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SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING
MONDAY, APRIL 1, 2002

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

6:00 p.m. - Closed Session
Business Building Room 111

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

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

PUBLIC PARTICIPATION
ADDRESSING THE BOARD OF TRUSTEES

Members of the public may address the Board of Trustees by oral presentation concerning any subject that lies within the jurisdiction of the Board of Trustees provided the requirements and procedures herein set forth are observed:

1. Individuals wishing to speak to the Board at a Board of Trustees meeting during Public Comments or regarding item(s) on the agenda must complete an information card with name, address, name of organization (if applicable) and the topic or item on which comment is to be made.

Five minutes is allotted to each speaker per topic. If there are more than four speakers on any topic or item, the Board reserves the option of limiting the time for each speaker. A speaker's time may not be transferred to another speaker.

General Public Comments and Consent Agenda

- The card to speak during Public Comments or on a Consent Agenda item must be submitted to the recording secretary at the meeting before the Board reaches the Public Comments section in the agenda.
- Five minutes is allotted to each speaker per topic for general public comments or per item in the Consent Agenda. The speaker must adhere to the topic. Individuals wishing to speak during Public Comments or on a specific item on the Consent Agenda will be called upon during Public Comments.

Major Items of Business

- The card to speak during Major Items of Business must be submitted to the recording secretary at the meeting before the Board reaches that specific item in the Major Items of Business in the agenda.
- Five minutes is allotted to each speaker per item in Major Items of Business. The speaker must adhere to the topic. Individuals wishing to speak on a specific item in Major Items of Business will be called upon at the time that the Board reaches that item in the agenda.

2. No uncivil or disorderly conduct shall be permitted at any Board of Trustees meeting. Persistence in displaying such conduct shall be grounds for summary termination and/or removal of the person from the meeting by the Chair.
3. No oral presentation shall include charges or complaints against any employee of the District, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify the individual. Charges or complaints against employees shall be submitted to the Board of Trustees under provisions of Board Policy Section 9421. Any employee against whom charges or complaints are to be made must be given 24 hours advanced notice and may request any such charges or complaints are heard in closed session.
4. Exceptions: This policy does not apply to individuals who address the Board at the invitation or request of the Board or the Superintendent.

No action may be taken on items of business not appearing on the agenda

Reference: *Board Policy Section 1570*
 Education Code Section 72121.5
 Government Code Sections 54954.2, 54954.3, 54957.9

A G E N D A

A meeting of the Board of Trustees of the Santa Monica Community College District is scheduled to be held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Monday, April 1, 2002.

6:00 p.m. – Closed Session

7:00 p.m. – Public Meeting

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

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|---|--|
| <p>I. <i>ORGANIZATIONAL FUNCTIONS</i></p> <p style="padding-left: 40px;">A Call to Order</p> <p style="padding-left: 40px;">B Roll Call</p> <p>II. <i>CLOSED SESSION (Scheduled for 6:00 p.m.)</i></p> <ul style="list-style-type: none"> • Real Property located at 1227 – 2nd Street, Santa Monica
Pursuant to Government Code Section 54956.8 <p>III. <i>PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS (Continued)</i></p> <p style="padding-left: 40px;">C Pledge of Allegiance</p> <p style="padding-left: 40px;">#1 Approval of Minutes: March 4, 2002</p> <p>IV. <i>SUPERINTENDENT'S REPORT</i></p> <ul style="list-style-type: none"> • Associated Students Recognition Awards
Monica Serratos, Classified Staff Member
Terry Green, Faculty Member
Wayne R. Aono, Student <p>V. <i>ACADEMIC SENATE REPORT</i></p> <p>VI. <i>CLASSIFIED SENATE REPORT</i></p> <p>VII. <i>COMMUNICATIONS OR PUBLIC COMMENTS</i></p> <p>VIII. <i>BOARD REPORT AND COMMENTS</i></p> <p>IX. <i>CONSENT AGENDA (All items considered in one motion unless pulled for discussion later in the meeting)</i></p> <p><u><i>Contracts and Grants</i></u></p> <p style="padding-left: 20px;">#2 Acceptance of Grants and Budget Augmentation</p> <p style="padding-left: 20px;">#3 Contracts and Consultants</p> <p style="padding-left: 40px;">A Contracts with Center for Educational Achievement – Weekend Science Program</p> | <p><u><i>Page No.</i></u></p> <p>1</p> <p>1</p> <p>3</p> <p>5</p> |
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XII. **INFORMATON ITEMS**

D Submittal of Grants

XIII. **ADJOURNMENT:** There will be a special Board of Trustees Meeting/Dialog with SMC Managers on Monday, April 15, 2002 at 5:30 p.m. at Santa Monica College, Business Building Room 111, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, May 6, 2002 at 7 p.m. (5:30 p.m. if there is a closed session) in the Board Room (Business Building Room 117) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 1, 2002

I. ORGANIZATIONAL FUNCTIONS

A. CALL TO ORDER – 6:00 p.m.

B. ROLL CALL

Dr. Patrick Nichelson, Chair
 Herbert Roney, Vice-Chair
 Dr. Nancy Cattell-Luckenbach
 Carole Currey
 Dr. Dorothy Ehrhart-Morrison
 Dr. Margaret Quiñones
 Annette Shamey

Eric Yoshida, Student Trustee

II. CLOSED SESSION

- Real Property located at 1227 – 2nd Street, Santa Monica Pursuant to Government Code Section 54956.8

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

C. PLEDGE OF ALLEGIANCE – Chair Patrick Nichelson

RECOMENDATION NO. 1 APPROVAL OF MINUTES

It is recommended that the minutes from the following meeting of the Santa Monica Community College District Board of Trustees be approved:

March 4, 2002 (Regular Meeting)

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 1, 2002

CONSENT AGENDA

It is recommended that the Board of Trustees approve/ratify the Consent Agenda, Recommendations #2-#19.

Recommendations pulled for separate action:

Action on Consent Agenda

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 1, 2002

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 2 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Title of Grant: WISE Care 4 Caregivers

Granting Agency: WISE Family Services

Requested Funding: \$19,797

Matching Funds N/A

Performance Period: June 2002

Summary: Santa Monica College is partnering with WISE Senior Services for the first time. This initial partnership has the potential for a long-term, productive relationship between the two organizations that will result in enhanced delivery of educational services to older adults (and the care givers of older adults) throughout the Los Angeles area.

The proposed program is a partnership between WISE Senior Services and SMC's Emeritus College to provide support services to the caregivers involved in the long-term care of older adults. SMC will provide educational programs for caregivers designed to provide them with mental and physical respite from their responsibilities.

During the initial pilot phase of the program, Santa Monica College will

- Develop a pilot educational module to be presented to two classes;
- Develop and present an online module for caregivers who desire to access training via the Internet; and
- Participate fully in all aspects of the project evaluation.

Budget Augmentation	Income	
	8000	\$19,797
	Expenditures	
	1000	7,500
	2000	3,900
	3000	1,795
	4000	1,120
	5000	2,900
	Indirect	2,582

Title of Grant: Child Development Training Program

Granting Agency: Yosemite Community College District,
Child Development Training Consortium

Requested Funding: \$10,000

Matching Funds: N/A

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

Summary: SMC will enroll eligible students in college credit courses required by the California Commission on Teacher Credentialing to obtain a new or renew a currently held Child Development Permit.

Budget Augmentation:

Income:			
Other Income	80000		\$10,000
Expenditures			
Other Outgo	70000		\$10,000

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 1, 2002

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 3 CONTRACTS AND CONSULTANTS

3-A CONTRACTS WITH CENTER FOR EDUCATIONAL ACHIEVEMENT – WEEKEND SCIENCE PROGRAM

- (1) Amendment of the contract with the Center for Educational Achievement (CEA) for an additional \$20,000 due to the expansion of the Program in 2001-2002 academic year. The period of the contract began in July 2001 and ends in June 30, 2002.

Funding Source: 2001-2002 Budget/Office of Planning and Development

Comment: The Weekend Science Program has been dramatically expanded in the 2001-2002 academic year by a total of 67 students and 55 parents, compared to 23 students and 11 parents in the 2001-02 year, and opened to students and parents in the greater Westside area as well as South Central Los Angeles. The additional services and expenses incurred have required that the contract be augmented to reflect the increase in student and parent enrollments.

- (2) New contract with the Center for Educational Achievement (CEA) to develop the Parent Education Academy offered in the Weekend Science Program as a noncredit adult education program to be offered in the Fall 2002 semester, for an amount of \$10,000.

Funding Source: 2001-2002 Budget/Office of Planning and Development

Comment: The Weekend Science Program was expanded from an enrollment of 11 parents in Fall Semester 2000 to over 50 parents in the Fall Semester 2001. A noncredit program in Parent Education will be developed to institutionalize this component of the program and allow parents to receive various student services available to all students in our noncredit program.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 1, 2002

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 4 CONTRACTS AND CONSULTANTS

4-A EVENTS PROGRAM

Planetarium Spring 2002:

<u>Weekday School Planetarium Show</u>		
April 1-July 31, 2002	Shelley R. Ronus	\$60 per show

Funding Source: Costs will be covered by tickets sales

Celebrate America, Summer 2002 (June 29, 2002)

Pyro-Spectaculars	\$17,500
Fireworks	

Tom Nolan Band	\$1,500
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Funding Source: Costs will be covered by City of Santa Monica, Associated Students, and Business Sponsors

4-B AGREEMENT FOR MUSICAL PERFORMANCE AT MADISON SITE (AMENDMENT)

Amend the agreement with MATTHEW KLAUSCHIE for a musical performance at the Madison site on March 15, 2002 to reflect a fee of \$600.

Funding Source: 2001-2002 Budget/Community Relations-Consultants

Comment: The agreement was previously approved for an incorrect amount.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 1, 2002

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 4 CONTRACTS AND CONSULTANTS (continued)

4-C COMMUNITY SERVICES/EXTENSION SEMINARS/COURSES, SUMMER 2002

Seminars/courses for Santa Monica College Community Services and Extension for Summer, 2002.

Funding Source: All costs will be covered by the registration fees charged.

Comment: The list of Community Services seminars and courses is on file in the Office of Academic Affairs and Community Services.

4-D EMERITUS COLLEGE FACILITIES, SUMMER 2002 & FALL 2002

Off-campus Emeritus College classes for Summer 2002, June 24, 2002-August 2, 2002 and Fall 2002, August 26, 2002-Saturday, December 14, 2002. Payment per class session is authorized as stated on the list.

Funding Source: 2002-2003 Budget: Emeritus College

Comment: The list of facilities is on file in the Office of Academic Affairs and Emeritus College.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 1, 2002

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 5 COURSE AND PROGRAM APPROVAL

The following are courses and programs approved during the Fall, 2001:

- Accounting 10A: Intermediate Accounting A
- Accounting 10B: Intermediate Accounting B
- Accounting 10C: Intermediate Accounting C
- Anthropology 9: Principles of Paleoanthropology
- Architecture 10C: Survey of the Architecture Field
- Architecture 11C: Professional Practice
- Architecture 20C: Architectural Construction Documents
- Auto 40A: Automotive and Related Technology
- Auto 40B: Automotive and Related Technology
- Cinema 7: Crossing Cultures
- CIS 19/GIS 19/Geography 19: Geographic Info Systems for Business
- CIS 55: Advanced Web Page Development and Scripting
- CIS 57: Web Site Management
- CIS 59: Introduction to Dreamweaver
- CIS 60: Introduction to Photoshop
- CIS 62: Introduction to Flash
- CS 81: JavaScript and Dynamic HTML
- CS 82: Server-Side Web Programming
- Dance 18: Intermediate Tap
- Dance 21: Asian Pacific Dance Survey
- Dance 24: Flamenco Dance 1
- English 45: Asian, Film, Literature, and Society
- ET 50A: Animation Portfolio
- ET 50i: Interactive Media Level II Portfolio
- HD 22H: Adapted Computer Techno. Internet Skills for Academic Success
- HD 25H: Adapted Computer Techno—Tech Tools for Academic Success
- Nursing 10: Nursing Skills
- Nursing 10L: Nursing Skills
- Nursing 17: Pharmacological Aspects of Nursing
- Speech 4: Oral Interpretation—Performing Literature Across Cultures
- Speech 6: Fundamentals of Small Group Discussion
- Speech 7: Intercultural Communication

New Program Approval

- Business A. A. Degrees: Accounting Clerk and Management Leadership
- Early Childhood Intervention

Comment: All of the above courses have been approved by the academic departments, the Academic Senate, the Joint Curriculum Committee, and all appropriate administrators.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 1, 2002

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 6 ACADEMIC PERSONNEL

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

EFFECTIVE DATE

ELECTIONS

ADJUNCT

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

SEPARATIONS

RETIREMENT

Tomkinson, Bruce

Instructor, Art

08/01/02

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 1, 2002

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7 CLASSIFIED PERSONNEL
ESTABLISH/ABOLISH POSITIONS

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

<u>ESTABLISH</u>	<u>EFFECTIVE DATE</u>
Department Secretary I (1 position) Academic Senate, 11 mos, 20 hrs	04/03/02
Media Production Specialist (1 position) Media Services, 12 mos, 40 hrs	04/03/02

RECOMMENDATION NO. 8 CLASSIFIED EMPLOYEE LAYOFF

ABOLISH due to lack of work and/or lack of funds:

Department Secretary II, CalWORKS	(1 position)
Job Developer, Job Development	(1 position)

The Board of Trustees authorizes the following:

- Funding for the CalWORKS program has been withdrawn by the State. Therefore, due to a lack of funds and lack of work, the number of classified employees shall be reduced by layoff as specified above, pursuant to Education Code Sections 88014, 88017 and 88127;
- The Superintendent/President is directed to give notice of layoff to the affected classified employees pursuant to the requirements of the law;
- The employees laid off pursuant to this resolution shall be eligible for reemployment pursuant to Education Code Section 88117.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 1, 2002

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9 CLASSIFIED PERSONNEL – REGULAR

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

Cole, Gina, Department Secretary I, Women's College	03/18/02
Donohue, Nancy, Department Secretary II, Operations	03/25/02
Frais, Yolanda, Disabled Student Services Specialist, DSC	03/19/02
Peterson, Frederic, Instructional Assistant-Math, Mathematics	03/21/02
Wolf, Debora, Financial Aid Customer Srv. Clk., Financial Aid	03/18/02

PERMANENT EMPLOYEE WITH PROVISIONAL ASSIGNMENT

Ayers, Phyllis, Acting Risk Manager, Risk Management	03/01/02 - 05/28/02
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INCREASE OF ASSIGNMENT/TEMPORARY

Yates, Isaac	01/20/02 - 02/20/02
Fr: Academic Instr. Specialist, Academic Computing, 12 mos, 16 hrs	
To: Academic Instr. Specialist, Academic Computing, 12 mos, 40 hrs	

WORKING OUT OF CLASSIFICATION

Remonde, Lucita (ext)	01/15/02 - 02/18/02
Fr: Accounting Specialist II, Auxiliary Services, 12 mos, 40 hrs	
To: Accounting Technician, Auxiliary Services, 12 mos, 40 hrs	

WORKING OUT OF CLASSIFICATION (additional responsibilities)

Black, Russell, Computer Support Spec, Telecom	+2.5%	03/15/02 - 06/15/02
Remonde, Lucita, Accounting Specialist II, Auxiliary Srvs.	+5.0%	02/19/02 - 06/30/02
Reza, Linda, Admissions & Records Clerk III, A & R	+5.0%	01/02/02 - 06/30/02
Shokravi, Kaveh, Computer Support Spec, Telecom	+2.5%	03/15/02 - 06/15/02

ADVANCE STEP PLACEMENTS

(The employee(s) listed have met the standards for Advanced Step Placement. Salary Advance Placement is retroactive to initial hire date.)

Greco, Gina, Department Secretary II, Mathematics	Step B	01/02/02
Moss, Lisa, Department Secretary II, Personnel Commission	Step C	02/04/02

SEPARATIONS

RESIGNATION

Basil, Moreto, Director of Purchasing	03/18/02
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The Board hereby accepts immediately the resignation the above listed personnel to be effective as indicated.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 1, 2002

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 10 CLASSIFIED PERSONNEL – LIMITED DURATION

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

Emma, Danielle, Vocational Tutor. Asst. I, CalWORKS	02/01/02 - 03/28/02
Gabrielyan, Anush, Accompanist-Dance, Academic Affairs	02/19/02 - 06/21/02
Hammond, Judy, Instructional Asst.-ESL, ESL	02/25/02 - 03/29/02
Hsu, Hung-Gi, Accompanist-Performance, Music	02/19/02 - 05/14/02
Ito, Hisao, Gallery Installer, Photo	01/18/02 - 05/24/02
Jett, Cheth, Cosmetology Asst., Cosmetology	03/01/02 - 04/20/02
Lam, Chin, Instructional Asst.-ESL, ESL	03/01/02 - 05/28/02
Madrid, Vanessa, Gallery Installer, Art	01/03/02 - 05/10/02
McSherry, Carrie, Instructional Asst.-ESL, ESL	02/25/02 - 06/18/02
Meadows, Les, Groundskeeper, Grounds	02/19/02 - 05/20/02
Miyazaki, Yuki, Multimedia Computer Lab Specialist, AET	01/31/02 - 02/14/02
Serratos, Monica, Publicity Specialist, Student Life	03/05/02 - 06/30/02
Simon, Monica, Child Care Services Director, Student Life	02/20/02 - 03/31/02
Soury, Sima, Instructional Asst.-Math, Math	03/01/02 - 03/29/02
Starr, Ellen, Gallery Installer, Art	01/03/02 - 04/16/02
Starr, Ellen, Gallery Installer, Photo	01/03/02 - 04/16/02
Violin, Kevin, HVAC Specialist, Maintenance	03/13/02 - 04/30/02
Walker, David, Instructional Asst.-ESL, ESL	02/25/02 - 04/24/02
Walker, Fred, Accompanist-Dance, Academic Affairs	02/20/02 - 05/09/02
Watkins, Deanna, Accompanist-Dance, Academic Affairs	01/07/02 - 05/01/02
Willis, David, Gallery Installer, Art	01/03/02 - 04/23/02
Willis, David, Gallery Installer, Photo	01/03/02 - 04/23/02

LIMITED TERM

Abdulhafiz, Nebiha, Registration/Information Clerk, A&R	03/05/02 - 06/30/02
Barskaya, Galina, Accompanist-Performance, Music	02/19/02 - 06/18/02
Bennett, Carlota, Department Secretary I, Academic Senate	01/02/02 - 02/28/02
Berent, Richard, Accompanist-Performance, Music	02/19/02 - 06/18/02
Berent, Richard, Accompanist-Voice, Music	02/19/02 - 06/18/02
Birman, Yakov, Accompanist-Voice, Music	02/19/02 - 06/18/02
Carr, Sherita, Counseling Aide, Counseling	02/19/02 - 06/30/02
Carter, Amber, Registration/Information Clerk, Station C	03/20/02 - 06/30/02
Davidson, Eric, Bookstore Clerk/Cashier, Bookstore	02/25/02 - 06/30/02
Donohue, Nancy, Department Secretary I, Women's College	02/04/02 - 02/28/02
Donohue, Nancy, Department Secretary I, Women's College	03/04/02 - 03/29/02
Ferek, Carolyn, Department Secretary II, Cosmetology	01/07/02 - 01/10/02
Gerhold, Tom, Accompanist-Voice, Music	02/19/02 - 06/18/02
Holmes, Heather, Office Aide, Student Affairs	03/05/02 - 06/18/02

Hyde, Russell, Bookstore Clerk/Cashier, Bookstore	02/25/02 - 06/30/02
Janssen, Gerriet, Instructional Asst.-ESL, ESL	02/25/02 - 06/18/02
Kenchanna, Hemalatha, Registration/Information Clerk, A&R	03/15/02 - 06/30/02
Logvinskiy, Leon, Accompanist-Dance, Academic Affairs	01/07/02 - 06/30/02
Mayer, Jon, Accompanist-Performance, Music	02/19/02 - 06/18/02
Scott-Rojas, Amber, Bookstore Clerk/Cashier, Bookstore	02/26/02 - 06/30/02
Smith, Delois, Registration/Information Clerk, A&R	03/04/02 - 06/30/02
Sullivan, Nancy, Bookstore Clerk/Cashier, Station C	02/25/02 - 06/30/02
Toomey, Kathy, Sign Language Interpreter II, DSC	02/22/02 - 06/30/02
Walden, Cherie, Registration/Information Clerk, A&R	02/26/02 - 06/30/02
Walters, Monique, Registration/Information Clerk, A&R	03/01/02 - 06/30/02

LIMITED TERM (Substitute)

Battle, Matt, Lifeguard, HPER	11/30/01 - 06/30/02
Medina, Maria C., Custodian, Operations	02/28/02 - 06/28/02
Powell, Ennis, Custodian, Operations	02/25/02 - 06/28/02
Solares, Ausberto, Custodian, Operations	02/27/02 - 06/28/02

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 1, 2002

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11 CLASSIFIED PERSONNEL - NON MERIT

All personnel assigned to non-merit employment will be elected on a limited term basis to be used as needed in accordance with District policies and salary schedules.

ELECTIONS

STUDENT EMPLOYEES

CalWORKS Student Assistant	3
\$7.00/hr	
College Student Assistant	96
\$7.00/hr	
College Work-Study Student Assistant	149
\$7.00/hr	

SPECIAL SERVICES

Art Model	14
\$14.00/hr	
Art Model with Costume	1
\$17.00/hr	
Community Services Specialist I	2
\$27.40/hr	
Community Services Specialist II	5
\$38.00/hr	
Tutorial Aide	1
\$10.50/hr	
Volunteers	5

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	April 1, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 12 CONTRACTS AND CONSULTANTS

12-A CONSULTANT SERVICES – IMPLEMENTATION OF GASB 35

Agreement with VICENTE LLOYD STUTZMAN LLP for the period of April 2, 2002 through December 31, 2002 to assist the District in the implementation of Governmental Accounting Standards Board (GASB) Statement No. 35. Fees not to exceed \$15,000 plus reimbursable expenses.

Funding Source: 2001-02 Budget/Business Services

Comment: The firm of Vicenti Lloyd Stutzman is the District's auditor and is familiar with the requirements of GASB 35 dealing with fixed assets, the conversion of fund financial statements to business type activity financial statements, and the reconciliation of net assets to expenses by function.

12-B RISK MANAGEMENT CONSULTANT

Agreement with PARADISE CONSULTING for tabulating the mandated annual Average Vehicle Ridership (AVR) Survey results for the fiscal year ending June 30, 2002 for a fee not to exceed \$400.

Funding Source: 2001-02 Budget/Risk Management

Comment: The District is required to submit to the City of Santa Monica an annual Emissions Reduction Plan that includes a commuting survey of District employees. Paradise Consulting tabulates the AVR survey and provides the results in a format acceptable to the City of Santa Monica.

12-C AMENDMENT TO AGREEMENT FOR ORACLE SOFTWARE

Amend agreement with ORACLE for the period of April 1 through June 30, 2002 for an additional amount of \$103,548.29.

Funding Source: One-Time Block Grant Roll-Over

Comment: The original agreement contains a provision for a new pricing structure triggered by enrollment levels. The additional fee includes this pricing structure, new product license and maintenance of the new products.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	April 1, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 13 AUTHORIZATION TO ISSUE TRANS

Adopt the resolution authorizing the issuance of Tax Revenue Anticipation Notes (TRANS) not to exceed \$5 million and the participation with the Los Angeles County Pooled 2002-2003 issue.

Comment: The TRANS issuance authorization will assist the District in its cash management for fiscal year 2002-2003. The distribution timing of funding from State apportionment and the shift by the State to property tax as a revenue source has impacted the cash flow of the District. The TRANS is a short-term borrowing to meet cash flow needs in the General Fund and the debt will be retired prior to the close of fiscal year 2002-2003 when property tax revenues are received.

RECOMMENDATION NO. 14 KCRW: CONTRACTS AND CONSULTANTS

14-A CONSULTANT CONTRACTS

(1) Agreement with Frances Anderton for the period ending June 30, 2002: Program services, hosting and production services, "Politics of Culture." Payable at \$1,000 per month for a total not to exceed \$4,000.

(2) Change of name on agreement with Gary Calamar dba Railroad Management. New company name is Gary Calamar, Inc.

Funding Source: KCRW Donations

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

14-B AGREEMENT FOR LEGAL SERVICES

Agreement with JEFFER, MANGELS, BUTLER & MARMARO LLP to represent the District for KCRW in the matter of Morovati et al. vs. Tofighi et al. The amount of \$5,000 is authorized to be deposited in the firm's trust account for this case.

Funding Source: KCRW Donations

Comment: This case alleges slander by a program carried on one of the rented KCRW sidebands. The firm of Jeffer, Mangels, Butler & Marmaro represents KCRW's insurance company. The deposit into the trust account covers the \$5,000 insurance deductible.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	April 1, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 15 FACILITIES

15-A AWARD OF BID, ARCHITECTURAL BARRIER REMOVAL (ABR)/RESTROOM BUILDING, AIRPORT CAMPUS

Award the bid for the ABR/Restroom Building, Airport Campus project to the lowest responsive bidder.

<u>Bidder:</u>	<u>Bid Amount:</u>
Construction Systems, Inc.	\$219,284

Funding Source: State 98/99 Architectural Barrier Removal Grant/District

Comment: This project will provide ADA accessible and compliant restroom facilities at the Airport Campus Main Building. This project is 50% funded by the State 98/99 Architectural Barrier Removal Program.

15-B AWARD OF BID, ASBESTOS ABATEMENT/GLAZING AND FLOORING REPLACEMENT, GYM 004

Award the bid for the Asbestos Abatement/Glazing and Flooring Replacement, Gym 004 Project to the lowest responsive bidder.

<u>Bidder:</u>	<u>Bid Amount:</u>
Karcher Environmental	\$41,427.00
Unlimited Environmental	53,070.00
Janus Corp	53,321.00
Specialized Environmental	61,703.00
Matrix Industries	98,154.00

Funding Source: 98/99 State Hazardous Substance Removal Program

Comment: This project will provide for the abatement of existing asbestos containing flooring assembly and replacement with new hardwood flooring system. This project is 100% funded by the State 98/99 Hazardous Substance Removal Program.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	April 1, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 15 FACILITIES (continued)

15-C COMPLETION OF REPLACE HVA/C SYSTEM, LETTERS & SCIENCE BUILDING

Subject to completion of punch list items by ACCO, it is recommended that the Board of Trustees authorize the Executive Vice President of Business and Administration, without further action of the Board of Trustees, to accept the project described as REPLACE HVA/C SYSTEM, LETTERS & SCIENCE BUILDING as being complete upon ACCO completion of punch list items. The Executive Vice President of Business and Administration shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance, disbursement of the final payment is authorized.

15-D COMPLETION OF REPLACE EXHAUST UNIT, BUSINESS BUILDING

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	April 1, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. FACILITIES (continued)

15-E REPLACEMENT OF CHILLER UNIT, TECHNOLOGY BUILDING, CHANGE ORDER NO. 1

Change Order No. 1 with AIR MECHANICAL, INC. on the Replacement of Chiller Unit, Technology Building project.

Original Contract Amount	\$210,815.00
Change Order No. 1	<u>2,077.00</u>
Revised Contract Amount	\$212,892.00

Funding Source: State 01-02 Scheduled Maintenance & Special Repairs program/District

Comment: This change order provides for Division of the State Architect required additional structural bracing at the chiller mounting frame. This project is 50% funded by the State 01-02 Scheduled Maintenance & Special Repairs Program

15-F COMPLETION OF REPLACE CHILLER UNIT, TECHNOLOGY BUILDING

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	April 1, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 15 FACILITIES (continued)

15-G EXTENDED LEASE AGREEMENT WITH ASSISTANCE LEAGUE OF SANTA MONICA

Approve the extension of the agreement with the ASSISTANCE LEAGUE OF SANTA MONICA to lease approximately 1,800 square fee plus outdoor play area and parking for staff at the former Assistance League child care facility located at 1439 – 15th Street as a location of SMC’s Children’s Center. The extension will be in the amount of \$906 per month plus the District’s prorata share of utilities (currently estimated at \$200 per month) for the period of April 1, 2002 through March 31, 2004. At the end of the first year of the agreement, the base lease amount will be subject to an increase based on the Consumer Price Index (CPI).

Funding Source: CalWORKS Child Care Facility Grant/2001-02 & 2002-03
 Budget/Children’s Center

Comment: This is a correction of a previous item to include the CPI
 adjustment and the monthly utility cost.

15-H AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – MADISON THEATER

Amend agreement with RENZO ZECCHETTO ARCHICTECTS for architectural services associated with the Madison Theater project. Additional fees not to exceed 45,000.

Funding Source: SMC Foundation/District Capital Outlay Fund

Comment: This amendment includes additional services related to the
 environmental study and preparation of material for fundraising
 and public presentations beyond the scope of the current
 agreement.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	April 1, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 15 FACILITIES (continued)

15-I EXTENSION TO PARKING STRUCTURE C - CHANGE ORDER NO. 2

Change Order No. 2 on the Extension to Parking Structure C project with BOMEL CONSTRUCTION COMPANY, INC.

Original Contract Amount	\$5,289,000.00
Change Order No. 1	3,189.00
Change Order No. 2	<u>99,725.00</u>
Revised Contract Amount	\$5,391,914.00

Funding Source: FEMA/District/COP

Comment: This Change Order provides for the addition of a sand oil interceptor, bollards to protect elevator lobbies, light fixtures at elevator lobbies, the modification of light fixtures and exit signs on the roof, the installation of a security system and the construction of a temporary roadway to the east side of the structure to provide access to Structure C during Phase 2 work.

15-J REDUCTION OF CONTRACT RETENTION - EXTENSION TO PARKING STRUCTURE C

The District finds that satisfactory progress is being made on the Extension to Parking Structure C project and the Board of Trustees authorizes the District to reduce the contract retention from 10% to 5%.

Funding Source: FEMA/District/COP

Comment: This action provides for the reduction and District release of a portion of the Project Retention to Bomel Construction Company, Inc.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	April 1, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 15 FACILITIES (continued)

15-K RESOLUTION DESIGNATING HEARING OFFICER FOR CONSTRUCTION PROJECT DISPUTES

WHEREAS, the Public Contract Code imposes certain requirements related to the administration of public works construction contracts by Santa Monica Community College District ("District").

WHEREAS, under the Public Contract Code, as the awarding authority for public works contracts, the District, or its duly authorized officer, is required, at times, to hold hearings related to construction contract administration issues.

NOW THEREFORE, the following resolutions are adopted by the Board of Trustees:

BE IT HEREBY RESOLVED, the District Board of Trustees hereby appoints the District's Executive Vice President of Business & Administration, Thomas J. Donner, to act as the District's duly authorized Public Works Hearing Officer vested with the authority to hold hearings related to the administration of public works construction contracts as required under the Public Contract Code.

BE IT FURTHER RESOLVED, the District's Executive Vice President of Business & Administration is authorized to delegate the authority conferred upon him hereunder to any other employee(s) or agent(s) of the District as he deems necessary and appropriate.

BE IT FURTHER RESOLVED, that unless required by applicable law, rule or regulation, the District's Executive Vice President of Business & Administration, or his designee(s), are authorized to take all necessary and/or appropriate action, without further action of the Board of Trustees, to implement and/or enforce findings or other conclusions arising out of any hearing conducted pursuant to these resolutions.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	April 1, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 16

COMMERCIAL WARRANT REGISTER

February 1 – February 28, 2002 4692 – 4709 \$4,758,861.54

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

RECOMMENDATION NO. 17

PAYROLL WARRANT REGISTER

February 1 – February 28, 2002 C1G-C – C2H-C \$8,130,009.38

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

RECOMMENDATION NO. 18

PAYMENTS FROM AUXILIARY OPERATIONS

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

February 1 – February 28, 2002 82545 – 82973 \$1,062,176

BOARD OF TRUSTEES	Action
Santa Monica Community College District	April 1, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 19 PURCHASING

19-A AWARD OF PURCHASE ORDERS

It is recommended that the following purchase orders be ratified and payment be authorized upon delivery and acceptance of the items ordered. All orders are placed in accordance with Education Code requirements and allocated to approved budgets.

<u>Purchase Orders - FY 2001/02</u>	<u>Total</u>
A) P. O. 82178 – 822266	\$146,588.58
B) Telephone Orders	\$34,553.59
C) Change Orders	\$277,574.06
D) Auxiliary Orders	\$16,104.57
E) Auxiliary Change Orders	\$3,231.94

Comment: Lists of orders placed or amended between February 19 and March 19, 2002 are part of records on file in Purchasing Department.

19-B AWARD OF BID – SWIM TIMING SYSTEM

Award of bid for swim timing system to COLORADO TIME SYSTEMS in the amount of \$91,735.

Comment: Bids were solicited through advertising. No other bids were received. The system will be installed in the new municipal pool and the District will control the use of the system per the pool use agreement with the City of Santa Monica.

19-C DECLARATION AND SALE OF SURPLUS EQUIPMENT

Declare as surplus the following equipment and authorize the District to conduct a sealed bid sale of the equipment:

Three (3) gas fired ceramics kilns manufactured by West Coast Kiln. The kilns are approximately 22 cubic feet, 35 cubic feet and 48 cubic feet.

Comment: The kilns are obsolete, no longer in use and must be removed as part of the remodel of the north wing of the Art Complex. The advertisement for the sealed bid sale will include the requirement that the successful bidder must pay for the removal of the kilns and capping of gas lines.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 1, 2002

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 20

BALLOT FOR CCCT BOARD OF DIRECTORS

It is recommended that the Board of Trustees cast its ballot for the California Community College Trustees (CCCT) Board of Directors.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 1, 2002

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 21

RESOLUTION FOR COMMUNITY COLLEGE MONTH

It is recommended that the Board of Trustees adopt the following resolution:

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 and continuing education in a variety of delivery methods including on-line education; and

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

WHEREAS, Santa Monica College provides an environment that supports and encourages the visual and performing arts for the benefit of the students and the community; 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 a 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

WHEREAS, Santa Monica College has received a vote of confidence from the community with the passage of the Measure U bond at the March 2002 election;

THEREFORE BE IT RESOLVED that Community College Month be observed during the month of April, 2002.

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

BOARD OF TRUSTEES	Information
Santa Monica Community College District	April 1, 2002

INFORMATION ITEM D **SUBMITTAL OF GRANTS**

Granting Agency: Verizon Foundation

Requested Funding: \$50,000

Matching Funds N/A

Performance Period: FY 2002-03

Requested funding will provide \$45,000 in equipment upgrades for the Academy of Entertainment and Technology/“Launchpad” Middle College High School program and \$5,000 to fund Dale Ride Internships.

Title of Grant: Beverage Container Recycling Program

Granting Agency: California Collegiate Recycling Council College and University Grant Program

Requested Funding: \$17,463

Matching Funds N/A

Performance Period: April – July 2002

Summary: Funding from the Department of Conservation will enable the college to purchase 10 distinctive recycling stations, each with three bins for glass, plastic and aluminum. Reusable, permanent banners and signs will be placed near the containers to reinforce the concept that recycling is everyone’s responsibility and enable individuals to put that commitment into action. Multilingual brochures will also be prepared to educate SMC students and staff about the program and the location of the recycling centers.

BOARD OF TRUSTEES	Adjournment
Santa Monica Community College District	April 1, 2002

ADJOURNMENT

The meeting will be adjourned in memory of **Fatemeh Eshrat Batmanghelich Hariri**, mother of **Fereshteh Mobasheri**, Fashion Design professor; **Paul Bice**, father of **Dennis Bice**, Warehouse Supervisor; and **Douglas Muir**, former Emeritus College instructor.

There will be a special Board of Trustees Meeting/Dialog with SMC Managers on Monday, April 15, 2002 at 5:30 p.m. at Santa Monica College, Business Building Room 111, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Monday, May 6, 2002 at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California.