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**Santa Monica Community College District  
Board of Trustees**

**Regular Meeting  
Monday, December 6, 1999**

**Santa Monica College  
1900 Pico Boulevard  
Santa Monica, California**

**5:30 p.m. - Closed Session  
Business Building Room 111**

**7:00 p.m. - Public Meeting  
Board Room  
Business Building Room 117**

## ***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*

<b>BOARD OF TRUSTEES</b>	<b>Regular Meeting</b>
Santa Monica Community College District	December 6, 1999

## ***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, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California, on Monday, November 8, 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).

- |  | <u>Page No.</u> |
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| <b>I. ORGANIZATIONAL FUNCTIONS</b>                                 |                 |
| A Call to Order  | 1               |
| B Roll Call  |                 |
| <b>II. CLOSED SESSION</b> <i>(Scheduled for 5:30 p.m.)</i>         |                 |
| Personnel, pursuant to Government Code Section 54957               |                 |
| Collective Bargaining, pursuant to Government Code Section 54957.6 |                 |
| <b>III. ORGANIZATIONAL FUNCTIONS</b> <i>(Continued)</i>            |                 |
| C Pledge of Allegiance   | 1               |
| #1 Approval of Minutes: November 8, 1999                           | 2               |
| <b>IV. SUPERINTENDENT'S REPORT</b>                                 |                 |
| <b>V. ACADEMIC SENATE REPORT</b>                                   |                 |

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 Grant	4
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Academic and Student Affairs

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#5	Plan for Chancellor's Office Telecommunications Grant	6
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X. **MAJOR ITEMS OF BUSINESS**

#20	CSEA Chapter 36 Initial Collective Bargaining Proposal, 2000-2003	22
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#23	Election of Officers for Board of Trustees	25
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XII. **INFORMATION - No Action Required**

E	1999-2000 Quarterly Budget Report	28
F	Review of District Investments	41
G	Submittal of Grants	43

XIV. **CONSENT AGENDA – Pulled Items**

XVI. **ADJOURNMENT:** The next regular meeting of the Santa Monica Community College District Board of Trustees will be January 10, 2000 at 7 p.m. (5:00 p.m. if there is a closed session) at the SMC Academy of Entertainment and Technology, 1660 Stewart Street, Santa Monica, California.

There will be a Board of Trustees Retreat on January 7-8, 2000, at Shutters on the Beach, One Pico Boulevard, Santa Monica.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	December 6, 1999

**I - 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  
Pam Schuetz, Student Trustee

**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

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

**C. PLEDGE OF ALLEGIANCE - Benita Haley**

*Organizational Functions • page 1*

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	December 6, 1999

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:

November 8, 1999

MOTION MADE BY:

SECONDED BY:  
STUDENT ADVISORY:  
AYES:  
NOES:

*Organizational Functions • page 2*

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	December 6, 1999

CONSENT AGENDA

It is recommended that the Consent Agenda, Recommendations #2–#19 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*

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	December 6, 1999

CONSENT AGENDA:      CONTRACTS AND GRANTS



RECOMMENDATION NO. 2ACCEPTANCE OF GRANT

- It is recommended that the Board of Trustees accept the following grant:

-

**Title of Grant:** **Child Development Training Consortium**

**Granting Agency:** California Department of Education, Child Development Division (CDE/CDD), administered through the Yosemite Community College District

**Requested Funding:** \$7,500

**Matching Funds:** N/A

**Performance Period:** August 1, 1999 – July 31, 2000

**Summary:** Santa Monica College has applied to participate in the Child Development Training Consortium (CDTC), a program designed to address the critical shortage of qualified child care workers in the state of California. The program also supports professional growth and development of those already working in the field. Funding will be used to reimburse SMC students enrolled in SMC's childcare training programs for books and materials.

**Budget Augmentation:**

Income:		
86200	State Revenues	\$7,500
Expenditures:		
70000	Student Aid	7,500

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<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	December 6, 1999

- CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 3AGREEMENTS WITH SOUTH BAY PRIVATE  
INDUSTRY COUNCIL

It is recommended that the Board of Trustees approve the agreements with South Bay Private Industry Council for the following programs, for the period December 14, 1990 - June 30, 2000.

1. Business Program

Funding Source: South Bay Private Industry Council will issue a voucher for \$5,200 per student.

Comment: This agreement stipulates that any JTPA student who is referred to Santa Monica College by the South Bay Private Industry Council will be issued a voucher for \$5,200. Santa Monica College's responsibility will be to train students in a business program that consists of courses within the Business Department that will lead to employment in customer service and office personnel positions. Upon completion of the program, the students will obtain employment with the Goodyear Tire Company or other local employers.

2. Certified Nurse Assistant Program

Funding Source: South Bay Private Industry Council will issue a voucher for \$4,500 per student.

Comment: This agreement stipulates that any JTPA student who is referred to Santa Monica College by the South Bay Private Industry Council will be issued a voucher for \$4,500. Santa Monica College's responsibility will be to train students in the current Certified Nurse Assistant (CAN) Program. Upon completion of the program, the students will obtain employment at UCLA Hospital, St. John's Hospital, or other local health care facilities.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	December 6, 1999

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 4 CONSULTANT CONTRACTS - SATURDAY SCIENCE ACADEMY

It is recommended that the Board of Trustees approve the following consultant contracts for the period of January 1, 2000 through March 31, 2000:

- 1) Lisa Landry-Taylor, not to exceed \$6,000, to assist in the delivery of the Saturday Science Academy biology course, and to administer and evaluate placement tests.
- 2) Allabi Akinloye, not to exceed \$300, to serve as a guest lecturer on visual

perception for the Saturday Science Academy biology class.

Funding Source: USSP/Chancellor's Office

Comment: This is a collaborated effort among Santa Monica College, the Center for Educational Achievement and Charles Drew Medical Center.

RECOMMENDATION NO. 5  
OFFICE

PLAN FOR CHANCELLOR'S

TELECOMMUNICATIONS GRANT

It is recommended that the Board of Trustees approve the Santa Monica College plan for the use of funds from the Chancellor's Office Telecommunications grant.

Funding Source: Chancellor's Office Grant (\$224,027)

Comment: This is the third year of the Chancellor's Office Telecommunications grant. Funds from the grant will be used to pay for connections to 4Cnet, Library automation, a Coordinator of Technology, Training and Research, and technology human resources training. All of the funds are distributed on a categorical basis and must be spent in these categories.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	December 6, 1999

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 6 COMMUNITY SERVICES/EXTENSION  
SEMINARS/COURSES, WINTER, 2000

It is recommended that the Board of Trustees approve the following seminars/courses for the Santa Monica College Community Services and Extension programs for Winter, 2000:

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

Comment: The hourly rate of pay for community services instructors is \$27.40. The hourly rate of pay for extension instructors is \$38.00. Percentage instructors receive the indicated percentage of the net registration fee as paid by the participants. Dollar amount indicates a fixed payment agreement between Santa Monica College District and instructors.

**COMMUNITY SERVICE INSTRUCTORS**  
**WINTER 2000**

Anthony W			
New World Travels	Art of Discount Travel		40%
Barthoff M	Art for Non-Artists		18 Hr
Barnstable P L	TV Commercials/Acting Workshop		12 Hr
	Modeling for All Types		12 Hr
Benveniste R J	Writing From Our Lives		18 Hr
Binnendyk M	Sculpting with Papier Mache		18 Hr
	Sculpting the Human Face		18 Hr
Bracamonte R	Spanish/French		45 Hr
Brutsche J	Watercolor on Location		24 Hr
Carey M L	Beginning Yoga		40%
Catanzaro J	Substitute Teacher		40%
Chianis A D	Belly Dancing		40%
Chapman D T			
Dollie Chapman, IIDA Design Firm			
	Fundamentals of Interior Design		40%
Christensen C			
Notary Public Seminars	Notary Public Seminar/Exam		40%
Chow Y M	Chinese Brush Painting		18 Hr
Chen C L	Beginning Landscape		10 Hr
Copeland R	Kickboxing		15 Hr
Dighero C A	Beginning Spanish L1		50%
	Intermediate Spanish L1		50%
Diamond K	Introduction to Feng Shui		40%
Dingman E W	Basic Professional Floral Design		15 Hr
Drach M	Beginning French for Travelers		40%
Fergus J	Meet the Right Person		50%
Gale G I S	Metro Tour		6 Hr
Georgen P M	Negotiations		40%
Giannone V F			
Creative Weddings	Wedding Consultant		40%
Gill H S	Stocks: Understanding the Market		50%
Gordon K	Ballroom Dance L1		40%
Gullborg B L	Stretch & Slim		40%
	Slow Stretch		40%
Heller P A	Painting on Glass		18 Hr
House R E	Beginning Spanish L1		50%
	Beginning Spanish L2		50%
Ivanova O	Beginning Russian L1		18 Hr
Jensen J			
Jensen Publications	How to Succeed as a Writer		40%
Jones R L	Basic Photography (2)		40%
	Advanced B/W Print Lab		40%
Kaufman B	Don't Take It Personally		40%
Lager E B			
Evelyn Lager	Good Grief! It's Grammar!		50%

Leddel J	Spectacular Gift Wrapping	40%
Leichner L	Beginning German L1	18 Hr
Levyn K	East/West Coast Swing	40%
Lipton L	Career Transition	9 Hr
Longobart R D		
Green Thumb Bookkeeping	Basic Tiling Techniques	50%
	Electric Home Repair	50%
Lopez M	Black/White Print Lab	24 Hr
	Color Print Lab	24 Hr
Lowe T L	Still Life Composition in Watercolor	18 Hr
Mann H	Stand-Up Comedy	18 Hr
Manseau F J	Youth Drawing	12 Hr
Mansfield W		
William Mansfield Seminars	Appraisal	40%
Marshall G	Home-Studio Demos	6 Hr
McCormick Y	Ikebana, Japanese Floral Design	15 Hr
Miller N		
Rounds, Miller & Assoc.	Mail Order Business	40%
Mojsin L	Accent Reduction	40%
Morgen S W	Sounding Off!	3 Hr
Needle R M	Beautiful Beads	50%
Nunes J L	Exploration in Pastels	18 Hr
Palen C R		
Chaos Control	The Home Manager	40%
	Chaos Control	40%
Pampillo I	Beginning Salsa L1	40%
Perez-Pena, F	Spanish/French	45 Hr
Piscopo M	The Business of Photography	12 Hr
	Portfolio Development	8 Hr
Prestine J S	How to Write a Children's Picture Book	50%
	How to Find a Publisher	50%
Reck L W	Mature Drivers Improvement	8 Hr
Reddick M E		
Marshall Reddick Seminars	Purchase REO Foreclosures (2)	40%
Richardson L G		
Lois G. Richardson	Women and Investing	40%
Rimmon S D		
S. Rimmon & Co., Inc.	Importing/Customs	50%
Rives J	Pop-Up Books & Cards	40%
Robbins J	Voice-Overs	40%
Robinson K	Fruits/Flowers in Watercolors	24 Hr
Rounds M		
Rounds, Miller & Assoc.	Consulting	40%
Russell M, PH.D.	Impact of Adoption	40%
Saxon J K	Yes You Can Write a Song	18 Hr
Scherillo R	Beginning Italian L1	18 Hr
	Beginning Italian L2	18 Hr

	Intermediate Italian L1	18 Hr
Shamel A M	Black/White Print Lab	24 Hr
Singer D I	Tai Chi Ch'uan	40%
Small I D		
I. David Small	Family Trust	50%
Song J	Acupressure/Stretch	9 Hr
Specktor D	Beginning Knitting	18 Hr
Suen L	Beginning Chinese L1	18 Hr
Tarlow E		
So. California Boat Club, Inc	Kayaking	\$60/Student
	Rowing	\$105/Student
Temp S A	Color-Theory & Practice	15 Hr
Thacker C L	Cooking Basics	48 Hr
	Culinary Class (2)	20 Hr
Unger I E	Yoga for a Healthy Back	40%
Urquhart S	Beginning Japanese L1	18 Hr
Weiss C	Art of Scrapbooking	4 Hr
Westerfield D R		
Westerfield & Associates	Small Business Bookkeeping	50%
	Tax Workshop	40%
	How to Chose/Buy Personal Computer	50%
Wheeler J J	Drawing the Head with Charcoal	18 Hr
Wickland G	Video/Digital Camera	12 Hr
Wyllie J	Horsemanship (2)	\$180/Student
	EXTENSION	
Clarke L L	I V Therapy (2)	24 Hr
DeRende S	Winter Intensive ESL	125 Hr
de Elejalde K	Winter Intensive ESL	125 Hr
Education to Go	On-Line Computer Classes (23)	\$29/
Student		
Hammond C	Beginning Computer Skills	30%
Lev H C	Real Estate Principles	45 Hr
	Real Estate Exam Review	6 Hr
Levin T	Winter Intensive ESL	125 Hr
Miller M E	Computer Baby Steps	30%
Utas R	Windows 95	30%
	Navigating the Internet	30%
Vietti F	Winter Intensive ESL	125 Hr

**BOARD OF TRUSTEES****ACTION**

Santa Monica Community College District

December 6, 1999

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7     CONTRACT FOR PSYCHOLOGICAL TESTING

It is recommended that the Board of Trustees authorize an amendment to the contract with VICTORIA J. HAVASSY, Ph.D., to include the administration of psychological tests to Community College Police Officers and provide the District with a written evaluation of each at the rate of \$200 per hour, not to exceed original contract amount \$5,000 for 1999-2000.

Funding Source:     District Funds

Comment:     This amendment to the contract is necessary to provide psychological services to currently employed Community College Police Officers.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	December 6, 1999

CONSENT AGENDA:     HUMAN RESOURCES

RECOMMENDATION NO. 8     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.

ESTABLISH     EFFECTIVE DATE

ADMINISTRATIVE

Director, Customized Training     12/07/99

Workforce and Economic Development

Comment:     Grant/Categorical funds

Director, Technology Training     12/07/99

Information Technology

Comment:     Title III Grant/Categorical funds

ELECTIONSHOURLY

(List on file in the Human Resources - Academic)

LEAVES OF ABSENCEMEDICAL LEAVE

Travis, Denise - Instructor, Design Technology     08/23/99 " 12/21/99

MEDICAL LEAVE - MATERNITY

Dworsky, Amy - Counselor     11/17/99 " 02/25/00

FAMILY MEDICAL LEAVE ACTCHILD CARE LEAVE

Dworsky, Amy - Counselor

02/28/00 " 03/15/00

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<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	December 6, 1999

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9      CLASSIFIED PERSONNEL  
ESTABLISH/ABOLISH POSITIONS

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

	<u>EFFECTIVE DATE</u>
ESTABLISH:      Database Analyst (1 position) Network/Info Mgmt, 12 mos, 40 hrs Comment: Funded by Title III Categorical funds	12/07/99
ESTABLISH:      Department Secretary II (1position) Planning & Development, 12 mos, 20 hrs	12/07/99
ESTABLISH:      Computer Lab Instructional Specialist (1position) Workforce & Economic Development, 12 mos, 40 hrs Comment: Funded by Categorical funds.	12/07/99 " 06/30/00
ESTABLISH:      Administrative Assistant I Workforce & Economic Development, 12 mos, 40 hrs Comment: Funded by Categorical funds.	12/07/99
ESTABLISH:      Director, Mini Career Center (new classification/1 position) Workforce & Economic Development, 12 mos, 40 hrs Comment: Funded by Categorical funds.	12/07/99

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	December 6, 1999

CONSENT AGENDA: HUMAN RESOURCES



RECOMMENDATION NO. 10      CLASSIFIED PERSONNEL – REGULAR

It is recommended that the following classified employee(s) be approved for employment (Merit System) into authorized positions. All personnel assigned will be elected in accordance with District policies and salary schedules.

<u>PROBATIONARY</u>	<u>EFFECTIVE DATE</u>
Dunn, Mel, Custodian/NS-2, Operations	11/18/99
Jensen, Charlene, Custodian/Day, Operations	11/15/99
Johnson, Rasheda, Custodian/NS-2, Operations	11/08/99
Martin, Juan, Custodian/Day, Operations	11/18/99
Mello, Alex, Computer Network Analyst, Netwk/Info Mgmt (amended date)	11/08/99
Oliver, Odis, Custodian/NS-2, Operations	11/08/99
Wells, Bobby, Custodian/NS-2, Operations	11/08/99

REINSTATEMENT

McKeever, Kathyne, Community Services Asst, Comm Services	12/01/99
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PROMOTIONS

Avila, Luz	12/20/99
Fr: Dept Sec II, Counseling, 12 mos, 40 hrs	
To: Administrative Asst I, AET, 12 mos, 40 hrs	

Barton, Willis	11/15/99
Fr: Admissions/ Records Clk I, Admissions, 12 mos, 40 hrs	
To: Admissions/Records Clk II, Admissions, 12 mos, 40 hrs	

Cardenas, Consuelo	12/01/99
Fr: Dept Secretary II, Wkforce/Econ Develop, 12 mos, 40 hrs	
To: Admin Asst I, Emeritus, 12 mos, 40 hrs	

Hasenmayer, Nancy	12/01/99
Fr: Disabled Student Svcs Specialist, DSC, 12 mos, 40 hrs	
To: Admin Asst I, Health Sciences, 12 mos, 40 hrs	

PERMANENT EMPLOYEE WITH PROVISIONAL ASSIGNMENT

Harris, Craig	11/22/99 " 02/15/00
Fr: Carpenter, Maintenance, 12 mos, 40 hrs	
To: Construction Systems Supervisor, Maintenance, 12 mos, 40 hrs	

WORKING OUT OF CLASSIFICATION (Additional responsibilities)

Greenfield, Cynthia, A/R Clk II, Admissions	+5%	11/22/99 " 12/21/99
Greenfield, Cynthia, A/R Clk II, Admissions	+5%	01/03/00 " 02/18/00
Johnson, Maria, Acct Tech, Aux Svcs	+5%	11/01/99 " 11/30/99
Lehman, Karen, Bookstore Oper Asst, Aux Svcs	+5%	08/31/99 " 12/22/99

Meza, Ofelia, Dept Sec I, Aux Svcs	+2 %	11/08/99 " 11/26/99
Remonde, Lucita, Acct Spec II, Aux Svcs	+5%	11/01/99 " 11/30/99
Smith, James, Comp Support Spec, Telecomm	+5%	07/01/99 " 11/19/99

STIPEND

Ornelas, Louie, Comm Coll Pol Officer, Coll Police	+5%	09/27/99 " 01/31/00
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EDUCATIONAL PAY DIFFERENTIAL (CSEA/DISTRICT CONTRACT PROVISION 11.10)

Baldwin, Laura, Switchboard Oper, A/R, 12 mos, 20 hrs	+1.5%	11/01/99
Brown, Marcia, Dept Sec II, Scholarships, 12 mos, 40 hrs	+1.5%	11/01/99
Clark, Linn, Nursing Lab Coord, Health Sciences, 12 mos, 40 hrs	+1.5%	11/01/99
Hartman, Martha, Instr Asst-English, English, 12 mos, 20 hrs	+1.5%	11/01/99
Keil, John, Parking Sec Officer, College Police, 11 mos, 40 hrs	+1.5%	11/01/99

LEAVES OF ABSENCE WITH PAY

Verified paid leave in accordance with District and Education Code provisions.

MEDICAL/WITH PAY

Cabrera-Saldana, Carmen, A/R Evening Coord, Admissions	10/26/99 "11/05/99
Goines, Sydney, Dept Sec I, Women's Ctr	10/26/99 "11/14/99
Harris, Paul, Lab Tech-Comm Photo, Photography	10/25/99 "10/29/99
Williams, Juanita, Personnel Clk, Human Resources	10/20/99 "11/05/99
Sawyer, Nelson, Lead Bkstore Oper Asst, Bkstore	10/19/99 "10/29/99
Sawyer, Nelson, Lead Bkstore Oper Asst, Bkstore (reduce 4 hrs/day)	10/30/99 "11/30/99

FAMILY MEDICAL LEAVE (CHILD CARE)

Evans, Carol, Auditorium Tech, Events	01/04/00 " 01/31/00
Leung, Doris, Financial Aid Tech, Fin Aid	11/18/99 " 01/31/00

OPPORTUNITY/WITHOUT PAY

Hartman, Martha, Instr Asst-Engl, English	02/14/00 " 06/13/00
Patterson, Frederic, Inst Asst-Math, Math	11/15/99 " 03/15/00

SEPARATIONSRESIGNATION

Lynch, Jeffrey, Radio Premium Clerk, KCRW	11/30/99
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The Board hereby accepts immediately the resignation/retirement of the above listed personnel to be effective as indicated.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	December 6, 1999

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11 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.

PROVISIONAL (assignment not to exceed 90 working days)

EFFECTIVE DATE

Mosher, Judith, Instructional Asst. - Math, Latino Center	11/13/99 " 12/20/99
Kessler, Jeffrey, Skilled Maintenance Worker, Maintenance	10/16/99 " 12/23/99

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

Archambault, Alyssabeth, Radio Programming Tech I, KCRW	11/04/99 " 06/30/00
Buss, Emily, Instructional Asst. - ESL, ESL	10/29/99 " 12/14/99
Check, Laura, Instructional Asst. - ESL, ESL	11/08/99 " 12/14/99
Ha, Inkyung, Counseling Aide, International Education Center	11/05/99 " 06/30/00
Helton, David Jr., Counseling Aide, Office of Schl. Relations	10/26/99 " 12/23/99
Huoth, Nazareth, Instructional Asst. - ESL, ESL	11/04/99 " 12/14/99
Khoury, Carole, Counseling Aide, International Education Ctr	01/03/00 " 06/30/00
Lopez, Jonathan, Community Outreach Aide, Office of Schl Rlts.	10/29/99 " 12/21/99
Song, Dwight, Instructional Asst. - ESL, ESL	11/01/99 " 12/14/99
Staggs, Cray, Instructional Asst. - ESL, ESL	11/08/99 " 12/14/99
Vargas, Patricia, Counseling Aide, Pico Partnership	11/09/99 " 06/30/00

TEMPORARY (Limited Term: assignment not to exceed 120 working days/fiscal year)

Bradley, Mikal, Registration/Info Clerk, Office of Schl Relations	10/28/99 " 12/31/99
Cowan, Sheldon, Groundskeeper, Grounds	11/10/99 " 05/19/00
Daniels, Tyress, Registration/Info Clerk, Office of Schl Relations	11/22/99 " 12/31/99
Davidenko, Nicolas, Instructional Asst. - Math, Mathematics	11/08/99 " 12/22/99
Dawson, Rebecca, Registration/Info Clerk, Station 'D'	11/22/99 " 06/30/00
Gardner, Mark, Registration/Info Clerk, Office of Schl. Relations	11/22/99 " 12/31/99
Green, Brandon, Registration/Info Clerk, Station 'C'	11/17/99 " 06/30/00
Hausner, Abbe, Registration/Info Clerk, Office of Schl. Relations	11/19/99 " 12/31/99
Jenson, Charlene, Custodian, NSII, Operations	10/16/99 " 11/12/99
Jones, Tia, Registration/Info Clerk, Office of Schl Relations	11/22/99 " 12/31/99
Kaye, Liza K, Registration/Info Clerk, International Stu Center	11/22/99 " 06/30/00
Levesque, Alejandra, Registration/Info Clerk, Station 'C'	11/19/99 " 06/30/00
Marrow, Letesha, Registration/Info Clerk, Office of Schl Relations	11/17/99 " 12/22/99
Medina, Salvador, Registration/Info Clerk, International Stu Center	11/19/99 " 06/30/00
Perez, Maricela, Registration/Info Clerk, Admissions & Records	11/19/99 " 06/30/00
Redd-Walker, Beverly, Department Secretary I, Madison Site (ext.)	12/01/99 " 12/22/99
Switzer, Stella, Department Secretary II, Facilities/Maintenance	01/03/00 " 06/30/00
Triggs, Mary, Department Secretary I, International Education	09/28/99 " 12/31/99
Wheatcraft, Jeffrey, Auditorium Technician, Campus Events	01/01/00 " 01/31/00
Yamate, Chris, Registration/Info Clerk, Station 'C'	11/17/99 " 06/30/00



CONSENT AGENDA: BUSINESS AND ADMINISTRATION

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RECOMMENDATION NO. 13 KCRW: CONSULTANT AGREEMENTS

It is further recommended that the Board of Trustees authorize agreements with the following consultants for KCRW for the period of December 1, 1999 through June 30, 2000.

SATINDER BISLA: For program services as guest host for music programs. Payable at varying rates for a total not to exceed \$2,000.

GARTH WILSON dba Raw Material Design: For design/artwork services for fundraising as needed. Payable upon projects' completion and invoicing, for a total not to exceed \$23,000.

Funding Source: KCRW donations

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

RECOMMENDATION NO. 14-A FACILITIES: LEASE AGREEMENT WITH ASSISTANCE

LEAGUE OF SANTA MONICA

It is recommended that the Board of Trustees authorize the District to enter into agreement with the Assistance League of Santa Monica to lease the former Assistance League child care facility at 1439 - 15th Street as a location for SMC's Children's Center. (Details of the lease agreement will be presented at the meeting).

Funding Source: CalWORKS Child Care Facility Grant, District Funds

Comment: The Board of Trustees had directed the administration to continue discussions with the Assistance League of Santa Monica about the possible lease of its facility. Prior to the closing of the Assistance League Child Care Center in July 1999, the site was licensed to serve 53 children in two buildings. SMC will be renting the two-classroom building and will review with the Assistance League the renovation work necessary for the College to also use the second building. Once that study is complete, an agreement will be prepared regarding the additional facility.

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<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	December 6, 1999

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

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RECOMMENDATION NO. 14-B      FACILITIES: EMERITUS COLLEGE  
LEASE AGREEMENT OPTION

It is recommended that the Board of Trustees authorize the District to exercise the five-year option on the agreement with the CITY OF SANTA MONICA for the lease of commercial space at 1433 2nd Street. The monthly lease effective December 1, 1999 is \$5,534.80 for year one of the option with annual increases equal to CPI change, not to exceed four percent (4%) annually plus annual increases of the security deposit to equal one month's rent.

Funding Source:      District

Comment:      The 2nd Street location has been a successful one for Emeritus College. The City of Santa Monica has asked the District to remodel the space to provide a more attractive sidewalk appearance to the facility and has offered a rent offset as an incentive. However, there have been some delays because of the Coastal Commission approval process. Once this is resolved, further action by the Board of Trustees will be recommended.

RECOMMENDATION NO. 14-C      FACILITIES: TERMINATION OF  
CONTRACT FOR TEMPORARY LIBRARY

It is recommended that the Board of Trustees ratify the District's termination of the Temporary Library Remodel project under General Conditions Section 15.2 of the contract, Termination for Convenience of the Owner, General Conditions and authorize payment to the contractor, EMMA CORPORATION, for work actually performed as of the effective date of the termination for convenience of the owner with a reasonable allowance for profit and overhead and reasonable termination expenses.

Funding Source:      FEMA/District

Comment:      Unforeseen project scheduling changes have made this termination necessary. The contractor shall not be entitled to profit and overhead on work which was not performed as of the effective date of the termination for convenience of the owner. The length of time for State administrative approvals for the Library Remodel and Addition project require the District to delay the conversion of the Library Village into temporary library space. The cost of the contract termination will be offset by the saving of making only one move of the Media Center.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	December 6, 1999

CONSENT AGENDA:      BUSINESS AND ADMINISTRATION

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RECOMMENDATION NO. 15      COMMERCIAL WARRANT REGISTER

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

October 1 – October 31, 1999      4134 – 4154      \$3,417,921.15

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

RECOMMENDATION NO. 16      PAYROLL WARRANT REGISTER

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

October 1 – October 31, 1999      272-C – C2D-N      \$5,517,774.54

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

RECOMMENDATION NO. 17      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.

October 1 - October 31, 1999      68643 - 69380  
\$5,214,981

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

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	December 6, 1999

CONSENT AGENDA:      BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 18      DIRECT PAYMENTS

It is recommended that the following direct payments be ratified. Payments are authorized upon delivery and acceptance of the items ordered, or performance of the service. All payments are made in accordance with Education Code requirements and allocated to approved budgets. List on file in

## Business Office.

November 1 – November 30, 1999

D31503 – D31656

\$20,885.26

RECOMMENDATION NO. 19-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.

<u>Purchase Orders - FY 99/2000</u>	<u>Total</u>
A) P. O. 71395 - 71545	627,366.54
B) Telephone Orders	74,304.70
C) Change Orders	41,761.36
D) Auxiliary Orders	11,404.14
E) Auxiliary Change Orders	1,000.00

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

RECOMMENDATION NO. 19-B    PURCHASING: AWARD OF BID FOR  
SCIENTIFIC EQUIPMENT AND SUPPLIES

It is recommended that the Board of Trustees award bid 99000-B3 for scientific equipment and supplies to PASCO SCIENTIFIC in the amount of \$178,676.04.

Funding Source: State Grant for Science Equipment

Comment: Bids were solicited for this specialized equipment through newspaper advertisements and a mailing. Only one bid was received.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	December 6, 1999

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 20    CSEA CHAPTER 36 INITIAL  
COLLECTIVE BARGAINING PROPOSAL, 2000-2003



It is recommended that the Board of Trustees acknowledge receipt of the California School Employees Association (CSEA), Chapter 36, initial 2000-2003 collective bargaining proposal, and schedule a public hearing and District response for the Board of Trustees meeting on January 10, 2000.

COMMENT: CSEA has requested to present the following items for contract negotiations:

1. Wages - Salary increases for all bargaining unit members.
2. Benefits - District paid medical, dental and vision benefits for all bargaining unit members.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	December 6, 1999

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 21      RESOLUTION REGARDING WORKERS' COMPENSATION INSURANCE FOR VOLUNTEERS

WHEREAS, the Board of Trustees of the Santa Monica Community College District desires to provide Workers' Compensation Insurance coverage for persons authorized by the Governing Board to perform volunteer services for the District, and

WHEREAS, the Legislature of the State of California has provided through recent legislation (Education Code Section 1019 and Labor Code Section 3364.5) authorization for the inclusion of such coverage in the District's compensation insurance policy.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Santa Monica Community College District hereby adopts the policy that an unsalaried person authorized by the Board to perform volunteer service for the District shall be deemed to be an employee of the District for the purpose of Workers' Compensation Insurance benefits provided for by law for any injury sustained by the volunteer while engaged in the services of the District under the direction and control of the Governing Board of the District.

Comment: A change in the law requires the District to take action to include volunteers in the District's compensation insurance policy.

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

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	December 6, 1999

MAJOR ITEMS OF BUSINESS

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RECOMMENDATION NO. 22      AGREEMENT FOR AUDITING SERVICES

It is recommended that the Board of Trustees approve an agreement with VICENTI, LLOYD AND STUTZMAN LLP for District auditing services for the fiscal year 1998-99. This agreement for services will cover the District's requirements for audits for the District's basic operations, grants, federal financial aid programs, and KCRW radio station for the Corporation for Public Broadcasting. The cost for audit services will be \$55,500 plus expenses.

Funding Source:      District and KCRW

Comment:      The District has dealt with Vicenti, Lloyd and Stutzman on audit related issues in the past and the firm has extensive community college experience.

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

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	December 6, 1999

MAJOR ITEMS OF BUSINESS - ELECTION OF OFFICERS FOR THE BOARD OF TRUSTEES

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RECOMMENDATION NO. 23-A ELECTION OF CHAIR

It is recommended that the election be held for Chair of the Board of Trustees of the Santa Monica Community College District.

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

RECOMMENDATION NO. 23-B ELECTION OF VICE-CHAIR

It is recommended that the election be held for Vice-Chair of the Board of Trustees of the Santa Monica Community College District.

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

RECOMMENDATION NO.23-C ELECTION OF SECRETARY, ASSISTANT  
 SECRETARY AND RECORDING SECRETARY

It is recommended that Superintendent/President Piedad F. Robertson be elected Secretary to the Board of Trustees; Executive Vice-President, Business and Administration, Thomas J. Donner, be elected Assistant Secretary to the Board of Trustees; and Coordinator, District/Board of Trustees Office Lisa Rose, be elected Recording Secretary to the Board of Trustees.

Comment: In accordance with Board Policy 9220, the officers and auxiliary personnel of the Board of Trustees of the Santa Monica Community College District shall consist of a chair, vice-chair, secretary, assistant secretary and recording secretary.

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

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	December 6, 1999

MAJOR ITEMS OF BUSINESS

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INFORMATION ITEM D SEATING OF THE BOARD OF TRUSTEES

The Board of Trustees will be seated alphabetically, with the Board Chair in the middle, the Vice-Chair to the left of the Chair, the Superintendent to the right of the Chair, and the Student Trustee in the designated Student Trustee position.

RECOMMENDATION NO. 24 AUTHORIZED SIGNATURE RESOLUTIONS

It is recommended that the Board of Trustees resolve that the Superintendent/ President Piedad F. Robertson, Executive Vice-President, Business and Administration Thomas J. Donner, Vice-President, Human Resources Robert Sammis and Associate Vice-President, Business Services Cheryl Miller be authorized to sign warrants, orders for salary payment, notices of employment, contracts, and other documents as directed by the Board of Trustees.

It is further recommended that the attached "Certification of Signatures" be completed and filed with the County Superintendent of Schools. The signatures shall be considered valid for the period of December 6, 1999 through December 4, 2000.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

**BOARD OF TRUSTEES**

Santa Monica Community College District

**Information**

December 6, 1999

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INFORMATION ITEM E 1999-2000 QUARTERLY BUDGET REPORT

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**GENERAL FUND BUDGET SUMMARY  
(AS OF SEPTEMBER 30, 1999)**

Beginning Balance	\$ 4,498,714
Income	94,398,669
Total Funds Available	<u>\$98,897,383</u>

Less: Expenses & Transfers	<u>97,243,614</u>
Ending Balance	\$ 1,653,769

Comment: On a quarterly basis, Business Services provides to the Board of Trustees a complete set of financial statements for all funds along with the quarterly 311Q report required by the Chancellor's Office. The first quarter report does not reflect the Fall activities of the College and therefore is not significant in predicting annual figures.

<b>BOARD OF TRUSTEES</b>	<b>Information</b>
Santa Monica Community College District	December 6, 1999

INFORMATION ITEM F      REVIEW OF DISTRICT INVESTMENTS

The attached statement shows the status of District investments as of September 30, 1999 and is presented for Board review. The report provides information required by California Government Code §53646. The investment portfolio is in compliance with District investment policy and will allow the District Trust Fund to meet expenditure requirements for the next six months. All investments are in government securities and high investment grade bonds and notes.

<b>BOARD OF TRUSTEES</b>	<b>Information</b>
Santa Monica Community College District	December 6, 1999

INFORMATION ITEM G      SUBMITTAL OF GRANTS

<b>Title of Grant:</b>	<b>1999/00 Application for CalWORKs and TANF Funding</b>
Granting Agency:	California Community College Chancellor's Office
Requested Funding:	\$725,967
Matching Funds	N/A
Performance Period:	July 1, 1999 – June 30, 2000

**Summary:** Funding provides CalWORKs program services for fiscal year 1999/2000 including work-study/child care for CalWORKs recipients. Funding also supports the program coordination, counseling and case management; curriculum redesign and job development activities.

**Title of Grant:** **Careers in Child Care Project**

**Granting Agency:** Department of Social Services

**Requested Funding:** \$590,072

**Matching Funds:** N/A

**Performance Period:** January, 1, 2000 – January 1, 2002

**Summary:** In partnership with Connections for Children, funding will be used to provide CalWORKs students with 24 units of instruction (child development, English and basic skills); job preparation workshops; case management services; and student job placement services (as associate teachers or teachers) in Child Development programs.

<b>BOARD OF TRUSTEES</b>	<b>Adjournment</b>
Santa Monica Community College District	December 6, 1999

## ADJOURNMENT

The meeting will be adjourned in memory of **Ralph Harding**, husband of Theater Arts professor Janie Jones, and **Alvin Knowles**.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be January 10, 2000 at 7 p.m. (5:00 p.m. if there is a closed session) the SMC Academy of Entertainment and Technology, 1660 Stewart Street, Santa Monica, California.

There will be a Board of Trustees Retreat on January 7-8, 2000, location to be determined.