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SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING
MONDAY, DECEMBER 4, 2000

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 1570
Education Code Section 72121.5
Government Code Sections 54954.2, 54954.3, 54957.9*

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 4, 2000

A G E N D A

A meeting of the Board of Trustees of the Santa Monica Community College District is scheduled to be held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Monday, December 4, 2000.

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	<u>Page No.</u>
	A Call to Order	1
	B Roll Call	
II.	CLOSED SESSION (Scheduled for 5:30 p.m.)	
	• Pending Litigation pursuant to Government code Section 54656.9	
	• Conference with Legal Counsel – Existing Litigation, pursuant to Government Code Section 54956.9	
	• Collective Bargaining, pursuant to Government Code Section 54957.6	
III.	ORGANIZATIONAL FUNCTIONS (Continued)	
	C Pledge of Allegiance	
	#1 Approval of Minutes: November 13, 2000	
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)	
	<u>Contracts and Grants</u>	<u>Page No.</u>
	#2 Acceptance of Grant	3
	<u>Academic and Student Affairs</u>	
	#3 Consultant for TTIP Human Resources Fund	4
	#4 Customized Training Program	4
	#5 Community Services/Extension Seminars/Courses, Winter and Spring, 2001	5

Human Resources

#6	Agreement for Special Services	9
#7	Academic Personnel	9
#8	Classified Personnel - Establish/Abolish Positions	10
#9	Classified Personnel - Regular	11
#10	Classified Personnel - Temporary	12
#11	Classified Personnel - Non Merit	13

Business and Administration

#12	Claim for Damages	14
#13	Risk Management: Integrated Waste Management Plan	14
#14	Industrial Injury Treatment Agreement (Extension)	14
#15	KCRW: Acceptance of Grant	15
#16	KCRW: License Agreement Renewal	15
#17	KCRW Consultants	16
#18-A	Facilities: Engineering Services – Replace HVA/C Systems, Letters and Science	16
#18-B	Facilities: Engineering Services – Replace HVA/C Systems, Admissions/ Counseling Center	17
#18-C	Facilities: Amendment to Architectural Agreement – 2714 Pico Blvd.	17
#18-D	Facilities Pool/Natatorium Demolition Project	17
#19	Commercial Warrant Register	18
#20	Payroll Warrant Register	18
#21	Payments from Auxiliary Operations	18
#22	Direct Payments	18
#23-A	Purchasing: Award of Purchase Orders	19
#23-B	Purchasing: Authorization to Purchase Broadcast Equipment and Supplies	19
#23-C	Purchasing: Award of Bid for Waste Disposal	20

X. **CONSENT AGENDA – Pulled Items**

XI. **MAJOR ITEMS OF BUSINESS**

#24	Initial Collective Bargaining Proposal, SMC Faculty Association	21
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XII. **BOARD POLICY**

#25	Second Reading – Board Policy Section 5000, Curriculum and Instruction	24
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XIII. **INFORMATION - No Action Required**

D	Submittal of Grants	25
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XIV. **ADJOURNMENT:** There will be a special meeting of the Board of Trustees for the purpose of conducting a public hearing on Monday, December 11, 2000 at 7 p.m. in the Board Room (Business Building Room 117) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

There will be a special meeting of the Board of Trustees on Wednesday, December 20, 2000 at 5:30 p.m. in the Board Room at Santa Monica College. This is the annual organizational meeting of the Board of Trustees.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, January 8, 2001 at 7 p.m. (5:30 p.m. if there is a closed session) in the Board Room (Business Building Room 117) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 4, 2000

I. ORGANIZATIONAL FUNCTIONS

A. CALL TO ORDER – 5:30 p.m.

B. ROLL CALL

Dorothy Ehrhart-Morrison, Chair
Annette Shamey, Vice-Chair

Nancy Cattell-Luckenbach
Carole Currey
Patrick Nichelson
Herbert Roney

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

- Pending Litigation, pursuant to Government Code Section 54956.9
- Conference with Legal Counsel – Existing Litigation, pursuant to Government Code Section 54956.9
Santa Monica College Faculty Association vs. Santa Monica Community College District, et al., LASC Case No. BC 236666
- Collective Bargaining, pursuant to Government Code Section 54957.6

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

C. PLEDGE OF ALLEGIANCE – Lantz Simpson

RECOMENDATION NO. 1

APPROVAL OF MINUTES

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

November 13, 2000 (Regular Meeting)

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 4, 2000

CONSENT AGENDA

It is recommended that the Consent Agenda, Recommendations #2–#23 be approved.

Recommendations pulled for separate action:

Action on Balance of Consent Agenda

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 4, 2000

CONSENT AGENDA: CONTRACTS AND GRANTS

RECOMMENDATION NO. 2 ACCEPTANCE OF GRANT

It is recommended that the Board of Trustees accept the following grant and augment the 2000-2001 budget as indicated:

Title of Grant: **Middle College High School**

Project Developer/Dept. Julie Yarrish

Granting Agency: California Community College Chancellor’s Office

Requested Funding: \$150,000

Matching Funds \$150,000

Performance Period: FY 2000/01

Summary: The proposed funding will support the continued development and implementation of the “Launchpad” program which provides Los Angeles area high school students an opportunity to take college courses to prepare them to enter the Academy of Entertainment & Technology. This is the fourth year of the Launchpad program.

Budget Augmentation	Expenditures	
	1000	\$79,081
	2000	400
	3000	20
	4000	11,900
	5000	52,830
	Income	
8000	\$150,000	

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 4, 2000

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 3 CONSULTANT FOR TTIP HUMAN RESOURCES FUND

It is recommended that the Board of Trustees authorize a contract with Learning Tree International to provide one week of intensive Windows 2000 training for a maximum of 28 SMC Instructional Technology staff, January 21 through January 26, 2001, for an amount not to exceed \$32,628.

Funding Source: TTIP GRANT (Chancellor's Office)

Comment: Learning Tree International will offer intensive training for the upcoming migration from Windows NT to Windows 2000. The new operating system is vastly changed, and this training program is critical to a successful, smooth transition.

RECOMMENDATION NO. 4 CUSTOMIZED TRAINING PROGRAM

It is recommended that the Board of Trustees authorize extending the agreement with Computer Based Education (CBE) to provide the facilities and classroom for eligible participants referred to the Office of Workforce and Economic Development, beginning January 2001 through December 2002, for an amount not to exceed \$1,000 per participant.

Funding Source: Proceeds from the approved and executed agreement with Community Career Development (CCD).

Comment: At its March 2000 meeting, the Board of Trustees authorized entering into an agreement with CCD to provide facilities, a classroom, and an instructor so that students can receive the final 80 hours of telecommunications training. Currently, there are twelve participants in the class.

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 5 COMMUNITY SERVICES/EXTENSION SEMINARS/COURSES, WINTER AND SPRING, 2001

It is recommended that the Board of Trustees approve the following seminars/courses for the Santa Monica College Community Services and Extension programs for Winter and Spring, 2001:

WINTER 2001

Kozameh A	Spanish (2) (Emeritus)	18 Hr
Perez-Pena F	French (2) (Emeritus)	18 Hr

EXTENSION

Goldberg B	Intensive ESL Winter	150 Hr
Uchiyama K	Intensive ESL Winter	150 Hr

SPRING 2001

Anthony W		
New World Travels	Art of Discount Travel	40%
Arsonse S	Poetry	18 Hr
Barnstable C	Audition Techniques & Cold Reading	12 Hr
	Modeling for All Types	12 Hr
	TV Commercials/Acting Workshop (2)	24 Hr
Barthoff M	Art for Non-Artists (2)	36 Hr
Baumel G E		
Gett Security/Bodyguard Serv.	CA Security Guard	40%
Binnendyk M	Sculpting the Human Face	21 Hr
	Sculpting with Papier Mache	18 Hr
Brutsche J	Watercolor on Location (2)	48 Hr
Cabrera Saldana C	Spanish for Youth (2)	18 Hr
Catanzaro J	Substitute Teacher	40%
Chapman D T		
Dollie Chapman, IIDA Design	Fundamentals of Interior Design	40%
Chen C	Beginning Landscape Design	10 Hr
	Hardscape Landscaping	8 Hr
	Softscape Landscaping	8 Hr
	Asian Woodblock Printing	6 Hr
Cherubin J	Poetry for Kids (2)	18 Hr
	Crafting the Short Story (2)	36 Hr
Chianis A	Belly Dancing (2)	24 Hr
Chow Y M	Chinese Brush Painting (2)	36 Hr
Christensen C		
Notary Public Seminars	Notary Public	40%
Cline K	Introduction to Iyengar Yoga (2)	40%
Copeland R	Kickboxing (2)	30 Hr
Craig-Smith M	Reducing Stress	3 Hr
Day J	Gourmet Herbal Gifts	40%
	Exploring the World of Fragrances	40%

Demory D	Creating Your Ideal Career	40%
Dighero C	Beginning Spanish L1 (2)	50%
	Intermediate Spanish L1	50%
	Intermediate Spanish L2	50%
Diamond K	Introduction to Feng Shui	40%
Dingman E	Professional Floral Design – Basic	15 Hr
	Professional Floral Design – Int/Adv	15 Hr
Drach M	Beginning French for Travelers L1	40%
	Beginning French for Travelers L2	40%
	Advanced French Conversation	40%
Duvall G		
Gran Design	Bicycle Maintenance (3)	40%
	Motorcycle Maintenance (2)	40%
Gale G I S	Downtown Metro Tour	6 Hr
	Metro Hollywood Tour	6 Hr
	Downtown Art Tour (2)	12 Hr
Gentry H P	Culinary Cooking Class	10 Hr
Georgen P	Art of Negotiation	40%
Grant R	Creative Writing for Kids (2)	18 Hr
Giannone V		
Creative Weddings	Wedding Consultant	40%
Gill H	Investing in Mutual Funds	40%
	Stocks: Understanding the Market (2)	50%
Goldman C	Beginning Decorative Furniture Painting	40%
Goode D	Adult Karate (2)	36 Hr
	Youth Karate (2)	24 Hr
Gordon K	Ballroom Dance L1 (2)	40%
Gullborg B	Stretch & Slim (2)	40%
	Slow Stretch (2)	40%
Hanson P	Going into Business	40%
Heisler L	Beginning Yoga (2)	40%
Heller P	Painting on Glass	18 Hr
Higa J	What a Way to Go!	3 Hr
House R	Beginning Spanish L1 (2)	50%
	Beginning Spanish L2	50%
	Intermediate Spanish L1	50%
	Intermediate Spanish L2	50%
Ivanova O	Beginning Russian L1 (2)	36 Hr
Jensen J		
Jensen Publications	How to Succeed as a Writer	40%
	Buy a Home at a Discount	40%
	Self Discovery in the Garden	40%
Jones R L	Basic Photography (4)	40%
Kapaku O		
Okima Kapaku Kawika	Hawaiian Dance L1 (2)	40%
	Hawaiian Dance L2 (2)	40%
Kastendiek T	Recreational Volleyball (2)	40%
Katz B	Foregiveness	40%
Katz H	Home Remodeling	50%
	Preventing Construction Defects	50%
Kaufman B	Don't Take It Personally	40%
Kotra J		
Financial Network	Successful Retirement	40%
Lager E		
Evelyn Lager	Write Freelance Articles that Sell	40%
	Good Grief! Its Grammar!	50%
Leddell J	Gift Wrapping	40%
Leichner L	Beginning German L1 (2)	36 Hr
Lemack B	PR for NonProfits	40%
Levyn K	East/West Coast Swing (2)	40%

Lieberman A	Beat the Lender	40%
Lipton L	Job Interviews	6 Hr
	Relevant Resumes	6 Hr
	Career Transition Workshop	9 Hr
Longobart R		
Green Thumb Bookkeeping	Basic Tiling Techniques	50%
Lopez M	Color Print Lab (2)	48 Hr
	Beyond Basic Photography (2)	36 Hr
Mandel R	Beginning Crochet	24 Hr
Mann H	Stand-Up Comedy	18 Hr
	Comedy Writing	18 Hr
Manseau F	Cartooning for Fun	12 Hr
	Basic Drawing for Youth	12 Hr
	Beginning Watercolor (2)	18 Hr
	Intermediate Watercolor (2)	18 Hr
Mansfield W		
William Mansfield Seminars	Real Estate Appraisal	40%
Marshall G	Home/Studio Demos	6 Hr
McCormick Y	Japanese Flower Arranging	12 Hr
McDonald S	Advanced Black/White Print Lab (2)	40%
Miller N		
Rounds, Miller & Assoc.	Mail Order Business	40%
Morgen S W	Spring Sing	12 Hr
Mojsin L	Accent Reduction Control	40%
Morgan D	Right Brain Drawing (2)	42 Hr
Nagler J	Grantwriting for Non Profits	40%
Needle R	Beautiful Beads	50%
Nethery B	Beauty Makeover	40%
Nunes J	Exploration in Oils	18 Hr
	Exploration in Pastels	18 Hr
Palen C		
Chaos Control	Chaos Control Seminar	40%
Pampillo I	Beginning Salsa L1 (2)	40%
	Beginning Salsa L2 (2)	40%
Piscopo M	Portfolio Development	8 Hr
	Business of Photography	12 Hr
Poma W	The Art of Bookmaking (2)	40%
Prestine J	Write a Children's Picture Book (2)	50%
	Publish a Children's Book	50%
Railsback S		
Sherrie Railsbac	Freelance Bookkeeping	50%
	Talk to Anyone	50%
Reck L	Mature Driver's (2)	16 Hr
Reddick M		
Marshall Reddick Seminars	Government Foreclosures (2)	40%
Rein L	How to Become a Foster/Foster-to-Adopt Parent	40%
Richardson L G		
Lois G. Richardson	Women and Investing	40%
Rimmon S		
S. Rimmon & Co., Inc.	Importing Seminars (3)	50%
Rives J	Pop-Up Books & Cards	40%
Robinson K	Fruits/Flowers in Watercolor (2)	48 Hr
Rose E	Color Magic	40%
Rounds M		
Rounds, Miller & Assoc	Coaching/Consulting	40%
Russell M. PH.D.	Impact of Adoption	40%
Saxon J	Pop Songwriting (2)	36 Hr
Scherillo R	Beginning Italian L1 (4)	72 Hr
	Intermediate Italian (2)	36 Hr

Shamel A	Black & White Print Lab (2)	40%
	Hand Tinting Techniques	40%
Sheehan M	Pysanka	7 Hr
Singer D	Tai Chi Chuan (2)	40%
Sinkeviciute B	Violin ensemble for Fun & Joy (2)	12 Hr
	Introduction to Violin for Fun & Joy (2)	12 Hr
Small I D		
I David Small	Family Trust	50%
Song J	Accupressure/Stretch (2)	18 Hr
Specktor D	Beginning Knitting	36 Hr
Steinman H M	CBEST Prep & Review	18 Hr
Stoddard N		
Carefree Travel	Packing Light & Easy	40%
	Europe on Your Own	40%
Tarlow E		
So. Calif Boat Club, Inc.	Kayaking (10)	\$40/Student
	Rowing (2)	\$105/Student
	Sailing (8)	\$118/Student
Suen L	Beginning Chinese (2)	36 Hr
Temp S	World of Collage	18 Hr
	Collage & Assemblage	18 Hr
Thompson P	Creativity Workshop (2)	42 Hr
Tirr C	Watercolor for Kids	15 Hr
	Acrylic for Kids	15 Hr
Unger I	Yoga for a Healthy Back (2)	40%
Urquhart S	Beginning Japanese (2)	36 Hr
Valdivia O	Spanish for Absolute Beginners (2)	40%
Weiss D H	One Day Retreat	8 Hr
	Art of Scrapbooking	3 Hr
Westerfield D		
Westerfield & Associates	Small Business Bookkeeping	50%
	Tax Workshop	40%
	How to Chose/Buy Personal Computer	50%
Wheeler J	Drawing the Head with Charcoal	18 Hr
	Painting the Head in Oil	18 Hr
Wickland G	Video/Digital Camera	12 Hr
Windish G	Blueprint Reading	40%
Winston P	Introduction to Medial Insurance Billing	40%
Wyels J		
Joyce Gregory Wyels	Travel Writing	50%
Wyllie J		
James Wyllie	Horsemanship (5)	\$180/Student

EXTENSION

de Elejalde K	Spring Intensive ESL	400 Hr
di Rende S	Spring Intensive ESL	400 Hr
Education to Go	On-Line Computer Classes (140)	\$29/Student
Goldberg B	Spring Intensive ESL	400 Hr
Grillo M A	Private Pilot Ground School	42 Hr
	Instrument Pilot Training	42 Hr
Hammond C	Computer Instruction (2)	30%
Hurwit M A	Medical Transcription	45 Hr
Lev H C	Real Estate Classes (3)	96 Hr
Levin T	Spring Intensive ESL	400 Hr
Lowcock F E	Adobe Photoshop (2)	30%
Miller M E	Computer Baby Steps	30%
Uchiyama K	Spring Intensive ESL	400 Hr
Utas R	Computer Instruction (4)	30%
Vietti F	Spring Intensive ESL	400 Hr

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 4, 2000

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 6 AGREEMENT FOR SPECIAL SERVICES

It is recommended that the Board of Trustees approve an agreement for special services with the Law Office of Larry Frierson to provide the District with legal and consulting services regarding employment relations and education law, and representation in labor negotiations, administrative proceedings, and court proceedings as requested by the District. Payment shall be based on an hourly rate of \$200 for attorney services and \$75 per hour for paralegal services plus reimbursement for any necessary costs and expenses authorized by the District.

Funding Source: District General Fund less State mandated cost recovery

Comment: Mr. Frierson has provided legal services to the SMC in the past and his knowledge of the District will be a benefit.

RECOMMENDATION NO. 7 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.

EFFECTIVE DATE

ELECTIONS

HOURLY
(List on file in the Office of Humans Resources - Academic)

LEAVES OF ABSENCE WITH PAY

<u>MEDICAL LEAVE</u>		
Angel, Vini M.	Instructor, Nursing	11/13/00 " 12/13/00

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 4, 2000

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 8

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.

	<u>EFFECTIVE DATE</u>
<u>ESTABLISH</u>	
Department Secretary I (1 position) Human Resources, 12 mos, 40 hrs	10/01/00
Educational Computer Specialist (1 position/new classification/categorical funds) Information Technology, 12 mos, 40 hrs	12/05/00 " 06/01/01
Workforce & Economic Development Executive Assistant (1 position/new classification/categorical funds) Workforce & Economic Development, 12 mos, 40 hrs	12/05/00 " 06/30/01
<u>ABOLISH</u>	
Department Secretary I (1 position) Matriculation, 12 mos, 20 hrs Comment: Correction to 11/13/00 action.	11/14/00

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 4, 2000

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9

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.

	<u>EFFECTIVE DATE</u>
<u>ELECTIONS</u>	
<u>PROBATIONARY</u>	
Shokravi, Kaveh, Computer Support Specialist, Telecommunications	11/29/00
<u>PROMOTIONS</u>	
Carrillo, Michael	09/08/00
Fr: Community College Police Trainee, VH-1, College Police	
To: Community College Police Officer, VH-1, College Police	
<u>TRANSFER/ADMINISTRATIVE</u>	
Stallings, Kim	11/15/00
Fr: Department Secretary II, Foundation, 12 mos, 40 hrs	
To: Department Secretary II, Risk Management 12 mos, 40 hrs	
<u>STIPEND – VARIED HOURS DIFFERENTIAL</u>	
Philipson, Adam Special Projects Coord, Madison +VH-1	10/03/00 " 12/21/00
<u>WORKING OUT OF CLASSIFICATION (Additional responsibilities)</u>	
Goolsby, Jeannette, Dept Secretary II, EOPS +4%	11/13/00 " 12/21/00 01/02/01 " 03/01/01
<u>EDUCATIONAL PAY DIFFERENTIAL</u>	
Goodnight, Makada, College Police Dispatcher, College Police	+1.5% 11/01/00
Greenberg, Ana, Job Developer, Job Center	+1.5% 11/01/00
Griskevicius, Agnius, Comp Lab Instr Spec, Instr Comp	+.75% 11/01/00
Romo, David, Gardener/Equip Oper, Grounds	+1.5% 11/01/00
<u>EDUCATIONAL PAY DIFFERENTIAL (Mgmt)</u>	
Ayers, Phyllis, Environmental Compliance Off, Risk Mgmt	+1.5% 11/01/00
<u>LEAVES OF ABSENCE WITH PAY</u>	
Verified paid leave in accordance with District and Education Code provisions.	
<u>MEDICAL</u>	
Hudson, Felicia, Custodian NS-2, Operations	09/28/00 " 10/31/00
Silva, Al, Plumber, Maintenance (ext)	11/01/00 " 11/07/00
<u>MILITARY</u>	
Carter, Thomas, Auditorium Tech, Events (amended date)	10/09/00 " 10/25/00

LEAVES OF ABSENCE WITHOUT PAY

SUSPENSION

College Police Dispatcher, Campus Police	3 Days
Community College Police Officer, Campus Police	3 Days

RECOMMENDATION NO. 10 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.

ELECTIONS

EFFECTIVE DATE

PROVISIONAL

Fontaine, Patricia, Accounting Specialist I, Auxiliary Services	11/01/00 “ 03/30/01
Gleason, Tim J., Groundskeeper, Grounds	11/06/00 “ 01/30/01
Johnson, Trena, G., Department Secretary II, Health Science	10/17/00 “ 12/18/00
Matsumoto-Trejo, Sharon, Clerical Assistant I, LRC Science	11/06/00 “ 03/20/01

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

Gutierrez, Estella, Art Gallery Installer, Art Gallery	11/08/00 “ 12/21/00
Schreiner, Gregory, Accompanist-Performance, Music	10/29/00 “ 11/05/00

LIMITED TERM (Temporary assignment not to exceed 120 working days/fiscal year)

Acosta, Arlene, Registration/Information Clerk, Office of Schl Rlts.	11/01/00 “ 06/30/01
Amanuel, Abby, Registration/Information Clerk, Int'l Ed Center	11/02/00 “ 06/30/01
Baker, Joanna M, Registration/Information Clerk, Int'l Ed Center	11/07/00 “ 06/30/01
Baker, Tiffany, Registration/Information Clerk, Admissions & Recs.	11/02/00 “ 06/30/01
Brown, Carla, Registration/Information Clerk, Int'l Ed Center	11/17/00 “ 06/30/01
Brown, Kahli, Registration/Information Clerk, Office of Schl Rlts.	11/01/00 “ 06/30/01
Caffrey, Jeffrey, Media Service Technician, Media Center	11/02/00 “ 12/19/00
DiModica, Antoinine, Department Secretary II, ESL	10/30/00 “ 11/03/00
Jones, Michaelyn, Registration/Info Clerk, Admissions & Recs.	11/03/00 “ 06/30/01
Merchant, Erin, Interpreter for Hearing Impaired, Disabled Stu Ctr	11/08/00 “ 12/19/00
Shinder, Semen, Registration/Information Clerk, Admissions & Rec	11/06/00 “ 06/30/01
West, Jacqueline, Department Secretary I, Mathematics	11/13/00 “ 03/30/01

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 4, 2000

RECOMMENDATION NO. 11

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 \$7.00/hr	44
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FEDERAL/STATE FUNDED STUDENT EMPLOYEES

College Work-Study Student Assistant \$7.00/hr	38
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TUTORIAL AIDES

\$10.50/hr	2
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PROFESSIONAL EXPERTS

Community Services Specialist I \$27.40/hr	1
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Workforce and Economic Development - Project Specialist I \$3750.00/mo	1
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List(s) available in the Human Resources Office and attached to permanent minutes.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 4, 2000

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 12 CLAIM FOR DAMAGES

It is recommended that the Board of Trustees reject the claim filed on November 13, 2000 by Andrew J. Stern, attorney at law, for his client Nechama B. Bergoff in the amount of \$7,500 and refer the claim to the District's claims management firm.

Comment: Mr. Stern alleges that his client was injured during a class in the Fitness Center due to improper supervision.

RECOMMENDATION NO. 13 RISK MANAGEMENT: INTEGRATED WASTE MANAGEMENT PLAN

It is recommended that the Board of Trustees approve the filing of the District's Integrated Waste Management Plan with the California Integrated Waste Management Program Board.

Comment: AB 75 requires that the District adopt and submit an Integrated Waste Management Plan. The purpose of the plan is to divert at least 25% of the solid waste generated by the District from landfill disposal or transformation facilities by January 1, 2002 and by at least 50% by January 1, 2004.

RECOMMENDATION NO. 14 INDUSTRIAL INJURY TREATMENT AGREEMENT (EXTENSION)

It is recommended that the Board of Trustees approve the extension of a service agreement with SANTA MONICA BAY PHYSICIANS to provide industrial injury treatment to District employees for the period of January 1, 2001 through March 31, 2001.

Comment: This is an extension of the agreement approved by the Board of October 2, 2000. This is an interim agreement while the District sends out requests for proposals to clinics in the Santa Monica area. All charges for treatment by Santa Monica Bay Physicians will be billed to the District's workers' compensation carrier.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 4, 2000

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 15 KCRW: ACCEPTANCE OF GRANT

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

Title of Grant:	Community Service Grant	
Granting Agency:	Corporation for Public Broadcasting	
Awarded Funding:	\$902,311	
Matching Funds:	n/a	
Performance Period:	October 1, 2000 – September 30, 2002	
Summary:	Program acquisition, membership dues and fees	
Budget Augmentation:	<u>General Fund Restricted (03)</u>	
	Income	
	Grant income (80000)	\$902,311
	Expenses	
	Contract Services /Oper. Exp.(50000)	\$902,311

Comment: KCRW uses the CPB grant for National Public Radio’s annual program acquisition, monthly interconnection fees, membership dues, Public Radio International’s annual acquisition and quarterly carriage fees, and production or acquisition of programming.

RECOMMENDATION NO. 16 KCRW: LICENSE AGREEMENT RENEWAL

It is recommended that the Board of Trustees authorize the KCRW license agreement renewal with the U. S. DEPARTMENT OF NAVY for the period ending February 20, 2006 for building space on and road access through the Marine Corps Air-Ground Combat Center at Twenty-nine Palms. License fees shall not exceed \$2,000. This license supports the operation of KCRW’s Copper Mountain site.

Funding Source: KCRW donations

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 4, 2000

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 17 KCRW CONSULTANTS

It is recommended that the Board of Trustees authorize agreements with the following KCRW consultants for the period ending June 30, 2001.

Larry Malizia: Macintosh and Pro Tools support including consultation, repair, maintenance and software and hardware configuration. Payable at \$85 per hour for a total not to exceed \$7,000.

Catherine (Cathy) Tamkin: Program services as guest host for various programs. Payable at varying rates for a total not to exceed \$3,000.

Sam Hall Kaplan: Program services as guest host for various programs. Payable at varying rates for a total not to exceed \$6,800.

Funding Source: KCRW donations

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

RECOMMENDATION NO. 18-A FACILITIES: ENGINEERING SERVICES - REPLACE HVAC SYSTEMS LETTERS & SCIENCE

It is recommended that the Board of Trustees authorize the District to enter into an agreement with DAHL, TAYLOR & ASSOCIATES for engineering services associated with Replace HVA/C Systems Letters & Science Bldg. project for an amount not to exceed \$46,000 plus reimbursable expenses.

Funding Source: 99/00 State Scheduled Maintenance/District Capital Fund

Comment: This project is 50% funded by the 1999/2000 State Scheduled Maintenance & Special Repairs Program.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 4, 2000

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 18-B FACILITIES: ENGINEERING SERVICES - REPLACE HVA/C SYSTEMS ADMISSIONS/COUNSELING CENTER

It is recommended that the Board of Trustees authorize the District to enter into an agreement with DAHL, TAYLOR & ASSOCIATES for engineering services associated with Replace HVA/C Systems Admissions/Counseling Center project for an amount not to exceed \$46,000 plus reimbursable expenses.

Funding Source: 98/99 State Scheduled Maintenance/District Capital Fund

Comment: This project is 50% funded by the 1998/1999 State Scheduled Maintenance & Special Repairs Program.

RECOMMENDATION NO. 18-C FACILITIES: AMENDMENT TO ARCHITECTURAL AGREEMENT - 2714 PICO BLVD.

It is recommended that the Board of Trustees approve an amendment to the agreement for architectural and engineering services with PUGH + SCARPA for an additional amount not to exceed \$55,000 plus reimbursable expenses to cover additional meetings, reports, engineering and architectural services for the 2714 Pico Blvd. remodel project.

Funding Source: 1999 COP

Comment: The project had unexpected delays and changes that required coordination with the City of Santa Monica and the contractor.

RECOMMENDATION NO. 18-D FACILITIES: POOL/NATATORIUM DEMOLITION PROJECT

A recommendation regarding the Pool/Natatorium Demolition Project may be presented at the meeting.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 4, 2000

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 19 COMMERCIAL WARRANT REGISTER

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

October 1 – October 31, 2000 4378 - 4399 \$3,327,258.13

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

RECOMMENDATION NO. 20 PAYROLL WARRANT REGISTER

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

October 1 – October 31, 2000 C1C-C – C2D-N \$6,165,439.61

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

RECOMMENDATION NO. 21 PAYMENTS FROM AUXILIARY OPERATIONS

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

October 1 – October 31, 2000 74620 - 75319 \$6,450,151

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

RECOMMENDATION NO. 22 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.

November 1 – November 30, 2000 D33470 – D33492 \$9,791.47

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 4, 2000

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 23-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.

<u>Purchase Orders - FY 2000/01</u>	<u>Total</u>
A) P. O. 75688 – 7811	\$1,211,697.73
B) Telephone Orders	39,396.35
C) Change Orders	76,160.26
D) Auxiliary Orders	12,721.43
E) Auxiliary Change Orders	800.00

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

RECOMMENDATION NO. 23-B PURCHASING: AUTHORIZATION TO PURCHASE BROADCAST EQUIPMENT AND SUPPLIES

It is recommended that the Board of Trustees authorize the District to purchase additional broadcast equipment and supplies for KCRW using bid 9900-B4 as follows:

HARRIS CORPORATION, INC.	\$59,889.00
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Funding Source: KCRW Donations

Comment: At its January 10, 2000 meeting, the Board of Trustees awarded bid 9900-B4 for multiple purchases of broadcast equipment from various vendors. Pricing was extended through June 30, 2000, and the Board of Trustees authorized additional purchases at its April 3, 2000 meeting. Pricing has now been extended through December 31, 2000. KCRW wants to purchase additional equipment and supplies as back up for their Beverly Hills site.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 4, 2000

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 23-C PURCHASING: AWARD OF BID FOR WASTE DISPOSAL

It is recommended that the Board of Trustees approve the award of Bid No. 0001-B1 for refuse pick-up and waste disposal service for the period of January 2, 2001 through December 31, 2001 to the lowest acceptable bidder:

<u>Bidder</u>	<u>Bid Amount</u>
Waste Management	\$24,504.00
BFI	\$34,191.12
Consolidated Disposal, Inc.	\$36,540.48

Funding Source: District General Fund

Comment: The agreement may be renewed annually for an additional four years. Bids were solicited through newspaper advertisement and a general mailing.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 4, 2000

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 24

INITIAL COLLECTIVE BARGAINING PROPOSAL
SANTA MONICA COLLEGE FACULTY ASSOCIATION

It is recommended that the Board of Trustees acknowledge receipt of the Santa Monica College Faculty Association initial collective bargaining proposal for the 2000-2001 contract and schedule a public hearing for the Board of Trustees meeting on January 8, 2001.

COMMENT: In order to comply with Government Code Section 3547 and current PERB guidelines, the Faculty Association presented the attached proposal for the 2000-2001 contract negotiations for the contract period beginning August, 2001.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 4, 2000

BOARD POLICY

RECOMMENDATION NO. 25

SECOND READING – BOARD POLICY
SECTION 5000, CURRICULUM AND INSTRUCTION

It is recommended that the Board of Trustees conduct a second reading of and approve Board Policy Section 5000, Curriculum and Instruction.

COMMENT: This section is presented for Board consideration following an comprehensive review and revision process to update the entire Board Policy/Administrative Regulations Manual. A first reading was held on November 13, 2000.

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

*Copies of Board Policy Section 5000 are available
 at posting locations and in the Office of the Superintendent/President*

BOARD OF TRUSTEES	INFORMATION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 4, 2000

INFORMATION ITEM D

SUBMITTAL OF GRANTS

Title of Grant:	Tech Prep Innovative Practices
Granting Agency:	Chancellor’s Office, California Community Colleges
Project Developer/Dept.	Nancy Currey, Linda Sinclair and Julie Yarrish
Requested Funding:	\$289,081
Matching Funds	N/A
Performance Period:	March 2001 – March 2002
Summary:	The proposed funding will support the development of additional curriculum for the “Launchpad” program in the area of interactive media and a CD ROM focusing on career opportunities.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 4, 2000

XIV. ADJOURNMENT

There will be a special meeting of the Board of Trustees for the purpose of conducting a public hearing on Monday, December 11, 2000 at 7 p.m. in the Board Room (Business Building Room 117) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

There will be a special meeting of the Board of Trustees on Wednesday, December 20, 2000 at 5:30 p.m. in the Board Room at Santa Monica College. 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

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, January 8, 2001 at 7 p.m. (5:30 p.m. if there is a closed session) in the Board Room (Business Building Room 117) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.