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SANTA MONICA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

REGULAR MEETING  
MONDAY, AUGUST 6, 2001

Santa Monica College  
Academy of Entertainment and Technology  
1660 Stewart Street  
Santa Monica, California

5:30 p.m. - Closed Session  
Academy Conference Room  
Room 234  
(Second Floor Distance Education Room)

7:00 p.m. - Public Meeting  
Room 235  
(Second Floor Screening Room)

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

***PUBLIC PARTICIPATION***  
***ADDRESSING THE BOARD OF TRUSTEES***

Members of the public may address the Board of Trustees by oral presentation **concerning any subject that lies within the jurisdiction of the Board of Trustees** provided the requirements and procedures herein set forth are observed:

1. Individuals wishing to speak to the Board at a Board of Trustees meeting during Public Comments or regarding item(s) on the agenda must complete an information card with name, address, name of organization (if applicable) and the topic or item on which comment is to be made.

Five minutes is allotted to each speaker per topic. If there are more than four speakers on any topic or item, the Board reserves the option of limiting the time for each speaker. A speaker's time may not be transferred to another speaker.

General Public Comments and Consent Agenda

- The card to speak during Public Comments or on a Consent Agenda item must be submitted to the recording secretary at the meeting **before** the Board reaches the Public Comments section in the agenda.
- Five minutes is allotted to each speaker per topic for general public comments or per item in the Consent Agenda. The speaker must adhere to the topic. Individuals wishing to speak during Public Comments or on a specific item on the Consent Agenda will be called upon during Public Comments.

Major Items of Business

- The card to speak during Major Items of Business must be submitted to the recording secretary at the meeting **before** the Board reaches that specific item in the Major Items of Business in the agenda.
- Five minutes is allotted to each speaker per item in Major Items of Business. The speaker must adhere to the topic. Individuals wishing to speak on a specific item in Major Items of Business will be called upon at the time that the Board reaches that item in the agenda.

2. No uncivil or disorderly conduct shall be permitted at any Board of Trustees meeting. Persistence in displaying such conduct shall be grounds for summary termination and/or removal of the person from the meeting by the Chair.
3. No oral presentation shall include charges or complaints against any employee of the District, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify the individual. Charges or complaints against employees shall be submitted to the Board of Trustees under provisions of Board Policy Section 9421. Any employee against whom charges or complaints are to be made must be given 24 hours advanced notice and may request any such charges or complaints are heard in closed session.
4. Exceptions: This policy does not apply to individuals who address the Board at the invitation or request of the Board or the Superintendent.

No action may be taken on items of business not appearing on the agenda

*Reference: Board Policy Section 1570  
Education Code Section 72121.5  
Government Code Sections 54954.2, 54954.3, 54957.9*

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|---|------------------------|
| <b>BOARD OF TRUSTEES</b>                | <b>REGULAR MEETING</b> |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | August 6, 2001         |

## **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 Academy of Entertainment and Technology, 1660 Stewart Street, Santa Monica, California, on Monday, August 6, 2001.

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

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

|       |  |                 |
|-------|--|-----------------|
| I.    | <b>ORGANIZATIONAL FUNCTIONS</b>  | <i>Page No.</i> |
|       | A Call to Order  | 1               |
|       | B Roll Call  |                 |
| II.   | <b>CLOSED SESSION</b> (Scheduled for 5:30 p.m.)  |                 |
|       | • Collective Bargaining,<br>pursuant to Government Code Section 54957.6                                      |                 |
| III.  | <b>PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS</b> (Continued)   |                 |
|       | C Pledge of Allegiance   |                 |
|       | #1 Approval of Minutes: July 9, 2001<br>July 27-28, 2001 (Retreat)   |                 |
| IV.   | <b>SUPERINTENDENT'S REPORT</b>   |                 |
|       | • Distance Education Presentation  |                 |
| V.    | <b>ACADEMIC SENATE REPORT</b>  |                 |
| VI.   | <b>CLASSIFIED SENATE REPORT</b>  |                 |
| VII.  | <b>COMMUNICATIONS OR PUBLIC COMMENTS</b>   |                 |
| VIII. | <b>BOARD REPORT AND COMMENTS</b>   |                 |
| IX.   | <b>CONSENT AGENDA</b> (All items considered in one motion unless pulled for discussion later in the meeting) |                 |
|       | <b><u>Planning and Development</u></b>   |                 |
|       | #2 Acceptance of Grants  | 4               |
|       | #3 Contracts and Consultants   |                 |
|       | A Marketing Survey   | 8               |

IX. **CONSENT AGENDA** (continued)

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|    | A Planetarium Lectures, Fall, 2001                       | 9  |
|    | B Child Care Providers for CalWORKS Recipients           | 9  |
|    | C Off-Campus Federal Work Study Site                     | 10 |
|    | D Work Study Contracts                                   | 10 |
|    | E Information Technology Training                        | 11 |
|    | F Consultant for Child Care                              | 11 |
| #5 | Courses Approved by Curriculum Committee, Spring 2001    | 12 |
| #6 | Community Services/Extension Seminars/Courses, Fall 2001 | 12 |

**Human Resources**

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| #15 | KCRW  |    |
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|     | D Amendment to Agreement for Architectural Services for Earthquake Replacement Liberal Arts Building, 2003-2005 Final Planning Proposal (FPP) | 22 |
|     | E Agreement for Architectural Services – Parking Structure Entrance   | 22 |
|     | F Agreement for Engineering Services, Chiller Unit Replacement Project, Technology Building   | 23 |
| #17 | Commercial Warrant Register   | 24 |
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X. **CONSENT AGENDA – Pulled Items**

XI. **MAJOR ITEMS OF BUSINESS**

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XII. **INFORMATION - No Action Required**

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| D | 2001-2002 Budget Report and Discussion | 27 |
| E | Grant Submittals                       | 28 |

XIII. **ADJOURNMENT:** The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, September 10, 2001 at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

|   |                        |
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| <b>BOARD OF TRUSTEES</b>                | <b>REGULAR MEETING</b> |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | August 6, 2001         |

I. ORGANIZATIONAL FUNCTIONS

A. CALL TO ORDER – 5:30 p.m.

B. ROLL CALL

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

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

Eric Yoshida, Student Trustee

II. CLOSED SESSION

- Collective Bargaining, pursuant to Government Code Section 54957.6

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

C. PLEDGE OF ALLEGIANCE - Gordon Dossett

|   |                |
|---|----------------|
| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>  |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | August 6, 2001 |

ORGANIZATIONAL FUNCTIONS

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:

July 9, 2001

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

July 27-28, 2001 (Retreat)

Action taken in Closed Session, July 28, 2001: The Board of Trustees approved an amendment to the agreement between the Santa Monica Community College District and Piedad F. Robertson, Superintendent/President, to extend the term of the Superintendent's contract through December 31, 2005, effective January 1, 2002.

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

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| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>  |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | August 6, 2001 |

**CONSENT AGENDA**

It is recommended that the Board of Trustees approve/ratify the Consent Agenda, Recommendations #2–#21.

Recommendations pulled for separate action:

Action on Consent Agenda

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



|   |                |
|---|----------------|
| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>  |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | August 6, 2001 |

CONSENT AGENDA: PLANNING AND DEVELOPMENT

**RECOMMENDATION NO. 2**                      **ACCEPTANCE OF GRANTS**

**Title of Grant:**                                      **Job Development Incentive Training Fund: Hotel Consortium (Year 2)**

Granting Agency:                                      Chancellor’s Office, California Community Colleges

Requested Funding:                                      \$299,490

Matching Funds:                                      \$437,142 (Source: \$98,996 from SMC in-kind and \$338,146 from members of the Hotel Consortium)

Performance Period:                                      July 1, 2001 – June 30, 2002 (Second year renewal)

**Summary:**    The Restaurant Consortium grant represents a collaborative effort between the Office of Workforce & Economic Development and nine Santa Monica area hotels. This grant addresses two strategic priority areas: Workplace Literacy and Business & Workforce Performance Improvement. This will be accomplished through the achievement of two key objectives: 1) Training in five areas – English and Spanish as second languages, customer service, management skills, safety and compliance, and computer business skills; and 2) the creation of employment opportunities, focusing on the needs of individuals receiving public assistance.

**Budget:**

|               |       |         |
|---------------|-------|---------|
| Income:       |       |         |
|               | 80000 | 299,490 |
| Expenditures: |       |         |
|               | 10000 | 99,645  |
|               | 20000 | 30,280  |
|               | 30000 | 23,321  |
|               | 40000 | 10,005  |
|               | 50000 | 114,720 |
|               | 60000 | 10,000  |
|               | 70000 | 11,519  |
|               | Total | 299,490 |

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| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>  |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | August 6, 2001 |

CONSENT AGENDA: PLANNING AND DEVELOPMENT

**RECOMMENDATION NO. 2**                      **ACCEPTANCE OF GRANTS** (continued)

**Title of Grant:**                      **Job Development Incentive Training Fund:  
Restaurant Consortium (Year 2)**

**Granting Agency:**                      Chancellor’s Office, California Community Colleges

**Requested Funding:**                      \$299,489

**Matching Funds:**                      \$348,277 (Source: \$98,996 from SMC in-kind match and  
\$249,281 from members of the Restaurant Consortium)

**Performance Period:**                      July 1, 2001 – June 30, 2002 (Second year renewal)

**Summary:**                      The Restaurant Consortium grant represents a collaborative effort between the Office of Workforce & Economic Development and 19 Santa Monica area restaurants. This grant addresses two strategic priority areas: Workplace Literacy and Business & Workforce Performance Improvement. This project focuses on 1) training for English and Spanish as second languages, customer service, management skills safety and compliance, and food and beverage proper handling; and 2) the creation of employment opportunities, focusing on the needs of individuals receiving public assistance.

**Budget:**

|                      |              |                |
|----------------------|--------------|----------------|
| <b>Income:</b>       |              |                |
|                      | 80000        | 299,489        |
| <b>Expenditures:</b> |              |                |
|                      | 10000        | 99,645         |
|                      | 20000        | 30,280         |
|                      | 30000        | 23,321         |
|                      | 40000        | 10,025         |
|                      | 50000        | 114,699        |
|                      | 60000        | 10,000         |
|                      | 70000        | 11,519         |
|                      | <b>Total</b> | <b>299,489</b> |

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| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>  |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | August 6, 2001 |

CONSENT AGENDA: PLANNING AND DEVELOPMENT

**RECOMMENDATION NO. 2                      ACCEPTANCE OF GRANTS (continued)**

**Title of Grant:**                      **Multimedia/Entertainment Center (Year 5)**

Granting Agency:                      California Community Colleges Chancellor’s Office

Requested Funding:                      \$178,875

Matching Funds:                      \$178,875 (Source: SMC In-kind)

Performance Period:                      July 1, 2001 – June 30, 2002 (fifth and final year renewal)

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

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

|         |               |       |         |
|---------|---------------|-------|---------|
| Budget: | Income:       | 80000 | 178,875 |
|         | Expenditures: | 10000 | 60,000  |
|         |               | 20000 | -0-     |
|         |               | 30000 | -0-     |
|         |               | 40000 | 10,995  |
|         |               | 50000 | 91,000  |
|         |               | 60000 | 10,000  |
|         |               | 70000 | 6,881   |
|         |               | Total | 178,875 |

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| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>  |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | August 6, 2001 |

CONSENT AGENDA: PLANNING AND DEVELOPMENT

**RECOMMENDATION NO. 2**                      **ACCEPTANCE OF GRANTS** (continued)

**Title of Grant:**                                      **Title III – Strengthening Institutions Program**

**Granting Agency:**                                      U.S. Department of Education

**Requested Funding:**                                      \$350,000 (third year of a five-year grant)

**Matching Funds**                                      \$75,000 (In-kind match required from the SMC Foundation Endowment fund for the third year, \$280,000 requested over the five-year period). SMC Foundation will have 18 months from the start of each budget year to raise the required match.

**Performance Period:**                                      October 1, 2001– September 30, 2002 (five year period of performance ends September 30, 2004)

**Summary:**    This is the third year of the five-year grant. The grant comprises two activities designed to address Student Retention and Success and development of online education programs.

**Budget:**

|  |                      |                |
|--|----------------------|----------------|
|  | <b>Income:</b>       |                |
|  | 80000                | 350,000        |
|  | <b>Expenditures:</b> |                |
|  | 10000                | 77,871         |
|  | 20000                | 101,032        |
|  | 30000                | 39,337         |
|  | 40000                | 22,546         |
|  | 50000                | 97,340         |
|  | 60000                | 11,874         |
|  | 70000                | -0-            |
|  | <b>Total</b>         | <b>350,000</b> |

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| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>  |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | August 6, 2001 |

CONSENT AGENDA: PLANNING AND DEVELOPMENT

**RECOMMENDATION NO. 2**                      **ACCEPTANCE OF GRANTS** (continued)

**Title of Grant:**                      **Adult Education and Family Literacy Grants – Sections 225 and 231**

**Granting Agency:**                      California Department of Education

**Requested Funding:**                      \$270,000 (Note: This grant operates on a performance-based funding mechanism. SMC will be reimbursed for costs incurred, up to the amount generated by student benchmarks. The current threshold for each student is \$100 per benchmark. The projected maximum award (assuming the program hits all benchmarks) is \$270,000.

**Matching Funds**                      Not Applicable

**Performance Period:**                      FY 2001-2003

**Summary:**                      SMC’s funding level will be based on the numbers of learners who meet specific “benchmark” gains measured on the CASAS tests (SMC does not currently use the CASAS test but is in the process of purchasing the testing system with non-credit matriculation funds). The three core performance indicator benchmarks that establish the grant award are:

- achieving a significant gain,
- completing two levels,
- and attaining a GED or high school diploma.

**Budget:**                      The appropriate budget will be included in the budget presented for adoption at the September Board of Trustees meeting.

**RECOMMENDATION NO. 3**                      **CONTRACTS AND CONSULTANTS**

**3-A**    **MARKETING SURVEY**

Contract with Fairbank, Maslin, Maullin and Associates, Opinion Research and Public Policy Analysis, to conduct a second marketing survey for the Santa Monica Community College District. The estimated cost of conducting the research is \$28,000, which includes all staff and subcontractor time, consultation with the client, development of the survey instrument, sample selection, conduct of 500 telephone interviews, data processing, data analysis, written report preparation and verbal presentation of results.

**Funding Source:**                      2001-2002 Budget: Auxiliary Fund

**Comment:**                      The purpose of this second survey is to follow up on issues raised in the first survey and to obtain public input to help the District set its priorities with respect to its master planning and accreditation requirements.

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| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>  |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | August 6, 2001 |

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

**RECOMMENDATION NO. 4**                      **CONTRACTS AND CONSULTANTS**

4-A PLANETARIUM LECTURES, FALL, 2001

|   |              |       |
|---|--------------|-------|
| Astrobiology<br>October 26, 2001                  | Ken Nealson  | \$120 |
| Native American Star Stories<br>November 30, 2001 | Ramon Shiloh | \$120 |

Funding Source:        Fees will be covered by tickets sales

4-B CHILD CARE PROVIDERS FOR CALWORKS RECIPIENTS

Authorization of agreements with licensed and exempt child care providers to provide child care services for CalWORKS recipients. Payment rate will be consistent with the California Department of Education/Child Development Division maximum reimbursement rate. A list of providers will be on file in the Office of Child Care, and the Market Ceiling Rate Chart.

Funding Source:    CalWORKS

Comment:            The District established a CalWORKS program with the goal of assisting TANF/AFDC students in their transition from welfare to work. A large component of this program is assisting those students in finding quality child care. This process is facilitated through maintaining a licensed child care provider data base and a voucher system for the purpose of payment for child care services.

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| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>  |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | August 6, 2001 |

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

**RECOMMENDATION NO. 4**                      **CONTRACTS AND CONSULTANTS** (continued)

**4-C OFF-CAMPUS FEDERAL WORK STUDY SITE**

RAND Corporation, a non-profit organization, to employ SMC students as library assistants. The organization will serve as an off-campus Federal Work-Study site and will pay the student workers' wages to be reimbursed by SMC for 75% of those wages.

Funding Source:            Federal Work-Study Funds

Comment:                    The 75% reimbursement will be funded entirely from Federal Work-Study Funds. The hourly rate for Work Study Students is \$7.00 per hour.

**4-D WORK STUDY CONTRACTS**

Renewal of contracts with the following institutions for fiscal year 2001-2002 for the purpose of placing work-study students at Santa Monica College:

|        |  |
|--------|--|
| CSUN   | 25 percent of the students' salary paid by SMC   |
| UCLA   | 40 percent + share of Workers Comp; Unemployment and Medicare; and 5 percent Administrative Fees paid by SMC |
| Loyola | 25 percent of the students' salary paid by SMC   |
| CSUDH  | 50 percent and 10 percent of Administrative Fees paid by SMC   |

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

Comment:                    These renewal agreements allow university work-study students to be placed at Santa Monica College. The District pays the percentage of the students' wages as indicated. Tutors may work in English, Social Science, Math, Modern Language or Science fields.

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| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>  |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | August 6, 2001 |

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

**RECOMMENDATION NO. 4**                      **CONTRACTS AND CONSULTANTS** (continued)

**4-E INFORMATION TECHNOLOGY TRAINING**

Agreement with KnowledgeWorks to train Information Technology staff on Windows 2000 August 7 through September 30, 2001, the amount not to exceed \$21,000.

Funding Source:            TTIP Human Resources Funds;  
2001-2002 Budget/MIS, Telecommunications

Comment:                    This will provide Windows 2000 training for thirty Information Technology staff members who provide direct user support for desktop personal computers and will enable these staff members to train others in this new version of the Windows operating system.

**4-F CONSULTANT FOR CHILD CARE**

Amendment to the agreement with Dr. Karen Hill Scott for child care consultant services to increase the existing contract by \$400.

Funding Source:            2001-2002 Budget

Comment:                    The Board of Trustees previously approved an agreement with Dr. Scott in the amount of \$5,450. Dr. Scott completed the review of a job description for the center director and assisted in preparing the center's license application. This completes Dr. Scott's involvement in this project.



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| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>  |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | August 6, 2001 |

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

**RECOMMENDATION NO. 5**                      **COURSES APPROVED BY CURRICULUM COMMITTEE, SPRING 2001**

Approval of the following courses and certificate requirements have been approved by the academic departments, the Academic Senate, the Academic Senate Joint Curriculum Committee, and all appropriate administrators..

- Accounting Certificate: Accounting Clerk
- Astronomy 5: Life in the Universe
- Automotive 28: Introduction to Transit Maintenance
- Automotive 29: Transit Maintenance II
- Automotive 30: Transit Maintenance III
- CIS 33: Database Management
- CIS 34: Advanced Excel with VBA
- Human Development 90A, B, C: General Internship
- Math 41: Mathematics for Elementary School Teachers
- Music 92: Applied Music Instruction
- Music 94: Concert Music Class
- Nutrition 4: Nutrition, Fitness, and Healthy Weight
- Photo 44: Web Sites for Photographers
- Political Science 11: World Affairs and the United Nations
- Political Science 12: Model United Nations
- Theatre Arts 44: Acting, Historical Styles, Late
- Theatre Arts 56: Advanced Audition Workshop
- Women’s Studies 8: Women’s Studies Leadership Practicum

**RECOMMENDATION NO. 6**                      **COMMUNITY SERVICES/EXTENSION SEMINARS/COURSES, FALL 2001**

Approval of seminars/courses for Santa Monica College Community Services and Extensions for Fall 2001.

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

Comment:                    The list of Community Services seminars and courses is on file in the office of Academic Affairs and Community Services.

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| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>  |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | August 6, 2001 |

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 7**                      **CONSULTANT - PERSONNEL COMMISSION**

Authorization of a consultant contract for the Personnel Commission with Cooperative Organization for the Development of Employees Selection Procedures (CODESP) to facilitate training and information to the staff for an amount not to exceed \$1,750 for the 2001-2002 fiscal year.

Funding Source:                      2001-2002 Budget: Personnel Commission

Comment:                                The agreement will cover the use of the test item bank along with service training of staff and other services as needed.

**RECOMMENDATION NO. 8**                      **ACADEMIC PERSONNEL**

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

EFFECTIVE DATE

ELECTIONS

CONTRACT

|                   |  |          |
|-------------------|--|----------|
| Trujillo, Marc    | Instructor, Art Drawing/Painting             | 08/21/01 |
| Brookins, Gregory | Instructor, Accounting                       | 08/21/01 |
| Barnett, Rory,    | Physical Education Instructor/Football Coach | 08/21/01 |

ADJUNCT

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

LEAVE OF ABSENCE WITHOUT PAY

PERSONAL

|               |  |                     |
|---------------|--|---------------------|
| Roque, Elaine | Physical Education Instructor/<br>Volleyball Coach | 08/21/01 - 12/18/01 |
|---------------|--|---------------------|

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| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>  |
| Santa Monica Community College District | August 6, 2001 |

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 9**

**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>   |                       |
| Bookstore Operations Assistant (3 positions)<br>Bookstore, 12 mos, 40 hrs  | 08/07/01              |
| Course Materials Buyer (new classification/1 position)<br>Bookstore, 12 mos, 40 hrs  | 08/07/01              |
| Supply Order Clerk (new classification/1 position)<br>Bookstore, 12 mos, 40 hrs  | 08/07/01              |
| Comment: The above positions for the Bookstore were recommended by the Academic Senate Bookstore Task Force and will be paid out of Auxiliary funds. |                       |
| Personnel Technician (1 position)<br>Personnel Commission, 12 mos, 40 hrs  | 08/07/01              |
| <u>ABOLISH</u>   |                       |
| Department Secretary I (1 position)<br>Job Center, 11 mos, 40 hrs  | 08/07/01              |
| Department Secretary II (1 position)<br>Workforce and Economic Development, 12 mos, 40 hrs   | 08/07/01              |
| Personnel Analyst II (1 position)<br>Personnel Commission, 12 mos, 40 hrs  | 08/07/01              |

|   |                |
|---|----------------|
| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>  |
| Santa Monica Community College District | August 6, 2001 |

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 10**                      **CLASSIFIED PERSONNEL – REGULAR**

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

EFFECTIVE DATE

ELECTIONS

PROBATIONARY

|  |          |
|--|----------|
| Contreras , Rigoberto, Reprographics Oper I, Reprographics           | 07/09/01 |
| Sierra, Peter, Tutoring Coord-Foreign Languages, Modern Language Lab | 07/02/01 |
| Solis, Angelica, Dept Sec I, Scholars                                | 07/05/01 |
| Yaghoubnejad, Ramin, Instr Asst-Math, Math                           | 07/13/01 |

PROMOTION

|  |          |
|--|----------|
| Yoder, John  | 07/09/01 |
| Fr: Asst. Computer Lab Supr, Instr Comp (Mgmt), 12 mos, 40 hrs |          |
| To: Internet/Web Svcs Coord, Instr Comp, 12 mos, 40 hrs        |          |

RECLASSIFICATION (Per Personnel Commission Action 07/10/01)

|  |          |
|--|----------|
| Yen, Charlie   | 08/01/01 |
| Fr: Events Manager, Events, 12 mos, 40 hrs                 |          |
| To: Director of Events & Contracts, Events, 12 mos, 40 hrs |          |

PERMANENT EMPLOYEE WITH LIMITED TERM ASSIGNMENT

|  |                     |
|--|---------------------|
| Virgen, Juan, Reg/Info Clerk, Admissions | 07/01/01 - 06/30/02 |
|--|---------------------|

CHANGE IN WORKSHIFT/TEMPORARY

|  |                     |
|--|---------------------|
| Vela, Giovanni,  | 07/01/01 - 06/30/02 |
| Fr: Telecomm Tech I - Day, Telecommunications, 12 mos, 40 hrs  |                     |
| To: Telecomm Tech I - NS-1, Telecommunications, 12 mos, 40 hrs |                     |

VOLUNTARY REDUCTION IN HOURS/TEMPORARY

|   |                     |
|---|---------------------|
| Ziegler, Tracey, Dis Stu Sv Sp, DSC, 11 mos (40 to 24 hrs/wk amend) | 04/16/01 - 06/08/01 |
| Ziegler, Tracey, Dis Stu Sv Sp, DSC, 11 mos (40 to 32 hrs/wk amend) | 06/09/01 - 06/30/01 |

PERMANENT EMPLOYEE WITH PROVISIONAL ASSIGNMENT

|  |                     |
|--|---------------------|
| Santoyo, David, Acting Asst. Computer Lab Supr, Instructional Comp | 07/10/01 - 09/28/01 |
| Serikawa, Jim, Acting Media Prod Specialist, Media Svcs            | 07/12/01 - 11/13/01 |

WORKING OUT OF CLASSIFICATION

|  |                     |
|--|---------------------|
| Avitia-Segura, Antonio (ext)                                     | 07/01/01 - 08/31/01 |
| Fr: Grounds Caretaker, Grounds, 12 mos, 40 hrs                   |                     |
| To: Acting Skilled Maintenance Wker, Maintenance, 12 mos, 40 hrs |                     |

WORKING OUT OF CLASSIFICATION (Additional responsibilities)

|   |       |                     |
|---|-------|---------------------|
| Goolsby, Jeannette, Dept Secretary II, EOP&S (ext)      | +4.0% | 01/01/01 - 12/21/01 |
| Villafuerte, Roger, Telecomm Tech I, Telecommunications | +5.0% | 07/01/01 - 02/01/02 |

SEPARATIONS

RESIGNATION

|  |          |
|--|----------|
| Cabrera-Saldana, Carmen, Adm/Records Evening Coord, Admissions | 07/13/01 |
| Johnson, Maria, Accounting Technician, Auxiliary Services      | 08/24/01 |
| Smith, Curtis, Assessment Services Specialist, Matriculation   | 07/20/01 |

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

August 6, 2001

CONSENT AGENDA: HUMAN RESOURCES**RECOMMENDATION NO. 11****CLASSIFIED PERSONNEL – LIMITED TERM**

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

ELECTIONSEFFECTIVE DATEPROVISIONAL

|   |                     |
|---|---------------------|
| Battle, Matthew, Swimming Instructor/Lifeguard, Athletics   | 06/18/01 - 06/30/01 |
| Battle, Matthew, Swimming Instructor/Lifeguard, Athletics   | 07/01/01 - 09/30/01 |
| Biamonte, Christina, Sign Language Interpreter I, DSC       | 07/02/01 - 09/30/01 |
| Brown, Timothy, Van Driver, Transportation                  | 07/01/01 - 08/17/01 |
| Colter, Melva, Clerical Assistant I, LRC                    | 07/06/01 - 07/27/01 |
| Gift, Norene, Health Science Coordinator, Health Science    | 07/01/01 - 09/30/01 |
| Gutierrez, Estela, Art Gallery Installer, Art               | 07/01/01 - 09/30/01 |
| Holmes, Heather, Office Aide, Matriculation                 | 07/01/01 - 07/30/01 |
| Holstein, Stephanie, Sign Language Interpreter Trainee, DSC | 07/02/01 - 09/30/01 |
| Johnson, Libby, Van Driver, Transportation                  | 07/01/01 - 09/14/01 |
| Joseph, JoAn, Disabled Student Services Specialist, DSC     | 05/12/01 - 07/12/01 |
| Malerstein, Janet, Sign Language Interpreter Trainee, DSC   | 07/02/01 - 09/30/01 |
| Merchant, Erin, Sign Language Interpreter I, DSC            | 07/02/01 - 09/30/01 |
| Ramirez, Hilda, Office Aide, Academic Affairs               | 07/01/01 - 07/30/01 |
| Shasha, Rachel, Interpreter Trainee, DSC                    | 07/18/01 - 09/30/01 |
| Starr, Ellen, Art Gallery Installer, Art                    | 07/01/01 - 09/30/01 |
| Starr, Ellen, Art Gallery Installer, Photo                  | 07/01/01 - 09/30/01 |
| Sussman-Schechter, Deane, Sign Language Interpreter II, DSC | 07/02/01 - 09/30/01 |

LIMITED TERM

|  |                     |
|--|---------------------|
| Barskaya, Galina, Accompanist-Dance, Dance/Aca Affs.         | 06/27/01 - 06/30/01 |
| Barskaya, Galina, Accompanist-Dance, Academic Affairs        | 07/01/01 - 12/30/01 |
| Barskaya, Galina, Accompanist-Performance, Music             | 06/27/01 - 06/30/01 |
| Barskaya, Galina, Accompanist-Performance, Music             | 07/01/01 - 07/27/01 |
| Caffrey, Jeffrey, Media Services Technician, Media Services  | 07/02/01 - 11/02/01 |
| Ferek, Carolyn, Department Secretary II, Cosmetology         | 07/01/01 - 09/30/01 |
| Gerhold, Thomas, Accompanist-Voice, Music                    | 06/18/01 - 06/30/01 |
| Gerhold, Thomas, Accompanist-Voice, Music                    | 07/01/01 - 08/08/01 |
| Greco, Gina, Department Secretary I, Fiscal Services         | 07/02/01 - 07/31/01 |
| Libman, Leonid, Bookstore Clerk/Cashier, Bookstore           | 07/01/01 - 06/30/02 |
| Mangus, Edward, Lab Assistant-Photography, Community Svcs.   | 07/01/01 - 06/30/02 |
| Mekonnen, Yosheph, Bookstore Clerk/Cashier, Bookstore        | 07/01/01 - 06/30/02 |
| Morrow, Kimberly, Library Assistant II, Library              | 07/07/01 - 06/30/02 |
| Smith, Ryan, Bookstore Clerk/Cashier, Bookstore              | 07/01/01 - 06/30/02 |
| Taylor, Rosa, Counseling Aide, Student Support Services/TRIO | 07/01/01 - 06/30/02 |
| Yaghobnejad, Ramin, Instructional Assistant-Math, Math       | 07/09/01 - 07/13/01 |

LIMITED TERM (Substitute)

|  |                     |
|--|---------------------|
| Sheldon, Maureen, Administrative Assistant I, Student Life | 07/01/01 - 07/30/01 |
| Terney, Lindsey, Department Secretary II, Student Life     | 07/02/01 - 07/31/01 |
| Williams, Donnie, Custodian NS II, Operations              | 07/01/01 - 07/31/01 |

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| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>  |
| Santa Monica Community College District | August 6, 2001 |

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 12**                      **CLASSIFIED PERSONNEL - NON MERIT**

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

ELECTIONS

STUDENT EMPLOYEES

|   |     |
|---|-----|
| CalWORKS Student Assistant<br>\$7.00/hr           | 9   |
| College Student Assistant<br>\$7.00/hr            | 419 |
| College Work-Study Student Assistant<br>\$7.00/hr | 2   |

SPECIAL SERVICES

|  |     |
|--|-----|
| Art Model<br>\$14.00/hr  | 161 |
| Community Services Specialist I<br>\$27.40/hr  | 101 |
| Community Services Specialist II<br>\$38.00/hr   | 10  |
| Junior Counselors/Day Camp<br>Stipend - \$299/month (10 <sup>th</sup> grade)<br>\$399/month (11 <sup>th</sup> grade)<br>\$499/month (12 <sup>th</sup> grade) | 1   |
| Recreation Director II<br>\$10.59/hr   | 1   |
| Recreation Director/Day Camp I<br>\$55.00/dy   | 1   |

PROFESSIONAL EXPERTS

|   |   |
|---|---|
| CalWORKS - Project Specialist I<br>\$3750.00/mo | 1 |
|---|---|

VOLUNTEERS

|  |   |
|--|---|
|  | 1 |
|--|---|

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

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| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>  |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | August 6, 2001 |

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 13**                      **CONTRACTS AND CONSULTANTS**

13-A VENDOR CONTRACT

A La Carte Catering, Inc. for food services from a mobile catering truck for construction sites, and Academy of Entertainment and Technology, for the period from August 1, 2001 to July 31, 2003. The A La Carte Catering, Inc. will pay the District \$1,000 per year commission.

13-B PURCHASE OF WORM FARM

Approval of partial pre-payment of \$23,241 to Vermitech for the purchase of a worm farm for trash recycling.

Funding Source:            2001-2002 Budget/Grounds  
City of Santa Monica

Comment:            This worm farm is part of the District's effort to be ecologically responsible and will help meet the State-imposed requirements for recycling. The total amount of the worm farm is \$49,719.48. The City of Santa Monica has committed \$25,000 to this recycling effort.

**RECOMMENDATION NO. 14**                      **CLAIM FOR DAMAGES**

It is recommended that the Board of Trustees reject the claim filed on July 18, 2001 by David R. Yardley, for his client, Geoffrey Moore, for an unknown amount, and refer the claim to the District's claims management firm.

Comment:            Mr. Yardley alleges sexual battery was committed on his client, Geoffrey Moore, on January 19, 2001 at the apartment of an assistant coach employed by the District.



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| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>  |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | August 6, 2001 |

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 15**      **KCRW**

**15-A CONSULTANT AGREEMENTS**

Joe Frank: for producer fees/program production services of "JOE FRANK: THE OTHER SIDE." For the period ending June 30, 2002. Payable at \$1,200 for each original exclusive program, \$400 for each remix of an old program, and \$200 for each repeat of an old program for a total not to exceed \$50,000.

Evan Kleiman: Program services, "GOOD FOOD." Payable at an amended amount of \$1,000 per month for an amended total not to exceed \$12,000.

**15-B AMENDMENTS TO LEASE AGREEMENTS**

Authorization of the following lease agreements for KCRW:

Snow Peak Communications: For the installation and maintenance of KCRW radio broadcast equipment on Snow Peak Communications site, for the period of September 1, 2001 through August 31, 2006. Annual rental of \$2,700 payable in monthly installments of \$225.

American Tower: License Agreement for the site known as Red Mountain #1 for the period of June 1, 2001 through May 31, 2006 and subject to renewal of two additional periods of five years each. Annual fee not to exceed \$10,800 plus utilities and a prorated portion of site improvements; fee to increase 5 percent per year.

American Tower: License Agreement for the site known as Saddle Peak #1 for the period of June 1, 2001 through May 31, 2006 and subject to renewal of two additional periods of five years each. Annual fee not to exceed \$10,800 plus utilities and a prorated portion of site improvements; fee to increase 5 percent per year..

Funding Source:      KCRW donations

Comment:              KCRW raises all operating and capital expenses of the station. Site leases are continuations of previous agreements with new terms.

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| <b>BOARD OF TRUSTEES</b>                | <b>Action</b>  |
| Santa Monica Community College District | August 6, 2001 |

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 16**            **FACILITIES**

**16-A AGREEMENT FOR ENVIRONMENTAL SERVICES, MADISON THEATER PROJECT**

Agreement with CHRISTOPHER A. JOSEPH & ASSOCIATES for environmental services associated with the Madison Theater project for an amount not to exceed \$110,320 plus reimbursable expenses.

Funding Source:            SMC Foundation  
    2001-2002 Budget: District Capital Outlay Fund

Comment:            This agreement will provide for the preparation of an Environmental Impact Report and supporting environmental technical analysis of the proposed Madison Theater project in accordance with the appropriate State laws and SMCC District administrative regulations.

**16-B AGREEMENT FOR ARCHITECTURAL SERVICES FOR REMODEL OF FORMER ADMINISTRATION COMPLEX – PHASE 2**

Agreement with MEYER & ALLEN ASSOCIATES for architectural services associated with the Remodel of the Former Administration Complex – Phase 2 for an amount not to exceed \$90,000 plus reimbursable expenses.

Funding Source:            Partnership for Excellence

Comment:            This agreement will provide for architectural services for the remodel of Buildings B, C, & E of the former administration complex to house Financial Aid, EOPS, Station C and D, Outreach and Student Affairs.

**16-C CONSTRUCTION ESCROW PAYMENT**

The retention payment due to BOMEL CONSTRUCTION COMPANY INC. for the Extension to Parking Structure C project to be paid into an escrow account held by Citizens Business Bank pursuant to Public Contracts Code §22300.

Comment:            Bomel Construction Company Inc. has requested to exercise its right to use this process as provided by law.

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| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>  |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | August 6, 2001 |

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 16**                      **FACILITIES** (continued)

**16-D AMENDMENT TO THE AGREEMENT FOR ARCHITECTURAL SERVICES FOR EARTHQUAKE REPLACEMENT LIBERAL ARTS BUILDING, 2003-2005 FINAL PLANNING PROPOSAL (FPP)**

Amend the agreement with GENSLER for architectural services associated with the Earthquake Replacement Liberal Arts Building FPP project for an additional amount not to exceed \$33,275. The total for the amended agreement will be \$283,275 plus reimbursable expenses.

Funding Source:            2001-2002 Budget: District Capital Outlay Fund

Comment:            This amendment provides for additional services requested by the District to separate the project into two units. Unit one replaces the footprint of the existing Liberal Arts building and Unit two provides further program modernization facilities and faculty offices requested by departments.

**16-E AGREEMENT FOR ARCHITECTURAL SERVICES – PARKING STRUCTURE ENTRANCE**

Agreement with GENSLER for architectural and consultant services associated with the 17<sup>th</sup> Street Entrance, Pedestrian Bridge and Autocourt project related to the Extension to Parking Structure C for an amount not to exceed \$12,650 plus reimbursable expenses.

Funding Source:            1999 Certificate of Participation

Comment:            The District previously separated the Extension to Parking Structure C into two phases in order to bring the project within budget. This agreement provides for irrigation and electrical drawings for a separate bid package for the 17<sup>th</sup> Street entry, pedestrian bridge and autocourt which will be phase two of the project.

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| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>  |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | August 6, 2001 |

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 16**                      **FACILITIES** (continued)

16-F AGREEMENT FOR ENGINEERING SERVICES, CHILLER UNIT REPLACEMENT PROJECT, TECHNOLOGY BUILDING

Agreement with P2S ENGINEERING, INC. for engineering services associated with the Chiller Unit Replacement project, Technology Building for an amount not to exceed \$29,900, plus reimbursables.

Funding Source:            1998-1999 State Scheduled Maintenance Program/District

Comment:            This agreement will provide services to include engineering, preparation of bid documents and engineering oversight associated with the Chiller Unit Replacement project, Technology Building.

Funding for deferred maintenance was expected in the 2001-2002 budget and the Chiller Unit Replacement Project was a top priority. With the reduction in the Governor's 2001-2002 budget, the District has requested 50% funding of this project with 1998-99 scheduled maintenance funds.

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| <b>BOARD OF TRUSTEES</b>                | <b>Action</b>  |
| Santa Monica Community College District | August 6, 2001 |

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 17**

**COMMERCIAL WARRANT REGISTER**

June 1 – June 30, 2001                      4533 - 4553                      \$3,982,064.26

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

**RECOMMENDATION NO. 18**

**PAYROLL WARRANT REGISTER**

June 1 – June 30, 2001                      C1K - 176-N                      \$4,197,546.05

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

**RECOMMENDATION NO. 19**

**PAYMENTS FROM AUXILIARY OPERATIONS**

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

June 1 – June 30, 2001                      78884 - 79459                      \$1,230,047

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

**RECOMMENDATION NO. 20**

**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.

July 1 – July 31, 2001                      D34772-B – D34824                      \$90,048.34

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| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>  |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | August 6, 2001 |

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 21**      **PURCHASING**

21-A AWARD OF PURCHASE ORDERS

Payment is 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 2000/01</u> | <u>Total</u> |
|-------------------------------------|--------------|
| A) P. O. 77028 – 77097              | \$231,151.49 |
| B) Telephone Orders                 | 21,810.10    |
| C) Change Orders                    | 7,064.18     |
| D) Auxiliary Orders                 | 15,218.71    |
| E) Auxiliary Change Orders          | -0-          |

Comment: Lists of orders placed or amended between June 26 and June 30, 2001 are part of records on file in Purchasing Department

| <u>Purchase Orders - FY 2001/02</u> | <u>Total</u>   |
|-------------------------------------|----------------|
| A) P. O. 80002 – 81119              | \$5,514,600.91 |
| B) Telephone Orders                 | 133,036.36     |
| C) Change Orders                    | 177,084.39     |
| D) Auxiliary Orders                 | 335,377.02     |
| E) Auxiliary Change Orders          | -0-            |

Comment: Lists of orders placed or amended between July 1 and July 24, 2001 are part of records on file in Purchasing Department

21-B DECLARATION AND DONATION OF SURPLUS EQUIPMENT

Declare as surplus the following computer equipment and authorize the District to donate the equipment to the designated organization:

1 Hewlett Packard computer, monitor, keyboard and mouse to OCEANVIEW CONVALESCENT HOSPITAL in Santa Monica.

Comment: The Oceanview Convalescent Hospital contacted the District and requested the donation of a computer to be used by the residents.

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| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>  |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | August 6, 2001 |

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 22**

**ACCEPTANCE OF STAFF REPORT ON SMC REQUEST  
FOR DISASTER RECOVERY ASSISTANCE**

It is recommended that the Board of Trustees accept the staff report which provides information on the status of Santa Monica Community College District's request to the Santa Monica Redevelopment Agency for funding assistance for two earthquake recovery projects.

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

|   |                    |
|---|--------------------|
| <b>BOARD OF TRUSTEES</b>                | <b>INFORMATION</b> |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | August 6, 2001     |

**INFORMATION ITEM D**      **2001-2002 BUDGET REPORT AND DISCUSSION**

A report on the Governor’s 2001-2002 budget will be presented by Superintendent/President Piedad Robertson and Executive Vice-President, Business and Administration Thomas Donner. The Board of Trustees will follow the report with a discussion on the budget and its impact on Santa Monica College.



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| <b>BOARD OF TRUSTEES</b>                | <b>INFORMATION</b> |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | August 6, 2001     |

**INFORMATION ITEM E**

**SUBMITTAL OF GRANTS**

**Title of Grant:** **Fund for Instructional Improvement: Leadership Pipeline Project**

Granting Agency: Chancellor’s Office, California Community Colleges

Requested Funding: \$119,438

Matching Funds: \$12,008 (Source: SMC in-kind)

Performance Period: September 12, 2001 – September 11, 2002

Summary: This proposal seeks to develop a two-pronged approach to identifying and assisting current faculty who might consider pursuing a leadership role within a community college.

First, model curriculum will be developed to provide interested faculty with an overview of administrative roles in the community colleges. Through a seminar format, and guided by consultants from the University of Southern California’s Center for Urban Education, the participating faculty will gain insight into the administrative opportunities available.

The second objective will actually place several faculty as “interns” serving in a variety of administrative roles. This objective also addresses the need to recruit more administrative candidates from traditionally underrepresented populations.

**Title of Grant:** **Fund for Instructional Improvement: Infusing Information Competency in the Curriculum**

Granting Agency: Chancellor’s Office, California Community Colleges

Requested Funding: \$97,048

Matching Funds: \$16,706 (Source: SMC in-kind)

Performance Period: September 12, 2001 – September 11, 2002

Summary: This proposal addresses the need for faculty, administrators, staff and students to develop skills to interpret, evaluate, and critically analyze information. The rapid development of information resources and our increasing reliance on information has made it mandatory for students to develop and demonstrate a minimum level of information competence: the ability to find, evaluate, use, and communicate information in all its various forms.

**Title of Grant:** **Fund for Instructional Improvement: Student Enhancement and Educational Research Project**

Granting Agency: Chancellor's Office, California Community Colleges

Requested Funding: \$133,926

Matching Funds \$251,979 (Source: SMC Matriculation Funds and Title III)

Performance Period: September 12, 2001 – September 11, 2003 (two-year research project)

Summary: Building on the work of the Student Success Project, this proposal seeks to examine the root causes for our rapidly growing probationary rates through the development, and test innovative strategies designed to return probationary students to good academic standing. The project will examine, for example, how re-orientation, instructional faculty involvement, developmental advisement, and other interventions can affect higher success rates among probationary students.

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

Granting Agency: Chancellor's Office, California Community Colleges

Requested Funding: \$67,400

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

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

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

|   |                                      |
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| <b>BOARD OF TRUSTEES</b><br>SANTA MONICA COMMUNITY COLLEGE DISTRICT | <b>ADJOURNMENT</b><br>August 6, 2001 |
|---|--------------------------------------|

**ADJOURNMENT**

The meeting will be adjourned in memory of **Vabel Reed**, a longtime community activist.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Monday, September 10, 2001 at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.