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

**REGULAR MEETING
MONDAY, MAY 7, 2001**

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

**5:30 p.m. - Closed Session
Business Building Room 111**

**7:00 p.m. - Public Meeting
Board Room
Business Building Room 117**

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| BOARD OF TRUSTEES | REGULAR MEETING |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 7, 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, May 7, 2001.

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

I. ORGANIZATIONAL FUNCTIONS

Page No.

- A Call to Order
- B Roll Call

II. CLOSED SESSION

- Conference with Legal Counsel – Existing Litigation
Feldman vs. Santa Monica Community College District
Case No. SC060897
- Public Employee: Employment, Discipline, Dismissal, Release,
pursuant to Government Code Section 54957

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS (Continued)

- C Pledge of Allegiance
- #1 Approval of Minutes: April 2, 2001
April 16, 2001 (Board Dialiog)
April 16, 2001 (Special Meeting/Closed Session)

IV. SUPERINTENDENT'S REPORT

- Associated Students Recognition Awards
Peter Cohl, Student
Jo Kidd, Faculty
Gina Raymond-Embry, Staff
- Annie Bird, Outgoing Student Trustee

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 Acceptance of Grants
- #3 Budget Augmentation to Existing Grants
- #4 Contracts and Consultants
 - A Raising Readers Children's Literacy Festival
 - B California State University Los Angeles for TRDP Activities
 - C Edison Language Academy
 - D Advanced Computing Technology (ACT) Center
 - E Marketing Survey
 - F Community Relations – Madison Project
 - G Economic and Facility Planning

Academic and Student Affairs

- #5 Consultants
 - A CaWORKS
 - B Disabled Students
 - C Transfer Center
 - D Matriculation
 - E Child Care
- #6 Contracts/Agreements
 - A Occupational Therapy Program
 - B Child Development and Early Childhood Program
 - C Santa Monica College Annual Fashion Show
 - D Academy of Entertainment and Technology
 - E Conference Facility for Teacher Preparation Programs
 - F Reimbursement of Expenses for College Fair Presenters
- #7 Community Services/Extension Seminars/Courses, Summer, 2001
- #8 Emeritus College Facilities, Spring, Summer, Fall, 2001
- #9 Increase of Student Health Fee

Human Resources

- #10 Personnel Commission Proposed 2001-2002 Budget
- #11 Academic Staffing, 2001-2002
- #12 Academic Personnel
- #13 Classified Personnel – Establish/Abolish Positions
- #14 Classified Personnel – Regular
- #15 Classified Personnel – Limited Term
- #16 Classified Personnel – Non Merit
- #17 Consultants

Business and Administration

- #18 Claims for Damages
- #19 KCRW: Agreement for News Service
- #20 Facilities
 - A Agreement for Architectural Services – Remodel of Former Administrative Complex – Phase 2
 - B Amendment to Agreement for Environmental Assessment – Extension to Parking Structure C
 - C Reject all Bids – Extension to Parking Structure C
 - D Contract for Facilities Project List
 - E Architectural Services – Business Computer Laboratories
 - F Architectural Services – Film Program Computer Laboratory

Business and Administration (continued)

- #21 Commercial Warrant Register
- #22 Payroll Warrant Register
- #23 Payments from Auxiliary Operations
- #24 Direct Payments
- #25 Purchasing
 - A Award of Purchase Orders
 - B Lease Agreement for Police Vehicles
 - C Declaration and Donation of Surplus Property

X. **CONSENT AGENDA – Pulled Items**

XI. **MAJOR ITEMS OF BUSINESS**

- #26 Support of Exposition Light Rail
- #27 Staff Report on Madison Site Theater
- #28 Classified Employees Week
- #29 Schedule of Board of Trustees Meetings, 2001-2002
- #30 Annual Authorization of Privileges for Student Trustee

XII. **BOARD POLICY**

- #31 Second Reading – Board Policy Section 4000, Student Services

XIII. **INFORMATION - No Action Required**

- D Grant Submittals
- E Review of District Investments
- F 2000-2001 Quarterly Budget Report

- XIV. **ADJOURNMENT:** There will be a special Board of Trustees Meeting/Dialog with the Associated Students on Monday, May 14, 2001 at 5:00 p.m. at Santa Monica College, Business Building Room 111, 1900 Pico Boulevard, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, June 4, 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.

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| BOARD OF TRUSTEES | REGULAR MEETING |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 7, 2001 |

I. ORGANIZATIONAL FUNCTIONS

A. CALL TO ORDER – 5:30 p.m.

B. ROLL CALL

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

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

Annie Bird, Student Trustee – Present (for Public Session)

II. CLOSED SESSION

- Conference with Legal Counsel – Existing Litigation
Feldman vs. Santa Monica Community College District
Case No. SC060897
- Public Employee: Employment, Discipline, Dismissal, Release,
pursuant to Government Code Section 54957

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS – 7:13 p.m.

Board Chair Annette Shamey reported that the Board took action in closed session to approve a settlement agreement with Ira Feldman in the amount of \$20,000 related to a claim for damages.

C. PLEDGE OF ALLEGIANCE – Annie Bird, Student Trustee

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| BOARD OF TRUSTEES | ACTION |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 7, 2001 |

IV. SUPERINTENDENT'S REPORT

- Clifton Dobbs presented the Honorable Mention for Outstanding Achievement by Commission on Athletics (COA) to SMC student Breana Downes.
- Faculty members Merle Arnold and Vicki Rothman introduced NIST (National Institute of Science and Technology) Interns. 110 students applied from 37 colleges and universities; 62 students were accepted.
- Ruth Logan and Peter Geltner received the 2000 Institutional Research Award for Excellence from the Research and Planning Group for CCCC.
- Jeffery Peterson thanked the Board for the successful dialog held with the managers in April.
- The Board of Trustees Dialog with Associated Students will be held on May 14.
- Spring Activities:
 - Comedy of Errors; Opera Gala; EOP&S Banquet - 5/23; Emeritus Gala Benefit - 5/24; Latino Center - 5/30; Dale Ride Reception - 5/31; Black Collegians - 6/1; ISC Graduation Dinner - 6/6; Scholarship Reception - 6/10; Graduation Reception and Graduation - 6/12-Graduation Speaker, William H. Gray, United Negro College Fund President; Reunion Breakfast - 6/13; Nursing Pinning - 6/15
- Board Policy 3000, Human Resources, has passed Academic Senate and will be presented to Board for a first reading on June 4th.
- Awards for Publications:
 - Carol Ring – (1) Silver Medal for postcards for the Madison Performance Series from the National Council for Marketing and Public Relations. (2) Third place in brochure category in statewide Community College Public Relations Organization's PRO Awards for California Virtual University brochure. SMC won first place for class schedule in statewide CCPRO contest. Bruce Smith was presented the All PRO Award, given annual to a community college public relations practitioner who exemplifies the profession. The All Pro Award is considered a lifetime achievement award.
- Classified Employees Week is May 20-26, 2001
- Recognition of Annie Bird, Outgoing Student Trustee
- Associated Students Recognition Award
 - Peter Cohl, Student
 - Jo Kidd, Faculty
 - Gina Raymond-Embry, Staff
- Report by Tom Donner on what college is doing in response to energy crisis

V. ACADEMIC SENATE REPORT

VI. CLASSIFIED SENATE REPORT

VII. COMMUNICATIONS OR PUBLIC COMMENTS

Eric Yoshida
 Michael Mino
 Lee Peterson
 Phil Hendricks

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| BOARD OF TRUSTEES | ACTION |
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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:

April 2, 2001

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

April 16, 2000 (Board Dialog)

MOTION MADE BY: Annie Bird
 SECONDED BY: Herbert Roney
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

April 16, 2000 (Special Meeting/Closed Session)

MOTION MADE BY: Margaret Quiñones
 SECONDED BY: Carole Currey
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

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| BOARD OF TRUSTEES | ACTION |
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CONSENT AGENDA

It is recommended that the Board of Trustees approve/ratify the Consent Agenda, Recommendations #2–#25.

Recommendations pulled for separate action: None

Action on Consent Agenda

MOTION MADE BY: Carole Currey
SECONDED BY: Dorothy Ehrhart-Morrison
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0
ABSTAIN: Margaret Quiñones on # 4-F and #4-G

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| BOARD OF TRUSTEES | ACTION |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 7, 2001 |

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 2 ACCEPTANCE OF GRANTS

Title of Grant: **Summer Undergraduate Research Fellowship Program**

Granting Agency: National Institute of Science and Technology (NIST)

Requested Funding: \$39,234

Matching Funds N/A

Performance Period: Summer 2001

Summary: Seven SMC students were accepted to participate in NIST's undergraduate fellowship program. The seven students were selected from a nationwide pool of 100 applicants.¹ Students will be placed in various physics laboratories located in the Washington, DC area where they will gain hands-on research experience under the supervision of NIST scientists.

¹SMC was the only community college selected to participate. A sample of other colleges/universities participating include: BYU, Bucknell, Dartmouth, Harvey Mudd, MIT, Penn State, Pomona, Rensselaer Polytechnic, Swarthmore, UCI, U of Maryland, and Wellesley.

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| Budget Augmentation: | Income | |
| | 8000 | \$39,234 |
| | Expenditures | |
| | 5000 | \$18,834 |
| | 7000 | \$20,400 |

Title of Grant: **Welfare Investment Act: Governor's 15% Set-aside**

Granting Agency: State of California Health and Human Services EDD

Requested Funding: \$350,000

Matching Funds N/A

Performance Period: April 1, 2001 – December 31, 2002

Summary: The grant will administer a demonstration project and provide services to economically disadvantaged adults who are limited in English proficiency. Utilizing a "work-first" approach, the college will provide this population with ESL instruction, short-term job training and placement in areas with high demand for trained employees. Specifically, the program will prepare students to become transit maintenance technicians.

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|----------------------|--------------|-----------|
| Budget Augmentation: | Income | |
| | 8000 | \$350,000 |
| | Expenditures | |
| | 2000 | \$239,870 |
| | 3000 | \$12,443 |
| | 4000 | \$7,687 |
| | 5000 | \$5,500 |
| | 6000 | \$35,000 |
| | 7000 | \$49,500 |

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| BOARD OF TRUSTEES | ACTION |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 7, 2001 |

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 3 **BUDGET AUGMENTATION TO EXISTING GRANTS**

- 1. Title of Grant:** **School-to-Career**
- Granting Agency: Los Angeles County Office of Education (LACOE)
- Requested Funding: \$16,000 augmentation to the existing grant.
- Matching Funds N/A
- Performance Period: April 4, 2001 – September 30, 2001
- Summary: Santa Monica College has been funded to assist LACOE in the performance of their School-to-Work (STW) grant. Funding supports a School-to-Career/Tech Prep coordinator who provides academic and occupational education services for communities throughout Los Angeles; linkages to other four-year colleges and universities; participation in STW coordination meetings; and attendance at STW-related conferences and workshops.
- Budget Augmentation:
- | | | |
|--------------|--|----------|
| Income | | |
| 8000 | | \$16,000 |
| Expenditures | | |
| 1000 | | \$14,653 |
| 3000 | | \$732 |
| 7000 | | \$615 |

2. Title of Grant: HACU/Dept. of Labor School-To-Career

Granting Agency: Hispanic Association of Colleges and Universities

Requested Funding: \$65,137 (augmenting the original \$286,896 grant for a total of \$352,033)

Matching Funds N/A

Performance Period: Extends period of performance through December 31, 2001

Summary: HACU received funding from the US Department of Labor to develop, implement, oversee and administer a post-employment, distance learning, computer-assisted mentoring/training program for TANF recipients.

Santa Monica College is one of several higher education institution partners on the grant and will serve a minimum of 100 participants, using equipment and software provided by HACU.

Budget Augmentation:

| | | |
|--------------|--|----------|
| Income | | |
| 8000 | | \$65,137 |
| Expenditures | | |
| 2000 | | \$57,768 |
| 3000 | | \$7,369 |

3. Title of Grant: California Work Opportunities and Responsibilities to Kids (CalWORKs) Allocation

Granting Agency: California Community College Chancellor's Office

Requested Funding: \$116,422

Matching Funds N/A

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

Summary: The Chancellor's Office has increased the funding level from \$552,229 to \$668,651. Total of augmentation to the budget in the amount of \$116,422.

Budget Augmentation:

| | | |
|--------------------|--|-----------|
| Income | | |
| 80000 | | \$116,422 |
| Expenditures | | |
| 10000 | | \$ 7,500 |
| 30000 | | 13,325 |
| 40000 | | 147 |
| 60000 | | 25,146 |
| 70000 | | 70,304 |
| Total Expenditures | | \$116,422 |

4. Title of Grant: Non-Credit Matriculation

Granting Agency: California Community College Chancellor's Office

Requested Funding: \$41,839.

Matching Funds N/A

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

Summary: The Chancellor's Office has increased funding levels from \$64,208 to \$106,047. Total of augmentation to the budget in the amount of \$41,839

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|----------------------|--------------------|----------|
| Budget Augmentation: | Income: | |
| | 80000 | \$41,839 |
| | Expenditures | |
| | 20000 | \$41,839 |
| | Total Expenditures | \$41,839 |

5. Title of Grant: Temporary Assistance for Needy Families (TANF) Allocation

Granting Agency: California Community College Chancellor's Office

Requested Funding: \$27,636

Matching Funds N/A

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

Summary: The Chancellor's Office has increased the funding level from \$136,877 to \$164,513. Total of augmentation to the budget in the amount of \$27,636.

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|----------------------|--------------------|----------|
| Budget Augmentation: | Income: | |
| | 80000 | \$27,636 |
| | Expenditures | |
| | 10000 | \$16,700 |
| | 20000 | 7,000 |
| | 50000 | 1,500 |
| | 60000 | 2,436 |
| | Total Expenditures | \$27,636 |

6. Title of Grant: Matriculation - Credit

Granting Agency: California Community College Chancellor's Office

Requested Funding: \$165,594

Matching Funds N/A

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

Summary: The Chancellor's Office has increased funding levels from \$935,162 to \$1,100,756. Total of augmentation to the budget in the amount of \$165,594.

| | | |
|----------------------|--------------------|-----------|
| Budget Augmentation: | Income: | |
| | 80000 | \$165,594 |
| | Expenditures | |
| | 10000 | \$92,000 |
| | 20000 | 40,000 |
| | 30000 | 33,594 |
| | Total Expenditures | \$165,594 |

7. Title of Grant: Disabled Students Programs and Services

Granting Agency: California Community College Chancellor's Office

Requested Funding: \$252,523

Matching Funds N/A

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

Summary: The Chancellor's Office has increased funding levels from \$715,334 to \$947,857. Total of augmentation to the budget in the amount of \$252,523.

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|----------------------|--------------------|-----------|
| Budget Augmentation: | Income | |
| | 80000 | \$252,523 |
| | Expenditures | |
| | 10000 | \$252,523 |
| | Total Expenditures | \$252,523 |

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| BOARD OF TRUSTEES | ACTION |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 7, 2001 |

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 4 CONTRACTS AND CONSULTANTS

4-A RAISING READERS CHILDREN'S LITERACY FESTIVAL

- 1. Memorandum of Understanding between Connections for Children and the College for collaboration on the Raising Readers Children's Literacy Festival held on April 21, 2001. The College provided the site, event set up, security, insurance and custodial services, furniture rental, stage, sound system, sign installation, decorations, T-shirts for volunteers and dignitaries and free snacks for the children.

- 2. Contract with Children's Museum of Los Angeles for an amount of \$750 for providing a performance at the Raising Reader's Children's Literacy Festival on April 21, 2001 sponsored by Santa Monica College and Connections for Children.

Funding Sources: 2000-2001 Budget: Public Programs
 Donation from Santa Monica Rotary Club

4-B CALIFORNIA STATE UNIVERSITY LOS ANGELES FOR TRDP ACTIVITIES

Contract with California State University Los Angeles (CSULA) for an amount not to exceed \$19,009 for services related to the Teacher and Reading Development Partnership Grant (TRDP) activities.

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

Performance Period: May 9, 2001 - June 30, 2001

Summary: CSULA was written into the grant as a partner with SMC to develop articulation agreements in 9 Multiple Subject Matter Teacher Preparation Program majors. This will fulfill SMC's grant obligation to CSULA's College of Arts and Letters, Charter College of Education, College of Health and Human Services, and College of Natural and Social Sciences for their efforts in producing these articulation agreements.

RECOMMENDATION NO. 4

CONTRACTS AND CONSULTANTS (Continued)

4-C EDISON LANGUAGE ACADEMY

Linda Beasley in the amount of \$300 to provide on-site support for a Mexican Folklorico dance class for 45 Edison Language Academy students during the period of May 18 through June 30, 2001.

Funding Source: 2000-2001 Budget: Planning and Development

Comment: The Edison Language Academy and Santa Monica College are entering into a collaborative venture to provide Edison students (Grades 1-5) instruction in traditional Mexican Folklorico dance. This class will be part of the after-school enrichment program and is open to all students in grades 1-5 at no charge. Edison will provide the facility as well as the publicity and registration for the class. SMC student interns will provide instructional assistance in the class.

4-D ADVANCED COMPUTING TECHNOLOGY (ACT) CENTER

Advanced Computing Technology (ACT), Inc. and Santa Monica College to host an ACT Center for a period of three (3) years. The ACT Center will be located at SMC's Office of Workforce & Economic Development on 2020 Santa Monica Blvd.

Funding Source: ACT, Inc.

Comment: An ACT Center is a facility that delivers state-of-the-art computerized training and testing services to individuals, employers, and professional organizations using computer-based technologies, the Internet, and other cutting-edge processes. It is a comprehensive and dynamic resource for developing a community's workforce and economy. The ACT Center services will include skill-specific training, continuing education courses in a broad array of disciplines, workplace skills assessments, computer-delivered certification and licensure tests for the trades and professions and distance learning.

RECOMMENDATION NO. 4

CONTRACTS AND CONSULTANTS (Continued)

4-E MARKETING SURVEY

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

Funding Source: 2000-2001 Budget: Auxiliary Fund

Comment: The purpose of this survey is to determine public attitudes towards the Santa Monica College, its programs, and its role in the community; and to get public input to help the College set its priorities with respect to its master planning and accreditation requirements.

4-F COMMUNITY RELATIONS - MADISON PROJECT

Agreement with DENNIS ZANE dba URBAN DIMENSIONS as a community relations consultant in the amount of \$3,500 per month plus expenses for the period of May 8, 2001 through October 31, 2001 assisting the District with the Madison project.

Funding Source: 2000-2001 Budget: Planning and Development

Comment: Mr. Zane will assist the District in developing a program of community outreach and public comment on the planned construction of an educational theater at the Madison site.

4-G ECONOMIC AND FACILITY PLANNING

Agreement with JOHN JALILI as an economic and facilities planning consultant in the amount of \$3,500 per month plus expenses for the period of May 8, 2001 through June 30, 2002.

Funding Source: 2000-2001 Budget: Planning and Development

Comment: Mr. Jalili will assist the District in economic and facilities planning to update the Master Plans for Education and Facilities.

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| BOARD OF TRUSTEES | ACTION |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 7, 2001 |

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 5 **CONSULTANTS**

5-A CALWORKS

An additional payment of \$2,000 to Chris Cofer, a consultant who assisted with the development of the CalWORKS Limited English Proficiency Program during winter and spring semesters for additional time spent on the grant application.

Funding Source: TANF Funds, CalWORKs Program

Comment: The consultant prepared grant for the CalWORKS Limited English Proficiency Program that was awarded to the District in the amount of \$350,000. The focus of the grant has been changed with the Governor's Office to address the needs of limited English proficient students in the transit maintenance technician program. This is an increase of \$2,000 to the contract approved by the Board of Trustees on February 12, 2001.

5-B DISABLED STUDENTS

Lisa Smolen to provide follow-up training with ten Disabled Students Services staff members on the advanced reading, study skills, and scanning features of Kurzweil 3000 on May 8, 2001 not to exceed \$150.00 (3 hours).

Funding Source: 2000-2001 Budget for Disabled Students Program

Comment: This is a scan and read program used by students with disabilities.

5-C TRANSFER CENTER

Jeff Wheeler and Bruce Beiderwell to make a presentation to SMC faculty on "Building Bridges with UCLA" on May 16, 2001 not to exceed \$250.00 each.

Funding Source: Transfer Research Grant (Third year)

Comment: Mr. Wheeler and Mr. Beiderwell are professors of Writing at UCLA.

5-D MATRICULATION

Roxanne DuVivier, Ph.D. to provide a "train the trainer" academic advisement in-service on May 21, 2001 not to exceed \$4,000 (\$1,850 plus expenses).

Funding Source: Fund Instructional Improvement (FII) Grant

Comment: To provide a "train the trainer" academic advisement in-service.

RECOMMENDATION NO. 5

CONSULTANTS (Continued)

5-E CHILD CARE

Karen Hill-Scott, amendment to increase the amount by \$5,400 and an extension through June 30, 2001.

Funding Source: 2000-2001 Budget: Academic Affairs

Comment: Dr. Karen Hill-Scott will assist in the completion of organizational activities required to facilitate the opening of the Child Care Center at the Assistance League of Santa Monica site at 1439 15th Street. These activities include completion of the state child care license application, development of a marketing plan for new enrollment, and recruitment of applicants for permanent staff positions. The amount of the original contract was \$10,000.

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| BOARD OF TRUSTEES | ACTION |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 7, 2001 |

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 6 CONTRACTS

6-A OCCUPATIONAL THERAPY PROGRAM

Department of Occupational Therapy at California State University Dominguez Hills (CSUDH) to place qualified CSUDH occupational therapy students at SMC for fieldwork for the period of May 1, 2001 through May 1, 2005.

Funding Source: No cost to the District

Comment: SMC generally has one CSUDH student at a time in a 12-week internship under the supervision of SMC occupational therapy professionals. The interns work with disabled students in support classes and activities to gain experience to become competent practitioners

6-B CHILD DEVELOPMENT AND EARLY CHILDHOOD PROGRAM

Southern California Association for the Education of Young Children (SCAEYC) for payment in an amount not to exceed \$2,501 to cover the costs of SMC Child Development students attending the SCAEYC Spring 2001 workshop.

Funding Source: Child Development Training Consortium Grant

Comment: The workshop will be held May 10, 2001. SCAEYC will waive the entrance fees for SMC students and provide needed supplies. The Board previously approved a similar item to support student attendance of the SCAEYC Fall 2000 workshop.

RECOMMENDATION NO.

CONTRACTS (Continued)

6-C SANTA MONICA COLLEGE ANNUAL FASHION SHOW

1. Contract with Park Hyatt Hotel, Los Angeles, in an amount not to exceed \$3,000, for use of its facilities for the annual *La Mode* Fashion Show, to be held May 17, 2001.

Funding Source: District Funds/Fashion Program Auxiliary Budget

Comment: The Park Hyatt Hotel will provide a room and needed equipment for the fashion show. The annual *La Mode* Fashion Show provides an opportunity for SMC fashion design students to display their work and have it judged by fashion industry representatives who provide partial sponsorship of the event.

2. International Communications Network, in an amount not to exceed \$2,100, to provide fashion models for the annual *La Mode* Fashion Show, to be held May 17, 2001.

Funding Source: Proceeds of ticket sales/Fashion Program Auxiliary Budget

Comment: International Communications Network will provide six models and a coordinator for the fashion show. The annual *La Mode* Fashion Show provides an opportunity for SMC fashion design students to display their work and have it judged by fashion industry representatives who provide partial sponsorship of the event.

6-D ACADEMY OF ENTERTAINMENT & TECHNOLOGY

Kapow, Inc. for website design May 8 through June 30, 2001 for an amount not to exceed \$5,000.

Funding Source: Title VI-B Grant

Comment: Kapow, Inc. will design and launch a website to include information about international media trends for requirements of the Title VI –B grant.

RECOMMENDATION NO.

CONTRACTS (Continued)

6-E CONFERENCE FACILITY FOR TEACHER PREPARATION PROGRAMS

Agreement with CALAMIGOS RANCH MALIBU CONFERENCE CENTER for facility use on June 2, 2001 in an amount not to exceed \$3,750.

Funding Source Teacher & Reading Development Partnership Grant (TRDP)

Comment Calamigos Ranch will provide retreat facilities and services for 50 students and faculty currently participating in the District's teacher preparation programs and Future Educators Club. Participants will evaluate TRDP's current programs and make recommendations for the next academic year.

6-F REIMBURSEMENT OF EXPENSES FOR COLLEGE FAIR PRESENTERS

Reimbursement of actual and necessary travel expenses in an amount not to exceed \$5,000 for representatives of Historically Black Colleges and Hispanic serving institutions for their attendance at the District's College Fair.

| <u>Presenter</u> | <u>Institution</u> |
|-----------------------|-----------------------------|
| Neil Abraham | Howard University |
| Anna Chavez Rivera | Monterey Bay |
| Corine Gonzalez | University of New Mexico |
| Mauricio Gonzalez | San Jose State |
| Ruben Moreno | University of Texas El Paso |
| Pamela Owens-Freeman | Prairie View A & M |
| Camille Shipman-Clark | Atlanta University |
| Dianna Voss | University of Miami |

Funding Source: Chancellor's Office Transfer and Articulation Allocation

Comment: The District invited representatives from Historically Black Colleges and Hispanic serving institutions to attend the College Fair and provide SMC students the opportunity to explore education within a different academic setting.

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| BOARD OF TRUSTEES | ACTION |
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CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 7 **COMMUNITY SERVICES/EXTENSION SEMINARS/COURSES**
SUMMER

Seminars/courses for Santa Monica College Community Services and Extensions for Summer 2001.

Funding Source: All costs will be covered by the registration fees charged.

Comment: The list of Community Services seminars and courses is on file in the Office of Academic Affairs and Community Services.

RECOMMENDATION NO. 8 **EMERITUS COLLEGE FACILITIES, SPRING, SUMMER AND FALL, 2001**

Off-campus Emeritus College classes for Spring 2001 (amendment), Summer 2001 that runs from June 18 - July 28, 2001, and the Fall 2001 which runs from August 28–December 15, 2001. Payment per class session is authorized as stated on the list.

Funding Source: 2000-2001 Budget: Emeritus College

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

RECOMMENDATION NO. 9 **INCREASE OF STUDENT HEALTH FEE**

Increase of the Student Health Fee by \$1.00 per term, from \$11 to \$12 for Fall and Spring terms and from \$8 to \$9 for summer and winter terms, effective Fall 2001.

Comment: The SMC health office has recommended this increase to accommodate the growing needs of the students. Education Code Section 76355 provides the Board of Trustees the option of increasing the student health services fee by the same percentage as the increase in the Implicit Price Deflator for State and Local Government Purchase of Goods and Services. All fees collected shall be deposited in the Student Health Fee Account in the Restricted General Fund. These fees shall be expended only to provide health services as specified in regulations adopted by the Board of Governors.

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|---|---------------|
| BOARD OF TRUSTEES | ACTION |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 7, 2001 |

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 10

**PERSONNEL COMMISSION PROPOSED
2001-2002 BUDGET**

Following is the 2000-2001 proposed budget for the Santa Monica Community College District Personnel Commission for submittal to the County for approval. The Personnel Commission Budget will be discussed as part of the District's regular budget process.

Comment: Each year by May 30th, the Personnel Commission must adopt its budget for the new fiscal year and forward the budget for approval by the Los Angeles County Superintendent of Schools. The following budget was presented at the public hearing for action at the special Personnel Commission meeting held on April 27, 2001.

The proposed budget for 2001-2002 contains funding for the current nine authorized positions on the Personnel Commission staff:

| | |
|---|--------------------------------|
| Director of Classified Personnel - vacant | Personnel Technician |
| Personnel Manager | Personnel Specialist I |
| Personnel Analyst II | Personnel Specialist - vacant |
| Personnel Analyst II | Department Secretary II-vacant |
| Personnel Analyst II – vacant | |

The increases for classified salaries and benefits include the abolishment of the Personnel Specialist vacancy and the establishment of a Personnel Analyst II position and the addition of a Personnel Analyst II position to provide testing and classification & reclassification expertise. An addition of \$5,000 has been made to Clerical - Other line item to provide for student help. All contract salary increases and step moves are included in proposed Budget.

The operating budget proposes an increase of \$8,000 for consultants to provide assistance in normal ongoing classification/compensation activities. There is a \$50,000 per year for three years set aside for a pending district wide reclassification study to be developed with the District through collective bargaining, and to be reimbursed by state mandated cost. There is an increase of \$10,000 in advertising to allow for advertising and recruitment activities in a variety of additional specialized publications and on-line, and there is a \$1,000 increase for interview rater expenses.

Capital budget is unchanged, thus continuing the technological transition in an orderly manner.

**PERSONNEL COMMISSION
PROPOSED BUDGET 2001-02**

| Category/ Account # | | 2000-01 Adj Budget | 2000-01 Projected Actual Exp | 2001-02 Proposed Budget |
|--------------------------------|--|-------------------------------|---|--|
| SALARIES | | | | |
| 23800 | Personnel Commission | 4,250 | 2,825 | 4,250 |
| 21100 | Managers | 157,744 | 153,030 | 168,941 |
| 21200 | Secretaries, Clerks | 231,124 | 164,544 | 334,366 |
| 23230 | Clerical - Other | <u>20,000</u> | <u>25,000</u> | <u>25,000</u> |
| | Subtotal Salaries | 413,118 | 345,399 | 532,557 |
| BENEFITS | | | | |
| | Pers Commissioner Health Benefits & | | | |
| | Employee Benefits (estimated at 23%) | <u>95,017</u> | <u>95,017</u> | <u>122,488</u> |
| | Total Benefits & Salaries | 508,135 | 440,416 | 655,045 |
| SUPPLIES | | | | |
| 45300 | Periodicals | 1,000 | 600 | 1,000 |
| 45500 | Direct Supplies | 8,500 | 8,500 | 9,500 |
| 45501 | Software | <u>600</u> | <u>600</u> | <u>600</u> |
| | Subtotal Supplies & Periodicals | 10,100 | 9,700 | 11,100 |
| OPERATING EXPENSE | | | | |
| 51100 | Consultants | 2,000 | 5,000 | <u>60,000*</u> |
| 52100 | Mileage | 250 | 250 | 250 |
| 52200 | Conference | 8,000 | 7,800 | 8,000 |
| 53100 | Memberships | 4,830 | 4,830 | 4,830 |
| 57300 | Legal Fees | 3,000 | 3,000 | 3,000 |
| 58200 | Printing | 610 | 180 | 610 |
| 58400 | Fingerprinting | 800 | 170 | 800 |
| | Medical | | - | - |
| 58500 | Postage | | 9 | |
| 58700 | Delivery | 600 | 218 | 600 |
| 58900 | Other | 2,350 | 3,198 | 4,000 |
| 58970 | Advertising | <u>30,000</u> | <u>33,356</u> | <u>40,000</u> |
| | Subtotal Oper Expenses | 52,440 | 58,011 | <u>122,090</u> |
| NEW EQUIPMENT | | | | |
| 64100 | New Equipment | 9,950 | 9,900 | 9,950 |
| 65200 | Purchases/Leases | <u>8,500</u> | <u>8,522</u> | <u>8,500</u> |
| | Subtotal New Equipment | 18,450 | 18,422 | 18,450 |
| TOTAL | TOTAL | 589,125 | 526,549 | <u>806,685</u> |

*Addendum: This line item includes an additional conditional \$50,000 to be designated for consultant fees for beginning of a campus wide District classification/compensation study pending District & Personnel Commission agreement, in addition to the original \$10,000 allocated for Consultants.

BOARD OF TRUSTEES

Santa Monica Community College District

ACTION

May 7, 2001

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11

ACADEMIC STAFFING FOR 2001-2002

Additional academic positions for 2001-2002: Accounting
Geology
Physical Education/Football Coach
Political Science

Funding Source: 2001-2002 Budget/Partnership for Excellence

Comment: The Collegewide Coordinating Council recommended that a portion of on-going Partnership for Excellence Funds be designated for additional full-time faculty positions for 2001-2002.

RECOMMENDATION NO. 12

ACADEMIC PERSONNEL

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

ELECTIONS

RECLASSIFY effective 6/01/01

Marvin Martinez
Former Position: Dean, Business and Industry Programs
New Position: Associate Vice-President, Planning and Development

CONTRACT

| | | |
|-----------------------|-------------------------------------|----------|
| Cramer, Timothy R. | Instructor, English Comp/Literature | 08/21/01 |
| Marasco, Judith A. | Instructor, ESL | 08/21/01 |
| Mattessich, Stefan N. | Instructor, English Comp/Literature | 08/21/01 |
| Morgan, Dana H. | Instructor, English Comp/Literature | 08/21/01 |

ADJUNCT

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

| | |
|---|---------------|
| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | May 7, 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> | |
| Personnel Analyst II (1 position) Personnel Commission, 12 mos, 40 hrs | 05/08/01 |
| Custodian NS-1 (2 positions) Operations, 12 mos, 40 hrs | 05/08/01 |
| Child Care Services Supervisor (1 position/new management classification) Child Care, 12 mos, 40 hrs | 05/08/01 |
| Warehouse Delivery Clerk I (1 position) Receiving, 12 mos, 40 hrs | 03/01/01 |
| <u>ABOLISH</u> | |
| Personnel Specialist I (1 position) Personnel Commission, 12 mos, 40 hrs | 05/08/01 |

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|---|---------------|
| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | May 7, 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 MANAGEMENT

Newport, Michael, Radio Broadcasting Operations Manager, KCRW 04/02/01

PROBATIONARY

Pedersen, Evelyne, International Education Asst, International Education 04/23/01

Saffren, Bernard, Skilled Maintenance Worker, Maintenance 04/02/01

Smith, Kyle, Events Technician, Events 04/02/01

Williams, Doris, Administrative Asst I, HPER/Athletics 04/05/01

PROMOTION

Davis, Sandra 04/23/01

Fr: Purchasing Asst, Purchasing, 12 mos, 40 hrs

To: Buyer, Purchasing, 12 mos, 40 hrs

Reytblat, Leon 04/09/01

Fr: Personnel Specialist, Personnel Commission, 12 mos, 40 hrs

To: Personnel Technician, Personnel Commission, 12 mos, 40 hrs

Tabor, Cara 04/16/01

Fr: Library Asst II, Library, 11 mos, 40 hrs

To: Library Asst III, Library, 12 mos, 40 hrs

Washington, Lynn 04/02/01

Fr: Transportation Asst, Intl Education, 12 mos, 40 hrs

To: International Student Services Asst +VH-1, Intl Education, 12 mos, 40 hrs

DESIGNATION OF CONFIDENTIAL POSITION

Davis, Norma 03/01/01

Fr: Administrative Assistant III, Student Affairs, 12 mos, 40 hrs

To: Administrative Assistant III-Confidential, Student Affairs, 12 mos, 40 hrs

VOLUNTARY REDUCTION IN HOURS/PERMANENT

Law, Desire 04/06/01

Fr: College Police Dispatcher, College Police, 12 mos, 40 hrs

To: College Police Dispatcher, College Police NS-1, 12 mos, 30 hrs

CHANGE IN WORKSHIFT/PERMANENT

Osterhout, Roy 04/16/01
Fr: Parking Security Officer, Day, 11 mos, 40 hrs, College Police
To: Parking Security Officer, NS-1, 11 mos, 40 hrs, College Police

PERMANENT EMPLOYEE WITH PROVISIONAL ASSIGNMENT

Gerard, Andrew, Acting Tutoring Coordinator-Math, Math 04/16/01 " 06/30/01
Greenfield, Cynthia, Acting Registration Enroll Coord., Admiss (ext) 02/12/01 " 04/30/01
Kamin, Gerald, Acting Tutoring Coordinator-Math, Math 04/16/01 " 06/30/01
Prestby, Tony, Acting Public Pgms Off Coord., Public Programs (ext) 04/16/01 " 04/25/01

WORKING OUT OF CLASSIFICATION

Pant, Poonam 03/28/01 " 06/30/01
Fr: Admissions and Records Clerk I, Admissions, 12 mos, 40 hrs
To: Acting Admissions and Records Clerk II, Admissions, 12 mos, 40 hrs

WORKING OUT OF CLASSIFICATION (Additional responsibilities)

Baetz, Michael, Gardener/Equipment Operator, Grds, (ext) +5% 04/01/01 " 04/30/01
Jara, Ana, Department Secretary I, International Education +10% 11/01/00 " 04/20/01
Lonney, Brant, Systems Analyst, AET +5% 07/01/00 " 06/30/01
Prestby, Tony, EOP&S Specialist, EOP&S +5% 04/26/01 " 06/30/01
Smith, Toni, Department Secretary II, LRC +2-1/2% 01/02/01 " 03/09/01
Washington, Lynn, Transportation Assistant, ISC +5% 07/01/00 " 04/01/01
Wilkie, Christine, Media Services Tech, AET/Distance Ed +16% 01/05/01 " 02/28/01
Wilkie, Christine, Media Services Tech, AET/Distance Ed +10-1/2% 03/01/01 " 06/30/01

SEPARATIONS

RELEASED FROM PROBATIONARY ASSIGNMENT

McKnight, Andre, Custodian NS-2, Operations, 12 mos, 40 hrs 04/06/01
Webster, Yvonne, Custodian NS-2, Operations, 12 mos, 40 hrs 04/20/01

RESIGNATION

Duclair, Dominique, Department Secretary I, Social Sciences, 11 mos, 40 hrs 06/15/01
Keil, John, Parking Security Officer, College Police, 11 mos, 40 hrs 05/04/01

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

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| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | May 7, 2001 |

CONSENT AGENDA: HUMAN RESOURCES

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

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

| <u>ELECTIONS</u> | <u>EFFECTIVE DATE</u> |
|---|-----------------------|
| <u>PROVISIONAL</u> | |
| Brennan, Michael, Electrician I, Maintenance | 04/02/01 “ 05/31/01 |
| Cole, Gina, Office Aide, Student Affairs | 04/02/01 “ 06/30/01 |
| Hsu, Hung Gi, Accompanist - Voice, Office of School Relations | 04/04/01 “ 06/30/01 |
| Jaguden, Gloria, Registration/Information Clerk, Student Life | 03/26/01 “ 03/30/01 |
| Kangrlou, Monique, Vocational Instr. Assistant, Cosmetology | 03/09/01 “ 06/30/01 |
| Levy, Charles, Vocational Instr. Assistant, Cosmetology | 03/09/01 “ 06/30/01 |
| Matsumoto-Trejo, Sharon, Clerical Assistant I, Science (LRC) | 05/10/01 “ 06/30/01 |
| Meadows, Leslie, Grounds Keeper, Grounds, | 04/06/01 “ 06/30/01 |
| Mizrahi, Linda, Community Services Asst., Community Serv. (ext) | 04/01/01 “ 06/30/01 |
| Navarro, Sandra, Registration/Information Clerk, Student Life | 03/26/01 “ 03/30/01 |
| Willis, Suzanne, Department Secretary II, Foundation/Instr. Adv | 04/01/01 “ 05/01/01 |
| <u>LIMITED TERM</u> (Temporary assignment not to exceed 120 working days/fiscal year) | |
| Brandao, Raquel, Registration/Information Clerk, A & R | 03/28/01 “ 06/30/01 |
| Campbell, Bonita, Department Secretary II, Mathematics (ext) | 04/02/01 “ 06/30/01 |
| Beckmann, Adrian, Bookstore Clerk/Cashier, Station 'C' | 04/16/01 “ 06/30/01 |
| Gooch, Beverly, Registration/Information Clerk, Student Life | 03/26/01 “ 03/30/01 |
| Gooch, Beverly, Registration/Information Clerk, Admissions & Recs. | 04/19/01 “ 06/30/01 |
| Hagan, Manisha, Registration/Information Clrk, Adms. & Recs. | 04/19/01 “ 06/30/01 |
| Hasenmayer, Nancy, Administrative Assistant. I, Health Science | 03/17/01 “ 04/06/01 |
| Hearns, Douglas, Registration/Information Clerk, Adms. & Recs. | 04/19/01 “ 06/30/01 |
| Holtz, Frederick, Registration/Information Clerk, Student Life | 03/26/01 “ 03/30/01 |
| Molina, Monique, Registration/Information Clerk, Student Life | 03/26/01 “ 03/30/01 |
| Pena, Felipe, Registration/Information Clerk, Student Life | 03/26/01 “ 03/30/01 |
| Rubin, Cynthia, Registration/Information Clerk, Financial Aid | 04/02/01 “ 06/30/01 |
| Sun, Ashley, Registration/Information Clerk, Admissions & Recs. | 04/09/01 “ 06/30/01 |
| <u>LIMITED TERM (Substitute)</u> | |
| Brown, Theodore, Custodian NSI, Operations | 03/30/01 “ 06/30/01 |
| Robinson, Alonzo, Custodian NSII, Operations | 04/02/01 “ 04/30/01 |
| Rogers, Cheryle, Department Secretary II, Facilities | 04/25/01 “ 06/30/01 |
| Saldana, Jorge, Custodian NSII, Operations | 04/02/01 “ 06/30/01 |
| Williams, Donnie, Custodian NS I, Operations | 04/04/01 “ 04/30/01 |

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| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | May 7, 2001 |

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 16 **CLASSIFIED PERSONNEL - NON MERIT**

All personnel assigned will be elected on a temporary basis to be used as needed in accordance with District policies and salary schedules.

ELECTIONS

STUDENT EMPLOYEES

| | |
|--|----|
| College Student Assistant \$7.00/hr | 74 |
|--|----|

| | |
|---|----|
| College Work-Study Student Assistant \$7.00/hr | 24 |
|---|----|

| | |
|---|---|
| CalWORKS Student Assistant \$7.00/hr | 5 |
|---|---|

SPECIAL SERVICES

| | |
|-------------------------|---|
| Art Model \$14.00/hr | 3 |
|-------------------------|---|

| | |
|-----------------------------------|---|
| Art Model w/Costume \$17.00/hr | 2 |
|-----------------------------------|---|

| | |
|---|---|
| Community Services Specialist I \$27.40/hr | 1 |
|---|---|

PROFESSIONAL EXPERTS

| | |
|---|---|
| Workforce and Economic Development - Project Specialist I \$3750.00/mo | 2 |
|---|---|

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

RECOMMENDATION NO. 17 **CONSULTANTS**

1. William Cloke to provide services related to a personnel matter, for a fee not to exceed \$2,000.

Funding Source: 2000-2001 Budget: Human Resources

2. Michael Bell of InPartnership Consulting and Training to provide diversity training to employees, for a fee not to exceed \$800.

Funding Source: 2000-2001 Budget: Human Resources

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| BOARD OF TRUSTEES | ACTION |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 7, 2001 |

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 18

CLAIMS FOR DAMAGES

Reject the following claims and refer the claims to the District's claims management firm.

| <u>Claimant</u> | <u>Amount</u> | <u>Date Filed</u> |
|--------------------|---|-------------------|
| Douglas Rivas | \$810.62 | April 3, 2001 |
| Comment: | Mr. Rivas alleges that his parked car was damaged by a cement block dropped from a District forklift. | |
| ATMC Incorporated | \$250.00 | April 10, 2001 |
| Comment: | ATMC, Incorporated alleges that a District cart struck their vehicle causing damage to the driver side mirror. | |
| Leo Carrillo | \$ 85.74 | April 16, 2001 |
| Comment: | Mr. Carrillo alleges a District vehicle struck his parked bicycle causing damage to the rear wheel. | |
| Carlton Crayton | unknown amount | April 19, 2001 |
| Comment: | Mr. Crayton alleges that a District vehicle struck his parked car. | |
| Minnie J. Riperton | unknown amount | April 25, 2001 |
| Comment: | The claim was filed by Neil S. Steiner, Esq. for his client Ms. Riperton who alleges that she was injured when she fell down stairs due to unsafe conditions. | |

RECOMMENDATION NO. 19

KCRW: AGREEMENT FOR NEWS SERVICE

An agreement between KCRW and ASSOCIATED PRESS for AP's NewsPower+ MAX news service for the period of May 8, 2001 through May 7, 2003. KCRW shall pay AP the amount of \$10,915.80 per year plus a one-time installation charge of \$300.00.

Funding Source: KCRW donations

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

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|---|---------------|
| BOARD OF TRUSTEES | ACTION |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 7, 2001 |

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 20 **FACILITIES:**

20-A AGREEMENT FOR ARCHITECTURAL SERVICES – REMODEL OF FORMER ADMINISTRATION COMPLEX – PHASE 2

Agreement with MEYER & ALLEN ASSOCIATES for architectural services for Phase 2 related to the remodel of the former administration complex for an not to exceed \$28,500 plus reimbursable expenses.

Funding Source: District General Fund

Comment: Meyer & Allen prepared conceptual designs for the remodel of the former administration complex to provide space for student services such as Admissions, Financial Aid, EOPS, Station C and Auxiliary Services. In order to meet the District deadline to move student services into the complex by summer, 2001, the District will act as General Contractor. Phase two will provide construction design drawings with additional detail for this purpose.

20-B AMENDMENT TO AGREEMENT FOR ENVIRONMENTAL ASSESSMENT – EXTENSION TO PARKING STRUCTURE C

Amendment to the agreement with PCR ENVIRONMENTAL for the incorporation of additional traffic information into an Environmental Assessment for an additional amount not to exceed \$5,000 plus reimbursable expenses and a time extension to June 15, 2001.

Funding Source: 1999 Certificates of Participation

Comment: The City of Santa Monica approved the Environmental Impact Report for the Extension to Parking Structure C. However, FEMA requested an Environmental Assessment to meet the NEPA standards. This has been completed. This amendment to the agreement with PCR Environmental will provide for additional research and technical work FEMA now requires to respond to public comments.

RECOMMENDATION NO. 20

FACILITIES (Continued)

20-C REJECT ALL BIDS – EXTENSION TO PARKING STRUCTURE C

Reject all bids for the EXTENSION TO PARKING STRUCTURE C project.

| <u>Bidder</u> | <u>Bid Amount</u> |
|---------------------|-------------------|
| Morely Construction | \$7,377,777 |
| Bomel Construction | \$7,858,000 |

Funding Source: FEMA/COP

Comment: Bids exceed project budget. The two phases of the project will be bid separately without changing the elements approved in the Development Agreement with City of Santa Monica.

20-D CONTRACT FOR FACILITIES PROJECT LIST

Contract with 3D International in the amount not to exceed \$120,000 to prepare a “Facilities Report for Santa Monica College” which will survey facility deficiencies and address campus needs (new construction, renovation and modernization projects, and site improvements).

Funding Source: 2000-2001 Budget: Facilities

Comment: 3D International will work with college administration and college representatives to identify and describe each of the projects.

RECOMMENDATION NO. 20

FACILITIES (Continued)

20-E ARCHITECTURAL SERVICES - BUSINESS COMPUTER LABORATORIES

Agreement with PUGH + SCARPA for architectural services associated with the Business Computer Laboratories project in an amount not to exceed \$20,000 plus reimbursable expenses.

Funding Source: Vocational & Applied Technical Education Act Funds

Comment: This project will reconfigure existing computer labs to create additional lab space.

20-F ARCHITECTURAL SERVICES - ACADEMY OF ENTERTAINMENT & TECHNOLOGY FILM PROGRAM COMPUTER LABORATORY

Agreement with PUGH + SCARPA for architectural services associated with the Academy of Entertainment Technology Film Program Computer Laboratory project in an amount not to exceed \$22,000 plus reimbursable expenses.

Funding Source: Chancellor's Office Tech Prep Innovative Practices Grant

Comment: This project will adapt an existing classroom to a facility with six edit bays and a computer laboratory for the film program at the Academy.

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|---|---------------|
| BOARD OF TRUSTEES | ACTION |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 7, 2001 |

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 21 **COMMERCIAL WARRANT REGISTER**

March 1 – March 31, 2001 4468 - 4489 \$4,862,203.69

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

RECOMMENDATION NO. 22 **PAYROLL WARRANT REGISTER**

March 1 – March 31, 2001 C1H-C – C21-N \$4,718,099.51

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

RECOMMENDATION NO. 23 **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.

March 1 – March 31, 2001 77333 - 78067 \$1,085,264

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

RECOMMENDATION NO. 24 **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.

April 1 – April 30, 2001 D34130 – D34367 \$49,026.72

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| BOARD OF TRUSTEES | ACTION |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 7, 2001 |

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 25 PURCHASING

25-A AWARD OF PURCHASE ORDERS

All orders are placed in accordance with Education Code requirements and allocated to approved budgets.

| <u>Purchase Orders - FY 2000/01</u> | <u>Total</u> |
|-------------------------------------|--------------|
| A) P. O. 76242 – 76447 | \$678,203.73 |
| B) Telephone Orders | 159,341.51 |
| C) Change Orders | 1,440,370.60 |
| D) Auxiliary Orders E4671 – E4689 | 57,827.12 |
| E) Auxiliary Change Orders | 40,914.20 |

Comment: Lists of orders placed or amended between March 21 and April 24, 2001 are part of records on file in Purchasing Department

25-B LEASE AGREEMENT FOR POLICE VEHICLES

Extend the Lease Agreement with LEASING INNOVATIONS for two Ford police vehicles for the period of April 2, 2001 through September 2, 2001. Payments will be \$1,070.57 per month.

Funding Source: 2000-2001 Budget, Student Services

Comment: The five-year lease for the two police vehicles expired in April. The District is requesting a short-term extension while obtaining pricing on replacement vehicles.

25-C DECLARATION AND DONATION OF SURPLUS EQUIPMENT

Declare as surplus the following computer equipment and authorize the District to donate the equipment to the designated organization:

One Hewlett Packard Pentium I computer, monitor, keyboard and mouse to be donated to the Chinese Historical Society of Southern California

Comment: The Chinese Historical Society is a non-profit organization dedicated to encouraging multi-cultural understanding. They will use the computer to study, document and make accessible the history of Chinese Americans.

25-D AUTHORIZATION TO PARTICIPATE IN PURCHASE AGREEMENT

The use of the Foundation of Community Colleges of California Agreement No. 0198 with K.I. COMPANIES for the purchase of furniture for the remodeled Admissions office to be located in the former administration complex in the amount of \$185,895. The FCCC Contract is valid through June 30, 2003.

Funding Source: Partnership for Excellence Funds

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

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|---|---------------|
| BOARD OF TRUSTEES | ACTION |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 7, 2001 |

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 26

SUPPORT OF EXPOSITION LIGHT RAIL

It is recommended that the Board of Trustees endorse the Exposition Light Rail, a high capacity light rail transit line from downtown Los Angeles to Santa Monica that the MTA is now considering.

Comment: The Exposition Light Rail Line will serve the many jobs; recreational, educational, and cultural opportunities; and the 837,000 people who live in this dense corridor. It will also link to L.A.'s growing rail network—the Long Beach Blue Line (busiest in the U.S.), Red Line subway, Pasadena Blue Line (opening in 2003), and planned Eastside line. Not to mention that light rail is popular and proven in nearly every major western U.S. city, from Portland to San Diego to Dallas.

The MTA Board will be voting on the Exposition Light Rail in June, 2001 and the Board of Trustees has been asked to express its support.

MOTION MADE BY: Margaret Quiñones
 SECONDED BY: Annie Bird
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

| | |
|---|---------------|
| BOARD OF TRUSTEES | ACTION |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 7, 2001 |

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 27

STAFF REPORT ON MADISON SITE THEATER

It is recommended that the Board of Trustees authorize the development of a Staff Report on Community Outreach and Approval Process for the Madison Site Theater.

Comment: The Staff Report includes historical information on the Madison Campus, a description of the existing auditorium and the proposed replacement facility, and the process for outreach and public notification for the proposed Madison Site Theater.

MOTION MADE BY: Carole Currey
 SECONDED BY: Annie Bird
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

| | |
|---|---------------|
| BOARD OF TRUSTEES | ACTION |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 7, 2001 |

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 28 **CLASSIFIED EMPLOYEES WEEK**

It is recommended that the Board of Trustees adopt the following resolution in recognition and observation of Classified Employees Week, May 20-26, 2001.

WHEREAS, classified employees provide valuable services to the College and students of the Santa Monica Community College District; and

WHEREAS, classified employees contribute to the establishment and promotion of a positive instructional environment; and

WHEREAS, classified employees play a vital role in providing for the welfare and safety of Santa Monica Community College District's students; and

WHEREAS, classified employees employed by the Santa Monica Community College District strive for excellence in all areas relative to the educational community;

THEREFORE BE IT RESOLVED, that the Santa Monica Community College District hereby recognizes and wishes to honor the contribution of the classified employees to quality education in the state of California and in the Santa Monica Community College District and declares the week of May 20-26, 2001 as Classified Employees Week in the Santa Monica Community College District.

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

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|---|---------------|
| BOARD OF TRUSTEES | ACTION |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 7, 2001 |

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 29

SCHEDULE OF BOARD OF TRUSTEES MEETINGS, 2001-2002

It is recommended that the Board of Trustees adopt the following schedule of meetings of the Board of Trustees, July, 2001 through September, 2002. **Regular** meetings are scheduled on the first Monday of each month, unless otherwise noted. Regular board meetings are held in the Board Room (Business Building Room 117) at 7:00 p.m. (5:30 p.m. if there is a closed session scheduled).

The third Monday of each month, unless otherwise noted, has been reserved for special meetings, seminars and/or workshops.

July 9, 2001 (second Monday)

July 27-28 - Summer Retreat

Evaluation of Superintendent/President and Board Self-Evaluation

August 6

August 20

September 10 (second Monday) 2000-2001 Budget Public Hearing and Adoption
(two-thirds vote required)

September 17

October 1

October 15

November 5

November 19

December 3 – *Organizational meeting*

December 17

January 14, 2002 (second Monday)

January 25-26 –Board Retreat

February 4

February 18 (Tuesday)

March 4

March 18

April 1

April 15

May 6

May 20

June 3 – Tentative 2002-2003 Budget (two-thirds vote required)
June 17

July 1

July 26-27 - Summer Retreat

Evaluation of Superintendent/President and Board Self-Evaluation

August 5

August 19

September 9 (second Monday) 2002-2003 Budget Public Hearing and Adoption
(two-thirds vote required)

September 16

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

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| BOARD OF TRUSTEES | ACTION |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 7, 2001 |

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 30 **ANNUAL AUTHORIZATION OF PRIVILEGES FOR STUDENT TRUSTEE**

It is recommended that the Board of Trustees authorize the continuation of privileges for the student trustee in accordance with Board Policy and Education Code Section 72023.5.

1. The student trustee may make and second motions.
2. The student trustee is entitled to an advisory vote which shall be recorded as such in the official minutes.
3. The student trustee may receive compensation up to the amount prescribed by Education Code Section 72425 and Board Policy. The term of compensation for the student trustee shall run from June through May.

Comment: Education Code Section 72023.5 states that Board action to determine the privileges of the student trustee is required each year by May 15th for the succeeding year.

Rights and responsibilities dealing with term, closed sessions and conference attendance are included in Board Policy.

MOTION MADE BY: Carole Currey
 SECONDED BY: Annie Bird
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

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| BOARD OF TRUSTEES | ACTION |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 1, 2000 |

BOARD POLICY

RECOMMENDATION NO. 31

**SECOND READING AND APPROVAL – BOARD POLICY
SECTION 4000, STUDENT SERVICES**

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

Comment: Section 4000, Student Services, was presented to the Board of Trustees for a first reading on April 2, 2001. Revisions resulting from the first reading have been incorporated.

MOTION MADE BY: Margaret Quiñones
 SECONDED BY: Herbert Roney
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 1 (Quiñones)

*Copies of Board Policy Section 4000 are available
 at posting locations and in the Office of the Superintendent/President*

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| BOARD OF TRUSTEES | INFORMATION |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 7, 2001 |

INFORMATION ITEM D

GRANT SUBMITTALS

Title of Grant: **Adult Education and Family Literacy Grants – Section 231**

Granting Agency: California Department of Education

Requested Funding: \$870,400 (maximum funding possible)

Matching Funds: N/A

Performance Period: 2001-2003

Summary: If funded, SMC will be reimbursed for each adult education student who attains specific benchmarks of literacy as a result of instruction. The three core performance indicator benchmarks that establish the grant award are:

- achieving a significant gain,
- completing two levels,
- and attaining a GED or high school diploma.

SMC will be reimbursed for costs incurred for the literacy program, up to the amount generated by student benchmarks. The current threshold for each student is \$100 per benchmark. The projected maximum award (assuming the projected number of students attain all the proposed benchmarks) is \$870,400.

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| BOARD OF TRUSTEES | Action |
| Santa Monica Community College District | May 7, 2001 |

INFORMATION ITEM E

REVIEW OF DISTRICT INVESTMENTS

The attached statement shows the status of District investments as of March 31, 2001 and is presented for Board review. The report provides information required by California Government Code §53646. The investment portfolio is in compliance with District investment policy and will allow the District Trust Fund to meet expenditure requirements. All investments are in government securities and high investment grade bonds and notes.

The Investment Report is available in the Office of Business Services and is included in the printed agenda.

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| BOARD OF TRUSTEES | Action |
| Santa Monica Community College District | May 7, 2001 |

INFORMATION ITEM F

2000-2001 QUARTERLY BUDGET REPORT

GENERAL FUND BUDGET SUMMARY
(AS OF MARCH 31, 2001)

| | |
|----------------------------|--------------------|
| Beginning Balance | \$ 5,670,038 |
| Income | <u>111,878,024</u> |
| Total Funds Available | \$117,548,062 |
| Less: Expenses & Transfers | 113,235,045 |
| Ending Balance | \$4,313,016 |

Comment: On a quarterly basis Business Services provides to the Board of Trustees a complete set of financial statements for all funds along with the quarterly 311Q report required by the Chancellor's Office. The third quarter report reflects the Fall and Winter activities of the College.

The Quarterly Budget Report is available in the Office of Business Services and is included in the printed agenda

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| BOARD OF TRUSTEES | ADJOURNMENT |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 7, 2001 |

ADJOURNMENT: 10:31 p.m.

The meeting will be adjourned in memory of **Everett Luckenbach**, husband of trustee Nancy Cattell-Luckenbach; and **Adoline Torres**, night shift custodian.

There will be a special Board of Trustees Meeting/Dialog with the Associated Students on Monday, May 14, 2001 at 5:00 p.m. at Santa Monica College, Business Building Room 111, 1900 Pico Boulevard, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, June 4, 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.