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

**REGULAR MEETING  
MONDAY, NOVEMBER 13, 2000**

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

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

SANTA MONICA COMMUNITY COLLEGE DISTRICT

November 13, 2000

***MINUTES***

A meeting of the Board of Trustees of the Santa Monica Community College District was held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Monday, November 13, 2000.

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

**I. ORGANIZATIONAL FUNCTIONS**

- A Call to Order
- B Roll Call

**II. CLOSED SESSION**

- \_ Conference with Legal Counsel – Existing Litigation, pursuant to Government Code Section 54956.9
- \_ Collective Bargaining, pursuant to Government Code Section 54957.6
- \_ Public Employee Discipline, Dismissal, Release, pursuant to Government code Section 54657

**III. ORGANIZATIONAL FUNCTIONS (Continued)**

- C Pledge of Allegiance
- D Installation of Student Trustee
- #1 Approval of Minutes: October 2, 2000

**IV. SUPERINTENDENT'S REPORT****V. ACADEMIC SENATE REPORT**

- \_ Robotics Project: Richard Masada

**VI. CLASSIFIED SENATE REPORT****VII. COMMUNICATIONS OR PUBLIC COMMENTS****VIII. BOARD REPORT AND COMMENTS**

IX. **CONSENT AGENDA**

Academic and Student Affairs

o.

- (Amendment) #2 Consultant for Teacher Training and Reading Development Grant
- #3 Consultant for TTIP Human Resources Fund
- #4 Partnership in Respiratory Therapy Between SMC and ELAC
- #5 Entertainment Industry Career Exploration Distance Education Class
- #6 Workforce Investment Act (WIA) Agreement
- #7 Chancellor's Office TTIP Grant
- #8 Consultant for Title VI-A
- #9 Community Service Instructors –Winter 2001
- #10 Consultant for Disabled Students Program
- #11 Consultant for Research
- #12 Consultant for Service Learning

Human Resources

- #13 Consultant for Professional Development
- #14 Consultant – Diversity Training
- #15 Consultant – Personnel Commission
- #16 Designation of Employee Voluntary Deduction
- #17 Academic Personnel
- #18 Classified Personnel - Establish/Abolish Positions
- #19 Classified Personnel - Regular
- #20 Classified Personnel - Temporary
- #21 Classified Personnel - Non Merit

Business and Administration

- #22 Claim for Damages
- #23 Consultant Agreement – Madison Theater
- #24 Grant Budget Augmentation
- #25 KCRW: Acceptance of Grant
- #26 KCRW Consultants
- #27 Payment to City of Santa Monica for Parking Structure EIR
- #28 Amendment to Agreement for Audit Services
- #29 Amendment to Tenant Lease
- #30-A Facilities: Scheduled Maintenance and Special Repairs Program
- #30-B Facilities: Award of Bid – Asbestos Abatement/Flooring Replacement  
Phase 1, Letters and Science Building
- #30-C Facilities: Award of Bid – Asbestos Abatement/Flooring Replacement  
Phase 2, Letters and Science Building
- #30-D Facilities: Award of Bid – Asbestos Abatement/Flooring Replacement,  
Liberal Arts Building
- #30-E Facilities: Award of Bid – Pool/Natatorium Demolition
- #30-F Facilities: Award of Bid, Replace Chilled Water Coil, Technology Bldg.
- #30-G Facilities: Award of Bid, Modifications to Exhaust System, Technology  
Bldg.
- #30-H Facilities: Santa Monica Assistance League Child Care Facility  
Phase 2, Change Order No. 1
- #30-I Facilities: Temporary Library Remodel, Change Order No. 1
- #30-J Facilities: Architectural Services – Library Electrical Load Center
- #30-K Facilities: 2714 Pico Blvd. Remodel Phase, Change Order No. 3
- #30-L Facilities: Media Center Interior Repairs Change Order No. 2

Business and Administration (continued)

- #30-M Facilities: Remodel 2020 Santa Monica Boulevard for Workforce and Economic Development, Change Orders No. 1, 2 and 3
- #30-N Facilities: Completion of Fire Alarm Systems Project
- #30-O Facilities: Completion of Music Reroof
- #30-P Facilities: Completion of Remodel 2020 Santa Monica Boulevard for Workforce and Economic Development
- #30-Q Facilities: Completion of Media Center Interior Repairs Project
- #30-R Facilities: Architectural Services for Art Digital Design Lab
- #30-S Facilities: Agreement for Environmental Assessment, Extension to Parking Structure C
- #31 Commercial Warrant Register
- #32 Payroll Warrant Register
- #33 Payments from Auxiliary Operations
- #34 Direct Payments
- #35-A Purchasing: Award of Purchase Orders
- #35-B Purchasing: Declaration and Donation of Surplus Property
- #35-C Purchasing: Rescission of Authorization to Participate in Purchasing Agreement and Award of Bid
- #35-D Purchasing: Award of Bid, Library Relocation

X. **CONSENT AGENDA – Pulled Items**

XI. **MAJOR ITEMS OF BUSINESS**

- #36 Academic Staffing for 2001-2002
- #37 Temporary Classified Employees Salary Increase
- #38 Accreditation Midterm Report
- #39-A Emergency Resolution for Electrical Installation
- #39-B Award of Purchase Order for Emergency Electrical Feed Installation

XII. **BOARD POLICY**

- #40 First Reading – Board Policy Section 5000, Curriculum and Instruction

XIII. **INFORMATION - No Action Required**

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

- XIV. **ADJOURNMENT:** The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, December 4, 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. This is the annual organizational meeting of the Board of Trustees.

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

SANTA MONICA COMMUNITY COLLEGE DISTRICT

November 13, 2000

I. ORGANIZATIONAL FUNCTIONSA. CALL TO ORDER – 5:30 p.m.B. ROLL CALLDorothy Ehrhart-Morrison, Chair - Present  
Annette Shamey, Vice-Chair- PresentNancy Cattell-Luckenbach- Present  
Carole Currey- Present  
Patrick Nichelson- Present  
Herbert Roney- PresentII. CLOSED SESSION (5:30 p.m.)

\_ Conference with Legal Counsel – Existing Litigation, pursuant to Government Code Section 54956.9

Santa Monica College Faculty Association vs. Santa Monica  
Community College District, et al., LASC Case No. BC 236666

\_ Collective Bargaining, pursuant to Government Code Section 54957.6

\_ Public Employee Discipline, Dismissal, Release, pursuant to Government Code Section 54657

*No action was taken in closed session.*III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS – 7:16 p.m.C. PLEDGE OF ALLEGIANCE – Richard MasadaD. INSTALLATION OF STUDENT TRUSTEEBoard Chair Dorothy Ehrhart-Morrison administered the Oath of Allegiance to  
Annie Bird and installed her as Student Trustee.RECOMENDATION NO. 1APPROVAL OF MINUTESIt is recommended that the minutes from the following meeting of the Santa Monica  
Community College District Board of Trustees be approved:

October 2, 2000 (Regular Meeting)

MOTION MADE BY: Carole Currey  
SECONDED BY: Herbert Roney  
STUDENT ADVISORY: Aye  
AYES: 6  
NOES: 0

## *Organizational Functions*

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 13, 2000

#### IV. SUPERINTENDENT'S REPORT

- Dr. Neil Schmidt, Superintendent of the Santa Monica-Malibu Unified School District, thanked the College for its support in the passage of Proposition Y; congratulated Patrick Nichelson, Annette Shamey and Margaret Quiñones on their election to the Board of Trustees; shared the results of the API (Academic Performance Index) scores and thanked the college for the great results achieved by the unified schools.
- Dr. Robertson congratulated incumbents Pat Nichelson and Annette Shamey and newly-elected trustee Margaret Quiñones.
- Santa Monica College has moved into the top ten of community college transfers to the California State University system.
- Congratulations to the Corsair for winning 27 awards, including two for general excellence, in the Journalism Association of Community Colleges' Southern California competition.
- SMC has been successful in securing funding in the amount of \$250,000 from U.S. Senate and House Appropriations Committee for the construction of the Madison Site Theater.
- Dr. Robertson has completed her year as Chair of HACU (Hispanic Association of Colleges and Universities) and will be chairing the Committee on Government Relations.
- There will be a Special Meeting/Public Hearing on Monday, December 11, 2000 regarding the exemption from the 50% law.
- The Office of Workforce and Economic Development held a wonderful event celebrating the opening of its office at Santa Monica Place.
- The Virtual Open House "Treasure I-Land" (October 9-20, 2000) invited the community to visit the college through the web. The two-week schedule included a broad array of subjects viewable at various times of the day and evening and a chance to win an I-Mac computer. The winner, student Lisa Tan, was presented with her computer.
- The Accreditation Midterm Report is presented on the agenda for Board approval. The Accrediting Commission will consider the report and take action at its January meeting.

#### V. ACADEMIC SENATE REPORT

#### VI. CLASSIFIED SENATE REPORT

#### VII. COMMUNICATIONS OR PUBLIC COMMENTS

Ruth Logan  
Phil Hendricks  
Lantz Simpson  
Lee Peterson  
Fran Manion

Brian Hutchings

**BOARD OF TRUSTEES****ACTION**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

November 13, 2000

CONSENT AGENDA

It is recommended that the Consent Agenda, Recommendations #2–#35 be approved.

Recommendations pulled for questions/comments  
and returned to Consent Agenda:

#17, #19, #30-A

Recommendation pulled for abstention:

#19 (Cattell-Luckenbach)

Action on Consent Agenda

MOTION MADE BY: Herbert Roney  
SECONDED BY: Nancy Cattell-Luckenbach  
STUDENT ADVISORY: Abstain  
AYES: 6  
NOES: 0  
ABSTAIN: Cattell-Luckenbach on #19

*Consent Agenda*

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 13, 2000

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 2      CONSULTANT FOR TEACHER TRAINING AND READING DEVELOPMENT GRANT (AMENDMENT)

It is recommended that the Board of Trustees amend the contract with Joseph Ryan to lead the implementation of the Chancellor’s Office Teacher Training and Reading Development Partnership (TRDP) grant to include actual and necessary travel related expenses associated with attendance at conferences as assigned by the District, for the period of October 3, 2000 through June 30, 2001.

Funding Source:      TRDP Grant

Comment:      The amendment is to include travel and conference related expenses incurred by the consultant. It is anticipated that TRDP will require that participating institutions send a project leader to a series of conferences held throughout the state. For example, there is a Teacher Participation conference in spring and a Teacher Recruitment conference in June, 2001.

RECOMMENDATION NO. 3      CONSULTANT FOR TTIP HUMAN RESOURCES FUND

It is recommended that the Board of Trustees authorize a contract with Productivity Point International to provide workshops on the use of Microsoft Windows, Microsoft Outlook and Adobe Photoshop programs, November 14, 2000 through June 30, 2001 for an amount not to exceed \$14,400.

Funding Source:      TTIP Human Resources fund

Comment:      Productivity Point International will provide full day workshops for groups of 16 faculty and staff each day, for several departments (including Counseling, Cosmetology, Business, Modern Languages and English), on the effective use of several computer programs.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 13, 2000

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 4      PARTNERSHIP IN RESPIRATORY THERAPY BETWEEN  
SANTA MONICA COLLEGE AND EAST LOST ANGELES  
COLLEGE

It is recommended that the Board of Trustees approve an agreement to renew the partnership between the Respiratory Therapy educational programs of Santa Monica College and East Los Angeles College, for the period of June 17, 2001 through June 16, 2006.

Santa Monica College will continue to provide one full-time faculty member; maintain the current level of adjunct faculty support; continue to offer the introductory Respiratory Therapy course on the Santa Monica College campus; continue to provide general educational and science courses to Santa Monica College students who enroll in the program; and promote the joint program on the Santa Monica College campus.

East Los Angeles College will continue to provide other full-time and adjunct faculty members required for an accredited program, continue to provide their current respiratory therapy course offerings for students of both colleges, and will be responsible for maintaining program accreditation.

Each institution grants an Associate in Arts degree to its respective students who succeed in completing specific program and general education requirements. Each institution will continue to claim appropriate apportionment for their respective student enrollments.

Comment:      The purpose of this agreement is to continue the successful partnership between the Respiratory Therapy education programs of ELAC and SMC. It represents no change in the existing agreement regarding the requirements for the two institutions.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 13, 2000

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 5      ENTERTAINMENT INDUSTRY CAREER EXPLORATION DISTANCE EDUCATION CLASS (AMENDMENT)

It is recommended that the Board of Trustees amend the contract with Bertpep Company to include the filming of interviews, instructor introduction, and lecture and interview segues for the distance education class Career Exploration in the Entertainment Industry, for the period of November 7 through December 15, 2000 in an amount not to exceed \$13,000.

Funding Source:            Virtual Multimedia Center Grant

Comment:                    This is an amendment to the action taken by the Board of Trustees October 2, 2000. The amount was increased to cover expenses related to additional duties.

RECOMMENDATION NO. 6      WORKFORCE INVESTMENT ACT (WIA) AGREEMENT

It is recommended that the Board of Trustees authorize a contract with the MIDAS GROUP to provide job placement services for eligible WIA participants referred to the MIDAS GROUP by the SMC Office of Workforce & Economic Development, for the period of November 14, 2000 through June 30, 2002.

Funding Source:            Santa Monica Place; American Airlines; Hotel and Restaurant Consortium; Title IIA or Title III (Vendor Programs)

Comment:                    The MIDAS GROUP will provide direct placement services for up to 100 program participants in three specific areas: a) Telecommunications b) Hospitality and Tourism c) Customer Services. W&ED shall pay the MIDAS GROUP, for full and complete performance of its obligations under this agreement, an amount not to exceed \$300 per confirmed placement of W&ED's referrals placed into unsubsidized employment and remaining on the job for 90 days.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 13, 2000

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 7      CHANCELLOR’S OFFICE TTIP GRANT

It is recommended that the Board of Trustees approve the Santa Monica College plan for the use of funds from the Chancellor’s Office Telecommunications grant.

Funding Source:            Chancellor’s Office Grant (\$332,793)

Comment:            This is the fourth year of the Chancellor’s Office Telecommunications and Technology Infrastructure Program Grant. Funds from the grant will be used to pay for connections to 4Cnet, satellite downlink equipment, Library automation, a Director of Technology Training, an Educational Computer Specialist, and technology human resources training for Information Technology staff and end users. All of the funds are distributed on a categorical basis and must be spent in these categories.

RECOMMENDATION NO. 8      CONSULTANT FOR TITLE VI-A

It is recommended that the Board of Trustees authorize the contract with Animatics to produce a minimum of eight one-minute animated modules to be replicated in seven different languages, November 14, 2000 through February 15, 2001, not to exceed \$40,000.

Funding Source:            Title VI-A

Comment:            These modules will be used as prototypes for foreign language lab materials. The consultant is responsible for all aspects of production. The college will produce scripts to be animated.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 13, 2000

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 9      COMMUNITY SERVICE INSTRUCTORS – WINTER 2001

It is recommended that the Board of Trustees approve the following seminars/courses for the Santa Monica College Community Services and Extension programs for Winter, 2001.

Anthony W			
New World Travels	Art of Discount Travel	40%	
Balm, Simon	Extreme Astronomy: Living and Observing The South Pole	\$120	
Barnstable P L	Modeling for All Types		12
Hr	TV Commercials/Acting Workshop	12 Hr	
Barthoff M	Art for Non-Artists	18 Hr	
Binnendyk M	Sculpting with Papier Mache	18 Hr	
Brutsche J	Watercolor on Location	24 Hr	
Catanzaro J	Substitute Teaching	40%	
Chen C I	Beginning Landscape	10 Hr	
Cherubin J	Craft a Short Story (Youth)	18 Hr	
	Poetry for Kids	9 Hr	
Chianis A D	Belly Dancing	12 Hr	
Chow Y M	Chinese Brush Painting	18 Hr	
Cline K	Introduction to Iyengar Yoga	40%	
Copeland R	Kickboxing	15 Hr	
Craig-Smith M	Reducing Stress-Self Hypnosis	3 Hr	
Demory D	Creating Your Ideal Career	40%	
Diamond K	Introduction to Feng Shui	40%	
Dighero C A	Beginning Spanish L1	50%	
	Intermediate Spanish L1		50%
Dingman E W	Professional Floral Design-Basic	15 Hr	
Drach M	Sound of French Pronunciation	40%	
Gale G I S	Metro Hollywood Tour	6 Hr	
Georgen P M	Art of Negotiation	40%	
Giannone V F			
Creative Weddings	Wedding Consultants	40%	
Gill H S	Stocks: Understanding the Market		50%
Goode D C	Beginning Karate	15 Hr	
	Karate (Youth)	10 Hr	
Gordon K	Ballroom Dance L1	40%	
Gruzen L	Letting Go of Clutter	40%	
Gullborg B L	Stretch & Slim	40%	
	Slow Stretch	40%	
House R E	Beginning Spanish L1	50%	
	Beginning Spanish L2	50%	
Jensen J			
Jensen Publications	How to Succeed as a Writer	40%	
	Buys a Home at a Discount	40%	

Jones R L	Basic Photography (2)	40%
	Beyond Basic Photography	40%
Kapaku O		
Okima Kapaku Kawika	Hawaiian Dance L1/L2	40%
Kastendiek T	Volleyball	40%
Katz H. Jr	Home Remodeling	50%
Lager E B		
Evelyn Lager	Good Grief! Its Grammar!	50%
Leichner L	Beginning German L1	18 Hr
Levyn K	East/West Coast Swing	40%
Lieberman A J	Beat the Lender	40%
Lipton L	Relevant Resumes	6 Hr
Longobart R D		
Green Thumb Bookkeeping	Basic Home Repair	50%
	Electrical Repair	50%
Lopez M	Color Photo Lab	24 Hr
Mandel R	Crocheting	12 Hr
Mann H	Standup Comedy	18 Hr
Manseau F J	Beginning Watercolor	18 Hr
	Drawing (Youth)	12 Hr
Mansfield W		
William Mansfield Seminars	Appraisal	40%
Marshall G	Home-Studio Demos	6 Hr
McDonald S	Black/White Print Lab – Advanced	40%
McCormick Yasue	Japanese Floral Design	10 Hr
Miller N		
Rounds, Miller & Associates	Mail Order Business	40%
Mojsin L	Accent Reduction for Professionals	40%
Morgen S W	Sounding Off!	3 Hr
Needle R M	Beautiful Beads	50%
Nunes J L	Exploration in Oils	18 Hr
Palen C R		
Chaos Control	Chaos Control	40%
Pampillo I	Beginning Salsa Dance L1	40%
Piscopo M	Business of Photography	12 Hr
	Portfolio Development	8 Hr
Reck L W	Mature Drivers Improvement	8 Hr
Reddick M E		
Marshall Reddick Seminars	Profit with Fixer Uppers	40%
	Vacation Timeshares	40%
Richardson L G		
Lois G. Richardson	Women and Investing	40%
Rimmon S D		
S. Rimmon & Co., Inc.	Importing/Customs	50%
	Importing/Intensive I	50%
Rives J	Pop-Up Books & Cards	
40%		
Rose E	Color Power	40%
Rounds M		
Rounds, Miller & Assoc.	Coaching & Consulting	40%
Robinson K	Fruits & Flowers in Watercolor	24 Hr
Russell M, Ph.D.	Impact of Adoption	40%
Saxon J K	Pop Songwriting L1	18 Hr
Scherillo R	Beginning Italian L1	18 Hr

Shamel A M	Intermediate Italian L1	18 Hr	
Singer D L	Black/White Print Lab	40%	
Small I D	Tai Chi Ch'uan	40%	
I. David Small	Family Trust		50%
Smith K	Japanese Calligraphy	15 Hr	

Song J	Acupressure & Stretch	9 Hr
Specktor D	Reading Patterns	3 Hr
	Textured Stitches	3 Hr
	Color Knitting	3 Hr
	Cast, Knit & Purl	3 Hr
Tarlow E		
So. Calif Boat Club, Inc.	Sailing (2)	\$118/Student
	Kayaking (4)	\$40/Student
	Rowing (1)	\$105/Student
Temp S A	Color-Theory & Practice	18 Hr
	World of Collage	18 Hr
Thacker C L	Cooking Basics	48 Hr
	One Dish Dinners	10 Hr
Unger I E	Yoga for a Healthy Back	40%
Urquhart S	Beginning Japanese L1	18 Hr
Valdivia O	Spanish for the Absolute Beginner	40%
Weiss C	Art of Scrapbooking	3 Hr
	Reframing Retreat	8 Hr
Westerfield D R	Books for Small Business	50%
	Tax Workshop	40%
	How to Chose/Buy Personal Computer	50%
Wheeler J J	Illustrating Childrens Books	18 Hr
Wickland G	Video/Digital Camera	12 Hr
Wyllie J		
James Wyllie	Horsemanship (2)	\$180/Student

### Extension

de Elejalde K	Intensive ESL – Winter 2001	150 Hr
di Rende S	Intensive ESL – Winter 2001	150 Hr
Education to Go	On-Line Computer Classes (27)	
\$29/Student		
Levin T	Intensive ESL – Winter 2001	150/Hr
Lev H C	Real Estate Principles	45/Hr
	Real Estate Exam Review	6/Hr
Miller M E	Computer Baby Steps	30%
Utas R	Computer Classes (3)	30%
Vietti F	Intensive ESL – Winter 2001	150/Hr

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 13, 2000

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 10

CONSULTANT FOR DISABLED STUDENTS PROGRAM

It is recommended that the Board of Trustees authorize an agreement with Laurie Rocha to develop apprentice placements and job opportunities for developmentally disabled college graduates from November 14, 2000 through September 30, 2001, for an amount not to exceed \$27,500 (1000 hrs. at \$27.50 per hour.)

Funding Source: Disabled Students Grant

Comment: The consultant will be responsible for developing apprentice placements and continuing job opportunities for trainees. She will recruit and evaluate community college graduates who have developmental disabilities creating individualized placement plans, placing trainees in both monitoring trainee progress, contributing to program evaluation, and other duties as assigned.

RECOMMENDATION NO. 11

CONSULTANT FOR RESEARCH

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

Funding Source: Research Grant from the Chancellor's Office

Comment: In 1998-99, Santa Monica College received a three-year grant from the Chancellor's Office in order to gain a better understanding of the needs of SMC students who transferred to both public and private four-year institutions. During the first two years of the grant, data was collected and analyzed from our transfer students now attending one of the following six four-year institutions: UCLA, USC, CSUN, LMU, Pepperdine and Mount St. Mary's. During the third and final year of the grant the consultant will help to arrange meetings to share the findings and facilitate a dialogue with faculty at both UCLA and SMC. The consultant will consult with members of the transfer Education Advisory Committee; establish contracts with three UCLA academic departments; facilitate three intersegmental meetings between SMC and UCLA faculty; and prepare a final report summarizing meeting outcomes.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 13, 2000

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 12

CONSULTANT FOR SERVICE LEARNING

It is recommended that the Board of Trustees authorize an agreement with Dr. Robert Franco to speak to SMC faculty about service learning on November 14, 2000 for an amount not to exceed \$500.00.

Funding Source: Community Service Learning Program Grant from the Chancellor's Office

Comment: Dr. Franco will speak to SMC faculty who have integrated service learning into their classes and to general faculty on the topic of integration of service learning into community colleges. Dr. Franco will also meet in a small group session with campus administrators and faculty regarding service learning.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 13, 2000

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 13

CONSULTANT- PROFESSIONAL DEVELOPMENT

It is recommended that the Board of Trustees authorize a consultant contract with ACCESSIBILITY SYSTEMS, INCORPORATED will provide a workshop on December 1, 2000 on advanced Job Access With Speech (JAWS), screenreader, facilitated by Mr. Bob Sweetman for a fee not to exceed \$450.00.

Funding Source: Professional Development Funds

Comment: Approved by the Professional Development Committee.

RECOMMENDATION NO. 14

CONSULTANT – DIVERSITY TRAINING

It is recommended that the Board of Trustees authorize a consultant contract with NORINE DRESSER to provide a diversity workshop to managers on “How to communicate in a diverse and multicultural environment” on November 15, 2000 for a fee not to exceed \$500.00.

Funding Source: Diversity Funds

Comment: This is part of an ongoing series of management training workshops for managers.

RECOMMENDATION NO. 15

CONSULTANT – PERSONNEL COMMISSION

It is recommended that the Board of Trustees authorize a consultant contract for legal services with Patricia Barrett for a fee of \$135 per hour plus expenses not to exceed \$900.

Funding Source: Personnel Commission Funds

Comment: Legal services related to pending classified employee disciplinary matter.

RECOMMENDATION NO. 16

DESIGNATION OF EMPLOYEE VOLUNTARY DEDUCTION

It is recommended that the Board of Trustees approve the following as an employee voluntary deduction:

CALIFORNIA PART-TIME FACULTY ASSOCIATION, POLITICAL ACTION COMMITTEE

Comment: This deduction is authorized pursuant to Education Code §87833.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 13, 2000

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 17

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.

ELECTIONS EFFECTIVE DATE

ADMINISTRATIVE

Ortiz, JoAnn M.	Director, Institutional Advancement	12/01/00
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HOURLY

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

LEAVES OF ABSENCE WITHOUT PAY

PERSONAL

Kurilich, Frances	Instructor, English	02/12/01 " 06/12/01
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SEPARATIONS

RETIREMENT

Brown, Maurine	Instructor, Nursing	01/02/01
Vidal, Ralph T.	Instructor, Physical Education	06/12/01
Wright, Jack L.	Counselor, EOP'S	01/02/01

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 13, 2000

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 18

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.

ESTABLISH

Clerical Asst I (1 position) LRC, Science, 11 mos, 40 hrs	11/14/00
Comm College Police Officer, VH-1 (1 position) College Police, 12 mos, 40 hrs	09/08/00
Computer Lab Instr Specialist (1 position/categorical funds) Instructional Computing, 12 mos, 30 hrs	11/14/00 " 06/30/01
Department Secretary II (1 position/categorical funds) Matriculation, 12 mos, 40 hrs	01/02/01 " 06/30/01
Department Secretary II (1 position/categorical funds) Workforce & Econ Development, 12 mos, 40 hrs	11/14/00 " 06/30/01
Parking Security Officer, NS-1 (1 position) College Police, 11 mos, 40 hrs	11/14/00

ABOLISH

Department Secretary I (1 position) Matriculation, 12 mos, 40 hrs	11/14/00
Department Secretary I (1 position) Wkforce & Econ Development, 12 mos, 40 hrs Comment: Position vacant	11/14/00
Clerical Asst I (2 positions) LRC, Science, 11 mos, 20 hrs Comment: Positions vacant	11/14/00
Parking Security Officer, NS-1 (2 positions) College Police, 11 mos, 20 hrs Comment: Positions vacant	11/14/00
Police Officer Trainee (1 position) College Police, 12 mos, 40 hrs	11/14/00

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 13, 2000

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 19

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.

EFFECTIVE DATE

ELECTIONS

PROBATIONARY

Anderson, Claudette, Dept Secretary II, Workforce/Econ Development	10/09/00
Carillo, Michael, Comm College Police Officer, College Police	0908/00
Colter, Melva, Dept Secretary I, Fashion/Photography	10/11/00
Kelly, Cindy, Clerical Asst I, College Police	10/30/00
Lang, Deborah, Dept Secretary II, Personnel Commission	10/16/00
Moreto, Basil, Director of Purchasing, Purchasing	11/27/00
Triggs, Mary, Department Secretary II, ESL	10/25/00

PROMOTIONS

Harris, Craig	11/01/00
Fr: Carpenter, Maintenance, 12 mos, 40 hrs	
To: Construction Systems Supr, Mgmt, Maintenance, 12 mos, 40 hrs	
Smith, Shirley	10/23/00
Fr: Adm/Rec Clerk II, Intl Education Ctr, 12 mos, 40 hrs	
To: Intl Student Ctr Asst, Intl Education Ctr, 12 mos, 40 hrs	
Vela, Giovanni	10/02/00
Fr: Computer Lab Instr Specialist, Instr Computing, 12 mos, 40 hrs	
To: Telecommunications Tech I, Telecomm, 12 mos, 40 hrs	

VOLUNTARY TRANSFER

Jones, Jennifer	10/23/00
Fr: Clerical Asst I, Science LRC, 11 mos, 20 hrs	
To: Clerical Asst I, College Police, 12 mos, 40 hrs	
Glaser, Raymond	10/18/00
Fr: Parking Security Officer NS-1, 11 mos, 25 hrs	
To: Parking Security Officer NS-1, 11 mos, 40 hrs	

TRANSFER/ADMINISTRATIVE

Flores, Edna	10/01/00
Fr: Department Secretary I, Modern Languages, 11 mos, 40hrs	
To: Department Secretary I, Human Resources, 12 mos. 40 hrs	

PERMANENT EMPLOYEE WITH PROVISIONAL ASSIGNMENT

Prestby, Anthony, Public Programs Office Coord, 12 mos, 40 hrs	11/01/00 “ 12/21/00
	01/02/01 “ 02/28/01

PERMANENT EMPLOYEES WITH TEMPORARY ASSIGNMENTS

Walsh, Sheila, Vocational Instructional Asst, CALWorks 08/31/00 “ 12/21/00

WORKING OUT OF CLASSIFICATION

Martinez, Dennis 07/01/00 “ 11/06/00

Fr: Cash Receipts Clerk, Aux Svcs, 12 mos, 40 hrs

To: Acting Cash Receipts Coordinator, Aux Svcs, 12 mos, 40 hrs

Nasr, Waleed (ext) 11/01/00 “ 11/22/00

Fr: Multimedia Specialist, Instr Computing, 12 mos, 40 hrs

To: Acting Internet/Web Svcs Coordinator, Instr Computing, 12 mos, 40 hrs

Martin, Sonya (ext) 10/07/00 “ 10/16/00

Fr: Personnel Manager, Pers Comm, 12 mos, 40hrs

To: Acting Director of Classified Personnel, Pers Comm, 12 mos, 40 hrs

Williams, Don 09/13/00 “ 10/31/00

Fr: Skilled Maintenance Wker, Maint, 12 mos, 40 hrs

To: Acting Plumber, Maintenance, Maint, 12 mos, 40 hrs

WORKING OUT OF CLASSIFICATION (Additional responsibilities)

Johnson, Joyce, Dept Secretary II, Human Res +10% 10/01/00 “ 12/21/00

Martin, Sonya, Personnel Mgr, Personnel Comm +31% 10/17/00 “ 12/21/00

McKeever, Kathlyne, CommunitySvces Asst, Comm Serv +7-1/2% 09/08/00 “ 12/21/00

Nevarez, Alma, Assessment Svcs Specialist, Matric + 10% 08/14/00 “12/21/00

ADVANCED STEP PLACEMENT

The employees listed have met the standards for Advanced Step Placement. Salary advance placement is retroactive to initial hire date.

Moreto, Basil, Director of Purchasing, Purchasing Step C 11/27/00

LEAVES OF ABSENCE WITH PAY

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

MEDICAL

Athanitis, Helen, Personnel Analyst, Personnel Commission 10/17/00 “ 11/05/00

Hoffman, Thelma, Adm/Rec Clk III, Admissions 09/29/00 “ 10/06/00

Iles, Dwayne, Custodian NS-2, Operations 08/30/00 “ 09/08/00

Kagen, William, Parking Security Off, College Police 09/08/00 “ 11/03/00

Longstreet, Willie, Custodian NS-2, Operations 10/11/00 “ 11/06/00

Nelson, Bernice, Custodian NS-2, Operations 09/11/00 “ 10/09/00

Portal-Purdy, Jacquelyn, Admin Asst I, Airport 10/10/00 “ 10/17/00

Redd-Walker, Beverly, Administrative Asst I, Madison 10/16/00 “ 10/27/00

Stewart, Zoe, Custodian NS-1, Operations 09/29/00 “ 11/07/00

Stokes, Clinton, Custodian NS 2, Operations 10/16/00 “ 10/31/00

MILITARY

Carter, Thomas, Auditorium Tech, Events

10/09/00 “ 10/23/00

LEAVES OF ABSENCE WITHOUT PAY

MILITARY

Carter, Thomas, Auditorium Tech, Events

10/24/00 “ 10/25/00

FAMILY MEDICAL LEAVE

Ferro, Jennifer, Radio Bdcasting Asst Director, KCRW

09/16/00 “ 10/15/00

Searcy-Ernsdorf, Stacie, Dept Sec II, Supr/Pres, (reduce 8 hrs/wk)

07/01/00 “ 12/19/00

SEPARATIONS

RESIGNATION

Hartman, Martha, Instr Asst-English, English

10/23/00

Jones, Felicia, Comm Rel Coord, Comm Relations (amended date)

10/04/00

Mahoney, Thomas, Director of Purchasing

11/10/00

Terrell, Sharon, Clerical Asst I, Science LRC

10/19/00

Thot-Johnson, Iris, Tutoring Coord-Foreign Lang, LRC

01/01/01

Wong, Doreen, Dis Student Svcs, Specialist, Dis Student Ctr

10/27/00

RETIREMENT

Goines, Sydney, Dept Secretary I, Women's Center

10/31/00

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	November 13, 2000

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO.20

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>ELECTIONS</u>	<u>EFFECTIVE DATE</u>
<u>PROVISIONAL</u> (assignment not to exceed 90 working days)	
Archambault, Alyssabeth, Radio Program Tech I, KCRW	09/02/00 “ 06/30/01
Burkey, Cynthia, Radio Program Tech I, KCRW	09/02/00 “ 06/30/01
Fay, Christopher, Radio Program Tech I, KCRW	09/02/00 “ 06/30/01
Francois, Dean, Radio Program Tech I, KCRW	09/02/00 “ 06/30/01
Hawes, Allyn, Skilled Maintenance Worker, Maint	09/29/00 “ 11/22/00
Lewis, Mitch, Radio Programming Tech I, KCRW	09/02/00 “ 06/30/01
Matthews, John, Radio Programming Tech I, KCRW	09/02/00 “ 06/30/01
Miller, Sabina, Radio Programming Tech I, KCRW	09/02/00 “ 06/30/01
Morales, Constantino, Skilled Maintenance Worker, Maint	09/11/00 “ 09/15/00
Noble, Suzanne, Department Secretary II, ESL	09/28/00 “ 10/31/00
Solis, Angelica, Clerical Assistant II, Scholars	10/18/00 “ 12/18/00
Stevens, Jacqueline, Department Secretary II, ESL	09/25/00 “ 09/27/00
Sussman-Schechter, Dena, Interp. For Hearing Imp., Dis Stu	08/28/00 “ 12/19/00
Oliva, Christina Z., Clerical Assistant II, Office of Student Life	10/20/00 “ 12/21/00
<u>CASUAL</u> (assignment not to exceed 15 hrs/wk, 15 days/month)	
Gilinsky, Hanne, Instructional Assistant, English	10/20/00 “ 12/19/00
<u>TEMPORARY</u> (Limited Term: assignment not to exceed 120 working days/fiscal year)	
Biamonte, Christina, Interp. For Hearing Impaired, Dis Stu	08/28/00 “ 12/19/00
Caffrey, Jeffrey, Media Service Tech, Media Center	09/27/00 “ 11/01/00
Clato-Day, Robert, Comp Lab Instr. Spec Academic Comp	10/03/00 “ 12/21/00
Daniel, Bethel, Bookstore Clerk/Cashier, Bookstore	10/30/00 “ 06/30/01
Franco, Jose, Registration/Information Clerk, Admissions & Rec	10/23/00 “ 06/30/01
Galloway, Patricia, Department Secretary I, Academic Senate	10/23/00 “ 12/21/00
Lee, Karen, Registration/Information Clerk, Office of Schl Rlts	10/19/00 “ 06/30/01
McMahon, Mandy, Registration/Info Clerk, Admissions & Rec	10/18/00 “ 06/30/01
Menedes, Silvia, Registration/Info Clerk, Admissions. & Rec	11/16/00 “ 06/03/01
Sun, Ashley, Registration/Info Clerk, Office of School of Rlts	10/19/00 “ 06/30/01
Tjahja, Fransiska, Interp For Hearing Impaired, Disabled Stu	08/28/00 “ 12/19/00
Traylor, Patricia, Interp For Hearing Impaired, Disabled Stu	08/28/00 “ 12/19/00

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 13, 2000

RECOMMENDATION NO. 21

CLASSIFIED PERSONNEL - NON MERIT

It is recommended that the following non-merit employee(s) be approved for temporary employment. All personnel assigned will be elected on a temporary basis to be used as needed in accordance with District policies and salary schedules.

ELECTIONS

STUDENT EMPLOYEES

College Student Assistant \$7.00/hr	121
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FEDERAL/STATE FUNDED STUDENT EMPLOYEES

College Work-Study Student Assistant \$7.00/hr	61
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TUTORIAL AIDES

\$10.50/hr	2
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PROFESSIONAL EXPERTS

Art Model \$14.00/hr	6
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Art Model w/Costume \$17.00/hr	3
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Community Services Specialist I \$27.40/hr	4
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List(s) available in the Human Resources Office and attached to permanent minutes.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 13, 2000
<u>CONSENT AGENDA: BUSINESS AND ADMINISTRATION</u>	

RECOMMENDATION NO. 22      CLAIM FOR DAMAGES

It is recommended that the Board of Trustees reject the following claims and refer the claims to the District's claims management firm.

Claim filed on October 4, 2000 by Michele K. Cox in the amount of \$85.00.

Comment: Ms. Cox alleges that her eye glasses were broken in a Physical Education class.

Claim filed on October 10, 2000 by Michael Spiegel, Attorney at Law, for his client Amal R. Khalil, for an unknown amount.

Comment: Mr. Spiegel alleges that his client sustained injury after slipping on liquid in the Cosmetology classroom.

Claim filed on October 17, 2000 by Jason Matison, Attorney at Law, for his client Madonna Lee Delanders for an estimated amount of \$200,000.

Comment: Mr. Matison alleges that his client fell and was injured while playing soccer on the John Adams Middle School field which is maintained by SMC.

Claim filed on October 18, 2000 by Gary Rose in the amount of \$158.96.

Comment: Mr. Rose alleges that a District cart hit his vehicle causing damage to the bumper.

Claim filed on October 19, 2000 by Robert B. Mobasseri, Attorney at Law, for his client Mina Torkian for an unknown amount.

Comment: Mr. Mobasseri alleges that his client sustained injury when she tripped and fell on campus.

Claim filed on October 24, 2000 by Leif Gantvoort in the amount of \$206.01.

Comment: Mr. Gantvoort alleges that while transporting scenery elements in his personal vehicle, a piece of scenery slid forward and cracked his windshield.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 13, 2000
<u>CONSENT AGENDA: BUSINESS AND ADMINISTRATION</u>	

RECOMMENDATION NO. 23      CONSULTANT AGREEMENT – MADISON THEATER

It is recommended that the Board of Trustees authorize the District to enter into an agreement with Terry Dwyer to provide consultant services to develop a fundraising/facility use agreement between Santa Monica College and the Santa Monica Repertory Theater. The fee for the consultant services shall not exceed \$3,000.

Funding Source:      District Funds

Comment:      The District has been approached by the Santa Monica Repertory Theater about being a residence performing group at Madison Theater. Mr. Dwyer is experienced at making these arrangements and his assistance is valuable to develop a productive arrangement.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 13, 2000
<u>CONSENT AGENDA: BUSINESS AND ADMINISTRATION</u>	

RECOMMENDATION NO. 24

GRANT BUDGET AUGMENTATION

It is recommended that the Board of Trustees approve the augmentation of the adopted budget fund 03 to reflect the increase in the following grants for 2000-2001:

**EOPS – CARE Grant from the Chancellor’s Office**

Original Grant: \$98,677

Increase: \$3,220

Budget amendment:

Expenditures

Student Stipends (70000): \$3,200

Income

State Income (80000): \$3,200

**EOPS Grant from the Chancellor’s Office**

Original Grant: \$800,604

Increase: \$214,488

Budget redistribution and amendment:

Expenditures

Academic Salaries (10000) \$172,367

Classified Salaries (20000) 71,090

Benefits (30000) 39,756

Books & Supplies (40000) ( 38,005)

Other Operating Exp. (50000) 10,110

Buildings & Equipment (60000) ( 83,377)

Student Stipends (70000) 42,547

Total \$214,488

Income

State Income (80000) \$214,488

**School to Career Partnership Grant**

Los Angeles County Office of Education

Original Grant: \$37,121

Increase: \$8,627

Budget amendment:

Expenditures

Academic Salaries (10000) \$5,000

Other Operating Exp.(50000) 3,627

Income

State Income (80000) \$8,627

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 13, 2000
<u>CONSENT AGENDA: BUSINESS AND ADMINISTRATION</u>	

RECOMMENDATION NO. 25

KCRW: ACCEPTANCE OF GRANT

It is recommended that the Board of Trustees authorize acceptance of the following grant for KCRW:

Title of Grant:	Organizational Support Grant	
Granting Agency:	California Arts Council	
Awarded Funding:	\$28,178	
Matching Funds:	\$28,178	
Performance Period:	November 1, 2000 – September 30, 2001	
Summary:	Community outreach, on-air program and station support	
Budget Augmentation:	<u>General Fund Restricted (03)</u>	
	Income	
	Grant income (80000)	\$28,178
	Expenses	
	Classified salary (20000)	7,886
	Supplies (40000)	780
	Contract Services (50000)	<u>\$19,512</u>
	Total Expenses	\$28,178

RECOMMENDATION NO. 26

KCRW CONSULTANTS

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

Jason Bently dba Secret Technology, Inc.: Program service for "Metropolis." Amendment of per program rate from \$100 per program to \$150 per program for an amended total not to exceed \$38,000.

Raul Campos: For services in web stream monitoring, Pro Tools Workstations maintenance and web technical assistance. Payable at \$20.00 per hour for a total not to exceed \$9,000.

David Frum: Program services for "Left, Right & Center" and other programs. Payable at a program rate not to exceed \$100 per program for "Left, Right & Center" and at varying rates for other programs for a total not to exceed \$6,700.

Evan Kleiman: Program services for "Good Food." Amendment of monthly rate from \$400 per month to \$500 per month for an amended total not to exceed \$6,500.

Candace Moyer: Promotion support for "KCRW Presents," "Sounds Eclectic" and other music projects. Payable at \$750 per month for a total not to exceed \$7,500.

Funding Source: KCRW donations

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



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 13, 2000
<u>CONSENT AGENDA: BUSINESS AND ADMINISTRATION</u>	

RECOMMENDATION NO. 30-A      FACILITIES: SCHEDULED MAINTENANCE AND SPECIAL REPAIRS PROGRAM

It is recommended that the Board of Trustees approve the filing of the Scheduled Maintenance and Special Repairs Program 2001-02 through 2005-06 with the State Chancellor's Office.

<u>District Priority</u>	<u>Project Description for 2001-2002 Budget</u>	<u>2001-02 Amount</u>
1	Replace Roof, Academy of Entertainment & Technology	\$101,914
2	Replace Chiller Unit, Technology Building	302,350
3	Replace Air Handler Bearings, Various Buildings	103,874
4	Replace Electrical Switchgear & Panels, P.E. Bldg.	297,000
5	Replace Roof, Airport Campus Art Annex	34,240
6	Replace Natural Gas Line, Airport Campus Art Annex	103,874
7	Replace Fire Alarm System, Airport Campus	202,281
8	Replace Roof, Student Health Services & Activities Bldg.	146,644
9	Replace Door Assemblies, Art, Student Health Services & Activities Bldgs.	64,703
<b>GRAND TOTAL DISTRICT AMOUNT For 2001-02</b>		<b>\$1,356,880</b>

<u>District Priority</u>	<u>Project Description for Planning for 2002-2003</u>
1	Replace Boiler/Water Storage Tank, Student Health Services & Activities Bldg.
2	Replace Restroom Floor Drains, Student Health Services & Activities Bldg.
3	Retrofit Boilers, Liberal Arts and Business Buildings
4	Repair and Exterior Paint, P.E. Building
5	Replace Floor Covering, ESL Building
6	Repair and Exterior Paint, Business Building

<u>District Priority</u>	<u>Project Description for Planning for 2003-2004</u>
1	Replace Roof, P.E. Building
2	Replace Emergency Lighting, Various Locations
3	Replace HVA/C Units, Gymnasium
4	Replace Floor Covering, Gymnasium
5	Repair and Exterior Paint, Admissions Building

<u>District Priority</u>	<u>Project Description for Planning for 2004-2005</u>
1	Replace Dust Collection System, Maintenance Building
2	Replace HVA/C Units, Amphitheater
3	Repair and Exterior Paint, M/O/W Buildings

<u>District Priority</u>	<u>Project Description for Planning for 2005-2006</u>
1	Replace HVA/C Units, Maintenance Building
2	Replace Water Valves, Student Health Services & Activities Building
3	Replace Water Lines/Valves, P.E. Building
4	Repair and Exterior Paint Deck, Stadium

Comment: The priority categories are established by the State Chancellor's Office and the District identifies its projects that fit into those categories. In the years 2002 through 2006 the listed projects will be updated to reflect any changes in the District scheduled maintenance plan prior to submittal to the State for funding in the respective years.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 13, 2000
<u>CONSENT AGENDA: BUSINESS AND ADMINISTRATION</u>	

RECOMMENDATION NO. 30-B      FACILITIES: AWARD OF BID – ASBESTOS ABATEMENT/  
FLOORING REPLACEMENT, PHASE 1 – LETTERS &  
SCIENCE BUILDING

It is recommended that the Board of Trustees award the bid for the Asbestos Abatement/Flooring Replacement, Phase 1, Letters & Science Building project to the lowest responsive bidder.

<u>Bidder</u>	<u>Bid Amount</u>
Reliable Floor Covering	\$54,500

Funding Source:      State Hazardous Substances Removal Program

Comment:      This project is 100% funded by 99/00 State Hazardous Substances Removal Program.

RECOMMENDATION NO. 30-C      FACILITIES: AWARD OF BID – ASBESTOS ABATEMENT/  
FLOORING REPLACEMENT, PHASE 2 LETTERS &  
SCIENCE BUILDING

It is recommended that the Board of Trustees award the bid for the Asbestos Abatement/Flooring Replacement, Phase 2, Letters & Science Building project to the lowest responsive bidder.

<u>Bidder</u>	<u>Bid Amount</u>
Reliable Floor Covering	\$44,850

Funding Source:      State Hazardous Substances Removal Program

Comment:      This project is 100% funded by 99/00 State Hazardous Substances Removal Program.

RECOMMENDATION NO. 30-D      FACILITIES: AWARD OF BID – ASBESTOS ABATEMENT/  
FLOORING REPLACEMENT, LIBERAL ARTS BUILDING

It is recommended that the Board of Trustees authorize the District to award the bid for the Asbestos Abatement/Flooring Replacement, Liberal Arts Building project to the lowest responsive bidder.

<u>Bidder</u>	<u>Bid Amount</u>
Reliable Floor Covering	\$21,742

Funding Source:      State Hazardous Substances Removal Program

Comment:      This project is 100% funded by 99/00 State Hazardous Substances Removal Program.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 13, 2000
<u>CONSENT AGENDA: BUSINESS AND ADMINISTRATION</u>	

RECOMMENDATION NO. 30-E      FACILITIES: AWARD OF BID – POOL/NATATORIUM DEMOLITION

It is recommended that the Board of Trustees award the bid for the POOL/NATATORIUM DEMOLITION project to the lowest responsive bidder.

<u>Bidder</u>	<u>Bid Amount</u>
Emma Corp.	\$136,000 + \$10,000 alternate
Kerry Contractors Inc.	\$220,500 + \$43,500 alternate
Pacific General Corp.	\$369,765 + \$29,000 alternate

Funding Source: FEMA/District

Comment: This project provides for the demolition of the municipal pool/natorium in preparation for the proposed Extension to Parking Structure C project. The demolition work will take place during winter session.

RECOMMENDATION NO. 30-F      FACILITIES: AWARD OF BID, REPLACE CHILLED WATER COIL, TECHNOLOGY BUILDING

It is recommended that the Board of Trustees award the bid for Replace Chilled Water Coil, Technology Building project to the lowest responsive bidder.

<u>Bidder</u>	<u>Bid Amount</u>
ACCO	\$45,164

Funding Source: State Scheduled Maintenance/District

Comment: This project is 50% funded by the 99/00 State Scheduled Maintenance and Special Repairs Program. The chilled water coil being replaced serves the complete second floor of the Technology Building.

RECOMMENDATION NO. 30-G      FACILITIES: AWARD OF BID, MODIFICATIONS TO EXHAUST SYSTEM, TECHNOLOGY BUILDING

It is recommended that the Board of Trustees award the bid for Modification To Exhaust System, Technology Building project to the lowest responsive bidder.

<u>Bidder</u>	<u>Bid Amount</u>
ACCO	\$78,203

Funding Source: District

Comment: This project will provide for the modification of exhaust fans and fresh air intakes of the air handlers of the Technology Building to minimize drawing undesirable fumes into the building air conditioning system.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 13, 2000
<u>CONSENT AGENDA: BUSINESS AND ADMINISTRATION</u>	

RECOMMENDATION NO. 30-H      FACILITIES: SANTA MONICA ASSISTANCE LEAGUE CHILD CARE FACILITY PHASE 2 – CHANGE ORDER NO. 1

It is recommended that the Board of Trustees approve Change Order No. 1 with PROCON DEVELOPMENT & ENGINEERS.

Original Contract Amount	\$71,500.00
Change Order No. 1	18,494.76
Revised Contract Amount	\$89,994.76

Funding Source:      CalWORKS Child Care Facility Grant/District

Comment:      This change order provides for Fire and Life Safety Permit items required by the City of Santa Monica Fire Department. Required items are installation of fire alarm system with dialer to main campus, water flow switches at adjacent building sprinkler system, installation of fire alarm pull station with exterior and interior bell, install a single lever locking mechanism and kick plate at main gate, and miscellaneous patch and paint associated with aforementioned required fire department installations.

RECOMMENDATION NO. 30-I      FACILITIES: TEMPORARY LIBRARY REMODEL – CHANGE ORDER NO. 1

It is recommended that the Board of Trustees approve Change Order No. 1 with PACIFIC GENERAL CONTRACTORS.

Original Contract Amount	\$515,370.00
Change Order No. 1	<u>5,692.50</u>
Revised Contract Amount	\$521,062.50

Funding Source:      FEMA/District Capital Fund

Comment:      This change order provides for a design revision to rain diverting curb at exterior wall and modifications to circulation desk casework. This change order extends the contract term by ten (10) calendar days or to a total of one hundred and ninety (190) calendar days.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 13, 2000
<u>CONSENT AGENDA: BUSINESS AND ADMINISTRATION</u>	

RECOMMENDATION NO. 30-J      FACILITIES: ARCHITECTURAL SERVICES – LIBRARY ELECTRICAL LOAD CENTER

It is recommended that the Board of Trustees ratify an agreement with ANSHEN + ALLEN for architectural services associated with the Library Load Center project for an amount not to exceed \$30,000 plus reimbursables.

Funding Source:      Prop T

Comment:              This agreement provides for architectural, structural engineering, electrical engineering and civil engineering work associated with the planning, DSA approved bid documents and construction oversight associated with the construction of an electrical load center that will serve the library expansion and renovation, PE building and the Liberal Arts building as shown in the Facilities Master Plan.

RECOMMENDATION NO. 30-K      FACILITIES: 2714 PICO BLVD. REMODEL, PHASE 1 - CHANGE ORDER NO. 3

It is recommended that the Board of Trustees approve Change Order No. 3 with TRIMAX CONSTRUCTION CORP.

Original Contract Amount	\$ 938,000.00
Change Order No. 1	19,179.59
Change Order No. 2	34,676.41
Change Order No. 3	<u>30,958.00</u>
Revised Contract Amount	\$1,022,814.00

Funding Source:      1999 COP

Comment:              This change order provides for new wrap insulation on second and third floor ductwork, additional demolition for HVA/C roof cover, additional cast iron waste line, replace deteriorated floor joists and plywood sheathing at second floor restroom, insulate existing piping, run conduits to generator location, provide lighting controls at light wells, provide additional electrical power circuits, modification to lighting, provide ceiling access panels, provide skim coating at corridor walls, relocate cables at ceiling, and install new roof drain.

This change order also provides the following credits: (\$1200.) for inspector re-inspection, (\$829.) for change to Green screen installation, (\$3107.) Owner approved substitution on windows, (\$144.) for deletion of one window, (\$2000.) deletion of elevator cab modifications, (\$1000.) delete inspector office trailer requirement and (\$1961.) rebate on carpet allowance.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 13, 2000
<u>CONSENT AGENDA: BUSINESS AND ADMINISTRATION</u>	

RECOMMENDATION NO. 30-L      FACILITIES: MEDIA CENTER INTERIOR REPAIRS  
CHANGE ORDER NO. 2

It is recommended that the Board of Trustees approve Change Order No. 2 with AFCO CONSTRUCTION.

Original Contract Amount	\$522,938
Change Order No. 1	73,414
Change Order No. 2	<u>25,835</u>
Revised Contract Amount	\$622,187

Funding Source: FEMA/District

Comment: This change order provides for owner requested connection of halon fire-suppression system to fire alarm system, modification of fan coil units, replacement of inoperative thermostats and VAV boxes, connection of exhaust fans to electrical panel, connection of exhaust fan to emergency generator, installation of new 50A receptacles for reprographic equipment, installation of two new DSA required smoke detectors, installation of owner supplied projection screen, and replacement of new door frames.

This change order also provides a credit of (\$5427.) to owner for eliminating requirement to have demountable acoustical panels. This change order also extends the contract term by 85 calendar days to a total of 403 calendar days.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 13, 2000
<u>CONSENT AGENDA: BUSINESS AND ADMINISTRATION</u>	

RECOMMENDATION NO. 30-M      FACILITIES: REMODEL 2020 SANTA MONICA BOULEVARD FOR WORKFORCE AND ECONOMIC DEVELOPMENT, CHANGE ORDERS NO. 1, NO. 2 AND NO. 3

It is recommended that the Board of Trustees approve Change Orders No. 1, No. 2 and No. 3 with GAFF GROUP INCORPORATED.

Original Contract Amount	\$146,235.43
Change Order No. 1	4,134.00
Change Order No. 2	16,293.00
Change Order No. 3	<u>17,465.00</u>
Revised Contract Amount	\$184,127.43

Funding Source: Workforce Development Grants

Comment: Change Order No. 1 provides for Building Owner's request for SMC to supply and install E-Mon D-Mon Meter, air balance on 12 relocated air registers, and perform off-hour work not included in the original bid.

Change Order No. 2 provides for emergency site conditions related to fire and life safety code compliance to rework fire sprinkler system, install seismic posts, relocation of electrical sub panel, and supply and install a new Liebert Unit at server room.

Change Order No. 3 provides for Owner requested demolition and removal of partitions at Room 517, removal of existing wall covering in 5 offices and provide new skim coat, relocation of light switches, and installation of pull strings in conduits.

RECOMMENDATION NO. 30-N      FACILITIES: COMPLETION OF FIRE ALARM SYSTEMS PROJECT

Subject to completion of punch list items by SIMPLEX TIME RECORDER COMPANY, it is recommended that the Board of Trustees authorize the Executive Vice President of Business & Administration, without further action of the Board of Trustees, to accept the project described as FIRE ALARM SYSTEMS project, as being completed upon SIMPLEX TIME RECORDER COMPANY'S completion of punch list items. The date of Final Completion and Final Acceptance shall be determined by the Executive Vice President of Business & Administration. Subject to the foregoing and in accordance with and in strict compliance with all applicable revisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance, disbursement of the final payment is authorized.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 13, 2000
<u>CONSENT AGENDA: BUSINESS AND ADMINISTRATION</u>	

RECOMMENDATION NO. 30-O                      FACILITIES: COMPLETION OF MUSIC REROOF

Subject to completion of punch list items by BEST ROOFING COMPANY, it is recommended that the Board of Trustees authorize the Executive Vice President of Business & Administration, without further action of the Board of Trustees, to accept the project described as MUSIC BUILDING REROOF project, as being completed upon BEST ROOFING COMPANY'S completion of punch list items. The date of Final Completion and Final Acceptance shall be determined by the Executive Vice President of Business & Administration. Subject to the foregoing and in accordance with and in strict compliance with all applicable revisions and requirements of the contract documents resulting thereto, upon determination of Final Completion and Final Acceptance, disbursement of the final payment is authorized.

RECOMMENDATION NO. 30-P                      FACILITIES: COMPLETION OF REMODEL 2020 SANTA MONICA BOULEVARD FOR WORKFORCE AND ECONOMIC DEVELOPMENT

Subject to completion of punch list items by GAFF GROUP INCORPORATED, it is recommended that the Board of Trustees authorize the Executive Vice President of Business & Administration, without further action of the Board of Trustees, to accept the project described as REMODEL 2020 SANTA MONICA BOULEVARD FOR WORKFORCE AND ECONOMIC DEVELOPMENT project, as being completed upon GAFF GROUP'S completion of punch list items. The date of Final Completion and Final Acceptance shall be determined by the Executive Vice President of Business & Administration. Subject to the foregoing and in accordance with and in strict compliance with all applicable revisions and requirements of the contract documents resulting thereto, upon determination of Final Completion and Final Acceptance, disbursement of the final payment is authorized.

RECOMMENDATION NO. 30-Q                      FACILITIES: COMPLETION OF MEDIA CENTER INTERIOR REPAIRS PROJECT

Subject to completion of punch list items by AFCO CONSTRUCTION COMPANY, 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 MEDIA CENTER INTERIOR REPAIRS as being complete upon AFCO CONSTRUCTION COMPANY'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.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 13, 2000
<u>CONSENT AGENDA: BUSINESS AND ADMINISTRATION</u>	

RECOMMENDATION NO. 30-R      FACILITIES: ARCHITECTURAL SERVICES FOR ART DIGITAL DESIGN LAB

It is recommended that the Board of Trustees authorize the District to enter into an agreement with PUGH + SCARPA for architectural services associated with the Art Digital Design Lab project for an amount not to exceed \$12,000 plus reimbursables.

Funding Source:      District

Comment:      This agreement provides for the planning, DSA approved bid documents and construction oversight associated with the conversion of the former Art Gallery space on campus to computer graphic lab spaces and offices.

RECOMMENDATION NO. 30-S      FACILITIES: AGREEMENT FOR ENVIRONMENTAL ASSESSMENT – EXTENSION TO PARKING STRUCTURE C

It is recommended that the Board of Trustees authorize the District to enter into the following agreements for the period of October 15, 2000 through November 30, 2000 to provide an Environmental Assessment to meet NEPA (National Environmental Protection Act) requirements for the FEMA review of the Extension to Parking Structure C project:

KAKU ASSOCIATES in the amount not to exceed \$15,000 plus reimbursable expenses to provide an additional intersection study and update the traffic study for the project.

PCR ENVIRONMENTAL in the amount not to exceed \$40,000 plus reimbursable expenses to incorporate the additional traffic information and finalize an Environmental Assessment.

Funding Source:      FEMA

Comment:      There are additional NEPA requirements for FEMA review of the Extension to Parking Structure C project. These requirements are not addressed in the Environmental Impact Report which was conducted at the direction of the City of Santa Monica. The consultants will work in conjunction to provide a document that will meet the NEPA requirements.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	November 13, 2000

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 31                      COMMERCIAL WARRANT REGISTER

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

September 1 – September 30, 2000                      4358 - 4377                      \$3,399,513.18

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

RECOMMENDATION NO. 32                      PAYROLL WARRANT REGISTER

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

September 1 – September 30, 2000                      C1B – C2C-N                      \$4,944,528.10

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

RECOMMENDATION NO. 33                      PAYMENTS FROM AUXILIARY OPERATIONS

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

September 1 – September 30, 2000                      74125 - 74619                      \$3,139,944

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

RECOMMENDATION NO. 34                      DIRECT PAYMENTS

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

October 1 – October 31, 2000                      D33297 – D33469                      \$24,100.82

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	November 13, 2000

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 35-A      PURCHASING: AWARD OF PURCHASE ORDERS

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

<u>Purchase Orders - FY 2000/01</u>	<u>Total</u>
A) P. O. 75388 – 75687	\$2,559,003.71
B) Telephone Orders	77,756.28
C) Change Orders	85,002.87
D) Auxiliary Orders	239,283.84
E) Auxiliary Change Orders	-0-

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

RECOMMENDATION NO. 35-B      PURCHASING: DECLARATION AND DONATION OF SURPLUS EQUIPMENT

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

25 Hewlett Packard computers, monitors, and keyboards to be donated to DANIEL WEBSTER MIDDLE SCHOOL.

It is further recommended that the Board of Trustees approve the Associated Student donation of the following computer equipment:

10 Hewlett Packard computers, monitors, and keyboards to be donated to the 88<sup>th</sup> STREET TEMPLE COMMUNITY CENTER.

9 Hewlett Packard computers, monitors, and keyboards to be donated to the PICO NEIGHBORHOOD YOUTH & FAMILY COLLABORATION

Comment: Daniel Webster Middle School will use the computers in a student training computer lab. The Associated Students are donating computers that have been replaced in the Directors' offices. The 88<sup>th</sup> Street Temple Community Center and the Pico Neighborhood Youth & Family Collaboration will use the computers in community training centers that target at-risk youth.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 13, 2000
<u>CONSENT AGENDA: BUSINESS AND ADMINISTRATION</u>	

RECOMMENDATION NO. 35-C      PURCHASING: RESCISSION OF AUTHORIZATION TO PARTICIPATE IN PURCHASING AGREEMENT AND AWARD OF BID

It is recommended that the Board of Trustees rescind the approval to use the State of California Department of General Services Contract No. 1-00-23-17-01, Vehicles, for the purchase of one shuttle bus.

Comment:      The vehicles on the Department of General Services contract did not meet the needs of the District.

It is further recommended that the Board of Trustees approve the award of Bid No. 0001-B6 for a shuttle bus to the lowest acceptable bidder:

<u>Bidder</u>	<u>Bid Amount</u>
Sunset Bus & Commercial, Inc.	\$64,411.38

Funding Source:      50% Associated Students funds donated to the District  
50% District General Fund

Comment:      The shuttle will be used to transport students between the main campus and off-site campuses. Bids were solicited through newspaper advertisement and a general mailing. Only one acceptable bid was received.

RECOMMENDATION NO. 35-D      PURCHASING: AWARD OF BID – LIBRARY RELOCATION

It is recommended that the Board of Trustees ratify the award of Bid No. 0001-B3 for the Library relocation to the lowest acceptable bidder:

<u>Bidder</u>	<u>Bid Amount</u>
National Library Relocations, Inc.	\$35,500.00
William B. Meyer, Inc.	75,417.00

Funding Source:      FEMA

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 13, 2000

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 36

ACADEMIC STAFFING FOR 2001-2002

It is recommended that the Board of Trustees approve the following academic positions for 2001-2002:

- Archaeology
- Art Drawing/Painting
- Biology – General
- Chemistry – General
- Computer Animation
- Computer Applications
- Computer Science/Programming
- Counselor – Disabled Students Center (categorically funded)
- Counselor – Matriculation/Orientation (categorically funded)
- Dance – Ballet
- English – Composition/Literature
- English – Reading/Composition
- ESL
- Interactive Media
- Librarian (Bibliographic Instruction)
- Mathematics – College Level
- Nursing
- Online Communication
- Speech

Funding Source: District Funds, DSPS, Matriculation

Comment: This recommendation to hire 19 new faculty members is the result of consultation with the college leadership through the Collegewide Coordinating Council. If approved, the hirings will permit the college to meet its AB 1725 full-time obligation as controlled by Title 5, Sections 51025 and 53300.

MOTION MADE BY: Annette Shamey  
 SECONDED BY: Carole Currey  
 STUDENT ADVISORY: Aye  
 AYES: 6  
 NOES: 0

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 13, 2000

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 37      TEMPORARY CLASSIFIED EMPLOYEES SALARY INCREASE

It is recommended that the Board of Trustees approve a 3 percent increase for temporary classified employees, effective December 1, 2000.

COMMENT:      This action provides increases which are parallel to those given to unit employees covered by the collective bargaining agreement with California School Employees Association.

MOTION MADE BY:      Carole Currey  
 SECONDED BY:      Herbert Roney  
 STUDENT ADVISORY:      Abstain  
 AYES:      6  
 NOES:      0

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 13, 2000

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 38

ACCREDITATION MIDTERM REPORT

It is recommended that the Board of Trustees approve the Accreditation Midterm Report for submission to the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges.

Funding Source: No cost to the District.

Comment: In the third year following an accreditation team visit, each institution is required to submit a midterm report describing the status of the institution's response to the recommendations of the visiting team. This report reflects the substantial progress Santa Monica College has made in responding to the five team recommendations and to various planning issues identified in the 1998 institutional self-study. The team's recommendations and the College's self-identified planning issues have been central to the development of institutional objectives in each year's update of the *Master Plan for Education*.

MOTION MADE BY: Carole Currey  
 SECONDED BY: Annette Shamey  
 STUDENT ADVISORY: Abstain  
 AYES: 6  
 NOES: 0

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 13, 2000

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 39-A      EMERGENCY RESOLUTION FOR ELECTRICAL INSTALLATION

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

Electrical work needed to eliminate a dangerous condition that exists due to uninterruptible power system equipment operating at a dangerous capacity because of inadequate conduit, equipment and wire installation in the Information Management main equipment room. The estimated cost is approximately \$37,000.

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

Comment:      The District recently upgraded server equipment which has added 15% load to the uninterruptible power system (UPS). The UPS is operating at 90% capacity because of inadequate conduit size, equipment and wiring rather than the maximum safe capacity of 75%. The potential for equipment damage and database corruption jeopardizes critical applications including Internet, Intranet, Email, printing, administrative information systems and other network services. Public Contract Code Section 20654 authorizes the Board of Trustees to take this emergency action.

MOTION MADE BY:                  Herbert Roney  
 SECONDED BY:                      Nancy Cattell-Luckenbach  
 STUDENT ADVISORY:              Aye  
 AYES:                                      6  
 NOES:                                      0

RECOMMENDATION NO. 39-B      AWARD OF PURCHASE ORDER FOR EMERGENCY ELECTRICAL FEED INSTALLATION

It is recommended that the Board of Trustees award a purchase order to ELECTRICAL & COMMUNICATIONS, INC. in the amount of \$36,920.88 to install, energize and test the new electrical feed for the Uninterruptible Power System in Information Management.

Funding Source:                  District General Fund

MOTION MADE BY:                  Herbert Roney  
 SECONDED BY:                      Nancy Cattell-Luckenbach  
 STUDENT ADVISORY:              Aye

AYES: 6  
NOES: 0

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 13, 2000

BOARD POLICY

RECOMMENDATION NO. 40

FIRST READING – BOARD POLICY  
SECTION 5000, CURRICULUM AND INSTRUCTION

It is recommended that the Board of Trustees conduct a first reading of the Board Policy Section 5000, Curriculum and Instruction.

COMMENT: This section is presented for Board consideration following an comprehensive review and revision process to update the entire Board Policy/Administrative Regulations Manual.

MOTION MADE BY: Carole Currey  
 SECONDED BY: Nancy Cattell-Luckenbach  
 STUDENT ADVISORY: Aye  
 AYES: 6  
 NOES: 0

*Copies of Board Policy Section 5000 are available  
 in the Office of the Superintendent/President*

**BOARD OF TRUSTEES****INFORMATION**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

November 13, 2000

INFORMATION ITEM EREVIEW OF DISTRICT INVESTMENTS

The attached statement shows the status of District investments as of September 30, 2000 and is presented for Board review. The report provides information required by California Government Code §53646. The investment portfolio is in compliance with District investment policy and will allow the District Trust Fund to meet expenditure requirements for the next six months. All investments are in government securities and high investment grade bonds and notes.

*Detailed pages are included in printed minutes and available in the Office of Business and Administration and the Superintendent's Office.*

**BOARD OF TRUSTEES****INFORMATION**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

November 13, 2000

INFORMATION ITEM F2000-2001 QUARTERLY BUDGET REPORTGENERAL FUND BUDGET SUMMARY  
(AS OF SEPTEMBER 30, 2000)

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

Comment: On a quarterly basis Business Services provides to the Board of Trustees a complete set of financial statements for all funds along with the quarterly 311Q report required by the Chancellor's Office. The first quarter report does not reflect the Fall activities of the District and therefore is not significant in predicting annual figures.

*Detailed pages are included in printed minutes and available in the Office of Business and Administration and the Superintendent's Office.*

**BOARD OF TRUSTEES****INFORMATION**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

November 13, 2000

INFORMATION ITEM GSUBMITTAL OF GRANTS

**Title of Grant:** **Middle College High School: "Launch Pad"**

Granting Agency: Chancellor's Office, California Community Colleges

Project Developer/Dept. Julie Yarrish

Requested Funding: \$150,000

Matching Funds \$150,000

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

Summary: The proposed funding will support the continued development and implementation of the "Launchpad" program which provides Los Angeles area high school students an opportunity to take college courses to prepare them to enter the Academy of Entertainment & Technology.

**Title of Grant:** **CalWORKs/TANF**

Granting Agency: Chancellor's Office, California Community Colleges

Project Developer/Dept. Tracey Ellis

Requested Funding: \$833,164

Matching Funds N/A

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

Summary: Funding provides CalWORKs program services for fiscal year 2000/2001 including work-study/child care for CalWORKs recipients. Funding also supports the program coordination, counseling and case management; curriculum redesign and job development activities.

**Title of Grant:** **Workforce Investment Act (WIA) Governors 15% Discretionary Funds: “Training Tomorrow’s Workforce Today”**

Granting Agency: California Workforce Investment Board

Project Developer/Dept. Elmer Bugg, Workforce & Economic Development

Requested Funding: \$703,300

Matching Funds \$359,847 (Source: \$135,056 from SMC in-kind and \$224,791 from collaborative partners)

Performance Period: November 7, 2000 – June 30, 2001

Summary: The Governor’s 15% Discretionary Funds grant represents a collaborative effort between SMC’s Office of Workforce and Economic Development, Soledad Enrichment Action Charter School and other community-based organizations.

The grant addresses two strategic priority areas: workforce literacy and business and workforce performance improvement. This will be accomplished through the achievement of two key objectives:

1. Training in three strategic areas (Telecommunications, Customer Service and Hospitality/Tourism; and
2. The creation of employment opportunities for area residents, including those receiving public assistance.

**Title of Grant:** **PACE: Training/Retraining Childcare Providers and Center Staff**

Granting Agency: Yosemite Community College & Child Development Training Consortium

Project Developer/Dept. Gwen Dophna and Michelle Johnson

Requested Funding: \$40,460

Matching Funds N/A

Performance Period: January 2001 – March 2002

Summary:

Funding will be used to provide tuition, books, and other fees for up to 14 low-income students enrolled in the college's Early Childhood Education program.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 13, 2000

ADJOURNMENT: 10:02 p.m.

The meeting was adjourned in memory of **James Bart Blakely**, grandfather of Toni Trives; **Izeyl H. Goodrich**, mother of Marilyn Goodrich, in the Office of Matriculation, **Michael Horan**, brother of Campus Police Chief Eileen Miller and Margaret Maddox, **Annette Laporte**, relative of Trustee Patrick Nichelson, and **Arthur W. Saunders**, father of Edie Tesdahl in the Business Department.

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

This is the annual organizational meeting of the Board of Trustees. The agenda will include the following organizational functions:

- Installation of newly-elected trustees
- Election of officers
- Seating of the Board of Trustees
- Election of Trustee Liaisons
- Authorized Signature Resolutions

There will be a special meeting/public hearing on Monday, December 11, 2000 at 7 p.m. in the Board Room (Business Building Room 117) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.