SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING
MONDAY, MARCH 4, 2002

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

The complete agenda may be accessed on the Santa Monica College website:
http://www.smc.edu/admin/trustees/meetings/
**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, March 4, 2002.

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 1
   B Roll Call

II. CLOSED SESSION (Scheduled for 5:30 p.m.)
   • Public Employee: Employment, Discipline, Dismissal, Release Pursuant to Government Code Section 54957

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS (Continued)
   C Pledge of Allegiance 1
   #1 Approval of Minutes: February 11, 2002 2
   February 25, 2002 (Board Dialog)

IV. SUPERINTENDENT’S REPORT
   • Associated Students Recognition Awards
     Aida Patricia Santos, Student
     Jonathon Hodge, Classified Staff
     Professor Muriel Walker-Waugh, Faculty

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)

Planning and Development

#2 Acceptance of Grants and Budget Augmentation 4
#3 Budget Augmentation to Existing Grants 7
IX. **CONSENT AGENDA (Continued)**

**Academic and Student Affairs**

#4 Contracts and Consultants 10
A Continuing Education Facilities 10  
B Agreement for Development of On-line Materials

**Human Resources**

#5 Academic Personnel 11
#6 Classified Personnel – Establish/Abolish Positions 11
#7 Classified Personnel – Regular 12
#8 Classified Personnel – Limited Duration 14
#9 Classified Personnel – Non Merit 15

**Business and Administration**

#10 Contracts and Consultants 16
A Agreement for Electric Utility Payment Audit

#11 Facilities 16
A Amendment to Agreement for Engineering Services, Extension to Parking Structure C
B Amendment to Agreement for Geotechnical Services, Library Expansion and Renovation Project 16
C Award of Bid – Access Ramps, Airport Campus Main Building 17
D Asbestos Abatement/Window and Roof Replacement, “Old” Administration Complex, Change Order No. 2 17
E Architectural Services Agreement – Remodel of Art Complex, North Wing 18
F Interim Extension of Lease Agreement with Assistance League of Santa Monica 18
G Agreement for Environmental Services – Liberal Arts Project 18

#12 Payroll Warrant Register 19

#13 Payments from Auxiliary Operations 19

#14 Direct Payments 19

#15 Purchasing 19
A Award of Purchase Orders

X. **CONSENT AGENDA – Pulled Items**

XI. **INFORMATION**

D Submittal of Grants 20

XII. **ADJOURNMENT:** The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, April 1, 2002 at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California.
I. ORGANIZATIONAL FUNCTIONS

A. CALL TO ORDER – 5:30 p.m.

B. ROLL CALL

Dr. Patrick Nichelson, Chair
Herbert Roney, Vice-Chair
Dr. Nancy Cattell-Luckenbach
Carole Currey
Dr. Dorothy Ehrhart-Morrison
Dr. Margaret Quiñones
Annette Shamey

Eric Yoshida, Student Trustee

II. CLOSED SESSION

• Public Employee: Employment, Discipline, Dismissal, Release
  Pursuant to Government Code Section 54957

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

C. PLEDGE OF ALLEGIANCE – Eric Yoshida, Student Trustee
It is recommended that the minutes from the following meetings of the Santa Monica Community College District Board of Trustees be approved:

- February 11, 2002 (Regular Meeting)
- February 25, 2002 (Board Dialog)

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

It is recommended that the Board of Trustees approve/ratify the Consent Agenda, Recommendations #2–#15.

Recommendations pulled for separate action:

Action on Consent Agenda

MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY:
AYES:
NOES:
CONSENT AGENDA:  PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 2  ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Title of Grant:  Middle College High School (Year 5)

Granting Agency:  California Community College Chancellor’s Office

Requested Funding:  $150,000

Matching Funds:  $150,000 (Source: SMC In-kind and VTEA I-C funds)

Performance Period:  FY 2001/02

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

Budget Augmentation:

<table>
<thead>
<tr>
<th>Income</th>
<th>Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>8000</td>
<td>$150,000</td>
</tr>
<tr>
<td>1000</td>
<td>$42,000</td>
</tr>
<tr>
<td>2000</td>
<td>800</td>
</tr>
<tr>
<td>3000</td>
<td>40</td>
</tr>
<tr>
<td>4000</td>
<td>16,780</td>
</tr>
<tr>
<td>5000</td>
<td>84,611</td>
</tr>
<tr>
<td>Indirect</td>
<td>5,769</td>
</tr>
</tbody>
</table>
Title of Grant: Nursing Program Expansion

Granting Agency: California Community College Chancellor’s Office

Requested Funding: $119,402 (two year period of performance)

Matching Funds N/A

Performance Period: March 2002 – June 2004 (two year period of performance)

Summary: The proposed program will enable the SMC Nursing program to accept 10 additional students each year for two years. The funding will support adjunct faculty to teach additional sections, additional counseling hours, additional support lab hours, and supplies.

Budget Augmentation:

<table>
<thead>
<tr>
<th>Income</th>
<th>$119,402</th>
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<tbody>
<tr>
<td>Expenditures</td>
<td></td>
</tr>
<tr>
<td>1000</td>
<td>$85,306</td>
</tr>
<tr>
<td>2000</td>
<td>6,096</td>
</tr>
<tr>
<td>3000</td>
<td>4,284</td>
</tr>
<tr>
<td>4000</td>
<td>17,716</td>
</tr>
<tr>
<td>5000</td>
<td>6,000</td>
</tr>
</tbody>
</table>

Title of Grant: Fund for Student Success: Supporting Community College Faculty Education for Student Success

Granting Agency: Riverside Community College through the FSS Program of the California Community College Chancellor’s Office

Requested Funding: $39,192

Matching Funds N/A

Performance Period: July 01, 2001 through June 30, 2002

Summary: Santa Monica College is participating in a nine-member 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.

Budget Augmentation:

<table>
<thead>
<tr>
<th>Income</th>
<th>$39,192</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditures</td>
<td></td>
</tr>
<tr>
<td>1000</td>
<td>$25,536</td>
</tr>
<tr>
<td>2000</td>
<td>5,741</td>
</tr>
<tr>
<td>3000</td>
<td>6,915</td>
</tr>
<tr>
<td>4000</td>
<td>1,000</td>
</tr>
</tbody>
</table>
**Title of Grant:** Fund for the Improvement of Postsecondary Education: Supporting Community College Faculty Education for Student Success

**Granting Agency:** Riverside Community College through the US Department of Education

**Requested Funding:** $2,000

**Matching Funds** N/A

**Performance Period:** October 2001 – September 2002

**Summary:** Santa Monica College is participating in a nine-member 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.

**Budget Augmentation:**

<table>
<thead>
<tr>
<th>Income</th>
<th>8000</th>
<th>$2,000</th>
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</thead>
<tbody>
<tr>
<td>Expenditure</td>
<td>1000</td>
<td>$2,000</td>
</tr>
</tbody>
</table>

**Title of Grant:** Letter of Agreement between Santa Monica College and Children’s Hospital and Tech Team LA

The Letter of Agreement is disclosed for the purpose of recruiting volunteers for a program at Children’s Hospital, “Parent/Child Technology Enhancement Program”.

**Requested Funding:** None

**Matching Funding:** N/A

**Performance Period:** Spring 2002 semester

**Summary:** Santa Monica College will recruit volunteers who are proficient in English and Spanish to lead computer literacy courses and work one-on-one with families at the Children’s Hospital in Los Angeles to address their technological needs during computer workshops to be held during the Spring 2002 semester.
Title of Contract: Knitwear Technology Training (Career Ladder)

Contracting Agency: Employment Training Panel

Requested Funding: $199,368

Matching Funding: N/A

Performance Period: 2002-2004

Summary: This computerized knitting program will train 86 minimum/low-wage employees at textile-related companies who have limited job skills and work in a job with little to no opportunity for upward mobility without adequate technology skills. Students who successfully complete the program will have a greater potential for moving up the textile industry career ladder.

SMC will work collaboratively with French Rags Manufacturing to offer this Knitwear Technology Training program. The program will give students the skills needed to face the automated trend in the textile manufacturing industry.

Budget Augmentation:

Income
8000 $199,368

Expenditures
2000 $133,500
3000 25,000
4000 2,368
5000 11,000
6000 20,832
7000 6,668

RECOMMENDATION NO. 3 BUDGET AUGMENTATION TO EXISTING GRANTS

Title of Grant: Matriculation

Granting Agency: Chancellor’s Office

Requested Funding: $42,599

Matching Funds: Not Applicable

Performance Period: July 1, 2001 – June 30, 2002

Summary: The state’s Chancellor’s office has increased the funding for the Matriculation program from $1,045,718 to $1,088,317. This represents an increase of $42,599 to the District’s program. In the Governor’s proposed 2002-2003 budget, Matriculation funding for SMC will be reduced by $393,190, bringing the total allocation $652,528.

Budget Augmentation:

Income
State Income 80000 $42,599

Expenditures
Books & Supplies 40000 40,599
Other Operating Exp. 50000 2,000
<table>
<thead>
<tr>
<th>Title of Grant:</th>
<th>EOPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Granting Agency:</td>
<td>Chancellor’s Office</td>
</tr>
<tr>
<td>Requested Funding:</td>
<td>$134,487</td>
</tr>
<tr>
<td>Matching Funds</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Performance Period:</td>
<td>July 1, 2001 – June 30, 2002</td>
</tr>
<tr>
<td>Summary:</td>
<td>The state’s Chancellor’s office has increased the funding for the EOPS program from $964,337 to $1,098,824. This represents an increase of $134,487 to the District’s program.</td>
</tr>
<tr>
<td>Budget Augmentation:</td>
<td></td>
</tr>
<tr>
<td>Income</td>
<td></td>
</tr>
<tr>
<td>State Income</td>
<td>80000</td>
</tr>
<tr>
<td>Expenditures</td>
<td></td>
</tr>
<tr>
<td>Certificated Salaries</td>
<td>10000</td>
</tr>
<tr>
<td>Other Operating Exp.</td>
<td>50000</td>
</tr>
<tr>
<td>Other Outgo</td>
<td>70000</td>
</tr>
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<table>
<thead>
<tr>
<th>Title of Grant:</th>
<th>EOPS CARE</th>
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</thead>
<tbody>
<tr>
<td>Granting Agency:</td>
<td>Chancellor’s Office</td>
</tr>
<tr>
<td>Requested Funding:</td>
<td>$11,218</td>
</tr>
<tr>
<td>Matching Funds</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Performance Period:</td>
<td>July 1, 2001 – June 30, 2002</td>
</tr>
<tr>
<td>Summary:</td>
<td>The state’s Chancellor’s office has increased the funding for the EOPS CARE program from $96,802 to $108,020. This represents an increase of $11,218 to the District’s program.</td>
</tr>
<tr>
<td>Budget Augmentation:</td>
<td></td>
</tr>
<tr>
<td>Income</td>
<td></td>
</tr>
<tr>
<td>State Income</td>
<td>80000</td>
</tr>
<tr>
<td>Expenditures</td>
<td></td>
</tr>
<tr>
<td>Other Outgo</td>
<td>70000</td>
</tr>
</tbody>
</table>
**Title of Grant:** Fund for Student Success: Service Learning, Third Year Renewal

**Granting Agency:** Chancellor's Office

**Requested Funding:** $27,289

**Matching Funds** $84,744 (SMC In-kind Match)

**Performance Period:** June 30, 2001 – July 31, 2002

**Summary:** This is the third 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:**

<table>
<thead>
<tr>
<th>Income</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>State Income</td>
<td>80000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditures</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificated Salaries</td>
<td>10000</td>
</tr>
<tr>
<td>Benefits</td>
<td>30000</td>
</tr>
</tbody>
</table>
CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 4 CONTRACTS AND CONSULTANTS

4-A CONTINUING EDUCATION FACILITIES

Approval of the following locations for Noncredit ESL classroom instruction space has been donated by nonprofit organizations, with no charge to Santa Monica College.

Upward Bound Senior Villa
1011 11th Street
Santa Monica, CA 90403

Fairview Library
2101 Ocean Park Blvd.
Santa Monica, CA 90405

Clare Foundation – Venice
635 Westminster Avenue
Venice, CA 90291

Funding: No cost to Santa Monica College

Comment: These organizations have donated space for Noncredit ESL classes.

4-B AGREEMENT FOR DEVELOPMENT OF ON-LINE MATERIALS

Agreement with PEEVERS CREATIVE SERVICES for the preparation of a video, interactive computer disk, script and demonstration module for on-line nursing courses for a fee not to exceed $26,000.

Funding Source: 2001-2002 Planning & Development Budget

Comment: The on-line materials are for developing distance education courses in nursing.
CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 5 ACADEMIC PERSONNEL

All personnel will be properly elected in accordance with district policies, salary schedules, and appropriate account numbers.

ELECTIONS

ADMINISTRATIVE
Krentzman, Greg Project Manager, Launchpad 03/18/02 – 06/30/02

ADJUNCT
(List on file in the Office of Human Resources - Academic)

RECOMMENDATION NO. 6 CLASSIFIED PERSONNEL

The following positions will be established/abolished in accordance with District policies and salary schedules.

ESTABLISH (Correction)

Sign Language Interpreter III (new classification/1 position) 01/11/02
Disabled Students Center, 11 mos, 30 hrs
Comment: correction in months

Project Specialist - Welfare to Work in Child Care 02/14/02
(new classification)

Publicity Specialist - Associated Students 02/14/02
(new classification)

Program Assistant 02/01/02
(new temporary classification)
CONSENT AGENDA:  HUMAN RESOURCES

RECOMMENDATION NO. 7   CLASSIFIED PERSONNEL – REGULAR

All personnel assigned into authorized positions will be elected to employment (Merit System) in accordance with District policies and salary schedules.

ELECTIONS

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Department</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adams, Robert</td>
<td>Bookstore Operations Assistant, Bookstore</td>
<td>02/19/02</td>
</tr>
<tr>
<td>Caplan, Martin</td>
<td>Multimedia Comp Support Spec., Academy of E &amp; T</td>
<td>02/11/02</td>
</tr>
<tr>
<td>Johnson, Courtney</td>
<td>Custodian, Operations</td>
<td>02/25/02</td>
</tr>
<tr>
<td>Juarez, Elease</td>
<td>Bookstore Operations Assistant, Bookstore</td>
<td>02/06/02</td>
</tr>
<tr>
<td>Lotilla, Rhu</td>
<td>Bookstore Operations Assistant, Bookstore</td>
<td>02/13/02</td>
</tr>
<tr>
<td>Moss, Lisa</td>
<td>Department Secretary II, Personnel Commission</td>
<td>02/04/02</td>
</tr>
<tr>
<td>Nyerges, Trish</td>
<td>Department Secretary I, Scholars</td>
<td>03/04/02</td>
</tr>
<tr>
<td>Ramirez, Rolando</td>
<td>Custodian, Operations</td>
<td>02/26/02</td>
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<tr>
<td>Rogers, Cheryle</td>
<td>Department Secretary II, Operations</td>
<td>02/01/02</td>
</tr>
<tr>
<td>Saldana, Jorge</td>
<td>Custodian NS-II, Operations</td>
<td>02/25/02</td>
</tr>
<tr>
<td>Skanes, Arnita</td>
<td>Custodian NS-II, Operations</td>
<td>02/25/02</td>
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PROMOTION

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<th>Position/Department</th>
<th>Effective Date</th>
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<tbody>
<tr>
<td>Brodie, Madeline</td>
<td>Department Secretary II, Maintenance</td>
<td>02/04/02</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fr:</th>
<th>To:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Secretary II, Maintenance, 12 mos, 40 hrs</td>
<td>Recycling Program Coordinator, Grounds, 12 mos, 40 hrs</td>
<td></td>
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</table>

PERMANENT EMPLOYEE WITH LIMITED TERM ASSIGNMENT

<table>
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<tr>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>Anderson, Claudette</td>
<td>Acting Administrative Asst. II, Sup/President</td>
<td>03/01/02 - 06/28/02</td>
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</table>

WORKING OUT OF CLASSIFICATION

<table>
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<tr>
<th>Name</th>
<th>Position/Department</th>
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<tbody>
<tr>
<td>Botello, Mary</td>
<td>Custodian NS-II, Operations</td>
<td>01/31/02 - 03/13/02</td>
</tr>
<tr>
<td></td>
<td>(ext)</td>
<td></td>
</tr>
<tr>
<td>Bruce, Raymond</td>
<td>Lead Custodian, Operations</td>
<td>01/31/02 - 03/13/02</td>
</tr>
<tr>
<td></td>
<td>(ext)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fr:</th>
<th>To:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Custodian NS-II, Operations, 12 mos, 40 hrs</td>
<td>Acting Lead Custodian, Operations, 12 mos, 40 hrs</td>
<td></td>
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<tr>
<td>Lead Custodian, Operations, 12 mos, 40 hrs</td>
<td>Acting Custodial Supervisor, Operations, 12 mos, 40 hrs</td>
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WORKING OUT OF CLASSIFICATION (additional responsibilities)

<table>
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<tr>
<th>Name</th>
<th>Position/Department</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fakih, Mohammad</td>
<td>Acad Comp Instr Spec, Acad Comp</td>
<td>+7.5% 02/04/02 - 05/03/02</td>
</tr>
<tr>
<td>Rojas, Dan</td>
<td>Computer Network Analyst, Netwk Svcs</td>
<td>+5.0% 01/02/02 - 06/30/02</td>
</tr>
<tr>
<td>Wu, Frank</td>
<td>Data Base Administrator, Info Mgmt</td>
<td>+7.5% 01/02/02 - 06/30/02</td>
</tr>
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</table>

12
ADVANCE STEP PLACEMENTS
(The employee(s) listed have met the standards for Advanced Step Placement. Salary Advance Placement is retroactive to initial hire date.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Step</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barcega-Reyes, Mer</td>
<td>Programmer Analyst I, Information Mgt</td>
<td>B</td>
<td>11/13/01</td>
</tr>
<tr>
<td>Bennett, Carlota,</td>
<td>Department Secretary I, Fashion/Photo</td>
<td>B</td>
<td>12/14/01</td>
</tr>
<tr>
<td>Casborn, Edgar,</td>
<td>Custodian NS-II, Operations</td>
<td>B</td>
<td>08/27/01</td>
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<tr>
<td>Contreras, Rigoberto,</td>
<td>Reprographics Operator I, Reprographics</td>
<td>C</td>
<td>07/09/01</td>
</tr>
<tr>
<td>Hernandez, Linda,</td>
<td>Parking Security Officer, College Police</td>
<td>B</td>
<td>08/27/01</td>
</tr>
<tr>
<td>Hoepner, Brian,</td>
<td>College Police Dispatcher, College Police</td>
<td>B</td>
<td>08/13/01</td>
</tr>
<tr>
<td>Montgomery, Edgar,</td>
<td>Instructional Asst - English, English</td>
<td>C</td>
<td>08/27/01</td>
</tr>
<tr>
<td>Sealana, Edgar,</td>
<td>Library Assistant II, Learning Resources Center</td>
<td>C</td>
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<tr>
<td>Wachtel, Joshua,</td>
<td>Instructional Asst - English, English</td>
<td>B</td>
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</tr>
<tr>
<td>Yan, Yongjian,</td>
<td>Programmer Analyst I, Information Mgt.</td>
<td>C</td>
<td>08/27/01</td>
</tr>
</tbody>
</table>

SEPARATIONS

PLACEMENT ON 39-MONTH REEMPLOYMENT LIST
Abdullah, Abbas, Custodian, Operations, 12 mos, 40 hrs 01/10/02

RESIGNATION
Kraut, Phillip, Academic Computing Instructional Specialist, Acad Computing 02/27/02

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

RECOMMENDATION NO. 8  CLASSIFIED PERSONNEL – LIMITED DURATION

All personnel assigned to limited term employment (Merit System) will be elected in accordance with District policies and salary schedules. No limited term assignment shall exceed 120 working days per fiscal year.

**ELECTIONS**

**EFFECTIVE DATE**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position, Department</th>
<th>Effective Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carmona, Lizette</td>
<td>Internship Placement Specialist, CalWORKS</td>
<td>02/01/02 - 06/11/02</td>
</tr>
<tr>
<td>Check, Laura</td>
<td>Project Support Specialist, CalWORKS</td>
<td>02/01/02 - 06/11/02</td>
</tr>
<tr>
<td>Gilden, Joan</td>
<td>Accounting Specialist II, Auxiliary Services</td>
<td>02/12/02 - 06/19/02</td>
</tr>
<tr>
<td>Jett, Cheth</td>
<td>Cosmetology Assistant, Cosmetology</td>
<td>02/11/02 - 02/28/02</td>
</tr>
<tr>
<td>Johnson, Michelle</td>
<td>Project Specialist-DPSS Careers, CalWORKS</td>
<td>02/01/02 - 06/11/02</td>
</tr>
<tr>
<td>Martinez, Indira</td>
<td>Counseling Aide, Academic Program Dev.</td>
<td>11/19/01 - 11/30/01</td>
</tr>
<tr>
<td>Rincon-Ledesma, Teresita</td>
<td>Program Assistant, CalWORKS</td>
<td>02/01/02 - 02/14/02</td>
</tr>
<tr>
<td>Villarreal, Isaac</td>
<td>Counseling Aide, Academic Program Dev.</td>
<td>11/26/01 - 11/30/01</td>
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<tr>
<td>Yanez, Mercedes</td>
<td>Project Specialist-WIA/Bus Program, CalWORKS</td>
<td>02/01/02 - 06/11/02</td>
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**LIMITED TERM**

<table>
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<tr>
<th>Name</th>
<th>Position, Department</th>
<th>Effective Dates</th>
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<tbody>
<tr>
<td>Abdulhamid, Ferid</td>
<td>Bookstore Clerk/Cashier, Bookstore</td>
<td>02/16/02 - 06/30/02</td>
</tr>
<tr>
<td>Arinsberg, Toni</td>
<td>Registration/Information Clerk, Assmnt Ctr.</td>
<td>02/01/02 - 06/30/02</td>
</tr>
<tr>
<td>Augustine, Sheila</td>
<td>Registration/Information Clerk, Assmnt Ctr.</td>
<td>02/12/02 - 06/30/02</td>
</tr>
<tr>
<td>Beamer, Kelly</td>
<td>Bookstore Clerk/Cashier, Bookstore</td>
<td>02/16/02 - 06/30/02</td>
</tr>
<tr>
<td>Cardenas, Nancy</td>
<td>Registration/Information Clerk, A &amp; R</td>
<td>02/06/02 - 06/30/02</td>
</tr>
<tr>
<td>Cunningham, Kiyon</td>
<td>Counseling Aide, Counseling</td>
<td>02/14/02 - 06/30/02</td>
</tr>
<tr>
<td>Damtew, Meron</td>
<td>Bookstore Clerk/Cashier, Bookstore</td>
<td>02/16/02 - 06/30/02</td>
</tr>
<tr>
<td>Duvardo, Jan</td>
<td>Bookstore Clerk/Cashier, Bookstore</td>
<td>02/13/02 - 06/30/02</td>
</tr>
<tr>
<td>Ellison, Monti</td>
<td>Accompanist-Dance, Academic Affairs</td>
<td>01/07/02 - 06/30/02</td>
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<tr>
<td>Franco, Sandra</td>
<td>Registration/Information Clerk, A &amp; R</td>
<td>02/01/02 - 06/30/02</td>
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<tr>
<td>Glazer, Brooke</td>
<td>Sign Language Interp II, DSC</td>
<td>01/07/02 - 06/30/02</td>
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<td>Greer, Kathleen</td>
<td>Clerical Assistant I, LRC</td>
<td>01/07/02 - 01/30/02</td>
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<td>Harge, Ronyee</td>
<td>Bookstore Clerk/Cashier, Bookstore</td>
<td>02/13/02 - 06/30/02</td>
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<tr>
<td>Matthews, Alexandre</td>
<td>Bookstore Clerk/Cashier, Bookstore</td>
<td>02/19/02 - 06/30/02</td>
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<tr>
<td>Matthews, Stephanie</td>
<td>Registration/Information Clerk, Fin. Aid</td>
<td>02/06/02 - 06/30/02</td>
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<tr>
<td>Mayer, Jon</td>
<td>Accompanist-Performance, Music</td>
<td>12/09/01 - 12/20/01</td>
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<tr>
<td>Mehary, Mehret</td>
<td>Bookstore Clerk/Cashier, Bookstore</td>
<td>02/19/02 - 06/30/02</td>
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<tr>
<td>Moore, Jason</td>
<td>Bookstore Clerk/Cashier, Bookstore</td>
<td>02/14/02 - 06/30/02</td>
</tr>
<tr>
<td>Ness, Baruch</td>
<td>Bookstore Clerk/Cashier, Bookstore</td>
<td>02/13/02 - 06/30/02</td>
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<tr>
<td>McGee, Karen</td>
<td>Library Assistant III, Library</td>
<td>02/04/02 - 06/28/02</td>
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<tr>
<td>Reed, Jeffrey</td>
<td>Accompanist-Dance, Academic Affairs</td>
<td>01/07/02 - 06/30/02</td>
</tr>
<tr>
<td>Reza, Jennifer</td>
<td>Registration/Information Clerk, A &amp; R</td>
<td>02/13/02 - 06/30/02</td>
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<td>Sanchez, Yesenia</td>
<td>Counseling Aide, EOPS</td>
<td>01/07/02 - 06/30/02</td>
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<td>Sazonova, Yelena</td>
<td>Bookstore Clerk/Cashier, Bookstore</td>
<td>02/19/02 - 06/30/02</td>
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<tr>
<td>Sexton, Robert</td>
<td>Accompanist-Dance, Academic Affairs</td>
<td>01/07/02 - 06/30/02</td>
</tr>
<tr>
<td>Tapia, Christian</td>
<td>Bookstore Clerk/Cashier, Bookstore</td>
<td>02/13/02 - 06/30/02</td>
</tr>
</tbody>
</table>
LIMITED TERM continued
Tjahja, Fransiska, Sign Language Int. III, DSC 01/07/02 - 06/30/02
Tolosa, John, Registration/Information Clerk, A & R 02/14/02 - 06/30/02
Weldemichael, Belainesh, Bookstore Clerk/Cashier, Bookstore 02/19/02 - 06/30/02

LIMITED TERM (Substitute)
Rogers, Cheryle, Department Secretary II, Operations 01/16/02 - 01/31/02
Smason, Sharon, Nursing Lab Coordinator, Health Science 01/07/02 - 04/30/02

RECOMMENDATION NO. 9  CLASSIFIED PERSONNEL - NON MERIT

All personnel assigned to non-merit employment will be elected on a limited term basis to be used as needed in accordance with District policies and salary schedules.

ELECTIONS

STUDENT EMPLOYEES
CalWORKS Student Assistant 2
$7.00/hr

College Student Assistant 56
$7.00/hr

College Work-Study Student Assistant 21
$7.00/hr

SPECIAL SERVICES
Art Model 5
$14.00/hr

Art Model with Costume 1
$17.00/hr

Community Services Specialist I 1
$27.40/hr
Volunteers 1

List(s) available in the Human Resources Office and attached to permanent minutes.
CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 10 CONTRACTS AND CONSULTANTS

10-A AGREEMENT FOR ELECTRIC UTILITY PAYMENT AUDIT

Agreement with JENKINS, LARSEN & ASSOCIATES for the period of January 15, 2002 through June 30, 2002 to provide an audit of disputed electric utility payments. Fees shall be billed at $100 per hour for a total not to exceed $3,000 plus reimbursable expenses.

Funding Source: 2001-2002 Business Services budget

Comment: Jenkins, Larsen & Associates are public utility consultants and are assisting the District in clarifying disputed utility bills from Enron Energy Services and Southern California Edison. This is the firm that Community College League of California (CCLC) works with for all community colleges.

RECOMMENDATION NO. 11 FACILITIES

11-A AMENDMENT TO AGREEMENT FOR ENGINEERING SERVICES, EXTENSION TO PARKING STRUCTURE C

Amend the agreement with PSOMAS AND ASSOCIATES for additional engineering services associated with the Extension to Parking Structure C project for an additional amount not to exceed $6,500, plus reimbursable expenses.

Funding Source: FEMA/1999 COP

Comment: This amendment provides for college requested additional engineering services associated with the redesign of the landscaping adjacent to the existing Parking Structure C.

11-B AMENDMENT TO AGREEMENT FOR GEOTECHNICAL SERVICES, LIBRARY EXPANSION AND RENOVATION PROJECT

Amend the agreement with GEOLABS-WESTLAKE VILLAGE for additional geotechnical services associated with the Library Expansion and Renovation project for an additional amount not to exceed $6,500, plus reimbursable expenses.

Funding Source: Prop T/FEMA/State Capital Outlay

Comment: This amendment provides for additional grading and utility backfill inspections required during the removal and replacement of saturated material.
RECOMMENDATION NO. 11  FACILITIES (continued)

11-C  AWARD OF BID - ACCESS RAMPS, AIRPORT CAMPUS MAIN BUILDING

Award the bid for the Access Ramps, Airport Campus Main Building Project to the lowest responsive bidder.

Bidder: Bid Amount:
Construction Systems, Inc. $39,183.00
Minardos Construction $70,529.25

Funding Source: 98/99 State Architectural Barrier Removal Program/District Fund 15

Comment: This project will provide new entry door assemblies and access ramps with handrails at both the East and West existing entries of the Airport Campus main building. This project is 50% funded by the 98/99 State Architectural Barrier Removal Program.

11-D  ASBESTOS ABATEMENT/WINDOW AND ROOF REPLACEMENT, “OLD” ADMINISTRATION COMPLEX (STUDENT SERVICES BUILDING), CHANGE ORDER NO. 2

Approve Change Order No. 2 with MATRIX INDUSTRIES, INC. on the Asbestos Abatement/Window and Roof Replacement, “Old” Administration Building Complex (Student Services) project.

Original Contract Amount $418,500.00
Change Order No. 1 16,448.77
Change Order No. 2 18,208.67
Revised Contract Amount $453,157.44

Funding Source: State 98/99 Scheduled Maintenance & Special Repairs Program/District Fund 15

Comment: This change order provides for owner requested asbestos abatement/flooring replacement to be done while the remodeling project is awaiting DSA approval to improve the timing of the project.
11-E  ARCHITECTURAL SERVICES AGREEMENT – REMODEL OF ART COMPLEX NORTH WING

Agreement for architectural services associated with the Remodel of Art Complex North Wing project with PUGH + SCARPA for an amount not to exceed $35,000 plus reimbursable expenses.

Funding Source: FEMA/District Fund 15

Comment: This project incorporates earthquake repairs with building improvements requested by the Art Department.

11-F  INTERIM EXTENSION OF LEASE AGREEMENT WITH ASSISTANCE LEAGUE OF SANTA MONICA

Agreement for the interim extension of the lease agreement with the ASSISTANCE LEAGUE OF SANTA MONICA to lease approximately 1,800 square feet plus outdoor play area and parking for staff at the former Assistance League child care facility located at 1439 -15th Street as a location of SMC’s Children’s Center. The interim extension will be in the amount of $850 per month for the period of April 1, 2002 through August 31, 2002.

Funding Source: CalWORKS Child Care Facility Grant/2001-2002 & 2002-2003 Budget/Children’s Center

Comment: This interim extension will give the District the opportunity to explore options for a long term agreement for housing SMC’s Children’s Center.

11-G  AGREEMENT FOR ENVIRONMENTAL SERVICES - LIBERAL ARTS PROJECT

Agreement with CHRISTOPHER A. JOSEPH & ASSOCIATES for environmental assessment services associated with the Liberal Arts project for an amount not to exceed $24,200 plus reimbursable expenses.

Funding Source: FEMA/District Capital Outlay Fund

Comment: This agreement will provide for the preparation of an initial environmental study and necessary documentation to meet the NEPA requirements for FEMA. This is a condition for FEMA funds for the Liberal Arts project.
CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 12 PAYROLL WARRANT REGISTER

January 1 – January 31, 2002  C1F-C – 024-N  $4,047,644.69 (correction)

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

RECOMMENDATION NO. 13 PAYMENTS FROM AUXILIARY OPERATIONS

Payments were authorized upon delivery and acceptance of the items ordered, or performance of the service. All payments were made in accordance with Education Code requirements and allocated to approved budgets in the Bookstore fund, Trust fund and other Auxiliary funds.

February 1 – February 28, 2002  82037 – 82544  $2,654,894

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

RECOMMENDATION NO. 14 DIRECT PAYMENTS

Payments were authorized upon delivery and acceptance of the items ordered, or performance of the service. All payments were made in accordance with Education Code requirements and allocated to approved budgets. List on file in Business Office.

February 1 - February 28, 2002  D36284 - D36322  $14,881.88

RECOMMENDATION NO. 15 PURCHASING

15-A AWARD OF PURCHASE ORDERS

It is recommended that the following purchase orders be ratified 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 2001/02</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>A) P. O. 82102 – 82177</td>
<td>$232,225.51</td>
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<tr>
<td>B) Telephone Orders</td>
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<tr>
<td>C) Change Orders</td>
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<tr>
<td>D) Auxiliary Orders</td>
<td>$20,890.26</td>
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<tr>
<td>E) Auxiliary Change Orders</td>
<td>-0-</td>
</tr>
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</table>

Comment: Lists of orders placed or amended between January 29, 2002 and February 19, 2002 are part of records on file in Purchasing Department.
INFORMATION ITEM D  SUBMITTAL OF GRANTS

Title of Grant:  Summer Undergraduate Research Fellowship (SURF) Program
Granting Agency:  National Institute of Standards and Technology (NIST)
Requested Funding:  $67,500
Matching Funds  N/A
Performance Period:  5/1/02 – 6/30/03
Summary:
SURF is designed to increase NIST's role in the training of future generations of scientists and engineers and to increase the involvement of women and minorities in science, mathematics and engineering.

Funding will support 13 summer internships SMC students who are majoring in chemistry, physics, mathematics or computer science. Students will work in various NIST research laboratories (located in the Gaithersburg, MD area) under the direct guidance of NIST scientists.

Title of Grant:  WISE Care 4 Caregivers
Granting Agency:  WISE Family Services
Requested Funding:  $19,797
Matching Funds  N/A
Performance Period:  April – June 2002
Summary:
The proposed program is a partnership between WISE Senior Services and SMC's Emeritus College to provide support services to the caregivers involved in the long-term care of older adults. SMC will provide educational programs for caregivers designed to provide them with mental and physical respite from their responsibilities.

During the initial pilot phase of the program, Santa Monica College will
• Develop a pilot educational module to be presented to two classes;
• Develop and present an online module for caregivers who desire to access training via the Internet; and
• Participate fully in all aspects of the project evaluation.
ADJOURNMENT

The meeting will be adjourned in memory of Traudes Gerwald, mother of Marion Gerwald, International Students Center Supervisor; and Warren A. Johnson, father of Ross Johnson, carpenter in the Maintenance Department.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Monday, April 1, 2002 at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California.