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SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING
MONDAY, JUNE 2, 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 minutes may be accessed on the
Santa Monica College website:*
<http://www.smc.edu/admin/trustees/meetings/>

BOARD OF TRUSTEES**REGULAR MEETING**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

June 2, 2003

MINUTES

A meeting of the Board of Trustees of the Santa Monica Community College District was held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Monday, June 2, 2003.

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

I. ORGANIZATIONAL FUNCTIONS

- A Call to Order
- B Roll Call

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II. CLOSED SESSION

- Collective Bargaining,
pursuant to Government Code Section 54957.6

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS (Continued)

- C Pledge of Allegiance
- D Installation of Student Trustee
- #1 Approval of Minutes: May 5, 2003
May 15, 2003

IV. SUPERINTENDENT'S REPORT

- 24th Annual Student Photography Show Winners - Professor Larry Jones
 - Tammie Kim - Best of Show and A & I Award Winner
 - Britta Pagel - Best Color
 - Lisa Ortega - Best Black and White
 - Frank Damon - Co-winner, Best Digital Image
 - Vitale Thomas - Co-winner, Best Digital Image
 - Charlotta Sandelin - Best Commercial Image
 - Ken Thompson - Best Humorous Image
 - Lindsey Schrider - Best Photo 1 Slide

V. ACADEMIC SENATE REPORT**VI. CLASSIFIED SENATE REPORT****VII. COMMUNICATIONS OR PUBLIC COMMENTS**

VIII. **CONSENT AGENDA**

Planning and Development

- #2 Acceptance of Grants and Budget Augmentation
- #3 Contracts and Consultants
 - A Contract with Goodwill Industries

Academic and Student Affairs – Annual Recommendations

- #4 Contracts and Consultants
 - A Retired Senior Volunteer Program (RSVP)
 - B Facility and Equipment Rental for Kinesiology/Dance Department
 - C Child Care Providers
 - D Matriculation Assessment Materials
 - E Real-Time Captioning Services
 - F Sign Language Interpreters
 - G Consultant for Disabled Students

Academic and Student Affairs

- #5 Contracts and Consultants
 - A Emeritus College Facilities, Summer 2003

Human Resources – Annual Recommendations

- #6 Contracts and Consultants
 - A Psychological Testing
 - B Background Investigations
 - C Arbitration Services
- #7 Election of Personnel
- #8 Administrative Employment Agreements

Human Resources

- #9 Academic Personnel
- #10 Classified Personnel – Regular
- #11 Classified Personnel – Limited Term
- #12 Classified Personnel – Non Merit

Business and Administration – Annual Recommendations

- #13 Resolution Fixing the Employer's Contribution Under the Public Employees' Medical and Hospital Care Act
- #14 Destruction of Class 3 Records
- #15 Gann Limit, 2003-2004
- #16 Authorization to Transfer Funds for 2003-2004
- #17 Year-End Appropriations Transfer

Business and Administration – Annual Recommendations(continued)

- #18 Annual Agreements
 - A Computer Network Services
 - B Claims Management Services
 - C Biomedical Waste Disposal Services
 - D Industrial Injury Treatment
 - E Commuter Survey Tabulation t
 - F Asbestos Awareness Training
 - G Wastewater Testing Agreement
 - H Environmental Assessment
 - I Hazardous Waste Disposal
 - J Worker's Compensation Services
 - K Safety Training
 - L Disaster Preparedness Consulting and Training
 - M Inspection and Maintenance of Fire Protection Equipment
 - N Employee Physicals
 - O Fume Hood Testing
 - P Linen Rental Services
 - Q Drug Testing Services
 - R Advertising Services
 - S Electronic Equipment Maintenance
 - T Emergency Lighting System Maintenance
 - U Construction Services
- #19 Disposal of Surplus Property
- #20 KCRW Usage Agreement

Business and Administration

- #21 Resolution Approving Assignment of Tax Receivables
- #22 Resolution Authorizing Application for a Certificate of Consent to Self-Insure Workers' Compensation Liabilities
- #23 Resolution Declaring Membership in PIPS JPA
- #24 Budget Amendment
- #25 Contracts and Consultants
 - A Vendors
 - B Celebrate America
 - C Mediation Services
- #26 Claims for Damages
- #27 Amendments to KCRW Consultants
- #28 Facilities
 - A Change Order No. 1, Replace Clerestory Window Assemblies, South Wing Art Building
 - B Facilities Planning Agreement
 - C Change Order No. 4, Remodel Art Building, North Wing
 - D Completion of Remodel Art Building North Wing
 - E Completion of Remodel Student Services Bungalow C & E
 - F Completion of Mechanical Systems Upgrades, Science Building
 - G Completion of Roof Replacement, Student Health & Activities Building
 - H Change Order No. 7, Library Expansion and Remodel
 - I Award of Bid, Kinesiology/Dance and Athletics Office Relocation
 - J Additional Architectural Services, Library Remodel & Expansion Project
 - K Five-Year Construction Plan, 2004-2009

- #29 Commercial Warrant Register
- #30 Payroll Warrant Register
- #31 Payments from Auxiliary Operations
- #32 Direct Payments
- #33 Purchasing
 - A Award of Purchase Orders
 - B Donation of Equipment
 - C Participation in Purchase Agreement

IX. **CONSENT AGENDA – Pulled Items**

X. **MAJOR ITEMS OF BUSINESS**

- #33 2003-2004 Tentative Budget
- #34 Consultants, 2003-2004

XI. **BOARD REPORTS AND COMMENTS**

XII. **INFORMATION - No Action Required**

- E Submittal of Grants

- XIII. **ADJOURNMENT:** The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, July 7, 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.

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 2, 2003

I. ORGANIZATIONAL FUNCTIONS

A. CALL TO ORDER – 5:30 p.m.

B. ROLL CALL

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

II. CLOSED SESSION

- Collective Bargaining, pursuant to Government Code Section 54957.6

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS – 7:04 p.m.

C. PLEDGE OF ALLEGIANCE – Melvon George, Incoming Student Trustee

D. INSTALLATION OF STUDENT TRUSTEE

Board Chair Herbert Roney administered the Oath of Allegiance to Melvon George and installed him as Student Trustee.

BOARD OF TRUSTEES

SANTA MONICA COMMUNITY COLLEGE DISTRICT

REGULAR MEETING

June 2, 2003

RECOMMENDATION NO. 1 APPROVAL OF MINUTES

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

May 5, 2003 (Regular Meeting)

MOTION MADE BY: Carole Currey
SECONDED BY: Annette Shamey
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

May 15, 2003 (Special Meeting)

MOTION MADE BY: Dorothy Ehrhart-Morrison
SECONDED BY: Nancy Greenstein
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

IV. SUPERINTENDENT'S REPORT

- 24th Annual Student Photography Show Winners – Professor Larry Jones
 - Tammie Kim - Best of Show and A & I Award Winner
 - Britta Pagel - Best Color
 - Lisa Ortega - Best Black and White
 - Frank Damon - Co-winner, Best Digital Image
 - Vitale Thomas - Co-winner, Best Digital Image
 - Charlotta Sandelin - Best Commercial Image
 - Ken Thompson - Best Humorous Image
 - Lindsey Schrider - Best Photo 1 Slide

- Graduation: Thursday, June 17th, 6 p.m., Corsair Field
Speaker – Dr. Julian Earls

- Vice-President Randy Lawson responded to the Academic Senate June Report (response read into record at meeting is attached)

- Budget Update (additional information and charts distributed at meeting are attached). Motion was made by Nancy Greenstein, seconded by Dorothy Ehrhart-Morrison and approved to receive the staff report, discuss and take action on Recommendation #34, 2003-2004 Tentative Budget, at this point in the Superintendent's Report.

V. ACADEMIC SENATE REPORT**VI. CLASSIFIED SENATE REPORT****VII. COMMUNICATIONS AND PUBLIC COMMENTS**

Julia Wallace
Carl Gettleman
Barbara Siegel
Paul McKim
Michael Schwartz

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 2, 2003

CONSENT AGENDA

It is recommended that the Board of Trustees take the action requested on Consent Agenda Recommendations #2-#33.

Recommendations pulled for public comments: #4, #8, #28-I

Recommendation pulled for separate action: #25-B

Public Comments

Phil Hendricks

Action on Consent Agenda, Excluding Recommendation #25-B

MOTION MADE BY: Carole Currey
 SECONDED BY: Dorothy Ehrhart-Morrison
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Shamey)

Action on Recommendation #25-B

MOTION MADE BY: Carole Currey
 SECONDED BY: Dorothy Ehrhart-Morrison
 STUDENT ADVISORY: No
 AYES: 4 (Currey, Ehrhart-Morrison, Greenstein, Roney)
 NOES: 2 (Nichelson, Quiñones)
 ABSENT: 1 (Shamey)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 2, 2003

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 2

Requested Action: Acceptance

ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Title of Grant: **Beverage Container Recycling Program**

Granting Agency: California Dept. of Conservation

Requested Funding: \$25,979

Matching Funds: \$32,570 Source: SMC Inkind (SMC Recycling Coordinator's salary, Student Help, Grounds personnel)

Performance Period: July 2003 – December 2004

Summary: Santa Monica College proposes to expand its fledgling beverage recycling program to achieve an 80% recycling rate through the addition of 20 recycling containers which will be distributed to strategic locations on the college's main campus and three satellite campuses. The grant will also fund a dedicated vehicle to improve the efficiency and efficacy of the recycling program.

Budget:

Income		
8000		\$25,979
Expenditures		
6000		\$25,979

Title of Grant: **Summer Undergraduate Research Fellowship (SURF)**

Granting Agency: National Institute of Standards and Technology

Requested Funding: \$16,260

Matching Funds: N/A

Performance Period: May 1, 2003 – September 1, 2003

Summary: Three SMC students were accepted to participate in NIST's undergraduate fellowship program. The students were selected from a nationwide pool of applicants. Students will be placed in various physics laboratories located in the Washington, DC area where they will gain hands-on research experience under the supervision of NIST scientists.

Budget:

Income		
8000		\$16,260
Expenditures		
5000		\$16,260

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 2, 2003

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 2

Requested Action: Acceptance

ACCEPTANCE OF GRANTS AND BUDGET

AUGMENTATION (continued)

Title of Grant:	Middle College High School (“Launchpad”)	
Granting Agency:	California Community College Chancellor’s Office	
Requested Funding:	\$128,571	
Matching Funds:	\$132,156	
Performance Period:	June 2002 – July 2003	
Summary:	The proposed funding will support the continued development and implementation of the “Launchpad” program which provides Los Angeles area high school students an opportunity to take college courses to prepare them to enter the Academy of Entertainment & Technology. There are approximately 50 students who participate in “Launchpad” which is in its sixth year.	
Budget:	Income	
	8000	\$128,571
	Expenditures	
	1000	\$63,480
	4000	34,296
	5000	25,850
	7000	4,945
Title of Grant:	Technology Plan and Implementation Grant	
Granting Agency:	California Department of Education	
Requested Funding:	\$18,804	
Matching Funds:	N/A	
Performance Period:	May 2003 – September 30, 2003	
Summary:	Funds will be used to buy six laptop computers and an LCD projector to support non credit short-term vocational programs.	
Budget:	Income	
	8000	\$18,804
	Expenditures	
	6000	\$18,804

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 2, 2003

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 3 CONTRACTS AND CONSULTANTS
Requested Action: Approval

3-A CONTRACT WITH GOODWILL INDUSTRIES

Contract with Goodwill Industries for Santa Monica College to conduct Vocational English-as-a-Second Language (VESL) classes to Limited English-Proficient (LEP) students who want to pursue A+ Certification training. The period of the contract is from May 12, 2003 to June 30, 2003 for the amount of \$12,500.

Funding Source: Goodwill Industries

Comment: A+ is an industry standard certification that qualifies an individual for computer technician positions. SMC will utilize a previously developed A+ curriculum for this program. SMC will be compensated for delivering the instruction to Goodwill Industry students under this contract. This contract is the result of the District's success with a previous contract with the Hollywood One-Stop Center.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 2, 2003

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS
ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 4 CONTRACTS AND CONSULTANTS

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

4-A RETIRED SENIOR VOLUNTEER PROGRAM (RSVP)

Renewal of a grant to the Retired Senior Volunteer Program (RSVP) of Santa Monica to work with older adult volunteers on the Santa Monica College campus during 2003-2004, the amount not to exceed \$8,500.

Funding Source: 2003-04 District Budget

Comment: This annual resolution is for the same amount as last year and will provide necessary funds for the placement of 50 volunteers on campus for a total of 44 weeks. Approximately \$5.00 per week per volunteer will go directly to the older volunteers to cover mileage and/or bus travel and one meal per week when necessary as per RSVP guidelines.

4-B FACILITY AND EQUIPMENT RENTAL FOR KINESIOLOGY/DANCE DEPARTMENT

Bally Total Fitness for the rental of space and equipment to conduct specific anaerobic exercise classes at a cost of \$50 per student for the 2003-2004 academic year.

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

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 anaerobic exercise classes.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 2, 2003

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS
ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 4 **CONTRACTS AND CONSULTANTS** (continued)

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

4-C CHILD CARE PROVIDERS

Agreements with licensed and exempt child care providers to provide child care services for CalWORKS and Pico Partnership recipients. Payment rate will be consistent with the California Department of Education/Child Development Division maximum reimbursement rate. A list of providers will be on file in the office of the Director of Child Care Services, and the Market Ceiling Rate Chart.

Funding Source: CalWORKS
City of Santa Monica/Chancellor's Office (Pico Partnership)

Comment: The college established a CalWORKS program with the goal of assisting TANF/AFDC students in their transition from welfare to work and the Pico Partnership Program to assist the population of highly at-risk students residing in close proximity to the college and/or those who have attended local high schools. A large component of these programs is assisting those students in finding quality child care. The Director of Child Care Services will continue to facilitate this process through the development of a licensed child care provider data base and a voucher system implemented for the purpose of payment for child care services.

Students are required to be enrolled in at least 6 units for fall and spring, and 3 units for winter and summer. Each student completes a child care contract stating the dates needed, the category of child care and the child care fee. Students can either choose from a list of licensed providers on file or they may find a licensed provider on their own.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 2, 2003

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS
ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 4 **CONTRACTS AND CONSULTANTS** (continued)

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

4-D MATRICULATION ASSESSMENT MATERIALS

Annual agreement with the California Mathematics Diagnostic Testing Project (MDTP) in the amount of \$1,500 for the 2003-2004 academic year for the use of copyrighted testing and scoring materials.

Funding Source: 2003-2004 Budget/Matriculation

Comment The District uses MDTP materials and services connected with matriculation-related assessment of students. This is the exam selected by the Math Department from the approved list.

4-E REAL-TIME CAPTIONING SERVICES

1. Sandi Eisenberg dba Total Recall Realtime Captioning to provide real-time captioning services to non-signing deaf and hard of hearing students for the 2003-2004 academic year, at a rate not to exceed \$47 per hour, total amount not to exceed \$95,000.
2. Rapidtext to provide real-time captioning services to non-signing deaf students for the period of July 1, 2003 through June 30, 2004, at a rate not to exceed \$65 per hour, total amount not to exceed \$7,500.

Funding Source: 2002-2003 Budget/Disabled Students

Comment: The District meets the needs of non-signing deaf students by providing real-time captioning services.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 2, 2003

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS
ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 4 **CONTRACTS AND CONSULTANTS** (continued)

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

4-F SIGN LANGUAGE INTERPRETERS

Accommodating Ideas to provide sign language interpreters on an as-needed basis for the 2003-2004 academic year, for an amount not to exceed \$65 per hour, total amount not to exceed \$50,000. Mileage charges will be billed at \$.33 per mile.

Funding Source: 2003-2004 Budget/Disabled Students

Comment: The District meets the needs of deaf students by providing sign language interpreters in a timely manner. The District is constantly hiring hourly interpreters, but an influx of deaf students at the beginning of each semester creates a need for additional interpreters. Throughout the year, there is an on-going need for emergency substitutes.

4-G CONSULTANT FOR DISABLED STUDENTS

Irene Wolt to provide technical support related to universal access to technology and information for the 2003-2004 academic year, for an amount not to exceed \$51,600 (\$4,300 per month for 12 months).

Funding Source: 2003-2004 Budget/Disabled Students

Comment: The consultant will provide technical support related to universal access to technology and information. Her responsibilities will include researching video captioning options, producing captioned media and coordinating captioning projects. She will prepare and coordinate production of information in alternate formats, including Braille, electronic text and large-print. The recently amended Section 508 requires that electronic and information technology purchased or used must be accessible for use by persons with disabilities.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 2, 2003

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 5 CONTRACTS AND CONSULTANTS

Requested Action: Acceptance

5-A EMERITUS COLLEGE FACILITIES, SUMMER, 2003

Off-campus Emeritus College classes for Summer, 2003. Payment per class session is authorized as stated on the list.

Funding Source: 2003-2004 Budget/Emeritus College

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

BOARD OF TRUSTEES**ACTION**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

June 2, 2003

**CONSENT AGENDA: HUMAN RESOURCES
ANNUAL RECOMMENDATIONS****RECOMMENDATION NO. 6 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	Funding Source
A.	Victoria J. Havassy, Ph.D.	To administer psychological tests to Community College Police Officer candidates and provide the District with a written evaluation of each candidate within ten working days after the administration of each test	\$330 per candidate, not to exceed \$2,000	2003-2004 District Budget/Human Resources
B.	Westfield Investigations	To conduct background investigations for Community College Police Officer candidates and prepare written evaluations for each candidate	\$560 per candidate, not to exceed \$3,000	2003-2004 District Budget/Human Resources
C.	R. Douglas Collins	To provide arbitration services related to grievances	Not to exceed \$1,000 per day	2003-2004 District Budget/Human Resources

BOARD OF TRUSTEES

SANTA MONICA COMMUNITY COLLEGE DISTRICT

ACTION

June 2, 2003

**CONSENT AGENDA: HUMAN RESOURCES
ANNUAL RECOMMENDATIONS****RECOMMENDATION NO. 7 ELECTION OF PERSONNEL**

Requested Action: Approval of the following annual elections/reelections, effective July 1, 2003:

Academic Personnel to the appropriate place on their respective 2003 salary schedules for the 2003-04 fiscal year.

1. Contract and Regular Academic Personnel
2. Academic Hourly, Adult Education, Emeritus College and Substitutes

Classified Personnel to the appropriate place on their respective 2003 salary schedules for the period such salary schedules are effective.

Academic Management and Classified Management and Confidential and other unrepresented personnel except those with individual employment contracts to the appropriate place on their respective 2003 salary schedules which are hereby declared indefinite for 2003-2004.

Comment: Lists on file in the Human Resources office and attached to the permanent minutes.

RECOMMENDATION NO. 8 ADMINISTRATIVE EMPLOYMENT AGREEMENTS

Requested Action: Approval of the employment agreements for all current academic administrators in the following positions, effective July 1, 2003:

Dean
Associate Dean
Assistant Dean
Director

Comment: Administrative employment agreements must be approved annually by the Board of Trustees as required by Education Code Section 72411. The signed agreements will be on file in the Human Resources Office.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 2, 2003

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9

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)

SEPARATIONS

RESIGNATION

Driscoll, Lawrence

Instructor, English

06/30/03

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

RECOMMENDATION NO. 10

CLASSIFIED PERSONNEL – REGULAR

Requested Action: Approval/Ratification

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

EFFECTIVE DATE

SEPARATIONS

MEDICAL LEAVE WITHOUT PAY

39-MONTH RE-EMPLOYMENT LIST

Brown, Theodore, Custodian, Operations

04/18/03

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

BOARD OF TRUSTEES**ACTION**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

June 2, 2003

CONSENT AGENDA: HUMAN RESOURCES**RECOMMENDATION NO. 11 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.

ELECTIONSEFFECTIVE DATEPROVISIONAL

Jaffe-Berg, Erith, Instructional Assistant ESL, ESL

04/28/03 - 06/09/03

Evenhuis, John, Instructional Assistant ESL, ESL

04/28/03 - 06/09/03

LIMITED TERM

Barr, Laura, Accounting Specialist II, Bookstore

05/10/03 - 06/30/03

Boodparset, Sutida, Counseling Aide, EOP's

03/31/03 - 06/17/03

DiModica, Toni, Department Secretary II, ESL

04/24/03 - 05/15/03

Garcia, Renay, Registration/Information Clerk, A & R

06/09/03 - 06/30/03

Glasner, Marvin, Financial Aid Clerk, Trio

05/01/03 - 06/30/03

Gonzalez, Anthony, Counseling Aide, EOP's

03/31/03 - 06/17/03

Hashaway, Erma, EOP's Program Specialist, EOP's

03/31/03 - 06/30/03

Holliday, Angel, Counseling Aide, EOP's

03/31/03 - 06/17/03

Houth, Nazareth, Instructional Assistant ESL, ESL

04/28/03 - 06/09/03

Janssen, Garriet, Instructional Assistant ESL, ESL

04/28/03 - 06/09/03

Lemes, Blanche, Instructional Assistant ESL, ESL

04/28/03 - 06/09/03

McMahon, Mandy, Registration/Information Clerk, A & R

05/07/03 - 05/30/03

Menjivar, Raul, Counseling Aide, EOP's

03/31/03 - 06/17/03

Reza, Jennifer, Registration/Information Clerk, A & R

06/09/03 - 06/30/03

BOARD OF TRUSTEES**ACTION**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

June 2, 2003

CONSENT AGENDA: HUMAN RESOURCES**RECOMMENDATION NO. 12****CLASSIFIED PERSONNEL - NON MERIT**

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

ELECTIONSSTUDENT EMPLOYEES

CalWORKS Student Assistant 2
\$7.00/hr

College Student Assistant 25
\$7.00/hr

College Work-Study Student Assistant 1
\$7.00/hr

SPECIAL SERVICES

Community Services Specialist I 1
\$27.40/hr

Volunteers 3

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 2, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION
ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 13 **RESOLUTION FIXING THE EMPLOYER'S CONTRIBUTION**
Requested Action: Adoption **UNDER THE PUBLIC EMPLOYEES' MEDICAL AND**
HOSPITAL CARE ACT

WHEREAS, (1) Government Code Section 22825.6 provides that a local agency contracting under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employers' contribution at an amount not less than the amount required under Section 22825 of the Act, and

WHEREAS, (2) Santa Monica Community College District, hereinafter referred to as Public Agency is a local agency contracting under the Act for participation by members of the classified and certificated units;

WHEREAS, (3) Santa Monica Community College District, hereinafter referred to as Public Agency is a local agency contracting under the Act for participation by members of the Special Districts hereinafter referred to as the Board of Trustees and the Personnel Commission; now, therefore be it

RESOLVED, (4) That the employer's contribution for each employee who is a member of and each annuitant who retired from employment which would be covered by the above identified recognized employee organization enrolled in PERS health benefits plans shall be as follows:

\$409.81 per month tenthly (\$341.51 per month twelfthly), effective August 1, 2003

and that the contribution shall be in addition to those amounts contributed by the Public Agency for administrative fees and to the Contingency Reserve Fund.

Comment: The base medical benefit amount is to be increased annually in accordance with the benefits article in the contract agreements with CSEA and the SMC Faculty Association, and by Board Resolution covering the Special Districts.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 2, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION
ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 14 DESTRUCTION OF CLASS 3 RECORDS

Requested Action: Approval

Destruction of class 3 records stored for admissions and records, financial aids, and business services.

Comment: This is an annual recommendation for class 3 records which are disposable records that have been maintained for at least three years. This classification includes such items as enrollment cards, add-drop cards, purchase orders, periodic reports, and attendance records. All data from these source documents has been recorded on a higher classification record that is stored.

RECOMMENDATION NO. 15 GANN LIMIT, 2003-2004

Requested Action: Adoption

Adopt the 2003-2004 Gann Limit for the Santa Monica Community College District as \$105,030,266 and the 2003-2004 Appropriation Subject to Limitation as \$79,644,939.

Comment: The Gann Limit figures are based on the prior year limit amended by a State formula. The Appropriation Subject to Limitation is based on estimates presented in the Tentative budget for 2003-2004.

The Gann Limit is the maximum amount of tax driven revenues that may be budgeted by law. The Appropriation Subject to Limitation is the amount of tax driven revenues that are expected to be available for budget purposes. These tax revenues include state and local levied taxes. Because Santa Monica College has historically been a low revenue district, and because community colleges have not been funded at a rate which would keep pace with the growth and price inflator factors found in the Gann Limit, the appropriation amount is significantly below the Gann Limit.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 2, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION
ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 16 AUTHORIZATION TO TRANSFER FUNDS FOR 2003-2004

Requested Action: Authorization

Authorize Thomas J. Donner, Executive Vice President, Business and Administration, to make cash loans between district funds whenever such transfers are needed to cover cash flow and to permit payment of obligations. The amount of any individual transfer to any fund shall not exceed \$3,000,000.

These authorized transfers are temporary in nature, to be accounted for as loans between funds, and are not to be treated as income or as a contribution from one fund to another.

Any transfers made during the year shall be repaid by no later than fiscal year end. Any transfers within 120 days of year-end may be repaid next year, provided any such intended carry-over is reported to the Board.

A report of transfers made each month is to be provided to the Board in the following month or earlier. Transfers are to be in accordance with legal requirements.

This action and written authorization by the person herein designated may be used by the County Office of Education to permit transfers and repayments.

Comment: This is an annual authorization to allow the District to move money between funds to meet cash flow needs.

RECOMMENDATION NO. 17 YEAR-END APPROPRIATIONS TRANSFER

Requested Action: Authorization

In accordance with the provisions of Section 85201 of the Education Code, authorize the County Superintendent of Schools to make appropriate transfers necessary at the close of the fiscal year 2002-2003 to permit the payment of obligations of the district incurred during the year.

Comment: This action is a recurring practice of the County Superintendent of Schools which permits the processing of warrants and liabilities for the District during the closing of the financial records for the fiscal year.

BOARD OF TRUSTEES Santa Monica Community College District	Action June 2, 2003
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CONSENT AGENDA: BUSINESS AND ADMINISTRATION
ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 18 **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	Funding Source
A.	Los Angeles County Office of Education	Computer network services in support and operation of Districts Human Resource System and Program Budgeting and Accounting System	Not to exceed \$250,000	2003-2004 Business Services Budget
B.	Carl Warren & Company	Claims management services for the District's self-insured property and liability insurance program	Hourly rate basis for an amount not to exceed \$20,000	2003-2004 Risk Management Budget
C.	Medadent Biomedical, Inc.	Biomedical waste disposal services for Student Health Office, Life Science and Health Sciences departments	Not to exceed \$2,000	2003-2004 Risk Management Budget
D.	Santa Monica Bay Physicians	Industrial injury medical services to District employees	Not to exceed \$5,000	2003-2004 Risk Management Budget
E.	Paradise Consulting	Tabulation services of the annual Average Vehicle Riders (AVR) survey as required by the City of Santa Monica as part of the District's Emissions Reduction Plan	Not to exceed \$400	2003-2004 Risk Management Budget
F.	Ellis Environmental Management, Inc.	Asbestos awareness training for Facilities and Telecommunications departments	Not to exceed \$2,000	2003-2004 Risk Management Budget
G.	Del Mar Analytical	Wastewater sampling and testing twice a year as a required by the City of Santa Monica	Not to exceed \$6,000	2003-2004 Risk Management Budget

BOARD OF TRUSTEES Santa Monica Community College District	Action June 2, 2003
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CONSENT AGENDA: BUSINESS AND ADMINISTRATION
ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 18 **CONTRACTS AND CONSULTANTS** *(continued)*

	Provider	Service	Amount	Funding Source
H.	Maureen Sassoon	Safety consulting services to include training, air monitoring lab pick-up, chain-of-custody, lab fees and written reports as necessary to investigate health and safety issues	Not to exceed \$3,000	2003-2004 Risk Management Budget
I.	Lighting Resources, Inc.	Disposal of mercury contaminated lamps to ensure that the District is in compliance with laws regarding removal of hazardous waste materials	Not to exceed \$1,000	2003-2004 Risk Management Budget
J.	Keenan & Associates	Loss control and Worker's Compensation claim minimization services to include writing safety programs and training, accident investigation and safety inspections	Not to exceed \$20,000	2003-2004 Risk Management Budget
K.	Keenan & Associates	Comprehensive safety training program for Maintenance, Operations and Grounds departments to include asbestos awareness, blood borne pathogens, battery maintenance, chemical exposure, machine guarding, and working with compressed gases and portable tools	Not to exceed \$15,000	2003-2004 Risk Management Budget
L.	Gary McGavin	Disaster preparedness consulting and training	Not to exceed \$10,000	2003-2004 Risk Management Budget
M.	Echo Fire Protection	Inspection and preventative maintenance of the fire protection equipment in the Transportation Technology Department as mandated by OSHA	Not to exceed \$750	2003-2004 Risk Management Budget

BOARD OF TRUSTEES Santa Monica Community College District	Action June 2, 2003
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CONSENT AGENDA: BUSINESS AND ADMINISTRATION
ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 18 **CONTRACTS AND CONSULTANTS** *(continued)*

	Provider	Service	Amount	Funding Source
N.	Horizon Health Services	Physical examinations of District employees to determine if an employee is physically able to wear a respirator during his/her work assignment and/or evaluate employees exposed to formaldehyde, to be in compliance with Title 8 of the California Code	Not to exceed \$3,000	2003-2004 Risk Management Budget
O.	California Laboratories & Development Inc.	Testing and hygiene certification for fume hoods in the Science laboratories to achieve federal and state compliance	Not to exceed \$13,720	2003-2004 Risk Management Budget
P.	Medico Professional Linen Services	Linen rental service for the Student Health office to ensure that the District is in compliance with state and local blood borne pathogen regulations	Not to exceed \$2,500	2003-2004 Health Services Budget
Q.	Norton Medical Industries	Drug testing services to transportation employees pursuant to Board Policy 3116	Not to exceed \$1,000	2003-2004 Transportation Budget
R.	Sherry A. Heaton	Advertising consulting services including the sale of advertising space in the Corsair and special advertising supplements	25 percent of revenues received	2003-2004 Auxiliary Budget
S.	Nu-Crest Company	Electronic equipment maintenance for the Bookstore	Not to exceed \$9,000	2003-2004 Auxiliary Budget
T.	Graham Company	Quarterly maintenance of District's emergency lighting system	\$2,800 to be paid in advance	2003-2004 Facilities Budget

BOARD OF TRUSTEES Santa Monica Community College District	Action June 2, 2003
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CONSENT AGENDA: BUSINESS AND ADMINISTRATION
ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 18 **CONTRACTS AND CONSULTANTS** *(continued)*

U.	Construction Services necessary to comply with various building and environmental codes			
	Geolabs- Westlake Village	Geotechnical services related to construction projects	\$70 to \$200 per hour up to \$450 per final report	State Construction Grants/FEMA/ Measure U/ District Capital Funds
	Ellis Environmental	Hazardous material monitoring and testing services	\$40 to \$200 for on-site services and up to \$500 per laboratory test	State Construction Grants/FEMA/ Measure U/ District Capital Funds
	Twining Labs	Construction Material Testing and special inspection services	\$52 to \$200 per hour	State Construction Grants/FEMA/ Measure U/ District Capital Funds
	Peak Surveys	Construction survey services	\$40 to \$200 per hour	State Construction Grants/FEMA/ Measure U/ District Capital Funds

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 2, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION
ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 19 DISPOSAL OF SURPLUS PROPERTY

Requested Action: Approval

Disposal of surplus equipment through public auction, private sale (if under \$2,500) or other means deemed appropriate as required during fiscal year 2003-2004.

Comment: Education Code Section 81450 defines surplus equipment as equipment no longer required or suitable for college use or equipment that should be disposed of for the purpose of replacement. Surplus equipment is stored in the District warehouse which has limited space. The District periodically needs to dispose of equipment that is in disrepair or is obsolete and is no longer needed.

RECOMMENDATION NO. 20 KCRW USAGE AGREEMENT

Requested Action: Approval

Renew the usage agreement with the Los Angeles Department of Water & Power for KCRW's usage of Briarcrest tank land usage. The annual license/usage fee is \$600.

Funding Source: KCRW Donations

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 2, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 21

Requested Action: Adoption

RESOLUTION OF APPROVING ASSIGNMENT OF DELINQUENT TAX RECEIVABLES TO THE CALIFORNIA STATEWIDE DELINQUENT TAX FINANCE AUTHORITY FOR THE FISCAL YEARS ENDING JUNE 30 2003 AND 2004, AND AUTHORIZING EXECUTION AND DELIVERY OF RELATED DOCUMENTS AND ACTIONS

WHEREAS, under Section 6516.6 of the Government Code of the State of California (the "Law"), a school district is authorized to sell and assign to a joint powers authority any or all of its right, title, and interest in and to the enforcement and collection of delinquent and uncollected property taxes, assessments, and other receivables that have been levied by or on behalf of the school district for collection on the secured, unsecured, or supplemental property tax rolls in accordance with such terms and conditions as are set forth in an agreement with the joint powers authority; and

WHEREAS, the California Statewide Delinquent Tax Finance Authority (the "Authority") has been formed as a joint powers authority for the purpose of purchasing delinquent ad valorem property taxes in accordance with the Law upon terms and conditions which are acceptable to school districts; and

WHEREAS, under the Law the amount of property tax receipts to be reported in a fiscal year for a school district for revenue limit purposes is equal to 100% of the school district's allocable share of the taxes distributed to it for the fiscal year, and any additional amounts will not be reported and will be provided directly to the school district; and

WHEREAS, the District has previously sold to the Authority its allocable share of delinquent ad valorem property taxes levied by the County of Los Angeles (the "Tax Receivables") for the fiscal years ending June 30 in each of the years 1999 through 2002; and

WHEREAS, the Authority has requested the District to sell its Tax Receivables to the Authority for the fiscal years ending June 30 in each of the years 2003 and 2004 on terms and conditions substantially identical to the terms and conditions contained in the Purchase and Sale Agreement (the "Prior Agreement") relating to the original purchase of the Tax Receivables by the Authority from the District for the fiscal years ending June 30 in each of the years 1999 through 2002; and

WHEREAS, the Authority has made arrangements to issue and sell a certificate of participation representing a participation interest in all of the Tax Receivables received from the District and from other participating school districts in the County of Los Angeles, which certificate of participation will be sold to a designee of Plymouth Financial Company, Inc., a Delaware corporation ("Plymouth"); and

WHEREAS, the Authority has presented the District with a commitment letter among the District, the Authority and Plymouth, and the governing board of the District wishes to take its action at this time to authorize the execution and delivery of such commitment letter and all documents and actions relating to the sale of the Tax Receivables to the Authority for the fiscal years ending June 30 in each of the years 2003 and 2004, upon the terms and conditions substantially identical to the terms and conditions set forth in the Prior Agreement;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Santa Monica Community College District as follows:

Section 1. Approval of Financing Plan; Sale of Tax Receivables to Authority. The Board hereby approves the financing plan presented to the Board at the meeting at which this Resolution is adopted, and as generally described in the recitals of this Resolution. Pursuant to the financing plan, the Board hereby approves and authorizes the sale of the Tax Receivables to Authority for the fiscal years ending June 30 in each of the years 2003 and 2004 on terms and conditions substantially identical to the terms and conditions contained in the Prior Agreement. The Executive Vice President, Business & Administration of the District is hereby authorized and directed to approve the final form of a Purchase and Sale Agreement between the District and the Authority, containing terms and conditions substantially identical to the terms and conditions set forth in the Prior Agreement. The Executive Vice President, Business & Administration of the District is further hereby authorized and directed to execute the final form of said Purchase and Sale Agreement in the name and on behalf of the District. The Board hereby authorizes the delivery and performance of the executed Purchase and Sale Agreement.

Section 2. Official Actions. The Superintendent, the Executive Vice President, Business & Administration and any and all other officers of the District are hereby authorized and directed, for and in the name and on behalf of the District, to do any and all things and take any and all actions, including execution and delivery of any and all assignments, certificates, requisitions, agreements, notices, consents, instruments of conveyance, warrants and other documents, which they, or any of them, may deem necessary or advisable in order to consummate the sale of the Tax Receivables to the Authority for the fiscal years ending June 30 in each of the years 2003 and 2004. Whenever in this resolution any officer of the District is authorized to execute or countersign any document or take any action, such execution, countersigning or action may be taken on behalf of such officer by any person designated by such officer to act on his or her behalf if such officer is absent or unavailable.

Section 3. Effective Date. This resolution shall take effect from and after the date of approval and adoption thereof.

Comment: The District received a \$76,048.82 premium for its initial participation in the California Statewide Delinquent Tax Finance Authority. This action will extend the participation for two more years and protect the premium in the event that the State should repeal this benefit for schools. The other districts in the JPA have adopted this resolution.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 2, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 22

Requested Action: Adoption

RESOLUTION AUTHORIZING APPLICATION TO THE DIRECTOR OF INDUSTRIAL RELATIONS, STATE OF CALIFORNIA FOR A CERTIFICATE OF CONSENT TO SELF INSURE WORKERS' COMPENSATION LIABILITIES

BE IT RESOLVED that the Board of Trustees Chair and the Superintendent/President of the Santa Monica Community College District be and they are hereby severally authorized and empowered to make application to the Director of Industrial Relations, State of California, for a Certificate of Consent to Self Insure workers' compensation liabilities on behalf of the Santa Monica Community College District and to execute any and all documents required for such application.

RECOMMENDATION NO. 23

Requested Action: Adoption

RESOLUTION OF THE BOARD OF TRUSTEES OF THE SANTA MONICA COMMUNITY COLLEGE DISTRICT DECLARING MEMBERSHIP IN THE PROTECTED INSURANCE PROGRAM FOR SCHOOLS JOINT POWERS AUTHORITY (PIPS JPA)

WHEREAS, California school and college districts have determined there is a need for affordable workers' compensation coverage by combining their respective efforts to establish, operate and maintain a Joint Power Agency for workers' compensation coverages; and

WHEREAS, Title I, Division 7, Chapter 5, Article I (Section 6500 et seq.) of the Government Code of the State of California authorizes joint exercise by two or more public agencies of any power common to them,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Santa Monica Community College District declares its membership in the Protected Insurance Program for Schools and instructs its Executive Vice President, Business & Administration to execute on behalf of the Santa Monica Community College District the Joint Powers Agreement and appoints its Associate Vice President Business Services and Risk Manager as its official representatives to the Protected Insurance Program for Schools JPA.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 2, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 24 **BUDGET AMENDMENT**

Requested Action Approval

Amendment of the Restricted General Fund Budget Income and Expenditures to reflect a decrease of the fiscal year 2002-2003 grant for the Telecommunication and Technology Infrastructure Program (TTIP) in the amount of \$ 33,078.

Income:		
8000		(\$33,078)
Expenditures		
5000		(25,078)
6000		(8,000)
Total Expenditures		(\$33,078)

Comment: This budget amendment is the result of mid-year reductions in the Telecommunication and Technology Infrastructure Program (TTIP).

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 7, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 25 **CONTRACTS AND CONSULTANTS**

Requested Action: Approval

25-A VENDORS

1. FIRST CLASS VENDING to provide snack and drink vending machines on campus for five (5) years, from August 1, 2003 to July 31, 2008. First Class Vending will pay the District a commission of 25 percent of gross receipts, plus minimum of \$10,000 donation for the period of five (5) years. Commission payment will be on monthly basis.
2. APS AFFILIATES to provide coin operated copiers, microform readers, and pay-for-print system on campus for five (5) years, from August 1, 2003 to July 31, 2008. APS Affiliates will pay the District a percentage of income ranging from 15 percent to 20percent. Payment will be on monthly basis.
3. A LA CARTE CATERING to provide food services for construction sites for two (2) years, from August 1, 2003 to July 31, 2005. A La Carte Catering will pay the District a commission of \$1,200 per year.

25-B CELEBRATE AMERICA

1. FIREWORKS & STAGE FX AMERICA, INC. to present fireworks for a fee of \$15,000.
2. J.D. HALL AND THE J.D. HALL BAND to perform blues, rock & roll and oldies for a fee of \$750.
3. SANTA MONICA HIGH SCHOOL MARCHING BAND to perform for a fee of \$1,000.
4. SANTA MONICA OCEAN AIRES to perform barbershop music for a fee of \$200.

Funding source: Fees will be covered by donations and sponsors

Comment: Celebrate America, the community's annual Fourth of July special event hosted by Santa Monica College, will be held on Corsair Field on Saturday, June 28, 2003. Funds for this event will come only from donations and sponsors and not from the District's operating budget.

25-C MEDIATION SERVICES

R. DOUGLAS COLLINS for mediation services related to a faculty grievance for an amount not to exceed \$1,000.

Funding Source: 2002-2003 Budget/Human Resources/Faculty Association

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 2, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 26

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>
Michelle Gutierrez	05/08/03	unknown

Comment: The claimant alleges that the District placed barricades too close to her parked car and the wind blew them into her car causing damage.

RECOMMENDATION NO. 27

AMENDMENTS TO KCRW CONSULTANTS

Requested Action: Approval

Amend KCRW consultant agreements for the period ending June 30, 2003:

Frances Anderton: Amendment #1: Program Services, anchoring and producing services on "POLITICS OF CULTURE," specializing in subjects related to Design and Architecture. Payable at the amended per program rate of \$660, for an amended total not to exceed \$13,640.

Jason Bentley dba Secret Technology, Inc.: Amendment #1: Program Services, "METROPOLIS," payable at \$200 per program for an amended total not to exceed \$47,000.

Evan Kleiman: Amendment #1: Program Services, "GOOD FOOD," payable at the amended monthly rate of \$1,500 for an amended total not to exceed \$12,500.

Will Lewis Associates: Amendment #1: Consulting services for KCRW in relation to station fundraising campaigns, direct mail membership and programming development, audience research analysis, writing grant proposals; and additional broadcasting program award applications. Payable at an amended monthly rate of \$6,666.67 for an amended total not to exceed \$80,001.

Funding Source: KCRW Donations and Grants

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 2, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 28 **FACILITIES**

Requested Action: Approval

28-A CHANGE ORDER NO. 1, REPLACE CLERESTORY WINDOW ASSEMBLIES, SOUTH WING ART BUILDING

Change Orders No. 1 with GAFF GROUP, INC. on the Replace Clerestory Window Assemblies, Art Building South Wing project.

Original Contract Amount	\$ 99,837.00
Change Order No. 1	<u>6,682.43</u>
Revised Contract Amount	106,519.43

Funding Source: State Hazardous Substance Program

Comment: This change order provides for owner requested track lighting fixtures with switches that allow individual lights to be turned on and off at each track, as well as switched circuitry to energize or de-energize individual lighting tracks.

28-B FACILITIES PLANNING AGREEMENT

Agreement with John Jalili as a facilities planning consultant for the period of July 1, 2003 through December 31, 2003 in the amount of \$3,500 per month plus actual and necessary expenses.

Funding Source: District Capital Outlay

Comment: Mr. Jalili will assist the District in facilities planning to update the Facilities Master Plan.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 2, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 28

FACILITIES (continued)

Requested Action: Approval

28-C CHANGE ORDER NO. 4, REMODEL ART BUILDING NORTH WING

Change Order No. 4 with TRIMAX CONSTRUCTION INC. on the Remodel Art Building North Wing project.

Original Contract Amount	\$648,000.00
Change Orders No. 1-3	100,181.00
Change Order No. 4	<u>21,709.00</u>
Revised Contract Amount	\$769,890.00

Funding Source: FEMA/District

Comment: This change order provides for ductwork modification, re-routing of electrical conduit, relocation of security panel, and relocation of natural gas line due to existing field conditions; Division of the State Architect required installation of additional smoke detectors and additional modifications to metal flashing at roof through-bolt conditions; consulting engineer directed special attachment to allow seismic bracing of light fixtures, seismic anchorage of cabinets, additional attachment for suspended hoods, material cost difference at canopy overhang and change in fan specifications; owner requested anchorage of sink, credit of (\$2,592) for deletion of security system to be installed by SMC, credit of (\$2,884) for additional re-inspection and a credit of (\$5,000) deducted allowance for repair of damaged kiln.

28-D COMPLETION OF REMODEL ART BUILDING NORTH WING

Subject to completion of punch list items by TRIMAX CONSTRUCTION, INC., it is recommended that the Board of Trustees authorize the Executive Vice President of Business and Administration, without further action of the Board of Trustees, to accept the project described as REMODEL ART BUILDING NORTH WING as being complete upon TRIMAX CONSTRUCTION, 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	June 2, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 28 **FACILITIES** (continued)

Requested Action: Approval

28-E COMPLETION OF REMODEL STUDENT SERVICES BUNGALOWS C & E

Subject to completion of punch list items by ANGELES CONTRACTOR, it is recommended that the Board of Trustees authorize the Executive Vice President of Business and Administration, without further action of the Board of Trustees, to accept the project described as REMODEL STUDENT SERVICES BUNGALOWS C & E as being complete upon ANGELUS CONTRACTOR 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.

28-F COMPLETION OF MECHANICAL SYSTEMS UPGRADES, SCIENCE BUILDING

Subject to completion of punch list items by ACCO ENGINEERED SYSTEMS, it is recommended that the Board of Trustees authorize the Executive Vice President of Business and Administration, without further action of the Board of Trustees, to accept the project described as MECHANICAL SYSTEMS UPGRADES, SCIENCE BUILDING as being complete upon ACCO ENGINEERED SYSTEMS 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.

28-G COMPLETION OF ROOF REPLACEMENT, STUDENT HEALTH & ACTIVITIES BUILDING

Subject to completion of punch list items by BEST ROOFING & WATERPROOFING, it is recommended that the Board of Trustees authorize the Executive Vice President of Business and Administration, without further action of the Board of Trustees, to accept the project described as ROOF REPLACEMENT, STUDENT HEALTH & ACTIVITIES BUILDING as being complete upon BEST ROOFING & WATERPROOFING 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	June 2, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 28 **FACILITIES** (continued)
Requested Action: Approval

28-H CHANGE ORDER NO. 7, LIBRARY EXPANSION AND REMODEL

Change Order No. 7 with NIELSEN-DILLINGHAM on the Library Expansion and Remodel project.

Original Contract Amount	\$22,050,000.00
Change Orders No. 1 – 6	- 473,286.00
Change Order No. 7	<u>59,519.00</u>
Revised Contract Amount	\$21,636,233.00

Funding Source: FEMA/State Capital Outlay/District

Comment: This Change Order provides for replacement of existing roof drains, additional main runner at light fixtures, ceiling bracing, miscellaneous site concrete work due to existing conditions and replacement of leaking hydraulic lines at existing elevator.

28-I AWARD OF BID, KINESIOLOGY/DANCE AND ATHLETICS OFFICE RELOCATION

Award the bid for the Kinesiology/Dance And Athletics Office Relocation project to the lowest responsive bidder.

<u>Bidder</u>	<u>Bid Amount</u>
G. B. Cooke, Inc.	\$2,220,000
GAFF Group, Inc.	no bid

Funding Source: Measure U

Comment: This project provides for the relocation of P.E./Athletic faculty offices from their present location in the P.E. Annex temporary building to a permanent location on the second floor of the west portion of the Gymnasium. This relocation will allow the removal of the P.E. Annex temporary buildings and free up this site for development as part of the campus Quad area.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 2, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 28 **FACILITIES** (continued)

Requested Action: Approval

28-J ADDITIONAL ARCHITECTURAL SERVICES, LIBRARY REMODEL & EXPANSION PROJECT

Additional services under the agreement with ANSHEN + ALLEN for architectural services related to the Library Remodel and Expansion project to prepare cost estimates. Fee for services not to exceed \$12,000 plus reimbursable expenses.

Funding Source: FEMA/State Capital Outlay/District

Comment: This fee is for District requested additional cost estimating services. The architect contracted with a sub to provide the services but was not reimbursed.

28-L FIVE-YEAR CONSTRUCTION PLAN 2005-2009

The filing of the Five-Year Construction Plan 2005-2009 with the State Chancellor's Office. The Project Priority Schedule is attached.

Indicated on the Schedule of Funds:

- (A) Land Acquisition
- (B) Preliminary Plans
- (W) Working Drawings
- (C) Construction
- (E) Equipment

Proposed Funding Sources:

- S State
- D District Non-Measure U
- D* District Measure U
- F FEMA
- O Other Non-State

Comment: The priority categories are established by the State Chancellor's Office and the District identifies the projects that fit into these categories. This Five-Year Construction Plan has been integrated with the recommendations of the campus Master Plan.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 2, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 33 **PURCHASING**

33-A AWARD OF PURCHASE ORDERS

Requested Action: Approval

<u>Purchase Orders - FY 2002/03</u>	<u>Total</u>
A) P. O. 86746 – 86812	\$602,699.86
B) Telephone Orders	70,098.23
C) Change Orders	73,844.79
D) Auxiliary Orders	500.00
E) Auxiliary Change Orders	3,300.00

Comment: Lists of orders placed or amended between April 28, 2003 and May 19, 2003 are part of records on file in Purchasing Department

33-B DONATION OF EQUIPMENT

Requested Action: Approval

Donation of medical laboratory equipment from HEMOCUE, INC. The medical equipment will be used in the nursing program.

Donation of the exercise equipment from IRON LEADER. The exercise equipment will be used in the Kinesiology/Dance and Athletics programs.

Comment: Lists of equipment are on file in the Purchasing Department.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 2, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 33

PURCHASING

33-C PARTICIPATION IN PURCHASE AGREEMENT

Requested Action: Authorization

Authorize the use of the State of California Department of General Services' California Multiple Awards Schedule (CMAS) contract #4-01-01-0059B with Yamada for power and data tables for an additional amount not to exceed \$30,000.

Authorize the award of a purchase order to Yamada for the purchase of additional power and data tables for the Library Expansion and Remodel Project.

Funding Source: FEMA/State Capital Outlay/District

Authorize the use of the State of California Department of General Services' California Multiple Awards Schedule (CMAS) contract #3-94-70-0012 with Dell Computer for computer equipment for an amount not to exceed \$95,000.

Authorize the award of a purchase order to Dell Computer for the purchase of computer equipment for the Academy of Entertainment & Technology.

Funding Source: VATEA/District

Comment: Public Contract Code §20652 allows the District to purchase through other public agencies without advertising for bid. The authorization for the Library Expansion and Remodel Project increases the amount approved by the Board at the May 5, 2003 meeting.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 2, 2003

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 34

2003-2004 TENTATIVE BUDGET

It is recommended that the Board of Trustees adopt the 2003-2004 Tentative Budget.

2002-2003 GENERAL FUND TENTATIVE BUDGET SUMMARY

Estimated Beginning Balance	\$ 2,455,520
Projected Revenue	109,678,530
Total Funds Available	<u>\$112,134,050</u>
Proposed Expenses and Transfers	\$119,166,299
Estimated Reserves	⟨7,032,249⟩
	<u>\$112,134,050</u>

COMMENT: The above summarizes the Combined Restricted and Unrestricted General Fund budget estimates for fiscal year 2003-2004. The detailed Tentative Budget provides estimates based on currently available information, including the Governor's proposed May Revise.

Public Comments

Lantz Simpson
Heidi Pendergast
Eric Roth

MOTION MADE BY: Annette Shamey
 SECONDED BY: Carole Currey
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

TENTATIVE BUDGET NARRATIVE

The 2003-2004 Tentative Budget presentation consists of three parts: the 2002-2003 Adopted Budget; Projected Revenues and Expenditures for fiscal year 2002-2003 and the proposed Tentative Budget for 2003-2004. The Board of Trustees are required to approve the Tentative Budget in June prior to the beginning of the 2003-2004 fiscal year to authorize the District to pay expenses incurred before the adoption of the final budget in September 2003. The Tentative Budget is the District's best estimate of the 2003-2004 budget based on the Governor's May revise and actions taken by the Board of Trustees.

2002-2003 Adopted Budget

This column is for reference only. It reflects the budget that was adopted in September 2002. Please remember budget augmentations, decreases and transfers have changed these numbers throughout the year.

2002-2003 Projected Actuals

The projected apportionment revenues for 2002-2003 are based on the most recent principal apportionment calculation received from the Chancellor's Office (February 2003). Actual revenues at year-end may be different because they will reflect the second principal apportionment calculation, which we will receive in July. The final revision to 2002-2003 income will not be received until February 2004. Projected revenues are based on actual receipts through May 15, 2003, plus a projection of anticipated revenues during the last six weeks of the fiscal year.

The expenditure projections include all raises and step and column increases given during the 2002-2003 fiscal year. Expenditure projections are based on actual expenditures and encumbrances through May 15, 2003 plus a projection of anticipated expenditures through June 30, 2003.

The 2002-2003 projections reflect reserves (ending balance) of \$2,455,250. This resulted from a positive adjustment to a beginning balance of approximately \$800,000, a decrease of revenues of a approximately \$600,000 and a decrease in expenditures due to mid year cuts of approximately \$1.6 million, bringing the projected ending balance up from \$605,478 to \$2,455,250.

2003-2004 Tentative Budget

Revenue projections are based on the 2003-2004 Governor's May revise. There are many different proposals for the budget, i.e., the systems fair share budget, the Assembly subcommittee budget and the Senate subcommittee budget. There are also other different proposals for the community college budget. These proposals require that either the Prop 98 revenue share for community colleges be increased by \$210 million or that \$200 – 210 million of apportionment be shifted from a June payment to a July payment, the shifting the cost for the State to 2004-2005. It would be very optimistic to assume that the Governor would approve either of these actions even if they were passed by the Assembly and Senate. It is however a possibility that the Governor may accept a redistribution of funds suggested by the Legislature as long as the Prop 98 share is not exceeded.

The Community College system was cut by \$90 million in the mid-year revision. The May revise reflects a \$285 million cut. The State Assembly and the Senate versions of the Community College budget provide for: restoration of the Partnership for Excellence to the mid-year cut level, growth is reduced from 3% to 1% or 1 ½ % respectively, along with other changes resulting in \$210 million (Assembly version) to \$200 million (Senate version) restoration based on a funding scheme opposed by the Department of Finance and the Governor. Without the scheme to shift the apportionment cost to 2004-2005 the system funding for each of the above models would be around \$4.7 billion.

The Governor's May revise includes no COLA (Cost of Living Adjustment), growth at 3%, a decrease in general apportionment of 3.4% (\$2,763,570), a decrease in Partnership of Excellence of 50% (\$2,850,906), an increase in secured property taxes of 5.9% (\$348,281), and an increase in student fees from \$11 to \$18 per unit. Other state general fund programs such as part-time faculty compensation, health insurance and office hours were also cut by a total of \$31,360. Lottery revenues, local fee revenues and non-resident tuition fees project a 20% decrease in enrollment due to fewer class offerings. Enrollment fees increase due to the increase in the fee. The intensive ESL program is projecting a 50% decrease in new enrollees due to the decrease of international students.

The expenditure projections reflect step, column and longevity increases for all eligible employees. No COLA increase for any employees, a hiring freeze on all vacant positions, Health and Welfare benefit increase of 19.2%, PERS contribution rate increase from 2.894% to 10.42% and increases of approximately 10% to insurance and utilities costs.

The District's General Fund 01 budget is out of balance. This is shown by the negative contingency amount. Over the next few months budget cuts, cost savings plans and revenue enhancements will be implemented so that the Adopted Budget for 2003-2004 will be in balance without using negative budget figures.

The Restricted General Fund 03 budget reflects those grants that are on-going. The major decreases are due to the Governor's reduction in normally on-going programs such as CARE, Staff Diversity, Instructional Equipment, CalWORKS and Matriculation. As in past years, the Restricted General Fund 03 budget may be augmented as new grants are received and accepted. Any existing carry-over funds will be reflected in the Adopted Budget after the 2002-2003 fiscal year is closed.

In addition to the General Funds, the District's Tentative Budget also includes funds for financial aid (09), Auxiliary operations, and capital projects (15, 70, 71, 73). This means the District will be expending funds to build and remodel facilities, and modernizing areas of the College at the same time the operating budget is being cut. These funds are not available to be transferred to the General Fund to help solve the operating budget deficit.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 2, 2003

MAJOR ITEMS OF BUSINESS – ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 35

CONSULTANTS, 2003-2004

It is recommended that the Board of Trustees renew the following consultant contracts for the period July 1, 2003 through June 30, 2004 (unless otherwise indicated) on a month-to-month basis with 30-day cancellation notice:

A. Legislative/Government Relations Services

School Services of California

Collective Bargaining Services
\$700 per month for 5 direct hours per month, plus \$165 per hour for each additional hour of service, plus expenses.

Special Services/Legislative Advocacy
\$3,465 per month, plus expenses.

Funding Source: 2003-2004 District Budget

Comment: Expenses are restricted to reimbursement for actual and necessary goods and services required by the independent contractor to provide the level of service required by the district.

B. Legal and Employment Relations Services

Law Office of Larry Frierson

Legal and consulting services regarding employment relations and education law, and representation in labor negotiations, administrative proceedings, and court proceedings as requested by the District. Payment shall be based on an hourly rate of \$200 for attorney services and \$75 per hour for paralegal services plus reimbursement for any necessary costs and expenses authorized by the District.

Funding Source: District General Budget less State mandated cost recovery

C. Self-Insured Legal Defense Services

Harrington, Foxx,
Durbrow and Canter

Legal defense for the district's self-insured liability program. Services are provided on an hourly rate basis as needed with no monthly or annual retainer fee.

Funding Source: 2003-04 District Budget/Human Resources

Comment: Harrington, Foxx, Durbrow and Canter have been providing legal defense services for the District for over 15 years. The firm is one of only eight firms that the Statewide Association of Community Colleges (SWACC) JPA has authorized its members to use for self-insured legal defense. It is anticipated that these service fees will be approximately \$50,000.

D. Mandated Cost Reimbursement Claim Services

SixTen and Associates

Mandated Cost Program,
total not to exceed \$24,000
for Mandated Cost Reimbursement

Funding Source: State Mandated Cost Program

Comment: The State allows the cost of preparing claims and training to be claimed as a reimbursement under the Mandated Cost Program. The test claim process is an attempt to qualify activities currently not designated as "mandated" programs. The cost for the test claims can also be claimed as a reimbursement from the State.

E. Earthquake Recovery Services

Laura Debler

FEMA Reporting Consultant
\$45 per hour plus reimbursable expenses

Funding Source: FEMA/2003-2004 District Budget/Business Services

Comment: FEMA reimburses the District for services related to earthquake recovery. Expenses are restricted to reimbursement for actual and necessary goods and services required by the independent contractor to provide the level of service required by the District.

F. Construction Management, Program Management and Inspection Services

LPI, Inc.

Construction services to be paid at the rate of \$85 per hour for services as Inspector of Record (IOR) or program administration; \$70 per hour for services of specialized inspector or Assistant IOR; \$48 per hour for administrative support services, plus reimbursement for actual and necessary expenses related to the projects. This is the annual amendment of fees as provided in the contract for the period of July 1, 2002 through June 30, 2005.

Funding Source: State Construction Grants/FEMA/ District Capital Funds

Comment: This provides Inspector of Record services as required by the Division of State Architect and will assist in the construction administration for future facility projects.

TOMIT Consulting

Project management and related services in connection with various construction projects. Services to be provided for the period of July 1, 2003 through June 30, 2005 at an hourly rate of \$85 plus reimbursement of actual and necessary expenses.

Funding Source: State Capital Grants/FEMA/District Capital Outlay

Comment: This is a continuation of the project management services agreement for facilities.

G. Legal Services

Human resources, collective bargaining, student services, facilities and municipal issues:

Liebert, Cassidy, Whitmore \$135 to \$195 per hour for services provided by attorney staff and \$75 per hour for services provided by paralegal staff; plus expenses.

Public Agency \$170 to \$230 per hour for services provided by attorney

Law Group staff, \$110 to \$155 per hour for services provided by associates and \$90 per hour for services provided by paralegal staff; plus expenses.

Harding, Larmore, Kutcher & Koza \$200 to \$325 per hour, plus expenses

Newman, Aaronson, Vanaman \$275 per hour, plus expenses

Funding Source: 2003-2004 Budget/General Fund/Capital Fund

Comment: These contracts may be renewed for up to three fiscal years at the discretion of the Board of Trustees.

MOTION MADE BY: Dorothy Ehrhart-Morrison
SECONDED BY: Carole Currey
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Shamey)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 2, 2003

INFORMATION ITEM E

SUBMITTAL OF GRANTS

Title of Grant: **Editing Certificate Program and Dale Ride Internship Support**

Granting Agency: Verizon Foundation

Requested Funding: \$25,000

Matching Funds: N/A

Performance Period: June 2003 – July 2004

Summary: If funded, \$5,000 will be allocated to the Dale Ride Internship program and \$20,000 will be used to support the development of new editing certificate program offered through SMC' Academy of Entertainment and Technology.

Title of Grant: **Even Start Family Literacy Program**

Granting Agency: California Department of Education

Requested Funding: \$300,000

Matching Funds: \$30,000 Source: SMC indirect (indirect is not an allowable grant cost but can be claimed as part of the 10% required match)

Performance Period: FY 2003-04 (first year of a potentially seven year grant)

BOARD OF TRUSTEES	ADJOURNMENT
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 2, 2003

Trustee Nancy Greenstein requested that the minutes reflect her encouragement to support the Santa Monica-Malibu Unified School District and vote *Yes on S* on June 3, 2003.

ADJOURNMENT: 11:45 p.m.

The meeting was adjourned in memory of **James Cayton**, former member of the SMC Foundation Board of Directors, current and generous member of the SMC Associates and major donor to the Cayton Center, and **Rae-Chelle Taylor**, wife of SMC Football Coach Robert Taylor and a temporary SMC employee for more than 12 years.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, July 7, 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.