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SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING
MONDAY, OCTOBER 1, 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

*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*

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 1, 2001

A G E N D A

A meeting of the Board of Trustees of the Santa Monica Community College District is scheduled be held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Monday, October 1, 2001.

*5:30 p.m. – Closed Session
7:00 p.m. – Public Meeting*

The agenda includes the following items: (Items for action - recommendations - are listed numerically; items for information are listed alphabetically).

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| I. ORGANIZATIONAL FUNCTIONS | |
| A Call to Order | 1 |
| B Roll Call | |
| II. CLOSED SESSION (<i>Scheduled for 5:30 p.m.</i>) | |
| • Collective Bargaining,
pursuant to Government Code Section 54957.6 | |
| III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS (<i>Continued</i>) | |
| C Pledge of Allegiance | |
| #1 Approval of Minutes: September 10, 2001 | |
| IV. SUPERINTENDENT'S REPORT | |
| V. ACADEMIC SENATE REPORT | |
| VI. CLASSIFIED SENATE REPORT | |
| VII. COMMUNICATIONS OR PUBLIC COMMENTS | |
| VIII. BOARD REPORT AND COMMENTS | |
| IX. CONSENT AGENDA (<i>All items considered in one motion unless
pulled for discussion later in the meeting</i>) | |
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<u>Planning and Development</u> | |
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	D	CalWORKs Careers in Child Care 6
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X. **CONSENT AGENDA – Pulled Items**XI. **MAJOR ITEMS OF BUSINESS**

#17	Personnel Commissioner Selection Committee	19
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XII. ***INFORMATION - No Action Required***

E Submittal of Grants

XIII. ***ADJOURNMENT:*** There will be a special meeting for the purpose of conducting a public hearing on Monday, October 15, 2001 at 5 p.m. in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

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

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 1, 2001

I. ORGANIZATIONAL FUNCTIONS

A. CALL TO ORDER – 5:30 p.m.

B. ROLL CALL

Annette Shamey, Chair
Dr. Patrick Nicholson, Vice-Chair

Dr. Nancy Cattell-Luckenbach
Carole Currey
Dr. Dorothy Ehrhart-Morrison
Herbert Roney
Dr. Margaret Quiñones

Eric Yoshida, Student Trustee

II. CLOSED SESSION

- Collective Bargaining, pursuant to Government Code Section 54957.6

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

C. PLEDGE OF ALLEGIANCE - Marvin Martinez, Associate Vice-President,
Planning and Development

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 1, 2001

ORGANIZATIONAL FUNCTIONS

RECOMENDATION NO. 1

APPROVAL OF MINUTES

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

September 10, 2001

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 1, 2001

CONSENT AGENDA

It is recommended that the Board of Trustees approve/ratify the Consent Agenda, Recommendations #2-#16.

Recommendations pulled for separate action:

Action on Consent Agenda

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 1, 2001

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 2

ACCEPTANCE OF GRANTS

Title of Grant: **Fund for Instructional Improvement: Student Success Project (Year 2)**

Granting Agency: Chancellor’s Office, California Community Colleges

Requested Funding: \$67,400

Matching Funds: \$44,032 (Source: Matriculation Funds to support two part-time counselors)

Performance Period: January 1, 2001 – December 31, 2001 (second year of a two-year research project)

Summary: The proposed research project will validate the results from an initial study conducted by Santa Monica College. This study explores the use of modified orientation, collaborative learning in the classroom, intensive counseling/monitoring, student success classes, and increasing students’ connection with the college through academic and social activities as methods for achieving higher success and persistence and a lower rate of first-time college students who end up on probation.

Budget Augmentation:	Expenditures	
	1000	9,600
	2000	38,435
	3000	1,922
	4000	4,500
	5000	12,943
	6000	0
	7000	0
	Income	
	8000	67,400

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 1, 2001

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 3

CONTRACTS AND CONSULTANTS

3-A REVISION TO WORK STUDY AGREEMENT WITH UCLA

Revision to agreement with UCLA for fiscal year 2001-2002 for the purpose of placing UCLA work study students at Santa Monica College. Under the revised agreement SMC will be responsible for 30% of student compensation, a share of Workers Comp; Unemployment and Medicare.

Funding Source: 2001-2002 Budget/Academic Affairs (District's share)

Comment: The agreement approved by the Board in August 2001 was based upon federal work study and required a 40% SMC contribution. The revised agreement for a 30% SMC contribution is based upon a state work study program.

3-B AGREEMENTS FOR EMPLOYMENT OF SMC STUDENTS

1. Find the Children, a non-profit organization, will employ SMC students to work as community outreach speakers at its site during fiscal year 2001-2002.

Funding Source: Find the Children – 25%
Federal Work-Study Funds (Title IV) – 75%

2. International Wildlife Education & Conservation, a non-profit organization, will employ SMC students to work as research and office assistants at its site during fiscal year 2001-2002.

Funding Source: International Wildlife Education & Conservation – 25%
Federal Work-Study Funds (Title IV) – 75%

Comment: These organizations will pay the student worker's wages and will then be reimbursed by SMC for 75% of those wages. The 75% reimbursement will be funded entirely from Federal Work-Study Funds.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 1, 2001

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 3 **CONTRACTS AND CONSULTANTS** (continued)

3-C PICO PARTNERSHIP PROGRAM

Agreements with licensed and exempt child care providers to provide childcare services for Pico Partnership participants during fiscal year 2001-2002. Payment rate will be consistent with the California Department of Education/Child Development division maximum reimbursement rate and may be dictated by funding restrictions. A list of providers will be on file in the Pico Partnership on the Move Office.

Funding Source: City of Santa Monica (No cost to district)

Comment: Santa Monica College has established the Pico Partnership program with the goal of assisting the population of highly at-risk students residing in close proximity to the SMC and/or those who have attended local area high schools. A major component of the program is assisting those students in finding quality childcare. The Pico Partnership program will continue to facilitate this process through the development of a licensed child provider database and a voucher system implemented for the purpose of payment for childcare services.

4-D Cal WORKS CAREERS IN CHILD CARE

The District will pay child care professionals to mentor Cal WORKS Careers in Child Care students. The Mentor Teacher is an experienced Early Childhood Education teacher of infants, toddlers, preschoolers or school age children. The mentor will offer a one-on-one learning experience in the practical aspects of working in a child care center. The mentor will receive a \$200.00 salary enhancement stipend per semester for each student mentored during this training. A list of the mentor participants will be on file in the Office of the Careers in Child Care Coordinator's office.

Funding Source: Cal WORKS Careers in Child Care

Comment: The mentor will receive a \$200 salary enhancement stipend per semester for each student mentored during this training.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 1, 2001

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 3

CONTRACTS AND CONSULTANTS (continued)

4-E CONSULTANT FOR DISABLED STUDENTS PROGRAM

Tracey Ziegler will assist Disabled Students Services in obtaining electronic text (e-text) for students with documented disabilities who need to be provided with textbooks in alternate format, as required by California state legislation AB422. The consultant will be paid at the rate of \$27.50 per hour, for the period of October 1, 2001 through June 30, 2002.

Funding Source: 2001-02 Budget/DSPS

Comment: These consultant services will be necessary until the permanent position of Alternative Media/Assistive Technology Specialist is filled (see recommendation #5). The consultant will contact textbook publishers via e-mail, phone, fax and/or mail with initial request. Inform and educate publishers concerning requirement of AB422 as appropriate. Continually follow-up on status of requests to ensure timely delivery of materials. Ensure that electronic text materials are requested in format consistent with students' accessibility needs and coordinate with Disabled Students Services staff to ensure delivery and security of copyrighted materials.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 10, 2001

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 4

ACADEMIC PERSONNEL

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

EFFECTIVE DATE

ELECTIONS

ADJUNCT

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

RECOMMENDATION NO. 5

**CLASSIFIED PERSONNEL
ESTABLISH/ABOLISH POSITIONS**

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

EFFECTIVE DATE

ESTABLISH

Alternative Media/Assistive Technology Specialist (new classification/1 position/categorical funds) Disabled Student Center, 12 mos, 40 hrs	10/02/01
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Bookstore Operations Assistant (1 position) Bookstore, 12 mos, 20 hrs	08/07/01
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ABOLISH

Bookstore Operations Assistant (1 position) Bookstore, 12 mos, 40 hrs	08/07/01
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Comment: The position of Bookstore Operations Assistant was incorrectly presented to the Board and approved for 40 hrs/wk. This action corrects the assignment for 20 hrs/wk.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 1, 2001

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 6 **CLASSIFIED PERSONNEL – REGULAR**

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

EFFECTIVE DATE

ELECTIONS

PROBATIONARY

Clark, Gerald, Educational Computer Specialist, Tech Training	09/09/01
Exum, Ellen, Cash Receipts Clerk, Bookstore	09/04/01

SEPARATIONS

RELEASED FROM PROBATIONARY ASSIGNMENT

Dumas, Daniel, Custodian NS-2, Operations, 12 mos, 40 hrs	08/29/01
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RESIGNATION

Sherrill, Deane, Lead Lab Tech-Phys/MicroBio, Life Science	09/10/01
Ziegler, Tracey, Disabled Student Services Specialist, DSC	09/17/01

The Board hereby accepts immediately the resignations of the above listed personnel to be effective as indicated.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 1, 2001

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7

CLASSIFIED PERSONNEL – LIMITED TERM

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.

EFFECTIVE DATE

ELECTIONS

PROVISIONAL

Arroyo, Monica, Office Aide, Human Resources (ext)	10/01/01 - 10/31/01
Greer, Kathleen, Clerical Assistant I, LRC	08/27/01 - 10/19/01
Hugo, Emily, Articulation Transfer Specialist, Transfer/Couns.	09/04/01 - 12/01/01
Johnson, Libby, Van Driver, Transportation	09/15/01 - 10/17/01
Ramirez, Hilda, Office Aide, Academic Affairs	08/01/01 - 09/04/01
Tjahja, Fransiska, Disabled Students Testing Asst., DSC	08/27/01 - 12/21/01

LIMITED TERM

Barskaya, Galina, Accompanist-Performance, Music	06/20/01 - 06/26/01
Barskaya, Galina, Accompanist-Performance, Music	08/27/01 - 12/18/01
Bennett, Carlotta, Department Secretary I, Academic Senate	08/27/01 - 12/21/01
Bennett, Carlotta, Department Secretary I, Art-Photo/Fashion	08/27/01 - 12/21/01
Berent, Richard, Accompanist-Dance, Dance	09/01/01 - 12/15/01
Fredrickson, Donald, Accompanist-Voice, Music	08/01/01 - 08/09/01
Harper, Royce, Registration/Information Clerk, Matriculation	07/01/01 - 06/30/02
Hsu, Hung-Gi, Accompanist-Performance, Music	08/27/01 - 12/18/01
Rogers, Cheryle, Department Secretary II, Operations	09/01/01 - 10/31/01
Shilian, David, Multimedia Computer Lab Specialist, AET	09/04/01 - 10/12/01

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 1, 2001

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 8 **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	12
College Student Assistant \$7.00/hr	265
College Work-Study Student Assistant \$7.00/hr	105

SPECIAL SERVICES

Art Model \$14.00/hr	2
Community Services Specialist I \$27.40/hr	1
Community Services Specialist II \$38.00/hr	1

List(s) available in the Human Resources Office and attached to permanent minutes.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 10, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 9 **CONTRACTS AND CONSULTANTS**

9-A CONTRACT FOR FOOD SERVICES

Renew the contract with the Bread Factory for food services in the student dining room and the staff lounge, for the period of November 1, 2001 to October 31, 2006. The Bread Factory will pay the District \$3,733 per month starting November 1, 2001, and it will increase every year by the Orange County, Riverside, Los Angeles CPI rate.

9-B CHANGE OF CONTRACT NAME

Authorize the District to change the contract with Wong & Suarez to the new company name of Public Agency Law Group for legal services.

Comment: The District does not anticipate any impact on services or cost.

9-C CHANGE OF CONTRACT

Authorize the District to change the contract with Finova Capital Corporation as landlord, to Koll Santa Monica Association One as landlord for lease of office space at 2020 Santa Monica Boulevard, Suite 500, Santa Monica, CA.

Comment: The filing of bankruptcy by Finova Capital Corporation necessitates the above company change. The District does not anticipate any impact on services or cost.

9-D AGREEMENT FOR MICROSOFT SOFTWARE LICENSES

Renewal of the agreement with Microsoft through the Foundation for Community College Consortium in the amount of \$48,221 for the 2001-2002 academic year.

Funding Source: One-Time Block Grant (2001-2002“rollover”)

Comment: SMC is one of the 101 California Community College members of the FCC Consortium. The Microsoft agreement provides software licenses for Microsoft products including the Windows operating systems and Office. The renewal price of \$45.32 per faculty/staff FTE represents an 11% increase over last year’s cost.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 10, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 10 **CLAIM FOR DAMAGES**

Reject the following claims and refer them to the District's claims management firm:

1. Claim filed on September 10, 2001 by Hollywood Party Rentals for \$794.88,

Comment: Hollywood Party Rentals alleges several inventory items that had been rented for an SMC Job Fair on June 2, 2001 were never returned.

2. Claim filed on September 10, 2001 by Jeremy L. Tissot for his client, Iris Wolfe, for an unknown amount.

Comment: Mr. Tissot alleges his client, Iris Wolfe, was injured when struck from overhead by a heavy model skeleton while sitting at a table in the Science building laboratory, on March 24, 2001.

3. Claim filed on September 20, 2001 by Ichiro Hashimoto for an undetermined amount.

Comment: Mr. Hashimoto alleges that his pickup truck was damaged on July 27, 2001 by an electric cart driven by a Santa Monica College employee.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	October 1, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 11 FACILITIES

11-A AWARD OF BID, ASBESTOS ABATEMENT/REPLACEMENT OF ROOFING AND WINDOWS, "OLD" ADMINISTRATION COMPLEX BUILDINGS

Award the bid for the Asbestos Abatement/Replacement of Roofing and Windows, "Old Administration Complex Buildings project to the lowest responsive bidder.

<u>Bidder</u>	<u>Bid Amount</u>
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Bids will be opened 10:00 a.m., September 27, 2001

Funding Source: State 98/99 Scheduled Maintenance Program/District,
State 99/00 Hazardous Substance Program

Comment: This project provides for the removal and replacement of the building roof system, and for the removal and replacement of asbestos containing window assemblies. Asbestos Abatement and Window Replacement portions of this work are funded 100% by the State 99/00 Hazardous Substance Program; Roof Replacement portion of work is 50% funded by the State 98/99 Scheduled Maintenance Program.

11-B AWARD OF BID, ASBESTOS ABATEMENT/ROOFING, WINDOW AND FLOORING REPLACEMENT, "OLD" ADMISSIONS BUILDING

Award the bid for the Asbestos Abatement/Roofing, Window and Flooring Replacement, "Old" Admissions Building project to the lowest responsive bidder.

<u>Bidder:</u>	<u>Bid Amount:</u>
Best Roofing & Waterproofing	\$168,562.00
Commercial Roofing Systems, Inc.	359,473.00

Funding Source: State 98/99 Scheduled Maintenance Program/District,
State 98/99 Hazardous Substances Program

Comment: This project provides for the removal and replacement of the "Old" Admissions Building roof system, and removal and replacement of asbestos containing window and flooring systems. Roof Replacement is portion of work is 50% funded by the State 98/99 Scheduled Maintenance Program; Window and Flooring Replacement portion of work is 100% funded by the Sate 98/99 Hazardous Substances Program.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	October 1, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 11 **FACILITIES** (continued)

11-C SUBSTITUTIONS OF SUBCONTRACTORS, EXTENSION TO PARKING STRUCTURE 'C' PROJECT

Approve the following subcontractor substitutions on the Extension to Parking Structure 'C' project with Bomel Construction Company:

Substitute RIDGELINE LANDSCAPE, INC. in place of SEGURA/DEUTSCHMAN ASSOCIATES, INC. as the subcontractor of record for the Irrigations System, Landscaping, Tree & Shrub Transplanting, and Landscape Maintenance portions of the project work.

Substitute WISE SHEETMETAL COMPANY, INC. in place of S & R ARCHITECTURAL METALS, INC. as the subcontractor of record for the Manufactured Steel Wall Panels and Load Bearing Light Steel Framing portions of the project work.

Comment: During the execution phase for this Project Agreement, it was determined that both SEGURA/DEUTSCHMAN ASSOCIATES, INC and S & R ARCHITECTURAL METALS did not provide the General Contractor with bids which reflect the full scope of subcontractor required work on this project. Both subcontractors were unable to execute agreements with the General Contractor Bomel Construction Company for the aforementioned subcontractor portions of work. There is no change in funding.

11-D ADMINISTRATION REMODEL, PHASE I, CHANGE ORDER NO. 1

Change Order No. 1 for the Administration Remodel, Phase I with ANGELES CONTRACTOR.

Original Contract Amount	\$108,000.00
Change Order No. 1	<u>7,437.00</u>
Revised Contract Amount	\$115,437.00

Funding Source: District Capital Outlay Fund

Comment: This change order provides for miscellaneous additional demolition and framing, additional drywall, building insulation, fire alarm circuitry and windows due to unforeseen site conditions.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	October 1, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 11 **FACILITIES** (continued)

11-E COMPLETION OF ADMINISTRATION REMODEL, PHASE I PROJECT

Subject to completion of punch list items by ANGELES CONTRACTOR, authorize the Executive Vice President of Business & Administration, without further action of the Board of Trustees, to accept the project described as ADMINISTRATION REMODEL, PHASE I as being complete upon ANGELES CONTRACTOR completion of punch list items. The Executive Vice President of Business & Administration shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance of the final payment is authorized.

11-F ARCHITECTURAL SERVICES AGREEMENT, WINDOW REPLACEMENT PROJECT, MUSIC BUILDING

Agreement with RTK & ASSOCIATES for architectural services associated with the Asbestos Abatement/Window and Flooring Replacement, for the Music Building project for an amount not to exceed \$11,400, plus reimbursables.

Funding Source: State 98/99 Hazardous Substances Program

Comment: This agreement provides for the preparation of bid documents and project oversight for the window replacement and renovation portion of this project work. These architectural services and this project are 100% funded by the State 98/99 Hazardous Substances Program.

11-G ARCHITECTURAL SERVICES AGREEMENT, BOOKSTORE ADDITION

Agreement with PUCH & SCARPA for architectural services to add approximately 2,500 square feet of space to the Bookstore and remodel portions of the existing Bookstore for a fee of 10% of the construction bid not to exceed \$68,750 plus actual and necessary expenses.

Funding Source: 2001-2002 Budget: Auxiliary Fund/Bookstore

Comment: This project will allow for expansion and modernization of the Bookstore.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	October 1, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 12 **COMMERCIAL WARRANT REGISTER**

August 1 – August 31, 2001 4574 – 4595 \$3,299,285.51

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

RECOMMENDATION NO. 13 **PAYROLL WARRANT REGISTER**

August 1 – August 31, 2001 211-C - 240-N \$5,584,459.61

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

RECOMMENDATION NO. 14 **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.

August 1 – August 31, 2001 79765 - 80112 \$1,199,355

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

RECOMMENDATION NO. 15 **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.

September 1 – September 30, 2001 D35322 – D35422 \$6,441.80

BOARD OF TRUSTEES	Action
Santa Monica Community College District	October 1, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 16 **PURCHASING**

16-A AWARD OF PURCHASE ORDERS

Ratify following purchase orders and authorize payment 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. 81297 – 81414	\$944,321.52
B) Telephone Orders	\$10,443.62
C) Change Orders	\$0.00
D) Auxiliary Orders E4793 – E4813	\$19,456.15
E) Auxiliary Change Orders	\$0.00

Comment: Lists of orders placed or amended between August 24 and September 14, 2001 are part of records on file in Purchasing Department

16-B AWARD OF BID, PRINTING OF ACADEMIC SCHEDULES

Award of bid for Printing of Academic Schedules to lowest responsive bidder, in the amount of \$139,306.66 to Southwest Offset Printing.

<u>Bidder:</u>	<u>Bid Amount:</u>
Southwest Offset Printing	\$139,306.66
Trend Offset Printing	\$154,813.19

Comment: Bids were solicited through advertisement and a general mailing.

16-C AWARD OF BID, PRINTING OF COMMUNITY SERVICES SCHEDULES

Award of bid for Printing of Community Services Schedules to lowest responsive bidder, in the amount of \$57,993.63 to Crest Graphics, Inc.

<u>Bidder:</u>	<u>Bid Amount:</u>
Crest Graphics, Inc.	\$57,993.63
Trend Offset Printing	\$58,447.11
Southwest Offset Printing	\$64,657.49
Valley Printing Inc.	\$64,939.80
Stratacom	\$71,650.71

Comment: Bids were solicited through advertisement and a general mailing.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 1, 2001

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 17

PERSONNEL COMMISSIONER SELECTION COMMITTEE

It is recommended that the Board of trustees authorize the Superintendent/President to form a Personnel Commissioner Selection Committee. The committee will recommend to the Board of Trustees at least two qualified candidates through the Superintendent/President for the Board to select a nominee to serve on the Personnel Commission, for a term that begins December 1, 2001. The committee will be composed of:

1. A Board of Trustees representative
2. A Personnel Commission representative
3. A CSEA classified employee representative
4. A Classified Senate representative
5. A community representative (General Advisory Board)
6. A management representative
7. Vice-President of Human Resources

Comment: Personnel Commissioner Dolores Press' term expires December 1, 2001. Therefore, it is necessary to follow the process for appointment of a Personnel Commissioner.

The Superintendent/President will select the members of the Selection Committee. CSEA and the Classified Senate will submit a list of recommended names to the Superintendent/President from which she will select a representative. The Vice President of Human Resources will coordinate the recruitment and selection procedures and serve as a member of the Personnel Commissioner screening committee. The entire process, including at least one month for recruitment, will take approximately four months to complete.

The screening committee will review all applications, review the candidate questions prior to the actual interview, interview a selected group of applicants, and recommend at least two candidates to the Board of Trustees.

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

BOARD OF TRUSTEES	ADJOURNMENT
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 1, 2001

ADJOURNMENT

The meeting will be adjourned memory of the victims of the recent terrorist attacks on America; in particular, **David Aoyama**, father of SMC student Emily Aoyama, **Edmund Glazer**, an SMC alumnus and the **sister** of Kelly S. Roberts, SMC student. In addition, the meeting will be adjourned in memory of **Judy Aronoff**, mother of Genie Saffren, child care center instructor.

There will be a special meeting for the purpose of conducting a public hearing on Monday, October 15, 2001 at 5 p.m. in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Monday, October 1, 2001 at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.