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SANTA MONICA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

REGULAR MEETING  
MONDAY, AUGUST 2, 2004

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 formal 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 for consideration in closed session. 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*

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

SANTA MONICA COMMUNITY COLLEGE DISTRICT

August 2, 2004

**A G E N D A**

A meeting of the Board of Trustees of the Santa Monica Community College District is scheduled be held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Monday, August 2, 2004.

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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| <b>I. ORGANIZATIONAL FUNCTIONS</b>   |   |
| A Call to Order  | 1   |
| B Roll Call  |   |
| <b>II. CLOSED SESSION</b> ( <i>Scheduled for 6 p.m.</i> )                  |   |
| • Collective Bargaining,<br>pursuant to Government Code Section 54957.6    |   |
| <b>III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS</b> ( <i>Continued</i> ) |   |
| C Pledge of Allegiance   |   |
| #1 Approval of Minutes:  | July 7, 2004 (Regular Meeting)<br>July 16-17, 2004 (Board Retreat)                                |
| <b>IV. SUPERINTENDENT'S REPORT</b>   |   |
| <b>V. ACADEMIC SENATE REPORT</b>   |   |
| <b>VI. CLASSIFIED SENATE REPORT</b>  |   |
| <b>VII. COMMUNICATIONS OR PUBLIC COMMENTS</b>                              |   |
| <b>VIII. CONSENT AGENDA</b>  | <i>(All items considered in one motion unless<br/>pulled for discussion later in the meeting)</i> |
| <br><b><u>Planning and Development</u></b>                                 |   |
| #2 Contracts and Consultants   |   |
| A Continuing and Community Education Program, 2004-05                      | 4   |
| B Workforce and Economic Development Contracts                             | 6   |

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**X. MAJOR ITEMS OF BUSINESS**

#17	Resolution for the Order of Bond Election Under Sections 15100 and 15120 of the Education Code and Specifications of the Election Order	25
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#19	Resolution of the Board of Trustees Expressing its Intention to Develop Cooperative Agreements with the City of Santa Monica and, if necessary, to Develop Cooperative Agreements with Other Public Agencies on the Expenditure of General Obligation Bond Proceeds	33

- XI. **ADJOURNMENT:** The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Wednesday**, September 8, 2004 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**

August 2, 2004

**I. ORGANIZATIONAL FUNCTIONS**A. CALL TO ORDER – 6:00 p.m.B. ROLL CALL

Dr. Margaret Quiñones, Chair  
Carole Currey, Vice-Chair  
Dr. Dorothy Ehrhart-Morrison  
Dr. Nancy Greenstein  
Graham Pope  
Herbert Roney  
Annette Shamey  
Dina Cervantes, Student Trustee

**II. CLOSED SESSION**

- Collective Bargaining, pursuant to Government Code Section 54957.6

**III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS**C. PLEDGE OF ALLEGIANCE – Katharine Muller, President, 2004-05  
SMC Management Association

<b>BOARD OF TRUSTEES</b>	<b>REGULAR MEETING</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 2, 2004

**RECOMMENDATION 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:

July 7, 2004 (Regular Meeting)

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

July 16-17, 2004 (Board Retreat)

**Action taken in Closed Session**

The Board of Trustees met in closed session for the purpose of conducting the evaluation of the Superintendent/President. Following the evaluation, the Board approved the following amendments to the agreement between the Santa Monica Community College District and Piedad F. Robertson, Superintendent/President, effective January 1, 2005:

**EXTENSION OF CONTRACT**

The District hereby renews the Superintendent's contract for a period of four (4) years, beginning on the first day of January, 2005, and terminating on the 31<sup>st</sup> day of December, 2008.

**COMPENSATION**

The current contract provides for a deferred compensation plan with a base of \$50,000 and up to seven annual payments of \$25,000 each June, starting June 30, 2001 (Board action 7/15/2000). There are three annual payments of \$25,000 each yet to be paid.

In lieu of these deferred compensation payments, it is recommended that the \$25,000 be paid as regular compensation. Therefore, the 2004-05 annual salary of the Superintendent/President shall be increased by \$25,000 in lieu of the annual deferred compensation, effective for three years (2004-05, 2005-06, and 2007-08). The revised annual salary shall be \$203,846. Future deferred compensation payments will be discontinued.

MOTION MADE BY:     Herbert Roney  
 SECONDED BY:        Annette Shamey  
 AYES:                   5  
 NOES:                  0  
 ABSTAIN:             1 (Greenstein)  
 ABSENT:               1 (Pope)

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 2, 2004

**CONSENT AGENDA**

It is recommended that the Board of Trustees take the action requested on Consent Agenda Recommendations #2-#16.

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	August 2, 2004

CONSENT AGENDA: PLANNING AND DEVELOPMENT

**RECOMMENDATION NO. 2**      **CONTRACTS AND CONSULTANTS**

*Requested Action: Approval*

2-A CONTINUING AND COMMUNITY EDUCATION PROGRAM, 2004-05

- (1) Facilities for off-campus Community Services classes for Fall 2004, August 30, to December 21, 2004. Payment per class session is authorized as stated on the list.

Funding Source: 2004-2005 District Budget/Community Services

Comment: The list of facilities is on file in the Office of Planning and Development and in the Office of Continuing Education.

- (2) Seminars/courses for Santa Monica College Continuing and Community Education Program for Fall 2004.

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

Comment: The Continuing and Community Education Program offers not-for-credit, fee-based classes that are classified under two categories and have two very distinct purposes: 1) to meet the interests of the community and 2) to promote continuing professional training and enrichment.

In the past several months, the program has enhanced its offerings by adding greater variety and depth in the courses offered, thus solidifying the relationship of the college with the community. The program is expanding its course offerings geared to the personal interests of individuals in the community with added emphasis on the development of courses and certificate programs for individuals in the work force who are seeking to broaden/enhance/update their skills in their current profession or explore professional development in new areas.

The program is currently undergoing the approval process to become an authorized provider of Continuing Education Units (CEUs) through the International Association of Continuing Education and Training. A few of the new professional development courses to be added in the fall include a series of Medical Billing courses, expanded offerings for individuals interested in obtaining their real estate license and Tax Preparer Certification classes. The program has also expanded its offerings for children and youth, with classes such as the Learning Adventures' series of reading and literacy classes, a wider range of recreational and physical fitness classes, as well as new music, art and literature classes.

The list of seminars and courses is on file in Office of Planning and Development and in the Office of Continuing Education.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 2, 2004

CONSENT AGENDA: PLANNING AND DEVELOPMENT

**RECOMMENDATION NO. 2**      **CONTRACTS AND CONSULTANTS**

*Requested Action: Approval*

2-A CONTINUING AND COMMUNITY EDUCATION PROGRAM, 2004-05 (continued)

- (3) Agreement with COLLETTE VACATIONS for coordinating tour packages for the Continuing and Community Education program. Collette Vacations will pay SMC 10 percent of the tour fare.

Comment: Collette Vacations conducts educational tours (both domestic and abroad). The programs will be included in the Continuing and Community Education schedule of classes.

Tours for 2004-05 include:

- Branson’s Magical Christmas Extravaganza: Christmas in the Ozarks
- Christmas in Mozart’s Musical Cities: Explore Salzburg, Vienna, Linz, and Prague
- Italian Vistas!: Savor the local flavor of Italy’s most popular cities
- Creole River Adventure

Started in 1918, Collette Vacations has the earned the distinction of being the oldest vacation tour operator in the United States. Under the leadership of the Sullivan family since 1962, Collette has seen its presence expand from that of a regional motor coach operator to a global vacation company that travels to all seven continents, with offices in four countries (Australia, United Kingdom, Canada and the U.S.). This expansion has allowed for travelers across the world to experience, the "Collette Difference."

California Community College Community Education Programs currently working with Collette Vacations:

- Ventura College
- El Camino Community College
- Rio Hondo College
- Long Beach City College
- Merced Community College
- Napa Valley Community College
- Modesto Community College

**BOARD OF TRUSTEES****ACTION**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

August 2, 2004

CONSENT AGENDA: PLANNING AND DEVELOPMENTRECOMMENDATION NO. 2CONTRACTS AND CONSULTANTS2-B WORKFORCE AND ECONOMIC DEVELOPMENT CONTRACTS**Title of Contract: Youth Assessment**

Contracting Agency: Mexican American Opportunity Foundation

Requested Funding: \$17,000

Matching Funding: N/A

Performance Period: 2004-2005

Summary: The Mexican American Opportunity Foundation (MAOF) will be contracting with Santa Monica College (SMC) to deliver assessment services to youth participants enrolled in their Los Angeles County Workforce Investment Board program. The college will assess 30 youth participants through the Los Angeles County Office at MAOF-designated locations to determine basic skill levels and career interests of program participants.

**Title of Contract: Computer Literacy and Job-Search Training**

Contracting Agency: New Directions, Inc.

Requested Funding: \$76,000

Matching Funding: N/A

Performance Period: 2004-2005

Summary: New Directions, Inc., a long-term drug and alcohol treatment center that provides food, shelter and rehabilitation services to homeless veterans, will be contracting with the Office of Workforce and Economic Development to deliver Computer Literacy and Job Search training services. Workshops will be customized to meet the special needs of their homeless veterans who will learn the basics in operating the computer as well as how to become prepared for entering the workforce. It is projected that 14 individuals will be trained at the New Directions facilities located adjacent to the VA Hospital in Los Angeles.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 2, 2004

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 3      CONTRACTS AND CONSULTANTS

*Requested Action: Ratification/Approval*

3-A WORK STUDY AGREEMENTS

Renewal of agreements with CSUN and UCLA for fiscal year 2004-2005 for placing work-study students at Santa Monica College under the following terms:

CSUN                      45% of the students' salary paid by SMC

UCLA                      50 percent + share of Workers Comp; Unemployment and Medicare; and 5 percent Administrative Fees paid by SMC

Funding Source:        2004-2005 Budget/Academic Affairs (District's share)

Comment:                This renewal agreement allows university work-study students to be placed at Santa Monica College. This program is valuable to SMC students because it provides the expertise of university students who have completed upper division courses in the subjects they tutor as well as first-hand experience of life at a four-year institution. The District pays the percentage of the students' wages as indicated. 10-12 tutors participate in this program working in English, Social Science, Math, Modern Language or Science fields.

3-B EMERITUS COLLEGE FACILITIES, FALL 2004

Approval of off-campus Emeritus College classes for the Fall 2004 semester, August 30 to December 18, 2004.

Funding Source:        2004-2005 District Budget/Emeritus College

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 2, 2004

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 3                      CONTRACTS AND CONSULTANTS (continued)

3-C PLANETARIUM GUEST LECTURE SERIES, SUMMER/FALL, 2004

David Lehman JIMO, the Next New Thing	July 30, 2004	\$120
Wally Pacholka Shooting the Night Sky	August 27, 2004	\$120
Luann Becker Déjà vu Extinctions	September 24, 2004	\$120
Albert Haldemann Spirit & Opportunity's Summer Vacation on Mars	October 29, 2004	\$120
Candy Hansen Huygens: Splashdown on Titan	November 19, 2004	\$120

Funding Source:            Fees will be cover by tickets sales.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 2, 2004

**CONSENT AGENDA: HUMAN RESOURCES**

**RECOMMENDATION NO. 4 ACADEMIC PERSONNEL**

*Requested Action: Ratification/Approval*

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

**EFFECTIVE DATE**

**ELECTIONS**

**ADMINISTRATIVE REORGANIZATION**

Donald Girard,

From: Director, Marketing

To: Executive Assistant to Superintendent (Acting)

07/01/2004

**ADJUNCT**

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

**RECOMMENDATION NO. 5**

*Requested Action: Approval*

**CLASSIFIED PERSONNEL**

**ESTABLISH/ABOLISH POSITIONS**

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

**EFFECTIVE DATE**

**ESTABLISH**

Department Secretary I, (1 position)  
Dual Enrollment, 12 mos, 40 hrs

08/05/2004

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 2, 2004

**CONSENT AGENDA: HUMAN RESOURCES**

**RECOMMENDATION NO. 6 CLASSIFIED PERSONNEL - REGULAR**

*Requested Action: Ratification/Approval*

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

**EFFECTIVE DATE**

**ELECTIONS**

**PROBATIONARY**

Diaz, Veronica, Accountant, Fiscal Services	08/16/04
Provencio, Angela, Financial Aid Customer Svc Clerk, Financial Aid	08/02/04
Quinteros, Yury, Accounting Specialist II, Fiscal Services	08/02/04

**VOLUNTARY REDUCTION IN HOURS/TEMPORARY**

Fritz, Judith A	08/01/04 - 12/31/04
Fr: Administrative Asst. III-Conf, Business/Administration, 12 mos, 40 hrs	
To: Administrative Asst. III-Conf, Business/Administration, 12 mos, 36 hrs	

**PERMANENT EMPLOYEE WITH LIMITED TERM SUMMER ASSIGNMENT**

Blom, Steve, Parking Security Officer, Campus Police	08/30/04 - 08/31/04
Burgueno, Michael, Parking Security Officer, Campus Police	08/30/04 - 08/31/04
Burrell, Wayne, Parking Security Officer, Campus Police	08/30/04 - 08/31/04
Cisneros, Edward, Parking Security Officer/NS-I, Campus Police	08/30/04 - 08/31/04
Dindial, Bharose, Parking Security Officer/NSI, Campus Police	08/30/04 - 08/31/04
Drewery, John, Parking Security Officer, Campus Police	08/30/04 - 08/31/04
Glaser, Raymond, Parking Security Officer/NS-I, Campus Police	08/30/04 - 08/31/04
Griffiths, Morris, Parking Security Officer/NS-I, Campus Police	08/30/04 - 08/31/04
Henry, Ashward, Parking Security Officer/NS-I, Campus Police	08/30/04 - 08/31/04
Hernandez, Linda, Parking Security Officer/NS-I, Campus Police	08/30/04 - 08/31/04
Kagan, William, Parking Security Officer/NS-I, Campus Police	08/30/04 - 08/31/04
McNeely, Herbert, Parking Security Officer, Campus Police	08/30/04 - 08/31/04
Miller, Benjamin, Parking Security Officer, Campus Police	08/30/04 - 08/31/04
Montes, John, Parking Security Officer/NS-I, Campus Police	08/30/04 - 08/31/04
Osterhout, Roy, Parking Security Officer/NS-I, Campus Police	08/30/04 - 08/31/04
Steele, Audrey, Parking Security Officer, Campus Police	08/30/04 - 08/31/04
Stemock, Mark, Parking Security Officer, Campus Police	08/30/04 - 08/31/04
Villegas, Idalia, Parking Security Officer, Campus Police	08/30/04 - 08/31/04
Williams, Joel, Parking Security Officer/NS-I, Campus Police	08/30/04 - 08/31/04

**LEAVE OF ABSENCE WITH PAY**

**MILITARY**

Carter, Thomas, Events Technician, Campus Events	07/11/04 - 07/25/04
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LEAVE OF ABSENCE WITHOUT PAY

PERSONAL

Exum, Ellen, Cash Receipts Clerk, Bookstore  
Kamin, Gerald, Instructional Asst-Math, Math

06/22/04 - 11/22/04  
08/30/04 - 12/21/04

SEPARATIONS

39 MONTH MEDICAL REEMPLOYMENT LIST

Harris, Albert, Custodian/NS-II, Operations  
Khorsandravan, Shahryar, Asst. Tutoring Coord.-Math/NS-I, Math

06/11/04  
06/24/04

RESIGNATION

Bender, Nancy, Department Secretary II, LRC  
Gonzales, Lori, Interpreter/Hearing Impaired, DSC

07/19/04  
07/22/04

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



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 2, 2004

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7 CLASSIFIED PERSONNEL – LIMITED DURATION

*Requested Action: Ratification/Approval*

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

Afaq, Syed, Bookstore Clerk/Cashier, Bookstore	07/01/04 - 12/31/04
Bartilet, Frank, Counseling Aide, Trio	06/14/04 - 06/30/04
Bartilet, Frank, Counseling Aide, Trio	07/01/04 - 12/22/04
Bonvenuto, Christopher, Accounting Manager Rest. Funds, FS	07/01/04 - 11/05/04
Box, Thomas, Instructional Assistant ESL, ESL	06/21/04 - 06/30/04
Box, Thomas, Instructional Assistant ESL, ESL	07/01/04 - 07/30/04
Box, Thomas, Instructional Assistant ESL, ESL	09/13/04 - 12/31/04
Emata, Myrna, Accompanist Dance, KDR	07/01/04 - 08/08/04
Emata, Myrna, Accompanist Dance, KDR	07/01/04 - 08/13/04
Emata, Myrna, Accompanist Voice, Music	05/24/04
Evenhuis, John, Instructional Assistant ESL, ESL	06/21/04 - 06/30/04
Evenhuis, John, Instructional Assistant ESL, ESL	07/01/04 - 07/30/04
Evenhuis, John, Instructional Assistant ESL, ESL	09/13/04 - 12/13/04
Foster, Grace, Accounting Specialist I, Fiscal Services	07/01/04 - 11/05/04
Gardner, Deanna, Bookstore Clerk/Cashier, Bookstore	07/01/04 - 12/31/04
Harris, Pheather, Counseling Aide, EOPs	07/01/04 - 12/31/04
Hedderich, Joe, Accompanist Dance, KDR	07/01/04 - 08/08/04
Hedderich, Joe, Accompanist Dance, KDR	07/01/04 - 08/13/04
Holliday, Angel, EOPs Program Specialist, EOPs	07/19/04 - 11/23/04
Jara, Ana, Counseling Aide, Trio	07/01/04 - 09/30/04
Juco, Edralin, Bookstore Clerk/Cashier, Bookstore	07/01/04 - 12/31/04
Morrison, Maureen, Vocational Tutoring Assistant I, Counseling	07/01/04 - 09/30/04
Nodi, Benedict, Bookstore Clerk/Cashier, Bookstore	07/01/04 - 12/31/04
Orcasita, Viviana, Counseling Aide, Matriculation	07/01/04 - 09/10/04
Pesantes, Eduardo, Bookstore Clerk/Cashier, Bookstore	07/01/04 - 12/31/04
Regello, Rosemary, Bookstore Clerk/Cashier, Bookstore	07/01/04 - 12/31/04
Santana, Jeanette, Instructional Assistant ESL, ESL	06/21/04 - 06/30/04
Santana, Jeanette, Instructional Assistant ESL, ESL	07/01/04 - 07/30/04
Soofer, Tovar, Counseling Aide, EOPs	07/01/04 - 12/31/04
Thomas, Clyde X., Personnel Analyst, Personnel Commission	07/01/04 - 09/30/04
Viramontes, Angel, Counseling Aide, Matriculation	07/01/04 - 09/10/04
Watkins, Deanna, Accompanist Dance, KDR	07/01/04 - 08/08/04
Watkins, Deanna, Accompanist Dance, KDR	07/01/04 - 08/13/04
Zepeda, Maria, Bookstore Clerk/Cashier, Bookstore	07/01/04 - 12/31/04

PROVISIONAL (Substitute)

Maiorano, Susan, Department Secretary II, Counseling	06/25/04 - 06/30/04
Maiorano, Susan, Department Secretary II, Counseling	07/01/04 - 07/30/04
Mosher, Judith, Instructional Assistant Math, Math	06/21/04 - 06/30/04
Mosher, Judith, Instructional Assistant Math, Math	07/01/04 - 07/30/04

LIMITED TERM

Abdulhafiz, Meymuna, Bookstore Clerk/Cashier, Bookstore	07/01/04 - 12/31/04
Abdulhamid, Ferid Y., Bookstore Clerk/Cashier, Bookstore	07/01/04 - 12/31/04
Baker, Stephen, Bookstore Clerk/Cashier, Bookstore	07/01/04 - 12/31/04
Barr, Laura, Accounting Specialist II, Bookstore	07/01/04 - 12/31/04
Baskin, Patricia, Bookstore Clerk/Cashier, Bookstore	07/01/04 - 12/31/04
Bertsch, Robin, Performance Activities Assistant, Campus Events	07/01/04 - 12/31/04
Biamonte, Christine, Sign Language Interpreter I, DSC	07/01/04 - 12/22/04
Boodparset, Sutida, Counseling Aide, EOPs	07/01/04 - 12/22/04
Buchanan, Melody, Bookstore Clerk Cashier, Station C	07/01/04 - 12/31/04
Cadena, Allison, Bookstore Clerk/Cashier, Bookstore	07/01/04 - 12/31/04
Cadena, Ruben, Bookstore Clerk Cashier, Station C	07/01/04 - 12/31/04
Cahya, Fransiska, Sign Language Interpreter III, DSC	07/01/04 - 12/22/04
Campagna, Victoria, Bookstore Clerk Cashier, Bookstore	07/01/04 - 12/31/04
Carter, Amber, Bookstore Clerk Cashier, Station C	07/01/04 - 12/31/04
Casillas, Ruth, Registration Information Clerk, A & R	07/01/04 - 12/31/04
Cason, Tracy, Bookstore Clerk/Cashier, Bookstore	07/01/04 - 12/31/04
Chappell, Jennifer, Registration Information Clerk, Financial Aid	07/01/04 - 12/31/04
Chase, Gerald, Registration Information Clerk, Station C	07/01/04 - 12/31/04
Check, Laura, Instructional Assistant ESL, ESL	06/21/04 - 06/30/04
Check, Laura, Instructional Assistant ESL, ESL	07/01/04 - 07/30/04
Check, Laura, Instructional Assistant ESL, ESL	09/13/04 - 12/13/04
Cole, Gina, Department Secretary II, Fiscal Services	07/01/04 - 09/30/04
Conley, Crystal, Registration Information Clerk, Matriculation	07/01/04 - 12/31/04
Cooper, Joyce, Accompanist Performance, Emeritus	07/01/04 - 07/31/04
Curry, Courtney, Performance Activities Assistant, Campus Events	07/01/04 - 12/31/04
D'ull, Deana, Library Assistant III, Library	07/01/04 - 12/21/04
Dacosta, Richard, Bookstore Clerk/Cashier, Bookstore	07/01/04 - 12/31/04
Damtew, Meron, Bookstore Clerk/Cashier, Bookstore	07/01/04 - 12/31/04
Daniel, Bethel, Bookstore Clerk/Cashier, Bookstore	07/01/04 - 12/31/04
Davis, Alisa, Sign Language Interpreter Trainee, DSC	07/01/04 - 12/22/04
Dawson, Rebecca, Bookstore Clerk Cashier, Station C	07/01/04 - 12/31/04
De Leon, Aroldo, Bookstore Clerk/Cashier, Bookstore	07/01/04 - 12/31/04
Devine, Robert, Bookstore Clerk/Cashier, Bookstore	07/01/04 - 12/31/04
Duvarado, Jan, Bookstore Clerk/Cashier, Bookstore	07/01/04 - 12/31/04
Enaiho, Patricia, Bookstore Clerk/Cashier, Bookstore	07/01/04 - 12/31/04
Espinoza, Lisa, Sign Language Interpreter I, DSC	07/01/04 - 12/22/04
Franco, Sandra, Registration Information Clerk, A & R	07/01/04 - 12/31/04
Frias, Laura, Bookstore Clerk/Cashier, Bookstore	07/01/04 - 12/31/04
Friha, Muhammed, Bookstore Clerk/Cashier, Bookstore	07/01/04 - 12/31/04
Garcia, Lucy, Bookstore Clerk/Cashier, Bookstore	07/01/04 - 12/31/04
Garcia, Renay, Registration Information Clerk, A & R	07/01/04 - 12/31/04
Gebremichael, Hermela, Bookstore Clerk/Cashier, Bookstore	07/01/04 - 12/31/04
Gerhold, Tom, Accompanist Performance, Emeritus	07/01/04 - 07/31/04
Gerhold, Tom, Accompanist Voice, Emeritus	07/01/04 - 07/31/04
Getachew, Bistrate, Bookstore Clerk/Cashier, Bookstore	07/01/04 - 12/31/04
Gonzalez, Anthony, Counseling Aide, EOPs	07/01/02 - 12/22/04
Gordon, Jeff, Counseling Aide, Counseling	06/21/04 - 06/30/04

LIMITED TERM (cont.'d)

Gordon, Jeff, Counseling Aide, Counseling	07/01/04 - 09/10/04
Grau, Donald, Bookstore Clerk/Cashier, Bookstore	07/01/04 - 12/31/04
Harge, Ronyee, Bookstore Clerk/Cashier, Bookstore	07/01/04 - 12/31/04
Harville, La Tanya, Bookstore Clerk/Cashier, Bookstore	07/01/04 - 12/31/04
Hassan, Fauzia, Bookstore Clerk/Cashier, Bookstore	07/01/04 - 12/31/04
Henninger, Denise, Sign Language Interpreter Trainee, DSC	07/01/04 - 12/22/04
Hermawan, Miguel, Bookstore Clerk/Cashier, Bookstore	07/01/04 - 12/31/04
Holliday, Angel, Counseling, EOPs	07/01/04 - 12/22/04
Holstein, Stephanie, Sign Language Interpreter Trainee, DSC	07/01/04 - 12/22/04
Iapicco, Ghislaine, Bookstore Clerk Cashier, Station C	07/01/04 - 12/31/04
Johnson, Andre, Bookstore Clerk/Cashier, Bookstore	07/01/04 - 12/31/04
Jones, Frances, Bookstore Clerk/Cashier, Bookstore	07/01/04 - 12/31/04
Jucha, Lisa, Sign Language Interpreter III, DSC	07/01/04 - 12/22/04
Kahn, Clarice, Bookstore Clerk/Cashier, Bookstore	07/01/04 - 12/31/04
Lange, Mary, Bookstore Clerk Cashier, Station C	07/01/04 - 12/31/04
Lattimer, Adreana, Bookstore Clerk/Cashier, Bookstore	07/01/04 - 12/31/04
Lemes, Blanche, Instructional Assistant ESL, ESL	06/21/04 - 06/30/04
Lemes, Blanche, Instructional Assistant ESL, ESL	07/01/04 - 07/30/04
Lemes, Blanche, Instructional Assistant ESL, ESL	09/13/04 - 12/13/04
Libman, Leonid, Bookstore Clerk/Cashier, Bookstore	07/01/04 - 12/31/04
Lopez, Waleska, Bookstore Clerk/Cashier, Bookstore	07/01/04 - 12/31/04
Luis, Larry, Bookstore Clerk/Cashier, Bookstore	07/01/04 - 12/31/04
Luthi, Christopher, Accompanist Performance, Theatre Arts	07/01/04 - 07/25/04
Maiorano, Susan, Counseling Aide, Counseling	07/01/04 - 12/31/04
Manhertz, Yvonne, Bookstore Clerk/Cashier, Bookstore	07/01/04 - 12/31/04
Matthews, Alexandre, Bookstore Clerk/Cashier, Bookstore	07/01/04 - 12/31/04
McIntosh, Bryan, Bookstore Clerk/Cashier, Bookstore	07/01/04 - 12/31/04
McMahon, Mandy, Registration Information Clerk, A & R	07/01/04 - 12/31/04
Mehary, Mehret, Bookstore Clerk/Cashier, Bookstore	07/01/04 - 12/31/04
Mendez, Kenia, Bookstore Clerk Cashier, Station C	07/01/04 - 12/31/04
Menjivar, Raul, Counseling Aide, EOPs	07/01/04 - 08/28/04
Merchant, Erin, Sign Language Interpreter I, DSC	07/01/04 - 12/22/04
Moges, Aster, Bookstore Clerk/Cashier, Bookstore	07/01/04 - 12/31/04
Murphy, Diane, Registration Information Clerk, Financial Aid	07/01/04 - 12/31/04
Nelli, Maria, Bookstore Clerk Cashier, Station C	07/01/04 - 12/31/04
Ngan, Kim, T., Accountant, Fiscal Services	07/01/04 - 10/29/04
Ostorga, Debbie, Counseling Aide, Student Life	07/01/04 - 12/22/04
Parks, Kenneth, Performance Activities Assistant, Campus Events	07/01/04 - 12/31/04
Perkins, Paul, Bookstore Clerk/Cashier, Bookstore	07/01/04 - 12/31/04
Ponder, Dana, Bookstore Clerk Cashier, Station C	07/01/04 - 12/31/04
Puyear, Billie, Sign Language Interpreter Trainee, DSC	07/01/04 - 12/22/04
Reed, Jeffrey, Accompanist Percussion, KDR	06/21/04 - 06/30/04
Reed, Jeffrey, Accompanist Percussion, KDR	07/01/04 - 08/08/04
Reed, Jeffrey, Accompanist Percussion, KDR	07/01/04 - 08/13/04
Remstein, Robert, Accompanist Voice, Emeritus	07/01/04 - 07/31/04
Reza, Jennifer, Registration Information Clerk, A & R	07/01/04 - 12/31/04
Rich, Elizabeth, Sign Language Interpreter II, DSC	07/01/04 - 12/22/04
Ricks, Keith, Performance Activities Assistant, Campus Events	07/01/04 - 12/31/04
Rubio, Mary, Registration Information Clerk, A & R	07/01/04 - 12/31/04
Saavedra, Janna, Sign Language Interpreter II, DSC	07/01/04 - 12/22/04
Sazonova, Yelena, Bookstore Clerk/Cashier, Bookstore	07/01/04 - 12/31/04
Scott, Devon, Sign Language Interpreter Trainee, DSC	07/01/04 - 12/22/04
Sexton, Bobby, Accompanist Dance, KDR	07/01/04 - 08/08/04

**LIMITED TERM** (cont.'d)

Sexton, Bobby, Accompanist Dance, KDR	07/01/04 - 08/13/04
Shasha, Rachel, Sign Language Interpreter Trainee, DSC	07/01/04 - 12/22/04
Smith, Carol, Sign Language Interpreter III, DSC	07/01/04 - 12/22/04
Sturgis, Denise, Registration Information Clerk, A & R	07/01/04 - 12/31/04
Sussman-Schecht, Dena, Sign Language Interpreter II, DSC	07/01/04 - 12/22/04
Tanji, Mona, Sign Language Interpreter II, DSC	07/01/04 - 12/22/04
Thielkingm Alan, Bookstore Clerk/Cashier, Bookstore	07/01/04 - 12/31/04
Tolosa, John, Registration Information Clerk, A & R	07/01/04 - 12/31/04
Toomey, Kathleen, Sign Language Interpreter II, DSC	07/01/04 - 12/22/04
Tseng, Roberta, Counseling Aide, Counseling	06/21/04 - 06/30/04
Tseng, Roberta, Counseling Aide, Counseling	07/01/04 - 09/10/04
Vento, Victor, Accompanist Voice, Guitar	07/01/04 - 07/31/04
Walden, Che'rie, Registration Information Clerk, A & R	05/15/04 - 06/30/04
Walden, Che'rie, Registration Information Clerk, A & R	07/01/04 - 12/31/04
Walters, Monique, Registration Information Clerk, A & R	07/01/04 - 12/31/04
Warnecke, Janet, Sign Language Interpreter Trainee, DSC	07/01/04 - 12/22/04
Washington, Mianca, Bookstore Clerk/Cashier, Bookstore	07/01/04 - 12/31/04
Weldemichael, Belanesh, Bookstore Clerk/Cashier, Bookstore	07/01/04 - 12/31/04
Young, Mary Ellen, Bookstore Clerk/Cashier, Bookstore	07/01/04 - 12/31/04

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 2, 2004

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 8 CLASSIFIED PERSONNEL - NON MERIT**

*Requested Action: Ratification/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

**STUDENT EMPLOYEES**

CalWORKS Student Assistant \$7.00/hr	5
College Student Assistant \$7.00/hr	176
College Work-Study Student Assistant \$7.00/hr	73

**SPECIAL SERVICES**

Art Model \$14.00/hr	65
Community Services Specialist II \$27.40/hr	52
Community Services Specialist II \$38.00/hr	20
Volunteer	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	August 2, 2004

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**

**RECOMMENDATION NO. 9 CONTRACTS AND CONSULTANTS**

*Requested Action: Ratification/Approval*

**9-A FISCAL SERVICES AND PAYROLL SYSTEMS CONSULTANTS**

Agreements for the period of August 1, 2004 through December 31, 2004:

- (1) Jale Falcon to act as a software liaison between the District and the Los Angeles County Office of Education (LACOE) regarding the LACOE PeopleSoft system. Fees for the services shall be \$5,425 per month plus reimbursement of actual and necessary expenses.
- (2) Vicente Lloyd Stutzman LLP to review and reconcile the Warrant Pass-Through Accounts; review payroll tax returns to determine if any tax liability exists; review procedures for vacation accrual cash payments and compensation for extra duty. Fees for the services not to exceed \$15,000 plus reimbursement of actual and necessary expenses.

Funding Source: 2004-2005 Fiscal Services Budget

Comment: Under the leadership of the Associate Vice President of Fiscal Services, the District is reviewing fiscal processes and procedures. These two agreements will facilitate that review.

Ms. Faulcon has considerable experience with the LACOE PeopleSoft system and will assist the District in better utilizing the system to meet the specific needs of the District, including the interfacing of PeopleSoft and ISIS.

Vicente Lloyd Stutzman has extensive experience in assessing payroll issues. Their services will assist the District in updating payroll procedures and better utilizing and coordinating the District's computer operating system and the LACOE PeopleSoft system.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 2, 2004

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**

**RECOMMENDATION NO. 9      CONTRACTS AND CONSULTANTS (continued)**

*Requested Action:      Approval/Renewal of the following annual contracts for the period of July 1, 2004 through June 30, 2005:*

**9-B      AGREEMENTS FOR KCRW**

	Provider	Service	Amount
1.	Patricia Halloran	Program services, guest host for various music programs	Varying rates, total not to exceed \$3,500
2.	Robert Michael "Mickey" Kaus	Program services, "Left, Right and Center; guest host "Politics of Culture" and special programs	\$100 per program, varying rates for special programs; total not to exceed \$6,800
3.	Jason Moskovitz	Promotional services for music projects	\$750 per month, varying rates for special projects; total not to exceed \$12,000
4.	Whole Stations Solutions	Listener demographics gathering and analysis	Total not to exceed \$25,000

Funding Source:      KCRW Donations

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

**9-C      AGREEMENTS FOR MARKETING**

	Provider	Service	Amount
1.	Randy Bellous Productions	Media services	Total not to exceed \$20,000
2.	Golden Cane Advertising	Advertising services	Total not to exceed \$45,600
3.	Will Lewis Associates	Advertising services	Total not to exceed \$45,000
4.	Cherri Senders dba Senders Communications Group	Editorial & production services	Total not to exceed \$42,000

Funding Source:      2004-2005 Marketing Budget

Comment:      These services will assist the District in the production of class schedules and other student recruitment.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 2, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 10**  
*Requested Action: Approval*

**ANNUAL DELEGATION OF ADMINISTRATIVE  
AUTHORITY TO PROCESS ROUTINE BUDGET  
REVISIONS, ADJUSTMENTS, AND TRANSFERS**

The Santa Monica Community College District Board of Trustees authorizes Piedad F. Robertson, Superintendent/President, or Thomas J. Donner, Executive Vice President, Business & Administration as her designee, to make such routine budget revisions, adjustments, and transfers as necessary for the payment of District obligations and to effect technical adjustments of the board-adopted budget during the 2004-2005 fiscal year, in accordance with the provisions of this resolution.

This resolution is adopted for the purpose of expediting the processing of routine budget revisions, adjustments, and transfers, and shall remain in effect for a period of one year, from July 1, 2004 to June 30, 2005 and is subject to annual review and renewal by duly adopted resolution of the Board of Trustees of the Santa Monica Community College District.

The amount of any individual routine budget revision, adjustment, or transfer shall not exceed \$50,000. The total amount of routine budget revisions, adjustments, and transfers at any one time may not exceed \$250,000.

This resolution shall be limited to the administrative approval and processing of routine budget revisions, adjustments, transfers, within or between account objects of expenditures, transfers and revenues.

This resolution shall not permit the administrative processing of non-routine budget revisions, adjustments, and transfers which increase or decrease revenues and other financing sources and uses, along with the corresponding revisions in expenditures; shall not permit budget revisions, adjustments, and transfers which reduce or increase the fund balance of any related; shall not permit transfers between funds; or shall not permit transactions exceeding \$250,000. Such non-routine budget revisions, adjustments and transfers must continue to be presented to the Board of Trustees for approval prior to processing and submission to the Los Angeles County Office of Education for further review, approval and processing.

A summary report of budget revisions, adjustments, and transfers approved and process by the Superintendent or designee in accordance with this resolution, listed by major objects and funds, transaction numbers, dates, and amounts shall be submitted to the Board of Trustees for adoption/ratification not less than three times annually (by October 31, January 31, and June 30) with the District's First Interim, Second Interim, and in conjunction with the annual close of the District's financial records and Unaudited Actual Reports.

All budget adjustments and transfers must be made in accordance with the provision of the Education Code Section 84030; Sections 58307 and 59011 of Title 5 of the California Code of Regulations; and Chapters 2 through 5 of the California Community Colleges Budget and Accounting Manual and processed using the appropriate forms and documentation as provided by the County Office, and in compliance with applicable District guidelines.

This resolution by the Board of Trustees and written authorization by the persons herein designated may be used by the Los Angeles County Office of Education to permit budget revisions, adjustments, and transfers in accordance with the foregoing guidelines.



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 2, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 11**            **FACILITIES**

*Requested Action: Approval*

11-A AGREEMENT FOR ARCHITECTURAL SERVICES – DRESCHER HALL FIRST FLOOR RENOVATION

Agreement with AHT ARCHITECTS for architectural services associated with the Renovation of Drescher Hall, First Floor project for an amount not to exceed \$30,000 plus reimbursable expenses.

Funding Source:        District Capital Funds/ Measure U

Comment:        This agreement provides for programming and planning services for renovation of the first floor of Drescher Hall to accommodate the Photography and Fashion programs plus the renovation of restrooms and beautification of the Pico side of campus through Measure U. If the District approves the preliminary plans, an amendment for additional fees for the construction drawings and construction administration will be brought to the Board for approval.

11-B CHANGE ORDER NO. 1 – DEMOLITION AT BUNDY CAMPUS

Change Order No. 1 – Tri Span, Inc. on the Demolition at Bundy Campus project.

Original Contract Amount	\$1,087,000
Change Order No. 1	<u>19,936</u>
Revised Contract Amount	\$1,106,936

Funding Source:        Measure U

Comment:        Change Order No. 1 provides for removal of unforeseen asphalt paving discovered under existing concrete slabs, and removal of unforeseen hazardous materials including transite pipe and a stucco wall containing asbestos.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 2, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

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

11-C REVISED BASE AGREEMENT FOR ARCHITECTURAL SERVICES – RENOVATION OF WEST BUILDING, BUNDY CAMPUS

Revised agreement with tBP ARCHITECTS for architectural and engineering services to have a base fee of 10% of construction costs based on the cost estimate of \$12,075,505 instead of the awarded low bid of \$14,985,000.

Funding Source:      Measure U

Comment:      tBP Architects recognizes that the runaway cost of construction was not included as a factor in determining their fees and accepts the District’s request to revise the agreement. This will provide a savings to the District and release funds to the architect.

11-D ADDITIONAL ARCHITECTURAL SERVICES – RENOVATION OF WEST BUILDING, BUNDY CAMPUS

Additional services under the agreement with tBP ARCHITECTS for architectural and engineering services related to site improvements and furniture coordination for the Renovation of West Building, Bundy Campus project. Additional fee not to exceed \$360,000 plus reimbursable expenses.

Funding Source:      Measure U

Comment:      The additional site improvement services provide for the completion of site improvements for the Bundy Campus including fencing on the Airport side, disabled access ramps from the bus stop at Bundy, parking and an entry driveway to Airport Avenue.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 2, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 12**                      **COMMERCIAL WARRANT REGISTER**

*Requested Action: Approval*

June 1 – June 30, 2004    1127 - 1169    \$5,319,689.09

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

**RECOMMENDATION NO. 13**                      **PAYROLL WARRANT REGISTER**

*Requested Action: Approval*

June 1 – June 30, 2004    C1K – C2KL    \$6,222,769.59

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

**RECOMMENDATION NO. 14**                      **AUXILIARY PAYMENTS AND PURCHASE ORDERS**

*Requested Action: Approval*

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

	Payments	Purchase Orders
June 1 – June 30, 2004	\$932,433	\$8,625

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

**RECOMMENDATION NO. 15**                      **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.

June 1 – June 30, 2004    D001235 – D001733    \$248,516.40



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 2, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 16**      **PURCHASING** (continued)

**16-C DECLARATION AND DONATION OF SURPLUS EQUIPMENT**

Declare as surplus the following computer equipment and authorize the District to donate the equipment to the designated organization:

- (1) 24 Mackintosh computers, monitors, keyboards and mice to be donated to the Santa Monica-Malibu Education Foundation

Comment: The Santa Monica-Malibu Education Foundation is a non-profit foundation created in 1982 to improve the quality of education in public schools in Santa Monica and Malibu. The Foundation will facilitate the refurbishing of the computers to be given to financial disadvantaged students.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 2, 2004

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 17

RESOLUTION FOR THE ORDER OF BOND ELECTION  
UNDER SECTIONS 15100 AND 15120 OF THE  
EDUCATION CODE AND SPECIFICATIONS OF THE  
ELECTION ORDER

WHEREAS, the Board of Trustees (the "Board") of the Santa Monica Community College District (the "District"), within the County of Los Angeles, California (the "County"), is authorized to order elections within the District for the purpose of considering, *inter alia*, bond measures to meet the capital improvement needs of the District, pursuant to the Constitution of the State of California (the "State") and Sections 5304 and 5322 of the Education Code of the State (the "Education Code"); and

WHEREAS, Section 15100 *et seq.* of the Education Code provides for the specifications of the order calling a bond election; and

WHEREAS, Section 18 of Article XVI and Section 1 of Article XIII A of the Constitution of the State and Section 15266 *et seq.* of the Education Code (collectively, "Prop 39") provide for a methodology by which the District may issue its general obligation bonds and cause the County to levy an *ad valorem* property tax to pay debt service on said bonds, all pursuant to a favorable vote of 55% or more of those voting on the bond measure; and

WHEREAS, this Board has determined it to be in the best interests of the District to call such an election under Prop 39, as further described herein; and

WHEREAS, this Board has determined that the general statewide election to be conducted on November 2, 2004 (the "Election Date") meets the consolidation requirements of Prop 39; and

WHEREAS, the Board wishes to specify the manner in which the District shall call a bond election on the Election Date and to demonstrate compliance with related requirements of the Constitution, the Education Code and the Elections Code of the State;

NOW, THEREFORE, be it hereby resolved, determined and ordered by the Board of Trustees of the Santa Monica Community College District as follows:

Section 1. Recitals. All of the foregoing recitals are true.

Section 2. Determination to Proceed under Prop 39. The provisions of Prop 39 shall control the administration of the election to consider the bond proposition of the District (the "Bond Proposition"), such that a favorable vote of no less than 55% of the qualified voters voting at the election shall constitute approval thereof, and the Board of Trustees of the District (the "Board") hereby declares its intention to meet the pertinent requirements of Prop 39.

Section 3. Bond Proposition. This Board does hereby order and request that the Registrar-Recorder of the County of Los Angeles (herein called the "Registrar") call an election (in the performance of her duties and in the exercise of her power, alone, or with the assistance of the Clerk of the County Board of Supervisors (the "County Clerk")) to consider the following proposition entitled the "Santa Monica College Safety and Modernization Act," on November 2, 2004 (the "Bond Election"), which constitutes the election order prescribed under Education Code Section 15122 and Elections Code 13247:

"Shall Santa Monica Community College District increase educational opportunities and raise student achievement; replace or repair deteriorating buildings; construct and equip laboratories, childcare centers and learning resources; meet new needs in emerging technologies; achieve energy savings; improve or acquire real property for fields and instructional use; improve access and availability; reduce costs through partnerships; and complete earthquake repairs by issuing, at interest rates within legal limits, \$175 million in bonds with citizens' oversight and annual performance and financial audits?"

The Registrar is hereby requested to reprint the foregoing Bond Measure in its entirety in the voter information pamphlet to be distributed to voters pursuant to Section 13307 of the Elections Code. Pursuant to Section 18, Article XVI and Section 1, Article XIII A of the Constitution of the State, the foregoing Bond Measure shall become effective upon the favorable vote of no less than 55% of those qualified voters voting on the proposition.

Section 4. Consolidation of Bond Election; Services of County. Pursuant to Section 1258 of the Education Code, the Superintendent/President of the District is hereby authorized to contract with the Registrar, who is hereby requested and authorized to perform such duties as may be required by law, necessary or useful, or customary and appropriate in the conduct of said Bond Election, including the consolidation of the Bond Election with the general election within the territory of the District being conducted on the Election Date.

The precincts, polling places for said precincts in the County, and persons appointed and designated to serve as election officers for said Bond Election will be those determined, designated, and appointed pursuant to state law by the Registrar of Voters. The County is hereby requested to tally and canvass the returns of the election, in accordance with Section 10411 of the Elections Code. The District agrees to reimburse the County for all services related to the Bond Election, such services to include the publication of the Formal Notice and a Tax Rate Statement (described in Section 9401 of the Elections Code) pursuant to the terms of 5363 of the Education Code and Section 12112 of the Elections Code.

Section 5. Approval of Project List; Accountability Safeguards. The District has heretofore caused to be prepared a master facilities plan (the "Master Plan") to evaluate and address capital improvement needs of the District that may be met through the issuance of the Bonds. From the Master Plan, certain projects (the "Projects") have been selected and identified on Exhibit A hereto, which is incorporated herein by this reference, and are hereby certified by this Board as the Project List (the "Project List") for funding, either in whole or in part, with the proceeds of the Bonds. This certification of the Project List shall not be interpreted by and does not constitute an official approval of any listed project for CEQA or other purposes, but only as a statement of present intention of this Board. Furthermore, the listing of a capital improvement on the Project List does not imply any particular prioritization among such improvements, which remains the province of the Board by subsequent action. Notwithstanding the foregoing, only

those acquisitions and other capital improvements included on the Project List may be funded, in whole or in part, with the proceeds of the Bonds. The costs of particular Project components included in the Master Plan and which form the basis for the Project List are estimates only and not final cost statements. Additional moneys may be obtained for listed Projects, in supplementation of the Bond proceeds, from any lawful source of moneys.

The Board hereby confirms that it has, in the development of the Project List appended hereto, evaluated and taken into consideration safety, class size reduction and information technology needs.

Pursuant to Section 15278 *et seq.* of the Education Code, within 60 days following the certification by this Board of the official results of the Bond Election by the County, this Board is required to appoint a Citizens Oversight Committee (the "Committee") to insure the District's compliance with the foregoing restrictions and to perform the duties established under the Education Code for such committees. If and when the official results of the Bond Election are certified by this Board to the effect that more than 55% of the qualified voters at the Bond Election voted to approve the Bond Proposition, then this Board shall hereby appoint the existing Citizen's Oversight Committee for the District's General Obligation Bonds, Election of 2002, to serve as the Committee without any further action necessary. To assist the Committee in its statutory obligations, the District shall cause to be conducted an annual independent performance audit and an annual independent financial audit on the expenditure of Bond proceeds; the audits shall be performed under contract with appropriate persons or firms as shall be subsequently brought for approval before this Board. The financial audit may be consolidated with the annual audit of the District's financial statement and may be performed by the same accounting firm, without further approval by this Board.

The results of the annual audits performed hereunder shall be reported to the Board and to the Committee at least annually, and more often, if the Board shall so direct.

Section 6. No Administrators' or Professors' Salaries to Be Paid from Bond Proceeds. In accordance with Prop 39, the Board hereby confirms that no administrators' or professors' salaries shall be paid or reimbursed, in whole or in part, from Bond proceeds, nor shall such proceeds be used to pay any other operating expenses of the District. Notwithstanding the foregoing, costs of administering the Bond Election and costs of issuance of the Bonds shall be lawful charges against Bond proceeds.

Section 7. Other Terms of the Bonds. Terms of each series of Bonds issued following the Bond Election shall be established at the time of sale thereof, based on then-prevailing market conditions. The Bonds shall bear or accrete interest at rates not to exceed the legal maximum, presently being 12% per annum, and shall mature and be paid at various dates no later than 40 years following their date of issuance. The Bonds may be sold at a premium or discount consistent with law and shall be sold pursuant to negotiated sale.

Section 8. Delivery of Order of Election. The Clerk of this Board of Trustees of the District is hereby directed to deliver, no later than Friday, August 6, 2004, which is a date no less than 88 days prior to the date of the Bond Election, one certified copy of this Resolution to the Registrar, together with the Tax Rate Statement to be prepared by the District's Underwriter (appointed below) and executed by the Superintendent/President of the District, and shall file a certified copy hereof with the Clerk of the Board of Supervisors of the County.



Section 9. Ballot Arguments. The members of the Board, or any one member or group thereof, are hereby authorized, but not directed, to file a formal Argument in Favor of the Bond Measure given above, with the Registrar within the time limits established for such arguments by the Registrar.

Section 10. Retention of Consultants. The District hereby confirms the hiring of consultants to provide for special services in connection with the proposed issue(s) of Bonds which may be authorized at the Election, to wit, the investment banking firm of RBC Dain Rauscher Inc., as Underwriter to the District (the "Underwriter"), and the law firm of Fulbright & Jaworski L.L.P, as Bond Counsel to the District ("Bond Counsel"), upon conditions as may be set forth in fee agreements heretofore negotiated and executed on behalf of the District by the Superintendent/President. Payments of the fees and expenses of the Underwriter and Bond Counsel shall be paid from the proceeds of the Bonds of the District which may be authorized following a successful Bond Election, and not otherwise, unless this Board shall take further action.

Section 11. Reimbursement of Qualified Project Expenditures. The Board presently intends and reasonably expects to have tax-exempt obligations (the "Obligations") issued on its behalf within 18 months of the date of the expenditure of moneys on the Projects outlined in the foregoing Bond Measure or the date upon which a Project is placed in service or abandoned, whichever is later (but in no event more than 3 years after the date the original expenditure of such moneys is paid), and to allocate an amount not to exceed \$10,000,000 of the proceeds thereof to the reimbursable expenditures in connection with the Project, as may be qualified under the provisions of Section 1.150-2 of the Treasury Regulations of the Internal Revenue Service (the "Reimbursable Expenditures"). All of the Reimbursable Expenditures covered by this Resolution were paid not earlier than 60 days prior to the date of this Resolution. The Board intends to allocate within 30 days after the date of issue of the Obligations the proceeds therefrom to reimburse the District for the Reimbursable Expenditures. With respect to the proceeds of the Obligations allocated to reimburse the District for prior expenditures, the Board hereby covenants not to employ an abusive device under Treasury Regulation Section 1.148-10, including using within one year of the reimbursement allocation, the funds corresponding to the proceeds of the Obligations in a manner that results in the creation of replacement proceeds, as defined in Treasury Regulation Section 1.148-1, of the Obligations or another issuer of tax-exempt obligations.

The above provision is made solely for the purpose of establishing compliance with the requirements of said Section 1.150-2 of the Treasury Regulations. This provision does not bind the District or the Board to make any expenditure, incur any indebtedness, or proceed with the financing, acquisition or construction of the Project.

Section 12. Ratification. All actions heretofore taken by the officers, or their respective designees, employees and agents of the Board and the District in connection with the financing of the Project are hereby ratified and confirmed. The officers and their designees, the employees and agents of the Board and the District are hereby authorized to take any and all actions in connection with the financing of the Project and as may be necessary and consistent with the purposes of this Resolution.

Section 13. Authorization of Further Acts. The members of this Board, the Superintendent/President, any assistant thereto, and all other staff or officers of the District are hereby authorized and directed, individually and collectively, to do any and all things necessary or advisable in order to effectuate the purposes of this Resolution.

Section 14. Effective Date. This Resolution shall take effect immediately upon its adoption by 2/3 of the members of the Board.

## EXHIBIT "A"

### PROJECT LIST

All \$175 million of Bond proceeds will be spent in the Cities of Santa Monica and Malibu or at sites that share a boundary and are contiguous with the Cities of Santa Monica or Malibu.

None of the Bond proceeds can be taken away by the State of California.

All projects funded by bond proceeds will be available for authorized educational and public uses.

The District intends to make the most efficient use of Bond proceeds available as a result of this authorization by, among other things, entering into partnership agreements of various sorts with other public agencies whenever feasible ("Cooperative Agreements"). These public agencies would be expected to contribute real property, planning, site preparation, easements, management or other assets to some of the below-listed Projects that will give taxpayers more for their money. The District has identified a minimum of \$100 million of Bond proceeds proposed to be dedicated to capital projects to be done under Cooperative Agreements.

This amount includes no less than \$75 million of Bond proceeds proposed to be dedicated for capital Projects to be done under Cooperative Agreements within or adjacent to the city limits of the City of Santa Monica. The District intends to make the most efficient use of Bond proceeds by other means if a partnership agreement for a listed Project is not feasible, in order to assure the District's ability to achieve the educational and public benefits of this Bond Measure.

This amount also includes no less than \$25 million of Bond proceeds to be dedicated for capital Projects to be done under Cooperative Agreements within or adjacent to the city limits of the City of Malibu.

The Project List proposed for financing in whole or in part with the proceeds of the District's general obligation bonds includes the following capital Projects at any or all District facilities: development and implementation of facilities master plans and related requirements such as environmental impact reports and soils testing; demolition of temporary and/or obsolete facilities; installation and/or upgrading of emergency lighting, fire alarm, and security systems; roadways, walkways, grounds, parking lots and garages, and entrance improvements; signage for safety and public information; modernization and/or construction of new restrooms; financing/refinancing of real property acquisition and improvements; acquiring related furnishings and equipment for all modernization, renovation, improvement, and/or new construction Project components; the relocation and/or acquisition of temporary facilities during the modernization, renovation, improvement and/or new construction of Project components as necessary to maintain educational programs in operation during construction; acquiring and/or refinancing real property for future classroom, student service, child care and/or other uses; and acquiring land including but not limited to contiguous parcels, making site improvements, building infrastructure and/or constructing additional facilities thereon, for the purpose of expanding instructional programs to meet future educational demands of District students.

Specific Projects include:

- Site acquisition and improvements in the District for field space, especially women's soccer, in order to make available a complete offering of District-provided programs in Health, Fitness, and Physical Education.
- Site acquisition and improvements in Malibu for instructional facility and field space.
- Retrofit existing District fields or other fields available to the District for year-round usage.

- Replacement or renovation of Health, Fitness, and Physical Education Building.
- Improvements to provide instructional facilities for Natural History, Natural Geography and Marine Biology programs to be offered by the District at sites which are at or adjacent to the coastline.
- Improvements to provide instructional resources in Life Sciences and, if feasible, an Arboretum.
- Improvements to provide childcare and an Early Childhood Development lab facility.
- Construction of a new Children’s Outdoor Fitness Park adjacent to the District’s existing track and stadium as a teaching resource for the College’s Early Childhood Development and Education programs.
- Replacement of earthquake-destroyed tennis courts.
- New Music and Performing Arts Complex to support new University of California admission requirements.
- Upgrades to existing and future District facilities, including Projects done under Cooperative Agreements, for energy efficiency and to meet modern sustainability practices.
- New Career Opportunity Center to support programs in emerging technologies and to compete for State and Federal grants.
- Acquisition of energy-efficient shuttle busses, construction of improvements to shuttle stops and park-and-ride facilities in order to reduce student traffic adjacent to various educational campuses operated by the District.
- Satellite campus parking facilities and roadway improvements.

**Accountability to Community**

All bond expenditures are subject to review by a Citizens Oversight Committee which reports to the public, as provided in Education Code Section 15278 *et seq.*

Bond Proceeds will not be used to purchase residential property.

The District will not unilaterally override City of Santa Monica land use authority for off-campus field space Projects done under the Cooperative Agreements within the city limits of the City of Santa Monica.

The District will involve faculty, staff, and students in curriculum development throughout the life of the bond measure program.

The District will conduct a neighborhood assessment of need as part of the program design of the Career Opportunity Center Project.

The District will conduct a comprehensive assessment of program need prior to making improvements in Malibu for an instructional facility and field space.

The District will provide an opportunity for input from community and neighborhood residents during the development of Projects to be funded by this bond measure.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	August 2, 2004

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 18

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SANTA MONICA COMMUNITY COLLEGE DISTRICT EXPRESSING ITS INTENTION TO DEVELOP COOPERATIVE AGREEMENTS WITH THE CITY OF MALIBU ON THE EXPENDITURE OF GENERAL OBLIGATION BOND PROCEEDS**

WHEREAS, the Santa Monica Community College District (the "District"), by action of its Board of Trustees (the "Board") taken immediately prior to the consideration of this Resolution has called for an election on November 2, 2004 (the "Election") among its qualified voters for the authorization for issuance of up to \$175 million in general obligation bonds (the "Bonds"); and

WHEREAS, the Project List approved in conjunction with the call for the Election contemplates that the District will work jointly with the City of Malibu to meet the educational needs of the residents of the City who may wish to use facilities of the District (collectively, the "Malibu Partnership Projects"); and

WHEREAS, proceeds of the Bonds in the amount of \$25 million have been identified for use on Malibu Partnership Projects; and

WHEREAS, the Board now wishes to express its intentions as to the nature of the Malibu Partnership Projects and its relationship with the City of Malibu;

NOW, THEREFORE, the Board of Trustees of the Santa Monica Community College District does hereby resolve and determine as follows:

Section 1. Recitals. The foregoing recitals are true and correct.

Section 2. District Goals for Malibu Partnership Projects. The development of the Malibu Partnership Projects without the participation of the City of Malibu would prevent the efficient expenditure of Bond proceeds on needed educational facilities for the District to be located within city limits. It is the intention of this Board, on behalf of the District, to create a framework within which the City of Malibu may meet its environmental concerns for any District project, satisfy certain community interests and still satisfy unmet educational needs of residents. The District confirms that it has identified no less than \$25 million of Bond proceeds, if approved by the voters at the Election, for the Malibu Partnership Projects and announces its intention to work with City staff and elected officials to identify appropriate properties and agree upon project parameters prior to the expenditure thereof.

Section 3. Staff Direction re Continued Liaison with City of Malibu. The staff of the District, and in particular, the Superintendent/President and the Executive Vice President, Business and Operations, are directed to continue their discussions with representatives of the City of Malibu, with the goal of agreeing upon a partnership structure under which the District and the City of Malibu can work together to construct, improve and equip the Malibu Partnership Projects. In this regard, staff may employ and use real estate counsel, Bond Counsel and other consultants, as necessary or advisable, in order to document a partnership framework between the two public agencies. The efforts of District staff in this direction prior to the date of this Resolution are hereby ratified and confirmed by the Board.

Section 4. Board Consideration of Final Documentation. Following preparation and agreement in concept between the staffs of the District and the City of Malibu, District staff is directed to bring an agreement to this Board for consideration and approval, in such form as they may deem appropriate, whether as a memorandum of understanding, a letter agreement, an agreement to form a joint exercise of powers authority, or otherwise. It is the intention of this Board to consider such a document on a date prior to the conduct of the Election.

Section 5. Effective Date. This Resolution shall take effect immediately upon its adoption.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	August 2, 2004

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 19**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SANTA MONICA COMMUNITY COLLEGE DISTRICT EXPRESSING ITS INTENTION TO DEVELOP COOPERATIVE AGREEMENTS WITH THE CITY OF SANTA MONICA AND, IF NECESSARY, TO DEVELOP COOPERATIVE AGREEMENTS WITH OTHER PUBLIC AGENCIES ON THE EXPENDITURE OF GENERAL OBLIGATION BOND PROCEEDS**

WHEREAS, the Santa Monica Community College District (the "District"), by action of its Board of Trustees (the "Board") taken immediately prior to the consideration of this Resolution has called for an election on November 2, 2004 (the "Election") among its qualified voters for the authorization for issuance of up to \$175 million in general obligation bonds (the "Bonds"); and

WHEREAS, the Project List approved in conjunction with the call for the Election contemplates that the District will work jointly with other public agencies, including in particular the City of Santa Monica (the "City"), to meet the educational needs of the residents of the City who may wish to use facilities of the District (collectively, the "Santa Monica Partnership Projects"); and

WHEREAS, proceeds of the Bonds in the amount of \$75 million have been identified for potential use on Santa Monica Partnership Projects; and

WHEREAS, the City has identified five proposed projects listed on the District's Project List prepared for the purposes of the Election (the "Project List") as comprising possible Santa Monica Partnership Projects, and the City Council of the City of Santa Monica, by unanimous vote, has directed its staff to further explore partnership arrangements with the District for that purpose; and

WHEREAS, the Board now wishes to express its intentions as to the nature of the Santa Monica Partnership Projects and its relationship with the City of Santa Monica; and

WHEREAS, the Board now also wishes to express its intentions to, if necessary, develop cooperative agreements with other public agencies in connection with the Santa Monica Partnership Projects and/or other projects listed on the Project List;

NOW, THEREFORE, the Board of Trustees of the Santa Monica Community College District does hereby resolve and determine as follows:

Section 1. Recitals. The foregoing recitals are true and correct.

Section 2. District Goals for Santa Monica Partnership Projects. The development of the Santa Monica Partnership Projects without the participation of the City of Santa Monica and/or the participation of other public agencies could prevent the efficient expenditure of Bond proceeds on needed educational facilities for the District to be located within or immediately adjacent to the City limits. It is the intention of this Board, on behalf of the District, to create a framework within which the City of Santa Monica may meet its environmental concerns for any District project developed as a Santa Monica Partnership Project, satisfy certain community interests and still satisfy unmet educational needs of residents.

The District confirms that it has identified no less than \$75 million of Bond proceeds, if approved by the voters at the Election, to be applied to the Santa Monica Partnership Projects and announces its intention to work with City staff and elected officials to identify appropriate properties and agree upon project parameters prior to the expenditure thereof. The District also intends to identify and intends to explore working with other public agencies in an effort to ensure completion of the Santa Monica Partnership Projects.

In the event any partnership agreement for a Project listed in the Project List proves not to be feasible, the District intends to make the most efficient use of Bond proceeds by other means in an effort to assure the District's ability to achieve the authorized purposes of the bond measure being presented at the Election.

Section 3. Staff Direction re Continued Liaison with City of Santa Monica. The staff of the District, and in particular, the Superintendent/President and the Executive Vice President, Business and Operations, are directed to continue their discussions with representatives of the City of Santa Monica, with the goal of agreeing upon a partnership structure under which the District and the City of Santa Monica can work together to construct, improve and equip any or all of the Santa Monica Partnership Projects. In this regard, staff may employ and use real estate counsel, Bond Counsel and other consultants, as necessary or advisable, in order to document a partnership framework between the two public agencies. The efforts of District staff in this direction prior to the date of this Resolution are hereby ratified and confirmed by the Board.

Section 4. Board Consideration of Final Documentation. Following preparation and agreement in concept between the staffs of the District and the City of Santa Monica, District staff is directed to bring an agreement to this Board for consideration and approval, in such form as they may deem appropriate, whether as a memorandum of understanding, a letter agreement, an agreement to form a joint exercise of powers authority, or otherwise. It is the intention of this Board to consider such a document on a date prior to the conduct of the Election.

Section 5. Effective Date. This Resolution shall take effect immediately upon its adoption.

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

<b>BOARD OF TRUSTEES</b>	<b>ADJOURNMENT</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 2, 2004

ADJOURNMENT

The meeting will be adjourned in memory of **Jim Girard**, brother of Donald Girard, SMC's Director of Marketing.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Wednesday**, September 8, 2004 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.