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SANTA MONICA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

REGULAR MEETING  
MONDAY, APRIL 2, 2001

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

**BOARD OF TRUSTEES****REGULAR MEETING**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

April 2, 2001

***MINUTES***

A meeting of the Board of Trustees of the Santa Monica Community College District was held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Monday, April 2, 2001.

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

**I. ORGANIZATIONAL FUNCTIONS**

- A Call to Order
- B Roll Call

**II. CLOSED SESSION**

- Collective Bargaining, pursuant to Government Code Section 54957.6
- Public Employee: Employment, Discipline, Dismissal, Release, pursuant to Government Code Section 54957

**III. ORGANIZATIONAL FUNCTIONS (Continued)**

- C Pledge of Allegiance
- #1 Approval of Minutes: March 5, 2001  
March 26, 2001 (Special Meeting/Dialog)

**IV. SUPERINTENDENT'S REPORT****V. ACADEMIC SENATE REPORT****VI. CLASSIFIED SENATE REPORT****VII. COMMUNICATIONS OR PUBLIC COMMENTS****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**

- #2 Acceptance of Grants

### Academic and Student Affairs

- #3 Contract for Cultural Sensitivity Training Services
- #4 Contract for Media Training Services
- #5 Consultant Contract for Academy of Entertaining and Technology Industry Research
- #6 Contract for Computer Training Services
- #7 Consultant Contracts – Tutoring/Early Alert Programs
- #8 Consultant Contracts – Academic Preparation
- #9 Contract for Development of Promotional Video
- #10 Payment to Medical Advisor for Respiratory Therapy Program
- #11 Payment for Editing Services for Nursing Program Self-Study
- #12 Contract for Feasibility Study for Child Development Certificate Program
- #13 Payment for Development of Programs and Facilities for Workforce and Economic Development
- #14 Amendment to Contract with Total Recall Realtime Captioning
- #15 Interim Athletic Director
- #16 Agreement with Childcare Providers
- #17 Work Study Contract
- #18 Consultant for Research (Amendment)
- #19 Community Services Courses, Summer, 2001

### Human Resources

- #20 2001-2002 Sabbaticals
- #21 Consultant – Personnel Commission
- #22 Consultants for Human Resources
- #23 Academic Personnel
- #24 Classified Personnel – Establish/Abolish Positions
- #25 Classified Personnel - Regular
- #26 Classified Personnel – Limited Term
- #27 Classified Personnel - Non Merit

### Business and Administration

- #28 KCRW Consultants
- #29 Authorization to Issue TRANS
- #30 Settlement of Claim
- #31 Claim for Damages
- #32 Budget Augmentation
- #33 Food Service Contract Amendment
- #34-A Facilities: Five-Year Construction Plan, 2003-2007
- #34-B Facilities: Relocation of Gym and Locker Room Gas Line Service
- #34-C Facilities: Agreement for Architectural Services, Madison Theater
- #34-D Facilities: 2714 Pico Remodel, Phase 2, Change Order No. 5
- #34-E Facilities: Completion of Remodel, 2714 Pico, Phase 1 Project
- #34-F Facilities: Completion of Remodel, 2714 Pico, Phase 2 Project
- #34-G Facilities: Agreement for Architectural Services – Temporary Bookstore Addition
- #35 Commercial Warrant Register
- #36 Payroll Warrant Register
- #37 Payments from Auxiliary Operations
- #38 Direct Payments
- #39-A Purchasing: Award of Purchase Orders
- #39-B Purchasing: Authorization to Participate in Purchase Agreements
- #39-C Purchasing: Declaration and Donation of Surplus Equipment

X. **CONSENT AGENDA – Pulled Items**

XI. **MAJOR ITEMS OF BUSINESS**

- #40 CCCT Board of Directors Ballot
- #41-A Emergency Resolution for Emergency Return Unit Elevator Installations
- #41-B Award of Purchase Order for Installation of Emergency Elevator  
Return Units
- #42 Resolution for Community College Month

XII. **BOARD POLICY**

- #43 First Reading – Board Policy Section 4000, Student Services

XIII. **INFORMATION ITEMS**

- D Submittal of Grants

- XIV. **ADJOURNMENT:** There will be a special Board of Trustees Meeting/Dialog with the SMC Managers on Monday, April 16, 2001 at 3:00 p.m. at Santa Monica College, Business Building Room 111, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, May 7, 2001 at 7 p.m. (5:30 p.m. if there is a closed session) in the Board Room (Business Building Room 117) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

**BOARD OF TRUSTEES****REGULAR MEETING**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

April 2, 2001

I. ORGANIZATIONAL FUNCTIONSA. CALL TO ORDER – 5:30 p.m.B. ROLL CALL

Herbert Roney, Acting Chair - Present  
Annette Shamey, - Chair - Absent  
Patrick Nichelson, Vice-Chair - Absent

Nancy Cattell-Luckenbach - Present  
Carole Currey - Present  
Dorothy Ehrhart-Morrison - Present  
Dr. Margaret Quiñones, Ed.D. - Present

Annie Bird, Student Trustee

*Motion was made by Carole Currey and seconded by Nancy Cattell-Luckenbach to authorize excused absences for Chair Annette Shamey and Vice-Chair Patrick Nichelson.*

STUDENT ADVISORY:     Aye  
AYES:                     5  
NOES:                     0

II. CLOSED SESSION

- Collective Bargaining, pursuant to Government Code Section 54957.6
- Public Employee: Employment, Discipline, Dismissal, Release, pursuant to Government Code Section 54957

*Acting Chair Herbert Roney announced that the Board of Trustees took action in closed session to authorize the Personnel Commission to reach a settlement with the former Director of the Personnel Commission. The Personnel Commission's attorney has informed the Board that an agreement has been reached.*

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONSC. PLEDGE OF ALLEGIANCE – Board of Trustees

**BOARD OF TRUSTEES****REGULAR MEETING**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

April 2, 2001

I. ORGANIZATIONAL FUNCTIONSRECOMENDATION NO. 1APPROVAL OF MINUTES

It is recommended that the minutes from the following meetings of the Santa Monica Community College District Board of Trustees be approved:

March 5, 2001 (Regular Meeting)

MOTION MADE BY: Dorothy Ehrhart-Morrison  
SECONDED BY: Carole Currey  
STUDENT ADVISORY: Aye  
AYES: 5  
NOES: 0  
ABSENT: 2 (Nichelson, Shamey)

March 26, 2001 (Special Meeting/Dialog)

MOTION MADE BY: Margaret Quiñones  
SECONDED BY: Annie Bird  
STUDENT ADVISORY: Aye  
AYES: 5  
NOES: 0  
ABSENT: 2 (Nichelson, Shamey)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 5, 2001

IV. SUPERINTENDENT'S REPORT

- Associated Students Recognition Awards  
Saundra Willis, Classified Staff Member  
Phillip Daughtrey, Faculty Member  
Dylan Douglas, Student  
Michael Mino, Student
- Congratulations to newly-elected Associated Students officers and directors.
- A special meeting /Board of Trustees Dialog was held with the faculty on March 26<sup>th</sup>.
- A special meeting/Board Dialog with managers is scheduled for April 16<sup>th</sup>.
- The Gates Millennium Scholars Advisory Council met at SMC on March 27<sup>th</sup>.
- District representatives made a presentation to the Santa Monica-Malibu Unified School District Board of Education regarding the theater project at Madison and the College's plans to hold meeting with the community for project input and information.
- The District received approval from the Department of State Architect (DSA) on the Library remodel.
- Board Policy Series 4000, Student Services, is included in the agenda for a first reading.
- A task force was assembled to address the issue of hiring non-merit employees, specifically, professional experts. The process has been reviewed, and a new Human Resources Department procedure was developed.
- Recent events included the opening of Workforce/Economic Development, Latina Youth Conference, programs at Madison, Women's College program, and Club Row.

V. ACADEMIC SENATE REPORT

VI. CLASSIFIED SENATE REPORT

VII. COMMUNICATIONS OR PUBLIC COMMENTS

Jon Alexander Dinman

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 2, 2001

CONSENT AGENDA

It is recommended that the Consent Agenda, Recommendations #2–#39 be approved/ratified.

Recommendations pulled for separate action: #25, #29, #34-C, #34-G

Action on Consent Agenda (excluding #25, #29, #34-C, #34-G)

MOTION MADE BY: Margaret Quiñones  
 SECONDED BY: Dorothy Ehrhart-Morrison  
 STUDENT ADVISORY: Aye  
 AYES: 5  
 NOES: 0  
 ABSENT: 2 (Nichelson, Shamey)

Recommendation #25: Classified Personnel - Regular

It was recommended that the section “Administrative Transfer” be pulled from this recommendation.

MOTION MADE BY: Margaret Quiñones  
 SECONDED BY: Dorothy Ehrhart-Morrison  
 STUDENT ADVISORY: Aye  
 AYES: 5  
 NOES: 0  
 ABSENT: 2 (Nichelson, Shamey)

Recommendations #29, #34-C, #34-G

MOTION MADE BY: Carole Currey  
 SECONDED BY: Dorothy Ehrhart-Morrison  
 STUDENT ADVISORY: Aye  
 AYES: 5  
 NOES: 0  
 ABSENT: 2 (Nichelson, Shamey)



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 2, 2001

CONSENT AGENDA:ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 3                      CONTRACT FOR CULTURAL SENSITIVITY TRAINING SERVICES

It is recommended that the Board of Trustees authorize a contract with Norine Dresser, in an amount not to exceed \$1,800, to provide customer service training for Santa Monica Place workers.

Funding Source:            Chancellor’s Office Santa Monica Place Grant  
Comment:                    Ms. Dresser will create learning activities to engage and challenge students in expanding awareness of cultural differences and their impact on interactions with shoppers and co-workers.

RECOMMENDATION NO. 4                      CONTRACT FOR MEDIA TRAINING SERVICES

It is recommended that the Board of Trustees authorize a contract with Rebecca Weintraub, Ph.D., in an amount not to exceed \$1,200, to provide media training.

Funding Source:            Chancellor’s Office Hotel Consortium Grant  
Comment:                    Dr. Weintraub will provide training for hotel employees in the area of media interviews, both television and print.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 2, 2001

CONSENT AGENDA:ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 5                      CONSULTANT CONTRACT FOR ACADEMY OF ENTERTAINMENT AND TECHNOLOGY INDUSTRY RESEARCH

It is recommended that the Board of Trustees authorize a contract with Carol Kirschner, in an amount not to exceed \$15,000 to provide industry research with faculty and staff at the Academy of Entertainment and Technology, for the period of April 15, 2001 through June 30, 2001.

Funding Source:        Virtual Multi-Media, Title III and Title VIB Grants

Comment:                Ms Kirschner will serve as a consultant to the Academy of Entertainment and Technology faculty and staff to conduct industry research and assessment for revisions to the Entertainment Production Management curriculum. In addition, she will assist in the conversion of at least two, and up to six classes to on-line and develop supporting on-line materials.

RECOMMENDATION NO. 6                      CONTRACT FOR COMPUTER TRAINING SERVICES

It is recommended that the Board of Trustees authorize a contract with Sonya Peterson at Knowledge Works, in an amount not to exceed \$12,000 to provide computer training for Santa Monica College staff, for the period of April through June 30, 2001.

Funding Source:        Chancellor's Office TTIP Grant - Human Resources Training Funds

Comment:                Ms. Peterson will hold a series of one-day computer training workshops for various campus departments. Training will include Microsoft Outlook, Access, Powerpoint, Project, and Windows 2000.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 2, 2001

CONSENT AGENDA:ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 7                      CONSULTANT CONTRACTS - TUTORING/EARLY ALERT PROGRAMS

It is recommended that the Board of Trustees authorize contracts with Carol Kozeracki and Stefanie Stern to conduct two studies, one concerning tutoring practices and a second concerning the early alert program, for an amount not to exceed \$6,000 per person, not to exceed \$12,000 for the total project, for the period of April 3, 2001 through June 30, 2001.

Funding Source:                      2000-2001 Budget: Partnership for Excellence

Comment:                      For the tutoring project, Carol Kozeracki and Stefanie Stern will conduct interviews with 100 students to determine the perception of tutoring services on campus. For the early alert project, 200 students who received early alert letters this semester will be interviewed to determine the impact of the letters as a tool for improving student success.

Carol Kozeracki is a doctoral student at the UCLA Graduate School of Education, and is working on a dissertation about community college faculty. During the past two years, she has worked with SMC conducting research on transfer students. Stefanie Stern graduated from UC Davis with a degree in sociology and economics and is a master student at UCLA's Graduate School of Education. Her main research interest is student development.

RECOMMENDATION NO. 8                      CONSULTANT CONTRACTS - ACADEMIC PREPARATION

It is recommended that the Board of Trustees authorize contracts with Patricia McDonough, Ph.D. and Leonor Xochitl Perez, Ph.D., in an amount not to exceed \$3,000 each for a total of \$6,000, for the period of April 4 through June 30, 2001.

Funding Source:                      2000-2001 Budget: Partnership for Excellence

Comment:                      Patricia McDonough, Ph.D. and Leonor Xochitl Perez, Ph.D. will design a study, develop protocols, and pilot test a study focusing on transition from high school to Santa Monica College. The study will investigate attitudes, expectations and academic preparation of students graduating from six local high schools – Crenshaw, Jefferson, Santa Monica, Venice, Washington Prep, and Westchester.

Dr. Patricia McDonough holds a Ph.D. from Stanford and is an associate professor at the Graduate School of Education, UCLA. Her expertise is in the area of college access and success. Dr. Leonor Xochitl Perez holds a Ph.D. from UCLA and is a postdoctoral scholar. Her expertise is in the area of parent involvement in college planning and access.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 2, 2001

CONSENT AGENDA:ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 9                      CONTRACT FOR DEVELOPMENT OF PROMOTIONAL VIDEO

It is recommended that the Board of Trustees authorize a contract with Marcus Nobreus, in an amount not to exceed \$2,000 for the period of April 10 through May 30, 2001, to produce a promotional video for high school student recruitment.

Funding Source:        Teacher and Reading Development Partnership  
Comment:                Mr. Nobreus will produce a promotional video for the Teacher Preparation Program for recruitment of high school students to SMC.

RECOMMENDATION NO. 10                      RATIFICATION OF CONTRACT FOR MEDICAL ADVISOR, RESPIRATORY THERAPY PROGRAM

It is recommended that the Board of Trustees ratify a contract with the UCLA Department of Medicine for payment to Paul E. Bellamy, M.D., in the amount of \$4,500 for his services as medical advisor for the joint Santa Monica College/East Los Angeles College Respiratory Therapy Program, during the Fall 2000 semester.

Funding Source:        2000-2001 Budget: Health Sciences Department  
Comment:                The Board of Trustees previously authorized renewal of the partnership with East Los Angeles College to continue the joint program in Respiratory Therapy. This partnership enables Santa Monica College and East Los Angeles College to pool their resources to maintain a program which has extensive resource requirements.

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. Approval of the contract with UCLA for payment to Dr. Bellamy for his services during the spring semester was submitted to the Board at its meeting on March 5, 2001, but ratification for fall 2000 was inadvertently omitted.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 2, 2001

CONSENT AGENDA:ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 11                      PAYMENT FOR EDITING SERVICES FOR NURSING PROGRAM SELF-STUDY

It is recommended that the Board of Trustees authorize the payment of \$500 to Barbara Bilson, for editing services provided during the Spring, 2001 semester.

Funding Source:            2000-2001 Budget: Health Sciences Department

Comment:            Barbara Bilson assisted the Assistant Dean, Health Sciences, and the Nursing faculty in the preparation of the self-study document for the upcoming California Board of Registered Nursing accreditation visit.

RECOMMENDATION NO. 12                      CONTRACT FOR FEASIBILITY STUDY FOR CHILD DEVELOPMENT CERTIFICATE PROGRAM

It is recommended that the Board of Trustees approve a contract with Sarita P. Santos, in an amount not to exceed \$5,000, to assist Child Development faculty in the development of an early interventionist certificate program during Spring, 2001.

Funding Source:            School-to-Career Grant

Comment:            Dr. Santos worked with the Child Development faculty to perform a feasibility study during Fall, 2000 and will now assist in completing the necessary curriculum revision to create an early interventionist certificate program.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 2, 2001

CONSENT AGENDA:ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 13      PAYMENT FOR DEVELOPMENT OF PROGRAMS AND FACILITIES FOR WORKFORCE AND ECONOMIC DEVELOPMENT

It is recommended that the Board of Trustees authorize payment to Santa Monica Place Merchants Association for an amount \$21,167.72 for the development of programs and facilities for Workforce and Economic Development.

Funding Source:      Job Development Incentive Grant

Comment:      This reimburses Santa Monica Place for expenses incurred in program development.

RECOMMENDATION NO. 14      AMENDMENT TO CONTRACT WITH TOTAL RECALL REALTIME CAPTIONING

It is recommended that the Board of Trustees approve an amendment to the contract with Total Recall Realtime Captioning to provide real-time captioning services to non-signing deaf students for the academic year 2000-2001 for an additional amount of \$20,000, total not to exceed \$55,000 per year.

Funding Source:      2000-2001 Budget: Disabled Students Programs and Services

Comment:      The contract was previously approved by the Board for an amount not to exceed \$35,000. An increase is necessary because of the need for an additional captioning services.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 2, 2001

CONSENT AGENDA:ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 15      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 \$6,000 per month for the period of April 1, 2001 through June 30, 2001.

Funding Source:      2000-2001 Budget: Athletic Department

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

RECOMMENDATION NO. 16      AGREEMENT WITH CHILDCARE PROVIDERS

It is recommended that the Board of Trustees authorize the District to enter into agreements with licensed and exempt child care providers to provide child care vouchers for Pico Partnership participants. Payment rate will be consistent with the California Department of Education/Child Development division maximum reimbursement rate and may be dictated by funding restrictions.

Funding Source:      City of Santa Monica  
State of California, Chancellor's Office

Comment:      Santa Monica College has established the Pico Partnership program with the goal of assisting the population of highly at-risk students residing in close proximity to the SMC and / or those who have attended local area high schools. A major component of the program is assisting those students in finding quality child care. The Pico Partnership program will continue to facilitate this process through the development of a licensed child provider database and a voucher system implemented for the purpose of payment for child care services.

RECOMMENDATION NO. 17      WORK STUDY CONTRACT

It is recommended that the Board of Trustees authorize a work study contract with the Olympic High School for fiscal year 2000-2001 for the purpose of placing SMC students at Olympic High School to work at as teacher assistants.

Funding Source:      75 percent Federal Work-Study Funds  
25 match - Olympic High School

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 2, 2001

CONSENT AGENDA:ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 18      CONSULTANT FOR RESEARCH (AMENDMENT)

It is recommended that the Board of Trustees ratify an agreement with the Carol Kozeracki, a representative of the Center for the Study of Community Colleges at UCLA, for the period of November 14, 2000 through June 30, 2001, for an amount not to exceed \$7,000.

Funding Source:      Research Grant from the Chancellor's Office

Comment:      The agreement was previously approved by the Board in November, 2000 with the Center for the Study of Community Colleges. The dates and amount remain the same, but the recommendation should have indicated the name of the consultant, Carol Kozeracki.

RECOMMENDATION NO. 19      COMMUNITY SERVICES COURSES SUMMER, 2001

It is recommended that the Board of Trustees approve the following seminars/courses for the Santa Monica College Community Services Summer, 2001:

Anthony, W		
New World Travel	Art of Discount Travel	40%
Barnstable P	TV Commercials/Acting Workshop	12 Hr
Barthoff M	Art for Non-Artists	18 Hr
Benveniste R	New Writers Journey	18 Hr
	Writing From Our Lives	18 Hr
Binnendyk M	Sculpting the Human Face	21 Hr
Brutsche J	Watercolor on Location	24 Hr
Cantanzaro	Working as a Substitute Teacher	40%
Cline K	Iyengar Yoga	40%
Copeland R	Kickboxing	15 Hr
Day J	Flowers & Potpourri	40%
Diamond K	Introduction to Feng Shui	40%
Earth Jam	Summer Day Camp (4)	40%
Georgen P	Negotiations	40%
Gill H	Stocks: Understanding the Market	50%
Goldman C	Furniture Painting	40%

Funding Source:      Percentage of fees from courses

<u>Celebrate America</u>	
Sweet Adelines	\$500.00
The Derek Bordeaux Group	\$1,500.00
Pyro-Spectaculars	\$15,000.00

Funding Source:      City of Santa Monica, Associated Students, and Business Sponsors

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 2, 2001

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 20      2001-2002 SABBATICALS

It is recommended that the Board of trustees approve one-semester sabbaticals for the following full-time faculty for 2001-2002:

SABBATICALS, ONE SEMESTER

Cano, Daniel	English	Fall 2001
Ceplair, Larry	Social Science	Spring 2002
Erickson, Maria	Modern Languages	Fall 2001
Halliday, Patricia	Business	Spring 2002
Lanum, Jackie	Behavioral Studies	Spring 2002
Long, Cathleen	English	Fall 2001
Selby, William	Earth Science	Fall 2001

Comment: The Joint Academic Senate Sabbaticals/Fellowships Committee is recommending that the Board of Trustees approve the seven semesters of sabbaticals listed above. There were applications for nine semesters of sabbaticals submitted.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 2, 2001

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 21      CONSULTANT - PERSONNEL COMMISSION

It is recommended that the Board of Trustees authorize a contract with R. Douglas Collins to serve as an arbitrator for a Personnel Commission hearing for an amount not to exceed \$3, 600.

Funding Source:      2000-2001 Budget: Personnel Commission

RECOMMENDATION NO. 22      CONSULTANTS FOR HUMAN RESOURCES

It is recommended that the Board of Trustees approve the following consultant contracts for the Human Resources Department:

- (1) William Cloke to provide services related to a personnel matter, for a fee not to exceed \$1,800.
- (2) Center for Healthy Aging to provide 3 (three) workshops on topics related to aging to the campus community for an amount not to exceed \$1,500.
- (3) Ken Cloke from the Center for Dispute Resolution to facilitate discussions between the Office of Human Resources and the Personnel Commission on streamlining current practices and processes for an amount not to exceed \$6,000.

Funding Source:      2000-2001 Budget: Human Resources

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 2, 2001

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 23      ACADEMIC PERSONNEL

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

EFFECTIVE DATE

ELECTIONS

ADJUNCT

(List on file in the Office of Humans Resources - Academic)

LEAVES OF ABSENCE WITH PAY

MEDICAL

Nannini, Daniel	Counselor	02/16/01 " 02/23/01
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LEAVES OF ABSENCE WITHOUT PAY

FAMILY AND MEDICAL

Lopez, Gloria	Instructor, Nursing	02/26/01 " 03/26/01
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SEPARATIONS

RESIGNATION

Shackleford, Keith	Director of Athletics	03/23/01
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LIMITED RETIREMENT

Kurilich, Frances J.	Instructor, English	08/21/01 " 06/30/06
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RETIREMENT

Hahn, Owen	Instructor, HPER	06/12/01
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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	April 2, 2001

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 24

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.

	<u>EFFECTIVE DATE</u>
<u>ESTABLISH</u>	
Recycling Coordinator (new classification/1 position) Grounds, 12 mos, 40 hrs	04/03/01
Community College Police Officer (2 positions) College Police, 12 mos, 40 hrs	04/03/01
Nursing Lab Coordinator (2 positions) Health Sciences, 11 mos, 20 hrs	04/03/01
<u>ABOLISH</u>	
Nursing Lab Coordinator (1 position) Health Sciences, 11 mos, 40 hrs	04/03/01

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 2, 2001

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO.25

CLASSIFIED PERSONNEL – REGULAR

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

<u>ELECTIONS</u>	<u>EFFECTIVE DATE</u>
<u>PROBATIONARY</u>	
Hawes, Allyn, Skilled Maint Worker, Maintenance	03/08/01
Henriquez, Wendy, Custodian NS-2, Operations	03/01/01
Magur, Leonard, Custodian Day, Operations	02/26/01
McNight, Andre, Custodian NS-2, Operations	03/01/01
Novella, Heriberto, Custodian NS-2, Operations	03/01/01
Quinn, Alvin, Custodian Day, Operations	02/26/01
Sherrill, Deane, Lead Lab Tech-Micro/Phys/Bio, Life Sciences	03/19/01
Webster, Yvonne, Custodian NS-2, Operations	03/01/01
<u>PROMOTION</u>	
Acosta, Dennis	03/05/01
Fr: Custodian, Operations, 12 mos, 40 hrs	
To: Skilled Maintenance Worker, Maintenance, 12 mos, 40 hrs	
Bonin, Maria	03/19/01
Fr: Adm/Records Clerk II, Admissions, 12 mos, 40 hours	
To: Articulation Transfer Specialist, Admissions, 12 mos, 40 hrs	
Philipson, Adam	03/12/01
Fr: Dept Sec II, Madison, 12 mos, 20 hrs	
To: Special Projects Coordinator, Madison, 12 mos, 40 hrs	
<u>CHANGE IN WORKSHIFT/PERMANENT</u>	
Dupree, Jarad (amended dates)	02/26/01
Fr: Instr Asst-Math, NS-1, Math, 11 mos, 20 hrs	
To: Instr Asst- Math, Day, Math, 11 mos, 20 hrs	
Kolbly, J Joseph (amended dates)	02/26/01
Fr: Instr Asst-Math, Day, Math, 11 mos, 20 hrs	
To: Instr Asst-Math, NS-1, Math, 11 mos, 20 hrs	
<u>PERMANENT EMPLOYEE WITH PROVISIONAL ASSIGNMENT</u>	
Dupree, Jarad, Acting Asst Tutor Coord-Math, Math	03/15/01 " 05/27/01
Prestby, Tony, Acting Public Prgms Off Coord, Public Programs(ext)	03/01/01 " 04/15/01
<u>WORKING OUT OF CLASSIFICATION (Additional responsibilities)</u>	
McKeever, Kathlyne, Comm Svcs Asst, Comm Svcs (ext) + 7-1/2%	04/01/01 " 05/31/01

LEAVES OF ABSENCE WITH PAY

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

MEDICAL

Bickerton, Barbara, Dept Sec II, Comm Svcs	03/12/01 “ 03/16/01
Harper, James, Custodian NS-2, Operations	02/02/01 “ 04/02/01
Khorsandravan, Shahryar, Asst Tutor Coord-Math, Math	02/16/01 “ 05/27/01
Preston, Patricia, Immigration Coord, Intl Students Ctr	01/16/01 “ 01/31/01
Stewart, Zoe, Custodian NS-2, Operations	02/07/01 “ 03/30/01

SEPARATIONS

RESIGNATION

Campbell, Laura, Instr Asst-English, English	01/02/01
Lang, Deborah, Dept Sec II, Personnel Commission	03/21/01

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	April 2, 2001

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 26      CLASSIFIED PERSONNEL – LIMITED TERM

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

ELECTIONS      EFFECTIVE DATE

PROVISIONAL

Campell, Bonita, Department Secretary II, Mathematics	03/12/01 “ 03/30/01
Demaci, Christopher, Personnel Analyst, Personnel Commission	03/12/01 “ 06/30/01
Ellison, Monti, Accompanist - Dance, Theatre Arts	02/12/01 “ 06/30/01
Gutierrez, Estela, Art Gallery Installer, Art	01/12/01 “ 06/30/01
Lagunas, Jennie, Office Aide, Student Life	02/22/01 “ 06/30/01
Logvinskiy, Leonid, Accompanist - Dance, Theatre Arts	02/12/01 “ 06/30/01
Malerstein, Janet, Disabled Stu Testing Assistant, Disabled Stu Ctr.	02/12/01 “ 06/30/01
Matsumoto-Trejo, Sharon, Clerical Assistant I, Science (LRC)	03/21/01 “ 05/09/01
Mbusi, Norah, Counseling Aide, Student Support Services	02/12/01 “ 06/30/01
Razinia, Tannaz, Clerical Assistant I, Modern Language Dept.	01/02/01 “ 02/28/01
Reed, Jeffery, Accompanist - Dance, Theatre Arts	02/12/01 “ 06/30/01
Regan, Maureen, Administrative Assistant I, Emeritus	03/12/01 “ 06/30/01
Schreiner, Gregory, Accompanist - Performance, Music	11/27/00 “ 11/29/00
Sexton, Robert, Accompanist - Dance, Theatre Arts	02/12/01 “ 06/30/01
Shin, Jennifer, Registration Enrollment Coord., Admissions & Recs.	02/20/01 “ 06/30/01
Starr, Ellen, Art Gallery Installer, Art	01/02/01 “ 06/30/01
Starr, Ellen, Art Gallery Installer, Photo	01/02/01 “ 06/30/01
Stephenson, John, Toolroom Attendant I, Automotive/Trades	02/26/01 “ 06/12/01
Taylor, Rosa, Counseling Aide, Student Support Services	02/12/01 “ 06/30/01
Walker, Frederick, Accompanist - Dance, Theatre Arts	02/12/01 “ 06/30/01
Walter, Frances, Department Secretary II, Academic Senate	03/06/01 “ 06/30/01
Watkins, Deanna, Accompanist - Dance, Theatre Arts	02/12/01 “ 06/30/01
White, Susan, Instructional Assistant - English, Eng/Stu Success	02/27/01 “ 06/12/01

LIMITED TERM (Temporary assignment not to exceed 120 working days/fiscal year)

Berent, Richard, Accompanist - Voice, Music	01/09/01 “ 01/11/01
Berent, Richard, Accompanist - Dance, Theatre Arts	02/12/01 “ 06/30/01
Bertsch, Robyn, Performance Activities Assistant, Events	02/26/01 “ 06/30/01
Conlin, William, Performance Activities Assistant, Events	02/12/01 “ 06/30/01
Cruz, Jaime, Counseling Aide, Pico Partnership	02/12/01 “ 06/30/01
Dwarakaneth, Hema, Registration/Information Clerk, Admissions & Recs.	03/01/01 “ 06/30/01
Glazer, Brooke, Interpreter for Hear Impaired, Disabled Stu Center	03/21/01 “ 06/30/01
Hall, Stephanie, Registration/Information Clerk, Admissions & Recs.	03/23/01 “ 06/18/01
Izumi, Mariko, Accompanist - Dance, Theatre Arts	02/12/01 “ 06/30/01
Pina, Oscar, Counseling Aide, Office of School Relations	03/12/01 “ 06/30/01
Ricks, Keith, Performance Activities assistant, Events	02/12/01 “ 06/30/01
Succar, Abdulfatah, Registration/Information Clerk, Adm. & Recs.	02/27/01 “ 06/30/01
Young, Brian, Registration/Information Clerk, Admissions & Recs.	02/22/01 “ 06/30/01

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 2, 2001

RECOMMENDATION NO. 27      CLASSIFIED PERSONNEL - NON MERIT

It is recommended that the following non-merit employee(s) be approved/ratified 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

\$7.00/hr

FEDERAL/STATE FUNDED STUDENT EMPLOYEES

College Work-Study Student Assistant 42

\$7.00/hr

CalWORKS Student Assistant 2

\$7.00/hr

TUTORIAL AIDES 2

\$10.50/hr

SPECIAL SERVICES

Art Model 2

\$14.00/hr

Art Model w/Costume 1

\$17.00/hr

Community Services Specialist I 1

\$27.40/hr

VOLUNTEERS 8

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	April 2, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 28      KCRW CONSULTANTS

It is recommended that the Board of Trustees authorize amendments to the agreements with the following KCRW consultants for the period ending June 30, 2001.

Jason Bentley dba Secret Technology, Inc: Amendment #1: Program services, "METROPOLIS." Payable at an amended rate of \$200 per program for an amended total not to exceed \$43,000.

Candace Moyer: Amendment #1: Promotional support for KCRW's music projects, "KCRW PRESENTS," "SOUNDS ECLECTIC," etc. Payable at an amended monthly rate of \$1125 for an amended total not to exceed \$8,500.

Ed Parker, Jr: Amendment #1: For design/artwork services for fundraising projects, as needed. Payable upon projects' completion and invoicing for an amended total not to exceed \$12,000. This is part of the California Arts Council Organizational Support Grant.

Funding Source:      KCRW donations

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

RECOMMENDATION NO. 29      AUTHORIZATION TO ISSUE TRANS

It is recommended that the Board of Trustees adopt the resolution authorizing the issuance of Tax Revenue Anticipation Notes (TRANS) not to exceed \$5 million and the participation with the Los Angeles County Pooled 2001-2002 issue.

Comment:      The TRANS issuance authorization will assist the District in its cash management for fiscal year 2001-2002. The distribution timing of funding from State apportionment and the shift by the State to property tax as a revenue source has impacted the cash flow of the District. The TRANS is a short-term borrowing to meet cash flow needs in the General Fund and the debt will be retired prior to the close of fiscal year 2001-2002 when property tax revenues are received.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	April 2, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 30      SETTLEMENT OF CLAIM

It is recommended that the Board of Trustees authorize settlement for the amount of the claim filed by HINEFELD-WARD, INC. for services provided for Workforce & Economic Development consisting of the installation and remodeling of the Telecommunications classroom for \$21,120.

Funding Source:      Job Development Incentive Grant

Comment:      The work was performed without an approved District contract and without going through the normal Facilities procedures at the request of the site manager because of a deadline for offering classes. The work was performed in a satisfactory manner and for a reasonable cost thereby unknowingly giving value to the District without compensation.

RECOMMENDATION NO. 31      CLAIM FOR DAMAGES

It is recommended that the Board of Trustees reject the claim filed on March 19, 2001 by Ira Seltzer, Attorney at Law, for his client Carole Autori, in the amount of \$1,000,000, and refer the claim to the District's claims management firm.

Comment:      Mr. Seltzer alleges that his client, Carole Autori, sustained injury when she tripped on an exposed r-bar pipe on campus on October 20, 2000.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	April 2, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 32            BUDGET AUGMENTATION

It is recommended that the Board of Trustees approve the following budget augmentation:

Title of Grant:	Transfer and Articulation Allocation
Granting Agency:	California Community College Chancellor's Office
Requested Funding:	\$34,157
Matching Funds:	n/a
Performance Period:	July 1, 2000 – June 30, 2001
Summary:	Support of transfer and articulation of community college students to four-year colleges and universities

Budget Augmentation:                    General Fund Restricted (03)

Income	
Grant income (80000)	\$34,157
Expenses	
Books & Supplies (40000)	\$ 5,957
Contract Services /Oper. Exp.(50000)	\$14,000
Equipment (60000)	\$14,200

RECOMMENDATION NO. 33            FOOD SERVICE CONTRACT AMENDMENT

It is recommended that the Board of Trustees authorize the amendment of the TCBY/Coffee Spot lease agreement with EM GROUP to include the addition of a coffee/snack cart service at a location to be determined by the District. The existing rental fee under the existing agreement will continue until the completion of construction of the new Coffee Spot site. Thereafter, EM GROUP shall pay the district an additional amount of \$650.00 per month if the District approves the continuation of the cart operation.

Comment:    It is necessary to move the Coffee Spot due to the construction of the Extension to Parking Structure C. There has been a delay in DSA approval for the new location for the Coffee Spot and the cart service will alleviate the decrease in food service available on the north side of the main campus. Once the new Coffee Spot is open and the cart proves to be successful, the cart will be used in other areas for the District.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	April 2, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 34-A      FACILITIES: FIVE-YEAR CONSTRUCTION PLAN  
2003-2007

It is recommended that the Board of Trustees approve the filing of the Five-Year Construction Plan 2003-2007 with the State Chancellor's Office and requesting of state funding for the 2003-2004 projects. The Project Priority Schedule is attached.

Indicated on Schedule of funds

- (A) Land Acquisition
- (P) Preliminary Plans
- (W) Working Drawings
- (B) Construction
- (E) Equipment

Proposed Funding Sources:

- S State
- D District
- F FEMA
- O Other Non-State

Along with the 2003-2007 Five-Year Construction Plan, Santa Monica College is also submitting a Initial Project Proposal (IPP) for the Literacy Center project requesting funding for (P) and (W) in FY 2004-05.

Along with the 2003-2007 Five-Year Construction Plan, Santa Monica College is also submitting a Final Project Proposal (FPP) for the Earthquake Replacement Liberal Arts Building, Phase 1 project requesting funding for (P) and (W) in FY 2003-2004.

Comment: The priority categories are established by the State Chancellor's Office and the District identifies the projects that fit into these categories. This Five-Year Construction Plan has been integrated with the recommendations of the campus Master Plan.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	April 2, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 34-B      FACILITIES: RELOCATION OF GYM AND LOCKER ROOM  
GAS LINE SERVICE

It is recommended that the Board of Trustees authorize the District to enter into an agreement with SOUTHERN CALIFORNIA GAS COMPANY to relocate the supply gas line for the Gym and Locker Room buildings, for an amount not to exceed \$88,000.

Funding Source:      State Scheduled Maintenance/District Capital Fund for Match

Comment:      The gas line has to be moved in preparation for the Extension to Parking Structure C project.

RECOMMENDATION NO. 34-C      FACILITIES: AGREEMENT FOR ARCHITECTURAL  
SERVICES, MADISON THEATER

It is recommended that the Board of Trustees authorize the District to enter into an agreement with RENZO ZECCHETTO ARCHITECTS for architectural services associated with the Madison Theater project for an amount not to exceed \$1,115,000, plus reimbursable expenses, plus \$35,000 for pre-design services.

Funding source:      SMC Foundation/District Capital Outlay Fund

Comment:      This agreement provides for architectural services associated with design, bidding and construction of the proposed Madison Theater project.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	April 2, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 34-D      FACILITIES: 2714 PICO REMODEL, PHASE 2, CHANGE ORDER NO. 5

It is recommended that the Board of Trustees approve Change Order No 5 for the 2714 Pico Remodel, Phase 2 project with TRIMAX CONSTRUCTION CORP.

Original Contract Amount	\$557,500.00
Change Order No. 1	37,886.19
Change Order No. 2	33,778.74
Change Order No. 3	15,995.64
Change Order No. 4	27,161.27
Change Order No. 5	<u>10,000.00</u>
Revised Contract Amount	\$682,321.84

Funding Source:      COP/District Capital Outlay Fund

Comment:      This Change Order provides for the purchase and installation of additional doors, doorframes and hardware, additional light switch, restoration of drain lines, modification of light fixture type, and removal of partitions due to site conditions.

RECOMMENDATION NO. 34-E      FACILITIES: COMPLETION OF REMODEL 2714 PICO, PHASE 1 PROJECT

Subject to completion of punch list items by TRIMAX CONSTRUCTION CORP., it is recommended that the Board of Trustees authorize the Executive Vice president of Business and Administration, without further action of the Board of Trustees, to accept the project described as REMODEL 2714 PICO, PHASE 1 as being complete upon TRIMAX CONSTRUCTION CORP. completion of punch list items. The Executive Vice President of Business and Administration shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance, disbursement of the final payment is authorized.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	April 2, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 34-F      FACILITIES: COMPLETION OF REMODEL 2714 PICO, PHASE 2 PROJECT

Subject to completion of punch list items by TRIMAX CONSTRUCTION CORP., it is recommended that the Board of Trustees authorize the Executive Vice President of Business and Administration, without further action of the Board of Trustees, to accept the project described as REMODEL 2714 PICO, PHASE 2 as being complete upon TRIMAX CONSTRUCTION, CORP. completion of punch list items. The Executive Vice President of Business and Administration shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and Requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance, disbursement of the final payment is authorized.

RECOMMENDATION NO. 34-G      FACILITIES: AGREEMENT FOR ARCHITECTURAL SERVICES - TEMPORARY BOOKSTORE ADDITION

It is recommended that the Board of Trustees authorize the District to enter into an agreement with PUCH + SCARPA for architectural services to add approximately 2,000 square feet of temporary space to the Bookstore and remodel portions of the existing Bookstore for a fee not to exceed \$32,000 plus actual and necessary expenses.

Funding Source:      2000-2001 Budget: Auxiliary Fund/Bookstore

Comment:      This project will allow the Bookstore to replace the trailers currently used for Bookstore operations and provide temporary expansion space.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	April 2, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 35      COMMERCIAL WARRANT REGISTER

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

February 1 – February 28, 2001      4451 - 4467      \$3,884,943.13

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

RECOMMENDATION NO. 36      PAYROLL WARRANT REGISTER

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

February 1 – February 28, 2001      030-C – C2H-C      \$6,815,797.40

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

RECOMMENDATION NO. 37      PAYMENTS FROM AUXILIARY OPERATIONS

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

February 1 – February 28, 2001      76899 - 77332      \$1,900,859

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

RECOMMENDATION NO. 38      DIRECT PAYMENTS

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

March 1 – March 31, 2001      D33982 – D34129      \$13,046.40

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	April 2, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 39-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 2000/01</u>	<u>Total</u>
A) P. O. 76168 – 76241	\$379,879.32
B) Telephone Orders	21,815.13
C) Change Orders	65,796.02
D) Auxiliary Orders	4,496.08
E) Auxiliary Change Orders	3,191.58

Comment: Lists of orders placed or amended between February 24 and March 20, 2001 are part of records on file in Purchasing Department.

RECOMMENDATION NO. 39-B PURCHASING: AUTHORIZATION TO PARTICIPATE IN PURCHASE AGREEMENTS

It is recommended that the Board of Trustees approve the use of purchase orders to DELL MARKETING L.P. for the following:

- (1) Upgrade of computer servers for the Instructional Computing program in the amount of \$110,001.32.
- (2) Lease/purchase of computers for the Academy of Entertainment and Technology Launchpad Middle Colleges program in Architecture in the amount of \$70,000.

Funding Source: Instructional Block Grant for Instructional Computing program  
Launchpad Middle College Grant for Academy program  
District General Fund for \$1.00 buyout at end of lease

Comment: The Board approved the use of the Department of General Services' CMAS Contract No. 3-99-00-0167C for the purchase of Computer equipment for the District at its March 5, 2001 meeting. Public Contract Code §20652 allows the District to purchase through other public agencies without advertising for bid. Public Contract Code §12110 authorizes the Department of General Services to purchase data processing or telecommunications goods and services for other public agencies. Purchase of this equipment meets the Technology Plan Objective #2. The lease/purchase of computers for the Launchpad Middle College adds a new component in architecture to the current component in animation.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	April 2, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 39-C      PURCHASING: DECLARATION AND DONATION OF SURPLUS EQUIPMENT

It is recommended that the Board of Trustees declare as surplus the following computer equipment and authorize the District to donate the equipment and supplies to the designated organizations:

25 Miscellaneous Hewlett Packard computers, monitors, keyboards and mice to be donated to GOODWILL INDUSTRIES

Comment:      The computers have been used by the District to provide repair parts for other units. Goodwill Industries will use the remaining computer components in their employment training program.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 2, 2001

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 40      CCCT BOARD OF DIRECTORS BALLOT

It is recommended that the Board of Trustees cast its ballot for the California Community College Trustees (CCCT) Board of Directors for the following 11 candidates:

- Luis Villegas
- Maria Nieto Senour
- Michele Jenkins
- Walter Howald
- Tom Clark
- Mary Mason
- John Moore
- Don Jenkins
- Georgia Mercer
- Mark Takano
- Fernando Baca

COMMENT:      There are eleven vacancies on the Board of Directors. The Board of Trustees submitted recommendations and the ballot was prepared based on the top vote-getters.

MOTION MADE BY:      Carole Currey  
 SECONDED BY:      Margaret Quiñones  
 STUDENT ADVISORY:      Abstain  
 AYES:      5  
 NOES:      0  
 ABSENT:      2 (Nichelson, Shamey)

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	April 2, 2001

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 41-A      EMERGENCY RESOLUTION FOR EMERGENCY RETURN UNIT ELEVATOR INSTALLATIONS

The Board of Trustees hereby unanimously resolves that an emergency exists because of uncertain electrical supply due to rolling blackouts wherein certain repairs, alterations, work, or improvements are necessary to permit the continuance of existing college classes, or to avoid danger to life or property, as described below:

Installation of Emergency Return Units which provide auxiliary power to hydraulic elevators needed to eliminate a dangerous condition that exists due to uncertain electrical supply caused by rolling blackouts. The estimated cost is approximately \$50,000 for eight elevators.

With the approval of the Los Angeles County Superintendent of School, the Board of Trustees will make contracts on behalf of the District for the performance of labor and furnishing of materials or supplies for the purpose without advertising for or inviting bids.

Funding Source:      2000-2001 Budget: General Fund

Comment:      The continuing electricity emergency in California has resulted in rolling blackouts which could effect College facilities. In the event of loss of power, the Emergency Return Units provide auxiliary power to elevators. Public Contract Code Section 20654 authorizes the Board of Trustees to take this emergency action.

MOTION MADE BY:      Margaret Quiñones  
 SECONDED BY:      Carole Currey  
 STUDENT ADVISORY:      Aye  
 AYES:      5  
 NOES:      0  
 ABSENT:      2 (Nichelson, Shamey)

RECOMMENDATION NO. 41-B      AWARD OF PURCHASE ORDER FOR INSTALLATION OF EMERGENCY ELEVATOR RETURN UNITS

It is recommended that the Board of Trustees award a purchase order to OLIVER AND WILLIAMS ELEVATOR COMPANY in the amount of \$39,600 to install emergency return units on College elevators.

Funding Source:      2000-2001 Budget: General Fund

MOTION MADE BY:      Carole Currey  
 SECONDED BY:      Margaret Quiñones  
 STUDENT ADVISORY:      Aye  
 AYES:      5  
 NOES:      0  
 ABSENT:      2 (Nichelson, Shamey)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 2, 2001

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 42      RESOLUTION FOR COMMUNITY COLLEGE MONTH

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

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

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

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

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

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

WHEREAS, Santa Monica College has been a proud part of this tradition since 1929, earning a reputation as a caring, quality institution of higher education; and

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

THEREFORE BE IT RESOLVED that Community College Month be observed during the month of April, 2001.

MOTION MADE BY:                    Annie Bird  
 SECONDED BY:                        Carole Currey  
 STUDENT ADVISORY:                Aye  
 AYES:                                        5  
 NOES:                                        0  
 ABSENT:                                    2 (Nichelson, Shamey)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 2, 2001

BOARD POLICY

RECOMMENDATION NO. 43      FIRST READING – BOARD POLICY SECTION 4000,  
STUDENT SERVICES

It is recommended that the Board of Trustees conduct a first reading of Board Policy Section 4000, Student Services.

COMMENT:      Section 4000 is presented for Board consideration following an extensive review and revision process to update the entire Board Policy/Administrative Regulations Manual.

MOTION MADE BY:      Margaret Quiñones  
 SECONDED BY:      Carole Currey  
 STUDENT ADVISORY:      Aye  
 AYES:      5  
 NOES:      0  
 ABSENT:      2 (Nichelson, Shamey)