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Meeting of the
Santa Monica Community College District
Board of Trustees
Monday, August 10, 1998
5:30 p.m. - Closed Session
7:00 p.m. - Public Meeting
Board Room
Business Building Room 117
Santa Monica College
1900 Pico Boulevard
Santa Monica, California

A G E N D A

A meeting of the Board of Trustees of the Santa Monica Community College District is scheduled to be held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Monday, August 10, 1998 at 5:30 p.m.

PUBLIC PARTICIPATION

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

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

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

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

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

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

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

Reference: Board Policy Section 8231

Education Code Section 72121.5

Government Code Sections 54954.2, 54954.3, 54957.9

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

I. ORGANIZATIONAL FUNCTIONS

A Call to Order 1

B Roll Call

II. *CLOSED SESSION (5:30 p.m.)*

Personnel, pursuant to Government Code Section 54957

Public Employee Discipline/Dismissal Release

Real Estate, pursuant to Government Code Section 54956.8

2714 Pico Boulevard, Santa Monica

1920 Colorado Boulevard, Santa Monica

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

C Pledge of Allegiance 1

#1 Approval of Minutes: July 6, 1998

July 17-18, 1998

IV. *SUPERINTENDENT'S REPORT*

V. *ACADEMIC SENATE REPOR*

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VI. *CLASSIFIED SENATE REPORT*

VII. *COMMUNICATIONS OR PUBLIC COMMENTS*

VIII. *BOARD REPORT AND COMMENTS*

IX. *CONSENT AGENDA*

(All items considered in one motion unless pulled for discussion later in the meeting)

Contracts and Grants

#2 Consultant Agreement for Telecommunication Services

#3 Consultant Services - Planning and Development

#4 Consultant Services - Events

#5 Acceptance of Grants

Academic and Student Affairs

#6 Work Study Contracts

#7 Off-Campus Work Study Agreements

#8 Contract for Child Care - CalWorks

#9 Off-Campus Work-Study Programs - CalWorks

#10 Off-Campus Facilities - Health Sciences

#11 Community Services/Extension Seminars/Courses, Fall 1998

Human Resources

#12 Consultants - Institutional Flex Days

#13 Academic Personnel

#14 Classified Personnel - Establish/Abolish Positions

#15 Classified Personnel - Regular

#16 Classified Personnel - Temporary

#17 Classified Personnel - Non Merit

Business and Administration

#18 KCRW Consultant Agreement

#19 KCRW Rental of Satellite Band Space

#20 Claim for Damages

#21-A Facilities: Replacement of Running Track

#21-B Facilities: Award of Bid - Madison Center Parking Lot

#21-C Facilities: Completion of BoardRoom, Business Building

#21-D Facilities: Academy of Entertainment and Technology, Phase II, Change Order No. 1

#21-F Facilities: Architectural Services - Liberal Arts Replacement Building

#22 Student Affairs - Agreement for Parking Citation Processing

#23 Commercial Warrant Register

#24 Payroll Warrant Register

#25 Direct Payments

#26 Payments from Auxiliary Operations

#27-A Purchasing: Award of Purchase Orders

#27-B Purchasing: Award of Bid - Media Center Copiers

X. MAJOR ITEMS OF BUSINESS

#28 Appointment of ACCT Voting Delegates

#29 Lifelong Learning Community Project

XI. BOARD POLICY

#30 Second Reading and Approval - Board Policy Revisions

1115.1-1115.3, Radio Station KCRW

4152.1, Sabbaticals

5210 (5.c), Credit/No Credit

XII. INFORMATION - No Action Required

D Submittal of Grants

XIII. CONSENT AGENDA - Pulled Items

XIV. ADJOURNMENT: The next regular meeting of the Santa Monica Community College District Board of Trustees will be Tuesday, September 8, 1998 at 7 p.m. (5:30 p.m. if there is a closed session) in the Board Room (Business Building Room 117) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	August 10, 1998

ORGANIZATIONAL FUNCTIONS

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

B. ROLL CALL

Nancy Cattell, Chair

Herbert Roney, Vice-Chair

Carole Currey

Dorothy Ehrhart-Morrison

Ilona Jo Katz

Patrick Nichelson

Annette Shamey

Gabriel Barrios, Student Trustee

II - CLOSED SESSION

- Personnel, pursuant to Government Code Section 54957

Public Employee Discipline/Dismissal Release

- Real Property, pursuant to Government Code Section 54956.8
 - 2714 Pico Boulevard, Santa Monica
 - 1920 Colorado Boulevard, Santa Monica

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

ORGANIZATIONAL FUNCTIONS

C. PLEDGE OF ALLEGIANCE - Lee Finch

BOARD OF TRUSTEES

Action

Santa Monica Community College District

August 10, 1998

ORGANIZATIONAL FUNCTIONS

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RECOMENDATION NO. 1 APPROVAL OF MINUTES

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

July 6, 1998

July 17-18, 1998 (Retreat)

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES

Action

Santa Monica Community College District

August 10, 1998

CONSENT AGENDA

It is recommended that the Consent Agenda, Recommendations #2-#27 be approved.

Recommendations pulled for separate action:

Action on Balance of Consent Agenda

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

<p>BOARD OF TRUSTEES</p> <p>Santa Monica Community College District</p>	<p>Action</p> <p>August 10, 1998</p>
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CONSENT AGENDA: CONTRACTS AND GRANTS

RECOMMENDATION NO. 2 CONSULTANT AGREEMENT FOR TELECOMMUNICATION SERVICES

It is recommended that the Board of Trustees approve the renewal of an agreement for consultant services and authorize payment to DeLong & Associates to act on behalf of Santa Monica College District in the evaluation and analysis of the telecommunications services, for the period July 1, 1998 through June 30, 1999. Professional fees will be 30% of the first year documented and verified specific projects savings realized. Should a specific project require capital investment, 20% of that cost will be deducted from the first year savings. The first recommendation will be submitted within 120 days. Failure to provide the initial recommendation is cause for termination of the agreement.

Funding Source: District Funds.

Comment: This telecommunications management firm will continue a complete and thorough analysis of SMC's telecommunication systems, services and costs. They will prepare a set of recommendations on how the college can decrease costs and operate more efficiently. They are paid a percentage of the savings resulting from the implementation of their recommendations. This is, effectively, of no cost to the District.

<p>BOARD OF TRUSTEES</p> <p>Santa Monica Community College District</p>	<p>Action</p> <p>August 10, 1998</p>
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CONSENT AGENDA: CONTRACTS AND GRANTS

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RECOMMENDATION NO. 3 CONSULTANT SERVICES - PLANNING AND DEVELOPMENT

It is recommended that the Board of Trustees authorize the following contracts for services September 1, 1998 through December 31, 1998:

Judy Neveau, for the amount of \$6,000 per month, to provide community relations services.

Dale Franzen, \$5,200 per month, plus expenses to provide consultant services for the Academy of Entertainment and Technology, Madison Theatre, the Capital Campaign, and other projects in the planning the development area.

Funding Source: District

Comment: These consultant service extensions are necessary to complete ongoing projects.

RECOMMENDATION NO. 4 CONSULTANT SERVICES - EVENTS

It is recommended that the Board of Trustees authorize the District to enter into the following performing contract for the Academy of Entertainment and Technology celebration on September 15, 1998.

Friends of the Arts High \$500.00

LA County High School of the Arts

Funding Source: District

Comment: This contract will cover a musical performance at the Academy of Entertainment and Technology celebration.

BOARD OF TRUSTEES

Santa Monica Community College District

Action

August 10, 1998

CONSENT AGENDA: CONTRACTS AND GRANTSRECOMMENDATION NO. 5 ACCEPTANCE OF GRANTS

It is recommended that the Board of Trustees accept the following grants:

Title of Grant: **TRIO: Student Support Services** (Year Two Funding)

Granting Agency: US Dept. of Education

Requested Funding: \$187,200

Matching Funds: Not Required

Performance Period: September 1, 1998 - August 30, 1999

Summary:

The purpose of the Student Support Services project is to raise the retention, graduation, and transfer rate of academically disadvantaged students who are low income, first generation, or disabled. Activities include academic advising, tutoring, mentoring, instruction (Human Development), workshops (Financial Aid, Career/Job, Transfer), and cultural activities.

BOARD OF TRUSTEES

Santa Monica Community College District

Action

August 10, 1998

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRSRECOMMENDATION NO. 6 WORK STUDY CONTRACTS

It is recommended that the Board of Trustees authorize contracts with the following institutions for fiscal year 1998-99 for the purpose of placing students to work at Santa Monica College:

CSUN: 75 percent of the students' salary paid by CSUN

UCLA: 75 percent of the students' salary paid by UCLA

Loyola: 75 percent of the students' salary paid by Loyola

Funding Source: SMC's share from General Fund

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

RECOMMENDATION NO. 7 OFF-CAMPUS WORK-STUDY AGREEMENTS

It is recommended that the Board of Trustees authorize the district to enter into agreement with the following organizations for participation in the work-study programs of Title IV of the Higher Education Act for 1998-99. The District agrees to reimburse the organizations sixty percent (60%) of the gross salaries paid Santa Monica College students in the program less five percent (5%) administrative expense surcharge.

Connections for Children

Santa Monica High School

Funding Source: Title IV Federal Funds

Comment: This program is part of the Federal financial aid made available to Santa Monica College students who qualify for Title IV assistance. No district funds are paid to students working for off-campus non-profit contractors. Only those organizations that have formally requested contracts have been agendized.

BOARD OF TRUSTEES

Action

Santa Monica Community College District

August 10, 1998

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 8 CONTRACT FOR CHILD CARE - CALWORKS

It is recommended that the Board of Trustees authorize the District to enter into an agreement with the Santa Monica Malibu Unified School District for child care spaces at the John Adams Child Development Center for the period of August 10, 1998 to December 31, 1998.

Funding Source: CalWORKS

Comment: SMMUSD will provide 20 full-time spaces for preschool child care for CalWORKS participants. These spaces will be purchased at the regular rate of \$535/month. This agreement is renewable for subsequent six month periods. The program will be administered jointly between the Children's Services Coordinator for Santa

Monica College and the Child Development Supervisor for the District.

RECOMMENDATION NO. 9 OFF-CAMPUS WORK-STUDY PROGRAM - CALWORKS

It is recommended that the Board of Trustees authorize the District to enter into agreements with employers to participate in the Work-Study Program for CalWORKS recipients. A list of providers will be maintained in the Career Services/Job Placement Center. CalWORKS will reimburse the companies sixty percent (60%) of the gross salaries paid per student.

Funding Source: CalWORKS

Comment: The College's CalWORKS Work-Study Program is designed to assist students in receiving work experience to prepare them for long-term employment success that would eliminate their need for public assistance.

BOARD OF TRUSTEES

Action

Santa Monica Community College District

August 10, 1998

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 10 OFF-CAMPUS FACILITES - HEALTH SCIENCES

It is recommended that the Board of Trustees authorize a clinical affiliation contract for the following facility to house off-campus classes for the Health Sciences program:

Sun Plus Home Health Services

Funding Source: No District expense

Comment: The agreements allow students enrolled in the Health Sciences Nursing program to receive needed clinical training at this facility. The Sun Plus Home Health Services affiliation helps to implement the new directions of the Nursing Program into more experiences for students in community health facilities.

RECOMMENDATION NO. 11 COMMUNITY SERVICES/EXTENSION

SEMINARS/COURSES, FALL 1998

It is recommended that the Board of Trustees approve the following seminars/courses for the Santa Monica College Community Services and Extension programs for Fall, 1998.

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.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 10, 1998

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 12 CONSULTANTS - INSTITUTIONAL FLEX DAYS

It is recommended that the Board of Trustees authorize the following consultant contracts for Staff Development Days, Thursday, August 27 and Friday, August 28, 1998.

MARIO RIVAS will provide keynote presentation on student success and recap session for a fee not to exceed \$2400.

MATTHEW SAIED will provide the opening day entertainment for a fee of \$50.

BRON PELLISIER, MARK WILEY & TIM KEIRN will provide a workshop on learning communities for a fee of \$100 each for a total of \$300.

ANTHONY MADDOX will provide two keynote presentations for a fee of \$1000.

SAUSAN FAHMY will provide a workshop on continuous improvement and student success for a fee of \$200 plus air and ground transportation.

MICHAEL STATES will provide a workshop on wellness and cancer at no charge.

STU SEMIGRAND will provide a workshop on self-esteem and student success for a fee not to exceed \$350.

JOYCE BISHOP will provide a workshop on multiple intelligences for a fee not to exceed \$400.

Funding Source: Staff Development Grant under AB 1725

Comment: A subcommittee of the Professional Development Committee developed the program and selected the consultants for Institutional Flex Day.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 10, 1998

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 13 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

CONTRACT EFFECTIVE DATE

Villalpando, Alicia Outreach Counselor 08/24/98

Ware, Robert Photography 08/24/98

TEMPORARY FACULTY

Godinez, Peter Librarian 08/24/98-06/15/99

Johnson, Sherri Counselor, African American Center 08/24/98-06/15/99

Laille, Nathalie Counselor, Disabled Students 08/24/98-06/15/99

ADJUNCT FACULTY 08/24/98

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

REDUCTION IN ASSIGNMENT

Dworsky, Amy Counselor 08/24/98 - 06/15/99

Comment: Ms. Dworsky requests a reduction of her assignment to 75%.

SABBATICAL

Gold, Linda Instructor, Dance Fall 1998

Comment: The Joint Academic Senate Sabbaticals and Fellowships committee reviewed all sabbatical applications and recommended the above for approval.

SEPARATION

RETIREMENT

Reese, Richard Physical Education 06/16/98

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

BOARD OF TRUSTEES Santa Monica Community College District	ACTION August 10, 1998
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CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 14 CLASSIFIED PERSONNEL

ESTABLISH/ABOLISH POSITIONS

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

ESTABLISH: Administrative Assistant I (1 position) 08/11/98

Health Sciences, 12 mos, 40 hrs

ESTABLISH: Accounting Manager-Restricted Funds (1 position) 08/11/98

Business Services, 12 mos, 40 hrs

ESTABLISH: Accountant (1 position) 08/11/98

Business Services, 12 mos, 40 hrs

ESTABLISH: Quality Assurance Analyst (new classification/1 position) 08/11/98

Network & Info Management, 12 mos, 40 hrs

ESTABLISH: Systems Analyst (1 position) 08/11/98

Network & Info Management, 12 mos, 40 hrs

ESTABLISH: Computer Network Analyst (1 position) 08/11/98

Network & Info Management, 12 mos, 40 hrs

ESTABLISH: Programmer Analyst III (new classification/1 position) 08/11/98

Network & Info Management, 12 mos, 40 hrs

ESTABLISH: Grant Writer (new classification/1 position) 08/11/98

Planning and Development, 12 mos, 40 hrs

ESTABLISH: Personnel Specialist I (1 position) 08/11/98

Human Resources, 12 mos, 40 hrs

ESTABLISH: Department Secretary II (1 position) 08/11/98

Madison, 12 mos, 40 hrs

ESTABLISH Administrative Assistant I (1 position) 08/11/98

Academy of Entertainment & Tech, 12 mos, 40 hrs

ESTABLISH: Administrative Assistant II (1 position) 08/11/98

Financial Aid, 12 mos, 40 hrs

ESTABLISH: Immigration Specialist (new classification/1 position) 08/11/98

International Students Center, 12 mos, 40 hrs

ESTABLISH: Articulation Transfer Specialist (new classification/1 position) 08/11/98

Transfer/Counseling, 12 mos, 40 hrs

ESTABLISH: Community Relations Coordinator (new classification/1 position) 08/11/98

Public Programs, 12 mos, 40 hrs

ESTABLISH: Custodian (4 positions) 08/11/98

Operations, 12 mos, 40 hrs

ESTABLISH: Grounds Caretaker (2 positions) 08/11/98

Operations, 12 mos, 40 hrs

ABOLISH: Department Secretary III (1 position) 08/11/98

Health Sciences, 12 mos, 40 hrs

BOARD OF TRUSTEES

ACTION

Santa Monica Community College District

August 10, 1998

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 15 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

Glaser, Raymond, Parking Security Officer, College Police 07/08/98

Hanks, Suzanne, Accountant, Planning & Development 08/03/98

McLendon, Jenelsie, Parking Security Officer, College Police 07/13/98

Tyson, Carmela, Accountant, Fiscal Svcs 08/10/98

Williams, Joel, Parking Security Officer, College Police 08/31/98

Woolcock, Bartley, Parking Security Officer, College Police 07/15/98

PROMOTIONS

Chitgar, Michael 08/03/98

Fr: Programmer Analyst II, Info Mgmt, 12 mos, 40 mos

To: System Analyst, Info Mgmt, 12mos, 40 hrs

LATERAL TRANSFER

Harte, Edwin 08/11/98

Fr: Controller, Business Services, 12 mos, 40 hrs

To: Director of Auxiliary Services, Business Services 12 mos, 40 hrs

Locke, Debra 08/03/98

Fr: Community Svcs Asst, Community Services

To: Dept Secretary II, Trio Grant Program

PERMANENT EMPLOYEE WITH PROVISIONAL ASSIGNMENT

Fraser, Ian 07/16/98 " 10/31/98

Fr: Payroll Specialist, Payroll, 12 mos, 40 hrs

To: Acting Payroll Manager, Payroll, 12 mos, 40 hrs

Padilla, Delia 08/11/98 " 11/30/98

Fr: Department Secretary II, Human Resources, 12 mos, 40 hrs

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

Peterson, Jeffery 05/11/98 " 05/21/98

Fr: Custodial Operations Supervisor, Operations, 12 mos, 40 hrs

To: Acting Asst. Facilities Services Administrators, Facilities, 12 mos, 40 hrs

Williamson, Wilbur 06/15/98 " 07/15/98

Fr: Lead Custodian, Operations, 12 mos, 40 hrs 07/24/98 " 07/31/98

To: Acting Custodial Operations Supervisor, Operations, 12 mos, 40 hrs

Tellez, Victor 08/11/98 " 11/30/98

Fr: Accounting Specialist II, Business Services, 12 mos 40 hrs

To: Acting Accounting Manager - Restricted Funds, Business Svcs, 12 mos 40 hrs

ADDITIONAL ASSIGNMENT/Categorically funded

Lewis, Marcia 07/01/98 " 06/30/99

Fr: Job Developer, Job Center, 12 mos, 20 hrs

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

Comment: Additional 20 hours of Job Developer position re-funded for fiscal year 98/99.

ADVANCED STEP PLACEMENT

(The employees listed have met the standards for Advanced Step Placement. Salary advance placement is retroactive to initial hire date)

Davis, Sandra, Purchasing Asst, Purchasing, Step C 04/20/98

Gantvoort, Leif, Stage Construction Tech, Theatre Arts, Step B 05/04/98

Johnson, Joyce, Dept Sec I, Student Life, Step B 03/30/98

Johnston, Steven, Skilled Maint Wker, Maintenance, Step C 03/09/98

Lewis, Marcia, Job Developer, Job Center, Step B 05/06/98

Montgomery, Jennifer, Children's Svcs Coord, Beh Sciences, Step B 04/27/98

Morris, Teresa, International Students Svcs Asst, Step C 04/27/98

Wagner-Schwartz, Andrea, Job Developer, Job Ctr, Step C 05/28/98

WORKING OUT OF CLASSIFICATION (Additional responsibilities)

Johnson, Maria, Acct Specialist II, Bus Svcs +5% (ext) 07/18/98 " 08/31/98

Martin, Ray, Telecomm Tech II, Telecomm +5% (ext) 07/01/98 " 09/30/98

Meza, Ofelia, Clerical Asst II, Bus Svcs +5% (ext) 07/18/98 " 08/31/98

Quaile, Robin, Acct Specialist II, Fiscal Svcs +10% 07/16/98 " 10/31/98

Remonde, Lucita, Acct Specialist I, Bus Svcs +5% (ext) 07/18/98 " 08/31/98

Rojas, Dan, Telecomm Tech II, Telecomm +5% (ext) 07/01/98 " 08/03/98

Tellez, Victor, Acct Specialist II, Fiscal Svcs +21% 07/16/98 " 08/10/98

WORKING OUT OF CLASSIFICATION

Rojas, Dan 08/04/98 " 10/31/98

Fr: Telecomm Tech II, Telecomm, 12 mos, 40 hrs

To: Acting Computer Network Analyst, Network & Info Mgmt, 12 mos, 40 hrs

LEAVES OF ABSENCE WITH PAY (Leave in accordance with District & Ed. Code provisions)

MEDICAL/WITH PAY

Carroll, Kevin, Parking Security Officer, Campus Police (ext) 07/07/98 " 09/04/98

Hagerty, Patrick, Comm Svcs Operations Tech, Comm Svcs 06/12/98 " 06/25/98

Harris, Albert, Custodian NS-2, Operations 06/29/98 " 08/17/98

Graham, Carmen, Dept Sec II, African American Ctr (ext) 07/07/98 " 07/27/98

Stone, Kim, Buyer, Purchasing 07/20/98 " 08/02/98

MILITARY LEAVE

Carter, Tom, Auditorium Tech, Events 08/05/98 " 08/28/98

WITHOUT PAY

FAMILY MEDICAL LEAVE/ (amended)

Worf, Susan, Clerical Asst II, Business (reduced assignment 50%) 06/22/98 " 10/18/98

PERSONAL

Diaz, Hector, Parking Sec Officer, College Police 08/20/98 " 08/27/98

Fierro, Yolanda, Parking Sec Officer, College Police 08/10/98 " 08/28/98

Rogasch, H. Alex, Parking Sec Officer, College Police 08/17/98 " 08/28/98

STUDY AND RETRAINING LEAVE WITHOUT BENEFITS

Drinot, Luz-Maria, Dept Sec I, Latino Ctr 10/05/98 " 12/17/98

Drinot, Luz-Maria, Dept Sec I, Latino Ctr 01/11/99 " 03/25/99

SEPARATIONS

RESIGNATION

Goodrich, Marilyn, Dept Sec III, Health Sciences 07/24/98

Charles, Leodis, Parking Security Officer, College Police 04/06/98

RESIGNATION FOR PURPOSES OF RETIREMENT

Griggs, Georgia, Radio Membership/Subscription Spec, KCRW 08/07/98

Smith, Patricia, Payroll Manager, Payroll Fiscal Svcs 07/15/98

Villasenor, Victor, Director of Classified Personnel, Personnel Commission 11/30/98

Worf, Susan, Clerical Asst II, Business 10/18/98

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 10, 1998

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 16 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.

PROVISIONAL (assignment not to exceed 90 working days) EFFECTIVE DATE

Basford, Matthew, Radio Programming Tech I, KCRW 07/01/98 " 06/30/99

Becker, Robin, L., Interp For Hearing Imp, Disabled Stu Center 06/22/98 " 08/14/98

Glazer, Brooke, Interp For Hearing Imp, Disabled Stu Center 06/24/98 " 08/14/98

Haney, Belva, Dept. Secretary I, Supt./President 07/13/98 " 07/31/98

Korzeniowska, Maja, Comp Lab Instr. Spec., Acad. Computing 07/01/98 " 08/13/98

SUBSTITUTE

Reveco, Juan, Lab Tech - Art, Art Department 07/01/98 " 07/31/98

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

Aguilar, Daniel, Counseling Aide, Latino Center 01/05/98 " 01/08/98

Caffrey, Jeffrey, Internet Web Spec., Personnel Commission 06/22/98 " 06/26/98

Caffrey, Jeffrey, Internet Web Spec., Personnel Commission 07/01/98 " 09/30/98

Cruz, Jaime, Counseling Aide, Pico Partnership 07/01/98 " 12/22/98

Franco, Jose De Jesus, Comm Outreach Aide, Outreach 06/24/98 " 06/30/98

Franco, Jose De Jesus, Comm Outreach Aide, Outreach 07/01/98 " 12/22/98

Harris, Maya, Counseling Aide, Student Services 07/01/98 " 12/22/98

Hashaway, Erma, EOPS Program Spec., EOPS 07/01/98 " 06/30/99

Hernandez, Lourdes, Voc Instr. Asst.-Cosm., Cosmetology 07/16/98 " 02/28/99

Holmes, Heather, Office Aide, Matriculation 07/01/98 " 06/30/99

Huang, Ai Ming, Counseling Aide, Outreach 07/22/98 " 12/18/98

Khoury, Carole, Counseling Aide, ISC 07/01/98 " 12/22/98

Larios, Audrey, Counseling Aide, Latino Center 06/22/98 " 08/14/98

Lee, Kye June, Counseling Aide, Latino Center 06/22/98 " 08/14/98

Lee, Richard Tsang-Feng, Counseling Aide, Matriculation 06/17/98 " 06/30/98

Lockwood, Stephen, Accompanist-Dance, Theatre Arts 06/24/98 " 07/31/98

Mahboob, Abdul, Office Aide, Personnel Commission 07/01/98 " 08/31/98

Martinez, Thelma, Counseling Aide, Latino Center 06/22/98 " 08/14/98

McBride, Roxanne, Office Aide, Health Services 07/01/98 " 07/31/98

McCoy, Michael, Counseling Aide, Student Support 07/01/98 " 12/22/98

Menjivar, Raul, Counseling Aide, EOPS 07/01/98 " 06/30/99

Mirza, Talat, Instructional Asst.-ESL, ESL 07/16/98 " 07/31/98

Moisan, Asunta, Voc Instr. Asst.-Cosm., Cosmetology 07/23/98 " 06/30/99

Monzon, Karen, Clerical Asst. I, Personnel Commission 07/01/98 ' 12/18/98

Ramirez, Claudia, Counseling Aide, Latino Center 06/22/98 " 08/14/98

CASUAL cont'd

Ramirez, Hilda, Office Aide, Academic Affairs 07/01/98 " 06/30/99

Rodriguez, Miguel, Counseling Aide, Transfer/Counseling 07/06/98 " 06/30/99

Rogers, John Jr., Voc Instr. Asst.-Cosm., Cosmetology 07/16/98 " 02/28/99

Rubeinstein, Donald, Accompanist-Dance, Theatre Arts 06/25/98 " 07/31/98

Sandoval, Delores, Counseling Aide, Student Services 07/01/98 " 12/22/98

Tait, Linda, Voc Instr. Asst.-Cosm, Cosmetology 07/23/98 " 06/30/99

Thompson, Erin, Accompanist-Dance, Theatre Arts 07/09/97 " 07/31/98

Walsh, Sheila, Voc Tutoring Asst I, Bus & Industry 06/22/98 " 06/30/98

Walsh, Sheila, Voc Tutoring Asst I, Bus & Industry 07/01/98 " 08/14/98

Wheatcraft, Jeffrey, Performance Act. Asst., Events 07/01/98 " 06/30/99

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

Adewole, Ruth, Instructional Asst.-Math, Mathematics 06/01/98 " 06/09/98

Antoine, Allegra, Registration/Info Clerk, Financial Aid 07/01/98 " 08/01/98

Berent, Richard, Accompanist-Dance, Theatre Arts 02/17/98 " 06/16/98

Berent, Richard, Accompanist-Voice, Music 08/04/98 " 08/13/98

Franco, Carlos, Groundskeeper, Grounds 07/10/98 " 12/22/98

Gitah, Kelvin, Registration/Info Clerk, Financial Aid 07/01/98 " 08/01/98

Greenberg, Linda, Registration/Info Clerk, Financial Aid 07/01/98 " 08/01/98

Gregovich, Slavomir, Instr. Asst.-Math, Latino Center 06/22/98 " 08/14/98

Hasenmayer, Nancy, Dept. Secretary I, Disabled Student Ctr 07/01/98 " 09/30/98

Hassan, Fauzia, Bookstore Clk/Cashier, Bookstore 07/01/98 " 09/30/98

Krasinski, Viva, Registration/Info Clerk, Financial Aid 07/01/98 " 08/01/98

Marcy, Jennifer, Community Outreach Aide, Outreach 06/26/98 " 06/30/98

Marcy, Jennifer, Community Outreach Aide, Outreach 07/01/98 " 12/22/98

Neidorf, Helena, Instr. Asst.-English, Latino Center 06/22/98 " 08/14/98

Ng, Mark Leung, Registration/Info Clerk, Financial Aid 07/01/98 " 08/01/98

Patterson, Amy, Registration/Info Clerk, Admissions & Recs. 07/01/98 " 06/30/99

Powell, Stanja, Library Assistant II, Library 07/06/98 " 07/13/98

Tate, Joyce, Dept. Secretary I, Contract Education 06/30/98 " 06/30/98

Tate, Joyce, Dept. Secretary I, Contract Education 07/01/98 " 12/31/98

Thot, Iris, Tutor Coord.-Foreign Language, LRC 06/24/98 " 07/31/98

Willoughby, Opal, Lead Reg/Info Clerk, ISC 07/01/98 " 09/14/98

BOARD OF TRUSTEES

ACTION

Santa Monica Community College District

August 10, 1998

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 17 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.

ESTABLISH: Community Services Specialist/Extension (new classification) 06/22/98

Community Services, Non Merit

Comment: Classification is necessary to assure proper payment.

ELECTIONS

STUDENT EMPLOYEES

College Student Assistant 372

\$6.19/hr

College Student Intern 3

\$10.66/hr

Reader 2

\$11.52/hr

FEDERAL/STATE FUNDED STUDENT EMPLOYEES

College Work-Study Student Assistant 1

\$6.19/hrly

PHYSICAL EDUCATION DEPARTMENT EMPLOYEES

Recreation Director I 4

\$8.12/hr

Recreation Director II 3

\$10.59/hr

PROFESSIONAL EXPERTS

Community Services Specialist 80

\$27.40/hr

Community Services Specialist/Extension 12

\$38.00/hr

Professional Art Model 36

\$14.00/hr

List(s) available in the Classified Personnel Office and attached to permanent minutes.

<p>BOARD OF TRUSTEES</p> <p>Santa Monica Community College District</p>	<p>Action</p> <p>August 10, 1998</p>
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CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 18 KCRW CONSULTANT AGREEMENT

It is recommended that the Board of Trustees authorize an agreement with the following consultant for KCRW for the period of August 1, 1998 through October 31, 1998. Agreements are subject to cancellation by either party on 15 (fifteen) days written notice to the other party.

RANDALL BEGGS: For Computer support/maintenance for KCRW system; including troubleshooting; training; programming. Payable at \$1,500. per month, total not to exceed \$4,500.

Funding Source: KCRW Donations

RECOMMENDATION NO. 19 KCRW RENTAL OF SATELLITE BAND SPACE

It is recommended that the Board of Trustees ratify an agreement with PamAmSat for the lease of channel space on the bandwidth of Ku-band Transponder on the G-III R Satellite at the monthly rate of \$2,800 commencing May 20, 1998 and terminating February 1, 2003.

Funding Source: KCRW Donations

Comment: The replaces the agreement to lease band space on the Galaxy IV Satellite which stopped transmitting on May 20, 1998. The rental rate on the new agreement is the same amount as the previous agreement. Service has been provided by the G-III R but the agreement arrived at KCRW too late to be on the July agenda.

<p>BOARD OF TRUSTEES</p> <p>Santa Monica Community College District</p>	<p>Action</p> <p>August 10, 1998</p>
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CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 20 CLAIM FOR DAMAGES

It is recommended that the Board of Trustees reject the claim filed by Ms. Lynette Shishido for damages in the amount of \$1,000 and refer the claim to the District's claims management firm.

Comment: Ms. Shishido requests reimbursement for her insurance deductible of \$1,000 for repair to her car. She alleges that was involved in an automobile accident that occurred in the course and scope of conducting college business.

RECOMMENDATION NO. 21-A FACILITIES: AWARD OF BID - REPLACEMENT OF RUNNING TRACK

It is recommended that the Board of Trustees award the bid for the Replacement of Running Track project to the lowest responsive bidder.

Bidder Bid Amount

Southwest Recreational \$335,687

Funding Source: Private Donations/District

Comment: This project will provide for the repair of track sub base and replacement of the track running surface installed in 1983.

RECOMMENDATION NO. 21-B FACILITIES: AWARD OF BID - MADISON CENTER PARKING LOT

It is recommended that the Board of Trustees award the bid for the Madison Center Parking Lot project to the lowest responsive bidder.

(To be presented at the meeting)

Funding Source: Prop T/State ADA Improvements

Comment: This project will provide for the repair, rehabilitation and landscaping of the Madison Center Parking Lot. The project will be implemented in phases to continuously provide a minimum of 150 parking spaces throughout the duration of the work.

BOARD OF TRUSTEES

Action

Santa Monica Community College District

August 10, 1998

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 21-C FACILITIES: COMPLETION OF BOARDROOM, BUSINESS BUILDING

Subject to completion of punch list items by OCEAN PARK 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 BOARDROOM REMODEL BUSINESS BUILDING as being completed upon OCEAN PARK 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. 21-D FACILITIES: ACADEMY OF ENTERTAINMENT AND TECHNOLOGY, PHASE II - CHANGE ORDER NO. 1

It is recommended that the Board of Trustees approve Change Order No. 1 with DRIVER EDDY CONSTRUCTION, INC. for the Academy of Entertainment and Technology, Phase II project.

Original Contract Amount \$267,114.00

Change Order No. 1 45,635.84

Revised Contract Amount \$312,749.84

Funding Source: District

Comment: This change order provides for owner-requested additional light fixtures, revision to floor plan, sound insulation at multi-purpose room ceiling, relocation of light fixtures at front of lab spaces, reinstallation of duct smoke detectors, installation of acoustical wall panels in Room 268 and window coverings, This change order also provides a credit of (\$254.07) for the deletion of overhead door stop/holder hardware from the project specification.

BOARD OF TRUSTEES

Action

Santa Monica Community College District

August 10, 1998

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 21-E FACILITIES: ARCHITECTURAL SERVICES - LIBERAL ARTS REPLACEMENT BUILDING

It is recommended that the Board of Trustees enter into an agreement with GENSLER for an assessment analysis of the scope of the Liberal Arts Replacement Building project for fees not to exceed \$29,500 plus reimbursables.

Funding Source: District Funds

Comment: The architect will work with college staff and faculty to develop the scope for the Liberal Arts replacement building. This phase is not within the FEMA funding.

RECOMMENDATION NO. 21-F FACILITIES: AMENDMENT TO AGREEMENT FOR ENGINEERING SERVICES - LIBRARY EARTHQUAKE REPAIR PROJECT

It is recommended that the Board of Trustees amend the agreement with OVE ARUP & PARTNERS for mechanical, electrical and plumbing engineering services for earthquake repair and related code compliance for the Media Center portion of the Library Earthquake Repair project for an additional amount not to exceed \$4,000 plus reimbursable expenses.

Funding Source: FEMA/District

Comment: This amendment to the agreement will provide for acoustical testing for sound transmission in the Media Center.

RECOMMENDATION NO. 22 STUDENT AFFAIRS: AGREEMENT FOR PARKING CITATION PROCESSING

It is recommended that the Board of Trustees enter into an agreement with PHOENIX GROUP to process parking citations for the period of August 31, 1998 through June 30, 1999. The District will pay a charge of \$.75 per citation and delinquent notice or a minimum monthly fee of \$150.

Funding Source: Parking Citation Fees

Comment: Phoenix Group is currently being used for parking citation processing by a number of community colleges including LACCD, El Camino and Pasadena. This agreement replaces a current contract and will provide better service to the District and students.

BOARD OF TRUSTEES

Action

Santa Monica Community College District

August 10, 1998

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 23 COMMERCIAL WARRANT REGISTER

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

June 1 - June 30, 1998 3858 - 3956 \$ 4,926,943

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

RECOMMENDATION NO. 24 PAYROLL WARRANT REGISTER

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

June 1 - June 30, 1998 C1K-C - H1W-N \$ 3,526,072

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

RECOMMENDATION NO. 25 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: D29243 - D29370 (list on file in Business Office)

Total: \$76,988.47

BOARD OF TRUSTEES

Action

Santa Monica Community College District

August 10,
1998

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 26 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.

June 1 - June 30, 1998 59518 - 60060 \$745,021

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

RECOMMENDATION NO. 27-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 97/98 Total

A) 61888 - 61947 \$227,350.39

B) T-Orders 7,851.71

C) Change Orders 28,459.82

D) E-Orders 18,817.62

Purchase Orders - FY 98/99 Total

A) 63001 - 63421 \$1,513,692.26

B) T-Orders 39,454.36

C) Change Orders 13,175.34

D) E-Orders 32,000.00

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

BOARD OF TRUSTEES Santa Monica Community College District	Action August 10, 1998
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CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 27-B PURCHASING: AWARD OF BID - MEDIA CENTER COPIERS

It is recommended that the Board of Trustees approve the Purchasing Department's use of the County of Los Angeles Blanket Partnership Agreement #010580110 copiers with XEROX CORP. The partnership agreement is effective through December 31, 1998.

It is further recommended that the Board of Trustees enter into an agreement with XEROX CORP. for sixty (60) months for the lease/purchase of two Xerox Docutech 6135 Digital Printers for the Media Center for a total not to exceed \$1,736,239.20.

Comment: Public Contract Code §20652 allows the District to purchase through other public agencies without advertising for bid. Pricing agreements shall remain on file in the Purchasing Department. The annual amount of \$341,247.84 will be encumbered for each year of the agreement. This item replaces Recommendation No. 32-C approved at the July 6, 1998 Board of Trustees meeting which listed an incorrect total amount for the agreement.

BOARD OF TRUSTEES Santa Monica Community College District	Action August 10, 1998
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MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 28 APPOINTMENT OF ACCT VOTING DELEGATES

It is recommended that the Board of Trustees appoint two voting delegates and an alternate to represent Santa Monica College at the Association of Community College Trustees (ACCT) Annual Convention in San Francisco, September 23-26, 1998.

Comment: SMMCD is entitled to two voting delegates (the chief executive officers and nonvoting members of the board are not eligible). Chair Nancy Cattell, Vice-Chair Herbert Roney, Trustee Carole Currey, Trustee Dorothy Ehrhart-Morrison, and Student Trustee Gabriel Barrios will be attending this convention.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES

Action

Santa Monica Community College District

August 10, 1998

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 29 LIFELONG LEARNING COMMUNITY PROJECT

It is recommended that the Board of Trustees endorse the following vision statement for Santa Monica, A Lifelong Learning Community.

Santa Monica will become a model Lifelong Learning Community - a community committed to strengthening educational planning for all ages and stages of life with learning opportunities that enhance the personal, social and professional goals of all residents.

We believe . . .

The ability to be a lifelong learner is instrumental in enabling an individual to adapt and succeed in our rapidly changing society.

No single educational institution can effectively meet the learning needs of all our residents.

Access to learning greatly enhances the quality of life for all residents and is a legitimate and appropriate concern of city government.

The major institutions in our city - the public and private schools and colleges, the health care establishments, and the city itself as well as the business community, faith community, non-profit organizations, education and childcare professionals, and community members - should collaborate to design and implement a comprehensive approach to lifelong learning in Santa Monica.

Santa Monica can become a model Lifelong Learning Community.

Comment: The college has been participating in the Lifelong Learning Project with Louise Jaffee. Each elected board in the city has been asked to endorse the vision statement.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES

Action

Santa Monica Community College District

August 10,
1998

BOARD POLICY

RECOMMENDATION NO. 30 -A SECOND READING AND APPROVAL

BOARD POLICY SECTION 1115.1-1115.3,

RADIO STATION KCRW-FM

It is recommended that the Board of Trustees conduct a second reading and approval of revisions to Board Policy section 1115.1 - 1115.3 Radio Station KCRW-FM.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

RECOMMENDATION NO. 30 -B SECOND READING AND APPROVAL

BOARD POLICY SECTION 4152.1,SABBATICALS

It is recommended that the Board of Trustees conduct a second reading and approval of revisions to Board Policy section 4152.1, Sabbaticals.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

RECOMMENDATION NO. 30-C SECOND READING AND APPROVAL

BOARD POLICY SECTION 5210 (5.c)

CREDIT/NO CREDIT POLICY

It is recommended that the Board of Trustees conduct a second reading and approval of revisions to Board Policy section 5210 (5.c) Student Progress and Graduation - Credit/No Credit Policy.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

SANTA MONICA COLLEGE

BOARD OF TRUSTEES POLICY

COMMUNITY RELATIONS

Radio Station KCRW-FM

Policy Statement 1115.1

KCRW-FM is owned and operated by the Santa Monica Community College District. In addition to all District policies dealing with personnel, budgeting, and finance, KCRW-FM is subject to the rules, regulations and laws of the Education Code and Title V of the State of California. The rules and regulations of the Federal Communications Commission set requirements for operational standards for KCRW-FM.

Philosophy 1115.2

The objective of KCRW-FM is to serve the public interest by presenting educational, cultural and informational material. The station will support the mission of the college through the promotion of creativity and the free exchange of ideas, encouraging development of individual talents, and the understanding of our social, cultural, political, economic, technological and natural environments.

KCRW-FM programs are to reflect the highest broadcast performance standards of the radio profession. These broadcasts should adhere to the highest standards of broadcast journalism in preparation, format, and production. It is essential that the station maintain an objective posture making sure that differing points of view have a fair hearing. KCRW-FM permits the various educational functions of the college to be extended through the radio station's broadcast capabilities. The station shall use these capabilities to further the college's mission of lifelong learning and shall on a regular basis inform the public of the programs provided by the college.

Support Groups 1115.3

KCRW-FM may accept gifts, contributions, and memberships to help defray costs of operating the station. These funds will be audited annually in the prescribed legal manner. KCRW-FM may not sell air time to promote a product or a commercial organization. However, KCRW-FM may accept underwriting donations for specific programs to cover the cost of production. KCRW-FM may give public service credit to the underwriter as allowed under FCC regulations.

Adopted 041982

4152.1

SANTA MONICA COLLEGE

BOARD OF TRUSTEES POLICY

PERSONNEL

Leaves and Vacations - Long-Term Leaves

Sabbaticals

1. Sabbaticals are intended to improve instruction; therefore, a wide variety of sabbatical programs will be considered, such as study, institutional research, travel, independent study, and industrial research.

One type of leave shall not have greater merit than another.

2. Applicants for sabbatical leaves must have rendered service for six consecutive full-time years to be eligible for a sabbatical leave. A full-time year is defined as 75% of the days in academic year and 100% of the regular assignment.

3. The Board of Trustees reserves the right to determine the financial level of support each year for sabbaticals. The joint Academic Senate-Administrative Sabbatical/Fellowship/Computer Loan Committee will determine individual faculty selection and submit to the Superintendent and President and Board of Trustees copies of all approved sabbatical applications. Prior to Board of Trustees confirmation action the Board will have received a copy of the approved sabbatical plan.

4. All faculty approved for sabbatical programs shall receive 100% of their regular contract salary.
5. Salary received in connection with sabbatical leave programs shall not exceed 100% of the faculty member's regular contract salary.
6. Sabbatical leaves shall count toward salary schedule step movement and retirement. Salary deductions shall continue in the usual manner, such as retirement, and additional health and welfare.
7. No sick leave shall be earned while the faculty member is on sabbatical leave.
8. Personnel going on sabbatical leave shall render full-time service for a period twice as long as the period of sabbatical granted and shall guarantee this service by signing a contract to that effect.
9. Any changes in sabbatical programs must be approved by the Staff Development Committee prior to the commencement of the leave. The Staff Development Committee must be notified in writing immediately if substantive changes occur during the leave.
10. Personnel granted sabbatical leaves shall submit to the personnel office three copies of a summary report of their activities within 60 working days of their return to service. The summary report shall include, but not be limited to, statements concerning the academic merit, relevance, and benefits of the leave.

Distribution of the summary report will be as follows: one copy will be forwarded to the Superintendent and President and Board of Trustees; one copy will be forwarded to the Staff Development Committee; and one copy will be placed in the instructor's permanent file.
11. Failure to substantially complete any sabbatical program for causes other than verified illness, injury, acts of God, or other reasons beyond the control of the faculty member shall be considered a breach of contract by the Board of Trustees and the faculty member will be required to repay to the college district all district funds received while on sabbatical leave.
12. All academic personnel going on sabbatical leaves shall be required to sign a contract guaranteeing the completion of their programs as approved by the Sabbatical/Fellowship/Computer Loan Committee.

Adopted 080679, 072180, 060181

Revised 070786

5210

SANTA MONICA COLLEGE
BOARD OF TRUSTEES POLICY
STUDENTS

Student Progress and Graduation

Grading

(Sections 1-5b and 5d-7 remain the same)

5. Credit/No Credit

c. Criteria for approval of a petition for credit/no credit

- (1) The student must not be on academic or lack of progress probation or on disqualified status.
- (2) Part-time students (those enrolled in fewer than 12 units) are limited to 5 units of credit/no credit enrollment. Full-time students (those enrolled in 12 or more units) are limited to 6 units of credit/no credit enrollment. Exceptions for enrollment in a single course exceeding 5 units may be authorized by the Dean of Admissions.
- (3) Course units taken under the option of credit/no credit may not exceed a total of 12 units at Santa Monica College.
- (4) Students who have already received a bachelor of arts or science degree from an accredited college or university may take an unlimited number of units on a credit/no credit basis.

BOARD OF TRUSTEES**Information**

Santa Monica Community College District

August 10, 1998

INFORMATION ITEM D SUBMITTAL OF GRANTS

Title of Grant:	Amendment One to the Industry Driven Regional Collaborative (Architecture Digital Design Lab) Grant
Granting Agency:	California Community Colleges Chancellor's Office
Requested Funding:	\$82,574 (added to the original grant amount of \$122,332)
Matching Funds:	\$205,464 (100% match required; consists of both SMC in-kind and industry contributions)
Performance Period:	June 30, 1998 - June 30, 1999
	This amendment augments the original grant amount by \$82,574, bringing the new grant total to \$205,086.
Summary:	(SMC proposes the development and dissemination of a compact Professional Certificate Program in Digital Architectural Design, formulated with industry design professionals.)
Title of Grant:	Pico Partnership/On-the-Move Program (Year Two)
Granting Agency:	City of Santa Monica
Requested Funding:	\$185,238
Matching Funds:	\$154,731 (match consists of SMC in-kind contributions and federal college work study funds)
Performance Period:	July 1, 1998 - June 30, 1999
	SMC is in its second of three years of funding from the City of Santa Monica to the combined Pico Partnership Program/ On-the-Move program. The project provides counseling services for program participants who also receive child care assistance, personal and academic counseling, employment and career services, tutoring, financial aid assistance and book vouchers under the grant.
Summary:	
Title of Grant:	Governor's 15% Funds Welfare-to-Work Special Projects
Granting Agency:	State of California - Employment Development Dept. (EDD)
Requested Funding:	\$1,100,374

Matching Funds: \$1,684,671 (Sources: CalWORKS funding (\$1,147,692), TANF Funding (\$282,486), SMC in-kind support (\$119,493) and the Child Care Facility Grant (\$135,000))

Performance Period: October 1, 1998 - June 30, 2000

Summary: The SMC project will enroll 140 hard-to-employ TANF and non-custodial individuals in a "Work First" Program. The program will consist of four service components: Recruitment; Personal Development; Employment and Post Employment. The goal of the program is to employ participants in hospitality industry jobs.

BOARD OF TRUSTEES Santa Monica Community College District	Action August 10, 1998
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ADJOURNMENT

The meeting will be adjourned in memory of **Frank Stuart Young**, father of Vice-President Rocky Young and **Stephen Vander Hayes**, a former SMC student.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Tuesday, September 8, 1998 at 7 p.m. (5:30 p.m. if there is a closed session) in the Board Room (Business Building Room 117) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

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