

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 7, 2004

A G E N D A

A meeting of the Board of Trustees of the Santa Monica Community College District is scheduled be held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on **Wednesday**, July 7, 2004.

5:30 p.m. – Closed Session
7:00 p.m. – Public Meeting

The agenda includes the following items: (Items for action - recommendations - are listed numerically; items for information are listed alphabetically).

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I. ORGANIZATIONAL FUNCTIONS	1
A Call to Order	
B Roll Call	
II. CLOSED SESSION (<i>Scheduled for 5:30 p.m.</i>)	
• Public Employee: Employment, Discipline, Dismissal, Release pursuant to Government Code Section 54957	
• Collective Bargaining, pursuant to Government Code Section 54957.6	
III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS (<i>Continued</i>)	
C Pledge of Allegiance	
#1 Approval of Minutes: June 7, 2004	
IV. SUPERINTENDENT'S REPORT	
V. ACADEMIC SENATE REPORT	
VI. CLASSIFIED SENATE REPORT	
VII. COMMUNICATIONS OR PUBLIC COMMENTS	
VIII. CONSENT AGENDA (<i>All items considered in one motion unless pulled for discussion later in the meeting</i>)	
 <u>Planning and Development</u>	
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IX. *CONSENT AGENDA – Pulled Items*

X *MAJOR ITEMS OF BUSINESS*

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XI. *INFORMATION ITEMS*

E	First Reading – Board Policy Section 2000, General District	23
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XI. **ADJOURNMENT:** There will be a Board of Trustees Retreat on Friday, July 16, 2004, 9:30 a.m. to 4 p.m. in Business Building Room 111, Santa Monica College, 1900 Pico Boulevard, Santa Monica California. The Retreat will continue on Saturday, July 17, 2004 (closed session only) 9 a.m. to 1 p.m. in 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 2, 2004 at 7 p.m. (5:30 p.m. if there is a closed session) Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 7, 2004

I. ORGANIZATIONAL FUNCTIONS

A. CALL TO ORDER – 5:30 p.m.

B. ROLL CALL

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

II. CLOSED SESSION

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

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

C. PLEDGE OF ALLEGIANCE – Trustee Annette Shamey

RECOMMENDATION 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:

June 7, 2004 (Regular Meeting)
As Amended

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 7, 2004

CONSENT AGENDA

It is recommended that the Board of Trustees take the action requested on Consent Agenda Recommendations #2-#14.

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

July 7, 2004

CONSENT AGENDA: PLANNING AND DEVELOPMENT**RECOMMENDATION NO. 2****ACCEPTANCE OF GRANT***Requested Action: Acceptance***Title of Grant:****TRIO Student Support Services****Organization:**

US Department of Education

Requested Funding:

\$260,181

Performance Period:September 1, 2004 – August 31, 2005
(last of four years).**Summary:**

The purpose of the Student Support Services project is to raise the retention, graduation, and transfer rate of academically disadvantaged students who are low-income, first generation, or disabled. Activities include academic advising, tutoring, mentoring, instruction (Human Development), workshops (Financial Aid, Career/Job Transfer), and cultural activities

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 7, 2004

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 3

CONTRACTS AND CONSULTANTS

Requested Action: Approval

3-A APPAREL RE-TRAINING PROGRAM

Title of Contract: **Apparel Re-Training Program**

Contracting Agency: Employment Training Panel (ETP)

Requested Funding: \$406,560

Matching Funding: N/A

Performance Period: 2004-2006

Summary: This is a continuing program in which the California Employment Training Panel (ETP) contracts with Santa Monica College (SMC) to deliver re-training programs to workers in the apparel industry. The contract provides customized skills training workshops at local apparel manufacturing companies who have workers that have inadequate technology skills and industry-related job competencies. As a result of limited internal training budgets, many workers will face the possibility of being laid off or terminated due to their inability to meet the high-performance demands of the fashion industry.

The additional funding from this new grant will allow the program to expand and provide the same training to additional companies. SMC will work collaboratively with companies such as French Rags, Bebe, Security Textiles, and the Cooper Building in downtown Los Angeles to conduct the re-training activities. A total of 308 workers within a two-year period are projected to be trained.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 7, 2004

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 3

CONTRACTS AND CONSULTANTS

Requested Action: Approval

3-B CONSULTANT SERVICES FOR PREPARATION OF STUDENT SUPPORT SERVICES GRANT PROPOSAL

Consultant services with Clark & Associates to assist Santa Monica College with the grant writing and development of the federal TRIO grant for student support services for an amount not to exceed \$4,500. The consultant will advise and guide the staff in defining the appropriate "plan of operation" i.e. programs and/or activities to address the problems developed in the "need" section of the proposals. The consultant will develop a first and final draft of the proposals.

Funding Source: Planning and Development

Comment: SMC is in its last year of the TRIO grant and is re-applying via E-Grants the Student Support Services Grant proposal to the U.S. Department of Education for \$220,000 for the next four years.

The purpose of the Student Support Services project is to raise the retention, graduation, and transfer rate of academically disadvantaged students who are low-income, first generation, or disabled. Activities include academic advising, tutoring, mentoring, instruction (Human Development), workshops (Financial Aid, Career/Job Transfer), and cultural activities.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 7, 2004

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 4

NEW AND REVISED COURSES AND PROGRAMS

Requested Action: Approval

Addendum to the list of new courses approved by the Board of Trustees at the June 7, 2004 meeting.

New Courses Approved

Counseling 16: Job Success Skills

History 48: Violence and Nonviolence

Program and AA Degree

Environmental and Urban Studies AA Degree

Certificates

General Office – CSIS

Website Software Specialist - CSIS

Comment: These courses, programs, and certificates were approved by the Academic Senate Joint Curriculum Committee, the Academic Senate, and appropriate administrators during Spring, 2004.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 7, 2004

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 6 **CONTRACTS AND CONSULTANTS**

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

	Provider	Service	Amount	Funding Source
A.	R. Douglas Collins	For mediation services related to arbitration, mediation and hearings related to faculty grievances	Not to exceed \$11,000	2004-2005 District Budget/Human Resources
B.	Edna Francis	For mediation services related to arbitration, mediation and hearings related to faculty grievances	Not to exceed \$11,000	2004-2005 District Budget/Human Resources
C.	Louis M. Zigman	For mediation services related to arbitration, mediation and hearings related to faculty grievances	Not to exceed \$11,000	2004-2005 District Budget/Human Resources
D.	Kenneth Cloke <i>dba Center for Dispute Resolution</i>	For mediation services related to negotiations and other personnel matters	Not to exceed \$11,000	2004-2005 District Budget/Human Resources

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 7, 2004

CONSENT AGENDA: 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.

EFFECTIVE DATE

ELECTIONS

ADJUNCT

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

LEAVE OF ABSENCE WITH

REDUCTION IN ASSIGNMENT

Bland, James Instructor, Life Sciences

08/24/04 - 06/14/05

Comment: Mr. Bland has requested a reduction of his assignment to 70% for the 2004-2005 academic year.

SEPARATIONS

LIMITED TERM RETIREMENT

Nieman, Nancy Instructor, Modern Languages
50 percent assignment

Spring 2005 - Spring 2010

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 7, 2004

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 8 **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.

ELECTIONS

EFFECTIVE DATE

PROBATIONARY

Carter, Shauna, Financial Aid Customer Service Clerk, Financial Aid	06/28/04
Casillas, Joshua, Financial Aid Customer Service Clerk, Financial Aid	06/11/04
Castellane, Anthony, Financial Aid Customer Service Clerk, Financial Aid	06/28/04
Menendez, Glendy, Financial Aid Customer Service Clerk, Financial Aid	06/21/04

PROMOTIONS

Casborn, Edgar	06/14/04
Fr: Custodian/NS-II, Operations, 12 mos, 40 hrs	
To: Lead Custodian/NS-II, Operations, 12 mos, 40 hrs	
Richardson, James E	06/14/04
Fr: Custodian/NS-I, Operations, 12 mos, 40 hrs	
To: Lead Custodian/NS-I, Operations, 12 mos, 40 hrs	

VOLUNTARY REDUCTION IN HOURS/TEMPORARY

Goodrich, Marilyn	07/01/04 - 06/30/05
Fr: Administrative Asst. I, Student Judicial Affairs, 12 mos, 40 hrs	
To: Administrative Asst. I, Student Judicial Affairs, 12 mos, 32 hrs	

WORKING OUT OF CLASSIFICATION

Leung, Howard (ext)	07/01/04 - 10/30/04
Fr: Accountant, Fiscal Services, 12 mos, 40 hrs	
To: Accounting Manager-Restricted Funds, Fiscal Services, 12 mos, 40 hrs	

Reza, Linda	07/01/04 - 10/30/04
Fr: Admissions and Records Clerk III, A & R, 12 mos, 40 hrs	
To: Admissions and Records Evening Coordinator, 12 mos, 40 hrs	

WORKING OUT OF CLASSIFICATION (Additional responsibilities)

Dammer, Robert, Technology Projects Mgr, Network Svcs	+7.5%	07/01/04 - 12/31/04
Looney, Brant, Systems Administrator, AET	+5.0%	07/01/04 - 12/31/04
Wu, Frank, Database Administrator, Info Mgmt	+7.5%	07/01/04 - 12/31/04

MILITARY

Carter, Thomas, Events Technician, Campus Events

05/24/04 - 05/27/04

SEPARATIONS

39 MONTH MEDICAL REEMPLOYMENT LIST

Harris, Al, Custodian, Operations

06/11/04

RESIGNATION

Gerard, Andrew, Instructional Asst-Math, Math

07/03/04

Thomason, Matthew, Lab Tech-Art, Art

07/31/04

Ware, Michelle, EOP&S Specialist, EOP&S

07/01/04

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

RECOMMENDATION NO. 9

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

Du Base, Monique, Counseling Aide, EOP & S

06/21/04 - 06/30/04

Du Base, Monique, Counseling Aide, EOP & S

07/01/04 - 12/31/04

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 10 CONTRACTS AND CONSULTANTS

Requested Action: Approval/Ratification

10-A ADVERTISING FOR STUDENT RECRUITMENT

Advertising contract for media placement with KPWR FM 106 Radio in the amount of \$80,625 and with KROQ 106.7 FM in the amount of \$80,000 for student recruitment for Fall 2004.

Funding Source: SMC Marketing Budget/General Fund

Comment: State regulations require Board approval of purchases greater than \$59,600. The College suspended radio recruitment of students during the Fall 2003 and Spring 2004 semesters due to program cutbacks. The budget for radio advertising in Fall 2001 was \$123,000 and reduced in Fall 2002 to \$109,000. The budget for radio advertising in Summer 2004 was \$150,000. This budget amount for Fall 2004 is \$160,625. Fall 2004 is the second session during the current year for which the College must restore class offerings and meet new State enrollment targets. KPWR is number 1 and KROQ is number 2 in the demographics appropriate to student recruitment (numbers 1 and 2 in teen; adult ages 18-24; and adult ages 18-34). KPWR audience is 60% Hispanic, 20% African American, and 20% White, Asian, and Other. KROQ audience is 40% Hispanic, 55% White and Asian, and 5% African American. SMC has used these two stations (along with Radio Station KCRW) for the past 10 years to successfully meet enrollment targets.

10-B AGREEMENT FOR SHUTTLE SERVICES

Agreement with CITY OF SANTA MONICA BIG BLUE BUS to provide shuttle services from the Santa Monica Airport to the main campus for the period of July 1, 2004 through June 30, 2005 at a cost not to exceed \$500,000.

Funding Source: 2004-2005 Transportation Department Budget

Comment: This is a continuation of services provided by the City of Santa Monica Big Blue Bus. This agreement provides the District with the needed flexibility of additional buses in a timely "as needed" manner to meet the greater demand at peak times.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 7, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 10 **CONTRACTS AND CONSULTANTS** *(continued)*

10-C IRS EXAMINATION OF 2002-03 LOS ANGELES COUNTY SCHOOLS POOLED TAX AND REVENUE ANTICIPATION NOTE PROGRAM

Agreement with HAWKINS, DELAFIELD & WOOD LLP (Hawkins) to provide specialized legal services in connection with the examination by the IRS of the Los Angeles County Schools Pooled Financing Program 2002-03 Pooled Tax and Revenue Anticipation Note program (TRANS). Fees for services will be \$210 to \$500 per hour plus reimbursement of actual and necessary expenses.

Funding Source: 2004-05 Business Services Budget

Comment: The Los Angeles County Office of Education (LACOE) has notified the District that the IRS will be performing an examination of the Los Angeles County Schools Pooled Financing Program's 2002-03 TRANS issuance. The District was a participant in the issuance and is considered an issuer and "real party in interest." LACOE has engaged Hawkins to represent the Program in connection with this audit and has recommended that the participants use the same firm. RBC Dain Rausher (underwriter for the Program) and Hawkins already have many of the documents being requested by the IRS which should reduce the cost. LACOE will pay the first \$500 in fees incurred by the District.

10-D LEGAL SERVICES

Agreement with FULBRIGHT & JAWORSKI LLP (Fulbright) to provide legal services associated with real property acquisition and Joint Powers Authority (JPA) agreement between the District and the City of Malibu. Fees for services will be \$210 to \$450 per hour plus reimbursement of actual and necessary expenses.

Funding Source: 2004-05 Business & Administration Budget

Comment: Fulbright has been the District's counsel for past real property acquisitions. The City of Malibu has requested the formation of a JPA to coordinate the efforts of the two agencies in developing partnering projects.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 7, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 11 **KCRW CONTRACTS AND CONSULTANTS**

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

	Provider	Service	Amount
1.	Kristina Anderson	Program services, guest host for various music programs	Varying rates, total not to exceed \$750
2.	Frances Atherton	Program services, "Politics of Culture"	\$660 per program, total not to exceed \$17,500
3.	Jason Bentley dba Secret Technology, Inc.	Program services, "Metropolis"	\$200 per program, total not to exceed \$47,000
4.	Thea Boyanowsky	Promotional services, KCRW music projects	\$1,500 per month plus varying rates for special projects, total not to exceed \$20,000
5.	Kellie Briley	Community ascertainment and research pertaining to FCC compliance	\$200 per quarter, total not to exceed \$800
6.	Claude Brodesser	Program services, "The Business"	\$250 per program, total not to exceed \$9,500
7.	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
8.	Raul Campos	Program services, "Nocturna"; guest host various music programs	\$100 per program "Nocturna"; varying rates for music programs, total not to exceed \$25,000
9.	Perri Chasin	Program & production services, "Final Curtain"	\$250 per program, total not to exceed \$4,000
10.	Greg DaPonte dba GLD Productions	Program services, various music programs	Varying rates, total not to exceed \$750
11.	John J. Davis	Broadcast feasibility studies; FCC application preparation	Total not to exceed \$8,000
12.	Dickstein Shapiro Morin Oshinsky, LLP	Legal services pertaining to FCC issues	Not to exceed \$40,000
13.	Chris Douridas	Program services, "New Ground"; guest host various music programs	\$120 per program "New Ground"; varying rates for music programs, total not to exceed \$8,500

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 7, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 11 **KCRW CONTRACTS AND CONSULTANTS** *(continued)*

	Provider	Service	Amount
14.	Mark Feinberg dba Mt. Washington Woodworks	Cabinetry for KCRW studios	50% of fee per project to be paid in advance, 50% to be paid upon completion; total not to exceed \$7,500
15.	David Frum	Program services "Left, Right & Center"; guest host on special projects	\$100 per program "Left, Right & Center"; varying rates for special projects, total not to exceed \$2,500
16.	Edward Goldman	Program services "ArtTalk"; guest host "Politics of Culture"	\$200 per program "ArtTalk"; \$100 per program "Politics of Culture"; total not to exceed \$12,500
17.	Joseph A. Hagan	Program services "Back Channels"	\$200 per original program, total not to exceed \$12,500
18.	Celia Hirschman dba Downtown Marketing	Program services "On the Beat"	\$200 per program, total not to exceed \$12,500
19.	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
20.	Ricky Jay dba Deceptive Practices	Program services, weekly KCRW commentary	\$200 per original program, total not to exceed \$12,500
21.	Tom King dba Tom King Communications	Broadcast engineering services	\$500 per month, total not to exceed \$8,000
22.	David Kipen	Program services "Overbooked"	\$200 per program, total not to exceed \$12,500
23.	Evan Kleiman	Program services "Good Food"	\$1,500 per month, total not to exceed \$18,000
24.	Eric J. Lawrence	Guest host, various programs	Varying rates, total not to exceed \$3,000
25.	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
26.	Kevin Lincoln	Guest host, various programs	Varying rates, total not to exceed \$3,500

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 7, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 11 **KCRW CONTRACTS AND CONSULTANTS** *(continued)*

	Provider	Service	Amount
27.	Anne Litt	Program services "Weekend Becomes Eclectic"; guest host, various music programs	\$125 per program, varying rates for music programs, total not to exceed \$15,000
28.	Rob Long	Program services "Martini Shot"	\$200 per program, total not to exceed \$12,500
29.	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
30.	Elvis Mitchell	Program services "The Treatment"	\$2,400 per month, total not to exceed \$33,000
31.	Joe Morgenstern	Weekly film reviews; guest host "Politics of Culture"	\$200 per film review program; \$100 per program "Politics of Culture"; total not to exceed \$12,500
32.	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
33.	Forrest Murray	Program services "Final Curtain"	\$250 per program, total not to exceed \$4,000
34.	John O'Sullivan	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
35.	Ed Parker, Jr.	Design & art work services	Total not to exceed \$4,000
36.	Kevin Ponthier	Guest host for music programs	Varying rates, total not to exceed \$1,000
37.	Sandep Rahi dba Burning Box	Design & art work services	Total not to exceed \$15,000
38.	Liza Richardson dba Mad Doll Productions	Program services "The Drop Plus"; guest host for various music programs	\$125 per program, varying rates for music programs, total not to exceed \$12,000
39.	Abraham Rivera dba Abraham Rivera Design	Design & art work	Total not to exceed \$2,000
40.	Kathleen Rodgers	Tape/cassette dubbing & compact disk burning services	\$5.00 per tape/cassette/CD, total not to exceed \$5,000
41.	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

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 11 **KCRW CONTRACTS AND CONSULTANTS** *(continued)*

	Provider	Service	Amount
42.	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
43.	Scott Silva	Program services, guest host for various music programs	Varying rates, total not to exceed \$3,000
44.	Catherine Tamkin	Program services, guest host for various music programs	Varying rates, total not to exceed \$3,000
45.	James C. Taylor	Program services "Politics of Culture"; weekly theatre review	\$100 per program "Politics of Culture"; \$200 per theatre review; total not to exceed \$12,500
46.	Garth Trinidad	Program services "Chocolate City"; guest host for various music programs	\$125 per program "Chocolate City"; varying rates for music programs, total not to exceed \$8,500
47.	Robert Werne	Program services, guest host for various music programs	Varying rates, total not to exceed \$500
48.	Robert Werne	Board operation services for music programs	\$17.60 per hour, total not to exceed \$750
49.	Garth Wilson dba Zero Overhead	Design & art work	Total not to exceed \$21,000
50.	Marc Porter Zasada	Program services "Urban Man"	\$200 per original program, total not to exceed \$12,500

Funding Source: KCRW Donations

51.	Tom King dba Tom King Communications	Broadcast engineering and installation services	Total not to exceed \$7,000
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Funding Source: KCRW Donations/U.S. Dept. of Commerce Public Telecommunications Facilities Grant

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 11 **KCRW CONTRACTS AND CONSULTANTS** *(continued)*

	Provider	Service	Amount
52.	Ed Parker Jr.	Design & art work for fundraising projects	Total not to exceed \$12,000
53.	Sandep Rahi dba Burning Box	Design & art work for fundraising projects	Total not to exceed \$5,000
54.	Abraham Rivera dba Abraham Rivera Design	Design & art work for fundraising projects	Total not to exceed \$2,000
55.	Garth Wilson dba Zero Overhead	Design & art work for fundraising projects	Total not to exceed \$49,000

Funding Source: KCRW Donations through Auxiliary

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

RECOMMENDATION NO. 12 **KCRW SITE LEASE AGREEMENT**

Requested Action: Approval

Continuance of site lease agreement with AMERICAN TOWER CORPORATION for KCRW's use of South Mountain, California for broadcast capability for the period of July 1, 2004 through June 30, 2006. Annual lease payments shall be \$12,000 payable quarterly in advance.

Funding Source: KCRW Donations

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

RECOMMENDATION NO. 13 **SETTLEMENT OF CLAIM**

Requested Action: Approval

As authorized by Board Policy 6213, the Executive Vice President of Business & Administration has settled the following claim. The County of Los Angeles requires approval of the payment by the Board of Trustees.

<u>Claimant</u>	<u>Date Filed</u>	<u>Amount of Claim</u>
Varoujan Bedros Sevian	06/21/04	\$1,328.32

Comment: Mr. Sevian's automobile was damaged by a metal reinforcement bar protruding out of a concrete parking stop at AET. Board Policy 6213 authorizes the Executive Vice President of Business & Administration to settle claims for an amount not to exceed \$10,000.

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 14 **FACILITIES**

Requested Action: Approval

14-A AWARD OF BID – AIRPORT SHUTTLE LOT ASPHALT PAVING

Award of bid for the Airport Shuttle Lot Asphalt Paving project to the lowest responsive bidder:

<u>Bidder</u>	<u>Bid Amount</u>
The Asphalt Jungle, Inc.	\$63,315

Funding Source: District Capital Funds

Comment: This project provides for the paving of an additional lot leased from the City of Santa Monica and for the re-stripping of the current Airport Shuttle lot to provide more shuttle parking spaces for the Fall semester.

14-B PROJECT COMPLETION –BUNDY CAMPUS SITE IMPROVEMENTS PHASE I - DRIVEWAY

Subject to completion of punch list items by G.B. COOKE, INC., authorize the Executive Vice President of Business and Administration, without further action of the Board of Trustees, to accept the project described as BUNDY CAMPUS SITE IMPROVEMENTS PHASE I, DRIVEWAY as being complete upon G,B, COOKE, 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.

14-C PROJECT COMPLETION – BUNDY CAMPUS SITE IMPROVEMENTS PHASE II

Subject to completion of punch list items by G.B. COOKE, INC., authorize the Executive Vice President of Business and Administration, without further action of the Board of Trustees, to accept the project described as BUNDY CAMPUS SITE IMPROVEMENTS PHASE II as being complete upon G.B. COOKE, 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.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 7, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 14

FACILITIES (continued)

14-D PROJECT COMPLETION – BUNDY CAMPUS DEMOLITION

Subject to completion of punch list items by TRI-SPAN, INC., authorize the Executive Vice President of Business and Administration, without further action of the Board of Trustees, to accept the project described as BUNDY CAMPUS DEMOLITION as being complete upon TRI-SPAN, 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.

14-E CONSTRUCTION ESCROW PAYMENT – RENOVATION OF WEST BUILDING, BUNDY CAMPUS

The retention payment due to BERNARDS BROS. INC. dba BERNARDS BROS. CONSTRUCTION for the Renovation of West Building, Bundy Campus project to be paid into an escrow account held by Mellon 1st Business Bank pursuant to Public Contracts Code Section 22300.

Funding Source: Measure U

Comment: Bernards Bros. Inc. has requested to exercise its right under the Public Contract Code to have the retention portion of their payments placed in an escrow account until principal and interest earned is released by the District.

14-F 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 of 2.3 percent:

<u>Facility</u>	<u>Increase</u>	<u>New Amount</u>	<u>Effective Date</u>
Airport Campus	\$411.53	\$18,304.07	07/01/04

Funding Source: 2004-2005 Budgets

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 7, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

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

14-G CHANGE ORDER NO. 2– KINESIOLOGY/DANCE AND ATHLETICS OFFICES

Change Order No. 2 G. B. COOKE, INC. on the Kinesiology/Dance and Athletics Offices project.

Original Contract Amount	\$2,220,000
Change Order No. 1	31,599
Change Order No. 2	<u>58,631</u>
Revised Contract Amount	\$2,310,230

Funding Source: Measure U

Comment: Change Order No. 2 provides for removal of unsuitable soils at the elevator pit, replacement of existing non-code compliant piping, providing expansion joint and cover at interface with existing building, additional programming of fire alarm system, tie in of fire sprinkler system to campus fire water loop, and a credit for substituted fire sprinkler materials..

14-H AGREEMENT FOR FIRE ALARM MONITORING – EMERITUS COLLEGE BUILDING

Agreement with BUILDING ELECTRONIC CONTROLS, INC. (BEC) for fire alarm monitoring service for the Emeritus College building. Agreement shall be for the period of July 1, 2004 through June 30, 2007 payable at \$65.00 per month. Additional payment in the amount of \$975 for services provided prior to July 1, 2004.

Funding Source:

Comment: BEC installed the fire alarm monitoring system for the Emeritus Building during construction and has been providing the service on a month-to-month basis. A three-year agreement will provide cost savings to the District.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 7, 2004

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 15

POTENTIAL BOND LANGUAGE AND PROJECT DESCRIPTION

It is recommended that the Board of Trustees direct the District's administration to develop final language for a November 2004 Proposition 39 bond ballot measure and for the Board of Trustees' listing of facilities projects to be adopted and to be funded from the sale of bonds over the next 10 to 12 years.

Comment: Following the Board of Trustees meeting on June 6, 2004, the District has received input from the Santa Monica City Council and Liaison Committee representatives; the Santa Monica-Malibu Unified School District Board, Financial Oversight Committee, and Liaison Committee representatives; the Malibu City Council; a number of Santa Monica neighborhood councils; and the Academic Senate. The District has also received information about community opinion regarding proposed projects and the means of financing them through a public opinion poll of registered Santa Monica and Malibu voters. The District has distributed information about proposed facility improvements and a proposed bond through a District-wide mailing to all District residents; has posted all documents on the District website; and has provided an e-mail address for community questions and comments. The District will proceed with due diligence in order to present a recommendation to the Board of Trustees on August 2, 2004 to officially move forward with placing the bond on the November 2004 ballot.

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

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	July 7, 2004

INFORMATION ITEM E

**FIRST READING – BOARD POLICY SECTION 2000,
GENERAL DISTRICT**

Revised Board Policy Section 2000, General District, is presented to the Board of Trustees for a first reading (review). The policies will be presented for a second reading and approval on August 2 2004.

Following is a brief explanation of the revisions and/or corrections:

- Board Policy Section 2000 renamed *General District*
- BP 2120 – Delegation of Authority (page 3) – new ¹
- BP 2130 (page 4): Accreditation – new ¹
- BP 2140 (page 4): Institutional Planning – new ¹
- BP 2150 (page 4): District Committees – new ¹
- BP 2160 (page 5): Conflict of Interest
Moved 2141 through 2145 to Administrative Regulations ²
- BP 2170 (page 6): Records Management – new ¹
- BP 2175 (page 6): District Records – moved from Section 1000 (Bylaws of the Board) ²
- BP 2210, 2220, and 2230 (pages 7-13): Participatory Governance – moved from Section 1000 (Bylaws of the Board of Trustees) ²
- BP 2240 (page 14): Participatory Governance, Management Association - new
- BP 2340 (pages 16): Public Information – Reformatted and revised ²
- Articles 2400 and 2500 (pages 17-20), District Environment and Information Technology – campus safety policies and information technology moved from Section 6000 ²
- BP 2410 (page 17), Nondiscrimination on the Basis of Disability – new ¹
- BP 2640 (page 22), Advisory Boards - Revised
- BP 2460 (page 23): Student Body Organization – deleted because topic is dealt with in participatory governance policy and in Section 4000

¹ Policies recommended by the League (CCLC) through the *Policy and Procedures Subscription Service*

² Formatting/restructuring changes

Comment: Board Policy Section 2000 is presented for a first reading following a review by two subcommittees of the Board.

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

BOARD OF TRUSTEES	ADJOURNMENT
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 7, 2004

ADJOURNMENT

The meeting will be adjourned in memory of **Professor Donald R. Currey**, brother-in-law of Vice-Chair Carole Currey, and **William Kinch**, retired Botany Professor at SMC.

There will be a Board of Trustees Retreat on Friday, July 16, 2004, 9:30 a.m. to 4 p.m. in Business Building Room 111, Santa Monica College, 1900 Pico Boulevard, Santa Monica California. The Retreat will continue on Saturday, July 17, 2004 (closed session only) 9 a.m. to 1 p.m. in 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 2, 2004 at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.