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SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING
MONDAY, JULY 9, 2001

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

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

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

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



BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 9, 2001

MINUTES

A meeting of the Board of Trustees of the Santa Monica Community College District was held in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California, on Monday, July 9, 2001.

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

- Collective Bargaining, pursuant to Government Code Section 54957.6
- Public Employee: Employment, Discipline, Dismissal, Release, pursuant to Government Code Section 54957

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS (Continued)

- C Pledge of Allegiance
- #1 Approval of Minutes: June 4, 2001

IV. SUPERINTENDENT'S REPORT

V. ACADEMIC SENATE REPORT

VI. CLASSIFIED SENATE REPORT

VII. COMMUNICATIONS OR PUBLIC COMMENTS

VIII. BOARD REPORT AND COMMENTS

IX. CONSENT AGENDA

Planning and Development

- #2 Acceptance of Grants
- #3 Contracts and Consultants
 - A Development of Grants

IX. **CONSENT AGENDA** (continued)

Academic and Student Affairs

- #4 Contracts and Consultants
 - A Financial Aid – Contracts for Employment of SMC Students
 - B Childcare Services for Pico Partnership Participants
 - C Facilitator for Academic Senate Retreat
 - D Academy of Entertainment and Technology
 - E Software Training for Cosmetology Faculty
 - F Software Training for Admissions Staff
 - G Mediation Services Consultant
 - H Public Transit Maintenance Training Program
 - I Saturday Science Program
 - J Teacher and Reading Development Partnership (TRDP) Grant
 - K Agreement for Instructional Media
 - L Annual Site License for eCollege Services
 - M Agreement for Clinical Research Volunteer Program
- #5 Agreements for Office of Workforce and Economic Development
 - A Partnership Program with Santa Monica Place Merchants Association
 - B Public Training Vendor Directory Telecommunications Program (Amendment)
 - C Development and Implementation of Advance Computing Technology
- #6 Retired Senior Volunteer Program (RSVP)

Human Resources

- #7 California Public Employees' Retirement System Contract
- #8 Consultants – Personnel Commission
- #9 Academic Personnel
- #10 Administrative Employment Agreements
- #11 Classified Personnel – Establish/Abolish Positions
- #12 Classified Personnel – Regular
- #13 Classified Personnel – Limited Term
- #14 Classified Personnel – Non Merit

Business and Administration

- #15 Contracts and Consultants
 - A Vendor Contracts
 - B Events, Fall, 2001
 - C Risk Management Consultant
 - D Legal Services for Bookstore
 - E Advertising Services
- #16 Annual Pool Payment
- #17 Chancellor's Office Tax Offset Program
- #18 KCRW
 - A Consultants
 - B Organizational Membership
 - C Purchase of FCC License
- #19 Facilities
 - A Amendment to Agreement for Engineering Services, Extension to Parking Structure C
 - B Replace Gymnasium Boilers, Change Order No. 2
 - C Completion of Replace Gymnasium Boilers Project
 - D Airport Campus – CPI Increase on Annual Lease

Business and Administration (continued)

- #20 Commercial Warrant Register
- #21 Payroll Warrant Register
- #22 Payments from Auxiliary Operations
- #23 Direct Payments
- #24 Purchasing
 - A Award of Purchase Orders
 - B Declaration and Donation of Surplus Equipment

X. **CONSENT AGENDA – Pulled Items**

XI. **MAJOR ITEMS OF BUSINESS**

XII. **BOARD POLICY**

#25 Second Reading and Approval – Board Policy Section 3000, Human Resources

XIII. **INFORMATION - No Action Required**

D Grant Submittals

XIV. **ADJOURNMENT:** There will be a Board of Trustees Retreat on Friday, July 27, 2001 and Closed Session for the purpose of evaluation of the Superintendent on Saturday, July 28, 2001 at the Doubletree Guest Suites, 1707 Fourth Street, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, August 6, 2001 at 7 p.m. (5:30 p.m. if there is a closed session) at the Academy of Entertainment and Technology, 1660 Stewart Street, Santa Monica, California.

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 9, 2001

I. ORGANIZATIONAL FUNCTIONS

A. CALL TO ORDER – 5:30 p.m.

B. ROLL CALL

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

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

Eric Yoshida, Student Trustee - Present

II. CLOSED SESSION

- Collective Bargaining, pursuant to Government Code Section 54957.6
- Public Employee: Employment, Discipline, Dismissal, Release, pursuant to Government Code Section 54957

No action was taken in closed session

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS – 7:14 p.m.

C. PLEDGE OF ALLEGIANCE – Eric Yoshida

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 9, 2001

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:

June 4, 2001

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 9, 2001

IV. SUPERINTENDENT'S REPORT

- Congratulations to everyone who contributed to the success of graduation and Celebrate America
- Congratulations to Doug Alan, recipient of the Avaya Communication & Anixter Chair of Excellence
- SMC Opera Production of Faust received Los Angeles Area Emmy Award
- There is a slight increase in summer session enrollment from summer, 2000
- SMC representatives were well received at Sedona Conference
- New Athletic Director Charlie Wright was introduced
- Welcome to Lesley Kawaguchi, representing Academic Senate at the Board meeting

V. ACADEMIC SENATE REPORT

VI. CLASSIFIED SENATE REPORT

VII. COMMUNICATIONS OR PUBLIC COMMENTS

Phil Hendricks

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 9, 2001

CONSENT AGENDA

It is recommended that the Board of Trustees approve/ratify the Consent Agenda, Recommendations #2–#25.

Recommendations pulled for questions: #3-A, #4-B, #10

Recommendations pulled for abstentions: #13 by Nancy Cattell-Luckenbach

#12 (Voluntary Reduction in Hours/Temporary)
by (Margaret Quiñones)

Action on Consent Agenda

MOTION MADE BY: Margaret Quiñones
 SECONDED BY: Herbert Roney
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0
 ABSTAIN: Nancy Cattell-Luckenbach on #13
 Margaret Quiñones on #12, Voluntary Reduction in Hours/Temporary

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 9, 2001

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 2 ACCEPTANCE OF GRANTS

Title of Grant: **TRIO Student Support Services**
(renewal of a new four-year grant)

Granting Agency: US Department of Education

Requested Funding: \$216,454

Matching Funds: N/A

Performance Period: September 1, 2001 – August 31 2005 (four-year grant)

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.

Budget:	Expenditures	
	1000	\$ 54,666
	2000	85,373
	3000	30,952
	4000	1,200
	5000	170,991
	6000	
	7000	16,273
	Income	
	8000	\$216,454

Title of Grant: VTEA Equipment Grants: Academy of Entertainment and Technology

Granting Agency: Chancellor's Office, California Community Colleges

Requested Funding: \$99,840

Matching Funds: \$50,000 (Source: Sony Pictures, Stiefel Productions, Universal Studios, Warner Brothers)

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

Summary: Funding will be used to fully equip a digital production classroom and three individual editing bays in response to the need for expanded curriculum that includes more advanced digital editing/production functions.

Budget:

Expenditures	
5000	\$10,000
6000	86,000
7000	3,840
Income	
8000	\$99,840

Title of Grant: VTEA I-C (FY 2001-02)

Granting Agency: Chancellor's Office, California Community Colleges

Requested Funding: \$449,482

Matching Funds: N/A

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

Summary: 2001/02 Renewal of VTEA Title I-C funding which will be used to improve and expand SMC's vocational and technical education programs and related support services.

Budget:

Expenditures	
2000	\$64,805
3000	3,240
4000	6,733
5000	1,620
6000	351,680
7000	21,404
Income	
8000	\$449,482

Title of Grant: **Teacher Training and Reading Development Partnerships (TRDP)**

Granting Agency: Chancellor's Office, California Community Colleges

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

Matching Funds: N/A

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

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

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

Budget:

Expenditures		
1000		\$ 75,000
2000		77,800
3000		19,140
4000		3,998
5000		160,100
7000		13,900
Income		
8000		\$350,000

RECOMMENDATION NO. 3

CONTRACTS AND CONSULTANTS

3-A DEVELOPMENT OF GRANTS

Winged Feat Consulting to work with the Grants Office to develop an "Eisenhower Grant" application to be submitted to the California Postsecondary Education Commission under the U.S. Department of Education's program. The period of the contract is from July 10, 2001 through August 24, 2001 for an amount not to exceed \$7,500.

Funding Source: 2001-2002 Budget/Planning and Development

Comment: The purpose of the grant is to provide professional development training for K-12 teachers; SMC is planning to partner with Grant Elementary School, one of the SM/MUSD schools involved in the Teacher Development and Reading Preparation (TRDP) project. If awarded, the grant will provide approximately \$250,000 each year for three years.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 9, 2001

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 4 **CONTRACTS AND CONSULTANTS**

4-A FINANCIAL AID – CONTRACTS FOR EMPLOYMENT OF SMC STUDENTS

1. Find the Children, a non-profit organization, will employ SMC students to work as community outreach speakers at their site during fiscal year 2001-2002.

Funding Source: Find the Children – 25%
Federal Work-Study Funds (Title IV) - 75%

Comment: The organization will pay the student worker’s wages and will then be reimbursed by SMC for 75% of those wages. The 75% reimbursement will be funded entirely from Federal Work-Study funds.

2. International Wildlife Education & Conservation, a non- profit organization, will employ SMC students to work as research and office assistants at their site during fiscal year 2001 – 2002.

Funding Source: International Wildlife Education & Conservation – 25%
Federal Work-Study Funds (Title IV) – 75%

Comment: The organization will pay the student worker’s wages and will then be reimbursed by SMC for 75% of those wages. The 75% reimbursement will be funded entirely from Federal Work-Study funds.

4-B CHILDCARE SERVICES FOR PICO PARTNERSHIP PARTICIPANTS

Agreements with licensed and exempt child care providers to provide childcare services for Pico Partnership participants during fiscal year 2001-2002. Payment rate will be consistent with the California Department of Education/Child Development division maximum reimbursement rate and may be dictated by funding restrictions. A list of providers will be on file in the Pico Partnership on the Move Office.

Funding Source: City of Santa Monica (No cost to District)

Comment: Santa Monica College has established the Pico Partnership program with the goal of assisting the population of highly at-risk students residing in close proximity to the SMC and/or those who have attended local area high schools. A major component of the program is assisting those students in finding quality childcare. The Pico Partnership program will continue to facilitate this process through the development of a licensed child provider database and a voucher system implemented for the purpose of payment for childcare services.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 9, 2001

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

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

4-C FACILITATOR FOR ACADEMIC SENATE RETREAT

Trudy Ferguson to facilitate a retreat for the Executive Committee of the Academic Senate July 30-31, 2001, the amount not to exceed \$3,000.

Funding Source: 2001-2002 Budget/Academic Senate

Comment: Dr. Ferguson, a USC Business instructor, will assist in the development of the Academic Senate goals for the coming year and provide strategies toward attaining those goals.

4-D ACADEMY OF ENTERTAINMENT AND TECHNOLOGY

Animatics to complete the development of animated modules in seven languages during the Summer 2001 semester, the amount not to exceed \$33,000.

Funding Source: Title VI-A Grant

Comment: Animatics will be responsible for all aspects of production of scripts to be animated. These modules are specified in the Title VI-A Grant as a prototype for foreign language lab materials.

4-E SOFTWARE TRAINING FOR COSMETOLOGY FACULTY

Judith Norton to provide software training for Cosmetology faculty during the Summer 2001 semester, the amount not to exceed \$400.

Funding Source: TTIP Human Resources Funds

Comment: This consultant will provide WebCT training for the Cosmetology faculty to support a recently adopted textbook that comes with companion web-based materials in WebCT format.

4-F SOFTWARE TRAINING FOR ADMISSIONS STAFF

KnowledgeWorks to continue training for the Admissions staff on Microsoft applications July through September 1, 2001, the amount not to exceed \$7,200.

Funding Source: TTIP Human Resources Funds

Comment: This is an extension of an existing contract to cover dates that fall into the new fiscal year.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 9, 2001

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

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

4-G **MEDIATION SERVICES CONSULTANT**

Payment to Joan Goldsmith in the amount of \$2,000 for conflict resolution services in a faculty personnel matter.

Funding Source: 2001-2002 Budget/Academic Affairs

4-H **PUBLIC TRANSIT MAINTENANCE TRAINING PROGRAM**

Dr. Norena N. Badway will assist the Automotive Technology and English as a Second Language Departments develop curriculum and teaching strategies to serve Limited-English Proficient and students entering the Public Transit Maintenance Training Program for an amount of \$7,800 plus expenses for six training sessions to be performed during the period of July 2 through July 20, 2001.

Funding Source: VTEA Equipment Grant -- Public Transit Maintenance Technician Program.

Comment: Dr. Badway's responsibilities will include (1) assessment of curriculum capability to serve limited-English Proficient and students entering the program; (2) evaluate reading requirements of texts and materials; (3) provide professional development to ESL and developmental education faculty for delivering instruction in an occupational context; and (4) provide professional development to Auto Tech faculty for reinforcing language skills in the technical portion of the program.

4-I **SATURDAY SCIENCE PROGRAM**

The Center for Educational Achievement (CEA) will assist the District in developing and implementing a plan to increase the enrollment of students into the Saturday Science Program and expand its service area into Santa Monica and the greater Westside of Los Angeles in the amount of \$20,000 during the 2001-2002 academic year. The actual period of performance will be from July 10, 2001 through June 30, 2002.

Funding Source: 2001-2002 Budget/Planning and Development

Comment: CEA's responsibilities will include (1) community outreach and recruitment to students from Santa Monica and the Westside, South Central and East Los Angeles, at the middle and senior high schools; (2) establishment of partnerships with the health industry; (3) resource development to support the on-going activities in the program.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 9, 2001

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

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

4-J TEACHER AND READING DEVELOPMENT PARTNERSHIP (TRDP) GRANT

1. Terry Marre to provide on site supervision of students enrolled in ENGL 94, Tutoring K-3rd Grade Elementary Students in Reading. The period of the contract is August 27, 2001 thru June 30, 2002 for an amount not to exceed \$12,000.

Comment: Mr. Marre taught developmental reading at SMC for 32 years. He will act as a liaison between the College and the elementary schools to ensure the success of this aspect of the TRDP grant.

2. Sharon Wickham-Foxwell to provide on-site assistance in the supervision of students enrolled in ENGL 94, Tutoring K-3rd Grade Elementary Students in Reading. The period of the contract is September 6, 2001 through June 12, 2002, for an amount not to exceed \$1,000.

Comment: Mrs. Wickham-Foxwell is a full-time Language Arts Specialist at John Muir Elementary School. She will take on the additional task of monitoring the on-site attendance of SMC tutors, and act as a liaison between the SMC instructor and John Muir Elementary School.

Funding Source: Governor's Grant: Teacher and Reading Development Partnership (TRDP)

4-K AGREEMENT FOR INSTRUCTIONAL MEDIA

Agreement with the LOS ANGELES COUNTY OFFICE OF EDUCATION (LACOE) to furnish video tapes and videodiscs (instructional media) to Santa Monica College for 2001-2002 for a cost of \$300.

Funding Source: District General Fund

Comment: This is an on-going contract with LACOE to provide film and video to the College for instructional media use.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 9, 2001

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

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

4-L ANNUAL SITE LICENSE FOR eCOLLEGE SERVICES

Renewal of the contract for a 12-month site license with eCollege for Distance Education services in the amount of \$175,000 to cover 3,500 individual student enrollments for Summer 2001, Fall 2001, Winter 2002, and Spring 2002.

Funding Source: District Funds/Distance Education Budget, Title III Grant, eCollege Online Business Degree Grant, Virtual Multimedia Center Grant

Comment: In September 2000, the Board amended the District's contract with eCollege to substitute a negotiated site license fee of \$150,000 for 2,500 individual student enrollments for the previous agreement to pay \$27 for each resident student enrollment and \$307 for each nonresident student enrollment, reducing the average per-student cost from \$68 to \$55. The College slightly exceeded the 2,500 enrollments for 2000-2001. Increasing student demand for online classes justifies the goal of 3,500 individual student enrollments for 2001-2002, and the site license fee of \$175,000 reduces the per-student cost to \$50.

4-M AGREEMENT FOR CLINICAL RESEARCH VOLUNTEER PROGRAM

Agreement with the NATIONAL INSTITUTES OF HEALTH (NIH) for the recruitment of Santa Monica College students to participate in the Clinical Research Volunteer Program. The District acts as the paying agent for the student volunteer per diem and the required physical and medical testing as verified by the NIH. The NIH will reimburse the District for these expenses as well as pay an administrative fee to the District. Estimated reimbursable expenses are not to exceed \$1,500 per student.

Funding Source: National Institutes of Health

Comment: The NIH is one of the top research facilities in the world and Santa Monica College competes with all universities in the United States to place students in the Clinical Research Volunteer Program. Selected students also receive unit credit from the College.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 9, 2001

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 5 **AGREEMENTS FOR OFFICE OF WORKFORCE AND ECONOMIC DEVELOPMENT**

5-A PARTNERSHIP PROGRAM WITH SANTA MONICA PLACE MERCHANTS ASSOCIATION

Partnership program with Santa Monica Place and the Office of Workforce and Economic Development for services and training for the period of May 1, 2001 through May 30, 2001 in an amount not to exceed \$2,000.

Funding Source: Job Development Incentive Fund Grant

Comment: The above costs are for programs and training developed for the Retail Job Development Training Fund Grant Partnership with Santa Monica College.

5-B PUBLIC TRAINING VENDOR DIRECTORY TELECOMMUNICATIONS PROGRAM (AMENDMENT)

Amendment to the agreement between Culver City Fire Department (CCFD) and Santa Monica College (SMC) to include the increased amount of monthly rent to \$750, June 5, 2001 through June 30, 2002.

Funding Source: Proceeds from South Bay/Hawthorne Workforce Investment Board for the delivery of an approved Public Training Vendor Directory telecommunications program.

Comment: This agreement was approved for rental at the incorrect amount of \$617.50 per month at the June 4, 2001 Board meeting.

5-C DEVELOPMENT AND IMPLEMENTATION OF ADVANCED COMPUTING TECHNOLOGY

MONICA TORRES to assist in the development and implementation of the Advanced Computing Technology (ACT), Inc. Center to be located at the Office of Workforce and Economic Development for an amount of \$3,000 per month for the period of July 10th, 2001 through January 10, 2002.

Funding Source: 2001-2002 Budget/Planning and Development

Comment: Ms. Torres' responsibilities will include (1) developing a marketing Plan for the ACT Center; (2) assist in developing an appropriate testing cycle for the CASAS Test and other assessment instruments to be utilized at the ACT Center; (3) assist in developing Web courses for the customized training component of the program.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 9, 2001

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 6 RETIRED SENIOR VOLUNTEER PROGRAM (RSVP)

Renewal of a grant to the Retired Senior Volunteer Program (RSVP) of Santa Monica to work with older adult volunteers on the Santa Monica College campus during 2001-2002, the amount not to exceed \$8,500.00.

Funding Source: 2001-2002 Budget/Academic Affairs

Comment: This annual resolution is for the same amount as last year and will provide necessary funds for the placement of 50 volunteers on campus for a total of 44 weeks. Approximately \$5.00 per week per volunteer will go directly to the older volunteers to cover mileage and/or bus travel and one meal per week when necessary as per RSVP guidelines.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 9, 2001

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7 **CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM CONTRACT**

Contract with the Board Administration California Public Employees' Retirement System for an actuarial valuation for the Campus Police Personnel for a fee not to exceed \$700.

Funding Source: 2001-2002 Budget/Collective Bargaining, Mandated Costs

Comment: An actuarial valuation is required by Section 20466 of the Public Employees' Retirement Law for the purpose of determining contributions to be made by a Public Agency.

RECOMMENDATION NO. 8 **CONSULTANTS - PERSONNEL COMMISSION**

1. R. Douglas Collins to serve as hearing officer for classified employee appeals through the Personnel Commission during the 2001-2002 fiscal year at the rate of \$900 per day.

Funding Source: 2001-2002 Budget/Personnel Commission

Comment: Education Code 88131 provides for the use of Hearing Officers by the Personnel Commission "to conduct any hearing or investigation which the Personnel Commission itself is authorized by this article to conduct."

2. Esquire Deposition Services to record and transcribe hearings conducted for classified employee appeals through the Personnel Commission during the 2001-2002 fiscal year at the rate of \$230 per day, not to exceed \$690.

Funding Source: 2001-2002 Budget/Personnel Commission

Comment: Court Reporters are used to record and transcribe disciplinary and/or investigative hearings held by the Personnel Commission.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 9, 2001

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9 **ACADEMIC PERSONNEL**

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

EFFECTIVE DATE

ELECTIONS

ADMINISTRATIVE

Berman, Diane	Project Manager, International Studies	07/01/01 - 06/30/02
Merlic, Jennifer	Director, Technology Training	07/10/01
Ellis, Tracey	Project Manager, CalWORKS	07/01/01 - 06/30/02
Wright, Kenneth	Director, Athletics	07/10/01
Yarrish, Julie	Project Manager, Virtual Multimedia Center	07/01/01 - 06/30/02

CONTRACT

Baghdasarian, Garen	Instructor, Biology	08/21/01
Beitel, Patricia	Instructor, Nursing	08/21/01
Brewer, Sara	Instructor, Online Communication	08/21/01
Fria, Christopher	Instructor, Computer Animation	08/21/01
Hammond, Craig	Instructor, Computer Applications	08/21/01
Javelosa, David	Instructor, Interactive Media	08/21/01
Rabinow-Palley, Lisette	Counselor, Disabled Students	08/21/01
Williams, Eric	Instructor, Nursing	08/21/01
Womak, Carol	Bibliographic Instruction, Library	08/21/01
Valdivia, Odemaris	Instructor, Computer Applications	08/21/01

ADJUNCT

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

LEAVE OF ABSENCE WITH PAY

REDUCTION IN ASSIGNMENT

Del Valle, Patti Counselor, Counseling Services 08/21/01 - 06/18/02
 Comment: Ms. Del Valle requests a reduction of her assignment to 75%.

Dworsky, Amy Counselor, Counseling Services 08/21/01 - 06/18/02
 Comment: Ms. Dworsky requests a reduction of her assignment to 60%.

LEAVE OF ABSENCE WITHOUT PAY

CHILD REARING

Magallon, Beatriz Counselor, Counseling Services 04/16/01 - 06/12/01

SEPARATIONS

RESIGNATION

McPhail Naples, Fabienne

Project Manager, Service Learning

06/30/01

LIMITED RETIREMENT

Haegele, Loann

Instructor, Nursing

08/21/01 - 06/30/06

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

RECOMMENDATION NO. 10

ADMINISTRATIVE EMPLOYMENT AGREEMENTS

Approval of employment agreements for a term of at least one year effective July 1, 2001 for all current academic/classified administrators in the following positions:

Associate Vice President
Dean
Associate Dean
Assistant Dean
Director

Comment: Administrative employment agreements are in accordance with Education Code Section 72411. The signed agreements will be on file in the Human Resources Office.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 9, 2001

RECOMMENDATION NO. 11

**CLASSIFIED PERSONNEL
ESTABLISH/ABOLISH POSITIONS**

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

	<u>EFFECTIVE DATE</u>
<u>ESTABLISH</u>	
Administrative Asst II Superintendent/President Office/Public Programs, 12 mos, 40 hrs	07/10/01
<u>ABOLISH</u>	
Department Secretary II (vacant position) Superintendent/President Office, 12 mos, 40 hrs	07/10/01
Department Secretary II (vacant position) Public Programs, 12 mos, 40 hrs	07/10/01

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.

	<u>EFFECTIVE DATE</u>
<u>ELECTIONS</u>	
<u>PROBATIONARY</u>	
Lopez, Steven, Accountant-Restricted Funds, Fiscal Svcs	06/04/01
Thomas, Tamorah, Community Svcs Asst, Comm Svcs	06/18/01
Thomason, Matthew, Lab Technician-Art, Art	06/05/01
<u>PROMOTION</u>	
Barton, Willis	07/03/01
Fr: Admissions/Records Clerk II, Admissions, 12 mos, 40 hrs	
To: Registration Enrollment Coordinator, Community Services, 12 mos, 40 hrs	
Prestby, Anthony	07/02/01
Fr: EOP&S Program Specialist, EOPS, 12 mos, 40 hrs	
To: Public Programs Office Coordinator, 12 mos, 40 hrs	
<u>TRANSFER/VOLUNTARY</u>	
Stewart, Ruth	06/25/01
Fr: Dept Secretary I, Job Center, 12 mos, 40 hrs	
To: Dept Secretary I, Social Sciences, 12 mos, 40 hrs	

PERMANENT EMPLOYEE WITH SUMMER ASSIGNMENT

Drinot, Luz-Maria, Dept Sec II, Latino Ctr 08/01/01 - 08/26/01

CHANGE IN WORKSHIFT/PERMANENT

Stevenson, Ron 06/18/01

Fr: Custodian, NS-2, Operations, 12 mos, 40 hrs

To: Custodian, NS-1, Operations, 12 mos, 40 hrs

Hernandez, Ronald 07/01/01

Fr: Grounds Caretaker, VH-1, Grounds, 12 mos, 40 hrs

To: Grounds Caretaker, Day, Grounds, 12 mos, 40 hrs

Huerta, Lucio 07/01/01

Fr: Custodian, NS-2, Operations, 12 mos, 40 hrs

To: Custodian, Day, Operations, 12 mos, 40 hrs

CHANGE IN WORKSHIFT/TEMPORARY

Boone, Lawrence 06/18/01 - 07/27/01

Fr: Toolrm Attd I, Auto/Trades, NS-1, 11mos, 16 hrs

To: Toolrm Attd I, Auto/Trades, Day, 11mos, 16 hrs

INCREASE IN HOURS/TEMPORARY

Boone, Lawrence 06/18/01 - 06/30/01

Fr: Toolrm Attd I, Auto/Trades, 11mos, 16 hrs

To: Toolrm Attd I, Auto/Trades, 11mos, 40 hrs

VOLUNTARY REDUCTION IN HOURS/TEMPORARY

Drinot, Luz-Maria, Dept Sec II, Latino Ctr, 11 mos (40 to 30 hrs/wk) 07/02/01 - 07/27/01

Thomas, Martha, Accomp-Dance, Dance, 11 mos (20 to 16 hrs/wk) 06/18/01 - 07/27/01

Ziegler, Tracey, Dis Stu Sv Sp, Dis Stu Ct, 11 mos (40 to 32 hrs/wk) 07/05/01 - 07/26/01

WORKING OUT OF CLASSIFICATION

Avitia-Segura, Antonio 06/18/01 - 06/30/01

Fr: Grounds Caretaker, Grounds, 12 mos, 40 hrs

To: Acting Skilled Maintenance Wker, Maintenance, 12 mos, 40 hrs

WORKING OUT OF CLASSIFICATION (Additional responsibilities)

Baetz, Michael, Gardener/Equip Oper, Grounds (ext) +5.0% 05/01/01 - 06/30/01

Baetz, Michael, Gardener/Equip Oper, Grounds (ext) +5.0% 07/01/01 - 11/02/01

Looney, Brant, Systems Analyst, AET (ext) +5.0% 07/01/01 - 12/20/01

Martin, Sonya, Personnel Manager, Personnel Comm (ext) +31.0% 07/01/01 - 12/30/01

Rojas, Dan, Computer Network Analyst, Network Svcs +5.0% 07/01/01 - 12/21/01

Wilkie, Christina, Media Svcs Tech, Distance Ed/AET (ext) +10.5% 07/01/01 - 12/31/01

Wu, Frank, Data Base Administrator, Info Mgmt (ext) +7.5% 07/01/01 - 12/21/01

SEPARATIONS

LEAVE OF ABSENCE WITHOUT PAY

PERSONAL

Blumkin, Stuart, Swim/Instructor/Lifeguard, P.E., 11 mos, 40 hrs 07/01/01 " 06/30/02

RESIGNATION

Colter, Melva, Department Secretary I, Fashion/Art, 05/25/01
Duclair, Dominique, Department Secretary I, Social Sciences (amended date) 06/22/01
Searcy-Ernsdorf, Stacie, Dept Secretary II, Supt/President 06/29/01

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

RECOMMENDATION NO. 13

CLASSIFIED PERSONNEL – LIMITED TERM

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

EFFECTIVE DATE

ELECTIONS

PROVISIONAL

Arroyo, Monica, Office Aide, Human Resources	07/01/01 - 09/30/01
Baily, Michael, Internet/Web Specialist, Disabled Student Svcs.	07/01/01 - 09/30/01
Brown, Timothy, Van Driver, Transportation, (ext)	05/13/01 - 06/30/01
Buchanan, Melody, Bookstore Clerk/Cashier, Station 'C'	07/01/01 - 06/30/02
Burkey, Cynthia, Radio Programming Tech. I, KCRW	07/01/01 - 06/30/02
Dawson, Rebecca, Bookstore Clerk/Cashier, Station 'C'	07/01/01 - 06/30/02
Fay, Christopher, Radio Programming Tech. I, KCRW	07/01/01 - 06/30/02
Francois, Dean, Radio Programming Tech. I, KCRW	07/01/01 - 06/30/02
Gaines, Patricia, Department Secretary II, Disabled Student Svcs.	07/01/01 - 09/30/01
Gleason, Tim, Groundskeeper, Grounds, (ext)	07/02/01 - 11/06/01
Hammond, Judy L., Instructional Assistant-ESL, ESL	06/04/01 - 06/30/01
Hammond, Judy L., Instructional Assistant-ESL, ESL	07/01/01 - 07/27/01
Hasenmayer, Nancy, Administrative Asst. I, Health Science	07/01/01 - 08/31/01
Hashaway, Erma, EOPS Program Specialist, EOPS	07/01/01 - 06/30/02
Holmes, Heather, Office Aide, Matriculation	06/01/01 - 06/30/01
Holstein, Stephanie, Disabled Student Testing Asst., DSC	07/01/01 - 12/21/01
Iapicco, Ghislaine, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Jennings, Yvonne A., Purchasing Assistant, Purchasing	06/07/01 - 06/30/01
Lappa, Markku, Bookstore Clerk/Cashier, Station 'C'	07/01/01 - 06/30/02
Malerstein, Janet, Disabled Student Testing Asst., DSC	07/01/01 - 12/21/01
Mendez, Kenia, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Miller, Sabina, Radio Programming Tech. I, KCRW	07/01/01 - 06/30/02
Seeds, Robert V., Personnel Analyst II, Personnel Commission	07/02/01 - 12/30/01
Shilian, David, Multimedia Computer Support Spec., AET	06/20/01 - 06/30/01
Terney, Lindsey, Department Secretary II, Student Life	06/01/01 - 06/30/01

LIMITED TERM

Aguilar, Daniel, Counseling Aide, Planning & Development	06/01/01 - 08/31/01
Ahmed, Mawerdy, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Ahmed, Sara, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Alvarez, Leticia, Registration/Information Clerk, A & R	07/01/01 - 06/30/02
Anderson, Diane, Registration/Information Clerk, A & R	07/01/01 - 06/30/02
Arevalo, Linda, Registration/Information Clerk, A & R	07/01/01 - 06/30/02
Awosika, Kekelola, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Azema, Dora, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Ayala, Juan, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Baker, Tiffany, Registration/Information Clerk, A & R	07/01/01 - 06/30/02
Baker, Stephen, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Ballard, Dora, Accompanist-Performance, Emeritus College	07/01/01 - 06/30/02
Barr, Laura, Accounting Specialist II, Bookstore	07/01/01 - 06/30/02
Baskin, Patricia, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Beckman, Adrian, Bookstore Clerk/Cashier, Station 'C'	07/01/01 - 06/30/02
Benjamin, Jacqueline, Registration/Information Clerk, IEC	07/01/01 - 06/30/02
Berghoff, Aaron, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Bertsch, Robyn, Performance Activities Asst., Events	07/01/01 - 06/30/02
Bharose, Dindial, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Bitew, Theodore, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Boodparset, Sutidavade, Counseling Aide, Black Collegians	07/01/01 - 06/30/02
Brandoa, Raquel, Registration/Information Clerk, A & R	07/01/01 - 06/30/02
Brideau, Alexander III, Registration/Information Clerk, A & R	06/12/01 - 06/30/01
Brideau, Alexander III, Registration/Information Clerk, A & R	07/01/01 - 06/30/02
Brown, Carla, Registration/Information Clerk, IEC	07/01/01 - 06/30/02
Brown, Christina, Registration/Information Clerk, A & R	07/01/01 - 06/30/02
Brown, Danielle, Registration/Information Clerk, Comm. Svcs.	07/01/01 - 06/30/02
Bruder, Brunhilde, Registration/Information Clerk, A & R	07/01/01 - 06/30/02
Bui, Bang, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Burnley, Jolacery, Registration/Information Clerk, IEC	07/01/01 - 06/30/02
Cadena, Allison, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Cadena, Ruben, Registration/Information Clerk, Station 'D'	07/01/01 - 06/30/02
Campbell, Bonita, Department Secretary II, Mathematics	07/01/01 - 08/05/01
Casillas, Ruth, Registration/Information Clerk, A & R	07/01/01 - 06/30/02
Cason, Tracy, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Cervantes, Margaret, Registration/Information Clerk, Off. Of SR	07/01/01 - 06/30/02
Chappell, Jennifer, Registration/Information Clerk, IEC	07/01/01 - 06/30/02
Chase, Gerald, Registration/Information Clerk, Station 'D'	07/01/01 - 06/30/02
Chavez, Carmen, Registration/Information Clerk, A & R	07/01/01 - 06/30/02
Cole, Gina, Department Secretary II, Wrkfc & Econ. Devlp.	06/07/01 - 06/30/01
Conlin, William, Performance Activities Asst., Events	07/01/01 - 06/30/02
DaCosta, Richard, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Dalton, Dorthea, Registration/Information Clerk, A & R	07/01/01 - 06/30/02
Daniel, Bethel, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
De Leon, Aroldo Jr., Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
De Leon, Nidia, Registration/Information Clerk, A & R	07/01/01 - 06/30/02
Delgado, Mayra, Registration/Information Clerk, A & R	07/01/01 - 06/30/02
Diaz, Mark Anthony, Registration/Information Clerk, A & R	07/01/01 - 06/30/02
Douglas, Gwendolyn, Registration/Information Clerk, A & R	07/01/01 - 06/30/02
Dunham, William, Registration/Information Clerk, A & R	07/01/01 - 06/30/02
Dwarakanath, Hema, Registration/Information Clerk, A & R	07/01/01 - 06/30/02
Ellison, Monti Louis, Accompanist-Dance, Dance/Aca Affairs	07/01/01 - 08/20/01

LIMITED TERM (cont'd)

Everett, Tiffany, Counseling Aide, EOPS	07/01/01 - 06/30/02
Exum, Ellen, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Fayuler, Mikhail, Registration/Information Clerk, IEC	07/01/01 - 06/30/02
Ferek, Carolyn, Department Secretary II, Cosmetology	05/31/01 - 06/29/01
Feria, Gabrellia, Vocational Instructional Asst., Cosmetology	07/01/01 - 06/30/02
Fletcher, Gerald, Registration/Information Clerk, Off. Of SR	07/01/01 - 06/30/02
Franco, Jose, Registration/Information Clerk, A & R	07/01/01 - 06/30/02
Frias, Laura, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Friha, Mohammed, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Garcia, Lucy, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Garcia, Renay, Registration/Information Clerk, A & R	07/01/01 - 06/30/02
Gebremichael, Hermela, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/01
Gerhold, Thomas, Accompanist-Performance, Emeritus College	07/01/01 - 06/30/02
Gerhold, Thomas, Accompanist-Voice, Emeritus College	07/01/01 - 06/30/02
Getachew, Bistrate, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Gonzalez, Anthony, Counseling Aide, Latino Center	07/01/01 - 06/30/02
Gonzalez, Hugo, Registration/Information, A & R	07/01/01 - 06/30/02
Gooch, Beverly, Registration/Information Clerk, A & R	07/01/01 - 06/30/02
Gottesman, Judith, Accompanist-Performance, Emeritus College	07/01/01 - 06/30/02
Green, Brandon, Bookstore Clerk/Cashier, Station 'C'	07/01/01 - 06/30/02
Gutierrez, Debbie, Counseling Aide, Pico Partnership	06/16/01 - 06/30/01
Gutierrez, Veronica, Counseling Aide, Latino Center	07/01/01 - 06/30/02
Hagan, Manisha, Registration/Information Clerk, A & R	07/01/01 - 06/30/02
Hall, Stephanie, Registration/Information Clerk A & R	07/01/01 - 06/30/02
Harrison, Rachelle, Registration/Information Clerk, A & R	07/01/01 - 06/30/02
Hassan, Fauzia, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Hayton, Brian, Registration/Information Clerk, A & R	07/01/01 - 06/30/02
Hearns, Douglas, Registration/Information Clerk, A & R	07/01/01 - 06/30/02
Hermawan, Miguel, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Herron, Meridith, Registration/Information Clerk, A & R	07/01/01 - 06/30/02
Hill, Jamon, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Huoth, Instructional Assistant-ESL, ESL	07/01/01 - 07/27/01
Jackson, Sheralynn, Registration/Information Clerk, Off. Of SR	07/01/01 - 06/30/02
Janssen, Gerriet, Instructional Assistant-ESL, ESL	07/01/01 - 07/27/01
Jimenez, Elias, Registration/Information Clerk, A & R	07/01/01 - 06/30/02
Jimenez, Maricela V., Registration/Information Clerk, A & R	07/01/01 - 06/30/02
Johnson, Andre, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Johnson, Deneen, Registration/Information Clerk, A & R	07/01/01 - 06/30/02
Jones, Frances, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Jones, Michaelyn, Registration/Information Clerk, A & R	07/01/01 - 06/30/02
Jones, Rysha, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Jones, Tia, Registration/Information Clerk, Off. Of School Relts.	07/01/01 - 06/30/02
Kahn, Clarice, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Kangarlou, Monique, Vocational Instr. Asst., Cosmetology	07/01/01 - 06/30/02
Karimi, Hashem, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Keeper, Jocelyne, Vocational Instr. Asst., Cosmetology	07/01/01 - 06/30/02
Kowalczyk, Tdzio, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Lee, Karen, Registration/Information Clerk, Off. Of School Relts.	07/01/01 - 06/30/02
Lemes, Blanche, Instructional Assistant-ESL, ESL	07/01/01 - 06/30/02
Lemus, Karen, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Levy, Charles, Vocational Instructional Assistant, Cosmetology	07/01/01 - 06/30/02

LIMITED TERM (cont'd)

Lockwood, Stephen, Accompanist-Dance, Dance/Academic Affs.	06/22/01 - 06/30/01
Lockwood, Stephen, Accompanist-Dance, Dance/Academic Affs.	07/01/01 - 06/30/02
Logvinskiy, Leonid, Accompanist-Dance, Dance/Academic Affs.	07/01/01 - 08/20/01
Lopez, Jose, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Lopez, Tomas, Registration/Information Clerk, A & R	07/01/01 - 06/30/02
Lopez, Waleska, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Lugo, Shane, Skilled Maintenance Worker, Maintenance	06/21/01 - 06/30/01
Luqin, Jorge, Registration/Information Clerk, IEC	07/01/01 - 06/30/02
Manhertz, Yvonne, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Martinez, Carlos, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Matamoros, Carlos, Registration/Information Clerk, A & R	07/01/01 - 06/30/02
Matsumoto, Michael, Registration/Information Clerk, A & R	07/01/01 - 06/30/02
Mbusi, Norah, Counseling Aide, Student Support Svcs/TRIO	07/01/01 - 06/30/02
McIntosh, Bryon, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
McMahon, Mandy, Registration/Information Clerk, A & R	07/01/01 - 06/30/02
McMillen, Instructional Assistant-ESL, ESL	07/01/01 - 07/27/01
McPherson, Jeffrey, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Mendes, Silvia, Registration/information Clerk, A & R	07/01/01 - 06/30/02
Menjivar, Raul, Counseling Aide, EOPS	07/01/01 - 06/30/02
Mills, Aundrea, Counseling Aide, EOPS	07/01/01 - 06/30/02
Moages, Aster, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Moagi, Stephen, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Monroe, Trinita, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Moss, Lisa, Department Secretary I, Personnel Commission	07/01/01 - 10/31/01
Muluneh, Nebiyu, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Muslin, Lisa, Registration/Information Clerk, A & R	07/01/01 - 06/30/02
Nam, Taek Cheor, Counseling Aide, Transfer/Counseling	07/01/01 - 06/30/02
Navarro, Erik, Registration/Information Clerk, A & R	07/01/01 - 06/30/02
Nelson, Marion, Registration/Information Clerk, A & R	07/01/01 - 06/03/02
Ngo, Carol, Registration/Information Clerk, A & R	07/01/01 - 06/30/02
Ngo, Any-Tuyet, Registration/Information Clerk, IEC	07/01/01 - 06/30/02
Nguyen, Ha Registration/Information Clerk, A & R	07/01/01 - 06/30/02
Nguyen, Lan, Registration/Information Clerk, IEC	07/01/01 - 06/30/02
Nguyen, Quynh-Mai, Registration/Information Clerk, Off. Of SR	07/01/01 - 06/30/02
Nieto, Bahman, Registration/Information Clerk, Off. Of SR	07/01/01 - 06/30/02
Pak, Nancy, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Perez, Maricela, Registration/Information Clerk, A & R	07/01/01 - 06/30/02
Panghongkeon, Artee, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Paker, Rashad, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Perkins, Paul, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Preciado, Erika, Counseling Aide, Latino Center	07/01/01 - 06/30/02
Quezada, Nancy, Registration/Information Clerk, A & R	07/01/01 - 06/30/02
Quintero, Nancy, Registration/Information Clerk, Off. Of SR	07/01/01 - 06/30/02
Redondo, Gianina, Department Secretary II, Wrkfc & Econ Devlp.	05/31/01 - 06/30/01
Reed, Jeffery, Accompanist-Dance, Dance/Academic Affairs	07/01/01 - 08/20/01
Rezapour, Mehrnoosh, Counseling Aide, Transfer/Counseling	07/01/01 - 06/30/02
Ricks, Keith, Performance Activities Assistant, Events	07/01/01 - 06/30/02
Rodriguez, Zaida, Registration/Information Clerk, Off. Of SR	07/01/01 - 06/30/02
Rose, Heather, Registration/Information Clerk, A & R	07/01/01 - 06/30/02
Rosinek, Shirley, Registration/Information Clerk, IEC	07/01/01 - 06/30/02
Rubio, Mary Louise, Registration/Information Clerk, A & R	07/01/01 - 06/30/02

LIMITED TERM (cont'd)

Saifu, Phiven, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Sanchez, Yesenia, Counseling Aide, EOPS	07/01/01 - 06/30/02
Santiago, Alberto, Registration/Information Clerk, A & R	07/01/01 - 06/30/02
Santilena, James, Instructional Assistant-English, English	06/18/01 - 07/30/01
Santilena, James, Instructional Assistant-English, English	07/01/01 - 07/26/01
Sawhill, Kenneth, Registration/Information Clerk, IEC	07/01/01 - 06/30/02
Serratos, Monica, Counseling Aide, Student Life	07/01/01 - 06/30/02
Sexton, Robert, Accompanist-Dance, Dance/Academic Affs.	07/01/01 - 08/20/01
Shamsian, Dalia, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Sherif, Alfia, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Shin, Jennifer, Registration/Information Clerk, A & R	07/01/01 - 06/30/02
Sims, Yvette, Counseling Aide, Pico Partnership	06/18/01 - 06/30/01
Sinclair, Reva, Registration/Information Clerk, A & R	07/01/01 - 06/30/02
Sloane, William, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Smith, Melissa, Bookstore/Cashier, Bookstore	07/01/01 - 06/30/02
Solomon, LaVada, Bookstore Clerk/Cashier, Bookstore	06/21/01 - 06/30/01
Solomon, LaVada, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Staggs, Cray, Instructional Assistant-ESL, ESL	07/01/01 - 07/27/01
Sturgis, Denise, Registration/Information Clerk, IEC	07/01/01 - 06/30/02
Succar, Abdulfatah, Registration/Information Clerk, A & R	07/01/01 - 06/30/02
Sun, Hsu, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Switzer, Stella, Department Secretary II, Facilities	07/01/01 - 12/30/01
Tapia, Hector, Registration/Information Clerk, Office Of SR	07/01/01 - 06/30/02
Taylor, Rosa, Counseling Aide, Student Support Services/TRIO	07/01/01 - 06/30/02
Tesfaye, Hiwot, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Thielking, Alan, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Thompson, Xavier, Bookstore Clerk/Casher, Bookstore	06/16/01 - 06/30/01
Tucker, Ave, Registration/Information Clerk, A & R	07/01/01 - 06/30/02
Vento, Victor, Accompanist-Performance, Emeritus College	07/01/01 - 06/30/02
Venezia, Rachael, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Vila, Michael, Performance Activities Asst., Events	07/01/01 - 06/30/02
Virgin, Juan, Registration/Information Clerk, A & R	07/01/01 - 06/30/02
Washington, Mianca, Bookstore Clerk/Cashier, Bookstore	06/11/01 - 06/30/01
Washington, Mianca, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Williams, Donnie, Custodian, Operations (ext)	07/01/01 - 07/31/01
Wilson (Enaiho), Patricia, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Yamate, Chris, Bookstore Clerk/Cashier, Station 'C'	07/01/01 - 06/30/02
Young, Brian, Registration/Information Clerk, A & R	07/01/01 - 06/30/02
Young, Mary Ellen, Bookstore Clerk/Cashier, Bookstore	07/01/01 - 06/30/02
Zambrano, Patricia, Registration/Information Clerk, A & R	07/01/01 - 06/30/02
Zelda, Jaime, Registration/Information Clerk, A & R	07/01/01 - 06/30/02

LIMITED TERM (Substitute)

Rogers, Cheryle, Department Secretary II, Operations	07/02/01 - 08/31/01
Sheldon, Maureen, Administrative Assistant I, Student Life	05/25/01 - 06/30/01

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 9, 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
College Student Assistant \$7.00/hr	165
College Work-Study Student Assistant \$7.00/hr	17
Tutorial Aide \$10.50/hr	6

SPECIAL SERVICES

Art Model \$14.00/hr	5
Community Services Specialist II \$38.00/hr	6
Junior Counselors/Day Camp Stipend - \$299/month (10 th grade) \$399/month (11 th grade) \$499/month (12 th grade)	6
Recreation Director I \$8.12/hr	1
Recreation Director II \$10.59/hr	1
Recreation Director/Day Camp I \$55.00/dy	11
Recreation Director/Day Camp II \$70.00/dy	1
Recreation Director/Day Camp III \$85.00/dy	1

PROFESSIONAL EXPERTS

CalWORKS - Project Specialist I 2
\$3750.00/mo

CalWORKS - Project Specialist II 4
\$4583.00/mo

Workforce and Economic Development - Project Specialist I 3
\$3750.00/mo, July 1 through July 30, 2001

Workforce and Economic Development - Project Specialist II 5
\$4583.00/mo, July 1 through July 30, 2001

VOLUNTEERS 6

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 9, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 15 CONTRACTS AND CONSULTANTS

15-A VENDOR CONTRACTS

1. INFINITY OUTDOOR (used to be GANNETT TRANSIT): Renew contract to maintain transit shelters on Pico Blvd. site and Pearl Street site, from the period of August 1, 2001 to July 31, 2006. Infinity Outdoor will pay the District one hundred and fifty dollars (\$150.00) per shelter per month for the maximum of six (6) shelters, plus an annual utility payment of one hundred and eighty dollars (\$180.00) per shelter. In addition, Infinity Outdoor will donate five (5) benches and five (5) trash receptacles to the campus.
2. COCA-COLA BOTTLING COMPANY of LOS ANGELES: Renew contract for carbonated drinks vending machine services for the period of August 1, 2001 to July 31, 2006. Coca-Cola Bottling Company of Los Angeles will pay the District \$8.16 per case of the soft drinks sold by the machines, plus \$20,000.00 per year donation to the District.

15-B EVENTS, FALL, 2001

Art Lectures

September 7	Frida Kahlo	Eleanor Schapa	50% of tickets sales
October 19	Vincent Van Gogh	Mario Semere	50% of tickets sales
November 2	John Singleton Copley	Eleanor Schapa	50% of tickets sales

Afternoon Theater for Children

October 6 (two shows)	The Animal Guys	The Animal Guys	\$600
November 3 (two shows)	Hansel & Gretel	Jim Gamble Puppets	\$1,500.00

Architectural Treasures of Los Angeles

October 5	Arts and Crafts Style	Eleanor Schapa	50% of tickets sales
October 6	Tour of Adamson House, Malibu	Eleanor Schapa	50% of tickets sales
December 7	Spanish Colonial Revival Style	Eleanor Schapa	50% of tickets sales
December 8	Tour of Gamble House, Pasadena	Eleanor Schapa	50% of tickets sales

Funding Source: Fees will be covered by tickets sales

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 9, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 15 CONTRACTS AND CONSULTANTS (Continued)

15-C RISK MANAGEMENT CONSULTANT

Agreement with MAUREEN SASSOON to provide safety consulting services for the period of July 1, 2001 through June 30, 2002 on an as-needed basis for an amount not to exceed \$3,000. Services to include training, air monitoring, lab pick-up, chain-of-custody, lab fees and written reports as necessary to investigate health and safety issues.

Funding Source: 2001-2002 Budget

Comment: Dr. Sassoon is a highly qualified Registered Environmental Assessor and Environmental Health Specialist with more than 20 years of experience.

15-D LEGAL SERVICES FOR BOOKSTORE

Agreement with TAYLOR, SIMONSON & WINTER, ATTORNEYS AT LAW to provide legal services related to California sales taxes resulting from Bookstore sales for the period of July 10, 2001 through August 31, 2001 for an amount not to exceed \$800.

Funding Source: 2001-2002 Budget

Comment: It has been discovered and corrected that sales tax was being calculated incorrectly. The firm of Taylor, Simonson & Winter was recommended by the District's auditing firm to assist the District in mitigating any penalties associated with the incorrect calculation.

15-E ADVERTISING SERVICES

Agreement with SHERRY A. HEATON for advertising consulting services including the sale of advertising space in THE CORSAIR and special advertising supplements. Fees to be based on 25 percent of revenues received for the period of August 1, 2001 through June 15, 2002.

Funding Source: Auxiliary Fund

Comment: Ms. Heaton is the former western regional classified advertising manager for THE WALL STREET JOURNAL. The duties of the consultant shall be coordinated by THE CORSAIR advisor.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 9, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 16 **ANNUAL POOL PAYMENT**

Annual payment to the CITY OF SANTA MONICA for the maintenance and operation of the campus swimming pool. The amount of the payment is \$46,954.19 for fiscal year 1999-2000.

Funding Source: 2000-2001 Budget

Comment: This payment is a continuation of an existing agreement with the City of Santa Monica and is for the year prior to the demolition of the pool. For the fiscal year 1998-99, payment was \$48,954.18.

RECOMMENDATION NO. 17 **CHANCELLOR'S OFFICE TAX OFFSET PROGRAM**

Participate in the annual Chancellor's Office Tax Offset Program (COTOP) for the purpose of collecting outstanding student obligations by the Franchise Tax Board as deductions from the student's personal state income tax refund, lottery winnings or other state refunds. A 25% administrative fee for the service is deducted from the amount collected and the balance is remitted to the District.

Comment: This is a continuation of one method for the District to collect outstanding student fees, library fines, personal checks and short-term student loans from those students who refuse to pay their financial obligations.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 9, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 18 KCRW

18-A CONSULTANTS

Agreements with the following KCRW consultants for the period ending June 30, 2002.

Sasha Anawalt: Program services, "THEATRE TALK," specializing in Dance reviews. Payable at \$100 per exclusive original program and at \$50 per non-exclusive program for a total not to exceed \$2,600.

Ricky Andres: Program services, Guest Host for music programs. Payable at varying rates per program for a total not to exceed \$2,500.

Jason Bentley DBA: Secret Technology, Inc: Program services, "METROPOLIS." Payable at \$200 per program for a total not to exceed \$43,000.

Kellie Briley: Community Ascertainment and research pertaining to KCRW and FCC compliance issues; additional research projects as requested by KCRW. Payable at \$200 per quarter for a total not to exceed \$800.

Gary Calamar DBA: Railroad Management: Program services, "THE OPEN ROAD" payable at \$100 per program. Guest Host for other music programs payable varying rates. Total not to exceed \$8,000.

Raul Campos: Program services, as Guest Host for various music programs. Payable at varying rates per program for a total not to exceed \$8,000.

Brad Cleaver DBA: A PROMPT: Computer services, including creating specific programs, maintenance/repair, trouble-shooting, and PC usage instructional services. Payable at \$1,500 per month for a total not to exceed \$18,000.

Johanna Cooper: Program services for the development and production of "CHILDREN OF ABRAHAM." Services include producing, working on story selection, casting, participation in directing, coordination of music, and assisting in the preparation of the script development of 6 one-hour programs. Payable at \$5,000 as third and final payment for post-production coordination services. This is funded in part by KCRW's NEA Grant. (National Endowment of the Arts)

Greg DaPonte/GLD Productions: Program services as Guest Host for various music programs. Payable at varying rates for a total not to exceed \$1,000.

Sara Davidson: Program services, Guest Host for "POLITICS OF CULTURE;" "LEFT, RIGHT & CENTER." Payable at \$100 per program for a total not to exceed \$2,000.

Louis Fantasia: Program services, "THEATRE TALK" commentaries for KCRW; Guest Host for "POLITICS OF CULTURE." Payable at \$100 per original exclusive program, "THEATRE TALK;" and at \$100 per program for "POLITICS OF CULTURE;" for a total not to exceed \$4,000. This is funded in part by CAC organizational Support Grant. (California Arts Council).

Joe Frank: For producer fees/program production services of "JOE FRANK: THE OTHER SIDE." Payable at \$800 for each original exclusive program, \$400 for each remix of an old program, and at \$200 for each repeat of an old program for a total not to exceed \$40,000.

James K. Glassman: Program services, "LEFT, RIGHT & CENTER" and as Guest Host on "POLITICS OF CULTURE" and other special programming Payable at \$100 per program for "LEFT, RIGHT & CENTER;" and "POLITICS OF CULTURE;" and at varying rates as Guest Host on special programming for a total not to exceed \$6,800.

Edward Goldman: Program services for "ARTTALK;" ayable at \$100 per exclusive original program or \$50 per non-exclusive program; and as Guest Host for "POLITICS OF CULTURE." Payable at \$100 per program. Total not to exceed \$6,700. This is funded in part by CAC Organizational Support Grant. (California Arts Council).

Raymond Guarna: Production/editing services for KCRW/LA Theatre Works co-production "THE PLAYS THE THING." Payable at \$2,000 per program for a total not to exceed \$4,000.

Arianna Huffington DBA: CHRISTABELLA, INC: Program services, "LEFT, RIGHT & CENTER;" payable at \$100 per program; Guest Host on "POLITICS OF CULTURE;" payable at \$100 per program; Guest Host on special programming payable at varying rates. Total not to exceed \$6,800.

Sam Hall Kaplan: Program services, "CITY OBSERVED;" payable at \$100 per exclusive original program and \$50 per non-exclusive program. Guest Host on "POLITICS OF CULTURE;" payable at \$100 per program. Guest Host for special programming payable at varying rates. Total not to exceed \$6,700. This is funded in part by CAC Organizational Support Grant. (California Arts Council).

Evan Kleiman: Program services, "GOOD FOOD." Payable at \$500 per month for a total not to exceed \$6,000.

Eric J. Lawrence: Program services, as Guest Host for various music programs. Payable at varying rates per program for a total not to exceed \$1,000.

Andrea Leonard: Program services, "MORNING GLORY," payable at \$75 per program. Guest host on various music programs payable at varying rates. Total not to exceed \$7,800.

Gregg Lewis DBA: GOLDEN CANE ADVERTISING: For advertising/production services and special projects. Base retainer of \$3,334.00 each month plus reimbursable KCRW office expenses for a total not to exceed \$44,508.

Will Lewis DBA: WILL LEWIS ASSOCIATES: Consulting services for KCRW in relation to station fundraising campaigns, direct mail membership and programming development, audience research analysis, writing grant proposals; and additional broadcasting program award applications. Payable at \$6,000 per mont for a total not to exceed \$72,000.

Kevin Lincoln: Program services, as Guest Host for music programs payable at varying rates for a total not to exceed \$6,000.

Anne Litt: Program services, "WEEKEND BECOMES ECLECTIC" payable at \$125 per program. Guest Host for other music programs payable at varying rate. Total not to exceed \$17,000.

Sandra Tsing Loh: Program services, "THE LOH LIFE" commentaries for KCRW payable at \$150 per program. Guest Host on "POLITICS OF CULTURE" payable at \$100 per program. Guest Host on special programming, payable at varying rates. Total not to exceed \$8,500. This is part of CAC Organizational Support Grant. (California Arts Council).

Larry Malizia: For Macintosh and Pro Tools support; including consultation, repair, maintenance and software and hardware configuration. Payable at \$85 per hour for a total not to exceed \$7,000.

Matthew Miller: Program services, "LEFT, RIGHT & CENTER" and as Guest Host, "POLITICS OF CULTURE" payable at \$100 per program. Guest Host on special programming. payable at varying rates. Total not to exceed \$6,800.

Elvis Mitchell: Program services, "THE TREATMENT." Payable at \$1,200. per month for a total not to exceed \$14,400. This is funded in part by CAC Organizational Support Grant. (California Arts Council).

Joe Morgenstern: Program services, film review commentaries for KCRW. Payable at \$50 per program per week for a total not to exceed \$5,200. This is funded part by CAC Organizational Support Grant. (California Arts Council).

Candace Moyer: Promotional support for KCRW's music projects, "KCRW PRESENTS," "SOUNDS ECLECTIC," etc. Payable at \$1,125 pr month for a total not to exceed \$8,500.

Edmund Newton: Program services, "THEATRE TALK" commentaries for KCRW. Payable at \$100 per original exclusive program and \$50 for each non-exclusive program for a total not to exceed \$2,600. This is funded in part by CAC Organizational Support Grant. (California Arts Council).

Ed Parker, Jr.: For design/artwork services as needed. Payable upon projects' completion and invoicing for a total not to exceed \$10,000. This is funded in part by CAC Organizational Support Grant. (California Arts Council).

Kevin Ponthier: Program services, as Guest Host for music programs, payable at varying rates for a total not to exceed \$1,000.

Sandep Rahi DBA: BURNING BOX: For design/artwork services as needed. Payable upon projects' completion and invoicing for a total not to exceed \$15,000. This is funded in part by CAC Organizational Support Grant. (California Arts Council).

Liza Richardson DBA: MAD DOLL PRODUCTIONS: Program services, "THE DROP" payable at \$125 per program. Guest Host for music programs payable at varying rates. Total not to exceed \$9,000.

Robert Scheer: Program services, "LEFT, RIGHT & CENTER" payable at \$100 per program. Guest Host on "POLITICS OF CULTURE" payable at \$100 per program. Guest Host on special programming payable at varying rates. Total not to exceed \$6,800.

Thomas Schnabel DBA: TOUCANO PRODUCTIONS: Program services, "CAFE LA" payable at \$120 per program and as Guest Host for other music programs payable at varying rates. Total not to exceed \$8,500.

Muhammad Siddiq: Program services rendered in the development, story selection and production of "CHILDREN OF ABRAHAM." Payable at \$2,500 upon completion of story selection process for entire series. This is part of KCRW's NEA Grant. (National Endowment of the Arts).

Catherine Tamkin: Program services, as Guest Host for various music programs. Payable at varying rates for a total not to exceed \$3,000.

Garth Trinidad: Program services, "CHOCOLATE CITY" payable at \$75 per program. Guest Host for other music programs payable at varying rates. Total not to exceed \$23,000.

Jennie Webb: Program services, as Guest Host for "POLITICS OF CULTURE" payable at \$100 per program. Guest Host for special programming payable at varying rates. Total not to exceed \$3,000.

Robert Werne: Program services, as Guest Host for music programs. Payable at varying rates for a total not to exceed \$1,000.

Robert Werne: Board operations services for music programs, as needed and authorized. Payable at \$15.51 per hour for a total not to exceed \$1,500.

Garth Wilson DBA: ZERO OVERHEAD: For design/artwork services as needed. Payable upon projects' completion and invoicing. Total not to exceed \$13,000. This is part of CAC Organizational Support Grant (California Arts Council).

Ed Parker, Jr.: For design/artwork services as needed for fundraising projects. Payable upon projects' completion and invoicing. Total not to exceed \$12,000. This is funded in part by CAC Organizational Support Grant. (California Arts Council).

Sandep Rahi DBA: BURNING BOX: For design/artwork services as needed for fundraising projects. Payable upon projects' completion and invoicing. Total not to exceed \$7,000. This is funded in part by CAC Organizational Support Grant (California Arts Council).

Garth Wilson DBA: ZERO OVERHEAD: For design/artwork services as needed for fundraising projects. Payable upon projects' completion and invoicing. Total not to exceed \$49,000. This is part of CAC Organizational Support Grant (California Arts Council).

18-B ORGANIZATIONAL MEMBERSHIP

Organizational membership in the Major Market Partnership.

Funding Source: KCRW donations and CAC Organizational Support Grant and National Endowment of the Arts Grant.

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

18-C PURCHASE OF FCC LICENSE

Agreement with EDUCATIONAL MEDIA FOUNDATION for the purchase of the license and equipment for FM translator station K210CL for an amount not to exceed \$29,000.

Funding Source: KCRW donations

Comment: The purchase of the translator station will mitigate interference to the existing KCRW signal. KCRW raises all operating and capital expenses of the station.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 9, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 19 FACILITIES

19-A AMENDMENT TO AGREEMENT FOR ENGINEERING SERVICES, EXTENSION TO PARKING STRUCTURE C

Amend the agreement for with PSOMAS AND ASSOCIATES for additional engineering services associated with the Extension to Parking Structure C project for an additional amount not to exceed \$10,000, plus reimbursable expenses.

Funding Source: FEMA/District/C.O.P for Parking

Comment: This amendment provides additional engineering services to prepare construction documents for the Phase 2 (17th Street Subterranean Drive and Auto court) portions of the Extension to Parking Structure C project. Phase 1 work scope comprised the construction of the Parking Structure C Extension. The amendment further provides for additional engineering and survey services to prepare a legal easement document for the maintenance of the handicap curb ramp on the southwest corner of Pico Boulevard and 17th Street. This service is required to submit the off-site construction plans, for the Phase 2, Extension to Parking Structure C work, to the City of Santa Monica for approval.

19-B REPLACE GYMNASIUM BOILERS, CHANGE ORDER NO. 2

Change Order No. 2 for the replace Gymnasium Boilers project with R. FOX CONSTRUCTION, INC.

Original Contract Amount	\$328,440.00
Change Order No. 1	2,538.00
Change Order No. 2	<u>21,700.00</u>
Revised Contract Amount	\$352,678.00

Funding Source: 1999-2000 State Scheduled Maintenance Program/District

Comment: This Owner requested Change Order provides a temporary system to maintain hot shower water in the P. E. Shower & Locker Building through the duration of the Boiler Replacement project. Work of this project is 50% funded by the 1999-2000 State Scheduled Maintenance Program.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 9, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

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

19-C COMPLETION OF REPLACE GYMNASIUM BOILERS PROJECT

Subject to completion of punch list items by R. FOX CONSTRUCTION, INC., it is recommended that the Board of Trustees authorize the Executive Vice president of Business and Administration, without further action of the Board of Trustees, to accept the project described as REPLACE GYMNASIUM BOILERS as being complete upon R. FOX CONSTRUCTION, INC. completion of punch list items. The Executive Vice President of Business and Administration shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance, disbursement of the final payment is authorized.

19-D AIRPORT CAMPUS – CPI INCREASE ON ANNUAL LEASE

Increase the monthly lease with the CITY OF SANTA MONICA for the Airport Campus to \$16,997.46, an increase of \$558.91 per month effective July 1, 2001.

Funding Source: District General Fund

Comment: The annual CPI increase is part of the lease agreement for the Airport Campus.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 9, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 20

COMMERCIAL WARRANT REGISTER

May 1 – May 31, 2001 4511 - 4532 \$7,031,638.25

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

RECOMMENDATION NO. 21

PAYROLL WARRANT REGISTER

May 1 – May 31, 2001 C1J-C – C2K-N \$9,021,708.21

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

RECOMMENDATION NO. 22

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.

May 1 – May 31, 2001 78347 - 78883 \$4,585,520

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

RECOMMENDATION NO.23

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.

June 1-June 30, 2001 D34527 – D34772 \$1,416,083.97

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 9, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 24 **PURCHASING**

24-A AWARD OF PURCHASE ORDERS

It is recommended that the following purchase orders be ratified 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 2000/01</u>	<u>Total</u>
A) P. O. 76624 – 76999	\$1,847,573.41
B) Telephone Orders	263,028.70
C) Change Orders	84,037.90
D) Auxiliary Orders E4695	218.81
E) Auxiliary Change Orders	5,500.00

Comment: Lists of orders placed or amended between May 15 and June 26, 2001 are part of records on file in Purchasing Department

24-B DECLARATION AND DONATION OF SURPLUS EQUIPMENT

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

Miscellaneous Hewlett Packard computer components to GOODWILL INDUSTRIES

10 Hewlett Packard computers, monitors, keyboards and mice and miscellaneous computer components to SOUTH BAY JUNIOR ACADEMY

Comment: Obsolete computers have been used by the District to provide repair parts for other units. The remaining components will be used by Goodwill Industries in their employment training program. The South Bay Junior Academy will use the computers and components in their educational program.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 9, 2001

BOARD POLICY

RECOMMENDATION NO. 25

SECOND READING AND APPROVAL
BOARD POLICY SECTION 3000, HUMAN RESOURCES

It is recommended that the Board of Trustees conduct a second reading and approval of Board Policy Section 3000, Human Resources.

COMMENT: Revisions following the first reading have been incorporated.

MOTION MADE BY: Carole Currey
 SECONDED BY: Nancy Cattell-Luckenbach
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

BOARD OF TRUSTEES	INFORMATION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 9, 2001

INFORMATION ITEM D SUBMITTAL OF GRANTS

Title of Grant: **Tech Prep**

Granting Agency: Chancellor's Office, California Community Colleges

Requested Funding: \$71,000

Matching Funds N/A

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

Summary: The SMC Tech Prep Consortium has established strong industry links to provide students with work experience in the community. Tech Prep activities include: integrating academic and vocational competencies; designing curricula that provide work-based learning experiences, and providing professional development for staff and faculty.

Title of Grant: **Fund for Student Success: Service Learning**

Granting Agency: Chancellor's Office, California Community Colleges

Requested Funding: \$27,289

Matching Funds \$84,744 (Source: SMC in-kind)

Performance Period: July 1, 2001 – June 30, 2002 (final year of a three-year grant)

Summary: Continued development of the Service-Learning Program designed to recruit, train, and support faculty to integrate experiential education/community service activities into their courses and to support students as they actively participate in service relevant to their course work. The project also includes information dissemination to faculty and students, the development of relationships with community partners, recruitment of students, and facilitation of collaborations among faculty.

Title of Grant: Industry Driven Regional Collaborative: Restaurant Collaboration

Granting Agency: Chancellor's Office, California Community Colleges

Requested Funding: \$350,550

Matching Funds \$356,322 (Restaurant Collaboration partner match: \$304,990; SMC Match: \$45,612; Jewish Vocational Services: \$5,720)

Performance Period: September 12, 2001 – June 30, 2003

Summary: This proposal seeks funding to provide post-employment training for the restaurant industry to support the two strategic priorities of Business Workforce & Economic Performance and Workplace Literacy in five areas: 1) Food and Beverage Handling, 2) Customer Service Skills, 3) Safety and Cal/OSHA, 4) Languages for Special Purposes, and 5) Management Skills.

Title of Grant: Job Development Incentive Training Fund: Hotel Industry

Granting Agency: Chancellor's Office, California Community Colleges

Requested Funding: \$299,449 (first year's funding of a two year grant)

Matching Funds \$307,220 (Hotel Consortium partner match: \$238,185; SMC match: \$63,315; Jewish Vocational Services: \$5,720)

Performance Period: September 12, 2001 – June 30, 2002

Summary: This proposal seeks funding to provide post-employment training for the hotel industry to support the two strategic priorities of Business Workforce & Economic Performance and Workplace Literacy in five areas: 1) Languages for Special Purposes, 2) Customer Service Skills, 3) Management Skills, 4) Safety and Cal/OSHA, and 5) Computer Business Skills.

Title of Grant: **Industry Driven Regional Collaborative: Retail Shopping Centers**

Granting Agency: Chancellor's Office, California Community Colleges

Requested Funding: \$350,500 (first year funding of a two-year grant)

Matching Funds \$356,320 (Retail Consortium partner match: \$350,600; Jewish Vocational Services: \$5,720)

Performance Period: September 12, 2001 – June 30, 2002

Summary: This proposal seeks funding to provide post-employment training for the retail industry to support the two strategic priorities of Business Workforce & Economic Performance and Workplace Literacy in five areas: 1) Language for Special Purposes, 2) Customer Service Skills, 3) Safety and Cal/OSHA, 4) Computer Business Skills, and 5) Management Skills.

BOARD OF TRUSTEES	ADJOURNMENT
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 9, 2001

ADJOURNMENT – 8:25 p.m.

The meeting was adjourned in memory of **Louise Katz**, long-time member of the Emeritus College Advisory Board, and **George Manitzas**, former Emeritus College instructor.

There will be a Board of Trustees Retreat on Friday, July 27, 2001 and Closed Session for the purpose of evaluation of the Superintendent on Saturday, July 28, 2001 at the Doubletree Guest Suites, 1707 Fourth Street, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, August 6, 2001 at 7 p.m. (5:30 p.m. if there is a closed session) at the Academy of Entertainment and Technology, 1660 Stewart Street, Santa Monica, California.