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

**REGULAR MEETING**

**MONDAY,  
AUGUST 13, 2007**

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

**5:30 p.m. – Closed Session  
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/>

*Written requests for disability-related modifications or accommodations,  
including for auxiliary aids or services that are needed in order to participate in  
the Board meeting are to be directed to the Office of the  
Superintendent/President as soon in advance of the meeting as possible.*

**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.

Each speaker is limited to one presentation per specific agenda item before the Board, and to one presentation per Board meeting on non-agenda items.

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.

Exceptions: This time allotment does not apply to individuals who address the Board at the invitation or request of the Board or the Superintendent

2. Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting of the Board of Trustees by uttering loud, threatening, or abusive language or engaging in disorderly conduct shall, at the discretion of the presiding officer or majority of the Board, be requested to be orderly and silent and/or removed from the meeting.

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*

<b>BOARD OF TRUSTEES</b>	<b>REGULAR MEETING</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 13, 2007

## **A G E N D A**

A meeting of the Board of Trustees of the Santa Monica Community College District will be held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Monday, August 13, 2007.

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

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

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| <b>I. ORGANIZATIONAL FUNCTIONS</b>  |                 |
| A Call to Order   | I               |
| B Roll Call   |                 |
| <br><b>II. CLOSED SESSION</b> ( <i>Scheduled for 5:30 p.m.</i> )  |                 |
| <u>Public Comments on Closed Session Items</u>  |                 |
| • Conference with Labor Negotiators (Government Code Section 54957.6)<br><div style="margin-left: 60px;"><i>Agency Designated Representatives: Marcia Wade, Vice-President, Human Resources<br/>Ellen Shadur, District Counsel</i></div> <div style="margin-left: 60px;"><i>Employee Organizations: CSEA Chapter 36<br/>SMC Faculty Association</i></div> |                 |
| • Personnel Matter (Government Code Section 54957) <i>Two cases</i>   |                 |
| <br><b>III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS</b> ( <i>Continued</i> )  |                 |
| C Pledge of Allegiance  |                 |
| D Closed Session Report (if any)  |                 |
| E Public Comments   |                 |
| #1 Approval of Minutes: July 9, 2007 (Regular Meeting)  |                 |
| <br><b>IV. SUPERINTENDENT'S REPORT</b>  |                 |
| • Management Association Update   |                 |
| • Updates:  |                 |
| – SMC Fall Semester Opening Activities  |                 |
| – Enrollment  |                 |
| <br><b>V. ACADEMIC SENATE REPORT</b>  |                 |

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*Any recommendation pulled from the Consent Agenda will be held and discussed in Section VII, Consent Agenda – Pulled Recommendations*

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*Recommendations pulled from the Section VII. Consent Agenda to be discussed and voted on separately. Depending on time constraints, these items might be carried over to another meeting.*

IX. **INFORMATION**

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X. **BOARD COMMENTS AND REQUESTS**

XI. **ADJOURNMENT**

There will be a Board of Trustees Retreat (closed session) on Saturday, August 18, 2007.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, September 17, 2007 at 7 p.m. (5:30 p.m. if there is a closed session) Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

<b>BOARD OF TRUSTEES</b>	<b>REGULAR MEETING</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 13, 2007

**I. ORGANIZATIONAL FUNCTIONS**

- A. CALL TO ORDER – 5:30 p.m.
- B. ROLL CALL  
 Dr. Susan Aminoff, Chair  
 Rob Rader, Vice-Chair  
 Judge David Finkel (Ret.)  
 Dr. Nancy Greenstein  
 Louise Jaffe  
 Dr. Margaret Quiñones-Perez  
 Dr. Andrew Walzer  
 Adel Morad, Student Trustee

**II. CLOSED SESSION**

Public Comments on Closed Session Items

- Conference with Labor Negotiators (Government Code Section 54957.6)  
*Agency Designated Representatives: Marcia Wade, Vice-President, Human Resources  
 Ellen Shadur, District Counsel/Negotiator*  
*Employee Organizations: CSEA Chapter 36  
 SMC Faculty Association*
- Personnel Matters (Government Code Section 54957) Two cases

**III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS**

- C PLEDGE OF ALLEGIANCE
- D CLOSED SESSION REPORT (if any)
- E PUBLIC COMMENTS

**RECOMMENDATION NO. 1 APPROVAL OF MINUTES**

Approval of the minutes of the following meeting of the Santa Monica Community College District Board of Trustees:

July 9, 2007 (Regular Meeting)

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 13, 2007

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 2**

**SUBJECT:**                    **PRE-DEVELOPMENT AGREEMENT WITH THE YWCA  
SANTA MONICA/WESTSIDE**

SUBMITTED BY:                Superintendent/President

REQUESTED ACTION:        It is recommended that the Board of Trustees approve a pre-development agreement with the YWCA Santa Monica/Westside concerning a joint use project on the property at 1410 Pico Boulevard.

COMMENT:                      At the August 2006 meeting the Board directed staff to begin discussions on a possible joint use project with the YWCA. Those discussions have resulted in a proposal for a potential multiple use project on the property that would be mutually beneficial to both organizations and the community. Project components may include housing for SMC students and YWCA program participants; programmatic needs of SMC and YWCA, including classroom space for financial/computer literacy programs, life skills classes, and services for emancipated foster youth; parking and its allocation between the District and YWCA. Due to the YWCA's long-term planning and fund raising needs they have asked the District for a pre-development agreement so both organizations can begin formal planning and the YWCA can begin a fundraising program. Both parties will work with the City of Santa Monica on the development of a plan for the property. It is expected that the joint use facility will be operated by the YWCA.

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 13, 2007

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 3**

**SUBJECT:**                    **TRANSPORTATION INITIATIVE**

**SUBMITTED BY:**            Superintendent/President

**3-A AWARD OF CONTRACT – SANTA MONICA BIG BLUE BUS**

**REQUESTED ACTION:**      It is recommended that the Board of Trustees approved a contract with the Santa Monica Big Blue Bus for transit services of three bus lines: Line 6—SMC Commuter, Line 11—Crosstown Ride and the Sunset Ride.  
Amount of Contract: The amount of the contract shall not exceed \$414,427.  
Term of Contract: August 27, 2007 to June 30, 2008  
Funding Source: 2007-08 General Funds/Transportation Budget

**SUMMARY:**                    Starting Spring Semester of 2007, Santa Monica College and Big Blue Bus began a partnership which launched an enhanced Line 11 Crosstown Ride and Line 13 for students who live in Santa Monica, Mar Vista, Palms, and West Los Angeles. Santa Monica College is the number one trip generator in Santa Monica. While SMC is also the heaviest boarding point in the City of Santa Monica for the Big Blue Bus, most of the College’s 31,000 students and 1,700 staff commute by automobile, causing a multiplicity of environmental issues. Insufficient parking capacity at the main campus, which led to the need for perimeter parking at the City’s Beach Lot, was also a significant community concern. As a result, SMC and the City of Santa Monica came to the conclusion that a new and comprehensive transportation solution was needed and welcomed collaboration with the Big Blue Bus. In the Fall Semester of 2007, three new and enhanced bus routes will be launched to provide a viable and dependable option for students to come to SMC.

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 13, 2007

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 3**

**SUBJECT:**                    **TRANSPORTATION INITIATIVE** (continued)

**3-B REDESIGNATION OF FEDERAL HIGHWAY ADMINISTRATION EARMARK**

Granting Agency:        U.S. Department of Transportation  
Amount of Award:        \$1,000,000  
Performance Period:    2004-2014  
Summary:                 In Fiscal Year 2004, Santa Monica College was awarded an earmark of \$1,000,000 by the U.S. Department of Transportation to construct a parking structure at the Madison Campus to alleviate parking congestion. The funds have not been used, however, because of the nature of the project changed. In the interest of furthering the goal of reducing parking and traffic congestion, Congressman Henry Waxman requested that the funds be redesignated for a "Transit Shuttle between Santa Monica College Campuses." The project will support a partnership between SMC and the Santa Monica Big Blue Bus to make the college's campuses more accessible by public transportation.

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

**3-C AWARD OF FEDERAL TRANSIT ADMINISTRATION EARMARK**

Granting Agency:        U.S. Department of Transportation  
Amount of Award:        \$836,000  
Performance Period:    2006-2016  
Summary:                 In Fiscal Year 2006, Santa Monica College was awarded an earmark of \$836,000 by the U.S. Department of Transportation to construct transit oriented projects at the Bundy Campus to support the new partnership between SMC and the Santa Monica Big Blue Bus. The Bundy Campus will serve as a transit nexus for the new Sunset Ride and Line 6 SMC Commuter. SMC is presently working with the Big Blue Bus to develop a plan to utilize the funds.

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

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	August 13, 2007

MAJOR ITEMS OF BUSINESS

**INFORMATION ITEM F**

**SUBJECT:**                    **SUSTAINABLE CAMPUS**

**PRESENTED BY:**            Superintendent/President

**SUMMARY:**                    The presentation will include the following:

- Current Sustainable Building Practices
- Future Sustainable Practices
- Sustainability of Recent Projects
- Examples of Recent Projects
- Future Projects

**INFORMATION ITEM G**

**SUBJECT:**                    **UPWARD BOUND GRANT FOR STUDENT SUPPORT SERVICES**

**PRESENTED BY:**            Superintendent/President

**SUMMARY:**                    The Upward Bound Program is one of the five TRIO Programs funded by the United States Department of Education. The Board of Trustees accepted this grant in the amount of \$1,000,000 for four years (250,000 per year) at the meeting on July 9. Upward Bound helps motivate high school students to finish high school and obtain a four-year degree (and beyond) from the colleges of their choice. Through academic advisement and development support, Upward Bound staff will strive to provide students with a solid foundation on which to prepare them to finish high school and make the transition to college. Target Schools are Venice Senior High School and Crenshaw Senior High School.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 13, 2007

**VII. CONSENT AGENDA**

*Any recommendation pulled from the Consent Agenda will be held and discussed in Section VIII, Consent Agenda – Pulled Recommendations*

**RECOMMENDATION:**

The Board of Trustees take the action requested on Consent Agenda Recommendations #4-#19

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations:

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

**VIII. CONSENT AGENDA – Pulled Recommendations**

*Recommendations pulled from the Section VII, Consent Agenda to be discussed and voted on separately. Depending on time constraints, these items might be carried over to another meeting.*

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	August 13, 2007

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 4      ACCEPTANCE OF GRANTS AND BUDGET**  
*Requested Action: Approval/Ratification*      **AUGMENTATION**

**Title of Grant:**                      **Augmentation Grant (Amendment I) for the Associate Degree in Nursing Grant**

Granting Agency:                      California Community Colleges Chancellor's Office

Award Amount:                      \$49,795 (for 2006-2007, extended to December 31, 2007)  
    \$57,142 (for 2007-2008)

Matching Funds:                      Not applicable

Performance Period:                      July 1 through December 31, 2007  
    July 1, 2007 through June 30, 2008

Summary:                                      This is an Augmentation Grant to supplement Santa Monica College's Enrollment Growth for Associate Degree Nursing grant. SMC has received additional money for the 2006-2007 fiscal year, which can be carried over through December 31, 2007. In addition, SMC has received funding for 2007-2008. The Nursing Program will use these funds to continue supporting classroom instruction, counseling, and assessment.

Budget Augmentation:                      Restricted fund 01.3

Income	
8698 State	\$106,937.00
Expenditures	
1000 Academic	\$ 68,360.00
2000 Classified	3,140.00
3000 Benefits	15,373.00
4000 Supplies/Materials	13,951.00
5000 Other Operating Expenses	2,000.00
7000 Indirect Costs	4,113.00

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	August 13, 2007

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 4      ACCEPTANCE OF GRANTS AND BUDGET**

*Requested Action: Approval/Ratification*      **AUGMENTATION** (continued)

**Title of Grant:**                      **California High School Exit Exam Preparation Program Fund (Class of 2007)**

Granting Agency:                      California Community Colleges Chancellor's Office

Award Amount:                         \$500,000

Matching Funds:                        Not applicable

Performance Period:                    July 26, 2007 through July 31, 2008

Summary:                                 The purpose of this project is to identify, recruit, and support students from the Class of 2007 who have not passed the California High School Exit Examination. SMC will offer a minimum of three ten-week CAHSEE prep course sessions, addressing both English and Math, throughout the year.

Budget Augmentation:                 Restricted fund 01.3

Income	
8698 State	\$500,000.00
Expenditures	
1000 Academic	\$246,500.00
2000 Classified	15,000.00
3000 Benefits	91,525.00
4000 Supplies/Materials	49,000.00
5000 Other Operating Expenses	27,000.00
6000 Capital Outlay	34,744.00
7000 Indirect Costs	36,231.00

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	August 13, 2007

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

**RECOMMENDATION NO. 5 ANNUAL CONTRACTS AND CONSULTANTS**

Following are recommendations for the approval of annual contracts and consultants for 2007-08.

5-A ACADEMIC AFFAIRS

Provider	Service	Amount	Funding Source
List of providers on file in the office of Emeritus College	Off-Campus Facilities for Emeritus College	Payment per class is authorized as stated on the list.	2007-2008 Budget/Emeritus College

5-B ENROLLMENT DEVELOPMENT

The NTI Group, Inc.	Renewal of the service that enables staff to record, schedule, send, and track thousands of voice and text messages. The service has improved student communication throughout the enrollment management process, providing opportunities to improve outreach and retention services through targeted messages, by telephone, to students.	\$32,000 for 180,000 message units (including support fee)	2007-2008 District Budget/Enrollment Development
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5-C FISCAL/ADVOCACY (Amendments)

Amendments to the following annual contracts approved by the Board of Trustees on June 11, 2007 are underlined.

Michael Hill	Provide services in the areas of finance, facilities, and land use issues; and assist with long-term financial analysis and budget strategies.	\$200 per hour, for a total not to exceed \$50,000, <u>plus related travel expenses.</u>	2007-08 Fiscal Services Budget
Strategic Education Services (SES)	Lobbying and advocacy services on budget issues, legislation affecting the District, issues before the CCC Chancellor's Office and Board of Governors, and represent the district with the Governor's Office, and other state agencies that work with postsecondary educational institutions.	Not to exceed <u>\$5,000</u> per month, <u>plus reimbursable expenses.</u>	2007-08 District Budget

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	August 13, 2007

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

**RECOMMENDATION NO. 5      ANNUAL CONTRACTS AND CONSULTANTS**

5-D      HUMAN RESOURCES

Provider	Service	Amount	Funding Source
The Baron Center, Incorporated	The Baron Center will provide investigative and training services to the District, as needed, to intervene and assist in the areas of workplace violence awareness and prevention, risk assessment, anger management and interventions.	Not to exceed \$30,000	2007-2008 Budget/Human Resources
Background Unlimited	Background Services will conduct background investigations and prepare written evaluations for each candidate applying for the positions of College Police Chief, Community College Police Officer, Community College Police Trainee for an amount not to exceed \$3,500 plus expenses.	Not to exceed \$3,500 plus expenses	2007-2008 Human Resources Budget

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	August 13, 2007

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 6      CONTRACTS AND CONSULTANTS**

*Requested Action: Approval/Ratification*

6-A      CONTRACTS FOR INDUSTRY-DRIVEN REGIONAL COLLABORATIVE GRANT

- (1) Provider: Marina del Rey WorkSource Center
- Amount: \$15,750
- Term of Contract: August 14, 2007 – August 31, 2007
- Funding Source: Industry-Driven Regional Collaborative Grant (IDRC)
- Summary: The Marina del Rey WorkSource Center will provide student outreach services for logistics training activities. The consultant will identify prospective candidates that meet grant eligibility criteria and are interested in entering the field of logistics.

The Marina del Rey WorkSource Center is a non-profit organization that serves dislocated and unemployed individuals in the Westside region. Their services include job-placement assistance, workforce readiness training, and the provision of support services that help enhance the possibility of returning back to the workforce. Their goal is to provide a menu of service that includes subsidized training activities funded by external resources.

Activities and performance outcomes from this consulting contract will be in accordance with SMC Workforce Development Department guidelines. The contract will be designed to assure SMC remains in compliance with grant objectives by providing training services to unemployed or career-transitioning workers.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	August 13 2007

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 6**      **CONTRACTS AND CONSULTANTS** *(continued)*

**6-A**      **CONTRACTS FOR INDUSTRY-DRIVEN REGIONAL COLLABORATIVE GRANT** *(continued)*

- (2) Provider:                      Emerging Markets, Inc. (EMI)
- Amount of Contract:      \$15,000
- Term of Contract:          August 14, 2007 – August 31, 2007
- Funding Source:            Industry-Driven Regional Collaborative Grant (IDRC)
- Summary:                      Emerging Markets, Inc. (EMI) will provide market research on industry trends that pertain to the manufacturing, logistics and environmental/sustainable energy industries. The consultant will identify information on emerging job categories and report on new skills sets that will be needed by employers throughout the state and nation.

EMI is a for-profit economic development consulting firm that assists institutions pursue business opportunities throughout Los Angeles. It conducts place-based initiatives that connect financial institutions to low-income communities. Their work portfolio includes: bank initiatives, funding collaboratives, workforce pipeline design, real estate consulting, community development, and reinvestment act consulting. They have expertise in conducting traditional and nontraditional market analysis, extensive field work, and publication of articles, reports and books on the fields of economic development and philanthropy.

Activities and performance outcomes from this consulting contract will be in accordance with SMC Workforce Development Department guidelines. The contract will be designed to assure SMC receives information relative to industry trends in order remain on the cutting-edge in developing new programs and courses.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	August 13, 2007

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 6      CONTRACTS AND CONSULTANTS (continued)**

**6-B      CONSULTANT TO DEVELOP AUTOMOTIVE INDUSTRY-RELATED COURSES**

Provider: Cerritos College  
Amount of Contract: \$10,000  
Term of Contract: August 1, 2007 – June 30, 2008  
Funding Source: VTEA (Vocational and Technical Education Act) Funds  
Summary: This contract with Cerritos College is in support of SMC’s ongoing plan to increase the number of vocational programs. Cerritos College, a community college recognized throughout California as one of the leaders in the automotive education area, will provide technical assistance and support to SMC’s Business Department to develop a series of automotive industry-related credit-based courses. The courses will allow SMC to better serve the Westside region’s automotive sector and enable the campus to widen its course offerings to align with industry trends. This effort is designed to create a pool of ready-trained entry-level technicians that can support the region’s transportation and automotive dealership industry.

Activities and performance outcomes will be in accordance with SMC’s Business Department guidelines. Project activities will include the following:

- Analysis of required classroom and lab facilities at SMC
- Development of an Introduction to Automobiles and the Transportation Industry course for SMC
- Assistance with part-time faculty recruitment
- Assistance with classroom support materials
- Instructor support and coordination for course offering in Spring 2008
- Development of supportive instructional materials
- Review and planning for additional coursework

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	August 13, 2007

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 6**      **CONTRACTS AND CONSULTANTS** *(continued)*

**6-C**      **CONTRACT FOR COMPUTER LITERACY AND JOB SEARCH TRAINING SERVICES**

Contracting Agency:    New Directions, Inc.  
Title of Contract:        Computer Literacy and Job-Search Techniques Training  
Funding from Agency:   \$22,530  
Matching Funding:        N/A  
Performance Period:    August 1, 2007 to October 19, 2007

Summary:                New Directions, Inc., a long-term drug and alcohol treatment center that provides food, shelter and rehabilitation services to homeless veterans, will contract with the Office of Workforce and Economic Development to deliver Computer Literacy and Job Search training services. Workshops will be customized to meet the special needs of three groups of homeless veterans. They will learn the basics in operating the computer as well as how to become better prepared to enter the workforce. Training activities will be conducted at New Directions facilities located adjacent to the Los Angeles VA Hospital and will last 10 weeks.

Budget:	Income	
	8000	\$22,530
	Expenditures	
	2000 Classified Salaries	\$16,416
	3000 Benefits	821
	5000 Other Expenditures	2,953
	6000 New Equipment	1,500
	7000 Transfers/Student Aid	840

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	August 13, 2007

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 6      CONTRACTS AND CONSULTANTS** *(continued)*

6-D      CONTRACT FOR EARLY CHILDHOOD EDUCATION TRAINING

Provider:                      The Hanen Center

Amount of Contract:      \$3,303.02  
(\$1,303.02 from the Title V Coop Grant  
\$2,000 from the Model Pathway Grant)

Date:                              June 8, 2007

Funding Source:              2006-07 Title V Coop Grant  
2006-07 Model Pathway Grant

Service Provided:            The Hanen Center, a world-renowned provider of early childhood education trainings, workshops and seminars, provided a full-day training at Santa Monica College on June 8, 2007 which 35 SMC faculty, students and area ECE educators attended.

6-E      CONSULTANT FOR BOARD OF TRUSTEES

Consultant:                      Dr. Narcisa Polonio, Vice-President  
Association of Community College Trustees (ACCT)

Amount:                              \$3,000

Funding Source:              2007-08 District Funds/Board of Trustees

Performance Period:        July 1 – August 30, 2007

Services Provided:            Dr. Narcisa Polonio, Vice-President of ACCT, will administer, compile data and assist the Board of Trustees in its evaluation of the Superintendent/President and its self-assessment process.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	August 13, 2007

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 6      CONTRACTS AND CONSULTANTS** *(continued)*

6-F      AGREEMENT FOR PERSONNEL SERVICES (Amendment)

Provider: Professional School Services  
 Services: The consultant will advise the District in the areas of Business Services and Facilities  
 Term: July 11, 2007 – January 31, 2008  
 Amount: \$600 per day, plus housing allowance and reimbursement for conference/meeting expenses  
 Funding Source: District Funds, Business/Administration

6-G      KCRW CONTRACTS AND CONSULTANTS

Provider: Charra Cook  
 Fees: Not to Exceed \$1,200.  
 Effective dates: July 30, 2007 thru August 17, 2007  
 Service: Promotional supports for KCRW’s music projects, “KCRW Presents,” “Sounds Eclectic,” etc: West Coast Division; with additional services.

Provider: *The Santa Barbara Independent*  
 Fees: \$642 per Junior page size ad; not to exceed \$8,346.  
 Effective dates: May 24 through September 13, 2007  
 Service: KCRW program promotional ads to run in *The Santa Barbara Independent*; 13 ads run in 17 weeks.

Funding Source: KCRW donations



<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	July 9, 2007

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 8**      **MEMORANDUM OF UNDERSTANDING WITH SMC FACULTY ASSOCIATION**

Approval of the following Memorandum of Understanding (MOU) between the Santa Monica Community College District and the Santa Monica College Faculty Association.

**MEMORANDUM OF UNDERSTANDING**

The Santa Monica Community College District and the Santa Monica College Faculty Association agree to amend Appendix C-2 and Appendix C-3 of the *Agreement Between Santa Monica Community College District and Santa Monica College Faculty Association* as follows:

APPENDIX C-2  
INITIAL SALARY PLACEMENT - VOCATIONAL PATTERN

The vocational pattern shall be followed by faculty with at least eighty percent (80%) of their assignment in one or more of the following disciplines:

- Cosmetology
- Graphic Design
- Photography
- Computer Information Systems
- Interior Design and Merchandising
- Computer Applications/Science
- Photography
- Fashion
- Respiratory Therapy

Faculty members who request to be assigned into an academic discipline and who have less than an 80% load in any combination of the above will be moved to the academic salary pattern in accordance with the criteria set forth in Appendix C-1.

Should the District establish new vocational programs or reinstate programs not currently active, the District and the Faculty Association will meet to negotiate placement on the appropriate salary pattern.

**GROUP REQUIREMENTS** (Education/Training/Experience)

Group I Minimum qualifications to teach in a community college in areas where a Master's degree is not expected. A person with fewer than 72 college semester units receives one group differential less than a person with a comparable number of years of experience.

- Group II A.A. + 18 semester units + 4 years of experience
- B.A. + 6 semester units + 2 years of experience

- Group III A.A. + 32 semester units + 4 years of experience
- A.A. + 18 semester units + 5 years of experience
- B.A. + 20 semester units + 2 years of experience
- B.A. + 6 semester units + 3 years of experience

Group IV B.A. + 34 semester units + 2 years of experience  
B.A. + 20 semester units + 3 years of experience  
B.A. + 6 semester units + 4 years of experience

Group V B.A. + 48 semester units + 2 years of experience  
B.A. + 34 semester units + 3 years of experience  
B.A. + 20 semester units + 4 years of experience  
B.A. + 6 semester units + 5 years of experience  
M.A. + 1 year of experience

Group VI M.A. + 14 semester units + 1 year of experience  
M.A. + 2 years of experience

#### Group VII Doctorate

1. A year of vocational experience for both group and step movement is defined as full-time paid experience for a period of at least nine (9) consecutive months in any twelve- (12-) month period. In order to be applied toward a group or step placement, the experience must be directly related to the assignment of the faculty member.

2. Vocational faculty without any related occupational experience will be placed in the academic pattern and must continue in that pattern during their time of employment.

3. Vocational faculty are placed in a group based on the highest degree held in the related subject area for which they are hired.

4. Vocational faculty with an A.A. degree shall be allowed a maximum of 18 semester (27 quarter) units in excess of 60 semester (90 quarter) units required for the degree in figuring their salary placement. Further unit credit shall be granted only for units taken after the awarding of the A.A. degree.

5. Vocational faculty with a B.A. degree shall be allowed a maximum of 20 semester (30 quarter) units in excess of 124 semester (186 quarter) units required for the degree in figuring their salary placement. Further unit credit shall be granted only for units taken after the awarding of a B.A. degree.

6. Transferred units applied toward a degree by the degree granting institution shall be the only units approved for placement on the salary schedule.

7. Units and vocational experience used for obtaining the credential may be used in group placement only.

8. The Board of Trustees reserves unto itself the right to advertise and initially place vocational instructors with less than an A.A. degree in Groups II and III, depending upon the necessity of attracting candidates.

## **STEP REQUIREMENTS (Experience)**

1. Prior vocational (as defined in Group Requirements), teaching, or other school/college/university experience shall be recognized for salary placement only if presented in acceptable documented form to the Human Resources Office before the following dates, or salary shall reflect only that information received:

September 15 if employed for fall  
February 28 if employed for spring  
June 30 if employed for summer  
January 5 if employed for winter

2. Vocational experience in excess of that used for group placement may, in addition to teaching experience, be used for step placement. One step will be allowed for each year of such vocational experience.

3. Prior teaching or school/college/university experience shall be acceptable only from fully accredited public, private, or parochial educational institutions, and only if performed during the regular academic year.

4. One step on the salary schedule will be allowed for each year of prior teaching or school/college/university experience which meets one of the following criteria:

a. The experience was on a full-time basis and the assignment extended over a period of at least 75% of the days that the institution was in regular session; or

b. The experience was on a partial contract or hourly basis, in which case one step will be allowed for each 30 semester units of college-level teaching or 1,080 hours of college-level academic non-teaching work performed. No more than one year of experience shall be allowed for assignments which occur in a single school/college year.

5. Experience in any of the following classifications or areas shall not count toward salary placement credit: student teaching, college teaching assistantship, adult education, day-to-day substituting, ~~classified position~~ or vocational experience not related to the assignment at Santa Monica College .

## **APPENDIX C-3**

### **INITIAL SALARY PLACEMENT -COMBINATION PATTERN**

The combination pattern shall be followed by faculty with at least eighty percent (80%) of their assignment in one or more of the following disciplines:

Accounting Nursing  
Broadcasting Journalism  
Early Childhood Education Office Information Systems  
Health Services Psychological Services

Faculty members who request to be assigned into an academic discipline and who have less than an 80% load in any combination of the above will be moved to the academic salary pattern in accordance with the criteria set forth in Appendix C-1.

Should the District establish new combination programs or reinstate programs not currently active, the District and the Faculty Association will meet to negotiate placement on the appropriate salary pattern.

## **GROUP REQUIREMENTS** (Education/Training)

Group I Less than Group II (a person with fewer than 72 college semester units receives one group differential less than a person with a comparable number of years of experience.

Group II B.A. + 42 semester units, M.A.

Group III B.A. + 56 semester units, M.A. + 14 semester units

Group IV M.A. + 28 semester units, M.A.

Group V M.A. + 42 semester units

Group VI M.A. + 56 semester units

Group VII Doctorate

1. Academic faculty with a Bachelor's Degree shall be allowed a maximum of 14 semester (21 quarter) units in excess of 124 semester (186 quarter) units required for the degree in figuring their salary placement. Further unit credit shall be granted only for units taken after awarding of the B.A. degree.

2. The Master's Degree is defined as equal to 32 (48 quarter) units acquired after the B.A. Excess unit credit is granted beyond 32 semester (48 quarter) units.

3. Transferred units applied toward a degree by the degree-granting institution shall be the only units approved for placement on the salary schedule.

## **STEP REQUIREMENTS** (Experience)

1. A year of vocational experience for step movement is defined as full-time paid experience for a period of at least 1,500 hours in any twelve (12)-month period. In order to be applied toward step placement, the experience must be directly related to the assignment of the faculty member. A maximum of 6 years of non-teaching vocational credit may be granted, subject to considerations in item 3.

2. Prior vocational (as defined in Group Requirements), teaching, or other school/college/ university experience shall be recognized for salary placement only if presented in acceptable documented form to the Human Resources Office before the following dates, or salary shall reflect only that information received:

September 15 if employed for fall

February 28 if employed for spring

June 30 if employed for summer

January 5 if employed for winter

For 1995 only, documents may be submitted until April 30 to qualify for salary placement for Spring, 1995.

3. The faculty member must submit a request together with a justification of the proposed work experience as well as proof of that work experience, through the department chair and the Human Resources Office to the Vice President, Academic Affairs. The department chair and Human Resources Office may not deny the request but may forward comments to the Vice President, Academic Affairs.

4. Prior teaching or school/college/university experience shall be acceptable only from fully accredited public, private, or parochial educational institutions, and only if performed during the regular academic year.

5. One step on the salary schedule will be allowed for each year of prior teaching or school/college/ university experience which meets one of the following criteria:

a. The experience was on a full-time basis and the assignment extended over a period of at least 75% of the days that the institution was in regular session; or

b. The experience was on a partial contract or hourly basis, in which case one step will be allowed for each 30 semester units of college-level teaching or 1,080 hours of college-level academic non-teaching work performed. No more than one year of experience shall be allowed for assignments which occur in a single school/college year.

6. Experience in any of the following classifications or areas shall not count toward salary placement credit: student teaching, college teaching assistantship, adult education, day-to-day substituting, ~~classified position~~ or vocational experience not related to the assignment at Santa Monica College .

Signed by the parties July 25, 2007:

For the District:  
Randal Lawson, Executive Vice President

For the Faculty Association:  
Lantz Simpson, President

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	August 13, 2007

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 9      CLASSIFIED PERSONNEL – REGULAR**

Approval/ratification of the establishment of classified positions, and other actions involving classified personnel including hiring, promoting, changing work shifts, working out of classification, and advanced step placements. All personnel assigned into authorized positions will be elected to employment (Merit System) in accordance with District policies and salary schedules.

ESTABLISH EFFECTIVE DATE

The following position will be established in accordance with District policies and salary schedules.

Administrative Assistant III ( <i>1 position</i> )	08/14/07
Government Relations and Institutional Communications, 12 mos, 40 hrs	

ABOLISH

Administrative Assistant I	08/14/07
Admissions & Records, 12 mos, 40 hours	

ELECTIONS

PROBATIONARY

Gobrial, Samya	Accounting Technician, Auxiliary Services	07/10/07
MacBriar, Susan	Employee Benefits Clerk, Human Resources	07/16/07
Hassan-Olin, Fauzia	Registered Nurse, Health Services	08/01/07

PROMOTIONS

Pedersen, Evelyne	Administrative Assistant III, Enrollment Development	07/23/07
Ramos, Angelita	Student Services Assistant-International, ISC	07/23/07

PERMANENT EMPLOYEE WITH LIMITED TERM SUMMER ASSIGNMENT

Burke, Madeline	Dance Production Specialist, KD	08/27/07 - 09/01/07
Burns, Lisa	Academic Secretary, Academic Senate	08/13/07 - 08/30/07
Louff, Judy	Academic Secretary, Theatre Arts	07/30/07 - 08/07/07
Louff, Judy	Academic Secretary, Theatre Arts	08/27/07 - 08/31/07
Moses, Kathy	Athletic Activities Assistant, Athletics	08/20/07 - 08/24/07

CHANGE IN WORK SHIFT/PERMANENT

Johnson, Courtney	07/01/07
Fr: Custodian/NS-I, Operations, 12 mos, 40 hrs	
To: Custodian/Day, Operations, 12 mos, 40 hrs	

STIPEND

Kessler, Mark	CC Police Officer, College Police	+5.0%	07/01/07 - 06/30/08
Ornelas, Louie	CC Police Officer, College Police	+5.0%	06/17/07 - 06/30/07 07/01/07 - 07/11/07

Romano, Jere Comment: Training Officer Duties	CC Police Officer, College Police	+5.0%	06/12/07 - 06/30/07 07/01/07 - 07/07/07
Champagne, Michael Comment: Inspector Duties	CC Police Officer, College Police	+5.0%	07/01/07 - 06/30/08
Malone, Willie Comment: Range Master Duties	CC Police Officer, College Police	+5.0%	07/01/07 - 06/30/08
Romano, Jere, Com Coll Police Officer Comment: Safety and Security Systems Officer Duties	College Police	+5.0%	07/01/07 - 06/30/08

**ADVANCED STEP PLACEMENT**

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

Arneson, Lauri, Administrative Assistant I, Emeritus College	Step B	06/04/07
Jones, Tiffani, Personnel Technician, Personnel Commission	Step C	04/19/07
Springer, Felicia, Custodian, Operations	Step B	06/04/07

**SEPARATIONS**

**RESIGNATION**

Cancilla, Mary	Deaf and Hard of Hearing Services Coordinator, DSC	08/13/07
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**RETIREMENT**

Sicilia-Delgado, Tito	Shuttle Driver, Transportation	18 Years	08/07/07
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The Board hereby accepts immediately the resignation of the above listed personnel to be effective as indicated.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	August 13, 2007

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 10 CLASSIFIED PERSONNEL – LIMITED TERM**

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

ELECTIONS EFFECTIVE DATE

PROVISIONAL

Beroukhim, Dorsa, Vocational Tutoring Asst. I, Counseling	07/30/07 - 12/21/07
Bravo, Rosalva, Clerical Assistant II, Human Resources	07/23/07 - 12/21/07
Cerna, Mario, Sign Language Interp Trainee, DSC	07/01/07 - 12/31/07
Duvall, Jason, Cash Receipts Clerk, Bursars Office	07/02/07 - 06/30/08
Fritzen, Gary, Accompanist-Performance, Theatre Arts	07/01/07 - 08/12/07
Gutierrez, Hector, Groundskeeper, Grounds	07/02/07 - 11/02/07
Gutierrez, Javier, Groundskeeper, Grounds	07/02/07 - 11/08/07
Hasal, Amber, Sign Language Interp Trainee, DSC	07/01/07 - 12/31/07
Hill, Sherri, Sign Language Interp II, DSC	07/01/07 - 12/31/07
Holstein, Stephanie, Sign Language Interp III, DSC	07/01/07 - 12/31/07
Ikkanda, Travis, Lab Tech-Biology, Life Science	07/16/07 - 12/21/07
Kouyate, Aboubacar, Accompanist-Percussion, Prog Dev	08/03/07 - 12/21/07
Lewis, Carolyn, Sign Language Interp Trainee, DSC	07/01/07 - 12/31/07
Matlow, Stephanie, Sign Language Interp Trainee, DSC	07/01/07 - 12/31/07
Neely, Tynisha, Sign Language Interp Trainee, DSC	07/01/07 - 12/31/07
Nelli, Maria, Cash Receipts Clerk, Bursars Office	07/02/07 - 06/30/08
Nesteruk, Gary, Accompanist-Voice, Emeritus	07/02/07 - 12/22/07
Newman, Jeremy, Clerical Assistant II, Health Science	07/23/07 - 12/22/07
Padjen, Mark, Pipe Fitter/Sprinkler System, Grounds	07/02/07 - 07/23/07
Palacios, Jose, Sign Language Interp Trainee, DSC	07/01/07 - 12/31/07
Ramirez, America, Clerical Asst. II, Community Relations	07/02/07 - 07/10/07
Schlesinger, Cynthia, Sign Language Interp Trainee, DSC	07/01/07 - 12/31/07
Weaver, Andrew, Athletics Equipment Specialist, Athletics	08/03/07 - 05/31/08

LIMITED TERM

Abdulhafiz, Meymuna, Bookstore Clk/Cashier, Bookstore	07/02/07 - 06/30/08
Abdulhamid, Ferid, Bookstore Clk/Cashier, Bookstore	07/02/07 - 06/30/08
Abel, Teneka, Bookstore Clk/Cashier, Bookstore	07/02/07 - 06/30/08
Alonso, Lluliana, Bookstore Clk/Cashier, Bookstore	07/02/07 - 06/30/08
Andrews, A. Noel, Registration/Info Clk, Adm & Rec	07/01/07 - 12/31/07
Arinsberg, Toni, Registration/Info Clk, Adm & Rec	07/01/07 - 12/31/07
Aviles, Wendy, Bookstore Clk/Cashier, Bookstore	07/02/07 - 06/30/08
Awosika, Kikelo, Bookstore Clk/Cashier, Bookstore	07/02/07 - 06/30/08
Baker, Stephen, Bookstore Clk/Cashier, Bookstore	07/02/07 - 06/30/08
Barclift, Hicholas, Instructional Assistant-English, English	07/30/07 - 08/09/07

LIMITED TERM (continued)

Baskin, Patricia, Bookstore Clk/Cashier, Bookstore	07/02/07 - 06/30/08
Biamonte, Christine, Sign Language Interpreter I	07/01/07 - 12/31/07
Buchanan, Melody, Cash Receipts Clerk, Bursars Office	07/02/07 - 06/30/08
Burke, Madeline, Dance Production Tech, KD	08/27/07 - 09/01/07
Burns, Lisa, Department Secretary I, Academic Senate	08/13/07 - 08/30/07
Cadena, Allison, Bookstore Clk/Cashier, Bookstore	07/02/07 - 06/30/08
Campagna, Victoria, Bookstore Clk/Cashier, Bookstore	07/02/07 - 06/30/08
Campos, Maria, Registration/Information Clk, Adm & Rec	07/01/07 - 12/31/07
Casillas, Veronica, Registration/InfoClk, Financial Aide	07/02/07 - 12/28/07
Cason, Tracy, Bookstore Clk/Cashier, Bookstore	07/02/07 - 06/30/08
Chase, Gerald, Registration/Information Clk, Bursars Office	07/02/07 - 06/30/08
Cohen-Basi, Meital, Registration/Info Clk, Financial Aide	07/02/07 - 12/28/07
Crawford, William, Bookstore Clk/Cashier, Bookstore	07/02/07 - 06/30/08
Dacosta, Richard, Bookstore Clk/Cashier, Bookstore	07/02/07 - 06/30/08
Dammer, Michael, Registration/Info Clk, Adm & Rec	07/01/07 - 12/31/07
Damtew, Meron, Bookstore Clk/Cashier, Bookstore	07/02/07 - 06/30/08
Davis, Kathleen, Counseling Aide, DSC	07/10/07 - 12/31/07
Dawson, Rebecca, Cash Receipts Clerk, Bursars Office	07/02/07 - 06/30/08
Delgadillo, Cristina, Registration/Info Clk, Adm & Rec	07/01/07 - 12/31/07
Devine, Robert, Bookstore Clk/Cashier, Bookstore	07/02/07 - 06/30/08
Dozier, Erica, Bookstore Clk/Cashier, Bookstore	07/02/07 - 06/30/08
Duran, Mia, Counseling Aide, EOPS	07/01/07 - 12/31/07
Evans, Vernon, Counseling Aide, EOPS	07/01/07 - 12/31/07
Fernandez, Gerardo, Registration/Info Clk, Adm & Rec	07/01/07 - 12/31/07
Fields, Terelle, Registration/Info Clk, Financial Aide	07/02/07 - 12/28/07
Frank-Hoff, Isolde, Counseling Aide, Disabled Students Ctr	07/01/07 - 12/31/07
Friha, Mohammed, Bookstore Clk/Cashier, Bookstore	07/02/07 - 06/30/08
Garcia, Lucy, Bookstore Clk/Cashier, Bookstore	07/02/07 - 06/30/08
Gardner (Ashby), Deanna, Bookstore Calk/Cashier, Bookstore	07/02/07 - 06/30/08
Gebremichael, Hermela, Bookstore Clk/Cashier, Bookstore	07/02/07 - 06/30/08
Getachew, Bistrate, Bookstore Clk/Cashier, Bookstore	07/02/07 - 06/30/08
Gever, Diyanna, Instructional Assistant-English, English	07/30/07 - 08/09/07
Ghasami, Nilofar, Counseling Aide, Disabled Students Ctr	07/01/07 - 12/31/07
Chasami, Nilofar, Counseling Aide, Title V	07/16/07 - 12/14/07
Gil, Paola, Registration/Info Clk, Adm & Rec	07/01/07 - 12/31/07
Gomez, Rachel, Registration/Info Clk, Adm & Rec	07/01/07 - 12/31/07
Grau, Donald, Bookstore Clk/Cashier, Bookstore	07/02/07 - 06/30/08
Gutierrez, Veronica, Counseling Aide, Counseling	07/02/07 - 12/21/07
Hall, Lechell, Cash Receipts Clerk, Bursars Office	07/02/07 - 06/30/08
Hardister III, Harold, Bookstore Clk/Cashier, Bookstore	07/02/07 - 06/30/08
Harge, Ronyee, Bookstore Clk/Cashier, Bookstore	07/01/07 - 06/30/08
Harris, Pheather, Counseling Aide, EOPS	07/01/07 - 12/31/07
Harville, La Tanya, Bookstore Clk/Cashier, Bookstore	07/02/07 - 06/30/08
Hassan, Fauzia, Bookstore Clk/Cashier, Bookstore	07/02/07 - 06/30/08
Howard, Shantel, Bookstore Clk/Cashier, Bookstore	07/02/07 - 06/30/08
Jackson, Jessie, Counseling Aide, Far-American Ctr	07/01/07 - 12/31/07
Johnson, Glenda, Counseling Aide, EOPS	07/01/07 - 12/31/07
Jones, Frances, Bookstore Clk/Cashier, Bookstore	07/02/07 - 06/30/08
Jucha, Lisa, Sign Language Interpreter III, DSC	07/01/07 - 12/31/07
Kovalev, Arkadiy, Registration/Info Clk, Adm & Rec	07/01/07 - 12/31/07
Le, Thuong, Bookstore Clk/Cashier, Bookstore	07/02/07 - 06/30/08

LIMITED TERM (continued)

Lee, Crystal, Registration/Information Clk, Financial Aide	07/02/07 - 12/28/07
Lemes, Blanche, Instructional Assistant-ESL, ESL:	07/02/07 - 12/22/07
Libman, Leonid, Bookstore Clk/Cashier, Bookstore	07/02/07 - 06/30/08
Lopez, Waleska, Bookstore Clk/Cashier, Bookstore	07/02/07 - 06/30/08
Louff, Judy, Department Secretary I, Theatre Arts	07/30/07 - 08/07/07
Louff, Judy, Department Secretary I, Theatre Arts	08/27/07 - 08/31/07
Mackay, Joan, Cash Receipts Clerk, Bursars Office	07/02/07 - 06/30/08
Manhertz, Yvonne, Bookstore Clk/Cashier, Bookstore	07/02/07 - 06/30/08
McIntosh, Bryan, Bookstore Clk/Cashier, Bookstore	07/02/07 - 06/30/08
Mehary, Mehret, Bookstore Clk/Cashier, Bookstore	07/02/07 - 06/30/08
Menjivar, Raul, Counseling Aide, EOPS	07/01/07 - 12/31/07
Micas, Donna, Bookstore Clk/Cashier, Bookstore	07/02/07 - 06/30/08
Miles, Erik, Bookstore Clk/Cashier, Bookstore	07/02/07 - 06/30/08
Miles, Shadae, Bookstore Clk/Cashier, Bookstore	07/02/07 - 06/30/08
Moges, Aster, Bookstore Clk/Cashier, Bookstore	07/02/07 - 06/30/08
Morris, Audrey, Tutoring Coordinator-LD, DSC	07/30/07 - 07/31/07
Moses, Kathleen, Athletic Activities Assistant, Athletics	08/20/07 - 08/24/07
Murphy, Diane, Registration/Information Clk, Financial Aide	07/02/07 - 12/28/07
Newman, Jeremy, Cash Receipts Clerk, Bursars Office	07/02/07 - 07/20/07
Nnodi, Benedict, Bookstore Clk/Cashier, Bookstore	07/02/07 - 06/30/08
Ong, Maria, Registration/Information Clk, Financial Aide	07/02/07 - 12/28/07
Panghongkeow, Artee, Bookstore Clk/Cashier, Bookstore	07/02/07 - 06/30/08
Perkins, Paul, Bookstore Clk/Cashier, Bookstore	07/02/07 - 06/30/08
Ponce, Robert, Bookstore Clk/Cashier, Bookstore	07/02/07 - 06/30/08
Puyear, Billie, Sign Language Interpreter II, DSC	07/01/07 - 12/31/07
Ramirez, Javier, Bookstore Clk/Cashier, Bookstore	07/02/07 - 06/30/08
Razon, Nadia, Registration/Info Clk, Adm & Rec	07/01/07 - 12/31/07
Rubio, Mary, Registration/Info Clk, Adm & Rec	07/01/07 - 12/31/07
Salinas, Eric, Cash Receipts Clerk, Bursars Office	07/02/07 - 06/30/08
Santamaria, Bladimir, Bookstore Clk/Cashier, Bookstore	07/02/07 - 06/30/08
Schranz, Alexandra, Bookstore Clk/Cashier, Bookstore	07/02/07 - 06/30/08
Smith, Katherine, Counseling Aide, Interdisciplinary Off	07/02/07 - 12/21/07
Smitiwitaya, Ida, Bookstore Clk/Cashier, Bookstore	07/02/07 - 06/30/08
Soofer, Tova, Counseling Aide, EOPS	07/01/07 - 12/31/07
Sussman, Dena, Sign Language Interpreter II, DSC	07/01/07 - 12/31/07
Szesnat, Kyle, Registration/Information Clk, Financial Aide	07/02/07 - 12/28/07
Tanaka, Kaori, Instructional Assistant-ESL, ESL	07/02/07 - 12/21/07
Thielking, Alan, Bookstore Clk/Cashier, Bookstore	07/02/07 - 06/30/08
Thompson, Phyllis, Counseling Aide, Afr-Amer Ctr	07/01/07 - 12/31/07
Thwin, El Thandar, Counseling Aide, Counseling	07/02/07 - 12/21/07
Thompson, Raquel, Registration/Info Clk, Adm & Rec	07/01/07 - 12/31/07
Tanji, Mona, Sign Language Interpreter II, DSC	07/01/07 - 12/31/07
Vasquez, Farah, Counseling Aide, Counseling	07/02/07 - 12/21/07
Weldemichael, Bealinesh, Bookstore Clk/Cashier, Bkstore	07/02/07 - 06/30/08
Wilson (Enaiho), Patricia, Bookstore Clk/Cashier, Bookstore	07/02/07 - 06/30/08
Yogi, Nancy, Bookstore Clk/Cashier, Bookstore	07/02/07 - 06/30/08
Young, Mary Ellen, Bookstore Clk/Cashier, Bookstore	07/02/07 - 06/30/08
Walden, Cherie, Registration/Info Clk, Adm & Rec	07/01/07 - 12/31/07
Zavala, Margarita, Bookstore Clk/Cashier, Bookstore	07/02/07 - 06/30/08
Zheng, Jin, Registration/Information Clk, Financial Aid	07/02/07 - 12/28/07

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	August 13, 2007

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 11    CLASSIFIED PERSONNEL - NON MERIT**

Approval/ratification of hiring of the following non-merit employee(s) for temporary employment. All personnel assigned will be elected on a temporary basis to be used as needed in accordance with District policies and salary schedules.

ELECTIONS

STUDENT EMPLOYEES

College Student Assistant - CalWORKS \$8.00/hr	08
College Work-Study Student Assistant - STHP \$8.00/hr	283
College Work-Study Student Assistant - FWS \$8.00/hr	03

SPECIAL SERVICES

Art Model \$18.00/hr	58
Community Services Specialist I \$27.40/hr	07
Community Services Specialist II \$38.00/hr	07
Recreation Director I/Day Camp \$55/daily	2
Recreation Director I/Day Camp \$70/daily	1

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

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	August 13, 2007

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 12    FACILITIES**

*Requested Action: Approval/Ratification*

12-A    AWARD OF BID – CAMPUS QUAD

Reject all bids for the Campus Quad project.

Funding Source:     Measure U

Comment:     The Public Contract Code allows the Board to reject all bids when the bid amounts exceed the project budget. The bids came in substantially over the estimated cost due to unfavorable conditions in the Los Angeles area construction market. The project will be redesigned in an effort to control costs and will be re-bid as soon as possible.

12-B    AWARD OF BID – BUNDY WEST BUILDING TUTORING CENTER

Reject all bids for the Bundy West Building Tutoring Center.

Funding Source:     Federal Title 5 Grant, Measure U

Comment:     The Public Contract Code allows the Board to reject all bids when the bid amounts exceed the project budget. A single bid came in substantially over the estimated cost due to unfavorable conditions in the Los Angeles area construction market. The project will be placed on hold and may be redesigned in the future as part of a second building project at Bundy in accordance with the Bundy Master Plan.

12-C    AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – CAMPUS QUAD

Amend the agreement with tBP ARCHITECTURE for the Campus Quad project not to exceed \$78,000 plus reimbursable expenses.

Funding Source: Measure U

Comment:     The additional services are required to redesign the project and reduce scope in order to bring the project within budget.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	August 13, 2007

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 12    FACILITIES (continued)**

12-D    CHANGE ORDER NO. 39 and 40 – MUSIC AND PERFORMING ARTS, MADISON

Change Order No. 39 and 40 - FTR INTERNATIONAL on the New Music and Performing Arts Complex, Madison Campus in the amount of:

Original Contract Amount	\$30,780,000
Previously approved Change Orders 1 – 38	2,804,543
Change Order No. 39	9,387
Change Order No. 40	<u>151,135</u>
Revised Contract Amount	\$ 33,745,065
Original Contract Time	670 days
Previous Time Extensions	<u>0 days</u>
Revised Contract Time	670 days
Time Extension for these Change Orders	<u>0 days</u>
Current Revised Contract Time	670 days

Funding Source: Measure S. U

Comment:        Change Order No. 39 provides for reversing the toilet stall doors to swing opposite way to allow ADA clearance, additional framing to install a fire rated access door at technical gallery and additional signage for Theater and Faculty Offices per Owner request.

Change Order No. 40 covers the supply and installation of OSHA required tie back anchors for maintenance to canopy level, auditorium roof and fly tower roof, underground utilities, provide pulleys, winch and steel cables for manual smoke hatch release, provide weather resistant enclosure for fire alarm enunciator panel, apply fire retardant treated plywood backing panels at walls of telecomm room B18.

12-E    AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – PERFORMING ARTS CENTER, MADISON CAMPUS

Amend the agreement with RENZO ZECCHETTO ARCHITECTS for the Performing Arts Center, Madison Campus to increase by \$56,500 plus reimbursable expenses.

Funding Source: Measure S

Comment:        The amendment covers additional fees requested by for the acoustical, theatrical and audio-visual consultants. Due the complexity of the construction and the extended construction period are asking for additional fees to complete the project.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	August 13, 2007

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 12**    **FACILITIES** (continued)

12-F    CHANGE ORDER NO. 12 – EARTHQUAKE REPLACEMENT LIBERAL ARTS NORTH

Change Order No. 12 – PINNER CONSTRUCTION COMPANY on the Liberal Arts North Building Project in the amount of \$ - (41,355)

Original Contract Amount	\$ 9,951,000
Previously Approved Change Orders I – II	415,818
Change Order No. 12 – DEDUCT	<u>(41,355)</u>
Revised Contract Amount	\$ 10,325,463
Original Contract Time	425 days
Previous Time Extensions	<u>0 days</u>
Revised Contract Time	425 days
Time Extension this Change Order No. 12	<u>0 days</u>
Current Revised Contract Time	425 days

Funding Source: Measure U

Comment:        Change Order No. 12 provides added connections for the curtain wall to the main structure, adds ceramic tile around mirrors in restrooms, provides additional window attachment at windows 403 and 406, and provides a credit to the District for re-inspection costs.

12-G    REDUCTION OF RETENTION AMOUNT – LIBERAL ARTS NORTH

Reduce the retention amount held from PINNER CONSTRUCTION for the Liberal Arts North project from five (5) percent to one (1) percent.

Funding Source: Measure U

Comment:        The public contract code gives the District the option of reducing the retention amount held from the contractor when the project is 50% completed.

12-H    REDUCTION OF RETENTION AMOUNT – LIBERAL ARTS SOUTH

Reduce the retention amount held from PINNER CONSTRUCTION for the Liberal Arts South project from ten (10) percent to five (5) percent.

Funding Source: Measure U

Comment:        The public contract code gives the District the option of reducing the retention amount held from the contractor when the project is 50% completed.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	August 13, 2007

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 12    FACILITIES (continued)**

12-I    PROJECT CLOSE OUT – EARTHQUAKE REPLACEMENT LIBERAL ARTS NORTH

Subject to completion of punch list items by PINNER CONSTRUCTION COMPANY, INC., authorize the Executive Vice President, without further action of the Board of Trustees, to accept the project described as EARTHQUAKE REPLACEMENT LIBERAL ARTS NORTH as being complete upon completion of punch list items by PINNER CONSTRUCTION COMPANY, INC. The Executive Vice President 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.

12-J    AMENDMENT – CPI INCREASE ON ANNUAL LEASE

Increase the monthly lease with the CITY OF SANTA MONICA for the following facility to reflect the annual CPI increase of 3.5%.

<u>Facility</u>	<u>Increase</u>	<u>New Amount</u>	<u>Effective Date</u>
Airport Campus	\$702.95	\$20,787.21	July 1, 2007

Comment:        The annual CPI increase is included in the agreement with the City.  
This facility is 26,549 square feet

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	August 13, 2007

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 13 BUDGET AUGMENTATION**

13-A DISABLED STUDENTS PROGRAM & SERVICES (DSPS)

Granting Agency: California Community College Chancellor's Office

Appropriated Funding: \$84,350 Augmentation  
(Brings the total from \$1,557,029 to \$1,641,379)

Matching Funds: \$0

Performance Period: July 1, 2006 – June 30, 2007

Summary Additional funds for DSPS allocation per Chancellor's Office, revised June 22, 2007

Budget Augmentation:

Income:		
8000 Revenue		\$84,350
Expenditures:		
1000 Academic Salaries		\$84,350

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	August 13, 2007

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 14 BUDGET TRANSFERS**

*Requested Action: Approval/Ratification*

14-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: June 27, 2007 thru June 30, 2007

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	-63,397
5000	Contract Svcs/Operating Exp	-100,653
6000	Sites/Bldgs/Equipment	164,050
7000	Other Outgo/Student Payments	0
Net Total:		0

14-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: June 27, 2007 thru June 30, 2007

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	151,628
2000	Classified/Student Salaries	3,070
3000	Benefits	-50,052
4000	Supplies	-67,295
5000	Contract Svcs/Operating Exp	-104,916
6000	Sites/Bldgs/Equipment	71,293
7000	Other Outgo/Student Payments	-3,728
Net Total:		0

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	August 13, 2007

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 14    BUDGET TRANSFERS** (continued)

14-C    FUND 40.0 – CAPITAL FUND PROJECTS FUND

Period of:        June 27, 2007 thru June 30, 2007

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	5,000
5000	Contract Svcs/Operating Exp	308,000
6000	Sites/Bldgs/Equipment	-313,000
7000	Other Outgo/Student Payments	0
Net Total:		0

14-D    FUND 42.3 REVENUE BOND CONSTRUCTION FUND MEASURE S

Period of:        June 27, 2007 thru June 30, 2007

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	0
5000	Contract Svcs/Operating Exp	42,000
6000	Sites/Bldgs/Equipment	-42,000
7000	Other Outgo/Student Payments	0
Net Total:		0

Comment:        The Adopted Budget needs to be amended to reflect the totals of the departmental budgets.    The current system of the Los Angeles County Office of Education requires Board approvals each month for budget adjustments. Only the net amount of the transfers in or out of the object codes is shown. In addition to the budget adjustments, transfers result from requests by managers to adjust budgets to meet changing needs during the course of the year.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	August 13, 2007

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 15**      **COMMERCIAL WARRANT REGISTER**

*Requested Action: Approval/Ratification*

July 1 – July 31, 2007	2648 – 2688	\$8,704,337.87
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Comment: The detailed commercial warrant documents are on file in the Accounting Department.

**RECOMMENDATION NO. 16**      **PAYROLL WARRANT REGISTER**

*Requested Action: Approval/Ratification*

June 1 – June 30, 2007	CIK – C2L	\$7,795,140.87
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Comment: The detailed payroll register documents are on file in the Accounting Department.

**RECOMMENDATION NO. 17**      **AUXILIARY PAYMENTS & PURCHASE ORDERS**

*Requested Action: Approval/Ratification*

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

	Payments	Purchase Orders
June 1 – June 30, 2007	\$2,277,440	\$10,993
July 1 – July 31, 2007	\$810,737	\$731,130

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

**RECOMMENDATION NO. 18**      **DIRECT, BENEFIT & STUDENT GRANT PAYMENTS**

*Requested Action: Approval/Ratification*

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

July 1 – July 31, 2007	D001601 – D001760	\$302,895.98	Accrued F/Y06/07
	D000001 – D000015	\$1,686,760.74	
	B000780 – B000814	\$225,038.08	Accrued F/Y 06/07
	B000001 – B000030	\$102,774.04	
	ST00126 – ST00139	\$3,048.54	

D – Direct Payments  
 B – Benefit Payments (health insurance, retirement, etc.)  
 ST – Student Grant Payments

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	August 13, 2007

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 19 PURCHASING**

*Requested Action: Approval/Ratification*

19-A AWARD OF PURCHASE ORDERS

Establish purchase orders and authorize payments to all vendors upon delivery and acceptance of services or goods ordered. All purchases and payments are made in accordance with Education Code requirements and allocated to approved budgets. Lists of vendors on file in the Purchasing Department

May 1 – May 31, 2007	\$1,271,617.67
June 1 – June 30, 2007	865,243.86

19-B DECLARATION AND DONATION OF SURPLUS COMPUTER EQUIPMENT

Declare as surplus miscellaneous computers and monitors and authorize the District to donate the computers to the Riordan Foundation and SMMUSD because they have been determined to be of insufficient value to defray the cost to sell.

Comment: This action is in accordance with SMC Board Policy 6531 and Education Code section 81452.

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	August 13, 2007

**INFORMATION ITEM H**

**CITIZENS' BOND OVERSIGHT COMMITTEE  
MEETING – JULY 18, 2007**

A meeting of the Santa Monica Community College District Citizens' Bond Oversight Committee was held on Wednesday, July 18, 2007 in Humanities and Social Sciences Building Room 301, Santa Monica College, 1900 Pico Boulevard, Santa Monica College.

**1. CALL TO ORDER - 8:10 a.m.**

**2. ROLL CALL**

- Sylvia Rose, Interim Chair – Present
- Deborah Arvesen – Present
- Clarence Chapman – Present
- Ralph Erickson – Present
- Paul Leoni - Present
- Belinda Phillips – Absent
- Lorraine Sanchez – Absent
- Jason Van Buren – Absent

Others Present:

- Victor Hanson, Consultant, Business/Administration
- Greg Brown, Director of Facilities and Planning
- Lisa Rose, Committee Coordinator
- Charlie Yen, Director, Events and Contracts

**3. APPROVAL OF MINUTES – April 18, 2007**

Motion was made by Clarence Chapman and seconded by Ralph Erickson to approve the minutes of April 18, 2007. *Unanimously approved.*

**4. ELECTION OF OFFICERS**

Ralph Erickson nominated Sylvia Rose to serve as Chair.  
Ralph Erickson nominated Clarence Chapman to serve as Vice-Chair.

Motion was made by Ralph Erickson and seconded by Paul Leoni to elect Sylvia Rose as Chair and Clarence Chapman as Vice-Chair by acclamation.

**5. REPORTS and DISCUSSION**

Reports provided to members:

- Measure U
  - Project Schedule
  - Budget
  - Expenditures

#### Measure S

- Project Schedule
- Budget
- Expenditures

#### Bond Sales/Expenses Report

#### Measure U Projects:

- (J) Music Department at Madison, (K) the Liberal Arts Replacement South (HSS - History and Social Sciences) Building, and the (L) Shuttle Replacement Lot will be completed by the end of summer, 2007.
- (M) North quad: This is the next project will start in fall 2007 and is probably a one-year project.
- (O) The Student Services Building has been approved by the State for fifty percent funding; the other fifty percent will come from Measure U funds. The project will be a couple of years in planning and approvals before construction begins. All student services will be housed in this building and will be on the footprint of the Music Department, Concert Hall and Amphitheater. Additional underground parking will be included in this project.
- (P) Science Complex Addition: There are no more Measure U Funds, but the District will apply for state funding for this project.
- (T) 14<sup>th</sup> and Pico Project: This project is currently on hold. It is and will continue to be used as a staging area for construction projects on campus.

FEMA funds will be forthcoming once HSS south and north are completed.

#### Measure S Projects

- (#1) Corsair Field: This project is being looked at in conjunction with the (#4) Replacement Health, Fitness, PE, together with the potential for underground parking. The initial estimate is over \$100 million, so the District will be reassessing the project and looking into other funding.
- (#1-A) Athletic Fields Phase I, John Adams: Planning is completed and the project is in DSA for approval. Construction will probably start in summer, 2008.
- (#2) Performing Arts Complex (Madison): Construction is progressing will be completed sometime in the fall 2007. A gala opening event will be held in May, 2008.
- (#3) Career Opportunity Center: The existing two-story building will be replaced with a structure that will house the Career Opportunity Center. A traffic signal will be installed at Bundy and the District has agreed to create a new driveway on the north side of the property.

#### Bond Issue

There is \$30,826,494 remaining Measure U funds and \$110,008,049 Measure S funds remaining. It is expected that all Measure U funds will be sold in the next 1-1/2 to 2 years. The City of Malibu has not yet identified property to purchase with Measure S funds.

<b>BOARD OF TRUSTEES</b> SANTA MONICA COMMUNITY COLLEGE DISTRICT	<b>REGULAR MEETING</b> August 13, 2007
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X. **BOARD COMMENTS AND REQUESTS**

XI. **ADJOURNMENT**

There will be a Board of Trustees Retreat (closed session) on Saturday, August 18, 2007.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Monday, September 17, 2007 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.