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SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING
MONDAY, FEBRUARY 12, 2001

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

5:00 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

February 12, 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, February 12, 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**III. ORGANIZATIONAL FUNCTIONS (Continued)**

- C Pledge of Allegiance
- #1 Approval of Minutes: January 8, 2001
January 26-27, 2001 (Retreat)

IV. SUPERINTENDENT'S REPORT

- Associated Students Recognition Awards
Catherine McNamara, Faculty Member
Steve Peterson, Classified Staff Member
Nazanien Ebrahimi, Student

V. ACADEMIC SENATE REPORT**VI. CLASSIFIED SENATE REPORT****VII. COMMUNICATIONS OR PUBLIC COMMENTS****VIII. BOARD REPORT AND COMMENTS****IX. CONSENT AGENDA**Contracts and Grants

- #2 Acceptance of Grants

IX. CONSENT AGENDAAcademic and Student Affairs

- #3 Consultant – Talent Search Grant
- #4 Consultant – CalWORKS
- #5 Consultant – International Education Center
- #6 Consultants – Teacher and Reading Development Partnership (TRDP)

IX. **CONSENT AGENDA** (continued)

Academic and Student Affairs

- #7 Consultant Contract – Workforce and Economic Development
- #8 Child Development and Early Childhood Program
- #9 Affiliation Agreement Between Santa Monica College and Daniel Freeman Marina Hospital
- #10 Consultant Contracts – Saturday Science Academy
- #11 Electrical Vehicle Loan Program
- #12 Non Credit ESL and Citizenship Classes
- #13 Course Approval
- #14 Emeritus College Facilities, Winter and Spring, 2001
- #15 Emeritus College Educational Tours, Spring, 2001
- #16 Events, Spring, 2001

Human Resources

- #17 Consultant for Facilitation Services
- #18 Academic Personnel
- #19 Classified Personnel - Establish/Abolish Positions
- #20 Classified Personnel - Regular
- #21 Classified Personnel - Temporary
- #22 Classified Personnel - Non Merit

Business and Administration

- #23 Risk Management Consultants
- #24 Amendment to Rental Agreement for Communication Equipment
- #25 KCRW Consultants
- #26-A Facilities: Architectural Services – Literacy Center, 2004-2005 Initial Planning Proposal (IIP)
- #26-B Facilities: Architectural Services – Earthquake Replacement Liberal Arts Building, 2003-2204 Final Planning Proposal (FPP)
- #26-C Facilities: Amend Architectural Services Agreement, Relocation of Art Functions to Airport and ADA Compliance for Airport Campus Restrooms
- #26-D Facilities: 2714 Pico Remodel, Phase 2, Change Orders No. 1, 2, 3, and 4
- #26-E Facilities: Santa Monica Assistance League Child Care, Phase 2, Change Order No. 3
- #26-F Facilities: Earthquake Replacement Science Building, Change Order No. 21
- #26-G Facilities: Completion of Earthquake Replacement Science Building Project
- #26-H Facilities: Completion of Santa Monica Assistance League Child Care, Phase 2, Project
- #26-I Facilities: Completion of Asbestos Abatement/Flooring Replacement, Liberal Arts Building
- #26-J Facilities: Completion of Asbestos Abatement/Flooring Replacement, Letters & Science Building, Phase 1
- #26-K Facilities: Completion of Asbestos Abatement/Flooring Replacement, Letters & Science Building, Phase 2
- #26-L Facilities: Completion of Remodel for Temporary Library Project
- #26-M Facilities: Completion of Science Village Electrical Feed Project

Business and Administration (continued)

- #27 Commercial Warrant Register
- #28 Payroll Warrant Register
- #29 Payments from Auxiliary Operations
- #30 Direct Payments
- #31-A Purchasing: Award of Purchase Orders
- #31-B Purchasing: Authorization to Use State of California Designated Travel Agency
- #31-C Purchasing: Authorization to Participate in Purchase Agreement
- #31-D Purchasing: Award of Bid – Electrical Carts
- #31-E Purchasing: Award of Bid – Art Kilns
- #31-F Purchasing: Declaration and Donation of Surplus Equipment

X. **CONSENT AGENDA – Pulled Items**

XI. **MAJOR ITEMS OF BUSINESS**

- #32 Receipt of Audit Report
- #33 Temporary Employees Salary Increase

XII. **INFORMATON ITEMS**

- D Review of District Investments
- E 2000-2001 Quarterly Budget Report
- G Submittal of Grants

- XIII. **ADJOURNMENT:** There will be a special (closed session) meeting of the Board of Trustees on Monday, February 26, 2001 at 5:00 p.m. in the Board Room at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, March 5, 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	February 12, 2001

I. ORGANIZATIONAL FUNCTIONS

A. CALL TO ORDER – 5:00 p.m.

B. ROLL CALL

Annette Shamey, -Chair - Present
Patrick Nichelson, Vice-Chair - Present

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

Annie Bird, Student Trustee - Present

II. CLOSED SESSION

5:00 p.m. The Board of Trustees met jointly with the Personnel Commission in a closed session for the purpose of public employee discipline, dismissal, release, pursuant to Government Code Section 54657.

- 5:30 p.m.
- Collective Bargaining, pursuant to Government Code Section 54957.6
 - Public Employee Discipline, Dismissal, Release, pursuant to Government Code Section 54657

Chair Annette Shamey reported that the Board of Trustees took action on an employee dismissal in closed session.

AYES: 6
NOES: 1 (Quiñones)

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS – 7:12 p.m.

C. PLEDGE OF ALLEGIANCE – Dorothy Ehrhart-Morrison

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 12, 2001

I. ORGANIZATIONAL FUNCTIONS

RECOMENDATION NO. 1

APPROVAL OF MINUTES

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

January 8, 2001 (Regular Meeting)

MOTION MADE BY: Herbert Roney
 SECONDED BY: Annie Bird
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSTAIN: 1 (Quiñones)

January 26-27, 2001 (Retreat)

MOTION MADE BY: Dorothy Ehrhart-Morrison
 SECONDED BY: Carole Currey
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 12, 2001

IV. SUPERINTENDENT'S REPORT

- Associated Students Recognition Awards
Catherine McNamara – Faculty Member
Steve Peterson - Classified Staff Member
Nazanien Ebrahimi- Student
- Santa Monica College is number one in transfers to the University of California (UC) and California State University (CSU) systems combined.
- Energy Crisis: Support is needed for Senate Bill 3 (Soto). This bill would establish that public postsecondary educational institutions should have access to uninterrupted supplies of electricity, similar to hospitals and police stations.
- The SMC Theater Arts production of “Disgraceful Veils of Afghanistan’s Taliban” won best actress award at the Kennedy Center/American College Theatre Festival’s regional competition. Unfortunately, the production was not selected for the finals.
- The Board of Trustees held a very successful retreat which included discussion on bond possibilities.
- The SMMUSD has invited SMC officials to make an informational report on Madison probably a Board of Education meeting in March.
- Sadly, Roy Stringer, who was a visiting professor last year, died of a brain tumor on Saturday.

V. ACADEMIC SENATE REPORT

VI. CLASSIFIED SENATE REPORT

VII. COMMUNICATIONS OR PUBLIC COMMENTS

Phil Hendricks

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 12, 2001

CONSENT AGENDA

It is recommended that the Consent Agenda, Recommendations #2–#31 be approved.

Recommendations pulled for separate action: #3, #5, #13, #17, #20, #21, #26-H, #27, #28, #31-C

Action on Consent Agenda

(except for Recommendations #3, #5, #13, #17, #20, #21, #26-H, #27, #28, #31-C)

MOTION MADE BY: Herbert Roney
 SECONDED BY: Carole Currey
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

Action on Recommendations #3, #5, #13, #17, #20, #21, #26-H, #27, #28, #31-C

MOTION MADE BY: Margaret Quiñones
 SECONDED BY: Dorothy Ehrhart-Morrison
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 12, 2001

CONSENT AGENDA: CONTRACTS AND GRANTS

RECOMMENDATION NO. 2 ACCEPTANCE OF GRANTS

It is recommended that the Board of Trustees accept the following grants and augment the 2000-2001 budget as indicated:

Title of Grant: **VTEA Equipment Grants: Public Transit Maintenance Equipment (Automotive Technology)**

Granting Agency: Chancellor's Office, California Community Colleges

Requested Funding: \$96,616

Matching Funds \$368,000 (Source: Santa Monica Big Blue Bus)

Performance Period: February 2001 – August 2001

Summary: Santa Monica College is teaming with the City of Santa Monica's Big Blue Bus line to develop a program for transit maintenance workers. Santa Monica Blue Bus will provide the college with a bus and training for the maintenance workers. In addition, the grant will be used to procure equipment and provide training for the faculty involved in the project. The match is entirely provided by the Big Blue Bus and consists of a donated bus, class and lab space, and classroom equipment.

Budget Augmentation:	Expenditures	
	5000	\$8,400
	6000	\$84,500
	7000	\$3,716
	Income	
	8000	\$96,616

Title of Grant: VTEA Equipment Grants: Digital Photography Equipment (Photography)

Granting Agency: Chancellor's Office, California Community Colleges

Requested Funding: \$99,923

Matching Funds \$68,451 (Source: Samy's Camera)

Performance Period: February 2001 – August 2001

Summary: The digital photo lab is now in its third year and this is an expansion of the existing lab capacity. Funding will be used to procure digital photography equipment to enhance current offerings and provide faculty development opportunities for the faculty involved in the project. The match is entirely provided by Samy's Camera and consists of additional photographic equipment.

Budget Augmentation:

Expenditures		
5000		\$9,680
6000		\$86,400
7000		\$3,843
Income		
8000		\$99,923

Title of Grant: School To Career (Transitional Funds)

Granting Agency: Los Angeles County Office of Education

Requested Funding: \$14,000

Matching Funds N/A

Performance Period: FY 2001-02

Summary: Santa Monica College has been funded to assist LACOE in the performance of their School-to-Work (STW) grant. Funding supports a School-to-Career/Tech Prep position to provide academic and occupational education services for communities throughout Los Angeles; linkages to other four-year colleges and universities; participation in STW coordination meetings; and attendance at STW-related conferences and workshops.

Budget Augmentation:

Expenditures		
1000		\$12,704
3000		635
7000		661
Income		
8000		\$14,000

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 12, 2001

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 3 CONSULTANT – TALENT SEARCH GRANT

It is recommended that the Board of Trustees authorize Bonnie Helm Consulting and Grantwriting Services to work with the Grants Office to develop a “Talent Search” grant to be submitted to the U.S. Department of Education. The period of the contract is from February 12, 2001 through September 30, 2001 for an amount not to exceed \$10,000.

Funding Source: District General Fund

Comment: Bonnie Helm has extensive experience in developing successful Trio Grants for institutions of higher education. “Talent Search” is a four-year grant that identifies disadvantaged youth with potential for postsecondary education and encourages them to continue and graduate from secondary schools and enroll in postsecondary education.

RECOMMENDATION NO. 4 CONSULTANT – CALWORKS

It is recommended that the Board of Trustees authorize a consultant contract with Chris Cofer to assist with the development of the CalWORKS Limited English Proficiency Program during winter and spring semesters (30 hours total) for an amount not to exceed \$1,500.00.

Funding Source: TANF Funds, CalWORKs Program

Comment: Consultant will assist with the development of the CalWORKS Limited English Proficiency Program.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 12, 2001

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 5 CONSULTANT – INTERNATIONAL EDUCATION CENTER

It is recommended that the Board of Trustees authorize a consultant contract with Jane Rubin-Kurtzman to assist the International Education Center to plan and develop an International Education Program which will formalize partnerships between Santa Monica College and institutions of higher education in Latin America. The period of the contract is from February 12, 2001 through July 31, 2001 for an amount not to exceed \$24,000, plus expenses.

Funding Source: District General Fund

Comment: Dr. Rubin-Kurtzman has extensive experience in the development of international education programs between institutions of higher education in the United States and Latin America. Various grant opportunities exist within the area of international education which require developed partnerships with higher education institutions in Latin America. Initially, she will focus on institutions in Mexico, Brazil and Costa Rica. Once the institutions are identified and partnerships are secured, the District will seek funding opportunities at the state and federal levels that will match the program goals and objectives.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 12, 2001

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 6 CONSULTANTS – TEACHER AND READING DEVELOPMENT PARTNERSHIP (TRDP)

It is recommended that the Board of Trustees authorize the following consultant contracts

- (1) Terry Marre to provide on site supervision of students in ENGL 91, Tutoring K-3rd Grade Elementary Students in Reading. The period of the contract is February 12, 2001 through June 30, 2001 for an amount not to exceed \$9,000.

Comment: Mr. Marre taught developmental reading at SMC for 32 years. He will observe college students tutoring elementary school students in reading, and hold conference with students throughout the semester. He will act as a liaison between the College and the elementary schools to ensure the success of this aspect of the TRDP grant.

- (2) Nancy Patterson to provide on-site assistance in the supervision of students enrolled in ENGL 91, Tutoring K-3rd Grade Elementary Students in Reading. The period of the contract is February 12, 2001 through June 30, 2001 for an amount not to exceed \$450.

Comment: Mrs. Patterson is a full-time secretary at Grant School. She is available to take on the additional task of monitoring the on-site attendance of tutors, and act as a liaison between the SMC instructor and Grant Elementary School.

- (3) Marty Stiles to attend a two-day symposium on Teacher Recruitment and Development. Cost of the symposium is \$250.

Comment: Mr. Stiles is a member of the Santa Monica College's TRDP advisory committee, and will also represent the Santa Monica Retired Teachers Association.

Funding Source: Governor's Grant: Teacher and Reading Development Partnership (TRDP).

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 12, 2001

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 7 CONSULTANT CONTRACT – WORKFORCE AND ECONOMIC DEVELOPMENT

It is recommended that the Board of Trustees ratify a contract with Laurie Cook Johnson, to develop and deliver a specialized training program in Spanish for Special Purposes (SSP) and English for Special Purposes (ESP) for the Office of Workforce & Economic Development, for the period of February 6, 2001 to June 30, 2001 in an amount not to exceed \$13,060.00 plus expenses.

Funding Source: Hotel Consortium grant from the Chancellor’s Office of the California Community Colleges.

Comment: These services include working with Workforce and Economic Development staff and Hotel Consortium members to design and deliver Spanish for Special Purposes and English for Special Purposes training program.

RECOMMENDATION NO. 8 CHILD DEVELOPMENT AND EARLY CHILDHOOD PROGRAM

It is recommended that the Board of Trustees ratify a contract with SCAEYC (Southern California Association for the Education of Young Children) to provide workshops for Child Development students. The period of the contract is October 2000 through June 30, 2001 for an amount not to exceed \$1,426.

Funding Source: Child Development Training Consortium

Comment: SCAEYC (Southern California Association for the Education of Young Children) is providing workshops on Respect/Team Building across the early childhood program. These workshops include materials and fee waivers for Child Development students.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 12, 2001

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 9 AFFILIATION AGREEMENT BETWEEN SANTA MONICA COLLEGE AND DANIEL FREEMAN MARINA HOSPITAL

It is recommended that the Board of Trustees approve an agreement with Daniel Freeman Marina Hospital for the period of February 1, 2001 through February 1, 2003.

Funding Source: No Cost to the District

Comment: This agreement will provide an additional clinical facility for the SMC nursing program.

RECOMMENDATION NO. 10 CONSULTANT CONTRACTS - SATURDAY SCIENCE ACADEMY

It is recommended that the Board of Trustees ratify the following consultant contracts for the Saturday Science Academy for the period of January, 2001 through March, 2001:

- 1) Lisa Landry-Taylor, not to exceed \$5,000, to assist in the delivery of the Saturday Science Academy biology course, and to administer and evaluate placement tests.

- 2) Center for Educational Achievement, not to exceed \$1500, to recruit students and assist in processing their applications; provide support; arrange transportation from Charles Drew Medical Center to SMC; and maintain clerical needs for the Saturday Science Academy biology class.

Funding Source: USSP/Chancellor's Office

Comment: The Saturday Science Academy is a collaborative effort among Santa Monica College, the Center for Educational Achievement and Charles Drew Medical Center. The number of students participating in this program has increased each year. In Winter 2000, there were 29 participants. In Winter 2001, 39 students are enrolled in this Biology 25 (Human Biology) section.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 12, 2001

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 11 ELECTRICAL VEHICLE LOAN PROGRAM

It is recommended that the Board of Trustees approve an agreement with Air Resources Board (EV Loan Program) for the period of January through June, 2001.

Funding Source: No Cost to the District

Comment: This agreement will provide a vehicle for training in the SMC automotive program. After use, the automotive department can evaluate the vehicle and through EV Loan Program may lease a vehicle and arrange for installation of charging equipment.

RECOMMENDATION NO. 12 NON CREDIT ESL AND CITIZENSHIP CLASSES

It is recommended that the Board of Trustees ratify an agreement with the Mexican American Opportunity Foundation (MAOF) to provide support services for noncredit ESL and Citizenship classes offered through the SMC Office of Continuing Education for the period of January 6, 2001 through February 17, 2001.

Funding Source: No cost to the District

Comment: Santa Monica College offers noncredit ESL and Citizenship classes at several community locations, including the Fairview Library and St. Gerard's Church. SMC and MAOF coordinate student outreach efforts. In addition, MAOF independently provides individual counseling services related to obtaining citizenship.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 12, 2001

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 13 COURSE APPROVAL

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

New Courses

- Accounting 1A: Principles of Accounting 1A
- Accounting 1B: Principles of Accounting 1B
- Accounting 1C: Principles of Accounting 1C
- Administration of Justice 31: Advance Peace Officer Training
- Broadcast 46: Television Production
- Broadcast 48: Television Workshop
- CS 56: Advanced Java Programming
- Dance 9: Dance Production
- English 70: Technical Communication
- English 93: Tutoring K-3
- Environmental Studies 7/Geography 7: Introduction to Environmental Studies
- ET-36: Advanced Web Animation Using Flash
- Geography 8: Introduction to Urban Studies
- Human Development 19: Orientation Seminar
- Journalism 17: Editing the Campus Newspaper
- Occupational Therapy 1: Introduction to Occupational Therapy
- Photo 13: News Photography
- Photo 14: Photography for Publication

Certificates and Programs

- Business Department: Short Term Certificates of Completion
 - Computer Accounting
 - Desktop Publishing
 - Programming
 - Word Processing

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

RECOMMENDATION NO. 14 EMERITUS COLLEGE FACILITIES, WINTER AND SPRING, 2001

It is recommended that the Board of Trustees ratify contracts for facilities to house off-campus Emeritus College classes for the Winter 2001 semester which runs from January 2- February 8, 2001 and the Spring 2001 semester which runs from February 12, 2001 – June 9, 2001. It is further recommended that payment per class session be authorized as stated on the list.

Comment: The list of facilities is on file in the Office of Academic Affairs and Emeritus College.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 12, 2001

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 15 EMERITUS COLLEGE EDUCATIONAL TOURS, SPRING 2001

It is recommended that the Board of Trustees approve the following Emeritus College Spring 2001 Educational Tours Program.

Palm Springs Follies - 1/28/01	Kathleen MacLennan 50%
Fenyas Mansion/Gamble House - 2/17/01	Kathleen MacLennan 50%
Orange County Victoriana- 2/24/01	Kathleen MacLennan 50%
Oklahoma at the Lawrence Welk Resort - 3/4/01	Kathleen MacLennan 50%
Orchid Odyssey with Jim Jaeger - 3/23/01	Kathleen MacLennan 50% *Jim Jaeger \$250.00
The Heritage of the Deep South Tour 3/25-4/2/01	Kathleen MacLennan 50%
Two Legendary Gardens - 4/20/01	Kathleen MacLennan 50%
Lotusland - 5/5/01	Kathleen MacLennan 50%
Palm Springs Follies - 5/6/01	Kathleen MacLennan 50%
Evita at the Candlelight Pavilion - 5/20/01	Kathleen MacLennan 50%
Sequoia/Kings Canyon National Parks - 6/1-6/3/01	Kathleen MacLennan 50%
Two Day Getaway - 6/30-7/1/01	Kathleen MacLennan 50%

Funding Source: Percentage indicates that the tour leader receives a percentage of the net registration fees as paid by participants. Emeritus College will reimburse the District from the Tours Auxiliary account in the amount paid to the instructor.

Comment: *Jim Jaeger is an Emeritus College instructor and he will be paid for his services as a tour leader for this particular tour.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 12, 2001

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 16 EVENTS, SPRING 2001

It is recommended that the Board of Trustees approve the following list of Santa Monica College Events for Spring, 2001:

Afternoon Theater for Children

March 10, 2001	Jack and the Beanstalk (Payable to "Storybook Theatre")	\$1,700
April 28, 2001	"Circus" – The Greatest Little Show on Earth (Payable to "Jim Gamble Puppets")	\$1,200

Art Lectures

February 23	John Singer Sargent	Eleanor Schrader Schapa	50%
March 23	Georgia O'Keeffe	Eleanor Schrader Schapa	50%

Planetarium

January 26	Thomas Ahrens	The Death of Dinosaurs	\$120.00
February 23	Peter Morse	Quantum Cosmology	\$120.00
March 30	Rick Tumlinson	The Space Revolution	\$120.00
April 27	Michelle Thaller	More Than Meets the Eye: The Infrared Universe	\$120.00
May 18	Andre Bormanis	Star Trek: The Science Behind the Science Fiction	\$120.00
June 22	Bill Patzert	When the Oceans Speak, We All Listen	\$120.00
July 27	Bill & Sally Fletcher	Astrophotography: Both Science and Art	\$120.00

Funding Source: Ticket sales

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 12, 2001

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 17

CONSULTANT FOR FACILITATION SERVICES

It is recommended that the Board of Trustees approve a contract with Joan Goldsmith/Center for Dispute Resolution to provide facilitation services related to a personnel matter, for a fee not to exceed \$250 per hour, plus expenses.

Funding Source: District funds

RECOMMENDATION NO. 18

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.

<u>ELECTIONS</u>		<u>EFFECTIVE DATE</u>
<u>ADMINISTRATIVE</u>		
Davis-Culp, Gayle	Director, TRIO Grant	01/09/01
<u>ADJUNCT</u>		
(List on file in the Office of Humans Resources - Academic)		
<u>LEAVES OF ABSENCE WITH PAY</u>		
<u>MEDICAL</u>		
Peacock, Jill	Instructor, English	02/02/01 " 06/15/01
<u>SEPARATIONS</u>		
<u>RESIGNATION</u>		
Ilarde, Tanya G.	Counselor	02/08/01

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 12, 2001

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 19

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>ESTABLISH</u>	<u>EFFECTIVE DATE</u>
Department Secretary II (1 position) Health Sciences, 12 mos, 40 hrs	02/13/01
Parking Security Officer, NS-1 (1 position) College Police, 11 mos, 40 hrs	02/13/01
<u>ABOLISH</u>	
Parking Security Officer, NS-1 (2 positions) College Police, 11 mos, 20 hrs	02/13/01

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 12, 2001

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 20

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>	
Champion, George, Adm & Records Clk I, Outreach	02/01/01
Galloway, Patricia, Dept Sec I, Women's Center	01/08/01
<u>CHANGE IN WORKSHIFT</u>	
Roberts, Donald	01/02/01
Fr: College Police Dispatcher, NS-1, College Police, 12 mos, 40 hrs	
To: College Police Dispatcher, NS-2, College Police, 12 mos, 40 hrs	
<u>PERMANENT EMPLOYEE WITH PROVISIONAL ASSIGNMENT</u>	
Greenfield, Cynthia, Reg Enrollment Coord, Admiss/Comm Svcs	01/16/01 " 02/20/01
Monzon, Karen, Personnel Specialist I, Human Res (amended dates)	09/15/00 " 01/01/01
Philipson, Adam, Special Project Coord, VH-1(ext w/amended dates)	12/22/00 " 03/27/01
Wilkie, Christine, Multimedia Spec, Distance Ed (ext)	11/02/00 " 01/04/01
<u>WORKING OUT OF CLASSIFICATION</u>	
Williams, Don	08/28/00 " 09/12/00
Fr: Skilled Maintenance Worker, Maintenance, 12 mos, 40 hrs	
To: Acting Plumber, Maintenance, 12 mos, 40 hrs	
<u>WORKING OUT OF CLASSIFICATION (Additional responsibilities)</u>	
Baetz, Michael, Gardener/Equip Oper, Grounds + 5%	12/08/00 " 12/21/00
Baetz, Michael, Gardener/Equip Oper, Grounds + 5%	01/02/01 " 03/30/01
Johnston, Steve, Skilled Maintenance Wker, Maint +10%	12/01/00 " 12/21/00
Johnston, Steve, Skilled Maintenance Wker, Maint +10%	01/02/01 " 01/31/01
Martin, Sonya, Personnel Mgr, Pers Commission (ext) +31%	02/01/01 " 06/30/01
<u>VOLUNTARY REDUCTION IN HOURS/PERMANENT</u>	
Paulson, Rob, MultiMedia Comp Sup Spec, AET, (40 to 21 hrs/wk)	01/16/01 " 02/07/01

LEAVES OF ABSENCE WITH PAY

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

MEDICAL

Burrell, Wayne, Parking Security Officer, College Police	12/18/00 “ 04/01/01
Copeland, Brent, Lib Asst II, Library	12/07/00 “ 12/14/00
Longstreet, Willie, Custodian NS-2, Operations	11/07/00 “ 02/08/01
Peterson, Jeffrey, Custodial & Grounds Director, Facilities	01/08/01 “ 01/16/01
Torres, Adoline, Custodian NS-2, Operations	01/16/01 “ 06/16/01
Zelaya, Donna, Dept Sec II, Operations	01/22/01 “ 04/30/01

LEAVES OF ABSENCE WITHOUT PAY

FAMILY & MEDICAL

Williams, Don, Skilled Maintenance Wker, Maintenance	01/02/01 “ 01/28/01
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SEPARATIONS

RESIGNATION

Paulson, Rob, MultiMedia Computer Support Spec, AET	02/07/01
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The Board hereby accepts immediately the resignation/retirement of the above listed personnel to be effective as indicated.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 12, 2001

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 21

CLASSIFIED PERSONNEL – TEMPORARY

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.

<u>ELECTIONS</u>	<u>EFFECTIVE DATE</u>
<u>PROVISIONAL</u>	
Baily, Michael, Internet/Web Specialist, Disabled Student Servs.	01/19/01 " 06/30/01
Boodparset, Sutidavade, Counseling Aide, African Am. Coll. Ctr.	01/02/01 " 02/08/01
Cruz, Jaime, Counseling Aide, Pico Partnership Program	01/02/01 " 02/08/01
Ellison, Monti Louis, Accompanist - Dance, Dance	01/02/01 " 02/08/01
Everett, Tiffany, Counseling Aide, EOPS	01/02/01 " 02/08/01
Feria Jurenka, Gabriela, Vocational Instr. Assistant, Cosmetology	01/02/01 " 02/08/01
Gaines, Patricia, Department Secretary II, Disabled Stu Services	01/24/01 " 06/30/01
Gonzalez, Antonio, Counseling Aide, Latino Center	01/02/01 " 02/08/01
Gutierrez, Veronica, Counseling Aide, Latino Center	01/02/01 " 02/08/01
Holmes, Heather, Office Aide, Student Affairs	01/02/01 " 02/08/01
Holstein, Stephanie, Disabled Stu Testing Asst., Disabled Stu Ctr	01/02/01 " 02/08/01
Jensen, Dorothy, Health Assistant I, Health Services	12/01/00 " 12/14/00
Joseph, Jo An, Disabled Student Services Spec., Disabled Stu	01/16/01 " 05/11/01
Kangarlou, Monique, Vocational Instr. Asst, Cosmetology	01/02/01 " 02/08/01
Kepler, Jocelyne, Vocational Instr. Asst, Cosmetology	01/02/01 " 02/08/01
Lopez, Maria, Office Aide, Academic Affairs	01/02/01 " 02/08/01
Lujan, Naiche, Instructional Assistant - Math, Latino Center	01/26/01 " 06/30/01
Malerstein, Janet, Disabled Stu Testing Asst., Disabled Stu Ctr.	01/02/01 " 02/08/01
Mbusi, Norah, Counseling Aide, Student Support Svcs.	01/02/01 " 02/08/01
Menjivar, Raul, Counseling Aide, EOPS	01/02/01 " 02/08/01
Mills, Aundrea, Counseling Aide, EOPS	01/08/01 " 02/08/01
Mizrahi, Linda, Community Services Asst., Community Services	01/29/01 " 03/31/01
Nam, Taek Cheor, Counseling Aide, Transfer/Counseling Ctr.	01/02/01 " 02/08/01
Preciado, Erika, Counseling Aide, Latino Center	01/02/01 " 02/08/01
Ramirez, Hilda, Office Aide, Academic Affairs	01/02/01 " 02/08/01
Reed, Jeffery, Accompanist - Dance, Dance	01/02/01 " 02/08/01
Rezapour, Mehrnoosh, Counseling Aide, Transfer/Counseling Ctr.	01/02/01 " 02/08/01
Roberson, Joseph, Counseling Aide, Matriculation	01/02/01 " 02/08/01
Serratos, Monica, Counseling Aide, Student Life	01/02/01 " 02/08/01
Sexton, Robert, Accompanist - Dance, Dance	01/02/01 " 02/08/01
Taylor, Rosa, Counseling Aide, Student Support Services	01/02/01 " 02/08/01
Thomason, Matthew, Lab Technician, Art	01/09/01 " 06/30/01
Walker, Frederick, Accompanist - Dance, Dance	01/02/01 " 02/08/01
Willis, Suzanne, Department Secretary II, Foundation	01/22/01 " 03/30/01

<u>LIMITED TERM</u> (Temporary assignment not to exceed 120 working days/fiscal year)	
Bennet, Carlota, Department Secretary II, Workforce & Eco Devlp.	01/08/01 " 06/30/01
Berent, Richard, Accompanist - Dance, Dance	01/02/01 " 02/08/01
Bloom, Evan, Performance Activities Asst., Events	01/02/01 " 06/30/01
Brooks, Darryle, Department Secretary II, Workforce & Eco Devlp.	01/18/01 " 06/30/01
Chappell, Jennifer, Registration/Information Clerk, IEC	12/20/00 " 06/30/01
Davis, Lisa, Department Secretary II, Workforce & Eco. Devlp.	01/23/01 " 06/30/01
Galloway, Patricia, Department Secretary I, Academic Senate	01/02/01 " 06/30/01
Jochum, Ana Marie, Registration/Information Clerk, A & R	01/05/01 " 06/30/01
Johnson, Trena, Department Secretary II, Health Science	12/19/00 " 05/16/01
Neidorf, Helena, Instr. Assistant - English, Latino Center	02/12/01 " 06/12/01
Sloane, William, Bookstore Clerk/Cashier, Bookstore	01/03/01 " 06/30/01
Vila, Michael, Performance Activities Assistant, Events	01/05/01 " 06/30/01

<u>LIMITED TERM</u> (Substitute)	
Hall, Maxine, Department Secretary II, Latino Center	01/22/01 " 06/30/01

RECOMMENDATION NO. 22

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 \$7.00/hr	62
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FEDERAL/STATE FUNDED STUDENT EMPLOYEES

College Work-Study Student Assistant \$7.00/hr	74
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TUTORIAL AIDES

\$10.50/hr	2
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PROFESSIONAL EXPERTS

Art Model \$14.00/hr	20
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Art Model w/Costume \$17.00/hr	12
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Community Services Specialist I \$27.40/hr	4
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Workforce and Economic Development - Project Specialist I \$3750.00/mo	1
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<u>VOLUNTEERS</u>	1
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List(s) available in the Human Resources Office and attached to permanent minutes.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 12, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 23 RISK MANAGEMENT CONSULTANTS

It is recommended that the Board of Trustees authorize agreements with the following Risk Management consultants for the period ending June 30, 2001:

Herb Kahn: Conduct two sessions of emergency responder training for District emergency operations staff in January, 2001 for an amount not to exceed \$800.

Will Holbrook: Assist the District in the development of its Emergency Preparedness Program for the period of February 1, 2001 through June 30, 2001 for an amount not to exceed \$18,000 plus reimbursable expenses.

Funding Source: District General Fund

Comment: Mr. Kahn is a certified Disaster Preparedness Specialist and First Aid Instructor as well as an expert in training emergency operations staff. Mr. Holbrook previously assisted the District in the preparation of an Emergency Preparedness Manual. He will continue his work on the organization of an Emergency Operations Center on the main campus and Incident Operations Centers at satellite facilities, inventory emergency response materials and brief staff about contents of the manual.

RECOMMENDATION NO. 24 AMENDMENT TO RENTAL AGREEMENT FOR COMMUNICATION EQUIPMENT

It is recommended that the Board of Trustees authorize the District to enter into an amendment to the five-year agreement with COX PCS ASSETS, LLC dba SPRINT PCS to rent space on the roof of the Technology building for the installation, operation and maintenance of communication equipment. The amendment provides for the extension of existing cable to serve the equipment on the roof for a one-time construction fee of \$300 and additional rent in the amount of \$75 per month for a total monthly rent of \$2,575 per month plus yearly CPI increases. Agreement subject to extensions.

Comment: This is rental income for the District. Cox PCS Assets, LLC dba Sprint PCS pays all electrical expenses for the operation of its equipment

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 12, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 25 KCRW CONSULTANTS

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

Sandep Rahi dba Burning Box: Design and artwork services as needed. Payable at projects' completion and invoicing for an amended total not to exceed \$20,000. 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. 26-A FACILITIES: ARCHITECTURAL SERVICES – LITERACY CENTER, 2004-2005 INITIAL PLANNING PROPOSAL (IPP)

It is recommended that the Board of Trustees authorize the District to enter into an agreement with AHT ARCHITECTS for architectural services associated with the Literacy Center project for an amount not to exceed \$10,000 plus reimbursables.

Funding Source: District General Fund

Comment: This agreement provides for the planning and preparation of an Initial Planning Proposal (IPP) to be submitted to the Chancellor's Office prior to May 1, 2001 requesting state funding in fiscal year 2004-2005 for planning and working drawings for the proposed Literacy Center project.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 12, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 26-B FACILITIES: ARCHITECTURAL SERVICES – EARTHQUAKE REPLACEMENT LIBERAL ARTS BUILDING, 2003-2004 FINAL PLANNING PROPOSAL (FPP)

It is recommended that the Board of Trustees authorize the District to enter into an agreement with GENSLER for architectural services associated with the Earthquake Replacement Liberal Arts Building project for an amount not to exceed \$250,000 plus reimbursables.

Funding Source: District General Fund

Comment: This agreement provides for the planning and preparation of a Final Planning Proposal (FPP) to be submitted to the Chancellor’s Office prior to May 1, 2001 requesting state funding in fiscal year 2003-2004 for planning and working drawings for the proposed Facilities Master Plan project entitled Earthquake Replacement Liberal Arts Building.

RECOMMENDATION NO. 26-C FACILITIES: AMEMD ARCHITECTURAL SERVICES AGREEMENT, RELOCATION OF ART FUNCTIONS TO AIRPORT AND ADA COMPLIANCE FOR AIRPORT CAMPUS RESTROOMS

It is recommended that the Board of Trustees approve an amendment to the agreement for architectural services, Relocation of Art Functions to Airport and ADA Annex Remodel Project with PUGH + SCARPA for an additional amount not to exceed \$51,900, plus reimbursable expenses.

Funding Source: FEMA/District/State 98-99 Architectural barrier Removal Grant

Comment: During the permit application process for this project, the Division of the State Architect determined that the Airport Campus Main Building and Annex would be required to undergo a seismic structural evaluation prior to permitting the work of this project. This amendment provides for the seismic evaluation, structural recommendations, and bid documents necessary to perform any necessary seismic compliance work, as well as obtain Division of the State Architect approval to go forward with this project.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 12, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 26-D FACILITIES: 2714 PICO REMODEL, PHASE 2, CHANGE ORDERS NO. 1, 2, 3 AND 4

It is recommended that the Board of Trustees approve Change Orders No. 1, 2, 3 and 4 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	<u>27,161.27</u>
Revised Contract Amount	\$672,321.84

Funding Source: COP/District Capital Projects Fund

Comment: Change Order No. 1 provides for code compliance items to install access panels in corridors, and to reposition sewer line to city designated location; owner requested items to install insulation in partitions, construct storage cabinet, connect electrical to owner supplied office equipment, purchase and install additional carpeting and vinyl flooring, relocation of fire alarm components, modifications to kitchen area and additional storage shelving. Also provides the following changes due to site conditions, to remove column RM232 and install new wall, patch/paint and install access panels at parking garage ceiling, prepare and finish third floor lobby walls, and frame and drywall around existing cables.

Change Order No. 2 provides for code compliance item to modify various locksets and door hardware, and City of Santa Monica required items to install flow switch to fire sprinkler system, install smoke gaskets at fire doors, install fire rated ceiling tiles and insulation, install metal gutter under water and sewer lines, modify condensate line, install door kick-plates, install basement button in elevator, install additional fire alarm conduit and wiring, conduct a sound test on emergency generator, install additional conduit and wiring to emergency generator, and install new exit signs in basement.

Change Order No. 3 provides for field condition items to replace elevator cab ceiling, remove portions of ceilings, relocate HVA/C ductwork and diffusers, remove and relocate Air Touch wiring in new restroom, reconfigure planter water and drainage system, relocate gas, water and waste lines on third floor, brace existing wall a RM 329, Provide air circulation space above walls in Rms 225 & 222, frame and drywall around conduit in Rm 315, align wall in Rm 222 with existing West wall, raise electrical conduits in garage ceiling and install new flow switch on boiler.

Change Order No. 4 provides for Owner requested installation of sliding window, install low voltage fixtures at shelving, remove and replace existing damaged flooring, install new countertops, install new sinks and accessories, install smoke detector conduits, install additional data lines, install additional light fixtures at third floor restrooms, install conduits to 2 new horn-strobe fixtures, install power to cabinet, paint east and west stairwells, install stainless steel accessories in restroom, sheet metal flashing at third floor balcony, and install panels to cover existing abandoned HVAC diffusers.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 12, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 26-E FACILITIES: SANTA MONICA ASSISTANCE LEAGUE CHILD CARE, PHASE 2, CHANGE ORDER NO. 3

It is recommended that the Board of Trustees approve Change Order No 3 for the Santa Monica Assistance League Child Care, Phase 2 project with PROCON DEVELOPMENT & ENGINEERS, INC.

Original Contract Amount	\$71,500.00
Change Orders No. 1 & 2	25,696.98
Change Order No. 3	<u>2,516.09</u>
Revised Contract Amount	\$99,713.07

Funding Source: Cal/WORKS Child Care Facility Grant/District

Comment: This Change Order provides for owner requested installation of hinged door for diaper drop, installation of guardrail at changing table, and additional modifications to play equipment and rubber safety surfacing due to site conditions.

RECOMMENDATION NO. 26-F FACILITIES: EARTHQUAKE REPLACEMENT SCIENCE BUILDING, CHANGE ORDER NO. 21

It is recommended that the Board of Trustees approve Change Order No 21 for the Earthquake Replacement Science Building project with POZZO CONSTRUCTION CO.

Original Contract Amount	\$24,650,000
Change Orders No. 1 through 20	837,914
Change Order No. 21	<u>455,000</u>
Revised Contract Amount	\$25,942,914

Funding Source: FEMA/District

Comment: This Change Order authorizes a settlement payment to be paid for claims presented by the project electrical subcontractor SASCO and the project mechanical subcontractor ACCO.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 12, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 26-G FACILITIES: COMPLETION OF EARTHQUAKE REPLACEMENT SCIENCE BUILDING PROJECT

Subject to completion of punch list items by POZZO CONSTRUCTION CO., 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 the EARTHQUAKE REPLACEMENT SCIENCE BUILDING as being complete upon POZZO CONSTRUCTION CO.'s 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. 26-H FACILITIES: COMPLETION OF SANTA MONICA ASSISTANCE LEAGUE CHILD CARE, PHASE 2 PROJECT

Subject to completion of punch list items by PROCON DEVELOPMENT & ENGINEERS, INC., 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 SANTA MONICA ASSISTANCE LEAGUE CHILD CARE REMODEL, PHASE 2 as being complete upon PROCON DEVELOPMENT & ENGINEERS, INC. 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. 26-I FACILITIES: COMPLETION OF ASBESTOS ABATEMENT/FLOORING REPLACEMENT, LIBERAL ARTS BUILDING

Subject to completion of punch list items by RELIABLE FLOOR COVERING, CO., 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 ASBESTOS ABATEMENT/FLOORING REPLACEMENT, LIBERAL ARTS BUILDING as being complete upon RELIABLE FLOOR COVERING, CO. 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.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 12, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 26-J FACILITIES: COMPLETION OF ASBESTOS
ABATEMENT/FLOORING REPLACEMENT, LETTERS & SCIENCE
BUILDING, PHASE 1

Subject to completion of punch list items by RELIABLE FLOOR COVERING, CO., 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 ASBESTOS ABATEMENT/FLOORING REPLACEMENT, LETTERS & SCIENCE BUILDING, PHASE 1 as being complete upon RELIABLE FLOOR COVERING, CO. 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. 26-K FACILITIES: COMPLETION OF ASBESTOS
ABATEMENT/FLOORING REPLACEMENT, LETTERS & SCIENCE
BUILDING, PHASE 2

Subject to completion of punch list items by RELIABLE FLOOR COVERING, CO., 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 ASBESTOS ABATEMENT/FLOORING REPLACEMENT, LETTERS & SCIENCE BUILDING, PHASE 2 as being complete upon RELIABLE FLOOR COVERING, CO. 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.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 12, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 26-L FACILITIES: COMPLETION OF REMODEL FOR TEMPORARY LIBRARY PROJECT

Subject to completion of punch list items by PACIFIC GENERAL CONTRACTORS, 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 FOR TEMPORARY LIBRARY, as being complete upon PACIFIC GENERAL CONTRACTORS 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. 26-M FACILITIES: COMPLETION OF SCIENCE VILLAGE ELECTRICAL FEED PROJECT

Subject to completion of punch list items by PACIFIC GENERAL CONTRACTORS, 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 SCIENCE VILLAGE ELECTRICAL FEED, as being complete upon PACIFIC GENERAL CONTRACTORS 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.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 12, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO.27 COMMERCIAL WARRANT REGISTER

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

December 1 – December 31, 2000 4418 - 4430 \$3,628,740.59

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

RECOMMENDATION NO. 28 PAYROLL WARRANT REGISTER

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

December 1 – December 31, 2000 R21-C – C2-F \$4,442,294.79

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

RECOMMENDATION NO.29 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.

December 1 – December 31, 2000 75893 - 76270 \$2,605,536

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

RECOMMENDATION NO. 30 DIRECT PAYMENTS

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

January 1 – January 31, 2001 D33648 – D33935 \$409,197.09

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 12, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 31-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. 75940 – 76059	\$611,819.39
B) Telephone Orders	46,222.97
C) Change Orders	88,797.50
D) Auxiliary Orders	38,097.50
E) Auxiliary Change Orders	2,000.00

Comment: Lists of orders placed or amended between December 18, 2000 and January 29, 2001 are part of records on file in Purchasing Department

RECOMMENDATION NO. 31-B PURCHASING: AUTHORIZATION TO USE STATE OF CALIFORNIA DESIGNATED TRAVEL AGENCY

It is recommended that the Board of Trustees authorize the District to enter into an agreement with Fox Hills Travel Agency and Tours to provide travel arrangements for the District. Services to be provided for the period of February 1 through June 30, 2001 at a fee not to exceed actual approved ticket prices.

Funding Source: State-funded Professional Staff Development Funds/District Funds

Comment: This agency is listed as a provider in connection with the State of California Department of General Services Agreement Number 99-17.

RECOMMENDATION NO.31-C PURCHASING: AUTHORIZATION TO PARTICIPATE IN PURCHASE AGREEMENT

It is recommended that the Board of Trustees approve the use of the State of California Department of General Services' Contract No. 1-01-23-30 Vehicles for the purchase of the following vehicles:

Two (2) Dodge Dakota 4 x 2 Pick-Up Trucks	\$25,610.00
One (1) Dodge Dakota 3/4 Ton Truck with Stake Bed	17,597.00
One (1) Dodge Stake Bed C20	18,884.00
with liftgate	4,726.70

Funding Source: District General Fund

Comment: Public Contract Code §20652 allows the District to purchase through other public agencies without advertising for bid.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 12, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 31-D PURCHASING: AWARD OF BID - ELECTRIC CARTS

It is recommended that the Board of Trustees approve the award of Bid No. 0001-B7 for six (6) reconditioned electric carts to CLARKLIFT OF CALIFORNIA in the amount of \$34,506

Funding Source: District General Fund

Comment: Bids were solicited through newspaper advertisement and a general mailing.

RECOMMENDATION NO. 31-E PURCHASING: AWARD OF BID – ART KILNS

It is recommended that the Board of Trustees approve the award of Bid No. 0001-B10 for Electric and Gas Art Kilns to the lowest response bidder.

<u>Bidder</u>	<u>Amount</u>
Laguna Clay Company	\$63,924.87, including California Sales Tax
Bailey Pottery Equipment Corp.	78,906.67
Geil Kilns Company	80,421.09

Funding Source: FEMA; DSR #0300

Comment: Bids were solicited through newspaper advertisement and a general mailing.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 12, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 31-F

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:

20 Hewlett Packard Pentium I computers, monitors, keyboards and mice to be donated to POTERO HEIGHTS ELEMENTARY SCHOOL

25 Hewlett Packard Pentium I computers, monitors, keyboards and mice to be donated to the ROOSEVELT MIDDLE SCHOOL in the Compton Unified School District.

3 Hewlett Packard Pentium I computers, monitors, keyboards and mice to be donated to BEN FRANKLIN HIGH SCHOOL.

3 Hewlett Packard Pentium I computers, monitors, keyboards and mice to be donated to OLYMPIC CONTINUATION SCHOOL.

Comment: Potero Heights Elementary School is setting up a computer training lab. Roosevelt Middle School is setting up a computerized remedial reading lab. Ben Franklin High School and Olympic Continuation School will use computers for students to file college applications and essays.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 12, 2001

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 32

RECEIPT OF AUDIT REPORT

It is recommended that the Board of Trustees acknowledge receipt of the 1999-2000 Audit Report of the financial and related statements of the Santa Monica Community College District prepared by the District's contracted independent auditor Vicente, Lloyd & Stutzman, LLP.

Comment: The auditor filed the report with all appropriate agencies prior to December 31, 2000.

MOTION MADE BY: Dorothy Ehrhart-Morrison
 SECONDED BY: Carole Currey
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 12, 2001

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 33

TEMPORARY CLASSIFIED EMPLOYEES SALARY INCREASE

Is recommended that the Board of Trustees approve a 5.17 percent increase for temporary classified employees, effective February 1, 2001.

Funding Source: District Funds

Comment: This action provides an increase to temporary classified employees parallel to the increase provided to bargaining unit classified employees.

MOTION MADE BY: Margaret Quiñones
 SECONDED BY: Herbert Roney
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

BOARD OF TRUSTEES	INFORMATION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 12, 2001

INFORMATION ITEM D

REVIEW OF DISTRICT INVESTMENTS

The attached statement shows the status of District investments as of December 31, 2000 and is presented for Board review. The report provides information required by California Government Code §53646. The investment portfolio is in compliance with District investment policy and will allow the District Trust Fund to meet expenditure requirements for the next six months. All investments are in government securities and high investment grade bonds and notes.

*Detailed investment pages are included in printed agenda
and are available in the office of Business Services*

BOARD OF TRUSTEES	INFORMATION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 12, 2001

INFORMATION ITEM E 2000-2001 QUARTERLY BUDGET REPORT

GENERAL FUND BUDGET SUMMARY
(AS OF DECEMBER 31, 2000)

Beginning Balance	\$ 5,670,038
Income	<u>107,705,720</u>
Total Funds Available	\$113,375,758
Less: Expenses & Transfers	112,015,723
Ending Balance	\$1,360,035

Comment: On a quarterly basis Business Services provides to the Board of Trustees a complete set of financial statements for all funds along with the quarterly 311Q report required by the Chancellor's Office. No changes will be made to the adopted budget until the District receives the first Principal Apportionment Report later in February.

*Detailed budget pages are included in printed agenda
and are available in the office of Business Services*

BOARD OF TRUSTEES	INFORMATION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 12, 2001

INFORMATION ITEM G

SUBMITTAL OF GRANTS

Title of Grant: **“An Evening Celebration Of Asian Pacific Islander Heritage Month At Santa Monica College”**

Granting Agency: California Council for the Humanities

Requested Funding: \$2,500

Matching Funds \$2,500 (SMC Associates)

Performance Period: May 19, 2001

Summary: Funds requested from CCH augment funding by the SMC Associates for an event presented in conjunction with the celebration of Asian Pacific Islander Heritage Month at Santa Monica College. “Great Leap,” a community-based arts organization, will perform their “A Slice of Rice” in the SMC Concert Hall. This performance will be preceded by a historical overview of Asian American experience in the US by Dr. Kawaguchi and followed with a Q&A session with the audience.

Title of Grant: **Training Tomorrow’s Workforce for Today: A Multi-tiered Telecommunications Training Project”**

Granting Agency: Dept. of Labor

Requested Funding: \$2,987,675

Matching Funds \$165,966

Performance Period: July 2001 – June 2003

Summary: SMC’s Office of Workforce and Economic Development (WED) will use the funding to offer a customized telecommunications training program for dislocated workers in Los Angeles County.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 12, 2001

ADJOURNMENT – 9:47 p.m.

The meeting was adjourned in memory of **James Welch Andrews**, Noel Andrews' father; **Marion Herbst**, former Emeritus College instructor; **Pablo Bautista Tellez**, Victor Tellez' father, and **Suzie Williams**, Don William's mother.

There will be a special (closed session) meeting of the Board of Trustees on Monday, February 26, 2001 at 5:00 p.m. in the Board Room at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, March 5, 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.