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SANTA MONICA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

REGULAR MEETING  
MONDAY, APRIL 7, 2003

Santa Monica College  
1900 Pico Boulevard  
Santa Monica, California

5:30 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*



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XII.	<b>INFORMATON ITEMS</b>	
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XIII.	<b>ADJOURNMENT:</b> The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, May 5, 2003 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	April 7, 2003

**I. ORGANIZATIONAL FUNCTIONS**

A. CALL TO ORDER – 5:30 p.m.

B. ROLL CALL

Herbert Roney, Chair  
 Dr. Margaret Quiñones, Vice-Chair  
 Carole Currey  
 Dr. Dorothy Ehrhart-Morrison  
 Dr. Nancy Greenstein  
 Dr. Patrick Nichelson  
 Annette Shamey  
 Allison Sandera, Student Trustee

**II. CLOSED SESSION**

- Collective Bargaining, pursuant to Government Code Section 54957.6
- Public Employee: Employment, Discipline, Dismissal, Release pursuant to Government Code Section 54957

**III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS**

PLEDGE OF ALLEGIANCE – Allison Sandera, Student Trustee

**RECOMENDATION NO. 1**

**APPROVAL OF MINUTES**

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

March 3, 2003 (Regular Meeting)  
 March 10, 2003 (Special Meeting)

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

<b>BOARD OF TRUSTEES</b> SANTA MONICA COMMUNITY COLLEGE DISTRICT	<b>ACTION</b> April 7, 2003
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**CONSENT AGENDA**

It is recommended that the Board of Trustees take the action requested on Consent Agenda Recommendations #2-#19.

Recommendations pulled for separate action:

Action on Consent Agenda

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



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 7, 2003

CONSENT AGENDA: PLANNING AND DEVELOPMENT

**RECOMMENDATION NO. 2**                      **ACCEPTANCE OF GRANT AND BUDGET AUGMENTATION**

*Requested Action: Acceptance*

**Title of Grant:**                      **Augmentation to CalWORKS and TANF Allocations for 2002-03**

**Granting Agency:**                California Community College Chancellor's Office

**Requested Funding:**              \$14,000 augmentation (brings the total from \$163,224 to \$177,224)

**Matching Funds:**                N/A

**Performance Period:**            2002-2003

**Summary:**                            Funding provides child care vouchers for CalWORKs students enabling them to successfully participate in the CalWORKs educational program and provide their children with quality child care experiences.

**Budget Augmentation:**

Income		
80000		\$14,000
Expenditures		
70000		14,000



**#3-C PAYMENT FOR SERVICES RELATED TO PROPOSITION 10 GRANT**

The Proposition 10 Grant allows for members of the Advisory Board members and Selection Committee members to be compensated for services related to the project, as follows:

Payment in the amount of \$250 to each member of the Advisory Board of the Professional Development Institute for Early Childhood Educators (PDI) for services rendered in providing guidance to the project.

Lesbia de la Fuente  
Cindy Lefstad  
Terry Lernihan  
Maria Martinez  
Yael Redding

Comment: Members of the Advisory Board have already convened many times to discuss and plan the Professional Development Institute for Early Childhood Educators issues and requirements. They will continue to convene when needed to provide guidance throughout the project.

Payment in the amount of \$500 to each member of the Selection Committee (referred to in the grant as “consultants) for services rendered in selecting ten mentors.

Jennifer Montgomery  
Cindy Lefstad  
Nancy Brooks  
Maria Enriquez  
Nehal Abdulkareem  
Marsha Newstad

Comment: This process includes reviewing completed Mentor applications, site visits and selection of the Mentors for the first year of the PDI Grant. Meetings and interviews will be necessary to complete the process. These individuals possess expertise in administering ECERS (Early Childhood Environment Rating Scale).

Funding Source: Proposition 10 Grant (First Five, LA)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 7, 2003

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

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

*Requested Action: Approval*

**4-A FACILITY FOR HEALTH SCIENCES NURSING PROGRAM**

Agreement with Exodus Recovery Center to be used as a laboratory site for students enrolled in Nursing 25L for the period of April 21, 2003 through April 21, 2005.

Funding Source:            No cost to the District

Comment:            Nursing 25L is a theory-based course that focuses on refinement of clinical practice skills. The Exodus Recovery Center located in Culver City is a substance abuse recovery center that will provide realistic clinical situations for students enrolled in this course.

**4-B CONSULTANT – PROGRAM COORDINATOR FOR CCAMPIS GRANT**

Agreement with Emma Jackson to serve as the Program Coordinator for the Child Care Access Means Parents in School (CCAMPIS) Grant, for the period of April 8-August 31, 2003, in the amount of 25 percent of the grant (the total amount of grant is \$57,651).

Funding Source:            Child Care Access Means Parents in School (CCAMPIS) Grant

Comment:            The Child Care Access Means Parents in School Grant provides funding for a program coordinator to assist students with child care issues, thereby allowing them to continue their education. Emma Jackson will review student applications, conduct student orientations, provide students with an approved list of service providers, make visits to selected childcare providers, create and management student database, pay monthly childcare bills, prepare grant reports, send quarterly reports and student/provider attendance sheets. Ms. Jackson is providing similar services to other community college districts participating in this grant.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 7, 2003

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 5                      CONSULTANTS AND CONTRACTS**

*Requested Action: Approval*

**5-A SELF-INSURED LEGAL DEFENSE AGREEMENT (AMENDMENT)**

Amend the agreement with HARRINGTON, FOXX, DUBROW AND CANTER to provide legal defense for the District's self-insured liability program for the period ending June 30, 2003 for an additional amount not to exceed \$20,000; the new amended total not to exceed \$50,000.

Funding Source:            2002-2003 Human Resources Budget

Comment:            Legal defense services have exceeded the estimate for 2002-2003. This is a result of several personal injury lawsuits that have been settled or are on-going.

**RECOMMENDATION NO. 6                      ACADEMIC PERSONNEL**

*Requested Action: Approval*

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)

**LEAVE OF ABSENCE WITH PAY**

**REDUCTION IN ASSIGNMENT**

Del Valle, Patti                      Counselor, Counseling/Transfer                      08/19/03 - 06/30/04

Comment: Mrs. Del Valle request a reduction of her assignment to 75%.

**SEPARATIONS**

**LIMITED TERM RETIREMENT**

Larson, Lyle                      Instructor, English                      08/19/03 - 06/30/08

**RETIREMENT**

Haegele, LoAnn, T.                      Instructor, Health Science                      06/18/03

Tholen, Beverly, B.                      Counselor, Counseling/Transfer                      06/18/03

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 7, 2003

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 7**                      **CLASSIFIED PERSONNEL – REGULAR**  
*Requested Action: Approval*

All personnel assigned into authorized positions will be elected to employment (Merit System) in accordance with District policies and salary schedules.

		<u>EFFECTIVE DATE</u>
<u>WORKING OUT OF CLASSIFICATION</u> (Additional responsibilities)		
Wu, Frank, Database Administrator, Information Mgmt	+7.5%	01/02/03-06/30/03

SEPARATIONS

<u>39-MONTH REEMPLOYMENT LIST</u>	
Triggs, Mary H, Department Secretary II, ESL	03/04/03

<u>RESIGNATION</u>	
Wolf, Debora, Financial Aid Customer Service Clerk, Financial Aid	03/28/03

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



LIMITED TERM (cont'd.)

Dacosta, Richard, Bookstore Clerk/Cashier, Bookstore	02/13/03 - 06/30/03
Cason, Tracy, Bookstore Clerk/Cashier, Bookstore	02/13/03 - 06/30/03
Cahya, Fransiska, Sign Lang. Inter. III, DSC	02/18/03 - 06/02/03
Centeno, Deborah, Sign Lang. Inter. III, DSC	02/18/03 - 06/17/03
Cruz, Jaime, Counseling Aide, Student Life	02/18/03 - 04/29/03
Damtew, Meron, Bookstore Clerk/Cashier, Bookstore	02/13/03 - 06/30/03
Daniel, Bethel, Bookstore Clerk/Cashier, Bookstore	02/13/03 - 06/30/03
Dawson, Rebecca, Bookstore Clerk/Cashier, Station C	02/13/03 - 03/10/03
De Leon, Aroldo, Bookstore Clerk/Cashier, Bookstore	02/13/03 - 06/30/03
Devine Jr., Robert, Bookstore Clerk/Cashier, Bookstore	02/13/03 - 06/30/03
Duvarado, Jan, Bookstore Clerk/Cashier, Bookstore	02/13/03 - 06/30/03
Enaiho, Patricia, Bookstore Clerk/Cashier, Bookstore	02/13/03 - 06/30/03
Feria Jurenka, Gabriela, Voc. Instr. Asst. Cosmetology, Cosmetology	02/18/03 - 05/29/03
Fierstein, Daniel, Voc. Instr. Asst. Cosmetology, Cosmetology	02/18/03 - 06/30/03
Frias, Laura P., Bookstore Clerk/Cashier, Bookstore	02/13/03 - 06/30/03
Friha, Mohammed, Bookstore Clerk/Cashier, Bookstore	02/13/03 - 06/30/03
Fryer, Elizabeth, Sign Lang. Inter. I, DSC	02/18/03 - 06/17/03
Garcia, Lucy, Bookstore Clerk/Cashier, Bookstore	02/13/03 - 06/30/03
Garcia, Renay, Registration Information Clerk	02/18/03 - 03/07/03
Gebremichael, Hermela, Bookstore Clerk/Cashier, Bookstore	02/13/03 - 06/30/03
Gerhold, Thomas, Accompanist Performance, Emeritus	02/18/03 - 06/17/03
Gerhold, Thomas, Accompanist Voice, Emeritus	02/18/03 - 06/17/03
Getachew, Bisrate, Bookstore Clerk/Cashier, Bookstore	02/13/03 - 06/30/03
Glazer, Brooke, Sign. Lang. Inter. II, DSC	02/18/03 - 04/01/03
Grau, Donald P., Bookstore Clerk/Cashier, Bookstore	02/13/03 - 06/30/03
Gutierrez, Debbie, Counseling Aide, Student Life	02/18/03 - 04/24/03
Harge, Ronyee, Bookstore Clerk/Cashier, Bookstore	02/13/03 - 06/30/03
Hassan, Fauzia, Bookstore Clerk/Cashier, Bookstore	02/13/03 - 06/30/03
Hermawan, Miguel, Bookstore Clerk/Cashier, Bookstore	02/13/03 - 06/30/03
Holliday, Angel, Counseling Aide, African American Cntr.	01/06/03 - 02/13/03
Holstein, Stephanie, Sign Lang. Inter. Trainee, DSC	02/18/03 - 05/19/03
Huoth, Nazareth (Margaret), Instructional Asst. ESL, ESL	02/28/03 - 06/06/03
Janssen, Gerriet, Instructional Asst. ESL, ESL	02/18/03 - 05/16/03
Johnson, Andre, Bookstore Clerk/Cashier, Bookstore	02/13/03 - 06/30/03
Jones, Frances, Bookstore Clerk/Cashier, Bookstore	02/13/03 - 06/30/03
Jucha, Lisa, Sign Lang. Inter. II, DSC	02/18/03 - 06/17/03
Kahn, Clarice, Bookstore Clerk/Cashier, Bookstore	02/13/03 - 06/30/03
Kangarlou, Monique, Voc. Instr. Asst. Cosmetology, Cosmetology	02/18/03 - 04/24/03
Lemes, Blanche, Instructional Asst. ESL, ESL	02/18/03 - 05/05/03
Libman, Leonid, Bookstore Clerk/Cashier, Bookstore	02/13/03 - 06/30/03
Lopez, Jose Carlos, Bookstore Clerk/Cashier, Bookstore	02/13/03 - 06/30/03
Lopez, Waleska, Bookstore Clerk/Cashier, Bookstore	02/13/03 - 06/30/03
Luthi, Christopher, Accompanist Performance, Music	02/18/03 - 06/17/03
Luthi, Christopher, Accompanist Voice, Music	02/18/03 - 06/17/03
Malerstein, Janet, Sign Lang. Inter. II, DSC	02/18/03 - 05/16/03
Manhertz, Yvonne, Bookstore Clerk/Cashier, Bookstore	02/13/03 - 06/30/03
Manzanilla, Jose, Bookstore Clerk/Cashier, Bookstore	02/13/03 - 06/30/03
Martinez, Carlos, Bookstore Clerk/Cashier, Bookstore	02/13/03 - 06/30/03
Matthews, Alexandre, Bookstore Clerk/Cashier, Bookstore	02/13/03 - 06/30/03
McIntosh, Bryan, Bookstore Clerk/Cashier, Bookstore	02/13/03 - 06/30/03
McMahon, Mandy, Registration Information Clerk	02/18/03 - 03/07/03



LIMITED TERM (cont'd.)

Mehary, Mehret, Bookstore Clerk/Cashier, Bookstore	02/13/03 - 06/30/03
Melanio, Noel, Accompanist Dance, KDR	02/18/03 - 06/17/03
Melanio, Noel, Accompanist Voice, Emeritus	02/18/03 - 06/14/03
Mendez, Kenia, Bookstore Clerk/Cashier, Station C	02/13/03 - 03/15/03
Merchant, Erin, Sign Lang. Inter. I, DSC	02/18/03 - 06/17/03
Moges, Aster, Bookstore Clerk/Cashier, Bookstore	02/13/03 - 06/30/03
Muluneh, Nebiyu, Bookstore Clerk/Cashier, Bookstore	02/13/03 - 06/30/03
Nelli, Maria, Bookstore Clerk/Cashier, Station C	02/13/03 - 03/15/03
Panghongkeow, Artee, Bookstore Clerk/Cashier, Bookstore	02/13/03 - 06/30/03
Perkins, Paul, Bookstore Clerk/Cashier, Bookstore	02/13/03 - 06/30/03
Reed, Jeffrey, Accompanist Dance, KDR	02/18/03 - 06/17/03
Remstein, Robert, Accompanist Performance, Emeritus	02/18/03 - 06/17/03
Remstein, Robert, Accompanist Voice, Emeritus	02/18/03 - 06/17/03
Rhoads, Margaret, Inst. Asst. Learning Dis. DSC	02/18/03 - 04/23/03
Sazonova, Yelena, Bookstore Clerk/Cashier, Bookstore	02/13/03 - 06/30/03
Sexton, Robert, Accompanist Dance, KDR	02/18/03 - 06/03/03
Shamsian, Dalia, Bookstore Clerk/Cashier, Bookstore	02/13/03 - 06/30/03
Shasha, Rachel, Sign Lang. Inter. Trainee, DSC	02/18/03 - 06/10/03
Sloane, William, Bookstore Clerk/Cashier, Bookstore	02/13/03 - 06/30/03
Sullivan, Nancy, Bookstore Clerk/Cashier, Station C	02/13/03 - 03/05/03
Sussman-Schechter, Dena, Sign Lang. Inter. II, DSC	02/18/03 - 06/17/03
Smith, Delois, Registration Information Clerk, A & R	01/02/03 - 02/13/03
Smith, Ryan, Bookstore Clerk/Cashier, Bookstore	02/13/03 - 06/30/03
Thielking, Alan, Bookstore Clerk/Cashier, Bookstore	02/13/03 - 06/30/03
Toomey, Kathy, Sign Lang. Inter. II, DSC	02/18/03 - 06/17/03
Tsai, Karen, Sign Lang. Inter. I, DSC	02/18/03 - 06/17/03
Walden, Cherie, Registration Information Clerk	02/18/03 - 03/07/03
Washington, Mianca, Bookstore Clerk/Cashier, Bookstore	02/13/03 - 06/30/03
Weldemichael, Belainesh, Bookstore Clerk/Cashier, Bookstore	02/13/03 - 06/30/03
Yamate, Chris, Bookstore Clerk/Cashier, Station C	02/13/03 - 03/15/03
Young, Mary Ellen, Bookstore Clerk/Cashier, Bookstore	02/13/03 - 06/30/03

LIMITED TERM (Substitute)

DiModica, Toni, Department Secretary II, ESL	02/18/03 - 03/14/03
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<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 7, 2003

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9                      CLASSIFIED PERSONNEL - NON MERIT  
*Requested Action: Approval*

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

<u>STUDENT EMPLOYEES</u>	
CalWORKS \$7.00/hr	2
College Student Assistant \$7.00/hr	36
College Work-Study Student Assistant \$7.00/hr	9
<u>SPECIAL SERVICES</u>	
Art Model \$14.00/hr	1
Community Services Specialist I \$27.40/hr	1
Community Services Specialist II \$38.00/hr	5
Volunteers	3

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

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 7, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 10**

**AUTHORIZATION TO ISSUE TRANS**

*Requested Action: Adoption*

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 2003-2004 issue.

Comment: The TRANS issuance authorization will assist the District in its cash management for fiscal year 2003-2004. 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 2003-2004 when property tax revenues are received.

**RECOMMENDATION NO. 11**

**CLAIM FOR DAMAGES**

*Requested Action: Approval*

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

<u>Claimant</u>	<u>Date Filed</u>	<u>Amount of Claim</u>
Philip Kraut	02/26/03	unknown

Comment: The claimant alleges that his employment at Santa Monica College was wrongfully terminated without due process and for an improper purpose.

Elisabeth Crampton for her client Anita Davis Williams	03/14/03	unknown
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Comment: The claimant alleges that improperly maintained stairs and wooden decking caused her to trip and fall and be injured.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	April 7, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 12**      **CONTRACTS AND CONSULTANTS**

*Requested Action: Approval*

**12-A DISASTER PREPAREDNESS**

Agreement with GARY McGAVIN to provide disaster preparedness consulting and training for a fee not to exceed \$10,000 for the period ending June 30, 2003.

Funding Source:      Safety Credit Fund through Keenan & Associates

Comment:      Mr. Mc Gavin will provide training pursuant to the Standardized Emergency management System (SEMS) with the goal to reducing and/or avoiding loss of life and property damage.

**12-B CLAIMS MANAGEMENT SERVICES (AMENDMENT)**

Amend the agreement with CARL WARREN & COMPANY to provide claims management services for the District's self-insured property and liability insurance program for the period ending June 30, 2003 for an additional amount not to exceed \$10,000 for an amended total not to exceed \$20,000, with no monthly or annual retainer fee.

Funding Source:      2002-2003 Risk Management Budget

Comment:      Claims have exceeded the amount estimated for this fiscal year.

**12-C HAZARDOUS WASTE DISPOSAL (AMENDMENT)**

Amend the agreement with EXPRESS OIL to provide hazardous waste disposal of petroleum products for the period ending June 30, 2003 for an additional amount not to exceed \$2,000.

Funding Source:      2002-2003 Risk Management Budget

Comment:      Required services for cleaning the oil/grease interceptor in the Automotive Department have exceeded the estimate for this fiscal year.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	April 7, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 13**                      **KCRW CONSULTANT**

*Requested Action: Approval*

Sandep Rahi dba Burning Box: for design/artwork services as needed. Payable upon projects' completion and invoicing for an amended total not to exceed \$20,000.

Funding Source:            KCRW Donations and Grants

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

**RECOMMENDATION NO. 14**                      **FACILITIES**

*Requested Action: Approval*

14-A CHANGE ORDER NO. 3, NORTH WING ART BUILDING REMODEL PROJECT

Change Orders No. 3 with TRIMAX CONSTRUCTION, CORP. on the North Wing Art Building remodel project.

Original Contract Amount	\$648,000.00
Change Order No. 1	40,152.00
Change Order No. 2	41,627.00
Change Order No. 3	<u>18,402.00</u>
Revised Contract Amount	\$748,181.00

Funding Source:            FEMA/District

Comment:            Change order No. 3 provides for the removal of existing conduit in way of ledger installation in Rm. 125, installation of additional conduit at four locations, removal of existing cabinet work and installation of new cabinet work, fabricate brackets and install fans, install damper, replace hood Rm. 125, add vision panel in fire rated door, change fans and provide additional louver and grills and transition ducting from room 124A to 126B, and repair roof flashing at steel plate installation.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	April 7, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 14**      **FACILITIES** (continued)

**14-B AMENDMENT NO. 1 TO ARCHITECTURAL SERVICES AGREEMENT, REMODEL MAIN STAGE**

Additional services under the architectural services agreement with LEO A DALY for an additional amount not to exceed \$9,000, plus reimbursable expenses.

Funding Source:      Measure U

Comment:      This amendment provides for additional civil, architectural and landscape design services to include the site work component into the original Main Stage remodel project. This site work component comprises approximately 2,400 square feet of site currently occupied by the exterior seating and food service areas adjacent to the South side of the existing Main Stage building.

**14-C GEO-TECHNICAL SERVICES AGREEMENT, EXTENSION TO PARKING STRUCTURE C AND LIBRARY REMODEL**

Amend the agreement with GEOLABS-WESTLAKE VILLAGE for geo-technical services associated with the Extension to Parking Structure C for an additional amount not to exceed \$3,000 plus reimbursable expenses and for geo-technical services associated with the Library Remodel project for an additional amount not to exceed \$6,500 plus reimbursable expenses.

Funding Source:      1999 COP/FEMA  
State Construction Grant for Capital Outlay/FEMA/Prop T

Comment:      This action authorizes payment for necessary services both performed and in process.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	April 7, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 14      FACILITIES (continued)**

**14-D AGREEMENT FOR CONTRACTOR PREQUALIFICATION SERVICES, LIBERAL ARTS**

Agreement with STEGEMAN AND KASTNER, INC. and RICHARDS, WATSON & GERSHON, P.C. to provide contractor prequalification services associated with the Liberal Arts project for the period ending December 31, 2003. Fees shall be:

Stegeman and Kastner, Inc., not to exceed \$6,000 plus reimbursable expenses

Richards, Watson & Gershon, P.C., not to exceed \$4,000 plus reimbursable expenses

Funding Source:      FEMA/Measure U/State

Comment:      These services will assist the District in obtaining the best qualified construction bidders for the successful performance of the project. Stegeman and Kaster and Richards, Watson & Gershon have been recommended by the architect and have extensive experience in this field.

**14-E ADDITIONAL ARCHITECTURAL SERVICES, LIBERAL ARTS BUILDING REPLACEMENT PROJECT**

Additional services under the agreement with GENSLER for architectural services related to the Liberal Arts project to prepare an analysis of Leadership in Energy and Environmental Design (LEED) certification requirements for the project and to prepare an analysis of providing an additional landscape buffer to the west of the project. Fee for services not to exceed \$25,000 plus reimbursable expenses.

Funding Source:      FEMA/Measure U/State

Comment:      The Leadership in Energy and Environmental Design (LEED) is a national standard for developing and certifying high-performance, sustainable buildings. LEED provides a complete framework for assessing building performance and meeting sustainability goals. Based on well-founded scientific standards, LEED emphasizes state of the art strategies for sustainable site development, water savings, energy efficiency, materials selection and indoor environmental quality. Relocating the project will provide an additional landscape buffer between the surface parking lot and the building.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	April 7, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 14      FACILITIES (continued)**

**14-F LEASE SURRENDER SERVICES, 3171 CENTINELA AVENUE**

Agreement with WALD REALTY ADVISORS to provided lease surrender services associated with the property located at 3171 Centinela Avenue for the period ending June 30, 2003 for a fee not to exceed \$5,000 plus reimbursable expenses.

Funding Source:      2001 Certificates of Participation

Comment:      The District purchased the property located at 3171 Centinela Avenue in December, 2002 and has leased the property back to BAE since that time. BAE is vacating the property and Wald Realty Advisors will insure that all applicable surrender provisions of the lease are observed. They will also facilitate the inspection of the property, security and property access, and the transfer of utilities to the District.

**14-G INTERIOR DESIGN AGREEMENT – EMERITUS COLLEGE FACILITY**

Agreement with LE DONNA SHOUSE to provide interior design services for the Emeritus College Facility for an amount not to exceed \$20,000 plus reimbursable expenses.

Funding Source:      SMC Foundation Emeritus College Account

Comment:      Ms. Shouse will assist the District in the design of furniture layout and specifications prior to the purchasing process and assure that specifications are in compliance with the Government Code. This is a substitute item. In March, 2003 the Board approved an agreement with Yocum Business Furnishings for these services. However, Yocum was unable to agree to terms with the District.



<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	April 7, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 14**      **FACILITIES** (continued)

**14-H AMENDMENT TO AGREEMENT FOR CONSTRUCTION COST PLANNING SERVICES – MADISON THEATER**

Amend the agreement with DAVIS LANGDON ADAMSON to provide construction cost planning services associated with the Madison Theater project for an additional amount not to exceed \$2,500 plus reimbursable expenses.

Funding Source:      SMC Foundation/District Capital Outlay Fund

Comment:      This amendment provides for the incorporation of revisions, specific material selections and the sewer location required by the City into the 50% design development cost estimate completed in December.

**14-I AMENDMENT NO. 4 TO AGREEMENT FOR ARCHITECTURAL SERVICES, KINESIOLOGY/DANCE/RECREATION AND ATHLETICS OFFICE RELOCATION**

Amend the architectural services agreement with CALDWELL ARCHITECTS related to the Kinesiology/Dance/Recreation and Athletics Office (formerly Physical Education/Athletics) relocation project for an amount not to exceed \$10,900, plus reimbursable expenses.

Funding Source:      Measure U

Comment:      Because the construction of this office relocation project will be performed immediately adjacent to the heavily used SMC Track and Corsair Field, it is impractical and unsafe to allow the project Contractor to park vehicles, store materials or stage activities in this area during construction. This amendment provides for additional architectural services to include within the Kinesiology/Dance/Recreation and Athletics Office project the provision for an alternate site for the Contractor's parking, storage and staging needs. Accommodations for these needs will be developed and sited South of Corsair Field with access from Pearl Street. As the Contractor completes the remodel project and vacates the staging area, the site will be left in a configuration to become the SMC Recycling Center.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	April 7, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 14      FACILITIES (continued)**

**14-J ARCHITECTURAL SERVICES, NORTHEAST CAMPUS QUAD MASTER PLAN AND INFRASTRUCTURE**

Agreement with GENSLER for architectural services associated with the Northeast Campus Quad and Infrastructure for an amount not to exceed \$270,000, plus reimbursable expenses.

Funding Source:      Measure U

Comment:      This agreement provides for architectural and civil services associated with the Schematic Design for the development of the outdoor Northeast Quadrant of the main campus. The area of this study and design will include the outdoor areas around the proposed Liberal Arts Building Units 1 & 2, the proposed Main Stage building, the existing Dresher Hall building and the proposed Quad area. These services will focus on the development of schemes for utilities location and relocation, pedestrian walkways, vehicle/service/emergency roadways, exterior lighting, landscaping, and way finding that will connect, support and serve these new campus buildings. A focused site survey of the Northeast Quad will also be performed.

This agreement also provides for an Architects Forum to coordinate the design efforts of the various architectural and engineering teams engaged by the college in planning these new buildings. This agreement will also include a campus wide infrastructure and utilities assessment to be used as a basis for future campus development and maintenance.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	April 7, 2003

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**

**RECOMMENDATION NO. 15                      COMMERCIAL WARRANT REGISTER**

*Requested Action: Approval*

February 1 – February 28, 2003	4933 - 4950	\$5,322,363.50
March 1 – March 31, 2003	4951 – 4970	\$6,474,602.79

Comment:     The detailed commercial warrant documents are on file in the Accounting Department.

**RECOMMENDATION NO. 16                      PAYROLL WARRANT REGISTER**

*Requested Action: Approval*

February 1 – February 28, 2003	030C – C2H-C	\$7,391,037.86
March 1 – March 31, 2003	058C – C2IN	\$6,785,143.47

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

**RECOMMENDATION NO. 17                      PAYMENTS FROM AUXILIARY OPERATIONS**

*Requested Action: Authorization*

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, 2003	87382 – 87864	\$1,130,449
March 1 – March 31, 2003	87865 – 88311	\$1,493,030

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

**RECOMMENDATION NO. 18                      DIRECT PAYMENTS**

*Requested Action: Approval*

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

February 1 – March 31, 2003	D00914 – 001185	\$1,482,949.70
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<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	April 7, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 19**      **PURCHASING**  
*Requested Action: Approval*

19-A AWARD OF PURCHASE ORDERS

<u>Purchase Orders - FY 2002/03</u>	<u>Total</u>
A) P. O. 86694 – 86745	\$510,219.50
B) Telephone Orders	\$22,502.82
C) Change Orders	\$46,627.61
D) Auxiliary Orders	10,544.33
E) Auxiliary Change Orders	0

Comment: Lists of orders placed or amended between February 27 and March 28, 2003 are part of records on file in Purchasing Department

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	April 7, 2003

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.

Comment: Members of the Board of Trustees each submitted their recommendations and the ballot was determined by the top ten vote-getters of districts that suffer from lack of equalization.

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

**2003 CCCT BOARD  
OFFICIAL BALLOT**

**NOMINEES**

Edward C. Ortell, Citrus CCD  
Jess H. Reyes, Contra Costa CCD  
Donald L. Singer, San Bernardino CCD  
\*Maria Nieto Senour, San Diego CCD  
\*John Moore, Cerritos CCD  
\*Mary Mason, Foothill-De Anza CCD  
Patricia Miljanich, San Mateo CCD  
\*Georgia L. Mercer, Los Angeles CCD  
Bill McMillin, Ohlone CCD  
\*Michele R. Jenkins, Santa Clarita CCD  
\*Luis Villegas, Santa Barbara CCD  
Walter G. Howald, Coast CCD  
\*Charles H. Hayden, Jr., Desert CCD  
Dawn M. Wright, San Jose-Evergreen CCD  
John S. Williams, South Orange County CCD  
\*Anthony E. Bugarin, San Joaquin Delta CCD  
\*Mark Takano, Riverside CCD  
\*Thomas J. Clark, Long Beach CCD

**VACANCIES**

1. Jess H. Reyes
2. Maria Nieto Senour
3. John Moore
4. Mary Mason
5. Michele R. Jenkins
6. Luis Villegas
7. Walter G. Howald
8. Anthony E. Bugarin
9. Mark Takano
10. Thomas J. Clark

**Clerk of the board should sign the verification acknowledgment on the ballot return envelope.**

\*Incumbent      *List order Based on Secretary of State's random drawing, February 18, 2003*

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 7, 2003

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;

THEREFORE BE IT RESOLVED that Community College Month be observed during the month of April, 2003.

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 7, 2003

**MAJOR ITEMS OF BUSINESS**

**RECOMMENDATION NO. 22**

**RESOLUTION IN SUPPORT OF EQUITABLE STATE FUNDING FOR CALIFORNIA COMMUNITY COLLEGE DISTRICTS**

**Whereas**, on a dollar-per-student basis, there is great disparity in funding among California's community college districts; and

**Whereas**, the highest funded district receives more than \$8,000 per full-time-equivalent student and the lowest funded district receives less than \$3,000; the average amount received by the highest funded districts is \$5,693 per full-time-equivalent student, and the average amount received by the lowest funded districts is \$3,516 and the gap is growing larger; and

**Whereas**, when there are more state funds available to the community college system, higher-funded districts receive proportionately more and lower-funded districts receive proportionately less, and, conversely, when state funds are cut, higher-funded districts receive a smaller cut per student and lower-funded districts receive a larger cut per student, making the disparity in funding even worse, and

**Whereas**, the lack of equitable state funding means that students in lower-funded districts have significantly less access to classes, tutors, full-time instructors, lab technicians, math and writing center assistance, basic skills classes, adequately maintained facilities, instructional materials, current technology, technical programs, and counselors as well as other support staff for an increasingly diverse student population; and

**Whereas**, all of California's community college districts are required to comply with the same state mandates, but the resources that enable compliance vary widely district by district; and

**Whereas**, funding all community college programs and services on a per student basis would reduce the disparity in funding, increase access to equal education; and

**Whereas**, understanding California's current fiscal problems, the disparities in funding within the community college system must not be allowed to get worse;

**Therefore, be it resolved**, that the Board of Trustees of the Santa Monica Community College District supports funding on the basis of full-time equivalent students and:

- Urges enactment of legislation and a 2003-2004 State Budget that will ensure fair and equitable funding to all community college districts, including measures that will halt the increasing disparity in funding, and
- Commits to actively advocate on behalf of comparable funding for **ALL** of the California community college districts on a per student basis.

Comment: This is a revised version of the resolution approved by the Board of Trustees on February 10, 2003 and focuses on enactment of legislation and measures to address disparity in funding.

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



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 7, 2003

**MAJOR ITEMS OF BUSINESS**

**RECOMMENDATION NO. 23**

**JOINT LETTER TO GOVERNOR DAVIS REGARDING  
STATE BUDGET**

It is recommended that the Board of Trustees approve the following letter to Governor Gray Davis to be signed by members of the Santa Monica City Council, the Santa Monica-Malibu Unified School District Board of Education and the Santa Monica Community College District Board of Trustees:

The Honorable Gray Davis, Governor  
State of California  
1<sup>st</sup> Floor State Capitol  
Sacramento, California 95814

Dear Governor Davis:

Issues that cause an entire community to coalesce are few and we write today because we are faced with one in which you play important roles—the urgency of timely adoption of the state budget.

Public school, community college and municipal employees face great uncertainty about their livelihood and many just received “pink slips”. Residents and businesses in our City are unsure what services may be eliminated or reduced. Our three institutions are unable to predict critical state income streams that would enable us to adopt responsible budgets.

The State of California faces great fiscal challenges and partisan posturing over the budget only exacerbates the situation. We expect and demand the very best from our leadership in response to the crisis. Timely passage of the budget by the Constitutional June deadlines is essential.

We urge you to redouble your efforts to:

- reach across party lines
- forge solutions that recognize the interests and contributions of each of our institutions to the vitality of our community; and
- give us the timely certainty about state funding that enables us to do our best for our community in these difficult times and we are grateful for your support.

Comment: It was agreed at the last meeting of the Liaison Committee that a letter regarding the state budget be sent to the Governor signed by the respective entities.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 7, 2003

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 24**

**ENDORSEMENT OF THE SMMUSD QUALITY PUBLIC EDUCATION PRESERVATION ACT OF 2003**

It is recommended that the Board of Trustees endorse passage of the Santa Monica-Malibu Unified School District Quality Public Education Preservation Act of 2003 to be placed before Santa Monica and Malibu voters on June 3, 2003.

If passed, the revenues raised by this Measure, the "Santa Monica-Malibu Unified School District Quality Public Education Preservation Act of 2003," shall be used to prevent serious deterioration in the quality of public education in Santa Monica and Malibu in the face of large and sweeping cuts in funding for public schools, and to promote continued student achievement in the core curriculum.

The measure additionally says that the Board of Education shall appoint a resident taxpayer-financial oversight committee that is exclusively charged to review the District's administration of and compliance with the terms of this Measure. This oversight and independent annual audits will ensure that these revenues are used to preserve the core curriculum in all grades and prevent deterioration in quality caused by reduced state funding.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

<b>BOARD OF TRUSTEES</b>	<b>Information</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 7, 2003

**INFORMATION ITEM D – SUBMITTAL OF GRANTS**

**Title of Grant:** Pico Partnership On the Move Program

**Granting Agency:** City of Santa Monica

**Requested Funding:** \$199,875

**Matching Funds:** \$50,000 (SMC In-kind: project director, counselors, job center and financial aid personnel)

**Performance Period:** July 1, 2003 – June 30, 2004 (first year of a three year grant)

**Summary:** This proposal is a continuation of the Pico Partnership/On the Move project, which has been funded in part by the City of Santa Monica for the past six years. The program participants receive childcare assistance, personal and academic counseling, employment and career services, tutoring, financial aid assistance and book vouchers.

**Title of Grant:** PET Beverage Container Recycling Program

**Granting Agency:** National Association of PET Container Resources (NAPCOR), Western Regional

**Requested Funding:** \$4,315

**Matching Funds:** \$14,811 (SMC In-kind: Madeline Brody and grounds personnel, purchase of trash bins)

**Performance Period:** May – December 2003

**Summary:** The grant will fund the purchase of additional recycling bins for the collection of beverage containers.

**Title of Grant:** College and Career Transitions Initiative (CCTI)  
**Granting Agency:** League for Innovation in the Community College  
**Requested Funding:** \$668,650  
**Matching Funds:** \$229,579 (SMC In-kind: salaries and benefits of accounting and grants personnel, outreach counselors and department chairs)  
**Performance Period:** May 5, 2003 – August 30, 2007 (five year grant)  
**Summary:** The proposed project is a partnership between SMC's Teacher Preparation Program (TTP) and area high schools (Santa Monica and University initially, others to be added in the latter years of the grant). The goal of the proposed project is to improve TTP students' English and math skills, to be more prescriptive in counseling students into appropriate classes, and to improve communication between the two educational systems.

**Title of Grant:** Tech Prep Innovative Practices  
**Granting Agency:** California Department of Education  
**Requested Funding:** \$53,097  
**Matching Funds:** N/A  
**Performance Period:** April 2003 – May 2004  
**Summary:** The proposed funding will support the "Launchpad" program.

<b>BOARD OF TRUSTEES</b>	<b>Adjournment</b>
Santa Monica Community College District	April 7, 2003

**ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Monday, May 5, 2003 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.