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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 minutes may be accessed on the
Santa Monica College website:*
<http://www.smc.edu/admin/trustees/meetings/>

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, March 4, 2002.

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

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

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS (Continued)

- C Pledge of Allegiance
- #1 Approval of Minutes: February 11, 2002
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
- #3 Budget Augmentation to Existing Grants

IX. **CONSENT AGENDA (Continued)**

Academic and Student Affairs

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

Human Resources

- #5 Academic Personnel
- #6 Classified Personnel – Establish/Abolish Positions
- #7 Classified Personnel – Regular
- #8 Classified Personnel – Limited Duration
- #9 Classified Personnel – Non Merit

Business and Administration

- #10 Contracts and Consultants
 - A Agreement for Electric Utility Payment Audit
- #11 Facilities
 - A Amendment to Agreement for Engineering Services, Extension to Parking Structure C
 - B Amendment to Agreement for Geotechnical Services, Library Expansion and Renovation Project
 - C Award of Bid – Access Ramps, Airport Campus Main Building
 - D Asbestos Abatement/Window and Roof Replacement, “Old” Administration Complex, Change Order No. 2
 - E Architectural Services Agreement – Remodel of Art Complex, North Wing
 - F Extension of Lease Agreement with Assistance League of Santa Monica
 - G Agreement for Environmental Services – Liberal Arts Project
- #12 Payroll Warrant Register
- #13 Payments from Auxiliary Operations
- #14 Direct Payments
- #15 Purchasing
 - A Award of Purchase Orders

X. **CONSENT AGENDA – Pulled Items**

XI. **INFORMATION**

- D Submittal of Grants

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.

BOARD OF TRUSTEES SANTA MONICA COMMUNITY COLLEGE DISTRICT	REGULAR MEETING March 4, 2002
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I. ORGANIZATIONAL FUNCTIONS

A. CALL TO ORDER – 5:30 p.m.

B. ROLL CALL

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

Eric Yoshida, Student Trustee - Present

II. CLOSED SESSION

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

Unanimous action was taken in closed session to notify three administrative employees that their contracts will not be renewed, effective 2002-03 fiscal year.

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

C. PLEDGE OF ALLEGIANCE – Eric Yoshida, Student Trustee

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 4, 2002

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:

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

MOTION MADE BY: Nancy Cattell-Luckenbach
SECONDED BY: Margaret Quiñones
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 4, 2002

IV. SUPERINTENDENT'S REPORT

- Theater Arts Department Chair Adrienne Harrop announced that the SMC production of *Slavery*, a play written and directed by SMC student Jonathan Payne, was selected as a finalist in the 2002 Kennedy Center/American College Theater Festival regional competition. The play will be performed at the Kennedy Center on April 20th.
- The Superior Court Judge ruled in favor of the City of Santa Monica and Santa Monica College in the lawsuit filed by the Pico Neighborhood Association challenging the City's approval of a parking structure at Santa Monica College.
- Bond Update – March 5th election
 - CSEA State Association Political Action Committee has allocated \$2,000 to the SMC Proposition U campaign
 - Thanks to the Commission on Older Americans for its support of Measure U and its efforts to engage the SM City Council for support
- Cubafest kickoff – March 2nd, 6-8 p.m. opening reception for photography exhibit "Cuba at the Millennium"
- Tours of BAE Property will be scheduled for March 20, 21 and 22 and will be coordinated by Marvin Martinez
- 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

David Burak
Brian Quincy Hutchings
Philip Hendricks

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 4, 2002

CONSENT AGENDA

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

Recommendations pulled for questions and returned to Consent Agenda: #2, #3, #5, #10-A

Recommendation pulled for abstention: #8 (Margaret Quiñones)

Action on Consent Agenda

MOTION MADE BY: Nancy Cattell-Luckenbach
 SECONDED BY: Carole Currey
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0
 ABSTAIN: Margaret Quiñones on #8

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 4, 2002

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:	Income	
	8000	\$150,000
	Expenditures	
	1000	\$42,000
	2000	800
	3000	40
	4000	16,780
	5000	84,611
	Indirect	5,769

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:

Income		
	8000	\$119,402
Expenditures		
	1000	\$85,306
	2000	6,096
	3000	4,284
	4000	17,716
	5000	6,000

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:

Income		
	8000	\$39,192
Expenditures		
	1000	\$25,536
	2000	5,741
	3000	6,915
	4000	1,000

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:

Income	8000	\$2,000
Expenditure	1000	\$2,000

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

Title of Grant: EOPS

Granting Agency: Chancellor's Office

Requested Funding: \$134,487

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 EOPS program from \$ 964,337 to \$ 1,098,824. This represents an increase of \$ 134,487 to the District's program.

Budget Augmentation:

Income			
State Income	80000		\$134,487
Expenditures			
Certificated Salaries	10000		\$ 36,400
Other Operating Exp.	50000		84
Other Outgo	70000		98,003

Title of Grant: EOPS CARE

Granting Agency: Chancellor's Office

Requested Funding: \$11,218

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 EOPS CARE program from \$96,802 to \$108,020. This represents an increase of \$ 11,218 to the District's program.

Budget Augmentation:

Income			
State Income	80000		\$11,218
Expenditures			
Other Outgo	70000		\$11,218

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:	Income		
	State Income	80000	\$27,289
	Expenditures		
	Certificated Salaries	10000	\$20,992
	Benefits	30000	6,297

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 4, 2002

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.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 4, 2002

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 EFFECTIVE DATE

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
ESTABLISH/ABOLISH POSITIONS

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

ESTABLISH (Correction) EFFECTIVE DATE

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

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

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

Program Assistant
(new temporary classification) 02/01/02

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 4, 2002

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.

	<u>EFFECTIVE DATE</u>
<u>ELECTIONS</u>	
<u>PROBATIONARY</u>	
Adams, Robert, Bookstore Operations Assistant, Bookstore	02/19/02
Caplan, Martin, Multimedia Comp Support Spec., Academy of E & T	02/11/02
Johnson, Courtney, Custodian, Operations	02/25/02
Juarez, Eleasa, Bookstore Operations Assistant, Bookstore	02/06/02
Lotilla, Rhu, Bookstore Operations Assistant, Bookstore	02/13/02
Moss, Lisa, Department Secretary II, Personnel Commission	02/04/02
Nyerges, Trish, Department Secretary I, Scholars	03/04/02
Ramirez, Rolando, Custodian, Operations	02/26/02
Rogers, Cheryle, Department Secretary II, Operations	02/01/02
Saldana, Jorge, Custodian NS-II, Operations	02/25/02
Skanes, Arnita, Custodian NS-II, Operations	02/25/02
<u>PROMOTION</u>	
Brodie, Madeline	02/04/02
Fr: Department Secretary II, Maintenance, 12 mos, 40 hrs	
To: Recycling Program Coordinator, Grounds, 12 mos, 40 hrs	
<u>PERMANENT EMPLOYEE WITH LIMITED TERM ASSIGNMENT</u>	
Anderson, Claudette, Acting Administrative Asst. II, Sup/President	03/01/02 - 06/28/02
<u>WORKING OUT OF CLASSIFICATION</u>	
Botello, Mary (ext)	01/31/02 - 03/13/02
Fr: Custodian NS-II, Operations, 12 mos, 40 hrs	
To: Acting Lead Custodian, Operations, 12 mos, 40 hrs	
Bruce, Raymond (ext)	01/31/02 - 03/13/02
Fr: Lead Custodian, Operations, 12 mos, 40 hrs	
To: Acting Custodial Supervisor, Operations, 12 mos, 40 hrs	
<u>WORKING OUT OF CLASSIFICATION (additional responsibilities)</u>	
Fakih, Mohammad, Acad Comp Instr Spec, Acad Comp +7.5%	02/04/02 - 05/03/02
Rojas, Dan, Computer Network Analyst, Netwk Svcs(ext) +5.0%	01/02/02 - 06/30/02
Wu, Frank, Data Base Administrator, Info Mgmt(ext) +7.5%	01/02/02 - 06/30/02

ADVANCE STEP PLACEMENTS

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

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

SEPARATIONS

PLACEMENT ON 39-MONTH REEMPLOYMENT LIST

Abdullah, Abbas, Custodian, Operations, 12 mos, 40 hrs	01/10/02
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RESIGNATION

Kraut, Phillip, Academic Computing Instructional Specialist, Acad Computing	02/27/02
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The Board hereby accepts immediately the resignation the above listed personnel to be effective as indicated.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 4, 2002

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

PROVISIONAL

Carmona, Lizette, Internship Placement Specialist, CalWORKS	02/01/02 - 06/11/02
Check, Laura, Project Support Specialist, CalWORKS	02/01/02 - 06/11/02
Gilden, Joan, Accounting Specialist II, Auxiliary Services	02/12/02 - 06/19/02
Jett, Cheth, Cosmetology Assistant, Cosmetology	02/11/02 - 02/28/02
Johnson, Michelle, Project Specialist-DPSS Careers, CalWORKS	02/01/02 - 06/11/02
Martinez, Indira, Counseling Aide, Academic Program Dev.	11/19/01 - 11/30/01
Rincon-Ledesma, Teresita, Program Assistant, CalWORKS	02/01/02 - 02/14/02
Villarreal, Isaac, Counseling Aide, Academic Program Dev.	11/26/01 - 11/30/01
Yanez, Mercedes, Project Specialist-WIA/Bus Program, CalWORKS	02/01/02 - 06/11/02

LIMITED TERM

Abdulhamid, Ferid, Bookstore Clerk/Cashier, Bookstore	02/16/02 - 06/30/02
Arinsberg, Toni, Registration/Information Clerk, Assmnt Ctr.	02/01/02 - 06/30/02
Augustine, Sheila, Registration/Information Clerk, Assmnt Ctr.	02/12/02 - 06/30/02
Beamer, Kelly, Bookstore Clerk/Cashier, Bookstore	02/16/02 - 06/30/02
Cardenas, Nancy, Registration/Information Clerk, A & R	02/06/02 - 06/30/02
Cunningham, Kiyon, Counseling Aide, Counseling	02/14/02 - 06/30/02
Damtew, Meron, Bookstore Clerk/Cashier, Bookstore	02/16/02 - 06/30/02
Duvarado, Jan, Bookstore Clerk/Cashier, Bookstore	02/13/02 - 06/30/02
Ellison, Monti, Accompanist-Dance, Academic Affairs	01/07/02 - 06/30/02
Felder, Ronnie, Registration/Information Clerk, A & R	02/01/02 - 06/30/02
Franco, Sandra, Registration/Information Clerk, A & R	02/01/02 - 06/30/02
Glazer, Brooke, Sign Language Interp II, DSC	01/07/02 - 06/30/02
Greer, Kathleen, Clerical Assistant I, LRC	01/07/02 - 01/30/02
Harge, Ronyee, Bookstore Clerk/Cashier, Bookstore	02/13/02 - 06/30/02
Matthews, Alexandre, Bookstore Clerk/Cashier, Bookstore	02/19/02 - 06/30/02
Matthews, Stephanie, Registration/Information Clerk, Fin. Aid	02/06/02 - 06/30/02
Mayer, Jon, Accompanist-Performance, Music	12/09/01 - 12/20/01
Mehary, Mehret, Bookstore Clerk/Cashier, Bookstore	02/19/02 - 06/30/02
Moore, Jason, Bookstore Clerk/Cashier, Bookstore	02/14/02 - 06/30/02
Ness, Baruch, Bookstore Clerk/Cashier, Bookstore	02/13/02 - 06/30/02
McGee, Karen, Library Assistant III, Library	02/04/02 - 06/28/02
Reed, Jeffrey, Accompanist-Dance, Academic Affairs	01/07/02 - 06/30/02
Reza, Jennifer, Registration/Information Clerk, A & R	02/13/02 - 06/30/02
Sanchez, Yesenia, Counseling Aide, EOPS	01/07/02 - 06/30/02
Sazonova, Yelena, Bookstore Clerk/Cashier, Bookstore	02/19/02 - 06/30/02
Sexton, Robert, Accompanist-Dance, Academic Affairs	01/07/02 - 06/30/02
Tapia, Christian, Bookstore Clerk/Cashier, Bookstore	02/13/02 - 06/30/02

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 \$7.00/hr	2
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College Student Assistant \$7.00/hr	56
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College Work-Study Student Assistant \$7.00/hr	21
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SPECIAL SERVICES

Art Model \$14.00/hr	5
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Art Model with Costume \$17.00/hr	1
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Community Services Specialist I \$27.40/hr	1
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Volunteers	1
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List(s) available in the Human Resources Office and attached to permanent minutes.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 4, 2002

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.

<u>Bidder:</u>	<u>Bid Amount:</u>
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.

RECOMMENDATION NO. 11

FACILITIES (continued)

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 EXTENSION OF LEASE AGREEMENT WITH ASSISTANCE LEAGUE OF SANTA MONICA

Agreement for the 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 extension will be in the amount of \$906 per month for the period of April 1, 2002 through March 31, 2004.

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

Comment: This extension reflects the increase in the Consumer Price Index (CPI) since the beginning of the lease.

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.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 4, 2002

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.

<u>Purchase Orders - FY 2001/02</u>	<u>Total</u>
A) P. O. 82102 – 82177	\$232,225.51
B) Telephone Orders	\$88,094.66
C) Change Orders	\$96,566.68
D) Auxiliary Orders	\$20,890.26
E) Auxiliary Change Orders	-0-

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

BOARD OF TRUSTEES	Information
Santa Monica Community College District	March 4, 2002

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.

BOARD OF TRUSTEES Santa Monica Community College District	Adjournment March 4, 2002
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ADJOURNMENT – 8:17 p.m.

The meeting was 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.