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**SANTA MONICA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**REGULAR MEETING  
MONDAY, JANUARY 12, 2004**

**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*

**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, January 12, 2004.

5:30 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).

	<u>Page No.</u>
<b>I. ORGANIZATIONAL FUNCTIONS</b>	
A Call to Order	1
B Roll Call	
<b>II. CLOSED SESSION</b> ( <i>Scheduled for 5:30 p.m.</i> )	
• Collective Bargaining, pursuant to Government Code Section 54957.6	
• Public Employee: Employment, Discipline, Dismissal, Release pursuant to Government Code Section 54957	
<b>III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS</b> ( <i>Continued</i> )	
C Pledge of Allegiance	
#1 Approval of Minutes: December 1, 2003 (Regular meeting)	
<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. <u>CONSENT AGENDA</u></b>	
<i>All items considered in one motion unless pulled for discussion later in the meeting</i>	
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B Contracts for Professional Development Institute (PDI)	6
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**XII. ADJOURNMENT:** The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, February 2, 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.

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

SANTA MONICA COMMUNITY COLLEGE DISTRICT

January 12, 2004

**I. ORGANIZATIONAL FUNCTIONS**A. CALL TO ORDER – 5:30 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  
Melvon George, 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**C. PLEDGE OF ALLEGIANCE – Robert Adams**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:

December 1, 2003 (Regular Meeting)

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 12, 2004

**CONSENT AGENDA**

It is recommended that the Board of Trustees take the action requested on Consent Agenda Recommendations #2-#20.

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	January 12, 2004

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 2

ACCEPTANCE OF GRANTS

*Requested Action: Acceptance*

**Title of Grant:**           **Teacher Training and Reading Development Partnerships (TRDP)**

**Granting Agency:**      Chancellor’s Office, California Community Colleges

**Requested Funding:**   \$42,000 (fourth year of a five year grant)

**Matching Funds:**       N/A

**Performance Period:**   January 2, 2004 – June 30, 2004

**Projected Goal:**        Provide Education 1 to students participating in teacher preparation classes, workshops, focused counseling, and club activities.

**Summary:**                TRDP program data and services provided during the past academic year:

- 855 college students participated in teacher preparation classes, workshops, focused counseling, and club activities
- 150 local elementary students received tutoring in reading by SMC/TRDP trained tutors
- 301 students completed in one or more teacher prep courses:
  - ENGL 93: Tutoring Elementary Students in Reading;
  - ENGL 94: Fieldwork, Tutoring Elementary Students in Reading;
  - MATH 41: Mathematics for Elementary School Teachers
- 40 high school students participated in TRDP ENGL 93 as dual enrollment course and tutored at a local elementary school

Funding for this program was reduced from \$250,000 in 2002-2003 to \$42,000 in this current budget year due to state budget cuts.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 12, 2004

CONSENT AGENDA: PLANNING AND DEVELOPMENT

**RECOMMENDATION NO. 2**                      **ACCEPTANCE OF GRANTS** *(continued)*

**Title of Grant:**                      **Online Delivery of Nursing Courses**

**Granting Agency:**                      The Sloan Foundation

**Requested Funding:**                      \$45,000

**Matching Funds:**                      N/A

**Performance Period:**                      Spring, 2004

**Projected Goal:**                      Convert three nursing courses to enable them to be offered exclusively online. These three courses will complete the conversion of the prerequisite and corequisite portion of the nursing program to an asynchronous online modality.

**Summary:**                      In partnership with H-CAP, Inc.(Health Care Assurance Program), the Health Care Ladder Program (a national partnership of Service Employees International Union SEIU) and its hospital employers, the H-Cap partners in California, Kaiser Permanente and SEIU Local 250, SMC submitted an unsolicited grant proposal to the Sloan Foundation to convert the prerequisite and corequisite courses to online delivery.



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 12, 2004

CONSENT AGENDA: PLANNING AND DEVELOPMENT

**RECOMMENDATION NO. 3                      CONTRACTS AND CONSULTANTS**

*Requested Action: Approval/Ratification*

**3-A                      CONTRACTS FOR TEACHER AND READING DEVELOPMENT PARTNERSHIP (TRDP)**

1. Contract with the National Student Clearinghouse to provide enrollment search information on former SMC students who have transferred to four-year institutions, for an amount not to exceed \$2,200. This enrollment search information will update the Teacher and Reading Development Partnership (TRDP) program as to which four year institutions its former students transferred to in order to complete their bachelor's degree and teaching credential.

Comment: This data in not available through the college's current data contract, Clearinghouse, and is required in the annual TRDP report to the Chancellor's office. It will also be valuable information for District applications for Federal grants such as Title V because it indicates the transferability of students to four-year institutions.

2. Contract with Mr. Gerry Clark to provide computer consultant services to TRDP for an amount of \$35 per hour. Mr. Clark will provide technical instruction and assistance through June 30, 2004.

Funding Source:            Teacher Reading Development Partnership

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 12, 2004

CONSENT AGENDA: PLANNING AND DEVELOPMENT

**RECOMMENDATION NO. 3      CONTRACTS AND CONSULTANTS** *(continued)*

*Requested Action: Approval/Ratification*

**3-B      CONTRACTS FOR THE PROFESSIONAL DEVELOPMENT INSTITUTE "PDI":**

1. Compensation to protégés who participate in The Professional Development Institute for Early Childhood Educators ("PDI") for the period of September 1, 2003 through August 31, 2004, in the amount of \$500 each. (List on file in the Office of Planning and Development).

Comment:      The Proposition 10 Grant for the Professional Development Institute for Early Childhood Educators provides monetary and/or educational and professional growth compensation for the positions specified above. These participants and consultants render the necessary professional services that are required by the Grant to further the education of the Santa Monica area childcare educators.

2. Compensation to Selection Committee Members who participate in the Professional Development Institute ("PDI") for the period of September 1, 2003 through August 31, 2004, in the amount of \$500 per year. (List on file in the Office of Planning and Development).

Comment:      The grant specifies that Selection Committee Members be compensated \$500 each for their services rendered in selecting PDI's Mentors each year. This process includes reviewing completed Mentor applications, site visits and selection of the Mentors for the first year of the PDI Grant. These individuals possess expertise in administering ECERS (Early Childhood Environment Rating Scale).

3. Payment of honorarium to Dr. Hallie Yopp in the amount of \$2,500 who will facilitate a workshop on January 31, 2004.

Comment:      The Professional Development Institute for Early Childhood Educators ("PDI") is required to host workshops/conferences. On January 31, 2004 PDI will host its first workshop at SMC. Dr. Hallie Yopp will be the presenter of this workshop and according to the terms of the grant is entitled to an honorarium in the amount of \$2,500 for her services rendered to PDI.

Funding Source:      Prop 10 Funding (First Five, LA)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 12, 2004

CONSENT AGENDA: PLANNING AND DEVELOPMENT

**RECOMMENDATION NO. 3                      CONTRACTS AND CONSULTANTS** *(continued)*

*Requested Action: Approval/Ratification*

**3-C      CONSULTANTS FOR EVEN START FAMILY LITERACY PROJECT**

Contracts with the following consultants to provide oral or written translation of the project's monthly workshop information and materials in accordance with the Even Start Family Literacy Grant goals and objectives,

1. Gloria Rodriguez to provide oral translation services and assistance to the Even Start program's recruitment efforts, multiple monthly parenting skill workshops and parent/child read aloud programs. The period of the contract is January 2 through June 30, 2004 for an amount not to exceed \$7,000.

Comment: Ms. Rodriguez has extensive experience as a bilingual translator (English/Spanish) in preschool, elementary school and business settings.

2. Oscar Diaz to provide written translation services for Even Start program materials, i.e. announcements, workshop handouts, brochures. The period of the contract is January 2 through June 30, 2004 for an amount not to exceed \$2,000.

Comment: Mr. Diaz has over six years experience as a translator at LAX for the U.S. Immigration Services and several international airlines.

Funding source:            Even Start Grant

Comment: The Even Start Grant family literacy grant for families with children ages birth through third grade was accepted by the Board in August 4, 2003 for a total amount of \$1,020,000 over a period of four years.

The Even Start literacy program seeks to improve the educational opportunities and literacy needs of low-income families living in Santa Monica's pockets of poverty that are served by SMC, SMMUSD, and several community based organizations including the Santa Monica Preschool Collaborative, City of Santa Monica Children's Services, Easter Seals, WISE America Reads, and Connections for Children.

The goal is to integrate the early childhood education, adult literacy/adult basic education, and parenting education programs at SMC, with Santa Monica-Malibu School District and local community based organizations to better serve "most in need" families' literacy needs.



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 12, 2004

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

**RECOMMENDATION NO. 4**

**CONTRACTS AND CONSULTANTS**

*Requested Action: Approval*

**4-A DISTANCE EDUCATION SERVICES**

Renewal of agreement with eCollege to provide services to the Distance Education program beginning Summer 2004 to Spring 2007. The terms of the agreement include purchase of annual site license with an indicated number of seats. The beginning of each contract year, SMC will indicate the appropriate license level renewal for the following year.

The terms of the site license are as follows:

3,500 seats annually	\$175,000	(\$50 per seat)
5,000 seats annually	\$250,000	(\$50 per seat)
7,000 seats annually	\$336,000	(\$48 per seat)
9,000 seats annually	\$423,000	(\$47 per seat)
12,000 seats annually	\$552,000	(\$46 per seat)

For the first year of the agreement, 2004-2005, SMC would commit to a 7,000 seat site license. Products and Services included in site license fee:

1. 24/7/365 Help Desk for students, faculty and staff
2. Predictable system performance: 99.99% or better
3. Synchronous Tool Set: ClassLive whiteboard, chat and audio tools
4. Visual Editor: course development tools, allowing SMC course development
5. eCollege Evaluation Services and product upgrade
6. Use of eCollege Evaluation Services tool for all online students and courses
7. Use of the eCollege Application Programming Interface (API) and other system integration tools to support SMC's online learning operation
8. Self-service Administrative Tool Set
9. Dedicated SMC team at eCollege
10. eCompanion for all SMC onground course enhancement at no charge

Additional terms of the contract agreement:

Annual Public-side Website fee, \$80,000      Waived: for duration of the contract

Funding Source:      Title III Grant/District Budget

Comment:      In 2002-03 the college had an enrollment in distance education courses in excess of 5,000 seats. As a result of the reductions in course offerings in 2003-04, course enrollment was capped at 3,500 seats.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 12, 2004

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

**RECOMMENDATION NO. 4**

**CONTRACTS AND CONSULTANTS** (continued)

*Requested Action: Approval*

4-B EVENTS, 2004

Planetarium Guest Lecturers

Claudia Alexander January 30, 2004 Rosetta: Unlocking Cometary Secrets	\$120
Mike Brown February 27, 2004 Pluto, Quaoar, & the Edge of the Solar System	\$120
Michelle Thaller March 26, 2004 The Heat of the Night	\$120
Dave Lynch April 30, 2004 Color & Light in Nature	\$120
Joy Crisp May 21, 2004 Roving Mars	\$120
Kevin Grazier June 25, 2004 Cassini Arrives at Saturn	\$120

Funding Source: Fees will be covered by tickets sales.

**RECOMMENDATION NO. 5.**

**COMMUNITY SERVICES/EXTENSION  
SEMINARS/COURSES, SPRING 2004**

Approval of Seminars/courses for Santa Monica College Community Services and Extension for Spring 2004.

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

Comment: The list of Community Service seminars and courses is on file in the office of Community Services.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 12, 2004

CONSENT AGENDA: HUMAN RESOURCES

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

*Requested Action: Approval/Ratification*

**6-A**    **MEDIATION SERVICES**

EDNA E.J. FRANCIS for mediation/arbitration services related to a faculty grievance for an amount not to exceed \$996.

Funding Source:            2003-2004 Budget/Human Resources/Faculty Association





<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 12, 2004

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 8**  
*Requested Action: Approval*

**CLASSIFIED PERSONNEL**  
**ESTABLISH/ABOLISH POSITIONS**

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

<u>ESTABLISH</u>	<u>EFFECTIVE DATE</u>
Financial Aid Customer Service Clerk (3 positions) Financial Aid, 12 mos, 40 hrs	01/13/04
Groundskeeper (1 position) Grounds, 12 mos, 40 hrs	01/13/04

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 12, 2004

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 9      CLASSIFIED PERSONNEL – REGULAR**

*Requested Action: Approval/Ratification*

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

Galligan, James, Locksmith, Maintenance 11/24/03

REINSTATEMENT

Webber-Gregg, Bronwyn, Administrative Asst. I, Health Science 12/15/03

Sallovitz, Linda, Administrative Asst. I, Prop. 10 12/15/03

PERMANENT EMPLOYEE WITH LIMITED TERM ASSIGNMENT

Bando, Gloria, Department Secretary I, Academic Senate 12/08/03 - 06/15/04

WORKING OUT OF CLASSIFICATION (Additional responsibilities)

Aquino, Cherry, Administrative Assistant I, Financial Aid +2.5% 07/01/03 - 12/23/03

Casillas, J. Cesar, Fin. Aid Customer Svcs. Clk, Fin. Aid +2.5% 07/01/03 - 12/23/03

Le, Tri, Financial Aid Technician, Financial Aid +2.5% 07/01/03 - 12/23/03

SEPARATIONS

39 MONTH RE-EMPLOYMENT LIST

Chavira, Christina, Accounting Specialist II, Auxiliary Svcs. 01/02/04

Smith, Darrell, Custodian/NS-II, Operations 12/01/03

Willis, Suzanne, Department Secretary II, Art 12/15/03

RESIGNATION

Law, Desire, College Police Dispatcher, Campus Police 01/01/04

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 12, 2004

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 10 CLASSIFIED PERSONNEL – LIMITED DURATION**

*Requested Action: Approval/Ratification*

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

Evenhuis, John, Instructional Assistant - ESL, ESL	01/12/04 - 02/12/04
Gilden, Joan, Accounting Specialist II, Accounting	01/05/04 - 05/13/04
Hedderich, Joseph, Accompanist Dance, KDR	01/05/04 - 02/12/04
Mosher, Judith, Instructional Assistant Mathematics, Math Dept.	11/10/03 - 12/19/03
Neal, Stacey R., Financial Aid Assistant Director, Financial Aid	01/05/04 - 05/13/04
Santana, Jeanette, Instructional Assistant - ESL, ESL	01/12/04 - 02/12/04

LIMITED TERM

Abdulhafiz, Nebiha, Registration Information Clerk, A & R	11/17/03 - 02/12/04
Abdulhafiz, Nebiha, Registration Information Clerk, A & R	02/17/04 - 06/30/04
Arevalo, Linda, Registration Information Clerk, A & R	12/01/03 - 02/12/04
Avitia-Segura, Antonio, Groundskeeper, Grounds	12/19/03 - 06/30/04
Biamonte, Christina, Sign Language Interpreter I, DSC	01/05/04 - 02/12/04
Boodparset, Sutida, Counseling Aide, EOPs	01/02/04 - 02/12/04
Cadena, Ruben, Bookstore Clerk Cashier, Station C	01/05/04 - 01/23/04
Cahya, Fransiska, Sign Language Interpreter III, DSC	01/05/04 - 02/12/04
Carter, Amber, Bookstore Clerk Cashier, Station C	01/05/04 - 01/23/04
Chase, Gerald, Registration Information Clerk, Station C	01/05/04 - 01/23/04
Check, Laura, Instructional Assistant - ESL, ESL	01/05/04 - 02/12/04
Di Modica, Toni, Department Secretary II, ESL	10/27/03 - 12/16/03
Fong, Lindy, Financial Aid Technician, Financial Aid	11/24/03 - 02/12/04
Gonzalez, Antonio, Counseling Aide, EOPs	01/02/04 - 02/12/04
Herron, Meredith, Registration Information Clerk, A & R	10/27/03 - 02/12/04
Holliday, Angel, Counseling Aide, EOPs	01/02/04 - 02/12/04
Holstein, Stephanie, Sign Language Interpreter Trainee, DSC	01/05/04 - 02/12/04
Iapicco, Ghislaine, Bookstore Clerk Cashier, Station C	01/05/04 - 01/23/04
Jucha, Lisa, Sign Language Interpreter III, DSC	01/05/04 - 02/12/04
Lange, Mary S., Bookstore Clerk/Cashier, Station C	12/18/03 - 01/23/04
Lemes, Blanche, Instructional Assistant - ESL, ESL	01/12/04 - 02/12/04
Leung, Doris, Financial Aid Technician, Financial Aid	11/24/03 - 02/12/04
Maiorano, Susan, Counseling Aide, Counseling Dept.	12/01/03 - 02/12/04
Malerstein, Janet, Sign Language Interpreter Trainee, DSC	01/05/04 - 02/12/04
Mendez, Kenia, Bookstore Clerk Cashier, Station C	01/05/04 - 01/23/04

LIMITED TERM (cont'd.)

Menjivar, Raul, Counseling Aide, EOPs	01/02/04 - 02/12/04
Merchant, Erin, Sign Language Interpreter I, DSC	01/05/04 - 02/12/04
Nelli, Maria, Bookstore Clerk Cashier, Station C	01/05/04 - 01/23/04
Parker, Rashad, Registration Information Clerk, A & R	12/15/03 - 02/12/04
Ponder, Dana, Bookstore Clerk Cashier, Station C	12/18/03 - 01/23/04
Reed, Jeffrey, Accompanist Percussion, KDR	01/05/04 - 02/12/04
Rich, Elizabeth, Sign Language Interpreter I, DSC	01/05/04 - 02/12/04
Rubio, Mary, Registration Information Clerk, A & R	11/17/03 - 02/12/04
Rubio, Mary, Registration Information Clerk, A & R	02/17/04 - 06/15/04
Sexton, Bobby, Accompanist - Dance, KDR	01/05/04 - 02/12/04
Shasha, Rachel, Sign Language Interpreter Trainee, DSC	01/05/04 - 02/12/04
Soofer, Tova, Counseling Aide, EOPs	01/02/04 - 02/12/04
Sturgis, Denise, Registration Information Clerk, A & R	11/17/03 - 02/12/04
Sturgis, Denise, Registration Information Clerk, A & R	02/17/04 - 06/15/04
Sussman-Schechter, Dena, Sign Language Interpreter II, DSC	01/05/04 - 02/12/04
Szeto, Doreen, Instructional Assistant - ESL, ESL	01/12/04 - 02/12/04
Tolosa, John, Registration Information Clerk, A & R	11/17/03 - 02/12/04
Tolosa, John, Registration Information Clerk, A & R	02/17/04 - 06/17/04
Toomey, Kathleen, Sign Language Interpreter II, DSC	01/05/04 - 02/12/04
Triggs, Mary, Department Secretary II, Athletics	01/05/04 - 02/12/04
Walters, Monique, Registration Information Clerk, A & R	11/17/03 - 02/12/04

RECOMMENDATION NO. 11      CLASSIFIED PERSONNEL - NON MERIT

*Requested Action: Approval/Ratification*

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 \$7.00/hr	2
College Student Assistant \$7.00/hr	30
College Work-Study Student Assistant \$7.00/hr	40
Art Model w/Costume \$17.00/hr	6
Community Services Specialist I \$27.40/hr	10
Community Services Specialist II \$38.00/hr	4

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	January 12, 2004

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**

**RECOMMENDATION NO. 12                      ORGANIZATIONAL MEMBERSHIPS, 2003-2004**

*Requested Action: Approval/Ratification*

Organizational memberships for 2003-2004:

- California Community College Chief Student Services Administrators Association
- California Heritage Museum
- California Information System Office Association (CISOA)
- Pacific Council on International Policy

Funding Source:            2003-04 Departmental Budgets

Comment:            Organizational memberships are submitted to the Board for approval twice a year (June and January). These memberships were requested after the annual approval in June, 2003.

**RECOMMENDATION NO. 13                      PAYMENT FOR ACCOUNTING SERVICES**

*Requested Action: Approval*

Payment in the amount of \$325 to VICENTI LLOYD STUTZMAN LLP for services to assist the District in the completion of the Data Collection Form required by Federal law to report the District's participation in Federal programs.

Funding Source:            2003-2004 Budget/Business Services

Comment:            The District is required to file a Data Collection Form regarding all federal programs in which the District participates with the Federal Audit Clearinghouse. The services related to the preparation of this form are outside the scope of the District's auditing agreement.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	January 12, 2004

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**

**RECOMMENDATION NO. 14 CONTRACTS AND CONSULTANTS**

*Requested Action: Approval/Ratification*

**14-A ADVERTISING FOR STUDENT RECRUITMENT**

Advertising contract for media placement with KPWR FM 106 Radio in the amount of \$75,000 and with KROQ 106.7 FM in the amount of \$75,000 for student recruitment for Summer 2004.

Funding Source: SMC Marketing Budget/General Fund

Comment: State regulations require Board approval of purchases greater than \$59,600. The College suspended radio recruitment of students during the Fall 2003 and Spring 2004 semesters due to program cutbacks. Beginning in Summer 2004, the College must restore class offerings and meet new State enrollment targets. KPWR is number 1 and KROQ is number 2 is the demographics appropriate to student recruitment (numbers 1 and 2 in teen; adult ages 18-24; and adult ages 18-34). KPWR audience is 60% Hispanic, 20% African American, and 20% White, Asian, and Other. KROQ audience is 40% Hispanic, 55% White and Asian, and 5% African American. SMC has used these two stations (along with Radio Station KCRW) for the past 10 years to successfully meet enrollment targets.

**RECOMMENDATION NO. 15 FACILITIES**

*Requested Action: Approval*

**15-A CHANGE ORDER NO. 1 – MAIN STAGE DEMOLITION**

Change Order No. 1 with WILLIAM L. OLSEN, INC on the Main Stage Demolition project.

Original Contract Amount	\$368,000
Change Order No. 1	<u>\$ 5,670</u>
Revised Contract Amount	\$373,670

Funding Source: Measure U and State Hazardous Substance Grant

Comment: Change Order No. 1 provides for removal of additional asbestos that was uncovered during the demolition process.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	January 12, 2004

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**

**RECOMMENDATION NO. 15                      FACILITIES (continued)**

**15-B AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES –  
RENOVATION OF WEST BUILDING, BUNDY CAMPUS**

Amend agreement with tBP ARCHITECTURE for additional architectural services associated with the Renovation of West Building, Bundy Campus project for an amount not to exceed \$350,000 plus reimbursable expenses. Amended total of the agreement is \$1,270,000 plus reimbursable expenses.

Funding Source:        Measure U

Comment:        This amendment provides for the programming, planning, design, specification and construction oversight of additional scope added to the project including renovation of the 4<sup>th</sup> floor for college use instead of leasing to third party; demolition of west end of building No. 1 to provide space for code required exterior stairway, exits, and student circulation; addition of Information Technology department with specialized computer facilities.        Parking lot, utility and site improvements were also included so one architect would be able to coordinate all planning activities for the west end of the site.

**15-C AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES –  
EMERITUS COLLEGE BUILDING PROJECT**

Amend agreement with RTK ARCHITECTS, INC. for additional architectural services associated with the Emeritus College Building project for an amount not to exceed \$3,775 plus reimbursable expenses.

Funding Source:        Measure U

Comment:        This amendment provides for the programming, planning, design, specification and construction oversight of modifications made to the loading dock and rear entry to provide better security and more usable space in this area.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	January 12, 2004

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**

**RECOMMENDATION NO. 15 FACILITIES (continued)**

**15-D AMENDMENT TO AGREEMENT FOR ENGINEERING SERVICES – DRESCHER HALL HVAC UPGRADE**

Amend agreement with P2S ENGINEERING, INC. for additional engineering services associated with the Drescher Hall HVAC Upgrade for an amount not to exceed \$1,200 plus reimbursable expenses.

Funding Source: Measure U

Comment: This amendment provides for additional engineering services required as a result of the Division of State Architect (DSA) review of the project.

**15-E FACILITY RENTAL AGREEMENT**

Agreement with NEXTEL OF CALIFORNIA, INC. for the lease of space in the parking lot of the Academy of Entertainment & Technology at 1660 Stewart Street for the placement of communication equipment for a five-year period. Commencing with the installation of equipment Nextel of California shall pay the district the amount of \$28,800 for year one, payable monthly. Rent shall be increased at the beginning of years two through five by an amount equal to three percent of the previous year's rent. Nextel will pay all utility costs. Agreement subject to renewal by Nextel of California for five additional five-year terms.

Comment: This agreement provides rental income to the District.

**15-F AWARD OF BID – DRESCHER HALL HOIST REMOVAL**

Award of bid for the Drescher Hall Hoist Removal project to the lowest responsive bidder:

<u>Bidder</u>	<u>Bid Amount</u>
G. B. Cooke	\$24,140

Funding Source: 2000-01 State Hazardous Substance Grant Program

Comment: This project provides for the removal of hydraulic hoists from the north side of Drescher Hall. These units must be removed and disposed of as hazardous material.



<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	January 12, 2004

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**

**RECOMMENDATION NO. 15 FACILITIES (continued)**

**15-G AGREEMENT FOR REPRODUCTION OF FACILITIES PLANS AND DRAWINGS**

Agreement with FORD GRAPHICS to provide reprographic copies of facilities plans and drawings for various projects for the period of January 13, 2004 through June 30, 2004 for an amount not to exceed \$3,000.

Funding Source: Varies According to Capital Project

Comment: This agreement provides for copies of plans and drawings that cannot be duplicated on District equipment.

**15-H AMENDMENT – CPI INCREASE ON ANNUAL LEASE**

Increase the monthly lease with the CITY OF SANTA MONICA for the following facility to reflect the annual CPI increase:

<u>Facility</u>	<u>Increase</u>	<u>New Amount</u>	<u>Effective Date</u>
Airport Shuttle Lots	\$138.08	\$5,891.35	01/01/04

Funding Source: 2003-2004 and 2004-2005 Budgets

Comment: The annual CPI increases are included in the agreements with the City.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	January 12, 2004

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**

**RECOMMENDATION NO. 16 COMMERCIAL WARRANT REGISTER**

*Requested Action: Approval*

November 1 – November 30, 2003	847 – 877	\$2,982,011.41
December 1 - December 31, 2003	879 – 913	4,741,547.65

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

**RECOMMENDATION NO. 17 PAYROLL WARRANT REGISTER**

*Requested Action: Approval*

November 1 – November 30, 2003	C1D – C2E	\$5,228,297.10
December 1 – December 31, 2003	C1E – C2F	\$6,153,488.84

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

**RECOMMENDATION NO. 18 AUXILIARY PAYMENTS & 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.

	<u>Payments</u>	<u>Purchase Orders</u>
November 1 – November 30, 2003	\$438,119	\$45,309
December 1 – December 31, 2003	\$866,332	none

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

**RECOMMENDATION NO. 19 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.

November 1 – December 31, 2003	D000021 – 000438	\$774,303.59
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<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	January 12, 2004

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**

**RECOMMENDATION NO. 20 PURCHASING**  
*Recommended Action: Authorization/Ratification*

**20-A AWARD OF PURCHASE ORDERS**

Payments are authorized upon delivery and acceptance of the items ordered, or performance of the service. All purchases and payments are made in accordance with Education Code requirements and allocated to approved budgets. Lists on file in the Purchasing Department

October 27 – December 26, 2003 \$ \$1,446,474.49

**20-B AWARD OF BID – PHOTOGRAPHY EQUIPMENT**

Award the bid for photography equipment for use in the instructional photography program to the lowest responsive bidder.

<u>Bidder</u>	<u>Bid Amount</u>
Freestyle Photography	\$ 67,508.01
Samy's Camera	72,938.85
Belair Camera	102,887.80

Funding Source: 2003-2004 Chancellor's office VTEA Grant

Comment: Bids were solicited through advertisement and through a general mailing.

**20-C PARTICIPATION IN PURCHASE AGREEMENT**

Authorize the use of the State of California Department of General Services' California Multiple Awards Schedule (CMAS) contract #3-94-70-0012 with Dell Computer for computer equipment for various programs.

Authorize the award of purchase orders to Dell Computer for the purchase of computer equipment for various programs in the approximate amount of \$236,000.

Funding Source: 2003-2004 General Fund/Restricted Fund/  
Capital Outlay Budgets

Comment: Public Contract Code §20652 allows the District to purchase through other public agencies without advertising for bids.

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

Santa Monica Community College District

January 12, 2004

MAJOR ITEMS OF BUSINESS**RECOMMENDATION NO. 21****2004-2005 NONRESIDENT TUITION RATE**

It is recommended that for 2004-2005 the Board of Trustees adopt the rate of \$149 per unit per semester for nonresident tuition based on the new statewide average cost of education, effective summer session, 2004.

It is further recommended that the Board of Trustees adopt a \$22 per semester unit capital outlay recovery surcharge for nonresident tuition to be charged to nonresident students who are both citizens and residents of a foreign country, effective summer session 2004.

Comment: Education Section 76140 requires districts to charge a nonresident tuition fee in the event it chooses to admit nonresidents and nonresidents students who are both citizens and residents of a foreign county a capital outlay fee.

This is a continuation of the rates adopted by the Board of Trustees for 2003-04 with no increase for 2004-05.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

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

SANTA MONICA COMMUNITY COLLEGE DISTRICT

January 12, 2004

MAJOR ITEMS OF BUSINESS**RECOMMENDATION NO. 21****NOMINATION TO CCCT BOARD OF DIRECTORS**

It is recommended that the Board of Trustees consider nominating a trustee for election to the California Community College Trustees (CCCT) Board of Directors.

COMMENT: Nominations for membership on the CCCT Board will be accepted in the CCLC office from January 1 through February 15, 2004. Each district may nominate members of its board, but only one trustee per district may serve on the board. Since Carole Currey will have served the maximum number of terms allowable, the Board may nominate another trustee.

The election of members of the CCCT Board will take place between March 10 and April 25. Ten persons will be elected to the board this year; the ten candidates to receive the most votes will serve two-year terms. The election results will be announced May 1, 2004 and newly elected members of the board will assume their responsibilities at the conclusion of the annual conference, May 2.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

**INFORMATION ITEM D**COMMUNITY COLLEGE LEAGUE  
OF CALIFORNIA**To:** Chief Executive Officers  
Community College Trustees**From:** Rita M. Mize, Ph.D.  
Director, State Policy and Research**Re:** Propositions 55 and 56 on March 2, 2004 State Ballot

As part of their ongoing education efforts for local districts, the boards of the California Community College Trustees (CCCT) and Chief Executive Officers of the California Community Colleges (CEOCCC) review each initiative to determine those which affect community colleges. The propositions are forwarded to the colleges with a recommendation that local boards review them, consider their impacts and share that information with local faculty, staff and students.

At their recent meeting, the CCCT and CEOCCC boards reviewed the attached analysis of the propositions that will appear on the March 2, 2004 Primary Election Ballot. Both boards voted unanimously to support Propositions 55 and 56.

Proposition 55 allows the state to issue \$12.3 billion of general obligation bonds for construction of K-University school facilities. For community colleges, \$920 million would be allocated for new construction, related infrastructure, upgrades and to purchase equipment to be used in these buildings. Virtually all funds previously authorized by the voters have already been committed to specific projects. (Depending on the outcome of debate regarding Governor Schwarzenegger's proposed \$15 billion bond measure, this education bond may be removed from the ballot. If that occurs, it would automatically be added to the November 2004 General Election ballot.)

Proposition 56 would amend both the State's Constitution and statutes to change the state budget process. Its major provisions would include the following:

- Permit the Legislature to enact budget-related taxes and spending with 55 percent vote rather than the two-thirds vote currently required;
- Require 25 percent of "excess" state revenue (up to five percent of General Fund spending) to be set aside and used only in certain circumstances;
- Require that the Legislature and Governor lose salary and expenses each day the budget is late and require the Legislature to stay in session until the budget is passed; and
- Prohibit a legislator from punishing or threatening to punish another legislator for a budget-related vote.

The CCCT and CEOCCC boards urge you to review the attached document summarizing the initiatives, consider their impacts on your college and district carefully, review the resolutions and amend them to fit your local community, and share the information with faculty, staff, students, and your community.



## March 2004 Initiatives Ballot

Two initiative constitutional amendments and statutes have qualified for inclusion on the March 2, 2004 Primary Election Ballot. Following is a brief summary, the positions of other educational or civic organizations, and an assessment of the direct and/or indirect effects of each on community colleges.

The CEOCCC and CCCT boards traditionally have taken positions on initiatives that could have a significant impact on community college programs and services. These positions have been shared with the local districts' leadership to assist them in assessing the initiatives and informing their local communities.

Staff recommends that the boards take "Support" positions on both Proposition 55, *The Kindergarten-University Public Education Facilities Bond Act of 2004* and the Proposition 56, the *Budget Accountability Act*.

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### Prop 55 – The Kindergarten-University Public Education Facilities Bond Act of 2004

#### Summary of Key Provisions

This statutory initiative would provide \$12.3 billion for public education facilities for kindergarten through the universities. Specifically, the funds are allocated as follows:

- \$10 billion for K-12 education facilities;
- \$2.3 billion for higher education facilities including:
  - \$690 million for UC;
  - \$690 million for CSU;
  - \$920 million for community colleges.

#### Fiscal Impact on Community Colleges

AB 16 (Hertzberg (Chapter 33, Statutes of 2002) included a four-year \$25.3 billion statewide bond package for public education facilities. This package provided community colleges with \$170.5 million from lease-revenue bonds and \$746 million in the first two-year general obligation bond (on the November 2002 ballot as Proposition 47, the Kindergarten-University Public Education Facilities Bond Act of 2002), and \$920 million in the second two-year bond on the March 2004 ballot. At this time, the total unmet facilities needs for the community college system are estimated at approximately \$14.8 billion.

The California Postsecondary Education Commission projects that by 2010, 793,000 new students (often referred to as "Tidal Wave II) will enter the California Community Colleges, California State University, and the University of California. Of that number, 74 percent will be entering the California Community Colleges, an increase of more than 580,000 students this decade.

#### Positions of Other Education and/or Civic Organizations

##### Support:

Board of Governors of the California Community Colleges  
California Building Industry Association  
California Business Roundtable  
California Chamber of Commerce  
California Faculty Association  
California Federation of Teachers  
California School Boards Association  
California State PTA  
California State University Board of Trustees  
California Teachers Association  
Californians for Higher Education  
Community College League of California

Faculty Association of California Community Colleges  
Former Secretary of Education Marian Bergeson  
Lake Tahoe Community College District  
Regents of the University of California  
Sonoma County Junior College District

**Staff recommendation:** *Support*

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Prop 56 – Budget Accountability Act

**Summary of Key Provisions**

This state constitutional amendment would require a 55 percent (rather than the current two-thirds) vote of the Senate and Assembly to adopt a state budget and related tax legislation and includes incentives for lawmakers to progress with their work. These include: withholding salary and expenses from the Governor and legislators if the budget is not passed and signed by the constitutional deadline; requiring the Legislature to remain in session and not act on other legislation until the budget is adopted, except in response to an emergency declared by the Governor; providing for a “rainy day” reserve fund of five percent to be established in good years to cushion the state from severe cuts in a bad economy; and requiring the state ballot pamphlet that goes to voters at each election to contain a brief summary of how the state spends the money it receives. The measure also calls for investigation and possible censure by the legislative ethics committees if legislators are threatened or punished by party leaders for not voting according to the party line on budget issues.

**Arguments in Support**

The current two-thirds super majority requirement for adoption of a state budget or related tax legislation has allowed a small minority of legislators to tie up the budget process for increasingly-long periods. Members of the majority, on the other hand, have been able to avoid compromise by pointing to the minority’s ability to stall the process.

California is one of only three states (along with Rhode Island and Arkansas) in which a two-thirds majority is needed to approve a state budget.

The current high threshold is often cited as a primary reason the Legislature has been unable to adopt a budget by its June 15 deadline in recent years. The Legislature has missed this deadline eighteen times in the last 22 years and has begun a new fiscal year without an approved budget nine times over the past thirteen years. These delayed budgets have resulted in hardship and uncertainty for those who rely on them, including community colleges as well as many other public services.

**Arguments in Opposition**

When a two-thirds vote is required to pass a budget, the burden is on those who support the budget bill to make a strong case for doing so. Reducing the vote threshold results in overriding the rights of the minority party in the Legislature.

This initiative, which should be called the “Blank Check Initiative,” would open the door to uncontested tax increases, one after the other. There would be less accountability, not more, when it comes to raising taxes. Lowering the vote threshold from two-thirds to 55 percent for tax increases would only open the floodgates to higher taxes and more runaway spending.



**Positions of Other Education and/or Civic Organizations**

*Support:*

- American Association of University Women
- Board of Governors of the California Community Colleges
- California Association of School Business Officials
- California Budget Project
- California Common Cause
- California Faculty Association
- California Federation of Teachers
- California School Employees Association
- California State PTA
- California State Superintendent of Public Instruction Jack O'Connell
- California Teachers Association
- El Camino College Federation of Teachers
- Faculty Association of California Community Colleges
- League of Women Voters of California
- Los Angeles Community College District
- San Francisco Community College District Federation of Teachers
- United Educators of San Francisco
- United Teachers of Los Angeles

**Impact on Community Colleges**

This measure is likely to assure that the state budget is passed by the Legislature by its constitutional deadline of June 15 which will allow community college districts sufficient time to review the state budget and adopt their college budgets in a responsible manner. The recent history of late budgets has resulted in district boards adopting their local budgets without adequate information on the revenues which they can expect, thus creating hardship for students and faculty.

**Staff recommendation:** *Support*

<b>BOARD OF TRUSTEES</b>	<b>ADJOURNMENT</b>
Santa Monica Community College District	January 12, 2004

**ADJOURNMENT**

The meeting will be adjourned in memory of **Cathleen Christie**, a Santa Monica College Scholars Program student who died in late November, 2003.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Monday, February 2, 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.