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SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING
MONDAY, APRIL 12, 2004

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

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

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

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

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 12, 2004

A G E N D A

A meeting of the Board of Trustees of the Santa Monica Community College District is scheduled be held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Monday, April 12, 2004.

I. **ORGANIZATIONAL FUNCTIONS**

- A Call to Order
- B Roll Call

II. **CLOSED SESSION**

- Collective Bargaining,
pursuant to Government Code Section 54957.6
- Pending Litigation
pursuant to Government Code Section 54956.9

III. **PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS** (*Continued*)

- C Pledge of Allegiance
- #1 Approval of Minutes: March 1, 2004 (Regular Meeting)
March 15, 2004 (Special Meeting/Closed Session)

IV. **SUPERINTENDENT'S REPORT**

V. **ACADEMIC SENATE REPORT**

VI. **CLASSIFIED SENATE REPORT**

VII. **COMMUNICATIONS OR PUBLIC COMMENTS**

VIII. **CONSENT AGENDA**

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

Grants and Contracts

- #2 Acceptance of Grants
- #3 Contracts and Consultants
 - A Payment to West Los Angeles College for TRDP
 - B Services for Even Start Program
 - C Services for the Professional Development Institute
 - D Payment to IACET for the District to Provide CEUs

Human Resources

- #4 College Calendar, 2004-2005
- #5 Contracts and Consultants
 - A Arbitration Services
 - B Facilitation and Mediation Services
- #6 2004-2005 Sabbaticals
- #7 Academic Personnel
- #8 Classified Personnel – Establish/Abolish Positions
- #9 Classified Personnel – Regular
- #10 Classified Personnel – Limited Duration
- #11 Classified Personnel – Non Merit

Business and Administration

- #12 Budget Augmentations
 - A Disabled Student Services
 - B CalWorks
 - C Staff Diversity
 - D TANF
 - E Matriculation
 - F Matriculation Non Credit
 - G BFAP SFAA
 - H Instructional Equipment
 - I Community College CalWorks
- #13 Authorization to Issue TRANS
- #14 Authorization for Payment for Self-Insured Legal Defense Services
- #15 Signature Authorization
- #16 Contracts and Consultants
 - A Agreements for Risk Management
 - B Arbitrage Rebate Analysis of 1999 Certificates of Participation
 - C Agreements for KCRW
- #17 Facilities
 - A Agreement for Consulting Services – Bundy Campus
 - B Substitution of Subcontractors – Bundy Campus Site
 - C Additional Architectural Services – Madison Renovation for Music
 - D Change Order No. 3 – Renovation of Library Village for Math
 - E Change Order No. 1 – Kinesiology/Dance and Athletics Offices
 - F Change Order No. 1 – Vehicle Security Controlled Access
 - G Project Completion – Main Stage Demolition
 - H Pool Payment to the City of Santa Monica
 - I Extension of Facility Lease
- #18 Commercial Warrant Register
- #19 Payroll Warrant Register
- #20 Auxiliary Payments and Purchase Orders
- #21 Direct Payments
- #22 Purchasing
 - A Award of Purchase Orders
 - B Donation of Equipment

IX. **MAJOR ITEMS OF BUSINESS**

- #23 Ballot for CCCT Board of Directors
- #24 Initial Collective Bargaining Proposal, SMC Faculty Association
- #25 Resolution for Community College Month
- #26 Schedule of Board of Trustees Meetings

X. **BOARD REPORT AND COMMENTS**

XI. **INFORMATION ITEMS**

- D Administrative Regulation 3121 – Sexual Harassment
- E Submittal of Grants

- XII. **ADJOURNMENT:** The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, May 10, 2004 at 7 p.m. (5:30 p.m. if there is a closed session prior to the regular business meeting) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

BOARD OF TRUSTEES**REGULAR MEETING**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

April 12, 2004

I. ORGANIZATIONAL FUNCTIONSA. CALL TO ORDER – 5:30 p.m.B. ROLL CALL

Dr. Margaret Quiñones, Chair - Present
 Carole Currey, Vice-Chair - Present
 Dr. Dorothy Ehrhart-Morrison - Present
 Dr. Nancy Greenstein - Present
 Graham Pope - Present
 Herbert Roney - Present
 Annette Shamey - Present
 Melvon George, Student Trustee - Present

II. CLOSED SESSION

- Collective Bargaining, pursuant to Government Code Section 54957.6
- Pending Litigation, pursuant to Government Code Section 54956.9

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONSC. PLEDGE OF ALLEGIANCE – Vice-Chair Carole Currey**RECOMENDATION NO. 1****APPROVAL OF MINUTES**

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

March 1, 2004 (Regular Meeting)

The minutes have been corrected to indicate that Trustee Graham Pope was present at the meeting

March 15, 2004 (Special Meeting/Closed Session)

MOTION MADE BY: Nancy Greenstein
 SECONDED BY: Carole Currey
 STUDENT ADVISORY: Abstain
 AYES: 7
 NOES: 0

IV. SUPERINTENDENT'S REPORT

- Accreditation Team Visit: Dr. Robertson acknowledged the visiting team members for their attention during the entire process. The District should hear from WASC (Western Association of Schools and Colleges) Accrediting Commission sometime in June and will share the report with the Board and the college community.
- District administrators participated in a meeting with representatives of the Los Angeles County of Education who are handling the shift to Peoplesoft for accounting and payroll. They would like to make Santa Monica College a model institution for other community colleges.
- Results of the Associated Students election were announced:
 - Dina Cervantes, Student Trustee
 - Juanett Davis, A.S. President
 - Richard Navarette, A.S. Vice-President
 - Jeronimo Saldana, A.S. Secretary
 - Lillian Cavalieri, Director of Budget Management
 - Tasneem Noor, Director, Student Services
 - Joel Francis, Director of Activities
 - Jeff Lunjas, Director of Publicity
 - Salvador Strawbridge, Director of Student Outreach
 - Laura Villegas, Director of Financial Support
 - Sadia Afolabi, Director of Instructional Support
 - Robert Foster, Director of Academic Support
- Four SMC students who served summer internships at The Lawrence Berkeley National Laboratory had their research projects published in the Journal of Undergraduate Research of the U.S. Department of Energy Office of Science.
- A meeting was held at Long Beach City College with representatives of underfunded districts to discuss strategies in Sacramento and to promote support of equalization of funding for community colleges. The Governor has indicated his support of Assembly Bill 1875 which would bring all community colleges to the 90 percent level per FTES.
- An update on financial aid will presented at the May meeting.
- Subcommittees of the Board have been formed to review and revise Board Policy section 2000 as follows: Dorothy Ehrhart-Morrison and Graham Pope will review sections 2110-2230; Carole Currey and Nancy Greenstein will review sections 2310-2650.

V. ACADEMIC SENATE REPORT**VI. CLASSIFIED SENATE REPORT****VII. COMMUNICATIONS AND PUBLIC COMMENTS**

Jabe Bruton

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 12, 2004

CONSENT AGENDA

It is recommended that the Board of Trustees take the action requested on Consent Agenda Recommendations #2-#22.

Recommendations pulled for questions and returned to the Consent Agenda: #3-D, #12, #16-A. #17-I and #17-F

Action on Consent Agenda

MOTION MADE BY: Herbert Roney
SECONDED BY: Carole Currey
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

BOARD OF TRUSTEES**ACTION**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

April 12, 2004

CONSENT AGENDA: CONTRACTS AND GRANTS**RECOMMENDATION NO. 2 ACCEPTANCE OF GRANTS***Requested Action: Acceptance***Title of Grant:** CAN (California Articulation Numbering System)

Granting Agency: California Articulation Numbering Office

Funding: \$5,000

Matching Funds: N/A

Performance Period: 2003/2004

Summary: This grant is provided to all California Community Colleges to support and stimulate articulation efforts. Funds are used for supplies, equipment, and to cover conference and travel expenses for articulation officers. This is the third year of funding for Santa Monica College.

Budget:

Income		
8000		\$5,000
Expenditures		
4000 Supplies		\$2,700
5000 Other		1,000
6000 Equipment		1,300

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 12, 2004

CONSENT AGENDA: **CONTRACTS AND GRANTS**

RECOMMENDATION NO. 3 **CONTRACTS AND CONSULTANTS**

Requested Action: Approval/Ratification

3-A PAYMENT TO WEST LOS ANGELES COLLEGE FOR TEACHER AND READING DEVELOPMENT PARTNERSHIP (TRDP)

Authorization of payment to West Los Angeles College in the amount of \$4,125 to fulfill SMC's grant award obligation in the implementation of the TRDP grant at both campuses during academic year 2002-03.

Funding Source: TRDP Grant
 \$4,125 has been set aside from the rollover budget from July 1, 2003 to December 30, 2003 to pay West LA College.

Comment: The Teacher Reading Development Partnership (TRDP) Grant is currently in its fourth year. The current year grant was submitted in October 2003 for a total amount of \$42,000. Although the college is eligible for an additional year of funding, the program has been eliminated in the State's proposed 2004/05 budget.

In partnership with West Los Angeles College and California State University, Los Angeles, the goals of SMC's TRDP project include:

- encouraging high school and college students to pursue a career in teaching,
- improving articulation of courses and clarifying financial aid options between the community colleges and the CSUs, and
- developing a reading tutor program which will place SMC/WLA students in LAUSD elementary schools (grades K-3) as reading tutors.

West Los Angeles College participated jointly in the recruitment of teacher candidates, maintained the curriculum created to motivate aspiring teachers, and maintained its future teachers club in partnership with SMC's Teacher and Reading Development Partnership ("TRDP") program during 2002-03.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 12, 2004

CONSENT AGENDA: CONTRACTS AND GRANTS

RECOMMENDATION NO. 3 CONTRACTS AND CONSULTANTS

3-B SERVICES FOR EVEN START PROGRAM

1. Home Visitor Services

SMC's Even Start program will contract with the following individuals to provide home visitor services at a rate of \$104 per family visit, for a total amount not to exceed \$12,480:

Smriti Gaur, Marilyn Graves, Joanne McGowan, Monica Razon,
Gloria Rodriguez, Ida Urena

These individuals are trained in Parents As Teachers home visiting curriculum and techniques and/or have extensive experience as child care providers and home visitors in the Santa Monica community.

Funding Source: Even Start Grant, 2003-04 fiscal year.

Comment: The Even Start grant provides support for families with children ages birth through third grade was accepted by the Board in August 4, 2003 for a total amount of \$1,020,000 over a period of four years. The Even Start literacy program seeks to improve the educational opportunities and literacy needs of low-income families living in Santa Monica's pockets of poverty that are served by SMC, SMMUSD, and several community based organizations including the Santa Monica Preschool Collaborative, City of Santa Monica Children's Services, Easter Seals, WISE America Reads, and Connections for Children.

The goal is to integrate the early childhood education, adult literacy/adult basic education, and parenting education programs at SMC, with Santa Monica-Malibu School District and local community based organizations to better serve "most in need" families' literacy needs.

As stated in the Even Start grant, the home visit component is a required service for all Even Start programs. To achieve the desired program outcomes, SMC's Even Start Program will contract with local consultants to:

- Provide a monthly home visit to 40 Even Start families
- Coach parents on developmental stages of their child(ren)
- Support parents in their career and educational goals and activities
- Monitor and maintain Even Start family progress reports
- Attend monthly staff development in-services, and Parents as Teachers home visitor training.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 12, 2004

CONSENT AGENDA: CONTRACTS AND GRANTS

RECOMMENDATION NO. 3 CONTRACTS AND CONSULTANTS

3-B SERVICES FOR EVEN START PROGRAM (continued)

2. Parenting Skill Workshops

Karla Kuester will provide four parenting skill workshops to the participating Even Start families. The period of the contract is April 13, 2004 through June 30, 2004 for an amount not to exceed \$1,500.

Funding Source: Even Start Grant, 2003-04 fiscal year.

Comment: Ms. Kuester brings her expertise in infant and early child development issues to the Even Start families. She is a coordinator of infant services at Santa Monica preschool, has extensive training and years of experience in early child development topics, and is a credentialed children's center instructor.

3. Program Evaluation Services

Christina Ann Christie will provide annual program evaluation services to the Even Start program as required and outlined in the grant. The period of the contract is April 13, 2004 through June 30, 2004 for an amount not to exceed \$15,000. She will review, evaluate and make recommendations regarding grant program performance since its inception in November 2003 through June 2004 and submit a progress report to the Department of Education.

Funding Source: Even Start Grant, 2003-04 fiscal year.

Comment: Dr. Christie is Associate Director, Claremont Graduate University Institute for Organizational and Program Evaluation Research. She holds a Ph.D. in Social Research Methodology from UCLA, and comes highly recommended by the State Even Start office.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 12, 2004

CONSENT AGENDA: CONTRACTS AND GRANTS

RECOMMENDATION NO. 3 CONTRACTS AND CONSULTANTS

3-C SERVICES FOR THE PROFESSIONAL DEVELOPMENT INSTITUTE FOR EARLY CHILDHOOD EDUCATORS (PDI)

Payment in the amount of \$500 each to the following Selection Committee Members for services rendered in selecting Mentors for the PDI Program.

Nancy Brooks
Maria Enriquez
Nehal Abdulkareem
Marsha Newstat

This selection process and duties include:

- Reviewing completed Mentor applications;
- Site visits to potential Mentor's schools;
- Meetings and interviews to process Mentor applications; and
- Administration of ECERS (Early Childhood Environment Rating Scale).

Funding Source: Prop 10 Funding (First Five, LA)

Comment: This grant was accepted by the Board in July 2002 for a total amount of \$1,533,390 over a period of five years. The project is a collaborative effort on behalf of the college, the Santa Monica-Malibu Unified School District, Connections for Children, St. John's Child and Family Development Center and the Santa Monica Child Care and Early Education Task Force. The grant provides professional development opportunities and mentoring for early childhood educators and in-home family day care providers.

The Proposition 10 Grant provides monetary compensation for the above positions as specified. These positions will render the necessary professional services that are required by the Grant to further the education of the Santa Monica area childcare educators.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 12, 2004

CONSENT AGENDA: CONTRACTS AND GRANTS

RECOMMENDATION NO. 3 CONTRACTS AND CONSULTANTS

3-D PAYMENT TO IACET FOR THE DISTRICT TO PROVIDE CONTINUING EDUCATION UNITS

Payment to the International Association of Continuing Education and Training (IACET) for an amount not to exceed \$1,650 for application and a site visitation to establish the District as an authorized provider of Continuing Education Units (CEUs).

Funding Source: 2003-2004 Budget/Continuing Education and Prop 10 funding (First Five, LA)

Comment: IACET authorizes educational providers to award the IACET Continuing Education Units (CEUs). IACET Authorized Providers complete a comprehensive application and undergo a strict evaluation of their educational processes according to the IACET's Criteria and Guidelines, including two reviews by IACET's Commission and a site visit by an IACET Commissioner. Once SMC is approved as an IACET authorized provider, the District will pay annual dues of \$695. The CEUs will be offered through SMC's Continuing Education/Community Services program.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 12, 2004

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 4 **COLLEGE CALENDAR, 2004-2005**

Requested Action: Approval

It is recommended that the Board of Trustees approve the 2004-2005 college calendar.

Comment: The proposed calendar has been agreed upon by the Faculty Association and reviewed with CSEA.

2004-2005

Summer intersession (2004):

6 week session:	June 21 - July 30, 2004
8 week session:	June 21 - August 13, 2004

Fall flex days	August 24 - August 27, 2004
Fall semester:	August 30 - December 22, 2004

Winter intersession	January 3, 2005 - February 10, 2005
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Spring flex days:	March 10, April 13 - April 15, May 27, 2005
Spring semester:	February 14 - June 14, 2005

Summer intersession (2005):

6 week session:	June 20 - July 29, 2005
8 week session:	June 20 - August 12, 2005

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 12, 2004

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 5 CONTRACTS AND CONSULTANTS

Requested Action: Approval/Ratification

5-A ARBITRATION SERVICES

Arbitration services related to faculty grievances:

1. R. Douglas Collins for an amount not to exceed \$1,100.
2. Robert D. Steinberg for an amount not to exceed \$850.

Funding Source: 2003-2004 Human Resources Budget

5-B FACILITATION AND MEDIATION SERVICES

Kenneth Cloke for facilitation and mediation services relating collective bargaining for an amended amount not to exceed \$30,000, through June 30, 2004.

Funding Source: 2003-2004 Human Resources Budget

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 12, 2004

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 6 2004-2005 SABBATICALS

Requested Action: Approval

It is recommended that the Board of Trustees approve one-semester sabbaticals for the following full-time faculty for 2004-2005:

Aparicio, Miguel	Modern Languages	Spring 2005
Bober, Mary	Life Sciences	Spring 2005
Cutler, Ellen	DSPS	Fall 2004
Daughtry, Philip	English	Spring 2005
Gonzalez, Cynthia	Life Sciences	Fall 2004
Living, Gail	Social Sciences	Fall 2004
Schwyster, Deborah	Physical Sciences	Spring 2005
Shishido, Lynette	Business	Spring 2005

ALTERNATES

Konya, William	Mathematics	Fall 2004
Farwell, Lisa	Psychology	Fall 2004

In addition, two sabbatical leaves awarded during fiscal year 2002-03 will be taken during the 2004-05 academic year:

Joan Barker	Earth Science	Fall 2004
Teresa Hall	Counseling/Scholars	Spring 2004

Comment: The Joint Academic Senate Sabbaticals/Fellowships Committee is recommending that the Board of Trustees approve the sabbaticals listed above. The collective bargaining contract with the Faculty Association requires the District to fund the equivalent of eight semesters of sabbaticals each academic year.

RECOMMENDATION NO. 7 ACADEMIC PERSONNEL

Requested Action: Approval/Ratification

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

EFFECTIVE DATE

ELECTIONS

ADJUNCT

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 12, 2004

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 8
Requested Action: Approval

CLASSIFIED PERSONNEL
ESTABLISH/ABOLISH POSITIONS

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

	<u>EFFECTIVE DATE</u>
<u>ESTABLISH</u>	
Personnel Analyst, (1 position)	04/13/04
Personnel Commission, 12 mos, 40 hrs	

RECOMMENDATION NO. 9 **CLASSIFIED PERSONNEL – REGULAR**
Requested Action: Approval/Ratification

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

	<u>EFFECTIVE DATE</u>
<u>ELECTIONS</u>	
<u>MANAGEMENT</u>	
Neal, Stacy, Asst. Director-Financial Aid, Financial Aid	03/08/04
<u>PROBATIONARY</u>	
Wolf, Debora, Financial Aid Technician, Financial Aid	04/13/04
<u>PROMOTIONS</u>	
Casillas, Jose Cesar	04/01/04
Fr: Financial Aid Customer Service Clerk, Financial Aid, 12 mos, 40 hrs	
To: Financial Aid Grants & Work Study Coordinator, Financial Aid, 12 mos, 40 hrs	
<u>INCREASE IN ASSIGNMENT/PERMANENT</u>	
Juarez, Elease	04/13/04
Fr: Bookstore Operations Assistant, Bookstore, 12 mos, 20 hrs	
To: Bookstore Operations Assistant, Bookstore, 12 mos, 40 hrs	
<u>CHANGE IN WORKSHIFT/TEMPORARY</u>	
Steele, Audrey	02/17/04 - 06/30/04
Fr: Parking Security Officer/NS-I, Campus Police, 12 mos, 40 hrs	
To: Parking Security Officer, Campus Police, 12 mos, 40 hrs	
<u>VOLUNTARY REDUCTION IN HOURS/TEMPORARY</u>	
Goodrich, Marilyn	02/01/04 - 06/30/04
Fr: Administrative Asst. I, Student Judicial Affairs, 12 mos, 40 hrs	
To: Administrative Asst. I, Student Judicial Affairs, 12 mos, 32 hrs	

ADVANCED STEP PLACEMENT

(The employee listed has met the standards for Advanced Step Placement. Salary advance payment is retroactive to initial hire date.)

Neal, Stacy, Asst. Director-Financial Aid, Financial Aid Step B 03/08/04

WORKING OUT OF CLASSIFICATION

Gonzales, Lori E 03/01/04 - 06/30/04

Fr: Interpreter/Hear Impaired, DSC, 12 mos, 30 hrs

To: Sign Language Interpreter III, DSC, 12 mos, 30 hrs

LEAVE OF ABSENCE WITHOUT PAY

PERSONAL

Kolbly, Joseph, Instructional Asst.-Math, Math 01/05/04 - 02/12/04

SEPARATIONS

RESIGNATION

Greer, Kathleen, Clerical Asst. I, Learning Resource Center 02/27/04

Wachtel, Joshua, Instructional Asst.-English, English 02/20/04

RETIREMENT

Takacs, Frank, Custodian/NS-II, Operations 05/01/04

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

BOARD OF TRUSTEES**ACTION**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

April 12, 2004

CONSENT AGENDA: HUMAN RESOURCES**RECOMMENDATION NO. 10 CLASSIFIED PERSONNEL – LIMITED DURATION***Requested Action: Approval/Ratification*

All personnel assigned to limited term employment (Merit System) will be elected in accordance with District policies and salary schedules. No limited term assignment shall exceed 120 working days per fiscal year.

ELECTIONS**PROVISIONAL**

Bartilet, Frank, Counseling Aide, Trio	02/13/04 - 06/11/04
Bonvenuto, Christopher, Accountant, Fiscal Services	03/22/04 - 06/30/04
Box, Thomas, Instructional Assistant, ESL	03/01/04 - 06/07/04
Emata, Myrna, Accompanist Dance, KDR	02/17/04 - 06/15/04
Evans, Vernon, Counseling Aide, EOPs	02/17/04 - 06/30/04
Evenhuis, John, Instructional Assistant, ESL	03/01/04 - 06/07/04
Gilden, Joanne, Accounting Specialist II, Fiscal Services	05/19/04 - 06/30/04
Hedderich, Joe, Accompanist Dance, KDR	02/17/04 - 06/15/04
Karimali, Abdul M., Accounting Specialist II, Fiscal Services	05/01/04 - 05/26/04
Jara, Ana G. Counseling Aide, Student Life	02/06/04 - 03/19/04
Lynch, Sandra, Vocational Instructional Assistant, Cosmetology	02/17/04 - 06/18/04
Mahlanza, Paula, Vocational Instructional Assistant, Cosmetology	02/17/04 - 06/18/04
Rutledge, Kristi, Costume Design Technician, Theatre Arts	02/18/04 - 06/20/04
Santana, Jeanette, Instructional Assistant, ESL	03/01/04 - 06/07/04
Soofer, Tova, Counseling Aide, EOPs	02/17/04 - 06/30/04
Szeto, Doreen, Instructional Assistant, ESL	03/01/04 - 06/07/04
Watkins, Deanna, Accompanist Dance, KDR	02/17/04 - 06/15/04

LIMITED TERM

Abdulhamid, Ferid Y., Bookstore Clerk Cashier, Bookstore	03/11/04 - 06/30/04
Ahmed, Mawerdy, Bookstore Clerk Cashier, Bookstore	03/03/04 - 06/30/04
Awosika, Kikelola, Bookstore Clerk Cashier, Bookstore	02/28/04 - 06/30/04
Baker, Stephen, Bookstore Clerk Cashier, Bookstore	03/18/04 - 06/30/04
Barr, Laura, Accounting Specialist II, Bookstore	03/20/04 - 06/30/04
Baskin, Patricia, Bookstore Clerk Cashier, Bookstore	02/28/04 - 06/30/04
Berent, Richard, Accompanist Performance, Music	02/17/04 - 06/15/04
Berghoff, Aarron E., Bookstore Clerk Cashier, Bookstore	02/06/04 - 06/30/04
Bertsch, Robyn, Performance Act. Assistant, Campus Events	10/01/03 - 06/30/04
Biamonte, Christine, Sign Language Interpreter I, DSC	02/17/04 - 06/15/04
Boodparset, Sutida, Counseling Aide, EOPs	02/17/04 - 06/30/04
Brown, Carla, Registration Information Clerk, Outreach	02/17/04 - 06/30/04
Buchanan, Melody, Bookstore Clerk Cashier, Station C	02/01/04 - 06/30/04
Cadena, Allison, Bookstore Clerk Cashier, Bookstore	02/28/04 - 06/30/04
Cadena, Ruben, Bookstore Clerk Cashier, Station C	02/09/04 - 06/30/04
Cadena, Ruben, Registration Information Clerk, A & R	02/17/04 - 06/30/04
Cahya, Fransiska, Sign Language Interpreter III, DSC	02/17/04 - 06/15/04
Carreon, Guillermo, Bookstore Clerk Cashier, Bookstore	03/16/04 - 06/30/04

LIMITED TERM (continued)

Carter, Amber, Bookstore Clerk Cashier, Station C	02/17/04 - 06/30/04
Casillas, Ruth, Registration Information Clerk, A & R	01/26/04 - 06/30/04
Cason, Tracy W., Bookstore Clerk Cashier, Bookstore	02/27/04 - 06/30/04
Chase, Gerald, Registration Information Clerk, Station C	02/17/04 - 06/30/04
Check, Laura, Instructional Assistant, ESL	03/01/04 - 06/07/04
Cooper, Joyce, Accompanist Performance, Emeritus	02/17/04 - 06/15/04
Cruz, Jaime, Counseling, Aide, Student Life	02/19/04 - 06/17/04
Curry, Courtney, Performance Act. Assistant, Campus Events	10/01/03 - 06/30/04
Dacosta, Richard, Bookstore Clerk Cashier, Bookstore	01/27/04 - 06/30/04
Damtew, Meron, Bookstore Clerk Cashier, Bookstore	03/11/04 - 06/30/04
Daniel, Bethel, Bookstore Clerk Cashier, Bookstore	03/13/04 - 06/30/04
Davis, Alisa, Sign Language Interpreter Trainee, DSC	02/17/04 - 06/30/04
DeLeon, Aroldo, Bookstore Clerk Cashier, Bookstore	02/24/04 - 06/30/04
Devine Jr., Robert L., Bookstore Clerk Cashier, Bookstore	03/16/04 - 06/30/04
DiModica, Toni, Department Secretary II, ESL	02/17/04 - 06/15/04
Duvarado, Jan H., Bookstore Clerk Cashier, Bookstore	04/29/04 - 06/30/04
Frias, Laura, Bookstore Clerk Cashier, Bookstore	03/20/04 - 06/30/04
Friha, Mohammad, Bookstore Clerk Cashier, Bookstore	04/07/04 - 06/30/04
Garcia, Lucy, Bookstore Clerk Cashier, Bookstore	02/10/04 - 06/30/04
Gebremichael, Hermela, Bookstore Clerk Cashier, Bookstore	03/19/04 - 06/30/04
Gerhold, Thomas, Accompanist Performance, Emeritus	02/17/04 - 06/15/04
Gerhold, Thomas, Accompanist Voice, Emeritus	02/17/04 - 06/15/04
Getachew, Bisrate, Bookstore Clerk Cashier, Bookstore	04/16/04 - 06/30/04
Gonzalez, Anthony, Counseling Aide, EOPs	02/17/04 - 06/30/04
Grau, Donald P., Bookstore Clerk Cashier, Bookstore	03/30/04 - 06/30/04
Harge, Ronyee M., Bookstore Clerk Cashier, Bookstore	03/19/04 - 06/30/04
Hashaway, Erma, EOPs Program Specialist, EOPs	02/17/04 - 06/30/04
Hassan, Fauzia M., Bookstore Clerk Cashier, Bookstore	02/28/04 - 06/30/04
Henninger, Denise, Sign Language Interpreter Trainee, DSC	02/17/04 - 06/30/04
Hermawan, Miguel, Bookstore Clerk Cashier, Bookstore	02/19/04 - 06/30/04
Holiday, Angel, Counseling Aide, EOPs	02/17/04 - 06/30/04
Holstein, Stephanie, Sign Language Interpreter I, DSC	02/17/04 - 06/18/04
Hsu, Hung-Gi (Cindy), Accompanist Performance, Music	02/17/04 - 06/30/04
Iapicco, Ghislaine, Bookstore Clerk Cashier, Station C	01/26/04 - 06/30/04
Johnson, Andre, Bookstore Clerk Cashier, Bookstore	01/28/04 - 06/30/04
Jones, Frances, Bookstore Clerk Cashier, Bookstore	03/09/04 - 06/30/04
Jucha, Lisa, Sign Language Interpreter III, DSC	02/17/04 - 06/15/04
Kahn, Clarice, Bookstore Clerk Cashier, Bookstore	03/05/04 - 06/30/04
Kenchanna, Hermalatha, Registration Information Clerk, FA	01/26/04 - 06/30/04
Lemes, Blanche, Instructional Assistant, ESL	03/01/04 - 06/07/04
Libman, Leonid, Bookstore Clerk Cashier, Bookstore	02/20/04 - 06/30/04
Lopez, Jose Carlos, Bookstore Clerk Cashier, Bookstore	03/27/04 - 06/30/04
Lopez, Waleska, Bookstore Clerk Cashier, Bookstore	03/20/04 - 06/30/04
Luthi, Christopher, Accompanist Voice, Music	02/17/04 - 06/15/04
Manhertz, Yvonne, Bookstore Clerk Cashier, Bookstore	04/01/04 - 06/30/04
Matthews, Alexandre, Bookstore Clerk Cashier, Bookstore	03/12/04 - 06/30/04
McIntosh, Bryan, Bookstore Clerk Cashier, Bookstore	02/06/04 - 06/30/04
Mehary, Mehret, Bookstore Clerk Cashier, Bookstore	03/03/04 - 06/30/04
Mendez, Kenia, Bookstore Clerk Cashier, Station C	02/09/04 - 06/30/04
Menjivar, Raul, Counseling Aide, EOPs	02/17/04 - 06/30/04
Merchant, Erin, Sign language Interpreter I, DSC	02/17/04 - 06/15/04

LIMITED TERM (continued)

Moges, Aster, Bookstore Clerk Cashier, Bookstore	03/06/04 - 06/30/04
Nelli, Maria, Bookstore Clerk Cashier, Station C	02/09/04 - 06/30/04
Nguyen, Ha, Registration Information Clerk, A & R	01/26/04 - 06/30/04
Ostorga, Debbie, Counseling Aide, Student Life	02/19/04 - 06/17/04
Panghongkeon, Artee, Bookstore Clerk Cashier, Bookstore	02/02/04 - 06/30/04
Park, Kenneth, Performance Act. Assistant, Campus Events	10/01/03 - 06/30/04
Perkins, Paul S., Bookstore Clerk Cashier, Bookstore	03/13/04 - 06/30/04
Puyear, Billie, Sign Language Interpreter Trainee, DSC	02/17/04 - 06/18/04
Reed, Jeffrey, Accompanist Percussion, KDR	02/17/04 - 06/15/04
Remstein, Robert, Accompanist Voice, Emeritus	02/17/04 - 06/15/04
Rich, Elizabeth, Sign Language Interpreter II, DSC	02/17/04 - 06/18/04
Ricks, Keith, Performance Act. Assistant, Campus Events	10/01/03 - 06/30/04
Sazonova, Yelena, Bookstore Clerk Cashier, Bookstore	03/19/04 - 06/30/04
Scott, DeVon, Sign Language Interpreter Trainee, DSC	02/17/04 - 06/18/04
Serratos, Monica, Counseling Aide, Student Life	02/17/04 - 06/30/04
Sexton, Bobby, Accompanist Dance, KDR	02/17/04 - 06/15/04
Shasha, Rachel, Sign Language Interpreter Trainee, DSC	02/17/04 - 06/15/04
Sloane, William K., Bookstore Clerk Cashier, Bookstore	02/24/04 - 06/30/04
Smith, Carol, Sign Language Interpreter III, DSC	02/17/04 - 06/30/04
Smith Ryan L., Bookstore Clerk Cashier, Bookstore	03/17/04 - 06/30/04
Starr, Ellen, Art Gallery Installers, Art	02/17/04 - 06/15/04
Sussman-Schechter, Dena, Sign Language Interpreter II, DSC	02/17/04 - 06/15/04
Tanji, Mona T., Sign Language Interpreter II, DSC	02/17/04 - 06/18/04
Thielking, Alan D., Bookstore Clerk Cashier, Bookstore	02/26/04 - 06/30/04
Toomey, Kathleen, Sign Language Interpreter II, DSC	02/17/04 - 06/15/04
Triggs, Mary, Department Secretary II, Athletics	02/13/04 - 06/30/04
Vento, Victor, Accompanist Guitar, Emeritus	02/17/04 - 06/15/04
Walters, Monique, Registration Information Clerk, A & R	02/12/04 - 06/30/04
Warnecke, Janet, Sign Language Interpreter Trainee, DSC	02/17/04 - 06/15/04
Washington, Mianca, Bookstore Clerk Cashier, Bookstore	03/02/04 - 06/30/04
Weldenmichael, Belainesh, Bookstore Clerk Cashier, Bookstore	02/26/04 - 06/30/04
Willis, David, Art Gallery Installers, Art	02/17/04 - 06/15/04
Wilson-Enaiho, Patricia, Bookstore Clerk Cashier, Bookstore	03/03/04 - 06/30/04
Young, Mary Ellen, Bookstore Clerk Cashier, Bookstore	03/11/04 - 06/30/04

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 12, 2004

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11

CLASSIFIED PERSONNEL - NON MERIT

Requested Action: Approval/Ratification

All personnel assigned to non-merit employment will be elected on a limited term basis to be used as needed in accordance with District policies and salary schedules.

ELECTIONS

STUDENT EMPLOYEES

CalWORKS \$7.00/hr	1
College Student Assistant \$7.00/hr	46
College Work-Study Student Assistant \$7.00/hr	84
Art Model \$17.00/hr	10
Community Services Specialist I \$27.40/hr	2
Community Services Specialist II \$38.00/hr	3

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 12, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 12 BUDGET AUGMENTATIONS

Requested Action: Approval

The 2003-04 Santa Monica College budget for categorical funding was based upon the budget estimates for each district as listed in the preliminary categorical allowance prepared by the Chancellor's Office. The following budget augmentations have been expected by the managers of the programs, but were delayed by the State until the first Principal Apportionment was released at the end of February, 2004. The augmentation is only a distribution of funds already in the state budget because of the Chancellor's Office only funded 90 to 95 percent of the state allocation as a precaution for mid-year cuts.

12-A DISABLED STUDENT SERVICES

Granting Agency:	California Community College Chancellor's Office		
Increased Funding:	\$98,464		
Matching Funds:	Not Applicable		
Performance Period:	July 1, 2003 – June 30, 2004		
Summary	The State Chancellor's Office has increased the funding for the Disabled Students Services program from \$981,012 to \$1,079,476. This represents an increase of \$98,464 to the existing program.		
Budget Augmentation:	Income:	8000	\$ 98,464
	Expenditures	2000 Classified	87,000
		4000 Supplies	7,000
		6000 Equipment	4,464
	Total Expenditures		\$ 98,464

12-B CALWORKS

Granting Agency:	California Community College Chancellor's Office		
Increased Funding:	\$53,257		
Matching Funds:	Not Applicable		
Performance Period:	July 1, 2003 – June 30, 2004		
Summary	The State Chancellor's Office has increased the funding for the CalWorks program from \$339,619 to \$392,876. This represents an increase of \$53,257 to the existing program.		
Budget Augmentation:	Income:	8000	\$53,257
	Expenditures	7000 Grants	\$53,257

BOARD OF TRUSTEES	Action
Santa Monica Community College District	April 12, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 12

BUDGET AUGMENTATIONS (continued)

12-C STAFF DIVERSITY

Granting Agency:	California Community College Chancellor's Office
Increased Funding:	\$727
Matching Funds:	Not Applicable
Performance Period:	July 1, 2002 – June 30, 2003
Summary:	The State Chancellor's Office has increased the funding for the Staff Diversity program from \$23,118 to \$23,845. This represents an increase of \$123,978 to the existing program.
Budget Augmentation:	Income: 8000 \$727
	Expenditures 5000 Contracts 727

12-D TANF

Granting Agency:	California Community College Chancellor's Office
Increased Funding:	\$9,383
Matching Funds:	Not Applicable
Performance Period:	July 1, 2003 – June 30, 2004
Summary:	The State Chancellor's Office has increased the funding for the TANF program from \$82,641 to \$92,024. This represents an increase of \$9,383 to the existing program.
Budget Augmentation:	Income 8000 \$9,383
	Expenditures 2000 Classified 8,031
	3000 Benefits 1,352
	Total Expenditures \$9,383

BOARD OF TRUSTEES	Action
Santa Monica Community College District	April 12, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO.12

BUDGET AUGMENTATIONS (continued)

12-E MATRICULATION

Granting Agency:	California Community College Chancellor's Office		
Increased Funding:	\$47,200		
Matching Funds:	Not Applicable		
Performance Period:	July 1, 2003 – June 30, 2004		
Summary	The State Chancellor's Office has increased the funding for the Matriculation program from \$693,266 to \$740,466. This represents an increase of \$47,200 to the existing program.		
Budget Augmentation:	Income	8000	\$47,200
	Expenditures	2000 Classified	25,500
		3000 Benefits	500
		5000 Contracts	1,200
		6000 Equipment	20,000
	Total Expenditures		\$47,200

12-F MATRICULATION NON CREDIT

Granting Agency:	California Community College Chancellor's Office		
Increased Funding:	\$48,564		
Matching Funds:	Not Applicable		
Performance Period:	July 1, 2003 – June 30, 2004		
Summary	The State Chancellor's Office has increased the funding for the Matriculation Non Credit program from \$30,901 to \$79,465. This represents an increase of \$48,564 to the existing program.		
Budget Augmentation:	Income	8000	\$48,564
	Expenditures	1000 Academic	35,000
		3000 Benefits	10,000
		4000 Supplies	3,564
	Total Expenditures		\$48,564

BOARD OF TRUSTEES	Action
Santa Monica Community College District	April 12, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO.12

BUDGET AUGMENTATIONS (continued)

12-G BFAP SFAA

Granting Agency: California Community College Chancellor's Office
 Increased Funding: \$129,068
 Matching Funds: Not Applicable
 Performance Period: July 1, 2003 – June 30, 2004
 Summary: The State Chancellor's Office has increased the funding for the Board Financial Assistance Program Student Financial Aid Administration Allowance program from \$700,602 to \$829,670. This represents an increase of \$129,068 to the existing program.

Budget Augmentation:	Income	8000	\$129,068
	Expenditures	4000 Supplies	10,000
		5000 Contracts	60,000
		6000 Equipment	59,068
	Total Expenditures		\$129,068

12-H INSTRUCTIONAL EQUIPMENT

Granting Agency: California Community College Chancellor's Office
 Increased Funding: \$1,852
 Matching Funds: Not Applicable
 Performance Period: July 1, 2003 – June 30, 2004
 Summary: The State Chancellor's Office has increased the funding for the Instructional Equipment program from \$502,500 to \$504,352. This represents an increase of \$1,852 to the existing program.

Budget Augmentation:	Income	8000	\$1,852
	Expenditures	6000 Equipment	1,852

BOARD OF TRUSTEES	Action
Santa Monica Community College District	April 12, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO.12 **BUDGET AUGMENTATIONS** (continued)

12-I COMMUNITY COLLEGE CALWORKS

Granting Agency:	Los Angeles County Department of Social Services		
Increased Funding:	\$61,888		
Matching Funds:	Not Applicable		
Performance Period:	July 1, 2003 – June 30, 2004		
Summary	The State Chancellor's Office has increased the funding for the CalWorks program from \$24,014 to \$85,902. This represents an increase of \$61,888 to the existing program.		
Budget Augmentation:	Income	8000	\$61,888
	Expenditures	1000 Academic	49,338
		3000 Benefits	10,451
		4000 Supplies	683
		5000 Contracts	360
		6000 Equipment	(2,248)
		7000 Grants	3,304
	Total Expenditures		\$61,888

BOARD OF TRUSTEES	Action
Santa Monica Community College District	April 12, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 13

Requested Action: Approval

AUTHORIZATION TO ISSUE TRANS

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 2004-2005 issue.

Comment: The TRANS issuance authorization will assist the District in its cash management for fiscal year 2004-2005. 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 2004-2005 when property tax revenues are received.

RECOMMENDATION NO. 14

Requested Action: Approval

AUTHORIZATION FOR PAYMENT FOR SELF-INSURED LEGAL DEFENSE SERVICES

Authorize the District to pay Harrington, Foxx, Dubrow and Canter any and all necessary fees and expenses for legal defense services for the District' self-insured liability program. Services are provided on an hourly rate basis as needed with no monthly or annual retainer fee. The action authorizes fees not to exceed \$100,000.

Funding Source: 2003-04 District Budget/Risk Management

Comment: Harrington, Foxx, Dubrow and Canter have been providing legal defense services for the District for over 15 years. The firm is one of only eight firms that the Statewide Association of Community Colleges (SWACC) JPA has authorized its members to use for self-insured legal defense. The Board of Trustees previously authorized the amount of \$50,000 which has been expended.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	April 12, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 15 **SIGNATURE AUTHORIZATION**

Authorize Thomas J. Donner, Executive Vice President, Business & Administration, to sign on behalf of the District any and all documents necessary for the divestiture of the District's thirty percent (30%) undivided interest in the undeveloped real property known as 1847 16th Street, Santa Monica. The 30% interest in the property is part of the Simon Trust that named the District as a beneficiary. The District's portion of the proceeds of the divestiture will be deposited in the Simon Trust account used for student scholarship and support programs.

Comment: The David Simon Trust was a part of David Simon's bequest to Santa Monica College and UCLA. Mr. Simon graduated from SMCC in 1950 and transferred to UCLA where he received his baccalaureate and Juris Doctorate. He credited SMCC with providing him the foundation to be successful at UCLA. Upon his death in January, 1991, he left 30 percent of his residual estate to SMC and 70 percent to UCLA to be used for the benefit of students. The Regents of the University of California owns a 70% undivided interest in the property and have authorized the sale of the property for a total purchase price of \$550,000.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	April 12, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 16 CONTRACTS AND CONSULTANTS

Requested Action: Approval/Ratification

16-A AGREEMENTS FOR RISK MANAGEMENT

1. Claims Management Services (Amendment)

Amend the agreement with CARL WARREN & COMPANY to provide claims management services for the District's self-insured property and liability insurance program for the period ending June 30, 2004 for an additional amount not to exceed \$10,000.00 for an amended total not to exceed \$30,000.00, with no monthly or annual retainer fee.

Comment: Several complex claims have required increased services by Carl Warren & Company.

2. Environmental Assessment Services (Amendment)

Amend the agreement with MAUREEN SASSOON to provide environmental safety consulting services for the period ending June 30, 2004 for an additional amount not to exceed \$1,000.00 for an amended total not to exceed \$11,000.00. Services to include training, air monitoring, lab pick-up, chain-of-custody, lab fees and written reports as necessary to investigate health and safety issues.

Comment: The number of environmental exposure complaints has increased requiring additional testing. The District has taken a proactive approach with baseline testing for an ongoing industrial hygiene program.

3. Chemical Inventory

Agreement with 3E COMPANY to provide a comprehensive chemical inventory as mandated by the federal Superfund Amendments & Reauthorization Act (SARA) Title 313 and the Federal Certified Unified Program Agency (CUPA) for a fee not to exceed \$12,514.

Comment: The chemical inventory is a federal mandate. This agreement replaces an agreement previously approved with Keenan and Associates for this service. The District was unable to enter into an agreement with Keenan.

Funding Source: 2003-2004 Budget/Risk Management

BOARD OF TRUSTEES	Action
Santa Monica Community College District	April 12, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 16 **CONTRACTS AND CONSULTANTS** (continued)

Requested Action: Approval/Ratification

16-B ARBITRAGE REBATE ANALYSIS OF 1999 CERTIFICATES OF PARTICIPATION

Requested Action: Ratification

Agreement with BOND LOGISTICS LLP to prepare the Arbitrage Rebate Analysis for the 1999 Certificates of Participation for a fee of \$3,800.

Funding Source: 2003-2004 Capital Outlay Budget

Comment: Bond Logistics LLP previously performed the Arbitrage Rebate Analysis on the District's 1997 COP. Under IRS regulations, the District is required at a minimum of every fifth year until the retirement of a COP to calculate the investment earnings from the Certificates of Participation (COP) less the interest paid on those certificates to determine if any excess earnings were derived from the tax-exempt status of the Certificates. The Arbitrage Rebate Analysis performed by Bond Logistics determined there are no excess earnings for the 1999 COP.

16-C AGREEMENTS FOR KCRW

Amend the agreement with TOM KING COMMUNICATIONS for broadcast engineering and construction services for an additional \$2,000; amended total not to exceed \$10,000.

Funding Source: KCRW Donations/US Dept. of Commerce Public
Telecommunications Facilities grant

Comment: The agreement covers the adjustments to equipment at remote broadcasting sites. KCRW raises funds for all operating and capital expenses of the station.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	April 12, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 17 FACILITIES

Requested Action: Approval

17-A AGREEMENT FOR CONSULTING SERVICES - BUNDY CAMPUS

Agreement with KAKU ASSOCIATES to conduct a traffic circulation study and prepare a site access plan for the Bundy Campus project for an amount not to exceed \$36,220 plus reimbursable expenses.

Funding Source: Measure U

Comment: This agreement provides for a traffic circulation study and an access study for the Bundy Campus. These studies will be required by the City of Los Angeles for any traffic signal improvements on Bundy and by the City of Santa Monica to reopen access and egress for the property from Airport Avenue in the Santa Monica Airport.

17-B SUBSTITUTION OF SUBCONTRACTORS – BUNDY CAMPUS SITE IMPROVEMENTS PHASE II

In accordance with Public Contract Code, Section 4107, the General Contractor, G.B. COOKE, INC. is substituting listed landscape subcontractor, Flintridge Landscape Company, Inc. with Sun-Belt Landscaping Company, Inc.

Comment: Flintridge Landscape Company, Inc. was unable to enter into a contract with General Contractor G.B. Cooke, Inc.

17-C ADDITIONAL ARCHITECTURAL SERVICES – MADISON RENOVATION FOR MUSIC

Additional services under the agreement with RENZO ZECCHETTO ARCHITECTS for architectural and engineering services related to the Madison Renovation for Music project. Fee for additional services not to exceed \$10,925 plus reimbursable expenses.

Funding Source: Measure U

Comment: These additional services provide for Division of the State Architect (DSA) requested redesign of the structural underpinning of the existing Madison auditorium.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	April 12, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 17 FACILITIES (continued)

17-D CHANGE ORDER NO. 3 – RENOVATION OF LIBRARY VILLAGE FOR MATH

Change Order No. 3 NOVUS CONSTRUCTION, INC. on the RENOVATION OF LIBRARY VILLAGE FOR MATH project.

Original Contract Amount	\$1,069,069
Change Orders No. 1-No. 2	20,553
Change Order No. 3	<u>19,993</u>
Revised Contract Amount	\$1,109,615

Funding Source: Measure U

Comment: Change Order No. 3 provides for the connection of smoke/fire dampers into the fire alarm system, alteration of one of the air conditioning units, additional security glass break devices, additional repairs to existing roofing, and patching/leveling of existing wood sub-floor for new floor covering.

17-E CHANGE ORDER NO. 1– KINESIOLOGY/DANCE AND ATHLETICS OFFICES

Change Order No. 1 G. B. COOKE, INC. on the Kinesiology/Dance and Athletics Offices project.

Original Contract Amount	\$2,220,000
Change Order No. 1	<u>31,599</u>
Revised Contract Amount	\$2,251,599

Funding Source: Measure U

Comment: Change Order No. 1 provides for the addition of electrical outlets, waterproofing of the elevator pit walls, relocation of existing electrical panels, relocation of existing mechanical pipes to provide access for structural support and increased paving thickness for the recycle yard.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	April 12, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 17 FACILITIES (continued)

17-F CHANGE ORDER NO. 1 – VEHICLE SECURITY CONTROLLED ACCESS

Change Order No. 1 G.B. COOKE, INC. on the VEHICLE SECURITY CONTROLLED ACCESS project.

Original Contract Amount	\$165,000
Change Order No. 1	<u>4,100</u>
Revised Contract Amount	\$169,100

Funding Source: Measure U

Comment: Change Order No. 1 provides for the installation of a new transformer for the security bollards hydraulic pump and a weather-tight, tamper-resistant console/control panel.

17-G PROJECT COMPLETION – MAIN STAGE DEMOLITION

Subject to completion of punch list items by WILLIAM OLSEN, INC., authorize the Executive Vice President of Business and Administration, without further action of the Board of Trustees, to accept the project described as MAIN STAGE DEMOLITION as being complete upon WILLIAM OLSEN, INC. completion of punch list items. The Executive Vice President of Business and Administration shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance, disbursement of the final payment is authorized.

17-H POOL PAYMENT TO THE CITY OF SANTA MONICA

Payment to the CITY OF SANTA MONICA for the District's share of maintenance and operation costs of the old pool. Payment for the period of July 1, 2000 through December 17, 2000 is \$14,169.

Funding Source: 2003-04 District General Fund

Comment: Payment is for the six-month period just prior to the demolition of the old pool. The City did not invoice for this period until August 31, 2003 and the District needed to research electricity charges for the year 2000 in order to adjust the payment pursuant to the terms of the old agreement.

BOARD OF TRUSTEES Santa Monica Community College District	Action April 12, 2004
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CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 17 FACILITIES (continued)

17-I. EXTENSION OF FACILITY LEASE

Extend the lease with the ASSISTANCE LEAGUE OF SANTA MONICA for the facility located at 1439 15th St, Santa Monica for the period of April 1, 2004 through June 30, 2004 in the amount of \$906 per month plus \$235 per month for utilities and trash pick-up.

Funding Source: 2003-04 District Budget/Child Care Center

Comment: The previous lease expired on March 31, 2004. The Assistance League of Santa Monica agreed to extend the lease under the current terms to the end of the District's fiscal year.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	April 12, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 18 COMMERCIAL WARRANT REGISTER

February 1 - February 29, 2004	959 - 993	\$7,124,871.15
March 1 - March 31, 2004	997 - 1041	\$5,504,407.15

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

RECOMMENDATION NO. 19 PAYROLL WARRANT REGISTER

February 1 - February 29, 2004	C1G – C2H	\$6,721,283.70
March 1 - March 31, 2004	C1H – C2I	\$6,141,547.24

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

RECOMMENDATION NO. 20 AUXILIARY PAYMENTS & PURCHASE ORDERS

Payments were authorized upon delivery and acceptance of the items ordered, or performance of the service. All purchases and payments were made in accordance with Education Code requirements and allocated to approved budgets in the Bookstore fund, Trust fund and other Auxiliary funds.

	Payments	Purchase Orders
February 1 – February 29, 2004	\$1,805,421	\$35,493.56
March – March 31, 2004	\$1,191,662	\$16,785.00

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

RECOMMENDATION NO. 21 DIRECT PAYMENTS

Payments were authorized upon delivery and acceptance of the items ordered, or performance of the service. All payments were made in accordance with Education Code requirements and allocated to approved budgets. List on file in Business Office.

February 1 – March 31, 2004	D00748 – D000858	\$44,217.55
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BOARD OF TRUSTEES	Action
Santa Monica Community College District	April 12, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 22 PURCHASING

Requested Action: Approval/Ratification

22-A AWARD OF PURCHASE ORDERS

Payments are authorized upon delivery and acceptance of the items ordered, or performance of the service. All purchases and payments are made in accordance with Education Code requirements and allocated to approved budgets. Lists on file in the Purchasing Department

February 2 – March 26, 2004

\$870,831.38

22-B DONATION OF EQUIPMENT

Donation of two medical examination tables from Peak Medical.

Comment: The examination tables will be used in the Health Services Office.

Donation of a Celestron computer-guided NexStar 8 telescope from Les and Norma Schlesinger.

Comment: The telescope will be used in the Earth Science department.

BOARD OF TRUSTEES**ACTION**

Santa Monica Community College District

April 12, 2004

MAJOR ITEMS OF BUSINESS**RECOMMENDATION NO. 23****BALLOT FOR CCCT BOARD OF DIRECTORS**

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

Comment: There are ten two-year vacancies on the Board. Each member community college has one vote for each of the ten vacancies. Only one vote may be cast for any nominee.

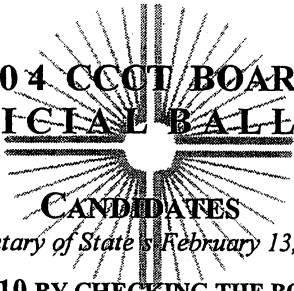
MOTION MADE BY: Annette Shamey
SECONDED BY: Dorothy Ehrhart-Morrison

The Board of Trustees prepared its ballot by voting for the following six candidates:

Jeannette Mann
Paul Fong
Kay Albiani
Donald Singer
Walter Howald
Herbert Roney

MOTION MADE BY: Graham Pope
SECONDED BY: Dorothy Ehrhart-Morrison
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

2004 CCOT BOARD
OFFICIAL BALLOT



List order based on Secretary of State's February 13, 2004 random drawing.

VOTE FOR NO MORE THAN 10 BY CHECKING THE BOXES NEXT TO THE NAMES

- *Edward C. Ortell, Citrus CCD
- Kay S. Meek, Kern CCD
- Charles Meng, Napa Valley CCD
- Jeanette Mann, Pasadena Area CCD
- Bill McMillin, Ohlone CCD
- *William G. McGinnis, Butte-Glenn CCD
- *Judi D. Beck, Shasta-Tehama-Trinity Joint CCD
- *Carolyn Batiste, MiraCosta CCD
- *Paul Fong, Foothill-De Anza CCD
- William J. Freeman, Hartnell CCD
- *Kay Albiani, Los Rios CCD
- Charles H. Page, Monterey Peninsula CCD
- *Marie Kiersch, San Luis Obispo County CCD
- Donald L. Singer, San Bernardino CCD
- Walter G. Howald, Coast CCD
- Fred M. Tovar, San Jose-Evergreen CCD
- Bettye Underhill, Victor Valley CCD
- *Rebecca J. Garcia, Cabrillo CCD
- *Anita Grier, San Francisco CCD
- Chris Constantin, West Valley-Mission CCD
- Herbert Roney, Santa Monica CCD
- Jess H. Reyes, Contra Costa CCD

Jeanette Mann

Paul Fong

Kay Albiani

Donald Singer

Walter Howald


Herbert Roney

To vote for a qualified write-in candidate, write the person's name and district on the lines provided above.

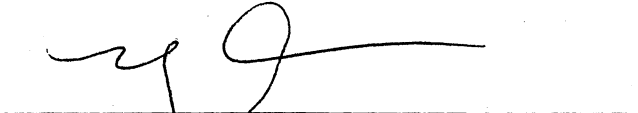
*Incumbent

Board Secretary and Board President or Board Vice President must sign below:

This ballot reflects the action of the board of trustees cast in accordance with local board policy.



Secretary of the Board



President or Vice President of the Board

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 12, 2004

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 24

**INITIAL COLLECTIVE BARGAINING PROPOSAL
SANTA MONICA COLLEGE FACULTY ASSOCIATION**

It is recommended that the Board of Trustees acknowledge receipt of the Santa Monica College Faculty Association initial collective bargaining proposal for the 2004-2007 contract and schedule a public hearing for the Board of Trustees meeting on May 3, 2004.

COMMENT: In order to comply with Government Code Section 3547 and current PERB guidelines, the Faculty Association presented the attached proposal for the 2004-07 contract negotiations for the contract period beginning August, 2004.

MOTION MADE BY: Graham Pope
 SECONDED BY: Carole Currey
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 12, 2004

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 25 **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 in a variety of delivery methods including on-line education; and

WHEREAS, Santa Monica College celebrates the diversity of its students, faculty and staff; 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 regional economy by providing educational opportunities for new and current employees; and

WHEREAS, Santa Monica College is a resource for the community 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;" and

WHEREAS, Santa Monica College realizes its success in providing educational, vocational and cultural opportunities to the college community because of the excellence of its faculty and staff, and

WHEREAS, Santa Monica College has been a proud part of this tradition since 1929, earning a reputation as a caring, quality institution of higher education; and

THEREFORE BE IT RESOLVED that Community College Month be observed during the month of April, 2004.

MOTION MADE BY: Annette Shamey
 SECONDED BY: Carole Currey
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 12, 2004

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 26

SCHEDULE OF BOARD OF TRUSTEES MEETINGS

It is recommended that the Board of Trustees reschedule the following regular meetings of the Board:

- Monday, May 10, 2004 (instead of May 3rd)
- Wednesday, July 7, 2004 (instead of July 12th)
- Wednesday, September 8, 2004 (instead of September 13th)

Comment: Chair Margaret Quiñones has recently been appointed by the Governor to the Board of Governors of the California Community Colleges. It is requested that the Board consider rescheduling the dates for the Board of Trustees meetings listed above because the currently scheduled dates conflict with meetings of the Board of Governors.

MOTION MADE BY: Carole Currey
 SECONDED BY: Dorothy Ehrhart-Morrison
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

BOARD OF TRUSTEES**ACTION**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

April 12, 2004

INFORMATION ITEM D**ADMINISTRATIVE REGULATION 3121**
SEXUAL HARASSMENT

Administrative Regulation 3121 has been approved by the Academic Senate and will be incorporated into Section 3000, Human Resources.

AR 3121 Sexual Harassment

1. PURPOSE

The Santa Monica Community College District is committed to providing an academic and work environment free of sexual harassment and retaliation. This Administrative Regulation defines sexual harassment and sets forth a procedure for the investigation and resolution of complaints of sexual harassment by or against any employee¹ or student within the District.

Sexual harassment and retaliation violate state and federal laws, as well as this regulation, and will not be tolerated. It is also illegal to retaliate against any individual for filing a complaint of sexual harassment or for participating in a sexual harassment investigation. Retaliation constitutes a violation of this regulation.

This Administrative Regulation applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions and participation in any community college activity. In addition, this Regulation applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

Employees who violate this Administrative Regulation may, in accordance with all applicable laws and collective bargaining agreements, be subject to disciplinary action up to and including dismissal. Students who violate this Administrative Regulation may, in accordance with applicable laws and district administrative regulations, be subject to disciplinary measures up to and including expulsion.

2. DEFINITION

- A. Sexual harassment is a form of sex or gender² discrimination that violates Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and applicable provisions of the California Education Code and Code of Regulations. It consists of unwelcome sexual advances, requests for sexual favors and other conduct of a sexual nature when:
1. submission to the conduct is made a term or condition of an individual's employment, academic status or progress;
 2. rejection of the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
 3. the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance or of creating an intimidating, hostile or offensive work or education environment; or
 4. submission to or rejection of the conduct by the individual is used as the basis for decisions affecting the individual regarding benefits and services, honors, programs or activities available at or through the college district.

¹ The term "employee(s) as used in this section refers to all faculty, staff, administrators and managers.

² The phrase "sex or gender" as used in this section is inclusive of sexual orientation.

5. There are two (2) types of sexual harassment:
 - a. "*Quid pro quo*" (this for that) sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.
 - b. "Hostile environment" sexual harassment occurs when unwelcome conduct based on sex/gender is sufficiently severe or pervasive so as to alter the conditions of an individual's learning or work environment, unreasonably interfere with an individual's academic or work performance or create an intimidating, hostile or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile.
6. Sexual harassment can consist of virtually any form or combination of verbal, physical, visual or environmental conduct. It need not be explicit or specifically directed at the individual who is offended. Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the complainant/victim would perceive the conduct as harassment based on sex/gender.

3. EXAMPLES

A. Sexual harassment includes but is not limited to the following misconduct:

1. Verbal: Inappropriate or offensive remarks, slurs, jokes or innuendoes based on sex/gender. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation of a sexual nature; or sexist, patronizing or ridiculing statements that convey derogatory attitudes about a particular gender.
2. Physical: Inappropriate or offensive touching, assault or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures.
3. Visual/Written: The display or circulation of offensive sexually oriented visual or written material. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions.
4. Environmental: An academic or work environment that is permeated with sexually-oriented talk, innuendo, insults or abuse not relevant to the subject matter of the class. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. An environment may be hostile if unwelcome sexual behavior is directed specifically at an individual or if the individual merely witnesses unlawful harassment in his or her immediate surroundings. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency or severity of the conduct, and whether the conduct is humiliating or physically threatening or unreasonably interferes with an individual's academic or work performance.

4. COMPLAINT PROCEDURE

- A. The Superintendent/President shall assign the Assistant Dean, Human Resources to serve as the District's compliance officer. The Assistant Dean, Human Resources, or designee is responsible for receiving complaints of sexual harassment and coordinating investigations. Investigations may be assigned to other trained staff or to outside persons or organizations under contract with the District and this shall occur if the Assistant, Dean, Human Resources, or designee, is named in the complaint or implicated by the allegations in the complaint.
- B. A student who believes he or she has been sexually harassed may make a complaint orally or in writing within one (1) year of the date of the alleged harassment to any of the following:
1. the Assistant Dean, Human Resources;
 2. the Assistant Dean, Student Judicial Affairs or any other academic manager/advisor;
 3. the Dean, Student Life; or
 4. the Superintendent/President;
- C. An employee who believes he or she has been sexually harassed may make a complaint orally or in writing within one (1) year of the date of the alleged harassment to any of the following:
1. the Assistant Dean, Human Resources;
 2. any District manager;
 3. the Vice President of Human Resources
 4. the Superintendent/President;
- D. Upon receiving notification of a harassment complaint, the Assistant Dean, Human Resources shall:
1. Undertake efforts, where appropriate, to resolve the complaint informally. Any efforts at an informal resolution shall not serve to extend the timelines for completion of an investigation.
 2. Advise the complainant that he/she need not participate in an informal resolution and he/she may file a complaint with the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, or for students the Office of Civil Rights of the United States Department of Education. The Assistant Dean, Equal Employment Opportunity/Diversity shall also notify the Chancellor of the California Community Colleges of the complaint.
 3. Within ten days of receipt of a complaint or the beginning of an investigation, provide Respondent a written notice setting forth:
 - a. the allegation(s) set forth in the complaint;
 - b. whether an investigation has been started;
 - c. the estimated time to complete the investigation, which normally will be completed within ninety (90) days;
 - d. who will be conducting the investigation;
 - e. statement advising the Respondent that he/she is not to conduct his/her own investigation and are in no way to discuss the matter with students and/or potential witnesses;
 - f. the Respondent may be represented by a person of his/her own choice during any investigatory process.
 - g. The potential consequences for employees of not complying with the investigation or of impeding the investigation in any manner, including but not limited to retaliation against students and/or employees.
 - h. The right of the Respondent to meet with investigator and provide the investigator with any documents/information.

4. In the event that the investigation will not be completed within the initial estimate of time, the Respondent will receive a subsequent notice advising of the new anticipated date of completion of the investigation. Upon completion of the investigation, the Respondent shall receive a written summary of the investigation. Documents generated during the course of an investigation shall be maintained in a file separate from an employee's personnel file. Documents from an investigation may only be placed in an employee's personnel file after the investigation has been completed and in compliance with applicable provisions of the appropriate collective bargaining agreement.
5. Authorize the investigation of the complaint and supervise and/or conduct a thorough, prompt and impartial investigation of the complaint. The investigation will include interviews with the complainant, Respondent and any other persons who may have relevant knowledge concerning the complaint. This may include victims of similar conduct. The person or persons conducting the investigation shall keep the name of the Respondent as confidential as possible but may use the Respondent's name as necessary in conducting the investigation. If it is determined that the allegations warrant the placement of the Respondent on a paid administrative leave, the Respondent will be so notified in writing. Such notice will specify the anticipated duration of the leave and shall clearly inform the employee that such action does not constitute disciplinary action. An employee placed on an administrative leave under this section may request a meeting with the Vice President, Human Resources to discuss the reason(s) for the administrative leave. In the event that an employee is placed on an administrative leave pending the completion of an investigation, the District shall complete the investigation within sixty (60) days. In the event that the investigation may not be completed within sixty (60) days, the Vice President, Human Resources shall meet with the employee to discuss whether the administrative leave shall continue beyond sixty (60) days.
6. Review the factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment, giving consideration to all factual information and the totality of the circumstances, including the nature of the verbal, physical, visual or sexual conduct and the context in which the alleged incidents occurred.
7. Set forth the results of the investigation in a written report. The written report shall include a description of the circumstances giving rise to the complaint, a summary of the testimony of each witness, an analysis of any relevant data or other evidence collected during the investigation, a specific finding as to whether discrimination did or did not occur with respect to each allegation in the complaint and any other appropriate information.
8. Provide the complainant with a copy or summary of the investigative report within ninety (90) days from the date the District received the complaint. The complainant shall also be provided with a written notice setting forth the determination of the Superintendent/President or his/her designee as to whether sexual harassment did or did not occur with respect to each allegation in the complaint; a description of action taken, if any, to prevent similar problems from occurring in the future; the proposed resolution of the complaint; and notice of the complainant's right to appeal to the District's Board of Trustees and the Chancellor of the California Community Colleges. The results of the investigation and the determination as to whether harassment occurred shall also be reported to the Respondent and any appropriate academic or administrative official.
9. Anyone who files a complaint in which he/she knowingly makes a false accusation may be subject to appropriate discipline.

- E. If sexual harassment occurred, the District may take remedial or disciplinary action against the Respondent. The action will be prompt, effective and commensurate with the severity of the offense. Disciplinary actions against employees and students will conform to all relevant statutes, regulations, personnel policies and procedure, including the provision of any applicable collective bargaining agreements.
1. The District shall also take reasonable steps to protect the complainant from further harassment and retaliation as a result of communicating the complaint.
 2. The District shall take reasonable steps to ensure the confidentiality of the investigation and to protect the privacy of all parties.
 3. If the complainant is not satisfied with the results of the administrative determination, he/she may, within fifteen (15) days, submit a written appeal to the District's Board of Trustees. The Board of Trustees shall review the original complaint, investigative report, administrative decision and the appeal. The Board of Trustees shall issue a final decision in the matter within 45 days after receiving the appeal. A copy of the final decision rendered by the Board of Trustees shall be forwarded to the complainant and to the Chancellor of the California Community Colleges. The complainant shall also be notified of his/her right to appeal this decision. If the Board of Trustees does not act within 45 days the administrative determination shall be deemed approved and shall become the final decision of the District in the matter.
 4. The complainant shall have the right to file a written appeal with the Chancellor of the California Community Colleges within thirty (30) days after the Board of Trustees issues the final District decision or permits the administrative decision to become final. Such appeals shall be processed pursuant to Section 59350 of Title 5 of the California Code of Regulations.
 5. Within 150 days of receiving a complaint, the District shall forward all required documents to the Chancellor of the California Community Colleges. If, due to circumstances beyond its control, the District is unable to comply with the 150 day deadline for submission of materials, it may file a written request for an extension of time no later than ten (10) days prior to the expiration date.

5. ENVIRONMENT

Academic Freedom and Sexual Harassment Issues in the Learning Environment:

- A. The District is committed to creating an environment where there is the full and free discussion of ideas and where students are free from a hostile learning environment.
- B. In general, works of art and literature, readings and other written, auditory, or visual course materials, including lectures and discussions, which are used in a learning context or which are a part of academic or cultural programs, would not violate the prohibition against creating a hostile learning environment for students.
- C. In all circumstances, sexual harassment of individuals is inconsistent with the maintenance of academic freedom.

Reviewed and/or Updated 3/2004

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 12, 2004

INFORMATION ITEM E

SUBMITTAL OF GRANTS

Title of Grant: **Recycle Grant**

Granting Agency: Department of Conservation

Requested Funding: \$43,043

Marching Funds: N/A

Performance Period: October 2004-December 2005

Summary: SMC proposed to expand its recycling program to achieve its ultimate goal of recycling 80% of its beverage containers by adding 20 more recycling bins which will be delivered to areas of high traffic locations on its main and satellite campuses, with an emphasis on areas of new construction; a second dedicated vehicle to recycle beverage containers and a newly-developed "Beverage Recycling Awareness Campaign" to educate the College community.

Title of Grant **Verizon Grant**

Granting Agency: Verizon

Requested Funding: \$50,000

Marching Funds: N/A

Performance Period: 2004-05

Summary: SMC proposes to augment the support of the Science and Business Institutes. In addition, to support the development of the new Early Childhood Education Institute.

Title of Grant **Workforce and Development**

Granting Agency: California Community Colleges Chancellor's Office

Requested Funding: \$250,000 – 2003-04
\$400,000 – 2004-05

Marching Funds: N/A

Performance Period: 2003-05

Summary: Drawing from its experience with planning and executing the HACU conference, SMC's Workforce and Economic Development department is poised to serve in a support capacity for the CCCCCO's Economic Workforce Development Unit. The California Community Colleges Chancellor's Office is searching for one community college to serve as the program support for its conferences and meetings activities.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 12, 2004

INFORMATION ITEM E

SUBMITTAL OF GRANTS *(Continued)*

Title of Grant:

Title V Institutional Grant

Granting Agency:

U.S. Department of Education

Requested Funding:

\$550,000 per year for five years (Funds dispersed on 10/04)

Matching Funds

N/A

Performance Period:

October 2004 – September 2009

Summary:

SMC proposes interventions to decrease the number of first-year college students who are placed on academic probation (currently 35%). The proposed activity comprises four interwoven components, all of which are critical to improving the success of first-time college students: 1) Systemic "New Student" bridge program; 2) Strengthened services to address the needs of first-time college students on probation; 3) Changes in the classroom; faculty development, development of linked courses and supplemental instruction; and 4: comprehensive intake services: Student Education Plans (SEPs), Early Warning, Assessment, and Advisement.

Title of Grant:

Title V Cooperative Grant:

Granting Agency:

U.S. Department of Education

Requested Funding:

\$700,000 per year for five years (funds dispersed on 10/04)

Matching Funds:

N/A

Performance Period:

October 2004- September 2009

Summary:

SMC's and El Camino College's education departments have collaborated to create a more robust teacher education program at each college. Drawing from each other's strengths, the funds will be used to create a teacher education center that will serve as the hub for all information related to a teaching career.

BOARD OF TRUSTEES	ADJOURNMENT
Santa Monica Community College District	April 12, 2004

ADJOURNMENT – 9:05 p.m.

The meeting was adjourned in memory of **Maurine Brown**, SMC Nursing Professor Emeritus, **Schiller Colberg**, former member of the Board of Trustees, and **Morton J. Crank**, father of Kyle Smith, Events Technician.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Monday, May 10, 2004 at 7 p.m. (5:30 p.m. if there is a closed session prior to the regular business meeting) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.