

A G E N D A



SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

REGULAR MEETING

MONDAY,
MARCH 12, 2007

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

5:30 p.m. – Closed Session
7:00 p.m. – Public Meeting
Board Room (Business Building Room 117)

*The complete agenda may be accessed on the
Santa Monica College website:*

<http://www.smc.edu/admin/trustees/meetings/>

*Written requests for disability-related modifications or accommodations,
including for auxiliary aids or services that are needed in order to participate in
the Board meeting are to be directed to the Office of the
Superintendent/President as soon in advance of the meeting as possible.*

PUBLIC PARTICIPATION
ADDRESSING THE BOARD OF TRUSTEES

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

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

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

Each speaker is limited to one presentation per specific agenda item before the Board, and to one presentation per Board meeting on non-agenda items.

General Public Comments and Consent Agenda

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

Major Items of Business

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

Exceptions: This time allotment does not apply to individuals who address the Board at the invitation or request of the Board or the Superintendent

2. Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting of the Board of Trustees by uttering loud, threatening, or abusive language or engaging in disorderly conduct shall, at the discretion of the presiding officer or majority of the Board, be requested to be orderly and silent and/or removed from the meeting.

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

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

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| BOARD OF TRUSTEES | REGULAR MEETING |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | March 12, 2007 |

A G E N D A

A meeting of the Board of Trustees of the Santa Monica Community College District will be held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Monday, March 12, 2007.

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 | |
| A Call to Order | 1 |
| B Roll Call | |
| II. CLOSED SESSION (<i>Scheduled for 5:30 p.m.</i>) | |
| <u>Public Comments on Closed Session Items</u> | |
| • Conference with Labor Negotiators (Government Code Section 54957.6) <i>Agency Designated Representatives: Sherri Lee-Lewis, Associate Vice-President, Human Resources Ellen Shadur, District Counsel Employee Organizations: CSEA Chapter 36 SMC Faculty Association</i> | |
| • Public Employee: Discipline, Dismissal, Release (Government Code Section 54657) | |
| • Conference with Legal Counsel – Existing Litigation (Government Code Section 54956.9a) <i>Santa Monica College Faculty Association et. al. vs. Santa Monica Community College District, Arbitration</i> | |
| III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS (<i>Continued</i>) | |
| C Closed Session Report (if any) | |
| D Pledge of Allegiance | |
| #1 Approval of Minutes: February 12, 2007 (Regular Meeting) | |
| IV. SUPERINTENDENT'S REPORT | |
| • Management Association Update/Classified Staff Recognition Award | |
| • Out of District Course Offerings | |
| • Strategic Planning | |
| • Big Blue Bus Update | |
| V. PRESENTATIONS AND BOARD DISCUSSION | |
| • Enrollment and Retention Report | |

- VI. **ACADEMIC SENATE REPORT**
- VII. **COMMUNICATIONS OR PUBLIC COMMENTS**
- VIII. **CONSENT AGENDA** (All items considered in one motion unless pulled for discussion or questions)

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| B | Contract for Professional Development Activities for Title V Math Cooperative Grant | 9 |
| C | Contract for SMC Website Redesign | 10 |
| D | Keynote Speaker for the Latino Youth Conference | 10 |
| E | Captioning Services for Disabled Students Program | 10 |
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| F | Speaker for 2007 CARE Mini-Conference | 11 |
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- IX. **CONSENT AGENDA – Pulled Items**

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XII. **BOARD COMMENTS AND REQUESTS**

XIII. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, **April 9, 2007** 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

March 12, 2007

I. ORGANIZATIONAL FUNCTIONS

- A. CALL TO ORDER – 5:30 p.m.
- B. ROLL CALL
 Dr. Susan Aminoff, Chair
 Rob Rader, Vice-Chair
 Judge David Finkel (Ret.)
 Dr. Nancy Greenstein
 Louise Jaffe
 Dr. Margaret Quiñones-Perez
 Dr. Andrew Walzer

II. CLOSED SESSIONPublic Comments on Closed Session Items

- Conference with Labor Negotiators (Government Code Section 54957.6)
*Agency Designated Representatives: Sherri Lee-Lewis, Associate Vice-President, Human Resources
 Ellen Shadur, District Counsel/Negotiator*
*Employee Organizations: CSEA Chapter 36
 SMC Faculty Association*
- Public Employee: Discipline, Dismissal, Release (Government Code Section 54657)
- Conference with Legal Counsel – Existing Litigation (Government Code Section 54956.9a)
*Santa Monica College Faculty Association et. al. vs. Santa Monica Community College District,
 Arbitration*

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

- C. CLOSED SESSION REPORT (if any)
- D. PLEDGE OF ALLEGIANCE

RECOMMENDATION NO. I APPROVAL OF MINUTES

Approval of the minutes of the following meeting of the Santa Monica Community College District Board of Trustees:

February 12, 2007 (Regular Meeting)

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

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| BOARD OF TRUSTEES | ACTION |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | March 12, 2007 |

CONSENT AGENDA

RECOMMENDATION: The Board of Trustees take the action requested on Consent Agenda Recommendations #2-#13.

Recommendations pulled for separate action:

Action on Consent Agenda

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

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| BOARD OF TRUSTEES | Action |
| Santa Monica Community College District | March 12, 2007 |

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 2 CONTRACTS AND CONSULTANTS

Requested Action :Approval/Ratification

2-A MEMORANDUM OF UNDERSTANDING (MOU) FOR SANTA MONICA PRESCHOOL COLLABORATIVE, 2007-2008

Participating Agencies: Santa Monica-Malibu Unified School District, (SMMUSD) and Santa Monica Community College District (SMCCD)

Services: The mission of the Santa Monica Preschool Collaborative is to provide child care and development services to approximately 84 Santa Monica area children under the age of six. Services will be delivered in two sites: John Adams Child Development Center and Washington West Preschool. SMMUSD will be the operational agent for the Collaborative and will be responsible for staffing, management and oversight of the centers.

Duration of MOU: July 1, 2007 – June 30, 2008

Terms of MOU: The Program Advisory Committee composed of representatives of the SMMUSD and SMC will guide the Collaborative.

As a participating agency, SMMUSD will:

- With input from the Program Advisory Committee, will be responsible for recruiting, selection, training and supervising the staff at Adams and Washington West.
- work with SMC to establish Collaborative preschools at work study sites,
- work with SMC to offer an internship program and implement a Mentor program
- assume responsibility for daily operations of Adams and Washington West sites
- be responsible for meeting all requirements as set forth by the preschool services contract with the Department of Education
- identify and refer children, and offer priority enrollment to students, faculty and staff of SMC when there are vacancies
- be responsible for meeting all Head Start requirements
- provide teaching staff for 20 children for a 3.5-hour per day program, up to eleven months per year
- provide materials and supplies for children in the Head Start program

As a participating agency, SMCCD will:

- supervise practicum students from child development and early childhood education classes at all sites
- provide training on desired results and assist with professional development plans for teachers and assistants
- coordinate recruitment efforts with others members of the collaborative
- underwrite the Collaborative in an amount not to exceed \$200,000 annually to assure that SMMUSD expenses are covered to that limit.

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| BOARD OF TRUSTEES | Action |
| Santa Monica Community College District | March 12, 2007 |

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 2 CONTRACTS AND CONSULTANTS *(continued)*

Requested Action: Approval/Ratification

2-B CONTRACT FOR PROFESSIONAL DEVELOPMENT ACTIVITIES FOR TITLE V MATH COOPERATIVE GRANT

Provider: First Year Institute at LaGuardia Community College in New York

Services Provided: The Title V Math Cooperative Grant between Santa Monica and El Camino colleges contracted with the First Year Institute at LaGuardia Community College to facilitate a two-day session for five Math and English faculty from both SMC and ECC, addressing teaching and learning best practices in developmental Math and English. Specifically, this two-day session included:

- In-class observations on Math (Algebra) and English (Writing) developmental skills intensives; and
- Roundtable discussions on curriculum development and program implementation.

SMC participants included Fran Manion (Math Chair), John Quevedo (Math), Quyen Phung (Math), and Laura Campbell (English). Lars Kjeseth, a member of the Math faculty at El Camino College, also attended. Vincent Bruno from LaGuardia Community College served as SMC's point of contact.

Amount of Contract: \$500

Term of Contract: February 5-6, 2007

Funding Source: Title V Math Cooperative Grant (Award #: P03IS060064)

Summary: LaGuardia Community College is located in Queens, New York City's most rapidly growing and ethnically diverse borough. The college offers 30 degree programs, a world-renowned internship program, an Honors Program, a Career and Transfer Center, and strong support to help ensure student success. The student body hails from almost 150 countries and speaks more than 80 languages, truly making it "The World's Community College."

LaGuardia Community College's record of academic excellence has garnered national recognition from institutes like The Policy Center on the First Year of College and acclaim from the *New York Times* ("LaGuardia College Gets Its Due in a City of Academic Heavy Hitters", November 30, 2003). The college was one of the nine winners of the 2003-2004 MetLife Foundation Best-Practice College Awards.

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| BOARD OF TRUSTEES | Action |
| Santa Monica Community College District | March 12, 2007 |

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 2 CONTRACTS AND CONSULTANTS *(continued)*

2-C CONTRACT FOR SMC WEBSITE REDESIGN

Provider: School Web Services, Inc.
Amount: Not to exceed: \$80,000
Term of Contract: March 12, – June 30, 2007
Maintenance July 1, 2007 – June 30 2008
Funding Source District Funds / Enrollment Development
Services Provided School Web Services will work with Santa Monica College personnel to provide design consulting and graphic design services for a new website including brand imaging and look and feel that is unique to Santa Monica College. In addition to design services, the contract includes the content migration services of two content engineers and one content editor/writer, technical lead services to oversee implementation, a content management system that will provide a user interface for updates and additions to the website that will maintain the design elements automatically, and training for SMC employees on use of the new system.
The design will be fully Section 508 (ADA) compliant and the content management software has features to ensure that the site remains ADA compliant as changes and additions are added to the site. The contract includes one full year of maintenance and support after the launch of the site in June 2007.
School Web Services, Inc. (SWS) specializes in school websites and has provided these services for many other California Community Colleges as well as for K-12 schools. SWS is a California Multiple Awards Schedule (CMAS) approved contractor (No. 3-01-70-1523A).

2-D KEYNOTE SPEAKER FOR THE LATINO YOUTH CONFERENCE

Provider: Yvonne Delarosa
Service: Keynote speaker for the Latino Youth Conference
Effective date: March 31, 2007
Fee: \$1,000.00
Funding Source: Title V

2-E CAPTIONING SERVICES FOR DISABLED STUDENTS PROGRAM

Provider: Quick Caption
Effective dates: February 12 – June 30, 2007
Fees: \$60 per hour not to exceed \$6,000
Funding Source: Disabled Students
Service: Consultant will provide captioning serves on an as-needed basis to non-signing deaf and hard-of-hearing students.

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| BOARD OF TRUSTEES | Action |
| Santa Monica Community College District | March 12, 2007 |

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 2 **CONTRACTS AND CONSULTANTS** *(continued)*

2-F CONTRACT WITH THE COOPER BUILDING

Contract: Continue lease of training space at the Cooper Building (located in downtown Los Angeles) on a month-to-month basis.

Amount: The monthly rent will be \$1,058.20, plus \$50 (from time to time) to cover the cost of air-conditioning, etc.

Funding Source: Santa Monica College
Industry-Driven Regional Collaborative Grant
Employment Training Panel Program

Comment: The space will allow SMC to continue offering training workshops for individuals working in the apparel and local manufacturing industries. The amendment to the lease will be paid by SMC’s California Employment Training Panel (ETP) and Industry-Driven Regional Collaborative grant. The location will support SMC’s efforts to meet its training goals under the ETP program and IDRC project.

 The Cooper Building is in the heart of the Los Angeles garment district and allows many individuals who work in the local manufacturing industry to easily access SMC’s contract education activities. The workshops will cover topics such as Vocational English-as-a Second Language, and apparel-related technologies, based on the ETP-approved menu and training list under the IDRC project. SMC has trained over 450 workers in the past using this location and anticipate many more needing skills training to help their companies remain competitive.

2-G SPEAKER FOR 2007 CARE MINI-CONFERENCE

Provider: Marla Flores

Amount: \$1,600

Service Provided: Speaker for the 2007 CARE Mini-Conference
“Nurturing Solutions”

Term of contract: April 20, 2007

Funding Source: CARE funds – Restricted funds

Summary: Marla Flores is a licensed marriage and family therapist, with a Master’s Degree in therapy and education. A certified educator and widely recognized as an expert, Ms. Flores regularly lectures to community and professional organizations on teaching and parenting techniques. Approximately 20 CARE students will attend. CARE students are a sub-set of EOPS students – they are low income, single parents who are dependent on TANIF (receive welfare benefits) and have children under 14 years old. Ms. Flores will cover a few topics, including “Secrets of Success for Students,” and “Transforming Difficult Behaviors in Children.”

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| BOARD OF TRUSTEES | Action |
| Santa Monica Community College District | March 12, 2007 |

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 2 CONTRACTS AND CONSULTANTS *(continued)*

2-H STAFF TRAINING FOR TRIO STUDENT SUPPORT SERVICES PROGRAM

Provider: William Clarke, Senior Consultant, Clark & Associates
Effective dates: April 1 – June 30, 2007
Fees: Not to exceed \$3,500
Funding Source: TRIO Student Support Services
Service: The consultant will provide staff training for the TRIO Student Support Services Program funded by the U.S. Department of Education. Training will be provided to the director, one part-time hourly counselor, two counseling aides and two administrative assistants. The training will focus on how to comply with the Department of Education's directives for program development, set-up of student cohorts, data collection and record keeping.

2-I RENEWAL OF VENDOR CONTRACT

Contract: Coca Cola Bottling Company of Los Angeles
Term of Contract: Five (5) years, commencing February 1, 2007
Amount: Coca Cola will pay the District 38% of the net sales for carbonated soft drinks and 20% for energy drinks, plus \$15,000 per year sponsorship to Celebrate America, Associates and the SMC Police Department.
The college received approximately \$340,000 commission/sponsorship from Coca Cola for the past five years. The money is used to support programs like Celebrate America, SMC Associates, SMC Police Department, Transportation Departments, Performing Arts Departments, Public Programs Department, and many other students and community oriented programs.

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| BOARD OF TRUSTEES | Action |
| Santa Monica Community College District | March 12, 2007 |

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 2 **CONTRACTS AND CONSULTANTS** *(continued)*

2-J VENDOR CONTRACT WITH CAMPUSLINK (EXTENSION)

Contract: CampusLink
Term of Contract: February 2, 2007 through August 1, 2008 (18 month extension)
Amount: \$2,500 per year paid to the college
Service: The District has contracted with CampusLink for ten years to provide a campus information center located in the Cafeteria. The information center consists of two television monitors showing CNN news programs, two computers connected to the network that allow students access to the web, display boards with campus information and off campus advertisings, and a telephone that can be used to contact campus departments and advertised vendors. This service is common at other community colleges and four-year universities and student response is positive.

CampusLink makes money by selling advertisings in categories such as college/university, health, scholarships, banking, journalism, food, auto services, and technology; SMC receives \$2,500 annually, and students benefit from the free usage of the computers and information provided by the information center.

2-K CONSULTANT FOR MEDIATION SERVICES

Provider: Boren Chertkov
Contract amount: \$767.94
Funding Source: 2006-2007 Human Resources Budget
Performance Period: October 13, 2006
Services Provided Mediation services provided to assist in a settlement agreement between the District and an employee.

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| BOARD OF TRUSTEES | Action |
| Santa Monica Community College District | March 12, 2007 |

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 3 ACADEMIC PERSONNEL

Requested Action: Approval/Ratification

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

ELECTIONS

ADJUNCT

Approval/ratification of the hiring of adjunct faculty
(List on file in the Office of Human Resources – Academic)

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| BOARD OF TRUSTEES | Action |
| Santa Monica Community College District | March 12, 2007 |

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 4 CLASSIFIED PERSONNEL – REGULAR

Requested Action: Approval/Ratification

Approval/ratification of the establishment of classified positions, and other actions involving classified personnel including hiring, promoting, changing work shifts, working out of classification, and advanced step placements. All personnel assigned into authorized positions will be elected to employment (Merit System) in accordance with District policies and salary schedules.

ESTABLISH

Student Services Clerk (1 position)
Emeritus College, 12 mos, 40 hrs

Director, Fiscal Services – Foundation (1 position)
Institutional Advancement 12 mos, 40 hrs

ELECTIONS

EFFECTIVE DATE

PROMOTIONS MANAGEMENT

Bonvenuto, Christopher, Director, Fiscal Services 02/23/07

PROMOTIONS

| | |
|--|----------|
| Gonzalez, Jaime, Accountant, Fiscal Services | 02/26/07 |
| Gray, I. Darryl, Lead Custodian – NS II, Operations | 02/05/07 |
| Novella, Heriberto, Lead Custodian – NS-II, Operations | 02/05/07 |
| Webster, Deborah, Human Resources Specialist | 02/20/07 |
| Willoughby, Debra, Human Resources Specialist | 02/27/07 |

CHANGE IN WORK SHIFT/TEMPORARY

Montes, John 02/20/07 – 06/30/07

Fr: Parking Security Officer/NS-I - Campus Police, 11 mos, 40 hrs
To: Parking Security Officer/Day - Campus Police, 11 mos, 40 hrs

Negron, Robert 02/20/07 – 06/30/07

Fr: Parking Security Officer/Day - Campus Police, 11 mos, 40 hrs
To: Parking Security Officer/NS-I - Campus Police, 11 mos, 40 hrs

WORKING OUT OF CLASSIFICATION

Cole, Gina 02/21/07 – 06/21/07

Fr: Department Secretary I, Community Relations, 12 mos, 40hrs
To: Administrative Assistant III, Enrollment Development, 12 mos, 40 hrs

ADVANCED STEP PLACEMENT

| | | |
|--|---|----------|
| Bonvenuto, Christopher, Director of Fiscal Services, Fiscal Services | E | 02/23/07 |
| Felder, Ronnie, Student Services Clerk, A & R Office | B | 11/13/06 |
| Haydl, Colleen, Cosmetology Assistant, Cosmetology Dept. | C | 01/02/07 |

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| BOARD OF TRUSTEES | Action |
| Santa Monica Community College District | March 12, 2007 |

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 5 **CLASSIFIED PERSONNEL – LIMITED DURATION**

Requested Action: Approval/Ratification

Approval/ratification of provisional and limited term employees. 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

| | |
|---|-------------------|
| Barclift, Nicolas, Instructional Assistant-English, English | 02/12/07-06/30/07 |
| Berman, Terri, Multimedia Computer Lab Specialist, AET | 02/14/07-06/30/07 |
| Chargois, Tamiqa, Administrative Assistant, Human Resources | 02/21/07-06/30/07 |
| Cvar, Sandy, Art Gallery Installer, Art | 02/14/07-06/30/07 |
| Kincy, Ellen, Admin. Assistant I, Personnel Commission | 02/12/07-06/30/07 |
| LaBarge, Molly, Instructional Assistant-English, English | 02/12/07-06/30/07 |
| La Cosse, Naomi, Sign Language Interpreter II, DSC | 01/02/07-06/30/07 |
| Nemirovich-Danc, Anastasiya, Accompanist-Voice, Music | 02/12/07-06/30/07 |
| Park, Ko Eun, Accompanist-Voice, Program Development | 01/02/07-06/30/07 |
| Preponis, Andreas, Accompanist-Performance, Music | 02/15/07-06/30/07 |
| Walker, Nell, Accompanist-Voice, Program Development | 01/02/07-06/30/07 |

LIMITED TERM

| | |
|---|-------------------|
| Gerhold, Thomas, Accompanist-Voice, Emeritus | 01/02/07-06/30/07 |
| Gever, Diyana, Instructional Assistant-English, English | 02/12/07-06/30/07 |
| Hayton, Brian, Registration/Information Clerk, ISC | 01/02/07-06/30/07 |
| Luthi, Christopher, Accompanist-Performance, Music | 02/12/07-06/12/07 |
| Matsumoto, Kanae, Accompanist-Voice, Music | 02/12/07-06/30/07 |
| Nakama, Jeffrey, Registration/Information Clerk, ISC | 01/02/07-06/30/07 |
| Nguyen, Ha Minh, Registration/Information Clerk, ISC | 01/02/07-06/30/07 |
| Ngo, Ahn-Tuyet Thi, Registration/Information Clerk, ISC | 01/02/07-06/30/07 |
| Park, Ko Eun, Accompanist-Voice, Music | 02/12/07-06/30/07 |
| Quezada, Nancy, Registration/Information Clerk, ISC | 01/02/07-06/30/07 |
| Remstein, Robert, Accompanist-Voice, Emeritus | 01/02/07-06/30/07 |
| Tolosa, John, Registration/Information Clerk, ISC | 01/02/07-06/30/07 |

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| BOARD OF TRUSTEES | Action |
| Santa Monica Community College District | March 12, 2007 |

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 6 CLASSIFIED PERSONNEL – NON MERIT

Requested Action: Approval/Ratification

Approval/ratification of hiring of the following non-merit employee(s) for temporary employment. All personnel assigned will be elected on a temporary basis to be used as needed in accordance with District policies and salary schedules.

ELECTIONS

STUDENT EMPLOYEES

| | |
|---|----|
| CalWORKS \$8.00/hr | 05 |
| College Student Assistant \$8.00/hr (STHP) | 55 |
| College Work-Study Student Assistant \$8.00/hr (FWS) | 71 |

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| BOARD OF TRUSTEES | Action |
| Santa Monica Community College District | March 12, 2007 |

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 7 FACILITIES

Requested Action: Approval/Ratification

7-A CHANGE ORDER NO. 10 – LIBERAL ARTS NORTH BUILDING

Change Order No. 10 – PINNER CONSTRUCTION COMPANY on the Liberal Arts North Building Project in the amount of \$46,897.

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| Original Contract Amount | \$9,951,000 |
| Previously Approved Change Orders 1 – 9 | 252,103 |
| Change Order No. 10 | <u>46,897</u> |
| Revised Contract Amount | \$ 10,250,000 |
| | |
| Original Contract Time | 425 days |
| Current Contract Time | 425 days |

Funding Source: Measure U

Comment: Change Order No. 10 provides for the revisions to the exhaust air registers and duct work in the Core Building restrooms, additional stud framing required for ceiling in tutorial room, additional support framing for attachment of ceiling joists to the deck structure, install additional 140' of 5 KV cable to the main switchboard, modifications to doors due to an owner requested change for security and access control, pull 200 pair copper cable through telecom vault west of the Coffee Spot Patio to SMC telecomm room, provide alternate fresh air intake where louver above door was eliminated, the revision to side discharge HVAC units to provide clearance for maintenance, and revision of handrail attachment in rooms 104 & 105.

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| BOARD OF TRUSTEES | Action |
| Santa Monica Community College District | March 12, 2007 |

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 7 **FACILITIES** (continued)

7-B CHANGE ORDERS NO. 33 AND 34 – NEW MUSIC AND PERFORMING ARTS COMPLEX, MADISON CAMPUS

FTR INTERNATIONAL - Change Order No. 33 – in the amount of \$29,900 and Change Order No. 34 in the amount of \$14,500. on the New Music and Performing Arts Complex, Madison Campus

| | |
|--|---------------|
| <u>Change Order No. 33</u> | |
| Original Contract Amount | \$ 30,780,000 |
| Previously Approved Change Orders 1 – 32 | 1,651,528 |
| Change Order No. 33_ | <u>29,900</u> |
| Revised Contract Amount | \$ 32,461,428 |
| | |
| <u>Change Order No. 34</u> | |
| Original Contract Amount | \$30,780,000 |
| Previously approved Change Orders 1 – 33 | 1,681,428 |
| Change Order No. 34 | <u>14,500</u> |
| Revised Contract Amount | \$32,475,928 |
| | |
| Original Contract Time | 670 days |
| Previous Time Extensions | <u>0 days</u> |
| Revised Contract Time | 670 days |
| Time Extension these Change Orders No. 33 and 34 | <u>0 days</u> |
| Current Revised Contract Time | 670 days |

Funding Source: Measure U

Comment: Change Order No. 33 provides for miscellaneous changes in the Renovation Building resulting from existing conditions, miscellaneous plaster infill, revisions to metal stud framing to interface with existing building framing, temporary rain protection at leaking roof, and miscellaneous adjustments to door frames to work with existing framing.

Change Order No. 34 covers the cost of removing existing concrete and installing a new 6" concrete stem wall to provide required clearance in vestibule M03.

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| BOARD OF TRUSTEES | Action |
| Santa Monica Community College District | March 12, 2007 |

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 7 **FACILITIES** *(continued)*

7-C CHANGE ORDER NO. 02 – LIBERAL ARTS (HSS) SOUTH BUILDING

Change Order No. 02 – PINNER CONSTRUCTION COMPANY on the Liberal Arts (HSS) South Building Project in the amount of \$2,663.

| | |
|---|---------------|
| Original Contract Amount | \$13,195,000 |
| Previously approved Change Order 01 | 17,269 |
| Change Order No. 02 | <u>2,663</u> |
| Revised Contract Amount | \$13,214,932 |
| | |
| Original Contract Time | 425 days |
| Previous Time Extensions | <u>0 days</u> |
| Revised Contract Time | 425 days |
| Time Extension this Change Order No. 02 | <u>0 days</u> |
| Current Revised Contract Time | 425 days |

Funding Source: Measure U

Comment: Change Order No. 02 provides for miscellaneous structural steel revisions and changes to accommodate revised projector mount to support the new Mitsubishi XD1000U projector.

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| BOARD OF TRUSTEES | Action |
| Santa Monica Community College District | March 12, 2007 |

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 7 **FACILITIES** *(continued)*

7-D NEW MUSIC AND PERFORMING ARTS COMPLEX, MADISON CAMPUS – SETTLEMENT AGREEMENT FOR STRUCTURAL STEEL CLAIMS

Agreement with FTR International on the Performing Arts Center, Madison Campus Project to settle outstanding structural steel claims in the amount of \$285,000.

Funding Source: Measure S

Comment: The Settlement Agreement was negotiated by District staff with the Contractor for the Performing Arts Center, Madison Project to resolve additional cost claims of the Structural Steel Subcontractor. Additional and unanticipated costs were incurred by the Structural Steel Subcontractor to complete construction of the Project structural steel systems, including mast truss curtain wall support, miscellaneous changes to lighting rail at tech level, field priming of structural steel in lieu of fireproofing, modifications to reflector steel, revisions to the tube steel support for stone cladding and changes to miscellaneous structural steel support pieces to coordinate interface with structural concrete.

The additional costs claimed by the Structural Steel Subcontractor have been reviewed by District staff. The settlement reached reflects fair, reasonable and equitable costs for the additional work completed by the Structural Steel Subcontractor. The District is authorized by law to compromise or settle claims arising under the District’s construction contracts. Specifically, the District is authorized under Public Contract Code §9201(a) “to compromise or otherwise settle any claim relating to a contract at any time.”

7-E AMENDMENT TO AGREEMENT FOR TRAFFIC ENGINEERING SERVICES – BUNDY MASTER PLAN

Amend the agreement with KAKU ASSOCIATES for the Bundy Master Plan to increase by \$8,200 plus reimbursable expenses and change the name of the contracted firm from KAKU ASSOCIATES to FEHR & PEERS/KAKU ASSOCIATES.

| | |
|--------------------------|--------------|
| Original Contract Amount | \$184,120 |
| This Amendment | <u>8,200</u> |
| Revised Contract Amount | \$192,320 |

Funding Source: Measure U

Comment: The cost originally budgeted for the response to comments from the draft EIR was \$6,000. KAKU has actually expended \$14,200 in reviewing the comments that were submitted, conducting additional analysis, attending team meetings, and assisting with the preparation of responses.

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| BOARD OF TRUSTEES | Action |
| Santa Monica Community College District | March 12, 2007 |

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 7 **FACILITIES** *(continued)*

7-F **AGREEMENT FOR CONSULTING SERVICES – CONSOLIDATED STUDENT SERVICES AND ADMINISTRATION BUILDING**

Agreement with Christopher A. Joseph & Associates for environmental analysis services for the Consolidated Student Services and Administration Building project for an amount not to exceed \$39,600 plus reimbursement of actual and necessary expenses.

Funding Source: Measure U

Comment: The final phase of SMC’s Facility Master Plan, approved by the Board of Trustees in January 1998, provides for a Consolidated Student Services and Administration Building and the related demolition of various buildings and trailers. The project is included as one of the specific projects identified in Measure U, approved by Santa Monica and Malibu voters in March 2002. The Board of Trustees authorized architectural planning for the project in September 2004, and approved the Final Project Proposal (FPP) in May 2005 for submission to the State for capital outlay funding. The State has approved the project for funding, and funding will become available starting in July 2007.

Student services at Santa Monica College cannot operate efficiently and effectively at the present time. These services are housed in nine dispersed locations, discouraging student use. The facilities, due to their age and condition, do not provide the amenities required for today’s activities; most of these facilities are not connected to a centrally monitored fire alarm system and lack fire sprinklers; and most have interior hallways and doorways that do not meet ADA requirements. Executive management is housed at separate locations on campus and in a temporary building off the main campus, requiring extra time to have effective communication among units.

The proposed project is a 53,505 assignable square-foot building with approximately 135 parking spaces underground, sited on approximately 3.5 acres at the northeast quadrant of the campus. The proposed project removes approximately 120 surface parking places, replaces approximately 37,387 assignable square feet of existing space, and removes approximately 58,000 gross square feet of existing one-story temporary and outdated structures from the main campus.

The proposed project will result in a net increase of open space on campus and will qualify as a LEED-certified building.

Christopher A. Joseph & Associates has provided similar services for Santa Monica College. The services are to prepare a Mitigated Negative Declaration level analysis in accordance with CEQA and SMC guidelines and will include an Initial Study. This process provides for public notification, public review, and public comment.

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| BOARD OF TRUSTEES | Action |
| Santa Monica Community College District | March 12, 2007 |

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 8 BUDGET TRANSFERS

Requested Action: Approval/Ratification

8-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period of: December 21, 2006 – February 16, 2007

| Object Code | Description | Net Amount of Transfer |
|-------------|------------------------------|------------------------|
| 1000 | Academic Salaries | -93,988 |
| 2000 | Classified/Student Salaries | 3,500 |
| 3000 | Benefits | 0 |
| 4000 | Supplies | 15,575 |
| 5000 | Contract Svcs/Operating Exp | 124,462 |
| 6000 | Sites/Bldgs/Equipment | 14,500 |
| 7000 | Other Outgo/Student Payments | -64,049 |
| Net Total: | | 0 |

8-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period of: December 21, 2006 – February 16, 2007

| Object Code | Description | Net Amount of Transfer |
|-------------|------------------------------|------------------------|
| 1000 | Academic Salaries | 95,899 |
| 2000 | Classified/Student Salaries | 45,133 |
| 3000 | Benefits | -85,732 |
| 4000 | Supplies | 7,145 |
| 5000 | Contract Svcs/Operating Exp | -58,683 |
| 6000 | Sites/Bldgs/Equipment | -3,350 |
| 7000 | Other Outgo/Student Payments | -412 |
| Net Total: | | 0 |

Comment: The Adopted Budget needs to be amended to reflect the totals of the departmental budgets. The current system of the Los Angeles County Office of Education requires Board approvals each month for budget adjustments. Only the net amount of the transfers in or out of the object codes is shown. In addition to the budget adjustments, transfers result from requests by managers to adjust budgets to meet changing needs during the course of the year.

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| BOARD OF TRUSTEES | Action |
| Santa Monica Community College District | March 12, 2007 |

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 9 **COMMERCIAL WARRANT REGISTER**

Requested Action: Approval/Ratification

February 1 – February 28, 2006 2440-2474 \$8,758,800.15

Comment: The detailed Commercial Warrant documents are on file in the Accounting Department.

RECOMMENDATION NO. 10 **PAYROLL WARRANT REGISTER**

Requested Action: Approval/Ratification

February 1 – February 28, 2007 CIG – C2H \$8,045,209.78

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

RECOMMENDATION NO. 11 **AUXILIARY PAYMENTS & PURCHASE ORDERS**

Requested Action: Approval/Ratification

It is recommended that the following Auxiliary Operations payments and Purchase Orders be ratified. All purchases and payments were made in accordance with Education Code requirements and allocated to approved budgets in the Bookstore, Trust and Other Auxiliary Funds.

| | | |
|--------------------------------|-------------|-----------------|
| | Payments | Purchase Orders |
| February 1 – February 28, 2007 | \$1,837,662 | \$25,903 |

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

RECOMMENDATION NO. 12 **DIRECT, BENEFIT & STUDENT GRANT PAYMENTS**

Requested Action: Approval/Ratification

Payments were authorized upon delivery and acceptance of the items ordered, or performance of the service. All payments were made in accordance with Education Code requirements and allocated to approved budgets. List on file in Business Office.

| | | |
|--------------------------------|-------------------|----------------|
| February 1 – February 28, 2006 | D000787 – D000924 | \$419,648.81 |
| | B000787 – B000496 | \$1,171,114.92 |

D – Direct Payments
B – Benefit Payments (health insurance, retirement, etc.)

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| BOARD OF TRUSTEES | Action |
| Santa Monica Community College District | March 12, 2007 |

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 PURCHASING

Requested Action: Approval/Ratification

13-A AWARD OF PURCHASE ORDERS

Establish purchase orders and authorize payments to all vendors upon delivery and acceptance of services or goods ordered. All purchases and payments are made in accordance with Education Code requirements and allocated to approved budgets. Lists of vendors on file in the Purchasing Department

February 1 – February 28, 2007

\$260,455.82

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| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | March 12, 2007 |

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 14

SUBJECT: **ACCEPTANCE OF ACCREDITATION MID-TERM REPORT**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees accept the mid-term report requested by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges.

SUMMARY: This is the standard mid-term report required of all institutions by the Accrediting Commission. The report must be submitted by March 22, 2007.

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

| | |
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| BOARD OF TRUSTEES | Action |
| Santa Monica Community College District | March 12, 2007 |

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 15

SUBJECT: **NOTICE OF CSEA CHAPTER 36 AMENDMENTS TO THE INITIAL BARGAINING PROPOSAL EFFECTIVE JANUARY 1, 2007 AND PUBLIC HEARING**

SUBMITTED BY: CSEA Negotiations Committee

REQUESTED ACTION: CSEA Chapter 36 submits the following additional proposals for the successor contract between CSEA Chapter 36 and the Santa Monica Community College District, effective January 1, 2007. These additional items have arisen as a result of and are directly related to issues currently being negotiated by CSEA and the District.

- To end the contracting out of work that could and should be performed by the classified bargaining unit
- To expand CSEA rights equivalent to those enjoyed by the Faculty Association
- To add protections and include language to protect the lawful rights of classified employees
- To include flextime language to enable classified employees to attend classes at SMC
- To add language to reflect laws and rights in regards to personnel files
- To require SMC to participate on an annual basis in the CSEA statewide salary surveys

PUBLIC HEARING: PUBLIC HEARING CONVENED:

PUBLIC COMMENTS:

PUBLIC HEARING CLOSED:

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

| | |
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| BOARD OF TRUSTEES | INFORMATION |
| Santa Monica Community College District | March 12, 2007 |

INFORMATION ITEM E

SUBJECT: GENERAL OBLIGATION BONDS FINANCING SUMMARY

The District's Bond Counsel Fulbright and Jaworski L.L.P. directed that the following General Obligation Bond Financing Summary be presented to the Board of Trustees for information.

The District saved taxpayers \$10,000,772 and received an additional \$11,100,000 for capital projects by refinancing the bonds.

Financing Summary

| | <i>Series A 2002 Election</i> | <i>Refunding Series B 1992 Election</i> | <i>Refunding Series C 2004 Election</i> | <i>Total</i> |
|---|-----------------------------------|---|---|------------------------|
| Sale Date (Interest Rate Lock) | 01/30/07 | 01/30/07 | 01/30/07 | 01/30/07 |
| Closing Date (Receipt of Funds) | 02/15/07 | 02/15/07 | 02/15/07 | 02/15/07 |
| Final Maturity (Last payment) | 08/01/31 | 08/01/14 | 08/01/16 | N/A |
| Call Provision (Early payment option) | Non-Callable | Non-Callable | 08/01/14 @ 100 | N/A |
| Ratings <i>Underlying (FGIC Insured)</i> | | | | |
| Moody's | Aa2 / Aaa | Aa2 / Aaa | Aa2 / Aaa | Aa2 / Aaa |
| Standard & Poor's | AA- / AAA | AA- / AAA | AA- / AAA | AA- / AAA |
| Sources | | | | |
| Par Amount of Bonds (Total Amount of Bonds sold) | \$11,999,987.00 | \$15,589,854.25 | \$40,064,768.35 | \$67,654,609.60 |
| Premium* | 207,473.00 | 2,817,925.40 | 11,464,461.75 | 14,489,860.15 |
| Total Sources (Total Funds Received) | \$12,207,460.00 | \$18,407,779.65 | \$51,529,230.10 | \$82,144,469.75 |
| Uses | | | | |
| Building Funds (Construction Funds) | \$11,999,987.00 | \$2,600,000.00 | \$8,500,000.00 | \$23,099,987.00 |
| Costs of Issuance (Cost of selling Bonds) | 179,288.27 | 218,588.42 | 580,475.52 | 978,352.21 |
| Deposit to Escrow Fund (Funds to pay off old bonds) | | 15,589,191.23 | 42,448,754.58 | 58,037,945.81 |
| Debt Service Fund (Extra funds to pay debt service) | 28,184.73 | 0.00 | 0.00 | 28,184.73 |
| Total Uses | \$12,207,460.00 | \$18,407,779.65 | \$51,529,230.10 | \$82,144,469.75 |
| Bond Statistics | | | | |
| Average Life (Time it takes to pay 1/2 principal) | 14.686 years | 4.122 years | 5.938 years | 7.071 years |
| Bond Yield (Yield for Tax Law) | 4.208% | 4.208% | 4.208% | 4.208% |
| All Inclusive Cost (All in cost of borrowing) | 4.663% | 4.297% | 4.232% | 4.390% |

*Additional funds received by investors, generated through the interest rate, the additional funds are generated to pay cost of issuance and to generate savings on the refundings.

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|---|------------------------|
| BOARD OF TRUSTEES | REGULAR MEETING |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | March 12, 2007 |

XIII. ADJOURNMENT

The meeting will be adjourned in memory of **Stephen Alpert**, a Westside political activist and **Sammie Banks**, stepfather of Lynn Washington, International Program Specialist.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Monday, April 9, 2007 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.