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

**REGULAR MEETING
MONDAY, JANUARY 13, 2003**

**Santa Monica College
1900 Pico Boulevard
Santa Monica, California**

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

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

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

PUBLIC PARTICIPATION
ADDRESSING THE BOARD OF TRUSTEES

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

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

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

General Public Comments and Consent Agenda

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

Major Items of Business

- The card to speak during Major Items of Business must be submitted to the recording secretary at the meeting **before** the Board reaches that specific item in the Major Items of Business in the agenda.
 - Five minutes is allotted to each speaker per item in Major Items of Business. The speaker must adhere to the topic. Individuals wishing to speak on a specific item in Major Items of Business will be called upon at the time that the Board reaches that item in the agenda.
2. No uncivil or disorderly conduct shall be permitted at any Board of Trustees meeting. Persistence in displaying such conduct shall be grounds for summary termination and/or removal of the person from the meeting by the Chair.
 3. No oral presentation shall include charges or complaints against any employee of the District, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify the individual. Charges or complaints against employees shall be submitted to the Board of Trustees under provisions of Board Policy Section 9421. Any employee against whom charges or complaints are to be made must be given 24 hours advanced notice and may request any such charges or complaints are heard in closed session.
 4. Exceptions: This policy does not apply to individuals who address the Board at the invitation or request of the Board or the Superintendent.

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

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

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 13, 2003

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 13, 2003.

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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I. ORGANIZATIONAL FUNCTIONS	
A Call to Order	1
B Roll Call	
II. CLOSED SESSION (Scheduled for 6:00 p.m.)	
• Collective Bargaining, pursuant to Government Code Section 54957.6	
III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS (Continued)	
C Pledge of Allegiance	
#1 Approval of Minutes: December 16, 2002	
IV. SUPERINTENDENT'S REPORT	
V. ACADEMIC SENATE REPORT	
VI. CLASSIFIED SENATE REPORT	
VII. COMMUNICATIONS OR PUBLIC COMMENTS	
VIII. BOARD REPORT AND COMMENTS	
IX. CONSENT AGENDA <i>(All items considered in one motion unless pulled for discussion later in the meeting)</i>	
 <u>Planning and Development</u>	
#2 Acceptance of Grants and Budget Augmentation	4
 <u>Academic and Student Affairs</u>	
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X. ***CONSENT AGENDA – Pulled Items***

XI. ***MAJOR ITEMS OF BUSINESS***

#20	2003-2004 Nonresident Tuition Rate	21
#21	Student Parking Rate	22

XII. ***ADJOURNMENT:*** The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, February 10, 2003 at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 13, 2003

I. ORGANIZATIONAL FUNCTIONS

A. CALL TO ORDER – 6:00 p.m.

B. ROLL CALL

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

II. CLOSED SESSION

- Collective Bargaining, pursuant to Government Code Section 54957.6

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

PLEDGE OF ALLEGIANCE – Dr. Nancy Greenstein

RECOMENDATION NO. 1

APPROVAL OF MINUTES

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

December 16, 2002

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 13, 2003

CONSENT AGENDA

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

Recommendations pulled for separate action:

Action on Consent Agenda

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 13, 2003

CONSENT AGENDA: PLANNING AND DEVELOPMENT

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

Title of Grant: **Tech Prep**

Granting Agency: California Community Colleges Chancellor's Office

Requested Funding: \$12,395 (This amount augments the original grant award of \$72,630 for a total of \$85,025)

Matching Funds: N/A

Performance Period: July 1, 2002 – June 30, 2003

Summary: With the help of Tech Prep funds, SMC has been able to offer the Summer Science and Summer Business Institute targeting high school students from inner city schools as well as local area high schools including Santa Monica, Venice, University, Hamilton, Westchester and Belmont High School. Since its inception, over 100 students have participated. SMC developed the Summer Business Institute in collaboration with the Academy of Business Leadership. Both summer programs offer tech-prep courses that lead toward academic, vocational, and technical growth and excellence.

As part of its effort to reach students from under-served populations, Santa Monica College's summer institutes provide all students with free textbooks and materials, lunches and transportation vouchers.

This year, in an effort to reach out to students who attend year-round schools and who cannot participate in summer enrichment programs, SMC is expanding the Summer Science Institute to the Winter session.

Budget Augmentation:	Income	
	8000	\$12,395
	Expenditures	
	1000	0
	2000	0
	3000	0
	4000	4,918
	5000	7,000
	6000	0
	Indirect	477

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 13, 2003

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 2 **ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION** (continued)

Title of Grant: **Workforce Investment Act, Title II: Adult Education and Family Literacy Act, Section 225 & 231 Grant**

Granting Agency: California Department of Education

Requested Funding: \$114,075

Matching Funds: N/A

Performance Period: July 1, 2002 – June 30, 2003

Summary: SMC's funding level is based on the numbers of learners who meet specific "benchmark" gains measured on the CASAS tests. The three core performance indicator benchmarks that establish the grant award are:

- achieving a significant gain,
- completing two levels,
- and attaining a GED or high school diploma.

Budget Augmentation:

Income		
	8000	\$114,075
Expenditures		
	1000	\$34,000
	2000	45,000
	3000	9,470
	4000	7,173
	5000	13,000
	6000	0
	7000	0
	Indirect	5,432

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 13, 2003

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 3 **CONSULTANTS AND CONTRACTS**

3-A **EVENTS, SPRING, 2003**

Afternoon Theater for Children

March 1, 2003	“Little Red Riding Hood” (Payable to “Storybook Theatre”)	\$1,700
March 29, 2003	“Myths of the Aztecs” (Payable to “Jim Gamble Puppets”)	\$1,500

Planetarium

January 31, 2003	Kevin Grazier Restoring Cassini’s Sight	\$120
February 28, 2003	Rosaly Lopes Io: World of Great Volcanoes	\$120
March 28, 2003	Mike Simmons Astronomy in Iran	\$120
April 25, 2003	Michael Rich Black Holes in Globular Clusters	\$120

3-B **CONSULTANT FOR TEST REVIEW SERVICES**

Agreement with Sylvia Rayfield and Associates, Inc., in an amount not to exceed \$7,170, to provide NCLEX test review services for LVN-RN career ladder nursing students during the 2003 Winter Intersession

Funding Source: 2002-2003 Chancellor’s Office Nursing Grant

Comment: Providing special test review services for LVN-RN career ladder nursing students is a primary activity in SMC’s approved program for this grant to address the California nursing shortage.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 13, 2003

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 4

NEW AND REVISED COURSES

The following new and substantively revised courses and certificate requirements have been approved by the academic departments, the Academic Senate, the Academic Senate Joint Curriculum Committee and all appropriate administrators.

Courses

- Administration of Justice 21: GIS (Geographic Information Systems) for Law Enforcement
- Administration of Justice 12: Law Enforcement Ethics
- CIS 30: Introduction to Excel
- CS 31: Visual Basic.Net Programming
- CS 33: C# Programming
- CS 83: Server-Side Java Web Programming
- Early Childhood Education 35: Foundations of Early Literacy
- Education 7: Tutor Training
- History 47: The Practice of History
- History 53: History of Religions
- Nursing 28: Community-Based Nursing Practice
- Nursing 30: Intermediate Medical-Surgical Nursing
- Nursing 30L: Lab-Intermediate Medical-Surgical Nursing
- Nursing 35: Advanced Medical-Surgical Nursing
- Nursing 35L: Advanced Medical-Surgical Nursing
- OIS 8A: Medical Terms and Transcription 1
- OIS 8B: Medical Terms and Transcription 2
- OIS 8C: Medical Terms and Transcription 3
- Photo 9: Advanced Photography of People
- Physics 24: Modern Physics with Lab
- Theatre Arts 15B: Advanced Stage Movement

Certificate

- Certificate of Completion—Medical Transcription

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 13, 2003

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 5 **ACADEMIC PERSONNEL**

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

EFFECTIVE DATE

ELECTIONS

ADJUNCT

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

RECOMMENDATION NO. 6 **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 II (1 position) Art, 12 mos, 40 hrs	01/06/03
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ABOLISH

Department Secretary I (1 position) Art, 12 mos, 40 hrs	01/06/03
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Department Secretary II (1 position) Foundation, 12 mos, 40 hrs	01/06/03
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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 13, 2003

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 8 **CLASSIFIED PERSONNEL – LIMITED DURATION**

All personnel assigned to limited term employment (Merit System) will be elected in accordance with District policies and salary schedules. No limited term assignment shall exceed 120 working days per fiscal year.

<u>ELECTIONS</u>	<u>EFFECTIVE DATE</u>
<u>PROVISIONAL</u>	
Adams, Tyler, Radio Programming Tech. I, KCRW	11/14/02 - 02/13/03
Burkey, Cynthia, Radio Programming Tech. I, KCRW	10/23/02 - 01/23/03
Carr, Sherita, Project Support Spec. - WIA, Workforce & Econ.	11/15/02 - 01/21/03
Costello, J.P., Radio Programming Tech. I, KCRW	01/02/03 - 02/13/03
Fay, Christopher, Radio Programming Tech. I, KCRW	11/05/02 - 02/05/03
Giles, Kenneth, Radio Promotions Coordinator, KCRW	11/12/02 - 02/12/03
Jaffe-Berg, Erith, Instructional Assistant - ESL, ESL	01/06/03 - 02/13/03
Jessup, Sioux-z, Radio Programming Tech. I, KCRW	11/18/02 - 01/18/03
Miller, Sabina, Radio Programming Tech. I, KCRW	09/14/02 - 12/14/02
Mitchell, Gregory, Radio Programming Tech. I, KCRW	01/02/03 - 02/13/03
Reilly, Mary, Voc. Tutor Asst. I, Careers in Childcare-CalWorks	01/06/03 - 02/13/03
Serratos, Monica, Publicity Spec. - Assoc. Student, Student Life	10/09/02 - 12/22/02
Starr, Ellen, Art Gallery Installer, Art	11/01/02 - 02/13/03
Vento, Victor, Accompanist - Guitar, Emeritus	07/18/02 - 12/31/02
Watkins, Deanna, Accompanist - Dance, KDR	08/26/02 - 12/17/02
Willis, David, Art Gallery Installer, Art	11/01/02 - 02/13/03
<u>LIMITED TERM</u>	
Ahmed, Mawerdy, Bookstore Clk/Cashier, Bookstore	01/02/03 - 02/13/03
Awosika, Kikelola, Bookstore Clk/Cashier, Bookstore	01/02/03 - 02/13/03
Ayala, Juan, Bookstore Clk/Cashier, Bookstore	01/02/03 - 02/13/03
Baimonte, Christine, Sign Language Inter. I, DSC	01/06/03 - 02/13/03
Baker, Stephen, Bookstore Clk/Cashier, Bookstore	01/02/03 - 02/13/03
Baskin, Patricia, Bookstore Clk/Cashier, Bookstore	01/02/03 - 02/13/03
Beamer, Kelly, Bookstore Clk/Cashier, Bookstore	01/02/03 - 02/13/03
Berghkoff, Aaron, Bookstore Clk/Cashier, Bookstore	01/02/03 - 02/13/03
Bui, Bang Kim, Bookstore Clk/Cashier, Bookstore	01/02/03 - 02/13/03
Cadena, Allison, Bookstore Clk/Cashier, Bookstore	01/02/03 - 02/13/03
Caldwell Jennifer, Sign Language Inter. Trainee, DSC	01/06/03 - 02/13/03
Cason, Tracy, Bookstore Clk/Cashier, Bookstore	01/02/03 - 02/13/03
Cruz, Jaime, Counseling Aide, Student Life	10/16/02 - 02/13/03
Dacosta, Richard, Bookstore Clk/Cashier, Bookstore	01/02/03 - 02/13/03
Damtew, Meron, Bookstore Clk/Cashier, Bookstore	01/02/03 - 02/13/03
Daniel, Bethel, Bookstore Clk/Cashier, Bookstore	01/02/03 - 02/13/03
De Leon, Aroldo, Bookstore Clk/Cashier, Bookstore	01/02/03 - 02/13/03
Duvarado, Jan, Bookstore Clk/Cashier, Bookstore	01/02/03 - 02/13/03
Frias, Laura, Bookstore Clk/Cashier, Bookstore	01/02/03 - 02/13/03
Friha, Muhammed, Bookstore Clk/Cashier, Bookstore	01/02/03 - 02/13/03

LIMITED TERM (continued)

Garcia, Lucy, Bookstore Clk/Cashier, Bookstore	01/02/03 - 02/13/03
Gebremichael, Hermela, Bookstore Clk/Cashier, Bookstore	01/02/03 - 02/13/03
Getachew, Bisrate, Bookstore Clk/Cashier, Bookstore	01/02/03 - 02/13/03
Harge, Ronyee, Bookstore Clk/Cashier, Bookstore	01/02/03 - 02/13/03
Hassan, Fauzia, Bookstore Clk/Cashier, Bookstore	01/02/03 - 02/13/03
Hermawan, Miguel, Bookstore Clk/Cashier, Bookstore	01/02/03 - 02/13/03
Johnson, Andre, Bookstore Clk/Cashier, Bookstore	01/02/03 - 02/13/03
Jones, Frances, Bookstore Clk/Cashier, Bookstore	01/02/03 - 02/13/03
Jones, Rysha, Bookstore Clk/Cashier, Bookstore	01/02/03 - 02/13/03
Kahn, Clarice, Bookstore Clk/Cashier, Bookstore	01/02/03 - 02/13/03
Karimi, Hashem, Bookstore Clk/Cashier, Bookstore	01/02/03 - 02/13/03
Kowalczyk, Tadzio, Bookstore Clk/Cashier, Bookstore	01/02/03 - 02/13/03
Lopez, Jose Carlos, Bookstore Clk/Cashier, Bookstore	01/02/03 - 02/13/03
Powell Jr., Ennis, Custodian NS-II, Operations	11/18/02 - 01/03/03
Rich, Susan, Community Services Assistant, Community Serv.	01/02/02 - 02/13/03
Soury, Sima, Instructional Assistant Math, Mathematics	10/24/02 - 12/17/02
Switzer, Stella, Department Secretary II, Operations	01/02/03 - 02/13/03

LIMITED TERM (Substitute)

Medina, Maria, Custodian NS-II, Operations	11/18/02 - 01/03/03
Rich, Susan, Community Services Assistant, Community Services	12/02/02 - 12/31/02

RECOMMENDATION NO. 9

CLASSIFIED PERSONNEL - NON MERIT

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

ELECTIONS

STUDENT EMPLOYEES

CalWORKS Student Assistant 16
\$7.00/hr

College Work-Study Student Assistant 35
\$7.00/hr

SPECIAL SERVICES

Art Model 6
\$14.00/hr

Community Services Specialist I 4
\$27.40/hr

Community Services Specialist II 5
\$38.00/hr

Recreation Director II 1
\$10.59/hr

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 13, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 10 CONTRACTS AND CONSULTANTS

10-A LEGAL SERVICES FOR LAND USE ENTITLEMENT

Authorize a contract for legal services with the LAW OFFICES OF CHRISTENSEN, MILLER, FINK, JACOBS, GLASER, WEIL & SHAPIRO, LLP to represent the District in the attaining of approved entitlements for the property located at 3171 Centinela Ave., Los Angeles. The fee for services will be \$165 to \$525 per hour plus reimbursable expenses, for a total amount not to exceed \$25,000.

Funding Source: Measure U

Comment: The attorneys will assist the District in the process of getting authorization for the District to have the site become part of the SMCCD territory and prepare for the environmental assessment.

10-B RISK MANAGEMENT AGREEMENT

Agreement with MELINDA SUE NORIN & ASSOCIATES for the period ending June 30, 2003 to provide ridesharing program training in response to the City of Santa Monica's Emission Reduction Plan requirements for the District for a fee not to exceed \$300.

Funding Source: Risk Management Budget

Comment: The District is required to submit to the City of Santa Monica an annual Emissions Reduction Plan that includes the creation and marketing of a trip reduction program. The training will assist the District in updating the current program.

10-C AMENDMENT TO LEGAL SERVICES CONTRACT

Amendment to the agreement with LIEBERT, CASSIDY, WHITMORE for legal services for the period ending June 30, 2003, for an amount of \$135 to \$225 per hour for services provided by attorney staff, and \$95 per hour for services provided by paralegal staff.

Comment: The contract was previously approved by the Board for the incorrect amounts of \$135 to \$195 per hour for services provided by attorney staff and \$75 per hour for services provided by paralegal staff.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 13, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 11 **ORGANIZATIONAL MEMBERSHIPS, 2002-2003**

Approve the following organizational memberships for 2002-2003:

- California Community College Athletic Academic advisors Association
- California Community College Athletic Directors Association\
- California Community College Athletes Training Association
- California Community College Cross Country + Track & Field Coaches Association
- California Community College Fastpitch Softball Coaches Association
- California Community College Football Coaches Association
- California Community College Men's Basketball Coaches Association
- California Community College Swimming & Diving Coaches Association
- California Community College Tennis Coaches Association
- California Community College Women's Basketball Coaches Association
- California Association of Latino Community College Trustees (CALCCT)
- California Resource Recovery Association
- California Transit Association
- College and University Professional Association for HR
- Equal Employment Diversity and Equity Consortium/Southern Region)
(previously approved as Affirmative Action, Diversity & Equity Consortium)
- Institute for Supply Management
- Intercollegiate Tennis Association
- National Association of Educational Buyers
- National Association of Collegiate Directors of Athletics
- National Association of Academic Advisors for Athletics
- National Athletes Training Association

Funding Source: 2002-03 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, 2002.

RECOMMENDATION NO. 12 **CLAIM FOR DAMAGES**

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

<u>Claimant</u>	<u>Date Filed</u>	<u>Amount of Claim</u>
Francis Gordon	12/13/02	Unknown

Comment: The claimant alleges that due to negligent security of a metal door he was struck when the door blew open.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	January 13, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO.13 **ACCEPTANCE OF KCRW GRANT AND BUDGET AUGMENTATION**

Title of Grant: California Arts Council Organizational Support Grant

Granting Agency: California Arts Council

Requested Funding: \$12,151

Matching Funds: \$12,151
Source: KCRW donations

Performance Period: October 1, 2002 through March 31, 2003

Summary: Funding will be used to partially support KCRW's artistic and outreach programs.

- 1) Artistic Programs
For 1 radio drama production, LITTLE YELLOW DOG; 2 on-going programs, THE TREATMENT and POLITICS OF CULTURE; and four features
- 2) Outreach Programs, specifically for arts audience promotion. This includes daily ticket giveaways, public service announcements, press promotions, Internet Web presence, indoor/outdoor advertising, movie trailers, and for front page of SPLICE, its monthly program guide

Budget Augmentation:	Income:		
		8000	\$12,151
	Expenditures:		
		1000	0
		2000	2,411
		3000	0
		4000	375
		5000	9,365
		6000	0
		TOTAL	12,151

BOARD OF TRUSTEES	Action
Santa Monica Community College District	January 13, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 14 **FACILITIES**

14-A CHANGE ORDER NO. 2, REMODEL ROOM 123, ACADEMY OF ENTERTAINMENT & TECHNOLOGY PROJECT

Change Order No. 2 with GAFF GROUP, INC on the Remodel Room 123, Academy of Entertainment and Technology project.

Original Contract Amount	\$255,629
Change Order No. 1	13,991
Change Order No. 2	<u>6,255</u>
Revised Contract Amount	\$275,875

Funding Source: Tech Prep Launchpad Interactive Grant/Capital Outlay

Comment: This change order provides for owner requested installation of sound insulation boots at all return air grills, install carpet at disabled access ramp, and provide new white board.

14-B COMPLETION REMODEL ROOM 123, ACADEMY OF ENTERTAINMENT & TECHNOLOGY PROJECT

Subject to completion of punch list items by GAFF GROUP, INC., it is recommended that the Board of Trustees authorize the Executive Vice President of Business & Administration, without further action of the Board of Trustees, to accept the project described as REMODEL ROOM 123, ACADEMY OF ENTERTAINMENT AND TECHNOLOGY, as being complete upon GAFF GROUP, INC. completion of punch list items. The Executive Vice President of Business and Administration shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance of the final payment is authorized.

RECOMMENDATION NO.

FACILITIES (continued)

14-C CHANGE ORDER NO. 2, EXTENSION TO PARKING STRUCTURE 'C', PHASE 2

Change Order No. 2 with G.B.COOKE, INC on the Extension to Parking Structure 'C', Phase 2 project.

Original Contract Amount	\$ 2,656,000
Change Order No. 1	9,135
Change Order No. 2	<u>62,673</u>
Revised Contract Amount	\$ 2,727,808

Funding Source: FEMA/1999 COP for Parking

Comment: This change order provides for the addition of a sewer lift station, credits for general contractor overhead items, miscellaneous utility repair and replacement, City required changes at Pico & 17th Street and Owner requested left turn lane and signal changes at 18th Place entrance to campus.

14-D REDUCTION OF CONTRACT RETENTION-EXTENSION TO PARKING STRUCTURE 'C', PHASE 2

The District finds that satisfactory progress is being made on the EXTENSION TO PARKING STRUCTURE 'C', PHASE 2 project with C.B. COOKE, INC. and it is recommended that the Board of Trustees authorize the District to reduce the contract retention from 10% to 5%.

Funding Source: FEMA/ 1999 COP for Parking

Comment: This action provides for the reduction and District release of a portion of the Project Retention to the project General Contractor C.B. Cooke, Inc.

14-E ARCHITECTURAL SERVICES, IMPROVEMENTS TO ART SOUTH WING

Agreement with HMC ARCHITECTS for an amount not to exceed \$45,000, plus reimbursable expenses.

Funding Source: District Capital Outlay Fund

Comment: During the past several years phased projects have been implemented to modernize the SMC Art Department instructional program spaces and equipment, both at the main campus and the Airport campus. This agreement provides for the phased implementation of work to upgrade the exterior clearstory windows and various interior improvements to the instructional spaces within the South Wing of the Art Building.

RECOMMENDATION NO.

FACILITIES (continued)

14-F CHANGE ORDER NO. 5, LIBRARY EXPANSION & RENOVATION PROJECT

Change Order No. 5 with NIELSEN DILLINGHAM BUILDERS on the Library Expansion & Renovation project.

Original Contract Amount	\$22,050,000
Change Orders No. 1 through No. 4	(592,678)
Change Order No. 5	<u>142,951</u>
Revised Contract Amount	\$21,600,273

Funding Source: Prop T/FEMA/Capital Outlay

Comment: This change order provides for coordination with existing site conditions to add 2 metal door frames, change thickness in existing glass door sidelights, adjust floor float at pedestrian bridge to align with existing building; owner requested additional communications conduits and concrete vault from the Media Center North to provide link for future projects, a credit of (\$9,060) value engineering deletion of dry marker boards, change counter top material; structural engineer required completion of addition epoxy injection of earthquake crack damage to existing building in excess of crack repair noted in construction bid documents.

14-G AMENDMENT TO AGREEMENT FOR PRELIMINARY STRUCTURAL INVESTIGATION – 3171 CENTINELA AVENUE

Amend the agreement with SEISMO ENGINEERING, INC. to perform a preliminary structural investigation on building 4 located at 3171 Centinela Avenue, Los Angeles to reflect an end date of June 30, 2003. Fee for services will remain not to exceed \$35,000 plus reimbursable expenses.

Funding Source: Measure U

Comment:: An amendment of the performance period for this agreement is necessary because there has been a delay in locating and obtaining the architectural and engineering documents needed to complete the structural investigation of building 4 located at 3171 Centinela Avenue, Los Angeles.

RECOMMENDATION NO.

FACILITIES (continued)

14-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	\$303.47	\$5,753.27	01/01/03

Funding Source: 2002-2003 Budget

Comment: The annual CPI increases are included in the agreements with the City. An incorrect monthly increase of \$189 for the Airport Shuttle Lot was listed on the item approved by the Board at the December meeting.

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

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

Funding Sources: 1999 Certificates of Participation/FEMA
State Construction Grant for Capital Outlay/FEMA

Comment: This amendment provides completion of geo-technical costs associated with Parking Structure C Extension, and for geo-technical services associated with Library Remodel

BOARD OF TRUSTEES	Action
Santa Monica Community College District	January 13, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 15

COMMERCIAL WARRANT REGISTER

December 1 – December 31, 2002 4897 - 4914 \$ 4,510,413.25

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

RECOMMENDATION NO. 16

PAYROLL WARRANT REGISTER

December 1 – December 31, 2002 C1E - C2F \$1,516,825.47

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

RECOMMENDATION NO. 17

PAYMENTS FROM AUXILIARY OPERATIONS

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

December 1 – December 31, 2002 86625 – 86944 \$ 403,758

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

RECOMMENDATION NO. 18

DIRECT PAYMENTS

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.

December 1 – December 31, 2002 D00618 – 00737 \$276,993.64

BOARD OF TRUSTEES	Action
Santa Monica Community College District	January 13, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 19 **PURCHASING**

19-A AWARD OF PURCHASE ORDERS

<u>Purchase Orders - FY 2002/03</u>	<u>Total</u>
A) P. O. 86573 – 86606	\$124,059.46
B) Telephone Orders	\$28,817.99
C) Change Orders	\$45,017.33
D) Auxiliary Orders	\$300.00
E) Auxiliary Change Orders	0

Comment: Lists of orders placed or amended between December 12, 2002 and January 2, 2003 are part of records on file in Purchasing Department

19-B 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.

24 Hewlett Packard Pentium II computers and 30 assorted computers (Macintosh, power PCs, G3) to THE RIORDAN FOUNDATION in Los Angeles.

Comment: The Riordan Foundation distributes the equipment to schools.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	January 13, 2003

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 20 **2003-2004 NONRESIDENT TUITION RATE**

It is recommended that for 2003-2004 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.

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.

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.

The new statewide average cost of education as calculated by the Chancellor's Office for 2003-2004 is \$149. The \$22 capital surcharge is based upon the average capital cost for the Santa Monica Community College District in 2001-2002. The current rates are \$141 per unit non resident tuition and \$16 per unit capital outlay recovery surcharge.

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	January 13, 2003

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 21

STUDENT PARKING RATE

It is recommended that the Board of Trustees authorize the semester parking rate to be set at \$75 and the intersession parking rate to be set at \$35 for student parking effective June 23, 2003.

Comment: The District has not increased the parking fee since 1990-91. The lease payment and the operating cost of the parking structures exceeds the revenue generated by the sale of parking decals. The newly established rates reflect an increase of \$25 for a regular semester and \$10 for an intersession and will reduce the level of subsidy from the District's general fund for parking. The Education Code provides for a reduced parking fee for students who qualify for financial aid or EOPS programs.

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

BOARD OF TRUSTEES Santa Monica Community College District	ADJOURNMENT January 13, 2003
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ADJOURNMENT

The meeting will be adjourned in memory of **Carinn Lucas**, sister of Robert Adams, Vice-President, Student Affairs and **Pete Barrett**, community leader and long-time friend of Santa Monica College, and **Dr. Jayne Thomas**, adjunct SMC psychology professor.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Monday, February 10, 2003 at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.