

MINUTES



SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

TUESDAY, JANUARY 11, 2011

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, January 11, 2011.

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
- D Installation of Trustee Nancy Greenstein

II. CLOSED SESSION

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

- E Pledge of Allegiance
- F Closed Session Report
- G Public Comments

IV. SUPERINTENDENT'S REPORT

- Management Association Update
- Updates:
 - Winter Session Enrollment
 - State Budget

V. ACADEMIC SENATE REPORT

VI. MAJOR ITEMS OF BUSINESS

- #1 2011-2012 Non Resident Tuition Rate
- #2 Appointment to Citizens' Bond Oversight Committee

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: December 7, 2010 (Regular Meeting)

Grants and Contracts

- #4 Approval, Courses, Certificates and A.A. Degrees, Fall 2010
- #5 Ratification of Contracts and Consultants

Human Resources

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

Facilities and Fiscal

- #10 Facilities
 - 10-A Amendment to Agreement for Architectural Services, Bundy West Building Classroom Completion
 - 10-B Change Order No. 1 – Cafeteria Upgrade
 - 10-C Release of Partial Retention – Energy Related Improvements
 - 10-D Project Close-Out – Parking Lot 2 Expansion
 - 10-E Agreement for Consulting Services - Labor Compliance
 - 10-F Amendment to Agreement – Roof Replacement, International Students Center
- #11 Budget Transfers
- #12 Payroll Warrant Register
- #13 Auxiliary Payments and Purchase Orders
- #14 Purchasing
 - 14-A Award of Purchase Orders
 - 14-B Award of Purchasing Agreement

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 **Tuesday, February 1, 2011** 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

SANTA MONICA COMMUNITY COLLEGE DISTRICT

REGULAR MEETING

January 11, 2011

I. ORGANIZATIONAL FUNCTIONS

- A CALL TO ORDER - 5:33 p.m.
- B ROLL CALL
Dr. Andrew Walzer, Chair - Present
Dr. Margaret Quiñones-Perez, Vice-Chair - Present
Dr. Susan Aminoff - Present
Judge David Finkel (Ret.) - Present
Dr. Nancy Greenstein - Present
Louise Jaffe - Present
Rob Rader - Present
Michael Song, Student Trustee – Present (for public session)
- C PUBLIC COMMENTS ON CLOSED SESSION ITEMS – None
- D INSTALLATION OF TRUSTEE NANCY GREENSTEIN
Superintendent/President Chui L.Tsang administered the Oath of Allegiance to Trustee Nancy Greenstein.

II. CLOSED SESSION - 5:33 p.m.

- Conference with Labor Negotiators (Government Code Section 54957.6)
Agency Designated Representatives: Marcia Wade, Vice-President, Human Resources
Robert Myers, Campus Counsel
Employee Organization: CSEA Chapter 36
- Conference with Labor Negotiators (Government Code Section 54957.6)
Agency Designated Representatives: Marcia Wade, Vice-President, Human Resources
Robert Myers, Campus Counsel
Employee Organization: Santa Monica College Faculty Association

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS – 7:05 p.m.

- E PLEDGE OF ALLEGIANCE – Mitra Moassessi
- F CLOSED SESSION REPORT - None
- G PUBLIC COMMENTS - None

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 11, 2011

IV. SUPERINTENDENT'S REPORT

- Management Association Report: Management Association President Al Vasquez expressed happy new year wishes on behalf of the Management Association.
- Updates
 - Winter 2011 Enrollment: Enrollment is about the same as winter 2010 and is on target as planned; of the course fill rate is over 100 percent, so classes are completely filled. For Spring 2011, a record low number of students were dropped on the “drop for nonpayment” day.
 - State Budget: Governor Brown presented a “painful” budget proposal for 2011-12. In order to close the \$25.4B budget gap (\$8.2 in 2010-11 and \$17.2 in 2011-12) and have a \$1 billion reserve, the Governor proposed \$12.5 billion in cuts and is relying on the residents of California to extend \$12 billion in revenue extensions and modifications, which are expiring, in a special June election. There is also \$1.9 billion in savings from other solutions, reorganization, and program efficiencies.

The governor acknowledged that the only major portion of the State budget that has been significantly reduced since 2007-08 has been K-14 education through Prop 98. However, only K-12 funding was held level for 2011-12. The Community College side was cut \$400 million. Both the UC and CSU systems were cut \$500 million.

For the Community Colleges:

- No mid-year cuts
- Student fee increase of \$10 per unit (+38%) to bring the enrollment fee to \$36 per unit
- Fee increase revenue of \$110 million used to fund 1.9% growth (22,700 FTES)
- Categorical funding reductions and flexibility continued
- Property tax (\$33.4 million) and student fee (\$18.7 million) shortfalls are backfilled in general fund
- Cal Grant program is fully funded
- Additional \$129 million inter-year deferral. Total deferral is now \$961 million
- \$400 million for apportionment reductions and reforms. A task force has been formed to develop specific census date reforms, to develop incentives for colleges to ensure course offerings for transfer and vocational skills, and to assist students with course completions. This \$400 million represents an approximate reduction of 7 percent. Although the CC funding was held “flat” in 2010-11, it was cut \$520 million in 2009-10. With the proposed cut for 2011-12, the CC will have suffered over \$900 million in reduced funding. In addition there has not been any COLA in three years.

The Governor’s initial budget proposal is contingent on the public choosing to extend taxes in a special election. Otherwise the reductions will essentially be doubled.

V. ACADEMIC SENATE REPORT – Eric Oifer, President

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 11, 2011

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1

SUBJECT: **2011-2012 NONRESIDENT TUITION RATE**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees adopt and establish the 2011-2012 nonresident tuition rate as follows:

- a. Non-resident tuition rate shall be \$217 per semester unit.
- b. The capital outlay recovery surcharge shall be \$22 per semester unit

BACKGROUND: Education Code Section (ECS) 76140 requires each district governing board to establish the nonresident tuition fee not later than February 1 for the succeeding fiscal year. Seven options are provided for calculation of the non-resident tuition rate, as represented in the following chart.

Option 1	Statewide Average Cost Calculation	\$176
Option 2	District Average Cost Calculation	\$174
Option 3	Average Cost Calculation for District with 10% or more noncredit FTES	N/A
Option 4	Contiguous District (proposed fees not yet reported)	N/A
Option 5	No more than District Average Cost, no less than Statewide Average Cost	N/A
Option 6	Highest Statewide Average Statewide Average Cost Calculation 2006-2007 through 2011-2012	\$190
Option 7	No more than 12 Comparable States' Average Tuition	\$280 Maximum

Options 6 and 7 were established as a result of the recent approval of AB 2297 (Brownley). For 2011-2012, the lowest possible nonresident tuition rate for SMC is \$174 per semester unit, and the highest possible nonresident tuition rate is \$280 per semester unit. Option 7 was used to determine SMC's 2011-2012 nonresident tuition rate of \$217 per semester unit. (This represents an increase of \$31 from the 2010-2011 rate of \$186 per semester unit.)

Education Code Section 76140 also authorizes districts to charge a capital outlay recovery surcharge so that districts may recover a prorated share of their capital outlay expenditures. (The recommended capital outlay recovery surcharge for 2011-2012 constitutes a \$14 per unit decrease from the 2010-2011 capital surcharge.)

Using the new Option 7 enables SMC to calculate the tuition rate in conjunction with the capital outlay surcharge (which fluctuates from year to year) so that the focus can be upon the total cost for students rather than its individual components. The total of the recommended nonresident tuition rate and capital surcharge represents a net increase in the cost of attendance of 7.7 percent per semester unit.

MOTION MADE BY:	Louise Jaffe
SECONDED BY:	Susan Aminoff
STUDENT ADVISORY:	Aye
AYES:	6
NOES:	1 (Rader)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 11, 2011

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

SUBJECT: **APPOINTMENT TO CITIZENS' BOND OVERSIGHT COMMITTEE**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees appoint Tiffany Inabu as the student representative on the Citizens' Bond Oversight Committee, for a two-year term, 2010-2012.

SUMMARY: The bylaws state that the Citizens' Bond Oversight Committee shall consist of a minimum of seven (7) members appointed by the Board of Trustees as required by Government Code Sections 54950-54962 and Education Code Sections 15278, 15280 and 15282, with at least:

Category

1. one representative of the business community within the District
2. one person active in a senior citizens' organization
3. one person active in a bona fide taxpayers' organization
4. one student who is currently enrolled at SMC
5. one person active in the support and organization of the District
6. additional appointees to represent the communities of Santa Monica and Malibu

MOTION MADE BY: Margaret Quiñones-Perez

SECONDED BY: Rob Rader

STUDENT ADVISORY: Aye

AYES: 7

NOES: 0

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 11, 2011

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-#14.

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #4, #5-A, #5-B, #10-E

Action on Consent Agenda, excluding Recommendations #4, #5-A, #5-B, #10-E

MOTION MADE BY: Margaret Quiñones-Perez
 SECONDED BY: Rob Rader
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

VIII. CONSENT AGENDA – Pulled Recommendations

Recommendation No. 4 – Approval of Courses, Certificates and A.A. Degrees, Fall 2010

MOTION MADE BY: Louise Jaffe
 SECONDED BY: Rob Rader
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

Recommendation No. 5-A – Ratification of Contracts and Consultants - Zimride

MOTION MADE BY: Margaret Quiñones-Perez
 SECONDED BY: David Finkel
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

Recommendation No. 5-B – Ratification of Contracts and Consultants: Keenan & Associates

MOTION MADE BY: David Finkel
 SECONDED BY: Rob Rader
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 11, 2011

VIII. CONSENT AGENDA – Pulled Recommendations (continued)

Recommendation No. 10-E – Facilities: Agreement for Consulting Services – Labor Compliance

MOTION MADE BY: David Finkel

SECONDED BY: Rob Rader

STUDENT ADVISORY: Aye

AYES: 7

NOES: 0

RECOMMENDATION NO. 3 APPROVAL OF MINUTES

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

December 7, 2010 (Regular Board of Trustees Meeting)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 11, 2011

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 4 **APPROVAL OF COURSES, CERTIFICATES AND A.A. DEGREES, FALL 2010**

The following courses were approved by the Curriculum Committee and the Academic Senate in Fall, 2010.

New Courses

- ET 17: Advanced 3D Level Design
- ET 25C: 3D Character Rigging
- Medical Laboratory Technician 01: Introduction to Clinical Laboratory Profession
- Medical Laboratory Technician 02: Hematology, Coagulation, Urine and Body Fluid Analysis
- Philosophy 20/Environmental Studies 20: Environmental Ethics
- Political Science 31: Introduction to Public Policy
- Political Science 95: Public Policy—Experiential Learning
- Recycling and Resource Management 01: Introduction to Recycling and Resource Management
- Recycling and Resource Management 02: Culture and Zero Waste
- Recycling and Resource Management 03: Resource Management and Zero Waste for Communities
- Recycling and Resource Management 04: Resource Management and Zero Waste in Business
- Turkish 01: Elementary Turkish

Distance Education Courses

- Graphic Design 65: Web Design

Global Citizenship

- Philosophy 20/Environmental Studies 20: Environmental Ethics
- Recycling and Resource Management 01: Introduction to Recycling and Resource Management

Certificates

- 2D Animation Department Certificate
- 3D Animation Department Certificate
- 3D Modeling Department Certificate
- 3D Rendering Department Certificate

AA Degrees

- Associate of Science Degree in Mathematics for Transfer

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 11, 2011

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 5 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	Term/Amount	Service	Funding Source
A	Zimride, Inc.	Three-year agreement effective December 29, 2010 A fee of \$9,500 for each year of service, paid annually in advance, plus a one-time set up fee of \$950	Zimride enables carpooling and ridesharing to become an alternative transportation option for the college. Zimride provides a low-cost, high-impact sustainable transportation solution and helps create more efficiency among the current infrastructure. Zimride's service combines an intuitive online interface and social network features to build the necessary critical mass of users.	Associated Students
Requested by: Associated Students Approved by: Mike Tuitasi, Vice-President, Student Affairs				
B	Keenan & Associates	July 1, 2010 – June 30, 2011 \$21,000	Annual chemical inventory as required by the City of Santa Monica Fire Department's CUPA Report.	Risk Management
Requested by: Risk Management Approved by: Robert Isomoto, Vice-President, Business/Administration				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 11, 2011

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 6 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.

SABBATICALS, 2011-2012

Anderson, Rebecca , Modern Languages and Cultures– Fall 2011
Aparicio, Miguel, Modern Languages and Cultures – Spring 2012
Dawson, Frank, Communications – Fall 2011
Ramsdell, Robin, Counseling – Fall 2011
Vishwanadha, Hari, English – Spring 2012

ELECTIONS

ADJUNCT/FACULTY

Approval/ratification of the hiring of adjunct faculty
(List on file in the Office of Human Resources)

MANAGEMENT

Long, Laina, Project Manager, CBJT Recycling Grant 1/12/11 – 12/30/11
Potts, Charles, Acting Director, Institutional Advancement, Planning and Development 01/03/11–06/30/11

SEPARATIONS

Retirement

Kennedy, John, Instructor, Math (32 years) 1/31/11
Wyman, Susan, Instructor, Modern Languages (33 years) 12/31/10

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 11, 2011

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7 CLASSIFIED PERSONNEL – REGULAR

Requested Action: *Approval/Ratification*
Reviewed by: *Sherry 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

PROBATIONARY

Cotton, Nyla, Buyer II, Purchasing	01/03/11
Gerard, Andrew, Instructional Assistant – Math, Mathematics	12/09/10
Jeff, William M., Buyer II, Purchasing	12/16/10
Juliani, Jan C, Lead Library Assistant- Technical Services, Library	01/10/11
Suzuki, Marcus, Instructional Assistant – Math, Mathematics	01/03/11
Vasquez, Olga, Payroll Specialist, Fiscal Services	12/20/10
Yu, Michelle, Administrative Clerk, Human Resources	01/03/11

VOLUNTARY REDUCTION IN HOURS/TEMPORARY

Ramos, Angelita	01/03/11 – 01/31/11
From: Administrative Assistant II, Adm/Rec, 12 mos, 40 hrs	
To: Administrative Assistant II, Adm/Rec, 12 mos, 35 hrs	

ADVANCED STEP PLACEMENT

Gerard, Andrew, Instructional Assistant – Math, Mathematics, Step C	12/09/10
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VOLUNTARY REDUCTION IN HOURS/TEMPORARY

Cohanne, Jonathan (correction)	11/01/10 – 12/21/10
From: Student Services Specialist, A&R, 12 mos, 40 hrs	
To: Student Services Specialist, A&R, 12 mos, 35.5 hrs	

Cohanne, Jonathan (correction)	01/03/11 – 01/31/11
From: Student Services Specialist, A&R, 12 mos, 40 hrs	
To: Student Services Specialist, A&R, 12 mos, 35 hrs	

Jauregui, Luis	01/22/11 – 05/25/11
From: Student Services Assistant, Continuing Ed., 40 hrs	
To: Student Services Assistant, Continuing Ed., 12 mos, 35 hrs	

EMPLOYEE WITH CHANGE IN WINTER ASSIGNMENT UNDER MOU AGREEMENT

LEAVE OF ABSENCE WITHOUT PAY W/BENEFITS

Zimmerman, Adrienne, Shuttle Driver, Transportation	01/03/11 - 02/14/11
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SEPARATIONS

RESIGNATION

Bowen, Michelle, Personnel Analyst	12/20/10
Brown, Theodore F., Custodian, Operations	12/20/10

RETIREMENT

Bays, Charles, Community College Police Sergeant, Campus Police (26 years)	12/31/10
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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 11, 2011

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 8 CLASSIFIED PERSONNEL – LIMITED DURATION

Requested Action: *Approval/Ratification*
Reviewed by: *Sherry 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.

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

Blanco, Saul, Art Gallery Installer	01/03/11-02/11/11
Chapa, Eric, Laboratory Technician, Chemistry	12/03/10-02/02/11
Clark, Jodi, Art Gallery Installer	01/03/11-02/11/11
Cvar, Sandy, Art Gallery Installer	01/03/11-02/11/11
George, Nathalie, Art Gallery Installer	01/03/11-02/11/11
Ma, Felix, Laboratory Technician, Life Science	01/11/11-03/04/11
Myers, Valerie, Registration/Information Clerk, Matriculation	12/07/10-04/25/11
Thomason, Matthew, Art Gallery Installer	01/03/11-02/11/11

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.

Abdulhafiz, Meymuna, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Abel, Teneka, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Arenas, Leyla, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Arevalo, Mat, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Ashby, Deanna, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Baker, Anthony, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Banks, Nichole, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Barajas, Octavio, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Baskin, Patricia, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Benvenuto, Arlene, Cash Receipts Clerk, Bursar's Office	01/03/11-04/14/11
Caceres, Karla, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Cadena, Allison, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Campagna, Victoria, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Cannon, Ameenah, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Chang, Tony, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Dear, Kathleen, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Devine Jr, Robert, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Dittmar, James, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Friedland, Shane, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Garcia, Lucy, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Godlock, Yadira, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Grau, Donald, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11

Gutierrez, Alexis, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Hardister III, Harold, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Harris, Yolanda, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Hassen, Nuritu, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Hrast, Tanja, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Johnson, Gail G, Administrative Assistant II, Library	11/30/10-04/16/11
Juarez, Jorge, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Lam, Albert, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
McIntosh, Bryan, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Mehary, Mehret, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Micas, Donna, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Miles, Shadae, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Moges, Aster, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Murray, Jake, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Narayan, Vishal, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Nwonwu, Vergie, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Omerigbo, Dibiansi, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Pabst, Ester, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Pacheco, Wendy, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Richardson, Pamela, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Rubin, Cynthia, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Sands, Christopher, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Santamaria, Bladimir, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Smith, Roya, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Swaim, Nancy, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Thielking, Alan, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Valadez, Jorge, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Walker, Terence, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Yapkovitz, David, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11

SUBSTITUTE – LIMITED TERM: Positions established to replace temporarily absent employees. Substitute limited-term appointment may be made for the duration of the absence of a regular employee but need not be for the full duration of the absence.

Marcus, Liza, Adm. Assistant I, History/Philosophy & Social Sci.	12/13/10-12/22/10
Reano, Maria C, Student Services Clerk, Emeritus	12/07/10-02/14/11

RECOMMENDATION NO. 9 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

CalWORKS, \$8.00/hr	02
College Student Assistant, \$8.00/hr (STHP)	21
College Work-Study Student Assistant, \$8.00/hr (FWS)	12

SPECIAL SERVICE

Art Model, \$18.00/hr	02
Community Services Specialist I, \$35.00/hr	04
Community Services Specialist II, \$50.00/hr	25

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 11, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10 FACILITIES

Requested Action: Approval/Ratification
 Requested by: Greg Brown, Director, Facilities and Planning
 Approved by: Robert Isomoto, Vice-President, Business/Administration

10-A AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – BUNDY WEST BUILDING CLASSROOM COMPLETION

Amend the agreement with Morris Architects to prepare additional documentation to be added to the project documents for the Bundy West Building Classroom Completion for \$16,440 plus reimbursable expenses.

Original Agreement	\$282,065
This Amendment	<u>\$ 16,440</u>
Total to Date	\$298,505

Funding Source: Measure AA

Comment: The project is currently in the “construction documents”. This project will consist of converting currently vacant space at the west building at the Bundy Campus, which is approximately 6,500 square feet, into additional classroom and office space needed for programs that will need to be relocated during the construction process of Measure AA projects. The college will be able to add five new classrooms and about 1,000 square feet of office space in the building.

The recommendation is to amend the Morris Architects contract to include the addition of storage rooms for equipment and classroom furniture and to refurbish several areas in the building where building users suggested changes or upgrades for better functionality.

- Construction Documents, Bid Phase Support, Construction Administration support and Project Close Out
- Provide specifications and hardware schedule
- Provide mechanical and electrical consulting services
- Design mechanical, lighting, power and fire alarm systems to new storage rooms
- Design reconnections of exiting lighting, power, mechanical systems and fire alarm devices
- Review and validate existing conditions at site
- Preparation of the refurbishment documents
- Prepare and coordinate meetings with District and contractors
- Use BIM technology in preparation of plans

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 11, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10 FACILITIES

10-B CHANGE ORDER NO. 1 – CAFETERIA UPGRADE

Change Order No. 1 – JENN/MATT, INC on the Cafeteria Upgrade project in the amount of \$17,616:

Original Contract Amount	\$263,047
Previously Approved Change Orders	0
Change Order No. 1	<u>17,616</u>
Revised Contract Amount	\$280,663
Original Contract Time	53 days
Previous Time Extensions	<u>0 days</u>
Revised Contract Time	53 days
Time Extension this Change Order	<u>0 days</u>
Current Revised Contract Time	53 days

Funding Source: Auxiliary Services

Comment: Change Order No. 1 provides for replacing existing conduit, furnishing and applying additional floor leveling, repairing damaged linoleum, replacing and installing HVAC shaft and painting the existing brick wall outside of the Cafeteria.

10-C RELEASE OF PARTIAL RETENTION – ENERGY RELATED IMPROVEMENTS

Reduce the retention amount held from CHEVRON ENERGY SOLUTIONS for the Energy Related Improvements from 10 percent to 5 percent.

Comment: Project more than 90 percent completed. The Public Contract Code allows the District the option of reducing the retention amount when the project is deemed more than 50 percent complete.

10-D PROJECT CLOSE OUT – PARKING LOT 2 EXPANSION

Subject to completion of punch list items by JENN/MATT, INC. authorize the District Representative, without further action of the Board of Trustees, to accept the project described as PARKING LOT 2 EXPANSION as being complete upon completion of punch list items by JENN/MATT, INC. The District Representative shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance disbursement of the final payment is authorized.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 11, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10 FACILITIES

10-E AGREEMENT FOR CONSULTING SERVICES - LABOR COMPLIANCE

Agreement with CONTRACTOR COMPLIANCE AND MONITORING, INC. not to exceed \$9,000 plus reimbursable expenses for assisting the District in applying for and obtaining approval of a Labor Compliance Program with the Director of Industrial Relations, for projects receiving state funding. Also included is two (2) days of training to review the State and Federal requirements.

Funding Source: Measures S, U & AA

Comment: All projects receiving state bond funds need to have an approved labor compliance program in place. The labor compliance program is needed for the purpose of ensuring the following:

- Contractors' payment of applicable general prevailing wage rates
- Contractors' employment of properly registered apprentices
- Contractors' provision of certified payroll records
- Program's monitoring of the project's site for verification of proper payments of prevailing wage rates and work classification
- Program's presentation at pre-construction conferences with contractors/subcontractors
- Program's withholding of contract payments

The District has a similar labor compliance and monitoring program in place for all projects; however projects that receive state bond funding are required to apply to the State Department of Industrial Relations for approval of a program for each state funded project.

10-F AMENDMENT TO AGREEMENT – ROOF REPLACEMENT, INTERNATIONAL STUDENTS CENTER

Amendment to the agreement with WETMORE ROOFING COMPANY for the roof replacement project at the International Students Center, in the amount of \$1,360.

Original Contract Amount	\$13,600
Amendment (increase)	<u>1,360</u>
Revised Contract Amount	\$14,960

Funding Source: District/General Fund

Comment: This adds a 10 percent contingency to cover asbestos abatement costs associated with completing the project.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 11, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 BUDGET TRANSFERS

11-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: November 23, 2010 to December 17, 2010

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	431
4000	Supplies	69
5000	Contract Services/Operating Exp	-8,063
6000	Sites/Buildings/Equipment	7,563
7000	Other Outgo/Student Payments	0
Net Total:		0

11-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: November 23, 2010 to December 17, 2010

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	20,000
2000	Classified/Student Salaries	1,219
3000	Benefits	-152
4000	Supplies	391
5000	Contract Services/Operating Exp	-21,458
6000	Sites/Buildings/Equipment	0
7000	Other Outgo/Student Payments	0
Net Total:		0

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 11, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 PAYROLL WARRANT REGISTER

Requested by: *Ian Fraser, Payroll Manager*
 Approved by: *Robert G. Isomoto, Vice-President, Business/Administration*
 Requested Action: *Approval/Ratification*

November 1 – November 30, 2010	CID – C2E	\$ 7,379,923.59
December 1 – December 31, 2010	CIE – C2F	\$10,478,345.15

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

RECOMMENDATION NO. 13 AUXILIARY PAYMENTS AND PURCHASE ORDERS

Requested by: *George Prather, Director of Auxiliary Services*
 Approved by: *Robert G. Isomoto, Vice-President, Business/Administration*
 Requested Action: *Approval/Ratification*

	Payments	Purchase Orders
November 1 – November 30, 2010	\$1,646,561.95	\$59,797.17
December 1 – December 31, 2010	\$664,925.90	\$ 949.30

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 11, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 PURCHASING

Requested by: *Cynthia Moore, Director, Purchasing*
 Approved by: *Robert G. Isomoto, Vice-President, Business/Administration*
 Requested Action: *Approval/Ratification*

14-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 approve budgets. Lists of vendors on file in the Purchasing Department.

November 1 – November 30, 2010	\$1,862,084.57
December 1 – December 31, 2010	\$2,151,243.20

14-B AWARD OF PURCHASING AGREEMENT

Provider: Systems Technology Associates c/o Hewlett Packard
 Amount: \$302,145.57
 Funding Source: AA Bond Fund and Department Discretionary Fund
 Summary: Award Purchase Order to Systems Technology Associates under WSCA competitively bid contract B27164 for the HP/STA Project. Upgrade HP server infrastructure to replace obsolete hardware and enhance performance of the College's core information system as well as implementation of disaster recovery for mission critical services

BOARD OF TRUSTEES SANTA MONICA COMMUNITY COLLEGE DISTRICT	REGULAR MEETING January 11, 2011
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IX. **BOARD COMMENTS AND REQUESTS**

X. **ADJOURNMENT** – 8:15 p.m.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, February 1, 2011** 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:

- Receipt of Audit Report
- Acknowledge Receipt of Quarterly Budget Report and 311Q
- Report: The Broad Stage at the SMC Performing Arts Center
- Report: Citizens' Bond Oversight Committee (January 19, 2011 meeting)