Santa Monica Community College District
Board of Trustees

Regular Meeting
Tuesday, September 7, 1999

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

5:30 p.m. - Closed Session
Business Building Room 111

7:00 p.m. - Public Meeting
Board Room
Business Building Room 117
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

**Agenda**

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 Tuesday, September 7, 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**
   - A Call to Order
   - B Roll Call

II. **CLOSED SESSION** (Scheduled for 5:30 p.m.)
    - Collective Bargaining, pursuant to Government Code Section 54957.6
    - Personnel, pursuant to Government Code Section 54957
    - Student Discipline, pursuant to Government Code Section 72122
    - Real Property, pursuant to Government Code Section 54956.8

III. **ORGANIZATIONAL FUNCTIONS** (Continued)
    - C Pledge of Allegiance
    - #1 Approval of Minutes: August 2, 1999
    - August 16, 1999 (Retreat)

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

#### Academic and Students Affairs

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<thead>
<tr>
<th>#</th>
<th>Item</th>
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<tr>
<td>#3</td>
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<td>#4</td>
<td>Training Contract - LACOE Headstart</td>
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<td>#5</td>
<td>Community Services/Extension Seminars/Courses, Fall 1999</td>
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<td>#6</td>
<td>Contract for Distance Education Program</td>
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#### Human Resources

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<tr>
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<td>Consultant-Personnel Commission</td>
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<td>#8</td>
<td>Academic Personnel</td>
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<td>#9</td>
<td>Classified Personnel - Establish/Abolish Positions</td>
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<td>#12</td>
<td>Classified Personnel - Non Merit</td>
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XII.  INFORMATION - No Action Required

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XIII.  ADJOURNMENT:  There will be a special meeting (closed session) for the purpose of conducting the evaluation of the Superintendent/President on Monday, September 20, 1999 at Shutters on the Beach, One Pico Boulevard, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, October 4, 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 Building Room 117), 1900 Pico Boulevard, Santa Monica, California.

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I.  ORGANIZATIONAL FUNCTIONS

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

B.  ROLL CALL
II. CLOSED SESSION (5:30 p.m.)

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

- Personnel, pursuant to Government Code Section 54947

- Student Discipline, pursuant to Government Code Section 72122

- Real Property, pursuant to Government Code Section 54956.8
  * 1410 Pico Boulevard, Santa Monica
  * Lease of 1815 Centinela Avenue, Santa Monica for Workforce Development

III. ORGANIZATIONAL FUNCTIONS - PUBLIC SESSION

C. PLEDGE OF ALLEGIANCE - Judy Neveau
It is recommended that the minutes from the following meetings of the Santa Monica Community College District Board of Trustees be approved:

August 2, 1999
August 16, 1999 (Retreat)

MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY:
AYES:
NOES:
It is recommended that the Consent Agenda, Recommendations #2–#25 be approved.

Recommendations pulled for separate action:

Action on Consent Agenda

MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY:
AYES:
NOES:
CONSENT AGENDA: CONTRACTS AND GRANTS

RECOMMENDATION NO. 2 ACCEPANCE OF GRANTS

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

Title of Grant: Title III – Strengthening Institutions Program

Granting Agency: US Department of Education

Requested Funding: $349,967 (first year award of a five year, $1,750,000 grant)

Matching Funds: $20,000 Match required for the first year’s endowment fund ($280,000 requested over the five-year period). SMC will have 18 months from the start of each budget year to raise the required match. Source: SMC Foundation fundraising.


Summary: Santa Monica College is proposing two activities:

- **Activity One, Critical Interventions to Increase Retention**: SMC proposes the design and development of intervention strategies in two parallel components of activities spanning our five-year plan: 1) system development to strengthen student services systems designed for increasing student retention, persistence and goal completion and 2) intervention systems for “at risk” students, including the functions of assessment, orientation, counseling, advisement, placement and student follow-up.

- **Activity Two, Distance Education – Curriculum Modification and Faculty Development**: The focus of this activity is on faculty development in the use of educational technology and the development of online student services for the purpose of ensuring the success and effectiveness of SMC’s emerging distance education program.

The proposal also includes a total endowment fund request of $280,000.
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### Title of Grant:

**Greater Los Angeles County School-to-Work Grant**

**Granting Agency:**

Los Angeles County Office of Education

**Requested Funding:**

$50,480

**Matching Funds**

N/A

**Performance Period:**

September 8, 1999 – June 30, 2000

**Summary:**

Santa Monica College has been funded to assist LACOE in the performance of their School-to-Work (STW) grant. Funding supports a School-to-Career/Tech Prep coordinator who provides academic and occupational education services for communities throughout Los Angeles; linkages to other four-year colleges and universities; participation in STW coordination meetings; and attendance at STW-related conferences and workshops.

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### Title of Grant:

**California Virtual University (CVU) Staff Development Center**

**Granting Agency:**

Chancellor’s Office

**Requested Funding:**

$30,000 (first year of a five year grant)

**Matching Funds**

Not Applicable

**Performance Period:**

July 1, 1999 – June 30, 2000
Summary: El Camino College is the fiscal agent for this grant which has been awarded to the partnership formed between Santa Monica College and El Camino College. The grant will fund up to $25,000 in salary costs and $5,000 for marketing expenses. SMC will also benefit from grant funded a web developer and training curriculum developer. SMC will also have a voice in the development of policy regarding the California Community Colleges involvement in the evolving California Virtual University.

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Title of Grant: Industry Driven Regional Collaborative

Granting Agency: Moorpark College (fiscal agent for the grant funded through the Chancellor’s Office)

Requested Funding: $55,657

Matching Funds: N/A

Performance Period: July 30, 1999 – June 30, 2000

Summary: Funding will support a collaborative effort between Moorpark College and Santa Monica College to:

- develop biotechnology curriculum;
- participate in ED>Net’s statewide Biotechnology Initiative and LA/Orange County’s Biotech Subcommittee efforts; and
- expand SMC’s Biotechnology Advisory Board to include additional industry members and faculty/staff from related disciplines.

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Title of Grant: Fund for Student Success—Underrepresented Students Special Projects

Granting Agency: California Community Colleges Chancellor’s Office
Requested Funding: $36,365

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

Summary: This is the second year of a collaborative program for underrepresented students was developed between Santa Monica College, Center for Educational Achievement, and the Saturday Science Academy at Charles Drew University entitled, “The Underrepresented Science Access Program.”

The goal of this program is to increase the access, recruitment and retention of underrepresented students and adult learners at the community college level, specifically, in the biological sciences.

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Title of Grant: Underrepresented Students Special Projects (Pico Partnership Program Renewal)

Granting Agency: California Community Colleges Chancellor’s Office

Requested Funding: $36,560

Matching Funds $35,004 (Source: Grant from the City of Santa Monica)

Performance Period: July 1, 1999 - July 31, 2000

Summary: Funding will allow SMC to continue providing counseling, tutoring and other support services to participants in the Pico Partnership/On-the-Move program.
### Title of Grant:

**Fund for Student Success—Continuous Quality Improvement**

### Granting Agency:

California Community Colleges Chancellor’s Office

### Requested Funding:

$6,250

### Performance Period:

July 1, 1999 – June 30, 2000

### Summary:

This application is for the third and final year of funding. The goals of this project are to:

1. develop and implement a project that will improve student outcomes.

2. learn and develop expertise in CQI methodology so that it can become part of Santa Monica College’s skill base, available for future projects.

### Budget Augmentation:

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### Action

**September 7, 1999**

**CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS**

**RECOMMENDATION NO. 3 AUTOMOTIVE SERVICE TECHNICIAN PROGRAM**

It is recommended that the Board of Trustees approve an agreement with South Bay Private Industry...

Funding Source: No cost. South Bay Private Industry Council will issue a voucher for $4,500 per student.

Comment: This agreement stipulates that any JTPA student who is referred to Santa Monica College by the South Bay Private Industry Council will be issued a voucher for $4,500. Santa Monica College's responsibility will be to train students in an Automotive Service Technician Program that consists of courses in Auto 1, Auto 5, and Auto 85. The CalWORKS lab at the Madison Campus will also be utilized to provide students with basic and employment survival skills. Upon completion of the program, the student will obtain employment with the Goodyear Tire Company.

RECOMMENDATION NO. 4 TRAINING CONTRACT - LACOE HEADSTART

It is recommended that the Board of Trustees approve a contract with the Los Angeles County Office of Education (LACOE) Head Start/State Pre-School Division to provide a credit program for the period of September 2, 1999 - June 30, 2000.

Funding Source: Los Angeles County Office of Education Head Start/State Pre-School Division.

Comment: This program is designed for incoming and new Head Start Policy Council members. Course work is scheduled to be delivered during the Fall 1999, Winter 2000 and Spring 2000 semesters.

BOARD OF TRUSTEES
Santa Monica Community College District Action September 7, 1999

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 5 COMMUNITY SERVICES/EXTENSION SEMINARS/COURSES, FALL 1999 - ADDENDUM

It is recommended that the Board of Trustees approve the following addendum to the Santa Monica College Community Services and Extension programs for Fall, 1999.

Community Services Instructors
Philipson A Motivational Mentoring (2) from hourly to 40%
Whiteford S Expressively Speaking 50%
It is recommended that the Board of Trustees ratify an augmentation to Santa Monica College's three-year contract with eCollege.com (formerly Real Education) in the amount of $20,000 to cover additional services necessary to launch the SMC Distance Education Program and to cover the projected cost of these services for the 1999-2000 academic year. These services include onsite training for faculty and administrators, the establishment of the Website domain (SMCOnline.org), materials for faculty, and the conversion of additional classes.

**Funding Source:** Fund for Instructional Improvement and Multimedia Center grants

**Comment:** In January 1999, Santa Monica College entered into a three-year contract with eCollege.com. This contract provided for the development of the Virtual Campus (online enrollment management and student services) and for the conversion of ten SMC classes to be offered via the Internet. This augmentation covers conversion of additional classes and the faculty training and materials needed to support the conversion.
It is recommended that the Board of Trustees authorize the following consultant contract for the Personnel Commission:

C. CHESTER BRISCO to serve as a hearing officer for Personnel Commission hearings for an amount not to exceed $3,000.

**Funding Source:** Personnel Commission Budget

**Comment:** The above agreement was approved by the Personnel Commission at its June 14, 1999 meeting.

### CONSENT AGENDA:  HUMAN RESOURCES

**RECOMMENDATION NO. 8  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.

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**TEMPORARY FACULTY**

| Anaya, Stephen | Art    | 08/23/99 th 12/21/99 |

**ADJUNCT**

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

**LEAVES OF ABSENCE**

**MEDICAL LEAVE**

| Wakefield, S. Sanford | Art    | 08/23/99 th 12/21/99 |

**CORRECTION TO MEDICAL LEAVE (DATES)**

| Li, Wenying C. | Director, Academic Computing | 07/06/99 - 08/09/99 |

SEPARATIONS

RESIGNATION
Hudson, Deborah                  Dean, Information Services                                         08/31/99

RETIREMENT
Howard, Ernest                     Architecture                                                                   06/30/99

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

CONSENT AGENDA:          HUMAN RESOURCES

RECOMMENDATION NO. 9           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.

ABOLISH

Department Secretary I Emeritus, 12 mos, 20 hrs
Comment: Position is vacant.
Department Secretary I Student Life, 12 mos, 40 hrs
Comment: Position is vacant.
Department Secretary II Development, 12 mos, 20 hrs
Comment: Funding expired.
Event Coordinator Events, 12 mos, 20 hrs
Comment: Position is vacant.
Radio Engineering Manager KCRW, 12 mos, 40 hrs
Comment: Position vacant.
Publications Specialist Marketing, 12 mos, 40 hrs
Comment: Position vacant.

HVAC Specialist
Maintenance, 12 mos, 40 hrs
Comment: Position vacant.

Campus Information Aide
Bookstore, 12 mos, 30 hrs
Comment: Position is vacant.

Media Assistant
Media Center, 12 mos, 40 hrs
Comment: Position vacant.

Quality Assurance Analyst
Information Mgmt, 12 mos, 40 hrs
Comment: Position vacant.

Programmer Analyst III
Information Mgmt, 12 mos, 40 hrs
Comment: Position vacant.

Interpreter for Hearing Impaired
Disabled Students, 11 mos, 20 hrs
Comment: Position vacant.

Lead Interpreter
Disabled Students, 12 mos, 30 hrs

Disabled Students Testing Asst. (2 positions)
Disabled Students, 11 mos, 10 hrs (each position)

ESTABLISH

Custodian (4 positions: 1 Day; 3 NS-2)
Operations, 12 mos, 40 hrs

Administrative Asst. I (1 position)
Emeritus, 12 mos, 40 hrs

Department Secretary II (1 position)
Student Life, 12 mos, 40 hrs

Event Coordinator (1 position)
Events, 12 mos, 40 hrs

Asst. General Manager (1 position)
KCRW, 12 mos, 40 hrs

Department Secretary I (1 position)
Life Sciences, 11 mos, 20 hrs  
Physical Sciences, 11 mos, 20 hrs  

Marketing Coordinator (new classification/1 position) 09/08/99  
Marketing, 12 mos, 40 hrs  

Senior Graphic Designer (new classification/1 position) 09/08/99  
Marketing, 12 mos, 40 hrs  

Assistant Tutoring Coordinator-Math (new classification/1 position) 09/08/99  
Math, 12 mos, 20 hrs  

Computer Laboratory Technician 09/08/99  
Instructional Computing, 12 mos, 40 hrs  

Computer Laboratory Technician 09/08/99  
Academy of Enter/Tech, 12 mos, 40 hrs  

Tutoring Coordinator-Business (1 position) 09/08/99  
Business, 11 mos, 40 hrs  

Laboratory Technician-Biological Sci (1 position) 09/08/99  
Life Science, 11 mos, 40 hrs  

Laboratory Technician-Photography (1 position) 09/08/99  
Photography, 11 mos, 20 hrs  

Laboratory Technician-Physical Science (1 position) 09/08/99  
Physical Science, 11 mos, 40 hrs  

Clerical Assistant I (3 positions) 09/08/99  
LRC/Science, 11 mos, 20 hrs  

Admissions & Records Clerk II (1 position) 09/08/99  
Admissions & Records, 12 mos, 40 hrs  

Programmer Analyst II (2 positions) 09/08/99  
Information Mgmt, 12 mos, 40 hrs  

Interpreter for Hearing Impaired (1 position) 09/08/99  
Disabled Students, 11 mos, 30 hours  

Lead Interpreter (1 position) 09/08/99  
Disabled Students, 12 mos, 40 hrs
CONSENT AGENDA:  HUMAN RESOURCES

RECOMMENDATION NO. 10  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

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<th>Position</th>
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<tr>
<td>Looney, Brant</td>
<td>Systems Administrator, AET</td>
<td>08/16/99</td>
</tr>
<tr>
<td>Pierce, Vinnessa</td>
<td>Dept Sec II, Counseling</td>
<td>08/23/99</td>
</tr>
<tr>
<td>Sher, Brian</td>
<td>Comp Netwk Analyst, Netwk &amp; Info Mgmt</td>
<td>08/20/99</td>
</tr>
<tr>
<td>Valdivia, Lissette</td>
<td>Program Coordinator-Emeritus, Emeritus</td>
<td>08/09/99</td>
</tr>
</tbody>
</table>

PROMOTIONS

<table>
<thead>
<tr>
<th>Name</th>
<th>Fr: Position</th>
<th>To: Position</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serikawa, James</td>
<td>Lab Tech-Biol Sciences, Life Sciences</td>
<td>Media Svcs Technician, Media Ctr</td>
<td>09/07/99</td>
</tr>
<tr>
<td>Wilkie, Christine</td>
<td>Media Asst., Media Center</td>
<td>Media Svcs Technician, Media Ctr</td>
<td>09/07/99</td>
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</tbody>
</table>

RECLASSIFICATIONS (per CSEA Agreement)

<table>
<thead>
<tr>
<th>Name</th>
<th>Fr: Position</th>
<th>To: Position</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bowen, Michelle</td>
<td>Personnel Specialist I, Human Resources</td>
<td>Personnel Specialist II, Human Resources</td>
<td>09/08/99</td>
</tr>
<tr>
<td>Smith, Toni</td>
<td>Department Secretary I, LRC</td>
<td>Department Secretary II, LRC</td>
<td>09/08/99</td>
</tr>
<tr>
<td>Watanabe, Diane</td>
<td>Athletic Trainer I, Athletics</td>
<td>Athletic Trainer II, Athletics</td>
<td>09/08/99</td>
</tr>
</tbody>
</table>

TRANSFER (per CSEA Agreement, Article 6)

<table>
<thead>
<tr>
<th>Name</th>
<th>Fr: Position</th>
<th>To: Position</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acosta, Dennis</td>
<td>Custodian NS1 Operations</td>
<td>Custodian Day, Operations</td>
<td>09/08/99</td>
</tr>
</tbody>
</table>

PERMANENT EMPLOYEES WITH PROVISIONAL ASSIGNMENT

<table>
<thead>
<tr>
<th>Name</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belcher, Ernie</td>
<td>07/26/99 “ 07/24/99</td>
</tr>
<tr>
<td>Jauregui, Roberto</td>
<td>07/21/99 “ 07/30/99</td>
</tr>
</tbody>
</table>
Levine, Steve, Media Services Supervisor 08/16/99 - 09/03/99

PERMANENT EMPLOYEES WITH TEMPORARY SUMMER ASSIGNMENT
Choi, June, Library Asst. II, Library 08/02/99 - 08/05/99
Duclair, Dominique, Dept Sec I, Social Sciences 08/25/99 - 08/27/99
Duclair, Dominique, Reg/Info Clk, Admissions/Records 08/10/99 - 08/27/99
Fredrickson, Donald, Accompanist-Performance, Music 08/03/99 - 08/12/99
Gerard, Andrew, Instr Asst-Math, Math 08/02/99 - 08/27/99
Graham, Carmen, Reg/Info Clk, Admissions/Records 08/02/99 - 08/27/99
Goolsby, Jeanette, Reg/Info Clk, Intl Student Ctr 07/01/99 - 06/30/00
Ha, Ken, Lab Tech-Phys Science, Phys Science 08/02/99 - 08/05/99
Ha, Ken, Lab Tech-Phys Science, Phys Science 08/23/99 - 08/27/99
Jackson, Wendy, Library Asst. II, Library 08/02/99 - 08/28/99
Muhammad, LaRue, Dept Sec I, Comm/Beh Science 08/02/99 - 08/13/99

ADVANCED STEP PLACEMENT
(The employees listed have met the standards for Advanced Step Placement. Salary advance placement is retroactive to initial hire date)
Bonin, Maria, Admissions/Records Clerk II, Admissions & Rec  Step C 06/07/99
Coston, Joanne, Lead Bookstore Oper Asst., Bookstore  Step C 04/12/99
Nate Holt, Buyer, Purchasing  Step C 06/18/99

WORKING OUT OF CLASSIFICATION (Additional responsibilities)
DeGuzman, Alice, Inst Student Ctr Asst., Intl Stu Ctr + 7% 07/19/99 - 07/31/99
Johnson, Maria, Acct Technician, Aux Svcs +10% 08/01/99 - 10/29/99
Peterson, Jeffrey, Custodial Oper Supr, Operations + 5% 08/01/99 - 08/31/99
Quinn, William, Lead Custodian, Operations +10% 08/01/99 - 08/31/99
Remonde, Lucita, Acct Spec II, Aux Svcs + 5% 08/09/99 - 10/29/99
Williams, Juanita, Personnel Clk I, Human Resources +10% 09/08/99 - 12/15/99

LEAVES OF ABSENCE WITH PAY
(Verified paid leave in accordance with District and Education Code provisions)
MEDICAL/WITH PAY
Evans, Carol, Auditorium Tech, Events 11/01/99 - 01/03/00
Sosa, Juan, Custodian NS-2, Operations 07/30/99 - 08/13/99
Virgen, Juan, Parking Sec Officer, College Police 07/16/99 - 08/02/99
Whittaker, Bonnie, Admin Asst. I, Airport (extension) 08/01/99 - 09/16/99

SEPARATIONS
DISQUALIFICATION FROM PROBATION
O'Brien, Patricia, Acct Spec II, Accounting 08/10/99

RESIGNATION
Knight, Wendy, Publications Specialist, Marketing 08/31/99
DISABILITY RETIREMENT
Nichols, William, Mail Services Clerk, Receiving (amendment) 04/20/99
Comment: CALPers Disability Retirement.

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

<table>
<thead>
<tr>
<th>BOARD OF TRUSTEES</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Santa Monica Community College District</td>
<td>September 7, 1999</td>
</tr>
</tbody>
</table>

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11 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)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Effective Date</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Davis, Linda</td>
<td>Department Secretary II, Personnel Comm (ext.)</td>
<td>08/01/99</td>
<td>10/18/99</td>
</tr>
<tr>
<td>Glazer, Brooke</td>
<td>Interp for Hear Impair, Disabled Stu Ctr.</td>
<td>08/30/99</td>
<td>12/12/99</td>
</tr>
<tr>
<td>Santoyo, David</td>
<td>Computer Lab Instr. Spec., Academy of E &amp; T</td>
<td>07/01/99</td>
<td>08/18/99</td>
</tr>
<tr>
<td>Starr, Ellen</td>
<td>Art Gallery Installer, Art Gallery</td>
<td>08/23/99</td>
<td>06/30/00</td>
</tr>
<tr>
<td>Starr, Ellen</td>
<td>Art Gallery Installer, Photo Gallery</td>
<td>08/23/99</td>
<td>06/30/00</td>
</tr>
<tr>
<td>Sussman-Schechter, Dena</td>
<td>Interp For Hear Impair, Disabled Stu Ctr.</td>
<td>08/30/99</td>
<td>12/21/99</td>
</tr>
<tr>
<td>Waco, Shawn</td>
<td>Art Gallery Installer, Art Gallery</td>
<td>08/23/99</td>
<td>06/30/00</td>
</tr>
<tr>
<td>Waco, Shawn</td>
<td>Art Gallery Installer, Photo Gallery</td>
<td>08/23/99</td>
<td>06/30/00</td>
</tr>
<tr>
<td>Woodhouse, Gregory</td>
<td>Entmtnt Tech Srv. Mgr, Academy of E &amp; T</td>
<td>08/16/99</td>
<td>09/30/99</td>
</tr>
</tbody>
</table>

SUBSTITUTE

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Effective Date</th>
<th>Expiration Date</th>
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</thead>
<tbody>
<tr>
<td>Barnes, Erin</td>
<td>Accompanist-Dance, Theatre Arts</td>
<td>08/30/99</td>
<td>12/31/99</td>
</tr>
<tr>
<td>Schreiner, Gregory</td>
<td>Accompanist-Dance, Theatre Arts</td>
<td>08/30/99</td>
<td>12/31/99</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Effective Date</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alvarez, Marlon</td>
<td>Comm. Outreach Aide, Off. of Schl Rel.</td>
<td>07/01/99</td>
<td>12/22/99</td>
</tr>
<tr>
<td>Aranda, Maria Isabel</td>
<td>Counseling Aide, Pico Partnership</td>
<td>07/01/99</td>
<td>08/11/99</td>
</tr>
<tr>
<td>Arnold-Budd, Tricia</td>
<td>Comm. Outreach Aide, Off. of Schl Rel.</td>
<td>07/01/99</td>
<td>12/22/99</td>
</tr>
<tr>
<td>Barnes, Erin</td>
<td>Accompanist-Dance, Theatre Arts</td>
<td>08/30/99</td>
<td>12/31/99</td>
</tr>
<tr>
<td>Bierman, Michael</td>
<td>Comm. Outreach Aide, Off. of Schl Rel.</td>
<td>07/01/99</td>
<td>12/22/99</td>
</tr>
<tr>
<td>Boules, Nancy</td>
<td>Comm. Outreach Aide, Off. of Schl Rel.</td>
<td>07/01/99</td>
<td>12/22/99</td>
</tr>
<tr>
<td>Burgess, Tara</td>
<td>Comm. Outreach Aide, Off. of Schl Rel.</td>
<td>07/01/99</td>
<td>12/22/99</td>
</tr>
<tr>
<td>Byun, Donna</td>
<td>Instructional Asst., ESL</td>
<td>08/30/99</td>
<td>12/21/99</td>
</tr>
<tr>
<td>Cammon, Jaime</td>
<td>Comm. Outreach Aide, Off. of Schl Rel.</td>
<td>07/01/99</td>
<td>12/22/99</td>
</tr>
<tr>
<td>Canales, Estela</td>
<td>Comm. Outreach Aide, Off. of Schl Rel.</td>
<td>07/01/99</td>
<td>12/22/99</td>
</tr>
<tr>
<td>Chang, Carolyn</td>
<td>Comm. Outreach Aide, Off. of Schl Rel.</td>
<td>07/01/99</td>
<td>12/22/99</td>
</tr>
<tr>
<td>Cruz, Jaime</td>
<td>Counseling Aide, Pico Partnership</td>
<td>07/01/99</td>
<td>06/30/00</td>
</tr>
<tr>
<td>De La Torre, Jairo</td>
<td>Comm. Outreach Aide, Off. of Schl Rel.</td>
<td>07/01/99</td>
<td>12/22/99</td>
</tr>
</tbody>
</table>
Delgado, Myrna, Comm. Outreach Aide, Off. of Schl Rel. 07/01/99 “ 12/22/99
Encarnado, Theodore, Comm. Outreach Aide, Off. of Schl Rel. 07/01/99 “ 08/17/99
Franco, Jose, Comm. Outreach Aide, Off. of Schl Rel. 07/01/99 “ 12/22/99
Fuller, Lucas, Comm. Outreach Aide, Off. of Schl Rel. 07/01/99 “ 12/22/99
Gauthier, Victor, Comm. Outreach Aide, Off. of Schl Rel. 07/01/99 “ 12/22/99
Gordon, Jeffrey, Comm. Outreach Aide, Off. of Schl Rel. 07/29/99 “ 12/22/99
Gordon, Stephanie, Comm. Outreach Aide, Off. of Schl Rel. 07/01/99 “ 12/22/99
Gregorio, Barbara, Comm. Outreach Aide, Off. of Schl Rel. 07/01/99 “ 12/22/99

CASUAL cont’d
Hearn, Steve, Comm. Outreach Aide, Off. of Schl Rel. 07/01/99 “ 12/22/99
Hernandez, Miguel, Counseling Aide, Pico Partnership 07/01/99 “ 06/30/00
Herrington, Rashaunda, Comm. Outreach Aide, Off. of Schl Rel. 07/01/99 “ 12/22/99
Hugo, Emily, Comm. Outreach Aide, Off. of Schl Rel. 07/30/99 “ 12/22/99
Izumi, Mariko, Accompanist-Dance, Theatre Arts 08/30/99 “ 12/21/99
Imada, Timoteo, Comm. Outreach Aide, Off. of Schl Rel. 07/01/99 “ 12/22/99
Jensen, Dorothy, Office Aide, Health Services 06/21/99 “ 06/30/99
Jensen, Dorothy, Office Aide, Health Services 07/01/99 “ 06/30/00
Journey, Moses, Comm. Outreach Aide, Off. of Schl Rel. 07/01/99 “ 12/22/99
Keith, Patrick, Comm. Outreach Aide, Off. of Schl Rel. 07/01/99 “ 12/22/99
Lee, Allison, Instructional Assistant, ESL 08/30/99 “ 12/21/99
Ongvinskiy, Leonid, Accompanist-Dance, Theatre Arts 08/30/99 “ 12/21/99
Marcial, Soledad, Comm. Outreach Aide, Off. of Schl Rel. 07/01/99 “ 12/22/99
Martin, Heidi, Counseling Aide, Pico Partnership 07/01/99 “ 06/30/00
Mbusi, Norah, Counseling Aide, Student Support 07/01/99 “ 06/30/00
McCoy, Michael, Counseling Aide, Student Support 07/01/99 “ 06/30/00
Mirza, Talat, Instructional Assistant, ESL 08/30/99 “ 12/21/99
Mora, Marcela, Comm. Outreach Aide, Off. of Schl Rel. 07/01/99 “ 12/22/99
Neidorf, Helena, Instructional Asst - English, Latino Center 08/30/99 “ 12/22/99
Nicholson, Feleccia, Office Aide, Human Resources 07/01/99 “ 06/30/00
Nooyen, Jodi, Instructional Assistant, ESL 08/30/99 “ 12/21/99
Olivas, Nancy, Comm. Outreach Aide, Off. of Schl Rel. 07/01/99 “ 12/22/99
Perez, Sara Ann, Comm. Outreach Aide, Off. of Schl Rel. 07/01/99 “ 12/22/99
Poole, Jason, Comm. Outreach Aide, Off. of Schl Rel. 07/01/99 “ 12/22/99
Racca, Jun, Comm. Outreach Aide, Off. of Schl Rel. 07/01/99 “ 12/22/99
Ramirez, Rachel, Comm. Outreach Aide, Off. of Schl Rel. 07/01/99 “ 12/22/99
Rogers, John, Voc. Asst - Cosmetology, Cosmetology 08/30/99 “ 06/30/00
Rost, Aime, Comm. Outreach Aide, Off. of Schl Rel. 07/01/99 “ 12/22/99
Salazar, Ana S., Comm. Outreach Aide, Off. of Schl Rel. 07/01/99 “ 12/22/99
Schreiner, Gregory, Accompanist-Dance, Theatre Arts 08/30/99 “ 12/31/99
Serratos, Monica, Counseling Aide, Student Life 07/01/99 “ 06/30/00
Smaznevich, Yelena, Comm Outreach Aide, Off. of Schl Rel. 07/27/99 “ 12/22/99
Solis, Maria, Comm. Outreach Aide, Off. of Schl Rel. 07/01/99 “ 12/22/99
Spencer, Gemini, Counseling Aide, Student Support 07/01/99 “ 06/30/00
Taylor, Rosa, Counseling Aide, Student Support 07/01/99 “ 06/30/00
Triyanto, Johannes, Counseling Aide, Counseling 08/04/99 “ 09/11/99
Walker, Frederick, Accompanist-Dance, Theatre Arts 08/30/99 “ 12/21/99

Waldrip, Shontae, Comm. Outreach Aide, Off of Schl Rel.  07/28/99 “ 12/22/99
Watkins, Deanna, Accompanist-Dance, Theatre Arts  08/30/99 “ 12/21/99

TEMPORARY (Limited Term: assignment not to exceed 120 working days/fiscal year)
Anderson, Diane, Reg/Info Clerk, Admissions/Records  07/01/99 “ 06/30/99
Arevalo, Linda, Reg/Info Clerk, Admissions/Records  07/01/99 “ 06/30/99
Berent, Richard, Accompanist - Performance, Music  08/30/99 “ 12/22/99
Bishop, Karen, Reg/Info Clerk, Community Services  07/01/99 “ 12/22/99
Carr-Francis, Sherita, Reg/Info Clerk, Off. of Schl Relations  07/16/99 “ 12/21/99
DeLeon, Nidia, Reg/Info Clerk, Admissions/Records  07/01/99 “ 06/30/00
Diaz, Mark, Reg/Info Clerk, Admissions/Records  07/01/99 “ 06/30/00

TEMPORARY cont’d.
Baker, Terry, Bookstore Clerk/Cashier, Bookstore  07/01/99 “ 06/30/00
Barr, Laura, Accounting Specialist II, Bookstore  07/01/99 “ 06/30/00
Barr, Laura, Bookstore Clerk/Cashier, Bookstore  07/01/99 “ 06/30/00
Baskin, Patricia, Bookstore Clerk/Cashier, Bookstore  07/01/99 “ 06/30/00
Berbano, Leah, Registration/Info Clerk, Office of School Relations  07/01/99 “ 12/22/99
Berman, Sheila, Registration/Info Clerk, Admissions/Records  07/01/99 “ 06/30/00
Bitew, Theodore, Bookstore Clerk/Cashier, Bookstore  07/01/99 “ 06/30/00
Bluvshteyn, Galina, Bookstore Clerk/Cashier, Bookstore  07/01/99 “ 06/30/00
Brideau, Alex, Registration/Info Clerk, Admissions/Records  07/01/99 “ 06/30/00
Brown, Christina, Registration/Info Clerk, Admissions/Records  07/01/99 “ 06/30/00
Bruder, Brunhilde, Registration/Info Clerk, Admissions/Records  07/01/99 “ 06/30/00
Buchanan, Melody, Registration/Info Clerk, Station ‘C’  07/01/99 “ 06/30/00
Bui, Bang, Bookstore Clerk/Cashier, Bookstore  07/01/99 “ 06/30/00
Burnley, Jolaceray, Registration/Info Clerk, ISC  07/01/99 “ 06/30/00
Caamal-Murcia, Gabriela, Reg/Info Clerk Off. of School Rel.  07/01/99 “ 12/22/99
Cadena, Miguel, Registration/Info Clerk, Admissions/Records  07/01/99 “ 06/30/00
Casillas, Joshua, Registration/Info Clerk, Admissions/Records  07/01/99 “ 06/30/00
Casillas, Ruth, Registration/Info Clerk, Admissions/Records  07/01/99 “ 06/30/00
Cason, Tracy, Bookstore Clerk/Cashier, Bookstore  07/01/99 “ 06/30/00
Cassata, Nicole, Registration/Info Clerk, Admissions/Records  07/01/99 “ 06/30/00
Chase, Gerald, Registration/Info Clerk, Station ‘D’  07/01/99 “ 06/30/00
Collins, Kimberly, Bookstore Clerk/Cashier, Bookstore  07/01/99 “ 06/30/00
Coria, Luis, Registration/Info Clerk, Admissions/Records  07/01/99 “ 06/30/00
Cueva, Amelia, Registration/Info Clerk, Admissions/Records  07/01/99 “ 06/30/00
Da Costa, Richard, Bookstore Clerk/Cashier, Bookstore  07/01/99 “ 06/30/00
Dalton, Dorothea, Registration/Info Clerk, Admissions/Records  07/01/99 “ 06/30/00
Davallou, Houman, Bookstore Clerk/Cashier, Bookstore  06/28/99 “ 06/30/99
De la Torre, Heidi, Registration/Info Clerk, Office of School Rel.  07/01/99 “ 12/22/99
Delgado, Mayra, Registration/Info Clerk, Admissions/Records  07/01/99 “ 06/30/00
Dindial, Bharose, Bookstore Clerk/Cashier, Bookstore  07/01/99 “ 06/30/00
DuClaire, Marjorie, Registration/Info Clerk, Station ‘C’  07/01/99 “ 06/30/00
Dunham, William, Registration/Info Clerk, Admissions/Records  07/01/99 “ 06/30/00
Exum, Ellen, Bookstore Clerk/Cashier, Bookstore  07/01/99 “ 06/30/00
Ezra, Sara, Bookstore Clerk/Cashier, Bookstore  07/01/99 “ 06/30/00
Fantroy, Jonathan, Registration/Info Clerk, Admissions/Records  07/01/99 “ 06/30/00
Fierro, Vince, Registration/Info Clerk, Admissions/Records  07/01/99 “ 06/30/00
Fierro, Vince, Registration/Info Clerk, Office of School Rel.  07/01/99 “ 12/22/99
CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 12  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 51
$6.19/hr

Tutorial Aide 3
$10.50/hr

FEDERAL/STATE FUNDED STUDENT EMPLOYEES
College Work-Study Student Assistant 16
$6.19/hr

PHYSICAL EDUCATION DEPARTMENT EMPLOYEES
Recreation Director I
$8.12/hr

Recreation Director II
$10.59/hr

Recreation Director/Day Camp I
$55.00/dy

- PROFESSIONAL EXPERTS
Art Model
$14.00/hr

Art Model w/costume
$17.00/hr

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

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 13  KCRW: LEASE AGREEMENT FOR BROADCAST SITE

It is recommended that the Board of Trustees authorize a lease agreement with FRESNO MSA LIMITED PARTNERSHIP by GTE MOBILNET OF CENTRAL CALIFORNIA INCORPORATED, its general partner, for KCRW's use of a site in Mojave, Kern County, California. Term of lease is for five (5) years commencing September 1, 1999, with option of extending this lease for three (3) additional five (5) year periods subject to a six month written notice. The annual lease is $7,200 in monthly installments of $600 payable in advance. In the second and subsequent years, the lease payments will be increased by 20% over the annual lease for the immediately preceding term.

Funding Source: KCRW Donations

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

RECOMMENDATION NO. 14  KCRW: CONSULTANT AGREEMENTS

It is recommended that the Board of Trustees authorize agreements with the following consultants for
KCRW for the period of August 1, 1999 through June 30, 2000.

ROBERT SCHEER: Program services for "Left, Right & Center." Consultant fee payable at $100 per program for a total not to exceed $5,200.

GAURI SOHINI BALIGA: Post production editing services for GOOD FOOD. Payable at $100 per week for editing services; not to exceed $4,000.

Funding Source: KCRW Donations

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

BOARD OF TRUSTEES
Santa Monica Community College District

Action
September 7, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 15 CHANCELLOR’S OFFICE TAX OFFSET PROGRAM

It is recommended that the Board of Trustees authorize the District to participate in the annual Chancellor’s Office Tax Offset Program (COTOP) for the purpose of collecting outstanding student obligations by the Franchise Tax Board as deductions from the students’ personal state income tax refund, lottery winnings or other state refunds. A 25% administrative fee for the service is deducted from the amount collected and the balance is remitted to the District.

Comment: This is a continuation of one method for the District to collect outstanding student fees, library fines, personal checks and short-term student loans from those students who refuse to pay their financial obligations.

RECOMMENDATION NO. 16 UTILITY CONSULTANT AGREEMENT

It is recommended that the Board of Trustees authorize the renewal of an agreement with UTILITY RESOURCE MANAGEMENT GROUP (URM) for technical consulting service regarding electrical savings and insurance to cover any assessment for electric usage during utility load shedding periods. The District agrees to pay URM thirty percent (30%) of the net savings for a period of up to 30 months based on the District’s actual savings as a result of the implementation of URM recommendations by the District.

Funding Source: District savings

Comment: The consultants will prepare all necessary documents to be filed with our electric utility provider and the Public Utility Commission to obtain the most favorable rates for the District. Savings are calculated after deducting all costs of implementation. Only those proposals accepted by the District will be implemented.
The insurance reimburses the District for the additional electric charges during peak usage periods requiring load shedding. It is estimated that the District saved approximately $80,000 during the term of the previous agreement.

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 17 FOOD SERVICE CONTRACT RENEWAL

It is recommended that the Board of Trustees renew the lease agreement with EM GROUP combining the leases for the Coffee Spot and TCBY. EM Group agrees to hold the District harmless for any and all losses during the move of the Coffee Spot from the Business building location to a District-designated location on the north side of campus. Monthly payments from EM GROUP to the District on the combined lease will be $3,551.25 for a period of five years.

Comment: It will be necessary to move the Coffee Spot due to construction of the addition to Parking Structure C. A new location will be designated to continue to serve the north side of campus.

RECOMMENDATION NO. 18 DESIGNATION OF EMPLOYEE VOLUNTARY DEDUCTION

It is recommended that the Board of Trustees approve the CALIFORNIA PART-TIME FACULTY ASSOCIATION as an employee voluntary deduction.

Comment: This organization is an Educational Outreach Group. This is an additional voluntary deduction endorsed by the Faculty Association.

RECOMMENDATION NO. 19 SETTLEMENT OF CLAIM FOR DAMAGES

It is recommended that the Board of Trustees approve the settlement amount of $125,000 to be paid to plaintiff Elisa Lopez and to her attorneys of record, Spektor & Associates.

Comment: The District has met the deductible on this claim and it is now being handled by Keenan & Associates under the terms of the Memorandum of Coverage for the Statewide Association of Community Colleges.
It is recommended that the Board of Trustees award the bid for the Replacement of HVA/C Units, Telecommunications Building project to the lowest responsive bidder.

<table>
<thead>
<tr>
<th>Bids</th>
<th>Bidders</th>
<th>Keystone Air Conditioning</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>24,837</td>
<td>Pacific General Contractors</td>
<td>64,755</td>
<td>EMMA</td>
</tr>
<tr>
<td>107,000</td>
<td>Corp.</td>
<td>64,755</td>
<td></td>
</tr>
</tbody>
</table>

Funding Source: State Scheduled Maintenance Program/District

Comment: This project is 50% funded by the State Scheduled Maintenance & Special Repairs Program.

It is recommended that the Board of Trustees reject all bids for the Replacement of HVA/C Units and Roofing, Concert Hall.

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Bid Amount</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMMA Corp.</td>
<td>$315,000</td>
<td></td>
</tr>
<tr>
<td>Pacific General Contractors</td>
<td>$476,381</td>
<td></td>
</tr>
</tbody>
</table>

Funding Source: State Scheduled Maintenance Program/State Hazardous Substance Removal Program/District

Comment: Bid amounts exceeded the approved funding amounts provided for this project under the State Scheduled Maintenance Program.

It is recommended that the Board of Trustees approve Change Order No. 18 for the Earthquake Replacement Science Building project with POZZO CONSTRUCTION COMPANY.

| Original Contract Amount | $24,650,000 |
| Change Orders No. 1-17   | 545,833     |
| Change Order No. 18      | 86,456      |
| Revised Contract Amount  | $25,282,289 |

Funding Source: FEMA/District

Comment: This change order provides for owner requested additional access panels in classrooms, changes to telecommunications cable and equipment,
modification of casework, replacement of glazing at teaching benches, provide additional fire alarm conduit to Media Center, modify water purification unit; provide raised concrete curb at skylight as per manufacturer’s warranty; provide engineer’s recommended outlet covers at lab benches and changes to mechanical equipment pads; provide inspector’s recommended GFI electrical receptacles; also provide for wall mounted louvers at elevator hoistway, reframe roof plenum opening, two-hour rated openings at exhaust penetrations, modify suspended ceiling, add display cabinets, replace valve at vacuum pump from pneumatic to electric, provide control at fume extractor, provide electrical power to shades, replace trash receptacles from plastic to metal, provide electrical power switch at seawater tank, relocate fan and ductwork; provide electrical conduit, mechanical piping at NMR, aluminum panels at balcony; replace type pressure switch at seawater tank, repaint walls at LRC, modify Assisted Listening System, provide DSA required additional fire alarm bells; August 17, 1999.

<table>
<thead>
<tr>
<th>BOARD OF TRUSTEES</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Santa Monica Community College District</td>
<td>September 7, 1999</td>
</tr>
</tbody>
</table>

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 20-D FACILITIES: REDUCTION OF CONTRACT RETENTION EARTHQUAKE REPLACEMENT SCIENCE BUILDING

It is recommended that the Board of Trustees find that satisfactory progress is being made on the Earthquake Replacement Science Building project and authorize the District to reduce the contract retention from 5.85% to 5.0%.

Funding Source: FEMA

Comment: This action provides for the reduction and District release of a portion of the Project Retention to Pozzo Construction. $1,237,391 will remain in the project retention funds.

RECOMMENDATION NO. 20-E FACILITIES: CHANGE ORDER NO. 1, HAZARD MITIGATION- VARIOUS BUILDINGS

It is recommended that the Board of Trustees approve Change Order No.1 with PACIFIC GENERAL CONTRACTORS for the Hazard Mitigation-Various Buildings project.

Original Contract Amount $732,897
Change Order No. 1 (150,417)
Revised Contract Amount $582,480

Funding Source: OES/District

Comment: This change order provides for the deletion of items not qualified for
funding under the OES Hazard Mitigation Grant Program guidelines.

- CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 20-F FACILITIES: ARCHITECTURAL SERVICES & ENGINEERING SERVICES – EXTENSION TO PARKING STRUCTURE C

It is recommended that the Board of Trustees authorize the District to enter into an agreement with GENSLER for architectural and engineering services associated with the Extension to Parking Structure C project for an amount not to exceed $430,322 plus reimbursables.

Funding Source: FEMA

Comment: The Extension to Parking Structure C and the Liberal Arts Building were previously a single project. The two projects are now on separate FEMA funding tracks and require separate agreements.

RECOMMENDATION NO. 20-G FACILITIES - DESIGN SURVEY SERVICES, EXTENSION TO PARKING STRUCTURE C

It is recommended that the Board of Trustees authorize the District to enter into an agreement with PSOMAS AND ASSOCIATES for the preparation of a Design Survey for the Extension to Parking Structure C project for an amount not to exceed $13,500 plus reimbursables.

Funding Source: FEMA/District

Comment: This agreement provides for a Design Survey for the purpose of locating, identifying and recording of campus physical features and utility infrastructure associated with the Extension to Parking Structure C, 17th Street Sunken Drive, Auto Court, Pedestrian Bridge and Surface Parking. This survey information will also be used on the Demolition of the Existing Municipal Pool project.
RECOMMENDATION NO. 21    COMMERCIAL WARRANT REGISTER

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

July 1 – July 31, 1999        4070 - 4090        $3,079,564.89

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

RECOMMENDATION NO. 22    PAYROLL WARRANT REGISTER

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

July 1 – July 31, 1999        180-C – 207-N        $6,207,594.10

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

RECOMMENDATION NO. 23    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.

July 1 - July 31, 1999        66906 - 67457        $499,471

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

BOARD OF TRUSTEES
Santa Monica Community College District

Action
September 7, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 24    DIRECT PAYMENTS

It is recommended that the following direct payments be ratified. Payments are authorized upon delivery and acceptance of the items ordered, or performance of the service. All payments are made in accordance with Education Code requirements and allocated to approved budgets. List on file in Business Office.

August 1 – August 31, 1999        D31068 – D31228        $14,942.46

RECOMMENDATION NO. 25-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.

<table>
<thead>
<tr>
<th>Purchase Orders - FY 99/2000</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>A) P. O. 70828 – 71119</td>
<td>2,103,255.04</td>
</tr>
<tr>
<td>B) Telephone-Orders</td>
<td>501,600.80</td>
</tr>
<tr>
<td>C) Change Orders</td>
<td>45,407.81</td>
</tr>
<tr>
<td>D) Auxiliary-Orders</td>
<td>33,319.01</td>
</tr>
<tr>
<td>E) Auxiliary-Change Orders</td>
<td>2,000.00</td>
</tr>
</tbody>
</table>

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

RECOMMENDATION NO. 25-B   PURCHASING: AUTHORIZATION TO
PARTICIPATE IN PURCHASE AGREEMENT

It is recommended that the Board of Trustees approve the use of the following State of California
Department of General Services’ CMAS (California Multiple Awards Schedule) Contract #4-98-00-0029A with
KI for the purchase of furniture for the Media Center in an amount not to exceed $130,000.

Funding Source: District

Comment: Public Contract Code §20652 allows the District to purchase through
other public agencies without advertising for bid.

RECOMMENDATION NO. 25-C   PURCHASING: AWARD OF BID FOR
ANNUAL PRINTING OF CLASS SCHEDULES

It is recommended that the Board of Trustees award Bid 9899-B1 for the Annual Printing of Class Schedules
to the lowest acceptable bidders.

Academic Schedules
   Southwest Offset Printing $115,847
   No other bids received

Emeritus College Schedules
   Southwest Offset Printing $19,800
   Valley Printers, Inc., Sylmar 22,638

Community Services Schedules
   Valley Printers, Inc., Riverside $64,048
   Crest Graphics, Inc 66,645

Comment: Bids were solicited through newspaper advertisements and a mailing.
It is recommended that the Board of trustees authorize the Superintendent/President to form a Personnel Commissioner screening committee. The committee will be formed to recommend to the Board of Trustees qualified candidates for appointment of a Personnel Commissioner for a term beginning December 1, 1999. The committee will be composed of:

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

Comment: Personnel Commissioner Rosalie Argenta’s term expires December 1, 1999. Therefore, it is necessary to follow the process for appointment of a Personnel Commissioner.

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

The screening committee will review all applications, interview a selected group of applicants, and recommend candidates to the Board of Trustees. The Vice President of Human Resources will coordinate the recruitment and selection procedures and serve as a member of the Personnel Commissioner screening committee.
MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 27       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 Atlanta, Georgia, October 13-16, 1999.

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

MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY:
AYES:
NOES:

MAJOR ITEMS OF BUSINESS


It is recommended that the Board of Trustees conduct a public hearing on the 1999-2000 budget.

PUBLIC HEARING OPENED:
  MOTION MADE BY:
  SECONDED BY:
  STUDENT ADVISORY:
  AYES:
  NOES:

PUBLIC COMMENTS:

PUBLIC HEARING CLOSED:
RECOMMENDATION NO. 28-B    ADOPTION OF 1999-2000 BUDGET

It is recommended that the Board of Trustees adopt the 1999-2000 budget as stated in the following pages detailing the various funds of the District.

GENERAL FUND BUDGET SUMMARY

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance</td>
<td>$ 4,498,714</td>
</tr>
<tr>
<td>Revenue</td>
<td>94,398,669</td>
</tr>
<tr>
<td>Total Funds Available</td>
<td>$98,897,383</td>
</tr>
<tr>
<td>Proposed Expenses &amp; Transfers</td>
<td>$97,243,614</td>
</tr>
<tr>
<td>Estimated Contingency Reserves</td>
<td>$1,653,769</td>
</tr>
<tr>
<td>Total</td>
<td>$98,897,383</td>
</tr>
</tbody>
</table>

Budget pages are included in the printed agenda and are available in the Office of the Executive Vice-President, Business and Administration.
<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance</td>
<td>$ 4,815,500</td>
</tr>
<tr>
<td>Income</td>
<td>91,994,190</td>
</tr>
<tr>
<td>Total Funds Available</td>
<td>$96,709,690</td>
</tr>
<tr>
<td>Less: Expenses &amp; Transfers</td>
<td>92,210,976</td>
</tr>
<tr>
<td>Ending Balance</td>
<td>$ 4,498,714</td>
</tr>
</tbody>
</table>

Comment: These figures represent the actual closing figures for fiscal year 1998-99. Detailed information is contained in the 1999-2000 Adopted Budget. The ending balance is 5% of expenditures.

### INFORMATION ITEM E GRANT SUBMITTALS

<table>
<thead>
<tr>
<th>Title of Grant:</th>
<th>Youth Day ‘99</th>
</tr>
</thead>
<tbody>
<tr>
<td>Granting Agency:</td>
<td>Violence Prevention Coalition of Greater Los Angeles</td>
</tr>
<tr>
<td>Requested Funding:</td>
<td>$1,000</td>
</tr>
<tr>
<td>Matching Funds</td>
<td>N/A</td>
</tr>
<tr>
<td>Performance Period:</td>
<td>November 6, 1999 (one day event)</td>
</tr>
<tr>
<td>Summary:</td>
<td>Funding will be used to off-set costs associated with the rental of tables and chairs for the Youth Day ’99 event.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title of Grant:</th>
<th>Online Degree in Business Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Granting Agency:</td>
<td>eCollege</td>
</tr>
<tr>
<td>Requested Funding:</td>
<td>$199,020</td>
</tr>
<tr>
<td>Matching Funds</td>
<td>N/A</td>
</tr>
<tr>
<td>Performance Period:</td>
<td>January 2000 – December 2002 (two years)</td>
</tr>
<tr>
<td>Summary:</td>
<td>Funding will support the development of an online degree in Business Administration.</td>
</tr>
</tbody>
</table>
ADJOURNMENT

The meeting will be adjourned in memory of Wallace Charles Heinen, Wendy Knight’s father.

There will be a special meeting (closed session) for the purpose of conducting the evaluation of the Superintendent/President on Monday, September 20, 1999 at Shutters on the Beach, One Pico Boulevard, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, October 4, 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 Building Room 117), 1900 Pico Boulevard, Santa Monica, California.