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SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING
MONDAY, DECEMBER 3, 2001

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

6:00 p.m. - Closed Session
Business Building Room 111

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

*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*

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 3, 2001

A G E N D A

A meeting of the Board of Trustees of the Santa Monica Community College District is scheduled be held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Monday, December 3, 2001.

6:00 p.m. – Closed Session
7:00 p.m. – Public Meeting

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

	<u>Page No.</u>
I. ORGANIZATIONAL FUNCTIONS	
A Call to Order	1
B Roll Call	
 II. CLOSED SESSION (<i>Scheduled for 6:00 p.m.</i>)	
• Conference with Real Property Negotiators Property located at 3171 Centinela Avenue, Los Angeles Pursuant to Education Code Section 54956.8	
 III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS (<i>Continued</i>)	
C Pledge of Allegiance	1
#1 Approval of Minutes: November 5, 2001	2
#2 Election of Chair of the Board of Trustees	3
#3 Election of Vice-Chair of the Board of Trustees	3
#4 Election of Secretary, Assistant Secretary and Recording Secretary	3
D Seating of the Board of Trustees	4
#5 Election of Trustee Liaisons	4
#6 Authorized Signature Resolutions	4
 IV. SUPERINTENDENT'S REPORT	
• Associated Students Recognition Awards Nima Mobasser, Student Nehasi R. Lee, Student Gina Jerry, Faculty Member Michelle Johnson, Classified Staff Member	
 V. ACADEMIC SENATE REPORT	
 VI. CLASSIFIED SENATE REPORT	

VII. **COMMUNICATIONS OR PUBLIC COMMENTS**

Page No.

VIII. **BOARD REPORT AND COMMENTS**

IX. **CONSENT AGENDA** *(All items considered in one motion unless pulled for discussion later in the meeting)*

Academic and Student Affairs

#7	Contracts and Consultants	
	A	Web Design Agreement for Academy of Entertainment and Technology 7
	B	Agreement for Math lab Tutoring Program 7
	C	Agreement for Electronic and Information Technology Training 7
#8	Approval of Plan for Chancellor's Office TTIP Grant	8
#9	Community Services/Extension Seminars/Courses, Spring 2002	8

Human Resources

#10	Academic Staffing, 2002	9
#11	Academic Personnel	10
#12	Classified Personnel – Regular	11
#13	Classified Personnel – Limited Duration	13
#14	Classified Personnel – Non Merit	14

Business and Administration

#15	Contracts and Consultants	
	A	Vendor Agreement for Commencement Flowers 15
#16	Claim for Damages	16
#17	Facilities	
	A	Amendment to Agreement for Architectural Services, Madison Theater 16
	B	Emeritus College – CPI Increase on Annual Lease 16
#18	Commercial Warrant Register	17
#19	Payroll Warrant Register	17
#20	Payments from Auxiliary Operations	17
#21	Direct Payments	17
#22	Purchasing	
	A	Award of Purchase Orders 18
	B	Authorization to Participate in Purchase Agreement 18
	C	Resolution Designation of Sole Source for Digital Audio Software 19

X. **CONSENT AGENDA – Pulled Items**

XI. MAJOR ITEMS OF BUSINESS	<u>Page No.</u>
#23 Ratification of Collective Bargaining Agreement with SMC Faculty Association, 2001-2004	20
#24 Academic Administrators, Classified Administrators, Classified Managers, and Classified Confidential Employees Salary Schedules, 2002	21
#25 Appointment of Personnel Commissioner	22
#26 Authorization to Purchase Real Property	23
#27 A Resolution of the SMCCD Approving, Authorizing, and Directing the Purchase of Certain Commercial Property and the Execution of Lease Financing Document in Connection with the Execution and Delivery of Certificates of Participation	24
XII. BOARD POLICY	
#28 First Reading – Board Policy Sections 2141, 2142, 2143 and 2145, Conflict of Interest Code	29
XIII. INFORMATION - No Action Required	
E Submittal of Grants	35
XIV. ADJOURNMENT:	
<p>There will be a special Board of Trustees Meeting/Dialog with SMC Classified staff representatives on Monday, December 17, 2001 at 5:30 p.m. at Santa Monica College in Business Building Room 111, 1900 Pico Boulevard, Santa Monica, California.</p> <p>The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, January 14, 2002 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.</p>	

I. ORGANIZATIONAL FUNCTIONS

A. CALL TO ORDER – 6:00 p.m.

B. ROLL CALL

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

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

Eric Yoshida, Student Trustee

II. CLOSED SESSION

- Conference with Real Property Negotiators
Property located at 3171 Centinela Avenue, Los Angeles
Pursuant to Education Code Section 54956.8

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

C. PLEDGE OF ALLEGIANCE – Lantz Simpson

BOARD OF TRUSTEES SANTA MONICA COMMUNITY COLLEGE DISTRICT	ACTION December 3, 2001
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ORGANIZATIONAL FUNCTIONS

RECOMENDATION NO. 1

APPROVAL OF MINUTES

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

November 5, 2001 (Regular Meeting)

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 3, 2001

ORGANIZATIONAL FUNCTIONS

RECOMMENDATION NO. 2 ELECTION OF CHAIR OF THE BOARD OF TRUSTEES

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

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

RECOMMENDATION NO. 3 ELECTION OF VICE-CHAIR OF THE BOARD OF TRUSTEES

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

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

RECOMMENDATION NO. 4 ELECTION OF SECRETARY, ASSISTANT SECRETARY AND RECORDING SECRETARY

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

Comment: In accordance with Board Policy 1170, the officers and auxiliary personnel of the Board of Trustees of the Santa Monica Community College District shall consist of a chair, vice-chair, secretary, assistant secretary and recording secretary.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 3, 2001

ORGANIZATIONAL FUNCTIONS

INFORMATION ITEM D

SEATING OF THE BOARD OF TRUSTEES

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

RECOMMENDATION NO. 5

ELECTION OF TRUSTEE LIAISONS

It is recommended that the Board of Trustees elect two trustees to serve as liaisons with the City of Santa Monica and the Santa Monica-Malibu Unified School District through December 16, 2002.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

RECOMMENDATION NO. 6

AUTHORIZED SIGNATURE RESOLUTIONS

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

It is further recommended that the attached "Certification of Signatures" be completed and filed with the County Superintendent of Schools. The signatures shall be considered valid for the period of December 3, 2001 through December 17, 2002.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

SANTA MONICA COMMUNITY COLLEGE DISTRICT

CERTIFICATION OF SIGNATURES

As clerk/secretary to the governing board of the above named school district, I certify that the signatures shown below in Column 1 are the verified signatures of the members of the governing board. I certify that the signatures as shown in Column 2 are the verified signatures of the person or persons authorized to sign notices of employment, contracts and orders drawn on the funds of the school district. These certifications are made in accordance with the provisions of Education Code Sections:

K-12 Districts: 35143, 42632, and 42633

Community College Districts: 72000, 85232, and 85233

If persons authorized to sign orders as shown in Column 2 are unable to do so, the law requires the signatures of the majority of the governing board.

These approved signatures are valid for the period of: December 3, 2001 to December 16, 2002

In accordance with governing board approval dated December 3, 2001, 19 .

Signature _____
Clerk (Secretary) of the Board

NOTE: Please TYPE name under signature.

Column 1

Signatures of Members of the Governing Board

SIGNATURE
TYPED NAME
Chair of the Board of Trustees
SIGNATURE
TYPED NAME
Vice-Chair of the Board of Trustees
SIGNATURE
TYPED NAME
Member of the Board of Trustees
SIGNATURE
TYPED NAME
Member of the Board of Trustees
SIGNATURE
TYPED NAME
Member of the Board of Trustees
SIGNATURE
TYPED NAME
Member of the Board of Trustees
SIGNATURE
TYPED NAME
Member of the Board of Trustees
SIGNATURE
TYPED NAME

Column 2

Signatures of Personnel and/or Members of Governing Board authorized to sign Orders for Salary or Commercial Payments, Notices of Employment, and Contracts:

SIGNATURE
TYPED NAME Piedad F. Robertson
TITLE Superintendent/President
SIGNATURE
TYPED NAME Thomas J. Donner
TITLE Executive Vice-President, Bus/Adm
SIGNATURE
TYPED NAME Robert Sammis
TITLE Vice-President, Human Resources
SIGNATURE
TYPED NAME Cheryl Miller
TITLE Assoc. Vice-President, Business Serv.
SIGNATURE
TYPED NAME George Prather
TITLE Director of Auxiliary Services
SIGNATURE
TYPED NAME Robert Parker
TITLE Controller
SIGNATURE
TYPED NAME Basil Moreto
TITLE Director of Purchasing

Number of Signatures required:

ORDERS FOR SALARY PAYMENTS 1	ORDERS FOR COMMERCIAL PAYMENTS 1
NOTICES OF EMPLOYMENT 1	CONTRACTS 1

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 3, 2001

CONSENT AGENDA

It is recommended that the Board of Trustees approve/ratify the Consent Agenda, Recommendations #7-#22.

Recommendations pulled for separate action:

Action on Consent Agenda

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 3, 2001

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 7

CONTRACTS AND CONSULTANTS

7-A WEB DESIGN AGREEMENT FOR ACADEMY OF ENTERTAINMENT AND TECHNOLOGY

Extension of the agreement with Kapow, Inc. through July 31, 2001 for website design for the Academy of Entertainment and Technology to include information about international media as required by the Title VI-B grant.

Funding Source: Title VI-B Grant

Comment: This agreement for \$5,000 was approved at the Board meeting on May 7, 2001. This action extends the duration of the agreement by one month.

7-B AGREEMENT FOR MATH LAB TUTORING PROGRAM

Agreement with Strategic Data Solutions to develop a Math Lab scheduling program for an amount not to exceed \$2,900 (\$1,450 deposit and \$1,450 upon completion). The projected completion date is February 1, 2002.

Funding Source: 2001-2002 Budget/Academic Affairs

Comment: This program will utilize the Microsoft Access database engine to implement a scheduling program that will enhance the College's ability to generate reports summarizing information about the Math Lab tutoring program.

7-C AGREEMENT FOR ELECTRONIC AND INFORMATION TECHNOLOGY TRAINING

Agreement with Cherry Engineering Support Services Inc. (CESSI) to provide training on Electronic and information Technology Accessibility (Section 508 of the Rehabilitation Act 1973, as amended in 1998) on January 29, 2002 (8 hours), the amount not to exceed \$3,000 plus up to \$800 for travel expenses. The training will be provided for up to 25 SMC staff and faculty participants from Marketing, Student Services, Academic Affairs, Information Technology, Purchasing, Facilities, Auxiliary Services, and up to five state-wide Consortium representatives.

Funding Source: 2001-2002 Budget/Disabled Students Center

Comment: The consultant will provide training on Electronic and information Technology Accessibility as required by Section 508 of the Rehabilitation Act 1973.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 3, 2001

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 8

APPROVAL OF PLAN FOR CHANCELLOR'S OFFICE TTIP GRANT

Approval of the Santa Monica College plan for the use of funds (\$341,340.05) from the 2001-2002 Chancellor's Office Telecommunications and Technology Infrastructure Program Grant.

Funding Source: Chancellor's Office Grant

Comment: This is the fifth year of the Chancellor's Office Telecommunications and Technology Infrastructure Program Grant. Funds from the grant will be used to pay for connections to 4C-Net, satellite downlink equipment, Library electronic resources, a Director of Technology Training, an Educational Computer Specialist, and technology human resources training for information technology staff and end users. All of the funds are distributed on a categorical basis and must be spent in specified categories.

RECOMMENDATION NO. 9

COMMUNITY SERVICES/EXTENSION SEMINARS/COURSES, SPRING 2002

Seminars/courses for Santa Monica College Community Services and Extensions for Spring 2002.

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.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 3, 2001

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 10

ACADEMIC STAFFING, 2002

Approval of the following academic positions for 2002:

- Accounting
- Anatomy
- Business Law
- Business-Marketing/Tourism/Hospitality
- Child Development
- Computer Applications
- Counselor-EOPS
- Counselor-Latino Center
- Counselor-Transfer and Career
- English Composition/Literature
- ESL (Vocational ESL/English for Special Purposes)
- Mathematics-Cross Level
- Music-Piano
- Reading/English Composition
- Theatre Arts-Vocal Production/Musical Theater

Funding Source: District Funds, Title III Grant, EOP&S

Comment: This recommendation to hire 15 new faculty members is the result of consultation with the college leadership through the Collegewide Coordinating Council. If approved, the hirings will permit the college to meet its AB 1725 full-time obligation as controlled by Title 5, Sections 51025 and 53300. There are five previously committed positions carried forward from last year, bringing the total to be hired for 2002 to twenty.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 3, 2001

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11

ACADEMIC PERSONNEL

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

EFFECTIVE DATE

ELECTIONS

ADJUNCT

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

SEPARATIONS

LEAVE OF ABSENCE WITHOUT PAY

PERSONAL

Gunn, Karen S.	Instructor, Behavioral Studies	02/19/02 - 06/18/02
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RESIGNATION

Bugg, Elmer, Assistant Dean, Workforce/Economic Development	01/04/02
Li-Bugg, Cherry, Director, Academic Computing	01/04/02

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 3, 2001

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 12

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

Barcega-Reyes, Meredith, Programmer Analyst I, Information Management	11/13/01
Batey, Jeanne, Director of Classified Personnel, Personnel Commission	11/26/01
Brown, Theodore, Custodian NS-II, Operations	11/06/01
Williams, Donnie, Custodian NS-II, Operations	11/05/01
Yan, Yongjiam, Programmer Analyst I, Information Management	11/13/01

PERMANENT EMPLOYEE WITH LIMITED TERM ASSIGNMENT

Sicilia, Fernando, Van Driver, Transportation (ext)	11/02/01 - 12/20/01
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WORKING OUT OF CLASSIFICATION

Estrada, Theresa, (ext)	10/01/01 - 11/09/01
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Fr: Lead Custodian, NS-II, Operations, 12 mos, 40 hrs
 To: Acting Custodial Supervisor, Operations, 12 mos, 40 hrs

Garcia, Jessie, (ext)	10/01/01 - 11/09/01
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Fr: Custodian, NS-II, Operations, 12 mos, 40 hrs
 To: Acting Lead Custodian, Operations, 12 mos, 40 hrs

Serikawa, James, (ext)	11/14/01 - 01/07/02
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Fr: Media Services Technician, Media Services, 12 mos, 40 hrs
 To: Acting Media Production Specialist, Media Services, 12 mos, 40 hrs

WORKING OUT OF CLASSIFICATION (Additional Responsibilities)

Vaval, Mimi, Employee Benefits Asst., Risk Mgt	+4.0%	08/29/01 - 11/05/01
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RECLASSIFICATION (per Personnel Commission Action)

Brown, Marcia	12/01/01
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Fr: Department Secretary II, Scholarships, 12 mos, 40 hrs
 To: Scholarship Program Coordinator, Scholarships, 12 mos, 40 hrs

SEPARATIONS

LAYOFF

Caines, Richard, Director, Mini-Career Center, Workforce & Econ Dev 11/15/01

PLACEMENT ON 39-MONTH REEMPLOYMENT LIST

Goodnight, Makeda, Coll Police Dispatcher, College Police 11/28/01

Green, Benson, Van Driver, Transportation 11/28/01

Harper, James, Custodian, Maintenance 11/28/01

DISMISSAL

Alvarez, Tony, Electrician I, Maintenance 02/13/01

Effa, Robert, Heating-Vent/AC Specialist, Maintenance 11/06/01

RESIGNATION

Boustani, Ramin, Instructional Asst-Math, Mathematics 11/05/01

Brownlie-Gillispie, Roma, Tutoring Coordinator-Bus, Business Dept. 02/15/02

Nieto, Espy, Admissions/Records Supervisor 01/04/02

Odanga, Joshua, Cash Receipts Clerk, Station C 11/12/01

RETIREMENT (with District Early Retirement Benefit)

Nelson, Bernice, Custodian NS-II, Operations 11/30/01

Vanda, Jody, Employee Benefits Coordinator, Risk Management 12/28/01

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 3, 2001

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 13 CLASSIFIED PERSONNEL – LIMITED DURATION

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.

EFFECTIVE DATE

ELECTIONS

PROVISIONAL

Battle, Matthew, Swimming Instructor/Lifeguard, Athletics (ext)	10/01/01 - 11/30/01
Hancox, Danielle, Accounting Specialist II, Auxiliary Services	11/05/01 - 03/28/02
Madrid, Vanessa, Art Gallery Installer, Art	11/05/01 - 12/20/01
Martinez, Indira, Counseling Aide, Planning & Development	06/01/01 - 06/30/01
Martinez, Indira, Counseling Aide, Planning & Development	07/01/01 - 08/01/01
McSherry, Carrie, Instructional Assistant-ESL, ESL	10/25/01 - 12/18/01
Meadows, Les, Groundskeeper, Grounds	11/14/01 - 12/20/01
Meadows, Les, Groundskeeper, Grounds	03/01/02 - 05/29/02
Willis, David, Art Gallery Installer, Art	11/01/01 - 12/20/01

LIMITED TERM

Biamonte, Christina, Sign Language Interpreter I, DSC	10/01/01 - 06/03/02
Birman, Yakov, Accompanist-Voice, Emeritus	10/02/01 - 06/30/02
Caffrey, Jeffrey, Media Services Technician, Media Services (ext)	11/05/01 - 12/20/01
Carr, Sherita, Registration/Information Clerk, OSR	07/01/01 - 06/30/02
Donohue, Nancy, Department Secretary I, Women's College (ext)	10/29/01 - 11/27/01
Holstein, Stephanie, Sign Language Interpreter Trainee, DSC	10/01/01 - 06/30/02
Malerstein, Janet, Sign Language Interpreter Trainee, DSC	10/01/01 - 06/30/02
Merchant, Erin, Sign Language Interpreter I, DSC	10/01/01 - 06/30/02
DiModica, Toni, Department Secretary I, Scholars	11/01/01 - 12/20/01
Shasha, Rachel, Sign Language Interpreter Trainee, DSC	10/01/01 - 06/30/02
Smason, Sharon, Nursing Lab Coordinator, Health Science	11/12/01 - 12/20/01
Sussman-Schechter, Dena, Sign Language Interpreter II, DSC	10/01/01 - 06/30/02
Wagner, JoAnn, Department Secretary I, Personnel Comm (ext)	11/05/01 - 12/20/01

LIMITED TERM (substitute)

Saldana, Jorge, Custodian, Operations (ext)	10/02/01 - 12/20/01
Williams, Donnie, Custodian, Operations (ext)	10/02/01 - 11/02/01

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 3, 2001

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 14

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 \$7.00/hr	4
College Student Assistant \$7.00/hr	61
College Work-Study Student Assistant \$7.00/hr	59

SPECIAL SERVICES

Art Model \$14.00/hr	18
Community Services Specialist II \$38.00/hr	2
Tutorial Aide \$10.50	1
Volunteers	4

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 3, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 15

CONTRACTS AND CONSULTANTS

-A VENDOR AGREEMENT FOR COMMENCEMENT FLOWERS

Agreement with COMMENCEMENT FLOWERS for the period of June 1, 2002 through June 30, 2004 to sell flowers at the College graduation.

Comment: Commencement Flowers will pay the District twenty percent (20%) of gross revenues, excluding sales tax.

RECOMMENDATION NO. 16

CLAIM FOR DAMAGES

It is recommended that the Board of Trustees reject the claim filed on November 1, 2001 by Scott Bryan Leeper for thirty dollars (\$30.00), and refer the claim to the District's claims management firm.

Comment: Mr. Leeper alleges that he left his bag at the SMC Bookstore bag check on September 13, 2001 and when he picked up the bag he was missing thirty dollars from the bag.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	December 3, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 17 FACILITIES

17-A AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES, MADISON THEATER

Amend the agreement with RENZO ZECCHETTO ARCHITECTS for architectural services associated with the Madison Theater project to include the theater consultant and the acoustical engineering consultant as reimbursable expenses under the agreement.

Funding Source: SMC Foundation/District Capital Outlay Fund

Comment: This project requires theater and acoustical engineering consultants. The District has requested that the architect include these services under his agreement.

17-B EMERITUS COLLEGE – CPI INCREASE ON ANNUAL LEASE

Increase the monthly lease with the CITY OF SANTA MONICA for the Emeritus College facility on Second Street in Santa Monica to \$5,890.25, an increase of \$172.65 per month effective December 1, 2001.

Funding Source: 2001/2002 Budget/Emeritus College

Comment: The annual CPI increase is included in the agreement with the City.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	December 3, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 18 **COMMERCIAL WARRANT REGISTER**

October 1 – October 31, 2001 4615 – 4637 \$4,942,018.43

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

RECOMMENDATION NO. 19 **PAYROLL WARRANT REGISTER**

October 1 – October 31, 2001 270-C – C2D-N \$6,594,608.87

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

RECOMMENDATION NO. 20 **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 in the Bookstore fund, Trust fund and other Auxiliary funds.

October 1 – October 31, 2001 80780 - 81391 \$897,124

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

RECOMMENDATION NO. 21 **DIRECT PAYMENTS**

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

November 1 – November 30, 2001 D35614 – D35805 \$412,741.76

BOARD OF TRUSTEES	Action
Santa Monica Community College District	December 3, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 22 PURCHASING

22-A AWARD OF PURCHASE ORDERS

Ratification and authorization of the following purchase orders 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 2001/02</u>	<u>Total</u>
A) P. O. 81641 – 81756	\$301,051.78
B) Telephone Orders	\$39,573.72
C) Change Orders	\$36,092.85
D) Auxiliary Orders	\$68,575.56
E) Auxiliary Change Orders	\$4,150.00

Comment: Lists of orders placed or amended between October 23, 2001 and November 19, 2001 are part of records on file in Purchasing Department

22-B AUTHORIZATION TO PARTICIPATE IN PURCHASE AGREEMENT

Authorization to use of the Foundation for California Community Colleges Contract #0918A with KI for the purchase and installation of furniture in the International Student Center.

Authorization of the award of a purchase order to KI for the purchase and installation of furniture in the International Student Center in an amount not to exceed \$55,000.

Funding Source: 2001/2002 Auxiliary Budget/International Students

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	December 3, 2001

22-C RESOLUTION DESIGNATION OF SOLE SOURCE FOR DIGITAL AUDIO SOFTWARE

WHEREAS, the Governing Board recognizes that California Public Contract Code Section 20651 requires competitive bidding in designated circumstances before awarding a contract; and,

WHEREAS, the Governing Board finds that it needs a unique product or services and only one source will meet the needs of the District; and,

WHEREAS, that the Governing Board had cautiously exercised due diligence in determining that the product or services, same or equal, is not available from any other source; and,

WHEREAS, the Governing Board understands that awarding a contract without competitive bidding as otherwise required may result in legal and financial risk should there be a source, same or equal, for the service or product;

THEREFORE BE IT RESOLVED, that a contract is approved by unanimous action of the Governing Board as follows:

Supplier or Contractor Name:	Dalet Media Systems
Descriptions of the Service or Product:	Digital audio delivery system proprietary software upgrade, installation and training.
Amount:	Not to exceed \$50,000
Funding Source:	KCRW Donations
Comment:	KCRW has used Dalet Media Systems software for several years to create a library of recorded programs and promos. Software from another company would not be compatible with existing recorded programs. The Dalet Media Systems upgrade will allow KCRW to continue to use previously recorded programming and to add new programming.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 3, 2001

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 23

RATIFICATION OF COLLECTIVE BARGAINING
AGREEMENT WITH SMC FACULTY
ASSOCIATION, 2001-2004

It is recommended that the Board of Trustees ratify the successor collective bargaining agreement with the Santa Monica College Faculty Association for the term of August, 2001 through August, 2004.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	Action
Santa Monica Community College District	December 3, 2001

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 24

ACADEMIC ADMINISTRATORS, CLASSIFIED
ADMINISTRATORS, CLASSIFIED MANAGERS AND
CLASSIFIED CONFIDENTIAL EMPLOYEES SALARY
SCHEDULES, 2002

It is recommended that the salary schedules for academic administrators (including the Superintendent/President), classified administrators, classified managers and confidential employees be increased by 3.87 percent effective January 1, 2002.

Comment: This salary increase is consistent with the salary increase for represented employees.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 3, 2001

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 25

APPOINTMENT OF PERSONNEL COMMISSIONER

It is recommended that the Board of Trustees nominate Dolores Press to the California Community Colleges Chancellor's Office for appointment to the SMC Personnel Commission to serve a three-year term that commences on December 1, 2001.

Comment: On October 1, 2001, the Board of Trustees authorized the Superintendent/President to create a Personnel Commission Screening Committee to screen applications, interview a select group of applicants and recommend to the Board of Trustees a nominee for appointment to the Personnel Commission. Following consultation with the appropriate parties, it was determined by acclamation that Dolores Press be nominated to the position of Personnel Commissioner since she was the only applicant.

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	December 3, 2001

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 26 AUTHORIZATION TO PURCHASE REAL PROPERTY

It is recommended that the Board of Trustees authorize the District to purchase the real property located at 3171 Centinela Ave. (aka 3171 So. Bundy Dr.), Los Angeles for the amount of \$30,000,000 plus customary costs and authorize a down payment in the amount of \$900,000. Upon the close of escrow, the Board of Trustees accepts title to said property. As a condition of the sale, the District will lease back the property to seller for a period not to exceed two years from the close of escrow.

It is further recommended that the Board of Trustees authorize Superintendent/President Piedad F. Robertson and Executive Vice President, Business & Administration Thomas J. Donner to execute any and all documents required for the purchase of the real property.

Funding Source: District Capital Funds/Proceeds of Certificates of Participation

Comment: The funding for the purchase will come from the sale of Certificates of Participation. At the end of the lease-back period, the property can provide a satellite facility replacing leased space at 2020 Santa Monica Blvd. and will provide a parking shuttle lot to replace the current lot which is slated to be turned into a park by the City of Santa Monica. During the lease-back period the District will plan additional uses for the site that will remove traffic from the main campus.

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	December 3, 2001

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 27

A RESOLUTION OF THE SANTA MONICA COMMUNITY COLLEGE DISTRICT APPROVING, AUTHORIZING AND DIRECTING THE PURCHASE OF CERTAIN COMMERCIAL PROPERTY AND THE EXECUTION OF LEASE FINANCING DOCUMENTS IN CONNECTION WITH THE EXECUTION AND DELIVERY OF CERTIFICATES OF PARTICIPATION IN A PRINCIPAL AMOUNT NOT TO EXCEED \$[37,000,000] AND AUTHORIZING AND DIRECTING CERTAIN ACTIONS WITH RESPECT THERETO

WHEREAS, the Santa Monica Community College District (the District) has identified certain real property which it seems advantageous for the District to purchase (the BAE Site), on terms to be established in a purchase and sale agreement that has heretofore been negotiated for the District (the BAE Purchase Agreement); and

WHEREAS, the District is authorized pursuant to the Education Code of the State of California to provide for the execution and delivery of certificates of participation, each of which will evidence proportionate interests of the owners thereof in certain lease payments to be made by the District; and

WHEREAS, it now appears necessary and advisable to the District, working together with Los Angeles County Regionalized Business Services Corporation, a California nonprofit public benefit corporation (the Corporation), to provide for the execution, sale and delivery of one or more series of certificates of participation (the Certificates), to be executed and delivered to effect the financing of the acquisition price of the BAE Site for the District; and

WHEREAS, the District wishes to proceed with lease financing in the manner set forth in that certain Lease Agreement described below; and

WHEREAS, this Board of Trustees (the Board) of the District has now determined that financial market conditions are appropriate to cause the Certificates to be executed and delivered; and

WHEREAS, it will be necessary, in connection with the execution and delivery of the Certificates, for the District to purchase credit enhancement for the Certificates (an Insurance Policy) and liquidity for the Certificates (a Liquidity Facility);

WHEREAS, there have been presented to this meeting of the Board of the District the following documents:

1. Proposed form of Trust Agreement (the Trust Agreement), by and among the District, the Corporation and a corporate trustee bank to be named (the Trustee);
2. Proposed form of Lease Agreement, by and between the District and the Corporation (the Lease);

3. Proposed form of Site Lease, by and between the District and the Corporation (the Site Lease);
4. Proposed form of Agency Agreement, by and between the District and the Corporation (the Agency Agreement);
5. Proposed form of Preliminary Official Statement respecting the Certificates (the Preliminary Official Statement);
6. Proposed form of Certificate Purchase Agreement (the Certificate Purchase Agreement), by and between the District and Sutro & Co. Incorporated, as Underwriter (the Underwriter);
7. Proposed form of Remarketing Agreement (the Remarketing Agreement), by and between the District and Sutro & Co. Incorporated, as Remarketing Agent (the Remarketing Agent); and
8. Proposed form of Sublease, by and between the District and BAE (the Sublease);

NOW, THEREFORE, the Board of Trustees of the Santa Monica Community College District resolves as follows:

- Section 1. The President or the Vice President, Business & Administration, of the District (each, an Authorized Officer) is hereby authorized and directed on behalf of the District to enter into the Purchase Agreement on terms heretofore set at a closed session of the Board, the purchase price under which will be paid from the proceeds of sale of the Certificates.
- Section 2. The form, terms and provisions of the Trust Agreement are hereby approved and the Authorized Officer is hereby authorized and directed on behalf of the District and in its name to execute and deliver to the Trustee and the Corporation the Trust Agreement in substantially the form presented to and considered at this meeting of the Board, with such changes therein, however, as may be approved by the officer signing the same, such approval to be conclusively evidenced by his or her execution thereof.
- Section 3. The District does hereby authorize the Trustee to create one or more series of Santa Monica Community College District Variable Rate Taxable Demand Certificates of Participation (the Certificates), in one or more series, in an aggregate principal amount not to exceed Thirty-Seven Million Dollars (\$37,000,000) each evidencing proportionate interests of the owners thereof in lease payments due from the District under the Lease, and resolves that the Certificates be executed and delivered in accordance with, and secured by, the Trust Agreement;
- Section 4. The form, terms and provisions of the Lease are hereby approved. Each Authorized Officer is hereby authorized and directed on behalf of the District and in its name to execute and deliver to the Corporation the Lease in substantially the form presented to and heretofore considered by the Board, with such changes therein, however, as may be approved by the officer executing the same, such approval to be conclusively evidenced by his or her execution thereof.
- Section 5. The form, terms and provisions of the Site Lease are hereby approved and any Authorized Officer is hereby authorized and directed on behalf of the District and in its name to execute and deliver to the Corporation the Site Lease in substantially the form presented to and considered at this meeting of the Board, with such changes therein, however, as may be approved by the officer executing the same, such approval to be conclusively evidenced by his or her execution thereof.

- Section 6. Any Authorized Officer is hereby authorized and directed on behalf of the District and in its name to enter into the Sublease with BAE, or its nominee, on such terms as may be approved by the officer executing the same, such approval to be conclusively evidenced by his or her execution thereof, but for a period of time not exceeding thirty (30) months from the date the BAE Site is acquired by the District.
- Section 7. The form, terms and provisions of the Agency Agreement are hereby approved and any Authorized Officer is hereby authorized and directed on behalf of the District and in its name to execute and deliver to the Corporation the Agency Agreement in substantially the form presented to and considered at this meeting of the Board, with such changes therein, however, as may be approved by the officer executing the same, such approval to be conclusively evidenced by his or her execution thereof.
- Section 8. Any Authorized Officer is hereby authorized and directed on behalf of the District and in its name to enter into the Certificate Purchase Agreement with the Underwriter for the purchase and sale of the Certificates, on terms and conditions satisfactory to the Authorized Officer and Special Counsel; provided that the term of the Certificates shall not exceed twenty years, the aggregate principal amount of the Certificates shall not exceed \$37,000,000, the Underwriter's fee with respect to the sale of the Certificates shall not exceed one percent (1.0%) of the principal amount thereof, and the interest rate with respect to the Certificates shall be determined at a variable rate, based on liquidity provided by the Standby Purchase Agreement. The Certificates shall be secured by an Insurance Policy provided by Financial Security Insurance Inc., or such other bond insurer as may have provided the District with the most competitive price, if the acquisition of such insurance provides financial benefits to the District. An Authorized Officer shall execute the Certificate Purchase Agreement on behalf of the District and in its name, and may approve final terms of the Certificates as specified therein, within stated parameters.
- Section 9. Any Authorized Officer is hereby authorized and directed on behalf of the District and in its name to enter into the Remarketing Agreement with the Remarketing Agent, such agreement to be in such form as may be approved by the officer executing the same, such approval to be conclusively evidenced by his or her execution thereof.
- Section 10. Any Authorized Officer is hereby authorized and directed on behalf of the District and in its name to enter into a Standby Purchase Agreement for the Certificates, in such form as shall be acceptable to the Authorized Officer, upon advice of Special Counsel, his or her approval to be conclusively evidenced by his or her execution thereof.
- Section 11. The form of the Preliminary Official Statement is hereby approved and an Authorized Officer is hereby authorized and directed on behalf of the District and in its name to execute and deliver to the Underwriter a Preliminary Official Statement in substantially final form, as modified from the form presented to and considered at this meeting of the Board, with such changes therein, however, as may be approved by the officer executing the same, such approval to be conclusively evidenced by his or her execution thereof, and to deem the Preliminary Official Statement final for purposes of Rule 15c2-12 promulgated under the Securities Exchange Act of 1934.
- Section 12. The District hereby authorizes the preparation of a final Official Statement containing information material to the offering and sale of the Certificates, substantially in the form on file with the Board (the Official Statement) and the President, or if the President is not available, any other Authorized Officer, is hereby authorized to execute said final Official Statement, dated as of the date of the sale of the Certificates, together with a certificate to the effect that the facts contained in the final Official Statement, and any supplement or amendment thereto (which shall be deemed an original part thereof for the purpose of such statement) were, at the time of sale of the Certificates, true and correct in all material respects and that the final Official Statement did not, on the date

of sale of the Certificates, and does not, as of the date of delivery of the Certificates, contain any untrue statement of a material fact with respect to the District required to be stated where necessary to make any statement made therein not misleading in the light of the circumstances under which it was made. The execution of the final Official Statement, which shall include such changes and additions thereto deemed advisable by an Authorized Officer, and such information permitted to be excluded from the Preliminary Official Statement pursuant to the Rule, shall be conclusive evidence of the approval of the final Official Statement by the District.

The final Official Statement, when prepared, is approved for distribution in connection with the offering and sale of the Certificates.

- Section 13. Any Vice President of the District is hereby authorized and directed to attest to the signature of the President, the Executive Vice President, Business and Administration, or another Vice President, whenever required or advisable for the transactions contemplated by this Resolution.
- Section 14. The Authorized Officers are each hereby authorized and directed to execute and attest such further documents, instruments, deeds of trust and certificates as may be deemed necessary or advisable by Special Counsel in order to accomplish the purposes of this Resolution.
- Section 15. Whenever in this Resolution it shall be provided that a document be executed or attested by the President, the Executive Vice President, Business & Administration or another Vice President, and if, at the time for execution or attestation of such document, such officer is not available for signature, it shall be sufficient for the purposes of this Resolution if (a) any Vice President shall execute such document in the place of the President or the Executive Vice President, Business & Administration and (b) any other official designated by the President or the Executive Vice President, Business & Administration shall attest such document in place of any Vice President, with the same effect.
- Section 16. The District hereby ratifies all prior actions of the officers of the District undertaken in connection with the purposes of this Resolution.
- Section 17. This Resolution shall take effect immediately upon its adoption.

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

PASSED AND ADOPTED by the Board of Trustees of the Santa Monica Community College District at its meeting held this 3rd day of December, 2001, at Santa Monica, California, by the following vote:

AYES: Members: _____

NOES: Members: _____

ABSENT: Members: _____

Chair, Board of Trustees,
Santa Monica Community College District

ATTEST:

Secretary to the Board of Trustees
Santa Monica Community College District

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 3, 2001

BOARD POLICY

RECOMMENDATION NO. 28

FIRST READING – BOARD POLICY SECTIONS 2141, 2142, 2143 AND 2145, CONFLICT OF INTEREST CODE

It is recommended that the Board of Trustees conduct a first reading of the following Board Policy Sections:

- 2141 Conflict of Interest Code: Place and Time of filing of Statement of Financial Interest
- 2142 Conflict of Interest Code: Contents of Disclosure Statements
- 2144 Conflict of Interest Code: Designated Positions
- 2145 Conflict of Interest Code: Categories

Comment: The revisions to Board Policies 2141 and 2142 are required by the County of Los Angeles. The list of designated positions in Board Policy 2144 and the Categories indicated in Board Policy 2145 are being converted to Administrative Regulations.

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



BP 2141 Conflict of Interest Code: Place and Time of Filing of Statement of Financial Interest

Members of the Board of Trustees shall file the original Statement of Financial Interest with the secretary of the governing board who shall make and retain a copy and forward the original to the clerk of the Board of Supervisors.

All other designated employees required to submit a statement of financial interest shall file the original with the superintendent.

A designated employee required to submit an initial statement of financial interest shall submit the statement within 30 days after the effective date of this code.

Civil service employees appointed, promoted, or transferred to designated positions shall file initial statements within 30 days after date of employment.

All other employees appointed, promoted, or transferred to designated positions shall file initial statements not less than ~~10~~ 30 days before assuming office unless an earlier assumption of office is required by emergency circumstances, in which case the statement shall be filed within 30 days thereafter.

Annual statements shall be filed during the month of ~~February~~ April by all designated employees. Such statements shall cover the period of the preceding calendar year or from date of filing initial statement.

Closing statements shall be filed within 30 days of leaving a designated position. Such statements shall cover the period from closing date of the last statement filed to the date of leaving the position.

Reviewed and Adopted: 5/1/2000



BP 2142 Conflict of Interest Code: Contents of Disclosure Statements

Disclosure statements shall be made on forms supplied by the district, and shall contain the following information:

1. Contents of Investment and Real Property reports:

- a. A statement of the nature of the investment or interest;
- b. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
- c. The address or other precise location of the real property;
- d. A statement whether the fair market value of the investment, or interest in real property, exceeds ten thousand dollars (\$10,000).
- e. If the investment or interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the date of acquisition or disposal.
- e-f. Disclosure of location or value of principal residence and personal recreational property is not required.

2. Contents of Personal Income Reports:

When personal income is required to be reported, the statement shall contain:

- a. The name and address of each source of income aggregating ~~two hundred and fifty dollars (\$250)~~ five hundred dollars (\$500) or more in value, or ~~twenty-five dollars (\$25)~~ fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
- b. A statement whether the aggregate value of income from each source was greater than one thousand dollars (\$1,000), and whether it was greater than ten thousand dollars (\$10,000);
- c. In the case of a loan, the annual interest rate, the security, if any, given for the loan, and the term of the loan.
- ed. A description of the consideration, if any, for which the income was received;
- de. In the case of a gift, the amount or value and the date on which the gift was received.



3. Contents of Business Entity Reports:

When income of a business entity, including income of a sole proprietorship, is required to be reported under this article, the statement shall contain:

- a. The name, address, and general description of the business activity of the business entity;
- b. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000) during a calendar year.

4. Initial Statement:

The first report filed by an employee appointed to a designated position shall disclose any reportable investments and interests in real property.

5. Acquisition or Disposal During Reporting Period:

If any otherwise reportable investment or interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the date of acquisition or disposal shall be reported.

Reviewed and Adopted: 5/1/2000

BP 2143 Conflict of Interest Code: Disqualification

Designated employees shall disqualify themselves from making or participating in the making or in any way attempting to use their official position to influence a governmental decision when it is reasonably foreseeable that the decision will have a material financial effect, distinguishable from its effect on the public generally, on:

1. Any reportable investment or interest in real property;
2. Any reportable source of income, other than loans by a commercial lending institution in the regular course of business, aggregating two hundred fifty dollars (\$250) or more in value received within twelve months prior to the time the decision is made.
3. Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management.

Reviewed and Adopted: 5/1/2000



BP 2144 Conflict of Interest Code: Designated Positions

The positions listed in Administrative Regulation 2144 are designated positions required to file annual conflict of interest statements no later than April 1.

	<u>Category</u>
Member of the Board of Trustees	5
Superintendent/President	1, 2, 3
Executive Assistant to President	4
Exec. Vice-President, Business and Administration	4
Business Services Administrator	4
Bookstore Manager	4
Assistant Bookstore Manager	4
Controller	4
Payroll Manager	4
Dean, Facilities Planning/Reconstruction	4
Facilities Administrator	4
Asst. Facilities Administrator	4
Director of Purchasing	4
Director of Radio Station	4
Radio Operations Manager	4
Radio Engineering Manager	4
Vice-President, Human Resources	4
Dean, Personnel Services	4
Associate Director, Human Resources	4
Staff Development Coordinator	4
Vice-President, Academic Affairs	4
Dean, Instruction	4
Dean, Evening Program/Special Projects	4
Dean, External Programs	4
Assistant Dean, Continuing Education	4
Dean, Business and Industry Programs	4
Associate Dean, Distance Education	4
Department Chair, Applied Design (Contract Education)	4
Department Chair, Business (Contract Education)	4
Corsair Advisor	4
Vice-President, Student Affairs	4
Dean, Admissions	4
Dean, Student Life	4
Dean, International Students	4
Dean, Counseling	4
Director of Athletics	4
Director, International Programs	4
Director of Health Services	4
Director, Financial Aid	4
Vice-President, Planning and Development	4
Director of Contracts and Grants	4
Director of Institutional Advancement	4
Director of Marketing	4
Director of Public Affairs	4
Director of Information Management	4
Director, Academic Computing	4
Director, Telecommunications/Media Services	4
Media and Graphic Services Manager	4
Events Manager	4
Consultant	6

Reviewed and Adopted: 5/1/2000



~~BP 2145~~ — ~~Categories~~

~~Category 1: Persons in this category shall disclose all interests in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency. Persons are not required to disclose property used primarily as their resident or for personal recreational purposes.~~

~~Category 2: Persons in this category shall disclose all investments and business positions, as defined in the Political Reform Act.~~

~~Category 3: Persons in this category shall disclose all income and business positions, as defined in the Political Reform Act.~~

~~Category 4: Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned in this disclosure category.~~

~~Category 5: Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that provide, manufacture or sell service, supplies, provisions or other property of a type utilized by the agency in an aggregate amount of \$10,000 or more per annum.~~

~~Category 6: Individuals who perform under contract the duties of any designated positions shall be required to file Statements of Economic Interest disclosing reportable interest in the categories assigned to that designated position.~~

~~————— In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be determined by the executive officer of the agency.~~

~~Reference: Political Reform Act~~

~~Reviewed and Adopted: 5/1/2000~~

BOARD OF TRUSTEES	Information
Santa Monica Community College District	December 3, 2001

INFORMATION ITEM E

SUBMITTAL OF GRANTS

Title of Grant: Pico Neighborhood Youth and Family Center/Woodcraft Rangers

Granting Agency: City of Santa Monica's Youth Employment Program

Requested Funding: \$10,000

Matching Funds: N/A

Performance Period: June 30, 2001 – June 30, 2002

Summary: The proposed project will supplement the Pico Neighborhood/On the Move project by providing career services such as career assessment and educational planning to 20 students.

Title of Grant: 2001/02 Application for CalWORKs and TANF Funding

Granting Agency: California Community College Chancellor's Office

Requested Funding: \$881,287

- CalWORKs allocation: \$707,305
- TANF allocation: \$173,982

Matching Funds: N/A

Performance Period: July 1, 2001 – June 30, 2002

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

Title of Grant: **Workforce Investment Act (WIA) Governors 15% Discretionary Funds: Demonstration Project for Bus Maintenance Workers**

Granting Agency: California Workforce Investment Board

Requested Funding: \$1,247,704

Matching Funds: N/A

Performance Period: January 2002 – December 2003

Summary: The proposed demonstration project will build on SMC's bus maintenance program by continuing SMC's current program and developing similar programs at two other community colleges (Miramar College and College of the Desert). The specific outcomes of the project include:

- Training a minimum of 200 individuals (100 at SMC, 50 at College of the Desert and 50 at Miramar College).
- Ensuring that 90% of the participants who complete the training will be placed in jobs with transit agencies within 12 months of completion of the training.
- Ensuring that 80% of the participants who are trained and placed will be retained in their jobs for a minimum of one-year after placement.

BOARD OF TRUSTEES	Adjournment
Santa Monica Community College District	December 3, 2001

ADJOURNMENT

The meeting will be adjourned in memory of **Leo Fabiano**, retired vocational instructor; **Kazue Hayashi**, grandmother of Student Trustee Eric Yoshida; **Deanna Maran**, a student at Santa Monica High School; and **Arne B. Stenderup**, a close relative of English professor Gordon Dossett.

There will be a special Board of Trustees Meeting/Dialog with SMC Classified staff representatives on Monday, December 17, 2001 at 5:30 p.m. at Santa Monica College in Business Building Room 111, 1900 Pico Boulevard, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Monday, January 14, 2002 at 7 p.m. (5:30 p.m. if there is a closed session) the in Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.