

M I N U T E S



SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

REGULAR MEETING
MONDAY, MAY 9, 2005

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

Closed Session
Business Building Room 111

Public Meeting
Board Room
Business Building Room 117

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

MINUTES

A meeting of the Board of Trustees of the Santa Monica Community College District was held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Monday, May 9, 2005.

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

I. ORGANIZATIONAL FUNCTIONS

- A Call to Order
- B Roll Call

II. CLOSED SESSION (

- 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
- Board of Governors Meeting – Report by Trustee Margaret Quiñones

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

VIII. **CONSENT AGENDA**

Grants and Contracts

- #2 Acceptance of Grants and Budget Augmentation
- #3 Contracts and Consultants
 - A Contract for Health Educational Services
 - B Contracts for Workforce Development
 - C Continuing and Community Education
 - D Contracts for Celebrate America, 2005
 - E Consultant for Recruitment Services
 - F Consultant for Human Resources
 - G Consultant Services for Personnel Commission
 - H Consultant Services – Valuation Study of Retiree Health Benefits

Human Resources

- #4 Academic Personnel
- #5 Memorandum of Understanding – Military Leave
- #6 Classified Personnel/Establish/Abolish Positions
- #7 Classified Personnel – Regular
- #8 Classified Personnel – Limited Duration
- #9 Classified Personnel – Non Merit

Facilities and Fiscal

- #10 Facilities
 - A Change Order No. 6 – Renovation of West Building, SM Airport Campus
 - B Change Order No. 1 and No. 2 – New Music Complex and Performing Arts Center
 - C Correction – Additional Architectural Services, New Student Services Building
 - D Final Project Proposal – New Student Services/Administration Building
 - E Initial Project Proposal – Science Building Addition
 - F Five Year Construction Plan, 2007-2011
- #11 Budget Transfers
 - A Fund 01.0 – General Fund, Unrestricted
 - B Fund 01.3 – General Fund, Restricted
- #12 Budget Augmentations
 - A Extended Opportunity Programs and Services
- #13 Claims for Damages
- #14 Payment for Election Costs
- #15 Designation of District Representative to the SAWCX II JPA
- #16 Commercial Warrant Register
- #17 Payroll Warrant Register
- #18 Auxiliary Payments and Purchase Orders
- #19 Direct Payments
- #20 Purchasing
 - A Award of Purchase Orders

X. **CONSENT AGENDA – Pulled Items**

XI. **MAJOR ITEMS OF BUSINESS**

- #21 Superintendent/President Search
 - #21-A Formation of Search Committee
 - #21-B Appointment of Members to Search Committee
 - #21-C Charges to the Search Committee
- #22 Endorsement of the Santa Monica Sustainable City Plan
- #23 Classified Employees Week
- #24 Annual Authorization of Privileges for Student Trustee
- #25 Receipt of Personnel Commission Proposed 2005-2006 Budget
- #26 Joint Public Facilities Agreement - SMCCCD Commitment of Funds for Land Acquisition

XII. **BOARD POLICY**

- #27 Second Reading – Revision to Board Policy, Section 2220 Participatory Governance, Classified Senate

XIII. **INFORMATION**

- D Submittal of Grants
- E Report from Citizens' Bond Oversight Committee

XIV. **BOARD REPORTS AND COMMENTS**

- XV. **ADJOURNMENT:** 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) Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

BOARD OF TRUSTEES**REGULAR MEETING**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

May 9, 2005

I. ORGANIZATIONAL FUNCTIONSA. CALL TO ORDER – 5:30 p.m.B. ROLL CALL

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

II. CLOSED SESSION

- Collective Bargaining
pursuant to Government Code Section 54957.6

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS – 7 p.m.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) and April 18, 2005 (Special Meeting)

MOTION MADE BY: Herbert Roney

SECONDED BY: Rob Rader

STUDENT ADVISORY: Absent

AYES: 7

NOES: 0

BOARD OF TRUSTEES

SANTA MONICA COMMUNITY COLLEGE DISTRICT

REGULAR MEETING

April 4 2005

IV. PRESENTATIONS AND BOARD DISCUSSION

- Student Services/Administration Building
- Board of Governors Meeting – Report by Trustee Margaret Quiñones

V. SUPERINTENDENT'S REPORT

Interim Superintendent/President Dr. Thomas J. Donner and members of his staff gave updates on the following:

- **Enrollment:** SMC has made “great strides” in its aggressive push to recover this year the major enrollment losses of 2003-04 that resulted from budget cuts. Jeff Shimizu, Vice President of Academic Affairs, reported that the college fell short of full recovery to its 2002-03 enrollment level by only 550 full-time equivalent students. SMC’s aggressive recovery plan will continue in 2005-06 with such measures as early registration, stepped-up marketing and advertising, dynamic enrollment management in which classes are added or dropped based on student demand, increased online courses, a doubling of the high school dual enrollment class offerings, and the return of non-credit course offerings in ESL and Basic Skills.
- **Bundy Campus Master Plan Update:** Greg Brown, Director of Facilities Planning, reported that the college is continuing its work on developing a long-range master plan for the new Bundy Campus, also called the Santa Monica Airport Campus, which is scheduled to open July 5. Based on “visioning” workshops that the college has held among college employees and community groups, SMC, working with consultants, is fine-tuning its plan for future uses of the campus.
- **Exemplary Program Award:** The Board heard a report about the 2004-05 California Community Colleges’ Board of Governors “Exemplary Program Award” that was given to SMC’s Student Enhancement & Educational Research Project. The project, which is headed by counselor Esau Tovar and had previously won a national award, seeks to help students on academic probation.
- **Student Services/Administration Building:** The Board heard a presentation by Andrea.... (????), an architect with Santa Monica-based WWCOT, on the design of a new Student Services/Administration Building. The building, which is several years away from construction, is designed as a three-story modern structure with underground parking and would feature an atrium, “sustainable” design and more. The building would be a one-stop shop for all student services and would house Academic and Student Affairs administration and possibly the college president’s office.
- **Recognition of Student Trustee:** The Board recognized and thanked Student Trustee Dina Cervantes for her service at what was her last meeting. Her term officially expires June 1.

- **New Associated Students Board:** Student Trustee Dina Cervantes introduced members of the 2005-06 Associated Students Board of Directors, including Student Trustee-elect Belinda Phillips and A.S. President-elect Lillian Cavalieri. The new A.S. Board members begin their one-year terms July 1, except for the student trustee, who begins June 1.

VI. ACADEMIC SENATE REPORT

VII. CLASSIFIED SENATE REPORT

VIII. COMMUNICATIONS AND PUBLIC COMMENTS

William Scheduling
Zina Josephs
Jeronimo Saldana
Mark Abraham
Sadia Afolabi
Victor Castro
Lantz Simpson
Rebecca Curtis
Fran Chandler
Ken Mason
Marilyn Goodrich

Giovanni Vela
Jere Romano
Joyce Johnson
Lee Peterson
Gayle Sosa
Miguel Reyes
Phil Hendricks
Willis Barton
Peggy Shannon
Sasha Agard

BOARD OF TRUSTEES	ACTION
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 questions and
Returned to Consent Agenda: #2, #3-B, #3-G, #3-H, #4, #10-F, #14

Action on Consent Agenda

MOTION MADE BY: Margaret Quiñones
 SECONDED BY: Herbert Roney
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 9, 2005

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 2 **ACCEPTANCE OF GRANTS AND BUDGET**
AUGMENTATION

Requested Action: Approval/Ratification

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

BOARD OF TRUSTEES	ACTION
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** (continued)

Title of Grant: **Middle College High School (MCHS) Grant**
Granting Agency: California Community College Chancellor's Office
Award Amount: \$127,000
Matching Funds: \$127,731
Performance Period: July 1, 2004 – September 30, 2005
Summary: This is a renewal grant agreement to support Santa Monica College's Launchpad Program. This is the eighth year that SMC's Academy for Entertainment and Technology has offered this summer bridge program for at-risk high school students. The purpose of Launchpad is to promote academic success, high school completion, and enrollment in postsecondary education among students who are at-risk of not achieving their full academic potential. This program is successful because it engages students who have not succeeded in the traditional high school setting in non-traditional study that piques their interest and their imagination. The focus of this year's Launchpad Program is Interactive Design and Animation. The college will recruit 24 students to participate in each 6-week course.

Budget:	Restricted fund 01.3	
	Income	
	8000 State	\$127,000
	Expenditures	
	1000 Academic	50,784
	3000 Benefits	15,235
	4000 Supplies	54,567
	5000 Contract Services	1,710
	7000 Other outgo	4,704

BOARD OF TRUSTEES	ACTION
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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 9, 2005

CONSENT AGENDA: GRANTS AND CONTRACTS

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

3-B **CONTRACTS FOR WORKFORCE DEVELOPMENT**

Title of Contract: Computer Literacy and Job-Search Techniques Training
 Contracting Agency: New Directions, Inc.
 Requested Funding: \$22,530
 Matching Funding: N/A
 Performance Period: 2005-2006

Summary: New Directions, Inc., a long-term drug and alcohol treatment center that provides food, shelter and rehabilitation services to homeless veterans, will be contracting with the Office of Workforce and Economic Development to deliver Computer Literacy and Job Search training services. Workshops will be customized to meet the special needs of their homeless veteran population. They will learn the basics in operating the computer as well as how to become prepared for entering the workforce. Training activities will be conducted at the New Directions facilities located adjacent to the Los Angeles VA Hospital.

Budget:	Income	
	8000 State	\$22,530
	Expenditures	
	1000 Academic salaries	\$5,700
	2000 Classified salaries	285
	5000 Contract services	12,823
	6000 Equipment	2,145
	7000 Other outgo	1,577

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 9, 2005

CONSENT AGENDA: GRANTS AND CONTRACTS

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

3-B CONTRACTS FOR WORKFORCE DEVELOPMENT

Title of Contract:	Alcohol and Other Drug (AOD) Certification Training
Contracting Agency:	Workforce Investment Act (WIA) One-Stop Center System
Requested Funding:	\$22,700
Matching Funding:	N/A
Performance Period:	2004 - 2005

Summary: The HUB Cities Consortium, Marina del Rey, South Bay WIB, and the LA Urban League One-Stop Centers will be contracting with SMC's Office of Workforce and Economic Development to provide certification training to nine individuals. The training activities will prepare individuals to take the state's certification exam to become certified alcohol and other drug counselors.

This training program is an approved course under the California Eligible Training Provider List (ETPL). It is recognized throughout the WIA One-Stop center system as an option for training referrals.

Budget:	Income	
	8000 County	\$22,700
	Expenditures	
	5000 Contract Services	\$21,792
	7000 Other	908

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 9, 2005

CONSENT AGENDA: GRANTS AND CONTRACTS

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

3-B **CONTRACTS FOR WORKFORCE DEVELOPMENT**

Consultant:	Jim Symington
Funding Source	Job Development Incentive Fund
Amount of Contract:	\$20,000
Term of Contract:	May 1, 2005 – June 30, 2006
Funding Source:	Job Development Incentive Fund

Summary: The JDIF program focuses its services towards the allied health care field. According to SMC's contract with the state Chancellor's Office, a training workshop should result in state-recognized certifications. The educational service provided under this consultant contract will cover field-related topics that will lead to an Alcohol and Other Drug (AOD) Certification. This certification is recognized by the State of California.

As proctor for the educational service, Mr. Symington will oversee and coordinate the recruitment and training of two participant groups. Each group will have at least 15 participants. His services will prepare each student for the necessary state exam so they may become certified by the state of California.

Mr. Symington has successfully provided similar services in the past under the SMC JDIF program. He previously trained two groups of students resulting in 46 people successfully attaining a state-recognized certification.

BOARD OF TRUSTEES	ACTION
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.

BOARD OF TRUSTEES	ACTION
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

BOARD OF TRUSTEES	ACTION
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.

BOARD OF TRUSTEES	ACTION
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 (Title V)	05/23/05
Solomita, Lynn	Interim Vice-President, Human Resources 60 percent assignment	05/16/05-12/31/05

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.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 9, 2005

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 5

Requested Action: Approval/Ratification

MEMORANDUM OF UNDERSTANDING

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.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 9, 2005

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 6

Requested Action: Approval/Ratification

CLASSIFIED PERSONNEL

ESTABLISH/ABOLISH POSITIONS

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

ESTABLISH

EFFECTIVE DATE

Custodian/NS-I (1 position) Operations, 12 mos, 40 hrs	05/10/05
Events Technician (1 position) Events, 12 mos, 40 hrs	05/10/05
Sign Language Interpreter III (1 position) DSC, 11 mos, 40 hrs	05/10/05
EOPS Program Specialist (1 position) EOPS, 12 mos. 40 hrs.	05/10/05

ABOLISH

Sign Language Interpreter III (1 position/vacant) DSC, 11 mos, 30 hrs	05/10/05
EOPS Program Specialist (1 position) 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.

ELECTIONS

EFFECTIVE DATE

REEMPLOYMENT

Smith, Darryl	Custodian/NS-II, Operations	03/21/05
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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
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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
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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
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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
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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 06/15/05 - 06/30/05
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PERSONAL

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

39th MONTH MEDICAL REEMPLOYMENT

Heard, Alfredia	Switchboard Operator, Telecommunications	11/23/04
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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
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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.

BOARD OF TRUSTEES	ACTION
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
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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.

BOARD OF TRUSTEES	ACTION
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.

BOARD OF TRUSTEES	ACTION
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.

BOARD OF TRUSTEES	ACTION
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.

BOARD OF TRUSTEES	ACTION
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.

BOARD OF TRUSTEES	ACTION
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.

BOARD OF TRUSTEES	ACTION
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 st 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.

BOARD OF TRUSTEES	ACTION
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.

BOARD OF TRUSTEES	ACTION
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
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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
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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 \$1,081,225	Purchase Orders \$84,333
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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
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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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BOARD OF TRUSTEES	ACTION
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 discussed the consultant recommendations in consideration of the composition of the Search Committee.

Public Comments

Richard Tahvildaran-Jesswein

The Board of Trustees took the following actions to form a Search Committee to assist the Board in the process of selecting a Superintendent/President.

Trustees on Committee

It is recommended that the Board of Trustees form the Search Committee with no trustees participating on the Committee.

MOTION MADE BY: Margaret Quiñones
 SECONDED BY: Dina Cervantes
 STUDENT ADVISORY: Aye
 AYES: 5 (Ehrhart-Morrison, Greenstein, Quiñones, Rader, Roney)
 NOES: 2 (Aminoff, Currey)

Faculty

It is recommended that the Board of Trustees appoint three faculty members to serve on Search Committee.

MOTION MADE BY: Herbert Roney
 SECONDED BY: Margaret Quiñones
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

Classified Staff

It is recommended that the Board of Trustees appoint three classified staff members to serve on the Search Committee.

MOTION MADE BY: Herbert Roney
SECONDED BY: Margaret Quiñones
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

Students

It is recommended that the Board of Trustees appoint three students to serve on the Search Committee.

MOTION MADE BY: Herbert Roney
SECONDED BY: Margaret Quiñones
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

Community Members

It is recommended that three community members serve on the Search Committee.

MOTION MADE BY: Nancy Greenstein
SECONDED BY: Rob Rader

A friendly amendment made by Margaret Quiñones that four community members serve on the Search Committee was accepted by the makers of the motion.

STUDENT ADVISORY: Aye
AYES: 6 (Currey, Ehrhart-Morrison, Greenstein, Quiñones, Rader, Roney)
NOES: 1 (Aminoff)

It is recommended that two of the four community representatives be members of the Foundation/ Associates (1) and the General Advisory Board (1).

MOTION MADE BY: Margaret Quiñones
SECONDED BY: Herbert Roney

A friendly amendment made by Nancy Greenstein that one community representative be a member from Foundation/Associates and one be a community member-at-large was accepted by the makers of the motion.

STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

It is recommended that one community representative be a resident of the City of Santa Monica and one be a resident of the City of Malibu, both with ties to the college.

MOTION MADE BY: Dina Cervantes
SECONDED BY: Susan Aminoff

A friendly amendment made by Margaret Quiñones that one community representative be a resident of the City of Santa Monica and one be a resident of the City of Malibu (deleting the criteria “both with ties to the college”) was not accepted.

A substitute recommendation was made that one community representative be a resident of the City of Santa Monica and one be a resident of the City of Malibu.

MOTION MADE BY: Margaret Quiñones
SECONDED BY: Rob Rader
STUDENT ADVISORY: Aye
AYES: 6 (Aminoff, Ehrhart-Morrison, Greenstein, Quiñones, Rader, Roney)
NOES: 1 (Currey)

Community Members Serving on Search Committee per Board actions above

- One member from Foundation/Associates
- One resident of the City of Santa Monica
- One resident of the City of Malibu
- One community member-at-large

#21-A as amended

MOTION MADE BY: Margaret Quiñones
SECONDED BY: Herbert Roney
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 9, 2005

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 21-B

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

It is recommended that the Board of Trustees appoint the following faculty members to the Search Committee:

Lesley Kawaguchi
Richard Tahvildaran-Jesswein
Lantz Simpson

Comment: The Academic Senate and Faculty Association were asked to submit the names of three faculty members to serve on the Search Committee. The Board accepted the three names submitted.

MOTION MADE BY: Margaret Quiñones
SECONDED BY: Herbert Roney
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

It is recommended that the Board of Trustees appoint the following students to the Search Committee:

Mark Abraham
Sadia Afolabi
An additional student to be named

Comment: The Associated Students were asked to submit the names of two students to serve on the Search Committee. The Board added one more student; therefore the Board accepted the two names submitted and delegated the Associated Students to submit one more name that the Board would accept.

MOTION MADE BY: Rob Rader
SECONDED BY: Dina Cervantes
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

It is recommended that the Board of Trustees appoint the following managers to the Search Committee:

Teresita Rodriguez
Mona Martin
Jeffery Peterson

Comment: The Administration was asked to submit the names of two managers to serve on the Search Committee. The Board added one more manager and accepted the three names submitted by Interim Superintendent/President Tom Donner.

MOTION MADE BY: Margaret Quiñones
SECONDED BY: Herbert Roney
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

It is recommended that the Board of Trustees appoint the following classified staff members to the Search Committee:

Jim Serikawa
Leroy Lauer
Giovanni Vela

Comment: The Classified Senate and CSEA presidents were asked to submit the names of three classified staff members to serve on the Search Committee; however, they were not able to reach agreement on three names. Trustee Herb Roney recommended that CSEA President Giovanni Vela be added to the names being submitted. At the request of the Board, the Classified Senate President and CSEA President discussed and presented three names for consideration – LeRoy Lauer, Jim Serikawa and Miguel Reyes. The Board clarified that the CSEA President would be added to the three names presented.

MOTION MADE BY: Margaret Quiñones
SECONDED BY: Dorothy Ehrhart-Morrison
STUDENT ADVISORY: Abstain
AYES: 4 (Currey, Ehrhart-Morrison, Quiñones, Roney)
NOES: 1 (Rader)
ABSTAIN: 2 (Aminoff, Greenstein)

It is recommended that the Board of Trustees appoint Monika White as the community member representing the Foundation/Association.

MOTION MADE BY: Susan Aminoff
SECONDED BY: Nancy Greenstein
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

It is recommended that the Board of Trustees appoint Irma Vargas as the alternate community member representing the Foundation/Association.

MOTION MADE BY: Margaret Quiñones
SECONDED BY: Nancy Greenstein
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

It is recommended that the Board of Trustees appoint Sharon Barovsky as the community member representing the City of Malibu and Paul Leoni as the alternate.

MOTION MADE BY: Herbert Roney
SECONDED BY: Rob Rader
STUDENT ADVISORY: Absent
AYES: 7
NOES: 0

It is recommended that the Board of Trustees appoint Judy Abdo as the community member representing the City of Santa Monica and Matt Dinolfo as the community member-at-large.

MOTION MADE BY: Margaret Quiñones
SECONDED BY: Rob Rader
STUDENT ADVISORY: Abstain
AYES: 4 (Greenstein, Quiñones, Rader, Roney)
NOES: 3 (Aminoff, Currey, Ehrhart-Morrison)

It is recommended that the Board of Trustees appoint Clarence Chapman, Pierce Watson and Joe Weichman as the alternates for the resident of Santa Monica/member-at-large.

MOTION MADE BY: Rob Rader
SECONDED BY: Margaret Quiñones
STUDENT ADVISORY: Abstain
AYES: 7
NOES: 0

BOARD OF TRUSTEES	ACTION
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.

Public Comments

Richard Tahvildaran-Jesswein

MOTION MADE BY:	Herbert Roney
SECONDED BY:	Rob Rader
STUDENT ADVISORY:	Aye
AYES:	7
NOES:	0

BOARD OF TRUSTEES	ACTION
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: Margaret Quiñones
 SECONDED BY: Susan Aminoff
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

BOARD OF TRUSTEES	ACTION
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: Nancy Greenstein
 SECONDED BY: Susan Aminoff
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

BOARD OF TRUSTEES	ACTION
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 cast prior to the rest of the Board and 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: Dina Cervantes
 SECONDED BY: Margaret Quiñones

A substitute recommendation was made by Dina Cervantes and seconded by Herbert Roney as indicated in #2.

STUDENT ADVISORY” Aye
 AYES: 7
 NOES: 0

BOARD OF TRUSTEES	ACTION
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: Margaret Quiñones
 SECONDED BY: Herbert Roney
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

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

Category/Account #		Approved Budget FY 04-05	Propose d Budget FY 05- 06
Salaries			
2380	Personnel Commissioners	4,250	4,250
2110	Managers	106,572	101,496
2120	Staff	307,448	297,828
2323	Clerical - Hourly/Student Help	<u>0</u>	<u>0</u>
	Subtotal Salaries	418,270	403,574
	Commissioners Health Benefits &		
	Employee Benefits Est. @ 35%	<u>133,846</u>	<u>141,250</u>
	Total Salaries & Est. Benefits	552,116	544,825
Supplies & Periodicals			
4240	Periodicals	1,000	1,000
4410	Software	600	600
4550	Direct Supplies	4,750	4,750
4551	On-Campus Printing	<u>300</u>	<u>0</u>
	Total Supplies & Periodicals Expenses	6,650	6,350
Operating Expenses			
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	<u>1,500</u>	<u>1,500</u>
	Total Operating Expenses	129,400	79,400
Equipment			
6410	New Equipment	600	600
6520	Purchases/Leases	<u>6,450</u>	<u>8,050</u>
	Total Equipment Expenses	7,050	8,650
	Total Budget	695,216	639,225

BOARD OF TRUSTEES	ACTION
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: Margaret Quiñones
SECONDED BY: Dina Cervantes
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

BOARD OF TRUSTEES	ACTION
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: Margaret Quiñones
SECONDED BY: Dina Cervantes
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

BOARD OF TRUSTEES**INFORMATION**

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.

I. 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.

14th and Pico:

- The lot at 14th 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.

BOARD OF TRUSTEES SANTA MONICA COMMUNITY COLLEGE DISTRICT	ADJOURNMENT May 9, 2005
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ADJOURNMENT – 12:10 a.m.

The meeting was adjourned in memory of **Miguel Contreras**, and **Peter C. Foote**, 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.