71546 - 71668	839,951.22
B) Telephone Orders	103,655.45
C) Change Orders	109,805.24
D) Auxiliary Orders	15,485.93
E) Auxiliary Change Orders	13,430.45

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

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	January 10, 2000

CONSENT AGENDA:              BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 28-B      PURCHASING: AWARD OF BID FOR BROADCAST EQUIPMENT AND SUPPLIES

It is recommended that the Board of Trustees award bid 99000-B4 for Broadcast Equipment and supplies to the lowest responsive bidders as follows:

Broadcast Supply Worldwide, Inc.	\$16,659.68
Harris Corporation, Inc.	\$72,068.04
RF Specialties, Inc.	\$15,499.24
Talley Communications, Inc.	\$2,077.36
Western Technical Services, Inc.	<u>\$2,860.61</u>
<b>TOTAL:</b>	<b>\$109,164.93</b>

Funding Source:      National Telecommunications and Information Administration Public Telecommunications Facilities Program

Comment:      This is a Federal grant awarded to KCRW to purchase the equipment for the remote transmitter serving the Palm Springs area. Bids were solicited for this specialized equipment through newspaper advertisements and a mailing.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	January 10, 2000

MAJOR ITEMS OF BUSINESSRECOMMENDATION NO. 29      NOMINATION TO CCCT BOARD OF DIRECTORS

It is recommended that the Board of Trustees nominate Carole Currey for re-election to the California Community College Trustees (CCCT) Board of Directors.

COMMENT:      Nominations for membership on the CCCT Board will be accepted in the CCLC office from January 1 through February 15, 2000. The election of members of the CCCT Board will take place between March 10 and April 25. Ten persons will be elected to the board this year; the ten candidates to receive the most votes will serve two-year terms. The election results will be announced by May 1, 2000.

MOTION MADE BY:  
SECONDED BY:

STUDENT ADVISORY:  
AYES:  
NOES:

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	January 10, 2000

MAJOR ITEMS OF BUSINESSRECOMMENDATION NO. 30      PUBLIC HEARING - CALIFORNIA SCHOOL  
EMPLOYEES ASSOCIATION (CSEA)  
CHAPTER 36 INITIAL PROPOSAL

It is recommended that the Board of Trustees conduct a public hearing to provide the public an opportunity to respond to the initial proposal of the California School Employees Association (CSEA) Chapter 36 for contract negotiations.

COMMENT:      California School Employees Association Chapter 36 presented its initial proposal at a meeting of the Board of Trustees on December 6, 1999. According to the Educational Employment Relations Act, the Board must allow for the public to respond prior to the Board adopting its initial position.

PUBLIC HEARING CONVENED:

MOTION MADE BY:  
SECONDED BY:  
STUDENT ADVISORY:

AYES:  
NOES:

PUBLIC COMMENTS:

PUBLIC HEARING CLOSED:

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

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	January 10, 2000

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 31      SMCCD INITIAL PROPOSAL TO CALIFORNIA SCHOOL  
EMPLOYEES ASSOCIATION (CSEA) CHAPTER 36

It is recommended that the Board of Trustees present the Santa Monica Community College District's initial proposal to the California School Employees Association (Chapter 36) for a successor collective bargaining agreement.

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

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	January 10, 2000

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 32      2000-2001 NONRESIDENT TUITION RATE

It is recommended that for 2000-2001 the Board of Trustees adopt the rate of \$130 per unit per semester for nonresident tuition based upon the new statewide average cost of education.

It is further recommended that the Board of Trustees adopt a \$20 per semester unit capital outlay recovery surcharge for nonresident tuition to be charged to nonresident students who are both citizens and residents of a foreign country.

Comment: This action is the first increase in the basic nonresident tuition rate in the last four years. The rate for nonresident students has been \$125 per unit. The new rate for 2000-2001 of \$130 is the new statewide average cost of education as calculated by the Chancellor's Office. The \$20 capital surcharge is based upon the average capital cost for the Santa Monica Community College District in 1998-99 and reflects a three dollar per unit increase for capital expenditures.

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

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	January 10, 2000

#### MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 33      RESOLUTION ELECTING TO BE SUBJECT  
TO SECTION 22873 OF THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL  
CARE ACT

WHEREAS, Government Code Section 22850 and/or 22850.3 provides the benefits of the Public Employees' Medical and Hospital Care Act to employees of local agencies contracting with the Public Employees Retirement System; and

WHEREAS, Santa Monica Community College District, hereinafter referred to as Contracting Agency, is a local agency contracting with the Public Employee's Retirement System under the Act; and

WHEREAS, The Contracting Agency desires to obtain for its employees and annuitants the benefit of Section 22873 and to accept the liabilities and obligations of a contracting agency under the Section; now, therefore, be it

RESOLVED, That the Contracting Agency elect, and its does hereby elect, to the subject to the provisions of Section 22873 of the Government Code.

Comment: Legislation has passed which allows domestic partners to register with the Secretary of State and be eligible to enroll in CalPERS health plans. This resolution will permit the District to begin to enroll domestic partners in its health insurance plans.

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

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	January 10, 2000

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 34      INSTITUTIONAL MEMBERSHIPS, 1999-2000

It is recommended that the Board of Trustees approve the following institutional memberships for 1999-2000:

Affirmative Action, Diversity & Equity Consortium-So. Region (AADEC-SR)  
 Council for Resource Development (CRD)  
 KCET-TV  
 KOCE-TV  
 National College Fairs Advisory Committee (NACAC)  
 National Council for Research on Women  
 National Council for Opportunity in Education (COE)  
 Town Hall Los Angeles  
 West Los Angeles Chamber of Commerce

Funding Source:      District funds

Comment: Institutional memberships are submitted to the Board for approval twice a year (June and January). These memberships were requested after the annual approval in June, 1999.

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

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	January 10, 2000

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 35      ACADEMIC MANAGERS, CLASSIFIED ADMINISTRATORS, CLASSIFIED MANAGERS AND CLASSIFIED CONFIDENTIAL EMPLOYEES SALARY SCHEDULES, 2000

It is recommended that the salary schedules for academic managers, classified administrators, classified managers and confidential employees be increased by two percent (2%) effective January 1, 2000.

MOTION MADE BY:

SECONDED BY:  
 STUDENT ADVISORY:  
 AYES:  
 NOES:

-

<b>BOARD OF TRUSTEES</b>	<b>Information</b>
Santa Monica Community College District	January 10, 2000

INFORMATION ITEM E      GRANT SUBMITTALS

**Title of Grant:**                      **Center for International Trade Development**

**Granting Agency:**                  California Community Colleges Chancellor's Office

**Requested Funding:**                \$178,875 (first year of a five year grant)

**Matching Funds:**                  \$179,788 (SMC in-kind and contributions from the Alameda Corridor Project and the Los Angeles Transportation Foundation)

**Performance Period:**                July 1, 2000 - June 30, 2001 (first year of a five year grant)

**Summary:**                              The proposed CITD will provide Los Angeles area businesses training, counseling, and referral services.

    Funding will be used to develop curriculum, provide internship opportunities for faculty, and work with other CITDs throughout the state.

<b>BOARD OF TRUSTEES</b>	<b>Adjournment</b>
Santa Monica Community College District	January 10, 2000

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ADJOURNMENT

A special meeting (closed session) of the Board of Trustees is tentatively scheduled for Monday, January 31, 2000 to review and discuss the Factfinding report. The time is yet to be determined.

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