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# Santa Monica Community College District

## Minutes of the

## Board of Trustees Meeting

January 11, 1999

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, 1900 Pico Boulevard, Santa Monica, California, on Monday, January 11, 1999.

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

Collective Bargaining, pursuant to Government Code Section 54957.6

Pending Litigation, pursuant to Government Code Section 54956.9

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

C Pledge of Allegiance

#1 Approval of Minutes: December 7, 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**

Contracts and Grants

#2 Consultant Agreements

#3 Contract with Education Alliance

#4 Lecture Series, Spring 1999

Academic and Student Affairs

#5 Course Approvals

#6 Consultant Contracts for Academy of Entertainment and Technology

#7 Consultant Contract - Curriculum Development

#8 Contract with Center for Educational Achievements (CEA)

#9 Community Services/Extension Seminars/Courses, Spring 1999

Human Resources

#10 Consultant Agreement for Personnel Commission

#11 Academic Personnel

#12 Classified Personnel - Establish/Abolish Positions

#13 Classified Personnel - Regular

#14 Classified Personnel - Temporary

#15 Classified Personnel - Non Merit

Business and Administration

#16 Agreement for HIV Testing

#17-A Facilities: Completion of Photo Remodel - Technology Building

#17-B Facilities: Completion of Academy of Entertainment and

Technology Remodel, Phase 2

#17-C Facilities: Completion of Madison Center Remodel, Phase 2

#17-D Facilities: Engineering Services - Replace HVA/C Units, Concert Hall

#17-E Facilities: Geotechnical Services, Extension to Parking Structure C

#17-F Facilities: Architectural Services, Parking Lot 1 Renovation

#17-G Facilities: Architectural Services, 2714 Pico Blvd. Renovation

#17-H Facilities: Architectural Services, Emeritus College Remodel

#17-I Facilities: Architectural Services, Madison Art Gallery

#17-J Facilities: Earthquake Replacement Science Building Change Order No. 8

#17-K Facilities: Five-Year Construction Plan, 2000-2004

#18 Commercial Warrant Register

#19 Payroll Warrant Register

#20 Direct Payments

#21 Payments from Auxiliary Operations

#22 Purchasing: Award of Purchase Orders

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

**XI. *MAJOR ITEMS OF BUSINESS***

#23 Election of Trustee Liaison

#24 Institutional Memberships, 1998-99

#25 Personnel Commission Screening Committee

#26 1999-2000 Nonresident Tuition Rate

#27 Resolution Authorizing Issuance of Not to Exceed \$,8000,000 of

Santa Monica Community College District General Obligation

Bonds, 1992 Election, Series C

#28 Resolution Approving, Authorizing and Directing Execution of Lease

Financing Documents and Authorizing and Directing Certain

Actions with Respect Thereto

## XII. **BOARD POLICY**

#29 First Reading - Board Policy Section 5340, Distribution and

Posting of Publicity

#30 First Reading - Board Policy Section 2300, Academic Senate

#31 Second Reading - Board Policy Section 8231 - Public Participation

## XIII. **INFORMATION - No Action Required**

XIV. **ADJOURNMENT:** There will be a Board of Trustees Retreat on January 22-23, 1999. On Friday, January 22, 1999, the Board will meet at DC3 Restaurant, 2772 Donald Douglas Loop North, Santa Monica, California, 6-9 p.m. On Saturday, January 23, 1999, the Board will meet at the Victorian at Heritage Square, 1640 Main Street, Santa Monica, California, 8:30 a.m. to 3 p.m.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, February 1,

1999 at 7 p.m. (5:30 p.m. if there is a closed session) in the Board Room and Conference Center at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	January 11, 1999

ORGANIZATIONAL FUNCTIONS

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

**B. ROLL CALL**

Herbert Roney, Chair - Present

Dorothy Ehrhart-Morrison, Vice-Chair - Present

Nancy Cattell - Present

Carole Currey - Present

Ilona Jo Katz - Absent

Patrick Nichelson - Present

Annette Shamey - Present

Gabriel Barrios, Student Trustee - Absent

It is recommended that the Board of Trustees approve an excused absence for Trustee Ilona Katz and Student Trustee Gabriel Barrios due to illness (per Board Policy Section 9334).

MOTION MADE BY: Annette Shamey

SECONDED BY: Carole Currey

AYES: 6

NOES: 0

## ***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

- Pending Litigation, pursuant to Education Code Section 54956.9

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

### ***ORGANIZATIONAL FUNCTIONS***

***C. PLEDGE OF ALLEGIANCE - Pat Brown***

*Organizational Functions*

**BOARD OF TRUSTEES**

Santa Monica Community College District

**Action**

January 11, 1999

ORGANIZATIONAL FUNCTIONS

RECOMENDATION NO. 1 APPROVAL OF MINUTES

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

December 7, 1998

MOTION MADE BY: Nancy Cattell

SECONDED BY: Carole Currey

STUDENT ADVISORY: Absent

AYES: 6

NOES: 0

ABSENT: 1 (Katz)





*Organizational Functions***BOARD OF TRUSTEES**

Santa Monica Community College District

**Action**

January 11, 1999

SUPERINTENDENT'S REPORT

- Welcome back and Happy New Year!
- Ray Martin to introduced the CSEA Executive Committee for 1999: Jeffrey Frazier, president; Deborah Jansen, vice-president; Steve Levine, treasurer; Helen Athanitis, recording secretary; Phil Hendricks, corresponding secretary; Sheila Walsh-Vargas, public relations officer; John Samargis, parliamentarian; and Willis Belton, chief job steward.
- Adrienne Harrop invited the Board to a benefit performance of *Vanya* to be held on January 16th. This is the musical adaptation of Chekhov's classic that has been selected for the prestigious Kennedy Center/American College Theatre Festival's regional competition.
- SMC Interior Design Student, Miki Muramatsu, has been awarded the 1998 National Kravet Award for Student Design.
- The SMC Environmental Center will be opening in one of the Pearl Street houses this spring.
- The annual Martin Luther King, Jr. Day Celebration will be held on Monday, January 18, 9 a.m. in SMC Pavilion. The keynote speaker is Angela Oh, Attorney and Member of the Advisory to President's Initiative on Race.
- Nehassi Lee distributed copies of *Sequoia Magazine* and thanked Professor Gayle Davis Culp and the Student Support Services program for assistance with this student publication.
- Santa Monica College will be the nation's west coast site for a televised satellite summit with Vice-President Gore's on *21st Century Skills for 21st Century Jobs*, January 12, 9 a.m. - 12 noon at the Academy of Entertainment and Technology.
- Governor Davis released his proposal for the 1999-2000 State budget and it doesn't look good for community colleges. Hopefully, the May revise will be more favorable.

Public Comments

Alan Buckley

Ryan Flegal

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	January 11, 1999

CONSENT AGENDA

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

Recommendations pulled for separate action: #2-B, #6, #8, #10

Action on Balance of Consent Agenda

MOTION MADE BY: Carole Currey

SECONDED BY: Annette Shamey

STUDENT ADVISORY: Absent

AYES: 6

NOES: 0

ABSENT: 1 (Katz)

Public Comments (Recommendation #6)

Leroy Nakamura

Lee Peterson

*Consent Agenda*

**BOARD OF TRUSTEES**

Santa Monica Community College District

**Action**

January 11, 1999

CONSENT AGENDA: CONTRACTS AND GRANTS

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RECOMMENDATION NO. 2-A  
CONSULTANT AGREEMENT -  
PLANETARIUM

It is recommended that the Board of Trustees authorize an agreement with Kevin Grazier for consultant services January through March, 1999, for an amount of \$60 per hour, to coordinate and present planetarium shows.

Funding Source: District Funds

Comment: This extension is necessary to complete ongoing projects.

RECOMMENDATION NO. 2-B  
CONSULTANT AGREEMENT -  
MANAGEMENT OF PEOPLESFT  
SOFTWARE IMPLEMENTATION

It is further recommended that the Board of Trustees authorize a agreement with Cotelligent for consultant services during the period of January 12 through July 12, 1999, for the amount of \$132 per hour, not to exceed 1,040 hours (40 hours per week for 26 weeks).

Funding Source: District Funds

Comment: These consultant services are needed to manage the PeopleSoft software implementation. Cotelligent will provide a project manager with prior experience in implementing PeopleSoft in higher education.

MOTION MADE BY: Carole Currey

SECONDED BY: Nancy Cattell

STUDENT ADVISORY: Absent

AYES: 6

NOES: 0

ABSENT: 1 (Katz)

<b>BOARD OF TRUSTEES</b>  Santa Monica Community College District	<b>Action</b>  January 11, 1999
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CONSENT AGENDA: CONTRACTS AND GRANTS

RECOMMENDATION NO. 3  
CONTRACT WITH EDUCATION  
ALLIANCE

It is recommended that the Board of Trustees authorize a contract with the Education Alliance for services to be provided between January 12, 1999 and June 30, 1999 in the amount of \$4,000 per month plus expenses (expenses not to exceed \$6,000 total during the life of the contract).

Funding Source: District

Comment: The Education Alliance is a consulting firm that will work with SMC personnel to develop a uniform set of Board Policies, Administrative Regulations, and Department Procedures. The scope of their work will include organizing necessary functional tasks, energizing the workforce and providing appropriate templates for the promulgation of uniform policies, regulations and procedures. This will be the first step toward having a clear process that will facilitate implementation of software in the future.

RECOMMENDATION NO. 4 LECTURE SERIES,

SPRING 1999

It is recommended that the Board of Trustees authorize the following lecturers for the Santa Monica Planetarium for the amount of \$120 each.

## PLANETARIUM LECTURES - SPRING 1999:

Jan 29 Origins Firouz Naderi

Feb 26 The Next Generation Space Telescope Michael Rich

Mar 26 Probing the Birth of the Universe Ned Wright

Apr 30 The Exploration of Mars Sylvia Miller

Funding Source: Ticket Sales

It is further recommended that the Board of Trustees authorize the following lecturers for the Art in the Evening Lecture Series for the amount of 50% of ticket sales.

## ART IN THE EVENING LECTURES - SPRING 1999:

Feb 19 King Tutankhamun Mark Hudelson

March 12 Vincent Van Gogh Mario Semere

April 9 Movement in Art Mark Hudelson

May 14 Toulouse Lautrec Mario Semere

Funding Source: Ticket Sales

**BOARD OF TRUSTEES**

Santa Monica Community College District

**Action**

January 11, 1999

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRSRECOMMENDATION NO. 5 COURSE

## APPROVALS

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

### Courses Approved by Curriculum Committee -- Fall 1998

Administration of Justice 30: PC 832 Arrest and Firearms

Anthropology 4: Methods of Archaeology

Chemistry 21: Organic Chemistry (was Chem. 14)

Chemistry 22: Organic Chemistry II Lecture (was Chem. 16)

Chemistry 24: Organic Chemistry II Lab (was Chem. 16)

Chemistry 31: Biochemistry I (was Chem. 15)

Child Development 49: Facilitating Inclusion in Early Childhood Ed.

Cinema 3: Cinema Production Planning

Computer Science 19: Advanced Visual Basic Programming

Computer Science 20A: Data Structures with C++

Computer Science 20B: Data Structures with JAVA

Computer Science 42: Computer Architecture

Computer Science 54: Object Oriented Analysis and Design

Computer Science 70: Networking Theory and Essentials

CS 66: Advanced Oracle

Dance 25: African Dance

Dance 57C: Ethnic Dance Production

Emergency Management 13: Social Dimensions of Disaster

Emergency Management 20: Emergency Mgt. of Terrorism

Graphic Design 38: Beginning Digital Illustration

Health 10: Fundamentals of Healthful Living (Changed to 3 units)

Interior Design 37: Set Design and Art Direction for Film & TV

Interior Design 49: Trade Resources for Film and TV

Journalism 22: Photography for Publication

Library 3: Advanced Library Research Methods

Photo 37: Master Printing

Photo 39: Photoshop 1

Photo 40: Digital Capture

Photo 42: Photoshop 2

Photo 43: Portfolio Development

Tourism/Hospitality 14: Principles of Tourism and Travel

Tourism/Hospitality 15: Hospitality Supervision

-

Noncredit Courses Approved by Curriculum Committee - Fall 1998

CIS-E01: Word Processing - Beginning

CIS-E03: Word Processing - Intermediate

CIS-E05: Word Processing - Advanced

CIS-E10: Using and Creating Data Files

CIS-E20: Using the Internet

E55: Sculpture

Comment: This is the routine approval of courses that 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 1998-99 academic year that went through the aforementioned approval process and are now being presented to the Board of Trustees for final approval.

RECOMMENDATION NO. 6 CONSULTANT  
CONTRACTS FOR ACADEMY OF  
ENTERTAINMENT AND TECHNOLOGY

It is recommended that the Board of Trustees renew the following consultant contracts for the period February 16, 1999 through August 15, 1999:

- 1) Greg Woodhouse, in the amount not to exceed \$6,500 per month, to administer Academy of Entertainment and Technology computer systems, including classrooms, open labs and server systems and to provide support for faculty on 3D computer graphic programs;
- 2) Brant Looney, in the amount not to exceed \$4,000 per month, to assist in the administration of Academy of Entertainment and Technology computer systems.

Funding Source: District Funds

Comment: The consultants will be required to cover all of the hours in which the Academy of Entertainment and Technology is open, including evenings and weekends.

Public Comments

Leroy Nakamura

Lee Peterson

MOTION MADE BY: Nancy Cattell

SECONDED BY: Annette Shamey

STUDENT ADVISORY: Absent

AYES: 6

NOES: 0

ABSENT: 1 (Katz)

<b>BOARD OF TRUSTEES</b>  Santa Monica Community College District	<b>Action</b>  January 11, 1999
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CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 7  
CONSULTANT CONTRACT –  
CURRICULUM DEVELOPMENT

It is recommended that the Board of Trustees approve a consultant contract with Annette Williams for \$35,758.00 for the period of January 12 through June 30, 1999.

Funding Source: This contract will be funded by the Head Start/ State Pre-School (33.10%); Loew's Santa Monica Beach Hotel (55.30% 1998-99); Ritz-Carlton/Marriott Hotel (11.60%).

Comment: Annette Williams will provide not-for-credit curriculum development, vendor program development, and vendor program coordination to include program monitoring, budget development, and community outreach.

It is further recommended that the Board of Trustees approve a consultant contract with Christina Escarcega, in the amount not to exceed \$1,500, for the 1999 Winter session.

Funding Source: CalWORKS

Comment: Christina Escarcega will upgrade non-credit typing review course curriculum and develop lab assignments to be completed within an open/entry structure.

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**BOARD OF TRUSTEES**

Santa Monica Community College District

**Action**

January 11, 1999

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRSRECOMMENDATION NO. 8  
CONTRACT WITH CENTER FOREDUCATIONAL ACHIEVEMENTS  
(CEA)

It is recommended that the Board of Trustees authorize a contract with Center for Educational Achievements (CEA) for services January through March, 1999 for an amount not to exceed \$5,400.

Funding Source: Underrepresented Student Science Access Grant

Comment: The Center for Educational Achievement has developed the highly successful Drew Medical Center Saturday Science Academy that has received national media attention for its success in increasing the performance of students from underrepresented populations in mathematics and science. Last year's pilot offering in the development of a Santa Monica College Weekend Science Academy formed the basis for the successful Chancellor's Office Underrepresented Student Science Access grant application to continue program development. 20 students participated in last year's winter session pilot program. CEA will interview, select, and provide teaching assistants for a Human Biology class to be taught as part of this program at SMC.

MOTION MADE BY: Pat Nichelson

SECONDED BY: Dorothy Ehrhart-Morrison

STUDENT ADVISORY: Absent

AYES: 6

NOES: 0

ABSENT: 1 (Katz)

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RECOMMENDATION NO. 9  
COMMUNITY SERVICES/  
EXTENSION SEMINARS/  
COURSES, SPRING 1999

It is recommended that the Board of Trustees approve the following seminars/courses for the Santa Monica College Community Services and Extension programs for Spring, 1999:

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

Comment: The hourly rate of pay for community services instructors is \$27.40. The hourly rate of pay for extension instructors is \$38.00. Percentage instructors receive the indicated percentage of the net registration fee as paid by the participants. Dollar amount indicates a fixed payment agreement between Santa Monica College District and instructors.

SANTA MONICA COMMUNITY COLLEGE DISTRICT

COMMUNITY SERVICE INSTRUCTORS

SPRING 1999

Anthony, W Art of Discount Travel 40%  
New World Travels

Arem T Circus Theatre (6-9) 6 Hr

Circus Theatre (3-6) 6 Hr

Arsone S Poetry 18 Hr

Publish Your Poems 3 Hr

Barnstable P L TV Commercials/Acting Workshop (2) 24 Hr

Modeling for All Types 12 Hr

Barthoff M Art for Non-Artists (2) 36 Hr

Baumel G CA Security Guard 40%

Gett Security/

BodyGuard Ser.

Benveniste R J Writer's Journey-First Step (2) 36 Hr

Writing From Our Lives (2) 36 Hr

Binnendyk M Sculpting with Papier Mache 18 Hr

Sculpting the Human Face 21 Hr

Blum P Reverse Mortgages 40%

Bridges A J Beginning Golf (2) 40%

Intermediate/Advanced Golf (2) 40%

Brown W Money Making Secrets 40%

Wayne Brown Seminars

Carey M L Beginning Yoga (2) 40%

Meditation 40%

Chapman Dollie Fundamentals of Interior Design 40%

Dollie Chapman IIDA Design Firm

Chen C L Beginning Landscape 10 Hr

Landscape (Hardscape) 5 Hr

Landscape (Softscape) 5 Hr

Chianis A D Belly Dancing (2) 24 Hr

Chow Y M Chinese Brush Painting (2) 36 Hr

Christensen C Notary Public 40%

Notary Public Seminars

Copeland R Kickboxing (2) 30 Hr

Corwin S Native Arts Techniques (2) 36 Hr

Craig-Smith M Reducing Stress 3 Hr

Day J G Gourmet Herbal Gifts 40%

Demory D Creating Your Ideal Career 40%

Happily Self Employed 40%

Diamond K Introduction to Feng Shui 40%

Dighero C A Beginning Spanish L1 (2) 50%

Intermediate Spanish L1 50%

Intermediate Spanish L2 50%

Dingman E W Professional Floral Design-Basic 15 Hr

Professional Floral Design-Int/Adv 15 Hr

Drach M Sound of French Pronunciation 40%

Duvall G Bicycle Repair (2) 40%

Gran Design Motorcycle Repair 40%

Eckler-Taub D Understanding Children's Motivation 12 Hr

Fergus J How/Where to Meet Right Person 50%

Frischer C S Collections Made Easy 40%

CSA Publishing

Gale G I S Downtown Art Tour (2) 12 Hr

Metro Art Tour 6 Hr

Gardner L M Audition & Interview Techniques 15 Hr

Gentry H P Culinary Class 10 Hr

Georgen P M Negotiations 40%

Giannone V F Wedding Consultant 40%

Creative Weddings

Gill H S Stocks: Understanding the Market (2) 50%

Investing in Mutual Funds 40%

Goode D C Beginning Karate (2) 36 Hr

Intermediate/Advanced Karate (2) 36 Hr

Youth Karate (2) 24 Hr

Gordon K Ballroom Dance L1 (2) 40%

Ballroom Dance L2 (2) 40%

Green P L Humorous Drawing-Closet Cartoonists 15 Hr

Gruzen L Letting Go of Clutter 40%

Gullborg B L Stretch & Slim (2) 40%

Slow Stretch (2) 40%

Hashimoto I Table Tennis (4) 48 Hr

Hill J Travel Photography 6 Hr

Hoekzema C J Drawing From Life 21 Hr

Interpretation of the Figure 21 Hr

House R E Beginning Spanish L1 (2) 50%

Beginning Spanish L2 (2) 50%

Hughes L A Preventing Violence in the Workplace 40%

Hughes & Assoc.

Ivanova O Beginning Russian L1 18 Hr

Beginning Russian L2 18 Hr

Jensen J How to Succeed as a Writer 40%

Jensen Publishing

Buy a Home at a Discount 40%

Jones R L Basic Photography (4) 40%

Kapaku O Hawaiian Dance L1 (2) 40%

Okima Kapaku Kawika

Hawaiian Dance L2 (2) 40%

Katz B Forgiveness 40%

Katz H Home Remodeling 50%

Kaufman B Don't Take It Personally 40%

Kazuko Japanese Calligraphy 15 Hr

Keene C Improvisation for Kids (2) 36 Hr

Kotra J C Successful Retirement 30%

Financial Network



Lager E B Write Freelance Articles 40%

Evelyn Lager Good Grief! It's Grammar! 50%

Lemack B PR for Non Profits 40%

Levyn K East/West Coast Swing (2) 40%

Lieberman A J Beat the Lender 40%

Lipton L Career Transition Workshop 9 Hr

Relevant Resumes 6 Hr

Job Interview 6 Hr

Livshits B Table Tennis Kids (4) 48 Hr

Longobart R D Basic Home Repairs 50%

Green Thumb Basic Tiling Techniques 50%

Bookkeeping

Lopez M Beyond Basic Photography (2) 36 Hr

B/W Print Lab (2) 48 Hr

Lowe T L Still Life Composition in Watercolor (2) 36 Hr

Mann H Art of Writing Comedy 18 Hr

How to do Stand-Up Comedy 18 Hr

Manseau F J Drawing for Youth 12 Hr

Cartooning for Fun 12 Hr

Mansfield W Appraisal 40%

William Mansfield

Seminars

Marshall G Home-Studio Demos 6 Hr

Miller N Mail Order Business 40%

Rounds, Miller & Assoc.

Mofidi F F Beginning Persian L1 18 Hr

Beginning Persian L2 18 Hr

Mojsin L Beginning French for Travelers L1 40%

Beginning French for Travelers L2 40%

Morgan D Right Brain Drawing (2) 42 Hr

Needle R M Beautiful Beads 50%

Nethery B Beauty Make-Over/40 40%

Nunes J L Exploration in Pastels 21 Hr

Exploration in Oils 21 Hr

O'Brien K M Stretch Animals 6 Hr

Palen C R The Home Manager 40%

Chaos Control Chaos Control 40%

Parker J Understanding Dreams 40%

Pampillo I Salsa Dance L1 40%

Salsa Dance L2 40%

Pernelli R Reading Scripts 40%

Roberta Pernelli

Phillips M Glorious World of Opera 36 Hr

Piscopo M Business of Photography 12 Hr

Portfolio Development 10 Hr

Prestine J How to Write a Children's Picture Book (2) 50%

Find a Publisher for Child. Picture Book (2) 50%

Railsback S L Freelance Bookkeeper 50%

Sherrie Railsback How to Talk to Anyone 50%

Reck L Mature Driver's Improvement (2) 16 Hr

Reddick M E Purchase Government Foreclosures 40%

Richardson L G Women & Investing 40%

Lois G. Richardson

Rimmon S D Importing 50%

S. Rimmon & Co, Inc. Importing/Customs 50%

Importing/Pricing 50%

Assertiveness-Long Range Goals 50%

Rives J Pop-Up Books/Cards 40%

Robbins J Voice-Overs 40%

Robinson K Fruits/Flowers in Watercolors (2) 48.5 Hr

Rounds M Consulting 40%

Rounds, Miller & Assoc.

Ruben N Peace with Food/Body 40%

Russell M Impact of Adoption 40%

Salmont B Artists' Books 40%

Betz Salmont

Saxon J K Pop Songwriting L1 18 Hr

Pop Songwriting L1 18 Hr

Scherillo R Beginning Italian L1 (4) 72 Hr

Beginning Italian L2 (2) 36 Hr

Intermediate Italian L1 18 Hr

Intermediate Italian L2 18 Hr

Schreiber B Story Analysis 12 Hr

Shamel A M B/W Print Lab (2) 48 Hr

Sheehan M Beginning Pysanka 7 Hr

Singer D L Tai Chi Ch'uan (2) 40%

Small I D Family Trust 50%

I. David Small

Song J Acupressure & Stretching 9 Hr

So. Calif. Boat Club Sailing (3) \$118/Student

Rowing (3) \$95/Student

Kayaking (3) \$63/Student

Specktor D Beginning Knitting 18 Hr

Stoddard B Packing Light 40%

Carefree Travel

Temp S A Color-Theory & Practice 18 Hr

World of Collage 18 Hr

Collage & Assemblage 18 Hr

Thacker C L Cooking Classes (3) 30 Hr

Cooking Basics Series 48 Hr

Gourmet Foods 48 Hr

Thomson P D Creativity Workshop 21 Hr

Tyler J Infant Child CPR 40%

Health Watch CPR for Medical Providers/Community 40%

Unger I E Introduction to Iyengar Yoga (2) 40%

Yoga for a Healthy Back (2) 40%

Urquhart S Beginning Japanese L1 18 Hr

Beginning Japanese L2 18 Hr

Val Essen I Bring Out the Best-Workshop for Parents 6 Hr

Weiss C Art of Scrapbooking (2) 12 Hr

Weiss Morgen S Spring Sings 12 Hr

Sounding Off! 3 Hr

Westerfield D R Books for Small Business 50%

Westerfield & Associates Tax Workshop 40%

How to Chose/Buy a Personal Computer 50%

Wheeler J J Illustrating Childrens Books 21 Hr

Painting the Head in Oils 18 Hr

Wickland G Video/Digital Camera 12 Hr

Wyles J G Travel Writing 50%

Community Service Instructors

Extension

Education to Go On-Line Computer Classes (105) \$29/Student

Grillo M A Private Pilot Ground School 42 Hr

Instrument Pilot Training 42 Hr

Hurwit M A Medical Transcription 60 Hr

Lev H C Real Estate Principles (2) 90 Hr

Real Estate Practice 45 Hr

Real Estate Exam Review 6 Hr

Levin T Intensive ESL Spring 400 Hr

Miller M E Computer Baby Steps (2) 30%

Utas R Microsoft Word (2) 30%

Introduction to Excel 30%

Windows 95 (2) 30%

Navigating the Internet 30%

Vietti F Intensive ESL Spring 400 Hr

Winston P Medical Insurance Billing 40%

Wolfe J

Jo Wolfe & Associates CBEST 40%

Winter Session

Uchiyama K Intensive ESL Winter 20 Hr

**BOARD OF TRUSTEES**

Santa Monica Community College District

**Action**

January 11, 1999

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 10  
CONSULTANT AGREEMENT FOR  
PERSONNEL COMMISSION

It is recommended that the Board of Trustees authorize the following consultant agreement for the Personnel Commission:

BARRY C. NEWTON for classification, reclassification studies, compensation recommendations and job analysis for a total not to exceed \$2,610.

Funding Source: Personnel Commission Budget

Comment: The above agreement was approved by the Personnel Commission at its January 11, 1999 meeting. The consultant will help the Personnel Commission address an increased workload caused by a temporary reduction in Personnel Commission staff.

Amendment

It is recommended that the Board of Trustees ratify the following consultant agreement for the Personnel Commission for the period of December 18, 1998 through January 29, 1999.

MOTION MADE BY: Nancy Cattell

SECONDED BY: Carole Currey

Action on Recommendation as Amended

STUDENT ADVISORY: Absent

AYES: 6

NOES: 0

ABSENT: 1 (Katz)

<p><b>BOARD OF TRUSTEES</b></p> <p>Santa Monica Community College District</p>	<p><b>Action</b></p> <p>January 11, 1999</p>
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CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11 ACADEMIC PERSONNEL

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

ELECTIONS EFFECTIVE DATE

HOURLY

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

LEAVES OF ABSENCE

MEDICAL LEAVE OF ABSENCE

Davis-Culp, Gayle, Coordinator, TRIO Grant 10/27/98 th 12/07/98

Comment: The paperwork on this leave of absence was not

received in the Office of Human Resources until

the employee returned to work.

Bowser, Maria, Associate Dean, Outreach 01/12/99 th 02/02/99



**BOARD OF TRUSTEES**

Santa Monica Community College District

**Action**

January 11, 1999

CONSENT AGENDA: HUMAN RESOURCESRECOMMENDATION NO. 12 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: HVAC Specialist (1 position) 01/12/99

Maintenance, 12 mos, 40 hrs

ESTABLISH: Transportation Assistant (1 position) 01/12/99

International Education, 12 mos, 40 hrs

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**BOARD OF TRUSTEES**

Santa Monica Community College District

**Action**

January 11, 1999

CONSENT AGENDA: HUMAN RESOURCESRECOMMENDATION NO. 13 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

Jackson, Wendy, Library Asst II, Library 01/04/99

Nasr, Waleed, Multimedia Specialist, Media Ctr 01/04/99

Ritterband, David, Financial Aid Tech, Financial Aid 01/04/99

Yates, Isaac-Hajime, Comp Lab Instr Specialist, Instr Comp 12/05/98

### PROMOTIONS

Gaydowski, Richard (amended start date) 11/30/98

Fr: Parking Security Officer, NS-1, College Police, 11 mos, 20 hrs

To: College Police Dispatcher, NS-1, College Police, 12 mos, 30 hrs

Padilla, Delia 01/12/99

Fr: Department Secretary II, Affirmative Action/Staff Development, 12 mos, 40 hrs.

To: Personnel Specialist I, Human Resources, 12 mos, 40hrs

Greenberg, Ana 01/04/99-06/30/99

Fr: Admin Asst II, Admissions, 12 mos, 40 hrs

To: Job Developer, Job Center, 12 mos, 40 hrs

Comment: Position funded with categorical funds which expire 06/30/99.

### PERMANENT EMPLOYEE WITH PROVISIONAL ASSIGNMENT

Athanitis, Helen 11/09/98 " 12/23/98

Fr: Personnel Analyst, Personnel Commission

To: Acting Personnel Mgr, Personnel Commission

Comment: Working out of class while employee on Medical Leave.

Greenfield, Cynthia 11/23/98 "12/17/98

Fr: Adm/Record Clk II, Admissions, 40 hrs, 12 mos 01/04/99 "02/26/99

To: Adm/Rec Clk II-20 hrs, Adm/Rec Clk III- 20 hrs, Admissions

Peterson, Jeffery 11/24/98 " 12/23/98

Fr: Campus Operations Supr, Operations

To: Acting Asst Fac Admin, Operations

Comment: Working out of Class while employee on Medical Leave.

Martin, Ray (ext) 01/04/99 " 01/29/99

Fr: Telecomm Tech II, Telecomm

To: Acting Telecomm Supr, Telecomm

Quinn, William 11/24/98 " 12/23/98

Fr: Lead Custodian-NS-2, Operations

To: Acting Custodian Operations Supr, Operations

Tellez, Victor (ext) 01/04/99 " 02/03/99

Fr: Acct Specialist II, Fiscal Svcs

To: Acct Mgr-Restricted Funds, Fiscal Svcs

CHANGE IN SHIFT-TEMPORARY

WORKING OUT OF CLASSIFICATION (Additional responsibilities)\_

Botello, Mary, Custodian, Operations +5% (ext) 12/03/98 " 12/04/98

Reyblat, Leon, Personnel Clk I, Personnel Comm +5% 12/08/98 " 12/23/98

01/04/99 " 01/08/99

LEAVES OF ABSENCE WITH PAY Verified paid leave in accordance with District and Education Code provisions.

MEDICAL/WITH PAY

Cancilla, Mary, Dis Stu Test Asst/Lead Intrepreter, Dis Stu Ctr 12/11/98 "02/13/99

Haasenritter, Moses, Lead Custodian, Operations 12/14/98 "12/23/98

Harris, Albert, Custodian-NS-2, Operations (ext) 11/26/98 "11/30/98

Hodge, Jonathan, Planetarium Coord, Earth Sciences 11/23/98 "02/28/99

Kagan, William, Parking Security Officer, College Police 11/17/98 "12/10/98

Madison, Gary, Asst Fac Svcs Admin, Facilities (Amended dates) 11/24/98 "12/16/98

Martin, Sunny, Personnel Mgr, Personnel Comm (ext) 12/01/98" 01/03/98

Siefert, Alexandra, Payroll Specialist, Payroll 11/30/98 "01/03/99

Weitzenhoffer, Warren, Reprog Oper I, Media Ctr 12/03/98 "12/13/98

PERSONAL/WITHOUT PAY

Kolbly, J Jeff, Instr Asst-Math, Math 01/04/99 " 02/15/99

Rhoads, Peggy, Instr Asst-English, English 02/16/99 " 06/15/99

Thomas, Martha, Instr Asst-English, English 01/04/98 " 02/15/99

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<p><b>BOARD OF TRUSTEES</b></p> <p>Santa Monica Community College District</p>	<p><b>Action</b></p> <p>January 11, 1999</p>
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CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 14 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.

EFFECTIVE DATE

PROVISIONAL (assignment not to exceed 90 working days)

Tucker, Ava, Admissions & Records Clerk II, Adm. & Recs. 11/23/98 " 12/23/98

Walsh, Sherry, Instructional Asst.-English, Scholars Program 12/03/98 " 12/22/98

SUBSTITUTE

Goodrich, Marilyn, Dept. Secretary I, Airport Campus 12/01/98 " 12/23/98

Morris, Terry, Custodian NSII, Operations, Ext. 11/23/98 " 01/29/99

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

Mangus, Edward, Lab Asst. - Photo, Community Services 09/11/98 " 06/12/99

Martinez, Ingrid, Counseling Aide, Student Life 12/07/98 " 12/22/98

Mbusi, Norah, Counseling Aide, Student Support Services 10/19/98 " 06/30/99

Rost, Aime', Community Outreach Aide, Outreach (OSR) 01/04/99 " 06/30/99

Taylor, Rosa, Counseling Aide, Student Support Services 11/24/98 " 12/23/98

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

Burnley, Jolacery, Reg/Info Clerk, ISC 11/20/98 " 06/30/99

Cassatta, Nicole, Bookstore Clk/Cashier, Station 'C' 12/14/98 " 06/30/99

Fierro, Vincent, Reg/Info Clerk, Outreach 12/01/98 " 06/30/99

Harrison, Chemetra, Reg/Info Clerk, ISC 12/03/98 " 06/30/99

Harville, La Tanya, Bookstore Clk/Cashier, Auxiliary Svcs. 11/17/98 " 12/23/98

Hernandez, Jose, Reg/Info Clerk, Outreach 12/01/98 " 06/30/99

Hill, Jamon, Bookstore Clk/Cashier, Bookstore 12/14/98 " 06/30/99

Korzeniowska, Maja, Computer Lab Instr. Spec., Computer Lab 12/01/98 " 01/08/99

Luquin, Jorge Jr., Reg/Info Clerk, ISC 12/01/98 " 06/30/99

Monzon, Karen, Clerical Asst. I, Personnel Commission 12/18/98 " 06/30/99

Redd-Walker, Beverly, Dept. Secretary I, Academy of E & T 12/09/98 " 12/22/98

Riswold, Anne, Admissions & Records Clk I, Adm. & Recs. 11/10/98 " 11/30/98

Walter, David, Groundskeeper, Grounds (Ext) 12/02/98 " 12/23/98

Webb, Elliott, Custodian, Operations 11/16/98 " 01/15/99

Willoughby, Opal, Lead Reg/Info Clerk, ISC 11/20/98 " 06/30/99

<p><b>BOARD OF TRUSTEES</b></p> <p>Santa Monica Community College District</p>	<p><b>Action</b></p> <p>January 11, 1999</p>
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CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 15 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 60

\$6.19/hr

FEDERAL/STATE FUNDED STUDENT EMPLOYEES

College Work-Study Student Assistant 27

\$6.19/hr

**BOARD OF TRUSTEES**

Santa Monica Community College District

**Action**

January 11, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATIONRECOMMENDATION NO. 16 AGREEMENT FOR HIV TESTING

It is recommended that the Board of Trustees authorize the District to renew the agreement with the GAY AND LESBIAN CENTER to be a referral agency for HIV testing for the period of January 1, 1999 through June 30, 1999 at no charge per test.

Comment: The District's Health Services Office provides referrals for HIV testing. The cost per test under a previous agreement with another agency was \$45 per test. The Gay and Lesbian Center offers alternative free, non-invasive, accurate testing.

**BOARD OF TRUSTEES**

Santa Monica Community College District

**Action**

January 11, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 17-A  
FACILITIES: COMPLETION OF  
PHOTO REMODEL –  
TECHNOLOGY BUILDING

Subject to completion of punch list items by GAMMA CONSTRUCTION CO., it is recommended that the Board of Trustees authorize the Vice President of Business & Administration, without further action of the Board of Trustees, to accept the project described as PHOTO REMODEL, TECHNOLOGY BUILDING as being completed upon GAMMA CONSTRUCTION CO.'S completion of punch list items. The date of Final Completion and Final acceptance shall be determined by the Vice President of Business & Administration. Subject to the foregoing and in accordance with and in strict compliance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance, disbursement of the final payment is authorized.

RECOMMENDATION NO. 17-B  
FACILITIES: COMPLETION OF  
ACADEMY OF ENTERTAINMENT &  
TECHNOLOGY, REMODEL, PHASE  
2

Subject to completion of punch list items by DRIVER-EDDY CONSTRUCTION CO., it is recommended that the Board of Trustees authorize the Vice President of Business & Administration, without further action of the Board of Trustees, to accept the project described as ACADEMY OF ENTERTAINMENT & TECHNOLOGY, REMODEL, PHASE 2 as being completed upon DRIVER-EDDY CONSTRUCTION CO.'S completion of punch list items. The date of Final Completion and Final acceptance shall be determined by the Vice President of Business & Administration. Subject to the foregoing and in accordance with and in strict compliance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance, disbursement of the final payment is authorized.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	January 11, 1999



CONSENT AGENDA: BUSINESS AND ADMINISTRATIONRECOMMENDATION NO. 17-C  
FACILITIES: COMPLETION OF  
MADISON CENTER REMODEL,  
PHASE 2

Subject to completion of punch list items by DRIVER-EDDY CONSTRUCTION CO., it is recommended that the Board of Trustees authorize the Vice President of Business & Administration, without further action of the Board of Trustees, to accept the project described as MADISON CENTER REMODEL, PHASE 2 as being completed upon DRIVER-EDDY CONSTRUCTION CO.'S completion of punch list items. The date of Final Completion and Final acceptance shall be determined by the Vice President of Business & Administration. Subject to the foregoing and in accordance with and in strict compliance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance, disbursement of the final payment is authorized.

RECOMMENDATION NO. 17-D  
FACILITIES: ENGINEERING  
SERVICES – REPLACE HVA/C  
UNITS, CONCERT HALL

It is recommended that the Board of Trustees authorize the District to enter into an agreement with DAHL, TAYLOR & ASSOCIATES, INC. for engineering services associated with the Replacement of HVA/C Units, Concert Hall for an amount not to exceed \$11,400 plus reimbursables.

Funding Source: District/State Grant

Comment: This is a State approved 1997-98 Scheduled Maintenance Program project. Engineering services and all other costs of this project are 50% funded by the State.

RECOMMENDATION NO. 17-E  
FACILITIES: GEOTECHNICAL  
SERVICES, EXTENSION TO  
PARKING STRUCTURE C

It is recommended that the Board of Trustees authorize the District to enter into agreement with GEOLABS-WESTLAKE VILLAGE, for geotechnical services associated with the Extension to Parking Structure C project for an amount not to exceed \$13,000.

Funding Source: District

Comment: This agreement will provide for a soils investigation and report for the proposed site of the extension to Parking Structure C.

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<b>BOARD OF TRUSTEES</b>  Santa Monica Community College District	<b>Action</b>  January 11, 1999
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CONSENT AGENDA: BUSINESS AND ADMINISTRATION

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RECOMMENDATION NO. 17-F  
FACILITIES: ARCHITECTURAL  
SERVICES, PARKING LOT 1  
RENOVATION

It is recommended that the Board of Trustees authorize the District to enter into an agreement with ANSHEN + ALLEN, LOS ANGELES for architectural services associated with the Parking Lot 1 Renovation project for an amount not to exceed \$30,000 plus reimbursables.

Funding Source: Prop T

Comment: This agreement provides for the preparation of bid documents and construction administration for the renovation of that portion of Lot 1 adjacent to the college east property line. Work primarily comprises replacement of asphalt-concrete and surface storm drainage system and a part of the Science Building replacement not covered by FEMA.

RECOMMENDATION NO. 17-G  
FACILITIES: ARCHITECTURAL  
SERVICES,

2714 PICO BOULEVARD  
RENOVATION

It is recommended that the Board of Trustees authorize the District to enter into an agreement with

JAMES MOUNT, AIA to prepare a preliminary architectural scope evaluation for the 2714 Pico Blvd. Renovation project for an amount not to exceed \$5,000 plus reimbursables.

Funding Source: COP

Comment: This agreement will help the District determine the scope of the renovation of the building at 2714 Pico Blvd. to accommodate administrative functions being moved from the main campus.

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<p><b>BOARD OF TRUSTEES</b></p> <p>Santa Monica Community College District</p>	<p><b>Action</b></p> <p>January 11, 1999</p>
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CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 17-H  
FACILITIES: ARCHITECTURAL  
SERVICES, EMERITUS COLLEGE  
REMODEL

It is recommended that the Board of Trustees authorize the District to enter into an agreement with RENZO ZECCHETTO ARCHITECTS for architectural services associated with the Emeritus College Remodel project for an amount not to exceed \$30,000 plus reimbursables.

Funding Source: District

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RECOMMENDATION NO. 17-I  
FACILITIES: ARCHITECTURAL  
SERVICES,. MADISON ART  
GALLERY

It is recommended that the Board of Trustees authorize the District to enter into an agreement with RENZO ZECCHETTO ARCHITECTS for architectural services associated with the Madison Art Gallery project for an amount not to exceed \$20,000 plus consultants and reimbursables.

Funding Source: District

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<b>BOARD OF TRUSTEES</b>  Santa Monica Community College District	<b>Action</b>  January 11, 1999
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CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 17-J  
FACILITIES: EARTHQUAKE  
REPLACEMENT SCIENCE BLDG –  
CHANGE ORDER NO. 8

It is recommended that the Board of Trustees approve Change Order No. 8 for earthquake Replacement Science Building project with POZZO CONSTRUCTION, INC.

Original Contract Amount \$24,650,000

Previous Change Orders (1-7) 65,585

Change Order No. 8 65,784

Revise Contract Amount \$24,781,369

Funding Source: FEMA/District

Comment: This change order provides for structural engineer requested beam extension at Stair No. 7 and exterior wall support, owner requested replacement of AMP Category 5 cable with Lucent Gigaspeed Cabling, connectors and patch panels; owner requested roof access door.

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**BOARD OF TRUSTEES**

Santa Monica Community College District

**Action**

January 11, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATIONRECOMMENDATION NO. 17-K  
FACILITIES – FIVE-YEAR  
CONSTRUCTION PLAN; 2000-2004

It is recommended that the Board of Trustees approve the filing of the Five-Year Construction Plan, 2000-2004, with the State Chancellor's Office and requesting of state funding for the 2000-01 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

Comment: The priority categories are established by the State Chancellor's Office and the District identifies the projects that fit into those categories. This construction plan has been integrated with the preliminary recommended of the campus Master Plan.

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**BOARD OF TRUSTEES**

Santa Monica Community College District

**Action**

January 11, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATIONRECOMMENDATION NO. 18  
COMMERCIAL WARRANT  
REGISTER

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

November 1 – November 30, 1998 4377 - 4482 \$6,286,927

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:

November 1 – November 30, 1998 C1D-C – C2E-C \$5,172,557

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

RECOMMENDATION NO. 20 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: D29868 – D30075 (list on file in Business Office)

Total: \$66,193.23

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<b>BOARD OF TRUSTEES</b>  Santa Monica Community College District	<b>Action</b>  January 11, 1999
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CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 21 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.

November 1 - November 30, 1998 62446 - 63013 \$4,521,337

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

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RECOMMENDATION NO. 22  
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) 64271 - 64432 \$1,502,685.09

B) T-Orders 83,052.20

C) Change Orders 55,867.63 D) E-Orders 71,230.83

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

<p><b>BOARD OF TRUSTEES</b></p> <p>Santa Monica Community College District</p>	<p><b>Action</b></p> <p>January 11, 1999</p>
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MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 23 ELECTION OF TRUSTEE LIAISON

It is recommended that the Board of Trustees elect one trustee and an alternate to serve as a liaison with the City of Santa Monica and the Santa Monica-Malibu Unified School District through December, 1999.

Nomination/Election of Herb Roney as Liaison and

Dorothy Erhart-Morrisson as the Alternate

MOTION MADE BY: Carole Currey

SECONDED BY: Annette Shamey

STUDENT ADVISORY: Absent

AYES: 6

NOES: 0

ABSENT: 1 (Katz)

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**BOARD OF TRUSTEES**

Santa Monica Community College District

**Action**

January 11, 1999

MAJOR ITEMS OF BUSINESSRECOMMENDATION NO. 24 INSTITUTIONAL MEMBERSHIPS, 1998-99

It is recommended that the Board of Trustees approve the following institutional memberships for 1998-99:

Affirmative Action Officers Association (AAOA)

California Community College Council for Staff Development

California Community College Transfer Center Director's Association

Hispanic Caucus of the American Association of Higher Education

Los Angeles County Museum of Art

NAFSA Association of International Educators

National Community College Hispanic Council

Professionals in Human Resources Association (PIHRA)

Funding Source: District funds

Comment: Institutional memberships are submitted to the Board for approval twice a year (June and January). These memberships were requested after the annual approval in June, 1998.

MOTION MADE BY: Carole Currey

SECONDED BY: Nancy Cattell

STUDENT ADVISORY: Absent

AYES: 6

NOES: 0

ABSENT: 1 (Katz)

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<b>BOARD OF TRUSTEES</b>  Santa Monica Community College District	<b>Action</b>  January 11, 1999
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MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO.25  
PERSONNEL COMMISSIONER  
SCREENING COMMITTEE

It is recommended that the Board of Trustees authorize the Superintendent/President to form a Personnel Commissioner screening committee. The committee will be formed to recommend to the Board of Trustees qualified candidates for appointment of a Personnel Commissioner for the term that began December 1, 1998. The committee will be composed of:

- a. A representative of the Board of Trustees
- b. A Personnel Commission representative
- c. A CSEA classified employee representative
- d. A Classified Senate representative
- e. A community representative (General Advisory Board)
- f. A management representative

Comment: A Personnel Commission Screening Committee was originally authorized by the Board of Trustees in September, 1998 to recommend qualified candidates for this appointment. Due to a technicality, it is necessary to form another committee and repeat the process. Personnel Commissioner Bill Michel's term expired December 1, 1998 and he will continue to serve until an appointment is approved by the Board.

The Superintendent/President will select the members of the screening committee. CSEA and the Classified Senate will submit a list of recommended names to the Superintendent/ President from which she will

make selections.

The screening committee will review all applications, interview a selected group of applicants, and recommend candidates to the Board of Trustees. The Vice President, Human Resources will coordinate the recruitment and selection procedures and serve as a member of the committee for the personnel commissioner selection.

MOTION MADE BY: Pat Nichelson

SECONDED BY: Dorothy Ehrhart-Morrison

Motion was made by Chair Herbert Roney and seconded by Dorothy Ehrhart-Morrison to appoint Annette Shamey as the representative of the Board of Trustees and Nancy Cattell as the alternate.

STUDENT ADVISORY: Absent

AYES: 6

NOES: 0

ABSENT: 1 (Katz)

*Superintendent/President Piedad Robertson requested that all groups name alternate representatives.*

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<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	January 11, 1999

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 26 1999-2000 NONRESIDENT TUITION RATE

It is recommended that for 1999-2000 the Board of Trustees adopt the rate of \$125 per unit per semester for nonresident tuition based upon a rate not to exceed the rates for contiguous districts.

It is further recommended that the Board of Trustees adopt a \$17 per semester unit capital outlay recovery surcharge for nonresident tuition to be charged to nonresident students who are both citizens and residents of a foreign country.

Comment: This action continues the basic nonresident tuition rate at the same amount as for the last three years. In 1998-99, the rate for nonresident students is \$125 per unit. The \$125 rate is based upon the Education Code authorization to adopt a rate not higher than the rate charged by a contiguous district (Los Angeles Community College District). The \$17 capital surcharge is based upon the average capital cost for the Santa Monica Community College District in 1997-98 and reflects a two dollar per unit increase for capital expenditures. The reduction in the enrollment fee offset this increase.

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MOTION MADE BY: Carole Currey

SECONDED BY: Pat Nichelson

STUDENT ADVISORY: Absent

AYES: 6

NOES: 0

ABSENT: 1 (Katz)

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<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	January 11, 1999

MAJOR ITEMS OF BUSINESS

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RECOMMENDATION NO. 27  
RESOLUTION AUTHORIZING  
ISSUANCE OF NOT TO EXCEED

\$8,000,000 OF SANTA MONICA  
COMMUNITY COLLEGE DISTRICT  
GENERAL OBLIGATION BONDS,  
1992 ELECTION, SERIES C

WHEREAS, the issuance of not to exceed \$23,000,000 aggregate principal amount of general obligation bonds (the "Authorization") of the Santa Monica Community College District (the "District"), County of Los Angeles (the "County"), State of California, was authorized at an election (the "Election") held in said District on November 3, 1992, the proceeds of which are to be used for the remodeling and improvement of various District facilities; and

WHEREAS, \$8,000,000 of the Authorization remains unsold; and

WHEREAS, Section 15140 of the Education Code of the State of California authorizes the Board of Supervisors of the County (the "County Board") to borrow funds through the issuance of bonds in the name and on behalf of the District pursuant to a resolution adopted by the District; and

WHEREAS, this Board of Trustees (the "District Board") hereby determines that not to exceed \$8,000,000 aggregate principal or issue amount of the District's bonds under the Authorization should be offered at this time and requests the County Board to offer such bonds for sale; and

WHEREAS, the District Board wishes to retain Piper Jaffray Inc. as its Underwriter (the "Underwriter") and Fulbright & Jaworski L.L.P. as Bond Counsel ("Bond Counsel") to the District in connection with the issuance of the Bonds; and

WHEREAS, a form of the Contract of Purchase relating to said Bonds has been presented to the District Board:

NOW, THEREFORE, BE IT RESOLVED, as follows:

1. This Board hereby determines that general obligation bonds of the District in the aggregate principal or issue amount of not to exceed \$8,000,000 be offered for sale, in the form of capital appreciation and/or current interest bonds (collectively, the "Bonds"), as more particularly described in Section 2 below, the proceeds of which are to be used for the construction of improvements to real property of the District as more particularly set forth in the bond proposition approved at the Election.

2. For the above purposes, this Board hereby requests the Board of Supervisors of the County (the "County Board") to issue the Bonds and to order such Bonds to be sold at a negotiated sale, with the Bonds to be dated as of a convenient date as may be designated in the Contract of Purchase, to accrue or accrete interest at a rate or rates not to exceed 12% per annum, payable upon maturity or conversion, shall mature on August 1 of each of the years as set forth in the Contract of Purchase, through a maturity date no later than August 1, 2024, or otherwise upon such terms and conditions as shall be established for the Bonds by the Contract of Purchase. The form of Contract of Purchase,

following receipt of a copy thereof, shall be approved by the Superintendent/President of the District (the "Superintendent"), the Vice President of Business and Administration of the District (the "Vice President"), or any designee of either of them, and each of them is hereby authorized to execute the Contract of Purchase, with such changes therein, deletions therefrom and modifications thereto as such Superintendent, Vice President, or any designee of either of them, may approve, such approval to be conclusively evidenced by the execution and delivery thereof. The District has instructed its Underwriter to establish the terms, series, interest structure and redemption provisions for the Bonds in order to take advantage of financial market conditions prevailing at the date of sale of the Bonds under the Contract of Purchase. Depending upon market conditions, the District may elect to purchase bond insurance to secure the payment of principal of and interest on the Bonds, or any series thereof, following consultation with the Treasurer and Tax Collector of the County.

3. A Preliminary Official Statement relating to the Bonds shall be prepared by the Underwriter, based upon information provided by the District and the County and, following preparation, shall be used and distributed, together with an Official Statement in connection with the sale of the Bonds is hereby authorized. The Superintendent, Vice President, or any designee of either of them, and such other officers of the District as may be authorized by this Board of Trustees are, and each of them acting alone hereby is, authorized to deliver copies of the Preliminary Official Statement and the Official Statement with such changes therein as such officer shall approve, in his or her discretion, as being in the best interests of the District. Upon approval of such changes by such officer, the Preliminary Official Statement shall be deemed final as of its date except for the omission of certain information as provided in and pursuant to Rule 15c2-12 promulgated under the Securities Exchange Act of 1934.

4. The Bonds shall be issued in book-entry only form, to be lodged with The Depository Trust Company ("DTC") in New York, New York, which shall be the registered owner of the Bonds issued at the closing in the form of a single certificated Bond for each maturity within a series of the Bonds described in the Contract of Purchase. The Underwriter is directed to assist the District and the County in qualifying the Bonds for deposit with DTC.

5. Pursuant to the Master Paying Agent Agreement of the County, U.S. Bank Trust National Association shall serve as Paying Agent for the Bonds, the first annual fees for which shall be paid from proceeds of the Bonds and that subsequent annual fees shall be paid from the general fund of the District.

6. The District hereby covenants that it shall not, directly or indirectly, use or permit the use of any proceeds of any of the Bonds, or of any of the property financed or refinanced with the proceeds of the Bonds, or other funds of the District, or take or omit to take any action that would cause the Bonds to be deemed "arbitrage bonds" within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended (the "Code"). To that end, the District shall comply with all requirements of Section 148 of the Code and all regulations of the United States Department of the Treasury promulgated thereunder to the extent that such requirements are in effect and applicable to the Bonds. The District hereby covenants to spend all Bond proceeds in accordance with applicable law, including but not limited to Chapter 2, Part 10, Division 1, Title 1 of the Education Code (commencing with Section 15100) and with Article XIII A of the California Constitution, and in compliance with the terms of the

Bond Measure approved at the Election.

7. This Board determines that all acts and conditions necessary to be performed by the Board or to have been met precedent to and in the issuing and sale of the Bonds in order to make them the legal, valid and binding general obligations of the District have been performed and have been met, or will at the time of delivery of the Bonds have been performed and met, in regular and due form as required by law; that the full faith, credit and revenues of the District are hereby pledged for the timely payment of the principal of and interest on the Bonds; and that no statutory or Constitutional limitation of indebtedness or taxation will have been exceeded in the issuance of the Bonds.

8. The District hereby covenants and agrees that it will comply with and carry out all of the provisions of that certain Continuing Disclosure Undertaking to be executed by the District and dated the date of sale of the Bonds, for the benefit of the registered owners from time to time of the Bonds (the "Owners"). Any Owner may take such actions as may be necessary and appropriate, including seeking mandamus or specific performance by court order, to cause the District to comply with its obligations under this Section; however, noncompliance with this Section shall not constitute a default under or cause the acceleration of the Bonds.

9. The Clerk of the Board, the Superintendent, the Vice President and all other officers of the Board and District officials and staff are hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to proceed with the issuance of the Bonds and otherwise carry out, give effect to and comply with the terms and intent of this Resolution. Such actions as may have heretofore been taken by such officers, officials and staff are hereby ratified, confirmed and approved. This Board hereby authorizes the payment to the County for County staff expenses in connection with the County's support of, and participation in, the issuance of the Bonds.

10. The District wishes to employ the services of the law firm of Fulbright & Jaworski L.L.P., as Bond Counsel in connection with the issuance of the Bonds, and the investment banking firm of Piper Jaffray Inc., as underwriter for the Bonds, all in accordance with the professional employment agreements negotiated with and by the Vice President, or a designee thereof.

11. The Secretary of the District Board is hereby directed promptly to file a certified copy of this resolution with the Executive-Officer Clerk of the County Board and the Superintendent of Schools of the County.

12. This resolution shall take effect immediately upon its adoption.

MOTION MADE BY: Carole Currey

SECONDED BY: Pat Nichelson

STUDENT ADVISORY: Absent

AYES: 6

NOES: 0

ABSENT: 1 (Katz)

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**BOARD OF TRUSTEES**

Santa Monica Community College District

**Action**

January 11, 1999

MAJOR ITEMS OF BUSINESS

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RECOMMENDATION NO. 28  
RESOLUTION APPROVING,  
AUTHORIZING AND DIRECTING  
EXECUTION OF LEASE  
FINANCING DOCUMENTS AND  
AUTHORIZING AND DIRECTING  
CERTAIN ACTIONS WITH  
RESPECT THERETO

WHEREAS, the Board of Trustees (the "Board") of the Santa Monica Community College District (the "District") is authorized pursuant to the Education Code of the State of California to provide for the execution and delivery of certificates of participation, each of which will evidence proportionate interests of the owners thereof in certain lease payments to be made by the District; and

WHEREAS, the District, working together with California School Boards Association Finance Corporation (the "Corporation"), is proposing to effect an advance refunding of its Refunding Certificates of Participation, 1991 Series A (the "Prior Certificates") and to finance certain capital improvement projects for the District; and



WHEREAS, in connection therewith, the District wishes to proceed with lease financing of certain capital assets to be described in Exhibit B to the form of Lease Agreement described below, to be acquired, constructed and equipped, with the approval of the Board, with the proceeds of the Certificates described below; and

WHEREAS, said lease financing will be accomplished by the execution, sale and delivery of certain certificates of participation (the "Certificates") which may be executed and delivered to Piper Jaffray Inc. (the "Underwriter"); and

WHEREAS, there have been presented to this meeting of the Board the following documents:

1. Proposed form of Trust Agreement (the "Trust Agreement"), by and among the District, the Corporation and U.S. Bank Trust National Association, as Trustee (the "Trustee");
2. Proposed form of Lease Agreement, by and between the District and the Corporation (the "Lease"); and
3. Proposed form of Site Lease, by and between the District and the Corporation (the "Site Lease");
4. Proposed form of Agency Agreement, by and between the District and the Corporation (the "Agency Agreement");
5. Proposed form of Escrow Deposit and Trust Agreement, by and between the District, the trustee for the Prior Certificates and the escrow agent named therein (the "Escrow Agreement");
6. Proposed form of Purchase Contract, by and between the District and the Underwriter (the "Purchase Contract"); and
7. Proposed form of Preliminary Official Statement respecting the Certificates;

NOW, THEREFORE, the Board of Trustees of the Santa Monica Community College District resolves as follows:

Section 1. The form, terms and provisions of the Trust Agreement are hereby approved and the Superintendent/President of the District (the "Superintendent") or the Vice President of Business and Administration of the District (the "Vice President") is hereby authorized and directed on behalf of the District and in its name to execute and deliver to the Trustee and the Corporation the Trust Agreement in substantially the form presented to and considered at this meeting of the Board, with such changes therein, however, as may be approved by the Superintendent or the Vice President, such approval to be conclusively evidenced by her or his execution thereof.

Section 2. The Board does hereby authorize the Trustee to create one or more series of Santa Monica Community College District Certificates of Participation (the "Certificates"), each evidencing

proportionate interests of the owners thereof in lease payments due from the District under the Lease, and resolves that the Certificates be executed and delivered in accordance with, and secured by, the Trust Agreement, in an aggregate amount of not to exceed \$26,000,000.

Section 3. The interest rate to be paid with respect to the Certificates shall be established in the Purchase Contract, shall, in no event, exceed the statutory maximum therefor, and shall be approved by the Superintendent or the Vice President by her or his execution of said Purchase Contract.

Section 4. The form, terms and provisions of the Lease are hereby approved. The Superintendent or the Vice President is hereby authorized and directed on behalf of the District and in its name to execute and deliver to the Corporation the Lease in substantially the form presented to and heretofore considered by the Board, with such changes therein, however, as may be approved by the Superintendent or the Vice President, such approval to be conclusively evidenced by her or his execution thereof.

Section 5. The form, terms and provisions of the Site Lease are hereby approved and the Superintendent or the Vice President is hereby authorized and directed on behalf of the District and in its name to execute and deliver to the Corporation the Site Lease in substantially the form presented to and considered at this meeting of the Board, with such changes therein, however, as may be approved by the Superintendent or the Vice President, such approval to be conclusively evidenced by her or his execution thereof.

Section 6. The form, terms and provisions of the Agency Agreement are hereby approved and the Superintendent or the Vice President is hereby authorized and directed on behalf of the District and in its name to execute and deliver to the Corporation the Agency Agreement in substantially the form presented to and considered at this meeting of the Board, with such changes therein, however, as may be approved by the Superintendent or the Vice President, such approval to be conclusively evidenced by his execution thereof.

Section 7. The form, terms and provisions of the Escrow Agreement are hereby approved and the Superintendent or the Vice President is hereby authorized and directed on behalf of the District and in its name to execute and deliver the Escrow Agreement in substantially the form presented to and considered at this meeting of the Board, with such changes therein, however, as may be approved by the Superintendent or the Vice President, such approval to be conclusively evidenced by her or his execution thereof.

Section 8. The form, terms and provisions of the Purchase Contract are hereby approved, provided that the discount on the purchase price of the Certificates (net of costs of issuance) to the Underwriter may not exceed 1.5% of the par amount of the Certificates and the term of the Certificates shall not exceed thirty (30) years. The Superintendent or Vice President shall execute the Purchase Contract on behalf of the District and in its name in substantially the form presented to and considered at this meeting of the Board, with such changes therein, however, as may be approved by the Superintendent or the Vice President, such approval to be conclusively evidenced by her or his execution thereof, subject to the restrictions set forth in this Resolution.

Section 9. The Board hereby authorizes the preparation of a Preliminary Official Statement containing information material to the offering and sale of the Certificates. The Superintendent or the Vice President is hereby authorized to deem "final" pursuant to Rule 15c2-12 under the Securities Exchange Act of 1934 (the "Rule") the Preliminary Official Statement prior to its distribution by the Underwriter.

The Superintendent or the Vice President is authorized and directed to cause the Preliminary Official Statement to be brought into the form of a final official statement (the "Final Official Statement") and to execute said Final Official Statement, dated as of the date of the sale of the Certificates, and a statement that the facts contained in the Final Official Statement, and any supplement or amendment thereto (which shall be deemed an original part thereof for the purpose of such statement) were, at the time of sale of the Certificates, true and correct in all material respects and that the Final Official Statement did not, on the date of sale of the Certificates, and does not, as of the date of delivery of the Certificates, contain any untrue statement of a material fact with respect to the District required to be stated where necessary to make any statement made therein not misleading in the light of the circumstances under which it was made. The Superintendent or the Vice President shall take such further actions prior to the signing of the Final Official Statement as are deemed necessary or appropriate to verify the accuracy thereof. The execution of the Final Official Statement, which shall include such changes and additions thereto deemed advisable by the Superintendent or the Vice President and such information permitted to be excluded from the Preliminary Official Statement pursuant to the Rule, shall be conclusive evidence of the approval of the Final Official Statement by the District.

The Final Official Statement, when prepared, is approved for distribution in connection with the offering and sale of the Certificates.

Section 10. The Vice President is hereby authorized and directed to attest to the signature of the Superintendent, and any other vice president of the District is hereby authorized and directed to attest to the signature of the Vice President whenever required or advisable for the transactions contemplated by this Resolution.

Section 11. The Superintendent and the Vice President are each hereby authorized and directed to execute and attest such further documents, instruments, deeds of trust and certificates as may be deemed necessary or advisable by Fulbright & Jaworski L.L.P., as Special Counsel, in order to accomplish the purposes of this Resolution.

Section 12. Whenever in this Resolution it shall be provided that a document be executed or attested by the Superintendent or the Vice President, and if, at the time for execution or attestation of such document, such officer is not available for signature, it shall be sufficient for the purposes of this Resolution if (a) any vice president shall execute such document in the place of the Superintendent and (b) any other official designated by the Superintendent shall attest such document in place of the Vice President, with the same effect.

Section 13. This Resolution shall take effect immediately upon its adoption.

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MOTION MADE BY: Carole Currey

SECONDED BY: Annette Shamey

Public Comment

Teri Bernstein

STUDENT ADVISORY: Absent

AYES: 6

NOES: 0

ABSENT: 1 (Katz)

<p><b>BOARD OF TRUSTEES</b></p> <p>Santa Monica Community College District</p>	<p><b>Action</b></p> <p>January 11, 1999</p>
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BOARD POLICY

RECOMMENDATION NO. 29 FIRST READING - BOARD POLICY SECTION 5340,

DISTRIBUTION AND POSTING OF PUBLICITY

It is recommended that the Board of Trustees conduct a first reading of Board Policy Section 5340, Distribution and Posting of Publicity.

Comment: The regulatory language in the current policy has been converted into an administrative regulation. The proposed revision of Board Policy Section 5340 and Administrative Regulation 5340 has been reviewed and approved by the Academic Senate Student Affairs Committee.

MOTION MADE BY: Annette Shamey

SECONDED BY: Carole Currey

STUDENT ADVISORY: Absent

AYES: 6

NOES: 0

ABSENT: 1 (Katz)

5340

SANTA MONICA COLLEGE  
BOARD OF TRUSTEES POLICY  
STUDENTS

Activities and Student Conduct

Distribution of Materials Policy

Distribution and Posting of Publicity

The Board of Trustees authorizes the Superintendent/ President to establish regulations with regard to the distribution and posting of publicity. The administration encourages access to campus information and resources, and sets reasonable limits to the amount of publicity placed on campus at any given time. No publicity, which advocates the commission of an unlawful act, or contains libelous or obscene material, may be distributed on campus.

1. Posters, bulletins, and circulars pertaining to college academic and administrative affairs shall be posted in areas officially designated for such purposes.
2. All authorized student activities may be publicized and advertised on campus, subject to the following restrictions:

Publicity materials may be posted only on school bulletin boards (except in classrooms), the picket fence around the Amphitheater, and on stake signs on grassy areas along sidewalks of the inner campus. All permanent structures, such as buildings, walls, windows, blackboards, lawns, trees, drinking fountains, lamp fixtures, and classrooms, shall not be utilized for affixing publicity materials, posters or signs. All materials must be dated and removed by the posting group or organization on become obsolete.

3. Student publications, those published under the direction of the Journalism Department and those published independently through funding by the Associated Students or independently, may be distributed at receptacles furnished on campus.
4. Campus organizations wishing to use a table for the dispensing of informational materials should file a request in the student activities office at least 24 hours in advance of date table is to be used. Tables will be placed along the walkway which parallels the south side of the art building and the free speech area.
5. Materials to be distributed shall have the approval of the organization advisor and a copy (bearing the advisor's signature) of all such material shall be on file in the Student Activities office.

6. Off-campus organizations wishing to distribute materials on campus must adhere to the following rules and regulations:

The organization should register in the Student Activities office and file a copy of the material to be distributed on file in the same office. ~~Free distribution of printed materials by off-campus organizations shall be done from tables in the free speech area.~~

- ~~7. Sales by off-campus organizations of bulletins, circulars, newspapers, magazines, or other printed material may be made in the eating area adjacent to the Associated Students bookstore, either in coin-operated vending dispensers or in person. In person, selling shall be accomplished in such a manner so as to not harass or intimidate any student or other person on campus.~~

- ~~8. Commercial advertisements for off-campus events, productions, sales, etc., may be posted only on the bulletin board on the interior southwest wall of the cafeteria. The provisions of statement #6 above must be observed by those wishing to post~~

advertisements.

9. No material which advocates the commission of an unlawful act, no libelous, and no obscene literature may be distributed on campus.
10. The administration shall develop regulations setting reasonable limits to the amount of publicity placed on campus at any given time.

Adopted 022668

Revised 041169, 061471, 042875, 051275, 011579, 062083

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	January 11, 1999

BOARD POLICY

RECOMMENDATION NO. 30 FIRST READING BOARD POLICY SECTION 2300,

ACADEMIC SENATE

It is recommended that the Board of Trustees conduct a first reading of Board Policy Section 2300, Academic Senate.

Comment: Board Policy Section 2300 deals with the Academic Senate as the representative of faculty on matters academic and professional. It was last revised in 1992 to incorporate provisions required by AB 1725. The Academic Senate recently approved this policy update that includes the Title 5 definition of "rely primarily upon the advice and judgment of the Academic Senate" for the two areas the Board has approved this method of consultation, removes references to specific committees for the "mutual agreement" consultation areas in recognition of the overlapping functions of the Academic Senate Joint Committees, and adds "academic personnel matters" to the "mutual agreement section to acknowledge the function of the Academic Senate Joint Personnel Policies Committee.



MOTION MADE BY: Carole Currey

SECONDED BY: Nancy Cattell

STUDENT ADVISORY: Absent

AYES: 6

NOES: 0

ABSENT: 1 (Katz)

SANTA MONICA COLLEGE  
BOARD OF TRUSTEES POLICY  
ADMINISTRATION

Academic Senate 2301

(a) The Board recognizes and endorses the rights and responsibilities assigned to faculty by Assembly Bill 1725 (1988) and in order that the faculty may have formal and effective procedures for participating in the formation and implementation of district policies on academic and professional matters, an Academic Senate is hereby established at Santa Monica College.

(b) The Board recognizes the Academic Senate (The Senate) as the body which represents the faculty in collegial governance relating to academic and professional matters as defined in Subchapter 2303 below.

(c) The Senate President or designee shall be accorded an opportunity on the board's regular agenda to address the board regarding its concerns. The Board of Trustees shall consider and respond to such views and recommendations.

## Formation, Procedures, Membership 2302

(a) The Board of Trustees of the Santa Monica Community College District hereby authorizes the faculty of the college to:

1. Fix and amend by vote of the faculty the composition, structure, and procedures of the Academic Senate.
2. Provide for the selection, in accordance with accepted democratic election procedures, of the members of the Academic Senate.
3. Provide for the membership of part-time faculty members in the Academic Senate.

## Powers 2303

(a) The Board shall "rely primarily" upon the advice and judgment of the Academic Senate in the following areas:

- (1) Faculty roles and involvement in accreditation processes, including self-study and annual reports;
- (2) The assessment of faculty professional development needs;

"Rely primarily" means that the recommendations of the Academic Senate will normally be accepted and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted.

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(b) If a Senate recommendation in the above areas is not accepted, the Board or its designee shall promptly communicate its reasons in writing to the Senate.

(c) The process for "mutual agreement" shall be used for all other academic and professional matters and shall occur primarily through the Academic Senate's joint committee process. "Mutual agreement" means that the policy and implementation recommendations shall be prepared by an Academic Senate joint committee designated below and/or the joint Educational Policies Committee of the Academic Senate and ratified by the Academic Senate and the Superintendent/President.

- (1) The Board of Trustees designates and directs the Superintendent/President or his designee to meet and confer with representatives of the Academic Senate with respect to recommendations made or proposed to be made by the Senate.
- (2) The list of academic and professional matters, ~~and the designated Academic~~

Senate joint committee and/or Educational Policies Committee within which issues are to be resolved by mutual agreement, is as follows: includes but is not limited to

(a)	Curriculum, including establishing prerequisites and placing courses within disciplines.	<del>Curriculum Committee</del>
(b)	Degree and certificate requirements.	<del>Curriculum Committee</del>
(c)	Grading policies.	<del>Curriculum Committee and Student Affairs Committee</del>
(d)	Educational program development.	<del>Curriculum Committee</del>
(e)	Standards or policies regarding student preparation and success.	<del>Student Affairs Committee</del>
(f)	District and college governance structures, as related to <u>faculty roles</u> .	<del>Planning and Governance Committee</del>
(g)	Policies for faculty professional development activities.	<del>Sabbaticals and Fellowships Committee and Professional Development Committee</del>
(h)	Processes for program review.	<del>Program Review Committee</del>
(i)	Processes for institutional planning and budget development.	<del>Planning and Governance Committee</del>
(j)	<u>Academic personnel matters</u>	
(k)	Other academic and professional matters as mutually agreed upon between the governing board and the Academic Senate.	<del>Superintendent/President and the Academic Senate will mutually agree on which joint committee to refer each item.</del>

The Educational Policies Committee, consists of Senate Executive Committee members and senior staff ~~may also participate in addressing these matters.~~

(3) The structure and composition of the Academic Senate joint committees will be based on the tradition of joint committees at the college. Each Academic Senate joint committee shall be constructed as follows:

- (a) Faculty members shall be appointed by the Academic Senate.
- (b) Administrators shall be appointed by the Superintendent/ President.
- (c) The committee chair shall be a faculty member appointed by the Academic Senate President after consultation with the Superintendent/ President or designee.
- (d) The committee secretary shall be an administrator appointed by the Superintendent/President or designee after consultation with the Academic Senate President.
- (e) All academic Senate joint committees shall be comprised in such a manner so that the ratio of the faculty appointees to administrative appointees is approximately 2:1.
- (f) The Academic Senate and the Superintendent/President shall mutually agree on the addition of any classified staff and students to the designated joint committees defined in subdivision (1) of this subchapter.

(4) If, within one month, during the Fall and Spring semesters when the Academic Senate is in session, either party fails to ratify the policy development and implementation recommendation, the Academic Senate President and the Superintendent/President shall decide, within ten working days from the date, which of the following options shall be used to resolve the impasse.

- (a) Send the recommendations back to the committee of origin and direct them to develop a new recommendation.
- (b) The Academic Senate and the Superintendent/President shall both delegate their ratification authority to the committee of origin and the committee's final recommendation shall become the recommendation on the issue.
- (c) The Academic Senate President and the Superintendent/ President shall resolve the issue independent of the committee of origin.

(5) The Senate reserves the right, after consultation with the administration as defined in subdivision (4) of the section, to present its concerns and recommendations directly to the Board and pursuant to Section 2301 above the Board shall respond to the Senate.

(a)(d) District standing committees (e.g., budget advisory committee, coordinating

council, matriculation advisory committee, staff diversity/affirmative action advisory committee) shall be structured to include appropriate representation of the Academic Senate, administrators, and classified staff when matters being considered are within their purview. Student representation shall be included on such groups whenever appropriate and possible.

(b)(e) The appointment of faculty members to serve on college or district committees, task forces, or other groups dealing with academic and professional matters shall be made by the Senate, after consultation with the Superintendent/President or designee.

#### Duties Assigned by Administration and the Board of Trustees 2304

The Academic Senate may assume such responsibilities and perform such functions as may be requested of it by the administration or by the Board of Trustees.

#### Scope of Regulations 2305

(a) Nothing in this board policy shall be construed to impinge upon the due process rights of faculty, nor to detract from any negotiated agreements between collective bargaining representatives and the Board of Trustees.

(b) It is the intent of the Board of Trustees to respect agreements between the Academic Senate and the Faculty Association as to how they will consult, collaborate, share or delegate among themselves the responsibilities that are or may be delegated to the Academic Senate pursuant to these recognition's.

Reference: Education Code Sections 70901, 70902

Authority Cited: Education Code Sections 66700, 70901

Adopted 100686

Revised 121692 /032098/100698

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	January 11, 1999

BOARD POLICY

RECOMMENDATION NO. 31 SECOND READING AND APPROVAL

BOARD POLICY SECTION 8231,

PUBLIC PARTICIPATION

It is recommended that the Board of Trustees conduct a second reading and approval of Board Policy Section 8231, Public Participation, Addressing the Board of Trustees.

Comment: A first reading was held on December 7, 1998. Revisions for clarification made since the first reading are underlined.

MOTION MADE BY: Carole Currey

SECONDED BY: Nancy Cattell

STUDENT ADVISORY: Absent

AYES: 6

NOES: 0

ABSENT: 1 (Katz)

8231

SANTA MONICA COLLEGE  
BOARD OF TRUSTEES POLICY  
BOARD OPERATIONS

Methods of Operation

Meetings - Meeting Conduct

Public Participation - Addressing the Board of Trustees

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:

1. Individuals wishing to speak to the Board at a Board of Trustees meeting during Public Comments or regarding item(s) on the agenda must complete an information card with name, address, name of organization (if applicable) and the topic or item on which comment is to be made.

Five minutes is allotted to each speaker per topic. If there are more than four speakers on any topic or item, the Board reserves the option of limiting the time for each speaker. A speaker's time may not be transferred to another speaker.

General Public Comments and Consent Agenda

- The card to speak during Public Comments or on a Consent Agenda item must be submitted to the recording secretary at the meeting **before** the Board reaches the Public Comments section in the agenda.
- Five minutes is allotted to each speaker per topic for general public comments or per item in the Consent Agenda. The speaker must adhere to the topic. Individuals wishing to speak during Public Comments or on a specific item on the Consent Agenda will be called upon during Public Comments.

## Major Items of Business

- The card to speak during Major Items of Business must be submitted to the recording secretary at the meeting **before** the Board reaches that specific item in the Major Items of Business in the agenda.
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- Five minutes is allotted to each speaker per item in Major Items of Business. The speaker must adhere to the topic. Individuals wishing to speak on a specific item in Major Items of Business will be called upon at the time that the Board reaches that item in the agenda.

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

3. 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 Section 9421. Any employee against whom charges or complaints are to be made must be given 24 hours advanced notice and may request any such charges or complaints are heard in closed session.

4. Exceptions: This policy does not apply to individuals who address the Board at the invitation or request of the Board or the Superintendent.

Reference: Education Code Section 72121.5

Government Code Sections 54954.3, 54957.9

Adopted 030678

Revised 120996, 090897

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	January 11, 1999

ADJOURNMENT: 9:13 p.m.



The meeting will be adjourned in memory of **Caesar Kersten** and **David Hendler**, both volunteer tutors at Emeritus College; **Gene Hagerty**, Patrick Hagerty's father and **Frank Sommo**, Kathy Sommo's husband.

There will be a Board of Trustees Retreat on January 22-23, 1999. On Friday, January 22, 1999, the Board will meet at DC3 Restaurant, 2772 Donald Douglas Loop North, Santa Monica, California, 6-9 p. m. On Saturday, January 23, 1999, the Board will meet at the Victorian at Heritage Square, 1640 Main Street, Santa Monica, California, 8:30 a.m. to 3 p.m.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, February 1, 1999 at 7 p.m. (5:30 p.m. if there is a closed session) in the Board Room and Conference Center at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

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