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**SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**REGULAR MEETING
MONDAY, JUNE 4, 2001**

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

**6:00 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	June 4, 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 and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California, on Monday, June 4, 2001.

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

- A Call to Order
- B Roll Call

II. *CLOSED SESSION*

- Collective Bargaining,
pursuant to Government Code Section 54957.6

III. *PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS (Continued)*

- C Pledge of Allegiance
- D Installation of Student Trustee
- #1 Approval of Minutes: May 7, 2001
 May 14, 2001 (Board Dialog)

IV. *SUPERINTENDENT'S REPORT*

- Student Photography Show Winners - Professor Larry Jones
 John Kelly, Best of Show
 Keri Morris - Best Color
 Michael Cannon - Best Black and White
 Michael Linch - Best Experimental
 Charlotte Kane - Best Digital

V. *ACADEMIC SENATE REPORT*

VI. *CLASSIFIED SENATE REPORT*

VII. *COMMUNICATIONS OR PUBLIC COMMENTS*

VIII. *BOARD REPORT AND COMMENTS*

IX. **CONSENT AGENDA**

Planning and Development

- #2 Budget Augmentation to Existing Grants
- #3 Contracts and Consultants
 - A Knitwear Technician Program
 - B Teacher Reading and Development Partnership (TRDP)
 - C Center for Environmental and Urban Studies

Academic and Student Affairs – Annual Recommendations

- #4 Contracts for Services for Disabled Students
- #5 Matriculation Assessment Materials Contract

Academic and Student Affairs

- #6 Contracts and Consultants
 - A Telecommunications
 - B Disabled Students ADA/504 Compliance
 - C Curriculum Development
 - D Santa Monica Place Merchants Association
 - E Public Training Vendor Directory Telecommunications Program
 - F Musician for Graduation Reception
 - G Rental Agreement for Off-Campus Classrooms
- #7 Emeritus College Educational Tours, Summer 2001

Human Resources – Annual Recommendations

- #8 Election of Academic Personnel
- #9 Election of Classified Personnel
- #10 Election of Academic Management and Classified Management Personnel
- #11 Contracts and Consultants
 - A Psychological Testing
 - B Background Investigations
 - C Drug Testing Services
 - D Self-Insured Legal Defense

Human Resources

- #12 Academic Personnel
- #13 Classified Personnel – Establish/Abolish Positions
- #14 Classified Personnel – Regular
- #15 Classified Personnel – Limited Term
- #16 Classified Personnel – Non Merit

Business and Administration – Annual Recommendations

- #17 Resolution Fixing the Employer's Contribution Under the Public Employees' Medical and Hospital Care Act
- #18 Year-End Appropriations Transfer
- #19 Gann Limit, 2001-2002
- #20 Authorization to Transfer Funds for 2001-2002
- #21 Annual Agreements
 - A Computer Network Agreement
 - B Claims Management
 - C Hazardous Waste Disposal Agreement
 - D Biomedical Waste Disposal Agreement
 - E Linen Rental Agreement
 - F Industrial Injury Treatment Agreement
- #22 Disposal of Surplus Equipment
- #23 Destruction of Class 3 Records

Business and Administration

- #24 KCRW Consultant Contract Amendments
- #25 Audit Services Payment
- #26 Facilities
 - A Award of Bid, Extension to Parking Structure C
 - B Award of Bid, Seismic Repair, Remodel and Addition, Library
 - C Award of Bid, Admissions Bungalow, Phase 2
 - D Award of Bid, Airport Art Annex
 - E Replace Gymnasium Boilers, Change Order No. 1
 - F Completion of Replace Gymnasium Boilers Project
 - G Digital Art Lab – Subcontractor Substitution
 - H Digital Art Studio, Change Orders No. 1 and No. 2
 - I Programming and Conceptual Design Agreement
- #27 Commercial Warrant Register
- #28 Payroll Warrant Register
- #29 Payments from Auxiliary Operations
- #30 Direct Payments
- #31 Purchasing
 - A Award of Purchase Orders
 - B Ratification of Bid for Automotive Lifts
 - C Authorization to Participate in Purchase Agreements

X. ***CONSENT AGENDA – Pulled Items***

XI. ***MAJOR ITEMS OF BUSINESS***

- #32 2001-2002 Tentative Budget
- #33 Consultants, 2001-2002
- #34 Organizational Memberships, 2001-2002

XII. ***BOARD POLICY***

- #35 First Reading – Board Policy Section 3000, Human Resources

XIII. ***INFORMATION - No Action Required***

- E Grant Submittals

XIV. ***ADJOURNMENT:***

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, July 9, 2001 at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 4, 2001

I. ORGANIZATIONAL FUNCTIONS

A. CALL TO ORDER – 6:00 p.m.

B. ROLL CALL

Annette Shamey, Chair - Present
 Dr. Patrick Nicholson, Vice-Chair - Present
 Dr. Nancy Cattell-Luckenbach - Present
 Carole Currey - Present
 Dr. Dorothy Ehrhart-Morrison - Present
 Herbert Roney - Present
 Dr. Margaret Quiñones – Absent

Motion was made by Pat Nicholson, seconded by Herb Roney to authorize an excused absence for Trustee Margaret Quiñones. Unanimous.

II. CLOSED SESSION – No action was taken

- Collective Bargaining, pursuant to Government Code Section 54957.6

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS (continued)

ROLL CALL

Annette Shamey, Chair - Present
 Dr. Patrick Nicholson, Vice-Chair - Present
 Dr. Nancy Cattell-Luckenbach - Present
 Carole Currey - Present
 Dr. Dorothy Ehrhart-Morrison - Present
 Herbert Roney - Present
 Dr. Margaret Quiñones - Excused Absence
 Eric-Yoshida, Student Trustee-Elect - Present

C. PLEDGE OF ALLEGIANCE – Professor Larry Jones

D. INSTALLATION OF STUDENT TRUSTEE

Board Chair Annette Shamey administered the Oath of Allegiance to Eric Yoshida and installed him as Student Trustee.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 4, 2001

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:

May 7, 2001

MOTION MADE BY: Dorothy Ehrhart-Morrison
 SECONDED BY: Herb Roney
 STUDENT ADVISORY: Abstain
 AYES: 6
 NOES: 0
 ABSENT: 1 (Quiñones)

May 14, 2000 (Board Dialog)

MOTION MADE BY: Eric Yoshida
 SECONDED BY: Herb Roney
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Quiñones)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 4, 2001

IV. SUPERINTENDENT'S REPORT

- Congratulations to Carole Currey on her election as President of CCCT.
- Continuing celebrations included Classified Employees Week; upcoming events include graduation on June 12th and Celebrate America on June 30th.
- Photo Show Awards – Professor Larry Jones
 - John Kelly, Best of Show
 - Keri Morris - Best Color
 - Michael Cannon - Best Black and White
 - Michael Linch - Best Experimental
 - Charlotte Kane - Best Digital
- A series of meetings will be held with CSEA leaders to address in a positive way common themes identified in the Classified Survey.
- May Revise –There is no money for deferred maintenance, and Partnership for Excellence funding has not been renewed.
- Outreach efforts at the Madison Site are continuing with personal contact with the neighbors and town meetings.
- Benita Haley will not be renewing her government relations consultant contract with the District due to family health issues.
- Eight new faculty hires are presented in this agenda for Board approval; there are four positions left to complete the faculty hiring process this year.
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V. ACADEMIC SENATE REPORT

VI. CLASSIFIED SENATE REPORT

VII. COMMUNICATIONS OR PUBLIC COMMENTS

Philip Hendricks
Carli Buchanan

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 4, 001

CONSENT AGENDA

It is recommended that the Board of Trustees approve/ratify the Consent Agenda, Recommendations #2–#31.

Recommendations pulled for discussion: #3-A

Action on Consent Agenda

MOTION MADE BY: Herb Roney
SECONDED BY: Dorothy Ehrhart-Morrison
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Quiñones)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 4, 2001

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 2 **BUDGET AUGMENTATION TO EXISTING GRANTS**

Title of Grant: **Matriculation – Credit**

Granting Agency: California Community College Chancellor's Office

Requested Funding: \$25,000

Matching Funds \$0

Performance Period: July 1, 2000 – June 30, 2001

Summary: This is to support students in providing assistance and services in matriculating to four-year colleges and universities. The last amount of \$1,100,756 plus the augmentation \$25,000 totals \$1,125,756.

Budget Augmentation Income:

8000	\$25,000
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Expenditures:

5000	\$25,000
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Total Expenditures \$25,000

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 4, 2001

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 3 **CONTRACTS AND CONSULTANTS**

3-A KNITWEAR TECHNICIAN PROGRAM

REINER ROCKEL to assist the District in developing a noncredit program to train students as knitwear technicians for an amount of \$10,000 for the period of June 5, 2001 through August 5, 2001.

Funding Source: 2000-2001and 2001-2002 Budget/Planning and Development

Comment: Mr. Rockel's responsibilities will include (1) assessing the knitwear industry to determine industry standards, trends and skills needed by students to gain employment as Knitwear Technicians and (2) recommending appropriate curriculum addressing those needs.

3-B TEACHER READING AND DEVELOPMENT PARTNERSHIP (TRDP)

The following six agreements are related to the second year of the Teacher Reading and Development Partnership (TRDP) grant.

1. JOSEPH RYAN (renewal), Project Leader of the Chancellor's Office Teacher Reading and Development Partnership (TRDP) grant for an amount not to exceed \$7,530 per month, for the period July 1, 2001 to June 30, 2002, to include actual and necessary travel-related expenses associated with attendance at conferences as assigned by the District.

Comment: Mr. Ryan has been the grant leader for the past year and has successfully established the TRDP program on campus.

2. MALIN BLOMGAN to design a Web page for the District's Teacher Reading and Development Partnership (TRDP) grant for the period June 5, 2001 through June 30, 2001, for an amount not to exceed \$1,000.

Comment: Ms. Blomgan has experience in the design and development of Web sites for a variety of other programs both on and off campus and is highly recommended by the reprographic department staff.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 4, 2001

RECOMMENDATION NO. 3

CONTRACTS AND CONSULTANTS

3-B TEACHER READING AND DEVELOPMENT PARTNERSHIP (TRDP) (continued)

3. JEANNETTE RAYMOND to provide on-site supervision of students enrolled in ENGL 94, Tutoring K-3rd Grade Elementary Students in Reading. The period of the contract is July 2, 2001 through June 30, 2002 for an amount not to exceed \$9,000.

Comment: Ms. Raymond teaches ENGL 93 (Tutoring Reading K-3rd Grade) at SMC and is a reading specialist with Santa Monica-Malibu Unified School District. She will observe college students tutoring elementary school students in reading, and hold conferences with students throughout the semester. She will act as a liaison between SMC and the elementary schools to ensure the success of this aspect of the TRDP grant.

4. WEST LOS ANGELES COLLEGE to participate jointly in the recruitment of teacher candidates, develop/implement new curriculum to motivate aspiring teachers, and establish a future teachers club in partnership with SMC's Teacher and Reading Development Partnership (TRDP) program from June 5, 2001 through June 30, 2001, for an amount not to exceed \$12,000.

Comment: This contract will fulfill SMC's grant award obligation to partner with West Los Angeles College in the implementation of the TRDP grant at both campuses.

5. IRIS PRECIADO to provide on-site assistance in the supervision of students enrolled in ENGL 94, Tutoring K-3rd Grade Elementary Students in Reading. The period of the contract is July 2, 2001 through August 3, 2001, for an amount not to exceed \$150.

Comment: Ms. Preciado is a full-time secretary for the summer school session at Will Rogers Elementary School. She is available to take on the additional task of monitoring the on-site attendance of SMC tutors, and act as a liaison between the SMC instructor and Will Rogers School.

6. NANCY PATTERSON to provide on-site assistance in the supervision of students enrolled in ENGL 94, Tutoring K-3rd Grade Elementary Students in Reading. The period of the contract is September 6, 2001 through June 12, 2002, for an amount not to exceed \$1,000.

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

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 4, 2001

RECOMMENDATION NO. 3 **CONTRACTS AND CONSULTANTS**

3-C **CENTER FOR ENVIRONMENTAL AND URBAN STUDIES**

DENNIS ZANE, d.b.a. URBAN DIMENSIONS, Planning and Development consultant in the amount of \$5,835 per month plus expenses for the period of June, 2001 through December 5, 2001 assisting the District with the development of the Center for Environmental and Urban Studies.

Funding Source: 2000-2001 and 2001-2002 Budget/Planning and Development

Comment: Mr. Zane will assist the District in developing an advisory committee for the new Center for Environmental and Urban Studies. His duties will also include development of a Public Forum Speaker series; new internship and work experience opportunities for students at the local, state, and federal levels; and to establish linkages with local cities, state, and governmental institutions to promote the new center.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 4, 2001

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 4 CONTRACTS FOR SERVICES FOR DISABLED STUDENTS

4-A SIGN LANGUAGE INTERPRETERS

Accommodating Ideas to provide sign language interpreters on an as-needed basis for the 2001-2002 year in an amount not to exceed \$50,000 per year. The hourly rates will not exceed \$65 per hour; mileage charges will be billed at \$.33 per mile.

Comment: The College meets the needs of deaf students by providing sign language interpreters in a timely manner. The College is constantly hiring hourly interpreters, but an influx of deaf students at the beginning of each semester creates a need for additional interpreters. Throughout the year, there is an on-going need for emergency substitutes.

Funding Source: 2001-2002 Budget/Disabled Students

4-B REAL-TIME CAPTIONING SERVICES

1. Rapid Text to provide real-time captioning and remote captioning services, for a total amount not to exceed \$15,000.
2. Sandi Eisenberg dba Total Recall Realtime Captioning to provide real-time captioning services to non-signing deaf students during the 2001-2002 year at a rate not to exceed \$47 per hour, total amount not to exceed \$50,000:

Comment: The District meets the needs of non-signing deaf students by providing real-time captioning services.

Funding Source: 2001-2002 Budget/Disabled Students

RECOMMENDATION NO. 5 MATRICULATION ASSESSMENT MATERIALS CONTRACT

Agreement with the California Mathematics Diagnostic Testing Project (MDTP) in the amount of \$1,500 for the period July 1, 2001 through June 30, 2002 for the use of copyrighted testing and scoring materials.

Funding Source: 2001-2002 Budget/Matriculation

Comment The District uses MDTP materials and services connected with matriculation-related assessment of students. This is the exam selected by the Math Department from the approved list.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 4, 2001

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 6 CONTRACTS AND CONSULTANTS

6-A TELECOMMUNICATIONS

Renewal with DELONG & ASSOCIATES to act on behalf of the District in the evaluation and cost analysis of the telecommunications services for the period of July 1, 2001 through June 30, 2002. Professional fees will be 30% of the first year documented and verified specific projects savings realized. Should a specific project require capital investment, 20% of that cost will be deducted from the first year savings. Additional services provided include telecommunications project management and design, implementation and cost control of voice and data projects that involve outside service providers such as Verizon, long distance companies and Internet services. Billing for these additional services is \$100 per hour for a total not to exceed \$30,000.

Funding Source: 2001-2002 Budget/Telecommunications

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

6-B DISABLED STUDENTS ADA/504 COMPLIANCE

Olivia Raynor to provide consultation, technical assistance and training for SMC Dual Enrollment Program Faculty and Staff for the period June 6-15, 2001, for an amount not to exceed \$500.

Funding Source: 2000-2001 Budget/Disabled Students Program

Comment: Dr. Raynor is from the UCLA National Arts and Disability Center and will assist in recommended accommodations for ADA/504 compliance.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 4, 2001

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 6 CONTRACTS AND CONSULTANTS

6-C CURRICULUM DEVELOPMENT

Amendment to the contract with Laurie Cook Johnson to expand the Spanish for Special Purposes (SSP) and English for Special Purposes (ESP) training program for the Office of Workforce and Economic Development for an additional amount of \$11,000, for a total \$24,860. The expansion includes four additional intermediate training modules to be held through August 31, 2001.

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

Comment: The original contract in the amount of \$13,060 was approved by the Board of Trustees at the February 12, 2001 meeting.

6-D SANTA MONICA PLACE MERCHANTS ASSOCIATION

Payment in the amount of \$15,915.97 to the Santa Monica Place Merchants Association for services and training provided during the period of June 5-30, 2001 by the Santa Monica Place Merchants Association under the Retail Job Development Training Grant.

Funding Source: Job Development Incentive Fund Grant

Comment: The Office of Workforce and Economic Development is continuing its partnership with Santa Monica Place to provide services and training in resource center development and merchant education. The above costs are expenses incurred for programs and training developed for the Retail Job Development Training Fund Grant Partnership.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 4, 2001

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 6 CONTRACTS AND CONSULTANTS

6-E PUBLIC TRAINING VENDOR DIRECTORY TELECOMMUNICATIONS PROGRAM

1. Contract with the Culver City Fire Department (CCFD) in the amount of \$617.50 per month (\$4.75/square foot for 130 square feet) for the period of June 5, 2001 through June 30, 2002.

Comment: Effective June 5, 2001, SMC must move its telecommunications program from its current location at Community Based Education (CBE) to the Culver City Fire Department, 9275 Jefferson Boulevard, Culver City. This action will secure the space necessary for the Office of Workforce and Economic Development to continue delivery of telecommunications program and services.

2. Contract with C.T. & F., Inc. (CTF) in an amount not to exceed \$11,380 plus tax, for the development of a pole climbing pit required by the Office of Workforce & Economic Development to deliver its telecommunication course.

Comment: The Memorandum of Understanding with the Culver City Fire Department requires Office of Workforce and Development to construct the pole climbing pit at the Jefferson Facility at its own expense. This action item will secure the technical expertise necessary to fulfill that obligation.

3. Contract with Flexible Lifeline Systems to provide fall protection equipment for the Office of Workforce & Economic Development's in an amount not to exceed \$13,378 plus tax.

Funding Source: Proceeds from South Bay/Hawthorne Workforce Investment Board for the delivery of an approved Public Training Vendor Directory telecommunications program.

6-F MUSICIAN FOR GRADUATION RECEPTION

Robert Lowe in the amount of \$250 to provide music during the graduation reception on June 12, 2001.

Funding Source: 2000-2001 Budget/Academic Affairs

6-F RENTAL AGREEMENT FOR OFF-CAMPUS CLASSROOMS

University of West Los Angeles in the amount of \$10,000 for rental of classrooms to be used in summer session, 2001.

Funding Source: 2001-2002 Budget/Academic Affairs

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 4, 2001

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 7 **EMERITUS COLLEGE EDUCATIONAL TOURS, SUMMER 2001**

The Helena Modjeska House July 14, 2001	Kathleen MacLennan	50%
The Remington-Russell Exhibit at the Bowers Museum July 29, 2001	Kathleen MacLennan	50%
Pageant of the Masters August 12, 2001	Kathleen MacLennan	50%
<i>South Pacific</i> at the Lawrence Welk Resort August 19, 2001	Kathleen MacLennan	50%
The Spectacular Eastern Sierras October 4-7, 2001	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.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 4, 2001

CONSENT AGENDA: HUMAN RESOURCES ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 8 **ELECTION OF ACADEMIC PERSONNEL**

The following categories of academic personnel are elected/reelected, effective July 2001 to the appropriate place on their respective 2001 salary schedules for the 2001-02 fiscal year.

1. Contract and Regular Academic Personnel
2. Academic Hourly, Adult Education, Emeritus College and Substitutes

Comment: List on file in the Human Resources office and attached to the permanent minutes.

RECOMMENDATION NO. 9 **ELECTION OF CLASSIFIED PERSONNEL**

Classified personnel are reelected, effective July 1, 2001, to their appropriate place on their respective 2001 salary schedules for the period such salary schedules are effective.

Comment: Lists on file in the Human Resources office and attached to the permanent minutes.

RECOMMENDATION NO. 10 **ELECTION OF ACADEMIC MANAGEMENT AND CLASSIFIED MANAGEMENT PERSONNEL**

All academic management and classified management, confidential and other unrepresented personnel except those with individual employment contracts be reelected, effective July 1, 2001, to the appropriate place on their respective 2001-2002 salary schedules which are hereby declared indefinite for 2001-2002.

Comment: Lists on file in the Human Resources office and attached to the permanent minutes.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 4, 2001

CONSENT AGENDA: HUMAN RESOURCES ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 11 CONTRACTS AND CONSULTANTS

11-A PSYCHOLOGICAL TESTING

VICTORIA J. HAVASSY, Ph.D., to administer psychological tests to Community College Police Officer candidates and provide the District with a written evaluation of each candidate at the rate of \$300 per candidate, not to exceed \$5,000 for 2001-2002.

DR. SUSAN SAXE-CLIFFORD, to administer psychological tests to Community College Police Officer candidates and provide the District with a written evaluation of each candidate at the rate of \$350 per candidate, not to exceed \$5000 for 2001-2002.

Funding Source: 2001-2002 Budget/Human Resources

Comment: These contracts renew a service required by the Personnel Commission on Peace Officer Standards and Training (POST) to include psychological testing as part of the final physical examination process for peace officer. Written evaluations will be submitted to the district within ten working days after the administration of each test.

11-B BACKGROUND INVESTIGATIONS

WESTSHIELD INVESTIGATIONS to conduct background investigations for Community College Police Officer candidates and prepare written evaluations for each candidate, at a maximum rate of \$560 per candidate, not to exceed \$10,000 for 2001-2002.

Funding Source: 2001-2002 Budget/Human Resources

Comment: These services are required in the hiring of Community College Police Officers.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 4, 2001

CONSENT AGENDA: HUMAN RESOURCES ANNUAL RECOMMENDATIONS

RECOMMENDATION NO.11 **CONTRACTS AND CONSULTANTS**

11-C DRUG TESTING SERVICES

NORTON MEDICAL INDUSTRIES to provide required drug testing services for transportation employees for an amount not to exceed \$1,000 per year.

Funding Source: 2001-2002 Budget/Human Resources

Comment: Norton Medical Industries will provide all the necessary drug testing and training required pursuant to Board Policy 3116.

11-D SELF-INSURED LEGAL DEFENSE

HARRINGTON, FOXX, DURBROW AND CANTER to provide legal defense for the District's self-insured liability program for the period of July 1, 2001 through June 30, 2002. Services are provided on an hourly rate basis as needed with no monthly or annual retainer fee.

Funding Source: 201-2002 Budget/Human Resources

Comment: Harrington, Foxx, Durbrow and Canter have been providing legal defense services for the district for over 15 years. The firm is one of only eight firms that the Statewide Association of Community Colleges (SWACC) JPA has authorized its members to use for self-insured legal defense. It is anticipated that these service fees will be approximately \$50,000.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 4, 2001

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 12 **ACADEMIC PERSONNEL**

All personnel will be properly elected in accordance with district policies, salary schedules, and appropriate account numbers.

EFFECTIVE DATE

ELECTIONS

CONTRACT

Brown, Nathan	Instructor, Speech	08/21/01
Darwiche, Jinan	Instructor, Computer Science	08/21/01
Feldman, Gilda	Instructor, English Reading/Comp	08/21/01
Grass-Hemmert, Nancy	Instructor, Speech	08/21/01
Lavallee, Richard	Instructor, Chemistry	08/21/01
Rabuy, Maria	Counselor, Counseling Services	08/21/01
Raveling, Delores	Counselor, Counseling Services	08/21/01
Stahl, Howard	Instructor, Computer Science/Programming	08/21/01

ADJUNCT

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

SEPARATIONS

RETIREMENT

Beckstead, Carol	Coordinator, Health Services	06/12/01
Mills, Joan G.	Instructor, Music	06/12/01
Morales, Hector	Instructor, Modern Languages	06/12/01
Takenaka, Salli	Instructor, Mathematics	10/19/01

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	June 4, 2001

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 13

**CLASSIFIED PERSONNEL
ESTABLISH/ABOLISH POSITIONS**

The following positions will be established/abolished in accordance with District policies and salary schedules.

	<u>EFFECTIVE DATE</u>
<u>ESTABLISH</u>	
Academic Computing Instructional Specialist (new classification) Academic Computing	05/10/01
Academic Computing Technician (new classification) Academic Computing	05/10/01
<u>ABOLISH</u>	
Computer Laboratory Technician Academic Computing	05/10/01

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 4, 2001

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 14 **CLASSIFIED PERSONNEL – REGULAR**

All personnel assigned into authorized positions will be elected to employment (Merit System) in accordance with District policies and salary schedules.

EFFECTIVE DATE

ELECTIONS

PROBATIONARY

Johnson, Trena, Dept Secretary II, Matriculation/Title III/Pico Partnership	05/01/01
Robinson, Rhonda, Cash Receipts Clerk, Station C	05/29/01
Smith, Curtis, Assessment Services Specialist, Matriculation	05/22/01
Willis, Suzanne, Dept Secretary II, Foundation/Inst Advancement	05/01/01

PROMOTION

Kincy, Ellen	06/01/01
Fr: Dept Secretary II, Cosmetology, 12 mos, 40 hrs	
To: Administrative Asst I, Emeritus, 12 mos, 40 hrs	

RECLASSIFICATION (Per Personnel Commission Action 5/9/01)

Gettleman, Carl	06/01/01
Fr: Computer Lab Instructional Specialist, Instr Comp, 12 mos, 40 hrs	
To: Academic Computing Instructional Specialist, Inst Comp, 12 mos, 40 hrs	

Griskovicius, Agnius	06/01/01
Fr: Computer Lab Instructional Specialist , Instr Comp, 12 mos, 40 hrs	
To: Academic Computing Instructional Specialist, Inst Comp, 12 mos, 40 hrs	

Lawrence, David	06/01/01
Fr: Computer Lab Instructional Specialist, Instr Comp, 12 mos, 40 hrs	
To: Academic Computing Instructional Specialist, Inst Comp, 12 mos, 40 hrs	

Peterson, Lee	06/01/01
Fr: Computer Lab Instructional Specialist, Instr Comp, 12 mos, 40 hrs	
To: Academic Computing Instructional Specialist, Inst Comp, 12 mos, 40 hrs	

Reyes, Miguel	06/01/01
Fr: Computer Lab Instructional Specialist, Instr Comp, 12 mos, 40 hrs	
To: Academic Computing Instructional Specialist, Inst Comp, 12 mos, 40 hrs	

Salcedo, Ramon	06/01/01
Fr: Computer Lab Instructional Specialist, Instr Comp, 12 mos, 34 hrs	
To: Academic Computing Instructional Specialist, Inst Comp, 12 mos, 34 hrs	

PERMANENT EMPLOYEE WITH PROVISIONAL ASSIGNMENT

Greenfield, Cynthias, Acting Registration Enrollment Coordinator (ext) 05/01/01 " 06/30/01

VOLUNTARY REDUCTION IN HOURS/TEMPORARY

Ziegler, Tracey, Disabled Student Serv Spec, Disabled Students Ctr 04/16/01 " 06/30/01
(40 to 25 hrs/wk)

WORKING OUT OF CLASSIFICATION (Additional responsibilities)

Goolsby, Jeannette, Dept Sec II, EOPS (ext)	+4.0%	03/01/01 " 06/30/01
Madison, Rickey, Media Resources Asst II, Instr Comp	+2.5%	03/12/01 " 06/10/01
Munoz, Maria D., A/R Coordinator, Admissions	+5.0%	01/19/01 " 06/30/01
Wu, Frank, Data Base Administrator, Info Mgmt	+7.5%	03/01/01 " 06/30/01

SEPARATIONS

RESIGNATION

Armenta, Joel, Building Repair Worker, Maintenance	04/10/01
Hawes, Allyn, Skilled Maintenance Worker, Maintenance	05/01/01
Meadows, Carol, Personnel Specialist I, Personnel Comm	07/02/01
Shinder, Losif, Instructional Asst-Math, Math	04/06/01

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	June 4, 2001

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 15 **CLASSIFIED PERSONNEL – LIMITED TERM**

All personnel assigned to limited term employment (Merit System) will be elected in accordance with District policies and salary schedules. No limited term assignment shall exceed 120 working days per fiscal year.

<u>ELECTIONS</u>	<u>EFFECTIVE DATE</u>
<u>PROVISIONAL</u>	
Gift, Norene, Nursing Lab Coordinator, Health Science	04/02/01 “ 06/30/01
Hanrahan, Cecile, Tutoring Coordinator - Modern Lng., LRC	05/10/01 “ 06/30/01
Hasenmayer, Nancy, Administrative Assistant I, Health Science	05/14/01 “ 06/30/01
Haston, Claire, Instructional Assistant - English, Matriculation	04/01/01 “ 06/12/01
Solis, Angeleic, Clerical Assistant II, Scholars (ext)	04/20/01 “ 06/21/01
<u>LIMITED TERM (Substitute)</u>	
Johnson, Libby, Van Driver, Transportation	05/04/01 “ 06/30/01
Williams, Donnie, Custodian NS I, Operations (ext)	05/01/01 “ 06/30/01
<u>LIMITED TERM</u>	
Cadena, Allison, Bookstore Clerk/Cashier, Bookstore	05/21/01 “ 06/30/01
Gebremichael, Hermela, Bookstore Clerk/Cashier, Bookstore	05/21/01 “ 06/30/01
Jones, Michaelyn, Registration/Info Clerk, Admiss & Rec	05/01/01 “ 06/30/01
Maiorano, Susan, Counseling Aide, Student Services	05/01/01 “ 06/30/01
Nelli, Maria, Bookstore Clerk/Cashier, Station ‘C’	05/21/01 “ 06/30/01
Robinson, Alonzo Jr., Custodian, NSII, Operations (ext)	05/01/01 “ 06/30/01

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 4, 2001

RECOMMENDATION NO. 16

CLASSIFIED PERSONNEL - NON MERIT

All personnel assigned to non-merit employment will be elected on a limited term basis to be used as needed in accordance with District policies and salary schedules.

ELECTIONS

STUDENT EMPLOYEES

College Student Assistant \$7.00/hr	52
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College Work-Study Student Assistant \$7.00/hr	22
---	----

CalWORKS Student Assistant \$7.00/hr	3
---	---

SPECIAL SERVICES

Art Model \$14.00/hr	1
-------------------------	---

Art Model w/Costume \$17.00/hr	1
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PROFESSIONAL EXPERTS

Davis, Lisa Project Specialist I, Workforce and Economic Development \$3,750.00/mo	
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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	June 4, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 17 **RESOLUTION FIXING THE EMPLOYER'S CONTRIBUTION UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT**

WHEREAS, (1) Government Code Section 22825.6 provides that a local agency contracting under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employers' contribution at an amount not less than the amount required under Section 22825 of the Act, and

WHEREAS, (2) Santa Monica Community College District, hereinafter referred to as Public Agency is a local agency contracting under the Act for participation by members of the classified and academic units;

WHEREAS, (3) Santa Monica Community College District, hereinafter referred to as Public Agency is a local agency contracting under the Act for participation by members of the Special Districts hereinafter referred to as the Board of Trustees and the Personnel Commission; now, therefore be it

RESOLVED, (4) That the employer's contribution for each employee who is a member of and each annuitant who retired from employment which would be covered by the above identified recognized employee organization enrolled in PERS health benefits plans shall be as follows:

\$353.50 per month tenthly (\$294.58 per month twelfthly), effective August 1, 2001

and that the contribution shall be in addition to those amounts contributed by the Public Agency for administrative fees and to the Contingency Reserve Fund.

Comment: The base medical benefit amount is to be increased annually in accordance with the benefits article in the contract agreements with CSEA and the SMC Faculty Association, and by Board Resolution covering the Special Districts.

RECOMMENDATION NO. 18 **YEAR-END APPROPRIATIONS TRANSFER**

In accordance with the provisions of Section 85201 of the Education Code, the County Superintendent of Schools is authorized to make appropriate transfers necessary at the close of the fiscal year 2000-2001 to permit the payment of obligations of the district incurred during the year.

Comment: This action is a recurring practice of the County Superintendent of Schools which permits the processing of warrants and liabilities for the District during the closing of the financial records for the fiscal year.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 4, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 19 **GANN LIMIT, 2001-2002**

The 2001-2002 Gann Limit for the Santa Monica Community College District is \$92,583,185 and the 2001-2002 Appropriation Subject to Limitation is \$71,895,154.

Comment: The Gann Limit figures are based on the prior year limit amended by a State formula. The Appropriation Subject to Limitation is based on estimates presented in the Tentative budget for 2001-2002.

The Gann Limit is the maximum amount of tax driven revenues that may be budgeted by law. The Appropriation Subject to Limitation is the amount of tax driven revenues that are expected to be available for budget purposes. These tax revenues include state and local levied taxes. Because Santa Monica College has historically been a low revenue district, and because community colleges have not been funded at a rate which would keep pace with the growth and price inflator factors found in the Gann Limit, the appropriation amount is significantly below the Gann Limit.

RECOMMENDATION NO. 20 **AUTHORIZATION TO TRANSFER FUNDS FOR 2001-2002**

Thomas J. Donner, Executive Vice President, Business and Administration, is authorized to make cash loans between district funds whenever such transfers are needed to cover cash flow and to permit payment of obligations. The amount of any individual transfer to any fund shall not exceed \$3,000,000.

These authorized transfers are temporary in nature, to be accounted for as loans between funds, and are not to be treated as income or as a contribution from one fund to another.

Any transfers made during the year shall be repaid by no later than fiscal year end. Any transfers within 120 days of year-end may be repaid next year, provided any such intended carry-over is reported to the Board.

A report of transfers made each month is to be provided to the Board in the following month or earlier. Transfers are to be in accordance with legal requirements.

This action and written authorization by the person herein designated may be used by the County Office of Education to permit transfers and repayments.

Comment: This annual authorization allows the District to move money between funds to meet cash flow needs.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 4, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 21 **ANNUAL AGREEMENTS**

The following six annual agreements include cost estimates based on 2000-2001 costs and projected usage for 2001-2002.

21-A COMPUTER NETWORK AGREEMENT

Los Angeles County Office of Education for communications network services for the fiscal year 2001-2002.

Funding Source: 2001-2002 Budget

Comment: This agreement covers the communications network with the County Office in support of and operation of the District's Human Resource System (payroll/personnel) and the Program Budgeting and Accounting System. The expense for 2000-2001 was approximately \$67,407. Estimated costs for 2001 - 2002 are \$75,000.

21-B CLAIMS MANAGEMENT

CARL WARREN & COMPANY to provide claims management services for the District's self-insured property and liability insurance program from July 1, 2001 through June 30, 2002. Services are provided on an hourly rate basis as needed with no monthly or annual retainer fee.

Funding Source: 2001-2002 Budget

Comment: Carl Warren & Company has provided claims management services for the District since 1986. The fees for 2000-2001 were approximately \$8,000. It is anticipated that management service fees will be approximately \$15,000 for fiscal year 2001 - 2002.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 4, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 21 **ANNUAL AGREEMENTS** *(continued)*

21-C HAZARDOUS WASTE DISPOSAL AGREEMENT

SAFETY-KLEEN SYSTEMS, INC. (formerly Laidlaw Environmental Services Of California) to provide hazardous waste disposal services from July 1, 2001 through June 30, 2002.

Funding Source: 2001-2002 Budget

Comment: Safety-Kleen Systems, Inc. will remove laboratory experimental waste and obsolete chemicals from the Science departments on a monthly basis to ensure that the District is in compliance with federal, state and local regulations for the storage and removal of hazardous waste. It is anticipated that the cost of this service for 2001-2002 will be approximately \$35,000.

21-D BIOMEDICAL WASTE DISPOSAL AGREEMENT

STERICYCLE, INC. to provide biomedical waste disposal services from July 1, 2001 through June 30, 2002.

Funding Source: 2001-2002 Budget

Comment: Stericycle, Inc. will remove biomedical waste from the Student Health Office, Life Science Department and the Health Sciences Department on a weekly basis to ensure that the District is in compliance with the state blood borne pathogen program. It is anticipated that this service will cost approximately \$2,000 for fiscal year 2001-2002.

21-E LINEN RENTAL AGREEMENT

MEDICO PROFESSIONAL LINEN SERVICES for linen rental service for the Student Health Office for the period of July 1, 2001 through June 30, 2002.

Funding Source: 2001-2002 Budget

Comment: Medico Professional Linen Services will provide sanitary linens and remove soiled linens from the Health Office on a routine basis to ensure that the District is in compliance with state and local blood borne pathogen regulations. It is anticipated that the fees for these services will be approximately \$1,500 for fiscal year 2001-2002.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 4, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 21 **ANNUAL AGREEMENTS** *(continued)*

21-F INDUSTRIAL INJURY TREATMENT AGREEMENT

SANTA MONICA BAY PHYSICIANS to provide industrial injury treatment to District employees for the period of July 1, 2001 through June 30, 2002.

Funding Source: 2001-2002 Budget

Comment: This is a continuation of an agreement to provide medical services for all industrial injuries listed on OSHA's first aid treatment list. It is anticipated that the fees for these services will be approximately \$5,000 for fiscal year 2001-2002.

RECOMMENDATION NO. 22 **DISPOSAL OF SURPLUS EQUIPMENT**

Disposal of surplus equipment through public auction, private sale (if under \$2,500) or other means deemed appropriate as required during fiscal year 2001-2002.

Comment: Surplus equipment is stored in the District warehouse which has limited space. The District periodically needs to dispose of equipment that is in disrepair or is obsolete and no longer needed.

RECOMMENDATION NO. 23 **DESTRUCTION OF CLASS 3 RECORDS**

Destruction of class 3 disposable records stored for admissions and records, financial aids, and business services that have been maintained for at least three years.

Comment: This classification includes such items as enrollment cards, add-drop cards, purchase orders, periodic reports, and attendance records. All data from these source documents has been recorded on a higher classification record that is stored.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 4, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 24 KCRW CONSULTANT CONTRACT AMENDMENTS

1. EDWARD GOLDMAN for program services for the period ending June 30, 2001, "ARTTALK" and "POLITICS OF CULTURE" in the amount of \$100 per week for each original program to include KCRW office actual and necessary expenses to be reimbursed in an amount not to exceed \$300 for a 12 month period of time, total not to exceed \$7,000.

Funding Source: KCRW donations and California Arts Council
Organizational Support Grant

Comment: The previously approved agreement did not include reimbursement of actual and necessary expenses. KCRW raises all operating and capital expenses of the station.

2. KCRW and LIZA RICHARDSON DBA MAD DOLL PRODUCTIONS for program services for the period ending June 30, 2001, for "THE DROP" in the amount of \$125 per program and for other KCRW music programs at varying rates, total amount not to exceed \$10,000.

Funding Source: KCRW donations

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

RECOMMENDATION NO. 25 AUDIT SERVICES PAYMENT

Additional payment to Vicente, Lloyd & Stutzman, LLP for district auditing services for fiscal year 2000-2001 in the amount of \$5,513.75 (Auxiliary Services \$4,513.75, KCRW \$1,000) for work outside the scope of the original agreement.

Funding Source: Auxiliary Services Budget
KCRW Donations

Comment: Additional work was required in the areas of investment reporting, GASB (Government Accounting Standards Board) implementation and KCRW data collection.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 4, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO: 26 **FACILITIES**

26-A AWARD OF BID, EXTENSION TO PARKING STRUCTURE C

Award of bid for Extension to Parking Structure C project to the lowest responsive bidder.

<u>Bidder:</u>	<u>Bid Amount:</u>
Bomel Construction	\$5,289,000

Funding Source: 1999 Certificate of Participation/FEMA

Comment: This agreement will provide for the construction of the Extension to Parking Structure C and thereby replace the auto parking capacity lost to the 1994 Northridge Earthquake damaged Parking Structure B that was demolished in 1996.

26-B AWARD OF BID, SEISMIC REPAIR, REMODEL AND ADDITION, LIBRARY

Award of bid for Seismic Repair, Remodel and Addition, Library project to Nielson Dillingham Builders, Inc. the lowest responsive bidder, in the amount of \$22,050,000.

Funding Source: FEMA/State Capital Outlay/District

Comment: This agreement will provide for the seismic repair and remodel of the existing Library, and for a 44,300 GSF addition to the existing Library.

26-C AWARD OF BID, REMODEL ADMISSIONS BUNGALOW, PHASE 2

Award of bid for Remodel Admissions Bungalow, Phase 2 project to the lowest responsive bidder.

<u>Bidder:</u>	<u>Bid Amount:</u>
Angeles Construction	\$108,000
GAFF Group, Inc.	126,120
ARK Construction Co.	173,000

Funding Source: District Capital Outlay Fund

Comment: This agreement will provide for the remodel construction required to convert the vacated Administration Bungalow #1 to use for Admissions and Registration functions.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 4, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO: 26 **FACILITIES** (continued)

26-D AWARD OF BID, AIRPORT ART ANNEX

Award bid for the Airport Art Annex project to the lowest responsive bidder.

<u>Bidder:</u>	<u>Bid Amount:</u>
Gaff Group	\$ 510,295

Funding Source: District Capital outlay Fund/1998-99 State Architectural Barrier Removal

Comment: This agreement will provide for the remodel and canopy work required to facilitate the relocation of the Art Department Ceramics functions from the campus Art Building to the Airport Annex. This relocation will permit the future seismic repair of the North Wing of the Art Building vacated by Ceramics functions. This work also provides for the structural upgrade of the Annex Building to current seismic standards. This project also provides for the ADA upgrade of Annex restroom facilities to be 50% funded by the State 1998-99 Architectural Barrier removal Program.

26-E REPLACE GYMNASIUM BOILERS, CHANGE ORDER NO. 1

Approve Change Order No. 1 to replace the Gymnasium Boilers with R. FOX CONSTRUCTION, INC.

Original Contract Amount	\$328,440.00
Change Order No. 1	<u>2,538.00</u>
Revised Contract Amount	\$330,978.00

Funding Source: 1999-2000 State Scheduled Maintenance Program/District

Comment: This Change Order provides for the Owner requested electrical reconnection of basement sump pump and the installation of electrical breaker, conduit and wiring feed to the heater pump. Work on this project is 50% funded by the 1999-2000 State Scheduled Maintenance Program.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 4, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO: 26 FACILITIES *(continued)*

26-F COMPLETION OF REPLACE GYMNASIUM BOILERS PROJECT

Authorize the Executive Vice President of Business and Administration, without further action of the Board of Trustees, to accept the project described as REPLACE GYMNASIUM BOILERS, as being complete upon R. FOX CONSTRUCTION, INC. completion of punch list items.

Comment: 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.

26-G DIGITAL ART LAB – SUBCONTRACTOR SUBSTITUTION

Approve the substitution of UNLIMITED ENVIRONMENTAL in place of CONSERVE ENVIRONMENTAL as subcontractor of record, for the asbestos abatement portion of the project work on the Digital Art Lab project with GAFF Group, Incorporated, General Contractor:

Comment: During the execution phase for this Project Agreement, it was determined that Conserve Environmental's contractor's license was listed by the Contractor's License Board as having "Suspended" status, and therefore Conserve Environmental could not lawfully enter into an agreement with the General Contractor, GAFF Group, to perform the asbestos abatement portion of the project work.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 4, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO: 26 FACILITIES *(continued)*

26-H DIGITAL ART STUDIO, CHANGE ORDERS NO. 1 & NO. 2

Approve Change Orders No. 1 and No. 2 on the Digital Art Studio project with GAFF GROUP, INC.

Original Contract Amount	\$ 90,413.00
Change Order No. 1	4,998.00
Change Order No. 2	<u>5,257.00</u>
Revised Contract Amount	\$100,668.00

Funding Source: Capital Outlay Fund/Instructional Equipment Block Grant

Comment: Change Order No. 1 provides for the removal and disposal of asbestos containing drywall material and floor tile mastic. Change Order No. 2 provides for the relocation of existing roof drain piping and for the installation of fire proofing at entry ceiling.

26-I PROGRAMMING AND CONCEPTUAL DESIGN AGREEMENT

Agreement with MEYER & ALLEN ASSOCIATES (Architects, Planners) for the following services:

- (1) To provide programming and conceptual design for the remodeling of the existing Admissions and Counseling Building, for an amount not to exceed \$22,000.

Comment: MEYER & ALLEN ASSOCIATES will assist the College in preparation of a minimal program during the Program Development Phase, and during the Conceptual Design Phase will prepare design sketches to indicate how the total program area defined in the Program Development Phase will be arranged within the existing building structure. It is anticipated that the fees for these services will be \$21,200.

- (2) To provide construction observation and submittal of plans for DSA approval for the remodel of the former Business Services building, for an amount not to exceed \$22,000.

Comment: MEYER & ALLEN ASSOCIATES will provide architectural/ engineering services and construction observation of the project and submit full sets of plans for DSA review and approval. For expediency, these plans are being submitted while construction is in process since there are no structural elements being changed in the building.

Funding Source: Partnership for Excellence

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 4, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 27

COMMERCIAL WARRANT REGISTER

April 1 – April 30, 2001 4490 - 4510 \$3,486,931.98

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

RECOMMENDATION NO. 28

PAYROLL WARRANT REGISTER

April 1 – April 30, 2001 088-C – C2J \$6,687,739.85

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

RECOMMENDATION NO. 29

PAYMENTS FROM AUXILIARY OPERATIONS

Payments were authorized upon delivery and acceptance of the items ordered, or performance of the service. All payments were made in accordance with Education Code requirements and allocated to approved budgets.

April 1 – April 30, 2001 78068 - 78346 \$973,306

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

RECOMMENDATION NO. 30

DIRECT PAYMENTS

Payments were authorized upon delivery and acceptance of the items ordered, or performance of the service. All payments were made in accordance with Education Code requirements and allocated to approved budgets. List on file in Business Office.

May 1 – May 31, 2001 D34368 – D34526 \$3799.16

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 4, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 31 PURCHASING

31-A AWARD OF PURCHASE ORDERS

All purchase 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. 76448 – 76623	\$512,765.21
B) P. O. 77001 – 77005	5,659.68
C) P. O. 77013 – 77026	10,440.80
D) Telephone Orders	114,200.45
E) Change Orders	101,400.01
F) Auxiliary Orders E4690 – E4694	6,088.20
G) Auxiliary Change Orders	10,750.00

Note: The gap between P. O. 76623 and P. O. 77001 is due to the designation of the latter number to Fiscal Year 2001-2002. When it was discovered that Purchasing would still need the number beyond P. O. 77001 for use during the months of May and June 2001, a request was made to Management Information Systems to re-designate P.O. 77001 through P.O. 79999 for the current Fiscal Year 2000-2001. It was agreed that all P.O. numbers for next fiscal year will start with 80000 to clearly delineate the current from the next fiscal year purchase orders.

Comment: Lists of orders placed or amended between April 25 and May 24, 2001 are part of records on file in Purchasing Department.

31-B RATIFICATION OF BID FOR AUTOMOTIVE LIFTS

Ratify Bid 0001-B11 for the removal of existing and installation of new vehicle lifts in the Automotive Department to Peterson Hydraulics, Inc., the lowest responsive bidder as specified, in the amount of \$46,216.32 including California State Sales tax.

Funding Source: Partnership for Excellence Funds

Comment: Bids were solicited for this specialized equipment through newspaper advertisements and a mailing.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 4, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 31 **PURCHASING** *(continued)*

31-C AUTHORIZATION TO PARTICIPATE IN PURCHASE AGREEMENTS

Authorize the use of the State of California Department of General Services' CMAS (California Multiple Awards Schedule) contracts #3-99-58-0007E and 3-96-70-0028AF with Anixter for the purchase and installation of voice and data wiring in the new Admissions complex.

Authorize the award of a purchase order to Anixter for the purchase and installation of voice and data wiring Temporary Library in an amount not to exceed \$38,597.44.

Funding Source: District Funds

Comment: Public Contract Code §20652 allows the District to purchase through other public agencies without advertising for bid. Public Contract Code §12110 authorized the Department of General Services to purchase data processing or telecommunications goods and services for other public agencies.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 4, 2001

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 32 **2001-2002 TENTATIVE BUDGET**

It is recommended that the Board of Trustees adopt the 2001-2002 Tentative Budget.

2000-2001 GENERAL FUND TENTATIVE BUDGET SUMMARY

Estimated Beginning Balance	\$ 5,628,231
Projected Revenue	107,903,087
Total Funds Available	<u>\$113,531,318</u>
Proposed Expenses and Transfers	\$113,531,318
Estimated Reserves	-0-
	<u>\$113,531,318</u>

COMMENT: The above summarizes the Combined Restricted and Unrestricted General Fund budget estimates for FY 2001-2002. The detailed Tentative Budget provides estimates based on currently available information, including the Governor's proposed May Revise.

MOTION MADE BY: Dorothy Ehrhart-Morrison
 SECONDED BY: Carole Currey

Call the Question: Nancy Cattell-Luckenbach

STUDENT ADVISORY: No
 AYES: 0
 NOES: 6
 ABSENT 1 (Quiñones)

TENTATIVE BUDGET NARRATIVE

The 2001-2002 Tentative Budget presentation consists of three parts: the 2000-2001 Adopted Budget, Projected Revenues and Expenditures for fiscal year 2000-2001 and the proposed Tentative Budget for 2001-2002. The Tentative Budget must be approved prior to the beginning of the 2001-2002 fiscal year to authorize the District to pay expenses prior to the adoption of the final budget in September.

2000-2001 Adopted Budget

This column is for reference only. It reflects the budget that was adopted in September 2000. Please remember budget augmentations, decreases and transfers have changed these numbers throughout the year.

2000-2001 Projected

The projected revenues for 2000-2001 are based on the first principal apportionment calculation received from the Chancellor's Office in February 2001. Actual revenues at year-end will be different because they will reflect the second principal apportionment calculation, which we will receive in June. After the fiscal year closes, the Chancellor's Office is still gathering data and revising revenue figures. The final revision to 2000-2001 income is received in February 2002. Most revenues are based on actual receipts through May 17, 2001, plus a projection of anticipated revenues during the last six weeks of the fiscal year.

The expenditure projections include all raises given during the 2000-2001 fiscal year. Expenditure projections are based on actual expenditures and encumbrances through May 17, 2001, plus a projection of anticipated expenditures through June 30, 2001.

The 2000-2001 projections reflect a 5.9% reserve in the ending balance. This may change; hopefully increase, when the fiscal year closes.

2001-2002 Tentative Budget

Revenue projections for the 2001-2002 Tentative Budget reflect the Governor's Budget May Revise. Included is a 3.87% Cost of Living Adjustment (COLA). Although, 3% growth is included in the Governor's May Revise, no growth has been included in our Tentative Budget. This budget provides Santa Monica College with the opportunity to forecast a zero growth budget and observe the affect no growth would have on our educational program. All on-going State revenues have been budgeted, but the Governor's May Revise does not provide for any additional funding in Partnership for Excellence, Instructional Equipment and Library Materials or Scheduled Maintenance and Special Repairs.

Other revenue projections for 2001-2002 reflect 2000-2001 projected actuals. The only new State revenue is the energy crisis funding to help offset rising utility costs. State revenue projections will be revised when the State budget is approved. The non-resident tuition is estimated at the lesser of prior years budget or actual. Any additional revenue is dedicated to achieving the State goal of a 5% ending balance.

The expenditure projections reflect the hiring of 23 new faculty positions, 12 of which are funded through Partnership for Excellence on-going funds. No salary increases for faculty or management are included in the Tentative Budget. The classified contract, which provides for COLA starting January 2002, has been included to honor our collective bargaining agreement. Appropriate step column and longevity increases have been included for all employees. Insurance premium increases and utility increases of 50% on gas and electric are reflected in the budget.

To balance the Tentative Budget we have reduced the equipment and site improvement line items. The budget also reflects a 10% vacancy rate in classified positions. The rate was 16% for fiscal year 2000-2001. Even with these reductions we are projecting an ending balance of zero.

The Restricted General Fund reflects those grants that are on going. The major decrease is due to the Governor not funding a one-time block grant for instructional equipment and technology. The Restricted General Fund Budget will be increased as new grants are received and accepted.

The other funds reflect current year projections carried forward into fiscal year 2001-2002. Minor modifications have been made to reflect the information already received and it is anticipated that more modifications will be made as the funding for these special areas becomes clearer throughout the year.

If you have any questions about the Tentative Budget please contact Tom Donner or Cheryl Miller.

RECOMMENDATION NO. 32

2001-2002 TENTATIVE BUDGET (Substitute)

It is recommended that the Board of Trustees adopt a substitute 2001-2002 Tentative Budget which reflects 2 percent growth in principal apportionment.

2000-2001 GENERAL FUND TENTATIVE BUDGET SUMMARY

Estimated Beginning Balance	\$ 5,628,231
Projected Revenue	109,277,731
Total Funds Available	<u>\$114,905,962</u>
Proposed Expenses and Transfers	\$113,531,318
Estimated Reserves	1,374,644
	<u>\$114,905,962</u>

MOTION MADE BY:	Carole Currey
SECONDED BY:	Herb Roney
STUDENT ADVISORY:	No
AYES:	0
NOES:	6
ABSENT	1 (Quiñones)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 4, 2001

MAJOR ITEMS OF BUSINESS – ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 33

CONSULTANTS, 2001-2002

It is recommended that the Board of Trustees renew the following consultant contracts for the period July 1, 2001 through June 30, 2002 (unless otherwise indicated) on a month-to-month basis with 30-day cancellation notice:

A. Legislative/Government Relations Services

School Services of California	Collective Bargaining Services \$700 per month for 5 direct hours per month, plus \$165 per hour for each additional hour of service, plus expenses.
	Special Services/Legislative Advocacy \$3,465 per month, plus expenses.

Funding Source: 2001-2002 Budget

Comment: Expenses are restricted to reimbursement for actual and necessary goods and services required by the independent contractor to provide the level of service required by the district.

B. Mandated Cost Reimbursement Claim Services

SixTen and Associates	total not to exceed \$24,000 for Mandated Cost Reimbursement
SixTen and Associates	total not to exceed \$25,000 for Mandated Cost Test Claims

Funding Source: State Mandated Cost Program

Comment: The State allows the cost of preparing claims and training to be claimed as a reimbursement under the Mandated Cost Program. The test claim process is an attempt to qualify activities currently not designated as “mandated” programs. The cost for the test claims can also be claimed as a reimbursement from the State.

C. Earthquake Recovery Services

Laura Debler FEMA Reporting Consultant
\$45 per hour

Funding Source: FEMA/2001-2002 Budget

Comment: FEMA reimburses the District for services related to earthquake recovery. Expenses are restricted to reimbursement for actual and necessary goods and services required by the independent contractor to provide the level of service required by the District.

D. Library Design Services

Linda Demmers Library design assistance
\$85.00 per hour for a total not to exceed \$25,000

Funding Source: Prop T Funds

Comment: Ms. Demmers will provide expert services regarding state funding formulas, design concepts, and furnishing requirements relating to the architectural plans the College will be submitting to multiple agencies in the next year for both the temporary and renovated

E. Legal Services

Human resources, collective bargaining, student services, facilities and municipal issues:

Atkinson, Andelson, Loya, Ruud & Romo \$135 to \$165 per hour for services provided by attorney staff and \$100 per hour for services provided by paralegal staff; plus expenses.

Liebert, Cassidy, Whitmore \$135 to \$225 per hour for services provided by attorney staff and \$75 per hour for services provided by paralegal staff; plus expenses.

Law Offices of Wong and Suarez \$170 to \$230 per hour for services provided by attorney staff, \$110 to \$155 per hour for services provided by associates and \$90 per hour for services provided by paralegal staff; plus expenses.

Harding, Larmore, Kutcher & Kozal \$200 to \$325 per hour, plus expenses

Newman, Aaronson, Vanaman \$275 per hour, plus expenses

Funding Source: 2001-2002 Budget

Comment: These contracts may be renewed for up to three fiscal years at the discretion of the Board of Trustees.

F. Planning and Development Services

Academy of Entertainment and Technology and International Institute

Dr. Joan Abrahamson \$5,200 per month, plus expenses to provide consultant services for the Academy of Entertainment and Technology and the International Institute.

Funding Source: 2001-2002 Budget and in-kind services

Comment: This is a continuation of the existing contract for consultant services.

MOTION MADE BY:	Herb Roney
SECONDED BY:	Nancy Cattell-Luckenbach
STUDENT ADVISORY:	Aye
AYES:	6
NOES:	0
ABSENT	1 (Quiñones)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 4, 2001

MAJOR ITEMS OF BUSINESS – ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 34

ORGANIZATIONAL MEMBERSHIPS, 2001-2002

It is recommended that the Board of Trustees approve the following organizational memberships for 2000-2001:

Accreditation

- Accrediting Commission for Community and Junior Colleges
- American Medical Association
- Commission on Allied Health, Education and Accreditation
- Council for Higher Education Accreditation (CHEA)
- National League of Nursing (NLN)

Board Organizations

- American Association of Community Colleges
- Association of Community College Trustees
- Community College League of California

District-Wide Organizations

- Academic Senate for California Community Colleges
- Affirmative Action, Diversity & Equity Consortium-So. Region (AADEC-SR)
- Affirmative Action Officers Association (AAOA)
- American Anthropological Association
- American Association for Collegiate Registrars and Admissions Officers (AACRAO)
- American Association for Women in Community Colleges
- American Association of Grant Professionals
- American Association of Higher Education (AAHE)
- American Association of University Women (AAUW)
- American Council of Education (ACE)
- American Institute of Plant Engineers
- American Mathematical Association of Two-Year Colleges
- American Society of Composers, Authors and Publishers
- AMIDEAST
- Arts Advocates
- Associate Degree Nursing Program, Southern California Directors
- Association for Institutional Research (AIR)
- Association of International Education Administrators (AIEA)
- Association for Integrative Studies
- Association of Human Resource Professionals
- Association of Performing Arts Presenters
- Broadcast Education Association (BEA)
- Broadcast Music, Inc. (BMI)
- California Association for Institutional Research (CAIR)
- California Association of School Business Officers (CASBO)
- California Association of Student Financial Aid Administrators
- California Campus Environmental Health and Safety Association

California Chamber of Commerce
California Colleges for International Education (CCIE)
California Community College Association for Occupational Education (CCCAOE)
California Community College Athletic Directors Association
California Community College Chief Instructional Officers (CCCCIO)
California Community College Council for Staff Development
California Community Colleges Counselors Association (CCCCA)
California Community College PeopleSoft User Group (CCCPUG)
California Community College Student Affairs Association (CCCSAA)
California Community College Transfer Center Director's Association
California Community Colleges Student Financial Aid Administrators Association
California Cooperative Education Association
California Court Reporters Association
California Heritage Museum
California Higher Education Directors of Educational Technology
California Library Authority for System Services
California Newspaper Publishers Association
California Placement Association
California Presenters
California Workforce Association
Career Planning and Adult Development Network
CHRIE (Council on Hotel, Restaurant and Institutional Education)
CMJ New Music Report
College Consortium for International Studies
Color Association of the United States
Commission on Athletics
Community College Facility Coalition
Community College Funding Working Group
Community College Instructional Network
Community Colleges Leadership Development Initiative (CCLDI)
Community College Public Relations Organization
Computer-Using Educators (CUE)
Consortium for North American Higher Education Collaboration (CONAHEC)
Consortium of Southern California Colleges & Universities (CSCCU)
Council for Advancement and Support of Education (CASE)
Council for Adult and Experiential Learning
Council of Chief Librarians
Council for Advancement of Grant Professionals
Council for Opportunity in Education (COE)
Council for Resource Development (CRD)
Economic Development Corporation of Los Angeles County (LAEDC)
EDUCAUSE (Managing and Using Information Technology)
Education Mandated Cost Network
English Council of California Two-Year Colleges
Faculty Association of California Community Colleges (FACCC)
Fulbright Association
Health Services Association of California Community Colleges
Hispanic Association of Colleges and Universities
Hispanic Caucus of the American Association of Higher Education
Honors Transfer Council
Innovative Users Group
Institute for Women's Policy Research
Institute of International Education (IIE)
International Animated Film Society (ASIFA-Hollywood)

International Association for Continuing Education and Training (IACET)
 Journalism Association of Community Colleges
 KCET-TV
 KOCE-TV
 LA SIGGRAPH
 Latina Leadership Network
 League for Innovation in the Community College
Learning Resources Network
 Los Angeles Area Chamber of Commerce
 Los Angeles County Museum of Art
 Los Angeles/Orange County Consortium
 Los Angeles World Affairs Council
 Metropolitan Cooperative Library System
 Music Association of California Community Colleges (MACCC)
 NAFSA Association of International Educators
 National Alliance of Business
National Association for the Advancement of Color People (NAACP)
 National Association of College Admission Counselors
 National Association of College and University Business Officers (NACUBO)
 National Association of College and University Food Services (NACUFS)
 National Association of Education Buyers, Inc.
 National Association of Foreign Student Admissions Officers
National Association of Latino Elected Officials (NALEO)
 National Association of Photoshop Professionals
National Association of Presidential Assistants in Higher Education (NAPAHE)
 National Association of Student Employment Administrators (NASEA)
 National Association of Student Financial Aid Administrators
 National Association of Student Personnel Administrators
 National Association of Workforce Development Professionals
 National College Fairs Advisory Committee (NACAC)
 National Community College Hispanic Council
 National Communication Association
 National Council of Educational Opportunity Association (NCEOA)
 National Council on Black American Affairs of AACJC
 National Council for Marketing and Public Relations
 National Council on Research and Planning (NCRP)
 National Council for Research on Women
 National Endowment for the Arts (NEA)
 National Endowment for Humanities (NEH)
 National Opera Association
 National Institute for Staff & Organizational Development (NISOD)
 National League for Nursing
 National Society for Fund Raising Executives (NSRFE)
 Network of California Community College Foundation
 Pacific Association of Community College Registrars and Admissions Officers
 Pacific Coast College Health Association
 Pacific Council on International Policy
 The Presidential Summit (An Association of Community Colleges and Public Universities)
 Professionals in Human Resources Association (PIHRA)
 Public Relations Associations of Southern California Colleges
 Recording for the Blind and Dyslexic
 Research and Planning Group for California Community Colleges
 Santa Monica Historical Society Museum
 Santa Monica Sister City Association

School Employers Association
SESAC (license for public performance of music works)
South Coast Conference
Southern California Community College Consortium for Affirmative Action
Southern California CCD Employment Relations Consortium
Southern California Consortium for International Studies
Southern California Intersegmental Articulation Council (SCIAC)
The College Board
Town Hall Los Angeles
Unifem
United Nations Association (UNA)
Venice Interactive (VIC)
WASC/Senior College Commission, Association of Senior Colleges and Universities
Western Alliance of Arts Administrators
Western Arts Alliance
Western Association of Colleges and Employers
Western Association of College and University Business Officers (WACUBO)
Western Association of College Admissions Counselors
Western Association of College & University Business Officials
Western Region Item Bank
Western States Conference
WESTOP
Westside Council of Chambers of Commerce
 Santa Monica Chamber of Commerce
 West Los Angeles Chamber of Commerce
 Century City Chamber of Commerce
 West Hollywood Chamber of Commerce
 Hollywood Chamber of Commerce
 Wilshire Chamber of Commerce
 Malibu Chamber of Commerce
 Pacific Palisades Chamber of Commerce
 Westchester/LAX/Marina del Rey Chamber of Commerce
 Culver City Chamber of Commerce
 Beverly Hills Chamber of Commerce
Women in Animation
Writers' Conference and Festivals

Funding Source: 2001-2002 Budget/Memberships

It is further recommended that the Board of Trustees approve the following 2001-2002 Organizational memberships for KCRW:

California Public Radio
National Association of Broadcasters
National Public Radio
National Translator Association
Public Radio International
Public Broadcasting Management Association

Funding Source: 2001-2002 Budget/KCRW
 Grants and donations

It is further recommended that the Board of Trustees approve the following 2001-2002 Organizational memberships for the Personnel Commission:

California School Personnel Commissioners Association
International Personnel Management Association (IPMA)
Employers Group
Personnel Commissioners Association of Southern California (PCASC)

Funding Source: 2001-2002 Budget/Personnel Commission

COMMENT: Total District funds expended for 2000-2001 were approximately \$80,000. Organizational memberships added for 2001-2002 are underlined.

MOTION MADE BY: Herb Roney
SECONDED BY: Nancy Cattell-Luckenbach
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Quiñones)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 4 2001

BOARD POLICY

RECOMMENDATION NO. 35

**FIRST READING – BOARD POLICY SECTION 3000,
HUMAN RESOURCES**

It is recommended that the Board of Trustees conduct a first reading of Board Policy Section 3000, Human Resources.

COMMENT: Section 3000 is presented for Board consideration following an extensive review and revision process to update the entire Board Policy/Administrative Regulations Manual.

MOTION MADE BY:	Carole Currey
SECONDED BY:	Herb Roney
STUDENT ADVISORY:	Aye
AYES:	6
NOES:	0
ABSENT	1 (Quiñones)

BOARD OF TRUSTEES	INFORMATION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 4, 2001

INFORMATION ITEM E

Title of Grant: **VTEA Equipment Grants: Academy of Entertainment and Technology**

Granting Agency: Chancellor's Office, California Community Colleges

Requested Funding: \$99,840

Matching Funds: \$50,000 (Source: Sony Pictures, Stiefel Productions, Universal Studios, Warner Brothers)

Performance Period: June 1, 2001 – July 2002

Summary: Funding will be used to fully equip a digital production classroom and three individual editing bays in response to the need for expanded curriculum that includes more advanced digital editing/production functions.

Title of Grant: **Career/Employment Service Model**

Granting Agency: State Center for Developmental Disabilities

Requested Funding: \$139,515

Matching Funds: N/A

Performance Period: October 1, 2001 – September 30, 2002

Summary: SMC Disabled Student Services (DSS) will develop a training program for Career Center counselors to increase the service and support of students with developmental disabilities. Students with developmental disabilities will also benefit from classroom instruction and individualized assistance in career planning and job search skills.

Title of Grant: **Job Development Incentive Training Fund: Hotel Consortium**

Granting Agency: Chancellor's Office, California Community Colleges

Requested Funding: \$299,490

Matching Funds: \$437,142 (Source: \$98,996 from SMC in-kind and \$338,146 from members of the Hotel Consortium)

Performance Period: July 1, 2001 – June 30, 2002 (Second year renewal)

Summary: The Restaurant Consortium grant represents a collaborative effort between the Office of Workforce & Economic Development and nine Santa Monica area hotels. This grant addresses two strategic priority areas: Workplace Literacy and Business & Workforce Performance Improvement. This will be accomplished through the achievement of two key objectives: 1) Training in five areas – English and Spanish as second languages, customer service, management skills, safety and compliance, and computer business skills; and 2) the creation of employment opportunities, focusing on the needs of individuals receiving public assistance.

Title of Grant: **Job Development Incentive Training Fund: Restaurant Consortium**

Granting Agency: Chancellor's Office, California Community Colleges

Requested Funding: \$299,489

Matching Funds: \$348,247 (Source: \$98,996 from SMC in-kind match and \$249,281 from members of the Hotel Consortium)

Performance Period: July 1, 2001 – June 30, 2002 (Second year renewal)

Summary: The Restaurant Consortium grant represents a collaborative effort between the Office of Workforce & Economic Development and 19 Santa Monica area restaurants. This grant addresses two strategic priority areas: Workplace Literacy and Business & Workforce Performance Improvement. This project focuses on 1) training for English and Spanish as second languages, customer service, management skills safety and compliance, and food and beverage proper handling; and 2) the creation of employment opportunities, focusing on the needs of individuals receiving public assistance.

Title of Grant: **Multimedia/Entertainment Center**

Granting Agency: California Community Colleges Chancellor's Office

Requested Funding: \$178,875

Matching Funds: \$178,875 (Source: SMC In-kind)

Performance Period: July 1, 2001 – June 30, 2002 (fifth year renewal)

Summary: The Multimedia/Entertainment Center is a four-college consortium effort led by Santa Monica College; the other partners include De Anza College, Glendale College and the College of Marin.

Funding is used primarily to develop curriculum and programs designed to increase the number of qualified applicants for high paying jobs in the multimedia and entertainment industries.

Title of Grant: **Teacher Training and Reading Development Partnerships (TRDP)**

Granting Agency: Chancellor's Office, California Community Colleges

Requested Funding: \$350,000 (second year of a five year grant)

Matching Funds: N/A

Performance Period: June 30, 2001 – June 30, 2002

Summary: In partnership with West Los Angeles College and California State University, Los Angeles, the goals of SMC's proposed TRDP project include:

- encouraging high school and college students to pursue a career in teaching,
- improving articulation of courses and clarifying financial aid options between the community colleges and the CSUs, and
- developing a reading tutor program which will place SMC/WLA students in LAUSD elementary schools (grades K-3) as reading tutors.

BOARD OF TRUSTEES	ADJOURNMENT
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 4, 2001

ADJOURNMENT

The meeting will be adjourned in memory of **Roy Naylor**, a longtime member of the SMC General Advisory Board and **Florence Cardine**, a longtime supporter of the college and the community.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, July 9 2001 at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.