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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

BOARD OF TRUSTEES**REGULAR MEETING**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

January 8, 2001

MINUTES

A meeting of the Board of Trustees of the Santa Monica Community College District was held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Monday, January 8, 2001.

The agenda included 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

- 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 Clarridge – 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

Academic and Student Affairs

- #4 Distance Education Consultant for Virtual Multimedia Center Grant
- #5 Discovery Pro Software Training
- #6 Partest and Parscore Training
- #7 Grantwriter for the Department of Labor
- #8 Agreement for Clinical Facility for Nursing Program

Human Resources

- #9 Academic Personnel
- #10 Classified Personnel - Establish/Abolish Positions
- #11 Classified Personnel - Regular
- #12 Classified Personnel - Temporary
- #13 Classified Personnel - Non Merit

Business and Administration

- #14 Audit Services Payment
- #15 KCRW: Amendment to Consultant Contract
- #16 KCRW: Acceptance of Donation
- #17-A Facilities: Completion of Temporary Library Shelving
- #17-B Facilities: Completion of Earthquake Replacement Science Building
- #17-C Facilities: Santa Monica Assistance League Child Care Facility, Phase 2 – Change Order No. 2
- #17-D Facilities: Temporary Library Remodel – Change Orders No.2 and 3
- #17-E Facilities: Shuttle Lots – CPI Increase on Annual Lease
- #17-F Facilities: Airport Campus – CPI Increase on Annual Lease
- #17-G Facilities: Architectural Services – Remodel of Former Administration Complex
- #18 Commercial Warrant Register
- #19 Payroll Warrant Register
- #20 Payments from Auxiliary Operations
- #21 Direct Payments
- #22-A Purchasing: Award of Purchase Orders
- #22-B Purchasing: Award of Bid

X. **CONSENT AGENDA – Pulled Items**

XI. **MAJOR ITEMS OF BUSINESS**

- #23 Organizational Memberships, 2001
- #24 Academic Managers, Classified Administrators, Classified Managers and Classified Confidential Employees Salary Schedules, 2001
- #25-A Public Hearing – SMC Faculty Association Initial Collective Bargaining Proposal
- #25-B SMCCD Initial Proposal to SMC Faculty Association
- #26 2001-2002 Nonresident Tuition Rate

- 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.

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 8, 2001

I. ORGANIZATIONAL FUNCTIONS

A. CALL TO ORDER – 5:30 p.m.

B. ROLL CALL

Annette Shamey, -Chair - Present
Patrick Nicholson, Vice-Chair - Present

Nancy Cattell-Luckenbach - Present
Carole Currey - Present
Dorothy Ehrhart-Morrison - Present
Dr. Margaret Quiñones, Ed.D. – Excused Absence*
Herbert Roney - Present

Annie Bird, Student Trustee

** Motion was made by Patrick Nicholson, seconded by Dorothy Ehrhart-Morrison and approved to excuse the absence of trustee Dr. Margaret Quiñones.*

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

- Collective Bargaining, pursuant to Government Code Section 54957.6
No action was taken in closed session

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS – 7: 02 p.m.

C. PLEDGE OF ALLEGIANCE – Robert Adams

D. SEATING OF THE BOARD OF TRUSTEES

The Board of Trustees was 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.

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 8, 2001

I. ORGANIZATIONAL FUNCTIONS

RECOMENDATION 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)

MOTION MADE BY: Nancy Cattell-Luckenbach
 SECONDED BY: Carole Currey
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Quiñones)

December 20, 2000 (Organizational Meeting)

MOTION MADE BY: Herbert Roney
 SECONDED BY: Carole Currey
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Quiñones)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 8, 2001

IV. SUPERINTENDENT'S REPORT

- Facilities Update: Recognition and gratitude was extended to all staff involved in the move of the Library into temporary quarters, the upgrade of the Liberal Arts and Letters/Science Buildings, the restriping of Parking Lot #1, and the move of administration to 2714 Pico Boulevard.
- Winter Session 2001 enrollment is slightly higher than Winter 2000.
- Orientation for new incoming students was held last weekend. Thanks to admissions and counseling staff and faculty who participated.
- Tom Donner reported on the college's efforts to reduce energy consumption.
- MLK Day Celebration is January 15, 2001 in the SMC Pavilion.
- Preliminary information on the Governor's budget for 2001-2002 indicates COLA at 3.8%, growth at 3%, funding for part-time faculty, deferred maintenance, teacher education and technology, and categorical funding for Partnership for Excellence; no movement on equalization. The budget comes out January 10th.
- Associated Students Recognition Awards
 - Clif Clarridge – Faculty Member
 - Tia Jones - Classified Staff Member
 - Jon Cinman - Student

V. ACADEMIC SENATE REPORT

VI. CLASSIFIED SENATE REPORT

VII. COMMUNICATIONS OR PUBLIC COMMENTS

Tom Carter

BOARD OF TRUSTEES

SANTA MONICA COMMUNITY COLLEGE DISTRICT

ACTION

January 8, 2001

CONSENT AGENDA

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

Recommendations pulled for separate action: None

MOTION MADE BY: Dorothy Ehrhart-Morrison
SECONDED BY: Herbert Roney
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Quiñones)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 8, 2001

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:	Expenditures	
	1000	\$15,000
	3000	750
	5000	\$13,096
	7000	\$1,154
	Income	
	8000	\$30,000

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:	Expenditures	
	1000	\$54,550
	2000	\$17,600
	3000	\$4,393
	4000	\$3,000
	5000	\$2,500
	7000	\$6,643
	Income	
	8000	\$89,686

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
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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

Performance Period: October 2000 – September 2001

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.

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:	
	1000	\$9,000
	2000	\$950
	3000	50
	Income	
8000	\$10,000	

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	
	1000	\$29,000
	2000	12,300
	3000	8,737
	4000	1,000
	5000	1,041
	6000	400
	7000	2,099
	Income	
	8000	\$54,577

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 8, 2001

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/Center for Dispute Resolution 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.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 8, 2001

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.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 8, 2001

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 development 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.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 8, 2001

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
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HOURLY

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

SEPARATIONS

RETIREMENT

Granger, D'nese	Instructor, Art	02/08/01
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The Board hereby accepts immediately the resignation/retirement of the above listed personnel to be effective as indicated.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 8, 2001

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.

<u>ESTABLISH</u>	<u>EFFECTIVE DATE</u>
Van Driver Transportation, 11 mos, 40 hrs	02/01/01

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.

<u>ELECTIONS</u>	<u>EFFECTIVE DATE</u>
<u>PROBATIONARY</u>	
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
<u>PROMOTIONS</u>	
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	
<u>PERMANENT EMPLOYEE WITH WINTER ASSIGNMENT</u>	
Virgen, Juan, Reg/Info Clerk, Admissions	01/02/00 “ 02/02/01
<u>PERMANENT EMPLOYEE WITH PROVISIONAL ASSIGNMENT</u>	
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
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CHANGE IN SHIFT/TEMPORARY

Boone, Lawrence, Toolroom Attendant I, Auto/Trades		01/02/01 " 02/08/01
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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
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39-MONTH REEMPLOYMENT

Carroll, Kevin, Parking Security Officer, College Police		10/18/00
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SEPARATIONS

RETIREMENT

(With Early Retirement Benefit)

Pierce, Mary, Admin Asst II, Special Svcs, 12 mos, 40 hrs		12/31/00
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The Board hereby accepts immediately the resignation/retirement of the above listed personnel to be effective as indicated.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 8, 2001

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.

<u>ELECTIONS</u>	<u>EFFECTIVE DATE</u>
<u>PROVISIONAL</u>	
Gift, Norene, Nursing Lab Coordinator, Health Sciences	12/04/00 " 03/30/01
<u>CASUAL</u> (assignment not to exceed 15 hrs/wk, 15 days/month)	
Martinez, Isaac, Counseling Aide, Office Of School Relations	11/01/00 " 11/16/00
<u>LIMITED TERM</u> (Temporary assignment not to exceed 120 working days/fiscal year)	
Azema, Dora, Bookstore Clerk/Cashier, Bookstore	01/02/01 " 06/30/01
Benjamin, Jacqueline, Registration/Information Clerk, IEC	11/16/00 " 06/30/01
Biamonte, Christine, Interp. For Hear Imp, Disabled Student Ctr.	01/02/01 " 06/30/01
Caffrey, Jeffrey, Media Service Tech, Media Center	01/02/01 " 04/30/01
Chappell, Jennifer, Registration/Information Clerk, IEC	12/05/00 " 12/19/00
Check, Laura, Instructional Asst.-ESL, ESL	01/02/01 " 02/08/01
Cruz, Jaime, Counseling Aide, Business & Industry	12/07/00 " 12/19/00
Fayuler, Mikhail, Registration/Information Clerk, IEC	11/06/00 " 06/30/01
Gaeta, Sonia, Bookstore Clerk/Cashier, Bookstore	12/07/00 " 06/30/01
Garcia, Sara, Registration/Information Clerk, Admissions & Rec	11/30/00 " 06/30/01
Gonzalez, Joe, Registration/Information Clerk, Office of Schl Rel	11/06/00 " 06/30/01
Hiwot, Tesfaye, Bookstore Clerk/Cashier, Bookstore	11/27/00 " 06/30/01
Holstein, Stephanie, Disabled Stu. Testing Asst., Disabled Stu Ctr.	12/11/00 " 12/19/00
Huoth, Nazareth, Instructional Asst.-ESL, ESL	01/02/01 " 02/08/01
Janssen, Gerriet, Instructional Asst.-ESL, ESL	01/02/01 " 02/08/01
Lemes, Blanche, Instructional Asst.-ESL, ESL	01/02/01 " 02/08/01
Lopez, Waleska, Bookstore Clerk/Cashier, Bookstore	12/12/00 " 06/30/01
Merchant, Erin, Interp For Hear Impaired, Disabled Stu Ctr.	01/02/01 " 06/30/01
Mc Millen, Dana, Instructional Asst.-ESL, ESL	01/02/01 " 02/08/01
Nguyen, Quynh-Mai, Registration/Information Clerk, Off of Sch Rel	12/16/00 " 06/30/01
Paxton, William, Bookstore Clerk/Cashier, Bookstore	12/08/00 " 06/30/01
Sanchez, Alejandra, Bookstore Clerk/Cashier, Bookstore	07/01/00 " 06/30/01
Staggs, Cray, Instructional Asst.-ESL, ESL	01/02/01 " 02/08/01
Sussman-Schechter, Dena, Interp For Hear Imp, Disabled Stu Ctr	01/02/01 " 02/08/01
Sussman-Schechter, Dena, Interp For Hear Imp, Disabled Stu Ctr	02/12/01 " 06/30/01
Tjahja, Fransiska, Interp For Hear Imp, Disabled Student Center	01/02/01 " 06/30/01

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 8, 2001

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
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FEDERAL/STATE FUNDED STUDENT EMPLOYEES

College Work-Study Student Assistant \$7.00/hr	23
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TUTORIAL AIDES

\$10.50/hr	2
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PHYSICAL EDUCATION DEPARTMENT EMPLOYEES

Recreation Director II \$10.59/hr	1
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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.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 8, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

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.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 8, 2001

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.

Original Contract Amount	\$71,500.00
Change Order No. 1	\$18,494.76
Change Order No. 2	<u>\$ 7,202.22</u>
Revised Contract Amount	\$97,196.98

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.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 8, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

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	<u>\$ 13,300.22</u>
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.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 8, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

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.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 8, 2001

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 8, 2001

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.

<u>Purchase Orders – FY 2000/01</u>	<u>Total</u>
A) P.O. 75812 – 75939	\$655,901.37
B) Telephone Orders	43,640.32
C) Change Orders	52,273.49
D) Auxiliary Orders	18,524.04
E) Auxiliary Change Orders	8,880.00

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:

<u>Bidder</u>	<u>Bid Amount</u>
Oliver & Williams	\$12,240.00
Thyssen Dover Elevator	\$20,592.00

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.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 8, 2001

MAJOR ITEMS OF BUSINESS

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

Community College Leadership Development Initiative (CCLDI)

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.

MOTION MADE BY: Carole Currey
 SECONDED BY: Annie Bird
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Quiñones)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 8, 2001

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:	Herbert Roney
SECONDED BY:	Dorothy Ehrhart-Morrison
STUDENT ADVISORY:	Aye
AYES:	6
NOES:	0
ABSENT:	1 (Quiñones)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 8, 2001

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 25-A

PUBLIC HEARING – SMC FACULTY ASSOCIATION
INITIAL COLLECTIVE BARGAINING PROPOSAL

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: 8:21 p.m.

MOTION MADE BY: Carole Currey
 SECONDED BY: Nancy Cattell-Luckenbach
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Quiñones)

PUBLIC COMMENTS: Brian Hutchings

PUBLIC HEARING CLOSED: 8:23 p.m.

MOTION MADE BY: Carole Currey
 SECONDED BY: Dorothy Ehrhart-Morrison
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Quiñones)

RECOMMENDATION NO. 25-B

SMCCD INITIAL PROPOSAL TO SMC FACULTY ASSOCIATION

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: Carole Currey
 SECONDED BY: Nancy Cattell-Luckenbach
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Quiñones)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 8, 2001

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: Carole Currey
 SECONDED BY: Herbert Roney
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Quiñones)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 8, 2001

ADJOURNMENT – 8:30 p.m.

The meeting was 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.