

# MINUTES



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

# **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, March 12, 2007.

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

**II. CLOSED SESSION**Public Comments on Closed Session Items

None

- Conference with Labor Negotiators (Government Code Section 54957.6)  
Agency Designated Representatives: *Sherri Lee-Lewis, Associate Vice-President, Human Resources*  
*Ellen Shadur, District Counsel*  
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 (Continued)**

- C Closed Session Report (if any)
- D Pledge of Allegiance
- #1 Approval of Minutes: February 12, 2007 (Regular Meeting)

**IV. SUPERINTENDENT'S REPORT****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)

**Grants and Contracts**

- #2 Contracts and Consultants
  - A Memorandum of Understanding (MOU) for Santa Monica  
Preschool Collaborative
  - B Contract for Professional Development Activities for Title V Math  
Cooperative Grant
  - C Contract for SMC Website Redesign
  - D Keynote Speaker for the Latino Youth Conference
  - E Captioning Services for Disabled Students Program
  - F Contract with the Cooper Building
  - F Speaker for 2007 CARE Mini-Conference
  - H Staff Training for TRIO Student Support Services Program
  - I Renewal of Vendor Contract
  - J Vendor Contract with CampusLink (Extension)
  - K Consultant for Mediation Services

**Human Resources**

- #3 Academic Personnel
- #4 Classified Personnel – Regular
- #5 Classified Personnel – Limited Duration
- #6 Classified Personnel – Non Merit

**Facilities and Fiscal**

- #7 Facilities
  - A Change Order No. 10 – Liberal Arts North Building
  - B Change Orders No. 33 and 34 – New Music and Performing Arts Complex
  - C Change Order No. 02 – Liberal Arts (HSS) South Building
  - D New Music and Performing Arts Complex, Madison Campus – Settlement  
Agreement for Structural Steel Claims
  - E Amendment to Agreement for Traffic Engineering Services – Bundy Master Plan
  - F Amendment for Consulting Services – Consolidated Student Services and  
Administration Building
- #8 Budget Transfers
- #9 Commercial Warrant Register
- #10 Payroll Warrant Register
- #11 Auxiliary Payments and Purchase Orders
- #12 Direct, Benefit and Student Grant Payments
- #13 Purchasing
  - A Award of Purchase Orders

IX. **CONSENT AGENDA – Pulled Items**

X. **MAJOR ITEMS OF BUSINESS**

- #14 Acceptance of Accreditation Mid-Term Report
- #15 Notice of CSEA Chapter 36 Amendments to the Initial Bargaining Proposal  
Effective January 1, 2007 and Public Hearing

XI. **INFORMATION**

- E General Obligation Bonds Financing Summary

XII. **BOARD COMMENTS AND REQUESTS - None**

XIII. **RECONVENE BOARD RETREAT/WORKSHOP**

XIV. **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 - Present  
 Rob Rader, Vice-Chair - Present  
 Judge David Finkel (Ret.) - Present  
 Dr. Nancy Greenstein - Present  
 Louise Jaffe - Present  
 Dr. Margaret Quiñones-Perez - Present  
 Dr. Andrew Walzer - Present

**II. CLOSED SESSION**Public 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** – 7:40 p.m.

- C. CLOSED SESSION REPORT: The Board of Trustees approved a settlement agreement in the amount of \$30,000 in reference to the associate faculty re-employment grievance.
- D. PLEDGE OF ALLEGIANCE- *Narcisa Polonio*

**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)

As amended

MOTION MADE BY: Margaret Quiñones-Perez  
 SECONDED BY: Louise Jaffe  
 AYES: 7  
 NOES: 0

**IV. SUPERINTENDENT'S REPORT**

Management Association Update/Classified Staff Recognition Award: SMC Management Association President Al DeSalles presented the Classified Staff Recognition Award for March 2007 to Thelma Hoffman, student services specialist in the Admissions and Records Office since 1986..

- Out of District Course Offerings  
Executive Vice President Randy Lawson reported that a new California Community Colleges Board of Governors regulation allows community college districts the "first right of refusal" when a high school within its boundaries wants a dual enrollment college course offered on its campus. The new regulation could have an impact on SMC because the college has a very large dual enrollment program in which SMC classes are offered at high schools throughout the Los Angeles basin and within other community college districts.
- Strategic Planning  
The Strategic Planning Task Force held a productive first meeting on February 28<sup>th</sup> and has already received about 500 responses from its campuswide survey asking employees and students to identify major issues facing the college. The deadline to complete the survey is March 19<sup>th</sup> and this can also be completed online.
- Big Blue Bus Update  
Vice President of Planning and Development Marvin Martinez gave an update on SMC's partnership with the City of Santa Monica's Big Blue Bus on a new SMC Commuter line – which is free for SMC students and employees with ID – and the increase of frequency of service on Line 11, a north-south Santa Monica route that makes stops at SMC. The Big Blue Bus is currently collecting data on ridership behavior and holding community meetings to determine future transit needs. In addition, SMC is expecting to get a federal grant and will be seeking state funds and money from the Associated Students to help fund the various transportation initiatives, including fare subsidies for students and employees.

**V. PRESENTATIONS AND BOARD DISCUSSION**

- Enrollment and Retention Report  
Vice President of Enrollment Development Teresita Rodriguez and Dean of Counseling and Retention Brenda Johnson Benson gave a detailed report on the many strategies SMC has undertaken and will be launched to attract students and keep them once they enroll. The enrollment development strategies include a planned redesign of the college website; print, phone and email blasts to students and prospective students; aggressive outreach to high schools, international students and out-of-state students; application and financial aid workshops; and more. The strategies are paying off as enrollment has stabilized overall and SMC has enjoyed an enrollment increase of international and out-of-state students. The retention strategies have included effective counseling, special support programs (such as the Latino Center), innovative teaching strategies, the Welcome Center, special strategies for students on probation, a streamlined financial aid process, and more. These moves have been effective; for example, the number of students on academic probation has dropped significantly, from 33 percent in 1998 to just under 14 percent currently.

**VI. ACADEMIC SENATE REPORT**

Richard Tahvildaran-Jesswein, Academic Senate President

**VII. COMMUNICATIONS OR PUBLIC COMMENTS**

Michael Strathearn  
Tron Burdick

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 12, 2007

**VIII. CONSENT AGENDA**

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

Recommendations pulled for questions/comments: #2-A, #2-C, #2-D, #2-F, #2-F, #2-G, #2-I, #2-J, #2-K, #7-D, #7-F

Recommendations pulled for separate action: #2-I, #2-J

Public Comment

Bernie Rosenloecher on #5

Action on Consent Agenda (Except for #2-I and #2-J)

MOTION MADE BY: David Finkel  
 SECONDED BY: Rob Rader  
 AYES: 7  
 NOES: 0

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
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.



<b>BOARD OF TRUSTEES</b>	<b>Action</b>
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.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
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.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
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."

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
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.



<b>BOARD OF TRUSTEES</b>	<b>Action</b>
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.

Substitute Motion

Motion was made to continue the contract on a month-to-month basis, direct staff to look further into the services and sponsorships and come back to the Board with a recommendation.

Motion Made by:          Rob Rader  
Seconded by:                David Finkel  
Ayes:                            2 (Rader, Walzer)  
Noes:                            5 (Aminoff, Finkel, Greenstein, Jaffe, Quiñones-Perez)

**Motion Fails**

Action on Original Recommendation

Motion Made by:          Margaret Quiñones-Perez  
Seconded by:                Louise Jaffe  
Ayes:                            5 (Aminoff, Greenstein, Finkel, Jaffe, Quiñones-Perez)  
Noes:                            1 (Rader)  
Abstain:                        1 (Walzer)



<b>BOARD OF TRUSTEES</b>	<b>Action</b>
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)



<b>BOARD OF TRUSTEES</b>	<b>Action</b>
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

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
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

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
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

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
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.

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.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
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.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
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.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
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.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
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.



<b>BOARD OF TRUSTEES</b>	<b>Action</b>
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.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
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.)

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
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

11 p.m.: Motion was made by Margaret Quiñones-Perez and seconded by Rob Rader to extend the meeting until 11:30 p.m.

AYES: 7  
NOES: 0

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
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: Louise Jaffe  
SECONDED BY: Rob Rader

Public Comment  
Lesley Kawaguchi

The following action was taken with the understanding that the mid-term report will be amended based on the discussion at the meeting.

AYES: 7  
NOES: 0

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
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: 11:25 p.m.

PUBLIC COMMENTS: Bernie Rosenloecher

PUBLIC HEARING CLOSED: 11:27 p.m.

MOTION MADE BY: Rob Rader  
 SECONDED BY: Andrew Walzer  
 AYES: 7  
 NOES: 0

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

**BOARD OF TRUSTEES****REGULAR MEETING**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

March 12, 2007

XII. **BOARD COMMENTS AND REQUESTS** (None)XIII. **RECONVENE BOARD RETREAT/WORKSHOP** – 11:30 p.m.XIV. **ADJOURNMENT** – 2 a.m.

The meeting was 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.