Santa Monica Community College District
Board of Trustees

Regular Meeting
Monday, January 8, 2001

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
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, January 8, 2001.

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

III. ORGANIZATIONAL FUNCTIONS (Continued)
   C Pledge of Allegiance
   D Seating of the Board of Trustees
   #1 Approval of Minutes: December 4, 2000
                                    December 20, 2000

IV. SUPERINTENDENT’S REPORT
   • Associated Students Recognition Awards
     Clif Claridge – Faculty Member
     Tia Jones - Classified Staff Member
     Jon Cinman - Student

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
#3 Consultant Agreement – Facilitator for Dialogs by the Board of Trustees and the SMC Community
XII. ADJOURNMENT: There will be a Board of Trustees Retreat held on Friday and Saturday, January 26-27, 2001 at the Four Points Hotel Santa Monica, 530 West Pico Boulevard, Santa Monica.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, February 12, 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. This is the annual organizational meeting of the Board of Trustees.
I. ORGANIZATIONAL FUNCTIONS

A. CALL TO ORDER – 5:30 p.m.

B. ROLL CALL

Annette Shamey, -Chair
Patrick Nichelson, Vice-Chair
Nancy Cattell-Luckenbach
Carole Currey
Dorothy Ehrhart-Morrison
Dr. Margaret Quiñones, Ed.D.
Herbert Roney
Annie Bird, Student Trustee

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

• Collective Bargaining, pursuant to Government Code Section 54957.6

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

C. PLEDGE OF ALLEGIANCE – Robert Adams

D. SEATING OF THE BOARD OF TRUSTEES

The Board of Trustees will be seated alphabetically, with the Chair of the Board of Trustees in the middle, the Vice-Chair to the right of the Chair, the Superintendent/President to the right of the Vice-Chair, and the Student Trustee in the designated Student Trustee position.
I. ORGANIZATIONAL FUNCTIONS

RECOMMENDATION NO. 1 APPROVAL OF MINUTES

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

December 4, 2000 (Regular Meeting)
December 20, 2000 (Organizational Meeting)

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

It is recommended that the Consent Agenda, Recommendations #2–#22 be approved.

Recommendations pulled for separate action:

Action on Balance of Consent Agenda

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

RECOMMENDATION NO. 2

ACCEPTANCE OF GRANTS

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

**Title of Grant:** School to Career Partnership Grant (Year Three - 2000/01 Renewal)

**Granting Agency:** Los Angeles County Office of Education

**Requested Funding:** $30,000

**Matching Funds** N/A

**Performance Period:** FY 2000/01

**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.

**Budget Augmentation:**

<table>
<thead>
<tr>
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<th>Income</th>
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<tr>
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January 8, 2001
**Title of Grant:** Title VI-A, Undergraduate International Studies and Foreign Language Program

**Granting Agency:** US Department of Education

**Requested Funding:** $89,686

**Matching Funds:** $89,686 (SMC in-kind)

**Performance Period:** September 2000 - August 2001 (Year Two of a two-year grant)

**Summary:** This is the second year of funding for this grant. The funds are being used to facilitate the development of course modules and curriculum materials by faculty from the Academy of Entertainment/Technology, the modern languages department, and other disciplines, across the curriculum.

Funding will also support two staff development events and internationally-focused internship opportunities for both faculty and staff.

**Budget Augmentation:**

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<tr>
<td>8000</td>
<td>$89,686</td>
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</table>
Title of Grant: Fund for Student Success:

Granting Agency: California Community Colleges Chancellor's Office

Requested Funding: $9,592

Matching Funds: $31,330 (Source: Center for Educational Achievement and SMC in-kind) In-kind costs include benefits for SMC personnel.

Performance Period: July 1, 2000 – June 30, 2001

Summary: This is the third year renewal of this grant to provide college-level biology to underrepresented students recruited from the King/Drew Magnet High School of Medicine and Science. The program objectives are to:

1. Increase access, retention and matriculation of under represented students in the college-level biological science courses;
2. Develop and implement alternative learning and teaching strategies that integrate collaboration between instruction and academic services; and
3. Increase retention and transfer of under represented students by improving their academic skills in the biological sciences.

Budget Augmentation: Expenditures

- 4000 $40
- 5000 $5,000
- 7000 $4,552

Income

- 8000 $9,592
Title of Grant: Fund for the Improvement of Postsecondary Education: Supporting Community College Faculty Education for Student Success

Granting Agency: Riverside Community College

Requested Funding: $10,000

Matching Funds N/A


Summary: Santa Monica College is participating in a nine-member a collaborative partnership to improve the quality of first time faculty teaching and involve new adjunct faculty more fully in their campus communities by providing a detailed online course in teaching, state education code issues, and college policies.

The course will employ the interactive, learner-centered techniques faculty need to use. It will also demonstrate the effective use of technology, thereby helping to reduce the "digital divide" among faculty members who understand the value of technology and those who do not. Issues will be addressed in the order faculty typically confront them.

Budget Augmentation: Expenditures:

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Income

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<th>Income</th>
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<tr>
<td>8000</td>
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</table>
Title of Grant: **Fund for Student Success: Service Learning, Second Year Renewal**

Granting Agency: California Community Colleges Chancellor’s Office

Requested Funding: $54,577

Matching Funds $54,577 (Source: SMC In-kind – Partnership for Excellence)

Performance Period: July 1, 2000 – June 30, 2001

Summary: This is the second year renewal of Santa Monica College’s Service-Learning grant, which is designed to recruit, train, and support faculty to integrate experiential education/community service activities into their courses and to support students as they actively participate in service relevant to their course work.

Budget Augmentation: Expenditures

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Income

| 8000 | $54,577 |
CONSENT AGENDA: CONTRACTS AND GRANTS

RECOMMENDATION NO. 3  CONSULTANT AGREEMENT - FACILITATOR FOR DIALOGS BY THE BOARD OF TRUSTEES AND THE SMC COMMUNITY

It is recommended that the Board of Trustees approve a consultant agreement with Joan Goldsmith to facilitate dialogs with the Santa Monica College community for the period of January through May, 2001 for a total amount not to exceed $5,000.

Funding Source: District General Fund

Comment: The consultant will organize and facilitate dialogs to provide the Board of Trustees the opportunity to participate in informative conversations with representatives of Santa Monica College constituencies.
CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 4 DISTANCE EDUCATION CONSULTANT FOR VIRTUAL MULTIMEDIA CENTER GRANT

It is recommended that the Board of Trustees authorize a contract with Brooks Flemming Associates/Limited Liability Corporation (BFA/LLC) to provide intensive multimedia training to staff and faculty for distance education classes. The period of the contract is January 15 through January 30, 2001 for an amount not to exceed $2,000.

Funding Source: Virtual Multimedia Center Grant

Comment: BFA/LLC will provide two days of intensive training to SMC technical staff and faculty on Director, an authoring software, including its interaction with editing software. The training will enable the authoring of multimedia products for distance education classes to be done on campus. Training will also enable the development and enhancement of multimedia products for traditional classes.

RECOMMENDATION NO. 5 DISCOVERY PRO SOFTWARE TRAINING

It is recommended that the Board of Trustees authorize a contract with America’s Software to conduct software training during February, 2001 for a total amount not to exceed $3,200, including all necessary expenses.

Funding Source: TTIP Grant

Comment: America’s Software will train members of the Cosmetology Department to use the new software system purchased to keep track of student and client data.

RECOMMENDATION NO. 6 PARTEST AND PARSCORE TRAINING

It is recommended that the Board of Trustees authorize a contract with Scantron to provide hardware and software training during February, 2001 for a total amount not to exceed $2,240, including all necessary expenses.

Funding Source: TTIP GRANT

Comment: Scantron will train members of the Academic Computing and Technology Training departments on the hardware and software (ParTest and ParScore) for the six new systems recently purchased by the District.
CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 7          GRANT WRITER FOR THE DEPARTMENT OF LABOR

It is recommended that the Board of Trustees ratify a contract with Melody Lark to develop grants from the US Department of Labor. The period of the contract is December 11, 2000 through January 16, 2001 for the amount not to exceed $6,000.

Funding Source: Telecommunications Vocational Training Grant

Comment: Melody Lark is writing grants for the US Department of Labor including Incumbent/Dislocated Worker Skill Shortage II Demonstration Grant.

RECOMMENDATION NO. 8          AGREEMENT FOR CLINICAL FACILITY FOR NURSING PROGRAM

It is recommended that the Board of Trustees authorize an agreement for a clinical facility for the SMC Nursing program with Vencor Hospital for a period of two years commencing January 1, 2001 and ending December 31, 2002. The District will be responsible for planning and conducting the program and providing the necessary faculty to achieve the goals of the program.

Funding Source: No cost to the District

Comment: This agreement will provide an additional acute care educational facility for the SMC nursing program.
CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9 ACADEMIC PERSONNEL

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

ELECTIONS

EFFECTIVE DATE

ADMINISTRATIVE
Rodriguez, Teresita Asst. Dean, Enrollment Services 01/09/01

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

SEPARATIONS

RETIRED
Granger, D'nese Instructor, Art 02/08/01

The Board hereby accepts immediately the resignation/retirement of the above listed personnel to be effective as indicated.
CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 10  CLASSIFIED PERSONNEL
ESTABLISH/ABOLISH POSITIONS

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

ESTABLISH

Van Driver 02/01/01
Transportation, 11 mos, 40 hrs

RECOMMENDATION NO. 11  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.

ELECTIONS

PROBATIONARY
Armenta, Joel, Building Repair Worker, Maintenance 01/02/01
Gutierrez, Karina, Personnel Specialist I, Human Resources 01/16/01
Jensen, Dorothy, Health Assistant, Health Svcs 12/15/00
Kincy, Ellen, Dept Secretary II, Cosmetology 12/06/00
Shinder, Losif, Instructional Asst-Math, Math 01/02/01

PROMOTIONS
Martinez, Dennis 12/01/01
Fr: Cash Receipts Clerk, Auxiliary Services, 12 mos, 40 hrs
To: Cash Receipts Coordinator, Auxiliary Services, 12 mos, 40 hrs

Monzon, Karen 01/02/01
Fr: Department Secretary I, Scholars
To: Personnel Specialist I, Human Resources

PERMANENT EMPLOYEE WITH WINTER ASSIGNMENT
Virgen, Juan, Reg/Info Clerk, Admissions 01/02/00 “ 02/02/01

PERMANENT EMPLOYEE WITH PROVISIONAL ASSIGNMENT
Phillipson, Adam, Special Projects Coord (ext) 01/02/01 “ 04/01/01
Bonin, Maria, Admin/Records Clk II, Admissions +5% 01/02/01 ~ 06/30/01
Davis, Sandra, Purchasing Asst, Purchasing +17.5% 12/16/00 ~ 12/21/00
Davis, Sandra, Purchasing Asst, Purchasing +17.5% 01/02/01 ~ 06/30/01
Harris, Craig, Carpenter, Maintenance (ext) +11% 10/01/00 ~ 10/31/00
Martin, Sunny, Personnel Manager, Personell Comm +31% 01/02/01 ~ 01/31/01
McKeever, Kathlyne, Comm Svcs Asst, Comm Svcs (ext) +7-1/2 % 01/02/01 ~ 02/28/01

ADDITIONAL DUTIES STIPEND
Sicilia, Fernando, Parking Sec Officer, College Police + $25/mo 09/01/00 ~ 06/30/01

CHANGE IN SHIFT/TEMPORARY
Boone, Lawrence, Toolroom Attendant I, Auto/Trades 01/02/01 ~ 02/08/01

LEAVES OF ABSENCE WITH PAY
Verified paid leave in accordance with District and Education Code provisions.

MEDICAL
Burrell, Wayne, Parking Security Officer, College Police 11/06/00 ~ 11/17/00
Cummins, Mahesh, Tutoring Coordinator-Math, Math 12/04/00 ~ 12/12/00
Dever, David, Asst Bookstore Mgr, Bookstore 10/23/00 ~ 10/30/00
Sosa, Juan, Custodian NS-2, Operations 11/13/00 ~ 11/22/00
Stewart, Zoe, Custodian NS-1, Operations 11/08/00 ~ 11/21/00

LEAVES OF ABSENCE WITHOUT PAY

PERSONAL
Boone, Lawrence, Toolroom Attendant I, Auto/Trades 02/08/01 ~ 06/13/01
Drinot, Luz-Maria, Dept Sec II, Latino Center 01/08/01 ~ 06/29/01
Goodrich, Marilyn, Admin Asst I, Matriculation (reduce 8 hrs/wk) 01/08/01 ~ 06/30/01
Johnson, Jan, Admin/Records Clk II, Admissions 01/29/01 ~ 05/25/01
Kolbly, Joseph Jeff, Instructional Asst-Math, Math 01/02/01 ~ 02/08/01

RETRAINING
Johnson, Jan, Admin/Records Clk II, Admissions 01/29/01 ~ 05/25/01

39-MONTH REEMPLOYMENT
Carroll, Kevin, Parking Security Officer, College Police 10/18/00

SEPARATIONS

RETIREMENT
(With Early Retirement Benefit)
Pierce, Mary, Admin Asst II, Special Svcs, 12 mos, 40 hrs 12/31/00

The Board hereby accepts immediately the resignation/retirement of the above listed personnel to be effective as indicated.
CONSENT AGENDA:  HUMAN RESOURCES

RECOMMENDATION NO. 12  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

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<td>Martinez, Isaac, Counseling Aide, Office Of School Relations</td>
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<td>Azema, Dora, Bookstore Clerk/Cashier, Bookstore</td>
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<td>Biamonte, Christine, Interp. For Hear Imp, Disabled Student Ctr.</td>
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<td>Caffrey, Jeffrey, Media Service Tech, Media Center</td>
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<td>Check, Laura, Instructional Asst.-ESL, ESL</td>
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<td>Garcia, Sara, Registration/Information Clerk, Admissions &amp; Rec</td>
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<td>Gonzalez, Joe, Registration/Information Clerk, Office of Schl Rel</td>
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<td>Hiwot, Tesfaye, Bookstore Clerk/Cashier, Bookstore</td>
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<td>Holstein, Stephanie, Disabled Stu. Testing Asst., Disabled Stu Ctr.</td>
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CONSENT AGENDA:  HUMAN RESOURCES

RECOMMENDATION NO. 13  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 56

FEDERAL/STATE FUNDED STUDENT EMPLOYEES
College Work-Study Student Assistant
$7.00/hr 23

TUTORIAL AIDES
$10.50/hr 2

PHYSICAL EDUCATION DEPARTMENT EMPLOYEES
Recreation Director II
$10.59/hr 1

PROFESSIONAL EXPERTS
Art Model
$14.00/hr 2

Community Services Specialist I
$27.40/hr 8

List(s) available in the Human Resources Office and attached to permanent minutes.
RECOMMENDATION NO. 14  
**AUDIT SERVICES PAYMENT**

It is recommended that the Board of Trustees authorize an additional payment to Vicente, Lloyd & Stutzman, LLP for district auditing services for fiscal year 1999-2000 in the amount of $5,533.50 for work outside the scope of the original agreement.

**Funding Source:** District General Fund

**Comment:** Additional work was required in the areas of categorical programs, debt repayment on bonds, and Bookstore inventory.

RECOMMENDATION NO. 15  
**KCRW: AMENDMENT TO CONSULTANT CONTRACT**

It is recommended that the Board of Trustees authorize an amendment to the KCRW consultant agreement with ED PARKER, JR. for design/artwork services as needed for an amended amount not to exceed $14,000. This is part of the California Arts Council Organizational Support Grant.

**Funding Source:** California Arts Council Grant

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

RECOMMENDATION NO. 16  
**KCRW: ACCEPTANCE OF DONATION**

It is recommended that the Board of Trustees accept on behalf of KCRW the donation of a small office phone system from PUNCH PRODUCTIONS.

**Comment:** KCRW expects to put the donated phone system into service at a satellite office or remote broadcast facility in the future.
CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 17-A FACILITIES: COMPLETION OF TEMPORARY LIBRARY SHELVING

Subject to completion of punch list items by YAMADA ENTERPRISES it is recommended that the Board of Trustees authorize the Executive Vice President of Business & Administration, without further action of the Board of Trustees, to accept the project described as TEMPORARY LIBRARY SHELVING, as being completed upon YAMADA ENTERPRISES’ completion of punch list items. The date of Final Completion and Final Acceptance shall be determined by the Executive Vice President of Business & Administration. Subject to the foregoing and in accordance with an in strict compliance with all applicable revisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance, disbursement of the final payment is authorized.

RECOMMENDATION NO. 17-B FACILITIES: COMPLETION OF EARTHQUAKE REPLACEMENT SCIENCE BUILDING

Subject to completion of punch list items by POZZO CONSTRUCTION, INC. it is recommended that the Board of Trustees authorize the Executive Vice President of Business & Administration, without further action of the Board of Trustees, to accept the project described as EARTHQUAKE REPLACEMENT SCIENCE BUILDING, as being completed upon completion of punch list items by POZZO CONSTRUCTION, INC.. The date of Final Completion and Final Acceptance shall be determined by the Executive Vice President of Business & Administration. Subject to the foregoing and in accordance with an in strict compliance with all applicable revisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance, disbursement of the final payment is authorized.

RECOMMENDATION NO. 17-C FACILITIES: SANTA MONICA ASSISTANCE LEAGUE CHILD CARE FACILITY, PHASE 2 – CHANGE ORDER NO. 2

It is recommended that the Board of Trustees approve Change Order No. 2 for the Santa Monica Assistance League Child Care Facility, Phase 2 project with PROCON DEVELOPMENT & ENGINEERS.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Contract Amount</td>
<td>$71,500.00</td>
</tr>
<tr>
<td>Change Order No. 1</td>
<td>$18,494.76</td>
</tr>
<tr>
<td>Change Order No. 2</td>
<td>$7,202.22</td>
</tr>
<tr>
<td>Revised Contract Amount</td>
<td>$97,196.98</td>
</tr>
</tbody>
</table>

Funding Source: CalWorks Child Care Facility Grant/District

Comment: This change order provides for owner requested modification to installation and additional parts for the child play equipment installation and additional installation of safety surface under the play equipment modifications deemed necessary for child safety reasons.
RECOMMENDATION NO. 17-D  
FACILITIES: TEMPORARY LIBRARY REMODEL – CHANGE ORDERS NO. 2 AND NO. 3

It is recommended that the Board of Trustees approve Change Orders No. 2 and No. 3 for the Temporary Library Remodel project with PACIFIC GENERAL CONTRACTORS.

- Original Contract Amount $515,370.00
- Change Order No. 1 $5,692.50
- Change Order No. 2 $21,329.10
- Change Order No. 3 $13,300.22
- Revised Contract Amount $555,691.82

Funding Source: FEMA/District Capital Fund

Comment: Change Order No. 2 provides for State Fire Marshall required modifications to the existing Fire Alarm System within the Library Village temporary to obtain Division of the State Architect final approval of this remodel project.

Change Order No. 3 provides for owner requested modifications to electrical work, provide vinyl flooring in server room, drain pipes at concrete landing, modification to concrete ramp because of site conditions, additional casework at circulation area, and replacement of light fixture lamps.

RECOMMENDATION NO. 17-E  
FACILITIES: SHUTTLE LOTS – CPI INCREASE ON ANNUAL LEASE

It is recommended that the Board of Trustees authorize the District to increase the month-to-month lease with the CITY OF SANTA MONICA for the Airport Shuttle Lots to $5,452.80, an increase of $233.40 per month effective January 1, 2001.

Funding Source: FEMA

Comment: The City of Santa Monica charges the District for the use of the shuttle parking lots at the Santa Monica Airport. The District is reimbursed by FEMA as part of the 1994 Northridge earthquake recovery.
RECOMMENDATION NO. 17-F  FACILITIES: AIRPORT CAMPUS – CPI INCREASE ON ANNUAL LEASE

It is recommended that the Board of Trustees authorize the District to increase the monthly lease with the CITY OF SANTA MONICA for the Airport Campus to $16,434.55, an increase of $494.27 per month effective July 1, 2000.

Funding Source: District General Fund

Comment: The City of Santa Monica notified the District that the yearly CPI increase should have been applied to the lease for the Airport Campus beginning July 1, 2000. However, the District did not receive the notification until December, 2000.

RECOMMENDATION NO. 17-G  FACILITIES: ARCHITECTURAL SERVICES – REMODEL OF FORMER ADMINISTRATION COMPLEX

It is recommended that the Board of Trustees authorize the District to enter into an agreement with MEYER & ALLEN ASSOCIATES for architectural services related to the remodel of the former administration complex. Payment for services shall be an amount not to exceed $25,000 plus reimbursable expenses.

Funding Source: District General Fund

Comment: Meyer & Allen will provide architectural services for the remodel of the former administration complex to provide space for student services such as Admissions, Financial Aid, EOPS, Station C and Auxiliary Services.
CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 18 COMMERCIAL WARRANT REGISTER

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

    November 1 – November 30, 2000  4400-4417  $6,218,038.99

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

RECOMMENDATION NO. 19 PAYROLL WARRANT REGISTER

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

    November 1 – November 30, 2000  304-C – 334-N 8,856,182.91

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

RECOMMENDATION NO. 20 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.

    November 1 – November 30, 2000  75320 – 75892  $781,019

RECOMMENDATION NO. 21 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 the Business Office.

    December 1 – December 31, 2000  D33493 – D33647  $374,266.92
CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 22-A PURCHASING: AWARD OF PURCHASE ORDERS

It is recommended that the following purchase orders be approved and payments 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 2000/01</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>A) P.O. 75812 – 75939</td>
<td>$655,901.37</td>
</tr>
<tr>
<td>B) Telephone Orders</td>
<td>43,640.32</td>
</tr>
<tr>
<td>C) Change Orders</td>
<td>52,273.49</td>
</tr>
<tr>
<td>D) Auxiliary Orders</td>
<td>18,524.04</td>
</tr>
<tr>
<td>E) Auxiliary Change Orders</td>
<td>8,880.00</td>
</tr>
</tbody>
</table>

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

RECOMMENDATION NO. 22-B PURCHASING: AWARD OF BID

It is recommended that the Board of Trustees approve the award of Bid No. 0001-B8 for Elevator Preventive Maintenance for the period of January 2, 2001 through December 31, 2001 to the lowest acceptable bidder:

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oliver &amp; Williams</td>
<td>$12,240.00</td>
</tr>
<tr>
<td>Thyssen Dover Elevator</td>
<td>$20,592.00</td>
</tr>
</tbody>
</table>

Funding Source: District General Fund

Comment: The sites included in this maintenance agreement are main campus, the Academy of Entertainment and Technology, the Madison campus and Administration Building at 2714 Pico Boulevard. The agreement may be renewed annually for an additional three years. Bids were solicited through newspaper advertisement and a general mailing.
RECOMMENDATION NO. 23  
ORGANIZATIONAL MEMBERSHIPS, 2001

It is recommended that the Board of Trustees approve the following organizational memberships for 2001:

Western Region Item Bank

CCCCA (California Community Colleges Counselors Association), which includes membership in CACD (California Association for Counseling Development)

Community College Funding Working Group

Funding Source: District funds

Comment: Organizational memberships are submitted to the Board for approval twice a year (June and January). These memberships were requested after the annual approval in June, 2000.
MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 24  ACADEMIC MANAGERS, CLASSIFIED ADMINISTRATORS, CLASSIFIED MANAGERS AND CLASSIFIED CONFIDENTIAL EMPLOYEES SALARY SCHEDULES, 2001

It is recommended that the salary schedules for academic managers (including the Superintendent/President), classified administrators, classified managers and confidential employees be increased by 6.17 percent effective January 1, 2001.

Comment: This action provides for an increase of COLA plus 2 percent. In January, 2000, academic and classified managers and classified confidential employees received a 2 percent salary increase. The additional 1 percent for managers and confidential employees effective January 1, 2001 brings parity to the salary increases.

MOTION MADE BY:  
SECONDED BY:  
STUDENT ADVISORY:  
AYES:  
NOES:
It is recommended that the Board of Trustees conduct a public hearing to provide the public an opportunity to respond to the initial proposal of the Santa Monica College Faculty Association for contract negotiations.

COMMENT: The SMC Faculty Association presented its initial proposal at a meeting of the Board of Trustees on December 4, 2000. According to the Educational Employment Relations Act, the Board must allow for the public to respond prior to the Board adopting its initial proposal.

PUBLIC HEARING CONVENED:

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

PUBLIC COMMENTS:  

PUBLIC HEARING CLOSED:

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

It is recommended that the Board of Trustees present the Santa Monica Community College District’s initial proposal to the SMC Faculty Association for a successor collective bargaining contract.

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

Major Items of Business • page 25
MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 26  2001-2002 NONRESIDENT TUITION RATE

It is recommended that for 2001-2002 the Board of Trustees adopt the rate of $130 per unit per semester for nonresident tuition based upon the new statewide average cost of education.

It is further recommended that the Board of Trustees adopt a $22 per semester unit capital outlay recovery surcharge for nonresident tuition to be charged to nonresident students who are both citizens and residents of a foreign country.

Comment: The rate for nonresident students has been $130 per unit. Santa Monica College is maintaining the $130 per unit rate. The new statewide average cost of education as calculated by the Chancellor's Office is for 2001-2002 is $134. The $22 capital surcharge is based upon the average capital cost for the Santa Monica Community College District in 1999-2000 and reflects a two dollar per unit increase for capital expenditures.

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

The meeting will be adjourned in memory of **John Rice**, former member of the Board of Governors of the California Community Colleges.

There will be a Board of Trustees Retreat held on Friday and Saturday, January 26-27, 2001 at the Four Points Hotel Santa Monica, 530 West Pico Boulevard, Santa Monica.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, February 12, 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.