

A G E N D A



SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

REGULAR MEETING

MONDAY
MARCH 13, 2006

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

5:00 p.m. – Closed Session
Business Building Room 111

7:30 p.m. - Public Meeting
Board Room
Business Building Room 117

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

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

PUBLIC PARTICIPATION

ADDRESSING THE BOARD OF TRUSTEES

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

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

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

General Public Comments and Consent Agenda

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

Major Items of Business

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

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

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 13, 2006.

5:00 p.m. – Closed Session

7:30 p.m. – Public Meeting

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

I. ORGANIZATIONAL FUNCTIONSPage No.

- A Call to Order
- B Roll Call

I

II. CLOSED SESSION (Scheduled for 5:00 p.m.)

- Collective Bargaining, pursuant to Government Code Section 3549.1(d)
- Conference with Legal Counsel - Anticipated Litigation: One case, pursuant to Government Code Section 54956.9
- Conference with Legal Counsel – Pending Litigation: One case, pursuant to Government Code Section 54956.9 (Disclosure of name would jeopardize service of process or existing settlement negotiations)
- Real Property, pursuant to Government Code Section 54956.8
 - 1681 – 26th Street, Santa Monica
 - 2909 Exposition Blvd., Santa Monica
 - NWC Cross Creek Road, Malibu
 - 23802 and 23833 Stuart Ranch Road, Malibu

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS (Continued)

- C Pledge of Allegiance
- #1 Approval of Minutes: February 13, 2006 (Regular meeting)
March 4, 2006 (Retreat)
- #2 Election of Secretary to the Board of Trustees

IV. SUPERINTENDENT'S REPORT

- Management Association Update/Classified Staff Recognition Award
- Bundy Update
- Shuttle Parking Update

- V. **PRESENTATIONS AND BOARD DISCUSSION**
 - Board of Trustees Retreat – March 4, 2006
 - Board of Governors Meeting – March 6-7, 2006
 - Equalization
 - Legal Services Subcommittee
- 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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X. **MAJOR ITEMS OF BUSINESS**

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XI. **BOARD REPORTS AND COMMENTS**

XII. **ADJOURNMENT:** The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, April 3, 2006 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

SANTA MONICA COMMUNITY COLLEGE DISTRICT

REGULAR MEETING

March 13, 2006

I. ORGANIZATIONAL FUNCTIONSA. CALL TO ORDER – 5:00 p.m.B. ROLL CALL

Dr. Nancy Greenstein, Chair
Dr. Susan Aminoff, Vice-Chair
Carole Currey
Dr. Dorothy Ehrhart-Morrison
Dr. Margaret Quiñones
Rob Rader
Herbert Roney
Belinda Phillips, Student Trustee

II. CLOSED SESSION

- Collective Bargaining
pursuant to Government Code Section 3549.1
- Conference with Legal Counsel - Anticipated Litigation: One case, *pursuant to Government Code Section 54956.9*
- Conference with Legal Counsel – Pending Litigation: One case, *pursuant to Government Code Section 54956.9 (Disclosure of name would jeopardize service of process or existing settlement negotiations)*
- Real Property, *pursuant to Government Code Section 54956.8*
1681 – 26th Street, Santa Monica
2909 Exposition Blvd., Santa Monica
NWC Cross Creek Road, Malibu
23802 and 23833 Stuart Ranch Road, Malibu

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONSC. PLEDGE OF ALLEGIANCE – Lesley Kawaguchi

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 13, 2006

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

RECOMMENDATION NO. 1 APPROVAL OF MINUTES

RECOMMENDATION: Approval of the minutes from the following meetings of the Santa Monica Community College District Board of Trustees:

February 13 2006 (Regular Meeting)

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

March 4, 2006 (Retreat)

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

RECOMMENDATION NO. 2 ELECTION OF SECRETARY TO THE BOARD OF TRUSTEES

RECOMMENDATION: Election of Superintendent/President Chui L. Tsang as Secretary to the Board of Trustees.

COMMENT: In accordance with Board Policy 1170, the Board of Trustees elected officers at the annual organizational meeting in December. It is appropriate for the Board of Trustees to elect Dr. Chui L. Tsang, Superintendent/President, as secretary to the Board effective February 27, 2006.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 13, 2006

CONSENT AGENDA

RECOMMENDATION: The Board of Trustees take the action requested on Consent Agenda Recommendations #3-#17.

Recommendations pulled for separate action:

Action on Consent Agenda

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 13, 2006

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 3

Requested Action: Approval/Ratification

ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Title of Contract: Computer Literacy and Job-Search Techniques Training
 Contracting Agency: New Directions, Inc.
 Requested Funding: \$22,530
 Matching Funding: N/A
 Performance Period: 2006-2007
 Summary: New Directions, Inc., a long-term drug and alcohol treatment center that provides food, shelter and rehabilitation services to homeless veterans, will be contracting with the Office of Workforce and Economic Development to deliver Computer Literacy and Job Search training services. Workshops will be customized to meet the special needs of their homeless veteran population. Approximately 50-75 participates will learn the basics in operating the computer as well as how to become prepared for entering the workforce. Training activities will be conducted at the New Directions facilities located adjacent to the Los Angeles VA Hospital.

Budget:	Income	8000	\$22,530
	Expenditures	1000	\$0
		2000	\$16,416
		3000	\$821
		4000	\$0
		5000	\$2,953
		6000	\$1500
		7000	\$840

BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 13, 2006

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 4 **CONTRACTS AND CONSULTANTS**

Requested Action: Approval/Ratification

4-A **CONSULTANTS FOR INSTITUTIONAL DEVELOPMENT SERVICES FOR PROPOSED TITLE V COOPERATIVE GRANT WITH EL CAMINO COLLEGE**

1. Provider: Dowden & Associates
Amount of Contract: up to \$15,000 per year for 5 years, if the grant is awarded
Term of Contract: October 1, 2006 – September 30, 2011
Funding Source: District Budget/Planning and Development
Services provided: SMC will contract with Dowden & Associates to provide ongoing technical assistance to Title V project staff and institutional leadership as they develop and implement the proposed Title V Cooperative Grant with El Camino College. This project is in addition to the two currently funded Title V grants that SMC has, including an existing cooperative grant focused on teacher education for which El Camino College is the fiscal agent. For this project, which will address student success in math and English, SMC will serve as the fiscal agent. The total amount of the grant is \$3.5 million (\$700,000 for five years).

Institutional development services in the grant include: 1) aligning improved practices in teaching and learning to college-wide assessment and program review processes; 2) helping ensure that Title V activities are integrated with internal planning and budgeting processes to maximize potential for institutionalization at grant's end; 3) linking grant initiatives with accrediting agency recommendations for improving institutional effectiveness and outcomes monitoring; and 4) assuring that the focus of the grant remains to improve institutional effectiveness as an Hispanic Serving Institution.

Comment: The proposed Title V Cooperative grant with El Camino College will raise \$3.5 million over five years to be shared by the two colleges. Annually, each college will receive \$300,000 for direct costs, while SMC will receive an additional \$100,000 per year to administer the grant. Dowden Associates is an Institutional Development consulting firm who has specialized in designing and implementing Title III- and Title V-funded strengthening institutions projects for more than 15 years. Under the leadership of Linda Dowden, the organization brings more than 25 years of experience in the field of education in instruction, in community college administration, and in grant development and management.

2. Provider: Education Gateways LP LLLP
Amount of Contract: Not to exceed \$10,000
Term of Contract: March 1, 2006 through February 28, 2007
Service: Customized website and training on state education standards and lesson plan templates for meeting those standards
Funding Source: Title V Cooperative Grant (Preparing Tomorrow's Teachers Today) in conjunction with El Camino College and U. S. Department of Education

BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 13, 2006

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 4 CONTRACTS AND CONSULTANTS

Requested Action: Approval/Ratification

4-B AMENDMENT TO CONTRACT FOR BEVERAGE CONTAINER RECYCLING GRANT

Provider: Community Partners FBO Sustainable Works (amendment)
Amount of Contract: \$3,000
Term of Contract: January 15 – June 30, 2006
Funding Source: California State Department of Conservation/Beverage Container Recycling Program

Summary: This is an amendment to the subcontractor approved by the Board on January 9, 2006 with Sustainable Works as part of the college's grant with the California State Department of Conservation's Beverage Container Recycling Program. Sustainable Works is under the administrative umbrella of Community Partners, and as such the SMC's contract should be with Community Partners FBO Sustainable Works. Under this amendment, SMC will contract with Community Partners FBO Sustainable Works to develop and implement the educational component of this grant-funded project. This amendment does not change the effective dates or payment amount.

4-C LEASE AGREEMENT WITH CITY OF SANTA MONICA

Contracting Agency: City of Santa Monica
Services Provided: Lease agreement for a facility located at 3400 Airport Avenue near the SMC Bundy campus for the SMC Small Business Development Center (SBDC). The premises total 1051.78 square feet.
Amount of Lease: Annual base rent of \$1.00.
Funding Source: SMC Small Business Development Center Grant
Terms of Lease: Facility occupancy is projected for March 2006 ending February 2007
The City of Santa Monica will be responsible for paying a pro-rata share of the gas, electricity and trash removal charges attributable to the premises as well as the water and sewer utility charges attributable to the common areas.

Comment: SMC is the administrative agency of the Small Business Development Center funded by the Small Business Administration (SBA). The 2006 project will be administered by SMC's Workforce and Economic Development Office and will offer services to help Westside small businesses and business start-ups meet their entrepreneurial endeavors.

4-D CONSULTANT FOR BENEFITS COMMITTEE

Provider: Fickewirth & Associates
Fees: \$150 to \$250 per hour, total not to exceed \$40,000
Term of Contract: January 1, 2006 through June 30, 2006
Service: Prepare RFP for health care services, analyze & summarize proposals, present summary to Benefits Committee
Funding Source: 2005-06 General Fund Budget

BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 13, 2006

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 4 CONTRACTS AND CONSULTANTS

Requested Action: :Approval/Ratification

4-E COPYWRITING SERVICES FOR CONTINUING AND COMMUNITY EDUCATION

Provider: We Search Research
Service: To provide copywriting services for the Continuing and Community Education class schedules (Fall, Summer, Winter, Spring)
Term of Contract: July 1, 2005 through June 20, 2006 (renewal of annual contract)
Fees: Not to exceed \$11,000
Funding Source: All costs will be covered by the registration fees charged for Community and Continuing Education classes.

4-F EMERITUS COLLEGE FACILITIES, SUMMER 2006

Provider: Facilities for off-campus Emeritus College classes for the Summer 2006 semester
Amount of Contract: Payment per class session is authorized as stated on the list
Funding Source: 2006-2007 Budget of Emeritus College
Comment: The list of facilities is on file in the Office of Academic Affairs and Emeritus College

4-G CONTRACT FOR LEGAL SERVICES (AMENDMENT)

Provider: Law Firm of Karen T. Meyers
Service Fee: \$195 per hour, not to exceed \$35,000, plus expenses.
 This is an increase from \$20,000.
Term of Contract: July 1, 2005 through June 30, 2006
Funding Source: District Budget/Human Resources
Comment: These services are necessary for the District to proceed in the investigation of several employee complaints

4-H CONTRACT FOR LEGAL SERVICES FOR REAL ESTATE ACQUISITION

Provider: Jeffer, Mangels Butler and Marmaro, LLP
Term of Contract: March 14, 2005 through June 30, 2006
Funding Source: Capital Outlay Fund, Bond Measures U and S funds
Comment: The District needs legal counsel for assistance in contracting, performing due diligence phases of property acquisition, and analyzing various potential scenarios. The scope and rate of the contract will be negotiated based upon the recommendations of the Board's subcommittee for real estate.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 13, 2006

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 4 CONTRACTS AND CONSULTANTS

Requested Action: :Approval/Ratification

4-I CONSULTANT FOR MEDIATION SERVICES (AMENDMENT)

Provider: Ken Cloke, dba Center for Dispute Resolution
Service Fee: \$2,000 per day not to exceed \$30,000, plus expenses
This is an increase of \$20,000; the contract was originally approved in the amount not to exceed \$10,000.
Service: Mediation services related to negotiations and other personnel matters.
Term of Contract: July 1, 2005 through June 30, 2006
Funding Source: 2005-06 District Budget/Human Resources
Comment: The Faculty Association contract requires the District to provide a mediator during negotiations.

4-J SPEAKER FOR CARE MINI-CONFERENCE

Provider: Norma Jordan
Fees: Not to exceed \$1,500
Term of Contract: February 24, 2006
Service: Speaker for CARE Mini-Conference "Single Parents of Power"
Funding Source: California CARE Grant

BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 13, 2006

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 4 CONTRACTS AND CONSULTANTS

Requested Action :Approval/Ratification

4-K KCRW CONTRACTS AND CONSULTANTS

- Provider: Barbara Kraft Communications & Public Relations
Fees: Not to exceed \$25,000, plus reimbursement of actual and necessary expenses not to exceed \$8,000
Term of Contract: February 1, 2006 through August 31, 2006
Service: Writing & producing Segerstrom Concert Hall Documentary
Funding Source: KCRW Donations
Comment: A previous item did not include reimbursement of expenses
- Provider: Micronet Communications, Inc.
Fees: Not to exceed \$200 per year
Term of Contract: March 7, 2006 through June 30, 2007
Service: Protect KCRW studio-to-transmitter path from microwave interference
- Provider: Robert H. Egan
Fees: Not to exceed \$16,500
Term of Contract: March 1, 2006 through June 30, 2006
Service: Directorial services for “Mean Streets, USA, Series II”
- Provider: Jessica Kaye
Fees: Not to exceed \$3,000
Term of Contract: March 1, 2006 through June 30, 2006
Service: Clearance of story rights for “Mean Streets, USA, Series II”
- Provider: Karl Lundeberg
Fees: Not to exceed \$6,000
Term of Contract: March 1, 2006 through June 30, 2006
Service: Music composition and engineering services for “Mean Streets, USA, Series II”
- Provider: Tom Nolan
Fees: Not to exceed \$2,000
Term of Contract: March 1, 2006 through June 30, 2006
Service: Story selection, continuity writing and web content services for “Mean Streets, USA, Series II”
- Provider: Sara Terry Gabrels
Fees: Not to exceed \$6,800
Term of Contract: March 1, 2006 through June 30, 2006
Service: Programming and guest host services for various programs
- Funding Source: KCRW Donations/Grants

BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 13, 2006

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 5 ACADEMIC PERSONNEL

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

EFFECTIVE DATE

ELECTIONS

TEMPORARY HOURLY FACULTY

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

SEPARATIONS

RESIGNATION

Lai, Fay	Instructor, Physics	12/20/05
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RETIREMENT

Masada, Richard	Instructor, Physics	06/30/06
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The Board hereby accepts immediately the resignation/retirement of the above listed personnel to be effective as indicated.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 13, 2006

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 6 **CLASSIFIED PERSONNEL**
ESTABLISH/ABOLISH POSITIONS

The following positions will be established/abolished in accordance with District policies and salary schedules.

<u>ABOLISH</u>	<u>EFFECTIVE DATE</u>
Personnel Analyst II (1 position) Personnel Commission, 12 mos, 40 hrs	11/24/05

Comment: Personnel Analyst II abolished by the Personnel Commission at the January 5, 2006 Special Meeting.

ESTABLISH

Personnel Analyst (1 position) Personnel Commission, 12 mos, 40 hrs	11/24/05
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Comment: Created using FTE (1.0) funds from Personnel Analyst II, abolished by the Personnel Commission at the January 5, 2006 Special Meeting. The new position and now vacant Personnel Analyst positions are fully funded for fiscal year 2005-06 not to exceed the "E" step. This request proposes to fill the newly created position in the Personnel Analyst class at the "E" step should a qualifying eligible candidate be identified during the recruitment process in order to obtain candidates that are eligible in this specialized field.

Plumber, (1 position) Maintenance, 12 mos, 40 hrs	3/14/06
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HVAC Specialist, (1 position) Maintenance, 12 mos, 40 hrs	3/14/06
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Electrician, (1 position) Maintenance, 12 mos, 40 hrs	3/14/06
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Comment: The above positions in the Maintenance Department are categorically Funded (fund 40)

BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 13, 2006

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7 CLASSIFIED PERSONNEL – REGULAR

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

ELECTIONS

EFFECTIVE DATE

PROBATIONARY

Diaz, Mark	Personnel Specialist I, Human Resources	02/21/06
Esmaili, Akram	Instructional Assistant-Math, Mathematics	02/21/06
Singleton, Clyde	HVAC Specialist, Maintenance	02/21/06
Smith, Randolph	Instructional Assistant-Math, Mathematics	02/27/06

INCREASE IN HOURS/TEMPORARY

Romo, Veronica		01/17/06–05/09/06
From:	Cash Receipts Clerk/NS-I, Bursars Office, 11 mos, 20 hrs wk	
To	Cash Receipts Clerk/NS-I, Bursars Office, 11 mos, 29 hrs wk	

ADVANCE STEP PLACEMENT

(The employees listed have met the standards for Advanced Step Placement. Salary advance payment is retroactive to initial hire date)

Burns, Lisa, Department Secretary I, Academic Senate	Step C	02/06/06
Esmaili, Akram, Instructional Assistant-Math, Mathematics	Step C	02/21/06
Singleton, Clyde, HVAC Specialist, Maintenance	Step C	02/21/06
Webster, Deborah, Admin. Assistant I, Emeritus College	Step B	12/19/06

SEPARATIONS

RESIGNATION

Provencio, Angela	Financial Aid Customer Service Clerk, Financial Aid	03/06/06
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The Board hereby accepts immediately the resignation of the above listed personnel to be effective as indicated.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 13, 2006

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 8 CLASSIFIED PERSONNEL – LIMITED TERM

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

Badaro, Luiz, Accompanist-Percussion, KD	01/03/06 - 06/30/06
Cerna, Mario, Sign Lang Interp Trainee, Disabled Stu Ctr	01/03/06 - 06/30/06
Cummings, Kahlil, Accompanist-Percussion, Prog. Dev	08/15/05 - 12/31/05
Curtis-Larson, Janet, Sign Lang Interp Trainee, Disabled Stu Ctr	01/03/06 - 06/30/06
Dehope, Kathryn, Instructional Assistant-English, English	02/13/06 - 06/13/06
Erickson, Dela, Art Gallery Installer, Art	01/03/06 - 06/30/06
Gonzales, Lori, Sign Lang Interpreter III, Disabled Stu Ctr	01/03/06 - 06/30/06
Gutierrez, Hector, Groundskeeper, Grounds	01/31/06 - 03/14/06
Harris, LaTrice, Payroll Specialist, Payroll	02/27/06 - 05/31/06
Hasal, Mark, Sign Lang Interp Trainee, Disabled Stu Ctr	01/03/06 - 06/30/06
Hein, Mark, Sign Lang Interp Trainee, Disabled Stu Ctr	01/03/06 - 06/30/06
Izquierdo, Isaac R, Accompanist-Guitar, Emeritus	02/07/06 - 06/30/06
Jansen, Michael, Lab Tech-Physical Science, Physical Science	01/03/06 - 06/30/06
Jarret, Gabriel, Sign Lang Interp Trainee, Disabled Stu Ctr	01/03/06 - 06/30/06
Karasik, Pavel, Instructional Assistant-Math, Mathematics	01/03/06 - 06/30/06
Knight, Wendy, Instructional Assistant-English, English	02/13/06 - 06/13/06
Matlow, Stephaine, Sign Lang Interp Trainee, Disabled Stu Ctr	01/03/06 - 06/30/06
Merkurjev, Olga, Instructional Assistant-Math, Mathematics	01/03/06 - 06/30/06
Neely, Tynisa, Sign Lang Interp Trainee, Disabled Stu Ctr	01/03/06 - 06/30/06
O'Day, Patricia, Department Secretary II, Counseling	02/15/06 - 06/30/06
Soleymani, Saman, Instructional Assistant-Math, Mathematics	01/03/06 - 06/30/06
Starr, Ellen, Art Gallery Installer, Art	01/03/06 - 06/30/06
Vento, Victor, Accompanist-Performance, Emeritus	01/03/06 - 06/30/06
Viramontes, Francisco, Groundskeeper, Grounds	02/11/06 - 03/14/06
Walker, Frederick, Accompanist-Percussion, KD	01/03/06 - 06/30/06
Walters, Monique, Clerical Assistant II, Pers Commission	02/22/06 - 03/04/06
Walters, Monique, Clerical Assistant II, Pers Commission (ext.)	03/05/06 - 04/21/06
Wheeler, D. Brennan, Lab Technician-Art, Art	01/03/06 - 06/30/06
Willis, David, Art Gallery Installer, Art	01/03/06 - 06/30/06
Williams, Dahlene, Sign Lang Interp II, Disabled Stu Ctr	01/03/06 - 06/30/06
Winn, Samantha, Voc Tutor Assistant I, Counseling	02/21/06 - 06/30/06

LIMITED TERM

Chang, Leon W, Cash Receipts Clerk, Bursars Office	02/07/06 - 06/30/06
Dozier, Erica, Bookstore Clerk Cashier, Bookstore	02/13/06 - 06/30/06
Ellison, Monti, Accompanist-Percussion, KD	01/03/06 - 06/30/06
Emata, Myrna, Accompanist-Performance, Emeritus	01/03/06 - 06/30/06
Gerhold, Thomas, Accompanist-Performance, Emeritus	01/03/06 - 06/30/06
Gever, Diyanna, Instructional Assistant-English, English	01/03/06 - 02/09/06
Gever, Diyana, Instructional Assistant-English, English	02/13/06 - 06/13/06
Jin, Pei, Bookstore Clerk Cashier, Bookstore	02/13/06 - 06/30/06
Johnson, Glenda, Bookstore Clerk Cashier, Bookstore	02/15/06 - 06/30/06
Judana, Krishna, Bookstore Clerk Cashier, Bookstore	02/16/06 - 06/30/06
Miles, Shadae, Bookstore Clerk Cashier, Bookstore	02/16/06 - 06/30/06
Parker, Rashad, Counseling Aide, Title V	01/20/06 - 06/30/06
Reed, Jefferey, Accompanist-Percussion, KD	01/03/06 - 06/30/06
Rhoads, Margaret, Instr Asst-Learning Disabilities, Disabled Stu Ctr	01/03/06 - 06/30/06
Ross, Nancy, Instr Asst-Learning Disabilities, Disabled Stu Ctr	02/13/06 - 06/30/06
Smith, Katherine, Counseling Aide, Interdisciplinary Office	01/03/06 - 06/13/06
Spencer, Gemini, Reg/Info Clerk, Office of Sch Relations	02/13/06 - 06/30/06

BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 13, 2006

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9 CLASSIFIED PERSONNEL - NON MERIT

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

ELECTIONS

STUDENT EMPLOYEES

CalWORKS \$7.00/hr	4
College Student Assistant \$7.00/hr	49
College Work-Study Student Assistant \$7.00/hr	47

SPECIAL SERVICES

Art Model \$14.00/hr	6
Community Services Specialist I \$27.40/hr	65
Community Services Specialist II \$38.00/hr	15
Tutorial Aide \$10.50	1
Volunteers	2

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

PROFESSIONAL EXPERT

Falcon, Jael, Fiscal Services Specialist/Trainer Consultant 11/01/05 - 06/01/06
\$5231 per month (exempt from overtime and benefits)

Comment: The Fiscal Services Specialist/Trainer will report to the Associate Vice-President of Fiscal Services, and will conduct training on the PeopleSoft Accounting System and other fiscally related databases for the accounting staff in Fiscal Services during site visits, as well as setup and maintain the PeopleSoft Accounting System at Santa Monica College.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 13, 2006

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10 FACILITIES

Requested Action: Approval/Ratification

10-A CHANGE ORDER NO. 9 – THEATRE ARTS RENOVATION

Change Order No. 9 - TURNER CONSTRUCTION COMPANY on the Theatre Arts Renovation Project in the amount of \$95,819.

Original Contract Amount	\$13,053,000
Previously approved Change Orders 1 – 8	648,878
Change Order No. 9	<u>95,819</u>
Revised Contract Amount	\$13,797,697
Original Contract Time	425 days
Time Extension Change Order No. 2	24 days
Current Revised Contract Time	469 days

Funding Source: Measure U

Comment: Change Order No. 9 provides for additional mesh at patio topping slab, changes to disabled accessible showers, miscellaneous steel connection changes at tilt up panels, provide fire treated plywood at cat walks, reinforcement of proscenium beam, re-piping of existing drain to new sump, addition of insulation at classroom walls, the addition of phone lines at two locations, and the provision for sufficient electrical power feeders to exhaust fans.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 13, 2006

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10 FACILITIES (continued)

10-B CHANGE ORDERS No. 16 & 17 – NEW MUSIC AND PERFORMING ARTS CENTER (MADISON)

Change Order No. 16 – FTR INTERNATIONAL, INC. on the Renovation portion of the project in the amount of \$88,024.

Change Order No. 17 – FTR INTERNATIONAL, INC. on the Renovation portion of the project in the amount of \$89,460.

Original Contract Amount	\$30,780,000
Previously approved Change Orders 1 - 15	161,107
Change Order No. 16	88,024
Change Order No. 17	<u>89,460</u>
Revised Contract Amount	31,118,591
Original Contract Time	670 days
Current Contract Time	670 days

Funding Source: Measure S, U

Comment: Change Order No. 16 provides for additional reinforcing steel around block out for conduit penetrations, the provision of concrete wiring troughs due to interference with underground electrical feed and foundations, additional welding of reinforcing steel to structural steel columns, changes to finish hardware requested by owner to maintain campus standards and the provision for a campus standard key switch for elevator #1.

Change Order No. 17 provides an additional layer of plywood sheathing at the practice room floor to level with adjacent areas, revise structural connection at floor support to address existing conditions, miscellaneous demolition and repair work due to unforeseen existing conditions, and owner requested changes to finish hardware to maintain campus standards.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 13, 2006

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10 FACILITIES (continued)

10-C AMENDMENT TO AGREEMENT FOR CONSULTING SERVICES – BUNDY CAMPUS

Amend the agreement with KAKU ASSOCIATES for traffic engineering services related to the Bundy Campus Master Plan and EIR from \$117,860 to an amount not to exceed \$184,120 plus reimbursable expenses.

Funding Source: Measure U

Comment: Due to requests from the City of Los Angeles, the following scope has been added to the ongoing Bundy Campus traffic study:

1. Increase the number of analyzed locations in the study from 21 to 27 study intersections and collect new baseline traffic data.
2. Increase the number of analyzed street segments from 11 to 22 and collect new baseline traffic data.
3. Increase the number of quantitatively analyzed project access scenarios from three to 13 and include qualitative analysis of seven additional project access scenarios.
4. The City of Los Angeles asked for additional runs following the initial submission of the SYNCHRO traffic signal study and has also asked for modifications to the analysis provided to date.

10-D AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – CAMPUS QUAD

Amend the agreement with tBP ARCHITECTURE for architectural services related to the Campus Quad from \$468,980 to an amount not to exceed \$490,600 plus reimbursable expenses.

Funding Source: Measure U

Comment: This amendment is for a topographic survey of the project area. The existing surveys are out of date and do not cover new projects currently under construction in the area.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 13, 2006

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 BUDGET AUGMENTATIONS

The 2005-2006 Adopted Budget will be amended to reflect the following budget augmentations

11-A EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

Granting Agency:	State of California	
Appropriated Funding:	\$16,593	
Matching Funds:	not applicable	
Performance Period:	July 1, 2005 – June 30, 2006	
Summary	The District qualifies for an additional \$16,593 in State appropriations for EOPS Grant	
Budget Augmentation:	Income:	
	8000 Income	\$16,593
	Expenditures:	
	7000 Book Aid	\$16,593

11-B ENROLLMENT GROWTH FOR ADN (ASSOCIATE DEGREE NURSING) PROGRAMS

Granting Agency:	California Community Colleges Chancellor's Office	
Appropriated Funding:	\$7,981 augmentation from \$5,887 to \$13,868	
Matching Funds:	not applicable	
Performance Period:	July 1, 2005 – June 30, 2006	
Summary	Additional funds due to grant extension approved by Chancellor's Office	
Budget Augmentation:	Income:	
	8000 State Income	\$7,981
	Expenditures:	
	6000 Equipment	\$7,981

11-C STATE CALWORKS

Granting Agency:	California Community Colleges Chancellor's Office	
Appropriated Funding:	\$25,000 augmentation from \$380,181 to \$405,181	
Matching Funds:	\$5,000	
Performance Period:	July 1, 2005 – June 30, 2006	
Summary	Additional funds approved by Chancellor's Office to provide additional child care and work study opportunities for CalWorks students	
Budget Augmentation:	Income:	
	8000 State Income	\$25,000
	Expenditures:	
	2000 Classified Salaries	\$5,000
	7000 Indirect Costs	<u>20,000</u>
	Total Expenditures	\$25,000

BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 13, 2006

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 BUDGET TRANSFERS

12-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period of January 27, 2006-February 22, 2006

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	8,000
3000	Benefits	0
4000	Supplies	26,342
5000	Contract Svcs/Operating Exp	-27,963
6000	Sites/Bldgs/Equipment	-6,379
7000	Student Payments	0
Net Total:		0

12-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period of January 27, 2006-February 22, 2006

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-15,612
2000	Classified/Student Salaries	26,895
3000	Benefits	-49,820
4000	Supplies	-1,003
5000	Contract Svcs/Operating Exp	34,540
6000	Sites/Bldgs/Equipment	5,000
7000	Student Payments	0
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 the budget adjustments that in the past would be done with an annual adjustment. 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.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 13, 2006

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 COMMERCIAL WARRANT REGISTER

February 1 – February 28, 2006	1948 – 1982	\$8,618,963.45
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Comment: The detailed commercial warrant documents are on file in the Accounting Department.

RECOMMENDATION NO. 14 PAYROLL WARRANT REGISTER

February 1 – February 28, 2006	CIG – C2H	\$7,391,108.51
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Comment: The detailed payroll register documents are on file in the Accounting Department.

RECOMMENDATION NO. 15 AUXILIARY PAYMENTS & PURCHASE ORDERS

Payments were authorized upon delivery and acceptance of the items ordered, or performance of the service. All purchases and payments were made in accordance with Education Code requirements and allocated to approved budgets in the Bookstore fund, Trust fund and other Auxiliary funds.

February 1 – February 28, 2006	Payments \$1,483,831	Purchase Orders \$101,402
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Comment: The detailed Auxiliary payment documents are on file in the Auxiliary Operations Office.

RECOMMENDATION NO. 16 DIRECT PAYMENTS

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

February 1 – February 28, 2006	D001015 – D001058	\$55,093.27
	B000401 – B000466	\$934,578.91
	ST00024 – ST00025	500.00

D - Direct Payments
B - Benefit Payments (health insurance, retirement, etc)
S – Student Grant Payments

BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 13, 2006

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 PURCHASING

17-A AWARD OF PURCHASE ORDERS

Payments are authorized upon delivery and acceptance of the items ordered, or performance of the service. All purchases and payments are made in accordance with Education Code requirements and allocated to approved budgets. Lists on file in the Purchasing Department

February 1 – February 28, 2006	\$536,327.21
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17-B AWARD OF BID

Award of bid for printing of Summer and Fall 2006 schedules of classes to the lowest responsive bidder:

<u>Bidder</u>	<u>Bid Amount</u>
Southwest Offset Printing Company	\$93,353
B & B Printing & Graphics, Inc.	\$153,216

Funding Source: 2005-06 & 2006-07 Marketing Budget

Comment: Bids were solicited through advertisement and a general mailing.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 13, 2006

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 18 **NOMINATION FOR ACCT 2006 TRUSTEE LEADERSHIP AWARD**

SUBMITTED BY: Chair, Board of Trustees

REQUESTED ACTION: It is recommended that the Board of Trustees nominate Trustee Carole Currey for the ACCT 2006 Trustee Leadership Award.

COMMENT: Any trustee or former trustee of an ACCT member two-year postsecondary institution board is eligible to receive this award. Nominations must be submitted by May 19, 2006. ACCT award recipients will be announced during ACCT's Leadership Congress, October 11-14, 2006.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 13, 2006

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 19 **CONSULTANT TO CONDUCT AN ENVIRONMENTAL SCAN FOR VOCATIONAL EDUCATION PROGRAM**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve a contract with W. R. Davis Collaborative in the amount of \$19,650 for the period March 14 - June 15, 2006. Mr. Davis will collaborate with the SMC Vocational Education Program and key College Partners and use available data to conduct an Environmental Scan. The final report must be submitted by June 15, 2006.

SUMMARY: In collaboration with Santa Monica College Vocation Education Programs and key college partners, W. R. Davis Collaborative will use available data to conduct an Environmental Scan Including:

- An analysis of emerging industry changes and occupation needs in the Los Angeles Region (Los Angeles County);
- Compare industry analysis to Santa Monica College vocational offerings, strengths and capacities;
- Identify gaps and opportunities to strengthen vocational education offerings through meeting industry needs;
- Develop a report outlining observations, findings, and recommendations.

FUNDING SOURCE: VTEA Funds (Vocational and Technical Education Act)

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 13, 2006

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 20 **AGREEMENT FOR ARCHITECTURAL SERVICES – FEASIBILITY STUDY - CORSAIR FIELD RENOVATION**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve an agreement with CO Architects for architectural services related to the Corsair Field Renovation Feasibility Study involving the various community groups for an amount not to exceed \$191,000 plus reimbursable expenses.

FUNDING SOURCE: Measure S

BACKGROUND: The District intends to improve Corsair Field in the near future to provide an all-weather surface suitable for extended use, including for SMC women’s soccer and for community soccer. Prior to planning these improvements, the District would like to determine the feasibility of providing underground parking beneath the field. Underground parking would restore campus parking lost to the 1994 Northridge earthquake and would provide parking for community use of campus athletic facilities. Related issues to be studied include opportunities for significant improvements to traffic circulation on Pico Boulevard and within parking structures A and C; whether to remove and replace the stadium as part of the project improvement; opportunities to relocate the Facilities, Maintenance, Operations, and Grounds offices beneath Corsair Field, in order to enhance the community use and visual integration of the Santa Monica Swim Center and Corsair Field; and site location and pathway issues for the future replacement Health and Fitness Building northeast of Corsair Field. Field improvement projects are eligible for funding under Measure S; parking improvement projects are eligible for funding under both Measures S and U. The scope of recommended architectural services includes the use of parking and traffic engineers as needed.

SMC’s Facility Master Plan, adopted by the Board of Trustees in 1998 following the holding of 33 public workshops, establishes parking self-sufficiency on the main campus as a design guideline to be implemented at the appropriate stage of master plan development. At this point, the first four phases of the Master Plan, which include the earthquake replacement buildings (Science, Liberal Arts, and a parking structure), a Library expansion, and a Swim Center replacement, are complete or nearly complete. A replacement Theater Arts building is also nearly complete.

The remaining two phases of the 1998 Facility Master Plan include a new 530 space (net) underground parking garage and a consolidated Student Services and Administration building. (Two additional new buildings called for in the Master Plan, totalling 175,000 square feet, are no longer a priority. Funds available for constructing these buildings have been used instead for the acquisition and improvement of facilities at SMC satellite campuses, resulting in the planned building density of the main campus to remain approximately 10% less than the approved density.)

Mindful of the need to meet current concerns with regard to its Facility Master Plan, the Board of Trustees authorized a door-to-door survey of 4,812 Santa Monica registered voters on SMC issues related to parking and traffic, conducted from April through October 2005. This survey confirmed 94% public support for SMC's use of alternative transportation (25% of SMC students arrive on campus by means of public transit, ridesharing, bicycling, or walking). The survey also confirmed 93% public support for expanding the shuttle program (an estimated 17% of SMC students now arrive on campus by means of the Big Blue Bus shuttle system). The survey confirmed public rejection of reducing student enrollment (89% said no to reducing student enrollment).

The public survey also asked registered voters if SMC should increase parking available on the main campus. Citywide, 76% said yes. In the Pico neighborhood, 77% said yes. In Sunset Park, 67% said yes, including 63% yes in the Sunset Park precincts adjacent to the main campus.

This feasibility study will assist the College in understanding a number of technical issues related to circulation, traffic congestion, and the cost of an underground parking structure beneath Corsair Field, and will lead to a planning report that will document planning options and provide recommendations. The study will also assist the Board of Trustees, neighbors, and community users in understanding the benefits and trade-offs of each option. The study will include programming meetings with SMC's Kinesiology, Dance, and Recreation (KDR) and Athletics departments, with SMC's Facilities and Operations staff, and with SMC's planning committee. The study will also include public presentations to and discussions with local neighbors, community users, and the City of Santa Monica.

CO Architects (formerly the architectural firm of Anshen+Allen-LA) has extensive experience with academic and other institutions, including with Santa Monica College. Local projects include SMC's Science Complex, SMC's Library Renovation and Expansion, and parking facilities for Santa Monica-UCLA Medical Center.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 13, 2006

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 21 **FIRST READING – BOARD POLICY SECTION 3320, MERIT SYSTEM/PERSONNEL COMMISSION**

SUBMITTED BY: Director of Classified Personnel

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a first reading of revised Board Policy Section 3320-Merit System/Personnel Commission to increase the number of Personnel Commissioners from three to five.

BP 3320 **Merit System/Personnel Commission**

Provisions related to the hiring process and employment status are set forth in the Personnel Commission Rules and Regulations. The Personnel Commission Rules and Regulations shall apply to all bargaining unit employees, except where the subject of any Personnel Commission Rule and Regulation is addressed in the collective bargaining unit. In such cases, the provisions of the collective bargaining agreement shall be applicable.

The Personnel Commission shall be composed of five members who meet the requirements defined by statute. Members of the Personnel Commission receive compensation in the amount of \$50 per meeting, not to exceed \$250 per month.

Reference: Education Code Sections 88051, 88052, 88060, 88064-88068, 88076

COMMENT: At its meeting on February 15, 2006, the Personnel Commission approved the action to direct the Director of Classified Personnel to present to the Board of Trustees a request that the Board elect to increase the membership of the Personnel Commission from three to five members beginning November 30, 2006 as outlined in the California Education Code 88063 and Chapter 2 of the Merit Rules.

Increasing the membership of the SMC Personnel Commission from three to five members will aid the Personnel Commission Office in more easily establishing a quorum for meetings and in conducting Personnel Commission business. If the Board of Trustees approves the increase of the membership of the existing commission, the Personnel Commission at its September 20, 2006 regular meeting will revise Chapter 2 of the Merit Rules to formally change the membership of the Personnel Commission from three to five members beginning November 30, 2006, with two appointed by the District, two appointed by the classified employees and one appointed by those four members. If approved by the Board of Trustees, the Personnel Commission will include the additional amount needed to accommodate two additional members in the 2006-07 budget.

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

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 13, 2006

XIII. **ADJOURNMENT**

The meeting will be adjourned in memory of **Quintin Casillas**, father of Admissions and Records Supervisor Angela Munoz and International Student Counselor Lydia Casillas-Viramontes.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, April 3, 2006 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.