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SANTA MONICA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

REGULAR MEETING  
MONDAY, JUNE 5, 2000

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

## ***PUBLIC PARTICIPATION***

### ***ADDRESSING THE BOARD OF TRUSTEES***

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

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

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

#### General Public Comments and Consent Agenda

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

#### Major Items of Business

- The card to speak during Major Items of Business must be submitted to the recording secretary at the meeting **before** the Board reaches that specific item in the Major Items of Business in the agenda.
  - Five minutes is allotted to each speaker per item in Major Items of Business. The speaker must adhere to the topic. Individuals wishing to speak on a specific item in Major Items of Business will be called upon at the time that the Board reaches that item in the agenda.
2. No uncivil or disorderly conduct shall be permitted at any Board of Trustees meeting. Persistence in displaying such conduct shall be grounds for summary termination and/or removal of the person from the meeting by the Chair.
  3. No oral presentation shall include charges or complaints against any employee of the District, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify the individual. Charges or complaints against employees shall be submitted to the Board of Trustees under provisions of Board Policy Section 9421. Any employee against whom charges or complaints are to be made must be given 24 hours advanced notice and may request any such charges or complaints are heard in closed session.
  4. Exceptions: This policy does not apply to individuals who address the Board at the invitation or request of the Board or the Superintendent.

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

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

<b>BOARD OF TRUSTEES</b>	<b>REGULAR MEETING</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 5, 2000

# **A G E N D A**

A meeting of the Board of Trustees of the Santa Monica Community College District is scheduled to be held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Monday, June 5, 2000.

5:00 p.m. – Closed Session  
7:00 p.m. – Public Meeting

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

<b>I.</b>	<b>ORGANIZATIONAL FUNCTIONS</b>	<u>Page No.</u>
	A Call to Order	1
	B Roll Call	

**II. CLOSED SESSION** *(Scheduled for 5:00 p.m.)*

- Conference with Labor Negotiator, pursuant to Government Code Section 54957.6  
Agency Negotiator: Graham Pope  
Unrepresented Employee: Superintendent/President
- Collective Bargaining, pursuant to Government Code Section 54957.6  
CSEA Chapter 36
- Public Employee Discipline/Dismissal/Release, pursuant to Government Code Section 54957

**III. ORGANIZATIONAL FUNCTIONS** *(Continued)*

- C Pledge of Allegiance
- D Installation of Student Trustee
- #1 Approval of Minutes: May 1, 2000  
May 15, 2000

**IV. BOARD RECOGNITION**

*Outgoing Classified Senate President*  
Tony Prestby

*Associated Students Recognition Awards*  
James Zimmer, Student  
Johanna Barker, Faculty Member  
LaRue Muhammed, Classified Staff Member

*Student Photography Show Winners - Professor Larry Jones*  
Rod Lockett, Best of Show  
Sharon Valenzuela - Best Color  
Robert Romano - Best Black and White  
Wataru Aihara - Best Experimental  
Giovanni Bernasconi - Best Humorous  
Christopher Coddling - Best Digital

- V. **SUPERINTENDENT'S REPORT**
- VI. **ACADEMIC SENATE REPORT**
- VII. **CLASSIFIED SENATE REPORT**
- VIII. **COMMUNICATIONS OR PUBLIC COMMENTS**
- IX. **BOARD REPORT AND COMMENTS**
- X. **CONSENT AGENDA** *(All items considered in one motion unless pulled for discussion later in the meeting)*

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Business and Administration

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XV.	<b>ADJOURNMENT:</b>	
	The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, July 10, 2000 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.	
	There will be a Board of Trustees Retreat on Friday and Saturday, July 14 and 15, 2000, at Shutters on the Beach, One Pico Boulevard, Santa Monica.	

<b>BOARD OF TRUSTEES</b>	<b>REGULAR MEETING</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 1, 2000

I. ORGANIZATIONAL FUNCTIONS

A. CALL TO ORDER – 5:00 p.m.

B. ROLL CALL

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

Nancy Cattell  
Carole Currey  
Patrick Nichelson  
Herbert Roney

II. CLOSED SESSION

- Conference with Labor Negotiator, pursuant to Government Code Section 54957.6  
Agency Negotiator: Graham Pope  
Unrepresented Employee: Superintendent/President
- Collective Bargaining, pursuant to Government Code Section 54957.6  
CSEA Chapter 36
- Public Employee Discipline/Dismissal/Release, pursuant to Government Code Section 54957

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

C. PLEDGE OF ALLEGIANCE – Professor Larry Jones

D. INSTALLATION OF STUDENT TRUSTEE

Board Chair Dorothy Ehrhart-Morrison will administer the Oath of Allegiance to Edward Gonzalez and install him as Student Trustee.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 5, 2000

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 1, 2000 (Regular Meeting)
- May 15, 2000 (Special Meeting/Closed Session)

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 5, 2000

CONSENT AGENDA

It is recommended that the Consent Agenda, Recommendations #2–#48 be approved.

Recommendations pulled for separate action:

Action on Balance of Consent Agenda

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 5, 2000

CONSENT AGENDA: CONTRACTS AND GRANTS

RECOMMENDATION NO. 2 ACCEPTANCE OF GRANTS

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

**Title of Grant:** **A Model for Job Placement and Training of Community College Graduates with Developmental Disabilities**

Granting Agency: State Center for Developmental Disabilities

Requested Funding: \$127,311

Matching Funds: N/A

Performance Period: One year: September 2000 – August 2001

Summary: SMC’s Disabled Student Services (DSS) will develop a model community college program for job placement and pre- and post-employment training for individuals with disabilities. The program will serve approximately ten students.

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

Granting Agency: Chancellor’s Office, California Community Colleges

Requested Funding: \$299,729

Matching Funds: \$437,141 (Source: \$98,996 from SMC in-kind and \$338,146 from members of the Hotel Consortium)

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

Summary: The Restaurant Consortium grant represents a collaborative effort between the Office of Workforce and 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, including residents on public assistance.

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

Granting Agency: Chancellor's Office, California Community Colleges

Requested Funding: \$299,906

Matching Funds: \$348,277 (Source: \$98,996 from SMC in-kind match and \$249,281 from members of the Hotel Consortium)

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

Summary: The Restaurant Consortium grant represents a collaborative effort between the Office of Workforce and Economic Development and nineteen 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, including residents on public assistance.

**Title of Grant: 1999/00 CalWORKs Funding**

Granting Agency: California Community College Chancellor's Office

Requested Funding: \$56,315 augmentation to existing CalWORKs grant for a total allocation of \$782,282

Matching Funds: N/A

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

Summary: Augmentation funding will be used to 1) provide child care services to additional CalWORKs students and 2) purchase computers for job skills lab.

Budget Augmentation: Income: 80000 State Revenues (CalWORKs)\$56,315

Expenditures:			
	Old	New	Augmentation
60000	\$ 57,766	\$ 64,081	\$ 6,315
70000	214,277	264,277	50,000

**Title of Grant:** VTEA, Title I, Part C

Granting Agency: California Community Colleges Chancellor's Office

Requested Funding: \$5,744 (augments original grant of \$537,169 for a total of \$542,913)

Matching Funds: Not applicable

Performance Period: FY 1999/2000

Summary: Augmentation of 1999/2000 funding, which is allocated to the college based on the number of vocational students.

Budget Augmentation:

Income:			
80000	State Revenues		\$5,744
Expenditures:			
	Old	New	Augmentation
60000	\$407,625	\$413,369	\$5,744

**Title of Grant:** LACOE School-to-Career

Granting Agency: Los Angeles County Office of Education

Requested Funding: \$20,000 in computer equipment for the Career Services Center

Matching Funds: N/A

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

Summary: The Los Angeles County Office of Education's School-to-Career program has purchased 10 Dell Optiplex GX 1P 500 Mhz Pentium III computers and one 1100SE Laser Jet printer for use in SMC's Career Services Center.

**Title of Grant:** **Year Two Renewal of the Job Development Incentive Training Fund Grant for the Retail Industry (Santa Monica Place)**

Granting Agency: Chancellor's Office, California Community Colleges

Requested Funding: \$299,165

Matching Funds: \$340,254 (Source: SMC In-kind and contributions from SMPSC)

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

Summary: This project is a collaborative effort between SMC, the Career Planning Center and the Santa Monica Place Shopping Center (SMPSC).

Funding will be used to continue Customer Service Skills training program for SMPSC employees, an employment recruiting campaign and pre-employment training curriculum targeted to recipients of public assistance, and a public relations campaign targeted to the SMPSC "preferred customer."

**Title of Grant:** **Year Two Renewal of the Job Development Incentive Training Fund Grant for the Travel Industry (American Airlines Regional Training Center)**

Granting Agency: Chancellor's Office, California Community Colleges

Requested Funding: \$299,520

Matching Funds: \$340,062 (Source: SMC In-kind and American Airlines contributions)

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

Summary: This project continues the collaborative effort between SMC, the Career Planning Center and American Airlines. Second year funding will be used to provide "new hire" and "post employment" customer service training for AA employees; create employment opportunities for recipients of public assistance; and provide pre-employment training for these individuals.

**Title of Grant: Year Four Renewal  
Multimedia/Entertainment Center**

Granting Agency: California Community Colleges Chancellor's Office

Requested Funding: \$178,875

Matching Funds: \$178,875 (Source: SMC In-kind, same as 1999-2000)

Performance Period: July 1, 2000 – June 30, 2001 (fourth 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: Matriculation**

Granting Agency: California Community College Chancellor's Office

Requested Funding: \$4,339

Matching Funds: N/A

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

Summary: This augmentation is an increase to the funds approved in September, 1999. The previous amount of \$980,042 plus this augmentation of \$4,339 brings the new budget to \$984,381.

Budget Augmentation:	Income	
	86200	\$ 4,339
	Expenditures	
	50000	\$ 4,339

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 5, 2000

ANNUAL RECOMMENDATIONS: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 3 CONTRACT FOR SIGN LANGUAGE INTERPRETERS

It is recommended that the Board of Trustees authorize an agreement with *Accommodating Ideas* to provide sign language interpreters on an as needed basis for the 2000-2001 academic year in an amount of \$45 per hour, not to exceed \$10,000.

Funding Source: Disabled Students Grant

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.

RECOMMENDATION NO. 4 CONTRACTS FOR REAL TIME CAPTIONING SERVICES

It is recommended that the Board of Trustees approve the following contracts real-time captioning and remote captioning services to non-signing deaf students during academic year 2000-2001

- (1) Rapid Text to provide for a total amount not to exceed \$15,000 (real-time captioning at \$40 per hour and remote captioning services at \$50 per hour).
- (2) Sandy Eisenberg dba (*doing business as*) Total Recall Realtime Captioning for an amount not to exceed \$35,000.

Funding Source: Disabled Students Grant

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

RECOMMENDATION NO. 5 MATRICULATION ASSESSMENT MATERIALS CONTRACT

It is recommended that the Board of Trustees authorize an agreement with the California Mathematics Diagnostic Testing Project (MDTP) in the amount of \$1,500 for the period July 1, 2000 through June 30, 2001 for the use of copyrighted testing and scoring materials.

Funding Source: District Funds

Comment The District uses MDTP materials and services connected with matriculation-related assessment of students.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 5, 2000

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 6                      CONTRACT WITH COMMUNITY CAREER DEVELOPMENT, INC.

It is recommended that the Board of Trustees ratify the provision of the contract with Community Career Development, Inc. (CCD) that requires Santa Monica College to pay CCD the amount of \$1.50/square foot, not to exceed 400 square feet, on a monthly basis.

Funding Source:            Proceeds from the approved and executed agreement with Community Career Development (CCD).

Comment:                    At its January meeting, the Board of Trustees authorized entering into an agreement with CCD to provide telecommunication training services at CCD's facility. This fee secures the space necessary for the Office of Workforce & Economic Development to deliver program and services.

RECOMMENDATION NO. 7                      CONTRACT WITH CBE TECHNOLOGIES

It is recommended that the Board of Trustees authorize a contract with CBE Technologies (CBE) that requires Santa Monica College to pay CBE the amount of \$0.85/square foot, not to exceed 570 square feet, on a monthly basis.

Funding Source:            Proceeds from South Bay PIC for the delivery of an approved PTVD telecommunications program.

Comment:                    Effective July 1, 2000, Santa Monica College must move its telecommunications program from its current location at Community Career Development, Inc. (CCD) where is it leasing 400 square feet at \$1.50/square feet. This action item will secure the space necessary for the Office of Workforce & Economic Development to deliver the telecommunications program and services.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 5, 2000

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 8

CONSULTANT CONTRACT - CHILD CARE

It is recommended that the Board of Trustees renew a consultant contract with Karen Hill Scott to continue in the development of a Child Care Center plan, for an amount not to exceed \$10,000, for the period July 1 through December 31, 2000.

Funding Source: District Funds

Comment: The District will continue to draw upon Dr. Scott's vast experience working with child care licensing, zoning, and staffing requirements in finalizing planning for the scheduled Fall 2000 opening of the Child Care Center at the Assistance League of Santa Monica site and providing assistance in its initial months of operation.

RECOMMENDATION NO. 9

CONSULTANT CONTRACT – MUSICIAN FOR GRADUATION RECEPTION

It is recommended that the Board of Trustees approve a consultant contract with Carlos Navarro dba (*doing business as*) "Son Y Clavo" band in the amount of \$700 to provide music for the reception following the Graduation ceremony on Tuesday, June 13, 2000.

Funding Source: District Funds

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	June 5, 2000

ANNUAL RECOMMENDATIONS: HUMAN RESOURCES

The following annual recommendations are submitted in accordance with the Education Code and/or requirements of the Los Angeles County Office of Education for renewal of academic, classified, management and administrative personnel.

RECOMMENDATION NO. 10 ELECTION OF ACADEMIC PERSONNEL

It is recommended that the following categories of academic personnel be elected/re-elected, effective July 2000 to the appropriate place on their respective 2000 salary schedules for the 2000-01 fiscal year.

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

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

RECOMMENDATION NO. 11 ELECTION OF CLASSIFIED PERSONNEL

It is recommended that Classified personnel be re-elected, effective July 1, 2000, to their appropriate place on their respective 1999 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. 12 ELECTION OF ACADEMIC MANAGEMENT AND CLASSIFIED MANAGEMENT PERSONNEL

It is recommended that all academic management and classified management, confidential and other unrepresented personnel be re-elected, effective July 1, 2000, to the appropriate place on their respective 2000-2001 salary schedules which are hereby declared indefinite for 2000-2001.

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	June 5, 2000

ANNUAL RECOMMENDATIONS: HUMAN RESOURCES

RECOMMENDATION NO. 13 ADMINISTRATIVE EMPLOYMENT AGREEMENTS

It is recommended that the Board of Trustees enter into employment agreements for a term of one year effective July 1, 2000 for all current academic administrators in the following academic positions:

- Dean
- Associate Dean
- Assistant Dean
- Director

Comment: Administrative employment agreements are in accordance with Education Code Section 72411. The signed agreements will be on file in the Human Resources Office.

RECOMMENDATION NO. 14 CONTRACT FOR PSYCHOLOGICAL TESTING

It is recommended that the Board of Trustees authorize a contract with 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 2000-2001.

It is further recommended that the Board of Trustees authorize a contract with 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 2000-2001.

Funding Source: District Funds

Comment: This contract renews 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.

RECOMMENDATION NO. 15 CONTRACT FOR BACKGROUND INVESTIGATIONS

It is recommended that the Board of Trustees authorize a contract with WESTSHIELD INVESTIGATIONS to conduct background investigations for Community College Police Officer candidates and prepare written evaluations for each candidate, at a maximum rate of \$800 per candidate, not to exceed \$10,000 for 2000-2001.

Funding Source: District Funds

Comment: This is an annual contract for the services required in the hiring of Community College Police Officers.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	June 5, 2000

ANNUAL RECOMMENDATIONS: HUMAN RESOURCES

RECOMMENDATION NO. 16 CONTRACT FOR DRUG TESTING SERVICES

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

Funding Source: District Fund

Comment: Norton Medical Industries will provide all the necessary drug testing and training required pursuant to administrative regulation 4740.

RECOMMENDATION NO. 17 SELF-INSURED LEGAL DEFENSE AGREEMENT

Is recommended that the Board of Trustees renew the service agreement with HARRINGTON, FOXX, DURBROW AND CANTER to provide legal defense for the district's self-insured liability program for the period of July 1, 2000 through June 30, 2001. Services are provided on an hourly rate basis as needed with no monthly or annual retainer fee.

Funding Source: District Funds

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.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	June 5, 2000

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 18                      ACADEMIC PERSONNEL

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

EFFECTIVE DATE

ELECTIONS

CONTRACT

Davis Del Piccolo, Guido	Instructor, Sociology (General)	08/22/00
Del George, Dana	Instructor, English	08/22/00
Freeman, Karla	Instructor, Art Design	08/22/00
Geddes, James, (Ken)	Instructor, Computer Science/Programming	08/22/00
Kelly, Marcella (Marce)	Instructor, Business	08/22/00
Lee, Jacqueline	Counselor, Articulation/EOP&S	08/22/00
Marcopulos, George	Learning Disabilities Specialist	08/22/00
McNear, Zenaida	Instructor, Graphic Design	08/22/00
Narrie, Estela	Counselor, Articulation/EOP&S	08/22/00
Nestler, Andrew	Instructor, Mathematics (Cross Level)	08/22/00
Quevedo, John	Instructor, Math (Developmental)	08/22/00
Pachioli, James	Instructor, English	08/22/00
Rogler, Harold	Instructor, Computer Science/Programming	08/22/00
Serovic, Katarina	Instructor, Math (Developmental)	08/22/00
Strong, Lydia	Women's Basketball Coach/Fitness Health Instructor	08/22/00
Tovar, Esau	Counselor, Title III - Retention/Persistence	08/22/00

HOURLY

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

LEAVES OF ABSENCE

REDUCTION IN ASSIGNMENT

Dworsky, Amy	Counselor, Transfer	08/22/00 " 06/12/01
Comment: Employee requested a reduction of assignment 60%.		

MEDICAL LEAVE

Hughes, Catherine	Department Chair, Cosmetology	05/03/00 " 06/12/00
llarde, Tonya	Counselor	02/28/00 " 03/07/00
Shimizu, Jeffery	Dean, Instruction	04/07/00 " 04/19/00

FAMILY LEAVE

Boylan, Lynne	Psychologist	04/14/00 " 05/21/00
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RESIGNATION

Lawlor, Elizabeth	Instructor, Anthropology	06/15/00
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The Board hereby accepts immediately the resignation/retirement of the above listed personnel to be effective as indicated.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	June 5, 2000

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 19                      CONSULTANT AGREEMENT – PERSONNEL COMMISSION

It is recommended that the Board of Trustees authorize a consultant contract with KEVIN FLYNN to provide individual and growth counseling to the personnel commission staff for an amount not to exceed \$2,000.

Funding Source:              District Funds/Personnel Commission Budget

RECOMMENDATION NO. 20                      CLASSIFIED PERSONNEL  
ESTABLISH/ABOLISH POSITIONS

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

		<u>EFFECTIVE DATE</u>
ESTABLISH:	Publication Specialist (1 position) Marketing, 12 mos, 40 hrs	06/06/00
ESTABLISH:	Madison Site Specialist (new classification/1 position) Madison Site, 12 mos, 40 hrs	06/06/00

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	June 5, 2000

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 21                      CLASSIFIED PERSONNEL – REGULAR

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

<u>PROBATIONARY</u>	<u>EFFECTIVE DATE</u>
Gonzales, Lori, Intrepreter for the Hear Impaired, Disabled Student Ctr	05/15/00
Kurokawa, Johnny, Lab Technician-Biol Sciences, Life Sciences	05/22/00
Leung, Howard, Accountant, Restricted Funds/Accounting	05/15/00
Rankin-Scales, Vivian, Prog Coordinator-Emeritus College	05/15/00

<u>PROMOTIONS</u>	<u>EFFECTIVE DATE</u>
Engfer, Mark	05/22/00
Fr: Telecommunications Tech II, Telecomm, 12 mos, 40 hrs	
To: Telecommunications Supr, Telecomm, 12 mos, 40 hrs (Mgmt)	
Evans, Carol	05/15/00
Fr: Auditorium Technician, Events, 12 mos, 40 hrs	
To: Events Coordinator, Events, 12 mos, 40 hrs	

<u>LATERAL TRANSFER</u>	<u>EFFECTIVE DATE</u>
Ruiz, Rudy	06/01/00
Fr: Payroll Specialist, Payroll, 12 mos, 40 hrs	
To: Accounting Specialist, SMC Foundations, 12 mos, 40 hrs	

<u>EXTENSION OF CATEGORICALLY FUNDED POSITIONS</u>	<u>EFFECTIVE DATE</u>
Green, Patricia, Admin Asst I, Wkforce & Econ Development	07/01/00 “ 06/30/01
Vasquez, Romano, Comp Lab Instr Spec, Wkforce & Econ Dev	07/01/00 “ 06/30/01

<u>WORKING OUT OF CLASSIFICATION (Additional responsibilities)</u>	<u>EFFECTIVE DATE</u>
Harris, Craig, Carpenter, Maintenance                      +11%	05/16/00 “ 06/30/00
Martinez, Dennis, Cash Receipts Clerk, Station C            + 7-1/2%	04/01/00 “ 06/30/00

LEAVES OF ABSENCE WITH PAY  
(Verified paid leave in accordance with District & Education Code provisions)

<u>MEDICAL/WITH PAY</u>	<u>EFFECTIVE DATE</u>
Alvarez, Tony, Electrician I, Maintenance	05/18/00 “ 06/18/00
Graham, Carmen, Dept Sec II, Afr Amer Ctr	01/03/00 “ 02/10/00
Hernandez, Ronald, Grounds Caretaker, Grounds	04/24/00 “ 05/14/00
Miller, Cheryl, Assoc VP-Business Svcs	05/08/00 “ 05/12/00
Pena, Cherie, Comp Lab Instr Spec, Instr Computing	04/25/00 “ 05/07/00
Sosa, Juan, Custodian NS-2, Operations	04/18/00 “ 05/26/00
Trejo, Amelia, Dept Sec II, Assoc Student	??

SEPARATIONS

RESIGNATION

Kogan, Grigory, Comp Lab Instr Specialist, Instr Comp 05/12/00

RETIREMENT

(with District Early Retirement Benefit)

Patterson, Barbara, Admin Asst IV, Supr/President 07/28/00

Sommo, Kathy, Cash Receipts Clerk, Station C 06/14/00

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	June 5, 2000

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 22

CLASSIFIED PERSONNEL – TEMPORARY

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

	<u>EFFECTIVE DATE</u>
<u>PROVISIONAL</u> (assignment not to exceed 90 working days)	
Gift, Norene, Nursing Lab Coordinator-Health Sciences	04/29/00 “ 06/30/00
Rivers, Stephen, Art Gallery Installer-Photo & Art Gallery	04/26/00 “ 06/30/00
<u>CASUAL</u> (assignment not to exceed 15 hrs/wk, 15 days/month)	
Byun, Donna, Instructional Assistant-ESL	06/19/00 “ 06/30/00
Byun, Donna, Instructional Assistant-ESL	07/01/00 “ 07/28/00
Check, Laura, Instructional Assistant-ESL	06/19/00 “ 06/30/00
Check, Laura, Instructional Assistant-ESL	07/01/00 “ 07/28/00
Kepler, Jocelyne, Vocational Instructional Asst.-Cosmetology	06/01/00 “ 06/13/00
Lee, Allison, Instructional Assistant-ESL	06/19/00 “ 06/30/00
Lee, Allison, Instructional Assistant-ESL	07/01/00 “ 07/28/00
Lemes, Blanche M., Instructional Assistant-ESL	06/19/00 “ 06/30/00
Lemes, Blanche M., Instructional Assistant-ESL	07/01/00 “ 07/28/00
Miller, Fran B., Counseling Aide-Counseling Dept.	04/27/00 “ 06/30/00
Ng, Susan, Instructional Assistant-ESL	06/19/00 “ 06/30/00
Ng, Susan, Instructional Assistant-ESL	07/01/00 “ 07/28/00
Preciado, Erika, Counseling Aide-Latino Center	05/22/00 “ 06/13/00
<u>TEMPORARY</u> (Limited Term: assignment not to exceed 120 working days/fiscal year)	
Brown, Linda S.C., Dir. Stdnt. Plcmnt.-Wrkforce & Economic Dev.	04/04/00 “ 06/30/00
De la Torre, Heidi, Reg./Info. Clerk-Ofc. Schl Relations	03/15/00 “ 06/30/00
Garcia, Renay, Reg. & Enrollment Coordinator-Ofc. Schl Relations	04/01/00 ” 04/14/00
Lujan, Naiche S., Instructional Assistant-Math	04/27/00 “ 06/13/00
Triggs, Mary, Department Secretary I-Academic Senate	07/01/00 “ 12/22/00

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	June 5, 2000

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 23                      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 \$6.19/hr	52
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Tutorial Aide \$10.50/hr	1
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FEDERAL/STATE FUNDED STUDENT EMPLOYEES

College Work-Study Student Assistant \$6.19/hr	21
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PROFESSIONAL EXPERTS

Art Model \$14.00/hr	2
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Art Model w/costume \$17.00/hr	1
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Community Services Specialist I \$27.40/hr	1
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Community Services Specialist II \$38.00/hr	1
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Madison Site Specialist \$3000/mo	1
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Workforce and Economic Development Project Specialist I \$3750.00/ mo	1
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Workforce and Economic Development Project Specialist II \$4583.00/mo	7
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VOLUNTEERS	1
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List(s) available in the Human Resources Office and attached to permanent minutes.

BOARD OF TRUSTEES Santa Monica Community College District	Action June 5, 2000
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ANNUAL RECOMMENDATIONS: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 24                      RESOLUTION FIXING THE EMPLOYER'S CONTRIBUTION UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT

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

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:

\$331.00 per month tenthly (\$276.17 per month twelfthly), effective August 1, 2000

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.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 5, 2000

ANNUAL RECOMMENDATIONS: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 25 DESTRUCTION OF CLASS 3 RECORDS

It is recommended that the Board of Trustees approve the destruction of class 3 records stored for admissions and records, financial aids, and business services.

Comment: This is an annual recommendation for class 3 records which are disposable records that have been maintained for at least three years. 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.

RECOMMENDATION NO. 26 GANN LIMIT, 2000-2001

It is recommended that the Board of Trustees adopt the 2000-2001 Gann Limit for the Santa Monica Community College District as \$83,496,971 and the 2000-2001 Appropriation Subject to Limitation as \$61,937,888.

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 2000-2001.

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.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	June 5, 2000

ANNUAL RECOMMENDATIONS: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 27 AUTHORIZATION TO TRANSFER FUNDS FOR 2000-2001

It is recommended that the Board of Trustees authorize Thomas J. Donner, Executive Vice President, Business and Administration, 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 is an annual authorization to allow the District to move money between funds to meet cash flow needs.

RECOMMENDATION NO. 28 YEAR-END APPROPRIATIONS TRANSFER

It is recommended that the Board of Trustees, in accordance with the provisions of Education Code Section 85201, authorize the County Superintendent of Schools to make appropriate transfers necessary at the close of the fiscal year 1999-2000 to permit the payment of obligations of the District incurred during the year.

Comment: This annual authorization to the County Superintendent of Schools 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 5, 2000

ANNUAL RECOMMENDATIONS: BUSINESS AND ADMINISTRATIONRECOMMENDATION NO. 29COMPUTER NETWORK AGREEMENT

It is recommended that the Board of Trustees authorize the agreement with the Los Angeles County Office of Education for the provision of certain computer network services for the fiscal year 2000-2001.

Funding Source: District Funds

Comment: This agreement covers the communications network with the County Office in support and operation of the District's Program Budgeting and Accounting System. The expense for 1999-2000 was approximately \$65,000. Estimated costs for 2000-2001 are \$75,000.

RECOMMENDATION NO. 30CLAIMS MANAGEMENT AGREEMENT

It is recommended that the Board of Trustees renew the service agreement with CARL WARREN & COMPANY to provide claims management services for the District's self-insured property and liability insurance program from July 1, 2000 through June 30, 2001. Services are provided on an hourly rate basis as needed with no monthly or annual retainer fee.

Funding Source: District Funds

Comment: Carl Warren & Company has provided claims management services for the district since 1986. The fees for 1999-2000 were approximately \$7,500. It is anticipated that management service fees will be approximately \$15,000 for fiscal year 2000-2001.

RECOMMENDATION NO. 31HAZARDOUS WASTE DISPOSAL AGREEMENT

It is recommended that the Board of Trustees approve a service agreement with SAFETY-KLEEN SYSTEMS, INC. (formerly Laidlaw Environmental Services Of California) to provide hazardous waste disposal services from July 1, 2000 through June 30, 2001.

Funding Source: District Funds

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 2000-2001 will be approximately \$35,000.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	June 5, 2000

ANNUAL RECOMMENDATIONS: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 32 SALE OF SURPLUS PROPERTY

It is recommended that the Board of Trustees grant permission for the District to dispose of surplus equipment as required during fiscal year 2000-2001. Equipment will be disposed of through public auction, private sale (if under \$2,500) or other means deemed appropriate.

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 is no longer needed.

RECOMMENDATION NO. 33 BIOMEDICAL WASTE DISPOSAL AGREEMENT

It is recommended that the Board of Trustees approve a service agreement with STERICYCLE, INC. to provide biomedical waste disposal services from July 1, 2000 through June 30, 2001.

Funding Source: District Funds

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 2000-2001.

RECOMMENDATION NO. 34 LINEN RENTAL AGREEMENT

It is recommended that the Board of Trustees approve a service agreement with MEDICO PROFESSIONAL LINEN SERVICES for linen rental service for the Student Health Office for the period of July 1, 2000 through June 30, 2001.

Funding Source: Health Fee Revenue

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 2000-2001.

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

Santa Monica Community College District

June 5, 2000

ANNUAL RECOMMENDATIONS: BUSINESS AND ADMINISTRATIONRECOMMENDATION NO. 35INDUSTRIAL INJURY TREATMENT AGREEMENT

It is recommended that the Board of Trustees approve a service agreement with SANTA MONICA IMMEDIATE CARE MEDICAL CENTER to provide industrial injury treatment to District employees for the period of July 1, 2000 through June 30, 2001.

Funding Source: District Funds

Comment: This is a continuation of an agreement to provide medical services for all industrial injuries listed on OSHA's first aid treatment list.

RECOMMENDATION NO. 36KCRW LEASE AGREEMENTS

It is recommended that the Board of Trustees renew the following lease agreements with American Tower Systems to be used by KCRW. Term of lease is for one year commencing July 1, 2000 and shall be renewed for additional one year terms subject to 60 (sixty) day written notice.

Hauser Mountain: Lease Contract #800405: Annual lease rate shall be \$7,560; \$1,890. payable quarterly in advance.

Red Mountain: Lease Contract #801608. Annual lease rate shall be \$7,560; \$1,890 payable quarterly in advance.

Saddle Peak: Lease Contract #801817. Annual lease rate shall be \$7,560; \$1,890. payable quarterly in advance.

South Mountain: Lease Contract #802304. Annual lease rate shall be \$12,000; \$3,000 payable quarterly in advance.

Los Angeles Department of Water & Power for KCRW's usage of Briarcrest tank land usage. Annual license/usage fee is \$600.

Funding Source: KCRW Donations

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

BOARD OF TRUSTEES Santa Monica Community College District	<b>Action</b> June 5, 2000
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CONSENT AGENDA : BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 37                      KCRW CONSULTANTS

It is recommended that the Board of Trustees authorize agreements with the following consultants for KCRW for the period of July 1, 1999 through June 30, 2000.

JON KALISH: Program services, Guest Host for "Politics of Culture." Payable at \$200 per program; not to exceed \$200

MATTHEW MILLER: Amendment #1. Program services, "Left, Right & Center" and Guest Host services, "Politics of Culture." Payable at \$100 per program for "Left, Right & Center; payable at \$100 per program per week for "Politics of Culture;" total not to exceed \$6,000.

Funding Source:            KCRW donations and grants

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

RECOMMENDATION NO. 38                      AGREEMENT FOR POLICY AND PROCEDURE SERVICE

It is recommended that the Board of Trustees authorize the District to enter into an agreement with the COMMUNITY COLLEGE LEAGUE OF CALIFORNIA to provide policy and procedures development services for the period of June 1, 2000 through June 30, 2003 for a fee of \$9,000.

Funding Source:            District Funds

Comment:            The Community College League of California is joining in partnership with Liebert Cassidy, a California law corporation, to provide member districts with a Policy and Procedure Service. The service will include a comprehensive list and samples of policies and procedures/regulations each district should have on record to comply with State and Federal laws and regulations.

BOARD OF TRUSTEES Santa Monica Community College District	<b>Action</b> June 5, 2000
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CONSENT AGENDA : BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 39                      AGREEMENT FOR PUBLIC PAY TELEPHONES

It is recommended that the Board of Trustees authorize the District to enter into an agreement with GTE/VERIZON to provide public pay telephones on the main and satellite campuses for a period of three years commencing June 1, 2000. Commissions paid to the District shall be 38 percent of the difference between GTE/Verizon coin and non-coin revenues over \$99 per month plus \$99 per month per telephone.

Comment:        This agreement increases the commission from 29% to 38%. The income from the previous contract is approximately \$42,000 for 1999-2000.

RECOMMENDATION NO. 40                      PAYMENT FOR FINANCIAL ADVISEMENT SERVICES

It is recommended that the Board of Trustees authorize payment in an amount not to exceed \$10,000 to Graham Pope for financial advisement services.

Funding Source:        District Funds

Comment                Graham Pope is a Certified Public Accountant is providing financial advisement services to the Board of Trustees in the matter of the Superintendent's contract.

CONSENT AGENDA : BUSINESS AND ADMINISTRATIONRECOMMENDATION NO. 41RENTAL AGREEMENTS FOR COMMUNICATION EQUIPMENT

It is recommended that the Board of Trustees authorize the District to enter into the following agreements:

- (1) WORLDWIDE WIRELESS NETWORKS INC., dba GLOBAL PACIFIC INTERNET for a period of three years commencing July 1, 2000 to rent space on the roof of the Technology building for the installation, operation and maintenance of communication equipment. In lieu of payment, Global Pacific Internet will provide the District with 3Mbps of internet ATM bandwidth, a value of \$1,800 per month. Agreement subject to three-year extension.

Comment: This agreement requires no construction and will provide the District with additional ATM bandwidth for the internet system.

- (2) COX PCS ASSETS, LLC dba SPRINT PCS for a period of five years commencing July 1, 2000 to rent space on the roof of the Technology building for the installation, operation and maintenance of communication equipment. Sprint PCS shall pay the District \$2,500 per month plus yearly CPI increases. Agreement subject to extensions.

Comment: This is rental income for the District.

RECOMMENDATION NO. 42DECLARATION AND DONATION OF SURPLUS COMPUTER EQUIPMENT

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

- (1) Ten (10) Macintosh computer units including computers, monitors and keyboards to be donated to RIO VISTA ELEMENTARY SCHOOL.

Comment: The above units were replaced in computer labs. Rio Vista Elementary school can use these units to replace computers that were stolen.

- (2) 80 Hewlett Packard Vectra 486 computer units including computer, monitor, keyboard and mouse to be donated to GOODWILL INDUSTRIES.

Comment: The above units were replaced in computer labs. Goodwill Industries can use these units in their new computer repair training program. Computers repaired by Goodwill are then donated to schools.

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

Santa Monica Community College District

June 5, 2000

CONSENT AGENDA : BUSINESS AND ADMINISTRATIONRECOMMENDATION NO. 43-AFACILITIES: COMPLETION OF ART ROOF REPLACEMENT

Subject to completion of punch list items by VERDUGO ROOFING, 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 REBID REROOF ART BUILDING as being complete upon VERDUGO ROOFING's completion of punch lists 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 accordance with and in strict compliance 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. 43-BFACILITIES: COMPLETION OF GYMNASIUM REROOF

Subject to completion of punch list items by COAST ROOFING 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 GYMNASIUM REROOF, as being completed upon COAST ROOFING's completion of punch list items. The date of Final Completion and Final Acceptance shall be determined by the Executive Vice President of Business and Administration. Subject to the foregoing and in accordance with and in strict compliance 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. 43-CFACILITIES: COMPLETION OF LIBRARY/PE ELECTRICAL LOAD CENTER

Subject to completion of punch list items by EMMA CORPORATION 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 LIBRARY/PE ELECTRICAL LOAD CENTER, as being completed upon EMMA CORPORATION's completion of punch list items. The date of Final Completion and Final Acceptance shall be determined by the Executive Vice President of Business and Administration. Subject to the foregoing and in accordance with and in strict compliance 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 Santa Monica Community College District	<b>Action</b> June 5, 2000
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CONSENT AGENDA : BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 43-D                      FACILITIES: REJECT BIDS – REPLACEMENT OF GYMNASIUM BOILERS

It is recommended that the Board of Trustees reject all bids for the REPLACEMENT OF GYMNASIUM BOILERS project.

<u>Bidder</u>	<u>Bid Amount</u>
Rusher Air Conditioning	\$555,555

Comment:      Bid amount exceeds the District's approved budget for this project.

RECOMMENDATION NO. 43-E                      FACILITIES: MADISON ART GALLERY - CHANGE ORDER NO. 1

It is recommended that the Board of Trustees approve Change Order No. 1 with MARTEC CONSTRUCTION, INC.

ORIGINAL CONTRACT AMOUNT	\$114,934.00
Change Order No. 1	<u>6,752.16</u>
Revised Contract Amount	\$121,686.16

Funding Source:      District/Madison Remodel

Comment:      This change order provides for owner-requested service sink installation, replacement of roof drain, rewire exterior light fixture and reconfigure gallery lighting. Also provides for code compliance requirements to rewire fire alarm components and security alarm system and provide access panel to attic over hallway. Also provides for unforeseen site conditions to fill in large opening in existing floor slab, and installation of heavier gauge steel framing at ceiling.

BOARD OF TRUSTEES Santa Monica Community College District	<b>Action</b> June 5, 2000
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CONSENT AGENDA : BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 43-F                      FACILITIES: 2714 PICO BLVD. REMODEL PHASE 1 -  
CHANGE ORDER NO. 1

It is recommended that the Board of Trustees approve Change Order No. 1 with TRIMAX CONSTRUCTION CORP.

ORIGINAL CONTRACT AMOUNT	\$938,000.00
Change Order No. 1	<u>19,179.59</u>
Revised Contract Amount	\$957,179.59

Funding Source:            1999 COP

Comment:            This change order provides for changes due to unforeseen site conditions to install transition duct in second floor, install two by-pass dampers and additional lined ductwork, hangers and supports, install new partition section and relocate conduit for ceiling clearance. Also provides for owner request to install 2-toilet drainage and water piping, install sound insulation at partition between new offices, reconfigure shaft wall for HVA/C distribution system, and relocation of J boxes in conflict with furniture layout. Also provides for code compliance requirements to provide access hatch at ceiling and black iron framing in restrooms, addition of 13 self-illuminated exit signs, and new door to ground floor electrical room.

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

Santa Monica Community College District

June 5, 2000

CONSENT AGENDA: BUSINESS AND ADMINISTRATIONRECOMMENDATION NO. 44COMMERCIAL WARRANT REGISTER

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

April 1 – April 30, 2000	4252 - 4271	\$2,873,922.11
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Comment: The detailed commercial warrant documents are on file in the Accounting Department.

RECOMMENDATION NO. 45PAYROLL WARRANT REGISTER

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

April 1 – April 30, 2000	XX090 – 115-N	\$5,746,899.27
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Comment: The detailed payroll register documents are on file in the Accounting Department.

RECOMMENDATION NO. 46PAYMENTS 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.

April 1 – April 30, 2000	71863 - 72341	\$1,153,348
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Comment: The detailed Auxiliary payment documents are on file in the Auxiliary Operations Office.

RECOMMENDATION NO. 47DIRECT 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.

May 1 – May 31, 2000	D32324 – D32533	\$2,389,989.08
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**BOARD OF TRUSTEES**

Santa Monica Community College District

**Action**

June 5, 2000

CONSENT AGENDA: BUSINESS AND ADMINISTRATIONRECOMMENDATION NO. 48-A PURCHASING: AWARD OF PURCHASE ORDERS

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

<u>Purchase Orders - FY 99/2000</u>	<u>Total</u>
A) P. O. 72109 – 72265	\$688,094.93
B) Telephone Orders	78,993.16
C) Change Orders	92,068.36
D) Auxiliary Orders	7,794.15
E) Auxiliary Change Orders	36,100.00

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

RECOMMENDATION NO. 48-B PURCHASING: AUTHORIZATION TO PARTICIPATE IN PURCHASE AGREEMENTS

It is recommended that the Board of Trustees approve the use of the following contracts:

- (1) Department of General Services' CMAS (California Multiple Awards Schedule) Contract No. 3-99-70-0885B with AMERITCH COMPANY for the purchase of computer equipment through June 30, 2001.
- (2) Department of General Services' CMAS (California Multiple Awards Schedule) Contract No. 3-99-00-0167C with DELL MARKETING L.P. for the purchase of computer equipment through October 31, 2000.
- (3) Los Angeles Unified School District (LAUSD) Contract No. 0050057 from Bid C-565 with DELL MARKETING L.P. for the purchase of computer equipment through May 31, 2002.
- (4) Department of General Services' CMAS (California Multiple Awards Schedule) Contract No. 4-96-36-0019A with MINOLTA for the lease/purchase and maintenance of copier equipment through September 30, 2001.

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

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	June 5, 2000

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 48-C PURCHASING: DESIGNATION OF SOLE SOURCE FOR SOFTWARE SYSTEM FOR WORKFORCE & ECONOMIC DEVELOPMENT

It is recommended that the Board of Trustees make a finding and adopt the position that the District would recognize no benefit nor realize any profit through bidding for the Prime Works Management and Resource Information software system.

It is further recommended that LA WORKS be designated as a “sole source” for the Prime Works Management and Resource Information software system for the mini-career center operated by the Office of Workforce and Economic Development.

Comment: Through the Office of Workforce and Economic Development the District is a contractor with the County of Los Angeles Department of Community and Senior Services Welfare-to-Work Program. The County of Los requires the District to use the Prime Works Management and Resource Information software system in the min-career center. The Prime Works system is only distributed by LA Works.

The following County Counsel opinion in the case of Graydon vs. Pasadena Redevelopment Agency (1980) 104 Cal. App. 3d 631 substantiates this recommendation: “Therefore, it has been held that where competitive proposals work an incongruity and are unavailing as affecting the final result, or where it is practically impossible to obtain what is required to serve for such, competitive bidding is not applicable.”

RECOMMENDATION NO. 48-D PURCHASING: AGREEMENT FOR SOFTWARE SYSTEM FOR WORKFORCE & ECONOMIC DEVELOPMENT

It is recommended that the Board of Trustees ratify an agreement with LA WORKS for the purchase of the Prime Works Management and Resource Information software system for the mini-career center of the Office of Workforce and Economic Development in the amount of \$62,000.

Funding Source: Los Angeles County Welfare-to-Work Grant

Comment: The Prime Works Management and Resource Information software system provides a comprehensive client management system for job training agencies, a web site template which can be adapted to the needs of local agencies and maximum accessibility to the public, including employers and job seekers.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 5, 2000

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 49                      CLASSIFIED EMPLOYEE LAYOFF

It is recommended that the Board of Trustees determine that the following classified position be abolished for lack of work and/or lack of funds:

Printer/Press Operator (1 position)

It is further recommended that the Board of Trustees authorize the following:

1. Due to a lack of funds and lack of work, the number of classified employees shall be reduced by layoff as specified above, pursuant to Education Code Sections 88014, 88017 and 88127;
2. The Superintendent/President is directed to give notice of layoff to the affected classified employee pursuant to the requirements of the law;
3. Said layoff shall become effective on July 1, 2000;
4. The employee laid off pursuant to this resolution shall be eligible for reemployment pursuant to Education Code Section 88117.

Comment: The District has taken action to close the Print Shop. This action was taken in light of technological advances in reprographics as well as the need to utilize space occupied by the Print Shop for student programs. There are currently two classified employees in the Print Shop. Effective July 1, 2000, one employee will be reassigned to reprographics. This resolution is necessary in order to lay off the second employee to provide the employee with the option to take a voluntary demotion of publications specialist. If the employee accepts the voluntary demotion, the employee will be Y-rated.

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 5, 2000

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 50

PERSONNEL COMMISSIONER SELECTION COMMITTEE

It is recommended that the Board of trustees authorize the Superintendent/President to form a Personnel Commissioner Selection Committee. The committee will recommend to the Board of Trustees at least two qualified candidates through the Superintendent/President for the Board to select a nominee to serve on the Personnel Commission, for a term that began December 1, 1998. The committee will be composed of:

1. A Board of Trustees representative
2. A Personnel Commission representative
3. A CSEA classified employee representative
4. A Classified Senate representative
5. A community representative (General Advisory Board)
6. A management representative
7. Vice-President of Human Resources

Comment: Personnel Commissioner William Crookston tendered his resignation from the Personnel Commission effective May 2, 2000. Therefore, it is necessary to follow the process for appointment of a Personnel Commissioner.

The Superintendent/President will select the members of the Selection Committee. CSEA and the Classified Senate will submit a list of recommended names to the Superintendent/President from which she will select a representative. The Vice President of Human Resources will coordinate the recruitment and selection procedures and serve as a member of the Personnel Commissioner screening committee. The entire process, including at least one month for recruitment, will take approximately four months to complete.

The screening committee will review all applications, review the candidate questions prior to the actual interview, interview a selected group of applicants, and recommend at least two candidates to the Board of Trustees.

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 5, 2000

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 51                      2000-2001 TENTATIVE BUDGET

It is recommended that the Board of Trustees adopt the 2000-2001 Tentative Budget.

1999-2000 GENERAL FUND TENTATIVE BUDGET SUMMARY

Estimated Beginning Balance	\$ 4,050,850
Projected Revenue	<u>101,345,088</u>
Total Funds Available	<u>\$105,395,938</u>
Proposed Expenses and Transfers	\$104,635,364
Estimated Reserves	<u>760,574</u>
	<u>\$105,395,938</u>

COMMENT: The above summarizes the Combined Restricted and Unrestricted General Fund budget estimates for FY 2000-2001. The detailed Tentative Budget provides estimates based on currently available information, including the Governor's proposed May Revise.

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

*Budget pages are included in printed agenda and available in the Offices of the Superintendent/President and the Vice-President, Business and Administration*

## **TENTATIVE BUDGET NARRATIVE**

Since SMC is part of a state system, its revenue is a function of what happens in the system. The District is given growth and program goals, but the funding is not guaranteed because statewide, the sum of the parts is greater than the whole. This method is used because the state budget process and the community college budget formula are not identical. However, since not all colleges achieve their state set goals, the funds are shifted around and the new allocations are reported three times a year. Unfortunately the reporting year does not coincide with the fiscal year. This means SMC will not know its 1999-2000 final income until February, 2001 or eight months after the end of the 1999-2000 fiscal year.

Given this insight about the uncertainty of funding, look at the estimate for 1999-2000 conclusion and the tentative budget for 2000-2001. Please remember that the tentative budget reflects a very conservative approach.

### **1999-2000 PROJECTED**

The projected revenues for 1999-2000 are based on the revised first principle apportionment calculation received from the Chancellor's Office in March, 2000. Actual revenues at year end will be different because they will reflect the second principle apportionment calculation which will be received at the end of June, 2000. After the fiscal year closes, the Chancellor's Office is still revising revenue figures. The non-resident tuition is estimated at the lesser of budget or actual. Any additional revenue is dedicated to achieving the state goal of a 5% reserve.

The expenditure projections include the 10% salary increase for faculty. They do not include any raise for classified as any agreement will not be paid until the 2000-2001 fiscal year. The projected expenditures reflect the payments for the District's long term financing through Certificate of Participation (COP). The COP for the expansion of the Student Activities Building will be paid off May, 2002. The COP for computer equipment was paid off in April, 2000. The COP for the purchase and remodel of the property for Academy of Entertainment and Technology will terminate February, 2027. The COP for the parking structures and 2714 Pico Boulevard will terminate June, 2024. The projected payments in 1999-2000 are \$3.3 million from various funds.

The current projections reflect a 4.1% reserve in the ending balance, but it is expected to be closer to 5% by the time the fiscal year closes.

### **2000-2001 TENTATIVE BUDGET**

The purpose of the tentative budget is to authorize the District to pay expenses prior to the adoption of the budget in September. It also provides a very limited estimate of what funding and expenses are projected at this time. Naturally worst case projections are used at this time.

Revenue projections for the 2000-2001 Tentative Budget reflect the Governor's Budget May Revise. Included is a 3% growth and a 3.17% cost of living adjustment. The revenue projections also include the on-going Partnership for Excellence funds, but no new funding. Revenue projections will be revised when the State Budget is approved.

The expenditure projections reflect the hiring of 25 new faculty for a cost of \$1.75 million for salary and benefits; full staffing for classified employees and appropriate step, column and longevity increases. The other areas of expenditures reflect projected expenditures for 1999-2000 carried over to the 2000-2001 fiscal year with minor cost-of-living adjustments in such areas as medical insurance and utilities.

The Restricted General Fund only reflects those grants that are on-going. This budget will be increased as new grants are received and accepted.

The other Funds reflect current year projections carried forward into fiscal year 2000-2001. Minor modifications have been made to reflect the information already received about these funding sources and it is anticipated that more modifications will be made as the funding for these special areas becomes clearer throughout the year.



**C. Earthquake Recovery Services**

Laura Debler FEMA Reporting Consultant  
\$45 per hour

Funding Source: FEMA/District

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 \$135 to \$195 per hour for services provided by attorney staff and \$75 per hour for services provided by paralegal staff; plus expenses.

Law Offices of Sherman S. M. Wong \$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: District Funds

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:                      District Funds and in-kind services

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

**G. Foundation/Capital Campaign**

Netzel Associates, Inc.                      \$4,000 per month to provide leadership in the Foundation Office while the recruitment and selection process is completed for the Director of Institutional Advancement.

District Funds                              District Funds

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

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 5, 2000

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 53

VACANCY ON THE BOARD OF TRUSTEES

It is recommended that the Board of Trustees review the following options and determine the process to fill the vacancy on the Board of Trustees:

1. Call a special election to be consolidated with the regular November 2000 election;
2. Make a provisional appointment to serve until the election;
3. Take no action, thereby allowing the Los Angeles County Office of Education to order an election to fill the vacancy for the next regular election date.

Comment: In accordance with Education Code Section 5091(a), the Board of Trustees has 60 days from the date of the vacancy in which to make a provisional appointment or to call an election. This deadline is June 26, 2000. In the event the Board does not make a provisional appointment or order an election within the prescribed 60-day period, an election to fill the vacancy will be ordered for the next regular election date (November 2000) by the Los Angeles County Office of Education.

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 5, 2000

BOARD POLICY

RECOMMENDATION NO. 54

SECOND READING – BOARD POLICY SECTION 7000  
GROUNDS AND FACILITIES

It is recommended that the Board of Trustees conduct a second reading of and approve Board Policy Section 7000, Grounds and Facilities.

COMMENT: This section was presented to the Board for a first reading on May 1, 2000.

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

*Copies of Board Policy Section 7000 are available  
at posting locations and in the Office of the Superintendent/President*

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 5, 2000

INFORMATION ITEM E

GRANT SUBMITALS

<b>Title of Grant:</b>	<b>Launchpad Middle College High School (Year Four)</b>
Granting Agency:	California Community Colleges Chancellor's Office
Requested Funding:	\$150,000
Matching Funds:	N/A
Performance Period:	July 2000 – June 30, 2001
Summary:	The proposed funding will support the continued development and expansion of the "Launchpad" Middle College High School program. Goals for the 2000/2001 academic year include expanding the high school partners to increase the candidate pool and number of students served by the program and to broaden the scope of learning to incorporate up to two new career tracks (e.g., Architecture)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 5, 2000

ADJOURNMENT

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, July 10, 2000 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.

There will be a Board of Trustees Retreat on Friday and Saturday, July 14 and 15, 2000, at Shutters on the Beach, One Pico Boulevard, Santa Monica.