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SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING
MONDAY, MARCH 3, 2003

Santa Monica College
Madison Campus
1310 – 11th Street
Santa Monica, California

5:00 p.m. – Closed Session
Room 218

7:00 p.m. - Public Meeting
Room 120

*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.
2. No uncivil or disorderly conduct shall be permitted at any Board of Trustees meeting. Persistence in displaying such conduct shall be grounds for summary termination and/or removal of the person from the meeting by the Chair.
 3. No oral presentation shall include charges or complaints against any employee of the District, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify the individual. Charges or complaints against employees shall be submitted to the Board of Trustees under provisions of Board Policy Section 9421. Any employee against whom charges or complaints are to be made must be given 24 hours advanced notice and may request any such charges or complaints are heard in closed session.
 4. Exceptions: This policy does not apply to individuals who address the Board at the invitation or request of the Board or the Superintendent.

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*

BOARD OF TRUSTEES

REGULAR MEETING

SANTA MONICA COMMUNITY COLLEGE DISTRICT

March 3, 2003

A G E N D A

A meeting of the Board of Trustees of the Santa Monica Community College District is scheduled be held in the Santa Monica College Madison Campus, 1310 - 11th Street, Santa Monica, California, on Monday, March 3, 2003.

5:00 p.m. – Closed Session

7:00 p.m. – Public Meeting

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

- | | |
|---|--|
| I. ORGANIZATIONAL FUNCTIONS | <u>Page No.</u> |
| A Call to Order | 1 |
| B Roll Call | |
|
 | |
| II. CLOSED SESSION (<i>Scheduled for 5:00 p.m.</i>) | |
| • Public Employee: Employment, Discipline, Dismissal, Release pursuant to Government Code Section 54957 | |
| • Collective Bargaining Pursuant to Government Code Section 54957.6 | |
|
 | |
| III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS (<i>Continued</i>) | |
| C Pledge of Allegiance | |
| #1 Approval of Minutes: | February 10, 2003
February 21, 2003 (Retreat) |
|
 | |
| IV. SUPERINTENDENT'S REPORT | |
| Associated Students Recognition Awards | |
| • Beverly Tholen, Faculty | |
| • Stuart Seldon, Classified Staff | |
|
 | |
| V. ACADEMIC SENATE REPORT | |
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 | |
| VI. CLASSIFIED SENATE REPORT | |
|
 | |
| VII. COMMUNICATIONS OR PUBLIC COMMENTS | |

VIII. **CONSENT AGENDA**

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All items considered in one motion unless pulled for discussion later in the meeting

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	B	Contract with MCS Rehabilitation, Inc./Hollywood Worksource 3
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Human Resources

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#7	Classified Personnel – Regular	7
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	C	Change Order No. 2, North Wing Art Building Remodel Project 12
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IX. **CONSENT AGENDA – Pulled Items**

X. MAJOR ITEMS OF BUSINESS

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XI. BOARD REPORT AND COMMENTS

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XIII. ADJOURNMENT There will be a special Board of Trustees meeting/Closed Session on Monday, March 10, 2003 at 5:00 p.m. in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, April 7, 2003 at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California.

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 3, 2003

I. ORGANIZATIONAL FUNCTIONS

A. CALL TO ORDER – 5:00 p.m.

B. ROLL CALL

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

II. CLOSED SESSION

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

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

C. PLEDGE OF ALLEGIANCE - Mary-John Hart

RECOMENDATION NO. 1

APPROVAL OF MINUTES

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

February 10, 2003
 February 21, 2003 (Retreat)

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 3, 2003

CONSENT AGENDA

It is recommended that the Board of Trustees take the action requested on Consent Agenda Recommendations #2-#13.

Recommendations pulled for separate action:

Action on Consent Agenda

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 3, 2003

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 2

CONTRACTS AND CONSULTANTS

Requested Action: Approval

2-A CONTRACT WITH MCS REHABILITATION, INC.

Contract with MCS Rehabilitation, Inc. to develop a contextual Vocational English-as-a-Second Language (VESL) curriculum focusing on A+ Certification topics. The curriculum is intended for Limited English-Proficient (LEP) students who want to eventually pursue A+ Certification training. The period of the contract is from March 4-30, 2003 for the amount of \$12,500.

Funding Source: MCS Rehabilitation, Inc.

Comment: A+ is an industry standard certification that qualifies an individual for computer technician positions. The developed curriculum will include terminology related to computer hardware, software, and troubleshooting. The curriculum would be used in VESL classes that will prepare Limited-English Proficient students to enter technical training courses in the future.

2-B CONTRACT WITH MCS REHABILITATION, INC./HOLLYWOOD WORKSOURCE

Contract with MCS Rehabilitation, Inc./Hollywood WorkSource Center to train ten (10) students meeting the Workforce Investment Act (WIA) eligibility criteria. Santa Monica College (SMC) Workforce and Economic Development will provide instruction to prepare individuals for certified nursing assistant positions. The period of the contract is from March 10-May 9, 2003 for a total amount of \$32,000.

Funding Source: MCS Rehabilitation, Inc./Hollywood WorkSource Center
No cost to the District

Comment: Santa Monica College will work in collaboration with MCS Rehabilitation, Inc./Hollywood WorkSource Center to identify potential candidates for the training program. SMC will assist all graduates of this program to fill job openings at participating health care employers such as Golden State Health Centers. Textbooks and supplies for the course will be furnished by SMC. Training will be conducted at the Hollywood WorkSource Center location and participating health care facilities.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 3, 2003

CONSENT AGENDA: PLANNING AND DEVELOPMENT

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

Requested Action: Approval

2-C **CONSULTANTS TO ASSIST SANTA MONICA PRESCHOOLS AND DAYCARE CENTERS**

Consultant Contracts with the following individuals to provide consulting services to Santa Monica area schools and daycare centers. The consultants will collectively provide 100 hours of consulting to Santa Monica area preschools and daycare centers at the rate of \$100 per hour, not to exceed a total of \$10,000.

- Adrienne Gunn
- Mary Harzell
- Roleen Heimann
- Patricia Hunter-McGrath
- Ellen Khokha
- Diane Manning
- Marsha Newstat
- Alise Schaefer

Funding Source: Prop 10 funding (First Five, LA)

Comment: The Proposition 10 Grant for the Professional Development Institute for Early Childhood Educators provides for a maximum of ten consultants per year, to collectively provide 100 hours of consulting to Santa Monica area preschools and daycare centers, with a maximum of 10 hours at any one site.

To achieve the desired outcomes specified in the Proposition 10 Grant, the Professional Development Institute for Early Childhood Educators is to provide consultant services to ten preschools and/or childcare centers for a maximum of ten hours per center, per year.. The grant will be ongoing for five years. Consultant services will help incorporate professional development plans and goals in the centers and homes plans of operation by consulting with center directors to develop goals, gain access to current research and practice new strategies for facilitating ongoing staff development. The consultants will encourage programs to participate in the Professional Development Institute.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 3, 2003

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 3

CONSULTANTS AND CONTRACTS

Requested Action: Approval

3-A EVENTS, SPRING, 2003

<u>Event</u>	<u>Date</u>	<u>Contractor</u>
Raising Readers: A Children's Literacy Festival	April 5, 2003	Connections for Children

Funding Source: Connections for Children, Santa Monica College (Community Relations budget), and Verizon (pending). SMC will provide the facilities, event setup and breakdown.

Comment: For the past two years, Santa Monica College has collaborated with Connections For Children and the Southern California Association for the Education of Young Children/North Bay Chapter to present **Raising Readers – A Literacy Festival**. The primary goal for this event is to highlight the importance of children's early language and literacy development, as well as to provide parents and families ideas to help them address their young children's school readiness skills. SMC Early Childhood Education faculty and students participate actively in this event.

The major objectives are:

- That children discover fun, new activities that spark their interest in reading and books – leading to increased time spent in literacy activities such as listening to stories, pretending to read or write, and engaging in complex, elaborate conversation.
- That child care professionals model research-based principles of children's early literacy acquisition for parents and the community – showing how simple activities can support children's early learning and emergent literacy skills.
- That local parents spend a great afternoon with their children in a safe and supportive setting, focusing on books, reading, storytelling, and literacy-enriching activities.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 3, 2003

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 4

CONTRACTS AND CONSULTANTS

Requested Action: Approval

4-A ARBITRATION SERVICES

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

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

4-B TRAINING AND STAFF DEVELOPMENT SERVICES

KIMBERLY DECK dba *On Deck Mediation* to provide training and facilitation services to the staff of the Personnel Commission, March 15 – June 30, 2003, for an amount of \$280 per hour, not to exceed \$2,000.

Funding Source: 2002-2003 Personnel Commission Budget

Comment: Pursuant to section 88075 of the California Education Code, the Personnel Commission seeks to enter into an agreement with *On Deck Mediation* to provide training and development services to its staff, as needed.

RECOMMENDATION NO. 5

ACADEMIC PERSONNEL

Requested Action: Approval

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

EFFECTIVE DATE

ELECTIONS

ADJUNCT

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

LEAVE OF ABSENCE WITH PAY

REDUCTION IN ASSSIGNMENT

Bland, James Instructor, Life Science

08/19/03 - 12/16/03

Comment: Mr. Bland requests a reduction of his assignment to 60%.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 3, 2003

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 6
Requested Action: Approval

CLASSIFIED PERSONNEL
ESTABLISH/ABOLISH POSITIONS

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

<u>ESTABLISH</u>	<u>EFFECTIVE DATE</u>
Associate Vice President, Fiscal Services (1) Fiscal Services, 12 mos, 40 hrs	03/03/2003

Comment: In July, 1998, the Board of Trustees approved a title change of the classification of Business Services Administrator to Associate Vice-President, Business Services. The Personnel Commission was immediately informed of the Board's action. In February, 2003, the Personnel Commission completed its action to establish the classification of Associate Vice-President, Business Services. This action will complete the classification process.

RECOMMENDATION NO. 7 **CLASSIFIED PERSONNEL – REGULAR**
Requested Action: Approval/Ratification

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

<u>ELECTIONS</u>	<u>EFFECTIVE DATE</u>
<u>WORKING OUT OF CLASSIFICATION</u> (Additional responsibilities) Looney, Brant C., Systems Administrator, AET +5.0%	01/02/03 - 06/30/03

SEPARATIONS

<u>RESIGNATION</u> Copeland, Brett W., Library Assistant II, Library	02/19/03
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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 3, 2003

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 8

CLASSIFIED PERSONNEL - NON MERIT

Requested Action: Approval

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 Student Assistant \$7.00/hr	1
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College Student Assistant \$7.00/hr	16
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College Work-Study Student Assistant \$7.00/hr	5
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SPECIAL SERVICES

Recreation Director II \$10.59/hr	2
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Volunteers	9
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List(s) available in the Human Resources Office and attached to permanent minutes.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 3, 2003

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9 **CLASSIFIED PERSONNEL – LIMITED DURATION**

Requested Action: Approval/Ratification

All personnel assigned to limited term employment (Merit System) will be elected in accordance with District policies and salary schedules. No limited term assignment shall exceed 120 working days per fiscal year.

ELECTIONS

EFFECTIVE

PROVISIONAL

Burkey, Cynthia, Radio Prog. Tech. I, KCRW	01/24/03 - 02/13/03
Evenhuis, John, Instructional Assistant - ESL, ESL	01/06/03 - 02/13/03
Giles, Kenneth, Radio Prg. Tech. I, KCRW	11/12/02 - 02/13/03
Jessup, Sioux-Z, Radio Prg. Tech. I, KCRW	01/19/03 - 02/13/03
Miller, Sabina, Radio Prog. Tech. I, KCRW	12/15/02 - 02/13/03
Serratos, Monica Publicity Specialist - AS, Student Life	01/02/03 - 02/13/03

LIMITED TERM

Beckman, Adrian, Bookstore Clerk/Cashier, Station C	01/02/03 - 02/13/03
Bertsch, Robyn, Performance Activities Asst., Campus Events	01/01/03 - 06/30/03
Buchanan, Melody, Bookstore Clerk/Cashier, Station C	01/02/03 - 02/13/03
Carter, Amber, Bookstore Clerk/Cashier, Station C	01/02/03 - 02/13/03
Chase, Gerald, Registration Information Clerk, Station C	01/02/03 - 02/13/03
Conlin, Bill, Performance Activities Asst., Campus Events	01/01/03 - 06/30/03
Devine Jr., Robert L., Bookstore Clerk/Cashier, Bookstore	01/06/03 - 02/13/03
Feria, Gabriella, Voc. Instructional Asst., Cosmetology	01/06/03 - 02/13/03
Fierstein, Daniel, Voc. Instructional Asst., Cosmetology	01/06/03 - 02/13/03
Glasner, Marvin, Financial Aid Clerk, Student Life	01/06/03 - 01/27/03
Gordon, Jeff, Counseling Aide, Counseling	01/02/03 - 02/13/03
Hashaway, Erma, EOPS Program Specialist, EOPS	01/06/03 - 02/13/03
Herrn, Meredith, Admissions and Records Clerk II, A & R	10/21/02 - 12/31/03
Hsu, Hug-Gi (Cindy), Accompanist Voice, Program Development	09/18/02 - 01/30/03
Kangalou, Monique, Voc. Instructional Asst., Cosmetology	01/06/03 - 02/13/03
Lemus, Karen, Bookstore Clerk/Cashier, Bookstore	01/02/03 - 02/13/03
Melanio, Noel, Accompanist Voice, Emeritus	01/06/03 - 02/13/03
Mbusi, Norah, Counseling Aide, Trio	01/06/03 - 02/13/03
Ricks, Keith, Performance Activities Asst., Campus Events	01/01/03 - 06/30/03
Sexton, Robert, Accompanist Dance, KDR	01/06/03 - 02/13/03
Soury, Sima, Instructional Assistant Math, Math	01/06/03 - 02/13/03
Sullivan, Nancy, Bookstore Clerk/Cashier, Station C	01/02/03 - 02/13/03
Taylor, Rosa, Counseling Aide, Trio	01/06/03 - 02/13/03
Vila, Michael, Performance Activities Asst., Campus Events	01/01/03 - 06/30/03

LIMITED TERM (Substitute)

Di Modica, Toni, Department Secretary II, ESL????	01/06/03 - 03/07/03
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BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 3, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 10 **CLAIM FOR DAMAGES**

Requested Action: Approval

Reject the following claims and refer the claims to the District's claims management firm

<u>Claimant</u>	<u>Date Filed</u>	<u>Amount of Claim</u>
Nina Onwubere	02/12/03	\$240.00

Comment: The claimant alleges that there was no signage indicating Parking Structure C was closed. Therefore she attempted to drive into the parking structure and struck the security gates because the sun was in her face.

Erik Manuel Navarro	02/20/03	\$69.00
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Comment: The claimant alleges that his shirt was stained while he was removing a paper jam from a copy machine.

Barry M. Fink for Roseanne Goldberg	02/21/03	Unknown
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Comment: Mr. Fink alleges that his client fell off the end of a raised walkway where there was a step-down not visible to the naked eye.

RECOMMENDATION NO. 11 **KCRW AGREEMENTS**

Requested Action: Approval

1. Amendment of the lease agreement with PANAMSAT for the KCRW transponder to extend the term from February 1, 2003 through January 31, 2006 and reduce the monthly lease payment from \$2,800 to \$2,550, effective February 2, 2003.
2. Agreement with Ricky Jay dba Deceptive Practices: Program Services for weekly KCRW commentary. Payable at \$200 per original commentary for a total not to exceed \$5,000.

Funding Source: KCRW Donations and Grants

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 3, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 12 **FACILITIES**

Requested Action: Approval

12-A AWARD OF BID, REPLACE CLERESTORY WINDOW ASSEMBLIES, ART BUILDING SOUTH WING

Award the bid for the Replace Clerestory Window Assemblies, Art Building South Wing project to the lowest responsive bidder.

Bidder:

Bid Amount:

(To be presented at the meeting. Bids to be open February 28, 2003)

Funding Source: State Hazardous Substance Program

Comment: This project provides for the replacement of clerestory window assemblies on the South Wing of the Art Building and the abatement of asbestos containing materials associated with window assembly removal. The clerestory window assemblies on the North wing have been replaced as part of the recently completed North Wing Art Building Remodel project.

12-B AWARD OF BID, MECHANICAL SYSTEMS UPGRADE, SCIENCE BUILDING (REBID)

Award the bid for the Mechanical Systems Upgrades, Science Building project to the lowest responsive bidder. This project also provides for upgrades to the mechanical system air handler in the Drescher Hall building.

Bidder:

Bid Amount:

(To be presented at the meeting. Bids to be open February 28, 2003)

Funding Source: State 99-00 Hazardous Substance Removal Program/State 01-02 Deferred Maintenance Program

Comment: This project provides for modifications to the Science Building mechanical system to mitigate hazardous conditions associated with the inadequate exhausting of lab exhaust fume hoods, the cleaning of mechanical compartments housing outside air dampers and the modification and relocation of dampers, the modifications of air filter banks to receive "mist eliminator" type filters to improve building fresh air filtration and airflow. This project also provides for upgrades to the mechanical system air handler in the Drescher Hall building.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 3, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 12 **FACILITIES** (continued)

12-C CHANGE ORDER NO. 2, NORTH WING ART BUILDING REMODEL PROJECT

Change Order No. 2 with TRIMAX CONSTRUCTION, CORP. on the North Wing Art Building remodel project.

Original Contract Amount	\$648,000.00
Change Order No.	40,152.00
Change Order No. 2	<u>41,627.00</u>
Revised Contract Amount	\$729,779.00

Funding Source: FEMA/District

Comment: Change order No. 2 provides for changes to structural steel, sheet metal roofing, and structural concrete made during DSA plan check. This change order also provides for DSA required addition of a wheelchair ramp and associated railings at the west entry.

12-D CHANGE ORDER NO. 3, EXTENSION TO PARKING STRUCTURE 'C', PHASE 2 PROJECT

Change Order No. 3 with G. B. COOKE, INC. On Extension to Parking Structure 'C', Phase 2 project.

Original Contract Amount	\$2,656,000.00
Change Order No. 1	9,135.00
Change Order No. 2	62,673.00
Change Order No. 3	<u>46,190.00</u>
Revised Contract Amount	\$2,773,998.00

Funding Source: FEMA/C.O.P. for Parking

Comment: This change order provides for Owner requested access ramps at the pool drop-off, additional painting at Structure 'A', swing gates at main access ramp, chain link fencing, signage and striping, additional landscaping and irrigation, and retaining walls.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 3, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 12 FACILITIES (continued)

12-E COMPLETION OF EXTENSION TO PARKING STRUCTURE 'C', PHASE 2 PROJECT

Subject to completion of punch list items by G. B. COOKE, INC., it is recommended that the Board of Trustees authorize the Executive Vice President of Business & Administration, without further action of the Board of Trustees, to accept the project described as EXTENSION TO PARKING STRUCTURE 'C', PHASE 2, as being complete upon G.B. COOKE, INC. completion of punch list items. The Executive Vice President of Business & Administration shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating hereto, upon determination of Final Completion and Final Acceptance of the final payment is authorized.

12-F SCIENCE BUILDING HVAC MAINTENANCE AGREEMENT

Agreement with ACCO for regular maintenance on the Science building HVAC (heating, ventilation, air conditioning) system for the period ending April 30, 2003 for a fee not to exceed \$50,000.

Funding Source: 2002-2003 Budget/Facilities

Comment: This is a continuation of the maintenance agreement for the Science building HVAC system.

12-G INCREASE IN UTILITY PAYMENT - LEASE AGREEMENT WITH ASSISTANCE LEAGUE OF SANTA MONICA

Increase prorata share of utility payment to ASSISTANCE LEAGUE OF SANTA MONICA to an amount not to exceed \$235 per month.

Funding Source: CalWorks Child Care Facility Grant/ 2002-03 and 2003-04
Children's Center Budget

Comment: This increase covers the addition of refuse pick-up to the District's prorata share of utilities.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 3, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 12 FACILITIES (continued)

12-H AGREEMENT FOR CONSTRUCTION SERVICES

Correction of hourly rate for the agreement with PEAK SURVEYS INC. for construction surveying services associated with construction projects for the period ending June 30, 2003. The corrected rate is \$170 per hour.

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

Comment: PEAK SURVEYS INC. had submitted the incorrect rate of \$40 per hour which was approved by the Board on December 16, 2002. The corrected rate of \$170 per hour is competitive and appropriate for the services to be rendered.

12-I INTERIOR DESIGN AGREEMENT – EMERITUS COLLEGE FACILITY

Agreement with YOCUM BUSINESS FURNISHINGS to provide interior design services for the Emeritus College facility for an amount not to exceed \$20,000 plus reimbursable expenses.

Funding Source: Measure U

Comment: Yocum Business Furnishings will assist the District in the design of furniture layout and specifications prior to the purchasing process and assure that specifications are in compliance the Government Code.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 3, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 13 **PURCHASING**

13-A AWARD OF PURCHASE ORDERS

Requested Action: Approval

<u>Purchase Orders - FY 2002/03</u>	<u>Total</u>
A) P. O. 86639 - 86693	\$146,259.26
B) Telephone Orders	\$128,686.16
C) Change Orders	\$57,289.98
D) Auxiliary Orders	15,127.19
E) Auxiliary Change Orders	0

Comment: Lists of orders placed or amended between January 26 and February 26, 2003 are part of records on file in Purchasing Department.

13-B PARTICIPATION IN PURCHASE AGREEMENT

Requested Action: Authorization

Authorize the use of the Alameda County contract # 0491B with KI for the purchase of computer-compatible Library workstations for the Library Expansion and Remodel project.

Authorize the award of a purchase order to KI c/o INTERSERVICE for the purchase and installation computer-compatible Library workstations for the Library Expansion and Remodel project in an amount not to exceed \$155,000. INTERSERVICE is an authorized KI dealer.

Funding Source: FEMA/State Capital Outlay/District

Comment: Public contract Code §20652 allows the District to purchase through other public agencies without advertising for bid. Quotes were solicited from authorized KI dealers.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 3, 2003

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 14 **RECEIPT OF AUDIT REPORT**

It is recommended that the Board of Trustees acknowledge receipt of the 2001-2002 Audit Report of the Financial and Related Statements of the Santa Monica Community College District prepared by the District's contracted independent auditor Vicente, Lloyd & Stutzman, LLP.

Comment: The Auditor's opinion is that the basic financial statements present fairly, in all material respects, the financial position of SMCCD as of June 30, 2002.

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

RECOMMENDATION NO. 15 **AGREEMENT FOR AUDITING SERVICES**

It is recommended that the Board of Trustees approve a three-year agreement with VICENTI, LLOYD & STUTZMAN LLP for District auditing services for the fiscal years 2002-2003, 2003-2004 and 2004-2005. This agreement for services will cover the District's requirements for audits for the District's basic operations, grants, federal financial aid programs, and KCRW radio station for the Corporation for Public Broadcasting. The fees for auditing services will be as follows for each year plus actual and necessary expenses:

<u>2002-2003</u>	<u>2003-2004</u>	<u>2004-2005</u>
\$81,900	\$86,450	\$91,500

Funding Source: District General Fund and KCRW Donations

Comment: Vicente, Lloyd & Stutzman (VLS) has extensive community college audit experience and prepared the District's audit for the last three years. The firm has an understanding of the audit requirements of the District. The District contacted eight local community colleges. Five are using VLS, two are using a firm that is not accepting any new clients and one is using a small firm in their local community.

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 3, 2003

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 16 **CLASSIFIED EMPLOYEE LAYOFF**

As a result of pending reductions to the District's State revenue for the 2002-03 fiscal year, it is necessary to reduce the number of classified positions. Therefore, due to a lack of funds and lack of work, the number of classified employees shall be reduced by layoff, pursuant to Education Code Sections 88014, 88017 and 88127.

Therefore, it is recommended that the Board of Trustees approve the elimination of the following classified positions due to a lack of work and/or funds:

Classified Positions

Administrative Assistant II/MIS	(1 FTE)
Athletic Equipment Specialist	(1 FTE)
Athletic Trainer II	(.5 FTE)
Carpenter	(3 FTE)
Community Services Assistant	(1 FTE)
Computer Support Specialist	(3 FTE)
Custodian	(17.5 FTE)
Department Secretary I/Human Resources	(1 FTE)
Department Secretary II/ Institutional Research	(1 FTE)
Educational Computer Specialist	(2 FTE)
Electrician I	(1 FTE)
Gardner/Equipment Operator	(2 FTE)
Groundskeeper	(2 FTE)
HVAC Specialist	(1 FTE)
Painter	(1 FTE)
Photographer	(1 FTE)
Personnel Specialist II/Human Resources	(1 FTE)
Skilled Maintenance Worker	(2 FTE)

Classified Management Position

International Students Center Supervisor	(1 FTE)
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It is further recommended that the Board of Trustees authorize the following:

The Superintendent/President is directed to give notice of layoff to the effected classified employees pursuant to the requirements of law;

The employees laid off pursuant to this recommendation shall be eligible for reemployment pursuant to Education Code Section 88117.

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 3, 2003

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 17

LEGAL SERVICES FOR PERSONNEL COMMISSION

It is recommended that the Board of Trustees reject the following request by the Personnel Commission:

Approval of an Engagement Agreement with Littler-Mendelson, a national employment and labor law firm, to provide legal opinion to the Personnel Commission.

Funding Source: 2002-2003 Budget/District General Fund

Comment: Pursuant to Section 88132 of the California Education Code, the Personnel Commission may employ its own attorney, when the legal counsel of the governing board or district has declared that a conflict of interest exists between the interests of the community college district and the Commission. The costs of the Commission's legal services are borne by the District. The law firm of Liebert-Cassidy-Whitmore, District's legal counsel, has declared it is precluded from providing the Commission with legal services since this would constitute a conflict of interest. Therefore, the Personnel Commission seeks to engage the law firm of Littler-Mendelson.

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 3, 2003

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 18

PARLIAMENTARY PROCEDURE – MAIN MOTIONS

It is recommended that the Board of Trustees discuss its parliamentary procedure at Board meetings regarding the making of main motions to bring new business before the Board for its consideration.

Comment: According to Robert’s Rules of Order, the purpose of a main motion is to introduce items to the membership for its consideration. The Board’s practice has been to make a motion to “introduce” or “bring new business” before the Board for its consideration before any staff reports or public comments are made. It has been suggested that the Board review this practice and consider having staff reports made before the main motion is made and seconded.

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

BOARD OF TRUSTEES	INFORMATION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 3, 2003

INFORMATION ITEM D

SUBMITTAL OF GRANTS

Title of Grant: Environmental Education Program

Granting Agency: Environmental Protection Agency (EPA)

Requested Funding: \$60,792

Matching Funds: \$100,000 (Source: Adelphia Cable)

Performance Period: September 1, 2003 – August 30, 2004

Summary: The goal of this project is to create a community that is both knowledgeable and engaged and facilitate the success of students seeking careers in environmentally related professions. To achieve this goal, Project Engagement will reach its audience through a speakers series on the SMC campus for students, faculty and community members; and a forum for students, faculty and community members conducted at the end of each semester on a specific environmental topic.

EPA funds are requested to support program management and coordination; community outreach and participant recruitment; implementation of speaker's series and the two forums.

Title of Grant: Hispanic Serving Institutions Program

Granting Agency: US Department of Agriculture

Requested Funding: \$298,302

Matching Funds: N/A

Performance Period: September 2003 – August 2006 (three year period of performance with opportunity for program extensions)

Summary: The goal of this proposed project is to prepare first year Hispanic college students for entering programs of study in fields related to agricultural sciences. SMC proposes to partner with the Endocrine Society (ES) to conduct six-week summer workshops for 24 first-year Hispanic community college students in the Los Angeles area.

BOARD OF TRUSTEES	INFORMATION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 3, 2003

INFORMATION ITEM E REPORT FROM CITIZENS' BOND OVERSIGHT COMMITTEE

Following is a report to the Board of Trustees from Graham Pope, Chair of the Citizens' Oversight Committee, summarizing the Committee's meeting held on January 29, 2003

- The Committee accepted the resignation of Nancy Greenstein upon her election to the SMCCD Board of Trustees
- A master report prepared by Graham Pope was distributed showing the correlation between construction of Measure U projects with the allocation of funds. The following comments were made:
 - 3.3 parking ramp and recessed plaza project has been completed and is not funded by Measure U
 - Time constraints could be placed on these projects by matching fund requirements
 - Changes in the timeline will be distributed to the committee (from Facilities Assessment Report)
 - The goal is to reduce total Measure U funding (\$179,431.85) with funding from other sources and possibly add other Measure U approved projects not on the list
 - The amount in column "Measure U Funding" will be modified to reflect the actual amount of bond funds being used and another column will be added that indicates alternate funding
 - It is difficult to determine exact timelines since there are other agencies involved in approval and construction aspects
 - A supplemental report will be prepared as modifications are made indicating the modification, date, adjustments and revised amounts. The original report will be maintained, with modifications shown on attachments, so that progress can be tracked.

The following documents were requested and will be prepared and provided by staff:

- Master list of projects to include each project in sequence of construction with cost estimates, allocation of Measure U funds, other funding sources, and a timeline
- Status of Projects: There is a report prepared annually on all projects and plans for future projects that is submitted to the State. This document will be modified for the Committee's review and will include project description, bid documents, completion dates, change orders, cost and explanation of changes.
- Summary of the internal control environment within the college and the process of approvals so the Committee members can feel comfortable with the information they receive and know that appropriate processes are in place and have been followed.
- Letter from Auditor as of 6/30/2002 (first year of Measure U) and Audit Report
- Updated timeline every six months (May and October)
- Assembly Bill 1980 and Article XIII A Section 1 of the California Constitution. The Committee was reminded that its major purpose is to ensure that Measure U funds are being properly allocated and expended, and that there are appropriate controls over projects and costs. The Committee is not expected to be an independent auditor.
- The Committee concluded its meeting with a tour of the BAE site. The next meeting of the Citizens' Bond Oversight Committee will be held on Wednesday, April 30, 2003 at 8 a.m., location to be determined.

BOARD OF TRUSTEES	ADJOURNMENT
Santa Monica Community College District	March 3, 2003

ADJOURNMENT

The meeting will be adjourned in memory of **Patrick Burke**, literature instructor at Emeritus College; **Dr. Alfred Quinn**, retired SMC faculty member, dean and former member of the Board of Trustees.

There will be a special Board of Trustees meeting/Closed Session on Monday, March 10, 2003 at 5:00 p.m. in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, April 7, 2003 at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California.