



[Return](#)

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Meeting of the

Santa Monica Community College District

Board of Trustees

Monday, May 3, 1999

5:30 p.m. - Closed Session

Business Building Room 111

7:00 p.m. - Public Meeting

Board Room

Business Building Room 117

Santa Monica College  
1900 Pico Boulevard  
Santa Monica, California

***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.
- 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.

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

*Reference: Board Policy Section 8231*

*Education Code Section 72121.5*

*Government Code Sections 54954.2, 54954.3, 54957.9*

## ***A g e n d a***

A meeting of the Board of Trustees of the Santa Monica Community College District is scheduled to be held in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California, on Monday, May 3, 1999.

*5:30 p.m. – Closed Session*

*7:00 p.m. – Public Meeting*

The agenda includes the following items: (Items for action - recommendations - are listed numerically; items for information are listed alphabetically).

### ***I. ORGANIZATIONAL FUNCTIONS*** *Page No.*

A Call to Order 1

B Roll Call

### ***II. CLOSED SESSION*** (*Scheduled for 6 p.m.*)

Collective Bargaining, pursuant to Government Code Section 54957.6

Litigation, pursuant to Government Code Section 54956.9

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

C Pledge of Allegiance 1

#1 Approval of Minutes: April 5, 1999 2

### ***IV. SUPERINTENDENT'S REPORT***

### ***V. ACADEMIC SENATE REPORT***

### ***VI. CLASSIFIED SENATE REPORT***

VII. **COMMUNICATIONS OR PUBLIC COMMENTS**

VIII. **BOARD REPORT AND COMMENTS**

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

Contracts and Grants

#2 Acceptance of Grants 4

#3 Contracts for Planetarium Lectures 6

#4 Consultant Contract for Capital Campaign 6

#5 Licensing Agreement with Oracle Programs 7

Academic and Students Affairs

#6 Consultant Contract - Tech Prep Grant 8

#7 Consultant Contract - Loew's 8

#8 Consultant Contract for Job Development Services 8

#9 Consultant Contract for Workshops on Collaborative

Learning Strategies 9

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

#11 Community Services/Extension Seminars/Courses, Summer, 1999 10

Human Resources Page No.

#12 Consultant - Personnel Commission 14

#13 Consultant - Professional Development 14

#14 Administrative Employment Agreement 15

#15 Academic Personnel 15

#16 Classified Personnel - Regular 16

#17 Classified Personnel - Temporary 19

#18 Classified Personnel - Non Merit 21

Business and Administration

#19 KCRW: Grant Application 22

#20 KCRW: Consultant Agreements 22

#21 Annual Payment to City of Santa Monica for Swimming Pool 23

#22 Declaration of Surplus Property 23

#23 Transfer of Modular Classrooms 23

#24-A Facilities: Environmental Services - Extension of Parking

Structure C 24

#24-B Facilities: Amendment to Agreement for Architectural Services -

Emeritus College 24

#24-C Facilities: Completion of Carpet Replacement - Cayton Center 24

#24-D Facilities: Earthquake Replacement Science Building - Change

Order No. 13 25

#24-E Facilities: Architectural Services, Phase 1 and 2, Administrative

Complex Remodel 25

#24-F Facilities: Engineering Services Proposed Library Addition

and Remodel 26

#25 Accounting Software Consultant Agreement 26

#26 Commercial Warrant Register 27

#27 Payroll Warrant Register 27

#28 Payments from Auxiliary Operations 27

#29 Direct Payments 28

#30-A Purchasing: Award of Purchase Orders 28

#30-B Purchasing: Award of Bid - Science Building Audiovisual

Equipment 29

#30-C Purchasing: Lease/Purchase Agreement for Life Science Vehicle 29

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

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

#31 Classified Employees Week 30

#32 Board of Trustees Response to Draft Statement on Community

College Governance 31

#33 Schedule of Board of Trustees Meetings, 1999-2000 32

#34 Personnel Commission Proposed 1999-2000 Budget 34

#35 Annual Authorization of Privileges for Student Trustee 36

**XII. BOARD POLICY**

#36 Second Reading - Board Policy Section 9311, Student Trustee 37

#37 Second Reading - Board Policy Section 2300, Academic Senate 40

#38 First Reading - Board Policy Section 5350, Students - Responsible

Computer Use 45

**XIII. INFORMATION - No Action Required**

D 1998-99 Quarterly Budget Report 47

E Grant Submittals 57

**XIV. ADJOURNMENT:** The next regular meeting of the Santa Monica Community College District Board of Trustees will be June 7, 1999 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 Bulding Room 117), 1900 Pico Boulevard, Santa Monica, California.

<b>BOARD OF TRUSTEES</b>  Santa Monica Community College District	<b>Action</b>  May 3, 1999
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ORGANIZATIONAL FUNCTIONS

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

**B. ROLL CALL**

Herbert Roney, Chair

Dorothy Ehrhart-Morrison, Vice-Chair

Nancy Cattell

Carole Currey

Ilona Jo Katz

Patrick Nicholson

Annette Shamey

Gabriel Barrios, Student Trustee

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

- o Collective Bargaining, pursuant to Government Code Section 54947.6  
Conference with Labor Negotiator
  - a. Agency negotiator: Robert Sammis
  - b. Employee organization: Faculty Association
- o Litigation, pursuant to Government Code Section 54956.9

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

***ORGANIZATIONAL FUNCTIONS***

***C. PLEDGE OF ALLEGIANCE - Linda Gold***

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	May 3, 1999

ORGANIZATIONAL FUNCTIONS

RECOMENDATION NO. 1 APPROVAL OF MINUTES

-

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

April 5, 1999

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

*Organizational Functions • page 2*

<b>BOARD OF TRUSTEES</b> Santa Monica Community College District	<b>Action</b> May 3, 1999
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CONSENT AGENDA

It is recommended that the Consent Agenda, Recommendations #2–#30 be approved.

Recommendations pulled for separate action:

Action on Balance of Consent Agenda

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

Consent Agenda • page 3

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	May 3, 1999

CONSENT AGENDA: CONTRACTS AND GRANTSRECOMMENDATION NO. 2 ACCEPTANCE OF GRANTS

It is recommended that the Board of Trustees accept the following grants and authorize augmentation to the 1998-99 budget as indicated.

**Title of Grant:** **CalWORKs**

Granting Agency: California Community Colleges Chancellor's Office

Requested Funding: \$90,000 augmentation to the original grant

Matching Funds: N/A

Performance Period: May - June 1999

**Title of Grant:** **Job Development Incentive Training Fund:  
Retail Industry: Business and Workforce  
Development (Miramar Sheraton Hotel)**

Granting Agency: California Community Colleges Chancellor's Office

Requested Funding: \$299,555

**Summary:** The Chancellor' Office has provided an additional \$90,000 to provide child care services for TANF/Welfare recipients.

**Budget Augmentation:** Income  
86XXX \$90,000  
  
Expenditure  
5XXXX \$90,000

**Title of Grant:** **Center for International Trade Development**

**Granting Agency:** California Community Colleges Chancellor's Office

**Requested Funding:** \$178,875 (first year of a five year grant)

**Matching Funds:** \$179,788 (SMC in-kind and contributions from the Alameda Corridor Project and the Los Angeles Transportation Foundation)

**Performance Period:** July 1, 2000 - June 30, 2001

**Summary:** The proposed CITD will provide Los Angeles area businesses training, counseling, and referral services.

Funding will be used to develop curriculum, provide internship opportunities for faculty, and work with other CITDs throughout the state.

**Matching Funds** \$300,014 (Source: Miramar Sheraton)

**Performance Period:** July 1, 1999 – June 30, 2000 (First year of a two year grant)

**Summary:** This project is a collaborative effort between SMC, the Career Planning Center and Miramar Sheraton Hotel.

Funding will be used to provide vocational ESL and computer skills training to current employees; recruit and train public assistance recipients for hospitality industry jobs; and provide seminars for employers on the benefits of hiring recipients of public assistance.

**Title of Grant:** **Job Development Incentive Training Fund: Retail Industry: Business and Workforce Development (Santa Monica Place)**

**Granting Agency:** California Community Colleges Chancellor's Office

**Requested Funding:** \$299,477

**Matching Funds** \$300,014 (Source: Santa Monica Place)

**Performance Period:** July 1, 1999 – June 30, 2000 (first year of a two-year grant)

**Summary:** This project is a collaborative effort between SMC, the Career Planning Center and the Santa Monica Place Shopping Center (SMPSC).

Funding will be used to implement a training program in Customer Service Skills for SMPSC employees; an employment recruiting campaign and pre-employment training curriculum targeted to recipients of public assistance; and a public relations campaign targeted to the SMPSC "preferred customer."

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	May 3, 1999

CONSENT AGENDA: CONTRACTS AND GRANTS

RECOMMENDATION NO. 3 CONTRACTS FOR PLANETARIUM LECTURES

It is recommended that the Board of Trustees authorize the following contracts for the Planetarium Lectures for Spring 1999, not to exceed \$120.00 each.

May 21 Moment of Impact Kevin Grazier

June 25 The Impact of Comets Don Yeomans

& Asteroids

July 30 A Light in the East: Denise Kaisler

Astronomy in Ancient China

Funding Source: Fees covered by ticket sales

#### RECOMMENDATION NO. 4 CONSULTANT CONTRACT FOR CAPITAL CAMPAIGN

It is recommended that the Board of Trustees authorize a consultant contract with PDN Enterprises for the period of 60 days, effective May 4, 1999 not to exceed \$4,000 per month to provide interim leadership for the Foundation until the position of Director of College Advancement is filled.

Funding Source: District Funds

Comment: PDN Enterprises has been working with the District as the consultants on the Capital Campaign.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	May 3, 1999

#### CONSENT AGENDA: CONTRACTS AND GRANTS

#### RECOMMENDATION NO. 5 AGREEMENT WITH ORACLE PROGRAMS

Since there is only one vendor to provide the software necessary for the District's system, it is recommended that the Board of Trustees renew and extend the licensing agreement with ORACLE Programs, for an amount not to exceed \$336,197, plus tax, and renew the technical support maintenance for an annual fee of \$116,233 for the first year, effective upon execution of the agreement. The technical maintenance support for years two through five are at amounts reflecting an increase not to exceed six percent (6%) per year and may be canceled by the District at any time.

Funding Source: District

Comment: The original license for ORACLE contracted in 1994 included use for only 150 users at a cost of \$292,000 plus yearly maintenance costs which now total \$69,740. The number of users has grown considerably since that time. The new license is a campus-wide unlimited license that credits the District for \$220,617 of the original license cost and includes first year maintenance. The unlimited campus-wide license is only available to higher education. It includes technical support 7 days a week, 24 hours a day while the previous license was Monday to Friday 5am to 6pm. The new license will support all of the District's hardware platforms including those needed to implement new software and enable student self-service functionality. The District will also receive 40 ORACLE education credits for technical training at no cost.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	May 3, 1999

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRSRECOMMENDATION NO. 6 CONSULTANT CONTRACT - TECH PREP GRANT

It is recommended that the Board of Trustees approve a consultant contract with Allen Bundy for an amount not to exceed \$300 for services on May 4, 1999.

Funding Source: Tech Prep Grant

Comment: The consultant will provide a SCANS (Secretary's Commission on Achieving Necessary Skills) Workshop for Santa Monica College and Santa Monica High School administrators, faculty and counselors.

RECOMMENDATION NO. 7 CONSULTANT CONTRACT - LOEW'S

It is recommended that the Board of Trustees ratify a consultant contract with Kary Tan for an amount not to exceed \$13,378.00 for the period of April 19, 1999 through June 30, 1999.

Funding Source: The Loew's economic development incentive grant received from the Chancellor's Office of Education and Economic Development Division.

Comment: Ms. Tan is replacing a previously approved consultant. Her services include working with the Program Manager to design and deliver a series of computer applications workshops to local employees and vendor clients, maintaining case management files, and drafting a Standard Operation Procedures manual.

RECOMMENDATION NO. 8 CONSULTANT CONTRACT FOR JOBDEVELOPMENT SERVICES

It is recommended that the Board of Trustees approve consultant contracts with Judy Johnson and Gregory Sharpe not to exceed \$9,166 each for services on May 4, 1999 - June 30, 1999.

Funding Source: Loew's economic development incentive grant received from the Chancellor's office of Workforce and Economic Development.

Comment: These consultants will provide job development and job placement services to the Office of Workforce and Economic Development. Services will include assistance in the design and delivery of a series of career fairs, case management, and improving the referral rate of surrounding One-Stops, other CBO's, and public agencies.

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<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	May 3, 1999

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRSRECOMMENDATION NO. 9 CONSULTANT CONTRACT FOR WORKSHOPS ON COLLABORATIVE LEARNING STRATEGIES

It is recommended that the Board of Trustees approve a consultant contract with Educare Foundation in the amount of \$3,000 for May 21 and June 4, 1999.

Funding Source: Matriculation Think Tank Grant

Comment: Studies have shown that both experiential and collaborative learning are very effective in increasing student retention, confidence, and goal achievement. The consultant will develop and lead two workshops (including follow-up instructional materials) that will provide instructional strategies for a variety of experiential learning activities; learning how to transfer these strategies to the classroom; how to conduct group process, facilitation and reflection; and collaborative learning strategies.

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RECOMMENDATION NO. 10 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 Extension program for Spring, 1999:

Compton C 3D Studio Max 30%

Hammond R Serve Safe 40 Hrs

Lucero R 3D Studio Max 30%

-

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.

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<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	May 3, 1999

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 11 COMMUNITY SERVICES/EXTENSION SEMINARS/COURSES, SUMMER, 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 Summer, 1999:

Anthony W

New World Travel Art of Discount Travel 40%

Arsone S Poetry 18 Hr

Barnstable P L T V Commercials/Acting Workshop 12 Hr

Modeling for All Types 12 Hr

Barthoff M Art for Non Artists 18 Hr

Baumel G E

Gett Security/

Bodyguard Serv. California Security Guard Training 40%

Benveniste R J The New Writer's Journey-First Step 18 Hr

Writing From Our Lives 18 Hr

Binnendyk M Sculpting the Human Face 21 Hr

Bridges A J Beginning Golf 40%

Intermediate Golf 40%

Brutsche J Watercolor on Location 12 Hr

Carey M L Beginning Yoga 40%

Catanzaro J S Working as a Substitute Teacher 40%

Chapman D T

Dollie Chapman,

IIDA Design Firm Fundamentals of Interior Design 40%

Chen C L Beginning Landscape 10 Hr

Landscaping (Hardscape) 5 Hr

Landscaping (Softscape) 5 Hr

Chianis A D Bellydancing 12 Hr

Christensen C

Notary Public Seminars Notary Public 40%

Copeland R Kickboxing 15 Hr

Corwin S Native Arts Techniques 18 Hr

Craig-Smith M Reducing Stress 3 Hr

Diamond K Intro to Feng Shui 40%

Dighero C A Beginning Spanish L1 50%

Intermediate Spanish L2 50%

Dingman E W Professional Floral Design-Basic 15 Hr

Drach M Beginning French for Travelers 40%

Sound of French Pronunciation Wkshop 40%

Demory D Creating Your Ideal Career 40%

Duvall G

Gran Design Bicycle Repair 40%

Motorcycle Repair 40%

Frischer C S

CSA Publishing Collections Made Easy 40%

Gale G I S Downtown Art Tour 6 Hr

Downtown Metro Tour 6 Hr

Gullborg B L Stretch & Slim 40%

Slow Stretch 40%

Gentry H P Summer Seafood 10 Hr

Georgen P M Negotiation 40%

Gill H S Stocks: Understanding the Market 50%

Investing in Mutual Funds 40%

Giannone V F

Creative Weddings Launch a Career as a Wedding Consultant 40%

Goode D C Beginning Karate 18 Hr

Intermediate/Advance Karate 18 Hr

Youth Karate 12 Hr

Gordon K Ballroom Dance L1 40%

Ballroom Dance L2 40%

Hammond R Serve Safe 40%

Hashimoto I Table Tennis (2) 24 Hr

House R E Beginning Spanish L1 50%

Beginning Spanish L2 50%

Hughes L A

Hughes & Assoc.-Human Relations

Preventing Violence in the Workplace 40%

Ivanova O Beginning Russian L1 18 Hr

Jensen J

Jensen Publications How to Succeed as a Writer 40%

Buy a Home at a Discount 40%

Jones R L Basic Photography (2) 40%

Kapaku O

Okima Kapaku Kawika Hawaiian Dance L1 40%

Hawaiian Dance L2 40%

Katz B Forgiveness 40%

Kazuko Japanese Calligraphy 15 Hr

Kaufman B Don't Take it Personally 40%

Keene C Improvisation for Kids 18 Hr

Lager E B

Evelyn Lager Good Grief! Its Grammar! 50%

Leddel J Gift Wrapping 40%

Leichner I Beginning German L1 18 Hr

Lemack B PR for Non Profits 40%

Levyn K East/West Coast Swing 40%

Lewis J Art of Bowmaking 40%

Lieberman A J Beat the Lender 40%

Lipton L Career Transition Workshop 9 Hr

Relevant Resumes 6 Hr

Livshits B Youth Table Tennis (2) 24 Hr

Longobart R D

Green Thumb Bookkeeping Basic Tile Techniques 50%

Electric Home Repair 50%

Lopez M Beyond Basic Photography 18 Hr

Black/White Print Lab (2) 48 Hr

Color Print Lab 24 Hr

Lowe T L Still Life Composition in Watercolor 18 Hr

Mann H Standup Comedy 18 Hr

Manseau F J Drawing for Youth 12 Hr

Mansfield W

William Mansfield

Seminars Appraisal 40%

Marshall G Home-Studio Demos 6 Hr

Miller N

Rounds,Miller & Assoc. Mail Order Business 40%

Mofidi F F Beginning Persian L1 18 Hr

Mojsin I Accent Reduction 40%

Morgan D Right Brain Drawing 21 Hr

Nunes J L Exploration in Oils 21 Hr

Palen C R

Chaos Control The Home Manager 40%

Palen C R

Chaos Control Chaos Control 40%

Pampillo I Nightclub Salsa Dancing 40%

Phillips M Glorious World of Opera 18 Hr

Philipson A Motivational Mentor 10.5 Hr

Piscopo M Business of Photography 12 Hr

Portfolio Development 10 Hr

Prestine J S Write a Childrens Picture Book 50%

Find A Publisher 50%

Railsback S L

Sherrie Railsback Freelance Bookkeeper 50%

How to Talk to Anyone 50%

Reck L W Mature Driver's Improvement 8 Hr

Reddick M E

Marshall Reddick Seminars How to Buy Government Foreclosures (2) 40%

Rimmon S D

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

Richardson G L

Lois G. Richardson Women and Investing 40%

Rives J Pop-Up Books & Cards 40%

Robbins J How to Get into Voice-Overs 40%

Robinson K Fruits/Flowers in Watercolor 20 Hr

Rounds M

Rounds, Miller and Assoc. Consulting 40%

Rose E Color Power to Create Personal Environments 3 Hr

Russell M Impact of Adoption 3 Hr

Salmont B

Betz Salmont Artists' Books 40%

Saxon J K Pop Songwriting L1 18 Hr

Scherrillo R Beginning Italian L1 (2) 36 Hr

Intermediate Italian L1 18 Hr

Shamel A M Black/White Print Lab 24 Hr

Sheehan M Beginning Pysanka 7 Hr

Singer D L Tai Chi Ch'uan 40%

Song J Acupressure & Stretching 9 Hr

Southern California Boat Club Sailing (4) \$118.00-Student

Kayaking (3) \$60.00 - Student

Rowing (4) \$105.00-Student

Specktor D Beginning Knitting 18 Hr

Suen L Beginning Chinese L1 18 Hr

Temp S A Color-Theory & Practice 18 Hr

World of Collage 18 Hr

Thacker C L Low Fat Vegetarian Menu 10 Hr

Cooking Basics Series 48 Hr

Thomson P D Creativity Workshop 18 Hr

Unger I E Introduction to Iyengar Yoga 40%

Urquhart S Beginning Japanese L1 18 Hr

Weiss C Art of Scrapbooking 4 Hr

Weiss Morgen S Summer Sings 12 Hr

Wheeler J J Painting the Head in Oil 18 Hr

Whiteford S

Expressively Speaking Expressively Speaking 50%

Wickland G Video/Digital Camera 12 Hr

Wyels J G

Joyce Gregory Wyels Travel Writing 50%

Westerfield D R

David Westerfield & Assoc. Set Up Books-Small Business 40%

How to Chose/Buy Personal Computer 50%

### EXTENSION INSTRUCTORS

Adams D Beginning Computer 30%

Clarke L L I V Therapy 12 Hr

DiRende S Summer Intensive ESL 200 Hr

Education to Go On Line Computer Classes (42) \$29.00/Student

Hurwit M A Medical Transcription 45 Hr

Lev H C Real Estate Principles 48 Hr

Real Estate Exam Review 6 Hr

Levin T Summer Intensive ESL 200 Hr

Miller M E Computer Baby Steps 30%

Utas R Introduction to Windows 95 30%

Introduction to Microsoft Word 30%

Navigating the Internet 30%

Vietti F Summer Intensive ESL 200 Hrs

Wolfe J K

Jo K. Wolfe & Assoc. CBEST 40%

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.

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<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	May 3, 1999

CONSENT AGENDA: HUMAN RESOURCESRECOMMENDATION NO. 12 CONSULTANT – PERSONNEL COMMISSION

It is recommended that the Board of Trustees authorize an increase in the consultant agreement with Barry C. Newton in the amount of \$360, for a total amount not to exceed \$2,970.

Funding Source: Personnel Commission Budget

Comment: Barry C. Newton of Creative Management Solutions conducted classification, reclassification studies, compensation recommendations and job analysis for the Personnel Commission. The original contract was approved for an amount not to exceed \$2,610, however, the consultant provided additional services outside the scope of the original contract. The Personnel Commission approved an increased expenditure of \$360 on April 12, 1999.

RECOMMENDATION NO. 13 CONSULTANT – PROFESSIONAL DEVELOPMENT

It is recommended that the Board of Trustees authorize the following consultant contract in order to comply with the implementation of Microsoft FrontPage 98 as the District's standard web-authoring tool.

Catapult will provide two FrontPage 98 training sessions on May 10 and 11, 1999 for a fee of \$900 per day, total not to exceed \$1,800.

Funding Source: AB1725 Staff Development Funds

Comment: The two day training workshop will provide 12 district employees the necessary training to assist faculty and staff in developing and maintaining a web site. The WWW committee is concerned about maintenance of sites since a large number of pages are not kept current. This will allow for an individual in each academic and functional department of the college to maintain the web page for their area.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	May 3, 1999

CONSENT AGENDA: HUMAN RESOURCESRECOMMENDATION NO. 14 ADMINISTRATIVE EMPLOYMENT AGREEMENT

It is recommended that the the Board of Trustees enter into employment agreements with the following administrative staff:

Ellis, Tracy Project Manager/CalWORKS 04/26/99 " 06/30/2000

Tucker, Joy Project Manager/JPTa Headstart 05/05/99 " 06/30/2000

-

RECOMMENDATION NO. 15 ACADEMIC PERSONNEL

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

ELECTIONS EFFECTIVE DATE

CONTRACT

Adair-Lynch, Terrin Instructor, Theater Arts 08/23/99

Anderson, Rebecca Instructor, Spanish 08/23/99

Doucet, Wilfred Instructor, English 08/23/99

Johnson, Sherri Counselor, Academic 08/23/99

Magallon, Beatriz Counselor, EOPS 08/23/99

Martinez, Maria Counselor, Academic 08/23/99

Remmes, Judith Instructor, English 08/23/99

Smith, Robin Counselor, Academic 08/23/99

Sucher, Kathy Instructor, ESL 08/23/99

Tahvildaran-Jesswein, Richard Instructor, Political Science 08/23/99

ADJUNCT

(List on file in the office of Academic Personnel and attached to the permanent minutes)

LEAVES OF ABSENCE

MEDICAL LEAVE

Travis, Denise Graphic Design (ext) 04/25/99 " 05/23/99

Wakefield, Susan Art 11/17/98 " 06/15/99

FAMILY MEDICAL LEAVE

Lee-Lewis, Sherri Assoc. Dir., Human Res 04/28/99 " 07/06/99

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**BOARD OF TRUSTEES**

Santa Monica Community College District

**ACTION**

May 3, 1999

CONSENT AGENDA: HUMAN RESOURCESRECOMMENDATION NO. 16 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

Cardwell, Ken, Lab Technician-Art, Art 04/19/99

Coston, Joann, Lead Bkstore Oper Asst, Bookstore 04/12/99

Gayton-Tanksley, Monica, Dept Sec I, Women's Ctr 04/19/99

Monzon, Karen, Dept Sec I, Scholars 04/12/99

Valdivia, Odemaris, Accountant, Fiscal Svcs 04/12/99

Williams, Denise, College Police Dispatcher, College Police 04/05/99

PROMOTIONS

Frazier, Jeffrey 04/26/99

Fr: Custodian, NS-1, Operations, 12 mos, 40 hrs

To: Lead Custodian, NS-2, Operations, 12 mos, 40 hrs

Preston, Patricia 05/03/99

Fr: Admissions/Records Coordinator, Intl Student Ctr, 12 mos, 40 hrs

To: Immigration Specialist, Intl Student Ctr, 12 mos, 40 hrs

VOLUNTARY DEMOTION

Romo, Alicia 04/07/99

Fr: Admin Asst III-Confidential, Personnel Commission, 12 mos, 40 hrs

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

Comment: Salary will be Y-rated per CSEA Contract 11.14.

PERMANENT EMPLOYEES WITH PROVISIONAL ASSIGNMENTS

Jauregui, Roberto 03/16/99 " 03/26/99

Fr: Warehouse Delivery Clerk III, Receiving, 12 mos, 40 hrs

To: Acting Warehouse Supervisor, Receiving, 12 mos, 40 hrs

Maddox, Maggie 04/01/99 " 06/30/99

Fr: Fin Aid Clk, Financial Aid, 40 hrs, 12 mos

To: Acting Fin Aid Tech, Financial Aid, 40 hrs, 12 mos

Marie, Jonathan 03/25/99 " 06/30/99

Fr: Dept Sec II, Counseling Dept., 12 mos, 40 hrs

To: Acting Articulation Transfer Specialist, Counseling Dept., 12 mos, 40 hrs

PERMANENT EMPLOYEES WITH PROVISIONAL ASSIGNMENTS (cont'd)

Reyblat, Leon 04/01/99 " 05/01/99

Fr: Personnel Clerk I, Personnel Commission, 12 mos, 40 hrs

To: Acting Personnel Specialist I, Personnel Commission, 12 mos 40 hrs

PERMANENT EMPLOYEE WITH ADDITIONAL ASSIGNMENT

Walsh, Sheila, Voc Tutor Asst I, Bus & Industry 02/22/99 " 06/15/99

RECLASSIFICATIONS (Per Personnel Commission Process)

Kasch, Darlene 05/03/99

Fr: Prog Analyst II, Netwk & Info Mgmt, 12 mos, 40 hrs

To: Info Sys Support Analyst, Netwk & Info Mgmt, 12 mos, 40hrs

Reyes, Arnulfo 05/03/99

Fr: Prog Analyst II, Netwk & Info Mgmt, 12 mos, 40 hrs

To: Prog Analyst III, Netwk & Info Mgmt, 12 mos, 40 hrs

Comment: Reclassifications approved by P.C. 4/12/99.

ADVANCED STEP PLACEMENT (The employee listed has met the standards for Advanced Step Placement. Salary advance placement is retroactive to initial hire date)

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

WORKING OUT OF CLASSIFICATION (Additional responsibilities)

Engfer, Mark, Telecomm Tech I, Telecomm +5% 04/01/99 " 05/31/99

Goodnight, Makada, Coll Police Dis, Coll Police +5% 04/05/99 " 04/23/99

Lee, Jung, Comp Network Analyst, Info Mgt +5% 04/01/99 " 06/30/99

Peterson, Jeffery, Night Cust. Operations Supv, +5% 04/05/99 " 06/30/99

Smith, James, Comp Support Spec, Telecomm +5% 04/05/99 " 06/30/99

Wong, Wai, Telecomm Tech I, Telecomm +5% 04/01/99 " 05/31/99

Wilkie, Christine, Media Asst, Media Ctr +5% 04/01/99 " 06/30/99

LEAVES OF ABSENCE WITH PAY

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

MEDICAL/WITH PAY

Agard, C. Sasha, Admin Asst I, College Police 02/18/99 " 03/05/99

Burgueno, Michael, Parking Security Officer, College Police 02/19/99 " 02/26/99

Cisneros, Edward, Parking Security Officer, College Police 03/22/99 " 04/09/99

Kagan, William, Parking Security Officer, College Police 03/11/99 " 03/21/99

Law, Desire, College Police Dispatcher, College Police 03/30/99 " 04/21/99

Leung, Doris, Fin Aid Tech, Fin Aid 04/09/99 " 04/16/99

Mayer, Bruce, Custodian NS-2, Operations 04/21/99 " 05/21/99

Ortega, Mary, Cosmetology Asst, Cosmetology 03/24/99 " 04/19/99

Silva, Al, Plumber, Maintenance 03/23/99 " 04/09/99

PERSONAL/WITHOUT PAY

Cancilla, Mary, Lead Interp for Hear Impaired 03/01/99 " 05/10/99

/Dis Stu Test Asst, Disabled Student Ctr

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PLACEMENT ON 39 MONTH REEMPLOYMENT LIST

Nichols, William, Mail Services Clerk, Mailroom 04/22/99

RESIGNATIONS

Schollossberg, Howard, Radio Membership Svcs, KCRW 04/09/99

Torres, Antonio L., Bookstore Operations Asst., Bookstore 04/23/99

-

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

<p><b>BOARD OF TRUSTEES</b></p> <p>Santa Monica Community College District</p>	<p><b>ACTION</b></p> <p>May 3, 1999</p>
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CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 17 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)

Meadows, Carol, Payroll Specialist, Payroll 04/04/99 " 06/30/99

Mosher, Judith, Instructional Asst. - Math, Latino Center 04/05/99 " 06/15/99

Parekh, Aashish, Radio Programming Tech I, KCRW 04/07/99 " 06/30/99

Tauau, Nancy V., Dept. Secretary I, Purchasing 04/07/99 " 06/30/99

Toomey, Kathleen, Lead Interp For Hear Imp, Disabled Stu 03/23/99 " 06/15/99

Waco, Shawn, Art Gallery Installer - Art, Art Department 03/12/99 " 06/30/99

Waco, Shawn, Art Gallery Installer - Photo, Art Department 03/12/99 " 06/30/99

Wheatcraft, Jeffrey, Auditorium Technician, Events 04/01/99 " 06/30/99

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

Bickford, Susan, Counseling Aide, Latino Center 03/25/99 " 06/15/99

Cammon, Jamie, Comm. Outreach Aide, Office of School Rlts. 03/24/99 " 06/30/99

Ellison, Monti, Accompanist - Dance, Theatre Arts 02/16/99 " 06/15/99

Gallardo, Myrna, Counseling Aide, Latino Center 03/30/99 " 06/15/99

Gregorio, Barbara, Comm. Outreach Aide, Office of School Rlts. 02/22/99 " 06/30/99

Griner, Barry, Instructional Asst. - ESL, ESL 03/11/99 " 06/15/99

Liu, Edmund, Counseling Aide, Matriculation 03/23/99 " 06/30/99

Logvinskiy, Leon, Accompanist - Dance, Theatre Arts/Dance 02/16/99 " 06/15/99

Martin, Heide, Counseling Aide, Pico Partnership/Stu Life 03/31/99 " 06/30/99

Poole, Jason, Comm. Outreach Aide, Office of School Rlts. 04/19/99 " 06/30/99

Schore, Tosha, Instructional Asst. - ESL, ESL 04/09/99 " 06/15/99

Schreiner, Gregory, Accompanist - Dance, Theatre Arts/Dance 02/16/99 " 06/15/99

Thompson, Erin, Accompanist - Dance, Theatre Arts/Dance 02/16/99 " 06/15/99

Walker, Frederick, Accompanist - Dance, Theatre Arts/Dance 02/16/99 " 06/15/99

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

Bishop, Karen, Registration/Information Clerk, Continuing Educ. 04/05/99 " 06/30/99

Chase, Gerald, Registration/Information Clerk, Student Life 04/01/99 " 04/22/99

Dacosta, Richard, Registration/Information Clerk, Student Life 04/01/99 " 04/22/99

Gayton-Tanskley, Monica, Department Secretary I, Women's Ctr. 03/01/99 " 04/19/99

Harrison, Tonya, Department Secretary I, Health Science 02/18/99 " 03/31/99

Hunter, Renee, Financial Aide Clerk, Financial Aid Office 03/22/99 " 06/30/99

Jensen, Charlene, Custodian NS II, Operations 03/01/99 " 04/23/99

Johnson, Andre, Custodian NS I, Operations 03/29/99 " 03/31/99

Jones, Rysha, Registration/Information Clerk, Student Life 04/01/99 " 04/22/99

Lollis, Melissa, Registration/Information Clerk, Student Life 04/01/99 " 04/22/99

TEMPORARY ASSIGNMENTS cont'd.

Malone, La Donna, Dept. Secretary II, Business & Industry 03/29/99 " 06/30/99

Martinez-Chaidez, Rosaura, Reg. & Enr. Coord., Office of Sch Rlts. 04/05/99 " 06/30/99

Navarro, Erik, Registration/Information Clerk, Admissions & Recs 03/24/99 " 06/30/99

Ngo, Anh-Tuyet, Registration/Information Clerk, Student Life 04/01/99 " 04/22/99

Richardson, Lee, Registration/Information Clerk, Continuing Educ. 03/31/99 " 06/30/99

Sainz, Irving, Bookstore Clerk/Cashier, Bookstore 02/16/99 " 06/30/99

Santiago-Gonzalez, Registration/Information Clerk, Student Life 04/01/99 " 04/22/99

Shaikh, Asif, Registration/Information Clerk, Student Life 04/01/99 " 04/22/99

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<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	May 3, 1999

RECOMMENDATION NO. 18 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 36

\$6.19/hr

FEDERAL/STATE FUNDED STUDENT EMPLOYEES

College Work-Study Student Assistant 26

\$6.19/hrly

PROFESSIONAL EXPERTS

Community Services Specialist I 3

\$27.40/hr

Community Services Specialist II 2

\$38.00/hr

Professional Art Model 2

\$14.00/hr

Tutorial Aide 2

\$10.50/hr

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

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	May 3, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 19 KCRW: GRANT APPLICATION

It is recommended that the Board of Trustees authorize KCRW to apply to the California Arts Council, California Challenge Program Grants for funds up to \$1,000,000 for 1999-2000.

Comment: KCRW will use this grant money to support the recording and distribution of radio spoken word series, IRISH STORIES; and for additional support for KCRW web site.

RECOMMENDATION NO. 20 KCRW: CONSULTANT AGREEMENTS

It is recommended that the Board of Trustees authorize agreements with the following consultants for KCRW for the period of May 1, 1999 through June 30, 1999.

LIVE WIRE CONSULTING: computer support/maintenance for KCRW system, including troubleshooting, training and programming. Payable at \$1,500 per month, total not to exceed \$3,000.

J. TODD: Membership services, data entry, fundraising projects, direct mail, and special projects. Payable at \$1,600 per month, total not to exceed \$3,200.

Funding Source: KCRW Donations

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

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<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	May 3, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 21 ANNUAL PAYMENT TO CITY OF

SANTA MONICA FOR SWIMMING POOL

It is recommended that the Board of Trustees authorize the annual payment to the City of Santa Monica for the maintenance and operation of the campus swimming pool. The amount of the payment is \$46,833.18 for fiscal year 1997-98.

Funding Source: District

Comment: This payment is a continuation of an existing agreement with the City of Santa Monica. Costs are shared on a proration of hours of use. For the fiscal year 1996-97, payment was \$59,846.38. The amount for 1997-98 includes a proration for boiler and lighting amortization.

RECOMMENDATION NO. 22 DECLARATION OF SURPLUS PROPERTY

It is recommended that the Board of Trustees declare thirty (30) modular classrooms as surplus as of the end of the 1999 summer session and authorize the District to dispose of them in accordance with FEMA guidelines.

Comment: These modular classrooms made up the temporary Science Village during construction of the Science Building. The Science Building is opening in the Fall, 1999, and the temporary modular classrooms are no longer needed.

RECOMMENDATION NO. 23 TRANSFER OF MODULAR CLASSROOMS

It is recommended that the Board of Trustees approve an agreement with Santa Barbara Community College District (SBCCD) providing for the transfer of title on sixteen (16) modular classrooms from Santa Monica Community College District to the SBCCD and that SBCCD shall bear all costs associated with the removal and transporting of the units from SMCCD.

Comment: SBCCD is starting a science building earthquake mitigation project and will use the units as temporary classrooms during the project. This will save SMCCD the cost of removing the units and continue the FEMA earthquake intended use.

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<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	May 3, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 24-A FACILITIES: ENVIRONMENTAL SERVICES – EXTENSION OF PARKING STRUCTURE C

It is recommended that the Board of Trustees ratify an agreement with PCR SERVICES CORPORATION to prepare separate Initial Study/Environmental Assessment (IS/EA) documentation for the Extension of Parking Structure C project for a fee not to exceed \$4,000 plus reimbursables.

Funding Source: COP

Comment: Initial Study/Environmental Assessment documentation was previously prepared to include both the Liberal Arts Building and the Parking Structure. The two projects are now on separate FEMA funding tracks and require separate documentation.

RECOMMENDATION NO. 24-B FACILITIES: AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – EMERITUS COLLEGE

It is recommended that the Board of Trustees authorize an amendment to the agreement for architectural services with RENZO ZECCHETTO ARCHITECTS for the Emeritus College project for an additional amount not to exceed \$9,000.

Funding Source: District

Comment: The additional services cover the costs of preparing additional presentations and alternative design options required by the City of Santa Monica and its numerous agencies.

RECOMMENDATION NO: 24-C FACILITIES – COMPLETION OF CARPET

REPLACEMENT – CAYTON CENTER

Subject to completion of punch list items by CARPETCRAFT, INC., it is recommended that the Board of Trustees authorize the Vice President of Business and Administration, without further action of the Board of Trustees, to accept the project described as CARPET REPLACEMENT – CAYTON CENTER, as being completed upon CARPETCRAFT, INC.'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.

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<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	May 3, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 24-D FACILITIES: EARTHQUAKE REPLACEMENT SCIENCE BUILDING – CHANGE ORDER NO. 13

It is recommended that the Board of Trustees approve Change Order No. 13 for the Earthquake Replacement Science Building project with POZZO CONSTRUCTION, INC.

Original Contract Amount \$24,650,000

Change Orders 1-10 179,673

Change Order 11 (under review)

Change Order 12 (under review)

Change Order 13 0

Revised Contract Amount \$24,829,673

Funding Source: FEMA/District

Comment: Change Order No. 13 provides for an adjustment of the contract time to substantial completion from 675 days to 705 days. The adjusted substantial completion date for the project is April 16, 1999. It is anticipated that the District will take occupancy of the new science building on June 1, 1999. Change Orders 11 and 12 are still under review and will be brought to the Board of Trustees once costs and time extensions are agreed upon.

RECOMMENDATION NO. 24-E FACILITIES: ARCHITECTURAL SERVICES, PHASE 1 AND 2, ADMINISTRATIVE COMPLEX REMODEL

It is recommended that the Board of Trustees authorize the District to enter into an agreement with Meyer & Allen Associates for Phase 1 & 2 architectural services associated with the Administrative Complex Remodel project for an amount not to exceed \$17,840, plus reimbursables.

Funding Source: District

Comment: This agreement provides for Phase 1 (Program Development/Building Analysis/Cost-Estimate) and Phase 2 (Conceptual Design) services associated with the remodel of the Administrative Complex to house SMC Student Services personnel and functions. A Phase 3 architectural proposal for design development, preparation of bid/construction documents, DSA approval and construction oversight of this project will be brought to the Board of Trustees when costs have been determined.

<p><b>BOARD OF TRUSTEES</b></p> <p>Santa Monica Community College District</p>	<p><b>Action</b></p> <p>May 3, 1999</p>
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CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 24-F FACILITIES: ENGINEERING SERVICES PROPOSED LIBRARY ADDITION AND REMODEL

It is recommended that the Board of Trustees authorize an agreement with LAW-CRANDALL for geotechnical services associated with the proposed Library Addition and Remodel project for an amount not to exceed \$8,000, plus reimbursables.

FUNDING SOURCE: Prop T Funds

COMMENTS: This agreement provides for an updating of the pre-Northridge Earthquake Library Geotechnical Report to comply with the new Library Addition configuration designed by Anshen + Allen Architects.

RECOMMENDATION NO. 25 ACCOUNTING SOFTWARE CONSULTANT AGREEMENT

It is recommended that the Board of Trustees authorize the District to enter into an agreement with MICHAEL GOLUB CONSULTING to provide installation, training and support services for the MIP DOS Fund Accounting software. Services to be provided for the period of May 4, 1999 through June 30, 1999 at a fee not to exceed \$6,000.

Funding Source: Auxiliary

Comment: The MIP DOS Fund Accounting software is the system used by the Auxiliary Business Office.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	May 3, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 26 COMMERCIAL WARRANT REGISTER

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

March 1 – March 31, 1999 4766-4928 \$4,983,933

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

RECOMMENDATION NO. 27 PAYROLL WARRANT REGISTER

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

March 1 – March 31, 1999 056-C – C21-N \$5,144,840

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

RECOMMENDATION NO. 28 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.

March 1 - March 31, 1999 64592 - 65562 \$1,053,932

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

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<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	May 3, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATIONRECOMMENDATION NO. 29 DIRECT PAYMENTS

It is recommended that the following direct payments for April 1 - April 30, 1999, 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: D30529 – D30696 (list on file in Business Office)

Total: \$57,594.48

RECOMMENDATION NO. 30-A PURCHASING: AWARD OF PURCHASE ORDERS

It is recommended that the following purchase orders be approved and payment be authorized upon delivery and acceptance of the items ordered. All orders are placed in accordance with Education Code requirements and allocated to approved budgets.

Purchase Orders - FY 98/99 Total

A) 64764 - 64961 \$673,058.14

B) T-Orders 168,011.61

C) Change Orders 90,202.06

D) E-Orders 7,369.73

E) E-Change Orders 19,656.73

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

**BOARD OF TRUSTEES**

Santa Monica Community College District **Action**

May 3, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATIONRECOMMENDATION NO. 30-B PURCHASING: AWARD OF BID - SCIENCE BUILDING AUDIOVISUAL EQUIPMENT

It is recommended that the Board of Trustees award Bid 9899-B6 to HOFFMAN VIDEO SYSTEMS for the purchase of science building audiovisual equipment.

Bidders Bid Amount

Hoffman Video Systems \$323,737.26

Intellisys \$366,624.71

Funding Source: State Science Equipment Grant

Comment: Bids were solicited through newspaper advertisements and a mailing. This is part of a series of expenditures of the \$3,107,000 Science Equipment Grant from the State to equip the new Science Building.

RECOMMENDATION NO. 30-C PURCHASING: LEASE/PURCHASE AGREEMENT FOR LIFE SCIENCE VEHICLE

It is recommended that the Board of Trustees authorize the District to enter into a 48-month lease/purchase agreement with UPTON & OLIVER FUNDING CORPORATION for a pick-up truck for the Life Science Department. The total amount of the lease/purchase is \$23,045.00.

Funding Source: Instructional Equipment Block Grant

Comment: The lease/purchase agreement includes a buy-out of \$1.00. The vehicle will be used to transport equipment for field study classes. The vehicle will be supplied by Claude Short Dodge.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	May 3, 1999

MAJOR ITEMS OF BUSINESSRECOMMENDATION NO. 31 CLASSIFIED EMPLOYEES WEEK

It is recommended that the Board of Trustees adopt the following resolution in recognition and observation of Classified Employees Week, May 16-22, 1999.

*WHEREAS*, classified school employees provide valuable services to the school and students of the Santa Monica Community College District; and

*WHEREAS*, classified school employees contribute to the establishment and promotion of a positive instructional environment; and

*WHEREAS*, classified school employees play a vital role in providing for the welfare and safety of Santa Monica Community College District's students; and

*WHEREAS*, classified school employees employed by the Santa Monica Community College District strive for excellence in all areas relative to the educational community;

*THEREFORE BE IT RESOLVED*, that the Santa Monica Community College District hereby recognizes and wishes to honor the contribution of the classified school employees to quality education in the state of California and in the Santa Monica Community College District and declares the week of May 16-22, 1999 as Classified School Employees Week in the Santa Monica

Community College District.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

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<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	May 3, 1999

MAJOR ITEMS OF BUSINESSRECOMMENDATION NO. 32 BOARD OF TRUSTEES RESPONSE TO DRAFT STATEMENT ON COMMUNITY COLLEGE GOVERNANCE

It is recommended that the Board of Trustees forward the following response to the Community College League of California (CCLC) regarding the draft joint statement on community college governance:

The Board of Trustees has reviewed the draft statement on community college governance and recognizes and appreciates the efforts of the Board of Governors and the leadership of CCCT in developing the statement.

However, the Board feels that because this document has been revised within the parameters of existing statute, it doesn't address the issue that the entire structure of community colleges needs to be reviewed. Because of that, the focus on specific delineations of the Board of Governors and local boards of trustees is inappropriate at this time. Issues of governance are intertwined with many other issues such as funding formulas, etc.

Consequently, the Board of Trustees feels it is premature to endorse the community college governance statement, in isolation, as developed by the Board of Governors and the leadership of CCCT.

Further, the Board of Trustees encourages the Board of Governors, CCLC and other community college organizations and leaders to continue dialog on the structure of community colleges as well as governance and the fundamental functions of the Board of Governors and local boards of trustees.

Comment: A subcommittee of the Board of Trustees was created to review the draft statement and make a recommendation to the Board of Trustees. There was consensus that no revisions be made and that the Board of Trustees not endorse the document as written.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	May 3, 1999

MAJOR ITEMS OF BUSINESSRECOMMENDATION NO. 33 SCHEDULE OF BOARD OF TRUSTEES MEETINGS, 1999-2000

It is recommended that the Board of Trustees adopt the following schedule of meetings of the Board of Trustees, July, 1998 through September, 1999. **Regular** meetings are scheduled on the first Monday of each month, unless otherwise noted. Regular board meetings are held in the Board Room (Business Building Room 117) at 7:00 p.m. (5:30 p.m. if there is a closed session scheduled).

The third Monday of each month, unless otherwise noted, has been reserved for special meetings, seminars and/or workshops.

**July 6, 1999** (Tuesday)

**July 19 - Summer Retreat**

**August 2**

August 16

**September 7** (Tuesday) 1999-2000 Budget Public Hearing and Adoption

(two-thirds vote required)

September 20

**October 4**

October 18

**November 1**

**November 15\*** (recommended date for Board Self-Evaluation and Superintendent's Evaluation)

**December 6** – *Organizational meeting*

December 20

**January 10, 2000** (second Monday)

January 24 (fourth Monday)

**Board Retreat\*\***

**February 7**

February 22 (Tuesday)

**March 6**

March 20

**April 3**

April 17

**May 1**

May 15

**June 5** – Tentative 2000-2001 Budget (two-thirds vote required)

June 19

**July 10** (second Monday)

**July 17 - Summer Retreat**

**August 7**

August 21

**September 5** (Tuesday) 2000-2001 Budget Public Hearing and Adoption

(two-thirds vote required)

September 18

**\*Board Self-Evaluation and Evaluation of Superintendent**

Pursuant to Board Policy section 9050, the Board of Trustees shall hold an annual self-evaluation on the third Monday of November (November 15, 1999) or on a mutually agreed upon date.

Pursuant to Board Policy section 9060, the Board of Trustees shall hold an annual evaluation of the Superintendent/President on the third Monday of November (November 15, 1999) or on a mutually agreed upon date.

**\*\*Board Retreat**

Pursuant to Board Policy section 9413, the Board of Trustees shall hold an annual Board retreat between the second Saturday in January (January 8, 2000) and the second Saturday in February (February 5, 2000). Possible dates in 2000 are January 8, 15, 22, 29, February 5.

Dates to take into consideration when scheduling the annual Board retreat:

Martin Luther King Day (holiday), Monday, January 17; CCCT Trustee Orientation Workshop/Legislative Conference, February 5-7, 2000.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	May 3, 1999

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 34 PERSONNEL COMMISSION PROPOSED

1999-2000 BUDGET

It is recommended that the Board of Trustees review the 1999-2000 proposed budget for the Santa Monica Community College District Personnel Commission. The Personnel Commission Budget will be discussed as part of the District's regular budget process and any proposed augmentation to the budget will be considered at that time.

It is further recommended that the Personnel Commission budget be approved by the County at the 1998-99 funding level until the District determines its 1999-2000 budget.

COMMENT: Education Code 88073 requires the Personnel Commission to adopt a budget no later than May 30 of each year and that the Personnel Commission consider the views of the Board of Trustees prior to adoption of its budget. The Personnel Commission adopted the budget at its meeting on April 19, 1999.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	May 5, 1998

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 35 ANNUAL AUTHORIZATION OF PRIVILEGES FOR

STUDENT TRUSTEE

It is recommended that the Board of Trustees authorize the continuation of privileges for the student trustee in accordance with Board Policy 9311 and Education Code section 72023.5.

1. The student trustee may make and second motions.
2. The student trustee is entitled to an advisory vote which shall be recorded as such in the official minutes.
3. The student trustee may receive compensation up to the amount prescribed by Education Code Section 72425 and board policy section 9334. The term of compensation for the student trustee shall run from June through May.

COMMENT: Education Code Section 72023.5 states that Board action to determine the privileges of the student trustee is required each year by May 15th for the succeeding year.

Rights and responsibilities previously included in the annual authorization dealing with term, closed sessions and conference attendance, are now appropriately included in Board Policy 9311.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	May 3, 1999

BOARD POLICYRECOMMENDATION NO. 36 SECOND READING AND APPROVALBOARD POLICY SECTION 9311 -BYLAWS OF THE BOARDQUALIFICATIONS, STUDENT TRUSTEE

It is recommended that the Board of Trustees conduct a second reading of and approve Board Policy Section 9311 - Bylaws of the Board, Qualifications, Student Trustee.

Comment: Proposed Board Policy 9311 includes the following revisions:

- (1) Reinstates the requirement that the Student Trustee cannot hold an elected position as an Associated Students officer or director.
- (2) Modifies the qualifications the Student Trustee to parallel those of Associated Students Board of Directors as stated in the Associated Students Constitution.
- (3) Clarifies the role of the Board of Trustees in filling a vacancy due to ineligibility, recall or reason(s) cited in Board Policy 9320.
- (4) Encourages the Student Trustee to attend each regular monthly meeting, including those in the summer and winter sessions.
- (5) Requires that the Student Trustee serve as a liaison between the Board of Trustees and the A.S. Board of Directors.

The proposed A.S. Constitution reflects revisions to Board Policy 9311 and was ratified by the students in the election in April.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

Santa Monica Community College District	<b>9311</b>
BOARD POLICY: Series 9000, Bylaws of the Board	
Members: Student Trustee	

Qualifications

One student currently enrolled at the college shall be elected by the Santa Monica College students to serve as Student Trustee. In order to serve as a student trustee, he/she cannot hold an elected

position as an Associated Students officer or director.

The following qualifications are required for eligibility to be elected Student Trustee:

- a. completion of a minimum of twenty (20) units at Santa Monica College, and
- b. completion of eight (8) units with a minimum 2.0 grade point average at Santa Monica College in the fall semester immediately preceding the semester in which they are elected, and
- c. residence within the State of California

The following qualifications must be maintained by the Student Trustee:

- a. current enrollment and completion of a minimum of 8 units at Santa Monica College each semester of their term in office,
- b. a minimum grade point average of C (2.0) each semester of their term in office, and
- c. residence within the State of California.

The election of the Student Trustee shall be in accordance with the procedures prescribed in the Associated Students Constitution. If the Student Trustee becomes ineligible, is recalled, cannot serve, or the position becomes vacant for reason(s) cited in Board Policy 9320, the Board of Trustees may request that the Associated Students Board of Directors conduct an election or open an application process to fill the vacancy of Student Trustee.

The Student Trustee shall be subject to recall if a petition filed with the Superintendent/President is signed by ten percent (10%) of the students currently enrolled (spring or fall semesters only). The written petition will be submitted to the Dean of Student Life for validation of signatures.

#### Rights and Responsibilities

1. The Student Trustee shall serve a one-year term, commencing June 1st of each year.
  
2. The Student Trustee shall have the right and responsibility to attend each regular public meeting of the Board of Trustees, including those held during summer and winter sessions. The Student Trustee shall not have the right to attend closed sessions unless specifically invited by action of the Board of Trustees to attend closed sessions, but the Student Trustee may not attend closed sessions on personnel or collective bargaining matters.
  
3. The Student Trustee shall be entitled to mileage allowance for travel within the District to the same extent as regular members of the Board of Trustees for attendance at Board meetings. The Student Trustee is not entitled to the District's health benefit package.
  
4. The Student Trustee shall serve as a liaison between the Board of Trustees and the Associated Students Board of Directors. He/she shall attend meetings of the Associated Students Board of Directors as a non-voting member no less than once a month and provide a report to the Board of Trustees. He/she shall also report to the Associated Students Board of Directors on activities and issues concerning the Board of Trustees.

#### Board Authorized Privileges

The Board of Trustees shall by May 15th of each year take action whether to approve any of the following privileges for the Student Trustee for the coming year:

1. The Student Trustee may make and second motions.
  
2. The Student Trustee is entitled to an advisory vote which shall be recorded as such in the official minutes.
  
3. The Student Trustee may receive compensation up to the amount prescribed by Education Code Section 72425 and Board Policy Section 9334. The term of compensation for the

Student Trustee shall be from June through May.

Attendance at Meetings, Institutes, Conventions (Board Policy Section 8041)

The Student Trustee is authorized to attend and be reimbursed for conference expenses for the CCCT Student Trustee Orientation, the CCCT Annual Conference, the CCCT Legislative and New Trustee Orientation Conference, and other trustee conferences as approved in advance by the Superintendent/ President.

Reference: Education Code 72023.5

Associated Students Constitution 4/99

Adopted 030678

Revised 060578, 111681, 121784, 082685, 050691,

080392, 100592, 020596, 120996

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	May 3, 1999

BOARD POLICY

RECOMMENDATION NO. 37 SECOND READING – BOARD POLICY SECTION 2300,

ACADEMIC SENATE

It is recommended that the Board of Trustees conduct a second reading of and approve 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 approved this policy update that includes the Title 5 definition of "rely primarily upon the advice and judgment of the Academic Senate" in reference to the two areas for which the Board has approved this method of consultation and removes references to specific committees for the "mutual agreement" consultation areas in recognition of the overlapping functions of the Academic Senate Joint Committees.

To acknowledge the work of the Academic Senate Joint Personnel Policies Committee, the Academic Senate has also recommended that "policies for academic personnel matters" be included among the "mutual agreement" consultation areas even though this is not among the eleven academic and professional matters for which consultation is required by Title 5. Since the first reading of this policy revision, the Academic Senate and the administration have discussed the potential for conflict between "mutual agreement" consultation and collective bargaining when dealing with academic personnel matters. The result of this discussion was agreement that no more specific language is required beyond the statement "nor to detract from any negotiated agreements between collective bargaining representatives and the Board of Trustees" in Section 2301.5.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

Santa Monica Community College District	<b>2300</b>
BOARD POLICY: Series 2000, Administration	
Academic Senate	

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2300.1 Academic Senate

- I. 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.
- II. 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 2300.3 below.
- III. 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.

2300.2 Formation, Procedures, Membership

- I. The Board of Trustees of the Santa Monica Community College District hereby authorizes the faculty of the college to:
  - A. Fix and amend by vote of the faculty the composition, structure, and procedures of the Academic Senate.
  - B. Provide for the selection, in accordance with accepted democratic election procedures, of the members of the Academic Senate.
  - C. Provide for the membership of part-time faculty members in the Academic Senate.

2300.3 Powers

- I. The Board shall rely primarily upon the advice and judgment of the Academic Senate in the areas listed below: 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.
  - A. Faculty roles and involvement in accreditation processes, including self-study and annual reports;
  - B. The assessment of faculty professional development needs;
- II. 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.
- III. 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 and/or the joint Educational Policies Committee of the

Academic Senate and ratified by the Academic Senate and the Superintendent/President.

- A. The Board of Trustees designates and directs the Superintendent/ President or designee to meet and confer with representatives of the Academic Senate with respect to recommendations made or proposed to be made by the Senate.
- B. The list of academic and professional matters which are to be resolved by mutual agreement, includes but is not limited to:
  1. Curriculum, including establishing prerequisites and placing courses within disciplines.
  2. Degree and certificate requirements.
  3. Grading policies.
  4. Educational program development.
  5. Standards or policies regarding student preparation and success.
  6. District and college governance structures, as related to faculty roles.
  7. Policies for faculty professional development activities.
  8. Processes for program review.
  9. Processes for institutional planning and budget development.
  10. Policies for academic personnel matters
  11. Other academic and professional matters as mutually agreed upon between the governing board and the Academic Senate.
- C. The Educational Policies Committee consists of Senate Executive Committee members and senior staff.
- D. 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:
  1. Faculty members shall be appointed by the Academic Senate.
  2. Administrators shall be appointed by the Superintendent/ President.
  3. The committee chair shall be a faculty member appointed by the Academic Senate President after consultation with the Superintendent/President or designee.
  4. The committee secretary shall be an administrator appointed by the Superintendent/President or designee after consultation with the Academic Senate President.
  5. 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.
  - 6.
  7. 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.
- E. 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.
  1. Send the recommendations back to the committee of origin and direct them to develop a new recommendation.
  2. 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.
  3. The Academic Senate President and the Superintendent/ President shall resolve the issue independent of the committee of origin.
- F. 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 2300.1 above the Board shall respond to the Senate.
- G. 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.
- H. 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.

#### 2301.4 Duties Assigned by Administration and the Board of Trustees

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.

#### 2301.5 Scope of Regulations

- I. 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.
- II. 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 recognitions.

Reference: Education Code Sections 70901, 70902

Authority Cited: Education Code Sections 66700, 70901

Adopted 100086

Revised 121692

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	May 3, 1999

BOARD POLICY

RECOMMENDATION NO. 38 FIRST READING – BOARD POLICY SECTION 5350

STUDENTS, RESPONSIBLE COMPUTER USE

It is recommended that the Board of Trustees conduct a first reading of proposed Board Policy Section 5350, Students - Responsible Computer Use.

Comment: Proposed Board Policy 5350 addresses the necessity for clear guidelines on the appropriate use of District computers and networks.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

Santa Monica Community College District	Proposed
BOARD POLICY: Series 5000, Students	<b>5350</b>
Activities and Student Conduct	

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Responsible Computer Use

The Santa Monica Community College District is committed to providing students' access to the District's computing resources. While providing students limited access to the District's computer resources is consistent with the education and service missions of the District, such access to this valuable and vulnerable college resource is a revocable privilege. The District is responsible for securing its network and computing systems to a reasonable degree against failure, loss of data, unauthorized access while making them accessible to authorized student users.

The District's computer resources and all student users' accounts are the property of the District. There is no right of privacy in the use of the computer resources or users' accounts, and the District reserves the right to monitor and access information on the system and in the users' accounts for the purpose of determining whether a violation of this Policy and/or Administrative Regulation 5350 has occurred. The District reserves the right to remove any information on the system that it determines to be in violation of this Policy and/or Administrative Regulation 5350.

<b>BOARD OF TRUSTEES</b>	<b>Information</b>
Santa Monica Community College District	May 3, 1999

INFORMATION ITEM D 1998-99 QUARTERLY BUDGET REPORT

GENERAL FUND BUDGET SUMMARY

(AS OF JUNE 30, 1999)

Beginning Balance \$4,302,271

Income 88,924,892

Total Funds Available \$93,227,163

Less: Expenses & Transfers 91,438,035

Ending Balance \$1,789,128

Comment: As recommended by the annual audit, on a quarterly basis the District will be providing to the Board of Trustees a complete set of financial statements for all funds along with the quarterly 311Q report required by the Chancellor's Office. Please note that in the above projection for the year the aggregate income and expenditure totals approximate the amended adopted budget; however, the detailed line items will vary.

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**BOARD OF TRUSTEES**

Santa Monica Community College District

**Information**

May 3, 1999

INFORMATION ITEM E GRANT SUBMITTALS

**Title of Grant:** **Transfer Readiness Research**

**Granting Agency:** California Community Colleges Chancellor's Office

**Requested Funding:** \$31,250

**Matching Funds:** \$31,250 (Source: SMC In-Kind)

**Performance Period:** July 1, 1999 - June 30, 2000

**Summary:** This is the second year of a three year grant; during the first year of the grant, funds were used to collect and analyze data from former SMC students who had transferred to various four-year institutions.

During the second year of the grant, an Transfer Advisory Board will be formed to evaluate the implications of the data, develop a minimum of five significant recommendations, and devise strategies to implement at least three of the five recommendations.

Additionally, focus group discussions will be conducted at each of the five participating four-year institutions in an effort to gain more detailed information about the needs of our transfer students upon leaving the community college.

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

**Title of Grant:** **Welfare-To-Work**

**Granting Agency:** US Department of Labor

**Requested Funding:** \$4,262,091

**Matching Funds:** N/A

**Performance Period:** January 2000 - December 2001

**Summary:** Santa Monica College is proposing to serve Limited English Proficient (LEP), Welfare-to-Work eligible CalWORKs recipients. Participants will acquire the work readiness and job skills necessary to enter and move up in the hospitality/ tourism industry.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be June 7, 1999 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 Bulding Room 117), 1900 Pico Boulevard, Santa Monica, California.

Return to the [Meetings page](#).

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