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

**REGULAR MEETING  
MONDAY, JULY 7, 2003**

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

**5:30 p.m. – Closed Session  
Business Building Room 111**

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

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

**PUBLIC PARTICIPATION**  
**ADDRESSING THE BOARD OF TRUSTEES**

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

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

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

**General Public Comments and Consent Agenda**

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

**Major Items of Business**

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

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

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

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

**BOARD OF TRUSTEES**

REGULAR MEETING

SANTA MONICA COMMUNITY COLLEGE DISTRICT

July 7, 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, May 5, 2003.

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).

I.	<b>ORGANIZATIONAL FUNCTIONS</b>		<u>Page No.</u>
	A Call to Order		1
	B Roll Call		
II.	<b>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		
III.	<b>PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS</b> ( <i>Continued</i> )		
	C Pledge of Allegiance		
	#1 Approval of Minutes:	June 2, 2003 (regular meeting) June 23, 2003 (special meeting)	
IV.	<b>SUPERINTENDENT'S REPORT</b>		
V.	<b>ACADEMIC SENATE REPORT</b>		
VI.	<b>CLASSIFIED SENATE REPORT</b>		
VII.	<b>COMMUNICATIONS OR PUBLIC COMMENTS</b>		
VIII.	<b><u>CONSENT AGENDA</u></b>		
	<i>All items considered in one motion unless pulled for discussion later in the meeting</i>		
	<b><u>Planning and Development</u></b>		
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XII. **ADJOURNMENT:** The Board of Trustees will hold its Retreat on Saturday, July 26, 2003 at the SMC Administration Building, 2714 Pico Boulevard, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, August 4, 2003 at 7 p.m. (5:30 p.m. if there is a closed session) Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.



<b>BOARD OF TRUSTEES</b>	<b>REGULAR MEETING</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 7, 2003

**I. ORGANIZATIONAL FUNCTIONS**

A. CALL TO ORDER – 5:30 p.m.

B. ROLL CALL

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

PLEDGE OF ALLEGIANCE – Patrick Nichelson

**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:

June 2, 2003 (Regular Meeting)  
 June 23, 2003 (Special Meeting)

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

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

**CONSENT AGENDA**

It is recommended that the Board of Trustees take the action requested on Consent Agenda Recommendations #2-#22.

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	July 7, 2003

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 2      ACCEPTANCE OF GRANTS  
*Requested Action: Acceptance*

**Title of Grant:**                      **Pico Partnership**

**Granting Agency:**                **City of Santa Monica**

**Requested Funding:**              **\$179,875**

**Matching Funds:**                 **None**

**Performance Period:**            **July 2003 – December 2004**

**Summary:**                            **Continued funding of the Pico Partnership Program that provides support services to SMC students who reside in the Pico Neighborhood.**

<b>Budget:</b>	<b>Income</b>	
	8000	\$179,875
	<b>Expenditures</b>	
	1000	\$ 22,020
	2000	101,980
	7000	55,875

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

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 3 CONTRACTS AND CONSULTANTS

*Requested Action: Approval*

3-A PAYMENT TO PROFESSIONAL DEVELOPMENT INSTITUTE MENTORS

Payment in the amount of \$500 per protégé to the following mentors selected by the Selection Committee of the Proposition 10 Grant Professional Development Institute for the first year of the grant, September 1, 2003 through August 31, 2004:

- Flor Ferro
- Debra Fischer
- Dorothy Haskin
- Linda Kay Johnson
- Kristie Ladish
- Mandana Mohsenin
- Elizabeth Olliff
- Christina Rounds
- Sheryl Tell
- Michelle Veasey
- Rebecca Zlotoff

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

Comment: In accordance with the Proposition 10 Grant, the Professional Development Institute's selected mentors are to be compensated in the amount of \$500 for each protégé they sponsor. These Mentors will provide support in all areas of learning, i.e., collaboration with parents, communication with children, development of their professional skills, and continuation of their education and training.

3-B OFF-CAMPUS FACILITIES FOR WORKFORCE AND ECONOMIC DEVELOPMENT TRAINING, FALL 2003

Off-campus facilities for Workforce and Economic Development training sessions for the Fall 2003 session. There is no charge for most of the facilities. If payment is required, it is indicated on the list kept on file in the Planning and Development Office and Continuing Education Office.

Funding Source: 2003-2004 Budget/Workforce and Economic Development

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

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

CONSENT AGENDA: \_\_\_\_\_ ACADEMIC AND STUDENT AFFAIRS

**RECOMMENDATION NO. 4**                      **NEW AND REVISED COURSES**

*Requested Action: Approval*

The following new and substantively revised courses were approved by the academic departments, the Academic Senate, the Academic Senate Joint Curriculum Committee and all appropriate administrators in Spring, 2003:

- Accounting 31A: Excel for Accounting
- Accounting 31B: Advanced Excel for Accounting
- Accounting 45/Business 45: Individual Financial Planning
- Cinema 09: Film Appreciation—Introduction to Cinema
- CS 32: Database Programming in Visual Basic.Net
- CS 85: PHP Programming
- KIN PE 11B: Intermediate Weight Training
- KIN PE 16: Rock Climbing
- KIN PE 53B: Intermediate Table Tennis
- KIN PR 51B: Intermediate Surfing
- Music 65B: Keyboard Improvisation II
- Nursing 40: Nursing of Children
- Nursing 40L: Nursing of Children Lab
- Nursing 45: Women’s Health Care
- Nursing 45L: Women’s Health Care Lab

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

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

**RECOMMENDATION NO. 5 CONSULTANTS AND CONTRACTS**

*Requested Action: Approval/Ratification*

**5-A CONSULTANT FOR TEST REVIEW SERVICES**

Agreement with Sylvia Rayfield and Associates, Inc., in an amount not to exceed \$3,500, to provide professional development workshops on test construction for nursing faculty for the period of June 24, 2003 and July 10, 2003.

Funding Source: 2002-2003 Chancellor's Office VTEA Grant

Comment: The goal of these workshops is to strengthen exam validity in the Nursing Program.

**5-B RENTAL OF SPACE AND EQUIPMENT FOR KINESIOLOGY/DANCE DEPARTMENT**

Agreement with Rockreation for the rental of space and equipment for the Kinesiology/Dance Department to conduct fitness classes in rock climbing at a cost of \$75 per student for Spring 2003 and the 2003-2004 academic year.

Funding Source: No cost to the District  
(costs completely covered by student fee)

Comment: Education Code section 26395 authorizes districts to impose a fee on participating students for the additional expenses incurred when physical education courses are required to use non-district facilities. At the present time, the district does not have the equipment necessary for these particular rock climbing classes.

**5-C PLANETARIUM LECTURERS, 2003**

Weekday Planetarium Show

Shelley R. Bonus	July 1, 2003-June 30, 2004	\$70 per show
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Planetarium Fall, 2003 Guest Lecturers

Jeff Plaut	August 29, 2003	\$120
Schuyler Van Dyk	September 26, 2003	\$120
Michelle Thaller	November 21, 2003	\$120

Funding Source: Costs will be covered by tickets sales

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

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 6 MEDIATION SERVICES**

*Requested Action: Approval/Ratification*

R. DOUGLAS COLLINS for mediation services related to arbitration, mediation and hearings related to faculty grievances for an amended amount not to exceed \$1,100.

Funding Source: 2002-2003 Budget/Human Resources

**RECOMMENDATION NO. 7 ACADEMIC PERSONNEL**

*Requested Action: Approval*

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

<u>ELECTIONS</u>		<u>EFFECTIVE DATE</u>
<u>ADMINISTRATIVE</u>		
Berman, Diane	Project Manager, International Studies	7/01/03 – 6/30/04
Cajayon, Felicito	Project Manager, Employment Training Panel Grant	7/01/03 – 6/30/04
Kozeracki, Carol A.	Project Manager, Institutional Planning/Research (50% assignment)	7/01/03 - 12/31/03
McGrath, Marilyn	Project Manager, Early Childhood Education	7/01/03 – 6/30/04
Ryan, Joseph	Project Manager Teaching and Reading Development Project (TRDP)	7/01/03 – 6/30/04
Yarrish, Julie	Project Manager, Online Services and Support	7/01/03 – 6/30/04

ADJUNCT

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

SEPARATIONS

LEAVE OF ABSENCE WITHOUT PAY

PERSONAL

Chin, Dorothy                      Instructor, Behavioral Studies                      8/19/03 – 12/30/03

LIMITED RETIREMENT

Costello, Karen                      Instructor English (50%)                      6/30/03

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	July 7, 2003

CONSENT AGENDA: HUMAN RESOURCES

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

**CLASSIFIED PERSONNEL – ESTABLISH/ABOLISH**

**ESTABLISH**

**Effective**

Accounting Manager, Restricted Funds - Capital Outlay/Grants (1 position)  
 Fiscal Services, 12 mos, 40 hrs

7/1/03

Funding Source: FEMA/Fund 15 (Capital Outlay)

Comment: Replaces FEMA Consulting position.

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

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.

	<u>EFFECTIVE DATE</u>
<u>ELECTIONS</u>	
<u>PROMOTION</u>	
Vaval, Mimi	07/01/03
Fr: Employee Benefits Specialist, Risk Mgmt, 12 mos, 40 hrs	
To: Employee Benefits Coordinator, Risk Mgmt, 12 mos, 40 hrs	
<u>CHANGE IN WORKSHIFT/PERMANENT</u>	
Diaz, Mark	07/01/03
Fr: Assessment Services Specialist/VH-1, A&R, 12 mos, 40 hrs	
To: Assessment Services Specialist, A&R, 12 mos, 40 hrs	
Gladney, Eddie	07/01/03
Fr: Custodian, Operations, 12 mos, 40 hrs	
To: Custodian/NS-II, Operations, 12 mos, 40 hrs	
Greenfield, Cynthia	07/01/03
Fr: A&R Clerk II/NS-1, A&R, 12 mos, 40 hrs	
To: A&R Clerk, A&R, 12 mos, 40 hrs	
Luu, Trang	07/01/03
Fr: Custodian, Operations, 12 mos, 40 hrs	
To: Custodian/NS-I, Operations, 12 mos, 40 hrs	
Mirsky, Ann	07/01/03
Fr: Media Resource Asst. II/VH-1, Instructional Computing, 12 mos, 26 hrs	
To: Media Resource Asst. II/NS-1, Instructional Computing, 12 mos, 26 hrs	
Nevarez, Alma	07/01/03
Fr: Assessment Services Specialist/VH-1, A&R, 12 mos, 40 hrs	
To: Assessment Services Specialist, A&R, 12 mos, 40 hrs	
Pant, Poonam	07/01/03
Fr: A&R Clerk I/NS-1, A&R, 12 mos, 40 hrs	
To: A&R Clerk I, A&R, 12 mos, 40 hrs	
Ramos, Angelita	07/01/03
Fr: Administrative Asst. I/NS-1, A&R, 12 mos, 40 hrs	
To: Administrative Asst. I, A&R, 12 mos, 40 hrs	

CHANGE IN WORKSHIFT/PERMANENT (cont'd)

Romo, Alicia 07/01/03  
Fr: Administrative Asst. II/NS-1, A&R, 12 mos, 40 hrs  
To: Administrative Asst II, A&R, 12 mos, 40 hrs

Salcedo, Ramon 07/01/03  
Fr: Acad. Comp. Instr. Spec./VH-1, Instructional Computing, 12 mos, 34 hrs  
To: Acad. Comp. Instr. Spec./NS-1, Instructional Computing, 12 mos, 34 hrs

Takacs, Frank 07/01/03  
Fr: Custodian, Operations, 12 mos, 40 hrs  
To: Custodian/NS-II, Operations, 12 mos, 40 hrs

Webb, Elliott 07/01/03  
Fr: Custodian, Operations, 12 mos, 40 hrs  
To: Custodian/NS-II, Operations, 12 mos, 40 hrs

CHANGE IN WORKSHIFT/TEMPORARY

Dupree, Jared 05/02/03 - 06/17/03  
Fr: Instructional Asst.-Math, Math, 11 mos, 20 hrs  
To: Instructional Asst.-Math/VH-1, Math, 11 mos, 20 hrs

WORKING OUT OF CLASSIFICATION (Additional responsibilities)

Dammer, Robert, Technology Projects Mgr, Network Svcs	+7.5%	07/01/03 - 06/30/04
Looney, Brant, Systems Administrator, AET	+5.0%	07/01/03 - 06/30/04
Wu, Frank, Database Administrator, Info Mgmt	+7.5%	07/01/03 - 06/30/04

SEPARATIONS

39 MEDICAL REMPLOYMENT LIST

Conway, Gay, A&R Clerk II, A&R 06/16/03  
Longstreet, Willie, Custodian/NS-2, Operations 05/30/03

RESIGNATION

Kabwe, Myron, Computer Support Specialist, Library 05/17/03

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	July 7, 2003

CONSENT AGENDA: HUMAN RESOURCES

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

*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

Chase, Gerald, Registration Information Clerk, Station C	06/23/03 - 06/30/03
Chase, Gerald, Registration Information Clerk, Station C	07/01/03 - 07/11/03
Cooper, Joyce, Accompanist Performance, Emeritus	06/23/03 - 06/30/03
Cooper, Joyce, Accompanist Performance, Emeritus	07/01/03 - 08/15/03
Mahlanza, Paula, Voc Instr Asst.-Cosmetology, Cosmetology	06/23/03 - 06/30/03
Mahlanza, Paula, Voc Instr Asst. -Cosmetology, Cosmetology	07/01/03 - 08/15/03
Suknaich, Jennifer, Voc Instr Asst.-Cosmetology, Cosmetology	06/23/03 - 06/30/03
Suknaich, Jennifer, Voc Instr Asst.-Cosmetology, Cosmetology	07/01/03 - 08/15/03
Vento, Victor, Accompanist Guitar, Emeritus	06/23/03 - 06/30/03
Vento, Victor, Accompanist Guitar, Emeritus	07/01/03 - 08/15/03

LIMITED TERM

Biamonte, Christina, Sign Language Interpreter I, DSC	06/23/03 - 06/30/03
Biamonte, Christina, Sign Language Interpreter I, DSC	07/01/03 - 08/01/03
Buchanan, Melody, Bookstore Clerk/Cashier, Station C	06/23/03 - 06/30/03
Buchanan, Melody, Bookstore Clerk/Cashier, Station C	07/01/03 - 07/11/03
Cahya, Fransiska, Sign Language Interpreter III, DSC	06/23/03 - 06/30/03
Cahya, Fransiska, Sign Language Interpreter III, DSC	07/01/03 - 08/01/03
Caldwell, Jennifer, Sign Language Interpreter Trainee, DSC	07/01/03 - 08/01/03
Centeno, Deborah, Sign Language Interpreter III, DSC	06/23/03 - 06/30/03
Centeno, Deborah, Sign Language Interpreter III, DSC	07/01/03 - 08/01/03
Curry, Courtney, Performance Activities Assistant, Events	06/23/03 - 06/30/03
Dawson, Rebecca, Bookstore Clerk/Cashier, Station C	06/23/03 - 06/30/03
Dawson, Rebecca, Bookstore Clerk/Cashier, Station C	07/01/03 - 07/11/03
Fryer, Elizabeth, Sign Language Interpreter I, DSC	06/23/03 - 06/30/03
Fryer, Elizabeth, Sign Language Interpreter I, DSC	07/01/03 - 08/01/03
Gerhold, Thomas, Accompanist Performance, Emeritus	06/23/03 - 06/30/03
Gerhold, Thomas, Accompanist Performance, Emeritus	07/01/03 - 08/15/03
Gerhold, Thomas, Accompanist Voice, Emeritus	06/23/03 - 06/30/03
Gerhold, Thomas, Accompanist Voice, Emeritus	07/01/03 - 08/15/03
Glazer, Brooke, Sign Language Interpreter II, DSC	07/01/03 - 08/01/03
Hashaway, Erma, EOPs Program Spec., EOPs	07/01/03 - 08/15/03
Holstein, Stephanie, Sign Language Interpreter Trainee, DSC	06/23/03 - 06/30/03
Holstein, Stephanie, Sign Language Interpreter Trainee, DSC	07/01/03 - 08/01/03
Houth, Nazareth, Instructional Assistant ESL, ESL	07/01/03 - 07/30/03
Janssen, Gerriet, Instructional Assistant ESL, ESL	07/01/03 - 07/30/03
Jucha, Lisa, Sign Language Interpreter III, DSC	06/23/03 - 06/30/03

LIMITED TERM (cont'd)

Jucha, Lisa, Sign Language Interpreter III, DSC	07/01/03 - 08/01/03
Kangarlou, Monique, Voc Instrl Asst.-Cosmetology, Cosmetology	04/28/03 - 06/27/03
Kangarlou, Monique, Voc Instr Asst.-Cosmetology, Cosmetology	07/01/03 - 08/16/03
Lemes, Blanche, Instructional Assistant ESL, ESL	07/01/03 - 07/30/03
Malerstein, Janet, Sign Language Interpreter Trainee, DSC	06/23/03 - 06/30/03
Malerstein, Janet, Sign Language Interpreter Trainee, DSC	07/01/03 - 08/01/03
Mbusi, Norah, Counseling Aide, Trio	05/15/03 - 06/30/03
Melanio, Noel, Accompanist Dance, KDR	06/23/03 - 06/30/03
Melanio, Noel, Accompanist Dance, KDR	07/01/03 - 08/15/03
Mendez, Kenia, Bookstore Clerk/Cashier, Station C	06/23/03 - 06/30/03
Mendez, Kenia, Bookstore Clerk/Cashier, Station C	07/01/03 - 07/11/03
Merchant, Erin, Sign Language Interpreter I, DSC	06/23/03 - 06/30/03
Merchant, Erin, Sign Language Interpreter I, DSC	07/01/03 - 08/01/03
Nelli, Maria, Bookstore Clerk/Cashier, Station C	06/23/03 - 06/30/03
Nelli, Maria, Bookstore Clerk/Cashier, Station C	07/01/03 - 07/11/03
Park, Kenneth, Performance Activities Assistant, Events	06/13/03 - 06/30/03
Reed, Jeffrey, Accompanist Percussion, KDR	06/23/03 - 06/30/03
Reed, Jeffrey, Accompanist Percussion, KDR	07/01/03 - 08/15/03
Remstein, Robert, Accompanist Voice, Emeritus	06/23/03 - 06/30/03
Remstein, Robert, Accompanist Voice, Emeritus	07/01/03 - 08/15/03
Saavedra, Janna, Sign Language Interpreter II, DSC	06/23/03 - 06/30/03
Saavedra, Janna, Sign Language Interpreter II, DSC	07/01/03 - 08/01/03
Schechter, Dena, Sign Language Interpreter II, DSC	06/23/03 - 06/30/03
Schechter, Dena, Sign Language Interpreter II, DSC	07/01/03 - 08/01/03
Sexton, Robert, Accompanist Dance, KDR	06/23/03 - 06/30/03
Sexton, Robert, Accompanist Dance, KDR	07/01/03 - 08/15/03
Shasha, Rachel, Sign Language Interpreter Trainee, DSC	06/23/03 - 06/30/03
Shasha, Rachel, Sign Language Interpreter Trainee, DSC	07/01/03 - 08/01/03
Sullivan, Nancy, Bookstore Clerk/Cashier, Station C	06/23/03 - 06/30/03
Sullivan, Nancy, Bookstore Clerk/Cashier, Station C	07/01/03 - 07/11/03
Toomey, Kathy, Sign Language Interpreter II, DSC	06/23/03 - 06/30/03
Toomey, Kathy, Sign Language Interpreter II, DSC	07/01/03 - 08/01/03
Tsai, Karen, Sign Language Interpreter I, DSC	06/23/03 - 06/30/03
Tsai, Karen, Sign Language Interpreter I, DSC	07/01/03 - 08/01/03
White, Gerald, Accompanist Voice, Program Development	02/05/03 - 06/11/03

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

CONSENT AGENDA: HUMAN RESOURCES

**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

College Student Assistant \$7.00/hr	2
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College Work-Study Student Assistant \$7.00/hr	23
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SPECIAL SERVICES

Art Model \$14.00/hr	5
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Community Services Specialist I \$27.40/hr	65
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Community Services Specialist II \$38.00/hr	9
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Recreation Director I \$8.12/hr	1
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Recreation Director II \$10.59/hr	1
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Volunteers	3
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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	July 7, 2003

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**

**RECOMMENDATION NO. 12                      PAYMENT FOR LABOR COMPLIANCE PROGRAM**

*Requested Action: Approval*

Payment in the amount of \$4,566 to the FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES to develop a single statewide Labor Compliance Program for all 72 community college districts to fully comply with the requirements of Labor Code §1771.7 established under AB 1506. Services to include review and update of the District's standard bid and contract language and staff training.

Funding Source:            Fund 15 (Capital Fund)

Comment:            AB 1506 was passed along with Prop. 47 requiring labor compliance monitoring for every district project funded from Prop 47 and Prop 53. The State Department of Industrial Relations has approved the development of a statewide plan for community colleges.

**RECOMMENDATION NO. 13                      PAYMENT FOR ENRON BANKRUPTCY CLAIM**

*Requested Action: Approval*

Payment in the amount of \$4,000 to the COMMUNITY COLLEGE LEAGUE OF CALIFORNIA for the filing of an Enron Bankruptcy Claim on behalf of the District.

Funding Source:            2002-03 District Budget/General Fund

Comment:            The Community College League of California coordinated the filing of claims against Enron. The process included an audit of Enron electric billing to determine the accuracy of the billing for the purpose of preparing a more accurate claim against the Enron bankruptcy. This payment is the District's share of the cost.

**RECOMMENDATION NO. 14                      CLAIM FOR DAMAGES**

*Requested Action: Approval*

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

<u>Claimant</u>	<u>Date Filed</u>	<u>Amount of Claim</u>
Clint W. Fedderson for his client John Casimir de Sulima-Przyborowski	06/02/03	unknown

Comment:            The claimant alleges that the District terminated his employment without providing adequate due process and factual basis.

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

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**

**RECOMMENDATION NO. 15 CONTRACTS AND CONSULTANTS**

*Requested Action: Approval*

**15-A PAY TELEPHONE SERVICES**

Agreement with VERIZON for the period of July 1, 2003 through June 30, 2006 to provide pay telephone service on the main campus. The agreement shall automatically renew for additional, successive one-year terms unless either party provides a 30-day notice.

Comment: VERIZON will pay the District a percentage of pay telephone revenues plus \$30 per month for each telephone kiosk advertising panel on campus. The District reserves the right to approve all advertising.

**15-B RISK MANAGEMENT AGREEMENTS**

**1. HAZARDOUS WASTE DISPOSAL AGREEMENT**

Agreement with Clean Harbors (formerly Safety-Kleen Systems, Inc.) to provide hazardous waste disposal services for an amount not to exceed \$7,000 for the period of July 1, 2003 through August 31, 2003.

Comment: Clean Harbors (formerly Safety-Kleen Systems, Inc.) has been providing hazardous waste services for the District for several years to ensure that the District is in compliance with federal, state and local regulations for the storage and removal of hazardous waste. This short-term agreement will keep the District in compliance while the District is in the process of going to bid for a multi-year agreement for these services.

**2. ERGONOMICS CONSULTATION SERVICES AND TRAINING**

Agreement with Dr. Charish dba Charish Ergonomics, to provide ergonomic consultation services for the period of July 1, 2003 through June 30, 2004 for an amount not to exceed \$10,000.

Comment: Dr. Charish will perform ergonomic job evaluations, develop low cost corrective actions, evaluate proposed engineering drawings, assess new equipment or furniture and will also perform training as needed.

Funding Source: 2003-2004 Risk Management Budget

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

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**  
**ANNUAL RECOMMENDATIONS**

**RECOMMENDATION NO. 16 KCRW CONTRACTS AND CONSULTANTS**

*Requested Action: Approval/Renewal of the following annual contracts for the period of July 1, 2003 through June 30, 2004:*

	Provider	Service	Amount
1.	Frances Atherton	Program services, "Politics of Culture"	\$660 per program, total not to exceed \$16,500
2.	Jason Bentley dba Secret Technology, Inc.	Program services, "Metropolis"	\$200 per program, total not to exceed \$47,000
3.	Thea Boyanowsky	Promotional services, KCRW music projects	\$1,500 per month plus varying rates for special projects, total not to exceed \$22,500
4.	Kellie Briley	Community ascertainment and research pertaining to FCC compliance	\$200 per quarter, total not to exceed \$800
5.	Gary Calamar dba Gary Calamar, Inc.	Program services, "The Open Road; guest host services, various programs	\$100 per program "The Open Road" varying rates for other programs, total not to exceed \$7,000
6.	Christopher Calswell	Program services, "Left, Right & Center"; guest host, "Politics of Culture"	\$100 per program, total not to exceed \$4,000
7.	Raul Campos	Program services, "Nocturna"; guest host various music programs	\$100 per program "Nocturna"; varying rates for music programs, total not to exceed \$7,000
8.	Greg DaPonte dba GLD Productions	Program services, various music programs	Varying rates, total not to exceed \$750
9.	Sara Davidson	Program services "Politics of Culture"	\$100 per program, total not to exceed \$1,000
10.	Dickstein Shapiro Morin Oshinsky, LLP	Legal services pertaining to FCC issues	Not to exceed \$65,000
11.	Mark Feinberg dba Mt. Washington Woodworks	Cabinetry for KCRW studios	\$3,750 to be paid in advance; \$3,750 to be paid upon completion, total not to exceed \$7,500

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

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**  
**ANNUAL RECOMMENDATIONS**

**RECOMMENDATION NO. 16**      **KCRW CONTRACTS AND CONSULTANTS** *(continued)*

	Provider	Service	Amount
12.	David Frum	Program services "Left, Right & Center"; guest host "Politics of Culture"	\$100 per program, total not to exceed \$6,200
13.	Arianna Huffington dba Christabella, Inc.	Program services "Left, Right & Center"; guest host "Politics of Culture"; guest host on special projects	\$100 per program, varying rates for special projects, total not to exceed \$6,800
14.	Ricky Jay dba Deceptive Practices	Program services, weekly KCRW commentary	\$200 per program, total not to exceed \$10,400
15.	Evan Kleiman	Program services "Good Food"	\$1,500 per month, total not to exceed \$18,000
16.	Eric J. Lawrence	Guest host, various programs	Varying rates, total not to exceed \$800
17.	Gregg Lewis dba Golden Cane Advertising	Advertising/production services and special projects	\$4,000 per month plus reimbursed expenses not to exceed \$3,000
18.	Will Lewis dba Will Lewis Associates	Fundraising, membership, program development, audience research, grant writing and applications	\$6,666.67 per month, total not to exceed \$80,001
19.	Kevin Lincoln	Guest host, various programs	Varying rates, total not to exceed \$7,500
20.	Anne Litt	Program services "Weekend Becomes Eclectic"; guest host, various music programs	\$125 per program, varying rates for music programs, total not to exceed \$17,000
21.	Larry Malizia	Computer support services	\$85 per hour, total not to exceed \$7,000
22.	Matthew Miller	Program services "Left, Right & Center"; guest host "Politics of Culture" and special programs	\$100 per program, varying rates for special programs, total not to exceed \$6,800
23.	Candace Moyer	Promotional support services "KCRW Presents" and "Sounds Eclectic" and special projects	\$750 per month, varying rates for special projects, total not to exceed \$14,500
24.	Christelle Nahas	Tape/cassette dubbing services	\$5 per tape, total not to exceed \$3,000

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

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**  
**ANNUAL RECOMMENDATIONS**

**RECOMMENDATION NO. 16 KCRW CONTRACTS AND CONSULTANTS (continued)**

	Provider	Service	Amount
25.	Kevin Pontheir	Guest host for music programs	Varying rates, total not to exceed \$1,000
26.	Liza Richardson dba Mad Doll Productions	Program services "The Drop"; guest host for various music programs	\$125 per program, varying rates for music programs, total not to exceed \$9,000
27.	Robert Scheer	Program services "Left, right & Center"; guest host "Politics of Culture" and special programming	\$100 per program, varying rates for special programming, total not to exceed \$6,800
28.	Thomas Schnabel dba Toucano Productions	Program services "Café LA" and other music programs	\$120 per program, varying rates for music programs, total not to exceed \$8,500
29.	Kristina Semel	Program services, guest host for various music programs	Varying rates, total not to exceed \$750
30.	Robert Werne	Program services, guest host for various music programs	Varying rates, total not to exceed \$1,000
31.	Graham Company	Board operation services for various music programs	\$17.60 per hour, total not to exceed \$1,000

Funding Source: KCRW Donations

33.	Ed Parker, Jr.	Design/artwork for fundraising	Total not to exceed \$12,000
34.	Sandep Rahi dba Burning Box	Design/artwork for fundraising	Total not to exceed 5,000
35.	Garth Wilson dba Zero Overhead	Design/artwork for fundraising	Total not to exceed \$49,000
36.	Edward Goldman	Program services "Arttalk"; guest host "Politics of Culture"	\$100 per exclusive original program, \$50 per non-exclusive program, total not to exceed \$6,800
37.	Sam Hall Kaplan	Program services "City Observed"; guest host "Politics of Culture" and special programs	\$100 per exclusive original program, \$50 per non-exclusive program, \$100 per program as guest host, total not to exceed \$6,800



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

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**  
**ANNUAL RECOMMENDATIONS**

**RECOMMENDATION NO. 16 KCRW CONTRACTS AND CONSULTANTS(continued)**

	Provider	Service	Amount
38.	Sandra Tsing Loh	Program services "The Loh Life"; guest host "Politics of Culture" and special programs	\$150 per exclusive original program, \$100 per non-exclusive program, varying rates for special programs, total not to exceed \$8,500
39.	Elvis Mitchell	Program services "The Treatment"	\$2,400 per month , total not to exceed \$30,000
40.	Joe Morgenstern	Film review commentaries, guest host "Politics of Culture"	\$100 per program, total not to exceed \$6,800
41.	Ed Parker, Jr.	Design/artwork	Total not to exceed \$4,000
42.	Sandep Rahi dba Burning Box	Design/artwork	Total not to exceed \$20,000
43.	Garth Wilson dba Zero Overhead	Design/artwork	Total not to exceed \$21,000

Funding Source: KCRW Donations and California Arts Council Organization Support Grant

	Provider	Service	Amount
32.	Johanna Cooper	Development & production of "Children of Abraham"	Total not to exceed \$5,000

Funding Source: KCRW Donations and National Endowment for the Arts Grant

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

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**

**RECOMMENDATION NO.17 FACILITIES**

**17-A CHANGE ORDER NO. 2, ABR/RESTROOM BUILDING, MAIN BUILDING AIRPORT CAMPUS**

Change Orders No. 2 with CONSTRUCTION SYSTEMS, INC. on The ABR/Restroom Building, Main Building Airport Campus project .

Original Contract Amount	\$219,284.00
Change Order No. 1	4,396.00
Change Order No. 2	<u>28,978.71</u>
Revised Contract Amount	\$252,658.71

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

Comment: This change order provides for Contractor purchase of partially constructed modular restroom building from Ecocrete bankruptcy auction, transport building from Chula Vista, CA to Airport site and complete construction and terms of contract, to include crane to set building, weld building to frame at foundation, finish exterior walls, install flooring, roofing, T-bar ceiling, electrical power and lighting, plumbing, restroom fixtures, toilet partitions and accessories, metal doors, electric hot water heater and interior and exterior painting. This change order also provides the Owner a credit of (\$47,907.63) for all uncompleted transportation and installation work that Ecocrete was unable to perform for the General Contractor on this contract due to bankruptcy.

**17-B COMPLETION OF ABR/RESTROOM BUILDING, MAIN BUILDING AIRPORT CAMPUS**

Subject to completion of punch list items by CONSTRUCTION SYSTEMS, INC., the Board of Trustees authorizes the Executive Vice President of Business and Administration, without further action of the Board of Trustees, to accept the project described as ABR/RESTROOM BUILDING, MAIN BUILDING AIRPORT CAMPUS/MODEL ART BUILDING NORTH WING as being complete upon CONSTRUCTION SYSTEMS, INC. completion of punch list items. The Executive Vice President of Business and Administration shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance, disbursement of the final payment is authorized.

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

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**

**RECOMMENDATION NO. 17 FACILITIES (continued)**

**17-C COMPLETION OF REPLACE CLERESTORY WINDOWS, SOUTH WING ART BUILDING**

Subject to completion of punch list items by GAFF GROUP, INC., the Board of Trustees authorizes the Executive Vice President of Business and Administration, without further action of the Board of Trustees, to accept the project described as REPLACE CLERESTORY WINDOWS, SOUTH WING ART BUILDING 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, disbursement of the final payment is authorized.

**17-D INTERIOR DESIGN AGREEMENT – LIBRARY EXPANSION AND REMODEL**

Amend the agreement with CAROL CAMBIANICA to provide interior design services for the Library Expansion and Remodel project for an additional amount not to exceed \$3,000 plus reimbursable expenses for the period of July 1, 2003 through October 31, 2003, for an amended total of \$12,000 plus reimbursable expenses.

Funding Source: Prop T/ FEMA/Capital Outlay

Comment: Ms. Cambianica has been assisting the District in the review of existing furniture and the selection of new furniture for the Library project. This amendment is necessary to complete the services.

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

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**

**RECOMMENDATION NO. 17 FACILITIES (continued)**

**17-E CHANGE ORDER NO. 2 ADDITION TO STUDENT HEALTH & ACTIVITIES BUILDING**

Change Order No. 2 with TRIMAX CONSTRUCTION CORP. on the Addition to Student Health & Activities Building project.

Original Contract Amount	\$645,000.00
Change Order No. 1	1,282.00
Change Order No.2	<u>35,283.00</u>
Revised Contract Amount	\$681,565.00

Funding Source: Auxiliary Services

Comment: This change order provides for additional demolition and removal of existing underground footings and asphalt, demolition of existing building column and replace with steel column, provide backing for Owner supplied "slot walls", connect existing roof drain to catch basin, addition of new trench drain and drainage catch basin, additional concrete work at columns, smoke detectors at overhead door, insulation at south wall, replace 4" water valve, modify sheet metal work at roof, exterior painting in lieu of sheet metal panels, replacement of existing damaged electrical conduit and conductors, add concrete stairs to account of site grade differential, modify Owner's shelving for re-installation, and remove tree stumps North of building. This change order also provides for two credits: (1) in the amount of \$12,090 to be deducted from the contract amount for re-inspection costs due to corrections required during installation of structural steel, and (2) in the amount of \$28,000 for architectural services.

**17-F PAYMENT FOR ADDITIONAL ARCHITECTURAL SERVICES, ADDITION TO STUDENT HEALTH & ACTIVITIES BUILDING**

Payment to PUGH + SCARPA ARCHITECTS, INC. for additional architectural services related to the Addition to Student Health & Activities Building project. Payment not to exceed \$28,000 plus reimbursable expenses.

Funding Source: Auxiliary Services

Comment: Additional architectural and engineering services were required due to errors made by the contractor's surveyor.

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

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**

**RECOMMENDATION NO. 17 FACILITIES (continued)**

**17-G COMPLETION OF ADDITION TO STUDENT HEALTH & ACTIVITIES BUILDING**

Subject to completion of punch list items by TRIMAX CONSTRUCTION CORP., the Board of Trustees authorizes the Executive Vice President of Business and Administration, without further action of the Board of Trustees, to accept the project described as ADDITION TO STUDENT HEALTH & ACTIVITIES BUILDING as being complete upon TRIMAX CONSTRUCTION CORP. completion of punch list items. The Executive Vice President of Business and Administration shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance, disbursement of the final payment is authorized.

**17-H ANNUAL CPI INCREASE ON LEASE FOR AIRPORT CAMPUS**

Increase the monthly lease with THE CITY OF SANTA MONICA for the Airport Campus facility to reflect the annual CPI increase. The increase will be \$521.14 for a new monthly lease rate of \$17,892.54.

Funding Source: 2003-2004 General Fund

Comment: The annual CPI increase is included in the agreement with the City.

**17-I AGREEMENT FOR FACILITIES MASTER PLAN PROJECT ASSESSMENT**

Agreement with 3D INTERNATIONAL in the amount not to exceed \$120,000 plus reimbursable expenses to prepare a "Facilities Report for Santa Monica College" as part of SMC's Facilities Master Plan Update. The report will survey building deficiencies at SMC's satellite locations and address remaining campus deficiencies (new construction, renovation, and site improvements). The new facilities component of the report will also address partnership opportunities to remedy facility deficiencies in physical education, recreation, culture, social welfare, and transportation.

Funding Source: Measure U

Comment: 3D International will work with college administration, college representatives, and representatives from partnership agencies to identify and describe each of the projects. The work will update the first assessment report published in August 2001; provide a facility assessment of buildings at SMC's satellite campuses, including new acquisitions; and identify and quantify partnership opportunities to meet remaining facility deficiencies.

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

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**

**RECOMMENDATION NO. 18**

**COMMERCIAL WARRANT REGISTER**

May 1 – May 31, 2003	4993 – 5012	\$5,862,432.65
June 1 – June 30, 2003	5013 – 5030	\$3,118,619.73

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

**RECOMMENDATION NO. 19**

**PAYROLL WARRANT REGISTER**

May 1 – May 31, 2003	C1J – C2K	\$6,879,055.70
June 1 – June 30, 2003	C1K – C2L	\$6,931,247.61

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

**RECOMMENDATION NO. 20**

**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.

May 1 – May 31, 2003	88681 – 88998	\$880,084
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Comment: The detailed Auxiliary payment documents are on file in the Auxiliary Operations Office.

**RECOMMENDATION NO. 21**

**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.

June 1 – June 30, 2003	D001468 – 001612	\$1,125,536.68
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<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	July 7, 2003

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**

**RECOMMENDATION NO. 22 PURCHASING**

*Requested Action: Approval/Authorization*

**22-A AWARD OF PURCHASE ORDERS**

*Requested Action: Approval*

<u>Purchase Orders - FY 2002/03</u>	<u>Total</u>
A) P. O. 86813 – 86878	\$753,924.43
B) Telephone Orders	\$8,061.62
C) Change Orders	\$11,869.74
D) Auxiliary Orders	416.76
E) Auxiliary Telephone Orders	42,726.16

Comment: Lists of orders placed or amended between April 28, 2003 and May 23, 2003 are part of records on file in Purchasing Department

**22-B DECLARATION AND DONATION OF SURPLUS EQUIPMENT**

Declare as surplus the following exercise equipment and authorize the District to donate the equipment to the Santa Monica/Malibu Unified School District.

- Fly Chest Press Machine
- Hip Flexor Machine

Comment: The Board of Trustees accepted a donation of new exercise equipment from Iron Leader, replacing the above equipment. SMMUSD will use the exercise equipment at Lincoln Middle School.

**22-C DONATION OF EQUIPMENT**

*Requested Action: Approval*

Donation of a sit-up bench and a Gazelle Freestyle zero impact exercise Machine from Madeline Brodie.

Comment: The equipment will be used by the Kinesiology/Dance Department in the Fitness Center.

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

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**

**RECOMMENDATION NO. 22 PURCHASING** *(continued)*

*Requested Action: Approval/Authorization*

**22-D PARTICIPATION IN PURCHASE AGREEMENTS**

1. Authorize the use of the State of California Department of General Services' California Multiple Awards Schedule (CMAS) contract #3-02-70-0805f with COMPUTERLAND OF SILICON VALLEY for Microsoft software license renewal in an amount not to exceed \$116,649 for two years.

Authorize the award of a purchase order to Computerland of Silicon Valley for the purchase of the Microsoft License Renewal.

Funding Source: Instructional Equipment Grant/Technology Block Grant

2. Authorize the use of the State of California Department of General Services' California Multiple Awards Schedule (CMAS) contract #3-98-00-0226A with NEC BUSINESS NETWORK SOLUTIONS, INC. for maintenance and software support for 16 CISCO computer servers in an amount not to exceed \$97,055.72.

Authorize the award of a purchase order to NEC Business Network Solutions, Inc. for the maintenance and software support of 16 computer servers.

Funding Source: 2003-2004 General Fund

3. Authorize the use of the State of California Department of General Services' California Multiple Awards Schedule (CMAS) contract #3-94-70-0013 with ORACLE CORPORATION for Oracle Software Support and Maintenance Service in an amount not to exceed \$170,102.39.

Authorize the award of a purchase order to Oracle Corporation for the Oracle Software Support and Maintenance Service.

Funding Source: 2003-2004 General Fund

**Comment:** Public Contract Code §20652 allows the District to purchase through other public agencies without advertising for bid. Public Contract Code §12110 authorizes the Department of General Services to purchase data processing or telecommunications goods and services for other public agencies.



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

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 23-A**      **EMERGENCY RESOLUTION FOR EMERGENCY ROADWAY AND SITE IMPROVEMENTS, CENTINELA PROPERTY SITE**

The Board of Trustees hereby unanimously resolves that an emergency exists because of the lack of an emergency roadway for access to the site located at 3171 Centinela Ave. wherein certain alterations, work, or improvements are necessary to permit the use of the facility or to avoid danger to life or property, as described below:

Design and construction of vehicular/roadway access from Centinela, safety modifications to the parking lots and utility relocation. The estimated cost is not to exceed \$971,420 plus reimbursable expenses.

The Board of Trustees will make contracts on behalf of the District for the performance of labor and furnishing of materials or supplies for the purpose without advertising for or inviting bids.

Funding Source:      COP/BAE Purchase/Improvements

Comment:      The former vehicular/roadway access for this site was on Airport Avenue through property controlled by the City of Santa Monica. This roadway is no longer appropriate for property access for general use or by emergency vehicles. Public Contract Code §20654 authorizes the Board of Trustees to take this emergency action.

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

**RECOMMENDATION NO. 23-B**      **AGREEMENT FOR EMERGENCY ROADWAY AND SITE IMPROVEMENTS, CENTINELA PROPERTY SITE**

It is recommended that the Board of Trustees authorize the District to enter into an agreement with G. B. COOKE, INC. for the installation of vehicular/roadway access from Centinela, safety modifications to the parking lots and utility relocation associated with Centinela Property in the amount not to exceed \$971,420, plus reimbursable expenses

Funding Source:      COP/BAE Purchase/Improvements

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

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

**MAJOR ITEMS OF BUSINESS**

**RECOMMENDATION NO. 24**

**CLASSIFIED EMPLOYEE LAYOFF**

Significant reductions in the Santa Monica Community College District's revenue from the State have resulted in the discontinuation of programs. Therefore, due to lack of funds and lack of work, it is recommended that the Board of Trustees approve the elimination of the following classified positions effected by program discontinuation, effective August 7, 2003, pursuant to Education Code Sections 88014, 88017 and 88127.

- Auto/Toolroom Coordinator (1 FTE)
- Instructional Assistant, Business (1 FTE)
- Toolroom Attendant I (1 FTE)
- Toolroom Attendant II (2 FTE)

It is further recommended that the Board of Trustees authorize the following:

The Superintendent/President is directed to give notice of layoff to the effected classified employees pursuant to the requirements of law;

The employees laid off pursuant to this recommendation shall be eligible for reemployment pursuant to Education Code Section 88117.

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

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

**MAJOR ITEMS OF BUSINESS**

**RECOMMENDATION NO. 25**

**ORGANIZATIONAL MEMBERSHIPS, 2003-2004**

It is recommended that the Board of Trustees approve the following organizational memberships for 2003-2004:

Accreditation

- Accrediting Commission for Community and Junior Colleges (WASC)
- American Medical Association
- Commission on Allied Health, Education and Accreditation
- Council for Higher Education Accreditation (CHEA)
- National League of Nursing (NLN)

Board Organizations

- American Association of Community Colleges
- Association of Community College Trustees
- California Association of Latino Community College Trustees (CALCCT)
- Community College League of California
- National Association of Latino Elected Officials (NALEO)

District-Wide Organizations

- Academic Senate for California Community Colleges
- Affirmative Action, Diversity & Equity Consortium-So. Region (AADEC-SR)
- Affirmative Action Officers Association (AAOA)
- American Association of Higher Education (AAHE)
- American Council of Education (ACE)
- American Mathematical Association of Two-Year Colleges
- American Society of Composers, Authors and Publishers
- AMIDEAST
- Arts Advocates
- Associate Degree Nursing Program, Southern California Directors
- Association for Institutional Research (AIR)
- Association of International Education Administrators (AIEA)
- Association of Performing Arts Presenters
- Broadcast Education Association (BEA)
- Broadcast Music, Inc. (BMI)
- California Arts Advocates
- California Association of School Business Officers (CASBO)
- California Association of Student Financial Aid Administrators
- California Campus Environmental Health and Safety Association
- California Colleges for International Education (CCIE)
- California Community College Association for Occupational Education (CCCAOE)
- California Community College Chief Instructional Officers (CCCCIO)
- California Community Colleges Counselors Association (CCCCA)
- California Community College Student Affairs Association (CCCSAA)
- California Community College Transfer Center Director's Association
- California Community Colleges Student Financial Aid Administrators Association
- California Cooperative Education Association

California Fashion Association  
California Library Authority for System Services  
California Newspaper Publishers Association  
California Placement Association  
California Presenters (2002-03 and 2003-04)  
California Resource Recovery Association  
California Transit Association  
Career Planning and Adult Development Network  
CMJ New Music Report  
College and University Professional Association for HR  
College Consortium for International Studies  
Color Association of the United States  
Community College Facility Coalition  
Community College Instructional Network  
Community College Public Relations Organization  
Consortium for North American Higher Education Collaboration (CONAHEC)  
Consortium of Southern California Colleges & Universities (CSCCU)  
Council for Advancement and Support of Education (CASE)  
Council for Adult and Experiential Learning  
Council of Chief Librarians  
Council for Opportunity in Education (COE)  
Council for Resource Development (CRD)  
Education Mandated Cost Network  
English Council of California Two-Year Colleges  
Equal Employment Diversity and Equity Consortium/Southern Region)  
Fulbright Association  
Health Services Association of California Community Colleges  
Hispanic Association of Colleges and Universities  
Honors Transfer Council  
Institute of International Education (IIE)  
Institute for Supply Management  
International Animated Film Society (ASIFA-Hollywood)  
International Association for Continuing Education and Training (IACET)  
Journalism Association of Community Colleges  
KCET-TV  
KOCE-TV  
Latina Leadership Network  
Learning Resources Network  
Los Angeles Area Chamber of Commerce  
Los Angeles World Affairs Council  
Malibu Chamber of Commerce  
Metropolitan Cooperative Library System  
Music Association of California Community Colleges (MACCC)  
NAFSA Association of International Educators  
National Association for the Advancement of Color People (NAACP)  
National Association of College Admission Counselors  
National Association of Educational Buyers  
National Association of Foreign Student Admissions Officers  
National Association of Student Employment Administrators (NASEA)  
National Association of Student Financial Aid Administrators  
National College Fairs Advisory Committee (NACAC)  
National Communication Association  
National Community College Hispanic Council

National Council for Marketing and Public Relations  
National Council on Research and Planning (NCRP)  
National Endowment for the Arts (NEA)  
National Endowment for Humanities (NEH)  
National Institute for Staff & Organizational Development (NISOD)  
Network of California Community College Foundation  
Pacific Association of Community College Registrars and Admissions Officers  
Pacific Coast College Health Association  
The Presidential Summit (An Association of Community Colleges and Public Universities)  
Recording for the Blind and Dyslexic  
Research and Planning Group for California Community Colleges  
Santa Monica Chamber of Commerce  
SESAC (license for public performance of music works)  
Southern California Consortium for International Studies  
Southern California Intersegmental Articulation Council (SCIAC)  
Southern 30 Information Exchange Consortium  
Western Alliance of Arts Administrators  
Western Arts Alliance  
Western Association of College Admissions Counselors  
Women in Animation

Funding Source: 2003-2004 Departmental Budgets

It is further recommended that the Board of Trustees approve the following 2003-2004 organizational memberships for KCRW:

California Public Radio  
Major Market Partnership  
National Association of Broadcasters  
National Public Radio  
National Translator Association  
Public Radio International  
Public Broadcasting Management Association  
Public Radio Program Directors

Funding Source: 2003-2004 Budget/KCRW  
Grants and donations

It is further recommended that the Board of Trustees approve the following 2003-2004 organizational memberships for the Personnel Commission:

California School Personnel Commissioners Association  
International Personnel Management Association (IPMA)  
Employers Group  
Personnel Commissioners Association of Southern California (PCASC)

Funding Source: 2003-2004 Budget/Personnel Commission

It is further recommended that the Board of Trustees approve the following 2003-2004 organizational memberships for Athletics:

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 Soccer Coaches Association  
California Community College Swimming & Diving Coaches Association  
California Community College Tennis Coaches Association  
California Community College Women's Basketball Coaches Association  
Commission on Athletics  
Intercollegiate Tennis Association  
National Association of Collegiate Directors of Athletics  
National Association of Academic Advisors for Athletics  
National Athletes Training Association  
Western States Conference

Funding Source: 2003-2004 Budget/Athletics

COMMENT: Total District funds expended for 2002-2003 were approximately \$150,000 (excluding KCRW). The same amount is budgeted for 2003-04.

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 7, 2003

**INFORMATION ITEM D**

**CSEA PROPOSAL ON THE EFFECTS AND IMPACT OF LAYOFFS**

The California Schools Employees Association Chapter 36 submitted the following proposal on the effects of layoff/reductions for lack of work/lack of funds.

The District will hold a public hearing and adopt its initial proposal at the Board of Trustees meeting on August 4, 2003.

June 18, 2003  
CSEA and Its Santa Monica Chapter# 36

## **Proposal**

### **Effects of Layoff/Reductions For Lack of Work/Lack of Funds**

#### **Retention of Bargaining Unit Rights to Employment Opportunities**

The District shall not contract out or transfer work of the bargaining unit to certificated employees, volunteers, prisoners, confidential, management, student, short term, limited term or substitute employees (by any other title). The District shall discontinue use of such employees and/or contractors in classrooms/departments/offices or any other district facility where bargaining unit employees have been laid off or reduced in hours/work year.

If work within the bargaining is to be redirected to other bargaining unit employees due to a "lack of funds" lay off then the District and CSEA shall meet with affected employees who may perform the additional duties prior to the commencement of negotiating work load issues.

The District shall release all probationary, temporary, short term, limited term and substitute employees (by any other title) before it lays off employees or reduces bargaining unit positions. Information on cost savings shall be provided to CSEA.

Any and all positions vacated subsequent to the implementation of this lay off period shall be considered as viable bargaining unit positions and shall be offered to impacted unit members based on seniority.

#### **Notice of Decision to Lay-off Bargaining Unit Employees**

Unit members affected by lay-off shall receive no less than a full 30 day notice with each occurrence of lay-off affecting him/her. No less than a 30 day period shall be afforded to each unit member bumped as a result of another unit member's election to exercise bumping rights which affect his/her right to remain in his/her position. The notice period shall begin no earlier than adoption of the resolution by the Board of Trustees at a public Trustees' meeting.

CSEA shall be provided written notice prior to any instance of contact by District, and or its' agent with unit members for the purpose of the provision of notification of impending lay-off or abolishment of a position.

#### **Unit Members Rights**

In the event current classifications are retitled, any unit member who was an incumbent under the former classification shall be grandfathered into the retitled position. All rights to seniority and re-employment, etc. shall be bridged over into the new class.



Laid off employees who take a voluntary demotion into a different class shall remain on the reemployment list to preserve return rights and shall be returned to his/her former class immediately in the event a vacancies occurs.

Laid off employees who are rehired within the 39 months shall have all contractual rights and benefits bridged as though the employee had never been laid off.

Unit members who elect to exercise bumping rights shall be returned to his/her former class at compensation, benefits closest to those of the position he/she lost as a result of lay-off.

Upon a bargaining unit member exercises bumping rights to a position in a lower salary range, he/she shall receive the next lower dollar amount below his/her present rate of pay on the salary schedule. If that amount is more than a 5% decrease, the employee shall be placed at the highest step of the lower salary range.

A bargaining unit member who exercises bumping rights in lieu of lay off shall be eligible for a step advancement and longevity increment based on the employee's continuous service.

Laid off employees may volunteer to transfer in lieu of lay-off into a position with comparable wages, hours, and working conditions or take a demotion into a lower classification for which they have not worked if the position is vacant and if they meet minimum qualifications.

Unit members who elect to exercise bumping rights may be placed in vacant positions that have similar minimum requirements to his/her former classification based on his/her seniority.

Laid off employees and employees affected by reductions shall be offered the opportunity to fill any temporary, short term, limited term and substitute positions.

### **Benefits and Compensation to Affected Employees**

Each employee laid off shall receive severance pay equivalent to full current monthly salary for three months. In addition, benefited employees who are laid off shall continue their health and welfare benefits for six months and shall be offered COBRA at the end of those six months.

The District shall bear all costs associated with continuing certification of displaced bargaining unit members.

The District shall provide assistance in resume writing, testing, and interviewing techniques.

The District shall provide each employee with a letter of recommendation upon request.

The provision of outplacement assistance; shall include but not be limited to include access to telephones, computers, career assessment, Xerox, career services, for example, resume writing, interviewing, testing techniques, job hunting, etc. and the cost borne by the District.

Bargaining unit members subject to lay off or displacement shall be provided release time to participate in the aforementioned activities.

Employees designated for lay off and/or reduction in hours/work year shall be allowed paid release time to seek alternative employment or training for other employment.

In addition, the District shall provide release time to displaced or laid off unit members for the purposes of seeking other employment outside of SMCCD.

### **Effects of Agreement**

Unit members shall retain all rights and benefits guaranteed to them by the California Education Code, the CSEA/District contract, District policies/procedures, Personnel Commission rules and regulations, and any and all other rights or benefits deemed necessary and appropriate as proposed by CSEA.

These provisions are subject to the Grievance article and/or any other administrative remedy available to the parties.

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 7, 2003

**INFORMATION ITEM E**      **REPORT FROM CITIZENS' BOND OVERSIGHT COMMITTEE**

Following is a report to the Board of Trustees from Graham Pope, Chair of the Citizens' Oversight Committee, summarizing the Committee's meeting held on April 30, 2003

The following reports were distributed to the Committee and discussed:

Internal Control Environment Report

There are a number of checks and balances, including authorization by the Board of Trustees. All expenditures go through the County of Los Angeles.

Audit Statement (as of June 30, 2002)

The letter from the Auditor states that there were no funds expended by the District from Measure U during the first year, 2001-02. There were projects that that could have been covered, but expenditures were not charged back to the bond. Alternate funding possibilities are considered because there are more projects than bond funds.

The auditors will return in May to start the District audit. Their review and report on the expenditure of bond funds as a separate fund will be part of the total audit report.

Project List and Timeline

All projects on the list were identified in Measure U. The project list is based on priority of need and priority of constructability. The report shows changes in reallocations and priority since the last report submitted to the Committee. In some cases, a project is higher priority because outside funding is available or Measure U funding has been reduced; in other cases a project is a lower priority because obtaining an alternate source(s) of funding is a priority. Campus perimeter projects are included in 6, 10, 11, 12, 13, and 14. Of \$160 million, about \$17 million has been expended for projects in the first nine projects.

In response to a question about bonds funds drawing interest, only \$25 million of the bonds have been sold. The proceeds are held by the County and invested in the County pool, which earns interest at the short-term U.S. Treasury rate. The rest of the bond authorization will be sold only as needed for Measure U projects.

Tentative Schedule of Meetings, 2003-2004

Quarterly meetings on the third Wednesday of the month at 8 a.m., location to be determined:  
 July 16, 2003 (annual meeting)  
 October 15, 2003  
 January 21, 2004  
 April 21, 2004

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

**INFORMATION ITEM F**

**SUBMITTAL OF GRANTS**

**Title of Grant:** Vocational and Technical Education Act (VTEA) I-C  
**Granting Agency:** California Community College Chancellor's Office  
**Requested Funding:** \$687,436  
**Matching Funds:** N/A  
**Performance Period:** July 1, 2003 -- June 30, 2004  
**Summary:** VTEA funds are used to support SMC's vocational programs. The 2003/04 allocation represents a significant increase over the current funding level.

**Title of Grant:** Tech Prep  
**Granting Agency:** California Community College Chancellor's Office  
**Requested Funding:** \$72,000  
**Matching Funds:** N/A  
**Performance Period:** July 1, 2003 -- June 30, 2004  
**Summary:** Tech Prep funds are used to support SMC's highly successful Business and Science Institutes.

**Title of Grant:** Course, Curriculum and Laboratory Improvement (CCLI) Program  
**Granting Agency:** National Science Foundation  
**Requested Funding:** \$23,000  
**Matching Funds:** N/A  
**Performance Period:** January 2004 -- December 2006  
**Summary:** Santa Monica College is partnering with the University of Southern California to integrate existing computerized technologies in the General Chemistry Laboratory curriculum. SMC has had the requisite Vernier data collection systems for several years but has been unable to utilize the equipment in the laboratory system. Funding will provide a stipend to Dr. Michelle Scholefield to work with USC Chemistry Department to develop laboratories that will utilize the equipment both at SMC and at USC.

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

The meeting will be adjourned in memory of **Roy Belosic**, an adjunct business professor who taught at SMC for the past 34 years and **Virginia Bradley**, Emeritus College instructor.

The Board of Trustees will hold its Retreat on Saturday, July 26, 2003 at the SMC Administration Building, 2714 Pico Boulevard, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Monday, August 4, 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.