

# M I N U T E S



## SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

MONDAY,  
APRIL 14, 2008

Santa Monica College  
1900 Pico Boulevard  
Santa Monica, California

6:00 p.m. – Call to Order  
Closed Session

7:00 p.m. – Public Meeting  
Board Room (Business Building Room 117)

*The complete minutes 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.*

## ***MINUTES***

A meeting of the Board of Trustees of the Santa Monica Community College District was held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Monday, April 14, 2008.

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 – 6:00 p.m. 1
- B Roll Call
- C Public Comments on Closed Session Items

### **II. *CLOSED SESSION***

- Conference with Legal Counsel – Anticipated Litigation (Government Code Section 54956.9(b))  
One case
- Public Employee Discipline/Dismissal/Release (Government Code Section 54957)
- Public Employee – Evaluation, pursuant to Government Code Section 54957  
*Evaluation of the Superintendent/President*

### **III. *PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS***

- D Pledge of Allegiance
- E Closed Session Report: None
- F Public Comments

### **IV. *SUPERINTENDENT'S REPORT***

- Interior Architectural Design Program Awards
- Updates:
  - State Budget
  - Associated Students Organic Garden Initiative

### **V. *ACADEMIC SENATE REPORT***

VI. **MAJOR ITEMS OF BUSINESS**

- G Specialized Counseling Programs
- H Global Citizenship
- #1 Resolution - Endorsement of Big Blue Bus Transportation Initiative  
"Any Line, Any Time" Pass Program
- #2 Resolution – Temporary Interfund Cash Borrowing
- #3 Resolution – Cash Borrowing from the Los Angeles County Treasury
- #4 Ballot for CCCT Board of Directors Election
- #5 Resolution for Community College Month

VII. **CONSENT AGENDA**

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

**Approval of Minutes**

- #6 Approval of Minutes – March 6, 2008 (Special Meeting)  
March 10, 2008 (Regular Meeting)  
March 15, 2008 (Board of Trustees Retreat)

**Grants and Contracts**

- #7 Acceptance of Grants and Budget Augmentation
- #8 Contracts and Consultants
  - 8-A Arbitrage Rebate Analysis – Bonds and Certificates of Participation
  - 8-B Change in Subcontractor Name for LAUP Cooperative Agreement
  - 8-C Contract for Industry-Driven Regional Collaborative and Responsive Training Fund Grants
  - 8-D Consultant for Job Development Incentive Fund Grant
  - 8-E Consultant for Third Annual Black Student Conference
  - 8-F Consultant for Peer Resolution Committee (Amendment)
  - ~~8-G Contract with CalPERS and CalSTRS for 457 Deferred Compensation Investment Plans (Pulled)~~
  - 8-H Contract with Viatron – Document Destruction
  - 8-I Amendment to Contract for Arts, Media and Entertainment Industry Sector Leadership Project
  - 8-J Contract for Web Services
  - 8-K Total Compensation Systems
  - 8-L Contract for Anti-Fraud Services
  - 8-M KCRW Contracts and Consultants
- #9 New Courses

**Human Resources**

- #10 Academic Personnel
- #11 Classified Personnel – Regular
- #12 Classified Personnel – Limited Duration
- #13 Classified Personnel – Non Merit

### Facilities and Fiscal

- #14 Facilities
  - 14-A Reduction of Retention Amount – Liberal Arts South
  - 14-B Award of Bid – Bundy Northeast Driveway
  - 14-C Amendment to Agreement for Architectural Services – John Adams Field Renovation
  - 14-D Agreement for Consulting Services – Performing Arts Center
  - 14-E Agreement for Consulting Services – Information Technology Renovation
- #15 Budget Augmentations
- #16 Budget Transfers
- #17 Claim for Damages
- #18 Commercial Warrant Register
- #19 Payroll Warrant Register
- #20 Auxiliary Payments and Purchase Orders
- #21 Direct, Benefit and Student Grant Payments
- #22 Purchasing

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.*

IX. **BOARD COMMENTS AND REQUESTS**

X. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Monday, May 12, 2008** 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.

**BOARD OF TRUSTEES****REGULAR MEETING**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

April 14, 2008

**I. ORGANIZATIONAL FUNCTIONS**

*A      CALL TO ORDER – 6:02 p.m.*

*B      ROLL CALL*

Rob Rader, Chair - Present

Louise Jaffe, Vice-Chair - Present

Dr. Susan Aminoff - Present

Judge David Finkel (Ret.) -Present

Dr. Nancy Greenstein - Present

Dr. Margaret Quiñones-Perez - Present

Dr. Andrew Walzer - Present

Adel Morad, Student Trustee – Present (for public meeting)

*C      PUBLIC COMMENTS ON CLOSED SESSION ITEMS - None*

**II. CLOSED SESSION** – 6:03 p.m.

- Conference with Legal Counsel – Anticipated Litigation (Government Code Section 54956.9(b))  
One case
- Public Employee Discipline/Dismissal/Release (Government Code Section 54957)
- Public Employee – Evaluation, pursuant to Government Code Section 54957  
*Evaluation of the Superintendent/President*

**III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS** – 7:06 p.m.

*D      PLEDGE OF ALLEGIANCE – Melody Overstreet*

*E      CLOSED SESSION REPORT - None*

*F      PUBLIC COMMENTS*

Jabe Bruton

Ronnie Felder

Rachel Brideau

Thelma Hoffman

Tron Burdick

Bernie Rosenloecher

Marlon "AAngel" Tett

<b>BOARD OF TRUSTEES</b>	<b>REGULAR MEETING</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 14, 2008

**IV. SUPERINTENDENT’S REPORT**

**Recognition of Interior Architectural Design Students:** Interior architecture design professor Denise Travis reported that several students in her program have recently won prestigious awards and made impressive achievements. Wei-Chieh Tsai won second place in the Saul Golding Memorial Lighting Education Scholarship; Otilia Gomez-Nakandakari won second place in the California Affiliate of the American Association of Family and Consumer Science Kitchen Design Contest; and Juko Chun served an internship and has been hired part-time by world-renowned architect Frank Gehry. Certificates on behalf of the Board were presented to the students.

**State Budget Update:** Administration is working to make projections about the 2008-09 state budget and how it will affect SMC. The Budget Committee is expected to review principles guiding the preparation of the SMC Budget and make recommendations to the District Planning and Advisory Committee, which, in turn, should submit any resulting recommendations to the Superintendent/President before the May 12<sup>th</sup> Board meeting. Crucial information will be revealed May 15<sup>th</sup> when the state releases its revised budget. Based on the revised state budget, college officials will work with the Budget Committee and the District Planning Advisory Council to come up with a tentative 2008-09 SMC budget to be presented to the Board on June 9<sup>th</sup>.

**Associated Students Organic Garden Initiative:** Associated Students Vice President Melody Overstreet reported that the Associated Students, after two years of work and discussion, has come up with a detailed plan to establish an organic garden on campus. The proposal has received widespread support from faculty, the college’s Environmental Affairs Committee and others, but issues surrounding the labor needed to maintain such a garden still must be resolved.

**Randy Lawson Honored:** Board Chair Rob Rader presented a framed certificate congratulating Executive Vice President Randy Lawson for having been named the 2007-08 recipient of the Carter Doran Leadership Award. The award was given by the California Community Colleges Chief Instructional Officers.

**V. ACADEMIC SENATE REPORT**

*Richard Tahvildaran-Jesswein*

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	April 14, 2008

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM G

**SUBJECT:                    SPECIALIZED COUNSELING PROGRAMS**

**SUBMITTED BY:            Superintendent/President**

**SUMMARY:**                Special Counseling Programs have long been a part of the Student Services culture at Santa Monica College. Students who take advantage of these programs benefit from close working relationships with counselors, tutors and mentors which have proven to be a key factor in student retention. The presentation will include five of these special counseling programs that are unique to Santa Monica College:

- Acquired Brain Injury Transition Program for Veterans
- African American Collegians Center
- Latino Center
- Pico Partnership on the Move
- Title V/Welcome Center

INFORMATION ITEM H

**SUBJECT:                    GLOBAL CITIZENSHIP**

**SUBMITTED BY:            Superintendent/President**

**SUMMARY:**                The Academic Senate Joint Presidents' Task Force on Global Citizenship was formed in June 2007 by Superintendent/President Chui Tsang and the Academic Senate. During the Fall 2007 semester the Task Force developed a definition of global citizenship for Santa Monica College and explored four major areas in which global citizenship could be developed: curriculum, integration of international students, study abroad, and international commerce/education. The Task Force made ten recommendations in the final report to the campus community about how to pursue global citizenship at SMC. In addition at the request of the Task Force, Dr. Tsang created a \$100,000 incubation fund, to promote projects proposed by faculty in support of global citizenship at SMC. Members of the Task Force will provide a progress report on the work of the Task Force, its recommendations, and its funded projects as well as the work group which is continuing to work on these issues this spring.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 14, 2008

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1      RESOLUTION - ENDORSEMENT OF BIG BLUE BUS TRANSPORTATION INITIATIVE "ANY LINE, ANY TIME" PASS PROGRAM

SUBMITTED BY:                      Superintendent/President

REQUESTED ACTION:              It is recommended that the Board of Trustees approve the following resolution in support of the "Any Line, Any Time" initiative.

SUMMARY:                              Santa Monica College (SMC) and Big Blue Bus (BBB) Transportation Initiative, which provides current SMC students and staff with the opportunity to ride at no charge on selected public transit lines (with current student or staff ID), has proven effective at increasing overall public transit ridership and reducing weekday SMC-generated vehicle trips. In FY 2007-2008, the program provided service on three BBB lines – SMC Commuter Line 6 to Mar Vista, Crosstown Ride to mid-town Santa Monica, and Sunset Ride connecting the SMC satellite campuses.

According to a BBB line-by-line analysis conducted in October and November 2007, Line 6 achieved 28 boardings per hour (208 boardings per weekday), the Crosstown Ride achieved 32 boardings per hour (698 boardings per weekday), and the Sunset Ride achieved 52 boardings per hour (1,408 boardings per weekday). The Sunset Ride now ranks #8 among the 20 BBB lines in terms of service productivity, and the Crosstown Ride has experienced a 133% increase in ridership compared to the year prior.

In FY 2007-2008, the cost for this service was \$414,427 from the SMC general fund. The renewal cost for FY 2008-2009 for the current program, according to BBB, would be \$420,000.

SMC and BBB have been exploring the expansion of the Transportation Initiative to include a new Rapid 7 service that would operate primarily along Pico Boulevard, connecting the main campus to the Rimpau terminal, with the potential to connect to the Metro Red Line subway. The cost for this service for FY 2008-2009 would be \$418,068 additional (totalling \$838,068), and would provide all current SMC students and staff with the same opportunity to ride at no charge on this new service line (with current student or staff ID). BBB estimates there would be 2,908 daily boardings of SMC students and staff on this line.



SMC has approached the President of the SMC Associated Students (AS) and the Board of the AS with regard to funding the expansion of services by means of possible fee increases to AS membership and to the student ID card. This past March, at two regularly scheduled AS Board meetings and at an additional special study session, the AS Board held public discussion on this topic. The AS Board asked for and received information on the cost of providing a BBB system-wide pass program, as an alternative to the partial expansion of service on the Line 7 route.

A BBB system-wide pass (or, "any line, any time" as it is becoming known) that provides all current SMC students and staff (with current student or staff ID) the opportunity to ride at no charge would cost an additional \$808,960 for FY 2008-09 (the total, including the \$420,000 needed to renew the current program, would be \$1,219,480). This would also include the new Rapid 7 service. BBB estimates there would be 5,056 daily boardings of SMC students and staff system-wide, over and above the current program.

Based on this information, and based on additional data regarding historical and current membership sales, historical and current AS revenue, and current AS contingency reserves, the AS Board of Directors, at its March 31, 2008 Board meeting, unanimously approved a motion to raise the optional AS fee from the current amount of \$10 to a new amount of \$19, and to support the administrative raise of the optional ID fee from the current amount of \$8 to a new amount of \$13, effective for the Fall 2008 semester, in order to fund a contract with the BBB for FY 2008-2009 that would provide all current SMC students and staff with the ability to ride any BBB line, any time for no charge.

This would be an extraordinary outcome, if adopted. Only a very few public colleges in California have attempted to provide this benefit. (UCLA has modified its no-cost program to a reduced-fare program; currently Los Rios Community College and CSU Sacramento are known to provide student fee-funded no-charge transit passes. A few other colleges have received temporary grants to provide no-charge transit passes.)

Staff has analyzed the AS proposal and believes that it would result in net new revenue of \$620,000 for FY 2008-2009 (this includes both the amounts of the higher payments and a contingency for a slightly lower participation rate). Staff has determined that the fee was last adjusted in 1996, about 12 years ago. Additionally, staff intends to increase parking by \$10 per semester, beginning in Fall 2008, resulting in net new revenue of \$150,000.

Staff has concluded that \$770,000 new revenue will therefore be available in FY 2008-09 to offset the new expenditure of \$808,960 needed to expand the current Transportation Initiative program to an "any line, any time" program. (This new revenue will include a transfer of funds from the AS of \$398,571; new general fund revenue of \$221,429 from implementing the increase in ID fee; and relief of the general fund for \$150,000 of expenses related to the provision of parking facilities and parking operations.)

Staff's understanding of the AS action is that the AS Board will commit unrestricted reserves as needed in order to fund the proposed expansion of services. For FY 2008-09, the funding shortfall is projected to be \$29,480 as shown above. The total contribution of AS in FY 2008-09 would therefore be \$428,051 to the operation of the transportation program.

As a result of the proposed new revenues and with AS support, the net cost to SMC would remain at the planned cost of \$420,000 for the budget year.

#### Recommendation

Staff recommends that the Board of Trustees endorse the AS-SMC-BBB Transportation Initiative system-wide pass program and to direct staff to make the necessary budget adjustments as indicated below. In addition, staff recommends that the Board of Trustees instruct staff to work with the AS to educate students regarding the new services and to promote their use. Staff's intent is to immediately publicize the new program, beginning with the mailing of materials to students for the Fall 2008 registration that will be sent out later this month.

Following is a summary of the estimated funding sources and costs:

\$ 420,000	SMC 2008-09 General Fund – Maintenance of Effort
371,429	SMC 2008-09 General Fund – Offset by new SMC revenue
<u>428,051</u>	SMC 2008-09 General Fund – Offset by AS payment
\$1,219,480	Total for 2008-2009 BBB "Any Line, Any Time" Program

The adoption of this program will provide both environmental benefit to our community and region through a significant contribution to vehicle reduction, and personal benefit to our students and staff by providing a cost-efficient and flexible means of access to SMC programs of higher education.

MOTION MADE BY: Adel Morad  
SECONDED BY: Susan Aminoff  
STUDENT ADVISORY: Aye  
AYES: 7  
NOES: 0

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 14, 2008

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2      **RESOLUTION – TEMPORARY INTERFUND CASH BORROWING**

SUBMITTED BY:                      Superintendent/President

REQUESTED ACTION:              It is recommended that the Board of Trustees approve the following resolution to authorize the use of temporary interfund cash borrowing:

WHEREAS, Special Emergency Session Assembly Bill X34, signed February 16, 2008 relieved the State of California from distributing the July Advance Apportionment payment to School Districts until the end of September 2008.

WHEREAS, The District may temporarily find that it does not have enough cash to meet its fiscal obligations in the General or other operating funds due to the shortage of funds created by the deferral of the July apportionment payment or the lack of an authorizing State Adopted budget which delays the release of other state funds normally received during this period.

WHEREAS, The District may temporarily borrow, as identified under Education Code 42603, cash from any fund of the District.

NOW THEREFORE, The Board of Trustees of the Santa Monica Community College District hereby approves this blanket resolution to authorize the use of an aggregate cash balance in all district funds if the need arises. The maximum amount that is allowable to be borrowed would be \$30,000,000.

COMMENT:                              During the Special Emergency Session of the State Legislature in February, the Legislature passed Assembly Bill X34 which delays 2008-2009 cash payments to Districts until September of 2008. This action coupled with the \$200 million General Apportionment deferral authorized in Assembly Bill 1802 could result in the District not receiving a cash payment from the State in the months of June, July, August and the majority of September. If the 2008-2009 State budget is not passed by September then the payments could be delayed until passage of the State budget. This resolution will ensure that all financial responsibilities and obligations of the District can be met during the 2008-2009 fiscal year.

MOTION MADE BY:                      Louise Jaffe  
 SECONDED BY:                            David Finkel  
 STUDENT ADVISORY:                      Absent  
 AYES:    7  
 NOES:    0

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 14, 2008

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3      **RESOLUTION – CASH BORROWING FROM THE LOS ANGELES COUNTY TREASURY**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the following resolution to authorize the District to request the Los Angeles County Treasurer to make temporary transfer of funds to ensure that the District can meet its financial obligations:

WHEREAS, Sufficient cash is needed to pay obligations for current operating requirements lawfully incurred in the fiscal year, and;

WHEREAS, Article XVI, Section 6, of the California Constitution allows for borrowing from the Los Angeles County Treasurer, and;

WHEREAS, The following restrictions apply to this authorization:

- 1) Maximum amount of authorized borrowing: \$50,000,000
- 2) For Fiscal Year 2008-2009.
- 3) Shall not exceed 85 percent of the anticipated revenues accruing to the District.
- 4) Shall not be made prior to the first day of the fiscal year nor after the last Monday in April of the 2008-2009 fiscal year.
- 5) Shall be replaced from revenues accruing to the District before any other obligation of the District is met from such revenue.

NOW THEREFORE, The Board of Trustees of the Santa Monica Community College District hereby approves this resolution to authorize the request to the Los Angeles County Treasurer to make temporary transfer of funds if so deemed appropriate during the 2008-2009 fiscal year by the Superintendent/President to ensure that the District can meet its financial obligations.

Comment: During the Special Emergency Session of the State Legislature in February, the Legislature passed Assembly Bill X34 which delays 2008-2009 cash payments to Districts until September of 2008. This action coupled with the \$200 million General Apportionment deferral authorized in Assembly Bill 1802 could result in the District not receiving a cash payment from the State in the months of June, July, August and the majority of September. If the 2008-2009 State budget is not passed by September then the payments could be delayed until passage of the State budget. This resolution will ensure that all financial responsibilities and obligations of the District can be met during the 2008-2009 fiscal year.

MOTION MADE BY: Louise Jaffe  
 SECONDED BY: David Finkel  
 STUDENT ADVISORY: Absent  
 AYES: 7  
 NOES: 0

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 14, 2008

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 4      **BALLOT FOR CCCT BOARD OF DIRECTORS**

SUBMITTED BY:                      Chair, Board of Trustees

REQUESTED ACTION:              It is recommended that the Board of Trustees prepare its ballot for the California Community College Trustees (CCCT) Board of Directors by casting ten votes, as follows:

1. Andrew Walzer, Santa Monica CCD
2. Anita Grier, San Francisco CCD\*
3. Edward Ortell, Citrus CCD\*
4. Paul Fong, Foothill-DeAnza CCD\*
5. Mary Figueroa, Riverside CCD\*
6. Kay Albiani, Los Rios CCD\*
7. Charles Meng, Napa Valley CCD\*
8. Judi Beck, Shasta-Tehama-Trinity CCD\*
9. Isabel Barreras, State Center CCD\*
10. Carolyn Batiste, Mira Costa CCD\*

\*Incumbent

COMMENT:                              There are ten two-year vacancies on the CCCT Board of Directors. Each member community college has one vote for each of the ten vacancies.

This ballot was by developed by a task force comprising Susan Aminoff and Margaret Quiñones-Perez.

MOTION MADE BY:                      Margaret Quiñones-Perez  
SECONDED BY:                              Andrew Walzer

Amendment

Motion was made by Nancy Greenstein, seconded by Susan Aminoff and approved to prepare the ballot as follows:

1. Andrew Walzer, Santa Monica CCD
2. Mary Figueroa, Riverside CCD\*
3. Charles Meng, Napa Valley CCD\*
4. Judi Beck, Shasta-Tehama-Trinity CCD\*

Action to Approve Ballot as Amended

STUDENT ADVISORY:                  Absent  
AYES:    7  
NOES:    0

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 14, 2008

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 5      **RESOLUTION FOR COMMUNITY COLLEGE MONTH**

SUBMITTED BY:                      Superintendent/President

REQUESTED ACTION:      It is recommended that the Board of Trustees adopt the following resolution in recognition of Community College month.

WHEREAS, the month of April has been proclaimed National Community College Month in recognition of the vital role the nation's community colleges play in providing broad access to higher education, serving nearly half of the nation's college students; and

WHEREAS, Santa Monica College serves students with a broad array of educational services including transfer education, two-year degree programs, career preparation, basic skills education, continuing education and lifelong learning in a variety of delivery methods including on-line education; and

WHEREAS, Santa Monica College, as an institution of higher education, provides for the understanding and learning needed to foster a livable and sustainable world; and

WHEREAS, Santa Monica College provides for the formation of global citizenship through knowledge of people, customs, and cultures in regions of the world beyond one's own; and

WHEREAS, Santa Monica College celebrates the diversity of its students, faculty and staff; and

WHEREAS, Santa Monica College enjoys a special partnership with business, industry and government that benefits the regional economy by providing educational opportunities for new and current employees; and

WHEREAS, Santa Monica College is devoted to positive community relations and is a rich resource for the community including cultural programming, educational and career counseling and special events for the entire family; and

WHEREAS, Santa Monica College has demonstrated that daily it fulfills its vision of "Changing Lives through Excellence in Education;" and

WHEREAS, Santa Monica College realizes its success in providing educational, vocational and cultural opportunities to the college community because of the excellence of its faculty and staff, and

WHEREAS, Santa Monica College has been a proud part of this tradition since 1929, earning a reputation as a caring, quality institution of higher education; and

THEREFORE BE IT RESOLVED that the Santa Monica Community College District observe and celebrate National Community College Month during the month of April, 2008.

MOTION MADE BY:      Susan Aminoff  
 SECONDED BY:              Andrew Walzer  
 STUDENT ADVISORY:      Absent  
 AYES:                              7  
 NOES:                              0

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 14, 2008

**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 #6-#22.

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #7-B, #8-G, #8-K, #8-L, #9, #14-B, #14-C, #22-B

MOTION MADE BY: David Finkel  
 SECONDED BY: Susan Aminoff  
 STUDENT ADVISORY: Absent  
 AYES: 7  
 NOES: 0

**VIII. CONSENT AGENDA – Pulled Recommendations**

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

**RECOMMENDATION NO. 6 APPROVAL OF MINUTES**

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

- March 6, 2008 (Special Meeting)
- March 10, 2008 (Regular Board of Trustees Meeting)
- March 15, 2008 (Board of Trustees Retreat)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 14, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 7**      **ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION**

*Requested Action: Approval/Ratification*

7-A      EQUIPMENT FOR NURSING AND ALLIED HEALTH PROGRAMS

Title of Grant:                      Equipment for Nursing and Allied Health Programs  
Granting Agency:                  California Community Colleges Chancellor's Office/Career Technical Education  
Award Amount:                      \$73,795  
Matching Funds:                      None  
Performance Period:                April 1, 2008 – November 30, 2009  
Summary:

This equipment grant will provide SMC's Nursing Program with the resources to further integrate and strengthen the use of technology throughout the program. SMC will effectively utilize technology to 1) increase student success and retention by offering students with 24/7 access to supplementary instructional materials; 2) improve student understanding and comfort with course content through greater use of simulation both as a learning tool in the classroom and as a supplementary resource outside the classroom; and 3) address the workforce shortage by increasing access to instructional programming through the use of distance technology.

Budget Augmentation: Restricted fund 01.3 (2007-2008 Summary)

Income	
8698 State	\$73,795
Expenditures	
4000 Supplies/Materials	\$ 350
6000 Capital Outlay	70,607
7000 Indirect Costs	2,838

*Requested by: Laurie McQuay-Peninger, Director/Grants*  
*Approved by: Jeff Shimizu, Vice President. Academic Affairs*



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 14, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 7      ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

7-B      JOB DEVELOPMENT INCENTIVE FUND (JDIF)

Title of Grant:              Job Development Incentive Fund (JDIF)

Organization:              Chancellor's Office, California Community Colleges Economic and Workforce Development Program

Requested Funding:        \$300,000 (Fiscal Year 2008-09)  
    \$300,000 (Fiscal Year 2009-10)

Performance Period:      July 1, 2008 – August 31, 2010

Summary:                    SMC has been awarded a two-year Job Development Incentive Fund (JDIF) grant that involves the united efforts between Santa Monica College (SMC) and local business/industry partners. The collaboration will deploy short-term training activities that enable individuals to enter the green-tech sector or increase their likelihood of retaining a successful career. Up to 217 participants (with at least 75 being CalWORKS recipients) will receive training services and become prepared for job opportunities with regional employers.

The project will work collaboratively with regional construction and architecture firms that include Solar City, Dynamic Builders, Sully-Miller, and Century Housing, Inc. Included in the collaboration will be representatives from the Westside Economic Collaborative as well as the local Workforce Development system. The goals of this JDIF project are as follows:

- Facilitate information exchange between the industry and education/training system
- Provide assistance and coordination support for regional recruitment and job placement activities
- Create an environment to share resources
- Conduct data analyses on hiring and skills trends
- Widen education menus at local community colleges
- Provide short-term training activities for job-specific competencies

Budget:

Income:	
8000 State	\$600,000
Expenditures:	
1000 Instructional Salaries	\$ 57,500
2000 Classified Salaries	185,000
3000 Benefits	47,750
4000 Supplies	12,400
5000 Other	235,169
6000 Equipment	39,105
7000 Other outgo	23,076

*Requested by: Chito Cajayon, Dean of Workforce & Economic Development*

*Approved by: Jeff Shimizu, Vice President, Academic Affairs*

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 14, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 8     CONTRACTS AND CONSULTANTS**

*Requested Action: Approval/Ratification*

8-A     ARBITRAGE REBATE ANALYSIS – BONDS AND CERTIFICATES OF PARTICIPATION (COPs)

Provider:                      BondLogistiX LLC

Fees:                             Not to exceed \$25,000

Service:                        Perform arbitrage rebate analysis and provide a rebate report on tax free bonds and Certificates of Participation that are required to have this analysis and report done per the Internal Revenue Service regulations.

Comment:                      The District is required to periodically have an Arbitrage Rebate Analysis performed on General Obligation Bonds and Certificates of Participation to conform to Internal Revenue Service regulations. The last analysis and report performed was in fiscal year 2003-2004.

Funding Source:              Capital Projects Fund – Fund 40.0

*Requested by:                   Christopher M. Bonvenuto, Director of Fiscal Services*

*Approved by:                   Randal Lawson, Executive Vice President*

8-B     CHANGE IN SUBCONTRACTOR NAME FOR LAUP COOPERATIVE AGREEMENT

Subcontractor:                California State University, Dominguez Hills Foundation

Amount of Contract:        \$52,500

Term of Contract:            August 1, 2007 – June 30, 2008

Reason for Change:         In December 2007, SMC’s Board of Trustees approved a cooperative agreement with California State University, Dominguez Hills to participate in the Los Angeles Universal Preschool Grant. During the past few months, CSUDH decided to administer this cooperative agreement with SMC through its Foundation. As such, SMC is contracting with CSU, Dominguez Hills Foundation, rather than CSU Dominguez Hills. This change will have no significant impact on the terms of the subcontract.

*Requested by:                   Laurie McQuay-Peninger, Director/Grants*

*Approved by:                   Jeff Shimizu, Vice President. Academic Affairs*

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 14, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 8    CONTRACTS AND CONSULTANTS *(continued)***

**8-C    CONTRACT FOR INDUSTRY-DRIVEN REGIONAL COLLABORATIVE AND RESPONSIVE TRAINING FUND GRANTS**

Provider: Jewish Vocational Services (JVS/Marina del Rey WorkSource Center)  
Amount of Contract: \$25,000  
Term of Contract: April 15, 2008 – September 30, 2008  
Funding Source: Industry-Driven Regional Collaborative Grant (IDRC) and the Responsive Training Fund (RTF)

Summary: The JVS/Marina del Rey WorkSource Center will provide student outreach services for SMC's logistics and advanced transportation-related training activities. The consultant will identify at least 50 prospective candidates that meet the program's eligibility criteria and are interested in pursuing a career in logistics and/or advanced transportation.

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

*Requested by: Chito Cajayon, Dean of Workforce & Economic Development*

*Approved by: Jeff Shimizu, Vice President, Academic Affairs*

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CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 8    CONTRACTS AND CONSULTANTS *(continued)***

**8-D    CONSULTANT FOR JOB DEVELOPMENT INCENTIVE FUND GRANT**

Provider: California Certification Board of Chemical Dependency Counselors  
Amount of Contract: \$35,000  
Term of Contract: April 15 – August 31, 2008  
Funding Source: Job Development Incentive Fund (JDIF)

Contract with the California Certification Board of Chemical Dependency Counselors (CCBCDC) to provide substance abuse counselor training and job placement assistance/follow-up to 115 participants of the SMC Job Development Incentive Fund (JDIF) grant. This agency is recognized by the State of California's Alcohol and Drug Program (ADP) as one of the leading certifying bodies in the substance abuse counseling field. Their capacity to provide certification as well as job placement assistance is well documented and would augment the training and placement efforts of the SMC JDIF project.

CCBCDC has been a successful subcontractor for SMC in the past having served 296 individuals that meet the JDIF program's eligibility criteria. Of these participants, many attained the industry-recognized certification with a grand total of 161 successfully evading lay-off.

Other responsibilities under this contract include the provision of reports to the SMC Workforce Development Department detailing the outcomes of all workshops and services. Reports will include wage increases and skills attainment by the project's low-wage/working poor target population.

Activities and performance outcomes will be in accordance with California regulation(s) and SMC Workforce Development Department guidelines. This contract is designed to assist SMC in meeting its contractual obligations to the California Chancellor's Office.

*Requested by: Chito Cajayon, Dean of Workforce & Economic Development*  
*Approved by: Jeff Shimizu, Vice President, Academic Affairs*

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CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 8    CONTRACTS AND CONSULTANTS *(continued)***

**8-E    CONSULTANT FOR THIRD ANNUAL BLACK STUDENT CONFERENCE**

Subcontractor:            Michael Datcher  
Amount of Contract:    \$2,500  
Term of Contract:        May 3, 2008  
Funding Source:         District Funds/Global Citizenship Initiative  
Mr. Datcher will provide a keynote speech and facilitate workshops at the Third Annual Black Student Conference.

*Requested by:*            *Sherri Bradford, Black Collegians Program  
Program Leader and Counselor*

*Approved by:*            *Jeff Shimizu, Vice President, Academic Affairs*

**8-F    CONSULTANT FOR PEER RESOLUTION COMMITTEE (Amendment)**

Provider:                    Mathis Development Consulting, Inc., Regina Mathis  
Amount of Contract:    An additional 8 hours at \$115 per hour, for a total of \$920  
Term of Contract:        March 12, 2008  
Funding Source:         Human Resources budget  
Summary:                    This is in association with the March 12, 2008 training of staff and administrators for the Peer Resolution Committee as referenced in Article 10 of the District/CSEA agreement. Additional activity design and redesign necessary as the training focused more on the mechanics of peer mediation instead of basic conflict skills development.

*Requested by:*            *Pat Brown, Dean, Human Resources*

*Approved by:*            *Marcia Wade, Vice-President, Human Resources*

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CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 8    **CONTRACTS AND CONSULTANTS** *(continued)*

8-G    **RECOMMENDATION PULLED – NO ACTION TAKEN**  
CONTRACT WITH CALPERS AND CALSTRS FOR 457 DEFERRED COMPENSATION  
INVESTMENT PLANS

Contractors:            California State Teachers Retirement System (CalSTRS) and  
California Public Employee Retirement System (CalPERS )

Service:                For CalSTRS to serve as vendor for the 403(b) Compliance management issues  
and for both CalSTRS and CalPERS to serve as vendors to implement and  
maintain 457 Deferred Compensation Investment Plan options.

Summary:              The District's College-Wide Benefits Committee recommends that the contracts be  
established with CalSTRS for service as vendor for 403(b) compliance management  
issues and for both CalSTRS and CalPERS for implementation of 457 Deferred  
Compensation options.

The District presently has 403(b) programs available for employees who opt to put  
additional monies, beyond existing pension programs, away for retirement savings.  
The Internal Revenue Service has mandated changes, to be implemented by January  
1, 2009, which directly impact employers who allow 403(b) program participation  
for employees.

Assistance will be provided to employers by California State Teachers Retirement  
System (CalSTRS) and the California Public Employee Retirement System (CalPERS)  
to address compliance mandates and to allow for 457 Deferred Compensation  
Investment Plans to be offered to employees. 457 Deferred Compensation  
provides employees with more access and flexibility in managing retirement savings.

Committee members were concerned that employees in their respective  
retirement programs would be more likely to participate in a voluntary  
supplemental funding program offered by their respective pension program. The  
Los Angeles County Office of Education Payroll Program would be able to  
accommodate such an election from district employees, pending approval from the  
Board of Trustees.

Effective January 1, 2009, mandated changes in IRS Code 403(b) regulations will  
place a larger portion of compliance administration from 403(b) vendors to  
employers. As of September 24, 2007, transfers can only be made to 403(b)  
vendors that have entered into a written agreement with the employer sponsoring  
403(b) plan that meet IRS compliance purposes. The proposed vendors who  
would handle the 457 Deferred Compensation Investment Plan would also ensure  
403(b) program compliance for the District.

*Requested by:    Collegewide Benefits Committee*

*Approved by:    Marcia Wade, Vice-President, Human Resources*

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CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 8**      **CONTRACTS AND CONSULTANTS** *(continued)*

**8-H**      **CONTRACT WITH VIATRON – DOCUMENT DESTRUCTION**

Provider:                      Viatron  
Amount of Contract:      \$203  
Term of Contract:          June 2006  
Funding Source:            Human Resources budget  
Summary:                      58 boxes of personnel documents have been scanned and the records are saved in electronic format. These records are now classified as disposable and may be destroyed in accordance with Title 5, Section 59022, Classification of Records.

*Requested by:      Patricia Brown, Dean, Human Resources*  
*Approved by:      Marcia Wade, Vice-President, Human Resources*

**8-I**      **AMENDMENT TO CONTRACT FOR ARTS, MEDIA AND ENTERTAINMENT INDUSTRY SECTOR LEADERSHIP PROJECT**

Contract:                      Kathleen Milnes  
Amount:                        Not to exceed \$29,505, plus travel expenses  
Funding Source:            California Department of Education  
   Arts, Media and Entertainment Industry Sector Leadership Project  
Term of Contract:          October 1, 2007 through June 30, 2008  
Summary:                      Kathleen Milnes serves as the subject matter expert and coordinator of the Arts, Media and Entertainment (AME) Industry Sector Leadership Project. She has served in this capacity since the project's inception in 2005 and developed the statewide roster, supervise the mapping process, and organize the regional AME networks. She represents the AME project at conferences and meetings, regionally and in Sacramento. The contract with Kathleen Milnes was approved by the Board on November 6, 2007 for an amount not to exceed \$29,505, but did not include reimbursement for travel expenses.

*Requested by:              Katharine Muller, Dean, External Programs*  
*Approved by:              Jeff Shimizu, Vice-President, Academic Affairs*

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CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 8      CONTRACTS AND CONSULTANTS *(continued)***

**8-J      CONTRACT FOR WEB SERVICES**

Contract:                      Illuminate Design Studios  
Amount of Contract:      \$7,850  
Term of Contract:          October 1, 2007 – June 30, 2008  
Funding Source:            SMC Performing Arts Center  
Summary:                      The activities of the two theaters of the SMC Performing Arts Center are promoted through a new dedicated web site. The web services provided by this consultant will include database driven calendar and email lists, virtual seating component, and content management system. This action provides for the start-up costs. The ongoing costs of the web site will be paid for by the Madison Project foundation.

*Requested by:                      Dale Franzen, Director, Performing Arts Center*  
*Approved by:                        Don Girard, Senior Director, Government Relations/Institutional Communications*

**8-K      TOTAL COMPENSATION SYSTEMS**

Provider:                      Total Compensation Systems, Inc.  
Fees:                              Not to exceed \$10,000  
Effective dates:              April 15 through June 30, 2008  
Service:                        Governmental Auditing Standards Board (GASB) 43/45 requires the District to assess the fiscal impact of future retiree health benefits. Since CalPERS does not provide this service, it offers a list of firms that districts can use to meet the requirement for a current actuarial study. This agreement will result in a comprehensive valuation of future liability. Total Compensation Systems, Inc. has provided services to over 200 school districts in California including 60 community colleges.  
Funding Source:              2007-08 General Fund/Fiscal Services

*Requested by:                        Victor Hanson, Interim Vice President, Business/Administration*  
*Approved by:                         Randy Lawson, Executive Vice President*



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CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 8      CONTRACTS AND CONSULTANTS *(continued)***

**8-L      CONTRACT FOR ANTI-FRAUD SERVICES**

Provider:                    VLS Fraud Solutions

Services:                    VLS Fraud Services will provide Santa Monica College, in accordance to auditing standard SAS 99, Fraud Risk Assessment, will establish a Fraud Alert Hotline which includes an anonymous reporting system of phone and website and provide Internal Control Advisors for Fraud Risk Assessment.

Amount:                    \$20,300 per year

Term:                        May 1, 2008 through April 30, 2013

Funding Source:            Fiscal Services

Comment:                   Six companies known to have interest in performing this type of service were contacted; four declined to submit a proposal. After rating and evaluating the proposals received, the Purchasing Department recommended the contract for Anti-Fraud Services be awarded to VLS Fraud Solutions.

*Requested by:                Keith Webster, Director of Purchasing*

*Approved by:                 Randal Lawson, Executive Vice-President*

**8-M      KCRW CONTRACTS AND CONSULTANTS**

Provider:                    Apple Inc

Fees:                         \$2,825.75

                                    Invoice #9275746250, dated March 6, 2008

Effective dates:            March 6, 2008

Service:                     Equipment for program production, WWLA/TTP  
Serial Number #W88101DZYP4

Provider:                    CBS Outdoor

Fees:                         \$25,000

                                    Contract #0438837; dated December 17, 2007

Effective dates:            March 10 – April 6, 2008

Service:                     Bus shelters KCRW program promotion

Provider:                    CBS Outdoor

Fees:                         \$25,000

                                    Contract #0449395; dated January 28, 2008

Effective dates:            March 10 – April 6, 2008

Service:                     Bus shelters KCRW program promotion

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CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 8**      **CONTRACTS AND CONSULTANTS** *(continued)*

**8-M**      **KCRW CONTRACTS AND CONSULTANTS** *(continued)*

Provider: City of Santa Monica Big Blue Bus  
 Fees: \$54,060.  
 Effective dates: March 1 – May 31, 2008, for 12 weeks  
 Service: KCRW program promotion on bus tails.

Provider: Point Broadcasting LLC, Owner; Rincon Broadcasting, LLC  
 Site manager and a division of Point Broadcasting, LLC  
 Fees: \$515/monthly for July 1 – December 31, 2007;  
 \$530.45/monthly for January 1 – December 31, 2008.  
 Effective dates: July 1 – December 31, 2007; January 1 – December 31, 2008;  
 This completes the initial term of Lease  
 Service: For KCRW to broadcast from Station #K295AH Goleta, Santa Barbara, CA.  
 Additional Note: Continuation of Lease agreement of Citicasters, then site owner and IHR  
 (then site lessee). Citicasters has since sold site to Point Broadcasting,  
 LLC, parent company of Rincon Broadcasting, LLC.

Provider: Sandep Rahi DBA: BURNING BOX, INC, Amendment #1  
 Fees: Payable at varying rates, depending upon complexity of work needed; not to  
 exceed \$50,000  
 Effective dates: February 1 – June 30, 2008,  
 Service: Design/artwork services as needed by KCRW

Provider: Vista Media  
 Fees: \$5,500 per 4 week period; not to exceed \$33,000.  
 Effective dates: January 7 through May 26, 2008  
 Service: KCRW program promotion, poster format; location list included with Vista  
 Media Performance Report.

Provider: Vista Media  
 Fees: Rates are stated as cost per 4 weeks.  
 \$2,150 x 4 periods (16 wk);  
 \$2,050 x 6 periods (24 wk);  
 \$2,000 x 6 periods (24 wk);  
 \$2,150 x 1 period (4 wk);  
 Contract for \$35,050.  
 Effective dates: Sunset Blvd. + Fountain Ave, 16 weeks, Begins January 21, 2008  
 Olympic Blvd + 3<sup>rd</sup> Avenue, 24 weeks, Begins January 7, 2008  
 Glendale Ave + Alvarado (NF), 24 weeks, Begins January 7, 2008  
 Sunset Blvd + Fountain Avenue, 4 weeks, Begins June 9, 2008  
 Service: KCRW program promotion, large (billboard) format;  
 Location list included with Vista Media Performance Report.

*Requested by: Cheryl Gee, Radio Station Services Assistant*

*Approved by: Don Girard, Senior Director, Government Relations/Institutional Communications*

<b>BOARD OF TRUSTEES</b> Santa Monica Community College District	<b>ACTION</b> April 14, 2008
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CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 9**     **NEW COURSES**

*Requested Action: Approval/Ratification*

*Requested by: Felicito Cajayon, Dean of Workforce Development/Occupational Education*

*Approved by: Jeff Shimizu, Vice President, Academic Affairs*

The following courses were approved by the Curriculum Committee and the Academic Senate:

New Courses (also approved as Distance Education courses)

Business 81: Transportation Management

Business 82: Supply Chain Management

Business 83: Operations Management

Certificate of Achievement

Logistics/Supply Chain Management

Comment: These courses represent a new occupational program in Logistics/Supply Chain Management that has been forwarded to the regional consortium and will be sent to the CCC Chancellor's Office for approval. Descriptions of the courses are available in the Office of Academic Affairs.

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CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 10 ACADEMIC PERSONNEL**

*Reviewed by: Sherri Lee-Lewis, Dean, Human Resources*

*Approved by: Marcia Wade, Vice-President, Human Resources*

*Requested Action: Approval/Ratification*

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

ESTABLISH

Director, Matriculation Research

ABOLISH

Project Manager, Matriculation Research

ELECTION

Administrative

Cooper, Bonita, Project Manager, Upward Bound

04/15/08

SEPARATION

RESIGNATION

Serrano, Jenny, Project Manager, Early Start Pathway

03/31/08

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CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 11 CLASSIFIED PERSONNEL – REGULAR**

*Reviewed by: Sherri Lee-Lewis, Dean, Human Resources*  
*Approved by: Marcia Wade, Vice-President, Human Resources*  
*Requested Action: Approval/Ratification*

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.

<u>ELECTIONS</u>	<u>EFFECTIVE DATE</u>
<u>PROBATIONARY</u>	
Kato, Rosie, Administrative Assistant I, Human Resources	04/14/08
Meyering, Alice, Administrative Assistant I, Comm Rel/Supt. Pres.	04/01/08
Ordaz, Cindy, Administrative Assistant I, Purchasing	04/01/08
Weaver, Andrew, Athletics Equipment Specialist, Athletics/VH	04/01/08
J.C. Saunders-Keurjian, Chief Director of Facilities	04/28/08
<u>PROMOTIONS</u>	
Arneson, Lauri, Administrative Assistant II, Emeritus College	03/17/08
<u>EXTENSION OF PROBATIONARY PERIOD</u>	
Springer, Felicia, Custodian, Operations/NS-II	04/01/08 – 05/31/08
<u>PERMANENT EMPLOYEE WITH TEMPORARY ASSIGNMENT</u>	
Locke, Debra C, From: Administrative Assistant II, Madison Theater/VH To: Student Services Specialist- EOPS, EOPS	04/14/08 – 06/30/08
Locke, Debra C, From: Administrative Assistant II, Madison Theater/VH To: Student Services Specialist- EOPS, EOPS	07/01/08 – 08/20/08
Romano, Jere From: Community College Police Officer, Campus Police/VH/SP To: Community College Police Sergeant, Campus Police/VH/SP	03/17/08 – 06/30/08
Romano, Jere From: Community College Police Officer, Campus Police/VH/SP To: Community College Police Sergeant, Campus Police/VH/SP	07/01/08 – 07/23/08
<u>INCREASE IN HOURS - PERMANENT</u>	
Chang, Leon From: Cash Receipts Clerk, Bursar's Office, 20 hrs/NS-I To: Cash Receipts Clerk, Bursar's Office 40 hrs/Day	03/16/08

INCREASE IN MONTHS -11 TO 12 MONTHS - PERMANENT

Chang, Leon 02/12/08

From: Cash Receipts Clerk, Bursar's Office, 11mos

To: Cash Receipts Clerk, Bursar's Office, 12 mos

Graham, Carmen A 04/15/08

From: Administrative Assistant I, Trio, 11mos, 40 hrs

To: Administrative Assistant I, Trio, 12mos, 40 hrs

RESIGNATION

Lopez Jr., Arthur, Custodial Operations Supv, Operations/NS-II 03/21/08

**RECOMMENDATION NO. 12 CLASSIFIED PERSONNEL – LIMITED DURATION**

*Reviewed by: Sherri Lee-Lewis, Dean, Human Resources*

*Approved by: Marcia Wade, Vice-President, Human Resources*

*Requested Action: Approval/Ratification*

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.

PROVISIONAL: Temporary personnel who meet minimum qualifications and are assigned to work 90 working days; who have not come from an eligibility list.

Bafekr, Pantea, Counseling Aide, Disabled Student Center	03/04/08-07/09/08
Beatty, John, Accompanist-Percussion, KDR	03/13/08-07/18/08
Brundige, Emily A, Counseling Aide, Disabled Students Center	03/21/08-07/28/08
Duran, Mia, Counseling Aide, Title V	03/03/08-06/18/08
Eizdi, Moshe, Vocational Tutoring Assistant I, Job Development	03/03/08-07/08/08
Frinta, Richard, Laboratory Technician-Photo, Photo-Fashion	01/02/08-04/03/08
Matsumoto, Kanae, Accompanist-Voice, Music	02/11/08-05/21/08
Park, Ko Eun, Accompanist-Voice, Music	02/11/08-05/13/08
Ross, Edith, Clerical Assistant II, Human Resources	03/26/08-05/14/08
Rutledge, Gregory S, Stage Construction Tech, Theatre Arts	03/12/08-07/17/08
Straham, Seville, Bookstore Clerk/Cashier, Bookstore	03/13/08-07/18/08
Spielberg, Barbara, Administrative Assistant II, Library	03/03/08-04/30/08

LIMITED TERM: Positions established to perform duties not expected to exceed 6 months in one Fiscal Year or positions established to replace temporarily absent employees; all appointments are made from eligibility lists or former employees in good standing.

Luthi, Christopher, Accompanist-Voice, Music 02/11/08-06/30/08

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CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 13 CLASSIFIED PERSONNEL - NON MERIT**

*Reviewed by: Sherri Lee-Lewis, Dean, Human Resources*

*Approved by: Marcia Wade, Vice-President, Human Resources*

*Requested Action: Approval/Ratification*

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

CalWORKS 03  
\$8.00/hr

College Student Assistant 49  
\$8.00/hr (STHP)

College Work-Study Student Assistant 61  
\$8.00/hr (FWS)

SPECIAL SERVICE

Tutorial Aide 03  
\$10.50

Community Services Specialist II 04  
\$50.00/hr

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
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CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 14 FACILITIES**

*Requested by: Greg Brown, Director, Facilities and Planning*  
*Approved by: Randy Lawson, Executive Vice-President*  
*Requested Action: Approval/Ratification*

**14-A REDUCTION OF RETENTION AMOUNT – LIBERAL ARTS SOUTH**

Reduce the retention amount held from PINNER CONSTRUCTION for the Liberal Arts South project from 5% to 1%.

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. Retention is reduced from 5% to 1% to coincide with the value of the outstanding close out issues.

**14-B AWARD OF BID – BUNDY NORTHEAST DRIVEWAY**

Award of bid for the Bundy Northeast Driveway to the lowest responsive bidder:

<u>Bidder</u>	<u>Bid Amount</u>
Pima Corporation	\$2,464,600
Minco Construction	\$3,477,000
Trimax Construction Corp.	\$3,858,900

Funding Source: Measure S

Comment: This project provides for a new driveway with associated traffic signal that creates a new north entry ramp from Bundy Drive. Work includes demolition of the existing 2-story building, landscape, hardscape, parking re-configuration, a new bus stop area and shelter, and miscellaneous site features to provide a new frontage and entry to the Bundy campus.



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CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 14\_ FACILITIES**

**14-C AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – JOHN ADAMS FIELD RENOVATION**

Amend the agreement with CALDWELL ARCHITECTS for architectural services for the John Adams Field Renovation not to exceed \$8,000 plus reimbursable expenses.

Funding Source: Measure S

Comment: The agreement has been amended to include changes requested by the Santa Monica-Malibu Unified School District and the Division of State Architect (DSA). The project includes artificial turf fields for football, soccer and softball. The college shares the use of the field with the SMMUSD and the City of Santa Monica. This project is scheduled to start this summer.

**14-D AGREEMENT FOR CONSULTING SERVICES – PERFORMING ARTS CENTER**

Agreement with ANGSTROM LIGHTING for consulting services related to stage lighting and theatrical systems for the Performing Arts Center not to exceed \$86,500, plus reimbursable expenses.

Funding Source: Measure S

Comment: The consultants will provide commissioning of the lighting and theatrical systems at the new Broad Stage as well as training the staff in operation of the equipment. The Broad Stage has a high level of theatrical technology and the consultants are needed to make sure that the systems have been installed and adjusted as per the specifications.

**14-E AGREEMENT FOR CONSULTING SERVICES – INFORMATION TECHNOLOGY RENOVATION**

Agreement with DELL PROFESSIONAL SERVICES for consulting services related to the Information Technology Computer Server Room Renovation not to exceed \$17,000 plus reimbursable expenses.

Funding Source: Measure U

Comment: The college's main server room is out of space and does not have sufficient electrical, air conditioning or fire suppression. The consultants will prepare a design using new energy saving server technology and will prepare specifications for servers, power and air conditioning. The new system should be able to be accommodated within our existing server room without major construction.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
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CONSENT AGENDA: FACILITIES AND FISCAL (continued)

**RECOMMENDATION NO. 15 BUDGET AUGMENTATIONS**

*Requested by: Chris Bonvenuto, Director, Fiscal Services*

*Approved by: Randy Lawson, Executive Vice-President*

*Requested Action: Approval/Ratification*

**15-A AUGMENTATION FOR ENROLLMENT GROWTH FOR ASSOCIATE DEGREE NURSING**

Granting Agency: California Community College Chancellor's Office  
Appropriated Funding: \$100,387 Augmentation  
(Brings the total from \$57,142 to \$157,529)  
Matching Funds: \$0  
Performance Period: July 1, 2007 – December 31, 2008  
Summary: Second Amendment Augmentation to the grant agreement and extend the performance period to and including December 31, 2008  
Budget Augmentation: Revenue: \$ 100,387  
8620 Revenue  
Expenditures:  
1000 Instructional Salaries \$ 17,302  
2000 Non-instructional 50,230  
3000 Benefits 25,037  
4000 Supplies 4,715  
5000 Other Operating (758)  
7319 Indirect Costs 3,861

**15-B BASIC SKILLS RE-APPROPRIATION 2007-08**

Granting Agency: State of California  
Appropriated Funding: \$662,974  
Matching Funds: None  
Performance Period: January 1, 2008 - June 30, 2008  
Summary: The District has received notice for a Basic Skills Re-appropriation 2007-08 fund in the amount of \$662,974.  
Budget Augmentation: Income: \$662,974  
8000 State Income  
Expenditures:  
1000 Academic Salaries \$177,650  
2000 Classified Salaries \$213,300  
3000 Fringe Benefits \$56,433  
4000 Supplies \$17,763  
5000 Contracted Services \$114,889  
6000 Equipment \$82,939

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	April 14, 2008

CONSENT AGENDA: FACILITIES AND FISCAL (continued)

**RECOMMENDATION NO. 15 BUDGET AUGMENTATIONS (continued)**

**15-C BASIC SKILLS RE-APPROPRIATION 2006-07**

Granting Agency: State of California  
Appropriated Funding: (\$17,451)  
Matching Funds: None  
Performance Period: July 1, 2007 – June 30, 2008  
Summary: The District’s Basic Skills Re-appropriation 2006-07 fund had been decreased by \$17,451.  
Budget Augmentation: Income:  
8000 State Income (\$17,451)  
Expenditures:  
2000 Student Help Salary (\$16,355)  
3000 Fringe Benefits (\$1,096)

**15-D MATRICULATION (NON-CREDIT)**

Granting Agency: State of California  
Appropriated Funding: \$73  
Matching Funds: \$73  
Performance Period: July 1, 2007 – June 30, 2008  
Summary: The District qualifies for an additional \$73 in Matriculation (Non-Credit) funding.  
Budget Augmentation: Revenue:  
8000 State Income \$73  
Expenditure:  
2120 Salary \$73

**15-E CORPORATION FOR PUBLIC BROADCASTING**

Granting Agency: Corporation for Public Broadcasting  
Appropriated Funding: (\$20,182) Reduction, bringing the total from \$1,938,202 to \$1,918,020  
Matching Funds: \$0  
Performance Period: July 1, 2007 – June 30, 2008  
Summary: Congress has approved a rescission of 1.747 percent to CPB’s Fiscal Year 2008 appropriation. This decreases KCRW’s share of the grant.  
Budget Augmentation: Revenue:  
8190 Revenue \$ (20,182)  
Expenditures:  
5892 KCRW Program Acquisition \$ (20,182)

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	April 14, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 16 BUDGET TRANSFERS**

*Requested by: Chris Bonvenuto, Director, Fiscal Services*

*Approved by: Randy Lawson, Executive Vice-President*

*Requested Action: Approval/Ratification*

**16-A FUND 01.0 – GENERAL FUND - UNRESTRICTED**

Period of: February 26, 2008 – March 31, 2008

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	26,412
2000	Classified/Student Salaries	-26,317
3000	Benefits	0
4000	Supplies	12,770
5000	Contract Services/Operating Exp	49,135
6000	Sites/Buildings/Equipment	-12,000
7000	Other Outgo/Student Payments	-50,000
Net Total:		0

**16-B FUND 01.3 – GENERAL FUND - RESTRICTED**

Period of: February 26, 2008 – March 31, 2008

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	9,009
2000	Classified/Student Salaries	1,178
3000	Benefits	-673
4000	Supplies	21,453
5000	Contract Services/Operating Exp	-21,068
6000	Sites/Buildings/Equipment	-13,400
7000	Other Outgo/Student Payments	3,501
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	April 14, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 17 CLAIMS FOR DAMAGES**

*Requested by: Cozetta Wilson-Carlton, Risk Manager*  
*Approved by: Randal Lawson, Executive Vice-President*  
*Requested Action: Approval/Ratification*

Reject the following claim and refer the claim to the District's claims management firm:

<u>Claimant</u>	<u>Date Filed</u>	<u>Amount of Claim</u>
Dan Rojas	03/25/08	\$3,588.76

Comment: The claimant alleged that his vehicle was hit and damaged by a District recycling cart.

**RECOMMENDATION NO. 18 COMMERCIAL WARRANT REGISTER**

*Requested by: Robin Quaille, Accounts Payable Supervisor*  
*Approved by: Randy Lawson, Executive Vice-President*  
*Requested Action: Approval/Ratification*

February 1 – February 29, 2008	2932 – 2968	\$8,025,345.86
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Comment: The detailed Commercial Warrant documents are on file in the Accounting Department.

**RECOMMENDATION NO. 19 PAYROLL WARRANT REGISTER**

*Requested by: Ian Fraser, Payroll Manager*  
*Approved by: Randy Lawson, Executive Vice-President*  
*Requested Action: Approval/Ratification*

February 1 – February 29, 2008	C1G – C2H	\$8,648,410.66
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Comment: The detailed payroll register documents are on file in the Accounting Department.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	April 14, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 20    AUXILIARY PAYMENTS & PURCHASE ORDERS**

*Requested by:*            *George Prather, Director of Auxiliary Services*  
*Approved by:*            *Randy Lawson, Executive Vice-President*  
*Requested Action:*        *Approval/Ratification*

It is recommended that the following Auxiliary Operations payments and Purchase Orders be ratified. All purchases and payments were made in accordance with Education Code requirements and allocated to approved budgets in the Bookstore, Trust and Other Auxiliary Funds.

	Payments	Purchase Orders
February 1 – February 29, 2008	\$1,871,086	\$61,763
March 1 – March 31, 2008	\$1,472,312	\$21,104

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

**RECOMMENDATION NO. 21    DIRECT, BENEFIT & STUDENT GRANT PAYMENTS**

*Requested by:*            *Robin Quaille, Accounts Payable Supervisor*  
*Approved by:*            *Randy Lawson, Executive Vice-President*  
*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.

February 1 – February 29, 2008	
D000898 – D000962	\$ 60,169.13
B000429 – B000491	\$189,701.79
ST00052 – ST00070	\$ 2,599.59

*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	April 14, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 22 PURCHASING**

*Requested by: Keith Webster, Director, Purchasing*  
*Approved by: Randy Lawson, Executive Vice-President*  
*Requested Action: Approval/Ratification*

22-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

February 1 – February 29, 2008

\$454,600.09

22-B AWARD OF SERVICE AGREEMENT

Authorization of the award of an agreement for services to Ricoh Business Solutions for 36 months with two (2) one year options for multifunction units that are computer networked at various campus locations and to provide three (3) high volume print production presses with software and hardware for system integration.

Provider: Ricoh Business Solutions  
Amount: Not to exceed \$297,429.00 annually  
Term: 36-month agreement with two (1) year options, beginning July 2008, not to exceed 5 years.  
Funding Source: District General Fund Budget/Reprographics Department  
Comment: SMC Purchasing Department issued a competitive RFP; five companies responded to the RFP.

- The five companies were technically ranked by SMC's Evaluation Committee; 1) Xerox, 2) Ricoh, 3) Ikon Proposal #1, 4) Ikon Proposal #2, 5) Canon
- The five companies' prices were ranked from lowest to highest; 1) Ricoh, 2) Ikon Proposal #2, 3) Xerox, 4) Ikon Proposal #1, 5) Canon.

California Education Code Section 81645 allows the governing board of any community college district to contract with a party who has submitted one of the three lowest responsible competitive proposals for the acquisition of electronic data-processing and related systems, supporting software and related services.

**VIII. CONSENT AGENDA – Pulled Recommendations**

*Recommendations pulled from the Section VII, Consent Agenda were discussed and voted on separately.*

**RECOMMENDATION NO. 7-B – ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION  
JOB INCENTIVE DEVELOPMENT FUND (JDIF)**

MOTION MADE BY: Andrew Walzer  
SECONDED BY: David Finkel  
STUDENT ADVISORY: Absent  
AYES: 6  
NOES: 0  
ABSENT: 1 (Quiñones-Perez)

**RECOMMENDATION NO. 8-G – CONTRACT WITH CALPERS AND CALSTRS FOR 457 DEFERRED  
COMPENSATION INVESTMENT PLANS**

Motion to pull and resubmit in May with costs and effect on current holders of 403-B

MOTION MADE BY: David Finkel  
SECONDED BY: Andrew Walzer  
STUDENT ADVISORY: Absent  
AYES: 6  
NOES: 0  
ABSENT: 1 (Quiñones-Perez)

**RECOMMENDATION NO. 8-K – TOTAL COMPENSATION SYSTEMS**

MOTION MADE BY: Louise Jaffe  
SECONDED BY: Susan Aminoff  
STUDENT ADVISORY: Absent  
AYES: 6  
NOES: 0  
ABSENT: 1 (Quiñones-Perez)

**RECOMMENDATION NO. 8-L – CONTRACT FOR FRAUD SERVICES**

MOTION MADE BY: Louise Jaffe  
SECONDED BY: Andrew Walzer  
STUDENT ADVISORY: Absent  
AYES: 6  
NOES: 0  
ABSENT: 1 (Quiñones-Perez)



<b>BOARD OF TRUSTEES</b>	<b>REGULAR MEETING</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 14, 2008

**VIII. CONSENT AGENDA – Pulled Recommendations** *(continued)*

RECOMMENDATION NO. 9 – NEW COURSES

MOTION MADE BY: Andrew Walzer  
 SECONDED BY: David Finkel  
 STUDENT ADVISORY: Absent  
 AYES: 6  
 NOES: 0  
 ABSENT: 1 (Quiñones-Perez)

RECOMMENDATION NO. 14-B – FACILITIES

AWARD OF BID – BUNDY NORTHEAST DRIVEWAY

MOTION MADE BY: Louise Jaffe  
 SECONDED BY: Andrew Walzer  
 STUDENT ADVISORY: Absent  
 AYES: 6  
 NOES: 0  
 ABSENT: 1 (Quiñones-Perez)

RECOMMENDATION NO. 14-C – FACILITIES

AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – JOHN ADAMS FIELD RENOVATION

MOTION MADE BY: Andrew Walzer  
 SECONDED BY: Susan Aminoff  
 STUDENT ADVISORY: Absent  
 AYES: 6  
 NOES: 0  
 ABSENT: 1 (Quiñones-Perez)

RECOMMENDATION NO. 22-B– PURCHASING

AWARD OF SERVICE AGREEMENT

Public Comments

Jay Howard

MOTION MADE BY: Nancy Greenstein  
 SECONDED BY: David Finkel  
 STUDENT ADVISORY: Absent  
 AYES: 5  
 NOES: 0  
 ABSTAIN: 1 (Jaffe)  
 ABSENT: 1 (Quiñones-Perez)

<b>BOARD OF TRUSTEES</b>	<b>REGULAR MEETING</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 14, 2008

X. BOARD COMMENTS AND REQUESTS

XI. ADJOURNMENT – 11:48 p.m.

The meeting will be adjourned in memory of **Sandy Berlin**, Santa Monica resident and supporter of education; **Ray Hobson**, father of Carol Evans, SMC Events Coordinator; **Ed Rafeedie**, retired Santa Monica judge; and **Gertrude Silvers**, community activist.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Monday, May 12, 2008** 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.

The agenda for the next meeting will include the following:

- Reports: Sustainability and Transportation
- Preview of Tentative Budget
- Resolution for Classified Employees Week (May 18-24, 2008)
- Annual Authorization of Privileges for Student Trustee
- Process to Appoint Members to Citizens' Bond Oversight Committee
- Acknowledge Receipt of Quarterly Budget Report and 311Q
- Acknowledge Receipt of Personnel Commission Budget
- Information: Report of Citizens' Bond Oversight Committee Meeting, April 16, 2008