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SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING
MONDAY, AUGUST 6, 2001

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

5:30 p.m. - Closed Session
Academy Conference Room

7:00 p.m. - Public Meeting
Room 235
(Second Floor Screening Room)

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 6, 2001

MINUTES

A meeting of the Board of Trustees of the Santa Monica Community College District was held in the Santa Monica College Academy of Entertainment and Technology, 1660 Stewart Street, Santa Monica, California, on Monday, August 6, 2001.

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

- Collective Bargaining, pursuant to Government Code Section 54957.6
- Public Employee: Employment, Discipline, Dismissal, Release, pursuant to Government Code Section 54957

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS (Continued)

- C Pledge of Allegiance
- #1 Approval of Minutes: July 9, 2001
July 27-28, 2001 (Retreat)

IV. SUPERINTENDENT'S REPORT

- Distance Education Presentation

V. ACADEMIC SENATE REPORT

VI. CLASSIFIED SENATE REPORT

VII. COMMUNICATIONS OR PUBLIC COMMENTS

VIII. BOARD REPORT AND COMMENTS

IX. CONSENT AGENDA

Planning and Development

- #2 Acceptance of Grants
- #3 Contracts and Consultants
 - A Marketing Survey

IX. **CONSENT AGENDA** (continued)

Academic and Student Affairs

- #4 Contracts and Consultants
 - A Planetarium Lectures, Fall, 2001
 - B Child Care Providers for CalWORKS Recipients
 - C Off-Campus Federal Work Study Site
 - D Work Study Contracts
 - E Information Technology Training
 - F Consultant for Child Care
- #5 Courses Approved by Curriculum Committee, Spring 2001
- #6 Community Services/Extension Seminars/Courses, Fall 2001

Human Resources

- #7 Consultant – Personnel Commission
- #8 Academic Personnel
- #9 Classified Personnel – Establish/Abolish Positions
- #10 Classified Personnel – Regular
- #11 Classified Personnel – Limited Term
- #12 Classified Personnel – Non Merit

Business and Administration

- #13 Contracts and Consultants
 - A Vendor Contracts
 - B Purchase of Worm Farm
- #14 Claim for Damages
- #15 KCRW
 - A Consultant Agreements
 - B Amendments to Lease Agreements
- #16 Facilities
 - A Agreement for Environmental Services, Madison Theater Project
 - B Agreement for Architectural Services for Remodel of Former Administration Complex, Phase 2
 - C Construction Escrow Payment
 - D Amendment to Agreement for Architectural Services for Earthquake Replacement Liberal Arts Building, 2003-2005 Final Planning Proposal (FPP)
 - E Agreement for Architectural Services – Parking Structure Entrance
 - F Agreement for Engineering Services, Chiller Unit Replacement Project, Technology Building
- #17 Commercial Warrant Register
- #18 Payroll Warrant Register
- #19 Payments from Auxiliary Operations
- #20 Direct Payments
- #21 Purchasing
 - A Award of Purchase Orders
 - B Declaration and Donation of Surplus Property

X. **CONSENT AGENDA – Pulled Items**

XI. **MAJOR ITEMS OF BUSINESS**

- #22 Acceptance of Staff Report on SMC Request for Disaster Recovery Assistance

XII. ***INFORMATION - No Action Required***

- D 2001-2002 Budget Report and Discussion
- E Grant Submittals

XIII. ***ADJOURNMENT:*** The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, September 10, 2001 at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 6, 2001

I. ORGANIZATIONAL FUNCTIONS

A. CALL TO ORDER – 5:30 p.m.

B. ROLL CALL

Annette Shamey, Chair - Present
Dr. Patrick Nicholson, Vice-Chair - Present

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

Eric Yoshida, Student Trustee – Present (for public session)

II. CLOSED SESSION

- Collective Bargaining, pursuant to Government Code Section 54957.6
- Public Employee: Employment, Discipline, Dismissal, Release, pursuant to Government Code Section 54957

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS – 7:10 p.m.

C. PLEDGE OF ALLEGIANCE - Gordon Dossett

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 6, 2001

ORGANIZATIONAL FUNCTIONS

RECOMENDATION NO. 1

APPROVAL OF MINUTES

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

July 9, 2001

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

July 27-28, 2001 (Retreat)

Action taken in Closed Session, July 28, 2001: The Board of Trustees approved an amendment to the agreement between the Santa Monica Community College District and Piedad F. Robertson, Superintendent/President, to extend the term of the Superintendent's contract through December 31, 2005, effective January 1, 2002.

MOTION MADE BY: Herbert Roney
 SECONDED BY: Patrick Nichelson
 STUDENT ADVISORY: Abstain
 AYES: 7
 NOES: 0

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 6, 2001

IV. SUPERINTENDENT'S REPORT

- The Board Retreat held on July 27-28, 2001 was excellent.
- Admissions and Records moved on schedule to the former Administration Building.
- Opening Day on Friday, August 24 will provide an opportunity for all staff to participate in alternative Teaching/Learning activities.
- The Santa Monica-Malibu Unified School District Board of Education voted to approve SMC's request to move forward with the Madison Theater Project. The next public meeting will be held on Wednesday, August 8th.
- SMC graduate Ziba Razinia has received a \$4,000 scholarship from UCLA's Transfer Alliance Program.
- SMC students Raul Mayen and Ignacio Reynoso have been awarded \$1,000 scholarships from the Coca Cola Two-Year Colleges Scholarship Program.
- Thanks to Information Technology and Telecommunications personnel for helping with the recovery from the WebISIS collapse.
- Launchpad Middle College High School Program Completion Celebration is Friday, August 10th at 10 a.m. at the Academy of Entertainment and Technology
- Distance Education presentation made by Winniphred Stone, Associate Dean of Distance Education.

V. ACADEMIC SENATE REPORT

VI. CLASSIFIED SENATE REPORT

VII. COMMUNICATIONS OR PUBLIC COMMENTS

Wanda Solomon
Phil Hendricks

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 6, 2001

CONSENT AGENDA

It is recommended that the Board of Trustees approve/ratify the Consent Agenda, Recommendations #2–#21.

Recommendations pulled for abstention: #10: Trustee Margaret Quiñones abstained on section “Voluntary Reduction in Hours/Temporary”

Action on Consent Agenda

MOTION MADE BY: Margaret Quiñones
 SECONDED BY: Herbert Roney
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0
 ABSTAIN: Margaret Quiñones on Recommendation #10, section “Voluntary Reduction in Hours/Temporary”

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 6, 2001

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 2 ACCEPTANCE OF GRANTS

Title of Grant: **Job Development Incentive Training Fund: Hotel Consortium (Year 2)**

Granting Agency: Chancellor’s Office, California Community Colleges

Requested Funding: \$299,490

Matching Funds: \$437,142 (Source: \$98,996 from SMC in-kind and \$338,146 from members of the Hotel Consortium)

Performance Period: July 1, 2001 – June 30, 2002 (Second year renewal)

Summary: The Restaurant Consortium grant represents a collaborative effort between the Office of Workforce & Economic Development and nine Santa Monica area hotels. This grant addresses two strategic priority areas: Workplace Literacy and Business & Workforce Performance Improvement. This will be accomplished through the achievement of two key objectives: 1) Training in five areas – English and Spanish as second languages, customer service, management skills, safety and compliance, and computer business skills; and 2) the creation of employment opportunities, focusing on the needs of individuals receiving public assistance.

Budget:

Income:		
	80000	299,490
Expenditures:		
	10000	99,645
	20000	30,280
	30000	23,321
	40000	10,005
	50000	114,720
	60000	10,000
	70000	11,519
	Total	299,490

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 6, 2001

CONSENT AGENDA: PLANNING AND DEVELOPMENT

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

Title of Grant: **Job Development Incentive Training Fund:
Restaurant Consortium (Year 2)**

Granting Agency: Chancellor’s Office, California Community Colleges

Requested Funding: \$299,489

Matching Funds: \$348,277 (Source: \$98,996 from SMC in-kind match and
\$249,281 from members of the Restaurant Consortium)

Performance Period: July 1, 2001 – June 30, 2002 (Second year renewal)

Summary: The Restaurant Consortium grant represents a collaborative effort between the Office of Workforce & Economic Development and 19 Santa Monica area restaurants. This grant addresses two strategic priority areas: Workplace Literacy and Business & Workforce Performance Improvement. This project focuses on 1) training for English and Spanish as second languages, customer service, management skills safety and compliance, and food and beverage proper handling; and 2) the creation of employment opportunities, focusing on the needs of individuals receiving public assistance.

Budget:

Income:		
	80000	299,489
Expenditures:		
	10000	99,645
	20000	30,280
	30000	23,321
	40000	10,025
	50000	114,699
	60000	10,000
	70000	11,519
	Total	299,489

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 6, 2001

CONSENT AGENDA: PLANNING AND DEVELOPMENT

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

Title of Grant: **Multimedia/Entertainment Center (Year 5)**

Granting Agency: California Community Colleges Chancellor’s Office

Requested Funding: \$178,875

Matching Funds: \$178,875 (Source: SMC In-kind)

Performance Period: July 1, 2001 – June 30, 2002 (fifth and final year renewal)

Summary: The Multimedia/Entertainment Center is a four-college consortium effort led by Santa Monica College; the other partners include De Anza College, Glendale College and the College of Marin.

Funding is used primarily to develop curriculum and programs designed to increase the number of qualified applicants for high paying jobs in the multimedia and entertainment industries.

Budget:	Income:		
		80000	178,875
	Expenditures:		
		10000	60,000
		20000	-0-
		30000	-0-
		40000	10,995
		50000	91,000
		60000	10,000
		70000	6,881
		Total	178,875

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 6, 2001

CONSENT AGENDA: PLANNING AND DEVELOPMENT

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

Title of Grant: **Title III – Strengthening Institutions Program**

Granting Agency: U.S. Department of Education

Requested Funding: \$350,000 (third year of a five-year grant)

Matching Funds \$75,000 (In-kind match required from the SMC Foundation Endowment fund for the third year, \$280,000 requested over the five-year period). SMC Foundation will have 18 months from the start of each budget year to raise the required match.

Performance Period: October 1, 2001– September 30, 2002 (five year period of performance ends September 30, 2004)

Summary: This is the third year of the five-year grant. The grant comprises two activities designed to address Student Retention and Success and development of online education programs.

Budget:	Income:		
		80000	350,000
	Expenditures:		
		10000	77,871
		20000	101,032
		30000	39,337
		40000	22,546
		50000	97,340
		60000	11,874
		70000	-0-
		Total	350,000

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 6, 2001

CONSENT AGENDA: PLANNING AND DEVELOPMENT

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

Title of Grant: **Adult Education and Family Literacy Grants – Sections 225 and 231**

Granting Agency: California Department of Education

Requested Funding: \$270,000 (Note: This grant operates on a performance-based funding mechanism. SMC will be reimbursed for costs incurred, up to the amount generated by student benchmarks. The current threshold for each student is \$100 per benchmark. The projected maximum award (assuming the program hits all benchmarks) is \$270,000.

Matching Funds Not Applicable

Performance Period: FY 2001-2003

Summary: SMC’s funding level will be based on the numbers of learners who meet specific “benchmark” gains measured on the CASAS tests (SMC does not currently use the CASAS test but is in the process of purchasing the testing system with non-credit matriculation funds). The three core performance indicator benchmarks that establish the grant award are:

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

Budget: The appropriate budget will be included in the budget presented for adoption at the September Board of Trustees meeting.

RECOMMENDATION NO. 3 **CONTRACTS AND CONSULTANTS**

3-A **MARKETING SURVEY**

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

Funding Source: 2001-2002 Budget: Auxiliary Fund

Comment: The purpose of this second survey is to follow up on issues raised in the first survey and to obtain public input to help the District set its priorities with respect to its master planning and accreditation requirements.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 6, 2001

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 4 **CONTRACTS AND CONSULTANTS**

4-A PLANETARIUM LECTURES, FALL, 2001

Astrobiology October 26, 2001	Ken Nealson	\$120
Native American Star Stories November 30, 2001	Ramon Shiloh	\$120

Funding Source: Fees will be covered by tickets sales

4-B CHILD CARE PROVIDERS FOR CALWORKS RECIPIENTS

Authorization of agreements with licensed and exempt child care providers to provide child care services for CalWORKS recipients. Payment rate will be consistent with the California Department of Education/Child Development Division maximum reimbursement rate. A list of providers will be on file in the Office of Child Care, and the Market Ceiling Rate Chart.

Funding Source: CalWORKS

Comment: The District established a CalWORKS program with the goal of assisting TANF/AFDC students in their transition from welfare to work. A large component of this program is assisting those students in finding quality child care. This process is facilitated through maintaining a licensed child care provider data base and a voucher system for the purpose of payment for child care services.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 6, 2001

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

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

4-C OFF-CAMPUS FEDERAL WORK STUDY SITE

RAND Corporation, a non-profit organization, to employ SMC students as library assistants. The organization will serve as an off-campus Federal Work-Study site and will pay the student workers' wages to be reimbursed by SMC for 75% of those wages.

Funding Source: Federal Work-Study Funds

Comment: The 75% reimbursement will be funded entirely from Federal Work-Study Funds. The hourly rate for Work Study Students is \$7.00 per hour.

4-D WORK STUDY CONTRACTS

Renewal of contracts with the following institutions for fiscal year 2001-2002 for the purpose of placing work-study students at Santa Monica College:

CSUN	25 percent of the students' salary paid by SMC
UCLA	40 percent + share of Workers Comp; Unemployment and Medicare; and 5 percent Administrative Fees paid by SMC
Loyola	25 percent of the students' salary paid by SMC
CSUDH	50 percent and 10 percent of Administrative Fees paid by SMC

Funding Source: 2001-2002 Budget/Academic Affairs (District's share)

Comment: These renewal agreements allow university work-study students to be placed at Santa Monica College. The District pays the percentage of the students' wages as indicated. Tutors may work in English, Social Science, Math, Modern Language or Science fields.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 6, 2001

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

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

4-E INFORMATION TECHNOLOGY TRAINING

Agreement with KnowledgeWorks to train Information Technology staff on Windows 2000 August 7 through September 30, 2001, the amount not to exceed \$21,000.

Funding Source: TTIP Human Resources Funds;
2001-2002 Budget/MIS, Telecommunications

Comment: This will provide Windows 2000 training for thirty Information Technology staff members who provide direct user support for desktop personal computers and will enable these staff members to train others in this new version of the Windows operating system.

4-F CONSULTANT FOR CHILD CARE

Amendment to the agreement with Dr. Karen Hill Scott for child care consultant services to increase the existing contract by \$450.

Funding Source: 2001-2002 Budget

Comment: The Board of Trustees previously approved an agreement with Dr. Scott in the amount of \$5,450. Dr. Scott completed the review of a job description for the center director and assisted in preparing the center's license application. This completes Dr. Scott's involvement in this project.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 6, 2001

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 5 **COURSES APPROVED BY CURRICULUM COMMITTEE, SPRING 2001**

Approval of the following courses and certificate requirements have been approved by the academic departments, the Academic Senate, the Academic Senate Joint Curriculum Committee, and all appropriate administrators..

- Accounting Certificate: Accounting Clerk
- Astronomy 5: Life in the Universe
- Automotive 28: Introduction to Transit Maintenance
- Automotive 29: Transit Maintenance II
- Automotive 30: Transit Maintenance III
- CIS 33: Database Management
- CIS 34: Advanced Excel with VBA
- Human Development 90A, B, C: General Internship
- Math 41: Mathematics for Elementary School Teachers
- Music 92: Applied Music Instruction
- Music 94: Concert Music Class
- Nutrition 4: Nutrition, Fitness, and Healthy Weight
- Photo 44: Web Sites for Photographers
- Political Science 11: World Affairs and the United Nations
- Political Science 12: Model United Nations
- Theatre Arts 44: Acting, Historical Styles, Late
- Theatre Arts 56: Advanced Audition Workshop
- Women's Studies 8: Women's Studies Leadership Practicum

RECOMMENDATION NO. 6 **COMMUNITY SERVICES/EXTENSION SEMINARS/COURSES, FALL 2001**

Approval of seminars/courses for Santa Monica College Community Services and Extensions for Fall 2001.

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

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 6, 2001

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7 **CONSULTANT - PERSONNEL COMMISSION**

Authorization of a consultant contract for the Personnel Commission with Cooperative Organization for the Development of Employees Selection Procedures (CODESP) to facilitate training and information to the staff for an amount not to exceed \$1,750 for the 2001-2002 fiscal year.

Funding Source: 2001-2002 Budget: Personnel Commission

Comment: The agreement will cover the use of the test item bank along with service training of staff and other services as needed.

RECOMMENDATION NO. 8 **ACADEMIC PERSONNEL**

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

EFFECTIVE DATE

ELECTIONS

CONTRACT

Trujillo, Marc	Instructor, Art Drawing/Painting	08/21/01
Brookins, Gregory	Instructor, Accounting	08/21/01
Barnett, Rory,	Physical Education Instructor/Football Coach	08/21/01

ADJUNCT

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

LEAVE OF ABSENCE WITHOUT PAY

PERSONAL

Roque, Elaine	Physical Education Instructor/ Volleyball Coach	08/21/01 - 12/18/01
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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 6, 2001

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9

**CLASSIFIED PERSONNEL
ESTABLISH/ABOLISH POSITIONS**

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

	<u>EFFECTIVE DATE</u>
<u>ESTABLISH</u>	
Bookstore Operations Assistant (3 positions) Bookstore, 12 mos, 40 hrs	08/07/01
Course Materials Buyer (new classification/1 position) Bookstore, 12 mos, 40 hrs	08/07/01
Supply Order Clerk (new classification/1 position) Bookstore, 12 mos, 40 hrs	08/07/01
Comment: The above positions for the Bookstore were recommended by the Academic Senate Bookstore Task Force and will be paid out of Auxiliary funds.	
Personnel Technician (1 position) Personnel Commission, 12 mos, 40 hrs	08/07/01
<u>ABOLISH</u>	
Department Secretary I (1 position) Job Center, 11 mos, 40 hrs	08/07/01
Department Secretary II (1 position) Workforce and Economic Development, 12 mos, 40 hrs	08/07/01
Personnel Analyst II (1 position) Personnel Commission, 12 mos, 40 hrs	08/07/01

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 6, 2001

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 10 **CLASSIFIED PERSONNEL – REGULAR**

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

EFFECTIVE DATE

ELECTIONS

PROBATIONARY

Contreras , Rigoberto, Reprographics Oper I, Reprographics	07/09/01
Sierra, Peter, Tutoring Coord-Foreign Languages, Modern Language Lab	07/02/01
Solis, Angelica, Dept Sec I, Scholars	07/05/01
Yaghoubnejad, Ramin, Instr Asst-Math, Math	07/13/01

PROMOTION

Yoder, John	07/09/01
Fr: Asst. Computer Lab Supr, Instr Comp (Mgmt), 12 mos, 40 hrs	
To: Internet/Web Services Coordinator, Instr Comp, 12 mos, 40 hrs	

RECLASSIFICATION (Per Personnel Commission Action 07/10/01)

Yen, Charlie	08/01/01
Fr: Events Manager, Events, 12 mos, 40 hrs	
To: Director of Events & Contracts, Events, 12 mos, 40 hrs	

PERMANENT EMPLOYEE WITH LIMITED TERM ASSIGNMENT

Virgen, Juan, Reg/Info Clerk, Admissions	07/01/01 - 06/30/02
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CHANGE IN WORKSHIFT/TEMPORARY

Vela, Giovanni,	07/01/01 - 06/30/02
Fr: Telecomm Tech I - Day, Telecommunications, 12 mos, 40 hrs	
To: Telecomm Tech I - NS-1, Telecommunications, 12 mos, 40 hrs	

VOLUNTARY REDUCTION IN HOURS/TEMPORARY

Ziegler, Tracey, Dis Stu Sv Sp, DSC, 11 mos (40 to 24 hrs/wk amend)	04/16/01 - 06/08/01
Ziegler, Tracey, Dis Stu Sv Sp, DSC, 11 mos (40 to 32 hrs/wk amend)	06/09/01 - 06/30/01

PERMANENT EMPLOYEE WITH PROVISIONAL ASSIGNMENT

Santoyo, David, Acting Asst. Computer Lab Supr, Instructional Comp	07/10/01 - 09/28/01
Serikawa, Jim, Acting Media Prod Specialist, Media Svcs	07/12/01 - 11/13/01

WORKING OUT OF CLASSIFICATION

Avitia-Segura, Antonio (ext)	07/01/01 - 08/31/01
Fr: Grounds Caretaker, Grounds, 12 mos, 40 hrs	
To: Acting Skilled Maintenance Wker, Maintenance, 12 mos, 40 hrs	

WORKING OUT OF CLASSIFICATION (Additional responsibilities)

Goolsby, Jeannette, Dept Secretary II, EOP&S (ext)	+4.0%	01/01/01 - 12/21/01
Villafuerte, Roger, Telecomm Tech I, Telecommunications	+5.0%	07/01/01 - 02/01/02

SEPARATIONS

RESIGNATION

Cabrera-Saldana, Carmen, Adm/Records Evening Coord, Admissions	07/13/01
Johnson, Maria, Accounting Technician, Auxiliary Services	08/24/01
Smith, Curtis, Assessment Services Specialist, Matriculation	07/20/01

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

August 6, 2001

CONSENT AGENDA: HUMAN RESOURCES**RECOMMENDATION NO. 11****CLASSIFIED PERSONNEL – LIMITED TERM**

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

ELECTIONSEFFECTIVE DATEPROVISIONAL

Battle, Matthew, Swimming Instructor/Lifeguard, Athletics	06/18/01 - 06/30/01
Battle, Matthew, Swimming Instructor/Lifeguard, Athletics	07/01/01 - 09/30/01
Biamonte, Christina, Sign Language Interpreter I, DSC	07/02/01 - 09/30/01
Brown, Timothy, Van Driver, Transportation	07/01/01 - 08/17/01
Colter, Melva, Clerical Assistant I, LRC	07/06/01 - 07/27/01
Gift, Norene, Health Science Coordinator, Health Science	07/01/01 - 09/30/01
Gutierrez, Estela, Art Gallery Installer, Art	07/01/01 - 09/30/01
Holmes, Heather, Office Aide, Matriculation	07/01/01 - 07/30/01
Holstein, Stephanie, Sign Language Interpreter Trainee, DSC	07/02/01 - 09/30/01
Johnson, Libby, Van Driver, Transportation	07/01/01 - 09/14/01
Joseph, JoAn, Disabled Student Services Specialist, DSC	05/12/01 - 07/12/01
Malerstein, Janet, Sign Language Interpreter Trainee, DSC	07/02/01 - 09/30/01
Merchant, Erin, Sign Language Interpreter I, DSC	07/02/01 - 09/30/01
Ramirez, Hilda, Office Aide, Academic Affairs	07/01/01 - 07/30/01
Shasha, Rachel, Interpreter Trainee, DSC	07/18/01 - 09/30/01
Starr, Ellen, Art Gallery Installer, Art	07/01/01 - 09/30/01
Starr, Ellen, Art Gallery Installer, Photo	07/01/01 - 09/30/01
Sussman-Schechter, Deane, Sign Language Interpreter II, DSC	07/02/01 - 09/30/01

LIMITED TERM

Barskaya, Galina, Accompanist-Dance, Dance/Aca Affs.	06/27/01 - 06/30/01
Barskaya, Galina, Accompanist-Dance, Academic Affairs	07/01/01 - 12/30/01
Barskaya, Galina, Accompanist-Performance, Music	06/27/01 - 06/30/01
Barskaya, Galina, Accompanist-Performance, Music	07/01/01 - 07/27/01
Caffrey, Jeffrey, Media Services Technician, Media Services	07/02/01 - 11/02/01
Ferek, Carolyn, Department Secretary II, Cosmetology	07/01/01 - 09/30/01
Gerhold, Thomas, Accompanist-Voice, Music	06/18/01 - 06/30/01
Gerhold, Thomas, Accompanist-Voice, Music	07/01/01 - 08/08/01
Greco, Gina, Department Secretary I, Fiscal Services	07/02/01 - 07/31/01
Libman, Leonid, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Mangus, Edward, Lab Assistant-Photography, Community Svcs.	07/01/01 - 06/30/02
Mekonnen, Yosheph, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Morrow, Kimberly, Library Assistant II, Library	07/07/01 - 06/30/02
Smith, Ryan, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Taylor, Rosa, Counseling Aide, Student Support Services/TRIO	07/01/01 - 06/30/02
Yaghobnejad, Ramin, Instructional Assistant-Math, Math	07/09/01 - 07/13/01

LIMITED TERM (Substitute)

Sheldon, Maureen, Administrative Assistant I, Student Life	07/01/01 - 07/30/01
Terney, Lindsey, Department Secretary II, Student Life	07/02/01 - 07/31/01
Williams, Donnie, Custodian NS II, Operations	07/01/01 - 07/31/01

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 6, 2001

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 12 **CLASSIFIED PERSONNEL - NON MERIT**

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

ELECTIONS

STUDENT EMPLOYEES

CalWORKS Student Assistant \$7.00/hr	9
College Student Assistant \$7.00/hr	419
College Work-Study Student Assistant \$7.00/hr	2

SPECIAL SERVICES

Art Model \$14.00/hr	161
Community Services Specialist I \$27.40/hr	101
Community Services Specialist II \$38.00/hr	10
Junior Counselors/Day Camp Stipend - \$299/month (10 th grade) \$399/month (11 th grade) \$499/month (12 th grade)	1
Recreation Director II \$10.59/hr	1
Recreation Director/Day Camp I \$55.00/dy	1

PROFESSIONAL EXPERTS

CalWORKS - Project Specialist I \$3750.00/mo	1
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<u>VOLUNTEERS</u>	1
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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	August 6, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 13 **CONTRACTS AND CONSULTANTS**

13-A VENDOR CONTRACT

A La Carte Catering, Inc. for food services from a mobile catering truck for construction sites, and Academy of Entertainment and Technology, for the period from August 1, 2001 to July 31, 2003. The A La Carte Catering, Inc. will pay the District \$1,000 per year commission.

13-B PURCHASE OF WORM FARM

Approval of partial pre-payment of \$23,241 to Vermitech for the purchase of a worm farm for trash recycling.

Funding Source: 2001-2002 Budget/Grounds
City of Santa Monica

Comment: This worm farm is part of the District's effort to be ecologically responsible and will help meet the State-imposed requirements for recycling. The total amount of the worm farm is \$49,719.48. The City of Santa Monica has committed \$25,000 to this recycling effort.

RECOMMENDATION NO. 14 **CLAIM FOR DAMAGES**

It is recommended that the Board of Trustees reject the claim filed on July 18, 2001 by David R. Yardley, for his client, Geoffrey Moore, for an unknown amount, and refer the claim to the District's claims management firm.

Comment: Mr. Yardley alleges sexual battery was committed on his client, Geoffrey Moore, on January 19, 2001 at the apartment of an assistant coach employed by the District.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 6, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 15 **KCRW**

15-A CONSULTANT AGREEMENTS

Joe Frank: for producer fees/program production services of "JOE FRANK: THE OTHER SIDE." For the period ending June 30, 2002. Payable at \$1,200 for each original exclusive program, \$400 for each remix of an old program, and \$200 for each repeat of an old program for a total not to exceed \$50,000.

Evan Kleiman: Program services, "GOOD FOOD." Payable at an amended amount of \$1,000 per month for an amended total not to exceed \$12,000.

Funding Source: KCRW donations

15-B AMENDMENTS TO LEASE AGREEMENTS

Authorization of the following lease agreements for KCRW:

Snow Peak Communications: For the installation and maintenance of KCRW radio broadcast equipment on Snow Peak Communications site, for the period of September 1, 2001 through August 31, 2006. Annual rental of \$2,700 payable in monthly installments of \$225.

American Tower: License Agreement for the site known as Red Mountain #1 for the period of June 1, 2001 through May 31, 2006 and subject to renewal of two additional periods of five years each. Annual fee not to exceed \$10,800 plus utilities and a prorated portion of site improvements; fee to increase 5 percent per year.

American Tower: License Agreement for the site known as Saddle Peak #1 for the period of June 1, 2001 through May 31, 2006 and subject to renewal of two additional periods of five years each. Annual fee not to exceed \$10,800 plus utilities and a prorated portion of site improvements; fee to increase 5 percent per year..

Funding Source: KCRW donations

Comment: KCRW raises all operating and capital expenses of the station. Site leases are continuations of previous agreements with new terms.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	August 6, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 16 **FACILITIES**

16-A AGREEMENT FOR ENVIRONMENTAL SERVICES, MADISON THEATER PROJECT

Agreement with CHRISTOPHER A. JOSEPH & ASSOCIATES for environmental services associated with the Madison Theater project for an amount not to exceed \$110,320 plus reimbursable expenses.

Funding Source: SMC Foundation
2001-2002 Budget: District Capital Outlay Fund

Comment: This agreement will provide for the preparation of an Environmental Impact Report and supporting environmental technical analysis of the proposed Madison Theater project in accordance with the appropriate State laws and SMCC District administrative regulations.

16-B AGREEMENT FOR ARCHITECTURAL SERVICES FOR REMODEL OF FORMER ADMINISTRATION COMPLEX – PHASE 2

Agreement with MEYER & ALLEN ASSOCIATES for architectural services associated with the Remodel of the Former Administration Complex – Phase 2 for an amount not to exceed \$90,000 plus reimbursable expenses.

Funding Source: Partnership for Excellence

Comment: This agreement will provide for architectural services for the remodel of Buildings B, C, & E of the former administration complex to house Financial Aid, EOPS, Station C and D, Outreach and Student Affairs.

16-C CONSTRUCTION ESCROW PAYMENT

The retention payment due to BOMEL CONSTRUCTION COMPANY INC. for the Extension to Parking Structure C project to be paid into an escrow account held by Citizens Business Bank pursuant to Public Contracts Code §22300.

Comment: Bomel Construction Company Inc. has requested to exercise its right to use this process as provided by law.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 6, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 16 **FACILITIES** (continued)

16-D AMENDMENT TO THE AGREEMENT FOR ARCHITECTURAL SERVICES FOR EARTHQUAKE REPLACEMENT LIBERAL ARTS BUILDING, 2003-2005 FINAL PLANNING PROPOSAL (FPP)

Amend the agreement with GENSLER for architectural services associated with the Earthquake Replacement Liberal Arts Building FPP project for an additional amount not to exceed \$33,275. The total for the amended agreement will be \$283,275 plus reimbursable expenses.

Funding Source: 2001-2002 Budget: District Capital Outlay Fund

Comment: This amendment provides for additional services requested by the District to separate the project into two units. Unit one replaces the footprint of the existing Liberal Arts building and Unit two provides further program modernization facilities and faculty offices requested by departments.

16-E AGREEMENT FOR ARCHITECTURAL SERVICES – PARKING STRUCTURE ENTRANCE

Agreement with GENSLER for architectural and consultant services associated with the 17th Street Entrance, Pedestrian Bridge and Autocourt project related to the Extension to Parking Structure C for an amount not to exceed \$12,650 plus reimbursable expenses.

Funding Source: 1999 Certificate of Participation

Comment: The District previously separated the Extension to Parking Structure C into two phases in order to bring the project within budget. This agreement provides for irrigation and electrical drawings for a separate bid package for the 17th Street entry, pedestrian bridge and autocourt which will be phase two of the project.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 6, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 16 **FACILITIES** (continued)

16-F AGREEMENT FOR ENGINEERING SERVICES, CHILLER UNIT REPLACEMENT PROJECT, TECHNOLOGY BUILDING

Agreement with P2S ENGINEERING, INC. for engineering services associated with the Chiller Unit Replacement project, Technology Building for an amount not to exceed \$29,900, plus reimbursables.

Funding Source: 1998-1999 State Scheduled Maintenance Program/District

Comment: This agreement will provide services to include engineering, preparation of bid documents and engineering oversight associated with the Chiller Unit Replacement project, Technology Building.

Funding for deferred maintenance was expected in the 2001-2002 budget and the Chiller Unit Replacement Project was a top priority. With the reduction in the Governor's 2001-2002 budget, the District has requested 50% funding of this project with 1998-99 scheduled maintenance funds.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	August 6, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 17

COMMERCIAL WARRANT REGISTER

June 1 – June 30, 2001 4533 - 4553 \$3,982,064.26

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

RECOMMENDATION NO. 18

PAYROLL WARRANT REGISTER

June 1 – June 30, 2001 C1K - 176-N \$4,197,546.05

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

RECOMMENDATION NO. 19

PAYMENTS FROM AUXILIARY OPERATIONS

Payments were authorized upon delivery and acceptance of the items ordered, or performance of the service. All payments were made in accordance with Education Code requirements and allocated to approved budgets.

June 1 – June 30, 2001 78884 - 79459 \$1,230,047

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

RECOMMENDATION NO. 20

DIRECT PAYMENTS

Payments were authorized upon delivery and acceptance of the items ordered, or performance of the service. All payments were made in accordance with Education Code requirements and allocated to approved budgets. List on file in Business Office.

July 1 – July 31, 2001 D34772-B – D34824 \$90,048.34

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 6, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 21 **PURCHASING**

21-A AWARD OF PURCHASE ORDERS

Payment is 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. 77028 – 77097	\$231,151.49
B) Telephone Orders	21,810.10
C) Change Orders	7,064.18
D) Auxiliary Orders	15,218.71
E) Auxiliary Change Orders	-0-

Comment: Lists of orders placed or amended between June 26 and June 30, 2001 are part of records on file in Purchasing Department

<u>Purchase Orders - FY 2001/02</u>	<u>Total</u>
A) P. O. 80002 – 81119	\$5,514,600.91
B) Telephone Orders	133,036.36
C) Change Orders	177,084.39
D) Auxiliary Orders	335,377.02
E) Auxiliary Change Orders	-0-

Comment: Lists of orders placed or amended between July 1 and July 24, 2001 are part of records on file in Purchasing Department

21-B DECLARATION AND DONATION OF SURPLUS EQUIPMENT

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

1 Hewlett Packard computer, monitor, keyboard and mouse to OCEANVIEW CONVALESCENT HOSPITAL in Santa Monica.

Comment: The Oceanview Convalescent Hospital contacted the District and requested the donation of a computer to be used by the residents.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 6, 2001

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 22

**ACCEPTANCE OF STAFF REPORT ON SMC REQUEST
FOR DISASTER RECOVERY ASSISTANCE**

It is recommended that the Board of Trustees accept the staff report which provides information on the status of Santa Monica Community College District's request to the Santa Monica Redevelopment Agency for funding assistance for two earthquake recovery projects.

MOTION MADE BY: Carole Currey
SECONDED BY: Nancy Cattell-Luckenbach
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

BOARD OF TRUSTEES	INFORMATION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 6, 2001

INFORMATION ITEM D **2001-2002 BUDGET REPORT AND DISCUSSION**

A report on the Governor's 2001-2002 budget was presented by Superintendent/President Piedad Robertson and Executive Vice-President, Business and Administration Thomas Donner. The Board of Trustees discussed the budget and its impact on Santa Monica College.

BOARD OF TRUSTEES	INFORMATION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 6, 2001

INFORMATION ITEM E

SUBMITTAL OF GRANTS

Title of Grant: **Fund for Instructional Improvement: Leadership Pipeline Project**

Granting Agency: Chancellor’s Office, California Community Colleges

Requested Funding: \$119,438

Matching Funds: \$12,008 (Source: SMC in-kind)

Performance Period: September 12, 2001 – September 11, 2002

Summary: This proposal seeks to develop a two-pronged approach to identifying and assisting current faculty who might consider pursuing a leadership role within a community college.

First, model curriculum will be developed to provide interested faculty with an overview of administrative roles in the community colleges. Through a seminar format, and guided by consultants from the University of Southern California’s Center for Urban Education, the participating faculty will gain insight into the administrative opportunities available.

The second objective will actually place several faculty as “interns” serving in a variety of administrative roles. This objective also addresses the need to recruit more administrative candidates from traditionally underrepresented populations.

Title of Grant: **Fund for Instructional Improvement: Infusing Information Competency in the Curriculum**

Granting Agency: Chancellor’s Office, California Community Colleges

Requested Funding: \$97,048

Matching Funds: \$16,706 (Source: SMC in-kind)

Performance Period: September 12, 2001 – September 11, 2002

Summary: This proposal addresses the need for faculty, administrators, staff and students to develop skills to interpret, evaluate, and critically analyze information. The rapid development of information resources and our increasing reliance on information has made it mandatory for students to develop and demonstrate a minimum level of information competence: the ability to find, evaluate, use, and communicate information in all its various forms.

Title of Grant: **Fund for Instructional Improvement: Student Enhancement and Educational Research Project**

Granting Agency: Chancellor's Office, California Community Colleges

Requested Funding: \$133,926

Matching Funds \$251,979 (Source: SMC Matriculation Funds and Title III)

Performance Period: September 12, 2001 – September 11, 2003 (two-year research project)

Summary: Building on the work of the Student Success Project, this proposal seeks to examine the root causes for our rapidly growing probationary rates through the development, and test innovative strategies designed to return probationary students to good academic standing. The project will examine, for example, how re-orientation, instructional faculty involvement, developmental advisement, and other interventions can affect higher success rates among probationary students.

Title of Grant: **Fund for Instructional Improvement: Student Success Project (Year 2)**

Granting Agency: Chancellor's Office, California Community Colleges

Requested Funding: \$67,400

Matching Funds \$44,032 (Source: Matriculation Funds to support two part-time counselors)

Performance Period: January 1, 2001 – December 31, 2001 (second year of a two-year research project)

Summary: The proposed research project will validate the results from an initial study conducted by Santa Monica College. This study explores the use of modified orientation, collaborative learning in the classroom, intensive counseling/monitoring, student success classes, and increasing students' connection with the college through academic and social activities as methods for achieving higher success and persistence and a lower rate of first-time college students who end up on probation.

BOARD OF TRUSTEES SANTA MONICA COMMUNITY COLLEGE DISTRICT	ADJOURNMENT August 6, 2001
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ADJOURNMENT: 9:55 p.m.

The meeting will be adjourned in memory of **Vabel Reed**, a longtime community activist and **Ikechukwu “Ike” Ikediashi**, a Santa Monica College student.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Monday, September 10, 2001 at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.