

# M I N U T E S



## SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

TUESDAY,  
OCTOBER 7, 2008

Santa Monica College  
Board Room (Business Building Room 117)  
1900 Pico Boulevard  
Santa Monica, California

*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 Tuesday, October 7, 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
- B Roll Call
- C Public Comments on Closed Session Items

**II. CLOSED SESSION - 5:49 p.m.**

- Public Employee – Evaluation, pursuant to Government Code Section 54957  
*Evaluation of the Superintendent/President*
- Conference with Labor Negotiators (Government Code Section 54957.6)  
*Agency Designated Representatives: Marcia Wade, Vice-President, Human Resources  
Robert Myers and Ellen Shadur, District Counsel  
Employee Organization: CSEA Chapter 36*
- Public Employee Discipline/Dismissal/Release (Government Code Section 54957)

**III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS**

- D Pledge of Allegiance
- E Closed Session Report
- F Public Comments  
Monica Lancaster  
Carl Gettleman  
Connie Lemke

**IV. SUPERINTENDENT'S REPORT**

- Management Association Update
- Updates:
  - State Budget
  - Bond Measure
  - Music Department Events Scheduled at the Broad Stage
  - China Education Exchange/Theater Arts Production for Shandong University

**V. ACADEMIC SENATE REPORT**

VI. **MAJOR ITEMS OF BUSINESS**

- G Report: Accountability Reporting for Community Colleges (ARCC)
- #1 Schedule of Board of Trustees Meetings, 2009
- #2 Support of Measure R

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**

- #3 Approval of Minutes: September 8, 2008 (Regular Meeting)  
September 22, 2008 (Special Meeting)

**Grants and Contracts**

- #4 Annual Contracts and Consultants
  - 4-A Work Study Agreement, 2008-09
  - 4-B Off-Campus Facilities for Health Sciences
- #5 Contracts and Consultants
  - 5-A Award of Services Agreement for 403(b) Plan
- #6 Ratification of Contracts and Consultants

**Human Resources**

- #7 Academic Personnel
- #8 Classified Personnel – Regular
- #9 Classified Personnel – Limited Duration
- #10 Classified Personnel – Non Merit

**Facilities and Fiscal**

- #11 Facilities
  - 11-A Award of Bid – 1410 Pico Parking Improvements
  - 11-B Award of Bid – International Education Center Relocation
  - 11-C Amendment to Agreement for Architectural Services – Cafeteria Dining Room Renovation
  - 11-D Release of Final Retention – Theater Arts Renovation
  - 11-E Agreement for Architectural Services – Madison East Wing Seismic Upgrade
  - 11-F Agreement for Engineering Services – Madison East Wing Seismic Upgrade
  - 11-G Amendment to Agreement for Architectural Services – John Adams Field Renovation
  - 11-H Agreement to Allow Environmental Testing – Olympic Shuttle Lot
  - 11-I Change Order No. 6 – Re-Bid Campus Quad
- #12 Claim for Damages
- #13 Commercial Warrant Register
- #14 Payroll Warrant Register
- #15 Auxiliary Payments and Purchase Orders
- #16 Direct, Benefit and Student Grant Payments
- #17 Purchasing
  - 17-A Award of Purchase Orders
  - 17-B Declaration and Donation of Surplus Athletic Equipment
  - 17-C Purchasing Agreements and Authorization of Purchase Orders

- 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 POLICY**  
#18 Second Reading and Approval: Board Policy 1511, Meetings of the Board of Trustees
- XI. **BOARD COMMENTS AND REQUESTS**
- XII. **ADJOURNMENT**  
The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Tuesday, November 11, 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.

<b>BOARD OF TRUSTEES</b>	<b>REGULAR MEETING</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 7, 2008

**I. ORGANIZATIONAL FUNCTIONS**

*A*     CALL TO ORDER – 5:34 p.m.

*B*     ROLL CALL

- Rob Rader, Chair - Present
- Louise Jaffe, Vice-Chair - Present
- Dr. Susan Aminoff - Present
- David Finkel, Superior Court Judge (Ret.) - Present
- Dr. Nancy Greenstein - Present
- Dr. Margaret Quiñones-Perez - Present
- Dr. Andrew Walzer - Present
- Cameron Henton, Student Trustee – Present (for public session)

*C*     PUBLIC COMMENTS ON CLOSED SESSION ITEMS

Bernie Rosenloecher

**II. CLOSED SESSION** – 5:49 p.m.

- Public Employee – Evaluation, pursuant to Government Code Section 54957  
*Evaluation of the Superintendent/President*
- Conference with Legal Counsel – Anticipated Litigation (Government Code Section 54956.9(b))  
One case
- Conference with Labor Negotiators (Government Code Section 54957.6)  
*Agency Designated Representatives: Marcia Wade, Vice-President, Human Resources  
Robert Myers and Ellen Shadur, District Counsel  
Employee Organization: CSEA Chapter 36*
- Public Employee Discipline/Dismissal/Release (Government Code Section 54957)

**III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS** – 7:55 p.m.

*D*     PLEDGE OF ALLEGIANCE – Caroline Sheldon

*E*     CLOSED SESSION REPORT - None

*F*     PUBLIC COMMENTS

- Monica Lancaster
- Carl Gettleman
- Connie Lemke

<b>BOARD OF TRUSTEES</b>	<b>REGULAR MEETING</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 7, 2008

**IV. SUPERINTENDENT’S REPORT**

**Management Association Update:** Erica LeBlanc, President-Elect of the Management Association, announced that Kiersten Elliott, Associate Dean of Enrollment Services and President of the Management Association, is the winner of the September “Above and Beyond” award, presented to exceptional managers.

**State Budget:** There has been no recent change to the state budget as it applies to community colleges, but SMC could be affected in some way by the current economic difficulties experienced at both the national and state levels. There is hope, however, that the college’s budget can be maintained at its current capacity this year and that SMC will weather the economic storm in the longer run.

**Bond Measure:** Director of Government Relations and Institutional Communications Don Girard reported that the Yes on Measure AA campaign, which is working on behalf of the \$295 million SMC bond measure on the November 4<sup>th</sup> ballot, has been busy on several fronts: absentee ballots have been mailed; the list of endorsements has grown and includes all college organizations as well as many outside SMC; a successful campaign kickoff event was held October 6<sup>th</sup>; and the Associated Students has committed a total of \$50,000 for the campaign.

**Music Department Events:** Music Department Chair Rhoda Tuit reported that the program will soon be inaugurating a concert series in the newly opened Broad Stage at the SMC Performing Arts Center. Six concerts are scheduled in the 499-seat venue for the fall semester, with a Music Department Opening Concert scheduled for October 25<sup>th</sup>. Several more concerts are scheduled in the adjoining Edye Second Space, a 99-seat “black box” at the Performing Arts Center that opened in fall 2007.

**China Education Exchange/Theater Arts Production for Shandong University:** Communications Professor Nancy Grass Hemmert and Theatre Arts Department Chair Perviz Sawoski reported that SMC is about to embark on an historic cultural exchange trip with Shandong University of the Arts in Jinan, China. A group of 18 theatre arts students, along with two student journalists, leave Saturday for a pioneering 8-day trip to stage “American Reflections: Broadway in Concert,” a revue of numbers from Broadway shows of the past 80 years, at Shandong as part of the university’s 50<sup>th</sup> anniversary.

**V. ACADEMIC SENATE REPORT**

*Richard Tahvildaran-Jesswein*

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	October 7, 2008

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM G

**SUBJECT:                    ACCOUNTABILITY REPORTING FOR COMMUNITY COLLEGES**

**SUBMITTED BY:**            Superintendent/President

**SUMMARY:**                Executive Vice-President Randal Lawson and Caroline Sheldon, Dean of Institutional Research, will present an overview of the Accounting Reporting for Community Colleges (ARCC).

Accountability Reporting in the Community Colleges (ARCC) contains seven measures of student progress and achievement as they relate to the broad mission of the California Community Colleges to support transfer, degree and certificate completion, and basic skills. The measures developed for ARCC reflect a refinement of some of the measures from previous accountability initiatives, such as the Partnership for Excellence (PFE), as well as an expansive consultation process with education scholars and community college practitioners from the field.

The legislation for Accountability Reporting in the Community Colleges (ARCC) requires that a college's local Board of Trustees annually review the college's ARCC report. No action is required by the Board; review of the narrative, and the selection of material contained in Appendix A, fulfills this legislative requirement.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	October 7, 2008

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1

**SUBJECT:                    SCHEDULE OF BOARD OF TRUSTEES MEETINGS, 2009**

**SUBMITTED BY:**        Superintendent/President

**ACTION:**                    It is recommended that the Board of Trustees approve the following schedule of meetings for 2009.

January through May, 2009: Regular meetings are scheduled on the first Monday of the month, except when adjusted for holidays. The third Monday of the month is held for special meetings or workshops.

June through December, 2009: Regular meetings are scheduled on the first Tuesday of the month, except when adjusted for holidays. The third Tuesday of the month is held for special meetings or workshops.

Winter and summer Board Study Sessions are held on a Saturday.

**First and third Mondays,  
January through May, 2009**

**First and third Tuesdays,  
June through December, 2009**

**January 12, 2009** (*second Monday*)  
January 26 (*fourth Monday - hold*)

**June 2**  
June 23, fourth Tuesday (*hold*)

**February 2**  
February 23 (*hold*)

**July 7**  
July 21 (*hold*)

**Saturday, February 28**  
Winter Study Session

**Saturday, August 1**  
Summer Study Session

**March 2**  
March 16 (*hold - continue study session*)

**August 4**  
August 18 (*hold*)

**April 6**  
April 20 (*hold*)

**September 1**  
September 15 (*hold*)

**May 4**  
May 18 (*hold*)

**October 6**  
October 20 (*hold*)

**November 3**  
November 17 (*hold*)

**December 1**  
December 15 (*hold*)

MOTION MADE BY:            Susan Aminoff  
 SECONDED BY:                Andrew Walzer  
 STUDENT ADVISORY:        Aye  
 AYES:                            5  
 NOES:                            0  
 ABSENT:                        2 (Finkel, Quiñones-Perez)



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	October 7, 2008

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

**SUBJECT:**                **SUPPORT OF MEASURE R**

**SUBMITTED BY:**        Trustees Nancy Greenstein and Louise Jaffe

**ACTION:**                It is recommended that the Board of Trustees support Measure R on the November 4, 2008 ballot.

**SUMMARY:**            In July 2008, the Metro Board of Directors authorized placing a half-cent sales tax before voters to fund transportation projects within Los Angeles County. Measure R is expected to provide the local resources to finance new transportation projects and accelerate those already in process. Over 30 years, it is projected to generate \$40 billion for congestion relief projects. Measure R alone does not fully fund all projects. The expenditure plan identifies additional funding sources. It is estimated to cost residents an average of \$25 per person each year.

MOTION MADE BY:        Susan Aminoff  
 SECONDED BY:            Andrew Walzer  
 STUDENT ADVISORY:      Aye  
 AYES:                        5  
 NOES:                        0  
 ABSENT:                    2 (Finkel, Quiñones-Perez)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 7, 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 #3-#17.

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #3, #4-A, #4-B, #5-A, #6, #11-C, #11-I, #11-J, #17-C

Approval of Consent Agenda, Excluding #3, #4-A, #4-B, #5-A, #6, #11-C, #11-I, #11-J, #17-C

MOTION MADE BY: Nancy Greenstein  
 SECONDED BY: Louise Jaffe  
 STUDENT ADVISORY: Aye  
 AYES: 5  
 NOES: 0  
 ABSENT: 2 (Finkel, Quiñones-Perez)

**RECOMMENDATION NO. 3 APPROVAL OF MINUTES**

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

September 8, 2008 (Regular Board of Trustees Meeting)  
 September 22, 2008 (Special Board of Trustees Meeting)

**VIII. CONSENT AGENDA – Pulled Recommendations**

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

**Recommendation No 3 – Approval of Minutes**

Approval of September 22, 2008 minutes only; revised September 8, 2008 minutes to be resubmitted at next meeting

MOTION MADE BY: Nancy Greenstein  
 SECONDED BY: Louise Jaffe  
 STUDENT ADVISORY: Aye  
 AYES: 5  
 NOES: 0  
 ABSENT: 2 (Finkel, Quiñones-Perez)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 7, 2008

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

Recommendation No #4-A Work Study Agreement, 2008-09

Motion Made By: Louise Jaffe  
 Seconded By: Nancy Greenstein  
 Student Advisory: Aye  
 Ayes: 4  
 Noes: 0  
 Absent: 3 (Finkel, Quiñones-Perez, Walzer)

Recommendation No #4-B Off-Campus Facilities for Health Sciences

Motion Made By: Louise Jaffe  
 Seconded By: Nancy Greenstein  
 Student Advisory: Aye  
 Ayes: 4  
 Noes: 0  
 Absent: 3 (Finkel, Quiñones-Perez, Walzer)

Recommendation No #5-A Award of Service Agreement for 403(b)

Motion Made By: Louise Jaffe  
 Seconded By: Nancy Greenstein  
 Student Advisory: Aye  
 Ayes: 4  
 Noes: 0  
 Absent: 2 (Finkel, Quiñones-Perez)  
 Abstain: 1 (Walzer)

Recommendation No #6 Ratification of Contracts and Consultants

Motion Made By: Nancy Greenstein  
 Seconded By: Louise Jaffe  
 Student Advisory: Aye  
 Ayes: 5  
 Noes: 0  
 Absent: 2 (Finkel, Quiñones-Perez)

Recommendation No #11-C Facilities: Agreement for Architectural Services – Cafeteria Dining Room Renovation

Motion Made By: Cameron Henton  
 Seconded By: Andrew Walzer  
 Student Advisory: Aye  
 Ayes: 5  
 Noes: 0  
 Absent: 2 (Finkel, Quiñones-Perez)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 7, 2008

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

Recommendation No #11-I Facilities: Change Order No. 6 – Re-Bid Campus Quat

Motion Made By: Cameron Henton  
 Seconded By: Louise Jaffe  
 Student Advisory: Aye  
 Ayes: 5  
 Noes: 0  
 Absent: 2 (Finkel, Quiñones-Perez)

Recommendation No #11-J Facilities: Agreement for Architectural Services – Bundy West Building Improvements

Motion Made By: Andrew Walzer  
 Seconded By: Louise Jaffe  
 Student Advisory: Aye  
 Ayes: 5  
 Noes: 0  
 Absent: 2 (Finkel, Quiñones-Perez)

Recommendation No #17-C Purchasing Agreements and Authorization of Purchase Orders

Motion Made By: Louise Jaffe  
 Seconded By: Susan Aminoff  
 Student Advisory: Aye  
 Ayes: 5  
 Noes: 0  
 Absent: 2 (Finkel, Quiñones-Perez)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	October 7, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 4 ANNUAL CONTRACTS AND CONSULTANTS**

**4-A WORK STUDY AGREEMENT, 2008-09**

*Approved by: Jeff Shimizu, Vice-President, Academic Affairs*  
*Requested Action: Approval/Ratification*

Agency	Service	Amount	Funding Source
Santa Monica-Malibu Unified School District	SMCCD will provide students eligible for the Federal Work Study Program to work as reading/math tutors at three of the SMMUSD schools – Grant Elementary School, Will Rogers Learning Community, and pre-kindergarten child care facility and sixth graders at John Adams Middle School.	The rate of compensation is \$8.00 per hour, which is the current rate of pay for student workers.	Federal Work Study Program

**4-B OFF-CAMPUS FACILITIES FOR HEALTH SCIENCES**

*Requested by: Ida Danzey, Associate Dean, Health Sciences*  
*Approved by: Jeff Shimizu, Vice-President, Academic Affairs*  
*Requested Action: Approval/Ratification*

Provider	Agreement
List of providers on file in the Health Sciences office	Affiliation agreements between the Santa Monica College and the providers for the use of health facilities by SMC students in connection with the District's nursing program. Following is the list of facilities:  Berkeley East Convalescent Hospital Culver West Convalescent Exodus Recovery, Inc. Fireside Convalescent Hospital Kindred Hospital Saint John's Health Center Vista Del Sol Long Term Supportive Care Wise and Healthy Aging

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	October 7, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 5      **CONTRACTS AND CONSULTANTS**

5-A      **AWARD OF SERVICE AGREEMENT FOR 403(b)**

*Requested by:*            *Sherri Lee-Lewis, Dean, Human Resources*  
*Approved by:*            *Marcia M. Wade, Vice President, Human Resources*  
*Requested Action:*      *Approval*

Authorization of contract award to JEM Resources Partners, a 403(b) Third Party Administrator, to provide 403(b) Plan Administration services to the District for one year, with four one-year options, at \$2.00 per participant per month in year one of the contract.

Funding Source:            2008-2009 District Budget

Comment:                    A 403(b) plan is a retirement plan for which a specific group of public schools are eligible and where the District may determine the financial institution(s) that the eligible employees can maintain their 403(b) accounts. Currently, there are approximately 400 employees who participate in 403(b) accounts.

Effective January 1, 2009, mandated changes in IRS Code 403(b) regulations will shift a larger portion of the compliance administration from 403(b) vendors to employers.

Current compliance issues evolve around tracking contribution limits and loan rules, approving distributions and providing reports. JEM will assure that the District's plan is maintained in compliance with the laws of California.

JEM Resources Partners will provide the following services:

- Online Salary reduction agreements and changes
- Online screening of vendors and products
- Online access for employees to conduct all transactions and view their accounts
- Online access for employers
- Full support of documents and Plan compliance
- Secure data
- Streamlined processing
- Full compliance with state 403(b) rules
- No Conflicts of Interest

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	October 7, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 6 RATIFICATION OF CONTRACTS AND CONSULTANTS**

*Approved by: Chui L. Tsang, Superintendent/President*

*Requested Action: Ratification*

The following contracts for goods, services, equipment and rental of facilities, and acceptance of grants in the amount of \$50,000 or less have been entered into by the Superintendent/President and are presented to the Board of Trustees for ratification.

*Authorization: Board Policy Section 6255, Delegation to Enter Into and Amend Contracts*

*Approved by Board of Trustees: 9/8/08*

*Reference: Education Code Sections 81655, 81656*

Provider/Contract	Service	Term/Amount	Funding Source
David Trend	This consultant will provide a major address and conduct a faculty roundtable discussion on integrating Global Citizenship into the curriculum	September 24, 2008 \$750	Global Citizenship Initiative Mini-Grant
California State University, Dominguez Hills Foundation	SMC will subcontract with CSU Dominguez Hills to develop a comprehensive, fully accessible ADN to MSN program with a concentration on Nurse Education.	June 26, 2008 – April 30, 2010 \$32,280	Associate Degree in Nursing to Bachelor's Degree or Master's Degree in Nursing Collaborative
Merrill A. Deming	To facilitate the Strengths Quest Introduction Session for the division of Student Affairs. This is a team building retreat for managers and faculty leaders.	November 7, 2008 \$1,500	District Student Affairs Conference/ Training/Staff Development Budget
Marla Flores	The consultant will present a workshop for CARE students on parenting skills.	October 17, 2008 \$1,600 (4 hours)	CARE (EOPS)
New Directions, Inc.  Contract: Computer Literacy and Job-Search Training	The SMC Office of Workforce and Economic Development will deliver computer literacy and job search training services to two cohorts of homeless veterans on the basics in operating the computer and how to become better prepared to enter the workforce.	September 29, 2008 – September 29, 2009  Income: \$50,000 paid to Santa Monica College	N/A

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	October 7, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

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

Elizabeth Schwartz	This an extension of an existing contract to develop a coordinated Supplemental Instruction Program while the search for a project manager for Supplemental Instruction is completed.	July 1, 2008 – December 31, 2008  Not to exceed \$35,000 (increase of \$10,000 from the original amount not to exceed \$25,000)	Title V Math Coop Grant
Pam Teplitz Commercial Art	For print production services, including the Spring 2009 Schedule of Classes. These additional services are needed due to medical leaves in the graphic production side of the marketing department.	October 6, 2008 through March 31, 2009  \$8,000, plus reimbursable expenses	Marketing Department



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	October 7, 2008

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 7    ACADEMIC PERSONNEL**

*Requested Action: Approval/Ratification*

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

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

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

ELECTION

Kinsella, Denise, Associate Dean, International Education 10/16/08

SEPARATIONS

RESIGNATION

Niroumand, Madjid, Associate Dean, International Education 10/17/08

RETIREMENT

Bresloff, Jeffrey, Instructor, Physical Science 12/16/08

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	October 7, 2008

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 8 CLASSIFIED PERSONNEL – REGULAR**

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

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.

ELECTIONS EFFECTIVE DATE

PROBATIONARY

Frazier, Marvlynn, Custodian-NS II, Operations	08/25/08
Gehring, Jeff, Director of Maintenance	10/15/08

STIPEND

Kessler, Mark, CC Police Officer, College Police Comment: Training Officer Duties	+5.0%	07/01/08 - 01/31/09
Champagne, Michael CC Police Officer, College Police Comment: Inspector Duties	+5.0%	07/01/08 - 01/31/09
Malone, Willie CC Police Officer, College Police Comment: Range Master Duties	+5.0%	07/01/08 - 01/31/09
Romano, Jere, Com Coll Police Officer, College Police Comment: Safety and Security Systems Officer Duties	+5.0%	07/01/08 - 01/31/09

ESTABLISH

Network Administrator (1 vacant position) Network Services, 40 hrs/VH-I	10/07/08
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RE-TITLE OF CLASSIFICATION (1 existing position)

Re-title: Information Systems and Network Administrator New: Network Administrator ( <i>Correction</i> )	10/07/08
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RECLASSIFICATIONS (Through Personnel Commission Process)

Prong, Ben Fr: Multimedia Computer Lab Specialist, AET To: Multimedia Specialist-AET, AET ( <i>Correction</i> )	06/01/08
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SEPARATIONS

RESIGNATION

Perry, Rosa, Switchboard Operator, Telecommunications	09/19/08
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RETIREMENT

Graupman, Joyce, Administrative Assistant I, Modern Language	09/08/08
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DECEASED

Sosa, Gayle, Administrative Assistant I, Facilities/M&O Administration	09/26/08
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<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	October 7, 2008

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 9 CLASSIFIED PERSONNEL – LIMITED DURATION**

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

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

Aldana, Iris A, Counseling Aid, Student Services	08/25/08-01/12/09
Baker, Mark A, Theatre Technical Specialist, SMC Performing Arts Ctr	09/11/08-02/02/09
Courtney, Marguerite, Laboratory Technician-Photo, Photo-Fashion	09/08/08-01/26/09
Craig, Stephen, Theatre Technical Specialist, SMC Performing Arts Ctr	09/11/08-01/31/09
Dear, Alexandra J, Instructional Assistant-English, English	09/08/08-02/04/09
Hunt, James, Theatre Technical Specialist, SMC Performing Arts Ctr	09/12/08-02/02/09
Kramer, Todd, Theatre Technical Specialist, SMC Performing Arts Ctr	09/12/09-02/02/09
Lynall, Mark Theatre Technical Specialist, SMC Performing Arts Ctr	09/15/08-02/02/09
Neal, Kimberly, Theatre Technical Specialist, SMC Performing Arts Ctr	09/12/08-02/02/09
Pawley, Dale, Theatre Technical Specialist, SMC Performing Arts Ctr	09/11/08-01/31/09
Snyder, John, Theatre Technical Specialist, SMC Performing Arts Ctr	09/11/08-01/31/09
Veliz, Juan, Cosmetology Assistant, Cosmetology	07/01/08-11/05/08

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.

Fitzpatrick, Lisa B, Disabled Student Services Assistant, DSC	09/12/08-12/31/08
Francis, Anthony, Counseling Aide, Trio	07/01/08-12/23/08
Francis, Anthony, Counseling Aide, African American Center	08/25/08-12/31/08
Harris, Pheather, Counseling Aide, Student Life	09/01/08-12/31/08
Serratos, Monica, Counseling Aide, Student Life	08/18/08-02/19/09

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	October 7, 2008

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 10 CLASSIFIED PERSONNEL - NON MERIT**

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

All personnel assigned will be elected on a temporary basis to be used as needed in accordance with District policies and salary schedules.

STUDENT EMPLOYEES

College Student Assistant \$8.00/hr (STHP)	70
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College Work-Study Student Assistant \$8.00/hr (FWS)	112
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CalWorks \$8.00/hr	15
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SPECIAL SERVICE

<u>Art Model</u> 18.00/hr	02
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<u>Community Services Specialist I</u> \$35.00/hr	02
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<u>Community Services Specialist II</u> \$50.00/hr	03
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<u>Tutorial Aide</u> \$10.50/hr	01
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<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	October 7, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 11 FACILITIES**

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

**11-A AWARD OF BID – 1410 PICO PARKING IMPROVEMENTS**

Award the bid for the 1410 Pico Parking Improvements project to the lowest responsible bidder:

<u>Bidder</u>	<u>Amount</u>
Y & M Construction	\$223,200
Excel Paving	\$311,288
Trimax	\$477,000

Funding Source: Measure S

Comment: The parking lot at 1410 Pico Blvd. is being renovated to accommodate parking which will be displaced from Lot 1 by the construction of the new Student Services Building.

**11-B AWARD OF BID – INTERNATIONAL EDUCATION CENTER RELOCATION**

Award the bid for the International Education Center Relocation project to the lowest responsible bidder:

<u>Bidder</u>	<u>Amount</u>
Trimax	\$188,000
Omari Construction:	\$247,362

Funding Source: Measure S

Comment: The International Education Center is located in the construction area for the new Student Services Building and will need to be relocated to a temporary modular building. Once the Student Services building is completed, the International Education Center will move into the new facility and the temporary modular building will be removed.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	October 7, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11    FACILITIES *(continued)*

11-C    AGREEMENT FOR ARCHITECTURAL SERVICES – CAFETERIA DINING ROOM RENOVATION

Agreement with CLIVE WILKENSON ARCHITECTS for the Cafeteria Dining Room Renovation project for \$125,000 plus reimbursable expenses.

Funding Source: Auxiliary Services – Food Vending

Comment: There have been many comments from the campus community about the need to improve the appearance of the Cafeteria Dining Room. This renovation will include the flooring, painting, window covering, lighting and furniture. Clive Wilkenson specializes in interior design in the renovation of existing facilities.

11-D    RELEASE OF FINAL RETENTION – THEATER ARTS RENOVATION

Release the final 1% retention held to TURNER CONSTRUCTION COMPANY for the Theatre Arts Renovation Project.

Funding Source: Measure U

Comments: Project Completed.

11-E    AGREEMENT FOR ARCHITECTURAL SERVICES – MADISON EAST WING SEISMIC UPGRADE

Agreement with RENZO ZECCHETTO ARCHITECTS for the Madison East Wing Seismic Upgrade project for \$33,000 plus reimbursable expenses.

Funding Source: Measure U

Comment: The completion of the renovations to the Madison East Wing of the existing building at the Madison Campus (now the Santa Monica College Performing Arts Campus) were suspended after the Division of State Architect discovered that the seismic upgrades required due to the 1933 Long Beach Earthquake were never completed. Now that the new construction and major renovations at the Santa Monica College Performing Arts Campus are finished, including the Music Renovation and the new Broad Stage, this code required upgrade can be completed. By using the architect of record for the Santa Monica College Performing Arts Campus, this project can be completed more efficiently.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	October 7, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 11    FACILITIES *(continued)***

**11-F    AGREEMENT FOR ENGINEERING SERVICES – MADISON EAST WING SEISMIC UPGRADE**

Agreement with MIYANMOTO ENGINEERS for the Madison East Wing Seismic Upgrade project for \$44,800 plus reimbursable expenses.

Funding Source: Measure U

Comment: The completion of the renovations to the Madison East Wing of the existing building at the Madison Campus (now the Santa Monica College Performing Arts Campus) were suspended after the Division of State Architect discovered that the seismic upgrades required due to the 1933 Long Beach Earthquake were never completed. Now that the new construction and major renovations at the Santa Monica College Performing Arts Campus are finished, including the Music Renovation and the new Broad Stage, this code required upgrade can be completed. A licensed structural engineer is needed in addition to the architect on this project.

**11-G    AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – JOHN ADAMS FIELD RENOVATION**

Amend the agreement with CALDWELL ARCHITECTS for the John Adams Field Renovation project by an additional \$1,500 plus reimbursable expenses.

Funding Source: Measure S

Comment: The Santa Monica-Malibu Unified School District requested some changes in the fencing along the west side of the softball field.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	October 7, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 FACILITIES *(continued)*

11-H AGREEMENT TO ALLOW ENVIROMENTAL TESTING – OLYMPIC SHUTTLE LOT

Agreement with THE GILLETTE COMPANY for access to the Olympic Shuttle Lot at 1831 Stewart Street to allow for environmental testing required of The Gillette Company for its property located at 26<sup>th</sup> and Olympic.

Funding Source: Gillette will cover all costs

Comment: The Regional Water Quality Board has required Gillette to do extensive testing throughout the area as part of its cleanup efforts for the PaperMate property at 26<sup>th</sup> and Olympic. The college has previously approved testing at the Academy Site and the Water Quality Board has recommended additional testing in the area of the Olympic Shuttle Lot. During the testing about 15 parking spaces will be taken up by the equipment, so the testing will take place later in the school year when space is available.

11-I CHANGE ORDER NO 6. – RE-BID CAMPUS QUAD

Change Order No. 6 – TRIMAX CONSTRUCTION CORP., on the Re-bid Campus Quad Project in the amount of \$96,223.

Original Contract Price	\$8,709,500
Previous Approved Change Orders 1,2,3,4,5	695,446
Change Order No. 6	<u>96,223</u>
Revised Contract Amount	9,501,169
Original Contract Time	360 Days
Total Time Extension	<u>0 Days</u>
Revised Contract Time	360 Days
Time Extension of this Change Order	<u>0 Days</u>
Current Revised Contract Time	360 Days

Funding Source: Measure U

Comment: Change Order No. 6 – Provides for adjustments to the fountains and underground utilities.



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	October 7, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 11 FACILITIES** *(continued)*

**11-J AGREEMENT FOR ARCHITECTURAL SERVICES – BUNDY WEST BUILDING IMPROVEMENTS**

Agreement with tPB ARCHITECTURE for the Bundy West Building Improvements project for \$211,450 plus reimbursable expenses.

Funding Source: Measure U

Comment: This is to create a large classroom space in the 4<sup>th</sup> floor of the Bundy Campus West Building to replace the Concert Hall on the Main Campus that is scheduled for demolition this December in preparation for the new Student Services Building.

**RECOMMENDATION NO. 12 CLAIM 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>
James Hawthorne	September 9, 2008	\$846.46

Comment: The claimant alleged that while leaving his helmet in a bookstore employee's possession to purchase items from bookstore, the bookstore employee dropped claimant's helmet from a counter onto the concrete floor.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	October 7, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 13 COMMERCIAL WARRANT REGISTER**

*Requested by: Robin Quaille, Accounts Payable Supervisor*

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

*Requested Action: Approval/Ratification*

August 1 – August 31, 2008	3184 – 3224	\$8,638,211.77
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Comment: The detailed Commercial Warrant documents are on file in the Accounting Department.

**RECOMMENDATION NO. 14 PAYROLL WARRANT REGISTER**

*Requested by: Ian Fraser, Payroll Manager*

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

*Requested Action: Approval/Ratification*

August 1 – August 31, 2008	C1A – H1C	\$6,658,836.26
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Comment: The detailed payroll register documents are on file in the Accounting Department.

**RECOMMENDATION NO. 15 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.

August 1 – August 31, 2008	Payments \$3,054,951	Purchase Orders \$222,963
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Comment: The detailed Auxiliary payment documents are on file in the Auxiliary Operations Office.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	October 7, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 16 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.

August 1 – August 31, 2008	
D000326 – D000473	\$701,068.83
B000039 – B000081	\$ 89,532.17
ST00014 – ST00042	\$19,156.00

*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	October 7, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 17 PURCHASING**

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

17-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

August 1 – August 31, 2008

\$578,208.48

17-B DECLARATION AND DONATION OF SURPLUS ATHLETIC EQUIPMENT

- (1) Declare as surplus miscellaneous tennis ball machine and authorize the District to donate the tennis ball machine to the City of Santa Monica Reed Park Tennis Office because it has 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>Action</b>
Santa Monica Community College District	October 7, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 PURCHASING *(continued)*

17-C PURCHASING AGREEMENTS AND AUTHORIZATION OF PURCHASE ORDERS

Authorize the awards of purchase orders for the amount from approved department budgets against the following competitively bid agreements and any extensions thereof.

1. City of San Jose, Blanket Purchase Order # OP 39697 to June 30, 2008 with Computerland of Silicon Valley for Computer Hardware, Peripheral and Software.
2. City of Los Angeles Department of Water and Power (LADWP) Bid #715; Contract # 715-01-7 with Metro Video Systems, Inc. for an amount not to exceed \$585,000 for video security equipment, installation and three years of preventive maintenance services for Campus Safety Project.

Funding Source: Measure U Bond Funds

Comment: This contract allows for public education entities in the State of California to place orders under these competitively bid contracts. Public Contracts Code Section 20652 allows the District to purchase through other public agencies without advertising for bid. There are significant cost savings to the district by joining in purchasing agreements with other agencies.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	October 7, 2008

BOARD POLICY

**RECOMMENDATION NO. 18**

**SUBJECT:**                   **SECOND READING AND APPROVAL**  
**BOARD POLICY SECTION 1511,**  
**MEETINGS OF THE BOARD OF TRUSTEES**

**SUBMITTED BY:**           Superintendent/President

**REQUESTED ACTION:**      It is recommended that the Board of Trustees conduct a second reading and approve Board Policy Section 1511 – Meetings of the Board of Trustees, Regular Meetings.

**BP 1511 Regular Meetings**

Regular meetings of the Board of Trustees shall be held in accordance with the adopted annual schedule of meetings unless changed by the Board in a subsequent regular meeting.

All regular meetings of the Board shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District.

All regular meetings of the Board shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions, except as required or permitted by law.

Reference:      Education Code Section 72000  
                    Government Code Sections 54950-54963, 54961

*Reviewed and Adopted: 5/1/2000*  
*Revised 12/2005*

**COMMENT:**                   The proposed revision to Board Policy Section 1511 would allow flexibility for the Board to adjust its meeting schedule without having to revise the policy. The Board meets requirements of the Education Code to fix the time and place for regular meetings by adopting its annual schedule of meetings, so it is not necessary to include the specific day in the policy.

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

<b>BOARD OF TRUSTEES</b> SANTA MONICA COMMUNITY COLLEGE DISTRICT	<b>REGULAR MEETING</b> October 7, 2008
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XI. BOARD COMMENTS AND REQUESTS

XII. ADJOURNMENT: 10:28 p.m.

The meeting was adjourned in memory of **Gayle Sosa**, administrative assistant in the Facilities/Maintenance Department.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, November 11, 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:

- Accreditation 2010 Self-Study Planning