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**SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**REGULAR MEETING
MONDAY, AUGUST 7, 2000**

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

BOARD OF TRUSTEES**REGULAR MEETING**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

August 7, 2000

MINUTES

A meeting of the Board of Trustees of the Santa Monica Community College District was held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Monday, August 7, 2000.

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

I. ORGANIZATIONAL FUNCTIONS

- A Call to Order
- B Roll Call

II. CLOSED SESSION

- _ Public Employee Discipline/Dismissal/Release,
pursuant to Government Code Section 54957

III. ORGANIZATIONAL FUNCTIONS (Continued)

- C Pledge of Allegiance
- #1 Approval of Minutes: July 10, 2000
July 14-15, 2000 (Retreat)

IV. BOARD RECOGNITION**V. SUPERINTENDENT'S REPORT**

- _ Foundation/Capital Campaign
- _ Student Success Project Orientation

VI. ACADEMIC SENATE REPORT**VII. CLASSIFIED SENATE REPORT****VIII. COMMUNICATIONS OR PUBLIC COMMENTS****IX. BOARD REPORT AND COMMENTS****X. CONSENT AGENDA**Contracts and Grants

- #2 Acceptance of Grants
- #3 Acceptance of In-Kind Donations

Academic and Student Affairs

- #4 Contracts for Children's Theater, Fall, 2000
- #5 Training Contract – LACOE Head Start

- #6 Community Services/Extension Seminars/Courses, Fall, 2000
- #7 Consultant Contracts – Matriculation
- #8 Amendment to Consultant Contract – Disabled Students

X. **CONSENT AGENDA** (continued)

Human Resources

- #9 Contracts for Legal Services
- #10 Contract for Fingerprinting Services
- #11 Consultant for Institutional Flex Days
- #12 Academic Personnel
- #13 Classified Personnel - Establish/Abolish Positions
- #14 Classified Personnel - Regular
- #15 Classified Personnel - Temporary
- #16 Classified Personnel - Non Merit

Business and Administration

- #17 KCRW Leases
- #18 KCRW Consultants
- #19-A Facilities: Reject All Bids – Asbestos Abatement/Flooring Replacement in Liberal Arts Building and Letters & Science Building
- #19-B Facilities: Award of Bid – Remodel 2714 Pico Blvd., Phase Two
- #19-C Facilities: Completion of Madison Art Gallery
- #19-D Facilities: Amendment to Agreement for Architectural Services – Earthquake Repair and Addition to Library Project
- #19-E Facilities: Architectural Services for Remodel of 2020 Santa Monica Blvd.
- #20 Consultant – FEMA Relations (*Pulled – No Action Taken*)
- #21 Commercial Warrant Register
- #22 Payroll Warrant Register
- #23 Payments from Auxiliary Operations
- #24 Direct Payments
- #25-A Purchasing: Award of Purchase Orders
- #25-B Purchasing: Declaration and Donation of Surplus Equipment

XI. **CONSENT AGENDA – Pulled Items**

XII. **BOARD POLICY**

- #26 Second Reading and Approval - Board Policy
Section 6000, Business and Noninstructional Operations

XIII. **INFORMATION - No Action Required**

- D Review of District Investments

XIV. **ADJOURNMENT:** There will be a special meeting of the Santa Monica Community College District Board of Trustees on Monday, August 21, 2000 at 5:30 p.m. in the Board Room (Business Building Room 117) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, September 11, 2000 at 7 p.m. (5:30 p.m. if there is a closed session) in the Board Room (Business Building Room 117) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 7, 2000

I. ORGANIZATIONAL FUNCTIONS

A. CALL TO ORDER – 6:00 p.m.

B. ROLL CALL

Dorothy Ehrhart-Morrison, Chair - Present
Annette Shamey, Vice-Chair - Present

Nancy Cattell-Luckenbach - Present
Carole Currey - Present
Patrick Nicholson - Present
Herbert Roney - Present

II. CLOSED SESSION

– Public Employee Discipline/Dismissal/Release, pursuant to Government Code Section 54957

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS – 7:12 p.m.

C. PLEDGE OF ALLEGIANCE - Marvin Martinez

Organizational Functions

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 7, 2000

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 10, 2000 (Regular Meeting)

MOTION MADE BY: Herbert Roney
 SECONDED BY: Annette Shamey
 STUDENT ADVISORY: None
 AYES: 6
 NOES: 0

July 14-15, 2000 (Retreat)

Chair Dorothy Ehrhart-Morrison reported that the Board of Trustees took two actions in closed session on July 15, 2000 regarding the Superintendent/President's contract:

One action involved extending the term of the contract through December 31, 2004, effective January 1, 2001.

The other action was to include a deferred compensation plan which is to be funded by an initial payment of fifty thousand dollars (\$50,000) in consideration for five years of past services, and annual payments of twenty five thousand dollars (\$25,000) which will be made into the deferred compensation plan at the end of each fiscal year that the Superintendent/President's contract is in effect, not to exceed seven payments.

MOTION MADE BY: Carole Currey
 SECONDED BY: Herbert Roney
 STUDENT ADVISORY: None
 AYES: 6
 NOES: 0

Organizational Functions

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 7, 2000

V. SUPERINTENDENT'S REPORT

- _ Edward Gonzalez has resigned as Student Trustee for personal reasons.
- _ The management retreat held in July was historic, productive and successful. Follow-up information will be forwarded to the Board.
- _ Thanks to Phyllis Ayers and Davis Muller for continuing to monitor the problem with sewer smells in the Media Center.
- _ The Liaison Committee of the City, SMMUSD and SMCCD met on July 26th and primarily discussed financial matters. The next meeting is scheduled for August 23rd at the College.
- _ Marvin Martinez is being recommended for the position of Associate Vice-President, Planning and Development.
- _ Annette Ford has been named as the first Gates Scholar attending SMC.
- _ Of 400 recipients nationwide, two SMC students, Tiffany Everett and Fernando Rodriguez are Coca-Cola Scholars Program recipients.
- _ Dr. Alfredo de los Santos will be the keynote speaker on Staff Development Day, August 24th.
- _ Student Success Project Orientation: Brenda Johnson-Benson, Merrill Simon and Esau Tovar
- _ Foundation/Capital Campaign Report: Diane Netzel

VI. ACADEMIC SENATE REPORT

VII. CLASSIFIED SENATE REPORT

VIII. COMMUNICATIONS OR PUBLIC COMMENTS

Phil Hendricks

IX. BOARD REPORT AND COMMENTS

BOARD OF TRUSTEES**ACTION**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

August 7, 2000

CONSENT AGENDA

It is recommended that the Consent Agenda, Recommendations #2–#35 be approved.

Recommendations pulled for separate action: None

Recommendations amended: #3, #13, #14

Recommendations pulled (no action taken) #20

Action on Balance of Consent Agenda (as amended)

MOTION MADE BY: Carole Currey

SECONDED BY: Herbert Roney

STUDENT ADVISORY: None

AYES: 6

NOES: 0

Consent Agenda

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 7, 2000

CONSENT AGENDA: CONTRACTS AND GRANTS

RECOMMENDATION NO. 2 ACCEPTANCE OF GRANTS

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

Title of Grant: **TRIO Student Support Services (Year 4)**

Granting Agency: US Department of Education

Project Director: Gayle Davis-Culp

Requested Funding: \$194,688

Matching Funds: N/A

Performance Period: September 1, 2000 – August 31, 2001

Summary: The purpose of the Student Support Services project is to raise the retention, graduation, and transfer rate of academically disadvantaged students who are low income, first generation, or disabled. Activities include academic advising, tutoring, mentoring, instruction (Human Development), workshops (Financial Aid, Career/Job, Transfer), and cultural activities.

Note: This is the final year of funding for this grant; a renewal application is being prepared for the upcoming competition.

No budget augmentation is indicated as it will be included in the 2000-2001 budget.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 7, 2000

CONSENT AGENDA: CONTRACTS AND GRANTS

RECOMMENDATIONS NO. 3 ACCEPTANCE OF IN-KIND DONATIONS

It is recommended that the Board of Trustees accept the following in-kind donations from the Santa Monica College Foundation to the Santa Monica Community College District, through July 27, 2000.

Donor	Donated Item	Designation
Carlos Haro	Food Service for Adelante Banquet	Latino Center
Hyzone Corporation	Art Supplies	Academy of Ent.&Tech.
Carol A. Joe	Minolta 35MM Camera flash,	Art Department
Krueger International	Furniture and Fixtures	Academy of Ent.&Tech.
Henry Lukas	Ceramic Pottery Materials	Art Department
Steel Case	40,000 Sheets of High Quality Paper	Marketing/Graphics
SMC Foundation	Track Gates	Athletics Department

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 7, 2000

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATIONS NO. 4 CONTRACTS FOR CHILDREN'S THEATER, FALL, 2000

It is recommended that the Board of Trustees authorize the following contracts for the Children's Theater for Fall, 2000.

The Animal Guys (Payable to "The Animal Guys")	September 30, 2000	\$435
The Witches Brew (Payable to "Jim Gamble Puppets")	October 28, 2000	\$1,200

Funding Source: Ticket Sales (\$5 per person)

Comment: The Afternoon Theater for Children are fee-based productions sponsored by the Events Department. The targeted audience is 3 to 8 year-old children. The college has offered these productions since Spring, 1991.

RECOMMENDATION NO. 5 TRAINING CONTRACT - LACOE HEAD START

It is recommended that the Board of Trustees authorize the renewal of a contract with the Los Angeles County Office of Education (LACOE) Head Start/State Pre-School Division to provide a for-credit program of instruction for the period of August 31, 2000 through June 30, 2001 in the amount of \$208,000.

Funding Source: Los Angeles County Office of Education Head Start/State Pre-School Division.

Comment: This is a continuing program with LACOE and is designed for up to 75 LACOE Head Start Policy Council members. The program will be delivered at LACOE and the Workforce and Economic Development facilities.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 7, 2000

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

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

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

Anthony W. Jr:			
New World Travels	Art of Discount Travel		40%
Arnone, S	Poetry		18 Hr
Baumel G E:			
Gett Security/ BodyGuard Serv.	California Security Guard Training		40%
Barthoff M	Art for Non-Artists (2)		36 Hr
Barnstable P L	TV Commercials/Act Wkshop (2)		24 Hr
	Modeling for All Types (2)		24 Hr
Benveniste R J	Writers Journey (2)		36 Hr
	Writing From Our Lives (2)		36 Hr
Binnendyk M	Sculpting Papier Mache		18 Hr
	Sculpting the Human Face		21 Hr
Bracamonte L	Intermediate Spanish (2)		48 Hr
	Advanced Spanish (2)		48 Hr
Brutsche J	Watercolor on Location (2)		48 Hr
Cabrera Saldana C	Spanish for Youth (2)		18 Hr
Catanzaro J	Substitute Teacher		40%
Chianis A D	Belly Dancing (2)		24 Hr
Chapman D T:			
Dollie Chapman, IIDA Design	Fundamentals of Interior Design		40%
Chen C L	Beginning Landscape Design		10 Hr
	Hardscape Design		8 Hr
	Softscape Design		8 Hr
Chow Y M	Chinese Brush Painting (2)		36 Hr
Cline K	Intro to Iyengar Yoga (2)		40%
Copeland R	Kickboxing (2)		30 Hr
Craig-Smith M	Reducing Stress		3 Hr
Christensen C:			
Notary Public Seminars	Notary Public Seminar		40%
Day J C	Herbal Gifts		40%
Demory D	Creating Your Ideal Career		40%
Diamond K	Introduction to Feng Shui		40%
Dighero C A	Beginning Spanish L1 (2)		50%
	Intermediate Spanish L1		50%
	Intermediate Spanish L2		50%
Dingman E W	Professional Floral Design – Basic		15 Hr
	Professional Floral Design – Int/Adv		15 Hr

Drach M	Beginning French for Travelers L1	40%	
	Beginning French for Travelers L2	40%	
	Adv. French Conversation	40%	
Duvall G:			
Gran Design	Bicycle Repair (2)	40%	
	Motorcycle Repair	40%	
Fergus J	Meet the Right Person		50%
Frischer C S:			
CSA Publishing	Collections Made Easy	40%	
Gale G I S	Downtown Art Tour	6 Hr	
	Metro Tour	6 Hr	
	Metro Hollywood Tour	6 Hr	
Gentry H P	Holiday Buffet	10 Hr	
Georgen P M	Negotiations	40%	
Giannone V F:			
Creative Weddings	Wedding Consultant	40%	
Gill H S	Stocks: Understanding the Market (2)		
50%			
	Investing in Mutual Funds	40%	
Goode D C	Beginning Karate (2)	36 Hr	
	Karate- Youth (2)	24 Hr	
Gordon K	Ballroom Dance L1 (2)		40%
	Ballroom Dance L2 (2)		40%
Gruzen L	Letting Go of Clutter	40%	
Gullborg B L	Stretch & Slim (2)	40%	
	Slow Stretch (2)	40%	
Hanson P	Going into Business	40%	
Heisler L	Beginning Yoga (2)	40%	
Heller P	Painting on Glass	18 Hr	
House R E	Beginning Spanish L1 (2)	50%	
	Beginning Spanish L2 (2)	50%	
Ivanova O	Beginning Russian L1	18 Hr	
	Beginning Russian L2	18 Hr	
Jensen J:			
Jensen Publication	Succeed as a Writer	40%	
	Buy a Home at a Discount	40%	
	Garden of Self-Discovery	40%	
Jones R L	Basic Photography (4)	40%	
Kapaku O:			
Okima Kapaku Kawika	Hawaiian Dance L1 (2)	40%	
	Hawaiian Dance L2 (2)	40%	
Katz H Jr.	Home Remodeling	50%	
	Preventing Defects	50%	
Kaufman B	Don't Take It Personally	40%	
Kottra J C:			
Financial Network	Successful Retirement	40%	
Lager E B:			
Evelyn Lager	Write Freelance Articles That Sell	40%	
	Good Grief! Its Grammar!	50%	
Leddel J	Gift Wrapping	40%	
Leichner L	Beginning German L1	18 Hr	
	Beginning German L2	18 Hr	
Lemack B	PR for Non Profits	40%	
Levyn K	East/West Coast Swing (2)	40%	

Lieberman A J

Beat the Lender

40%

Lipton L	Career Transition Workshop	9 Hr	
	Relevant Resumes	6 Hr	
	Job Interviews	6 Hr	
Longobart R D:			
Green Thumb			
Bookkeeping	Wallpapering	50%	
	Plumbing	50%	
Lopez M	Beyond Basic Photography (2)	36 Hr	
	Color Print Lab (2)	48 Hr	
Mansfield W:			
William Mansfield			
Seminars	Appraisal	40%	
Mann H	Comedy Writing	18 Hr	
	Standup Comedy	18 Hr	
Manseau F J	Still Life Comp in Watercolor (2)	36 Hr	
	Drawing for Youth	12 Hr	
	Cartooning for Youth	12 Hr	
Marshall G	Home-Studio Demos	6 Hr	
McDonald S	Advanced B/W Print Lab (2)	40%	
McCormick Y	Japanese Floral Design	10 Hr	
Miller N:			
Rounds, Miller &			
Associates	Mail Order Business	40%	
Mojsin L	Accent Reduction	40%	
Morgan D	Right Brain Drawing (2)	42 Hr	
Morgen Weiss S	Fall Sing	12 Hr	
	Sounding Off	3 Hr	
Needle R M	Beautiful Beads	50%	
Nethery B	Beauty Make-Over/35	40%	
Nunes J L	Exploration in Pastels	18 Hr	
	Explorations in Oils	18 Hr	
Palen C R:			
Chaos Control	The Home Manager	40%	
	Chaos Control	40%	
Pampillo I	Beginning Salsa L1 (3)	40%	
	Beginning Salsa L2	40%	
Perez Pena F	French, Intermediate (2)	48 Hr	
	Beginning French (2)	48 Hr	
Piscopo M	Business of Photography	12 Hr	
	Portfolio Development		8 Hr
Prestine J S	Write Childs Picture Book (2)	50%	
	Find a Publisher (2)	50%	
Railsback S L:			
Sherrie Railsback	Freelance Bookkeeper	50%	
	Talk to Anyone	50%	
Reck L W	Mature Drivers Improvement (2)	16 Hr	
Reddick M E:			
Marshall Reddick			
Seminars	How I Turned \$4000 to Millions RE Seminar	40%	
Richardson L G:			
L. Gerry Richardson	Women and Investing	40%	
Rimmon S D:			
S. Rimmon & Co., Inc.	Importing/Customs	50%	
	Importing/Intensive I	50%	

Importing/Intensive II

50%

Rives J	Pop-Up Books & Cards	40%
Rounds M:		
Rounds, Miller & Assoc.	Coaching/Consulting	40%
Robinson K	Fruits/Flowers in Watercolor (2)	48 Hr
Rose E	Color Power	40%
Russell M. PH.D	Impact of Adoption	40%
Saxon J K	Pop Songwriting (2)	36 Hr
Scherillo R	Beginning Italian L1 (2)	36 Hr
	Beginning Italian L2	18 Hr
	Intermediate Italian L1	18 Hr
Shamel A M	Black/White Print Lab (2)	48 Hr
Sheehan M	Beginning Pysanka	7 Hr
Singer D L	Tai Chi Ch'uan (2)	40%
Small D I:		
I. David Small	Family Trust	50%
Specktor D	Childrens Knitting (2)	24 Hr
	Knitting Classes (5)	48 Hr
Song J	Acupressure/Stretch (2)	18 Hr
Stoddard N:		
Carefree Travel	Packing Light	40%
	Europe on Your Own	40%
Suen L	Beginning Chinese L1/L2	36 Hr
Tarlow E:		
So. Calif Boat Club, Inc.	Sailing (6)	\$118/Student
	Kayaking (9)	\$60/Student
	Rowing (4)	\$105/Student
Temp S A	Color-Theory & Practice	18 Hr
	World of Collage	18 Hr
	Collage & Assemblage	18 Hr
Thacker C L	Culinary Classes (3)	30 Hr
	Basic Cooking Classes (2)	96 Hr
Thomson P D	Creativity Workshop	21 Hr
Unger I E	Iyengar Yoga (2)	40%
	Yoga for Teens (2)	40%
Urquhart S	Beginning Japanese L1/L2	36 Hr
Val-Essen I	Bring Out the Best	3 Hr
Valdivia O	Absolute Beginning Spanish	40%
Vanderlip N	Theater Production	40%
Weiss C	Art of Scrapbooking	3 Hr
	Child/Violence (2)	24 Hr
	Reframing Retreat	19.5 Hr
Westerfield D R:		
D. Westerfield & Assoc.	Books for Small Business	50%
	Tax Workshop	40%
	How to Chose/Buy Personal Computer	50%
Wheeler J J	Drawing the Head with Charcoal	18 Hr
	Painting the Head in Oil	18 Hr
Wickland G	Video/Digital Camera	12 Hr
Windish G	Blueprint Reading	40%
Winston P	Medical Insurance Billing	40%
Wyels J G:		
Joyce Gregory Wyels	Travel Writing	50%
Wyllie J:		
James Wyllie	Horsemanship (6)	\$180/student

EXTENSION

Clark L L	I V Therapy	12 Hr	
de Elejalde K	Intensive ESL – Fall 2000	400 Hr	
di Rende S	Intensive ESL – Fall 2000	400 Hr	
Education to Go	On Line Computer Classes (75)	\$29/Student	
Goldberg Ben	Intensive ESL – Fall 2000	400 Hr	
Grillo M A	Private Pilot Ground School	42 Hr	
	Instrument Pilot Training	42 Hr	
Hammond C	Computer Classes (4)	30%	
Hurwit M A	Medical Transcription (2)	45 Hr	
Lev H C	Real Estate Courses (4)	141 Hr	
Levin T	Intensive ESL – Fall 2000		320 Hr
Lowcock F E	Adobe Photoshop I/II	30%	
Miller M E	Computer Baby Steps	30%	
Uchiyama K	Intensive ESL-Fall 2000	112 Hr	
Utas R	Computer Classes (3)	30%	
Valdivia O	Spanish Computer Classes (2)	30%	
Vietti F	Intensive ESL – Fall 2000	400 Hr	

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

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 7, 2000

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 7

CONSULTANT CONTRACTS- MATRICULATION

It is recommended that the Board of Trustees approve the following consultant contracts for matriculation to be rendered on August 8, 2000:

- (1) Russell C. Richardson for an amount not to exceed \$398.75 (\$350 fee, plus \$48.75 mileage).
- (2) Naomi Story, Ph.D. in an amount not to exceed \$493.00 (\$350 fee, plus \$143.00 airfare).

Comment: The above consultants will facilitate a three-hour presentation to SMC faculty that will include a formal presentation and a question and answer session. The dialog will focus on teaching and learning – challenges and opportunities.

- (3) Aimee Eastman for an amount not to exceed \$480.00 (30 hrs. x 16).

Comment: The consultant will design and deliver team building/group initiative work exercises specifically for first year SMC students at the Student Success Project orientation consultation with Student Success Project team members. Consultant will train and provide written support materials to professional and student staff who will be conducting the exercises with the new students under the consultant's supervision. She will develop appropriate debriefing questions to use with the students who complete the team building/group initiative exercises. The consultant has over ten years of professional experience with this form of training – all of which has primarily focused on the college student population.

Funding Source: Matriculation

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 7, 2000

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 8 AMENDMENT TO CONSULTANT CONTRACT- DISABLED STUDENTS

It is recommended that the Board of Trustees approve an amendment to the contract with Accommodating Ideas to provide sign language interpreting services for the 2000-2001 academic year for an additional amount of \$10,000, total not to exceed \$20,000 per year. The hourly rates will not exceed \$60.00 per hour; mileage charges will be billed at 33 cents per mile.

Funding Source: District Funds

Comment: The college is obligated to meet the needs of deaf students by providing sign language interpreters in a timely manner. The college is constantly hiring hourly interpreters, but an influx of deaf students at the beginning of each semester creates a need for additional interpreters. Throughout the year there is an on-going need for emergency substitutes.

The contract was previously approved by the Board for an amount not to exceed \$10,000. An increase is necessary because of the need for additional interpreting services and an increase in rates.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 7, 2000

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9

CONTRACTS FOR LEGAL SERVICES

It is recommended that the Board of Trustees authorize a contract for legal services as follows:

- (1) Mr. Stuart Rudnick with the law firm of Mussick, Peeler and Garrett to provide legal representation to the Personnel Commission in connection with an employee disciplinary matter at a rate not to exceed \$200 per hour.
- (2) Mr. Howard Knee to provide legal representation to the District in connection with an employee disciplinary matter at a rate not to exceed \$200 per hour.

Funding Source: District Funds

Comment: The Personnel Commission has pending an employee disciplinary matter that may result in an appeal hearing and/or litigation. These two attorneys are recommended to avoid any possible conflict of interest by the District's regular legal counsel and to ensure separate counsel for the District and the Personnel Commission. This action is authorized pursuant to Education Code Section 88132.

RECOMMENDATION NO. 10

CONTRACT FOR FINGERPRINTING SERVICES

It is recommended that the Board of Trustees authorize a contract with U.S. FINGERPRINTING, INC. to provide live-scan fingerprinting services to potential employees at the rate of \$20 per candidate, not to exceed \$20,000 for 2000-2001.

Funding Source: District Funds

Comment: The live-scan fingerprinting will provide an electronic and computerized processing system allowing for information to be received within days from the Department of Justice.

RECOMMENDATION NO. 11

CONSULTANT FOR INSTITUTIONAL FLEX DAYS

It is recommended that the Board of Trustees authorize a consultant contract with Dr. Alfredo de los Santos, who will provide the keynote presentation on Staff Development Day, August 24, 2000. For an honorarium of \$250 plus accommodations, flight and travel expenses.

Funding Source: Staff Development Grant under AB1725

Comment: A subcommittee of the Professional Development Committee developed the program and selected the consultants for

Institutional Flex Day. Dr. Santos' presentation will be on Tidal Wave II as it relates to ensuring student success.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 7, 2000

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 12

ACADEMIC PERSONNEL

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

ELECTIONS

EFFECTIVE DATE

ESTABLISH

Associate Vice President, Planning and Development	08/08/00
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ADMINISTRATIVE

Martinez, Marvin	Acting, Associate Vice-President, Planning & Development	08/08/00
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ADJUNCT

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

LEAVES OF ABSENCE WITH PAY

MEDICAL LEAVE

Robinson, Richard	Instructor, Geology	05/01/00 " 06/18/00
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REDUCTION IN ASSIGNMENT

Van Allen, Phillip	Instructor, Interactive Media	08/28/00 " 12/19/00
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LEAVES OF ABSENCE WITHOUT PAY

PERSONAL LEAVE

Roque, Elaine M.	Instructor, HPER	08/28/00 " 12/19/00
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SEPARATIONS

RESIGNATION

Teresa Lupe Grenot	Librarian, Bibliographic Instruction	06/14/00
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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 7, 2000

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 13

CLASSIFIED PERSONNEL
ESTABLISH/ABOLISH POSITIONS

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

<u>ESTABLISH</u>	<u>EFFECTIVE DATE</u>
Accountant (2 positions) Business Services, 12 mos, 40 hrs	08/08/00
Administrative Assistant II (1 position) Information Technology, 12 mos, 40 hrs	08/08/00
Assessment Services Specialist (1 position) Matriculation, 12 mos, 40 hrs	08/08/00
Clerical Assistant II (1 position) Mathematics, 11 or 12 mos, 20 hrs	08/08/00
Clerical Assistant I (2 positions) Campus Police, 12 mos, 40 hrs	08/08/00
Custodian (3 positions) Operations, 12 mos, 40 hrs	08/08/00
Department Secretary I (1 position) Workforce and Economic Development, 12 mos, 40 hrs	08/08/00 " 06/30/01
Department Secretary II (4 positions) Administrative Services, 12 mos, 40 hrs CalWORKS, 12 mos, 40 hrs (categorically funded) Cosmetology, 12 mos, 40 hrs Modern Languages, 11 mos, 40 hrs	08/08/00 " 06/30/01
Director, Mini Career Center (1 position) Workforce and Economic Development, 12 mos, 40 hrs (categorically funded)	07/08/00 " 06/30/01
Electrician I (1 position) Maintenance, 12 mos, 40 hrs	08/08/00
Information Systems Manager (1 position) Information Technology, 12 mos, 40 hrs	08/08/00
Instructional Assistant - Math (1 position) Mathematics, 12 mos, 20 hrs	08/08/00

Job Developer (1 position) AET, 12 mos, 20 hrs	08/08/00
Journalism/Broadcasting Lab Assistant (new classification/1 position) Communications, 12 mos, 20 hrs	08/08/00
Laboratory Technician - Art (1 position) Art, 12 mos, 40 hrs	08/08/00
Network Administrator (new classification/1 position) Information Technology, 12 mos, 40 hrs	08/08/00
Radio Operations Manager (1 position) KCRW, 12 mos, 40 hrs	08/08/00
Reprographic Operator I (1 position) Reprographics, 12 mos, 40 hrs	08/08/00
Research Analyst (new classification/1 position) Planning and Development, 12 mos, 40 hrs	08/08/00
Skilled Maintenance Worker (2 positions) Maintenance, 12 mos, 40 hrs	08/08/00
Telecommunications Technician (1 position) Telecommunications, 12 mos. 40 hrs	08/08/00
<u>ABOLISH</u>	
Department Secretary III (1 position) Cosmetology, 12 mos, 40 hrs Comment: position vacant.	08/08/00
Radio Programming Tech II (1 position) KCRW, 12 mos, 40 hrs	08/08/00
Printer/Press Operator (classification/1 position) Printshop, 12 mos, 40 hrs Comment: position vacant.	08/08/00
Department Secretary I (1 position) Modern Languages, 11 mos, 40 hrs	08/08/00
Computer Support Specialist (1 position) Telecommunications	08/08/00

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 7, 2000

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 14

CLASSIFIED PERSONNEL – REGULAR

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

	<u>EFFECTIVE DATE</u>
<u>ELECTIONS</u>	
<u>PROBATIONARY</u>	
Fakih, Mohamad, Computer Lab Instr Specialist, Instr Computing	07/31/00
Kenefsky, Elma, Payroll Specialist, Payroll	07/13/00
Padilla, Larry, Comp Lab Instr Spec, Instr Comp	07/24/00
Richardson, Lee, Department Sec I, HPER	07/10/00
<u>PROMOTIONS</u>	
Miwako (Terry) Johnson	07/17/00
Fr: Admin Asst III-Conf, Academic Affairs, 12 mos, 40 hrs	
To: Admin Asst IV-Conf, Supt/Pres Office, 12 mos, 40 hrs	
Wong, Wei	07/14/00
Fr: Telecomm Tech I, Telecomm, 12 mos, 40 hrs	
To: Telecomm Tech II, Telecomm, 12 mos, 40 hrs	
<u>INCREASE IN ASSIGNMENT/PERMANENT</u>	
Martin, Juan	08/08/00
Fr: Custodian Operations, 12 mos, 20 hrs	
To: Custodian Operations, 12 mos, 40 hrs	
<u>PERMANENT EMPLOYEES WITH PROVISIONAL ASSIGNMENT</u>	
Bonin, Maria, Articulation Transfer Specialist, Counseling	07/11/00 “ 08/11/00
<u>PERMANENT EMPLOYEES WITH SUMMER ASSIGNMENT</u>	
DuClair, Dominique, Dept Sec I, Social Sciences	07/11/00 “ 08/25/00
Jackson, Wendy, Library Asst III, Library	08/01/00 “ 08/18/00
Muhammad, LaRue, Dept Sec I, Comm/Beh Sc	08/21/00 “ 08/25/00
<u>PROBATIONARY EMPLOYEE WITH SUMMER ASSIGNMENT</u>	
Terrell, Sharon, Clerical Asst I, LRC	08/01/00 “ 08/09/00
<u>PERMANENT EMPLOYEES WITH TEMPORARY ASSIGNMENT</u>	
Baldwin, Laura, Reg/Info Clerk, Admissions	07/01/00 “ 06/30/01
Perry, Rosa, Reg/Info Clerk, Admissions	07/01/00 “ 06/30/01
Walsh, Sheila, Voc Instr Asst, CalWORKS	06/09/00 “ 08/11/00

EXTENSION OF CATEGORICALLY FUNDED POSITIONS

These positions are categorically funded with an anticipated ending date as indicated. The account number reflects the exclusive funding for the position with grant funds.

Goolsby, Jeannette, Dept Secretary II, EOPS	07/01/00 " 06/30/01
Prestby, Anthony, EOPS Program Specialist, EOPS	07/01/00 " 06/30/01
Vazquez, Nativdad, EOPS Advisor, EOPS	07/01/00 " 06/30/01
Ware, Michelle, EOPS Program Specialist, EOPS	07/01/00 " 06/30/01

ADVANCED STEP PLACEMENTS

(The employees listed have met the standards for Advanced Step Placement. Salary advance placement is retroactive to initial hire date)

Davis, Linda, Department Secretary II, Counseling	Step C	02/16/00
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WORKING OUT OF CLASSIFICATION

Davis, Sandra (ext)	07/01/00 " 12/31/00
Fr: Purchasing Assistant, Purchasing	
To: Acting Buyer, Purchasing	

Godbold, Cecil	07/31/00 " 08/18/00
Fr: Reprographics Operator I, Reprographics	
To: Reprographics Operator II, Reprographics	

Johnson, Joyce (ext)	07/01/00 " 09/30/00
Fr: Dept Sec II, Human Resources	
To: Acting Personnel Specialist I, Human Resources	

McKeever, Kathlyne (ext)	07/01/00 " 09/07/00
Fr: Comm Svs Asst, Community Svcs	
To: Acting Comm Svcs Tech, Community Svcs	

Wang, Yuwen	07/01/00 " 08/31/00
Fr: Programmer Analyst I, Information Mgmt	
To: Acting Data Base Analyst, Information Mgmt	

WORKING OUT OF CLASSIFICATION (Additional responsibilities)

Harris, Craig, Carpenter, Maintenance +11%	07/01/00 " 09/30/00
Phillipson, Adam, Dept Sec II, Madison +10%	08/08/00 " 11/01/00

LEAVES OF ABSENCE WITH PAY

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

MILITARY/WITH PAY

Carter, Thomas, Auditorium Technician, Events	07/22/00 " 08/05/00
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PERSONAL

Campbell, Laura, Comp Lab Instr Spec, English	08/28/00 " 12/19/00
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VOLUNTARY REDUCTION IN HOURS/TEMPORARY

Thomas, Martha, Accom-Dance, Dance (reduce 20 to 18 hrs/wk)	02/14/00 " 04/06/00
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LEAVES OF ABSENCE WITHOUT PAY

SUPENSION

Baetz, Michael, Gardner/Equipment Opr, Grounds

05/30/00

SEPARATIONS

DISQUALIFICATION FROM PROBATION

Young, Cheryl, Administrative Asst. I, HPER

07/25/00

DISMISSAL

Patterson, Frederick, Instructional Asst. - Math, Math

05/02/00

RESIGNATION

Arrieta, Hector, Lead Lab Technician, Life Science

08/11/00

RESCIND RETIREMENT (with District early retirement benefit)

Sam, Lily, Department Secretary III, Cosmetology

06/30/00

RETIREMENT

Sam, Lily, Department Secretary III, Cosmetology

06/30/00

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 7, 2000

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 15

CLASSIFIED PERSONNEL – TEMPORARY

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

<u>ELECTIONS</u>	<u>EFFECTIVE DATE</u>
<u>PROVISIONAL</u> (assignment not to exceed 90 working days)	
Bowman, Karen, Dept. Secretary I, Fashion/Photography	07/03/00 “ 07/07/00
Hawes, Allyn, Skilled Maint Worker, Maintenance	07/12/00 “ 09/29/00
Jensen, Dorothy, Health Asst I, Health Services	07/10/00 “ 08/11/00
Kincy, Ellen, Dept. Secretary III, Cosmetology	07/10/00 “ 08/11/00
Razinia, Tanaz, Clerical Asst I, Modern Language	07/21/00 “ 12/31/00
Valdespino, Samuel, Electrician I, Maintenance	07/19/00 “ 10/20/00
<u>CASUAL</u> (assignment not to exceed 15 hrs/wk, 15 days/month)	
Chiang, Nora, Accompanist-Performance, Music	06/26/00 “ 07/28/00
Gutierrez, Debbie, Counseling Aide, Latino Center	07/01/00 “ 08/11/00
Johnson, Tracey, Counseling Aide, Matriculation	07/01/00 ” 08/11/00
Levy, Charles, Vocational Inst Asst, Cosmetology	07/01/00 “ 08/11/00
Park, Shin (Charlene), Counseling Aide, Counseling	07/01/00 “ 08/11/00
Preciado, Erika, Counseling Aide, Latino Ctr	08/28/00 “ 12/19/00
Roberson, Joseph, Counseling Aide, Matriculation	07/12/00 “ 12/21/00
<u>TEMPORARY</u> (assignment not to exceed 120 working days/fiscal year)	
Andrade, Elaine, Registration Information Clerk, Admiss	07/21/00 “ 09/30/00
Baker, Stephen, Bookstore Cashier/Clerk, Bookstore	07/01/00 “ 06/30/01
Bennett, Carlota, Department Secretary I, Comm Services	07/01/00 “ 07/30/00
Biamonte, Christina, Sign Lang Interp, Disabled Students	06/19/00 “ 08/11/00
Davallou, Houman, Bookstore Cashier/Clerk, Bookstore	07/01/00 “ 06/30/01
Hall, Stephanie, Reg Information Clerk, School Relations	07/01/00 “ 06/30/01
Hashaway, Erma, EOP&S Program Specialist, EOP&S	07/01/00 “ 06/30/01
Jones, Rysha, Bookstore Cashier/Clerk, Bookstore	07/01/00 “ 06/30/01
Karimi, Hashem, Bookstore Cashier/Clerk, Bookstore	07/01/00 “ 06/30/01
Merchant, Erin, Sign Lang Interp, Disabled Students	06/19/00 “ 08/11/00
Pak, Nancy, Bookstore Cashier/Clerk, Bookstore	07/01/00 “ 06/30/01
Saifu, Phiven, Bookstore Cashier/Clerk, Bookstore	07/01/00 “ 06/30/01
Shinder, Semen, Registration Information Clerk, Admiss	07/24/00 “ 09/30/00
Sorensen, Jonathan, Bookstore Cashier/Clerk, Bookstore	07/01/00 “ 06/30/01

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 7, 2000

RECOMMENDATION NO. 16

CLASSIFIED PERSONNEL - NON MERIT

It is recommended that the following non-merit employee(s) be approved for temporary employment. All personnel assigned will be elected on a temporary basis to be used as needed in accordance with District policies and salary schedules.

ELECTIONS

STUDENT EMPLOYEES

College Student Assistant	405
\$6.19/hr	

FEDERAL/STATE FUNDED STUDENT EMPLOYEES

College Work-Study Student Assistant	24
\$6.19/hr	

PHYSICAL EDUCATION DEPARTMENT EMPLOYEES

Recreation Director I	4
\$8.12/hr	

Recreation Director II	1
\$10.59/hr	

PROFESSIONAL EXPERTS

Art Model	114
\$14.00/hr	

Art Model w/costume	12
\$17.00/hr	

Community Services Specialist I	66
\$27.40/hr	

Community Services Specialist II	4
\$38.00/hr	

<u>VOLUNTEERS</u>	3
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List(s) available in the Human Resources Office and attached to permanent minutes.

BOARD OF TRUSTEES Santa Monica Community College District	ACTION August 7, 2000
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CONSENT AGENDA : BUSINESS AND ADMINISTRATION RECOMMENDATION NO. 17

KCRW LEASES It is recommended that the Board of Trustees renew the following lease agreements to be used by KCRW.

American Tower Corporation: To extend Lease #801817, Saddle Peak site, for a one (1) year period, commencing August 1, 2000. Annual lease to be \$8,316, payable at \$2,079 quarterly, in advance.

American Tower Corporation: To extend Lease #801608, Red Mountain #1, for a one (1) year period, commencing August 1, 2000. Annual lease to be \$8,316, payable at \$2,079 quarterly, in advance.

Funding Source: KCRW Donations

Comment: KCRW raises all operating and capital expenses of the station. These leases were approved at the July 10, 2000 meeting but the annual lease amount was in error.

RECOMMENDATION NO. 18

KCRW CONSULTANTS

It is recommended that the Board of Trustees authorize agreements with the following KCRW consultants for the period ending June 30, 2001.

Kellie Briley: For community research pertaining to FCC compliance issues and additional research projects as requested. Payable at \$200 per quarter for FCC compliance research and \$200 for additional research projects for a total not to exceed \$1,000.

Johanna Cooper: Program and post-production services for "Children of Abraham." Payable in the amount of \$5,000. Funding in part by the NEA Grant.

Sarah Davidson: Program services as guest host for "Politics of Culture" and "Left, Right & Center." Payable at \$100 per program for a total not to exceed \$2,000.

Edward Lazarus: Program services as guest host for "Politics of Culture" and "Left, Right & Center." Payable at \$100 per program for a total not to exceed \$2,000.

Funding Source: National Endowment for the Arts Grant/KCRW donations

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

BOARD OF TRUSTEES Santa Monica Community College District	ACTION August 7, 2000
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CONSENT AGENDA : BUSINESS AND ADMINISTRATION RECOMMENDATION NO. 19-A
FACILITIES: REJECT ALL BIDS – ASBESTOS

ABATEMENT/FLOORING REPLACEMENT IN LIBERAL

ARTS

BUILDING AND LETTERS & SCIENCE BUILDING

It is recommended that the Board of Trustees reject all bids for the ASBESTOS ABATEMENT/FLOORING REPLACEMENT IN LIBERAL ARTS BUILDING AND LETTERS & SCIENCE BUILDING.

Comment: This project will be rebid to include timelines that will limit the disruption of the instructional program.

RECOMMENDATION NO. 19-B

FACILITIES: AWARD OF BID – REMODEL 2714 PICO BLVD., PHASE TWO

It is recommended that the Board of Trustees award the bid for the REMODEL 2714 PICO FOR ADMINISTRATION OFFICES, PHASE TWO project to the lowest responsive bidder.

<u>Bidder</u>	<u>Bid Amount</u>
Trimax Construction Corp.	\$ 557,500
Pacific General Contractors	1,357,269

Funding Source: 1999 C.O.P.

Comment: The Remodel 2714 Pico for Administration Offices project was divided into multiple phases to accommodate existing tenants. Phase Two includes the Superintendent's Office and Business Services.

BOARD OF TRUSTEES Santa Monica Community College District	ACTION August 7, 2000
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CONSENT AGENDA : BUSINESS AND ADMINISTRATION
RECOMMENDATION NO. 19-C FACILITIES: COMPLETION OF MADISON ART GALLERY

Subject to completion of punch list items by MARTEC CONSTRUCTION, INC., it is recommended that the Board of Trustees authorize the Vice President of Business & Administration, without further action of the Board of Trustees, to accept the project described as MADISON ART GALLERY, as being completed upon MARTEC CONSTRUCTION, INC.'s completion of punch list items. The date of Final Completion and Final Acceptance shall be determined by the Vice President of Business & Administration. Subject to the foregoing and in accordance with and in strict compliance with all applicable revisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance, disbursement of the final payment is authorized.

RECOMMENDATION NO. 19-D FACILITIES: AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – EARTHQUAKE REPAIR AND ADDITION TO LIBRARY PROJECT

It is recommended that the Board of Trustees approve an amendment to the agreement for architectural services, Earthquake Repair and Addition to Library project with ANSHEN + ALLEN for an additional amount not to exceed \$120,000 plus reimbursable expenses. Services to include the redesign of the project based on revised analysis of near source earthquake factors.

Funding Source: FEMA/Prop T

Comment: The review of the geological basis for design of the library project was revised to reflect two earthquake faults running through Santa Monica, thereby changing the near source factors effecting the structural design of the library project. This necessitated the architectural and engineering redesign of the project to implement the near source factors.

CONSENT AGENDA : BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 19-E FACILITIES: ARCHITECTURAL SERVICES FOR
REMODEL OF 2020 SANTA MONICA BLVD.

It is recommended that the Board of Trustees approve an agreement with PUGH + SCARPA for architectural services associated with the remodel of the fifth floor of 2020 Santa Monica Blvd. for the Office of Workforce and Economic Development, for an amount not to exceed \$20,000, plus reimbursable expenses.

Funding Source: Economic Development Grant

Comment: This is for tenant improvements of space layout of offices and classrooms for the Office of Workforce and Economic Development. It is anticipated that the project will be fast-tracked for completion by the end of October. The award of bid for construction will be at the special Board meeting on August 21, 2000.

RECOMMENDATION NO. 20 **PULLED – NO ACTION TAKEN**
CONSULTANT – FEMA RELATIONS

It is recommended that the Board of Trustees authorize a consultant contract with Paul Rosenstein for relations with the Federal Emergency Management Agency (FEMA), for an amount of \$3,500 per month, plus reimbursement of necessary and actual expenses, for a period not to exceed six months, effective August 10, 2000.

Funding Source: District Funds

Comment: Mr. Rosenstein will assist with securing a settlement with FEMA for damages to the college parking structure during the Northridge earthquake.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 7, 2000

CONSENT AGENDA: BUSINESS AND ADMINISTRATION RECOMMENDATION NO. 21
COMMERCIAL WARRANT REGISTER

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

June 1 – June 30, 2000	4294 - 4314	\$4,521,383.17
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Comment: The detailed commercial warrant documents are on file in the Accounting Department.

RECOMMENDATION NO. 22 PAYROLL WARRANT REGISTER

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

June 1 - June 30, 2000	C1K – C2L-N	\$5,928,739.91
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Comment: The detailed payroll register documents are on file in the Accounting Department.

RECOMMENDATION NO. 23 PAYMENTS FROM AUXILIARY OPERATIONS

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

June 1 – June 30, 2000	72723 - 73229	\$4,056,851
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Comment: The detailed Auxiliary payment documents are on file in the Auxiliary Operations Office.

RECOMMENDATION NO. 24 DIRECT PAYMENTS

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

July 1 – July 31, 2000	D32699 – D32747	\$8,825.00
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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 10, 2000

CONSENT AGENDA: BUSINESS AND ADMINISTRATION RECOMMENDATION NO. 25-A

PURCHASING: AWARD OF PURCHASE ORDERS

It is recommended that the following purchase orders be approved and payment be authorized upon delivery and acceptance of the items ordered. All orders are placed in accordance with Education Code requirements and allocated to approved budgets.

<u>Purchase Orders - FY 99/2000</u>	<u>Total</u>
A) P. O. 72473 - 72567	\$215,886.75
B) Telephone Orders	539,478.69
C) Change Orders	1,995.29
D) Auxiliary Orders	-0-
E) Auxiliary Change Orders	-0-

<u>Purchase Orders - FY 2000/01</u>	<u>Total</u>
A) P. O. 74000 - 74903	\$3,962,601.95
B) Telephone Orders	90,710.75
C) Change Orders	259.80
D) Auxiliary Orders	115,138.19
E) Auxiliary Change Orders	-0-

Comment: Lists are part of records on file in Purchasing Department RECOMMENDATION NO. 25-B DECLARATION AND DONATION OF SURPLUS EQUIPMENT

It is recommended that the Board of Trustees declare as surplus outdoor child care equipment and supplies and authorize the District to donate the equipment and supplies to UCLA.

Comment: The District's child care center is considered a new center under Federal and State legislation. Standards for outdoor equipment are more stringent under the law and the old equipment no longer meets those standards. The child care center at UCLA is an established center and therefore can repair and use the old equipment.

It is further recommended that the Board of Trustees declare as surplus the following computer and copier equipment and authorize the District to donate the equipment and supplies to the designated organizations:

- (1) 40 Hewlitt Packard and miscellaneous computers and monitors and 2 Xerox machines to be donated to the HAVE A HEART FOUNDATION.

Comment: The Have a Heart Foundation refurbishes and reassembles the equipment and sets up labs for various high school training programs.

- (2) 10 Apple Performa 636 computers to be donated to Venice High School.

Comment: The Graphic Arts department at Venice High School will use the computers in their instructional program.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 7, 2000

BOARD POLICY

RECOMMENDATION NO. 26

SECOND READING AND APPROVAL
BOARD POLICY SECTION 6000
BUSINESS AND NONINSTRUCTIONAL OPERATIONS

It is recommended that the Board of Trustees conduct a second reading of and approve Board Policy Section 6000, Business and Noninstructional Operations.

COMMENT: Revisions suggested at the first reading on July 10, 2000 have been incorporated.

MOTION MADE BY: Nancy Cattell-Luckenbach
 SECONDED BY: Annette Shamey
 STUDENT ADVISORY: None
 AYES: 6
 NOES: 0

*Copies of Board Policy Section 6000 are available
 at posting locations and in the Office of the Superintendent/President*

BOARD OF TRUSTEES	INFORMATION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 7, 2000

INFORMATION ITEM D

REVIEW OF DISTRICT INVESTMENTS

The attached statement shows the status of District investments as of June 30, 2000 and is presented for Board review. The report provides information required by California Government Code §53646. The investment portfolio is in compliance with District investment policy and will allow the District Trust Fund to meet expenditure requirements for the next six months. All investments are in government securities and high investment grade bonds and notes.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 7, 2000

ADJOURNMENT: 9:17 p.m.

There will be a special meeting of the Santa Monica Community College District Board of Trustees on Monday, August 21, 2000 at 5:30 p.m. in the Board Room (Business Building Room 117) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, September 11, 2000 at 7 p.m. (5:30 p.m. if there is a closed session) in the Board Room (Business Building Room 117) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.