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

**REGULAR MEETING
MONDAY, SEPTEMBER 11, 2000**

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

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 11, 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, September 11, 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**

- _ Anticipated Litigation, pursuant to Government Code Section 54956.9

III. **ORGANIZATIONAL FUNCTIONS** (Continued)

- C Pledge of Allegiance
- #1 Approval of Minutes: August 7, 2000
August 21, 2000 (Special meeting)

IV. **SUPERINTENDENT'S REPORT**

- _ Facilities
- _ Public Programs

V. **ACADEMIC SENATE REPORT**

- _ Sabbaticals

VI. **CLASSIFIED SENATE REPORT**

VII. **COMMUNICATIONS OR PUBLIC COMMENTS**

VIII. **BOARD REPORT AND COMMENTS**

IX. **CONSENT AGENDA** (All items considered in one motion unless pulled for discussion later in the meeting)

Contracts and Grants

- #2 Acceptance of Grants

Academic and Student Affairs

- #3 Consultant for Santa Monica Lifelong Learning Community Partnership
- #4 Training Contract – Federal Express Corporation
- #5 Lease Agreement for Job Development Incentive Training Fund Grant Program
- #6 Amendment to Contract with eCollege
- #7 Child Development Early Interventionist Certificate Program

- #8 Contract for Software Conversion
- #9 Agreements for Internships in Occupational Therapy
- #10 Consultant Contracts – Disabled Students Program

Human Resources

- #11 Consultants – Institutional Flex Days
- #12 Academic Personnel
- #13 Classified Personnel - Establish/Abolish Positions
- #14 Classified Personnel - Regular
- #15 Classified Personnel - Temporary
- #16 Classified Personnel - Non Merit

Business and Administration

- #17 Organizational Membership, 2000-2001
- #18 Claim for Damages
- #19 Settlement of Claim
- #20 Risk Management Consultant
- #21 KCRW: Proprietary Internet Software
- #22-A Facilities: Completion of Replacement of HVAC Units – Concert Hall
- #22-B Facilities: Amend Architectural Services Agreement – Child Care Facility
- #22-C Facilities: Santa Monica Assistance League Child Care Facility
Phase I – Change Order No. 2a
- #22-D Facilities: Completion of Santa Monica Assistance League Child
Care Facility Phase I
- #22-E Facilities: Award of Bid – Remodel Child Care Facility, Phase 2
- #22-F Facilities: Mechanical Engineering Services Technology Building
Exhaust System
- #22-G Facilities: Completion of Concert Hall Reroof
- #23 Commercial Warrant Register
- #24 Payroll Warrant Register
- #25 Payments from Auxiliary Operations
- #26 Direct Payments
- #27-A Purchasing: Award of Purchase Orders
- #27-B Purchasing: Authorization to Participate in Purchase Agreement

X. **CONSENT AGENDA – Pulled Items**

XI. **MAJOR ITEMS OF BUSINESS**

- #28 Appointment of ACCT Voting Delegates
- #29 Proposition 38 – School Voucher Initiative
- #30-A Public Hearing – 2000-2001 Budget
- #30-B Adoption of 2000-2001 Budget

XII. **INFORMATION - No Action Required**

- D 1999-2000 Quarterly Budget Report
- E 2000-2001 Associated Students Budget

XIII. **ADJOURNMENT:** The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, October 2, 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.

BOARD OF TRUSTEES**REGULAR MEETING**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

September 11, 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.)

- Anticipated Litigation
Significant exposure to litigation pursuant to Government Code Section 54956.9
(one case)

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS – 7:05 p.m.C. PLEDGE OF ALLEGIANCE – David MullerRECOMENDATION NO. 1APPROVAL OF MINUTES

It is recommended that the minutes from the following meetings of the Santa Monica Community College District Board of Trustees be approved:

August 7, 2000 (Regular Meeting)

MOTION MADE BY: Nancy Cattell-Luckenbach
SECONDED BY: Carole Currey
STUDENT ADVISORY: None
AYES: 6
NOES: 0

August 21, 2000 (Special Meeting)

MOTION MADE BY: Nancy Cattell-Luckenbach
SECONDED BY: Herbert Roney
STUDENT ADVISORY: None
AYES: 6
NOES: 0

Organizational Functions

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 11, 2000

IV. SUPERINTENDENT'S REPORT

- _ Activities on opening day of the fall semester 2000 were a success. Physics Professor Richard Masada was recognized as the first of Chair of Excellence recipient.
- _ Fall Semester Update: Classes are packed, enrollment is healthy, and more space is needed.
- _ The Governor signed two new scholarship programs for students and he recognized Santa Monica College's role in student success.
- _ Five Gates Millennium Scholars attend Santa Monica College: Quan Chau, Annette Ford, Dawn Graham, Debbie Gutierrez, Jayme Wilson.
- _ 51 of 421 images exhibited at Los Angeles County Fair are SMC student photos.
- _ Associated Students Officers were introduced: Suleman Arif, President; Gabrielle DeEncio, Director of Student Financial Support; Christopher Cho, Director of Activities; and Stephen Silberkraus, Judicial Board.
- _ Thanks to Associated Students for presenting Havana nights on Tuesday, September 12th
- _ Pico Partnership: There are currently 100 students in the program. Since its inception, over 30 students have received child care assistance, one student received a HACU internship in Florida, 15 students are on the dean's list/honor roll, 10 students received an Associate of Arts degree, 8 graduates have transferred on to other institutions and 5 students received awards for academic improvement.
- _ Sadly, Clifton Smith, nephew of retired SMC administrator Nathaniel Trives, was killed in a drive-by shooting in Venice.
- _ Public Programs report: Judy Neveau
- _ Facilities report: Tom Donner and David Muller
- _ Update on 50% rule lawsuit (letter from Chancellor Nussbaum is attached)

V. ACADEMIC SENATE REPORT

- _ Sabbatical reports were presented by Jan Austin, Mary Lou Fonseca, Sharon Jaffe, Emily Lodmer and Nancy Nieman

VI. CLASSIFIED SENATE REPORT

VII. COMMUNICATIONS OR PUBLIC COMMENTS

Lee Peterson
Brian Hutchings

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 11, 2000

IX. CONSENT AGENDA

It is recommended that the Consent Agenda, Recommendations #2–#27 be approved.

Recommendations pulled for abstention: #14 (Nancy Cattell-Luckenbach)

Action on Consent Agenda

MOTION MADE BY: Herbert Roney
SECONDED BY: Carole Currey

Public Comments

Brian Hutchings

STUDENT ADVISORY: None
AYES: 6
NOES: 0
ABSTAIN: 1 (Cattell-Luckenbach)

Consent Agenda

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 11, 2000

CONSENT AGENDA: CONTRACTS AND GRANTS

RECOMMENDATION NO. 2 ACCEPTANCE OF GRANTS

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

Title of Grant: **VTEA I-C**

Project Developer/Dept.: Erica LeBlanc, Director of Grants

Granting Agency: California Community Colleges Chancellor’s Office

Requested Funding: \$511,217

Matching Funds: Not applicable.

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

Summary: 2000/01 Renewal of VTEA Title I-C funding which is allocated to the college based on the number of vocational students.

Title of Grant: **Fund for Student Success: Pico Partnership, Third Year Renewal**

Project Developer/Dept.: Camille Presley, Pico Partnership/On-the-Move Director

Granting Agency: California Community Colleges Chancellor’s Office

Requested Funding: \$18,280

Matching Funds: \$54,840 (Source: Santa Monica City Grant; no SMC match is required)

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

Summary: This is the third year renewal of the state grant for the Pico Partnership Program. It has been revised to reflect the current program that incorporates the “On-the-Move” program components (i.e., counseling and other services for single parents). This proposal augments the current program by paying for additional counseling time, childcare vouchers and book vouchers.

Title of Grant: **Fund for Student Success: Transfer Readiness, Third Year Renewal**

Project Developer/Dept.: Brenda Johnson-Benson, Transfer and Articulation

Granting Agency: California Community Colleges Chancellor's Office

Requested Funding: \$16,667

Matching Funds \$50,000 (Source: Title III and SMC In-kind)

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

Title of Grant: **Fund for Student Success: Supporting Community College Faculty Education for Student Success**

Project Developer/Dept.: Jenny Merlic

Granting Agency: Riverside Community College through the FSS Program of the California Community College Chancellor's Office

Requested Funding: \$58,789

Matching Funds \$19,596

Performance Period: June 29, 2000 through June 30, 2001

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 11, 2000

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 3 CONSULTANT FOR SANTA MONICA LIFELONG LEARNING COMMUNITY PARTNERSHIP

It is recommended that the Board of Trustees authorize a consultant contract with Kathy Van Tassel, for a fee not to exceed \$1,000, to support and facilitate the Santa Monica Lifelong Learning Community Partnership.

Funding Source: District General Fund

<u>Comment:</u>	The Lifelong Learning group is an alliance of Santa Monica College with St. John's, Santa Monica UCLA Medical Center, RAND, Santa Monica-Malibu Unified School District, and the City of Santa Monica working together to form a common mission for early child education and services. Each organization will contribute equally to the support of this alliance.
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RECOMMENDATION NO. 4 TRAINING CONTRACT – FEDERAL EXPRESS CORPORATION

It is recommended that the Board of Trustees approve a contract with the Los Angeles Office of Federal Express Corporation to provide a not-for-credit basic skills training program scheduled for September 12, 2000 through June 30, 2001.

Funding Source: Los Angeles Office of Federal Express Corporation contract.

<u>Comment:</u>	This program represents a new contract with the Federal Express Corporation and is designed for existing entry-level employees to upgrade their basic skills. The program will serve 80 employees (students) for the 16-week session at a cost of \$2,000 per student per session paid to the District by the Federal Express Corporation. This program will be integrated into the Federal Express Tuition Reimbursement Program.
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BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 5 LEASE AGREEMENT FOR JOB DEVELOPMENT INCENTIVE TRAINING FUND GRANT PROGRAM

It is recommended that the Board of Trustees authorize a Specialty Lease Agreement between Macerich, Santa Monica, LLC, A Delaware Limited Liability Company, and the Santa Monica Community College District for 566 square feet of retail space located at Santa Monica Place Shopping Center (space #2030), for the period of September 12, 2000 through June 30, 2001.

Funding Source: No cost for the leasing of this space.

Comment: Funds from the approved and executed 2000-2001 Job Development Incentive Training Fund Grant will be used toward improvements in the retail space to accommodate Workforce and Economic Development's job development and placement activities and Santa Monica College student services activities, including Admissions, Outreach, EOPS and Financial Aid.

RECOMMENDATION NO. 6 AMENDMENT TO CONTRACT WITH eCOLLEGE

It is recommended that the Board of Trustees amend the contract with eCollege for Distance Education services to enable the District to pay an annual site license fee rather than the current per student fee, effective Fall 2000. For each fiscal year, the District will indicate to eCollege the projected number of student seats for the Summer, Fall, Winter, and Spring sessions and be granted a 12-month site license according to the following terms:

2,500 seats annually	\$150,000	(\$60 per seat)
3,000 seats annually	\$165,000	(\$55 per seat)
3,500 seats annually	\$175,000	(\$50 per seat)
4,000 seats annually	\$200,000	(\$50 per seat)
4,500 seats annually	\$225,000	(\$50 per seat)
5,000 seats annually	\$250,999	(\$50 per seat)

The amount of the site license for the current year will be \$150,000.

Funding Source: District General Fund, Title III Grant, eCollege Online Business Degree Grant, Virtual Multimedia Center Grant.

Comment: The current contract with eCollege stipulates that the District will pay \$27 for each resident student and \$307 for each nonresident student enrolled in online classes. For the 1999-2000 academic year, this resulted in an average per-student cost of \$68. The amended contract will not only result in an overall cost savings, but will also enable better planning and budgeting for course offerings to meet increasing student demand.

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 7 CHILD DEVELOPMENT EARLY INTERVENTIONIST CERTIFICATE PROGRAM

It is recommended that the Board of Trustees authorize a consultant agreement with Sarita P. Santos, in an amount not to exceed \$5,000, to assist Child Development faculty in the possible creation of an early interventionist certificate program. The program would provide high quality training for paraprofessionals who work with young children with special needs and their families.

Funding Source: School-to-Career Grant.

Comment: Dr. Santos currently serves as Project Director, Best Practices Project, for the UCLA Graduate School of Education and Information Studies. Her duties for the SMC Early Interventionist Certificate Program project will include development of a labor market study on job growth/projections for early intervention and special education assistants, establishment of an advisory board, and assistance in curriculum development.

RECOMMENDATION NO. 8 CONTRACT FOR SOFTWARE CONVERSION

It is recommended that the Board of Trustees authorize a contract with Solutions from Kumanran Systems, Inc. in an amount not to exceed \$63,655 (including services and necessary expenses) to assist in software conversion required for the Admissions Modernization Project.

Funding Source: District General Fund (Partnership for Excellence)

Comment: This contract will provide needed support in upgrading Oracle software to the most recent version in the effort to enhance Internet application functions while maintaining the current functionality of the ISIS Student Administration system.

RECOMMENDATION NO. 9 AGREEMENTS FOR INTERNSHIPS IN OCCUPATIONAL THERAPY

It is recommended that the Board of Trustees authorize agreements with Mount St. Mary's College and the University of Southern California for the year ending June 30, 2001. The District will provide internship opportunities for Occupational Therapy students.

Comment: The program is coordinated through the Disabled Student Center where the Occupational Therapy interns work with SMC students as volunteers.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 11, 2000

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 10 CONSULTANT CONTRACTS – DISABLED STUDENTS PROGRAM

It is recommended that the Board of Trustees approve the following consultant contracts for services related to the State Council on Developmental Disabilities Grant to be rendered October 1, 2000 through September 30, 2001.

- (1) Olivia Raynor, for a total amount not to exceed \$4,000 (\$100 per hour for 40 hours)

Comment: This consultant will be a professional evaluator, responsible for all SCDD PDF project evaluation, methods and analysis, throughout the entire 12 months of the grant. She will participate in all evaluation and dissemination activities. She will establish and implement both quantitative and qualitative evaluation methods. Her work will conclude with an end of project report disseminated through State Developmental Disability Council channels and posted on the California DD Netlink, a UCLA UAP website.

- (2) Jeanne Gaines in an amount not to exceed \$27,500 (\$2,291/month for 12 months).

Comment: This consultant will be responsible for identifying and implementing disability-related modifications needed for trainees to perform job-related tasks. In collaboration with the other SCDD Grant team members, she will evaluate applicants' project eligibility and disability-related accommodation issues, assist in the creation of individualized apprenticeship placement plans, assist with job placement, coordinate support services, contribute to the project evaluation, and perform other duties as assigned by the Project Co-directors.

- (3) Heidi Dorn in an amount not to exceed \$27,500 (\$2,291/month for 12 months)

Comment: The consultant will develop apprentice placements and continuing job opportunities for trainees with both public and private employers. She will be responsible for recruiting and evaluating community college graduates who have developmental disabilities, creating individualized placement plans, placing trainees in both apprentice training positions and continuing employment, monitoring trainee progress, contributing to project evaluation and other duties as assigned by Project Co-directors.

Funding Source: State Council on Developmental Disabilities Grant

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 11, 2000

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11

CONSULTANTS-INSTITUTIONAL FLEX DAYS

It is recommended that the Board of Trustees authorize the following consultant contract for opening day of the Fall semester, Thursday, August 24, 2000.

MIKE MANN AND THE NIGHT RIDERS provided two one-half hour sets during the opening day luncheon on Thursday, August 24, 2000 for a fee \$1,500.

Funding Source: Staff Development Grant under AB1725

Comment: A subcommittee of the Professional Development Committee developed the program and selected the consultants for Institutional Flex Day.

RECOMMENDATION NO. 12

ACADEMIC PERSONNEL

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

EFFECTIVE DATE

ELECTIONS

HOURLY

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

LEAVES OF ABSENCE WITH PAY

RECIND REDUCTION IN ASSIGNMENT

Van Allen, Philip, Instructor Interactive Media

08/28/00 " 12/19/00

REDUCTION IN ASSIGNMENT

Brown, Maurine Health Science

Comment: Ms. Brown requests a reduction of her assignment to 65%.

LEAVES OF ABSENCE WITHOUT PAY

PERSONAL

Haegele, Loann

Instructor, Nursing

9/14/00 " 9/21/00

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 11, 2000

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 13

CLASSIFIED PERSONNEL
ESTABLISH/ABOLISH POSITIONS

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

<u>ESTABLISH</u>	<u>EFFECTIVE DATE</u>
Registration and Enrollment Coordinator (1 position) Admissions and Records, 12 mos, 40 hrs	09/12/00
Admissions and Records Graduation Specialist (new classification/1 position) Admissions and Records, 12 mos, 40 hrs	09/12/00
Admissions and Records Clerk I (1 position) Outreach 12 mos, 40 hrs	09/12/00
Child Care Specialist (3 positions) Child Care Center, 11 mos, 20 hrs/wk	09/12/00
Clerical Asst II (1 position) Mathematics, 11 mos, 20 hrs Comment: correction from 12 mos to 11 mos. Approved 8/7/00.	08/08/00
Health Assistant (1 position) Health Services, 12 mos, 40 hrs	09/12/00
Laboratory Technician-Art (1 position) Art, 11 mos, 40 hrs Comment: correction from 12 mos to 11 mos. Approved 8/7/00.	08/08/00
Journalist/Broadcasting Lab Asst (new classification/1 position) Communications, 11 mos, 20hrs Comment: correction from 12 mos to 11 mos. Approved 8/7/00.	08/08/00
 <u>ABOLISH</u>	
Health Assistant (1 position, vacant) Health Services, 11 mos, 40 hrs	09/12/00

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 11, 2000

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 14

CLASSIFIED PERSONNEL – REGULAR

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

	<u>EFFECTIVE DATE</u>
<u>PROBATIONARY</u>	
Caines, Richard, Director, Mini Career Center (mgmt)	09/1800
Selby, Frank, Library Asst III, Library	08/25/00
<u>PROMOTIONS</u>	
Bruce, Raymond	08/21/00
Fr: Custodian NS-2, Operations, 12 mos, 40 hrs	
To: Lead Custodian NS-2, Operations, 12 mos, 40 hrs	
Wang, Yuwen	08/15/00
Fr: Programmer Analyst I, Network & Info Mgmt, 12 mos, 40 hrs	
To: Database Analyst, Network & Info Mgmt, 12 mos, 40 hrs	
Villafuerte, Roger	08/14/00
Fr: Computer Support Specialist, Telecomm, 12 mos, 40 hrs	
To: Telecommunications Tech I, Telecomm, 12 mos, 40 hrs	
<u>INCREASE IN ASSIGNMENT/PERMANENT</u>	
Bonin, Maria	09/12/00
Fr: Admissions & Records Clerk II, Admiss & Records, 12 mos, 20 hrs	
To: Admissions & Records Clerk II, Admiss & Records, 12 mos, 40 hrs	
<u>TRANSFER/ADMINISTRATIVE</u>	
Adams, Danette	09/01/00
Fr: Student Employment Specialist, Job Center, 12 mos, 40 hrs	
To: Student Employment Specialist, Human Resources, 12 mos, 40 hrs	
<u>PERMANENT EMPLOYEE WITH PROVISIONAL ASSIGNMENT</u>	
Monzon, Karen, Personnel Specialist 1, Human Resources	09/05/00 " 12/21/00
<u>PERMANENT EMPLOYEES WITH TEMPORARY ASSIGNMENT</u>	
Fredrickson, Don, Accompanist-Voice, Music	07/31/00 " 08/10/00
Monzon, Karen, Reg/Information Clerk, Admissions	07/01/00 " 06/30/01

CHANGE IN SHIFT/PERMANENT

Osegura, Ismenia 07/01/00
Fr: Custodian-Day, Operations, 12 mos, 40 hrs
To: Custodian-Varied Hours, Operations, 12 mos, 40 hrs

WORKING OUT OF CLASSIFICATION

Baetz, Mike 07/03/00 " 12/07/00
Fr: Gardener/Equipment Operator, Grounds, 12 mos, 40 hrs
To: Pipefitter/Sprinkler, Grounds, 12 mos, 40 hrs

Belcher, Ernest 07/01/00 " 08/31/00
Fr: Skilled Maint Worker, Maintenance, 12 mos, 40 hrs
To: Metal Worker/Welder, Maintenance, 12 mos, 40 hrs

Bonin, Maria (amended dates) 07/11/00 " 12/21/00
Fr: Admissions and Records Clk II, Admissions, 12 mos, 20 hrs
To: Articulation Transfer Specialist, Counseling, 12 mos, 40 hrs

Botello, Mary 04/03/00 " 06/30/00
Fr: Custodian NS-2, Operations, 12 mos, 40 hrs
To: Lead Custodian NS-2, Operations, 12 mos, 40 hrs

Nasr, Waleed 07/15/00 " 10/31/00
Fr: Multimedia Specialist, Instr Computing, 12mos, 40 hrs
To: Internet/Web Server Coord, Instr Computing, 12 mos, 40 hrs

WORKING OUT OF CLASSIFICATION (Additional responsibilities)

Botello, Mary, Custodian NS-2, Operations +10% 07/01/00 " 08/18/00
Jara, Ana M., Dept Secretary I, Int Education +10% 07/01/00 " 10/31/00
Levine, Steve, Media Services Coord., Media Ctr +10% 08/28/00 " 09/08/00
Felix, Emerita, Dept Secretary II, Academic Affairs +10% 07/24/00 " 10/31/00
Wang, Yuwen, Program Analyst I, Info Mgmt +7-1/2% 04/01/00 " 06/30/00

LEAVES OF ABSENCE WITH PAY

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

MEDICAL/WITH PAY

Acosta, Dennis, Custodian-Day, Operations 07/31/00 " 08/15/00
Bowen, Michelle, Personnel Spec II, Human Resources (ext) 06/17/00 " 06/20/00
Davis, Norma, Admin Asst III, Student Svcs 07/05/00 " 07/25/00
Ferro, Jennifer, Radio Bdcasting Asst Director, KCRW 07/03/00 " 09/15/00
Gerwald, Marion, Intl Student Svcs Ctr, Intl Student Ctr 08/02/00 " 08/14/00
Johnson, Raheda, Custodian NS-2, Operations 07/22/00 " 08/02/00
Leung, Doris, Fin Aid Tech, Financial Aid 07/26/00 " 08/01/00
Ortega, Lisa, Custodian NS-2, Operations 07/25/00 " 08/10/00
Sicilia, Fernando, Parking Sec Officer, College Police 08/04/00 " 09/04/00
Sosa, Juan, Custodian NS-2, Operations (ext) 07/25/00 " 08/06/00

LEAVES OF ABSENCE WITHOUT PAY

PERSONAL

Campbell, Laura, Instr Asst-English, English 11 mos, 20 hrs 06/19/00 " 12/09/00

FAMILY MEDICAL LEAVE

Bowen, Michelle, Personnel Specialist II, Human Resources
Cohanne, Jonathan, Adm/Rec Clk II, Admissions (ext)

06/21/00 " 08/27/00
08/15/00 " 08/18/00

SEPARATIONS

RESIGNATION

Hasenmayer, Nancy, Admin Asst I, Health Sciences

09/15/00

Kerce, Kathryn, College Police Dispatcher, College Police

08/14/00

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 11, 2000

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 15

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.

ELECTIONS

EFFECTIVE DATE

PROVISIONAL (assignment not to exceed 90 working days)

Brown, Christina, Testing Assistant, A & R	07/01/00 “ 06/30/01
Grant, Marcas, Radio Programming Tech I	09/01/00 “ 12/21/00
Haston, Claire, Instructional Assistant, English	08/28/00 “ 12/12/00
Jensen, Dorothy, Health Assistant I, Health Services	08/28/00 “ 11/28/00
Khorshandran, Shahryar, Asst. Tutoring Coord.-Math	06/01/00 “ 06/28/00
Kincy, Ellen, Department Secretary III, Cosmetology	08/11/00 “ 11/15/00
Lynch, Nancy, Department Secretary II, Personnel Comm.	08/01/00 “ 08/04/00
Sealana, Aurora, Library Assistant II, Library (ext)	07/25/00 “ 10/11/00
Shin, Jennifer, Registration Enrollment Coordinator, A & R	08/07/00 “ 12/12/00
Tucker, Ava, Admissions & Records Clerk II, A & R	07/11/00 “ 12/21/00
Vergara-Garcia, Ruben, Groundskeeper, Grounds	07/21/00 “ 12/24/00
Victorin, Anthony, Cash Receipts Clerk (ext)	05/15/00 “ 06/28/00

CASUAL (assignment not to exceed 15 hrs/wk, 15 days/month)

Alvarado, Claudia, Counseling Aide, Counseling	07/01/00 “ 08/11/00
Arroyo, Monica, Office Aide, Human Resources	07/01/00 “ 08/11/00
Arroyo, Monica, Office Aide, Human Resources	08/14/00 “ 09/15/00
Ballard, Dora, Accompanist-Performance, Emeritus	07/01/00 “ 12/21/00
Bravo, Rebecca, Office Aide, Human Resources	08/14/00 “ 09/15/00
Carrillo, Leopoldo, Counseling Aide, EOP&S	07/01/00 “ 08/11/00
Castro, Gisella, Counseling Aide, School Relations	07/01/00 “ 10/30/00
Cole, Gina, Office Aide, Student Affairs	08/10/00 “ 12/21/00
Conlin, William, Performance Activities Asst, Events	08/11/00 “ 12/21/00
Duran, Ricardo, Performance Activities Asst, Events	08/11/00 “ 12/21/00
Everett, Tiffany, Counseling Aide, EOP&S	07/01/00 “ 12/21/00
Gallardo, Myrna, Counseling Aide, Latino Center	07/01/00 “ 08/11/00
Gerhold, Thomas, Accompanist-Performance, Emeritus	07/01/00 “ 12/21/00
Gerhold, Thomas, Accompanist-Voice, Emeritus	07/01/00 “ 12/21/00
Gonzalez, Antonio, Counseling Aide, Latino Center	07/01/00 “ 08/11/00
Gonzalez, Antonio, Counseling Aide, Latino Center	08/28/00 “ 12/19/00
Gottesman, Judith, Accompanist-Performance, Emeritus	07/01/00 “ 12/21/00
Gutierrez, Veronica, Counseling Aide, Latino Center	06/19/00 “ 08/11/00
Gutierrez, Veronica, Counseling Aide, Latino Center	08/28/00 “ 12/19/00
Jones, Lena, Counseling Aide, African Collegian Ctr	07/01/00 “ 08/11/00
Lopez, Maria, Office Aide, Academic Affairs	07/01/00 “ 08/11/00
Lopez, Maria, Office Aide, Academic Affairs	08/14/00 “ 12/21/00
Maiorano, Susan, Counseling Aide, Matriculation	07/01/00 “ 08/11/00
Marquez, Francisca, Counseling Aide, Latino Center	06/19/00 “ 08/11/00

Marquez, Francisca, Counseling Aide, Latino Center	08/28/00 “ 12/19/00
Martinez, Isaac, Counseling Aide, School Relations	07/01/00 “ 10/30/00
Mayer, Jon, Accompanist, Music	08/28/00 “ 12/19/00
Mbusi, Norah, Counseling Aide, Student Support Services	07/05/00 “ 12/21/00
Menjivar, Raul, Counseling Aide, EOP&S	07/01/00 “ 12/21/00
Miller, Fran, Counseling Aide, Counseling/Transfer	07/01/00 “ 12/21/00
Monroe, Deshawn, Counseling Aide, Student Support Servs	07/01/00 “ 08/11/00
Nam, Taek Cheor, Counseling Aide, Counseling/Transfer Ctr	07/01/00 “ 12/21/00
Nguyen, Quynh-Mai, Counseling Aide, School Relations	07/01/00 “ 08/11/00
Orellana, Ivan, Counseling Aide, Counseling/Transfer Ctr	07/01/00 “ 08/11/00
Padron, Karla, Counseling Aide, Pico Partnership	07/01/00 “ 08/11/00
Polichtchouk-Zambetti, Violetta, Accomp-Dance, Dance	06/19/00 “ 07/29/00
Ramirez, Hilda, Office Aide, Academic Affairs	08/14/00 “ 12/21/00
Ricks, Keith, Performance Activities Assistant, Events	08/11/00 “ 12/21/00
Sanchez, Yesenia, Counseling aide, EOP&S	07/01/00 “ 12/21/00
Sims, Yvette, Counseling aide African American Ctr	07/01/00 “ 08/11/00
Staggs, Cray, Instructional Assistant-ESL, ESL	07/01/00 “ 07/28/00
Taylor, Rosa, Counseling aide, Student Support Services	07/05/00 “ 12/21/00
Vargas, Patricia, Counseling Aide, Pico Partnership	07/01/00 “ 08/11/00
Vento, Victor, Accompanist-Performance, Emeritus	07/01/00 “ 12/21/00
Walker, Frederick, Accompanist-Dance, Dance	06/16/00 “ 07/27/00
Watkins, Deanna, Accompanist-Dance, Dance	06/19/00 “ 07/27/00
Wheatcraft, Jeff, Performance Activities Assistant, Events	08/11/00 “ 12/21/00
White, Susan, Instructional Asst. - English, Matriculation	08/28/00 “ 12/12/00

TEMPORARY (Limited Term: assignment not to exceed 120 working days/fiscal year)

Ahmed, Sara, Bookstore Cashier/Clerk, Bookstore	07/01/00 “ 06/30/01
Anderson, Claudette, Dept Secty II, Workfrce/Econ Dev	07/01/00 “ 12/21/00
Awosika, Kikelola, Bookstore Cashier/Clerk, Bookstore	07/01/00 “ 06/30/01
Ayala, Juan, Bookstore Cashier/Clerk, Bookstore	07/01/00 “ 06/30/01
Baker, Terry, Bookstore Cashier/Clerk, Bookstore	07/01/00 “ 06/30/01
Baker, Tiffany, Counseling Aide, School Relations	07/01/00 “ 08/11/00
Barr, Laura, Accounting Specialist II, Bookstore	07/01/00 “ 06/30/01
Baskin, Patricia, Bookstore Cashier/Clerk, Bookstore	07/01/00 “ 06/30/01
Berbano, Leah, Registration Information Clerk, IEC	06/01/00 “ 06/30/01
Bitew, Theodore, Bookstore Cashier/Clerk, Bookstore	07/01/00 “ 06/30/01
Brinkmann, Johannes, Bookstore Cashier/Clerk, Bookstore	07/01/00 “ 06/30/01
Brown, Danielle, Reg Information Clerk, Comm Svcs	07/27/00 “ 06/30/01
Bui, Bang, Bookstore Cashier/Clerk, Bookstore	07/01/00 “ 06/30/01
Carr-Francis, Sherita, Reg Info Clerk, School Relations	07/01/00 “ 06/30/01
Casillas, Ruth, Registration Information Clerk, A & R	07/01/00 “ 06/30/01
Cason, Tracy, Bookstore Cashier/Clerk, Bookstore	07/01/00 “ 06/30/01
DaCosta, Richard, Bookstore Cashier/Clerk, Bookstore	07/01/00 “ 06/30/01
Dindial, Bharose, Bookstore Cashier/Clerk, Bookstore	07/01/00 “ 06/30/01
Enaiho, Patricia, Bookstore Cashier/Clerk, Bookstore	07/01/00 “ 06/30/01
Exum, Ellen, Bookstore Cashier/Clerk, Bookstore	07/01/00 “ 06/30/01
Flores, Augustine, Bookstore Cashier/Clerk, Bookstore	07/01/00 “ 06/30/01
Frazier, Beverly, Registration Information Clerk, Outreach	08/07/00 “ 06/30/01
Frias, Laura, Bookstore Cashier/Clerk, Bookstore	07/01/00 “ 06/30/01
Gallardo, Julissa, Registration Information Clerk, A & R	07/01/00 “ 06/30/01
Garcia, Lucy, Registration Information Clerk, Bookstore	07/01/00 “ 06/30/01
Garcia, Renay, Registration Information Clerk, A & R	07/01/00 “ 06/30/01
Gillett, Melisa, Bookstore Cashier/Clerk, Bookstore	07/01/00 “ 06/30/01
Gilyard, Katina, Bookstore Cashier/Clerk, Bookstore	07/01/00 “ 06/30/01

Glazer, Brooke, Interp Hearing Impaired, Disabled Stdnt	06/19/00 " 08/11/00
Gomez, Veronica, Bookstore Cashier/Clerk, Bookstore	07/01/00 " 06/30/01
Greene, Elizabeth, Sign Language Interp, Disabled Stdnt	06/19/00 " 08/11/00
Hassan, Fauzie, Bookstore Cashier/Clerk, Bookstore	07/01/00 " 06/30/01
Herron, Meredith, Registration Information Clerk, A & R	07/01/00 " 06/30/01
Hill, Jamon, Bookstore Cashier/Clerk, Bookstore	07/01/00 " 06/30/01
Jackson, Sheralynn, Reg Information Clerk, Outreach	09/06/00 " 06/30/01
Jimenez, Marcela, Registration Information Clerk, A & R	07/01/00 " 06/30/01
Johnson, Andre, Bookstore Cashier/Clerk, Bookstore	07/01/00 " 06/30/01
Jones, Frances, Bookstore Cashier/Clerk, Bookstore	07/01/00 " 06/30/01
Jones, Michaelyn, Registration Information Clerk, A & R	07/01/00 " 09/30/00
Kahn, Clarice, Bookstore Cashier/Clerk, Bookstore	07/01/00 " 06/30/01
Kaye-Klein, Liza, Registration Information Clerk, ISC	07/01/00 " 06/30/01
Kennefick, Alex, Bookstore Cashier/Clerk, Bookstore	07/01/00 " 06/30/01
Kowalczyk, Tadzio, Bookstore Cashier/Clerk, Bookstore	07/01/00 " 06/30/01
Lee, Esther Kim, Reg Information Clerk, Financial Aid	07/01/00 " 12/12/00
Lee, Michael, Bookstore Cashier/Clerk, Bookstore	07/01/00 " 06/30/01
Lemus, Karen, Bookstore Cashier/Clerk, Bookstore	07/01/00 " 06/30/01
Liu, William, Counseling Aide, Counseling/Transfer	07/01/00 " 12/21/00
Lopez, Jose, Bookstore Cashier/Clerk, Bookstore	07/01/00 " 06/30/01
Manhertz, Yvonne, Bookstore Cashier/Clerk, Bookstore	07/01/00 " 06/30/01
Martinez, Carlos, Bookstore Cashier/Clerk, Bookstore	07/01/00 " 06/30/01
Matsumoto, Michael, Registration Information Clerk, A & R	07/01/00 " 06/30/01
McIntosh, Brian, Bookstore Cashier/Clerk, Bookstore	07/01/00 " 06/30/01
McPherson, Jeffrey, Bookstore Cashier/Clerk, Bookstore	07/01/00 " 06/30/01
Mekonnen, Yoseph, Bookstore Cashier/Clerk, Bookstore	07/01/00 " 06/30/01
Metellus, Marjorie, Bookstore Cashier/Clerk, Station "C"	07/01/00 " 06/30/01
Moagi, Stephen, Bookstore Cashier/Clerk, Bookstore	07/01/00 " 06/30/01
Moges, Aster, Bookstore Cashier/Clerk, Bookstore	07/01/00 " 06/30/01
Monroe, Trinita, Bookstore Cashier/Clerk, Bookstore	07/01/00 " 06/30/01
Muluneh, Binyam, Bookstore Cashier/Clerk, Bookstore	07/01/00 " 06/30/01
Ngo, Anh-Tuyet Thi, Registration Information Clerk, IEC	07/01/00 " 06/30/01
Nguyen, Ha, Registration Information Clerk, A & R	07/01/00 " 06/30/01
Panghongkeon, Artee, Bookstore Cashier/Clerk, Bookstore	07/01/00 " 06/30/01
Perkins, Paul, Bookstore Cashier/Clerk, Bookstore	07/01/00 " 06/30/01
Preston, Jacquilyn, Bookstore Cashier/Clerk, Bookstore	07/01/00 " 06/30/01
Robbins, Jederdiare, Bookstore Cashier/Clerk, Bookstore	07/01/00 " 06/30/01
Ruvalcaba, Ismael, Bookstore Cashier/Clerk, Bookstore	07/01/00 " 06/30/01
Shamsian, Dalia, Bookstore Cashier/Clerk, Bookstore	07/01/00 " 06/30/01
Sherif, Alfia, Bookstore Cashier/Clerk, Bookstore	07/01/00 " 06/30/01
Solomon, Lavada, Bookstore Cashier/Clerk, Bookstore	07/01/00 " 06/30/01
Sun, Eric, Bookstore Cashier/Clerk, Bookstore	07/01/00 " 06/30/01
Sun, Hsiu, Bookstore Cashier/Clerk, Bookstore	07/01/00 " 06/30/01
Tapia, Hector, Registration Information Clerk	07/01/00 " 06/30/01
Tesfaye, Aberash, Bookstore Cashier/Clerk, "Station C"	07/01/00 " 06/30/01
Thielking, Alan, Bookstore Cashier/Clerk, Bookstore	07/01/00 " 06/30/01
Tjahja, Fransiska, Interp Hearing Impaired, Disabl Stdnt Ctr	06/19/00 " 08/11/00
Villela, Aide, Bookstore Cashier/Clerk, Bookstore	07/01/00 " 06/30/01
Vu, Mai, Bookstore Cashier/Clerk, Bookstore	07/01/00 " 06/30/01
Yaghoubnejad, Ramin, Instructional Asst, Math	06/19/00 " 07/31/00
Young, Mary, Bookstore Cashier/Clerk, Bookstore	07/01/00 " 06/30/01

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 11, 2000

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 16

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	74
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Tutorial Aide \$10.50/hr	5
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FEDERAL/STATE FUNDED STUDENT EMPLOYEES

College Work-Study Student Assistant \$7.00/hr	14
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PHYSICAL EDUCATION DEPARTMENT EMPLOYEES

Recreation Director I \$8.12/hr	1
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Recreation Director II \$10.59/hr	1
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PROFESSIONAL EXPERTS

Art Model \$14.00/hr	4
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Community Services Specialist I \$27.40/hr	38
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Community Services Specialist II \$38.00/hr	5
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Workforce and Economic Development – Project Specialist I \$3,750/mo	2
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List(s) available in the Human Resources Office and attached to permanent minutes.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 11, 2000

CONSENT AGENDA : BUSINESS AND ADMINISTRATION
RECOMMENDATION NO. 17 ORGANIZATIONAL MEMBERSHIP, 2000-2001

It is recommended that the Board of Trustees approved the following organizational membership for 2000-2001:

American Association of Community Colleges (AACC)

Funding Source: District General Fund

Comment: AACC's new president has been a strong advocate for community college issues in California and plans to continue those efforts on a national level. The District expects this organization to be very effective on behalf of community colleges and their leaders and recommends reinstatement of membership. Participation in this organization will be useful in the work ofin Washington, D.C. An evaluation of this membership will be made at the end of the fiscal year and a report will be made to the Board.

RECOMMENDATION NO. 18 CLAIM FOR DAMAGES

It is recommended that the Board of Trustees reject the claim filed on September 1, 2000 by MERCEDES YANEZ in the amount of \$456.00 and refer the claim to the District's claims management firm.

Comment: Ms. Yanez alleges that her vehicle damaged by a detached rolling metal gate that was leaning against the parking lot wall and fell onto her car as she parked.

RECOMMENDATION NO. 19 SETTLEMENT OF CLAIM

It is recommended that the Board of Trustees ratify the settlement amount of \$9,000 to be paid to claimant Roel A. Ramos and his attorneys of record, Ohanessian & Aroustamian.

Comment: Mr. Ramos was injured by a District cart. The settlement is recommended by the District's claims management firm to minimize potential liability exposure.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 11, 2000

CONSENT AGENDA : BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 20

RISK MANAGEMENT CONSULTANT

It is recommended that the Board of Trustees authorize agreement with the Maureen Sassoon to conduct site visits to investigate indoor air quality for the period ending June 30, 2001. Services to include air monitoring, lab pick-up, chain-of-custody, lab fees and written report for a fee not to exceed \$3,000.

Funding Source: District General Fund

Comment: Dr. Maureen Sassoon has more than 20 years professional experience in the field of occupational health and safety. She has worked in both public and private sector businesses prior to forming her own business. Her professional qualifications include a Master of Public Health in Health Education, a Master of Science in Environmental & Occupational Health and a Doctor of Public Administration, as well as certifications as a Registered Environmental Assessor, a Registered Environmental Health Specialist and a Certified Industrial Hygienist.

RECOMMENDATION NO. 21

KCRW: PROPRIETARY INTERNET SOFTWARE

It is recommended that SOFTWARE NETWORKS be declared as “sole source” for proprietary software for internet access for the simultaneous broadcast of multiple channels of KCRW programming and that the Board of Trustees authorize KCRW to purchase the software for an amount not to exceed \$135,000 for the period of July 1, 2000 through June 30, 2003. Software to include system administration and emergency support 24 hours per day, 7 days per week.

Funding Source: KCRW donations and grants

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 11, 2000

CONSENT AGENDA : BUSINESS AND ADMINISTRATION
RECOMMENDATION NO. 22-A FACILITIES: COMPLETION OF REPLACEMENT OF HVAC UNITS – CONCERT HALL

Subject to completion of punch list items by BROADWAY AIR CONDITIONING CO., 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 REPLACEMENT OF HVAC UNITS-CONCERT HALL, as being completed upon BROADWAY AIR CONDITIONING CO.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.

RECOMMENDATION NO. 22-B FACILITIES: AMEND ARCHITECTURAL SERVICES AGREEMENT – CHILD CARE FACILITY

It is recommended that the Board of Trustees approve an amendment to the agreement for architectural services, Remodel Child Care Facility at Santa Monica Assistance League project with CALDWELL ARCHITECTS for an additional amount not to exceed \$7,000 plus reimbursable expenses.

Funding Source: CalWORKS Child Care Facility Grant/District

Comment: This amendment provides for additional hours required in the pursuit of obtaining a city building permit and local fire department approval for the project work. Additional hours were also necessary to refine plan and provide bid documents for code-compliant children’s outdoor play/learning area and equipment.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 11, 2000

CONSENT AGENDA : BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 22-C FACILITIES: SANTA MONICA ASSISTANCE LEAGUE CHILD CARE FACILITY PHASE 1- CHANGE ORDER NO. 2a

It is recommended that the Board of Trustees approve Change Order No. 2a with PROCON DEVELOPMENT & ENGINEERS for the Santa Monica Assistance League Child Care Facility, Phase 1.

Original Contract Amount	\$74,950.00
Change Order No. 1	3,694.25
Change Order No. 2a	<u>(15,707.68)</u>
REVISED CONTRACT AMOUNT	\$62,936.57

Funding Source: CalWORKS Child Care Facility Grant/District

Comment: This change order provides for the construction of a partition wall, additional contractor overhead cost due to Plan Check/Building Permit and Fire Alarm approval delays, repair and replace portion of main water copper pipe, removal/disposal of asbestos contained vinyl tile in faculty bathroom, and installation of 120 van duplex for future fire alarm control panel. This change order also provides for a credit of \$20,000 for fire alarm system to be done in upcoming Phase 2 remodel work.

RECOMMENDATION NO. 22-D FACILITIES: COMPLETION OF SANTA MONICA ASSISTANCE LEAGUE CHILD CARE FACILITY PHASE 1

Subject to completion of punch list items by PROCON 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 SANTA MONICA ASSISTANCE LEAGUE CHILD CARE FACILITY PHASE 1 as being complete upon PROCON 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.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 11, 2000

CONSENT AGENDA : BUSINESS AND ADMINISTRATION
RECOMMENDATION NO. 22-E FACILITIES: AWARD OF BID – REMODEL CHILD CARE FACILITY, PHASE 2

It is recommended that the Board of Trustees award the bid for the REMODEL CHILD CARE FACILITY, PHASE 2 project to the lowest responsive bidder.

<u>Bidder</u>	<u>Bid Amount</u>
Procon Construction	\$71,500
EMMA Corp.	79,526

Funding Source: CalWORKS Child Care Facility/District

Comment: The Phase 2 work of this project will primarily consist of the installation of a local fire department compliant fire alarm system and the implementation of outdoor improvements to include child safety play surfaces, play & learning equipment, and landscape improvements.

RECOMMENDATION NO. 22-F FACILITIES: MECHANICAL ENGINEERING SERVICES TECHNOLOGY BUILDING EXHAUST SYSTEM

It is recommended that the Board of Trustees authorize the District to enter into an agreement with KHALIFEH & ASSOCIATES for mechanical engineer services associated with the Modifications to Exhaust System, Technology Building, for an amount not to exceed \$9,700.

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.

RECOMMENDATION NO. 22-G FACILITIES: COMPLETION OF CONCERT HALL REROOF

Subject to completion of punch list items by VERDUGO ROOFING, it is recommended that the Board of Trustees authorize the Executive Vice President of Business and Administration, without further action of the Board of Trustees, to accept the project described as CONCERT HALL REROOF as being complete upon VERDUGO ROOFING's completion of punch lists items. The Executive Vice President of Business and Administration shall determine the date of Final Completion and Final acceptance. Subject to the foregoing and in accordance with and in strict compliance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance, disbursement of the final payment is authorized.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 11, 2000

CONSENT AGENDA : BUSINESS AND ADMINISTRATION
RECOMMENDATION NO. 23 COMMERCIAL WARRANT REGISTER

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

July 1 – July 31, 2000 4315 - 4334 \$2,793,302.10

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

RECOMMENDATION NO. 24 PAYROLL WARRANT REGISTER

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

July 1 - July 31, 2000 C1L – 207-N \$7,060,070.59

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

RECOMMENDATION NO. 25 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.

July 1 – July 31, 2000 73230 - 73532 \$4,056,851

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

RECOMMENDATION NO. 26 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.

August 1 – August 31, 2000 D32748 – D33188 \$306,178.40

BOARD OF TRUSTEES	Action
Santa Monica Community College District	September 11, 2000

CONSENT AGENDA: BUSINESS AND ADMINISTRATION RECOMMENDATION NO. 27-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. 74904 – 75248	\$2,206,040.48
B) Telephone Orders	59,087.91
C) Change Orders	83,645.91
D) Auxiliary Orders	119,159.33
E) Auxiliary Change Orders	-0-

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

RECOMMENDATION NO. 27-B PURCHASING: AUTHORIZATION TO PARTICIPATE IN PURCHASE AGREEMENT

It is recommended that the Board of Trustees approve the use of the State of California Department of General Services' CMAS (California Multiple Awards Schedule) contract #3-99-70-0141B with EXPANETS for the lease/purchase of computer hardware and software. The CMAS contract expires October 28, 2002.

It is further recommended that the Board of Trustees approve the award of a purchase order to EXPANETS for the purchase of computer hardware and software for the Admissions Modernization project in an amount not to exceed \$420,000.

Funding Source: Partnership for Excellence

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 11, 2000

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 28

APPOINTMENT OF ACCT VOTING DELEGATES

It is recommended that the Board of Trustees appoint Dorothy Ehrhart-Morrison and Nancy Cattell-Luckenbach as the voting delegates to represent Santa Monica College at the Association of Community College Trustees (ACCT) Annual Convention in Nashville, Tennessee, October 18-21, 2000.

MOTION MADE BY: Patrick Nichelson
 SECONDED BY: Herbert Roney

It is recommended that the Board of Trustees appoint Carole Currey as the alternate to represent Santa Monica College at the Association of Community College Trustees (ACCT) Annual Convention in Nashville, Tennessee, October 18-21, 2000.

MOTION MADE BY: Patrick Nichelson
 SECONDED BY: Herbert Roney

Comment: SMMCD is entitled to two voting delegates (the chief executive officers and nonvoting members of the Board are not eligible). Chair Dorothy Ehrhart-Morrison, Trustee Nancy Cattell-Luckenbach, and Trustee Carole Currey will be attending this convention.

STUDENT ADVISORY: None
 AYES: 6
 NOES: 0

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 11, 2000

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 29

PROPOSITION 38 – SCHOOL VOUCHER INITIATIVE

It is recommended that the Board of Trustees conduct a public discussion on Proposition 38 – School Voucher Initiative.

MOTION MADE BY: Herbert Roney
 SECONDED BY: Annette Shamey
 STUDENT ADVISORY: None
 AYES: 6
 NOES: 0

It is further recommended that the Board of Trustees adopt a position to oppose to Proposition 38.

Comment: It was agreed at the Liaison meeting by the representatives of the Board of Trustees that the Board should join the SMMUSD Board of Education and the Santa Monica City Council in adopting an official position regarding Proposition 38.

MOTION MADE BY: Annette Shamey
 SECONDED BY: Herbert Roney
 STUDENT ADVISORY: None
 AYES: 6
 NOES: 0

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 11, 2000

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 30-A PUBLIC HEARING –2000-2001 BUDGET

It is recommended that the Board of Trustees conduct a public hearing on the 2000-2001 budget.

PUBLIC HEARING OPENED: 9:26 p.m.
MOTION MADE BY: Herbert Roney
SECONDED BY: Carole Currey
STUDENT ADVISORY: None
AYES: 6
NOES: 0

PUBLIC COMMENTS: None

PUBLIC HEARING CLOSED: 9:27 p.m.
MOTION MADE BY: Carole Currey
SECONDED BY: Herbert Roney
STUDENT ADVISORY: None
AYES: 6
NOES: 0

RECOMMENDATION NO. 30-B ADOPTION OF 2000-2001 BUDGET

It is recommended that the Board of Trustees adopt the 2000-2001 budget as stated in the following pages detailing the various funds of the District.

GENERAL FUND BUDGET SUMMARY

Beginning Balance	\$ 5,670,038
Revenue	<u>107,705,720</u>
Total Funds Available	\$113,375,758
Proposed Expenses & Transfers	\$112,015,723
Estimated Contingency Reserves	<u>\$ 1,360,035</u>
Total	\$113,375,758

MOTION MADE BY: Carole Currey
SECONDED BY: Nancy Cattell-Luckenbach
STUDENT ADVISORY: None
AYES: 6
NOES: 0

**SANTA MONICA COMMUNITY COLLEGE DISTRICT
PROPOSED 2000/2001 ADOPTED BUDGET NARRATIVE**

The Santa Monica Community College District Proposed Budget for fiscal year 2000/2001 is \$166,607,212 and is comprised of the following eight funds:

General Fund Unrestricted	\$95,546,827
General Fund Restricted	<u>17,828,931</u>
Total General Fund	\$113,375,758

Other Restricted Funds	
Student Financial Aid Fund	3,942,528
Special Reserve Fund (Capital)	26,103,371
Bond Interest & Redemption Fund	2,889,418
Bond Fund	6,940,829
Earthquake Fund	9,451,837
Auxiliary Operations	<u>3,903,471</u>
	<u>\$ 53,231,454</u>

TOTAL PROPOSED ADOPTED BUDGET \$166,607,212

The 1999-2000 fiscal year closed with a combined General Fund ending balance of \$5,670,038. This is 5.9% of the total actual combined General Fund expenses of \$96,886,910. During the 1999-2000 fiscal year we increased our ending balance percentage from 5.0% to 5.9% while substantially increasing program offerings and services to our students. This is due to a conscientious effort made by all Santa Monica College faculty and staff to operate in a cost effective manner.

In the following pages, items of interest by fund are highlighted.

GENERAL FUND

General Fund Unrestricted (01)

These are the only funds that are available for the general operations of the college. All other funds are restricted.

The federal income levels for 2000/2001 are based on information received from the Federal government.

The State Community College budget reflects a 4.17% Cost of Living Adjustment (COLA) and an estimated average state growth of 3.5%. The availability of growth funds depends on the College's ability to meet its enrollment forecast. Basic skills funding has been budgeted at zero and will only be realized if we have growth over CAP. This is highly unlikely this year, as the college has just about reached its saturation point. There are no longer the facilities to facilitate the growth. As you know, when you add classes you need available classrooms and office space for the faculty. The college has stretched our facilities to the limit. Our campuses are full days, nights and weekends. Lack of facilities will create a real problem for us in the future as growth income is the only State funds we have available to expand program offerings, hire personnel and improve technology.

Please note the state funding formula is based on the combination of property taxes, enrollment fees and principal apportionment funds added together to equal the state revenue limit.

The State Lottery revenues are based on the \$119 per FTE projection from the State.

Mandated cost recovery funds have now stabilized. The college expects them to slowly increase due to the efforts of many staff members who conscientiously record the time they spend on state mandated tasks.

Local tax revenues and enrollment fees are based on projections from the Chancellor's Office. If either of the projections is high, it will be offset by apportionment. The enrollment fees remained at \$11 per unit for the 2000/2001 fiscal year. The other local income items are projected to reflect the 1999/2000 actual figures.

The expenditure budget for the General Fund Unrestricted reflects all anticipated expenditures for the 2000/2001 fiscal year including all authorized positions.

Academic salary projections reflect the hiring of 29 new faculty, the current contract salary increase of 5.17% effective January 1, 2001, all step and column advancements, and sabbaticals. The Chancellor's Office growth formula required the college to hire 22 new faculty in fiscal year 2000/2001. The additional seven positions were funded from Partnership for Excellence.

Classified salary projections also include all step, column and longevity increases. All authorized classified positions are reflected in the budget. The District's salary proposal is also included in these projections.

Employee benefits reflect an increase due to additional staff, increased salaries and a 10% increase in health and welfare benefits.

All other expenses reflect the college's estimate of what is needed to maintain current programs and offerings.

RESTRICTED FUNDS

General Fund Restricted (03)

This fund represents all restricted money that is received by the District from Federal, State and Local sources. A summary of all the grants is available in the Accounting office. The combined dollars to support instructional equipment, items 7 and 15, show a substantial increase in State funding. Other changes in the 2000/2001 Adopted budget are that all the KCRW revenues are combined in line 25, and the addition of two new restricted categories due to legislative action taken this year. They are non-credit matriculation and restricted lottery funds. The restricted lottery funds revenue reflects the implementation of Proposition 20 – The Cardenas Textbook Act 2000 passed by California Voters on March 7, 2000, which provides for fifty percent of any growth in statewide lottery revenues over the 1997/98 base year to be allocated to school districts and community colleges for the sole purpose of purchasing instructional materials.

As is the College's practice new development grants will be presented to the Board of Trustees for approval and the College's budget will be augmented to reflect the increase.

Student Financial Aid Fund (09)

This fund consists of all student financial aid programs (PELL, SEOG, EOPS and Cal Grants). Transfer line item 5 reflects a transfer from the General Fund Unrestricted to meet the match requirement of the individual grant programs. PELL Grants are budgeted substantially lower than the actual figures from fiscal year 1999/2000. The budget figures reflect the current approved amount. The college anticipates this figure will be augmented throughout the year and will end up at approximately the 1999/2000 level.

Special Reserve Fund (Capital) (15)

This fund is also known as the Capital Expenditures Fund. State funding for Capital Projects, scheduled maintenance, asbestos abatement and architectural barrier removal resides in this fund. The non-resident capital charge is a revenue source to this fund to pay the annual Certificate of Participation costs for the purchase of the Academy of Entertainment & Technology property, and to help offset the costs of the many district-funded capital projects that are completed during the year for which state funding is not available. Please note that this fund includes three funded Capital Projects, the equipment for the Science Building, the Library Addition, and the equipment for the Library Addition.

Please note on this fund, as well as on all Capital expenditure related funds – Fund 70 and Fund 73, that the budget reflects the total allocation and the total expenditures for all projects thus resulting in a \$0 ending balance. In reality, all projects do not get completed and that is why the actual figures show an ending balance.

Bond Interest and Redemption Fund (21)

This fund is administered by the Los Angeles County Treasurer's Office and reflects the receipt of property tax money due to voted indebtedness for bond issues and the payment of interest on those bonds plus the redemption of the bonds whose maturity date is within the 2000/2001 fiscal year. This information is projected for the district by the Los Angeles County Treasurer's Office.

Special Reserve Parking Fund (29)

This fund, which was established from the residual funds of the 1991 refinancing of the parking structures, was eliminated from the budget during the 1999/2000 fiscal year. The only reason it is included in the budget packet is to show the closeout transaction in fiscal year 1999/2000. This fund has been deleted for the 2000/2001 fiscal year.

Bond Fund (70)

This fund reflects the revenue from the sale of bonds approved by Proposition "T" and the interest earned in the fund.

The expenditures in this fund are coupled with state grants for Americans with Disabilities Act compliance, scheduled maintenance and FEMA funding to cover the necessary expenses related to the college construction plan submitted to the voters.

Earthquake Fund (73)

This fund reflects the FEMA and OES money received and expended as a result of the damage incurred at Santa Monica College due to the 1994 Northridge Earthquake.

Auxiliary Operations

This budget reflects the income and expenses of the auxiliary operations of the district, namely the bookstore, the food and vending concessions, and special programs for specific departments in the college such as the athletic, music, theatre arts and journalism departments.

CONCLUSION

The budget reflects all funds included in the District's adopted budget for 2000/2001. It balances the College's needs and revenues to best serve the students of the College. As additions and changes to the budgets become necessary during the year, amendments will be presented to the Board of Trustees for approval.

BOARD OF TRUSTEES**INFORMATION**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

September 11, 2000

INFORMATION ITEM D1999-2000 QUARTERLY BUDGET REPORTGENERAL FUND BUDGET SUMMARY

(as of June 30, 2000)

Adjusted Beginning Balance	\$ 4,189,112
Income	<u>99,325,922</u>
Total Funds Available	\$103,515,034
Less: Expenses & Transfers	97,844,996
Ending Balance	\$5,670,038

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 fourth quarter report reflects the final unaudited figures for fiscal year 1999-2000 and the financial statements are reflected in the 2000-2001 budget presentation.

BOARD OF TRUSTEES

INFORMATION

SANTA MONICA COMMUNITY COLLEGE DISTRICT

September 11, 2000

INFORMATION ITEM E
FUNDS

ASSOCIATED STUDENTS UNRESTRICTED

BUDGETED STATEMENT OF REVENUES AND
EXPENDITURES, JULY 1, 2000 TO JUNE 30, 2001

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 11, 2000

ADJOURNMENT

The meeting was adjourned in memory of **Clifton Smith**, nephew of retired administrator Nathaniel Trives.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, October 2, 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.