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Meeting of the
Santa Monica Community College District
Board of Trustees
Monday, November 2, 1998
5:30 p.m. - Closed Session
7:00 p.m. - Public Meeting
Board Room
Business Building Room 117
Santa Monica College
1900 Pico Boulevard
Santa Monica, California

A G E N D A

A meeting of the Board of Trustees of the Santa Monica Community College District is scheduled to be held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Monday, November 2, 1998 at 5:30 p.m.

PUBLIC PARTICIPATION

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

Five minutes is generally allotted to each speaker. A maximum of ten minutes may be allotted to members officially representing organizations. If there are more than four speakers, the Board reserves the option of limiting the time for each participant.

Persons wishing to speak to the Board should complete an information card with name, address, name of organization (if applicable) and the topic on which comment is to be made.

Individuals wishing to speak on a specific item on the Consent Agenda will be called upon during Public Comments. Individuals wishing to speak on a specific item in Major Items of Business or any other item in the agenda will be called upon at the time that the Board reaches that item in the agenda.

No uncivil or disorderly conduct shall be permitted at any meeting of the Board of Trustees. Persistence in displaying such conduct shall be grounds for summary termination and/or removal from the meeting, by the Chair.

No oral presentation shall include charges or complaints against any employee of the District, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify the individual. Charges or complaints against employees shall be submitted to the Board of Trustees under provisions of Board policy.

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

Reference: Board Policy Section 8231

Education Code Section 72121.5

Government Code Sections 54954.2, 54954.3, 54957.9

The agenda includes 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* (5:30 p.m.)

Personnel, pursuant to Government Code Section 54957

Public Employee Discipline/Dismissal Release

Collective Bargaining, pursuant to Government Code Section 54957.6

Conference with Labor Negotiator

a. Agency negotiator: Robert Sammis

b. Employee organization: Faculty Association

Student Discipline, pursuant to Education Code Section 72122

III. *ORGANIZATIONAL FUNCTIONS* (7:00 p.m.)

C Pledge of Allegiance 1

#1 Approval of Minutes: October 5, 1998

October 15, 1998

IV. *SUPERINTENDENT'S REPORT*

V. *ACADEMIC SENATE REPORT*

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 Consultant Contract - Planetarium

Academic and Student Affairs

#3 Medical Advisor - Respiratory Therapy Program

#4 Community Services/Extension-Summer 1999 Day Camp Program

#5 Consultant Contract - Public Relations/Marketing

#6 Consultant Contract - Teacher Training

Human Resources

#7 Academic Personnel

#8 Classified Personnel - Establish/Abolish Positions

#9 Classified Personnel - Regular

#10 Classified Personnel - Temporary

#11 Classified Personnel - Non Merit

Business and Administration Page No.

#12 KCRW: Consultant Agreements 14

#13 Payment to Santa Monica/Malibu Unified School District

#14 Food Service Agreement

#15-A Facilities: Payment for Additional Architectural Services -Gymnasium Seismic Repair

#15-B Facilities: Schematic Design Services - Parking Structure Replacement Project

#15-C Facilities: Earthquake Replacement Science Building Change Orders No. 5 and 6

#15-D Facilities: Photography Remodel - Technology Building, Change Order No. 4

#16 Commercial Warrant Register

#17 Payroll Warrant Register

#18 Direct Payments

#19 Payments from Auxiliary Operations

#20-A Purchasing: Award of Purchase Orders

#20-B Purchasing: Award of Bid for Annual Printing of Class Schedules

#20-C Purchasing: Designation of Sole Source for Language Lab Multi-Media Equipment

#20-D Purchasing: Agreement for Language Lab Multi-Media Equipment

X. MAJOR ITEMS OF BUSINESS

#21 Development Agreement with City of Santa Monica

XI. BOARD POLICY

#22 Board Policy Series 2000, Administration, Section 2200.7 Conflict of Interest, Designated Positions

XII. INFORMATION - No Action Required

D Submittal of Grants

XIII. CONSENT AGENDA - Pulled Items

XIV. ADJOURNMENT: The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, December 7, 1998 at 7 p.m. (5:30 p.m. if there is a closed session) in the Board Room (Business Building Room 117) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

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

- Installation of newly-elected members of the Board of Trustees
- Election of Officers
- Seating of the Board of Trustees
- Election of Trustee Liaisons

- Authorized Signature Resolutions

BOARD OF TRUSTEES	Action
Santa Monica Community College District	November 2, 1998

ORGANIZATIONAL FUNCTIONS

-

A. CALL TO ORDER - 5:30 p.m.

B. ROLL CALL

Nancy Cattell, Chair

Herbert Roney, Vice-Chair

Carole Currey

Dorothy Ehrhart-Morrison

Ilona Jo Katz

Patrick Nichelson

Annette Shamey

Gabriel Barrios, Student Trustee

II - CLOSED SESSION

- Personnel, pursuant to Government Code Section 54957

Public Employee Discipline/Dismissal Release

- Collective Bargaining, pursuant to Government Code Section 54957.6

Conference with Labor Negotiator

a. Agency negotiator: Robert Sammis

b. Employee organization: Faculty Association

- Student Discipline, pursuant to Education Code Section 72122

III - PUBLIC SESSION (7:00 p.m.)

ORGANIZATIONAL FUNCTIONS

C. PLEDGE OF ALLEGIANCE - *Marvin Martinez*

Organizational Functions page 1

BOARD OF TRUSTEES

Action

Santa Monica Community College District

November 2, 1998

ORGANIZATIONAL FUNCTIONS

-
RECOMENDATION NO. 1 APPROVAL OF MINUTES

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

October 5, 1998

October 15, 1998 (Closed Session)

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES

Action

Santa Monica Community College District

November 2, 1998

CONSENT AGENDA

It is recommended that the Consent Agenda, Recommendations #2-#20 be approved.

Recommendations pulled for separate action:

Action on Balance of Consent Agenda

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

<p>BOARD OF TRUSTEES</p> <p>Santa Monica Community College District</p>	<p>Action</p> <p>November 2, 1998</p>
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CONSENT AGENDA: CONTRACTS AND GRANTS

RECOMMENDATION NO. 2 CONSULTANT CONTRACT - PLANETARIUM

It is recommended that the Board of Trustees approve a consultant contract with Deborah Padgett for \$120.00, to present the planetarium show on November 20, 1998.

Funding Source: Proceeds from ticket sales.

Comment: This consultant will present the public planetarium show on November 20, 1998 while Jonathan Hodge is on medical leave.

BOARD OF TRUSTEES

Action

Santa Monica Community College District

November 2, 1998

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

-

RECOMMENDATION NO. 3 MEDICAL ADVISOR-RESPIRATORY

THERAPY PROGRAM

It is recommended that the Board of Trustees approve payment of \$4,500 to the UCLA Department of Medicine as reimbursement for the Fall Semester 1998 services of Paul E. Bellamy, M.D., who serves as medical advisor for the joint Santa Monica College/East Los Angeles College Respiratory Therapy Program.

Funding Source: District Funds.

Comment: Dr. Bellamy is Chief of Pulmonary and Critical Care Medicine at UCLA, and his role of advisor includes regular contact with SMC students. The cost of his services is part of SMC's responsibility under the partnership agreement with East Los Angeles College.

RECOMMENDATION NO. 4 COMMUNITY SERVICES/EXTENSION-SUMMER

1999 DAY CAMP PROGRAM

It is recommended that the Board of Trustees approve a contract with Earth Jam Summer Day Camp Program for the Santa Monica College Community Services and Extension program for Summer, 1999 in the amount of \$26,000 for the period of

December 1, 1998 through November 1, 1999.

Funding Source: Community Services Auxiliary account

Comment: This is the third year that SMC Community Services program in conjunction with Earth Jam will offer "Fun Under the Sun" summer day camp. Earth Jam will provide consulting services to organize, market, implement and supervise the day camp that will be held at John Adams Middle School. This will include programming, coordinating and implementing daily camp schedule, field trips, environmental education and special events for each of the four two-week sessions as well as

supervising all camp staff and day-to-day operations of the camp. Dates of the camp are June 21 - August 13, 1999.

BOARD OF TRUSTEES

Action

Santa Monica Community College District

November 2, 1998

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

-

RECOMMENDATION NO. 5 CONSULTANT CONTRACT - PUBLIC RELATIONS/MARKETING

It is recommended that the Board of Trustees approve a consultant contract with Barbara Meltzer and Associates to provide public relations and marketing services to the Offices of Business and Industry Programs and Contract Education, for the period of November 9, 1998 through March 31, 1999, in an amount not to exceed \$35,000.

Funding Source: The Ritz-Carlton/Marriott, American Airlines, and Loew's Economic Incentive Grants received from the Chancellor's Office of Education and Economic Development Division.

Comment: These services include development of corporate image and logo; identifying target audiences and competitor profiles; design and master copy; production of marketing/promotion materials; and design and implementation of a public relations campaign.

RECOMMENDATION NO. 6 CONSULTANT CONTRACT - TEACHER TRAINING

It is recommended that the Board of Trustees approve a consultant contract with Dean Mancina to provide teaching training for the Student Success Grant Statewide Steering Committee on November 20, 1998, in the amount of \$500.

Funding Source: Matriculation Think Tank Student Success Grant

Comment: Services provided by the consultant include: Design an eight-hour training session for new and prospective teachers, as well as other interested parties, for the student success course; develop materials to promote the training session; develop materials for use during the training session; conduct the training, including questions and answers; arrange printing of materials; develop evaluation mechanism for the training.

BOARD OF TRUSTEES

Santa Monica Community College District

ACTION

November 2, 1998

CONSENT AGENDA: HUMAN RESOURCES

-

RECOMMENDATION NO. 7 ACADEMIC PERSONNEL

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

ELECTIONS EFFECTIVE DATECONTRACT

Hunt, Steve Systems Librarian 11/30/98

SEPARATIONRESIGNATION

Godinez, Peter Librarian 10/08/98

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

BOARD OF TRUSTEES

Santa Monica Community College District

ACTIONNovember 2 ,
1998CONSENT AGENDA: HUMAN RESOURCESRECOMMENDATION NO. 8 CLASSIFIED PERSONNELESTABLISH/ABOLISH POSITIONS

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

ESTABLISH: Administrative Assistant (1 position) 11/03/98

Academy of Ent & Tech, 12 mos, 40 hrs

Comment: Categorical funding through 06/30/99.

ESTABLISH: Network Systems Manager (1 position) 11/03/98

Telecommunications, 12 mos, 40 hrs

BOARD OF TRUSTEES

ACTION

Santa Monica Community College District

November 2, 1998

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9 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.

PROBATIONARY EFFECTIVE DATE

Bruce, Raymond, Custodian NS-2, Operations 10/14/98

Flory, Abe, Director of Classified Personnel, Personnel Comm (Mgmt) 12/01/98

Hudson, Felicia, Custodian NS-2, Operations 10/19/98

Huerta, Lucio, Custodian NS-2, Operations 10/13/98

Luu, Trang, Custodian Day, Operations 10/20/98

Searcy, Stacie, Department Sec II, Supt/President's Office 10/18/98

Stewart, Zoe, Custodian Day, Operations 10/12/98

Williams, Shelley, Payroll Specialist, Payroll 11/02/98

PROMOTIONS

Saunders, Danielle 11/02/98

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

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

TRANSFER (per CSEA Agreement, Article 6)

Burrell, Wayne 10/12/98

Fr: Parking Security Officer, NS-1, College Police, 11 mos, 40 hrs

To: Parking Security Officer, Day, College Police, 11 mos, 40 hrs

RECLASSIFICATIONS (through Personnel Commission)

Caldwell, Linda 11/01/98

Fr: Department Secretary II-Conf., Bus Srvs/Hum Res, 12 mos, 40 hrs

To: Admin Asst III-Conf., Business Services, 12 mos, 40 hrs

Comment: Approved by Personnel Commission 10/20/98.

Nevarez, Alma 10/01/98

Fr: Admissions Testing Asst, Admissions, 12 mos, 40 hrs

To: Assessment Services Specialist, Admissions, 12 mos, 40 hrs

Comment: Approved by Personnel Commission 09/29/98.

RECLASSIFICATIONS (per CSEA agreement, Article 11)

Laurance, Joanne (correction) 07/01/98

Fr: Department Secretary I, English Department, 11 mos, 40 hrs

To: Department Secretary II, English Department, 11 mos, 40 hrs

Siegal, Barbara (correction) 07/01/98

Fr: Department Secretary I, Math Department, 11 mos, 40 hrs

To: Department Secretary II, Math Department, 11 mos, 40 hrs

Comment: These were part of the reclassification process set forth in Article 11 of the CSEA collective bargaining agreement and were approved by joint District/CSEA committee.

PERMANENT EMPLOYEE WITH PROVISIONAL ASSIGNMENT

Dever, David 09/03/98 " 10/23/98

Fr: Asst Bookstore Manager, Bookstore

To: Acting Bookstore Manager, Bookstore

Martin, Ray 10/01/98 " 12/23/98

Fr: Telecommunications Tech II, Telecomm

To: Acting Telecommunications Supervisor, Telecomm

Greenfield, Cynthia 07/20/98 " 09/04/98

Fr: Adm/Rec Clerk II, Admissions

To: Adm/Rec Clerk III, Admissions (50% of Adm/Rec Clk II hours)

Quaile, Robin 11/01/98 " 12/23/98

Fr: Acct Specialist II, Fiscal Svcs

To: Acting Accounts Payable Supervisor

Tellez, Victor 08/11/98 " 12/23/98

Fr: Acct Specialist II, Fiscal Svcs

To: Acting Accounting Manager-Restricted Funds, Fiscal Svcs

WORKING OUT OF CLASSIFICATION

Caldwell, Linda 07/01/98 " 09/13/98

Fr: Department Secretary II-Conf.

To: Acting Admin Asst III-Conf.

Caldwell, Linda 10/03/98 " 10/31/98

Fr: Department Secretary II-Conf.

To: Acting Admin Asst III-Conf.

INCREASE IN HOURS -TEMPORARY

Johnson, Jan 10/16/98 " 11/13/98

Fr: Adm/Rec Clerk II, Admissions, 12 mos, 20 hrs

To: Adm/Rec Clerk II, Admissions, 12 mos, 40 hrs

WORKING OUT OF CLASSIFICATION (Additional responsibilities)

Burgueno, Michael, Park Sec Officer, College Police +\$25/mon 07/01/98 " 06/30/99

Hill, Edith, Buyer, Purchasing +7% 07/02/98 " 07/14/98

Roberts, Donald, Coll Pol Dispatcher, College Police +5% 09/28/98 " 11/25/98

Sicilia, Fernando, Park Sec Officer, College Police +\$25/mon 07/01/98 " 06/30/99

LEAVES OF ABSENCE WITH PAY

(Verified paid leave in accordance with District and Education Code provisions)

MEDICAL/WITH PAY

Agard, Sasha, Admin Asst I, College Police 09/10/98 " 10/19/98

Diaz, Hector, Parking Security Officer, College Police 09/14/98 " 09/18/98

Dhruv, Chanda, Cash Receipts Coordinator, Station C 09/28/98 " 10/11/98

Harris, Albert, Custodian, NS-1, Operations (ext) 10/02/98 " 11/15/98

Hendricks, Philip, Acct Specialist II, Fiscal Svcs 09/17/98 " 11/02/98

McCoy, Ardell, Director, Purchasing, Purchasing 10/12/98 " 11/15/98

Morris, Teresa, Intl Student Svcs Asst, Intl Student Ctr 09/21/98 " 09/25/98

Stone, Kim, Buyer, Purchasing (ext) 10/02/98 " 12/01/98

Schweiger, Kathleen, Library Asst II, Library 10/19/98 " 01/02/99

STUDY/RETRAINING LEAVE WITHOUT BENEFITS

Knight, Wendy, Publication Spec, Media Ctr (ext) 09/01/98 " 08/31/99

Comment: Reduction of hours 50%, 40 to 20 hrs/wk.

SEPARATIONS

RESIGNATION

Kearney Jr., James, Custodian 10/24/98

Mansell, Janine, Dept Secty I, Women's College 11/06/98

RETIREMENT

Harte, Edwin, Dir of Auxiliary Services, Auxiliary Services 01/04/99

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

November 2, 1998

CONSENT AGENDA: HUMAN RESOURCESRECOMMENDATION NO. 10 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.

SUBSTITUTE EFFECTIVE DATE

Acosta, Dennis, Custodian, NSII, Operations 10/20/98 " 12/10/98

Carraway, Marnita, Custodian NSII, Operations 09/24/98 " 12/02/98

Dia, Eliseo, Custodian, Operations 10/05/98 " 12/22/98

Stewart, Zoe, Custodian NSII, Operations (ext) 10/01/98 " 10/09/98

PROVISIONAL (assignment not to exceed 90 working days)

Berek, David, Athletic Trainer I, Athletics 08/31/98 " 12/22/98

Harrison, Tonya, Dept. Secretary I, Health Science 10/19/98 " 12/23/98

Holt, Nathaniel, Buyer, Purchasing 10/15/98 " 12/23/98

Lee, Dienah, Dept. Secretary I, Purchasing 10/19/98 " 03/04/99

Luna, Angelo, Interp For Hear Imp, Disabled Stu Center 10/08/98 " 12/22/98

Medlock, Phillip, Financial Aide Tech, Financial Aide 10/16/98 " 11/01/98

Patterson, Amy, Library Assistant I, Library 10/08/98 " 12/23/98

Rubin, Beth, Library Assistant II, Library 10/07/98 " 11/30/98

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

Amian, Lori Ann, Community Outreach Aide, Outreach 10/08/98 " 12/22/98

Aranda, Maria, Counseling Aide, Pico Partnership 09/10/98 " 06/30/99

Caffrey, Jeffrey, Internet Web Spec. I, Personnel Commission 10/01/98 " 11/30/98

Gutierrez, Veronica, Counseling Aide, Latino Center 09/28/98 " 12/22/98

Journey, Moses, Community Outreach, Outreach 10/19/98 " 12/22/98

Sanchez, Yesenia, Counseling Aide, EOPS 09/28/98 " 06/20/99

Tawata, Lana, Community Outreach Aide, Outreach 09/23/98 " 12/22/98

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

Cueva, Amelia, Registration/Enroll Coordinator, Adm. & Recs 10/05/98 " 12/23/98

BOARD OF TRUSTEES

ACTION

Santa Monica Community College District

November 2, 1998

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11 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.

RETITLE, effective November 3, 1998

New Title Former Title

Community Services Specialist I Community Services Specialist

Community Services Specialist II Community Services Specialist Contract Education

ELECTIONS

STUDENT EMPLOYEES

College Student Assistant 94

\$6.19/hr

Reader 2

\$11.52/hr

FEDERAL/STATE FUNDED STUDENT EMPLOYEES

College Work-Study Student Assistant 41

\$6.19/hrly

PHYSICAL EDUCATION DEPARTMENT EMPLOYEES

Recreation Director II 1

\$10.59/hr

PROFESSIONAL EXPERTS

Community Services Specialist I 4

\$27.40

Community Services Specialist II

\$38.00 1

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

BOARD OF TRUSTEES**Action**

Santa Monica Community College District

November 2, 1998

CONSENT AGENDA: BUSINESS AND ADMINISTRATIONRECOMMENDATION NO. 12 KCRW: CONSULTANT AGREEMENTS

It is recommended that the Board of Trustees authorize agreements with the following consultants for KCRW for the period of November 1, 1998 through April 30, 1999. Agreements are subject to cancellation by either party on 15 (fifteen) days written notice to the other party.

RANDALL BEGGS: Computer support/maintenance for KCRW system; including troubleshooting, training, and programming. Payable at \$1,500 per month for a total not to exceed \$9,000.

ED PARKER ENTERPRISES: Design/artwork services as needed for fundraising projects. Payable upon projects' completion, total not to exceed \$10,669.

Funding Source: KCRW Donations

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

RECOMMENDATION NO. 13 PAYMENT TO SANTA MONICA/MALIBU UNIFIED SCHOOL DISTRICT

It is recommended that the Board of Trustees authorize the District to reimburse the SANTA MONICA/MALIBU UNIFIED SCHOOL DISTRICT in the amount of \$20,800 for the removal of the temporary classrooms located at the Madison campus.

Funding Source: Capital Fund

Comment: The SMMUSD and the College shared in the installation and rental of the temporary classrooms located on the Madison site. The Unified entered into the contract with the vendor and paid the cost of installing the buildings. The Board of Trustees approved the assumption of the lease of the temporary buildings and the removal. However, the vendor has refused to recognize the assumption and therefore payment was made by SMMUSD. This action reimburses them for our expense.

BOARD OF TRUSTEES**Action**

Santa Monica Community College District

November 2, 1998

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

-

RECOMMENDATION NO. 14 FOOD SERVICE AGREEMENT

It is recommended that the Board of Trustees approve amending the agreement with THE BREAD FACTORY to close the food services operation at the bookstore patio and open operations in the student cafeteria to serve students, and to open a new food service for faculty and staff in the new staff lounge (former Board of Trustees Conference Center in the Student Activities building). In recognition of the lost capital expended in the former Bread Factory and the cost of remodeling the dining area, the District shall reimburse The Bread Factory an amount not to exceed \$24,000 for electrical and plumbing construction costs required to bring utilities to the new food preparation area, plus an amount not to exceed \$65,000 for the remodeling of the dining area. All other provisions of the agreement shall remain.

Funding Source: Auxiliary Cafeteria Remodeling Account

Comment: This amendment provides for partial reimbursement of the capital expenses required to close down the old Bread Factory and construct the new faculty and staff dining facility. The faculty and staff dining facility was not included in the cafeteria remodel project.

RECOMMENDATION NO. 15-A FACILITIES: PAYMENT FOR ADDITIONAL ARCHITECTURAL SERVICES - GYMNASIUM SEISMIC REPAIR

It is recommended that the Board of Trustees authorize payment in the amount of \$25,252.46 to AZ ARCHITECTURE STUDIO for additional services required by Weifield Construction and the District in relation to the Gymnasium Seismic Repair project. The payment of \$25,252.46 has been deducted from the construction final payment under the contract.

Funding Source: Contractor's Performance Bond/FEMA/State Hazardous Substance Removal Program

Comment: The unfinished work and contract requirements left uncompleted by the project general contractor, Weifield Construction, Inc., required the District to enter into a takeover agreement with Washington International Insurance Company. Additional services by AZ Architecture were required to resolve issues.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	November 2, 1998

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

-

RECOMMENDATION NO. 15-B FACILITIES: SCHEMATIC DESIGN SERVICES - PARKING STRUCTURE B REPLACEMENT PROJECT

It is recommended that the Board of Trustees authorize the District to enter into an agreement with GENSLER for schematic design services for the Parking Structure B Replacement project in the amount of \$67,350 plus reimbursables. Services to include schematic floor plans, site plan, building elevations and descriptions of building systems and materials.

Funding Source: FEMA

Comment: FEMA has approved Parking Structure B as an improved project allowing us to replace the structure which was destroyed in the 1994 earthquake.

RECOMMENDATION NO. 15-C FACILITIES: PHOTOGRAPHY REMODEL - TECHNOLOGY BLDG. CHANGE ORDER NO. 4

It is recommended that the Board of Trustees approve Change Order No. 4 for the Photography remodel - Technology Bldg. project with GAMMA CONSTRUCTION, INC.

ORIGINAL CONTRACT AMOUNT \$549,000

Previous Change Orders (1,2,3) 38,379

Change Order No. 4 2,984

REVISED CONTRACT AMOUNT \$590,363

Funding Source: District

Comment: Change Order No. 4 provides for installation of telephone conduit to main switch board, install two exit signs on west wall of color room 109, duplex outlet in load room 138 and telephone junction box at counter top.

BOARD OF TRUSTEES

Action

Santa Monica Community College District

November 2, 1998

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

-

RECOMMENDATION NO. 15-D FACILITIES: EARTHQUAKE REPLACEMENT SCIENCE

BUILDING CHANGE ORDERS NO. 5 AND 6

It is recommended that the Board of Trustees approve Change Orders No. 5 and 6 for the Earthquake Replacement Science Building project with POZZO CONSTRUCTION, INC.

ORIGINAL CONTRACT AMOUNT \$24,650,000

Change Order No. 1 8,537

Change Order No. 2 3,208

Change Order No. 3 12,557

Change Order No. 4 22,709

Change Order No. 5 15,358

Change Order No. 6 (28,178)

REVISED CONTRACT AMOUNT \$24,684,191

Funding Source: FEMA/District

Comment: Change Order No. 5 provides for revised details at lecture hall retaining wall, steel header at basement areaway louvers, raised beam and plaster enclosure at removable grates at basement, revised structural steel at penthouse to provide appropriate roof slope, continuous epoxy counter top Room 338 wet environment, tie LA Bldg. roof drains to sewer system, modifications to steel posts supporting gates at sea water tank area, additional welding of anchors at slab edge, additional beam support at duct opening in floor, and the addition of silicone gaskets at access panels in Rooms 131 and 336 for future fumigation control.

Change Order No. 6 provides for actual cost adjustments to Contract Allowances as per the project construction documents for the following items: \$175,000 Allowance No. 6 for security equipment & wiring \$107,139 actual cost, (\$67,961) Credit; \$120,000 Allowance No. 7 for card key access devices & wiring \$71,426 actual cost (\$48,574) Credit. This change order also provides for Owner requested additional security equipment, conduit and wiring to the Allowance No. 6 Specification for closed circuit security cameras/monitoring system at a cost of \$88,257. Change Order No. 6 net cost effect of these allowance adjustments is a credit of (\$28,178) to the contract amount.

BOARD OF TRUSTEES

Action

Santa Monica Community College District

November 2, 1998

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

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RECOMMENDATION NO. 16 COMMERCIAL WARRANT REGISTER

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

September 1 - September 30, 1998 4159 - 4251 \$3,658,776

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

RECOMMENDATION NO. 17 PAYROLL WARRANT REGISTER

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

September 1 - September 30, 1998 C1B-C - C2C-N \$3,800,790

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

RECOMMENDATION NO. 18 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.

Direct Payments: D29562 - D29698 (list on file in Business Office)

Total: \$9,791.73

RECOMMENDATION NO. 19 PAYMENTS FROM AUXILIARY OPERATIONS

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

September 1 - September 30, 1998 61091 - 61959 \$5,649,727

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

BOARD OF TRUSTEES

Action

Santa Monica Community College District

November 2, 1998

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

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RECOMMENDATION NO. 20-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.

Purchase Orders - FY 98/99 Total

A) 63994 - 64090 \$625,727.41

B) T-Orders 11,993.40 C) Change Orders 53,811.65 D) E-Orders 18,812.86

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

RECOMMENDATION NO. 20-B PURCHASING: AWARD OF BID FOR ANNUAL PRINTING OF CLASS SCHEDULES

It is recommended that the Board of Trustees award Bid 9899-B1 for the Annual Printing of Class Schedules to the lowest acceptable bidder.

Emeritus College Schedules Valley Printers, Inc., \$25,500

Sylmar, CA

Comment: Bids were solicited through newspaper advertisements and a mailing. This award was withheld on the October board meeting. Upon further District evaluation of the bids for the Emeritus College schedules, it is recommended that the Board take the above action.

BOARD OF TRUSTEES

Action

Santa Monica Community College District

November 2, 1998

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 20-C PURCHASING: DESIGNATION OF SOLE SOURCE FOR LANGUAGE LAB MULTI-MEDIA EQUIPMENT

It is recommended that the Board of Trustees make a finding and adopt the position that the District would recognize no benefit nor realize any profit through bidding for multi-media learning systems.

It is further recommended that INTERNATIONAL TEACHING SYSTEMS, INC. be designated as a "sole source" for the digitally integrated multi-media equipment for the District's foreign language lab.

Comment: The Modern Language Department requires full digital integration of both audio and video in a language lab teaching environment to replace the traditional tape-based learning system. District research has indicated International Teaching Systems, Inc. is the only company that currently provides such a system.

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

RECOMMENDATION NO. 20-D PURCHASING: AGREEMENT FOR LANGUAGE LAB MULTI-MEDIA EQUIPMENT

It is recommended that the Board of Trustees enter into an agreement with INTERNATIONAL TEACHING SYSTEMS, INC. for the purchase of a digitally integrated multi-media equipment system for the District's foreign language lab in an amount not to exceed \$400,000.

Funding Source: Technology Block Grant

Comment: International Teaching Systems, Inc. is the only company that can provide digitally integrated audio and video equipment to replace the current tape-based system. Therefore, they have been designated as a sole source for the equipment which will replace old analog equipment with state-of-the-art digital equipment. This system has been installed at Pasadena City College and Cerritos College.

BOARD OF TRUSTEES**Action**

Santa Monica Community College District

November 2, 1998

MAJOR ITEMS OF BUSINESSRECOMMENDATION NO. 21 DEVELOPMENT AGREEMENT WITH CITY OF SANTA MONICA

It is recommended that the Board of Trustees authorize the District to enter into a series of amendments to the Parking Structures' Development Agreement allowing the City of Santa Monica to construct a Municipal Pool Facility in the designated open space set back for Parking Structure C and in the space previously used for Parking Structure B (which was demolished as a result of the Northridge Earthquake), and further providing for the replacement of Parking Structure B on the Santa Monica College campus. Both projects shall be in accordance with California Environmental Quality Act and City standards.

Funding Source: The City of Santa Monica shall fund the Municipal Pool facility with a combination of grants and City funds.

Santa Monica College shall fund the Parking Structure replacement with a combination of FEMA funds, the reissuance of the Parking Certificates of Participation and parking revenues.

Comment: Both projects are in keeping with the District's Master Plan. The Municipal Pool facility will have a 50-meter competition pool, a separate recreation pool, and a locker room/office complex. The Parking Structure replacement will be greater than the 374 spaces that were in the demolished structure, and will be in the 450 space range designated in the Master Plan as an addition to Parking Structure C. A revised environmental report will be prepared to address the special issues required in a development agreement.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	Action
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Santa Monica Community College District	November 2, 1998
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BOARD POLICY

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RECOMMENDATION NO. 22 BOARD POLICY SERIES 2000, ADMINISTRATION

SECTION 2200 - CONFLICT OF INTEREST

It is recommended that the Board of Trustees approve revised Board Policy Series 2000, Administration, Section 2200 - Conflict of Interest, Section 2200.7, Designated Positions.

COMMENT: Section 2200.7 has been revised to reflect current titles of designated positions.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

SANTA MONICA COLLEGE

BOARD OF TRUSTEES POLICY

ADMINISTRATION

Conflict of Interest Code

Designated Positions 2200.7

Category

Member of the Board of Trustees 5

Superintendent/President 1, 2, 3

Executive Assistant to President 4

Vice-President, Business and Administration 4

Associate Vice-President, Business Services 4

Bookstore Manager 4

Assistant Bookstore Manager 4

Controller 4

Payroll Manager 4

Associate Vice-President, Facilities 4

Facilities Administrator 4

Asst. Facilities Services Administrator 4

Director of Auxiliary Services 4

Director of Maintenance 4

Director of Campus Operations 4

Director of Risk Management 4

Director of Purchasing 4

Director of Radio Station 4

Radio Operations Manager 4

Radio Engineering Manager 4

Vice-President, Human Resources 4

Dean, Human Resources 4

Director of Classified Personnel 4

Staff Development Coordinator 4

Vice-President, Academic Affairs 4

Dean, Instruction 4

Dean, Special Projects 4

Dean, External Programs 4

Assistant Dean, Extension Programs 4

Dean, Business and Industry Programs 4

Asst. Dean, Business and Industry Programs 4

Department Chair, Applied Design

(Contract Education) 4

Department Chair, Business (Contract Education) 4

Corsair Advisor 4

Vice-President, Student Affairs 4

Dean, Enrollment Services 4

Dean, Student Life 4

Dean, International Education 4

Dean, Counseling/Retention 4

Director, Athletics 4

Director, International Programs 4

Director of Health Services 4

Director, Financial Aid 4

Vice-President, Planning and Development 4

Dean, Information Technology 4

Contract and Grants Manager 4

Director of College Advancement 4

Director of Marketing 4

Director of Community Relations 4

Director of Information Services 4

Director, Academic Computing 4

Director, Telecommunications/Media Services 4

Media and Graphic Services Manager 4

Events Manager 4

Consultant 6

Adopted 091377, 062182

Revised 090490, 020596, 110496

BOARD OF TRUSTEES

Santa Monica Community College District

Information

November 2, 1998

INFORMATION ITEM D SUBMITTAL OF GRANTS

Title of Grant: **Non-Credit Matriculation**

Granting Agency: Chancellor's Office

Requested Funding: \$73,024

Matching Funds: \$73,024 (SMC in-kind: existing non-credit matriculation expenditures)

Performance Period: July 1998 - June 1999

Summary: Funding will be used to develop an internal student services plan that assists noncredit students with obtaining counseling and support services to meet their specific needs.

Title of Grant: **CalWORKS/TANF Funding (1998-99)**

Granting Agency: Chancellor's Office

Requested Funding: \$679,316 plus \$338,332 in 97/98 carry-over funds

Matching Funds: N/A

Performance Period: July 1, 1998-June 30, 1999

Summary: CalWORKS/TANF funding will be used to coordinate the program on campus and with Department of Public and Social Services, develop/revise curriculum, subsidize childcare (by providing referrals to childcare providers), and pay for work/study opportunities for CalWORKS recipients.

Title of Grant: **Career Exploration in the Arts for Adults with Disabilities (Preliminary Application)**

Granting Agency: US Dept. of Education, Fund for the Improvement of Postsecondary Education (FIPSE) Comprehensive Program

Requested Funding: \$294,980

Matching Funds: \$138,657 (SMC In-kind)

Performance Period: September 1999 - August 2002 (3 years)

Summary:

The Career Exploration in the Arts for Adults with Disabilities (CEAAD) Project will create a model for increasing the educational opportunities in arts instruction at the post-secondary level and building career pathways into arts-based employment for those with disabilities. Specifically, this project addresses the need to improve access to postsecondary arts and design instruction for people with disabilities, and to introduce work opportunities that combine art and design with digital technology.

Title of Grant:

Writer's Guild Project (Preliminary Application)

Granting Agency:

US Dept. of Education, Fund for the Improvement of Postsecondary Education (FIPSE) Comprehensive Program

Requested Funding:

\$394,038

Matching Funds:

\$219,036

Performance Period:

September 1999 - August 2002 (three years)

Summary:

Postsecondary students need to write proficiently to achieve their educational goals, but increasingly, students are graduating from high school as poor writers. Further, community colleges, as a major conduit for transfer students to four-year institutions, do not always ensure that students develop the writing skills needed to succeed at the four-year level. The proposed "**Writers Guild Project**" creates a guild of faculty and strong student writers linking three segments-Santa Monica High School (SMHS), Santa Monica College (SMC) and University of California at Los Angeles (UCLA)-whose charge is to create skilled writers.

Title of Grant:

Building Bridges to the Future: A Regional Approach to Information Technology (IT) Education at the Community Colleges

Granting Agency:

Microsoft/AACC: Working Connections Colleges

Requested Funding:

\$297,482

Matching Funds: \$290,295 (Combination of SMC in-kind and business/industry contributions)

Performance Period: March 1, 1999 - June 30, 2001

The proposed effort comprises four objectives:

1. Create strong relationships with local business and industry, identifying their IT needs and tailoring programs to meet those needs.
2. Develop or strengthen IT program content through (a) IT certificate and/or associate's degree programs and (b) other certificate/associate degree programs with significant IT components.
3. Deliver quality IT education and training, with a special focus on attracting and graduating people from disadvantaged populations.
4. Increase community college faculty and staff expertise in IT.

Summary:

BOARD OF TRUSTEES	Action
Santa Monica Community College District	November 2, 1998

ADJOURNMENT

The meeting will be adjourned in memory of retired administrative assistant **Almeda (Mimi) Fallon**, and SMC alum **Chris Emory** and **Juan Martin Campos**, and SMC student **Shaunice Williams**.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, December 7, 1998 at 7 p.m. (5:30 p.m. if there is a closed session) in the Board Room (Business Building Room 117) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

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

- Installation of newly-elected members of the Board of Trustees

- Election of Officers
 - Seating of the Board of Trustees
 - Election of Trustee Liaisons
 - Authorized Signature Resolutions
-

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Return to the [SMC home page](#).