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

**REGULAR MEETING  
MONDAY, AUGUST 5, 2002**

**Santa Monica College  
Academy of Entertainment Technology  
1660 Stewart Street  
Santa Monica, California**

**Closed Session  
Academy Conference Room**

**Public Meeting  
Room 235  
(Second Floor Screening Room)**

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

SANTA MONICA COMMUNITY COLLEGE DISTRICT

August 5, 2002

**MINUTES**

A meeting of the Board of Trustees of the Santa Monica Community College District was held at the Santa Monica College Academy of Entertainment and Technology, 1660 Stewart Street, Santa Monica, California, on Monday, August 5, 2002.

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**

- Public Employee: Employment, Discipline, Dismissal, Release Pursuant to Government Code Section 54957

**III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS**

- C Pledge of Allegiance
- #1 Approval of Minutes: July 1, 2002 (Regular Meeting)  
July 26-27, 2002 (Retreat)

**IV. SUPERINTENDENT'S REPORT**

- *Distance Education Presentation*

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

- #2 Acceptance of Grants
- #3 Contracts and Consultants
  - A Teacher and Reading Development Partnership (TRDP)
  - B Renewal of Rental of the Culver City Fire Department Training Space
  - C Community Services/Extension Seminars/Courses, Fall 2002
  - D Facilities for Noncredit Instruction
  - E Grant Writing Services

### **Academic and Student Affairs**

- #4 Contracts and Consultants
  - A Events
  - B Storytelling Class, 2002-2003
  - C Work Study Contracts
  - D Real-Time Captioning Services
  - E Sign Language Interpreters
  - F Consultants for Disabled Students

### **Human Resources**

- #5 Contracts and Consultants
  - A Focus Group Facilitators
  - B Mediation Services
  - C Hearing Officer
  - D Classification and Compensation Study
- #6 Academic Personnel
- #7 Classified Personnel – Establish/Abolish Positions
- #8 Classified Personnel – Regular
- #9 Classified Personnel – Limited Duration
- #10 Classified Personnel – Non Merit

### **Business and Administration**

- #11 Claims for Damages
- #12 Amended Gann Limit, 2002-2003
- #13 Contracts and Consultants
  - A Risk Management Agreements
  - B Agreement for Advertising Services
- #14 Facilities
  - A Mechanical Engineering Services, Remodel Temporary Library Building Project
  - B Amendment to Agreement for Civil Engineering Services, Extension to Parking Structure C, Phase 2
  - C Change Order No. 1, ABR/Restroom Building, Airport Campus
  - D Amendment to Agreement for Architectural Services, Parking Structure Entrance
  - E ~~Amendment to Agreement for Architectural Services—Remodel of Art Complex North Wing (Recommendation pulled)~~
  - F Amendment to Agreement for Architectural Services – Renovation, Main Stage Project
  - G Agreement for Architectural Services-Remodel of Building 5 at 3171 Centinela
  - H Amendment to Agreement for Architectural Services – Earthquake Replacement Liberal Arts Building
  - I Amendment to Lease Agreement for 2020 Santa Monica Blvd.
- #15 Commercial Warrant Register
- #16 Payroll Warrant Register
- #17 Payments from Auxiliary Operations
- #18 Direct Payments
- #19 Purchasing
  - A Award of Purchase Orders
  - B Award of Bid – Media Center Copiers

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

XI. **MAJOR ITEMS OF BUSINESS**

#20 SMC Vision, Mission and Goals

XII. **INFORMATION - No Action Required**

D Submittal of Grants

E Review of District Investments

F Report from Citizens' Bond Oversight Committee

XIII. **ADJOURNMENT:** The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, September 9, 2002 at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California.

<b>BOARD OF TRUSTEES</b>	<b>REGULAR MEETING</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 5, 2002

I. ORGANIZATIONAL FUNCTIONS

A. CALL TO ORDER – 6:00 p.m.

B. ROLL CALL

Dr. Patrick Nichelson, Chair - Excused Absence  
Herbert Roney, Vice-Chair - Present  
Dr. Nancy Cattell-Luckenbach - Present  
Carole Currey - Present  
Dr. Dorothy Ehrhart-Morrison - Present  
Dr. Margaret Quiñones - Present  
Annette Shamey - Present  
Allison Sandera, Student Trustee - Present

II. CLOSED SESSION

- Public Employee: Employment, Discipline, Dismissal, Release Pursuant to Government Code Section 54957

Report of Action taken in Closed Session

*Board Vice-Chair Herbert Roney reported that the Board of Trustees took unanimous action in closed session to dismiss a classified employee.*

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS – 7:03 p.m.

C. PLEDGE OF ALLEGIANCE – Katharine Muller

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 5, 2002

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:

July 1, 2002 (Regular Meeting)

MOTION MADE BY: Nancy Cattell-Luckenbach  
 SECONDED BY: Dorothy Ehrhart-Morrison  
 STUDENT ADVISORY: Aye  
 AYES: 6  
 NOES: 0  
 ABSENT: 1 (Patrick Nichelson)

July 26-27, 2002 (Retreat)

MOTION MADE BY: Annette Shamey  
 SECONDED BY: Allison Sandera  
 STUDENT ADVISORY: Aye  
 AYES: 6  
 NOES: 0  
 ABSENT: 1 (Patrick Nichelson)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 5, 2002

IV. SUPERINTENDENT'S REPORT

- The long-awaited and successful opening of the pool was July 17<sup>th</sup>
- Santa Monica Relay for Life was held on Corsair Field, August 3-4. \$58,000 was raised which exceeded the goal of \$30,000. Thanks to all who participated and special thanks to Charlie Yen, Mark Kessler and Tony Prestby.
- Election of Department Chairs was conducted
- The summer Board Retreat was held on July 26-27<sup>th</sup>
- Winniphred Stone reported on the Distance Education program
- Judy Schwartz reported on TRDP (Teacher Reading Development Partnership)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 5, 2002

CONSENT AGENDA

It is recommended that the Board of Trustees approve/ratify the Consent Agenda, Recommendations #2-#19.

Recommendations pulled for questions and returned to Consent Agenda: #2, #5-D

Recommendation pulled for abstention: #9 (Cattell-Luckenbach, Quiñones)

Action on Consent Agenda

MOTION MADE BY: Margaret Quiñones  
 SECONDED BY: Carole Currey  
 STUDENT ADVISORY: Aye  
 AYES: 6  
 NOES: 0  
 ABSENT: 1 (Patrick Nichelson)  
 ABSTAIN: Nancy Cattell-Luckenbach and Margaret Quiñones on #9



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 5, 2002

CONSENT AGENDA: PLANNING AND DEVELOPMENT

**RECOMMENDATION NO. 2**

**ACCEPTANCE OF GRANTS**

**Title of Grant:** Pico Partnership/On The Move (Renewal)

**Granting Agency:** City of Santa Monica

**Requested Funding:** \$199,875

**Performance Period:** July 1, 2002 – June 30, 2003

**Summary:** This is the sixth year of funding for the Pico Neighborhood Project. The program participants receive childcare and book vouchers, counseling, tutoring and other services to assist them in their academic endeavors.

**Title of Grant:** Expansion of the Launchpad Program

**Granting Agency:** Verizon Foundation

**Requested Funding:** \$50,000

**Performance Period:** July 1, 2002 – June 30, 2003

**Summary:** The funds will be used to expand the college's middle college high school program (Launchpad) by:

- Coordinating with new high schools to recruit students who currently lack access to technology;
- Increasing the number of students recruited from current partnering high schools;
- Expanding and updating the equipment used by the Launchpad classes; and
- Providing an internship opportunity for an Academy student to serve in Washington, DC.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 5, 2002

CONSENT AGENDA: PLANNING AND DEVELOPMENT

**RECOMMENDATION NO. 2**                      **ACCEPTANCE OF GRANTS** (continued)

**Title of Grant:**                      **Workforce Investment Act: Telecommunication Customized Vendor Training Contract**

**Granting Agency:**                      Community Career Development, Inc.  
(Metro-Wilshire WorkSource/One-Stop Center)

**Requested Funding:**                      \$34,800

**Matching Funds:**                      N/A

**Performance Period:**                      August 6, 2002 – December 31, 2002

**Summary:**                      Santa Monica College is partnering with the Community Career Development, Inc., a Los Angeles City-funded One-Stop Center, to train students for the telecommunication’s industry. This contract will pay for six (6) participants at a cost of \$5,800 per participant. Upon completion of training, the participants will be provided with placement-assistance to obtain a training-related job within the following telecommunication companies: Altrio Corporation, Adelphia, and/or Charter Communications.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 5, 2002

CONSENT AGENDA: PLANNING AND DEVELOPMENT

**RECOMMENDATION NO. 3**                      **CONTRACTS AND CONSULTANTS**

**#3-A TEACHER AND READING DEVELOPMENT PARTNERSHIP**

1. WEST LOS ANGELES COLLEGE to participate jointly in the recruitment of teacher candidates, develop/implement new curriculum to motivate aspiring teachers, and establish a future teachers club in partnership with SMC's Teacher and Reading Development Partnership (TRDP) program from July 2, 2002 through June 30, 2003, for an amount not exceed \$13,750.

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

2. IRIS PRECIADO to provide on-site assistance to students enrolled in ENGL 94, Tutoring K-3rd Grade Elementary Students in Reading. The period of the contract is August 2, 2002 through August 16, 2002, for an amount not to exceed \$150.

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

3. NANCY PATTERSON to provide on-site assistance to students enrolled in ENGL 94, Tutoring K-3rd Grade Elementary Students in Reading. The period of the contract is September 3, 2002 through June 16, 2003, for an amount not to exceed \$1,000.

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

4. NANCY MARIE HOGAN to provide on-site assistance to students enrolled in ENGL 94, Tutoring K-3rd Grade Elementary Students in Reading. The period of the contract is September 3, 2002 through June 16, 2003, for an amount not to exceed \$1,000.

Comment: Ms. Hogan is a full-time secretary at Brentwood Science Magnet Elementary School. She is available to take on the additional task of monitoring the on-site attendance of SMC tutors, and act as a liaison between the SMC instructor and the school.

5. SHARON FOXWELL to provide on-site assistance in the supervision of students enrolled in ENGL 94, Tutoring K-3rd Grade Elementary Students in Reading. The period of the contract is September 3, 2002 through June 16, 2003, for an amount not to exceed \$1,000.

Comment: Ms. Foxwell is a full-time language specialist at John Muir Elementary School. She is available to take on the additional task of monitoring the on-site attendance of SMC tutors, and act as a liaison between the SMC instructor and the school.

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 5, 2002

CONSENT AGENDA: PLANNING AND DEVELOPMENT

**RECOMMENDATION NO. 3**                      **CONTRACTS AND CONSULTANTS** (continued)

**#3-B RENEWAL OF RENTAL OF THE CULVER CITY FIRE DEPARTMENT TRAINING SPACE**

Renewal of rental of the Culver City Fire Department (CCFC) training space for the Broadband Training program. The contract with the CCFD is in the amount of \$5,000 for the use of pole-climbing space and classroom for the period of July 1, 2002 through June 30, 2003.

Funding Source:            Community Career Development, Inc. (CCD) customized telecommunication training contract (Metro-Wilshire Work Source Center)

Comment:            In the 2001-2002 academic year, SMC conducted the Broadband/Telecommunications training at the Culver City Fire Department Training Facility at 9275 Jefferson Boulevard, Culver City. This action will secure the renewal of space necessary to deliver the Broadband/Telecommunications program and make use of the climbing poles SMC installed at the site. The rental contract for 2002-03 reflects a substantial reduction from the previous year's contract.

**#3-C COMMUNITY SERVICES/EXTENSION SEMINARS/COURSES, FALL 2002**

Seminars/courses for Santa Monica College Community Services and Extension for Fall 2002.

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

Comment:            The list of Community Service seminars and courses is on file in the offices of Planning and Development and Community Services.

**#3-D FACILITIES FOR NONCREDIT INSTRUCTION**

Approval of the following locations for courses in the SMC adult noncredit program.

St. Joseph's Center  
204 Hampton Drive  
Venice, CA

Menorah Housing Center  
122 4<sup>th</sup> Street  
Santa Monica, CA

Funding:            No cost to Santa Monica College, use of the locations is being donated by the nonprofit organizations

Comment:            Organizations understand classes are open to the general public.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 5, 2002

CONSENT AGENDA: PLANNING AND DEVELOPMENT

**RECOMMENDATION NO. 3**                      **CONTRACTS AND CONSULTANTS** (continued)

**#3-E GRANT WRITING SERVICES**

Agreement with BONNIE HELM CONSULTING AND GRANTWRITING SERVICES to provide grant writing services associated with the "Upward Bound" grant for an amount not to exceed \$8,000.

Funding Source:            2002-2003 Contracts and Grants budget

Comment:            Upward Bound is one of the TRIO grants that identifies disadvantaged youth with potential for postsecondary education and encourages them to continue and graduate from secondary schools and enroll in post-secondary education. Ms. Helm has extensive experience is developing successful TRIO grants for institutions of higher education and will asst the District in applying for this grant.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 5, 2002

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

**RECOMMENDATION NO. 4**

**CONTRACTS AND CONSULTANTS**

**#4-A EVENTS**

Afternoon Theater for Children

October 26, 2002 (Payable to "Jim Gamble Puppets")		"The Witch's Brew"	\$1,300
November 2, 2002 (Payable to "Blackstreet USA Puppet Theatre")		"The Perfect Symbol of Love"	\$950

Art Lectures

September 27, 2002	Goya	Mario Semere Lecture	50%
October 18, 2002	Norman Rockwell	Eleanor Schrader Schapa Lecture	50%

Planetarium

August 1, 2002 – June 30, 2003	Dr. Kevin Grazier	Friday Night Lectures	\$60 stipend per lecture
September 27	Dan Lewis	George Hale & Mt. Wilson	\$120
October 25	David Meier	Jet Propelled Labs in Deep Space	\$120
November 22	Robert Stahle	To Pluto and Beyond!	\$120
December 20	Marc Lacy	Red Quasars	\$120
Funding Source:	Fees will be covered by tickets sales		

Weekday School Planetarium Show

July 1, 2002 - June 30, 2003	Shelley R. Bonus	\$60.00 per show
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<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 5, 2002

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

**RECOMMENDATION NO. 4**                      **CONTRACTS AND CONSULTANTS** (continued)

**#4-B STORYTELLING CLASS 2002-2003**

Agreement with Angela Lloyd for lectures to be given at the Academy of Entertainment and Technology during the 2002-2003 academic year, the amount not to exceed \$800.

Funding Source:            2002-2003 Budget/Academy of Entertainment and Technology

Comment:            Angela Lloyd will present lecture/demonstrations for the ET 2 *Storytelling* class at the Academy of Entertainment and Technology.

**#4-C WORK STUDY CONTRACTS**

Renewal of contracts with the following institutions for fiscal year 2002-2003 for the purpose of placing work-study students at Santa Monica College:

- |        |   |
|--------|---|
| CSUN   | 25 percent of the students' salary paid by SMC  |
| UCLA   | 40 percent + share of Workers Comp, Unemployment, and Medicare; and 5 percent Administrative Fees paid by SMC |
| Loyola | 25 percent of the students' salary paid by SMC  |

Funding Source:            2002-2003 Budget/Academic Affairs (District's share)

Comment:            These renewal agreements allow university work-study students to be placed at Santa Monica College. The District pays the percentage of the students' wages as indicated. (The amount budgeted for 2002-2003 is 50% of the allocation for 2001-2002.) Tutors may work in English, Social Science, Math, Modern Language or Science fields.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 5, 2002

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

**RECOMMENDATION NO. 4**                      **CONTRACTS AND CONSULTANTS** (continued)

**#4-D REAL-TIME CAPTIONING SERVICES**

Sandi Eisenberg dba Total Recall Realtime Captioning to provide real-time captioning services to non-signing deaf and hard of hearing students during the 2002-2003 year (August 19, 2002 – June 30, 2003), at a rate not to exceed \$47 per hour, total amount not to exceed \$95,000.

Funding Source:            2002-2003 Budget/Disabled Students

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

**#4-E SIGN LANGUAGE INTERPRETERS**

Accommodating Ideas to provide sign language interpreters on an as-needed basis for the 2002-2003 year (August 19, 2002 – June 30, 2003) in an amount not to exceed \$50,000. The hourly rates will not exceed \$65 per hour; mileage charges will be billed at \$.33 per mile.

Funding Source:            2002-2003 Budget/Disabled Students

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



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 5, 2002

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

**RECOMMENDATION NO. 4**                      **CONTRACTS AND CONSULTANTS** (continued)

**#4-F**    **CONSULTANTS FOR DISABLED STUDENTS**

1. Irene Wolt will provide technical support related to universal access to technology and information from August 19, 2002 through June 30, 2003 for an amount not to exceed \$43,200 (\$960 per week for 45 weeks, plus travel not to exceed \$750).

Funding Source:            2002-2003 Budget/Disabled Students

Comment:            The consultant will provide technical support related to universal access to technology and information. Her responsibilities will include researching video captioning options, producing captioned media and coordinating captioning projects. She will prepare and coordinate production of information in alternate formats, including Braille, electronic text and large-print. The recently amended Section 508 requires that electronic and information technology purchased or used must be accessible for use by persons with disabilities.

2. Tracey Ziegler will assist Disabled Student Services in obtaining electronic text (e-text) for students with disabilities who need to be provided with textbooks in alternate format, as required by California state legislation AB422. The consultant will be paid at the rate of \$27.50 per hour, for the period of August 19, 2002 through June 30, 2003. Total cost will not exceed \$2750..

Funding Source:            2002-2003 Budget/Disabled Students

Comment:            These services will be necessary until the statewide Alternate Text Production Center is operational. The consultant will contact textbook publishers via e-mail, phone, fax and/or mail with initial request. She will continually follow-up on status of requests to ensure timely delivery of materials, ensure that electronic text materials are requested in format consistent with students accessibility needs and coordinate with Disabled Students Services staff to ensure delivery and security of copyrighted materials.

<b>BOARD OF TRUSTEES</b> Santa Monica Community College District	<b>ACTION</b> August 5, 2002
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CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 5**                      **CONTRACTS AND CONSULTANTS**

**#5-A FOCUS GROUPS FACILITATORS**

JOAN GOLDSMITH and KEN CLOKE from the Center for Dispute Resolution for facilitation of discussions via focus groups with classified employees, District managers and the District task force, and other follow up services performed in the 2001-02 fiscal year, in the amount of \$4,500.

Funding Source:            2001-2002 Budget/Human Resources

**#5-B MEDIATION SERVICES**

1. R. DOUGLAS COLLINS to provide services related to a classified employee appeal and hearing that occurred during the 2001-02 fiscal year, in the amount of \$5,000.
2. R. DOUGLAS COLLINS to provide services related to a classified employee arbitration that occurred during the 2001-02 fiscal year, in the amount of \$500.

Funding Source:            2001-2002 Budget/Human Resources

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 5, 2002

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 5                      CONTRACTS AND CONSULTANTS (continued)**

**#5-C HEARING OFFICER**

MICHAEL PRIHAR, Esq., to serve as a Hearing Officer for disciplinary appeal hearings brought before the Personnel Commission during Fiscal Year 2002-03.

Funding Source:            2002-2003 Budget/Personnel Commission

Comment:            Pursuant to Article 3 Section 88131 of the California Education Code, the Personnel Commission may authorize a hearing officer or other representative to conduct any hearing or investigation which the commission itself is authorized by this article to conduct. Therefore, the Personnel Commission wishes to contract for FY 2002-03 with Mr. Michael Prihar, a licensed attorney in the State of California, to serve as its hearing officer.

**#5-D CLASSIFICATION AND COMPENSATION STUDY**

Agreement with Hay Group management consultants to perform a classification and compensation study of the positions comprising the classified service of Santa Monica College not to exceed \$145,000, for fiscal years 2002-03 and 2003-04.

Funding Source:            2002-2003 and 2003-04 Budget/Personnel Commission

Comment:            An analysis of study of the classification system and compensation plan of the positions comprising the classified service of Santa Monica College has not been performed in over twenty years. Therefore, the Personnel Commission has contracted with the Hay Group to perform a comprehensive analysis of the job duties and responsibilities of the positions in the classified service, propose a classification methodology, and evaluate the existing salary structure.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 5, 2002

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 6                      ACADEMIC PERSONNEL

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

EFFECTIVE DATE

ELECTIONS

ADMINISTRATIVE

Krentzman, Greg	Project Manager, Launchpad	07/01/02 - 06/30/03
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ADJUNCT

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

SEPARATIONS

LIMITED RETIREMENT

Lanum, Jackie C.	Instructor, Behavioral Studies	08/20/02 - 06/30/07
Comment:	Assignment reduction from 100% to 50%.	

RETIREMENT (with early District retirement benefit)

Saffren, Genevieve	Head Teacher, Children's Center	06/30/02
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RETIREMENT

Young, Patrick	Instructor, Physical Education	06/10/02
Comment:	Mr. Young completed his retirement process shortly before passing away.	

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

RECOMMENDATION NO. 7                      CLASSIFIED PERSONNEL  
ESTABLISH/ABOLISH POSITIONS

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

EFFECTIVE DATE

ESTABLISH

Job Developer (1 position)	08/06/02-06/30/03
Career Services, 12 mos, 40 hrs	
Funding Source: Los Angeles County Department of Social Services Community College CalWORKs program for fiscal year 2002-03 only.	

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 5, 2002

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 8                      CLASSIFIED PERSONNEL – REGULAR

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

ELECTIONS EFFECTIVE DATE

REINSTATEMENT

Bloom, Steve, B, Parking Security Officer, College Police 07/02/02

RECLASSIFICATION

Bice, Dennis 08/01/02  
 Fr: Warehouse Supervisor, Warehouse, 12 mos, 40 hrs  
 To: Warehouse & Mail Services Supervisor, Warehouse, 12 mos, 40 hrs

INCREASE IN HOURS/TEMPORARY

Kerce, Kathleen 07/01/02 - 06/30/03  
 Fr: College Police Dispatcher, College Police, 12 mos, 30 hrs  
 To: College Police Dispatcher, College Police, 12 mos, 36 hrs

PERMANENT EMPLOYEE WITH PROVISIONAL ASSIGNMENT

Ayers, Phyllis, Acting Risk Mgr, Risk Management (ext) 05/29/02 - 07/31/02  
 Dever, David, Acting Bookstore Mgr, Bookstore (ext) 05/01/02 - 12/31/02  
 Estrada, Theresa, Acting Custodial Operations Sup, Operations (ext) 07/17/02 - 11/18/02  
 Garcia, Jesse, Acting Lead Custodian, Operations (ext) 07/17/02 - 11/18/02  
 Garcia, Kathleen, Acting Lead Custodian, Operations (ext) 07/01/02 - 07/16/02  
 Quinn, William, Acting Cust Operations Supervisor, Operations (ext) 07/01/02 - 07/16/02

ADVANCE STEP PLACEMENT

(The employee(s) listed have met the standards for Advanced Step Placement. Salary Advance Placement is retroactive to initial hire date.)

Jones, Tiffani, Personnel Specialist I, Personnel Comm                      Step B 04/09/02

WORKING OUT OF CLASSIFICATION (additional responsibilities)

Fakih, Mohamad, Academic Comp Inst Spec, Acad Comp                      2.5% 05/05/02 - 06/30/02  
 Williams, Don, Skilled Maint. Worker, Maintenance                      7.5% 05/30/02 - 06/30/02  
 Wu, Frank, Database Administrator, Mgmt Info Service                      7.5% 07/01/02 - 09/30/02

SEPARATIONS

PLACEMENT OF 39 MONTH REEMPLOYMENT LIST (MEDICAL)

Johnson, Rasheeda, Custodian, Operations 11/28/01

RELEASE FROM PROBATIONARY ASSIGNMENT

Ramirez, Rolando, Custodian, Operations 07/12/02

RESIGNATION

Ayers, Phyllis, Environmental Compliance Officer, Risk Management 07/31/02  
Simmons, Kelley, Department Secretary II, Library 07/12/02

RETIREMENT (with early District retirement benefit)

Adams, Dannette E., Student Employment Specialist, Financial Aid 07/31/02

RETIREMENT

Madison, Gary, Asst. Facilities Services Administrator, Facilities 10/26/02

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

RECOMMENDATION NO. 9

CLASSIFIED PERSONNEL – LIMITED DURATION

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

ELECTIONS

EFFECTIVE DATE

PROVISIONAL

Abellanosa, Jay, Parking Security Officer, College Police	07/02/02 - 12/04/02
Adams, Tyler, Radio Programming Tech. I, KCRW	07/10/02 - 11/13/02
Arinsberg, Toni, Examination Proctor, Matriculation	07/01/02 - 09/30/02
Augustine, Shiela, Examination Proctor, Matriculation	07/01/02 - 09/30/02
Bender, Nancy, Department Secretary II, Career Svcs. Center	07/11/02 - 08/15/02
Burecu, Dragos, Parking Security Officer, College Police	07/05/02 - 12/07/02
Burkey, Cynthia, Radio Programming Tech. I, KCRW	07/01/02 - 10/22/02
Casillas, Josh, Examination Proctor, Matriculation	07/01/02 - 09/30/02
Dobbins, Kevin, Parking Security Officer, College Police	07/03/02 - 12/05/02
Gabrielyan, Anush, Accompanist, Dance, Dance Department	07/01/02 - 09/13/02
Gilden, Joan, Accounting Specialist, Auxiliary Services	06/20/02 - 06/30/02
Giles, Kenneth, Radio Programming Tech. I, KCRW	07/08/02 - 11/11/02
Griffith, Harold, Parking Security Officer, College Police	07/03/02 - 12/05/02
Hearn, Douglas, Examination Proctor, Matriculation	07/01/02 - 09/30/02
Hollis, Marcus, Parking Security Officer, College Police	07/17/02 - 12/17/02
Islam, Mohammad, Parking Security Officer, College Police	07/05/02 - 12/07/02
Jessup, Sioux-Z, Radio Programming Tech. I, KCRW	07/15/02 - 11/18/02
Johnson, Michelle, Project Specialist - DPSS, Cal Works	06/12/02 - 06/14/02
Johnson, Michelle, Project Specialist - DPSS, Cal Works	06/15/02 - 06/30/02
Jones, Michaelyn, Examination Proctor, Matriculation	07/01/02 - 09/30/02
Miller, Sabina, Radio Programming Tech. I, KCRW	07/01/02 - 09/13/02
Rivera, Orlando, Parking Security Officer, College Police	07/05/02 - 12/07/02
Rodriguez, Gabriel, Parking Security Officer, College Police	07/03/02 - 12/05/02
Serratos, Monica, A. S. Publicity Specialist, Student Life	07/01/02 - 10/08/02
Walker, Fred, Accompanist, Dance, Dance Department	05/02/02 - 06/30/02
Walker, Fred, Accompanist, Dance, Dance Department	07/01/02 - 07/11/02
Watkins, Deanna, Accompanist, Dance, Dance Department	05/02/02 - 06/30/02
Watkins, Deanna, Accompanist, Dance, Dance Department	07/01/02 - 08/06/02
Yanez, Mercy, Project Specialist - WIA, Cal Works	06/12/02 - 06/13/02
Yanez, Mercy, Project Specialist - WIA, Cal Works	06/14/02 - 08/05/02

LIMITED TERM

Abdulhafiz, Nebina, Registration/Information Clerk, A & R	07/01/02 - 12/31/02
Abdulhamid, Ferid Y., Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Ahmed, Mawerdy, Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Alvarez, Leticia, Registration/Information Clerk, A & R	07/01/02 - 12/31/02
Arevalo, Linda, Registration/Information Clerk, A & R	07/01/02 - 12/31/02
Awoskika, Kikelola, Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Baldwin, Laura, Registration/Information Clerk, A & R	07/01/02 - 12/31/02
Baskin, Patricia A., Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Beckman, Adrian, Bookstore Cashier Clerk, Station C	07/01/02 - 12/31/02
Berent, Richard, Accompanist, Dance, Dance Department	07/01/02 - 12/31/02
Berghoff, Aaron E., Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Bertsch, Robin, Performance Activities Asst., Events	07/01/02 - 12/31/02
Boodparset, Sutida, Counseling Aide, EOPs	07/01/02 - 12/31/02
Brandoa, Raquel, Registration/Information Clerk, A & R	07/01/02 - 12/31/02
Brideau, Alex, Registration/Information Clerk, A & R	07/01/02 - 12/31/02
Brinkmann, Johannes O., Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Brown, Carla, Registration/Information Clerk, Off of Sch Rel	07/01/02 - 12/31/02
Brown, Danielle, Registration/Information Clerk, Community Svcs	07/01/02 - 12/31/02
Buchanan, Melody, Registration/Information Clerk, Station C	07/01/02 - 12/31/02
Cadena, Allison, Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Cadena, Ruben, Registration/Information Clerk, Station C	07/01/02 - 12/31/02
Cardenas, Nancy, Registration/Information Clerk, A & R	07/01/02 - 12/31/02
Carr, Sheita, Counseling Aide, Transfer/Counseling Ctr	07/01/02 - 12/31/02
Carter, Amber, Bookstore Cashier Clerk, Station C	07/01/02 - 12/31/02
Casillas, Ruth, Registration/Information Clerk, A & R	07/01/02 - 12/31/02
Cason, Tracy W., Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Cervantes, Margaret, Registration/Information Clerk, Off of Sch Rel	07/01/02 - 12/31/02
Chappell, Jennifer, Registration/Information Clerk, Int. Ed Ct.	07/01/02 - 12/31/02
Chase, Gerald, Registration/Information Clerk, Station C	07/01/02 - 12/31/02
Conlin, William, Performance Activities Asst., Events	07/01/02 - 12/31/02
Dacosta, Richard, Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Damtew, Meron, Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Daniel, Bethel, Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Dawson, Rebecca, Registration/Information Clerk, Station C	07/01/02 - 12/31/02
De Leon, Aroldo, Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Delgado, Mayra, Registration/Information Clerk, A & R	07/01/02 - 12/31/02
Dunham, William, Registration/Information Clerk, Off of Sch Rel	07/01/02 - 12/31/02
Duvarado, Jan H., Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Ellison, Monti, Accompanist, Percussion, Dance Department	07/01/02 - 12/31/02
Fayuler, Mikhail, Registration/Information Clerk, Int. Ed Ctr	07/01/02 - 12/31/02
Felder, Ronnie, Registration/Information Clerk, A & R	07/01/02 - 12/31/02
Fletcher, Gerald, Registration/Information Clerk, Off of Sch Rel	07/01/02 - 12/31/02
Franco, Jose, Registration/Information Clerk, A & R	07/01/02 - 12/31/02
Franco, Sandra, Registration/Information Clerk, A & R	07/01/02 - 12/31/02
Frias, Laura P., Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Friha, Mohammed, Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Garcia, Lucy, Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Garcia, Renay, Registration/Information Clerk, A & R	07/01/02 - 12/31/02
Gebremichael, Hermela, Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Getachew, Bisrate, Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Gillett-Smith, Melisa M., Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Gooch, Beverly, Registration/Information Clerk, A & R	07/01/02 - 12/31/02
Gordon, Jeff, Counseling Aide, Transfer/Counseling Ctr	07/01/02 - 12/31/02
Gutierrez, Veronica, Counseling Aide, EOPs	07/01/02 - 12/31/02

Hagan, Manisha, Registration/Information Clerk, A & R	07/01/02 - 12/31/02
Harge, Ronyee M., Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Harrison, Rachelle, Registration/Information Clerk, A & R	07/01/02 - 12/31/02
Hassan, Fauzia A. Mohame, Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Hayton, Brian, Registration/Information Clerk, A & R	07/01/02 - 12/31/02
Hermawan, Miguel, Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Herron, Meredith, Registration/Information Clerk, A & R	07/01/02 - 12/31/02
Hill, Jamon D., Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Holliday, Angel, Counseling Aide, African American Coll Ctr	07/01/02 - 12/31/02
Iapicco, Ghislaine, Registration/Information Clerk, Station C	07/01/02 - 12/31/02
Jackson, Sheralynn, Registration/Information Clerk, Off of Sch Rel	07/01/02 - 12/31/02
Johnson, Andre, Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Johnson, Deneen, Registration/Information Clerk, A & R	07/01/02 - 12/31/02
Jones, Frances, Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Jones, Rysha, Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Kahn, Clarice, Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Kenchanna, Hema, Registration/Information Clerk, A & R	07/01/02 - 12/31/02
Kowalczyk, Tadzio, Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Lemus, Karen A., Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Libman, Leonid, Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Lopez, Waleska, Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Mangus, Ed, Lab. Tech. - Photography, Community Svcs	07/01/02 - 12/31/02
Manhertz, Yvonne, Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Martinez-Contreras, Rosaura, Reg./Enroll. Coord., Off of Sch Rel	07/01/02 - 12/31/02
Matamoros, Carlos, Registration/Information Clerk, A & R	07/01/02 - 12/31/02
Matsumoto, Michael, Registration/Information Clerk, A & R	07/01/02 - 12/31/02
Matthews, Alexandre, Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Matthews, Stephanie, Registration/Information Clerk, Fin. Aid Off	07/01/02 - 12/31/02
McGee, Karen, Library Assistant III, Library	07/01/02 - 12/17/02
McIntosh, Bryan, Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
McMahon, Mandy, Registration/Information Clerk, A & R	07/01/02 - 12/31/02
McPherson, Jeffrey L., Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Mehary, Mehret, Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Mendez, Kenia, Registration/Information Clerk, Station C	07/01/02 - 12/31/02
Menjivar, Raul, Counseling Aide, EOPs	07/01/02 - 12/31/02
Moagi, Stephen, Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Moges, Aster T., Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Morrow, Kimberly, Library Assistant II, Library	07/01/02 - 12/31/02
Muluneh, Nebiy, Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Nam, Teak Cheor, Counseling Aide, Transfer/Counseling Ctr	07/01/02 - 12/31/02
Navarro, Erik, Registration/Information Clerk, A & R	07/01/02 - 12/31/02
Nelli, Maria, Bookstore Cashier Clerk, Station C	07/01/02 - 12/31/02
Nelson, Marion, Registration Enrollment Coord, A & R	07/01/02 - 12/31/02
Ngo, Anh-Tuyet, Registration/Information Clerk, Int Ed Ctr	07/01/02 - 12/31/02
Nguyen, Ha M., Registration/Information Clerk, A & R	07/01/02 - 12/31/02
Nguyen, Lan, Registration/Information Clerk, Int Ed Ctr	07/01/02 - 12/31/02
Nguyen, Mai, Registration/Information Clerk, Off of Sch Rel	07/01/02 - 12/31/02
Nieto, Bauman, Registration/Information Clerk, Off of Sch Rel	07/01/02 - 12/31/02
Panghongheon, Artee, Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Perez, Maricela, Registration/Information Clerk, Off of Sch Rel	07/01/02 - 12/31/02
Perkins, Paul S., Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Quezada, Nancy, Registration/Information Clerk, A & R	07/01/02 - 12/31/02
Reed, Jeffrey, Accompanist, Percussion, Dance Department	07/01/02 - 12/31/02
Reza, Jennifer, Registration/Information Clerk, A & R	07/01/02 - 12/31/02
Rezapour, Mehrnoosh, Counseling Aide, Transfer/Counseling Ctr	07/01/02 - 12/31/02
Ricks, Keith, Performance Activities Asst., Events	07/01/02 - 12/31/02



Rodriguez, Zaida, Registration/Information Clerk, Off of Sch Rel	07/01/02 - 12/31/02
Rosinek, Shirley, Registration/Information Clerk, Int Ed Ctr	07/01/02 - 12/31/02
Rubio, Mary Louise, Registration/Information Clerk, A & R	07/01/02 - 12/31/02
Sanchez, Yesenia, Counseling Aide, EOPs	07/01/02 - 12/31/02
Santiago, Albert, Registration/Information Clerk, A & R	07/01/02 - 12/31/02
Sawhill, Kenneth, Registration/Information Clerk, Int Ed Ctr	07/01/02 - 12/31/02
Sazonova, Yelena, Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Sexton, Bobby, Accompanist, Dance, Dance Department	07/01/02 - 12/31/02
Shamsian, Dalia, Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Shin, Jennifer, Registration/Information Clerk, A & R	07/01/02 - 12/31/02
Sinclair, Reva, Registration/Information Clerk, A & R	07/01/02 - 12/31/02
Sloane, Williams K., Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Smith, Delois, Registration/Information Clerk, A & R	07/01/02 - 12/31/02
Smith, Ryan L., Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Sturgis, Denise, Registration/Information Clerk, Int Ed Ctr	07/01/02 - 12/31/02
Sullivan, Nancy, Bookstore Cashier Clerk, Station C	07/01/02 - 12/31/02
Switzer, Stella, Department Secretary II, Facilities	07/01/02 - 12/20/02
Tapia, Christian, Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Tapia, Hactor, Registration/Information Clerk, Off of Sch Rel	07/01/02 - 12/31/02
Thelking, Alan D., Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Thompson, Xavier, Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Thurman, Jerome, Registration/Information Clerk, Off of Sch Rel	07/01/02 - 12/31/02
Tolosa, John, Registration/Information Clerk, A & R	07/01/02 - 12/31/02
Venezia, Rachael A., Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Vila, Michael, Performance Activities Asst., Events	07/01/02 - 12/31/02
Walden, Cherie, Registration/Information Clerk, A & R	07/01/02 - 12/31/02
Walters, Monique H., Registration/Information Clerk, A & R	07/01/02 - 12/31/02
Washington, Mianca, Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Weldemichael, Belainesh, Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Wilson, Patty, Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02
Woolen, Keyana, Counseling Aide, African American Coll Ctr	07/01/02 - 12/31/02
Yamate, Chris, Registration/Information Clerk, Station C	07/01/02 - 12/31/02
Young, Brian, Registration/Information Clerk, A & R	07/01/02 - 12/31/02
Young, Mary Ellen, Bookstore Cashier Clerk, Bookstore	07/01/02 - 12/31/02

LIMITED TERM (Substitute)

Medina, Maria, Custodian, Operations	07/01/02 - 11/15/02
Powell, Ennis, Custodian, Operations	07/01/02 - 11/15/02

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 5, 2002

RECOMMENDATION NO. 10

CLASSIFIED PERSONNEL - NON MERIT

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

ELECTIONS

STUDENT EMPLOYEES

CalWORKS Student Assistant \$7.00/hr	22
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College Student Assistant \$7.00/hr	304
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SPECIAL SERVICES

Community Services Specialist I \$27.40/hr	1
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Recreation Director I \$8.12/hr	2
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Recreation Director II \$10.59/hr	1
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Volunteer	3
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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	August 5, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 11                      CLAIMS FOR DAMAGES**

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

<u>Claimant</u>	<u>Date Filed</u>	<u>Amount of Claim</u>
Ian Lorenzana	7/11/02	\$80
Comment:	The claimant is alleging his personal property was damaged at the Bookstore bag check.	
Helen LeDonne-Drucker	7/16/02	\$295
Comment:	The claimant is alleging that a camera, film and television were stolen from her locked office.	
Craig Austin	7/19/02	\$767.18
Comment:	The claimant is alleging a District vehicle hit his parked car causing damage to the rear bumper.	

**RECOMMENDATION NO. 12                      AMENDED GANN LIMIT, 2002-2003**

Adopt the amended 2002 - 2003 Gann Limit for the Santa Monica Community College District as \$99,533,495 and the 2002 - 2003 Appropriation Subject to Limitation as \$77,257,872.

Comment: The Gann Limit figures are based on the prior year limit amended by a State formula. The Board previously approved the Gann Limit at their June 2002 meeting. However, the formula provided by the State contained an error. This amended Gann Limit is based on the corrected formula. The Appropriation Subject to Limitation is based on estimates presented in the Tentative budget for 2002 - 2003.

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

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	August 5, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 13                      CONTRACTS AND CONSULTANTS**

**#13A RISK MANAGEMENT AGREEMENTS**

**1. BOILER TESTING**

Agreement with AIR TESTING to provide source testing of boilers to achieve compliance with South Coast Air Quality Management District rules for a corrected total not to exceed \$5,295.

Funding Source:            2002-2003 Risk Management Budget

Comment:            Testing of boilers is required by the South Coast Air Quality Management District. This item corrects the fees to be paid under an agreement approved by the Board in July, 2002.

**2. BIOMEDICAL WASTE DISPOSAL**

Agreement with MEDADENT BIOMEDICAL, INC. to provide biomedical waste disposal services from August 6, 2002 through June 30, 2003 for an amount not to exceed \$2,000.

Funding Source:            2002-2003 Risk Management Budget

Comment:            Medadent Biomedical, Inc. will remove biomedical waste from the Student Health Office, Life Science department and the Health Sciences Department on a weekly basis to ensure that the District is in compliance with the state blood borne pathogen program. This agreement replaces the agreement with Stericycle, Inc. that was approved by the Board in June.

**3. EMPLOYEE PHYSICALS**

Agreement with ST. JOHN'S HOSPITAL to provide physical examinations of District employees to determine if an employee is physically able to wear a respirator during his/her work assignment and/or to evaluate employees exposed to formaldehyde. St. John's will bill the District \$75 per examination for a total not to exceed \$3,000.

Funding Source:            2002-2003 Risk Management Budget

Comment:            This agreement will assist the District to be in compliance with requirements of Title 8 of the California Code. St. John's Hospital will provide a written report to the District for each employee examined.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	August 5, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 13**                      **CONTRACTS AND CONSULTANTS**

**#13A RISK MANAGEMENT AGREEMENTS (continued)**

**4. PREPARATION OF SCAQMD COMPLIANCE DOCUMENTATION**

Agreement with SIERRA ENGINEERING SERVICES to prepare documentation for South Coast Air Quality Management District applications for existing boilers and for permits to construct and operate new boilers and generators for a total fee not to exceed \$2,500.

Funding Source:            2002-2003 Risk Management Budget

Comment:            This agreement will assist the District to be in compliance with SCAQMD regulations. This replaces the agreement approved by the Board in July, 2002.

**#13-B AGREEMENT FOR ADVERTISING SERVICES**

Agreement with SHERRY A. HEATON for advertising consulting services including the sale of advertising space in *The Corsair* and special advertising supplements. Fees to be based on 25 percent of revenues received for the period of August 1, 2002 through June 15, 2003.

Funding Source:            2002-2003 Auxiliary Fund

Comment:            This is a continuation of an agreement for advertising services. Ms. Heaton is the former western regional classified advertising manager for *The Wall Street Journal*. The duties of the consultant shall be coordinated by *The Corsair* advisor.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	August 5, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 14            FACILITIES**

**#14-A MECHANICAL ENGINEERING SERVICES, REMODEL TEMPORARY LIBRARY BUILDING PROJECT**

Agreement with PORTILLO & WEBER, INC. for mechanical engineering services associated with the Remodel Temporary Library Building project for an amount not to exceed \$17,280.00, plus reimbursable expenses.

Funding Source:            District Capital Outlay Fund

Comment:            This agreement will provide for the engineering services associated with the modifications and additions to the mechanical systems and controls portion of the remodel work to take place during the remodel of the Temporary Library Building for new use as Math Lab space.

**#14-B AMENDMENT TO AGREEMENT FOR CIVIL ENGINEERING SERVICES, EXTENSION TO PARKING STRUCTURE 'C', PHASE 2**

Amendment of the agreement with PSOMAS for additional civil engineering services associated with the Extension to Parking Structure 'C', Phase 2 project for an amount not to exceed \$15,300, plus reimbursable expenses.

Funding Source:            FEMA/C.O.P. for Parking.

Comment:            This amendment provides for additional civil engineering services associated with the design of traffic signal and striping on Pico Boulevard as part of the Extension to Parking Structure 'C', Phase 2 project.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	August 5, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 14**      **FACILITIES** (continued)

**#14-C CHANGE ORDER NO.1, ABR/RESTROOM BUILDING, AIRPORT CAMPUS**

Change Order No. 1 with CONSTRUCTION SYSTEMS on the ABR/Restroom Building, Airport Campus project.

Original Contract Amount	\$219,284.00
Change Orders No. 1	4,396.00
Revised Contract Amount	\$223,680.00

Funding Source:      District Capital Outlay Fund

Comment:      This change order provides for the relocation of catch basin and waste line connections to adapt to site conditions. This change order also provides a credit of (\$1,500.00) for the deletion of a portion of the custodial room work from contract and (\$250.00) for the deletion of window removal from the contract.

**#14-D AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES, PARKING STRUCTURE ENTRANCE**

Amend agreement with GENSLER for architectural and consultant services associated with the 17<sup>th</sup> Street Entrance, Pedestrian Bridge and Autocourt project related to the Extension to Parking Structure C for an additional amount not to exceed \$69,100 plus reimbursable expenses.

Funding Source:      1999 Certificates of Participation

Comment:      This amendment provides for additional services to include bid and construction oversight and an expansion in the scope of the project to include a parking turnaround at the pool and driveway area between the Business Building and Structure A.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	August 5, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 14**                      **FACILITIES** (continued)

**#14-E AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – REMODEL OF ART COMPLEX NORTH WING**

Amend agreement with PUGH + SCARPA for architectural services associated with the Remodel of Art Complex North Wing project for an additional amount not to exceed \$32,000 plus reimbursable expenses.

Funding Source:            FEMA/District Capital Outlay Fund

Comment:            The architect incorrectly included an estimate for a portion of these services in a previous agreement for the Relocation of Art Functions to Airport. This amendment consolidates all services on the Remodel of Art Complex North Wing project.

**#14-F AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – RENOVATION, MAIN STAGE PROJECT – RECOMMENDATION PULLED (no action taken)**

~~Amend agreement with LEO A DALEY ARCHITECTS for architectural services associated with the renovation of the Main Stage to accommodate modernization and instructional space upgrades necessary for the Theater Arts instructional program on the main campus. The District shall pay an amended fee not to exceed 10 percent of the estimated renovation cost of \$ million, plus reimbursable expenses.~~

~~Funding Source:            Measure U~~

~~Comment:            It has been determined that replacement of the Main Stage is not practical given the funding restrictions of Measure U and therefore it is necessary to amend the agreement to limit the scope of the project to renovation.~~

**#14-G AGREEMENT FOR ARCHITECTURAL SERVICES - REMODEL OF BUILDING 5 AT 3171 CENTINELA**

Agreement with ARTTECH INTERNATIONAL CONSULTANTS for architectural services associated with planning and programming uses of the BAE site and the Remodel of Building 5 at 3171 Centinela for a fee not to exceed \$150,000 plus reimbursable expenses for Phase 1 planning.

Funding Source:            Measure U

Comment:            The BAE site plan will be coordinated and integrated with the Master Plan. Building 5 is the two-story facility to be planned to accommodate Contract Education Services, Community Services, and Planning and Development offices. The District is exploring using design/build planning for development of this site.



<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	August 5, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 14**            **FACILITIES** (continued)

**#14-H AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES - EARTHQUAKE REPLACEMENT LIBERAL ARTS BUILDING**

Amend agreement with GENSLER for architectural and consultant services associated with the Earthquake Replacement Liberal Arts Building project which will be in two phases. The District shall pay a fee not to exceed 8 percent of the estimated construction cost of \$11.2 million, plus reimbursable expenses and plus special consultant fee reimbursements not to exceed \$193,290.

Funding Source:            FEMA/Measure U/State

Comment:            This agreement for the architectural services necessary to construct the two building phases of the project was approved by the Board of Trustees at the May 2002 meeting. The special consultant fee reimbursement was included in reimbursable expenses. This amendment defines it as a separate item not to exceed \$193,290.

**#14-I AMENDMENT TO LEASE AGREEMENT FOR 2020 SANTA MONICA BLVD.**

Amend the payment to KOLL SANTA MONICA ASSOCIATION ONE as landlord for the lease of office space at 2020 Santa Monica Blvd., Suite 500, Santa Monica, California to include the payment of a prorated share of operating expenses such as utilities and air conditioning surcharges, not to exceed 10 percent of the monthly rent.

Funding Source:            General Fund Unrestricted/Contract Education Grants

Comment:            During the first year of the lease, the sub-lessor absorbed the utilities and operating expenses in the base rent. Subsequently, the sub-lessor filed for bankruptcy and the lease was assumed by Koll Santa Monica Association One. After a review of the lease, Koll has provided a cost estimate for the prorated operating expenses from September, 2001 through May, 2002. This action authorizes the payment of prior operating expenses and adjusts subsequent monthly payments.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	July 1, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 15**                      **COMMERCIAL WARRANT REGISTER**

June 1 – June 30, 2002                      4774- 4794                      \$5,960,995.78

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

**RECOMMENDATION NO. 16**                      **PAYROLL WARRANT REGISTER**

June 1 - June 30, 2002                      C1K - C2L                      \$7,322,617.12

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

**RECOMMENDATION NO. 17**                      **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 in the Bookstore fund, Trust fund and other Auxiliary funds.

June 1 – June 30, 2002                      84166 – 84742                      \$2,369,053

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

**RECOMMENDATION NO. 17**                      **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.

July 1 – July 31, 2002                      D37116 – D37278                      \$84,964.25  
(all payments were from 2001-02 budget)

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	August 5, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 18 PURCHASING**

#18-A AWARD OF PURCHASE ORDERS

It is recommended that the following purchase orders be ratified 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 2001/02</u>	<u>Total</u>
A) P. O. 82776 – 82794	\$38,436.44
B) Telephone Orders	\$146,650.17
C) Change Orders	\$53.27
D) Auxiliary Orders	\$17,512.25
E) Auxiliary Change Orders	0
F) Auxiliary Telephone Orders	\$602.39

Comment: Lists of orders placed or amended between June 20, 2002 and June 30, 2002 are part of records on file in Purchasing Department

<u>Purchase Orders - FY 2002/03</u>	<u>Total</u>
A) P. O. 85001 – 86036	\$5,120,035.71
B) Telephone Orders	\$10,343.52
C) Change Orders	\$927.00
D) Auxiliary Orders	\$149,850.00
E) Auxiliary Change Orders	0

Comment: Lists of orders placed or amended between June 30, 2002 and July 19, 2002 are part of records on file in Purchasing Department

#18-B AWARD OF BID - MEDIA CENTER COPIERS

Agreement with XEROX CORP. for sixty (60) months for the lease of two Xerox 6135 Publishers & one Xerox DocuTech 90 Digital Printers for the Media Center for a total not to exceed \$1,662,840.

Funding Source: 2002-2003 Budget

Comment: The Media Center is currently in the 5th year of a (60) month lease contract with XEROX CORP. This Xerox hardware and software upgrade package represents an annual cost savings of \$28,764 or 5-year term savings of \$143,820. Public Contract Code 20652 allows the District to purchase through other public agencies without advertising for bid. Pricing agreements shall remain on file in the Purchasing Department. The annual amount of \$332,568 will be encumbered for each year of the agreement.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 5, 2002

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 19**

**SMC VISION, MISSION AND GOALS**

It is recommended that the Board of Trustees approve the Santa Monica Community College District Vision, Mission and Goals.

Comment: Review of the Vision, Mission and Goals of the District is part of the process of preparing for a new Educational Master Plan. Input was requested and received from college constituencies, and the revised Vision, Mission, and Goals statement was approved by the Coordinating Council at its May 8th meeting.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

## VISION

*Santa Monica College:  
Changing Lives  
Through Excellence In Education*

## MISSION

*Santa Monica College strives to create a learning environment that both challenges our students and supports them in achieving their educational goals. We prepare our students to contribute to the global community as they develop an understanding of their personal relationship to the world's social, cultural, political, economic, technological, and natural environments.*

*To fulfill this mission, the College provides open and affordable access to excellent associate degree and occupational certificate programs. These programs prepare students for successful careers, develop college-level skills, enable transfer to universities, and foster a personal commitment to lifelong learning.*

*Santa Monica College serves, represents, and embraces the community's racial and cultural diversity. We promote the exchange of ideas in an open, caring community of learners and recognize the critical importance of each individual to the achievement of our vision.*

# GOALS

## **Student Success:**

*The College will provide the best possible learning environment to develop, motivate, and support students. The College will assess student outcomes to enhance educational programs and services.*

## **Academic Excellence:**

*The College will uphold its tradition of academic excellence and innovation centered on a strong core of classified staff, faculty, and administrators. All are dedicated to the lifelong development of individual skills and competencies.*

## **Community of Mutual Respect:**

*The College will be exemplary as a diverse community of mutual respect—a community characterized by respect for the individual, free exchange of ideas, broad collaboration, and participation in college governance.*

## **Effective Use of Technology:**

*The College will promote access to technology to achieve its goals.*

## **Community Partnerships:**

*The College will develop public/private partnerships to meet the educational needs of our community, ensure financial viability, and promote employment of our students and alumni.*

## **Supportive Physical Environment:**

*The College will acquire, plan, develop, and maintain facilities and equipment to provide access to the best possible educational environment and promote the use of sustainable resources.*



<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 5, 2002

**INFORMATION ITEM E      REVIEW OF DISTRICT INVESTMENTS**

The attached statement shows the status of District investments as of June 30, 2002 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 three months. All investments are in government securities and high investment grade bonds and notes.



**COMBINED TRUST FUND INVESTMENTS**

6/30/2002

<u>TYPE OF INVESTMENT</u>	<u>ISSUER</u>	<u>DATE OF MATURITY</u>	<u>QUANTITY</u>	<u>TOTAL COST</u>	<u>MARKET VALUE AS OF 6/30/2002</u>	<u>SOURCE OF MARKET VALUATION</u>
MONEY FUND	SALOMON SMITH BARNEY		451		451	SALOMON SMITH BARNEY
US GOVERNMENT	FEDERAL FARM CREDIT	Sep 3, 2002	3,322,000	3,323,786	3,320,970	SALOMON SMITH BARNEY
MONEY FUND	MARKET PORTFOLIO CL Y		843		843	BEAR STEARNS
GNMA	GNMA PASS THRU POOL	Apr. 15, 2017	21,118	21,118	22,385	BEAR STEARNS
<b>TOTAL</b>				<u>3,346,198</u>	<u>3,344,649</u>	

**SIMON TRUST FUND INVESTMENTS**

6/30/2002

<u>TYPE OF INVESTMENT</u>	<u>ISSUER</u>	<u>DATE OF MATURITY</u>	<u>QUANTITY</u>	<u>TOTAL COST</u>	<u>MARKET VALUE AS OF 6/30/2002</u>	<u>SOURCE OF MARKET VALUATION</u>
MONEY FUND	SALOMON SMITH BARNEY		532		532	SALOMON SMITH BARNEY
US GOVERNMENT	FEDERAL FARM CREDIT	Sep 3, 2002	673,000	673,362	672,791	SALOMON SMITH BARNEY
CERTIFICATE OF DEP	LEHMAN BROTHERS BANK	Aug 13, 2002	96,000	96,000	95,962	SALOMON SMITH BARNEY
CERTIFICATE OF DEP	ADVANTA BANK UT	Aug 28, 2002	96,000	96,000	95,982	SALOMON SMITH BARNEY
MONEY FUND	MARKET PORTFOLIO CL Y		49,901		49,901	BEAR STEARNS
TREASURY NOTE	U.S. GOVERNMENT	Nov. 15, 2005	300,000	305,627	321,468	BEAR STEARNS
CORPORATE BOND	GENERAL MOTORS ACCEPT. CORP.	Sep. 15, 2002	125,000	128,895	125,039	BEAR STEARNS
CORPORATE BOND	FORD MOTOR CREDIT	Apr. 28, 2003	125,000	125,452	127,438	BEAR STEARNS
CORPORATE BOND	NATIONSBANK	Jul. 15, 2004	125,000	125,227	131,080	BEAR STEARNS
CORPORATE BOND	BANKAMERICA	Sep. 15, 2005	125,000	127,037	134,521	BEAR STEARNS
<b>TOTAL</b>				<u>1,728,033</u>	<u>1,754,714</u>	

ASSOCIATED STUDENT BODY

6/30/2002

<u>TYPE OF INVESTMENT</u>	<u>ISSUER</u>	<u>DATE OF MATURITY</u>	<u>QUANTITY</u>	<u>TOTAL COST</u>	<u>MARKET VALUE AS OF 6/30/2002</u>	<u>SOURCE OF MARKET VALUATION</u>
MONEY FUND	MERRILL LYNCH INSTITUTIONAL FUND			168,854	168,854	MERRILL LYNCH
MONEY FUND	SALOMON SMITH BARNEY		168	168	168	SALOMON SMITH BARNEY
CORPORATE BOND	ARCHER DANIELS MIDLAND CO	May 15, 2003	25,000	24,958	25,818	SALOMON SMITH BARNEY
CORPORATE BOND	BALTIMORE GAS & ELEC	Jul 01, 2003	26,000	25,870	26,856	SALOMON SMITH BARNEY
CORPORATE BOND	NEW YORK TEL CO	Sep 01, 2003	26,000	25,611	26,569	SALOMON SMITH BARNEY
CORPORATE BOND	CARNIVAL CORP NOTES-REG	Oct 01, 2003	25,000	24,711	25,219	SALOMON SMITH BARNEY
GOVERNMENT BOND	U.S. TREASURY NOTES-SER H 2003	Jun 30, 2003	26,000	25,872	26,878	SALOMON SMITH BARNEY
GOVERNMENT BOND	FEDERAL FARM CREDIT	Sep 3, 2002	174,000	174,094	173,946	SALOMON SMITH BARNEY
CERTIFICATES OF DEP.	HOUSEHOLD BANK	Aug 25, 2003	26,000	26,000	26,972	SALOMON SMITH BARNEY
CERTIFICATES OF DEP.	LEHMAN BROTHERS BANK	Aug 13, 2002	96,000	96,000	95,962	SALOMON SMITH BARNEY
<b>TOTAL</b>				<b>592,138</b>	<b>597,242</b>	

Information

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 5, 2002

**INFORMATION ITEM F      REPORT FROM CITIZENS' BOND OVERSIGHT COMMITTEE**

Attached is a report to the Board of Trustees from Graham Pope, Chair of the Citizens' Oversight Committee, summarizing the Committee's first meeting held on July 16, 2002.



The Committee then reviewed the *Bylaws* as approved by the Board of Trustees. Discussion ensued on various aspects of the both the process and the nature of information to be received by the Committee. Dr. Piedad Robertson, Superintendent/President and Dr. Tom Donner, Executive Vice President, Business & Administration, provided input to the committee in analyzing the type of information to be provided. A discussion then followed on the interpretation of reports and review responsibilities of the Committee in its evaluation of the expenditures as provided for under regulations associated with the bond. The District's legal advisor is Lisa Wells, Esq. of Fulbright & Jaworski. The conflict of interest policy was also discussed with the Committee.

Dr. Donner briefed the Committee on the Measure U expenditures from the initial bond offering. These expenditures, as contemplated at this time, amount to \$25 million.

The Committee revised its schedule of meetings, on a quarterly basis, for the balance of the fiscal year as follows:

October 16, 2002  
January 22, 2003  
April 16, 2003

The meetings will be held at 8:00 a.m., sites to be determined.

No public comments were received upon formal request for the same by the Chairman.

The meeting was then adjourned.

<b>BOARD OF TRUSTEES</b>	<b>ADJOURNMENT</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 5, 2002

ADJOURNMENT – 8:20 p.m.

The meeting was adjourned in memory of **Florence Dick-Pineiro**, former SMC cash receipts coordinator and **Forrest Freed**, a long-time friend of SMC.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, September 9, 2002 at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California.