AGENDA

Santa Monica Community College District
Board of Trustees

Regular Meeting
Monday, November 8, 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

BOARD OF TRUSTEES
Santa Monica Community College District

Regular Meeting
November 8, 1999

A g e n d a

A meeting of the Board of Trustees of the Santa Monica Community College District is scheduled to be held in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California, on Monday, November 8, 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
    Litigation, pursuant to Government Code Section 54956.9

III. ORGANIZATIONAL FUNCTIONS (Continued)
    C Pledge of Allegiance
    #1 Approval of Minutes: October 4, 1999

IV. SUPERINTENDENT’S REPORT
    Presentations and Discussion
    • Launchpad Program
    • Workforce and Economic Development

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**

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>#3</td>
<td>Payment to Medical Advisor for Respiratory Therapy Program</td>
<td>5</td>
</tr>
<tr>
<td>#4</td>
<td>Consultant Contract for Software Training</td>
<td>5</td>
</tr>
<tr>
<td>#5</td>
<td>Clinical Affiliation Contract for Health Sciences</td>
<td>5</td>
</tr>
<tr>
<td>#6</td>
<td>Job Training Partnership ACT (JTPA) Agreement</td>
<td>6</td>
</tr>
<tr>
<td>#7</td>
<td>Community Services/Extension Courses, Fall 1999 - Addendum</td>
<td>6</td>
</tr>
<tr>
<td>#8</td>
<td>Consultant Contract for Transfer Research</td>
<td>7</td>
</tr>
</tbody>
</table>

**Human Resources**

| #9  | Consultant Agreement for Management Study                                   | 8        |
| #10 | Consultant Agreement for Drug Testing Services                              | 8        |
| #11 | Academic Personnel                                                          | 9        |
| #12 | Classified Personnel - Establish/Abolish Positions                           | 10       |
| #13 | Classified Personnel - Regular                                               | 11       |
| #14 | Classified Personnel - Temporary                                            | 14       |
| #15 | Classified Personnel - Non Merit                                            | 15       |

**Business and Administration**

| #16 | Authorization of Signature                                                   | 16       |
| #17 | Mandated Cost Agreement for Special Services                                 | 16       |
| #18 | Claim for Damages                                                           | 17       |
| #19 | Agreement for Legal Services                                                | 17       |
| #20 | KCRW: Consultant Agreements                                                 | 18       |
| #21 | KCRW: Acceptance of Grants                                                  | 18       |
| #22 | Facilities: Lease Agreement for Assistance League Facility                  | 20       |
| #23 | Commercial Warrant Register                                                 | 21       |
| #24 | Payroll Warrant Register                                                    | 21       |
| #25 | Payments from Auxiliary Operations                                          | 21       |
| #26 | Direct Payments                                                             | 22       |
| #27 | Purchasing: Award of Purchase Orders                                        | 22       |
| #28 | Declaration and Donation of Surplus Property                                | 23       |

### X. CONSENT AGENDA – Pulled Items

### XI. MAJOR ITEMS OF BUSINESS

| #29 | Academic Staffing for 2000-2001                                             | 24       |
XII. **INFORMATION - No Action Required**

D Grant Submittals 25

XIII. **ADJOURNMENT:** The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, December 6, 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.

---

**BOARD OF TRUSTEES**
Santa Monica Community College District

<table>
<thead>
<tr>
<th>Regular Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 8, 1999</td>
</tr>
</tbody>
</table>

---

**I. ORGANIZATIONAL FUNCTIONS**

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

B. **ROLL CALL**

Herbert Roney, Chair
Dorothy Ehrhart-Morrison, Vice-Chair

Nancy Cattell
Carole Currey
Ilona Jo Katz
Patrick Nichelson
Annette Shamey

Pam Schuetz, Student Trustee

---

**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

- Litigation, pursuant to Government Code Section 54956.9
  SMC Faculty Association vs. SMCCD, Case No. BC201332
C. **PLEDGE OF ALLEGIANCE** - Winniphred Stone

---

**BOARD OF TRUSTEES**  
Santa Monica Community College District  
November 8, 1999

**ORGANIZATIONAL FUNCTIONS**

---

**RECOMMENDATION NO. 1**  
APPROVAL OF MINUTES

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

October 4, 1999

**MOTION MADE BY:**  
**SECONDED BY:**  
**STUDENT ADVISORY:**  
**AYES:**  
**NOES:**
CONSENT AGENDA

It is recommended that the Consent Agenda, Recommendations #2–#28 be approved.

Recommendations pulled for separate action:

Action on Consent Agenda

MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY:
AYES:
NOES:
It is recommended that the Board of Trustees accept the following grants.

<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>$78,000</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. Funding will be used to develop and market online courses and provide faculty training on the eCollege system.</td>
</tr>
</tbody>
</table>
# Budget Augmentation:

<table>
<thead>
<tr>
<th>EXPENSE</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>10000</td>
<td>Academic salaries</td>
<td>$45,000</td>
</tr>
<tr>
<td>40000</td>
<td>Supplies</td>
<td>2,000</td>
</tr>
<tr>
<td>50000</td>
<td>Contract services</td>
<td>20,000</td>
</tr>
<tr>
<td>60000</td>
<td>Capital equipment</td>
<td>11,000</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>$78,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INCOME</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>88200</td>
<td>eCollege Grant</td>
<td>$78,000</td>
</tr>
</tbody>
</table>

---

## CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

### RECOMMENDATION NO. 3: PAYMENT TO MEDICAL ADVISOR FOR RESPIRATORY THERAPY PROGRAM

It is recommended that the Board of Trustees approve payment of $4,500 to the UCLA Department of Medicine as reimbursement for the services of Paul E. Bellamy, M.D., who serves as medical advisor for the joint Santa Monica College/East Los Angeles College Respiratory Therapy Program.

**Funding Source:** District Funds.

**Comment:** Dr. Bellamy is Chief of Pulmonary and Critical Care Medicine at UCLA, and his role of advisor includes regular contact with SMC students. The cost of his services is part of SMC’s responsibility under the partnership agreement with East Los Angeles College.

### RECOMMENDATION NO 4: CONSULTANT CONTRACT FOR SOFTWARE TRAINING

It is recommended that the Board of Trustees approve a consultant contract with Kether Williams, for an amount not to exceed $200.00, for services on November 16, 1999:
Funding Source: TANF Funds

Comment: The consultant will provide training to Basic Skills instructors on the use of Passkey Software.

RECOMMENDATION NO. 5 CLINICAL AFFILIATION CONTRACT FOR HEALTH SCIENCES

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

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 Kedren Mental Health affiliation helps to implement the new directions of the Nursing Program to provide more experiences for students in community health facilities.

BOARD OF TRUSTEES
Santa Monica Community College District

Action
November 8, 1999

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 6 JOB TRAINING PARTNERSHIP ACT (JTPA) AGREEMENT

It is recommended that the Board of Trustees approve a contract for Santa Monica College to provide job placement services for eligible JTPA participants to be offered by the Los Angeles Urban League West Adams-Baldwin Hills One Stop. The Los Angeles Urban League will pay Santa Monica College an amount not to exceed $25,000 for the period of November 9, 1999 through June 30, 2000.

Funding Source: The Los Angeles Urban League

Comment: The Office of Workforce & Economic Development will provide staff at the contractor's facility; determine participants' referral eligibility; prepare, maintain, and submit for review all case management files and appropriate documentation; work to provide on-the-job-training and direct placement opportunities for a total of twenty (20) participants referred to the Office of Workforce and Economic development; and conduct all site visits associated with this agreement.

RECOMMENDATION NO. 7 COMMUNITY SERVICES/EXTENSION SEMINARS/COURSES, FALL 1999 - ADDENDUM

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

Extension Instructors
Comment: The instructors receive the indicated percentage of the net registration fee as paid by the participants.

---

**CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS**

**RECOMMENDATION NO. 8 CONSULTANT CONTRACT FOR TRANSFER RESEARCH**

It is recommended that the Board of Trustees approve a consultant contract with the Center for the Study of Community Colleges, for an amount not to exceed $13,248 for the 1999-2000 academic year.

**Funding Source:** Chancellor's Office Transfer Research Grant

**Comment:** In 1998-99, Santa Monica College received a $50,000 research grant from the Chancellor’s Office in order to gain a better understanding of the needs of SMC students who transferred to both public and private four-year institutions. To date, data has been collected from transfer students at UCLA, CSUN, USC, LMU, Pepperdine and Mount St. Mary’s. During the 1999-2000 academic year, SMC will receive an additional $31,250 to conduct focus groups at each of these institutions in an effort to gain more information about the needs of our transfer students upon leaving the community college. We will work with the Center for Study of Community Colleges at UCLA in order to further this research effort.

---

**CONSENT AGENDA: HUMAN RESOURCES**

**RECOMMENDATION NO. 9 CONSULTANT AGREEMENT FOR MANAGEMENT STUDY**

It is recommended that the Board of Trustees authorize a consultant contract with Lynn Solomita to conduct a management study of academic administrator positions, for an amount not to exceed $9,500 for the period ending June 30, 2000.

**Funding Source:** District Funds
Comment: An study of administrative positions at SMC has not been conducted in over ten years. Lynn Solomita will coordinate this project which will include a review of the various district administrative classifications.

RECOMMENDATION NO. 10  CONSULTANT AGREEMENT FOR DRUG TESTING SERVICES

It is recommended that the Board of Trustees authorize a consultant contract with Norton Medical Industries to provide drug testing services for transportation employees for an amount not to exceed $1,000 per year.

Funding Source: District Fund

Comment: Norton Medical Industries will provide all the necessary drug testing and training required pursuant to administrative regulation number 4700.

BOARD OF TRUSTEES
Santa Monica Community College District

ACTION
November 8, 1999

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11  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

HOURLY
(List on file in the Human Resources - Academic)

LEAVES OF ABSENCE - UNPAID

Kurilich, Frances J. Instructor, English 02/14/00 " 06/13/00
Lanum, Jackie Instructor, Behavioral Studies 02/14/00 " 06/16/00

BOARD OF TRUSTEES
Santa Monica Community College District

ACTION
November 8, 1999

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 12  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.

<table>
<thead>
<tr>
<th>ESTABLISH:</th>
<th>ABOLISH:</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telecomm Technician II (1 position)</td>
<td>Telecomm Technician I</td>
<td>11/02/99</td>
</tr>
<tr>
<td>Telecomm, 12 mos, 40 hrs</td>
<td>Telecomm, 12 mos, 40 hrs</td>
<td></td>
</tr>
<tr>
<td>AET, 12 mos, 40 hrs</td>
<td>AET, 12 mos, 40 hrs</td>
<td></td>
</tr>
<tr>
<td>AET, 12 mos, 40 hrs</td>
<td>AET, 12 mos, 40 hrs</td>
<td></td>
</tr>
</tbody>
</table>
| Department Secretary II | Department Secretary II | 01/02/00 ***
| EOP & S, 12 mos, 40 hrs | EOP & S, 12 mos, 40 hrs | |
| Job Developer (1 position) | Job Developer (1 position) | 11/09/99 06/30/00 |
| AET, 12 mos, 20 hrs | AET, 12 mos, 20 hrs | |
| 12 mos, 40 hrs | 12 mos, 40 hrs | |
| Technology Trainer Specialist (new classification) | Technology Trainer Specialist (new classification) | 11/09/99 |
| 12 mos, 40 hrs | 12 mos, 40 hrs | |

- 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

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bastian, Amy</td>
<td>Radio Subs Svcs Coordinator, KCRW</td>
<td>10/04/99</td>
</tr>
<tr>
<td>Cabrera, Gonzalo</td>
<td>Lab Tech-Biol Sciences, Life Science</td>
<td>10/18/99</td>
</tr>
<tr>
<td>Casillas, Jose Cesar</td>
<td>Fin Aid Cust Svcs Clk, Fin Aid</td>
<td>10/25/99</td>
</tr>
<tr>
<td>Cassatta, Mary Beth</td>
<td>Acct Specialist II, Acct</td>
<td>10/11/99</td>
</tr>
<tr>
<td>Keel, Renee</td>
<td>Fin Aid Cust Svcs Clk, Fin Aid</td>
<td>10/25/99</td>
</tr>
<tr>
<td>Prather, George</td>
<td>Director of Auxiliary Svcs, Bus Auxiliary</td>
<td>11/01/99</td>
</tr>
<tr>
<td>Tigner, Christine</td>
<td>Acct Specialist II, Acct</td>
<td>10/19/99</td>
</tr>
</tbody>
</table>

## PROMOTIONS

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fong, Fai</td>
<td>Programmer Analyst I, Netwk &amp; Info Mgmt</td>
<td>10/01/99</td>
</tr>
<tr>
<td>Fr:</td>
<td>Programmer Analyst I, Netwk &amp; Info Mgmt</td>
<td></td>
</tr>
<tr>
<td>To:</td>
<td>Programmer Analyst II, Netwk &amp; Info Mgmt</td>
<td></td>
</tr>
<tr>
<td>Graupman, Joyce</td>
<td>Administrative Asst. I, AET</td>
<td>10/18/99</td>
</tr>
<tr>
<td>Fr:</td>
<td>Administrative Asst. I, AET</td>
<td></td>
</tr>
<tr>
<td>To:</td>
<td>Personnel Specialist I, Personnel Commission</td>
<td></td>
</tr>
<tr>
<td>Maddox, Margaret</td>
<td>Financial Aid Clerk, Fin Aid</td>
<td>10/20/99</td>
</tr>
<tr>
<td>Fr:</td>
<td>Financial Aid Clerk, Fin Aid</td>
<td></td>
</tr>
<tr>
<td>To:</td>
<td>Fin Aid Grant &amp; Wk-Study Coordinator, Fin Aid</td>
<td></td>
</tr>
<tr>
<td>Pena, Brian</td>
<td>Programmer Analyst I, Netwk &amp; Info Mgmt</td>
<td>10/01/99</td>
</tr>
<tr>
<td>Fr:</td>
<td>Programmer Analyst I, Netwk &amp; Info Mgmt</td>
<td></td>
</tr>
<tr>
<td>To:</td>
<td>Programmer Analyst II, Netwk &amp; Info Mgmt</td>
<td></td>
</tr>
<tr>
<td>Rose, Gary</td>
<td>Construction System Supervisor, Maintenance</td>
<td>10/01/99</td>
</tr>
<tr>
<td>Fr:</td>
<td>Construction System Supervisor, Maintenance</td>
<td></td>
</tr>
<tr>
<td>To:</td>
<td>Maintenance Director, Maintenance</td>
<td></td>
</tr>
</tbody>
</table>

## TRANSFER (per CSEA Agreement, Article 6)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancilla, Mary</td>
<td>Lead Interpreter for the Hear Impaired, Dis</td>
<td>10/01/99</td>
</tr>
<tr>
<td>Fr:</td>
<td>Lead Interpreter for the Hear Impaired, Dis</td>
<td></td>
</tr>
<tr>
<td>To:</td>
<td>Lead Interpreter for the Hear Impaired, Dis</td>
<td></td>
</tr>
<tr>
<td>Cardwell, Ingrid</td>
<td>Department Secretary I, 11 mos, Life Sci/Phys</td>
<td>10/16/99</td>
</tr>
<tr>
<td>Fr:</td>
<td>Department Secretary I, 11 mos, Life Sci/Phys</td>
<td></td>
</tr>
<tr>
<td>To:</td>
<td>Department Secretary I, 11 mos, Life Sci/Phys</td>
<td></td>
</tr>
</tbody>
</table>

## ADVANCED STEP PLACEMENTS

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Step</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greene, R. David</td>
<td>Radio Station Asst. Engr, KCRW</td>
<td>C</td>
<td>07/19/99</td>
</tr>
<tr>
<td>Quaile, Robin</td>
<td>Accts Payable Supervisor, Acct</td>
<td>C</td>
<td>03/24/99</td>
</tr>
<tr>
<td>Sher, Brian</td>
<td>Comp Netwk Analyst, Netwk/Info Mgmt</td>
<td>C</td>
<td>08/20/99</td>
</tr>
</tbody>
</table>
WORKING OUT OF CLASSIFICATION

Belcher, Ernie
Fr: Skilled Maint Wker, Maintenance, 12 mos, 40 hrs
To: Acting Metal Wker/Welder, Maintenance, 12 mos, 40 hrs

Dever, David (ext)
Fr: Asst. Bookstore Mgr, Bookstore, 12 mos, 40 hrs
To: Acting Bookstore Mgr, Bookstore, 12 mos, 40 hrs

Engfer, Mark
Fr: Telecomm Technician II, Telecomm, 12 mos, 40 hrs
To: Acting Telecomm Supervisor, Telecomm, 12 mos, 40 hrs

Greenfield, Cynthia
Fr: Admissions/Records Clk II, Admissions, 12 mos, 40 hrs
To: Acting Admissions/Records Clk III, Admissions, 12 mos, 40 hrs

Martinez, Dennis (ext)
Fr: Cash Receipts Clerk, Bookstore, 12 mos, 40 hrs
To: Acting Cash Receipts Coord, Bookstore, 12 mos, 40 hrs

WORKING OUT OF CLASSIFICATION (Additional responsibilities)

Dewit, Lois, Acct Specialist II, Acct +5%
10/01/99 “ 12/31/99

Godbold, Cecil, Repro Operator I +5%
08/09/99 “ 08/27/99

Greenfield, Cynthia, Admiss/Rec Clk II +5%
07/12/99 “ 08/27/99

Looney, Brant, Systems Administrator, AET +10%
09/21/99 “ 12/22/99

Smith, James, Computer Supp Spec, Telecomm +5%
07/01/99 “ 10/22/99

ADDITIONAL HOURS

Bonin, Maria
Fr: Admissions/Records Clk II, 12 mos, 20 hrs
To: Admissions/Records Clk II, 12 mos, 40 hrs

SHIFT CHANGE-PERMANENT

Looney, Brant
Fr: Systems Administrator, Day shift, 12 mos, 40 hrs
To: Systems Administrator, Varied Hours shift, 12 mos, 40 hrs

RELEASED FROM PROBATION – RIGHT TO RETURN

Martin, Ray
Fr: Telecomm Supervisor, Telecomm, 12 mos, 40 hrs
To: Telecomm Technician II, Telecomm, 12 mos, 40 hrs

Trejo, Amelia
Fr: Admin Asst. I, Health Sciences, 12 mos, 40 hrs
To: Department Sec II, Student Life, 12 mos, 40 hrs

LEAVES OF ABSENCE WITH PAY

Verified paid leave in accordance with District and Education Code provisions.
MEDICAL/WITH PAY
Kestdick, Larry, Comm Svcs Asst., Comm Svcs 11/01/99 “ 12/01/99
Martin, Sonya, Personnel Mgr., Personnel Commission 10/14/99 “ 11/05/99
Rojo, Sam, Custodian NS-2, Operations 08/30/99 “ 09/10/99

LEAVES OF ABSENCE/WITHOUT PAY
FAMILY MEDICAL LEAVE
Searcy, Stacie, Department Sec II, Supt/Pres (reduce 20 hrs/wk) 11/01/99 “ 01/24/00

OPPORTUNITY/WITHOUT PAY

SEPARATIONS
RELEASED FROM PROBATION
Sanchez, Richardo, Bookstore Operations Asst, Bookstore 11/09/99

RESIGNATION
Padjen, Mark, Pipefitter/Sprinkler System, Grounds 10/15/99
Smith, James, Computer Support Specialist, Telecomm 10/22/99

RESIGNATION FOR PURPOSE OF RETIREMENT
McCoy, Ardell, Director, Purchasing 01/04/00
Vogt, Nancy, Administrative Asst. I, HPER 01/01/00

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

--

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 14

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)
Garcia, Maria, Department Secretary I, Emeritus 11/01/99 “ 11/30/99
Jimenez, Yvette, Clerical Assistant I, Purchasing (ext.) 09/13/99 “ 11/30/99
Moreno, Jose, Instructional Asst. - Math, Latino Center 10/11/99 “ 12/21/99
CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 15    CLASSIFIED PERSONNEL - NON MERIT

It is recommended that the following non-merit employee(s) be approved for temporary employment. All personnel assigned will be elected on a temporary basis to be used as needed in accordance with District policies and salary schedules.

ELECTIONS

STUDENT EMPLOYEES

College Student Assistant 125
$6.19/hr

Tutorial Aide 8
$10.50/hr
FEDERAL/STATE FUNDED STUDENT EMPLOYEES

College Work-Study Student Assistant 32
$6.19/hr

PROFESSIONAL EXPERTS

Art Model 2
$14.00/hr

Art Model w/costume 1
$17.00/hr

Community Services Specialist I 5
$27.40/hr

Community Services Specialist II 6
$38.00/hr

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

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 16  AUTHORIZATION OF SIGNATURE

It is recommended that the Board of Trustees authorize the addition of George Prather, Jr., Director of Auxiliary Services, as a signatory to the following Santa Monica Community College District accounts:

Bank of America  Auxiliary Services Account (credit card receipts)
Santa Monica Bank  Associated Students Checking Account
Union Bank  Station C Deposits
  Auxiliary Checking Account

RECOMMENDATION NO. 17  MANDATED COST AGREEMENT FOR SPECIAL SERVICES

It is recommended that the Board of Trustees authorize the District to enter into an agreement with the EDUCATION MANDATED COST NETWORK (EMCN) wherein the District will act as the fiscal agent for the EMCN Community College Subcommittee as it relates to processing revenues, accounts payable and accounts receivable for the 1999-2000 Community College Test Claim Fund.
Comment: EMCN annually invoices community colleges that are members of the network. Fees are used for the preparation and submittal of community college mandated cost test claims to establish that costs of State laws or regulations should be reimbursed to the community colleges rather than being a local expense.

---

**BOARD OF TRUSTEES**
Santa Monica Community College District

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 8, 1999</td>
</tr>
</tbody>
</table>

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**

**RECOMMENDATION NO. 18 CLAIM FOR DAMAGES**

It is recommended that the Board of Trustees reject the claim filed by Martha Alcorn for an unknown amount in damages, and refer the claim to the District’s claims management firm.

Comment: Ms. Alcorn alleges that a student in Cosmetology did not properly use a pressing comb and damaged her hair.

---

**RECOMMENDATION NO. 19 AGREEMENT FOR LEGAL SERVICES**

It is recommended that the Board of Trustees authorize the District to enter into an agreement with the law firm of NEWMAN.AARONSON.VANAMAN for the period of November 10, 1999 through June 30, 2000. Newman.Aaronson.Vanaman will develop legal parameters of District public policy for interacting with other government agencies. Fees shall be payable at the rate of up to $275 per hour plus reimbursable costs.

Funding Source: District

Comment: The District will use attorney Robert M. Myers from the above firm to be a member of the District's legal advisory team with the firm of Harding, Larmore, Kutcher & Kozal to assist in the development of the public policy position to advance SMC's mission. This will assist the District in determining its rights and responsibilities in relations with other local agencies.

---

**RECOMMENDATION NO. 20 KCRW: CONSULTANT AGREEMENTS**
It is recommended that the Board of Trustees authorize agreements with the following consultants for KCRW.

SCOTT FRITZ dba ROCKET AUDIO: For production services for special projects including BBC, literary short story projects and special music events at the rate of $3,150 per month for a total not to exceed $25,200, for the period of November 1, 1999 through June 30, 2000.

JOE FRANK: For production services for "Joe Frank: The Other Side" at a rate of $800 for each original exclusive program and $200 for each repeat program for a total not to exceed $21,000, for the period of December 1, 1999 through June 30, 2000.

Funding Source: KCRW donations

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

RECOMMENDATION NO. 21 KCRW: ACCEPTANCE OF GRANTS

It is recommended that the Board of Trustees authorize acceptance of the following grants for KCRW:

(1) Title of Grant: Community Service Grant
Granting Agency: Corporation for Public Broadcasting
Awarded Funding: $744,189
Matching Funds N/A
Performance Period: October 1, 1999 – September 30, 2000
Summary: Funds to be used for National Public Radio annual program acquisition, monthly interconnection fees and NPR membership dues
Budget Augmentation: General Fund Restricted (03)
Income
8000 Grant $744,189

Expenses
5000 Contract services 744,189

(2) Title of Grant: Public Telecommunications Facilities Program Grant
Granting Agency: U. S. Department of Commerce
Awarded Funding: $157,091
Matching Funds $39,273
Performance Period: October 1, 1999 – September 30, 2001
Summary: Funds to be used to expand broadcast services by constructing a full power repeater station in Mojave, CA to serve over 32,000 residents of the Antelope Valley
Budget Augmentation: General Fund Restricted (03)
8000  Grant  $157,091

Expenses
4000  Supplies  10,391
5000  Contract services  46,000
6000  Capital equipment  100,700
Total  $157,091

(3)  Title of Grant:  Community Service Grant

Granting Agency: California Arts Council
Awarded Funding: $25,028
Matching Funds: $25,028
Performance Period: November 1, 1999 – September 30, 2000
Summary: Funds to be used for community outreach, arts programming and radio drama production for Children of Abraham.

Budget Augmentation  General Fund Restricted (03)

Income
86900  Grant  $25,028
88200  District  25,028
Total  $50,056

Expenses
2000  Classified salaries  $6,179
4000  Supplies  469
5000  Contract services  43,408
Total  $50,056

It is recommended that the Board of Trustees authorize the Superintendent/President to enter into negotiations with the Assistance League of Santa Monica to lease the former Assistance League child care facility at 1439 15th Street as a location for SMC’s Children’s Center.

Funding Source: CalWORKs Child Care Facility Grant, District funds

Comment: As a result of the child care presentation at the October 4th meeting, the Board directed the administration to continue discussions with the Assistance League of Santa Monica about the possible lease of this facility and
prepare a recommendation for discussion and action. Prior to the closing of the Assistance League Child Care Center in July 1999, the site was licensed to serve 53 children. SMC should be able to serve at least that number of children there in addition to the 45 children currently being served through the CalWORKs voucher system.

Discussions with the Assistance League have demonstrated an interest in pursuing a long-term relationship with SMC in which all costs for retrofitting and renovating the facility for the College’s use would be applied to a negotiated lease amount. A recommendation will be submitted for Board approval once an agreement is reached with the Assistance League.

<table>
<thead>
<tr>
<th>BOARD OF TRUSTEES</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Santa Monica Community College District</td>
<td>November 8, 1999</td>
</tr>
</tbody>
</table>

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:

September 1 – September 30, 1999 4113 - 4133 $4,356,692.98

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:

September 1 – September 30, 1999 C1B-C – C2C-N $4,378,652.21

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

RECOMMENDATION NO. 25 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.

September 1 - September 30, 1999 67893 - 68642 $1,997,215

Comment: The detailed Auxiliary payment documents are on file in the Auxiliary
RECOMMENDATION NO. 26  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.

October 1 – October 31, 1999       D31352 – D31502               $232,938.56

RECOMMENDATION NO. 27  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. 71237 - 71394</td>
<td>1,752,501.83</td>
</tr>
<tr>
<td>B) Telephone-Orders</td>
<td>77,891.93</td>
</tr>
<tr>
<td>C) Change Orders</td>
<td>39,854.20</td>
</tr>
<tr>
<td>D) Auxiliary-Orders</td>
<td>27,949.58</td>
</tr>
</tbody>
</table>

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

Addendum to the Agenda
RECOMMENDATION NO. 27-A  PURCHASING: AMENDMENT TO LEASE/PURCHASE AGREEMENT

It is recommended that the Board of Trustees authorize the amendment of Recommendation No. 21-B approved October 4, 1999 for the lease/purchase of computer hardware, software and software support from VECTOR TECHNOLOGY to substitute HEWLETT PACKARD as the financing agent for the amended lease/purchase in the amount of $438,883.20 plus $171,552 for the hardware maintenance covering years 2 - 5.

The biannual payments not to exceed the following:

<table>
<thead>
<tr>
<th>Year</th>
<th>Payments</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>2 payments of $43,888.32</td>
<td>$87,776.64</td>
</tr>
<tr>
<td>Years 2-5</td>
<td>8 payments of $65,332.32</td>
<td>$522,658.56</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>$610,435.20</td>
</tr>
</tbody>
</table>

Funding Source: District

Comment: At the October 4, 1999 Board meeting an award was made to Vector Technology for the lease/purchase of this equipment. Vector Technology is not set up to carry the financing for a lease/purchase. Therefore, Hewlett Packard will act as the financing agent at an annual percentage rate of 4.95% and a purchase order will be issued to Hewlett Packard for the lease/purchase of this equipment.

All other terms and conditions of the CMAS agreement with Vector Technology will be in effect under this agreement. Vector Technology is the authorized sales representative for Hewlett Packard.

---

BOARD OF TRUSTEES
Santa Monica Community College District

Action
November 8, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 28  DECLARATION AND DONATION OF SURPLUS PROPERTY

It is recommended that the Board of Trustees declare the following air conditioning/refrigeration equipment as surplus and authorize the District to donate the equipment to the West Valley Occupational Center of the Los Angeles Unified School District.

12 Window Unit Air Conditioners
1 Ice Machine
Comment: The above items are obsolete. The West Valley Occupation Center can use these old units in their occupational training programs.

It is further recommended that the Board of Trustees declare the following electronics lab equipment as surplus and authorize the District to donate the equipment to the Santa Monica/Malibu Unified School District.

- 7 Oscilloscopes
- 1 Vacuum Tube Voltmeter
- 7 Wide Range Oscillators

Comment: The above items are obsolete. The electronics lab at Santa Monica High School can use these old units in their instructional program.

BOARD OF TRUSTEES

Santa Monica Community College District

Action

November 8, 1999

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 29 ACADEMIC STAFFING FOR 2000-2001

It is recommended that the Board of Trustees approve the following academic positions for 2000-2001:

- Art (Design)
- Art History
- Astronomy
- Biology (General)
- Business (General)
- Chemistry
- Computer Science (2 positions)
- Counselor (Articulation)
- Counselor (EOP&S)
- Counselor (International Students Center)
- Counselor (Title III Retention/Persistence)
- English Composition/Reading
- English Composition/Literature
- Geography
- Graphic Design
- Learning Disabilities Specialist
- Mathematics (Cross-Level)
- Mathematics (Developmental)
- Music Appreciation/Theory
- Sociology (2 positions)
- Women's Basketball Coach/Fitness/Health
Funding Source: District Funds, Title III Grant, EOP&S, DSPS

Comment: This recommendation to hire 23 new faculty members is the result of consultation with the college leadership through the Collegewide Coordinating Council. If approved, the hirings will permit the college to meet its AB 1725 full-time obligation as controlled by Title 5, Sections 51025 and 53300.

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

BOARD OF TRUSTEES
Santa Monica Community College District

Action
November 8, 1999

Addendum to the Agenda

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 30 APPPOINMENT OF PERSONNEL COMMISSIONER

It is recommended that the Board of Trustees nominate (name to be presented) to the California Community Colleges Chancellor’s Office for appointment to the SMC Personnel Commission. The person nominated to the Personnel Commission will serve a three-year term that commences on December 1, 1999.

Comment: On September 7, 1999, the Board of Trustees authorized the Superintendent/President to create a Personnel Commission Screening Committee to screen applications, interview a select group of applicants and recommend to the Board of Trustees a nominee for appointment to the Personnel Commission. It is anticipated that the committee will complete its process. Therefore, this addendum is necessary in order for the Board to take timely action if a nominee is presented for this meeting.

MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY:
AYES:
NOES:
INFORMATION ITEM D

GRANT SUBMITTALS

Title of Grant: ENLACE
Granting Agency: W. K. Kellogg Foundation
Requested Funding: $100,000
Matching Funds: $43,020 (SMC in-kind)
Performance Period: January 2000 – December 2000
Summary: The goal of this one-year planning project is to bring together partners from the community, K-12 schools, the college, and private business/industry to work collaboratively on strategies designed to improve the retention and graduation rate of Latino students. A result of the planning phase will be a proposal for the second phase of ENLACE, a four-year implementation grant.

Title of Grant: Fund for Instructional Improvement (FII): “A Tutor By Your Side”
Granting Agency: Chancellor’s Office, California Community Colleges
Requested Funding: $18,506
Matching Funds: $3,211 (SMC in-kind)
Performance Period: January 2000 – December 2000
Summary: The goal of this project is to hire additional part time tutors (student help) to provide tutoring assistance in the Modern Language lab. Current tutoring staff is insufficient to meet this need and students using the computers have no one to help them with language-specific questions.

Title of Grant: Fund for Instructional Improvement: “Media Literacy and Cinema/Broadcast Curriculum”
Granting Agency: Chancellor’s Office, California Community Colleges
Requested Funding: $19,996
Matching Funds: $2,000 (SMC In-kind; indirect costs)

Performance Period: January 2000 – December 2000

Summary: This proposal addresses the need for students to develop skills to interpret, evaluate, and critically analyze visual images and media and has, as its primary goal, to provide resources to identify, evaluate, recommend, acquire, and develop course materials, and create an expanded Communications Department curriculum for the purpose of:

1. Teaching media literacy skills to sharpen student understanding of mass media messages to allow them to become more media literate.
2. Giving students an opportunity to demonstrate their acquired understanding of media by creating and producing their own media messages through production courses developed within this expanded curriculum.

Title of Grant: Fund for Instructional Improvement
“Development of Laboratory Methods Courses for Chemistry and Biology”

Granting Agency: Chancellor’s Office, California Community Colleges

Requested Funding: $36,218

Matching Funds: $3,622 (SMC In-kind: 10% indirect costs)

Performance Period: January 2000 – December 2000

Summary: To increase the number of underrepresented students in the sciences and to provide industry with a strong and competent workforce, SMC proposes to initiate the development of two laboratory methods courses: a Chemistry Laboratory Methods Course and Biotechniques Course. The outcomes of these introductory courses include increased success, persistence, career awareness among populations traditionally underrepresented in the sciences.

Title of Grant: Fund for Instructional Improvement
“Student Success Project”

Granting Agency: Chancellor’s Office, California Community Colleges
Requested Funding: $82,480

Matching Funds: $44,032 (SMC In-kind: Matriculation Augmentation funded counselors)

Performance Period: January 2000 – December 2000

Summary: The proposed research project will validate the results from an initial student success study conducted by Santa Monica College. This study explores the use of modified orientation, collaborative learning in the classroom, intensive counseling/monitoring, student success classes, and increasing students’ connection with the college through academic and social activities as methods for achieving higher success and persistence and a lower rate of first-time college students who end up on probation.

BOARD OF TRUSTEES
Santa Monica Community College District

Adjournment
November 8, 1999

ADJOURNMENT

The meeting will be adjourned in memory of Rodney Mayfield, who was an integral part of SMC earthquake recovery, and Dr. Juan Villagomez, a Santa Monica physician and friend of the college.

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

This is the annual organizational meeting of the Board of Trustees. The agenda will include the following organizational functions:

- Election of Officers
- Seating of the Board of Trustees
- Election of Trustee Liaisons
- Authorized Signature Resolutions