



## Santa Monica Community College District

### Minutes of the Board of Trustees Meeting

April 5, 1999

A meeting of the Board of Trustees of the Santa Monica Community College District was held in the Santa Monica College Board Room and Conference Center, Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Monday, April 5, 1999.

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**

Student Discipline, pursuant to Government Code Section 72122

#### **III. ORGANIZATIONAL FUNCTIONS (Continued)**

C Pledge of Allegiance

#1 Approval of Minutes: March 1, 1999

March 15, 1999 (Workshop)

#### **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**

##### Contracts and Grants

#2 Acceptance of Grants

#3 Contract for Digital Video Editing Training

#4 Consultant Contract for Academic Computing Department Workshop

Academic and Students Affairs

#5 Consultant Contract for Grant Development

#6 Consultant Contract for Bird Banding

#7 Community Services/Extension Seminars/Courses, Spring, 1999

#8 Consultant Contract for Educational Interpreters Workshops

#9 Training Contract - Vendor Programs

#9-A Student Discipline

Human Resources

#10 1999-2000 Sabbaticals

#11 Academic Personnel

#12 Classified Personnel - Establish/Abolish Positions

#13 Classified Personnel - Regular

#14 Classified Personnel - Temporary

#15 Classified Personnel - Non Merit

Business and Administration

#16 KCRW: Consultant Contract

#17 Claim for Damages

#18 Agreement for Legal Services

#19-A Facilities: Science Building Replacement Grant Acceleration

Program Settlement

#19-B Facilities: Library Repair Grant Acceleration Program Settlement

#19-C Facilities: Architectural Services - 2714 Pico Blvd. Property Remodel

#19-D Facilities: Madison Parking Lot Change Order No. 2

#19-E Facilities: Completion of Academy of Entertainment and Technology,

Phase I Project

#19-F Facilities: Amendment of Earthquake Project Management Agreement

#19-G Facilities: Architectural Services - Parking Structure Replacement

#19-H Facilities: Architectural Services - Library Earthquake Repair and Addition

#19-I Facilities: Capital Budget Amendment - Science Building Replacement

#20 Commercial Warrant Register

#21 Payroll Warrant Register

#22 Direct Payments

#23 Payments from Auxiliary Operations

#24-A Purchasing: Award of Purchase Orders

#24-B Purchasing: Authorization to Participate in Purchase Agreement

#24-C Purchasing: Award of Bid - Cosmetology Student Kits

#24-D Purchasing: Award of Bid - Relocation of Science Equipment/  
Instructional Supplies

#24-E Purchasing: Award of Bid - Science Building Furniture

**X. MAJOR ITEMS OF BUSINESS**

#25 CCCT Board of Directors Ballot

#26 Resolution for Community College Month

#27 Authorization to Issue TRANS

**XI. BOARD POLICY**

#28 First Reading - Board Policy Section 9311, Student Trustee

**XII. INFORMATION - No Action Required**

D Draft Statement on Community College Governance

E 1999-2000 Budget Calendar

F Grant Submittals

**XII. ADJOURNMENT:** The next regular meeting of the Santa Monica Community College District Board of Trustees will be May 3, 1999 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.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	April 5, 1999

ORGANIZATIONAL FUNCTIONS

**A. CALL TO ORDER - 6:00 p.m.**

**B. ROLL CALL**

Herbert Roney, Chair - Present

Dorothy Ehrhart-Morrison, Vice-Chair - Present

Nancy Cattell - Absent

Carole Currey - Present

Ilona Jo Katz - Present

Patrick Nichelson - Present

Annette Shamey - Present

Gabriel Barrios, Student Trustee - Present (for Public Session)

**II - CLOSED SESSION (6:00 p.m.)**

- o Student Discipline, pursuant to Government Code Section 72122

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

**ORGANIZATIONAL FUNCTIONS**

**C. PLEDGE OF ALLEGIANCE - Don Girard**

*Organizational Functions*

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	April 5, 1999

ORGANIZATIONAL FUNCTIONS

RECOMENDATION NO. 1 APPROVAL OF MINUTES

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

March 1, 1999

MOTION MADE BY: Ilona Katz

SECONDED BY: Carole Currey

STUDENT ADVISORY: Aye

AYES: 6

NOES: 0

ABSENT: 1 (Cattell)

March 15, 1999 (Workshop)

MOTION MADE BY: Dorothy Ehrhart-Morrison

SECONDED BY: Ilona Katz

STUDENT ADVISORY: Aye

AYES: 6

NOES: 0

ABSENT: 1 (Cattell)

*Organizational Functions*

<b>BOARD OF TRUSTEES</b> Santa Monica Community College District	<b>Action</b> April 5, 1999
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SUPERINTENDENT'S REPORT

- Alan Shatkin, the newly-appointed member of the Personnel Commission, was introduced.
- A certificate of appreciation was presented to Sonya Levy-Wayne for her work with the SMC Foundation and the capital campaign. Ms. Wayne has been offered a career opportunity elsewhere and is leaving the college.
- Nancy Nieman was recognized for her participation in the National Women's Political Caucus.
- Vice-President Rocky Young and consultant Diane Netzel presented an update on the Capital Campaign.
- A farewell dinner is being planned for Aubrey Austin who is relocating to Arizona
- Associated Students elections are underway, and the results will be announced at the next Board meeting.
- The Jazz Concert on Easter Sunday and the performance of "Anything Goes" were both outstanding.
- The Latina Youth Conference 1999 held on campus was well received and well attended.
- The college hosted visiting educators from Cal Poly Pomona and Australia.
- SMC won the California Community Colleges Diversity Achievement Award for 1998.
- The student loan default rate is down to 14.8%.
- The process of hiring 37 new faculty members has begun.
- Vice-President of Human Resources Robert Sammis provided a brief update on negotiations with the Faculty Association and the status of mediation.
- Deborah Hudson and Dan Rojas provided an update on the college's efforts to prepare for Y2K.

Public Comments

Phil Hendricks

Teri Bernstein

Fran Chandler

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	April 5, 1999

CONSENT AGENDA

It is recommended that the Consent Agenda, Recommendations #2–#24 be approved.

Revisions made to Recommendations: #2, #9

Recommendations pulled for questions: #4, #10, #17

Recommendations pulled for abstention: #19-C, #19-F, #19-G, #19-H

Addition to Consent Agenda:

Motion was made by Carole Currey, seconded by Ilona Katz and carried to add two student disciplinary recommendations to the Consent Agenda under Academic and Student Affairs (see Recommendation #9-A).

Action on Consent Agenda, including revisions and additions

MOTION MADE BY: Carole Currey

SECONDED BY: Annette Shamey

STUDENT ADVISORY: Aye

AYES: 6

NOES: 0

ABSENT: 1 (Cattell)

ABSTAIN: Katz on #19-C, #19-F, #19-G, and #19-H



*Consent Agenda*

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	April 5, 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:** "A Public Conversation on Contemporary Issues: The Oslo Accords and Patterns of Change in the Middle East"

**Granting Agency:** California Council for the Humanities

**Requested Funding:** \$1,700

**Matching Funds:** \$2,700 (Source: SMC Associates)

**Performance Period:** April 1999

**Summary:** Funds requested from CCH augment the previously approved funding by the SMC Associates and will provide honoraria for speakers, pay for concert hall technicians and publicity/program materials.

**Title of Grant:** 1998-99 Telecommunications Technology Infrastructure Program (TTIP)

**Granting Agency:** California Community Colleges Chancellor's Office

**Requested Funding:** \$231,881

**Matching Funds:** N/A

**Performance Period:** 1998/99

Summary:

Funds are intended to expand existing capability and infrastructure beyond SMC's current level.

Funds are allocated to SMC based on the August 1998 Advanced General Apportionment for the data portion of the 4Cnet services as follows:

- \$57,034 for 4Cnet Data;
- \$81,899 for Library Automation;
- \$92,948 for Technology Human Resources Training Fund.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	April 5, 1999

CONSENT AGENDA: CONTRACTS AND GRANTS

RECOMMENDATION NO. 3 CONTRACT FOR DIGITAL VIDEO EDITING TRAINING

It is recommended that the Board of Trustees authorize a contract with ProMax Systems, Inc., for an amount not to exceed \$1,500 for the period of May 3 and 4, 1999.

Funding Source: Professional Development Committee Funds

Comment: ProMax Systems, Inc. will provide hands-on training for faculty and staff at the Academy of Entertainment and Technology on Digital Video Editing concepts using Adobe Premiere v5.1 and After Effects v4.0, including three hours of telephone support.

RECOMMENDATION NO. 4 CONSULTANT CONTRACT FOR ACADEMIC COMPUTING DEPARTMENT WORKSHOP

It is recommended that the Board of Trustees approve a consultant contract with Jim Marteney of Valley College, in the amount of \$450 to conduct a workshop for the Academic Computing Department on Wednesday, April 14th, 1999.

Funding Source: District Funds

Comment: The purpose of the workshop will be team building and to build trust, openness and communication between Academic Computing management and staff.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	April 5, 1999

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 5 CONSULTANT CONTRACT FOR GRANT

DEVELOPMENT

It is recommended that the Board of Trustees approve a consultant contract with Roxanna Hartline for an amount not to exceed \$3,000 during the Spring, 1999, semester:

Funding Source: TANF

Comment: The consultant will assist in the development and writing of the Department of Labor Welfare-to-Work competitive grant. This will allow the college greater access to resources and services for the Cal-WORKS eligible students at Santa Monica College.

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RECOMMENDATION NO. 6 CONSULTANT CONTRACT FOR BIRD BANDING

It is recommended that the Board of Trustees approve a consultant contract with Giar-Ann Kung for an amount not to exceed \$200 for the Spring, 1999, semester:

Funding Source: The Southwest Parks and Monument Association

Comment: A permanent bird banding station was established in the Santa Monica Mountain National Recreation Area in the Spring of 1995. Birds were mist netted and banded near the mouth of Zuma Canyon to monitor resident and migratory species, as well as train students and other volunteers in bird banding techniques. Giar-Ann Kung manages the bird banding operations in coordination with Professor Walt Sakai.

RECOMMENDATION NO. 7 COMMUNITY SERVICES/EXTENSION SEMINARS/COURSES, SPRING, 1999

It is recommended that the Board of Trustees approve the following seminars/courses for the Santa Monica College Community Services/Extension program for Spring, 1999:

Clark L L I V Therapy 12 Hrs

Funding Source: All costs will be covered by the registration fees charged.

Comment: The hourly rate of pay for extension instructors is \$38.00.

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<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	April 5, 1999

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 8 CONSULTANT CONTRACT FOR EDUCATIONAL INTERPRETERS WORKSHOPS

It is recommended that the Board of Trustees approve a consultant contract with Dan Levitt for \$300 for the period of April 9 through June 4, 1999.

Funding Source: Professional Development Grant (AB 1725)

Comment: Mr. Levitt will be conducting five two-hour workshops that are geared specifically to upgrade the skill level of educational interpreters. He will be offering instruction and assistance in several areas including, but not limited to, ASL structure, SEE sign or PSE sign choice, classifiers, spatial establishment, ASL syntax, ASL lexicon, ASL idioms, etc. This training will enhance the skills of the sign language interpreters and result in increased student retention and success. There are currently 12 students who use interpreting services.

RECOMMENDATION NO. 9 TRAINING CONTRACT - VENDOR PROGRAMS

It is recommended that the Board of Trustees ratify the training contract with Community Career Development, Inc., to provide computer applications training for up to ten JTPA eligible workers at the rate of \$3,000 per student from March 8, 1999 - June 30, 1999.

Funding Source: JTPA Title IIA 5% Grant, through the City of Los Angeles Private Industry Council, and awarded to CCD as the lead agency of the Wilshire Metro One Stop.

Comment: This contract is an outgrowth of a collaboration with CCD in Welfare-to-Work phase 1 and phase 2 monies. The last collaboration on phase 2 funds calls for SMC to provide pre-employment vendor training. This is the first offering in the computer applications vendor program. The program is ultimately expected to generate enough proceeds to continue support of this type of training contract.

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<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	April 5, 1999

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 9-A STUDENT DISCIPLINE

- (1) It is recommended that the Board of Trustees expel student Wai-Cho Cheng for the reason set forth in the February 1, 1999 notice served on the student.
- (2) It is recommended that the Board of Trustees expel student Christian Susanto for the reason set forth in the February 4, 1999 notice served on the student.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	April 5, 1999

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 10 1999-2000 SABBATICALS

It is recommended that the Board of trustees approve one-semester sabbaticals for the following full-time faculty for 1999-2000:

SABBATICALS, ONE SEMESTER

Austin, Jan Anthropology Fall 1999

Collier, Anna HPER Spring 2000

Fonseca, Mary Lou English Fall 1999

Jaffe, Sharon ESL Spring 2000

Ness, Brenda Social Science Fall 1999

Nieman, Nancy Modern Languages Spring 2000

Roque, Elaine HPER Fall 1999

Travis, Denise Applied Design Fall 1999

Alternates

Lodmer, Emily ESL

Lanum, Jackie Behavioral Studies

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 5, 1999

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11 ACADEMIC PERSONNEL

It is recommended that the following actions be approved for academic personnel. All personnel will be properly elected in accordance with district policies, salary schedules, and appropriate account numbers.

ELECTIONS EFFECTIVE DATE

TEMPORARY CONTRACT

Schwartz, Michael Astronomy 03/15/99 - 06/15/99

ADJUNCT

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

LEAVES OF ABSENCE

MEDICAL LEAVE

Kennedy, John Mathematics 02/16/99 - 02/23/99

Peterson, Darrell J. Mathematics 02/16/99 - 06/15/99

Quevedo, Juan Modern Language 03/18/99 - 04/18/99

Travis, Denise Graphic Design 03/14/99 - 04/25/99

MEDICAL LEAVE OF ABSENCE - MATERNITY

Lee-Lewis, Sherri Assoc. Dir., Human Resources 03/23/99 - 04/27/99

SEPARATIONS

DECEASED

Fusan, Ernest Astronomy 03/11/99

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 5, 1999

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 12 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: Buyer (1 position) 04/06/99

Purchasing, 12 mos, 40 hrs

ABOLISH: Media Assistant (1 position) 04/07/99

Media Center, 40 hrs, 12 months

Comment: Position vacant.

ESTABLISH: Media Svcs Technician (new Classification/2 positions) 03/01/99

Media Center, 12 mos, 40 hrs

Comment: Reclassification study approved by PC 2/17/99.

<p><b>BOARD OF TRUSTEES</b></p> <p>Santa Monica Community College District</p>	<p><b>ACTION</b></p> <p>April 5, 1999</p>
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CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 13 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

Avitia-Segura, Antonio, Grounds CareTaker, Grounds 03/01/99

Cardenas, Consuelo, Dept Secretary II, Contract Ed 03/08/99

Diaz, Eliseo, Custodian, NS-2, Operations 04/01/99

Green, Patricia, Dept Secretary II, Contract Ed 03/03/99

O'Brien Patricia, Acct Specialist II, Acct 03/01/99

PROMOTIONS

Graupman, Joyce 03/15/99

Fr: Dept Secretary I, AET, 12 mos, 40 hrs

To: Administrative Asst I, AET, 12 mos, 40 hrs

Johnson, Joyce 04/19/99

Fr: Dept Secretary I, Student Activities, 12 mos, 40 hrs

To: Dept Secretary II, Human Resources, 12 mos, 40 hrs

Martin, Raymond

Fr: Telecomm Tech II, Telecomm, 12 mos, 40 hours 04/01/99

To: Telecomm Supervisor, Telecomm, 12 mos, 40 hrs (Mgmt)

Mayesh, Myra 03/15/99

Fr: Program Coordinator-Emeritus, Emeritus College

To: Community Relations Coordinator, Public Programs

Quaile, Robin 03/24/99

Fr: Acct Specialist II, Acct, 12 mos, 40 hrs

To: Accounts Payable Supervisor, Fiscal Svcs, 12 mos, 40 hrs (Mgmt)

Trejo, Amelia 04/05/99

Fr: Dept Secretary II, Personnel Comm, 12 mos, 40 hrs

To: Administrative Asst I, Health Sciences, 12 mos, 40 hrs

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PERMANENT EMPLOYEES WITH PROVISIONAL ASSIGNMENTS

Coleman, Nathan 03/15/99 " 06/30/99

Fr: Dept Secretary I, Emeritus College, 11 mos, 20 hrs

To: Acting Program Coordinator-Emeritus, Emeritus, 12 mos, 40 hrs

Fuqua, Lynn 03/15/99 " 06/15/99

Fr: Instructional Asst-Learn Disabilities, Dis Stu Ctr, 11 mos, 20 hrs

To: Instructional Asst-Learn Dis, Dis Student Ctr, 11 mos, 20 hrs

Instructional Asst-English, English, 11 mos, 20 hrs

Comment: Covering assignment of employee on unpaid leave of absence.

Martin, Ray (ext) 02/01/99 " 03/31/99

Fr: Telecommunications Tech II, Telecomm

To: Acting Telecommunications Supervisor, Telecomm

Comment: Approved by Personnel Commission 3/8/99.

Quaile, Robin (ext) 02/14/99 " 03/23/99

Fr: Acct Specialist II, Fiscal Svcs, 12 mos, 40 hrs



To: Acting Accounts Payable Supr, Fiscal Svcs, 12 mos, 40 hrs

Comment: Approved by Personnel Commission 3/8/99.

LATERAL TRANSFER

Siefert, Alexandra 03/08/99

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

To: Acct Specialist, Accounting, 12 mos, 40 hrs

TRANSFER (per CSEA Agreement, Article 6)

Hendricks, Phil 03/29/99

Fr: Acct Specialist II, Accounting, 12 mos, 40 hrs

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

Woolcock, Bartley 03/15/99

Fr: Parking Security Officer, NS-1, College Police, 11 mos, 20 hrs

To: Parking Security Officer, Day, College Police, 11 mos, 40 hrs

RECLASSIFICATIONS (Per Personnel Commission Process)

Nakamura, Leroy 03/01/99

Fr: Media Assistant, Media Ctr, 12 mos, 40 hrs

To: Media Services Tech, Media Ctr, 12 mos, 40 hrs

Comment: Approved by the Personnel Commission 2/17/99.

ADDITIONAL STIPEND

Miller, Ben, Parking Sec Officer, College Police \$25/month 03/01/99 " 06/30/99

Comment: \$25 per month to provide support to dispatchers during

lunches and breaks

Ramos, Angelita, Admin Asst I, Admissions, 12 mos, 40 hrs 03/01/99

Comment: 5% Shorthand stipend, tested by Personnel Comm.

Yen, Charlie, Events Manager, Events, 12 mos, 40 hrs 04/01/99

Comment: 5% varied hours

WORKING OUT OF CLASSIFICATION (Additional responsibilities)

Belcher, Ernest, Skilled Maint Wker, Maintenance +5% 01/25/99 " 04/30/99

Kasch, Darlene, Programmer Analyst II, Info Mgmt +10% 02/08/99 " 04/30/99

Reyes, Arnulfo, Programmer Analyst II, Info Mgmt +10% 02/08/99 " 04/30/99

Trejo, Amelia, Dept Sec II, Personnel Commission +5% 02/03/99 " 02/26/99

Wilkie, Christine, Media Assistant, Media Ctr +10% 04/01/99 " 04/30/99

LEAVES OF ABSENCE WITH PAY

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

MEDICAL/WITH PAY

Herbert, Steve, Radio Station Engr, KCRW 02/22/99 " 02/26/99

King, Delmar, Custodian NS-2, Operations (ext) 01/30/99 " 03/21/99

Leung, Doris, Financial Aid Tech, Financial Aid 02/01/99 " 02/05/99

Martin Sunny, Personnel Manager, Pers Comm (amended dates) 02/09/99 " 03/12/99

Nichols, William, Mail Svcs Clerk, Receiving (ext) 04/01/99 " 04/20/99

Ortega, Mary, Cosmetology Asst, Cosmetology 02/16/99 " 03/23/99

Pierce, Mary, Admin Asst II, Facilities 02/08/99 " 02/23/99

Quaintance, Keith, Lab Tech-Art, Art 03/08/99 " 06/30/99

Romo, Alicia, Admin Asst III-Conf, Personnel Comm 01/27/99 " 03/24/99

FAMILY MEDICAL LEAVE

Hendricks, Phil, Acct Specialist 03/05/99 " 03/28/99

Hendricks, Phil, Payroll Specialist (reduce 4hrs/day) 03/29/99 " 04/25/99

Hendricks, Phil, Payroll Specialist (reduce 2hrs/day) 04/26/99 " 05/09/99

LEAVES OF ABSENCE WITHOUT PAY

PERSONAL/WITHOUT PAY

Blumkin, Stuart, Swim Instr/Lifeguard, HPER (reduce 7 hrs/wk) 01/25/99 " 03/07/99

Blumkin, Stuart, Swim Instr/Lifeguard, HPER (reduce 10 hrs/wk) 03/08/99 " 05/14/99

Portal-Purdy, Jackie, Admin Asst II, Airport (ext) 02/13/99 " 03/14/99

SUSPENSION

Adkins, Jerry, Custodian NS-1, Operations, 12 mos, 40 hrs 02/17/99 " 03/03/99

SEPARATIONS

RESIGNATIONS

Fong, Lindy, Financial Aid Advisor, Financial Aid 03/19/99

Levy-Wayne, Sonya, Director of College Advancement, Development 04/23/99

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

<p><b>BOARD OF TRUSTEES</b></p> <p>Santa Monica Community College District</p>	<p><b>ACTION</b></p> <p>April 5, 1999</p>
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CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 14 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)

Biamonte, Christina, Interp For Hear Imp., Disabled Stu Ctr 02/16/99 " 06/15/99

Caffrey, Jeffrey, Media Assistant, Media Center 03/10/99 " 06/30/99

Greene, Robert, Radio Station Asst. Engineer, KCRW 03/17/99 " 06/30/99

Ponce, Adolph, R., Toolroom Attendant, Automotive 03/10/99 " 06/30/99

Santoyo, David, Computer Lab Instrs. Spec., Academy of E & T 02/22/99 " 06/30/99

Starr, Ellen, Art Gallery Installer - Photo, Art Department 03/15/99 " 06/30/99

Starr, Ellen, Art Gallery Installer - Art, Art Department 03/15/99 " 06/30/99

SUBSTITUTE

Berck, David, Athletic Trainer I, Athletics 02/08/99 " 06/30/99

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

Boakye, Stephen, Counseling Aide, Student Life 02/19/99 " 06/30/99

Caamal-Murcia, Gabriela, Reg/Info Clerk Office of School Rlts. 03/08/99 " 06/30/99

Chang, Carolyn, Community Outreach Aide, Off. of School Rlts. 03/01/99 " 06/30/99

Feinstein, Janice, Accompanist - Voice, Music 03/01/99 " 03/17/99

Mairano, Susan, Counseling Aide, Matriculation 02/22/99 " 06/30/99

Nicholson, Feleccia, Office Aide, Human Resources 03/01/99 " 06/30/99

Noblet, Benjamin, Counseling Aide, Matriculation 03/01/99 " 06/30/99

Ramirez, Racquel, Community Outreach Aide, Off. of Schl Rlts. 01/04/99 " 06/3/099

TEMPORARY (Limited Term: assignment not to exceed 120 working days/fiscal year) Cardwell, Kenneth, Lab Technician - Art, Art Department 02/16/99 " 05/21/99

Hagen, Astrid, Inter For Hear Imp, Disabled Student Ctr. 02/16/99 " 06/15/99

Herron, Meredith, Admissions & Records Clk II, Admiss. & Recs. 03/15/99 " 04/30/99

Holt, Nathaniel, Buyer, Purchasing (Ext.) 03/05/99 " 04/23/99

Klein, Liza, Registration/Info Clerk, ISC 03/19/99 " 06/30/99

Lewis, Mitch, Radio Programming Tech I, KCRW 02/22/99 " 06/30/99

McGuinness, Catherine, Reg/Info Clerk, ISC 03/19/99 " 06/30/99

Monzon, Karen, Department Secretary I, Personnel Comm. 02/15/99 " 03/15/99

Neidorf, Helena, Instructional Asst. - English, Latino Center 02/16/99 " 06/30/99

Triggs, Mary, Department Secretary I, Academic Senate 02/16/99 " 05/04/99

**BOARD OF TRUSTEES**

Santa Monica Community College District **ACTION**

April 5, 1999

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 15-A CLASSIFIED PERSONNEL - NON MERIT

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: Art Model (new classification) 04/05/99

ESTABLISH: Art Model/with costume (new classification) 04/05/99

Comment: Since the last survey of October 1997, the Human Resources Office has continued to review salaries paid to art models. It is necessary to remain competitive with outside agencies in order to attract and maintain art models at Santa Monica College for art classes, Emeritus College classes, community services classes and the Academy of Entertainment and Technology. It is recommended that the Art Model be compensated at the rate of \$14 per hour and the Art Model/with costume at \$17 per hour.

ABOLISH: Professional Art Model 04/05/99

RECOMMENDATION NO. 15-B 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 160

\$6.19/hr

Tutorial Aide 10

\$10.50/hr

FEDERAL/STATE FUNDED STUDENT EMPLOYEES

College Work-Study Student Assistant 53

\$6.19/hrly

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PROFESSIONAL EXPERTS

Community Services Specialist I 2

\$27.40/hr

Art Model 4

\$14.00/hr

Craig Golden, Seismic Strapper I 04/09/1999 " 01/09/2000

\$3988 per month

Timothy Hankish, Seismic Strapper II 04/09/1999 " 01/09/2000

\$4860 per month

Funding Source: FEMA and State Grant

Comment: Needed to perform installation of seismic bracing of building contents to include computer equipment, filing cabinets and shelving and of the required devices.

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

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	April 5, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 16 KCRW: CONSULTANT CONTRACT

It is recommended that the Board of Trustees authorize agreement with the following consultant for KCRW for the period of April 1, 1999 through June 30, 1999. Agreements are subject to cancellation by either party on 15 (fifteen) days written notice to the other party.

SANDEP RAHI dba BURNING BOX: For Design/artwork services as needed, payable upon projects' completion and invoicing, total not to exceed \$5,442.35.

Funding Source: KCRW Donations

Comment: KCRW raises all operating and capital expenses of the station.

RECOMMENDATION NO. 17 CLAIM FOR DAMAGES

It is recommended that the Board of Trustees reject the claim filed by Ms. Jirina G. Kyas for an unknown amount and refer the claim to the District's claims management firm.

Comment: Ms. Kyas alleges that because the District did not make the Broadcasting classroom accessible for disabled students, a disabled student backed up his electric wheelchair into Ms. Kyas, causing injury to her foot.

RECOMMENDATION NO. 18 AGREEMENT FOR LEGAL SERVICES

It is recommended that the Board of Trustees ratify an agreement with LAWRENCE & HARDING for legal services for the period of March 15, 1999 through June 30, 2000 at a rate of \$200 to \$325 per hour.

Funding Source: District Funds

Comment: The law firm of Lawrence & Harding will provide counsel to the District regarding legal issues within the City of Santa Monica.

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<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	April 5, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 19-A FACILITIES: SCIENCE BUILDING REPLACEMENT GRANT ACCELERATION PROGRAM SETTLEMENT

It is recommended that the Board of Trustees accept the FEMA Grant Acceleration Program (GAP) offer as settlement for the disputed claims regarding the earthquake replacement of the Science building.

Total GAP Offer \$25,650,688

Less Previously Paid 21,807,599

Additional Funding \$ 3,843,089

Comment: (a) The GAP offer includes the demolition of the earthquake-destroyed Science building plus approximately 80% of the project cost to replace the building. The balance of the project is funded by Prop "T" Bond funds.

(b) In addition to the GAP offer, FEMA will provide funding of \$886,209 for the associated items including the removal of the Science Village; expenses of moving science equipment and supplies; and tennis court repair.

RECOMMENDATION NO. 19-B FACILITIES: LIBRARY REPAIR GRANT ACCELERATION PROGRAM SETTLEMENT

It is recommended that the Board of Trustees accept the FEMA Grant Acceleration Program (GAP) offer as settlement for the disputed claims regarding the earthquake repair of the Library.

Total GAP Offer \$3,242,492

Less Previously Paid 1,260,768

Additional Funding \$1,981,724

Comment: (a) The GAP offer will pay for the earthquake repairs in the Media Center and in the main Library. These funds will be combined with State construction grant and Prop "T" Bond funds to cover the cost of Library repairs and the addition.

(b) In addition to the GAP offer, FEMA will provide funding of 1,712,299 for the associated items including the Media Center roof repair; reconfiguration of Library Village to Library use; return of Library Village to classrooms; removal of Library Village; and moving expenses.

<p><b>BOARD OF TRUSTEES</b></p> <p>Santa Monica Community College District</p>	<p><b>Action</b></p> <p>April 5, 1999</p>
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CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 19-C FACILITIES: ARCHITECTURAL SERVICES – 2714 PICO BLVD. PROPERTY REMODEL

It is recommended that the Board of Trustees authorize the District to enter into an agreement with PUGH AND SCARPA, ARCHITECTS for architectural services associated with the Remodel of 2714 Pico Blvd. project for an amount not to exceed \$120,000, plus reimbursables.

Funding Source: Existing Certificates of Participation

Comment: This agreement provides for architectural services including the preparation of bid documents and construction administration for the Remodel of the 2714 Pico Blvd. property to house SMC Business and Administrative Services personnel and functions. The project cost of \$1.2 million includes adding an elevator to the facility. All project costs are included in the existing 1999 C.O.P. funds.

RECOMMENDATION NO. 19-D FACILITIES: MADISON PARKING LOT CHANGE ORDER NO. 2

It is recommended that the Board of Trustees approve Change Order No. 2 with EXCEL PAVING COMPANY for the Madison Parking Lot project.

ORIGINAL CONTRACT AMOUNT \$737,617.00

Change Order No. 1 26,037.34

Change Order No. 2 11,695.85

REVISED CONTRACT AMOUNT \$775,350.19

Funding Source: Prop T/State ADA Improvements

Comment: This change order provides for the removal and replacement of wet subgrade and the College requested additional wheel stops and landscape modifications.

<p><b>BOARD OF TRUSTEES</b></p> <p>Santa Monica Community College District</p>	<p><b>Action</b></p> <p>April 5, 1999</p>
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CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 19-E FACILITIES: COMPLETION OF ACADEMY OF ENTERTAINMENT AND TECHNOLOGY, PHASE I PROJECT



Subject to completion of punch list items by K.C. PERRY, INC., 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 AND TECHNOLOGY, PHASE I, as being completed upon K.C. PERRY, INC.,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.

RECOMMENDATION NO. 19-F FACILITIES: AMENDMENT OF EARTHQUAKE PROJECT MANAGEMENT AGREEMENT

It is recommended that the Board of Trustees amend the Earthquake Project Management agreement with JOHN MASON CALDWELL, AIA, for an additional amount not to exceed \$200,000 plus reimbursables to include construction administration of the Media Center, architectural/engineering services for the conversion of the Library Village classrooms into a temporary Library, architectural services for the removal of the Science Village and related services.

Funding Source: FEMA

Comment: With the acceptance of the FEMA GAP offer for the Library project, funding has been secured for the conversion of the classrooms in the Library Village into a temporary library. In addition, the earthquake repair costs for the Media Center are now incorporated into the Library earthquake repair. The removal of the Science Village has been planned for August, 1999 as an associated expense of the Science Building.

<p><b>BOARD OF TRUSTEES</b></p> <p>Santa Monica Community College District</p>	<p><b>Action</b></p> <p>April 5, 1999</p>
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CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 19-G FACILITIES: ARCHITECTURAL SERVICES AGREEMENT - PARKING STRUCTURE REPLACEMENT

It is recommended that the Board of Trustees enter into a contract with GENSLER for architectural services related to the approximately 470 car Parking Structure Replacement project for an amount not to exceed \$430,322 plus reimbursable expenses.

Funding Source: FEMA and Existing Certificates of Participation

Comment: This agreement provides for the design and construction phases of the Parking Structure Replacement project and auto court serving the parking structure as stated in the Master Plan. This agreement also includes planning for the demolition of the existing pool facility, the coordination with the City of Santa Monica for the construction of the new pool facility and related roadways, and the campus entrance from 17th Street. The estimated construction costs are \$4.8 million for the parking structure and \$2.9 million for the site work.

RECOMMENDATION NO. 19-H FACILITIES: ARCHITECTURAL SERVICES - LIBRARY EARTHQUAKE REPAIR AND ADDITION

It is recommended that the Board of Trustees authorize an agreement with ANSHEN + ALLEN, LOS ANGELES, for archtiectural services for the Library Earthquake repair and Addition project for a fee based on 8% of the estimated cost for the addition and 13% of the estimated cost of the earthquake repair and remodel for a total of \$1,521,000 plus special consultants budgeted at \$157,000.

Funding Source: FEMA, State Grant, and Prop "T"

Comment: The State Final Project proposal reflects a construction cost of \$15,480,000. The District will combine the funding sources to complete the project as a single construction project with a total budget of \$18.5 million.

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<p><b>BOARD OF TRUSTEES</b></p> <p>Santa Monica Community College District</p>	<p><b>Action</b></p> <p>April 5, 1999</p>
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CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 19-I FACILITIES: CAPITAL BUDGET AMENDMENT - SCIENCE BUILDING REPLACEMENT

It is recommended that the Board of Trustees increase the Capital budget for the Special Reserve Fund to reflect the additional income and expenses for the Science Building Equipment Grant approved and funded by the State of California as shown below:

Income Account 15-8654 \$3,107,000

Expense Account 15-6410 \$3,107,000

Comment: In March, the District was notified that the Chancellor's Office and the Department of Finance approved the reimbursement of expenditures for science equipment for the new Science building. That approval makes the funding available so the District may start ordering equipment. The move into the new building is now scheduled for June and July.

<p><b>BOARD OF TRUSTEES</b></p> <p>Santa Monica Community College District</p>	<p><b>Action</b></p> <p>April 5, 1999</p>
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CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 20 COMMERCIAL WARRANT REGISTER

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

February 1 – February 28, 1999 4667 - 4765 \$4,896,821

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

RECOMMENDATION NO. 21 PAYROLL WARRANT REGISTER

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

February 1 – February 28, 1999 C 028-C – C2H-N \$3,695,911

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

RECOMMENDATION NO. 22 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: D30247 – D30528 (list on file in Business Office)

Total: \$42,098.42

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<p><b>BOARD OF TRUSTEES</b></p> <p>Santa Monica Community College District</p>	<p><b>Action</b></p> <p>April 5, 1999</p>
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CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 23 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.

February 1 - February 28, 1999 63980 - 64591 \$1,053,932

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

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RECOMMENDATION NO. 24-A 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) 64630 - 64799 \$588,650.52

B) T-Orders 34,571.19

C) Change Orders 95,349.99

D) E-Orders 28,602.73

E) E-Change Orders 2,600.00

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

<b>BOARD OF TRUSTEES</b>  Santa Monica Community College District	<b>Action</b>  April 5, 1999
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CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 24-B PURCHASING: AUTHORIZATION TO PARTICIPATE IN PURCHASE AGREEMENT

It is recommended that the Board of Trustees approve the use of the Department of General Services' CMAS (California Multiple Awards Schedule) Contract No. 4-98-00-0029A with KI FURNITURE for the purchase of furniture.

Comment: Public Contract Code §20652 allows the District to purchase through other public agencies without advertising for bid.

RECOMMENDATION NO. 24-C PURCHASING: AWARD OF BID – COSMETOLOGY STUDENT KITS

It is recommended that the Board of Trustees award Bid 9899-B2 to THE BURMAX COMPANY, INC. for Student Cosmetology Kits for a bid as specified of \$47,412.50.

Funding Source: Resale of Kits

Comment: Bids were solicited through newspaper advertisements and a mailing. The cosmetology kits are for resale to the students. Other bids received were either omitted items or did not include items as specified.

RECOMMENDATION NO. 24-D PURCHASING: AWARD OF BID – RELOCATION OF SCIENCE EQUIPMENT/INSTRUCTIONAL SUPPLIES

It is recommended that the Board of Trustees award Bid 9899-B5 to INTERCHANGE GROUP for the relocation of science equipment and miscellaneous instructional supplies from the current Science Village to the new Science building for a bid of \$35,855.

Funding Source: FEMA and District

Comment: Bids were solicited through newspaper advertisements and a mailing.

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<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	April 5, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 24-E PURCHASING: AWARD OF BID – SCIENCE BUILDING FURNITURE

It is recommended that the Board of Trustees award Bid 9899-B6 to OFFICE DEPOT in the amount of \$39,007.34 and to KI FURNITURE in the amount of \$195,725.43.

Funding Source: State Grant

Comment: Bids were solicited through newspaper advertisements and a mailing. Both vendors will provide furniture for the new Science building. The products selected meet the needs of the faculty, staff and students.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	April 5, 1999

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 25 CCCT BOARD OF DIRECTORS BALLOT

It is recommended that the Board of Trustees cast its ballot as indicated for the California Community College Trustees (CCCT) Board of Directors.

COMMENT: The ballot was prepared by the Chair of the Board of Trustees the Vice-Chair and Superintendent/President, with input from the members of the Board of Trustees.

MOTION MADE BY: Annette Shamey

SECONDED BY: Dorothy Ehrhart-Morrison

STUDENT ADVISORY: Aye

AYES: 6

NOES: 0

ABSENT: 1 (Cattell)

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<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	April 5, 1999

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 26 RESOLUTION FOR COMMUNITY COLLEGE MONTH

It is recommended that the Board of Trustees adopt the following resolution:

WHEREAS, Santa Monica College serves students with a broad array of educational services including transfer education, two-year degree programs, career preparation, basic skills education and continuing education; and

WHEREAS, Santa Monica College provides an environment that supports and encourages the visual and performing arts for the benefit of the students and the community; and

WHEREAS, Santa Monica College enjoys a special partnership with business, industry and government that benefits the local economy by providing educational opportunities for new and current employees; and

WHEREAS, Santa Monica College is a resource for community services, including cultural programming, educational and career counseling and special events for the entire family; and

WHEREAS, Santa Monica College has demonstrated that daily it fulfills its vision of "Changing Lives through Excellence in Education for a Global Community;" and

WHEREAS, Santa Monica College has been a proud part of this tradition since 1929, growing from 153 to 27,000 students in that time and earning a reputation as a caring, quality institution of higher education; and

WHEREAS, Santa Monica College continues to provide opportunities for transfer, enrichment, and job training;

THEREFORE BE IT RESOLVED that Community College Month be observed during the month of April, 1999.

MOTION MADE BY: Ilona Katz

SECONDED BY: Carole Currey

STUDENT ADVISORY: Aye

AYES: 6

NOES: 0

ABSENT: 1 (Cattell)

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<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	April 5, 1999

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 27 AUTHORIZATION TO ISSUE TRANS

It is recommended that the Board of Trustees adopt the resolution authorizing the issuance of Tax Revenue Anticipation Notes (TRANS) not to exceed \$5 million and the participation with the Los Angeles County Pooled 1999-2000 issue.

Comment: The TRANS issuance authorization will assist the District in its cash management for fiscal year 1999-2000. The distribution timing of funding from State apportionment and the shift by the State to property tax as a revenue source has impacted the cash flow of the District. The TRANS is a short-term borrowing to meet cash flow needs in the General Fund and the debt will be retired prior to the close of fiscal year 1999-2000 when property tax revenues are received.

MOTION MADE BY: Ilona Katz

SECONDED BY: Dorothy Ehrhart-Morrison

STUDENT ADVISORY: Aye

AYES: 6

NOES: 0

ABSENT: 1 (Cattell)

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	April 5, 1999

BOARD POLICY

RECOMMENDATION NO. 28 FIRST READING – BOARD POLICY

SECTION 9311 - BYLAWS OF THE BOARD

QUALIFICATIONS, STUDENT TRUSTEE

It is recommended that the Board of Trustees conduct a first reading of Board Policy Section 9311 - Bylaws of the Board, Qualifications, Student Trustee.

Comment: Proposed Board Policy 9311 includes the following revisions:

(1) Reinstates the requirement that the Student Trustee cannot hold an elected position as an Associated Students officer or director.

- (2) Modifies the qualifications the Student Trustee to parallel those of Associated Students Board of Directors as stated in the Associated Students Constitution.
- (3) Clarifies the role of the Board of Trustees in filling a vacancy due to ineligibility, recall or reason(s) cited in Board Policy 9320.
- (4) Encourages the Student Trustee to attend each regular monthly meeting, including those in the summer and winter sessions.
- (5) Requires that the Student Trustee serve as a liaison between the Board of Trustees and the A.S. Board of Directors.

The proposed A.S. Constitution reflects revisions to Board Policy 9311 and incorporates revisions made by the Associated Students. It will be included on the ballot for ratification by the students in the election in April.

MOTION MADE BY: Carole Currey

SECONDED BY: Annette Shamey

STUDENT ADVISORY: Aye

AYES: 6

NOES: 0

ABSENT: 1 (Cattell)

<p>Santa Monica Community College District</p> <p>BOARD POLICY: Series 9000, Bylaws of the Board</p> <p>Members: Student Trustee</p>	<p><b>9311</b></p>
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Qualifications

One student currently enrolled at the college shall be elected by the ~~Associated Students~~ Santa Monica College students to serve as Student Trustee. In order to serve as a student trustee, he/she cannot hold an elected position as an Associated Students officer or director.

The following qualifications are required for eligibility to be elected Student Trustee: ~~must be maintained during the Student Trustee's term of office:~~

- a. completion of a minimum of twenty (20) units at Santa Monica College, and
- b. completion of eight (8) units with a minimum 2.0 grade point average at Santa Monica College in the fall semester immediately preceding the semester in which they are elected, and
- c. residence within the State of California

The following qualifications must be maintained by the Student Trustee:

- a. current enrollment and completion of at least a minimum of 8 units at Santa Monica College each semester of their term in office,



- b. a cumulative minimum grade point average of C (2.0) ~~in all work taken at SMC~~ each semester of their term in office, and
- c. legal residence within the State of California.

The election of the Student Trustee shall be in accordance with the procedures prescribed in the Associated Students Constitution. If the Student Trustee becomes ineligible, is recalled, or, ~~for any reason, cannot serve, or the position becomes vacant for reason(s) cited in Board Policy 9320,~~ the Board of Trustees may request that the Associated Students Board of Directors shall conduct an election or open an application process to fill the vacancy of Student Trustee.

The Student Trustee shall be subject to recall if a petition filed with the Superintendent/President is signed by ten percent (10%) of the students currently enrolled (spring or fall semesters only). The written petition will be submitted to the Dean of Student Life for validation of signatures.

#### Rights and Responsibilities

1. The Student Trustee shall serve a one-year term, commencing June 1st of each year.
2. The Student Trustee shall have the right and responsibility to attend each regular public meeting of the Board of Trustees, including those held during summer and winter sessions. The Student Trustee shall not have the right to attend closed sessions unless specifically invited by action of the Board of Trustees to attend closed sessions, ~~other than those~~ but the Student Trustee may not attend closed sessions on personnel or collective bargaining matters.
3. The Student Trustee shall be entitled to mileage allowance for travel within the District to the same extent as regular members of the Board of Trustees for attendance at Board meetings. The Student Trustee is not entitled to the District's health benefit package.
4. The Student Trustee shall serve as a liaison between the Board of Trustees and the Associated Students Board of Directors. He/she shall attend meetings of the Associated Students Board of Directors as a non-voting member no less than once a month and provide a report to the Board of Trustees. He/she shall also report to the Associated Students Board of Directors on activities and issues concerning the Board of Trustees.

#### Board Authorized Privileges

The Board of Trustees shall by May 15th of each year take action whether to approve any of the following privileges for the Student Trustee for the coming year:

1. The Student Trustee may make and second motions.
2. The Student Trustee is entitled to an advisory vote which shall be recorded as such in the official minutes.
3. The Student Trustee may receive compensation up to the amount prescribed by Education Code Section 72425 and Board Policy Section 9334. The term of compensation for the Student Trustee shall be from June through May.

#### Attendance at Meetings, Institutes, Conventions (Board Policy Section 8041)

The Student Trustee is authorized to attend and be reimbursed for conference expenses for the CCCT Student Trustee Orientation, the CCCT Annual Conference, the CCCT Legislative and New Trustee Orientation Conference, and other trustee conferences as approved in advance by the Superintendent/ President.

Reference: Education Code 72023.5

Associated Students Constitution 4/99

Adopted 030678

Revised 060578, 111681, 121784, 082685, 050691,

080392, 100592, 020596, 120996

<b>BOARD OF TRUSTEES</b>	<b>Information</b>
Santa Monica Community College District	April 5, 1999

INFORMATION ITEM D DRAFT STATEMENT ON COMMUNITY COLLEGE GOVERNANCE

The California Community Colleges Board of Governors and the leadership of the California Community College Trustees (CCCT) have jointly developed a draft statement on community college governance and recommended changes to improve and strengthen the current structure.

The draft joint statement is being entered into Consultation for review and comment. As part of this consultation, each local board is being asked to consider this draft statement and whether to endorse its adoption by the CCCT membership at its annual meeting on May 8. A response is requested by April 26, 1999.

*At the request of Chair Herbert Roney, a subcommittee consisting of Carole Currey, Ilona Katz and Annette Shamey was formed to review the draft governance statement and prepare a recommendation for Board approval at its meeting on May 3, 1999.*

MOTION MADE BY: Dorothy Ehrhart-Morrison

SECONDED BY: Carole Currey

STUDENT ADVISORY: Aye

AYES: 6

NOES: 0

ABSENT: 1 (Cattell)

<b>BOARD OF TRUSTEES</b>	<b>Information</b>
Santa Monica Community College District	April 5, 1999

INFORMATION ITEM E 1999-2000 BUDGET CALENDAR

1) Tentative 1999-2000 Budget approval June 7, 1998\*

(2/3 vote required)

2) Tentative 1999-2000 Budget effective July 1, 1999

3) Proposed Budget placed on file August 18 through

in Business Services Office for public inspection August 23, 1999

4) 1999-2000 Budget Public Hearing and Adoption Tuesday, September 7, 1999\*

(2/3 vote required)

Comment: Board meeting dates are indicated with an asterisk\*

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<b>BOARD OF TRUSTEES</b>	<b>Information</b>
Santa Monica Community College District	April 5, 1999

INFORMATION ITEM F GRANT SUBMITTALS

**Title of Grant:** Center for International Trade Development

Granting Agency: California Community Colleges Chancellor's Office

Requested Funding: \$178,875 (first year of a five year grant)

Matching Funds: \$179,788 (SMC in-kind and contributions from the Alameda Corridor Project and the Los Angeles Transportation Foundation)

Performance Period: July 1, 2000 - June 30, 2001

Summary: The proposed CITD will provide Los Angeles area businesses training, counseling, and referral services.

Funding will be used to develop curriculum, provide internship opportunities for faculty, and work with other CITDs throughout the state.

**Title of Grant:** Title VI-A, Undergraduate International Studies and Foreign Language Program

<b>BOARD OF TRUSTEES</b>	<b>Information</b>
Santa Monica Community College District	April 5, 1999

**Title of Grant:** Underrepresented Students Special Projects (Pico Partnership Program Renewal)

Granting Agency: California Community Colleges Chancellor's Office

Requested Funding: \$36,560

Matching Funds: \$35,004 (Source: Grant from the City of Santa Monica)

Granting Agency: US Department of Education

Requested Funding: \$176,335

Matching Funds: \$176,538 (SMC in-kind)

Performance Period: September 1999 - August 2001 (two-year position)

Summary: SMC proposes to establish an interdisciplinary Global Media Studies Center (GMSC) to operate under the auspices of the SMC Institute for International Trade.

The GMSC will facilitate the joint development of course modules and curriculum materials by faculty from the Academy of Entertainment/Technology, the modern languages department, and other disciplines, across the curriculum.

Funding will also support two staff development events and internationally-focused internship opportunities for both faculty and staff.

Performance Period: July 1, 1999 - July 31, 2000

Summary: Funding will allow SMC to continue providing counseling, tutoring and other support services to participants in the Pico Partnership/On-the-Move program.

**Title of Grant: Job Development Incentive Training Fund: Retail Industry: Business and Workforce Development (Miramar Sheraton Hotel)**

Granting Agency: California Community Colleges Chancellor's Office

Requested Funding: \$299,555

Matching Funds: \$300,014 (Source: Miramar Sheraton)

Performance Period: July 1, 1999 – June 30, 2000 (First year of a two year grant)

Summary: This project is a collaborative effort between SMC, the Career Planning Center and Miramar Sheraton Hotel.

Funding will be used to provide vocational ESL and computer skills training to current employees; recruit and train public assistance recipients for hospitality industry jobs; and provide seminars for employers on the benefits of hiring recipients of public assistance.

<b>BOARD OF TRUSTEES</b>	<b>Information</b>
Santa Monica Community College District	April 5, 1999

**Title of Grant: Job Development Incentive Training Fund: Retail Industry: Business and Workforce Development (Santa Monica Place)**

Granting Agency: California Community Colleges Chancellor's Office

Requested Funding: \$299,477

Matching Funds: \$300,014 (Source: Santa Monica Place)

Performance Period: July 1, 1999 – June 30, 2000 (first year of a two-year grant)

**Summary:** This project is a collaborative effort between SMC, the Career Planning Center and the Santa Monica Place Shopping Center (SMPSC).

Funding will be used to implement a training program in Customer Service Skills for SMPSC employees; an employment recruiting campaign and pre-employment training curriculum targeted to recipients of public assistance; and a public relations campaign targeted to the SMPSC "preferred customer."

**Title of Grant:** **Multimedia/Entertainment Center**

**Granting Agency:** California Community Colleges Chancellor's Office

**Requested Funding:** \$178,875

**Matching Funds:** \$178,875

**Performance Period:** July 1, 1999 – June 30, 2000 (third year renewal)

**Summary:** The Multimedia/Entertainment Center is a four-college consortium effort led by Santa Monica College; the other partners include De Anza College, Glendale College and the College of Marin.

Funding is used primarily to develop curriculum and programs designed to increase the number of qualified applicants for high paying jobs in the multimedia and entertainment industries.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	April 5, 1999

ADJOURNMENT - 8:55 p.m.

The meeting was adjourned in memory of **Sanger Crumpacker**, retired SMC physical education instructor; **Ernest Fusan**, SMC astronomy professor; **Michael Kronick**, SMC student; **Frank Nobuzo Masada**, father of Richard Masada, SMC physical science professor; and **Dorothy J. Moore**, sister of Pat Brown, Dean of Student Life.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be May 3, 1999 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 Bulding Room 117), 1900 Pico Boulevard, Santa Monica, California.

Return to the [Meetings page](#).

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