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SANTA MONICA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

REGULAR MEETING  
MONDAY, MAY 9, 2005

Santa Monica College  
1900 Pico Boulevard  
Santa Monica, California

5:30 p.m. – Closed Session  
Business Building Room 111

7:00 p.m. - Public Meeting  
Board Room  
Business Building Room 117

*The complete 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, May 9, 2005.

5:30 p.m. – Closed Session

7:00 p.m. – Public Meeting

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

**I. ORGANIZATIONAL FUNCTIONS**Page No.

A Call to Order

1

B Roll Call

**II. CLOSED SESSION** (Scheduled for 5:30 p.m.)

- Collective Bargaining, pursuant to Government Code Section 54957.6

**III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS** (Continued)

C Pledge of Allegiance

#1 Approval of Minutes: April 4, 2005 (Regular Meeting)  
April 18, 2005 (Special Meeting)

**IV. PRESENTATIONS AND BOARD DISCUSSION**

- Student Services/Administration Building

**V. SUPERINTENDENT'S REPORT**

- Management Association Update/Classified Staff Recognition Award
- Recognition of Dina Cervantes, outgoing Student Trustee
- Update on Bundy Campus Master Plan
- Enrollment Report
- Introduction of newly-elected Associated Students Officers and Student Trustee
- 2004 Exemplary Award

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

IX. **CONSENT AGENDA** (All items considered in one motion unless pulled for discussion or questions)

**Grants and Contracts**

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| XV.   | <b>ADJOURNMENT:</b> The next regular meeting of the Santa Monica Community College<br>District Board of Trustees will be Monday, June 6, 2005 at 7 p.m.<br>(5:30 p.m. if there is a closed session) Santa Monica College Board<br>Room and Conference Center, Business Building Room 117, 1900<br>Pico Boulevard, Santa Monica, California. |                 |



|   |                        |
|---|------------------------|
| <b>BOARD OF TRUSTEES</b>                | <b>REGULAR MEETING</b> |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 9, 2005            |

**I. ORGANIZATIONAL FUNCTIONS**

A. CALL TO ORDER – 5:30 p.m.

B. ROLL CALL

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

**II. CLOSED SESSION**

- Collective Bargaining  
 pursuant to Government Code Section 54957.6

**III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS**

C. PLEDGE OF ALLEGIANCE - Giovanni Vela

**RECOMMENDATION NO. I APPROVAL OF MINUTES**

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

April 4, 2004 (Regular Meeting)

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

April 18, 2004 (Special Meeting)

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

|   |               |
|---|---------------|
| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 9, 2005   |

**CONSENT AGENDA**

It is recommended that the Board of Trustees take the action requested on Consent Agenda Recommendations #2-#20.

Recommendations pulled for separate action:

Action on Consent Agenda

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



|   |               |
|---|---------------|
| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 9, 2005   |

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 2**      **ACCEPTANCE OF GRANTS AND BUDGET**  
*Requested Action: Approval/Ratification*      **AUGMENTATION**

**Title of Grant:**                      **Augmentation to Careers in Child Care Training Program**

Granting Agency:                      County of Los Angeles Department of Public Social Services

Requested Funding:                      \$11,827.50 (brings the total from \$153,513 to \$165,341.50)

Matching Funds:                        N/A

Performance Period:                      2004-2005

Summary:                                  The Careers in Child Care Training Program is a county funded program that serves a subset of the CalWORKs student population who are interested in pursuing a career in child care. This program offers tutoring and mentoring services beyond that offered through CalWORKs and, in addition, provides students with opportunities to attend professional conferences and join professional childcare organizations.

The augmentation provides additional funds for child care provider start-up packages as well as materials to establish self-help resource centers in the ECE department and Career Service Center.

|                      |                      |             |
|----------------------|----------------------|-------------|
| Budget Augmentation: | Restricted fund 01.3 |             |
|                      | Income               |             |
|                      | 8000 County          | \$11,827.50 |
|                      | Expenditures         |             |
|                      | 4000 Supplies        | 11,827.50   |



|   |               |
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| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 9, 2005   |

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 3      CONTRACTS AND CONSULTANTS**

*Requested Action: Approval/Ratification*

**3-A      CONTRACT FOR HEALTH EDUCATIONAL SERVICES**

Title of Contract: Governor's 15% Program (LVN to ADN)  
 Contracting Agency: Cedars-Sinai Medical Center  
 Amount of Award: \$168,240  
 Performance Period: May 1, 2005 – June 30, 2006  
 Summary: Cedars-Sinai Medical Center will be contracting with Santa Monica College (SMC) to deliver health care educational services. The contract is designed to increase the number of licensed nurses in the Los Angeles area. Students participating in the program will be exposed to SMC's ADN courses in order to broaden their knowledge for the nursing field. Students will become better prepared to take the NCLEX-RN.

The overall scope is to add 100 licensed hospital personnel. Thirty-six LVNs will be earmarked to earn an ADN and take the NCLEX-RN. Individuals for the program will be recruited from Cedars-Sinai Medical Center, the local One-Stop Center system, and LVNs on the waitlist for the nursing program. SMC's Nursing Department will provide required courses and clinical experiences including, but not limited to, ADN-related program testing, tutorial support, and remediation/basic skills assessments.

The purpose for the program is to assist in increasing the number of registered nurses and will be to cover the costs associated with program coordination. All components will be geared toward developing job-specific skills needed to successfully enter and retain nursing careers.

|         |                          |           |
|---------|--------------------------|-----------|
| Budget: | Income                   |           |
|         | 8000 Local               | \$168,240 |
|         | Expenditures             |           |
|         | 1000 Academic Salaries   | 77,186    |
|         | 2000 Classified Salaries | 20,384    |
|         | 3000 Benefits            | 32,528    |
|         | 4000 Supplies            | 6,669     |
|         | 5000 Contract services   | 30,473    |







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| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 9, 2005   |

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 3**      **CONTRACTS AND CONSULTANTS** *(continued)*

3-C CONTINUING AND COMMUNITY EDUCATION.

- (1) Approval of seminars/courses for Santa Monica College Continuing and Community Education for summer 2005

Funding Source: All costs will be covered by registration fees charged.

- (2) Off-campus Community Services classes for Summer 2005, payment per class session is authorized as stated on the list.

Funding Source: 2004-2005 Budget/Continuing and Community Education

Comment: The lists of seminars/courses and facilities are on file in the Office of Planning and Development and in the Office of Continuing and Community Education.

- (3) Agreement with the Learning Adventure through June 30, 2005 in which Learning Adventure offers a reading program for children and adults and the District receives a percentage of the enrollment fee.

Comment: The program will be publicized in the Continuing and Community Education schedule of classes; however, all enrollment is done through the Learning Adventure. The classroom use will not conflict with any District programs. This agreement will be included on the annual list of approved contracts for 2005-06.

3-D CONTRACTS FOR CELEBRATE AMERICA, 2005

|  |          |
|--|----------|
| Pyro Spectaculars                          | \$15,000 |
| Pyro Spectaculars Fireworks                |          |
| J.D. Hall and the J.D. Hall Band           | \$1,200  |
| Blues, Rock & Roll, Old School             |          |
| JAM Entertainment & Events                 | \$650    |
| The Mainstreet/Americana / Dixieland music |          |

Funding Source: Fees will be covered by donations and sponsors.

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| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 9, 2005   |

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 3      CONTRACTS AND CONSULTANTS (continued)**

3-E      CONSULTANT SERVICES FOR RECRUITMENT SERVICES

Provider: Gregory F. Barattini  
 Service Fees: \$3,000 per month, plus expenses  
 Term of Contract: April 1 through June 30, 2005  
 Funding Source: 2004-05 District Budget/International Student Fees  
 Service: Consultant will continue to assist in the recruitment of F-1 students worldwide, represent SMC at International Student Fairs, identify new markets and make presentations on behalf of SMC. This contract is subject to a 30-day notice to cancel.

3-F      CONSULTANT SERVICES FOR HUMAN RESOURCES

Provider: Kenneth Cloke  
 Service Fees: Increase of additional \$3,000, adjusted total not to exceed \$15,000  
 Term of Contract: July 1, 2004 through June 30, 2005  
 Funding Source: 2004-05 District Budget/Human Resources  
 Service: For mediation services related to negotiations and other personnel matters

Provider: Liebert, Cassidy and Whitmore  
 Service Fees: \$160 to \$260 per hour for services provided by attorney staff and \$95 to \$110 per hours for services provided by paralegal staff; plus expenses (new rates effective January 1, 2005)  
 Term of Contract: July 1, 2004 through June 30, 2005  
 Funding Source: 2004-05 Budget/Human Resources  
 Service: For legal services related to personnel matters



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| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 9, 2005   |

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 3**      **CONTRACTS AND CONSULTANTS** *(continued)*

3-G      CONSULTANT SERVICES FOR PERSONNEL COMMISSION

Provider:                      Company of Experts  
 Service Fees:                 \$125 per hour plus expenses, but not to exceed the monthly salary of the Director of Classified Personnel position at C step on Salary Schedule, \$8,055 per month, not to exceed \$17,000 (two months)  
 Term of Contract:            May 2 through June 30, 2005  
 Funding Source:              2004-05 Budget/Personnel Commission  
 Service:                         The Personnel Commission is requesting approval to hire a consultant from the consultant firm, Company of Experts, to provide temporary consultant services to the Personnel Commission Office in the areas of selection, recruitment, classification, training and supervision of the Personnel Commission staff until the position of Director of Classified Personnel is filled.

3-H      CONSULTANT SERVICES – VALUATION STUDY OF RETIREE HEALTH BENEFITS

Provider:                      Total Compensation Systems, Inc.  
 Service Fees:                 Not to exceed \$10,000  
 Term of Contract:            May 10 through October 31, 2005  
 Funding Source:              2004-05 and 2005-06 General Fund/Fiscal Services  
 Service:                         Governmental Auditing Standards Board (GASB) 35 requires the District to assess the fiscal impact of future retiree health benefits. This agreement will result in a comprehensive valuation of future liability. Total Compensation Systems, Inc. has provided services to over 200 school districts in California including 28 community college districts.

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| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 9, 2005   |

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 4**

**ACADEMIC PERSONNEL**

*Requested Action: Approval/Ratification*

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

ELECTIONS

EFFECTIVE DATE

ADMINISTRATIVE

|                |  |                   |
|----------------|--|-------------------|
| Alcala, Celena | Project Manager, Strengthening Institutions<br>(Title V)         | 05/23/05          |
| Solomita, Lynn | Interim Vice-President, Human Resources<br>60 percent assignment | 05/16/05-12/13/05 |

ADJUNCT

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

LEAVE OF ABSENCE WITH PAY

REDUCTION IN ASSIGNMENT

|   |                                |                    |
|---|--------------------------------|--------------------|
| Del Valle, Patricia   | Counselor, Latino Center       | 08/29/05 - 6/13/06 |
| Comment: Request to reduce assignment to 75% for 2005-06 academic year. |                                |                    |
| Dworsky, Amy  | Counselor, Counseling Services | 08/29/05 - 6/13/06 |
| Comment: Request to reduce assignment to 55% for 2005-06 academic year. |                                |                    |
| Sucher, Kathy   | Instructor, ESL                | 08/29/05 - 6/13/06 |
| Comment: Request to reduce assignment to 80% for 05-06 academic year.   |                                |                    |

SEPARATIONS

RETIREMENT

|                     |                            |          |
|---------------------|----------------------------|----------|
| Saint-Leon, Shirley | Instructor, Communications | 06/18/05 |
| Smith, Tommie       | Instructor, Athletics      | 07/01/05 |

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

|   |               |
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| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 9, 2005   |

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 5**      **MEMORANDUM OF UNDERSTANDING**  
*Requested Action: Approval/Ratification*      **MILITARY LEAVE**

This memorandum of understanding is entered into between the Santa Monica Community College District (hereinafter "District") and the California School Employees Association and its Chapter 36 (hereinafter "Association") for the purpose of providing a continuation of paid status for employees who may be ordered into active military duty. The District and the Association agree as follows:

1. Any employee of the bargaining unit who is ordered into active military duty as set forth in the Military and Veterans Code Sections 389 through 399.5 shall continue to receive full pay from the District including health benefits for the tour of duty, not to exceed 18 months starting from the date in which the employee is ordered into active military duty. An employee who is called into active military duty shall immediately inform the District as to the beginning and end date of their service and shall provide the District with a copy of written orders.
  
2. Any employee covered under the provision of section 1 above, shall as a condition of continuing to receive their full district salary, provide the District with the specific amount of salary that he/she will earn from military duty. The amount of pay to be received from military duty shall be deducted from the amount normally paid to the employee as his/her regular salary. It is the intent of this agreement to provide an employee called into active military duty no more than their regular salary including any amount paid by the State or Federal Government as salary for military duty.
  
3. This agreement shall terminate on December 31, 2006 unless otherwise agreed to between the District and the Association.

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| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 9, 2005   |

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 6**      **CLASSIFIED PERSONNEL**  
*Requested Action: Approval/Ratification*      **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> |
|--|-----------------------|
| Custodian/NS-I (1 position)<br>Operations, 12 mos, 40 hrs                | 05/10/05              |
| Events Technician (1 position)<br>Events, 12 mos, 40 hrs                 | 05/10/05              |
| Sign Language Interpreter III (1 position)<br>DSC, 11 mos, 40 hrs        | 05/10/05              |
| EOPS Program Specialist (1 position)<br>EOPS, 12 mos. 40 hrs.            | 05/10/05              |
| <br><u>ABOLISH</u>   |                       |
| Sign Language Interpreter III (1 position/vacant)<br>DSC, 11 mos, 30 hrs | 05/10/05              |
| EOPS Program Specialist (1 position)<br>EOPS, 12 mos. 20 hrs.            | 05/10/05              |

**BOARD OF TRUSTEES****ACTION**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

May 9, 2005

CONSENT AGENDA: HUMAN RESOURCES**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.

ELECTIONSEFFECTIVE DATEREEMPLOYMENT

|               |                             |          |
|---------------|-----------------------------|----------|
| Smith, Darryl | Custodian/NS-II, Operations | 03/21/05 |
|---------------|-----------------------------|----------|

PROBATIONARY

|                   |                             |          |
|-------------------|-----------------------------|----------|
| Esparza, Transito | Custodian/NS-II, Operations | 03/28/05 |
| Henriquez, Ana    | Custodian/NS-II, Operations | 03/28/05 |
| Lozano, Gerardo   | Custodian/NS-II, Operations | 03/28/05 |
| Richardson, Maree | Custodian/Day, Operations   | 03/28/05 |
| Zelaya, Luis      | Custodian/NS-II, Operations | 03/28/05 |

PROMOTIONS

|              |   |          |
|--------------|---|----------|
| Pant, Poonam |   | 04/01/05 |
| Fr:          | Admissions and Records Clerk I/NS-I, Admiss & Rec, 12 mos, 40 hrs |          |
| To:          | Admissions and Records Clerk II/Day, Admiss & Rec, 12 mos, 40 hrs |          |

WORKING OUT OF CLASSIFICATION

|                 |   |                     |
|-----------------|---|---------------------|
| Bowen, Michelle |   | 03/17/05 - 06/17/05 |
| Fr:             | Personnel Specialist I, Personnel Commission, 12 mos, 40 hrs      |                     |
| To:             | Acting Personnel Technician, Personnel Commission, 12 mos, 40 hrs |                     |

Graupman, Joyce

03/17/05 - 06/17/05

|     |   |
|-----|---|
| Fr: | Personnel Specialist I, Personnel Commission, 12 mos, 40 hrs      |
| To: | Acting Personnel Technician, Personnel Commission, 12 mos, 40 hrs |

Rojas, Dan

04/04/05 - 06/30/05

|     |  |
|-----|--|
| Fr: | Network Computer Analyst, Network Services, 12 mos, 40 hrs       |
| To: | Acting Network Systems Manager, Network Services, 12 mos, 40 hrs |

ADVANCED STEP PLACEMENT

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

|   |        |          |
|---|--------|----------|
| Duran, Francine, Administrative Assistant I, Athletics  | Step C | 10/11/04 |
| Cheung, Tiffanie, Instructional Assistant - LD, DSC     | Step C | 02/10/05 |
| Crittenden, Tara, Col Police Dispatcher, College Police | Step C | 02/28/05 |
| Henriquez, Ana, Custodian/NS-II, Operations             | Step C | 03/28/05 |
| Woodcock, Angela, Col Police Dispatcher, College Police | Step C | 02/04/05 |

LEAVES OF ABSENCE WITH PAY

MILITARY

|                |                           |  |
|----------------|---------------------------|--|
| Carter, Thomas | Events Technician, Events | 05/16/05 - 05/25/05<br>06/15/05 - 06/30/05 |
|----------------|---------------------------|--|

PERSONAL

|               |                         |                     |
|---------------|-------------------------|---------------------|
| Brunell, Gina | Department Sec II, Math | 12/04/04 - 03/31/05 |
|---------------|-------------------------|---------------------|

SEPARATIONS

39<sup>th</sup> MONTH MEDICAL REEMPLOYMENT

|                 |  |          |
|-----------------|--|----------|
| Heard, Alfredia | Switboard Operator, Telecommunications | 11/23/04 |
|-----------------|--|----------|

RELEASED FROM PROBATION

|                     |   |          |
|---------------------|---|----------|
| Yaghoubnejad, Ramin | Clerical Assistant I, LRC                 | 03/31/05 |
| Esteen, Terry       | Disabled Student Services Specialist, DSC | 04/08/05 |

RESIGNATION

|              |   |          |
|--------------|---|----------|
| Joseph, JoAn | Disabled Student Services Specialist, DSC | 04/08/05 |
|--------------|---|----------|

RETIREMENT

|                 |  |          |
|-----------------|--|----------|
| Canalita, Lydia | Physical Sci Lab Tech, Physical Science  | 06/30/05 |
| Doyen, Sandra   | Health Services Tech-RN, Health Services | 06/30/05 |
| Kenefsky, Elma  | Payroll Specialist, Payroll              | 07/04/05 |

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

|   |               |
|---|---------------|
| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 9, 2005   |

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 8      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

PROVISIONAL

|   |                     |
|---|---------------------|
| Arias, Estela, Registration Clerk, Program Development      | 04/21/05 - 06/30/05 |
| Berens, Trevor, Accompanist Dance, KDR                      | 02/14/05 - 06/14/05 |
| Chegwidden, David, Accompanist Percussion, Program Dev.     | 03/11/05 - 06/14/05 |
| Cleveland, Dekina, Clerical Assistant I, LRC                | 04/18/05 - 06/30/05 |
| Cowan, Martha, Accompanist Voice, Program Development       | 02/14/05 - 06/14/05 |
| Emata, Myrna, Accompanist Voice, Program Development        | 02/14/05 - 06/14/05 |
| George, Melvon, Counseling Aide, TRIO                       | 04/21/05 - 06/30/05 |
| Ghasami, Nilofar, Counseling Aid, TRIO                      | 04/18/05 - 06/30/05 |
| Hayes, Ronald, Custodian, Operations                        | 02/28/05 - 04/08/05 |
| Hedderich, Joe, Accompanist Dance, KDR                      | 02/14/05 - 06/14/05 |
| Jackson, Sheralynn, Reg. Enrollment Coordinator, Prog. Dev. | 04/04/05 - 06/30/05 |
| Lee, Crystal, Registration Clerk, Financial Aid             | 04/19/05 - 06/30/05 |
| Logvinsky, Leon, Accompanist Dance, KDR                     | 02/14/05 - 06/14/05 |
| Lozano, Gerardo, Custodian, Operations                      | 02/28/05 - 04/08/05 |
| Mays, Meshana, Custodian, Operations                        | 02/28/05 - 04/08/05 |
| Raby, Emily, Custodian, Operations                          | 02/28/05 - 04/08/05 |
| Richardson, Maree, Custodian, Operations                    | 02/28/05 - 04/08/05 |
| Semple, Katherine, Accompanist Dance, KDR                   | 02/14/05 - 06/14/05 |
| Watkins, Deanna, Accompanist Dance, KDR                     | 02/14/05 - 06/14/05 |

PROVISIONAL (Substitute)

|   |                     |
|---|---------------------|
| Soufian, Jenia, Payroll Specialist, Payroll | 03/23/05 - 06/30/05 |
|---|---------------------|

LIMITED TERM

|   |                     |
|---|---------------------|
| Bartilet, Frank, Counseling Aide, TRIO                  | 03/24/05 - 06/30/05 |
| Davison IV, George S, Instructional Assistant, English  | 04/04/05 - 06/06/05 |
| Delgadillo, Cristina M, Registration Clerk, A & R       | 04/01/05 - 06/30/05 |
| Dubose, Monique, Counseling Aide, EOP's                 | 03/28/05 - 06/30/05 |
| Eagle, Wesley, Registration Clerk, A & R                | 04/01/05 - 06/30/05 |
| Escobar, Donna, Registration Clerk, Matriculation       | 04/01/05 - 06/30/05 |
| Escobar, James, Registration Clerk, Financial Aid       | 04/19/05 - 06/30/05 |
| Evans, Vernon, Counseling Aide, EOP's                   | 03/28/05 - 06/30/05 |
| Gomez, Tiffany, Registration Clerk, Program Development | 04/01/05 - 06/30/05 |
| Harris, Pheather, Counseling Aide, EOP's                | 06/28/05 - 06/30/05 |
| Leal, Andrea, Registration Clerk, A & R                 | 04/18/05 - 06/30/05 |
| Luthi, Christopher, Accompanist Performance, Music      | 02/14/05 - 06/14/05 |

LIMITED TERM (cont'd.)

|  |                     |
|--|---------------------|
| Munoz, Andres, Registration Clerk, Program Development         | 04/01/05 - 06/30/05 |
| Nakama, Jeffrey, Registration Clerk, A & R                     | 02/21/05 - 06/30/05 |
| Ramirez, Irene, Registration Clerk, A & R                      | 04/18/05 - 06/30/05 |
| Razon, Nadia, Registration Clerk, A & R                        | 02/21/05 - 06/30/05 |
| Remstein, Robert, Accompanist Voice, Music                     | 03/24/04 - 06/20/05 |
| Sexton, Robert, Accompanist Dance, KDR                         | 02/14/05 - 06/14/05 |
| Soofer, Tova, Counseling Aide, EOP's                           | 03/28/05 - 06/30/05 |
| Thomas, Tamorah, Registration Clerk, Program Development       | 04/01/05 - 06/30/05 |
| Thompson, Raquel, Registration Clerk, A & R                    | 04/01/05 - 06/30/05 |
| Woods, Shelita, Counseling Aide, Afr-American Collegian Center | 04/04/05 - 06/30/05 |

**RECOMMENDATION NO. 9**

**CLASSIFIED PERSONNEL - NON MERIT**

*Requested Action: Approval/Ratification*

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

College Student Assistant 55  
\$7.00/hr

College Work-Study Student Assistant 25  
\$7.00/hr

SPECIAL SERVICES

Art Model 1  
\$14.00/hr

Community Services Specialist I 5  
\$27.40/hr

Community Services Specialist II 5  
\$38.00/hr

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



|   |               |
|---|---------------|
| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 9, 2005   |

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 10      FACILITIES**

*Requested Action: Approval/Ratification*

10-A    CHANGE ORDER NO. 6 – RENOVATION OF WEST BUILDING, SM AIRPORT (BUNDY) CAMPUS

Change Order No. 6 BERNARDS BROTHERS CONSTRUCTION COMPANY. on the Renovation of West Building, SM Airport (Bundy) Campus project in the amount of \$20,523.

|                          |               |
|--------------------------|---------------|
| Original Contract Amount | \$ 14,985,000 |
| Change Order No. 1       | 6,900         |
| Change Order No. 2       | 297,479       |
| Change Order No. 3       | 47,659        |
| Change Order No. 4       | 137,389       |
| Change Order No. 5       | 19,868        |
| Change Order No. 6       | <u>20,523</u> |
| Revised Contract Amount  | \$ 15,514,818 |

|                                |                |
|--------------------------------|----------------|
| Original Contract Time         | 240 days       |
| Time Extension Change Order #4 | 46 days        |
| Time Extension Change Order #6 | <u>00 days</u> |
| Current Revised Contract Time  | 286 days       |

Funding Source:            Measure U

Comment:            Change Order No. 6 provides for necessary changes to the media cart, extension of structural steel for building canopies due to unforeseen existing beam condition, credits for valves and meters not required and foundations for site benches.

|   |               |
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| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 9, 2005   |

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 10 FACILITIES** (continued)

10-B CHANGE ORDER NO. 1 & NO. 2 – NEW MUSIC COMPLEX & PERFORMING ARTS CENTER

Change Order No. 1 – FTR INTERNATIONAL, Inc. on the New Music Complex & Performing Arts Center in the amount of \$15,360.

Change Order No. 2 in the amount of \$4,174.

|                          |               |
|--------------------------|---------------|
| Original Contract Amount | \$ 30,780,000 |
| Change Order No. 1       | 15,360        |
| Change Order No. 2       | <u>4,174</u>  |
| Revised Contract Amount  | \$ 30,799,534 |

|                                    |                |
|------------------------------------|----------------|
| Original Contract Time             | 670 days       |
| Time Extension Change Order #1 & 2 | <u>00 days</u> |
| Current Revised Contract Time      | 670 days       |

Funding Source: Measure U, Measure S

Comment: Change Order No. 1 provides for miscellaneous barricades for exiting and removal of existing abandoned equipment in the rehearsal hall.

Change Order No. 2 provides for the removal and relocation of power for existing parking lot lighting, and miscellaneous minor changes to concrete footings and slabs.

|   |               |
|---|---------------|
| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 9, 2005   |

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 10 FACILITIES** (continued)

10-C CORRECTION – ADDITIONAL ARCHITECTURAL SERVICES NEW STUDENT SERVICES BUILDING

Additional services under the agreement with WWCOT for architectural and engineering services related to the New Student Services Building project. Fee for additional services in the amount of \$10,000, not to exceed a corrected total amount of \$45,000 plus reimbursable expenses.

Funding Source: Measure U

Comment: These additional services provide for a full cost estimate and other additional documentation required by the State of California for submittal with the Final Project Proposal (FPP) to request State funding for this project. This item corrects the amount previously submitted to the Board for approval which did not include the cost of changes requested by the District.

10-D FINAL PROJECT PROPOSAL – NEW STUDENT SERVICES/ADMINISTRATION BUILDING

The Board of Trustees of the Santa Monica Community College District approves the submission of the Final Project Proposal (FPP) to the Board of Governors of the California Community Colleges to request state funding support for the new Student Services and Administration Building and promises to fulfill the list of Project Terms and Conditions that are contained within and a part of the Final Project Proposal for the project.

Funding Source: Measure U, State of California

Comment: The FPP is submitted to the State to request approximately \$14,229,000 in state funding for the project. Because construction costs have increased since the passage of Measure U, the District is submitting major bond projects that fit within State funding guidelines for supplemental funding.

|   |               |
|---|---------------|
| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 9, 2005   |

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 10 FACILITIES** (continued)

10-E INITIAL PROJECT PROPOSAL – SCIENCE BUILDING ADDITION

Submittal of the Initial Project Proposal (IPP) to the State Chancellor’s Office to request state funding for the Science Building Addition project.

Funding Source: Measure U, State of California

Comment: The IPP is submitted to the State as the first step in requesting state funding for a project. If the IPP is approved, then an FPP can be submitted in a later year. The Science Building Addition is a Measure U project which is planned for expansion of the Science program and to relocate the Earth Science and Mathematics departments to a permanent location.

10-F FIVE YEAR CONSTRUCTION PLAN 2007-2011

Filing of the Five Year Construction Plan 2007-2011 with the State Chancellor’s Office.

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

**District Projects Priority Order**  
Santa Monica Community College District

| No. | Project  | Occupancy                    | Source            | Schedule of Funds      |                     |                                      |                                   |                                     |                               |           |
|-----|--|------------------------------|-------------------|------------------------|---------------------|--------------------------------------|-----------------------------------|-------------------------------------|-------------------------------|-----------|
|     |  |                              |                   | 2005/2006              | 2006/2007           | 2007/2008                            | 2008/2009                         | 2009/2010                           | 2010/2011                     | 2011/2012 |
| 1   | E-QuakeReplace.Liberal Arts Bldg,Unit<br>4,680     | 2005/2006                    | State<br>NonState |                        |                     |                                      |                                   |                                     |                               |           |
|     |  | \$4,458,000<br>\$4,814,000   |                   |                        |                     |                                      |                                   |                                     |                               |           |
| 2   | StudentServices/Administration Bldg.<br>23,061     | 2011/2012                    | State<br>NonState |                        |                     | (P)(W)<br>\$1,225,000<br>\$1,225,000 |                                   | (C)<br>\$12,807,000<br>\$23,857,000 | (E)<br>\$197,000<br>\$197,000 |           |
|     |  | \$14,229,000<br>\$25,279,000 |                   |                        |                     |                                      |                                   |                                     |                               |           |
| 3   | E-QuakeReplace. Liberal Arts Bldg,Unit<br>14,839   | 2006/2007                    | NonState          | (C)(E)<br>\$11,153,000 |                     |                                      |                                   |                                     |                               |           |
|     |  | \$11,963,000                 |                   |                        |                     |                                      |                                   |                                     |                               |           |
| 4   | Theater-Main Campus<br>11,293                      | 2006/2007                    | NonState          | (E)<br>\$570,000       |                     |                                      |                                   |                                     |                               |           |
|     |  | \$15,918,626                 |                   |                        |                     |                                      |                                   |                                     |                               |           |
| 5   | Renovation, Airport Campus West Buil<br>9,922      | 2005/2006                    | NonState          | (E)<br>\$650,000       |                     |                                      |                                   |                                     |                               |           |
|     |  | \$21,081,124                 |                   |                        |                     |                                      |                                   |                                     |                               |           |
| 6   | Renovation of Music, Madison Campus<br>2006/2007   |                              | NonState          | (E)<br>\$155,000       |                     |                                      |                                   |                                     |                               |           |
|     |  | \$4,313,000                  |                   |                        |                     |                                      |                                   |                                     |                               |           |
| 7   | Performing Arts Center, Madison<br>17,457          | 2006/2007                    | NonState          | (E)<br>\$670,500       |                     |                                      |                                   |                                     |                               |           |
|     |  | \$33,107,112                 |                   |                        |                     |                                      |                                   |                                     |                               |           |
| 8   | Shuttle Replacement Parking Structure<br>2007/2008 |                              | NonState          | (P)(W)<br>\$1,008,000  | (C)<br>\$14,208,000 | (E)<br>\$40,000                      |                                   |                                     |                               |           |
|     |  | \$15,256,000                 |                   |                        |                     |                                      |                                   |                                     |                               |           |
| 9   | Campus Infrastructure and Safety<br>2006/2007      |                              | NonState          | (C)<br>\$2,220,000     | (E)<br>\$200,000    |                                      |                                   |                                     |                               |           |
|     |  | \$2,640,000                  |                   |                        |                     |                                      |                                   |                                     |                               |           |
| 10  | Northwest Quad<br>-16,682                          | 2007/2008                    | NonState          | (C)<br>\$3,896,100     | (E)<br>\$80,000     |                                      |                                   |                                     |                               |           |
|     |  | \$4,326,100                  |                   |                        |                     |                                      |                                   |                                     |                               |           |
| 11  | Math/Science Addition<br>7,685                     | 2011/2012                    | State<br>NonState |                        |                     | (P)(W)<br>\$807,000<br>\$807,000     | (C)<br>\$9,632,000<br>\$9,632,000 | (E)<br>\$446,000<br>\$446,000       |                               |           |
|     |  | \$10,885,000<br>\$10,885,000 |                   |                        |                     |                                      |                                   |                                     |                               |           |
| 12  | Letters & Science Demolition, Site Rest<br>-14,078 | 2011/2012                    | NonState          |                        |                     |                                      | (P)(W)<br>\$150,000               | (C)(E)<br>\$1,600,000               |                               |           |
|     |  | \$1,750,000                  |                   |                        |                     |                                      |                                   |                                     |                               |           |
| 13  | Malibu Site Aquisition and Facility<br>2013/2014   |                              | State<br>NonState | (L)<br>\$17,000,000    |                     |                                      |                                   | (P)<br>\$521,000<br>\$261,000       | (W)<br>\$657,000<br>\$328,000 |           |
|     |  | \$15,427,000<br>\$24,783,000 |                   |                        |                     |                                      |                                   |                                     |                               |           |

**District Projects Priority Order**

Santa Monica Community College District

| No. | Project                                | Occupancy    | Source               | Schedule of Funds |           |           |           |           |           |              |
|-----|--|--------------|----------------------|-------------------|-----------|-----------|-----------|-----------|-----------|--------------|
|     |  |              |                      | 2005/2006         | 2006/2007 | 2007/2008 | 2008/2009 | 2009/2010 | 2010/2011 | 2011/2012    |
| 14  | Career Opportunities Center            | 2013/2014    | Santa Monica College |                   |           |           |           |           | (P)(W)    | (C)          |
|     |  | \$13,070,000 | State                |                   |           |           |           |           | \$941,000 | \$11,954,000 |
|     |  | \$13,070,000 | NonState             |                   |           |           |           |           | \$941,000 | \$11,954,000 |
| 15  | Replacement Health, Fitness, P.E. Buil | 2013/2014    | Santa Monica College |                   |           |           |           |           | (P)       | (W)          |
|     |  | \$14,020,000 | State                |                   |           |           |           |           | \$456,000 | \$605,000    |
|     |  | \$14,020,000 | NonState             |                   |           |           |           |           | \$456,000 | \$605,000    |
| 16  | Physical Education & Athletic Fields   | 2013/2014    | Santa Monica College |                   |           |           |           |           |           |              |
| 17  | Early Childhood Development Lab & R    | 2013/2014    | Santa Monica College |                   |           |           |           |           | (P)(W)    | (C)(E)       |
|     |  | \$5,461,000  | State                |                   |           |           |           |           | \$440,000 | \$5,021,000  |
|     |  | \$5,461,000  | NonState             |                   |           |           |           |           | \$440,000 | \$5,021,000  |
| 18  | Energy Efficient Projects              | 2013/2014    | Santa Monica College |                   |           |           |           |           |           |              |
| 19  | E-Quake Repair/Remod./Addition,Libra   | 2003/2004    | Santa Monica College |                   |           |           |           |           |           |              |
|     | 28,451                                 | \$17,016,000 | State                |                   |           |           |           |           |           |              |
|     |  | \$10,970,000 | NonState             |                   |           |           |           |           |           |              |

|   |               |
|---|---------------|
| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 9, 2005   |

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 11 BUDGET TRANSFERS**

*Requested Action: Approval/Ratification*

11-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Budget Transfers: March 18 - April 21, 2005

| Object Code | Description                 | Net Amount of Transfer |
|-------------|-----------------------------|------------------------|
| 1000        | Academic Salaries           | 0                      |
| 2000        | Classified/Student Salaries | 0                      |
| 3000        | Benefits                    | 0                      |
| 4000        | Supplies                    | -39,983                |
| 5000        | Contract Svcs/Operating Exp | 33,650                 |
| 6000        | Sites/Bldgs/Equipment       | 52,269                 |
| 7000        | Contingency                 | -45,936                |
| Net Total:  |                             | 0                      |

11-B FUND 01.3 – GENERAL FUND - RESTRICTED

Budget Transfers: March 18 - April 21, 2005

| Object Code | Description                 | Net Amount of Transfer |
|-------------|-----------------------------|------------------------|
| 1000        | Academic Salaries           | 8,500                  |
| 2000        | Classified/Student Salaries | -26,000                |
| 3000        | Benefits                    | 17,500                 |
| 4000        | Supplies                    | 70,641                 |
| 5000        | Contract Svcs/Operating Exp | 67,505                 |
| 6000        | Sites/Bldgs/Equipment       | 189,917                |
| 7000        | Contingency                 | -328,063               |
| Net Total:  |                             | 0                      |

Comment: Only the net amount of the transfers in and out of the object codes is shown. Transfers result from requests by managers to adjust budgets to meet changing needs during the course of the year. Reductions to salary accounts reflect the funds available because of positions not being filled.

|   |               |
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| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 9, 2005   |

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 12**      **BUDGET AUGMENTATION**

*Requested Action: Approval/Ratification*

The 2004-05 Adopted Budget will be amended to reflect the following budget augmentations

-A EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

|                       |   |         |
|-----------------------|---|---------|
| Granting Agency:      | State of California   |         |
| Appropriated Funding: | \$1,603   |         |
| Matching Funds:       | Not applicable  |         |
| Performance Period:   | July 1, 2004 – June 30, 2005                                      |         |
| Budget Augmentation:  | Income:   |         |
|                       | 8000 State Income   | \$1,603 |
|                       | Expenditures:   |         |
|                       | 7000 Book Aid   | 1,603   |
| Summary:              | The District qualifies for an additional \$1,603 in State funding |         |

**RECOMMENDATION NO. 13**      **CLAIMS FOR DAMAGES**

*Requested Action: Approval/Ratification*

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

| <u>Claimant</u>                    | <u>Date Filed</u> | <u>Amount Claimed</u> |
|------------------------------------|-------------------|-----------------------|
| Norton Giffis                      | 04/14/05          | \$ 500                |
| 21 <sup>st</sup> Century Insurance | 04/14/05          | 2,109                 |

Comment: Mr. Giffis alleges a District van struck his vehicle causing damage. The claims are for reimbursement of insurance deductible and for the insurance company payment for repairs.



|   |               |
|---|---------------|
| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 9, 2005   |

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 14      PAYMENT FOR ELECTION COSTS**

*Requested Action: Approval/Ratification*

Payment to the CITY OF SANTA MONICA for the costs for election services for the Consolidated November 2, 2004 General Municipal Election in the amount of \$97,327.49.

Funding Source:            2004-2005 General Fund/Board of Trustees

Comment:            The costs are a prorated amount for election supplier costs and LA County Registrar-Recorder Costs.

**RECOMMENDATION NO. 15      DESIGNATION OF DISTRICT REPRESENTATIVE TO THE SAWCX II JPA**

Designation of Cozetta Wilson-Carlton, Risk Manager, as the District's representative to attend meetings of the Schools Alliance for Workers' Compensation Excess (SAWCX II) Joint powers Authority.

Comment:            The District participated in SAWCX II as part of the Southern California Community College Districts' self funded insurance agency for workers' compensation until 1995 and as an individual member in 1996. All SAWCX II claims for SMCCD are currently closed. The District is currently a member of the Protected Insurance Program for Schools (PIPS) JPA. However, SAWCX II has requested representation from past members to participate in the evaluation of various program options that could affect the District if any old claims are re-opened.

|   |               |
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| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 9, 2005   |

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 16**      **COMMERCIAL WARRANT REGISTER**

*Requested Action: Approval/Ratification*

March 1 – March 31, 2005                      1490 – 1534                      \$9,561,098.67

Comment:      The detailed commercial warrant documents are on file in the Accounting Department.

**RECOMMENDATION NO. 17**      **PAYROLL WARRANT REGISTER**

*Requested Action: Approval/Ratification*

March 1 – March 31, 2005                      CIH – C2I                      \$6,839,857

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

**RECOMMENDATION NO. 18**      **AUXILIARY PAYMENTS & PURCHASE ORDERS**

*Requested Action: Approval/Ratification*

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.

|                          |                         |                             |
|--------------------------|-------------------------|-----------------------------|
| March 1 – March 31, 2005 | Payments<br>\$1,081,225 | Purchase Orders<br>\$84,333 |
|--------------------------|-------------------------|-----------------------------|

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

**RECOMMENDATION NO. 19**      **DIRECT 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.

|                          |                   |             |
|--------------------------|-------------------|-------------|
| March 1 – March 31, 2005 | D000605 – D000960 | \$45,713.72 |
|--------------------------|-------------------|-------------|

**RECOMMENDATION NO. 20**      **PURCHASING**

*Requested Action: Approval/Ratification*

20-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

|                          |                |
|--------------------------|----------------|
| March 1 – March 31, 2005 | \$1,536,980.31 |
|--------------------------|----------------|

|   |               |
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| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| Santa Monica Community College District | May 9, 2005   |

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 21-A**

**SUPERINTENDENT/PRESIDENT SEARCH  
FORMATION OF SEARCH COMMITTEE**

It is recommended that the Board of Trustees form a Search Committee to assist the Board in the process of selecting a Superintendent/President. The consultant recommends that the Search Committee consist of the following members:

- Three (3) Faculty members
- Three (3) Classified staff members
- Two (2) Students
- Two (2) Managers
- Two (2) community members
- Two (2) members of the Board of Trustees
- Total – 14

It is further recommended that the Board of Trustees reserve the right to appoint additional members to the Committee to ensure a balance of racial, cultural and gender diversity.

Comment: The Board can discuss the consultant recommendations in consideration of the composition of the Search Committee.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

**RECOMMENDATION NO. 21-B**

**SUPERINTENDENT/PRESIDENT SEARCH  
APPOINTMENT OF MEMBERS TO SEARCH  
COMMITTEE**

It is recommended that the Board of Trustees appoint members representing the constituencies approved in the previous recommendation to the Search Committee. The names will be presented at the meeting.

Comment: The faculty, classified staff, students and managers were asked to submit names for appointment to the Search Committee.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

|   |               |
|---|---------------|
| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| Santa Monica Community College District | May 9, 2005   |

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 21-C**

**SUPERINTENDENT/PRESIDENT SEARCH CHARGES TO THE SEARCH COMMITTEE**

It is recommended that the Board of Trustees adopted the following charges to the Search Committee, including confidentiality policies and ground rules.

1. To assist in the development of a profile statement of desired presidential qualifications after receiving the recommendations of college's internal and external constituents.
2. To assist in the conduct of an active national search for a Superintendent/President following Equal Employment Opportunity guidelines and considerations as well as the regulations of the state.
3. To follow the timetable for the search that will bring recommendations to the Board by a certain date.
4. To observe the attached policies of strict confidentiality with regard to candidates, applicants, and nominees for the position.
5. To recommend three to five candidates, *in unranked alphabetical order*, to the Board for its selection for Superintendent/President.

Confidentiality Policies

All individuals involved in the process of selecting the Superintendent/President are expected to honor the following policies and to respect the confidentiality of candidates' personal and professional goals and current position.

1. The college is committed to conducting an open and equitable search process that conforms to the District's Equal Employment Opportunity (EEO) regulations, and to meet the spirit of EEO, as well as the legal requirements of the state.
2. The official spokesperson for the Superintendent/Presidential search is the Public Information Officer. Members of the Search Committee should not discuss the search with the media, individuals or college constituency groups. Regular progress reports will be sent to all interested groups and the media.
3. All candidate files are considered confidential and must be maintained and reviewed in a manner that insures that candidates' identities are not divulged.
4. Information on whether or not an individual is a candidate, and candidates' status at each stage of the search is considered confidential.
5. All information contained in semi-final and final candidates' background and reference reports is considered confidential.
6. The identity of candidates is not to be divulged until the candidates accept invitations to come to the college for open interviews as final candidates.

### Ground Rules for Search Committee Meetings

The following ground rules and consensus building process are based on the philosophy that group effort in support of the Superintendent/President search is better than individual effort.

1. Issues and concerns discussed in committee meetings are confidential; committee discussions of candidate identities, names of potential nominees and qualifications of individual applicants and candidates are ABSOLUTELY confidential.
2. Everyone is expected to participate.
3. There is no "rank" in the room; everyone is equal.

Comment: The structure of the Search Committee recommended by the consultant is based on their experiences in successful searches. Understanding college and community needs and helping to establish the shared vision necessary for a success Superintendent/ President search requires that all segments of the college community be represented. The Search Committee is encouraged to develop an overall view of the college, its challenges and opportunities, and the role of the Superintendent/President, rather than the view of their particular constituent group. This will help build consensus and support for the final choice of the Board.

Search consultant Abel Sykes will be available via conference call during the Board's discussion of these recommendations.

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

|   |               |
|---|---------------|
| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| Santa Monica Community College District | May 9, 2005   |

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 22      ENDORSEMENT OF SANTA MONICA SUSTAINABLE CITY PLAN**

It is recommended that the Board of Trustees endorse the Santa Monica Sustainable City Plan (SCP) and support the engagement of the Santa Monica College community in implementing the Plan.

Comment:      The Sustainable City Plan provides a comprehensive approach to addressing the long-term environmental, economic and social health of the entire Santa Monica community. The Plan was adopted in 1994 and updated in 2002 to encompass the following eight goal areas:

- Resource Conservation
- Environmental and Public Health
- Transportation
- Economic Development
- Open Space and Land Use
- Housing
- Community Education and Civic Participation
- Human Dignity

The 2002 goals were set by a community-based process and therefore cannot be achieved by the City alone. In order to increase community involvement and better success with the Plan, the City Council created the Sustainable City Task Force (SCTF) and appointed 11 members of the community who hold some kind of expertise in one or more of the SCP goal areas. The newly created SCTF works with City staff to engage the community in development an implementation plan for the SCP.

The SCTF would like to work with Santa Monica College to learn more about what the college is doing through its operations and curriculum to support the SCP and work collaboratively in identifying potential new programs and new funding sources.

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

|   |               |
|---|---------------|
| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| Santa Monica Community College District | May 9, 2005   |

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 23      CLASSIFIED EMPLOYEES WEEK**

It is recommended that the Board of Trustees adopt the following resolution in recognition and observation of Classified Employees Week, May 16-20, 2005.

*WHEREAS*, classified employees provide valuable services to the College and students of the Santa Monica Community College District; and

*WHEREAS*, classified employees contribute to the establishment and promotion of a positive instructional environment; and

*WHEREAS*, classified employees play a vital role in providing for the welfare and safety of Santa Monica Community College District's students; and

*WHEREAS*, classified employees employed by the Santa Monica Community College District strive for excellence in all areas relative to their workplace,

*THEREFORE BE IT RESOLVED*, that the Santa Monica Community College District hereby recognizes and wishes to honor the contribution of the classified employees to quality education in the state of California and in the Santa Monica Community College District and declares the week of May 16-20 2005 as Classified Employees Week in the Santa Monica Community College District.

Comment:                There are a number of activities being planned during this week to recognize classified employees.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

|   |               |
|---|---------------|
| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 9, 2005   |

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 24    ANNUAL AUTHORIZATION OF PRIVILEGES  
FOR STUDENT TRUSTEE**

It is recommended that the Board of Trustees authorize the continuation of privileges for the student trustee in accordance with Board Policy 1412 and Education Code Section 72023.5.

1. The student trustee may make and second motions.
2. The student trustee is entitled to an advisory vote which shall be recorded as such in the official minutes.
3. The student trustee may receive compensation up to the amount prescribed by Education Code Section 72425 and Board Policy. The term of compensation for the student trustee shall run from June through May.

Comment: Education Code Section 72023.5 states that Board action to determine the privileges of the student trustee is required each year by May 15th for the succeeding year.

Rights and responsibilities dealing with term, closed sessions and conference attendance are included in Board Policy.

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



|   |               |
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| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 9, 2005   |

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 25**      **RECEIPT OF PERSONNEL COMMISSION PROPOSED 2005-2006 BUDGET**

It is recommended that the Board of Trustees acknowledge receipt of the 2005-2006 proposed budget for the Santa Monica Community College District Personnel Commission with the understanding that if further reductions become necessary as the State attempts to resolve its budget situation, the District may request that the Personnel Commission make further reductions to its budget. The Personnel Commission Budget will be discussed as part of the District's regular budget process.

Comment:      The proposed Personnel Commission 2005-06 Budget is slightly less than last year's budget. The budget reflects a reorganization of the Personnel Commission that will better meet the needs of the Commission and results in a reduction in the Salaries category of the budget. The Personnel Commission's organizational structure changes will result in the same number of budgeted positions and will include the following positions: Director of Classified Personnel, two Personnel Analysts, two Personnel Technicians, and Administrative Assistant III (confidential) and a Clerical Assistant II.

The budgeted amount for Consultants has been reduced by \$50,000 to reflect the deletion of the one-time monies that the Board of Trustees graciously provided to the Personnel Commission for the classification and compensation study of the College's classified positions. The amount budgeted for Legal Fees is the same amount that was budgeted last year. This amount will ensure that there is adequate funding to cover potential disciplinary hearings as well as unanticipated legal expenses.

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

**PERSONNEL COMMISSION**  
**Personnel Commission Proposed Budget – Fiscal Year 2005 – 2006**

| <b>Category/Account #</b>                                    |                                | <b>Approved Budget<br/>FY 04-05</b> | <b>Proposed Budget<br/>FY 05-06</b> |
|--|--------------------------------|-------------------------------------|-------------------------------------|
| <b>Salaries</b>  |                                |                                     |                                     |
| 2380   | Personnel Commissioners        | 4,250                               | 4,250                               |
| 2110   | Managers                       | 106,572                             | 101,496                             |
| 2120   | Staff                          | 307,448                             | 297,828                             |
| 2323   | Clerical - Hourly/Student Help | 0                                   | 0                                   |
| <b>Subtotal Salaries</b>                                     |                                | <b>418,270</b>                      | <b>403,574</b>                      |
| Commissioners Health Benefits & Employee Benefits Est. @ 35% |                                | 133,846                             | 141,250                             |
| <b>Total Salaries &amp; Est. Benefits</b>                    |                                | <b>552,116</b>                      | <b>544,825</b>                      |
| <b>Supplies &amp; Periodicals</b>                            |                                |                                     |                                     |
| 4240   | Periodicals                    | 1,000                               | 1,000                               |
| 4410   | Software                       | 600                                 | 600                                 |
| 4550   | Direct Supplies                | 4,750                               | 4,750                               |
| 4551   | On-Campus Printing             | 300                                 | 0                                   |
| <b>Total Supplies &amp; Periodicals Expenses</b>             |                                | <b>6,650</b>                        | <b>6,350</b>                        |
| <b>Operating Expenses</b>                                    |                                |                                     |                                     |
| 5110   | Consultants                    | 65,000                              | 15,000                              |
| 5210   | Mileage                        | 100                                 | 100                                 |
| 5220   | Conferences                    | 3,700                               | 3,700                               |
| 5241   | Meeting Expenses               | 900                                 | 900                                 |
| 5310   | Memberships                    | 4,500                               | 4,500                               |
| 5650   | Equipment Repairs              | 400                                 | 400                                 |
| 5730   | Legal Fees                     | 45,000                              | 45,000                              |
| 5820   | Off-Campus Printing            | 1,000                               | 1,000                               |
| 5830   | Advertising                    | 7,000                               | 7,000                               |
| 5850   | Postage                        | 300                                 | 300                                 |
| 5851   | Delivery                       | 0                                   | 0                                   |
| 5861   | Fingerprinting                 | 0                                   | 0                                   |
| 5890   | Other                          | 1,500                               | 1,500                               |
| <b>Total Operating Expenses</b>                              |                                | <b>129,400</b>                      | <b>79,400</b>                       |
| <b>Equipment</b>   |                                |                                     |                                     |
| 6410   | New Equipment                  | 600                                 | 600                                 |
| 6520   | Purchases/Leases               | 6,450                               | 8,050                               |
| <b>Total Equipment Expenses</b>                              |                                | <b>7,050</b>                        | <b>8,650</b>                        |
| <b>Total Budget</b>  |                                | <b>695,216</b>                      | <b>639,225</b>                      |

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| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 9, 2005   |

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 26**      **JOINT PUBLIC FACILITIES AGREEMENT**  
**SMCCD COMMITMENT OF FUNDS FOR**  
**LAND ACQUISITION**

It is recommended that the Board of Trustees authorize the commitment of \$1.5 million of Measure S funds for the acquisition of land as part of a joint effort to develop a water treatment facility in Malibu.

Comment:      The District, through the creation of a Joint Powers Agreement with the City of Malibu, has committed to the establishment of an educational center in Malibu with funds from Measure S. A water treatment facility including the irrigation land is necessary for the operation of an educational center in Malibu because there is no sewer system. The District desires to be an active participant in the development of the water treatment facility as part of the necessary infrastructure for the operation of the educational facility.

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

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| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| Santa Monica Community College District | May 9, 2005   |

BOARD POLICY

**RECOMMENDATION NO. 27**      **SECOND READING AND APPROVAL**  
**REVISION TO BOARD POLICY**  
**SECTION 2220, PARTICIPATORY GOVERNANCE,**  
**CLASSIFIED SENATE**

It is recommended that the Board of Trustees conduct a second reading and approve a revision to the section "Formation, Procedures and Membership" of Policy Section 2220, Participatory Governance, Classified Senate.

**ARTICLE 2200: PARTICIPATORY GOVERNANCE**

**BP 2220 CLASSIFIED SENATE**

Formation, Procedures, Membership

Classified staff represented by the Classified Senate shall ~~be defined as~~ include only permanent non-management, non-confidential, full-time and part-time non-academic employees.

Comment:      Classified confidential employees elected to be represented by the Management Association in professional matters (Board Policy 2240). The Classified Senate subsequently ratified the action taken by the classified confidential employees and forwarded a proposed revision to the Board of Trustees for consideration. A first reading of the policy was held on April 4, 2005.

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

**BOARD OF TRUSTEES**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

**INFORMATION**

May 9, 2005

**INFORMATION ITEM E SUBMITTAL OF GRANTS**

**Title of Grant:** **Hispanic Serving Institutions Education Grant Program**  
**Funding Source:** United States Dept. of Agriculture/Cooperative State Research Education and Extension Services  
**Requested Funding:** \$249,969  
**Performance Period:** 10/01/05 – 09/30/07  
**Expected Award Date:** Summer 2005  
**Summary:** Each year, the USDA sets aside funding for Hispanic Serving Institutions to increase the number of under-represented students in agricultural and agricultural-based careers. SMC is proposing to utilize USDA funding to increase the diversity and cultural competency of local and regional food and nutrition specialists, including dietitians. SMC will increase diversity by hiring a recruitment/outreach specialist who will work with the local high schools and with SMC students with undeclared majors to generate interest and enthusiasm in Food and Nutrition Science among ethnically diverse student groups. This recruitment effort will include a summer bridge program focused on Nutrition for local high school students. SMC will increase the cultural competency of the existing and future workforce by offering coursework that integrates culture across the curriculum rather than as a stand-alone class. This will ensure that all students of all ethnic backgrounds are aware of the role that culture has on the health and nutrition of individuals and communities.

**Title of Grant:** **Demonstration Project to Ensure that Students with Disabilities Receive Quality Higher Education Program**  
**Funding Source:** United States Department of Education/Office of Special Education  
**Requested Funding:** \$830,697  
**Performance Period:** 10/01/05 – 09/30/08  
**Expected Award Date:** Summer 2005  
**Summary:** As the title implies, the purpose of this grant is to ensure that students with disabilities receive a quality higher education. SMC will achieve this goal by providing professional development activities and peer mentoring to faculty and staff, focusing on the needs of students with disabilities. Grant funds will hire a faculty peer mentor/coach who will facilitate inservice presentations, conduct small group workshops and brown bag lunches, and meet individually with faculty to address the specific needs of students with disabilities. In addition, this grant will also fund the completion of the CD-ROM Accessible Multimedia Project (CAMProject), which will facilitate faculty development of multimedia learning tools that are accessible for all students

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| <b>BOARD OF TRUSTEES</b>                | <b>INFORMATION</b> |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 9, 2005        |

**INFORMATION ITEM E    REPORT FROM CITIZENS' BOND OVERSIGHT COMMITTEE**

A meeting of the Santa Monica Community College District Citizens' Bond Oversight Committee was held on Wednesday, April 20, 2005 at 8 a.m. at Santa Monica College, **Drescher Hall Room 300-E** (the Loft), 1900 Pico Boulevard. Santa Monica, California.

**1.    CALL TO ORDER**

**2.    ROLL CALL**

Linda Sullivan, Chair - Present  
Paul Leoni, Vice-Chair – Present  
Clarence Chapman - Present  
Veronica Lopez - Present  
Eleanore Meyer - Present  
Ed Moosbrugger - Present  
James Mount - Present  
Herb Reich - Present  
Herb Rose - Present  
Bertrand Staggers - Present  
Irma Vargas –Present  
Pierce Watson - Present  
Joe Weichman - Present  
Allen Weiss – Present

Others Present:

Thomas Donner, Interim Superintendent/President  
Randal Lawson, Executive Vice-President  
Greg Brown, Director of Facilities and Planning  
Lisa Rose, Committee Coordinator  
Bruce Smith, Public Information Officer  
Charlie Yen, Director, Events and Contracts

**3.    APPROVAL OF MINUTES**

Motion was made by Jim Mount and seconded by Pierce Watson to approve the minutes of the Citizens' Bond Oversight Committee meeting of January 26, 2005 (as corrected). *Unanimously approved.*

**4.    OLD BUSINESS**

Review of District Audit Report (as it pertains to Measure U funds).

The major issue in the Audit Report was how to address a transfer made during the year end closing process which was improperly recorded. Expenditures related to the library addition project were recorded to the Measure U Bond Building Fund rather than to the old Bond Building Fund, in the amount of \$1,187,168.05. The auditor and the District staff agreed that the proper adjustment could be made in the subsequent year's beginning balance

adjustments since the County does not have another way to correct errors in closing. In the future, the closings would be earlier so that there is an opportunity to make adjustments. The next audit report will be coming for the next period and will be forwarded to the Committee. There was no effect of this adjustment on interest earned in the account.

#### Approval of Annual Report, 2003-04

The Annual Report for 2003-04 includes a statement that the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution and a summary of the Committee's proceedings and activities for 2003-04.

Motion made by Herb Rose and seconded by Pierce Watson to approved the Annual

### **5. REPORTS and DISCUSSION**

Capital Outlay Program – Bond Projects

Measure U/Measure S Construction Projects Timeline

Measure U/Measure S Projects Expenditure Report

- The cost of construction for Measure U projects have increased, so decisions will need to be made on prioritizing projects and reducing costs to keep the total at \$160 million. The District is actively pursuing other funding.
- The District is working with the City of Santa Monica and the Santa Monica-Malibu Unified School District to jointly develop early childhood education center (classes, not lab) using Measure S funds.

#### Santa Monica Airport Campus

- The purchase amount of \$30 million for the Santa Monica Airport Campus (formerly BAE site) came from Certificates of Participation (COP) not from Measure U funds. COPs are used to borrow funds to purchase land or buildings for a government agency. The payoff of the COPs with Measure U funds will be considered when interest rates increase.
- There were two public hearings held regarding the SM Airport Campus, one in Santa Monica and one in Mar Vista. The Mar Vista residents asked for community services, self-contained programs and adult classes, and the District is planning to provide that public benefit. Some Santa Monica residents may have misunderstood the topic of the meeting, but many good comments were made.
- Classes at the SM Airport Campus are scheduled to start in July, 2005. These will be self-contained programs, adult education, community services courses.

#### Shuttle Replacement Parking Structure:

- The purpose of the shuttle parking lot was to move cars off the main campus; now a different group is saying they do not want student traffic between the Airport campus and the main campus.
- The traffic study preliminary report will be ready in a couple of weeks.
- The District's proposal to the City of Santa Monica to build parking under the Airport Park was not well received as they do not see any long-term benefit to the City in doing that, and it would cause delays to the project.
- Another proposal was to build a parking structure on the Bundy site, which was opposed by the Mar Vista residents.

- There was a proposal to bring cars back onto the main campus.
- Another idea presented was for the District to purchase property near a freeway off ramp, build a parking structure and thereby eliminate the amount of surface traffic. This would be very costly and would create another set of problems with the existing freeway off ramp.
- The college is waiting for the Los Angeles City elections to be able to work with the new Councilmember.

14<sup>th</sup> and Pico:

- The lot at 14<sup>th</sup> and Pico is being used as the staging area for contractors on various construction projects, thereby keeping open space on campus which allows for better student circulation. This lot is approximately 25,000 square feet.

**6. PUBLIC COMMENTS**

None

**7. SCHEDULE OF MEETINGS, 2005-06**

Wednesdays at 8 a.m.

July 20, 2005  
 October 19, 2005  
 January 18, 2006  
 April 19, 2006

**8. ADJOURNMENT**

The next meeting of the Citizens' Bond Oversight Committee will be held on Wednesday, July 20, 2005 at 8 a.m. at the SM Airport Campus.



|   |                    |
|---|--------------------|
| <b>BOARD OF TRUSTEES</b>                | <b>ADJOURNMENT</b> |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 9, 2005        |

ADJOURNMENT

The meeting will be adjourned in memory of (Kim Clark's mother), **Peter C. Foot**, father of Suzie Hanks, SMC Foundation Office.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, June 6, 2005 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.