

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 7, 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 and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California, on Monday, February 7, 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**

Personnel, pursuant to Government Code Section 54957

III. **ORGANIZATIONAL FUNCTIONS** *(Continued)*

- C Pledge of Allegiance
- #1 Approval of Minutes:
 - January 7-8, 2000 (Retreat)
 - January 10, 2000 (Regular Meeting)
 - January 31, 2000 (Special Meeting)

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)*

Academic and Students Affairs

- #2 Contract with Total Recall Realtime Captioning
- #3 Consultant Contracts – Community Investors Meeting
- #4 Community Services/Extension-Summer 2000 Day Camp Program
- #5 Course Approval

Human Resources

- #6 Academic Personnel
- #7 Classified Personnel - Establish/Abolish Positions
- #8 Classified Personnel - Regular
- #9 Classified Personnel - Temporary
- #10 Classified Personnel - Non Merit

Business and Administration

- #11 KCRW Consultant
- #12 KCRW: Acceptance of Donation
- #13 Consultant Agreement – Accounting Software
- #14 Consultant Agreement – Advertising
- #15 Claim for Damages
- #16 Declaration and Donation of Surplus Property
- #17-A Facilities: Award of Bid, Madison Art Gallery
- #17-B Facilities: Award of Bid, 2714 Pico Blvd. Remodel, Phase I
- #17-C Facilities: Interior Earthquake Repairs, Media Center, Change Order No. 1
- #17-D Facilities: Interior Earthquake Repairs, Media Center, Reduction of Retention
- #17-E Facilities: Architectural Services, Relocation of Art Functions to Airport
- #17-F Facilities: Construction Cost Planning Services, Extension to Parking Structure C
- #17-G Facilities: Five-Year Construction Plan, 2001-2005
- #18 Commercial Warrant Register
- #19 Payroll Warrant Register
- #20 Payments from Auxiliary Operations
- #21 Direct Payments
- #22-A Purchasing: Award of Purchase Orders
- #22-B Purchasing: Award of Bid for Educational Integrated Multimedia and Software System
- #22-C Purchasing: Award of Bid for Photography Equipment

X. **CONSENT AGENDA – Pulled Items**

XI. **MAJOR ITEMS OF BUSINESS**

- #23 Personnel Commissioner Selection Committee

XII. **INFORMATION - No Action Required**

- E 1999-2000 Quarterly Budget Report
- F Review of District Investments

- XIII. **ADJOURNMENT:** The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, March 6, 2000 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	February 7, 2000

I. ORGANIZATIONAL FUNCTIONS

A. CALL TO ORDER – 6:00 p.m.

B. ROLL CALL

Dorothy Ehrhart-Morrison, Chair - Present
Annette Shamey, Vice-Chair - Present

Nancy Cattell - Present
Carole Currey - Present
Ilona Jo Katz - Absent
Patrick Nichelson - Present
Herbert Roney - Present

Pam Schuetz, Student Trustee - Present

II. CLOSED SESSION (6:00 p.m.)

- Personnel, pursuant to Government Code Section 54947

III. ORGANIZATIONAL FUNCTIONS - PUBLIC SESSION – 7:15 p.m.

- Report out of Closed Session:
Chair Dorothy Ehrhart-Morrison reported that the Board took action in closed session to suspend a skilled maintenance workers for three days. Unanimous action.

C. PLEDGE OF ALLEGIANCE - Robert Adams, Vice-President of Student Affairs

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 7, 2000

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:

January 7-8, 2000 (Retreat)

MOTION MADE BY: Nancy Cattell
 SECONDED BY: Herbert Roney
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Katz)

January 10, 2000 (Regular Meeting)

MOTION MADE BY: Nancy Cattell
 SECONDED BY: Herbert Roney
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Katz)
 NOES:

January 31, 2000 (Special Meeting/Closed Session)

MOTION MADE BY: Nancy Cattell
 SECONDED BY: Pat Nicholson
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Katz)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 7, 2000

IV. SUPERINTENDENT'S REPORT

- Executive Vice-President Thomas J. Donner reported that Superintendent Piedad Robertson was home ill and unable to attend the Board meeting.
- The artwork displayed in the Board Room was provided by children in a special program on the Madison campus.
- Presentation: Technology: Randy Lawson, Cherry Li, Jocelyn Chong and Greg Brown

V. ACADEMIC SENATE REPORT

VI. CLASSIFIED SENATE REPORT

VII. COMMUNICATIONS OR PUBLIC COMMENTS

Alicia Romo
Richard Grey
J. Travers Devine
Cecil Godbold
Lee Peterson
Joan Mills
Ann Carroll
Dennis Frisch
Kenneth Mason
Bill Price
Beverly Tholen
Winston Jerome Fernandes
Lisa Farwell
Rick Russell
Ruth Logan
Gloria Heller
Aida Mostkoff-Linares
Robert Flores
Teri Bernstein
Fran Manion
Brian Hutchings

VIII. BOARD REPORT AND COMMENTS

BOARD OF TRUSTEES	ACTION
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IX. CONSENT AGENDA

It is recommended that the Consent Agenda, Recommendations #2–#22 be approved.

Recommendations pulled for separate action: #6, #7, #8, #9, #10, #17-B, and #22- B

Action on Consent Agenda (excluding Recommendations #6, #7, #8, #9, #10, #17-B, and #22- B)

MOTION MADE BY: Carole Currey
 SECONDED BY: Herbert Roney
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Katz)

Action on Recommendations #6, #7, #8, #9, and #10

MOTION MADE BY: Annette Shamey
 SECONDED BY: Herbert Roney
 STUDENT ADVISORY: Abstain
 AYES: 6
 NOES: 0
 ABSENT: 1 (Katz)

Action on Recommendations #17-B and #22-B

MOTION MADE BY: Pam Schuetz
 SECONDED BY: Herbert Roney
 STUDENT ADVISORY: Abstain
 AYES: 6
 NOES: 0
 ABSENT: 1 (Katz)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 7, 2000

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 2 CONTRACT WITH TOTAL RECALL REALTIME CAPTIONING

It is recommended that the Board of Trustees approve contract with Total Recall Realtime Captioning to provide real-time captioning services to non-signing deaf students for the academic year 1999–2000 for the amount of \$47.00 per hour, not to exceed \$18,000 per year. A twenty-four (24) hour cancellation notice is required; if less than 24 hour notice is given, the cost is \$52.00 per hour.

Funding Source: Disabled Student Center

Comment: Total Recall will provide real-time captioning services to non-signing deaf students. The District had previously contracted with CSUN Center on Deafness and Rapid Text, but neither organization has been able to provide captioners. Currently, SMC has two students requiring captioning services.

RECOMMENDATION NO. 3 CONSULTANT CONTRACTS - COMMUNITY INVESTORS MEETING

It is recommended that the Board of Trustees approve a consultant contract with Richard Diaz, Dynamic Collaborative Resources, to prepare material, organize and facilitate the Community Investors Meeting on February 29, 2000, for an amount not to exceed \$350.

Funding Source: District.

Comment: Community Investors is a collaborated effort between Santa Monica College, St. John's Hospital, RAND, SM/UCLA Hospital, SMMUSD, the City of Santa Monica, and various other community agencies to share resources and develop a comprehensive plan to promote the healthy physical, social and intellectual development of children.

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CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 4 COMMUNITY SERVICES/EXTENSION-SUMMER 2000 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 the period of February, 2000 through December, 2000, in the amount of \$2409.09 per month.

Funding Source: Fees from camp participants.

Comment: Earth Jam will provide consulting services to organize, market, implement and supervise "Fun Under the Sun" day camp for Summer 2000. This will include programming, coordinating and implementing daily camp schedule, field trips, environmental education and special events for each of the four 2-week sessions as well as supervising all camp staff and day-to-day operations of the camp. The camp will be held June 19, 2000 - August 11, 2000 at John Adams Middle School.

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CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 5 COURSE APPROVAL

It is recommended that the Board of Trustees approve the following courses:

- Anthropology 35S: Archaeological Field Techniques
- Architecture 10A: Architectural Design I
- Architecture 10B: Design Communication I
- Architecture 11A: Architectural Design II
- Architecture 70: Architectural Portfolio Development
- Biology 46C: Natural History & Marine Biology-Galapagos Islands
- Biology 46D: Conservation Biology in Southwest China
- Business 28: Integrated Marketing Communications
- Business 55: Southern California's International Connections
- Child Development 51: The Reggio Approach
- CIS 52: Web Page Design with FrontPage 2000
- CIS 54: Web Page Development and Scripting
- Dance 55C: Modern Dance Staging Techniques
- Economics 55: So. California's International Connections
- Economics 80: Overview of the Global Economy
- ET 34: Web Animation Using Flash
- ET 61: The History of Animation
- ET 72: Career Exploration—Animation and Interactive Media
- Geography 23: Intermediate Geography Information Systems
- Geology 5: Earth History
- Geology 35W: Field Studies—East Mojave
- History 30: History and Literature of Contemporary Africa
- Journalism 22: Photography for Publication
- Library 10: A – Z: Information Sources: Selected Disciplines
- Nursing 16: Physical Assessment

Comment: All of the above courses have been approved by the academic departments, the Academic Senate, the Joint Curriculum Committee, and all appropriate administrators. It is a state law that the Board of Trustees must approve all courses no matter what internal process is used for course approval. This list represents courses in the 1999-2000 academic year that went through the aforementioned approval process and is now being presented to the Board of Trustees for final approval.

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CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7

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>EFFECTIVE DATE</u>
ABOLISH:	Department Secretary II Workforce & Economic Development Comment: Position Vacant	01/25/00
ESTABLISH:	Administrative Asst I (1 position) Planning & Development, 40 hrs, 12 mos Comment: Funded with Title III grant.	02/08/00 " 09/30/04

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CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 8

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>PROBATIONARY</u>	<u>EFFECTIVE DATE</u>
Abdullah, Abbas, Custodian NS-2, Operations	02/01/00
Gabel, Lynda, Fin Aid Asst Director, Financial Aid	01/06/00
Lemke, Connie, Admiss/Records Clk I, Admissions	02/01/00
Young, Cheryl, Admin Asst I, HPER	01/26/00

REINSTATEMENT

Romano, Jere, Comm College Police Officer, College Police	01/21/00
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PROMOTIONS

Green, Patricia	01/24/00
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Fr: Dept Secretary II, Wkforce & Econ Development, 12 mos, 40 hrs
 To: Administrative Asst I, Wkforce & Econ Development, 12 mos, 40 hrs

Frazier, Jeffrey	01/18/00
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Fr: Lead Custodian, Operations, 12 mos, 40 hrs
 To: Custodial Operation Supr (mgmt), Operations, 12 mos, 40 hrs

Nguyen, Sylvia	01/06/00
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Fr: Intl Student Ctr Assistant, Intl Student Ctr, 12 mos, 40 hrs
 To: Admissions/Records Coordinator, Inst Student Ctr, 12 mos, 40 hrs

PERMANENT EMPLOYEE WITH TEMPORARY ASSIGNMENT

Virgen, Juan, Reg/Info Clerk, Admissions/Records	01/03/00 " 02/4/00
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WORKING OUT OF CLASSIFICATION

Engfer, Mark (ext)	12/23/99 " 02/18/00
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Fr: Telecommunications Tech II, Telecomm, 12 mos, 40 hrs
 To: Acting Telecommunications Supervisor, Telecomm, 12 mos, 40 hrs

WORKING OUT OF CLASSIFICATION (Additional responsibilities)

Davis, Sandra, Purchasing Asst, Purchasing	+5%	12/06/99 " 12/22/99
Johnson, Joyce, Dept Secretary II, Human Resources	+5%	01/03/00 " 03/17/00
Ornelas, Louie, CC Police Officer, College Police	+5%	02/01/00 " 04/30/00

STIPEND

Osterhout, Roy, Parking Sec Officer, College Police	+\$25/mo	01/10/00 " 06/30/00
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LEAVES OF ABSENCE WITH PAY

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

REDUCTION IN HOURS/TEMPORARY

Thomas, Martha, Accom-Dance, Music (reduce 4 hrs/wk) 01/03/00 " 02/10/00

MEDICAL/WITH PAY

Andrews, Noel, Bkstore Mgr, Bookstore (ext) 01/03/00 " 01/04/00

Cummings, Kurtis, Custodian, Operations 12/06/99 " 12/13/99

Ha, Kham, Lab Tech-Phy Sciences, Phy Sciences 12/06/99 " 12/22/99

Hill, Edee, Buyer, Purchasing 11/29/99 " 12/03/99

Lawrence, David, Comp Lab Instr Spec, Instr Comp 01/03/00 " 04/07/00

Martin, Sunny, Personnel Mgr, Personnel Commission 01/03/00 " 01/31/00

Nelson, Sawyer, Bkstore Oper Asst, Bkstore (reduce 4 hrs/day)(ext) 12/01/99 " 12/16/99

SEPARATIONS

RESIGNATION

Berman, Joshua, Internet/Volunteer Coordinator, KCRW 02/01/00

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	February 7, 2000

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9

CLASSIFIED PERSONNEL – TEMPORARY

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

	<u>EFFECTIVE DATE</u>
<u>PROVISIONAL</u> (assignment not to exceed 90 working days)	
Anderson, Jane, Department Secretary I, Library (ext)	02/01/00 “ 02/29/00
Biamonte, Christina, Interp for Hearing Impaired, Disabled Stu Ctr.	01/03/00 “ 02/11/00
Burke, Madeline, Dance Production Tech., Dance (ext.)	11/01/99 “ 01/31/00
Glazer, Brooke, Interp for Hearing Impaired, Disabled Stu Ctr.	01/03/00 “ 02/11/00
Kessler, Jeffrey, Skilled Maintenance Worker, Maintenance (ext)	01/03/00 “ 02/29/00
Matsumoto-Trejo, Sharon, Clerical Assistant I, Science LRC (ext)	01/03/00 “ 01/28/00
Merchant, Erin, Interp for Hearing Impaired, Disabled Stu Ctr.	01/03/00 “ 02/11/00
Rogers, Cheryl, Clerical Assistant I, Science LRC, (ext)	01/03/00 “ 01/28/00

SUBSTITUTE

Davis, Linda, Department Secretary II, Personnel Commission	01/04/00 “ 03/31/00
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CASUAL (assignment not to exceed 15 hrs/wk, 15 days/month)

Berent, Richard, Accompanist-Voice, Community Services	01/08/00 “ 06/30/00
Boakye, Stephen, Counseling Aide, Student Life	01/03/00 “ 06/30/00
De la Torre, Jairo, Counseling Aide, Office of Schl Rlts.	01/03/00 “ 06/30/00
Ellison, Monti, Accompanist-Dance, Dance	01/03/00 “ 02/10/00
Gonzalez, Antonio, Counseling Aide, Latino Center	01/12/00 “ 02/10/00
Gonzalez, Antonio, Counseling Aide, Latino Center	02/14/00 “ 06/13/00
Helton, David, Counseling Aide, Office of Schl Relations	01/03/00 “ 06/30/00
Kim, Esther, Office Aide, Student Life	01/19/00 “ 06/30/00
Levy, Charles, Vocational Instr. Assistant, Cosmetology	01/07/00 “ 06/30/00
Lopez, Jonathan, Counseling Aide, Office of Schl Relations	01/03/00 “ 06/30/00
Perez, John, Community Outreach Aide, Office of Schl Relations	01/03/00 “ 06/30/00
Ryabushkin, Mikhail, Office Aide, Academic Computing	01/19/00 “ 06/30/00
Serratos, Monica, Counseling Aide, Student Life	01/03/00 “ 06/30/00
Smaznevich, Yelena, Counseling Aide, Office of Schl Rlts	01/03/00 “ 06/30/00
Wilson, Jayme, Counseling Aide, Office of Schl Rlts.	01/03/00 “ 06/30/00

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

Baker, Stephen, Bookstore Clerk/Cashier, Bookstore	01/24/00 “ 06/30/00
Bishop, Karen, Registration/Info Clerk, Community Services	01/03/00 “ 01/19/00
Boustani, Ramin, Instructional Assistant-Math, Mathematics	01/18/00 “ 03/15/00
Cervantes, Margaret, Registration/Info Clerk, Office of Schl Rlts.	01/18/00 “ 06/30/00
Giraldo, Alex, Registration/Info Clerk, Admissions & Records	01/20/00 “ 06/30/00
Gonzales, Lori, Interp for Hearing Impaired, Disabled Stu Ctr.	01/03/00 “ 02/11/00
Greene, Elizabeth, Interp for Hearing Impaired, Disabled Stu Ctr.	01/03/00 “ 02/11/00

TEMPORARY (continued)

Khorsandravan, Shahryar, Instr. Assistant-Math, Mathematics (ext)	02/14/00 “ 02/29/00
Malone, La Donna, Department Secretary II, CIWorks/Bus. & Ind.	01/03/00 “ 02/18/00
Neidorf, Helena, Instr. Assistant-English, Latino Center	02/14/00 “ 06/13/00
Porter, Orin, Counseling Aide, Matriculation	01/20/00 “ 06/30/00
Redd-Walker, Beverly, Department Secretary I, Madison Site (ext)	01/03/00 “ 01/10/00
Tjahja, Fransiska, Interp for Hearing Impaired, Disabled Stu Ctr.	01/03/00 “ 02/11/00
Triggs, Mary, Department Secretary I, Academic Senate (ext)	01/03/00 “ 06/30/00

BOARD OF TRUSTEES	ACTION
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RECOMMENDATION NO. 10

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 \$6.19/hr	64
Tutorial Aide \$10.50/hr	1

FEDERAL/STATE FUNDED STUDENT EMPLOYEES

College Work-Study Student Assistant \$6.19/hr	11
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PROFESSIONAL EXPERTS

Art Model \$14.00/hr	3
Community Services Specialist I \$27.40/hr	2
Community Services Specialist II \$38.00/hr	1

VOLUNTEERS

2

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 7, 2000

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 11 KCRW CONSULTANT

It is recommended that the Board of Trustees authorize amendments to following KCRW consultant agreements for the period of July 1, 1999 through June 30, 2000.

WILL LEWIS ASSOCIATES: Consulting services for KCRW in relation to station fundraising campaigns, direct mail membership and programming development, audience research analysis, writing grant proposals, and additional broadcasting program award applications. Payable at \$5,000 per month for the period of July 1, 1999 through January 31, 2000, \$6,000 per month for the period of February 1 through June 30, 2000 for an amended total not to exceed \$65,000.

SANDEP RAHI dba BURNING BOX: For design/artwork services as needed. Payable upon projects' completion and invoicing, for an amended total not to exceed \$15,000.

GARTH WILSON dba RAW MATERIAL DESIGN: For design/artwork services as needed. Payable upon projects' completion and invoicing, for an amended total not to exceed \$9,500.

Funding Source: KCRW donations

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

RECOMMENDATION NO. 12 KCRW: ACCEPTANCE OF DONATION

It is recommended that the Board of Trustees accept, on behalf of KCRW, a donation from KCRW Foundation, Inc. of furniture and broadcasting equipment.

Comment: Furniture and broadcasting equipment was purchased by KCRW Foundation, Inc. for the 1992 remodel of KCRW studios.

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 13 CONSULTANT AGREEMENT - ACCOUNTING SOFTWARE

It is recommended that the Board of Trustees authorize the District to extend the term of the agreement with MICHAEL GOLUB CONSULTING through June 30, 2000, for a fee not to exceed \$20,000. This agreement provides for installation, training and support services for the MIP DOS Fund Accounting software.

Funding Source: Auxiliary Fund

Comment: The MIP DOS Fund Accounting software is the system used by the Auxiliary Business Office. The training and software conversion has not been completed. There is no change in fee required by this time extension.

RECOMMENDATION NO. 14 CONSULTANT AGREEMENT - ADVERTISING

It is recommended that the Board of Trustees authorize an agreement with UCLA DAILY BRUIN to sell classified line advertising to be published in the SMC CORSAIR for the period ending June 30, 2000. The DAILY BRUIN will receive 60% of the revenue for the sale of classified ads.

Funding Source: Advertising Revenue

Comment: This agreement establishes separate contracts for classified ads and business ads. Business ads will continue to be obtained through the agreement with CYNTHIA R. BROWN. The DAILY BRUIN will provide all sales staff, sales entry and audit and production of the classified section for the CORSAIR.

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 15 CLAIM FOR DAMAGES

It is recommended that the Board of Trustees reject the claim filed on January 10, 2000 by Gregory B. Byberg for his client Ira C. Feldman for an unknown amount and refer the claim to the District's claims management firm.

Comment: Mr. Byberg claims that the District failed to repair and maintain pavement next to the curb on the south side of the Technology building and alleges that a separation and buckling of the pavement caused his client to fall and injure his foot.

RECOMMENDATION NO. 16 DECLARATION AND DONATION OF SURPLUS PROPERTY

It is recommended that the Board of Trustees declare the following computer equipment as surplus and authorize the District to donate the equipment to the Santa Monica High School of the Santa Monica/Malibu Unified School District as a goodwill gesture.

40 Hewlett Packard Vectra N2 4/66 computer units including cpu, monitor, keyboard and mouse

Comment: The above items were replaced in the Business Department tutoring lab. Santa Monica High School can use these units in its computer/ electronics lab.

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 17-A FACILITIES: AWARD OF BID, MADISON ART GALLERY

It is recommended that the Board of Trustees award the bid for the MADISON ART GALLERY project to the lowest responsive bidder.

Martec Construction, Inc.	\$114,934.82
Keith Lee	\$116,600.00
Cogley & Sons	\$124,900.00
T & J Field Construction, Inc.	\$147,250.00
Dynamic General	\$156,749.00
Construction Systems, Inc.	\$165,450.00
BEGL Construction	\$261,800.00
AFCO Construction	\$262,000.00
Driver Eddy	\$270,945.00

Funding Source: District/Madison Remodel

Comment: The project will remodel the existing portion of the northeast wing of the Madison building to provide space for the Santa Monica College Art Gallery which will be moved to the Madison site from the main campus

RECOMMENDATION NO. 17-B FACILITIES: AWARD OF BID, 2714 PICO BLVD. REMODEL, PHASE I

It is recommended that the Board of Trustees award the bid for the 2714 PICO REMODEL, PHASE I project to the lowest responsive bidder.

BEGL Construction Co., Inc.	\$888,800
Trimax Construction Corp.	\$938,000
Keith KC. Lee, Inc.	\$949,000
New Midland	\$1,047,000
J P Ingram	\$1,200,000
D L Kaufmann	\$1,241,023
Pacific Gold Coast Construction, Inc.	\$1,275,000
Driver Eddy	\$1,340,000
AFCO	\$1,350,000

Funding Source: 1999 COP

Comment: This project provides the replacement of the HVA/C system, ADA access at the standards required for higher education, electrical upgrade for the building and offices for HRS, Personnel Commission, and Planning and Development.

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 17-C FACILITIES: INTERIOR EARTHQUAKE REPAIRS, MEDIA CENTER-CHANGE ORDER NO. 1

It is recommended that the Board of Trustees approve Change Order No. 1 for the INTERIOR EARTHQUAKE REPAIRS, MEDIA CENTER project with AFCO CONSTRUCTION CO.

Original Contract Amount	\$522,938
Change Order No. 1	73,414
Revised Contract Amount	\$596,352

Funding Source: FEMA

Comment: This change order provides for revisions required due to site conditions as follows: revise installation of exterior data conduits, revise installation of interior acoustic panels, revised ceiling and lighting in Room 114, revise restroom layout, revise waste line coupling connections, revise size of mechanical ducts and remove and replace 12" thick concrete fire lane for fire sprinkler installation. Change order also provides for owner requested installation of additional ceiling access panels, revise type of electrical and data raceway for Rooms 111 and 114, and revised HVA/C equipment in Rooms 108 and 111. Change Order also provides for new battery powered emergency lighting in lieu of specified generator-powered lights, required because existing emergency panel lacked expandability. This change order also extends the contract term for an additional 138 consecutive calendar days.

RECOMMENDATION NO. 17-D FACILITIES: INTERIOR EARTHQUAKE REPAIRS, MEDIA CENTER-REDUCTION OF RETENTION

It is recommended that the Board of Trustees authorize the District to reduce the contract retention from 10% to 5% on the Interior Earthquake Repairs, Media Center project with AFCO CONSTRUCTION CO.

Funding Source: FEMA

Comment: The District has taken occupancy of the Media Center and the contractor is making required progress toward completion of punch list items.

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CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 17-E FACILITIES: ARCHITECTURAL SERVICES, RELOCATION OF ART FUNCTIONS TO AIRPORT AND ADA COMPLIANCE FOR AIRPORT RESTROOMS

It is recommended that the Board of Trustees authorize the District to enter into an agreement with PUGH AND SCARPA for architectural services associated with the Relocation of Art Functions, including ceramics, glassblowing and sculpture, to the Airport Site and ADA Compliance for Airport Restrooms project, for a fee of \$85,000 plus reimbursable expenses; fee to be adjusted to 10 percent of the actual construction costs.

Funding Source: FEMA

Comment: The relocation of art functions is a phased project involving both the main campus and the airport site, requiring a high degree of coordination.

RECOMMENDATION NO. 17-F FACILITIES: CONSTRUCTION COST PLANNING SERVICES, EXTENSION TO PARKING STRUCTURE C

It is recommended that the Board of Trustees authorize the District to enter into an agreement with DAVID LANGDON ADAMSON for construction cost planning services associated with the Extension to Parking Structure C project for an amount not to exceed \$14,000 plus reimbursable expenses.

Funding Source: FEMA/District/COP for Parking

Comment: This agreement provides for professional cost estimating so that value engineering will be an option to control the construction costs during planning.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 7, 2000

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 17-G

FACILITIES: FIVE-YEAR CONSTRUCTION PLAN 2001-2005

It is recommended that the Board of Trustees approve the filing of the Preliminary Five Year Construction Plan, 2001-2005, with the State Chancellor's Office and requesting of state funding for the 2001-02 projects. The Project Priority Schedule is attached.

Indicated on the Schedule of Funds

- (A) Land Acquisition
- (P) Preliminary Plans
- (W) Working Drawings
- (C) Construction
- (E) Equipment

Proposed Funding Sources:

- S State
- D District
- F FEMA

Santa Monica College is also submitting Initial Planning Proposals (IPP) for three (3) proposed future projects, to be reviewed and considered by the Chancellor's Office for funding in FY 2002-2003:

- 1) IPP for **Earthquake Replacement Liberal Arts Building**, requesting State funding for (C) in FY 2002/2003
- 2) IPP for **Allied Health Facility**, requesting State funding for (C) in FY 2002-2003
- 3) IPP for **New Student Services/Administration Building**, requesting State funding for (P)(W) in FY 2002/2003

Comment: The priority categories are established by the State Chancellor's Office and the District identifies the projects that fit into these categories. This Five-Year Construction Plan has been integrated with the recommendations of the campus Master Plan.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 7, 2000

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 18 COMMERCIAL WARRANT REGISTER

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

December 1 – December 31, 1999 4173 – 4190 \$3,513,209.93

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

RECOMMENDATION NO. 19 PAYROLL WARRANT REGISTER

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

December 1 – December 31, 1999 C1E- C – C2F-N \$5,650,137.31

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

RECOMMENDATION NO. 20 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.

December 1 - December 31, 1999 69822 - 70111 \$613,472

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

RECOMMENDATION NO. 21 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.

January 1 – January 31, 2000 D31715 – D31992 \$21,111.55

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 7, 2000

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 22-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 99/2000</u>	<u>Total</u>
A) P. O. 71669 – 71742	333,558.27
B) Telephone Orders	54,358.46
C) Change Orders	115,102.65
D) Auxiliary Orders	22,909.51
E) Auxiliary Change Orders	10,724.48

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

RECOMMENDATION NO. 22-B PURCHASING: AWARD OF BID FOR EDUCATIONAL INTEGRATED MULTIMEDIA AND SOFTWARE SYSTEM

It is recommended that the Board of Trustees award bid 99000-B5 for twelve Educational Integrated Multimedia and Software System multimedia carts to the lowest responsive bidder as follows:

Tegrity, Inc. \$151,785

Funding Source: Telecommunication & Technology Infrastructure Program Grant & Instructional Equipment Grant

Comment: Bids were solicited for this specialized equipment through newspaper advertisements and a mailing. Only one bid was received.

RECOMMENDATION NO. 22-C PURCHASING: AWARD OF BID FOR PHOTOGRAPHY EQUIPMENT

It is recommended that the Board of Trustees award bid 99000-B6 for Photography Equipment to the lowest responsive bidder as follows:

CALUMET PHOTOGRAPHIC \$154,125.32

Funding Source: FEMA/District

Comment: This photography equipment will be used in the instructional program. Bids were solicited through newspaper advertisements and a mailing.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 7, 2000

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 23

PERSONNEL COMMISSIONER SELECTION COMMITTEE

It is recommended that the Board of trustees authorize the Superintendent/President to form a Personnel Commissioner Selection Committee. The committee will recommend to the Board of Trustees at least two qualified candidates through the Superintendent/President for the Board to select a nominee to serve on the Personnel Commission, for a term that began December 1, 1999. The committee will be composed of:

1. A Board of Trustees representative
2. A Personnel Commission representative
3. A CSEA classified employee representative
4. A Classified Senate representative
5. A community representative (General Advisory Board)
6. A management representative

Comment: Personnel Commissioner Allan Paul Shatkin tendered his resignation from the Personnel Commission effective January 10, 2000. Therefore, it is necessary to follow the process for appointment of a Personnel Commissioner.

The Superintendent/President will select the members of the Selection Committee. CSEA and the Classified Senate will submit a list of recommended names to the Superintendent/President from which she will select a representative. The Vice President of Human Resources will coordinate the recruitment and selection procedures and serve as a member of the Personnel Commissioner screening committee. The entire process, including at least one month for recruitment, will take approximately four months to complete.

The screening committee will review all applications, review the candidate questions prior to the actual interview, interview a selected group of applicants, and recommend at least two candidates to the Board of Trustees.

MOTION MADE BY:	Carole Currey	<u>Public Comment</u>
SECONDED BY:	Nancy Cattell	Lee Peterson

Amendment

Motion was made by Carole Currey and seconded by Nancy Cattell to amend the recommendation by adding to the committee: 7. The Vice-President of Human Resources will chair the committee.

STUDENT ADVISORY:	Abstain
AYES:	6
NOES:	0
ABSENT:	1 (Katz)

Vote on Recommendation as Amended

STUDENT ADVISORY:	Abstain
AYES:	6
NOES:	0
ABSENT:	1 (Katz)

BOARD OF TRUSTEES	INFORMATION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 7, 2000

INFORMATION ITEM 1999-2000 QUARTERLY BUDGET REPORT

GENERAL FUND BUDGET SUMMARY
(AS OF DECEMBER 31, 1999)

Beginning Balance	\$ 4,498,714
Income	95,668,338
Total Funds Available	\$100,167,052
Less: Expenses & Transfers	96,397,440
Ending Balance	\$ 3,769,612

Comment: A complete set of financial statements for all funds along with the quarterly 311Q report required by the Chancellor's Office are provided to the Board of Trustees on a quarterly basis.. The second quarter report reflects the Fall activities of the College and the recent salary adjustments are reflected in the projections in the General Fund. The District is in the process of reviewing General Fund expenditures in order to increase the reserves to the required 5% level.

BOARD OF TRUSTEES	INFORMATION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 7, 2000

INFORMATION ITEM REVIEW OF DISTRICT INVESTMENTS

The attached statement shows the status of District investments as of December 31, 1999 and is presented for Board review. The report provides information required by California Government Code §53646. The investment portfolio is in compliance with District investment policy and will allow the District Trust Fund to meet expenditure requirements for the next six months. All investments are in government securities and high investment grade bonds and notes.

BOARD OF TRUSTEES	ADJOURNMENT
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 7, 2000

ADJOURNMENT: 10:00 p.m.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, March 6, 2000 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.