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Meeting of the

Santa Monica Community College District

Board of Trustees

Monday, February 1, 1999

5:30 p.m. - Closed Session

Board Conference Room

7:00 p.m. - Public Meeting

Board Room

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

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 8231

Education Code Section 72121.5

Government Code Sections 54954.2, 54954.3, 54957.9

A g e n d a

A meeting of the Board of Trustees of the Santa Monica Community College District is scheduled to be held in the Santa Monica College Board Room and Conference Center, 1900 Pico Boulevard, Santa Monica, California, on Monday, February 1, 1999.

5:30 p.m. – Closed Session

7:00 p.m. – Public Meeting

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

items for information are listed alphabetically).

I. ORGANIZATIONAL FUNCTIONS *Page No.*

A Call to Order 1

B Roll Call

II. CLOSED SESSION *(Scheduled for 5:30 p.m.)*

Personnel, pursuant to Government Code Section 54957

Collective Bargaining, pursuant to Government Code Section 54957.6

Pending Litigation, pursuant to Government Code Section 54956.9

III. ORGANIZATIONAL FUNCTIONS *(Continued)*

C Pledge of Allegiance 1

#1 Approval of Minutes: January 11, 1999 2

January 22-23, 1999 (Retreat)

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 *(All items considered in one motion unless pulled for discussion later in the meeting)*

Contracts and Grants

#2 Acceptance of Grants 4

Human Resources

#3 Consultant - Professional Development 5

#4 Academic Personnel 6

#5 Classified Personnel - Establish/Abolish Positions 7

#6 Classified Personnel - Regular 8

#7 Classified Personnel - Temporary 10

#8 Classified Personnel - Non Merit 12

Business and Administration Page No.

#9-A Facilities: Award of Bid - Carpet Replacement, Cayton Student Center 13

#9-B Facilities: Award of Bid - Interior Earthquake Repairs, Media Center 13

#9-C Facilities: Madison Parking Lot, Change Order No. 1 14

#9-D Facilities: Completion of Replacement of Running Track, Corsair Field 14

#9-E Facilities: Academy of Entertainment and Technology, Remodel

Phase 2, Change Order No. 2 and No. 3 15

#9-F Facilities: Completion of Academy of Entertainment and Technology,

Remodel Phase 2 15

#9-G Facilities: Academy of Entertainment and Technology, Remodel

Phase 1, Change Order No. 8 16

#9-H Facilities: Rental Agreement with City of Santa Monica 16

#9-I Facilities: Earthquake Replacement Science Building, Change

Orders No. 9 and No. 10 17

#10 Claim for Damages 18

#11 Payment to Environmental Protection Agency 18

#12 Commercial Warrant Register 19

#13 Payroll Warrant Register 19

#14 Direct Payments 19

#15 Payments from Auxiliary Operations 20

#16 Purchasing: Award of Purchase Orders 20

X. CONSENT AGENDA – Pulled Items

XI. MAJOR ITEMS OF BUSINESS

#17 Acceptance of Audit Report 21

XII. BOARD POLICY

#18 First Reading - Board Policy Section 4700, Drug and Alcohol Testing

for Transportation Employees 22

#19 Second Reading - Board Policy Section 5340, Distribution and

Posting of Publicity 24

XIII. INFORMATION - No Action Required

D 1998-99 Quarterly General Fund Budget Report 26

XIV. ADJOURNMENT: The next regular meeting of the Santa Monica Community College District Board of Trustees will be March 1, 1999 at 7 p.m. (5:30 p.m. if there is a closed session) in the Cateteria at Madison School, 1310 - 11th Street, Santa Monica, California.

BOARD OF TRUSTEES

Santa Monica Community College District

Action

February 1, 1999

ORGANIZATIONAL FUNCTIONS

A. CALL TO ORDER - 5:30 p.m.

B. ROLL CALL

Herbert Roney, Chair

Dorothy Ehrhart-Morrison, Vice-Chair

Nancy Cattell

Carole Currey

Ilona Jo Katz

Patrick Nichelson

Annette Shamey

Gabriel Barrios, Student Trustee

It is recommended that the Board of Trustees approve an excused absence for Student Trustee Gabriel Barrios due to illness (per Board Policy Section 9334).

MOTION MADE BY:

SECONDED BY:

AYES:

NOES:

II - CLOSED SESSION

- Personnel, pursuant to Government Code Section 54957

Public Employee Discipline/Dismissal Release

- Collective Bargaining, pursuant to Government Code Section 54957.6

Conference with Labor Negotiator

- a. Agency negotiator: Robert Sammis
- b. Employee organization: Faculty Association
 - o Existing Litigation, pursuant to Education Code Section 54956.9(a)

a. Associated Students of Santa Monica College,
Konstantine Theoharis, Ryan Flegal, Sharon Lungo and
Reilly Taylor vs. Santa Monica Community College District, et al.

b. Santa Monica College Faculty Association vs. Santa Monica
Community College District, et al.

III - PUBLIC SESSION (7:00 p.m.)

ORGANIZATIONAL FUNCTIONS

C. PLEDGE OF ALLEGIANCE - Robert Adams

Organizational Functions • page 1

<p>BOARD OF TRUSTEES</p> <p>Santa Monica Community College District</p>	<p>Action</p> <p>February 1, 1999</p>
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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:

January 11, 1999

January 22-23, 1999 (Retreat)

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

Organizational Functions • page 2

BOARD OF TRUSTEES	Action
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Santa Monica Community College District	February 1, 1999
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CONSENT AGENDA

It is recommended that the Consent Agenda, Recommendations #2–#16 be approved.

Recommendations pulled for separate action:

Action on Balance of Consent Agenda

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

Consent Agenda • page 3

BOARD OF TRUSTEES	Action
Santa Monica Community College District	February 1, 1999

CONSENT AGENDA: CONTRACTS AND GRANTS

RECOMMENDATION NO. 2 ACCEPTANCE OF GRANTS

It is recommended that the Board of Trustees accept the following grants and authorize augmentation to the 1998-99 budget as indicated.

Title of Grant: **VATEA IIC 98/99 Reallocation**

Granting Agency: California Community Colleges Chancellor's Office

Requested Funding: \$13,179

Matching Funds: N/A

Performance Period: FY 98/99 (July 1, 1998 - June 30, 1999)

Summary: Grant application augments original grant bringing the new allocation to \$430,322

Budget Augmentation: Income

82410 \$13,179

Expenditure

6000 \$12,172

5000 1,007

Title of Grant: **New Horizons Augmentation**

Granting Agency: California Community Colleges Chancellor's Office

Requested Funding: \$20,000

Matching Funds: N/A

Performance Period: FY 98/99 (July 1, 1998 - June 30, 1999)

Summary: Grant application augments original grant bringing the new allocation to \$60,000

Budget Augmentation:	Income
	81700 \$20,000
	Expenditure
	1000 15,000
	3000 2,500
	7000 2,500

BOARD OF TRUSTEES

Santa Monica Community College District

Action

February 1, 1999

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 3 CONSULTANT – PROFESSIONAL DEVELOPMENT

It is recommended that the Board of Trustees authorize a consultant contract with Jim Marteney for an amount of \$350 to provide a two-hour team building training workshop for the Personnel Commission office staff.

Funding Source: Personnel Commission Budget

Comment: The training is recommended to improve morale, cooperative interaction and goal directed team building within the Personnel Commission staff. The desired outcome is a more cohesive team to deliver improved services.

BOARD OF TRUSTEES

Santa Monica Community College District

ACTION

February 1, 1999

CONSENT AGENDA: HUMAN RESOURCESRECOMMENDATION NO. 4 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 DATEADJUNCT

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

LEAVES OF ABSENCEMEDICAL LEAVE

Eskey, Elena Dean, International Education 12/16/98 " 12/28/98

TEMPORARY CONTRACT FACULTY

Cox, Mary - Instructor 02/16/99 " 06/15/99

Clinical Nursing Assistant Program (Noncredit)

BOARD OF TRUSTEES

Santa Monica Community College District

ACTION

February 1, 1999

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 5
CLASSIFIED PERSONNEL

ESTABLISH/ABOLISH POSITIONS

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

ESTABLISH: Computer Support Specialist (1 position) 02/02/99

Library, 12 mos, 40 hrs

ESTABLISH: Tutoring Coordinator-Learning Disabilities (1 position) 02/02/99

Disabled Student Center, 11 mos, 40 hrs

Comment: Need coverage student tutoring services.

ESTABLISH: Lab Technician - Art (1 position) 02/02/99

Art Department, 11 mos, 40 hrs

Comment: Need to support student and departmental duties.

ESTABLISH: Community College Police Officer Trainee (3 positions) 02/02/99

Campus Police, 12 mos, 40 hrs

Comment: This will facilitate recruitment efforts.

ABOLISH: Tutoring Coordinator-Learning Disabilities (1 position) 03/01/99

Disabled Student Center, 11 mos, 30 hrs

ABOLISH: Library Systems Coordinator (1 position) 02/02/99

Library, 12 mos, 40 hrs

Comment: Position duties changed.

BOARD OF TRUSTEES

Santa Monica Community College District

ACTION

February 1, 1999

CONSENT AGENDA: HUMAN RESOURCESRECOMMENDATION NO. 6 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.

PROBATIONARY EFFECTIVE DATE

Hernandez, Ronald, Grounds Caretaker, Grounds 01/05/99

Korzeniowska, Maja, Comp Lab Instr Specialist, Instr Comp 01/15/99

Schlossberg, Howard, Radio Subs Svcs Coord, KCRW 01/22/99

Webb Elliott, Custodian-Day, Operations 01/04/99

PROMOTIONS

Estrada, Theresa 01/06/99

Fr: Custodian NS-2, Operations, 12 mos, 40 hrs

To: Lead Custodian NS-2, Operations, 12 mos, 40 hrs

Fraser, Ian 01/20/99

Fr: Payroll Specialist, Payroll, 12 mos, 40 hrs

To: Payroll Manager, Payroll, 12 mos, 40 hrs (mgmt)

TRANSFER (per CSEA Agreement, Article 6)

Goodnight, Makeda 01/08/99

Fr: College Police Dispatcher-NS-1, College Police, 12 mos, 30 hrs

To: College Police Dispatcher-Day, College Police, 12 mos, 30 hrs

PERMANENT EMPLOYEE WITH PROVISIONAL ASSIGNMENT

Evans, Carol 12/04/98 " 12/18/98

Fr: Auditorium Technician, Events, 12 mos, 40 hrs 01/17/99 " 01/24/99

To: Acting Events Manager, Events, 12 mos, 40 hrs

Comment: Replacing manager on personal leave/vacation.

Approved by the Personnel Commission 1/11/99.

Quinn, Bill 01/04/99 " 04/04/99

Fr: Lead Custodian NS-2, Operations

To: Acting Custodial Operations Supr, Operations

Comment: Replacing employee working out of classification.

Peterson, Jeffrey 01/04/99 " 04/04/99

Fr: Custodial Operations Supr, Operations

To: Acting Director of Campus Operations, Operations

Comment: Position vacant. Approved by the Personnel

Commission 01/11/99.

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WORKING OUT OF CLASSIFICATION (Additional responsibilities)

Estrada, Theresa, Custodian NS-2, Operations (ext) + 5% 11/24/98 " 12/23/98

Estrada, Theresa, Custodian NS-2, Operations (ext) + 5% 01/04/99 " 01/05/99

LEAVES OF ABSENCE WITH PAY

(Verified paid leave in accordance with District and Education Code provisions)

MEDICAL/WITH PAY

Gerward, Marion, Intl Student Ctr Supr, Intl Students Ctr 12/15/98 " 12/23/98

Haasenritter, Moses, Lead Custodian, Operations (ext) 01/04/99 " 01/18/99

Hendricks, Philip, Acct Specialist II, Payroll (ext) 12/01/98 " 02/28/99

Siefert, Alex, Payroll Specialist, Payroll (ext) 01/04/99 " 01/15/99

PERSONAL/WITHOUT PAY

Boone, Lawrence, Toolrm Attd II, Auto/Trades 01/04/99 " 02/11/99

OPPORTUNITY/WITHOUT PAY

Askarian, Sohail, Instr Asst-Math, Math 01/12/99 " 06/15/99

SEPARATIONS

Castor, Marnie, Radio Premium Clk, KCRW (amended date) 01/04/99

Gray, Robert, Parking Security Officer, College Police 01/29/99

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

<p>BOARD OF TRUSTEES</p> <p>Santa Monica Community College District</p>	<p>ACTION</p> <p>February 1, 1999</p>
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CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7 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.

EFFECTIVE DATE

PROVISIONAL (assignment not to exceed 90 working days)

Carranza, Clarissa, Clerical Asst. I, Business Education (ext.) 12/10/98 " 12/22/98

Carranza, Clarissa, Clerical Asst. I, Business Education (ext.) 01/04/99 " 02/10/99

SUBSTITUTE

Reveco, Juan, Lab Technician - Art, Art Dept. (ext.) 10/01/98 " 01/29/99

CASUAL (assignment not to exceed 15 hrs/wk, 15 days/month)

Amian, Lori, Community Outreach Aide, Off. of School Relations 01/04/99 " 01/12/99

Alvarez, Marlon, Comm. Outreach Aide, Off. of School Relations 01/04/99 " 06/30/99

Berbano, Leah Comm. Outreach Aide, Off. of School Relations 01/04/99 " 01/12/99

Bierman, Michael, Comm. Outreach Aide, Off. of School Relations 01/04/99 " 06/30/99

Boules, Nancy, Comm. Outreach Aide, Off. of School Relations 01/04/99 " 06/30/99

Buckner, Kenneth, Voc Tutor Asst. II - Comp, VERC Lab 01/04/99 " 02/11/99

Buckner, Kenneth, Voc Tutor Asst. II - Comp, VERC Lab 02/16/99 " 06/15/99

Budd, Tricia, Comm. Outreach Aide, Off. of School Relations 01/04/99 " 06/30/99

Byun, Donna, Instructional Asst. - ESL, ESL 01/04/99 " 02/12/99

Canales, Estella, Comm. Outreach Aide, Off. of School Relations 01/04/99 " 06/30/99

Carr-Francis, Sherita, Counseling Aide, Counseling/Trnsfr Ctr. 01/04/99 " 06/30/99

De La Torres, Heidi, Comm. Outreach Aide, Off. of Sch Relations 01/04/99 " 01/12/99

Delgado, Myrna, Comm. Outreach Aide, Off. of School Relations 01/04/99 " 06/30/99

Encarnado, Theodore, Comm. Outreach Aide, Off. of Sch Rltns. 01/04/99 " 06/30/99

Franco, Jose, Comm. Outreach Aide, Office of School Relations 01/04/99 " 06/30/99

Fuller, Lucas, Comm. Outreach Aide, Off. of School Relations 01/04/99 " 06/30/99

Gordon, Stephanie, Comm. Outreach Aide, Off. of Schl Relations 01/04/99 " 06/30/99

Hertz-Grossman, Tina, Voc Tutor Asst. II - Bus., Business & Indus 01/04/99 " 02/11/99

Hertz-Grossman, Tina, Voc Tutor Asst II - Bus., Business & Indus 02/16/99 " 06/15/99

Herrington, Rashanda, Comm. Outreach Aide, Off. of Schl Rltns. 01/04/99 " 06/30/99

Hong, Son Kyong, Counseling Aide, Counseling/Trnsfr Center 01/04/99 " 06/30/99

Huang, Ai Ming, Comm. Outreach Aide, Off. of School Relations 01/04/99 " 06/30/99

Journey, Moses, Comm. Outreach Aides, Off. of School Relations 01/04/99 " 06/30/99

Krivan, Matilda, Instructional Asst. - ESL, ESL 01/04/99 " 02/12/99

Lee, Allison, Instructional Asst. - ESL, ESL 01/04/99 " 02/12/99

Liu, William, Counseling Aide, Counseling/Trnsfr Center 01/04/99 " 06/30/99

Ma, Thi Thi, Instructional Asst. - ESL, ESL 01/04/99 " 02/12/99

March, Jennifer, Comm. Outreach Aide, Off. of Schl Relations 01/04/99 " 06/30/99

CASUAL (cont'd)

Mirza, Talat, Instructional Asst. - ESL, ESL 01/04/99 " 02/12/99

Neke, Alexandra, Counseling Aide, Counseling/Trnsfr Center 01/04/99 " 06/30/99

Nieto, Bahman, Comm. Outreach Aides, Off. of Schl Relations 01/04/99 " 01/12/99

Okinaka, Erwin, Counseling Aide, Counseling/Trnsf Center 01/04/99 " 06/30/99

Olivas, Nancy, Comm. Outreach Aide, Off. of School Relations 01/04/99 " 06/30/99

Perez, Sarah, Comm. Outreach Aide, Off. of School Relations 01/04/99 " 06/30/99

Racca, Jun, Comm. Outreach Aide, Off. of School Relations 01/04/99 " 06/30/99

Rodriguez, Miguel, Counseling Aide, Counseling/Trnsfr Center 01/04/99 " 06/30/99

Salazar, Ana, Comm. Outreach Aide, Off. of School Relations 01/04/99 " 06/30/99

Shimizu, Eri, Comm. Outreach Aide, Off. of School Relations 01/04/99 " 06/30/99

Solis, Maria, Comm. Outreach Aide, Off. of School Relations 01/04/99 " 06/30/99

Tawata, Lana, Comm. Outreach Aide, Off. of School Relations 01/04/99 " 06/30/99

Uyeno, Clifton, Comm. Outreach Aide, Off. of School Relations 01/04/99 " 06/30/99

Wasef, Caroling, Comm. Outreach Aide, Off. of School Relations 01/04/99 " 06/30/99

Whaley, Audra, Comm. Outreach Aide, Off. of School Relations 01/04/99 " 06/30/99

White, Susan, Voc. Tutor Asst. I - Basic Lit., Business & Industry 01/04/99 " 02/11/99

White, Susan, Voc. Tutor Asst. I - Basic Lit., Business & Industry 02/16/99 " 06/15/99

Zelda, Jaime, Comm. Outreach Aide, Off. of School Relations 01/04/99 " 06/30/99

TEMPORARY (Limited Term: assignment not to exceed 120 working days/fiscal year) Adewole, Ruth, Instructional Asst. - Math, Math 01/04/99 " 02/11/99

Amian, Lori, Registration/Info Clerk, Off. of School Relations 01/13/99 " 06/30/99

Berbano, Leah, Registration/Info Clerk, Off. of School Relations 01/13/99 " 06/30/99

Bryant, Loretta, Registration/Info Clerk, Off. of School Relations 01/19/99 " 06/30/99

Cueva, Amelia, Reg/Enrollment Coordinator, Admissions & Recs. 01/04/99 " 06/30/99

De La Torre, Heidi, Registration/Info Clerk, Off. of Schl Relations 01/13/99 " 06/30/99

Gayton-Tanskley, Monica, Dept. Secretary I, Women's College 01/04/99 " 02/26/99

Guitierrez, Veronica, Registration/Info Clerk, Off. of Schl Relations 01/13/99 " 06/30/99

Harrison, Tonya, Dept. Secretary I, Health Science 01/04/99 " 02/17/99

Holt, Nathaniel, Buyer, Purchasing (ext.) 01/04/99 " 03/16/99

Isadore, Tamara, Registration/Info Clerk, Financial Aid 01/19/99 " 06/30/99

Metellus, Marjorie, Bookstore Clk/Cashier, Station "C" 01/04/99 " 06/30/99

Nieto, Bahman, Registration/Info Clerk, Off. of School Relations 01/13/99 " 06/30/99

Nieto, Genoveva, Registration/Info Clerk, Off. of School Relations 01/04/99 " 06/30/99

Obrien, Patricia, Accounting Spec. II, Fiscal Services 01/04/99 " 02/02/99

Patterson, Amy, Library Assistant I, Library 01/04/99 " 02/11/99

Redd-Walker, Beverly, Dept. Secretary I, Academy (ext.) 12/23/98 " 03/31/99

Richardson, Geraldine, Mail Service Clerk, Receiving/Mlrm (ext.) 12/21/98 " 01/07/99

Spencer, Sonja, Registration/Info Clerk, Off. of School Relations 01/19/99 " 06/30/99

Switzer, Stella, Dept. Sec II, Facilities/Maintenance 01/04/99 " 06/30/99

Tucker, Ava, Admissions & Records Clk II, Admissions & Recs. 01/04/99 " 02/26/99

Williams, Jeana, Registration/Info Clerk, ISC 01/04/99 " 06/30/99

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<p>BOARD OF TRUSTEES</p> <p>Santa Monica Community College District</p>	<p>ACTION</p> <p>February 1, 1999</p>
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CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 8 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 25

\$6.19/hr

College Student Intern 1

\$10.66/hr

FEDERAL/STATE FUNDED STUDENT EMPLOYEES

College Work-Study Student Assistant 11

\$6.19/hrly

PROFESSIONAL EXPERTS

Community Services Specialist I 31

\$27.40/hr

Community Services Specialist II 1

\$38.00/hr

Professional Art Model 1

\$14.00/hr

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

PROFESSIONAL EXPERT

David Muller, Facilities Management (ext) 02/01/99 to 06/30/99

\$7,566 per month

Comment: To assist with transition for permanent position

of Associate Vice-President, Facilities

BOARD OF TRUSTEES

Santa Monica Community College District

Action

February 1, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATIONRECOMMENDATION NO. 9-A
FACILITIES: AWARD OF BID-
CARPET REPLACEMENT, CAYTON
STUDENT CENTER

It is recommended that the Board of Trustees award the bid for the Carpet Replacement, Cayton Student Center to the lowest responsive bidder.

BIDDER BID AMOUNT

(to be presented at the meeting – bid opening on 1/28)

Funding Source: Auxiliary Services/Associated Students

Comment: This project will provide for the replacement of deteriorated carpeting within the Cayton Student Center. Recarpeting will be paid for by the Associated Students.

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RECOMMENDATION NO. 9-B
FACILITIES: AWARD OF BID –
INTERIOR EARTHQUAKE REPAIRS,
MEDIA CENTER

It is recommended that the Board of Trustees award the bid for the Interior Earthquake repairs, Media Center project to the lowest responsive bidder.

BIDDER BID AMOUNT

AFCO Corp. Construction \$522,938

Driver-Eddy Construction \$541,408

Emma Corp. \$580,000

Ocean Park Construction \$589,000

Funding Source: FEMA/District

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<p>BOARD OF TRUSTEES</p> <p>Santa Monica Community College District</p>	<p>Action</p> <p>February 1, 1999</p>
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CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 9-C
FACILITIES: MADISON PARKING
LOT, CHANGE ORDER NO. 1

It is recommended that the Board of Trustees approve Change Order No. 1 with EXCEL PAVING COMPANY for the Madison Parking Lot project.

Original Contract Amount \$737,617.00

Change Order No. 1 26,037.34

Revised Contract Amount \$763,654.34

Funding Source: Prop T/State ADA Improvements

Comment: This change order provides for removal of debris discovered during site excavation and additional sidewalk repairs along 10th and 11th streets; owner requested additional concrete paving adjacent to building, heavy duty finish on new gates, and addition of quick-couplers for grounds maintenance. This change order also provides a credit of \$1500.00 for auto wheel stops not required in specific lot areas.

RECOMMENDATION NO. 9-D
FACILITIES: COMPLETION OF
REPLACEMENT OF RUNNING
TRACK, CORSAIR FIELD

Subject to completion of punch list items by SOUTHWEST RECREATIONAL INDUSTRIES, it is recommended that the Board of Trustees authorize the Vice President of Business & Administration, without further action of the Board of Trustees, to accept the project described as REPLACEMENT OF RUNNING TRACK, CORSAIR FIELD, as being completed upon SOUTHWEST RECREATIONAL INDUSTRIES' completion of punch list items. The date of Final Completion and Final Acceptance shall be determined by the Vice President of Business & Administration. Subject to the foregoing and in accordance with and in strict compliance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance, disbursement of the final payment is authorized.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	February 1, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 9-E
FACILITIES: ACADEMY OF
ENTERTAINMENT AND
TECHNOLOGY REMODEL PHASE
2, CHANGE ORDER NO. 2 AND NO.
3

It is recommended that the Board of Trustees approve Change Orders No. 2 and 3 with DRIVER-EDDY CONSTRUCTION, Inc. for the Academy of Entertainment & Technology, Phase 2 Remodel project.

Original Contract Amount \$267,114.00

Change Order No. 1 45,635.84

Change Order No. 2 4,168.11

Change Order No. 3 -25,000.00

Revised Contract Amount \$291,917.95

Funding Source: District

Comment: Change Order No. 2 provides for owner requested additional light fixtures and switching, and relocation of projection screens in the classrooms. Change Order No. 3 provides a credit of (\$25,000) for the window covering allowance.

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RECOMMENDATION NO. 9-F
FACILITIES: COMPLETION OF
ACADEMY OF ENTERTAINMENT
AND TECHNOLOGY, REMODEL
PHASE 2

Subject to completion of punch list items by DRIVER-EDDY CONSTRUCTION, it is recommended that the Board of Trustees authorize the Vice President of Business & Administration, without further action of the Board of Trustees, to accept the project described as ACADEMY OF ENTERTAINMENT & TECHNOLOGY – REMODEL PHASE 2, as being completed upon DRIVER-EDDY CONSTRUCTION's completion of punch list items. The date of Final Completion and Final Acceptance shall be determined by the Vice President of Business & Administration. Subject to the foregoing and in accordance with and in strict compliance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance, disbursement of the final payment is authorized.

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<p>BOARD OF TRUSTEES</p> <p>Santa Monica Community College District</p>	<p>Action</p> <p>February 1, 1999</p>
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CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 9-G
FACILITIES: ACADEMY OF
ENTERTAINMENT AND

TECHNOLOGY REMODEL PHASE
1, CHANGE ORDER NO. 8

It is recommended that the Board of Trustees approve Change Orders No. 8 with K.C. PERRY, INC. for the Academy of Entertainment and Technology project.

Original Contract Amount \$2,683,200.00

Change Orders 1 – 7 456,986.80

Change Order No. 8 22,092.12

Revised Contract Amount \$3,162,278.92

Funding Source: District

Comment: Change Order No. 8 provides a credit for ceiling material in the multi-purpose room, alternate light fixtures in the lobby and multi-purpose room. Division of the State Architect (DSA) requested additions at elevator brackets, water heater metal enclosure, air handling unit anchorage, boiler anchorage and duct smoke detector.

RECOMMENDATION NO. 9-H
FACILITIES: RENTAL AGREEMENT
WITH CITY OF

SANTA MONICA

It is recommended that the Board of Trustees approve a rental agreement with the City of Santa Monica for space at the environmental center located at 1744 Pearl Street, at the rate of \$360 per month, on a month-to-month basis commencing February 1, 1999.

Comment: This is an opportunity for the College and the City to work collaboratively to provide information on environmental issues to students and the community at large.

BOARD OF TRUSTEES

Santa Monica Community College District

Action

February 1, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATIONRECOMMENDATION NO. 9-I
FACILITIES: EARTHQUAKE
REPLACEMENT SCIENCE
BUILDING, CHANGE ORDERS NO.
9 AND NO. 10

It is recommended that the Board of Trustees approve Change Orders No. 9 and No. 10 for the Earthquake Replacement Science Building project with POZZO CONSTRUCTION, INC.

Original Contract Amount \$24,650,000

Change Orders 1 – 8 131,369

Change Order No. 9 28,921

Change Order No. 10 19,383

Revised Contract Amount \$24,829,673

Funding Source: FEMA/District

Comment: Change Order No. 9 provides for additional cost adjustments to contract allowances for #2) Video/data projectors \$10,476, #3) Miscellaneous A/V systems \$14,118, #4) Code Required Assistive Listening Devices \$4,327.

Change Order No. 10 provides for steel shelf angle to support elevator sills, epoxy sealer at exterior plaster wall surfaces, modifications to HVA/C ductwork and teaching benches, guide rail at coiling counter door, revised gas cylinder restraint rocks, support channel for portion of north sunshade, relocation of exhaust fans. This change order also provides a credit of (\$11,917) for owner selection of less expensive wood veneer at laboratory casework.

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BOARD OF TRUSTEES

Santa Monica Community College District

Action

February 1, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATIONRECOMMENDATION NO. 10 CLAIM
FOR DAMAGES

It is recommended that the Board of Trustees reject the claim filed by Ms. Angela Bernhardt for personal damages in the amount of \$1,000,000 and refer the claim to the District's claims management firm.

Comment: Ms. Bernhardt alleges various incidents of harassment by a Santa Monica College employee.

RECOMMENDATION NO. 11
PAYMENT TO ENVIRONMENTAL
PROTECTION AGENCY

It is recommended that the Board of Trustees authorize the Vice President, Business and Administration, to execute all documents required by the U.S. Environmental Protection Agency to resolve any potential liability for waste materials disposed of in the Casmalia Disposal Site and to make payment in an amount not to exceed \$120 to cover the District's De Minimis cost in the EPA clean-up of the site.

Funding Source: District Funds

Comment: The District contracted with a waste management company to dispose of a small quantity of hazardous materials in 1985. EPA has taken over the disposal site and is cleaning up the hazardous waste. All parties that used the facility are required to contribute to the cost of the clean-up. The District's share is \$120.

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BOARD OF TRUSTEES

Santa Monica Community College District

Action

February 1, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATIONRECOMMENDATION NO. 12
COMMERCIAL WARRANT
REGISTER

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

December 1 – December 31, 1998 4483 - 4580 \$6,106,652

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

RECOMMENDATION NO. 13
PAYROLL WARRANT REGISTER

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

December 1 – December 31, 1998 328-C – C2F-N \$5,197,427

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

RECOMMENDATION NO. 14 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.

Direct Payments: D30076 – D30158 (list on file in Business Office)

Total: \$12,127.50

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BOARD OF TRUSTEES

Santa Monica Community College District

Action

February 1, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATIONRECOMMENDATION NO. 15 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.

December 1 - December 31, 1998 63014 - 63403 \$519,522

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

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RECOMMENDATION NO. 16
PURCHASING: AWARD OF
PURCHASE ORDERS

It is recommended that the following purchase orders be approved 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.

Purchase Orders - FY 98/99 Total

A) 64433 - 64525 \$272,353.63

B) T-Orders 29,044.78

C) Change Orders 51,000.43 D) E-Orders 34,503.24

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

BOARD OF TRUSTEES

Santa Monica Community College District

Action

February 1, 1999

MAJOR ITEMS OF BUSINESSRECOMMENDATION NO. 17 RECEIPT OF AUDIT REPORT

It is recommended that the Board of Trustees acknowledge receipt of the 1997-98 audit report of the financial and related statements of the Santa Monica Community College District prepared by the District's contracted independent auditor, KPMG PEAT MARWICK, LLP, Certified Public Accountants.

Comment: The auditor filed the report with all appropriate agencies prior to December 31, 1998.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES

Santa Monica Community College District

Action

February 1, 1999

BOARD POLICYRECOMMENDATION NO. 18 FIRST READING - BOARD POLICY SECTION 4700DRUG AND ALCOHOL TESTING
FOR TRANSPORTATION
EMPLOYEES

It is recommended that the Board of Trustees conduct a first reading of Board Policy Section 4700, Drug and Alcohol Testing for Transportation Employees.

Comment: This policy will implement all provisions of the Omnibus Transportation Employee Testing Act of 1991. Pursuant to this Federal Law, the District is required to conduct pre-employment, random, post-accident and reasonable suspicion drug and alcohol testing of all employees in positions requiring a commercial driver's license. This policy will immediately apply to the classifications of Van Driver, Van Driver Substitute and Transportation Assistant. The District has consulted with CSEA and the Classified Senate on this policy.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

Santa Monica Community College District	4700
BOARD POLICY: Series 4000, Personnel	
General Personnel	

4700 Drug and Alcohol Testing for Transportation Employees

Purpose

The Santa Monica Community College District is committed to establishing and maintaining an alcohol and drug testing program to help prevent accidents and injuries resulting from the misuse of alcohol and use of controlled substances by any of the District's employees employed in classifications where such employees are required to possess a commercial driver's license.

This policy is implemented pursuant to and in compliance with requirements of the Omnibus Transportation Employer Testing Act of 1991. The District shall adhere to all federal regulations adopted to enforce the Omnibus Transportation Employer Testing Act of 1991.

Any covered employee who violates the provisions of this policy, as more specifically set forth in Administrative Regulation 4700 (a) may be subject to discipline, up to and including dismissal in accordance with applicable Education Code provisions and provisions of any applicable collective bargaining agreement.

Legal References:

Omnibus Transportation Employee Testing Act of 1991.

49 U.S.C. § 2717.

49 C.F.R. § 382 et seq.

49 C.F.R. § 40 et seq.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	February 1, 1999

BOARD POLICY

RECOMMENDATION NO. 19 SECOND READING - BOARD POLICY SECTION 5340,

DISTRIBUTION AND POSTING OF PUBLICITY

It is recommended that the Board of Trustees conduct a second reading of and approve Board Policy Section 5340, Distribution and Posting of Publicity.

Comment: The regulatory language in the current policy has been converted into an administrative regulation. The proposed revision of Board Policy Section 5340 and Administrative Regulation 5340 has been reviewed and approved by the Academic Senate Student Affairs Committee. A first reading was held on January 11, 1999.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

Santa Monica Community College District BOARD POLICY: Series 5000, Students Activities and Student Conduct	5340
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5340 Distribution and Posting of Publicity

The Board of Trustees authorizes the Superintendent/President to establish regulations with regard to the distribution and posting of publicity. The administration encourages access to campus information and resources, and sets reasonable limits to the amount of publicity placed on campus at any given time. No publicity, which advocates the commission of an unlawful act, or contains libelous or obscene material, may be distributed on campus.

Adopted 022668

Revised 041169, 061471, 042875, 051275, 011579, 062083

BOARD OF TRUSTEES	Action
Santa Monica Community College District	February 1, 1999

INFORMATION ITEM D 1998-99 QUARTERLY
GENERAL FUND BUDGET REPORT

GENERAL FUND BUDGET SUMMARY

(AS OF JUNE 30, 1999)

Beginning Balance \$4,302,271

Income 88,924,892

Total Funds Available \$93,227,163

Less: Expenses & Transfers 91,438,035

Ending Balance \$1,789,128

Comment: The quarterly Financial Status Report as of 12/31/98 does not reflect the 1997-98 adjustments reported by the Chancellor's Office after 12/31/98. The recalculation of the state enrollment figures reduces the SMC funded base by approximately \$500,000. The impact of this negative adjustment will be reviewed and reported to the Board at the March meeting.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	February 1, 1999

ADJOURNMENT

The meeting will be adjourned in memory of **Ronald Emile**, brother of SMC professor Loring Emile, **Syd Jurin**, an Emeritus College Spanish instructor; **Norma Nyquist**, former SMC head librarian.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be March 1, 1999 at 7 p.m. (5:30 p.m. if there is a closed session) in the Cafeteria at Madison School, 1310 - 11th Street, Santa Monica, California.

Return to the [Meetings page](#).

Return to the [SMC home page](#).
