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SANTA MONICA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

REGULAR MEETING  
MONDAY, NOVEMBER 10, 2003

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.

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

No action may be taken on items of business not appearing on the agenda

**Reference:** *Board Policy Section 1570*  
*Education Code Section 72121.5*  
*Government Code Sections 54954.2, 54954.3, 54957.9*

<b>BOARD OF TRUSTEES</b>	<b>REGULAR MEETING</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 10, 2003

# **A G E N D A**

A meeting of the Board of Trustees of the Santa Monica Community College District is scheduled be held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Monday, November 10, 2003.

*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).

	<u>Page No.</u>
<b>I. ORGANIZATIONAL FUNCTIONS</b>	
A Call to Order	1
B Roll Call	
<b>II. CLOSED SESSION (Scheduled for 5:30 p.m.)</b>	
• Collective Bargaining, pursuant to Government Code Section 54957.6	
• Pending Litigation, Ortega vs. SMCCD Case #BC284865 pursuant to Government Code Section 54956.9	
<b>III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS (Continued)</b>	
C Pledge of Allegiance	
#1 Approval of Minutes:	October 1, 2003 (Regular meeting) October 13, 2003 (Special meeting) November 3, 2003 (Special meeting)
<b>IV. SUPERINTENDENT'S REPORT</b>	
<b>V. ACADEMIC SENATE REPORT</b>	
<b>VI. CLASSIFIED SENATE REPORT</b>	
<b>VII. COMMUNICATIONS OR PUBLIC COMMENTS</b>	
<b>VIII. <u>CONSENT AGENDA</u></b>	
<i>All items considered in one motion unless pulled for discussion later in the meeting</i>	
<b><u>Planning and Development</u></b>	
#2 Acceptance of Grants	3
#3 Contracts and Consultants	
A Contracts for Services for Professional Development Institute For Early Childhood Educators (PDI)	5

**Academic and Student Affairs**

**Page No.**

#4	Contracts and Consultants	
	A Kinesiology/Dance	6
	B Community Services/Extension Seminars/Courses, Winter 2004	6
	C Community Services Facilities, Winter, 2004	6

**Human Resources**

#5	Contracts and Consultants	
	A Collective Bargaining Services	7
#6	Academic Personnel	7
#7	Classified Personnel – Regular	8
#8	Classified Personnel – Limited Duration	9
#9	Classified Personnel – Non Merit	10

**Business and Administration**

#10	Rejection of Late Claim for Damages	11
#11	KCRW Consultant	11
#12	Resolution for the Establishment of a 457(b) Deferred Compensation Plan	12
#13	Facilities	
	A Substitution of Subcontractors – Renovation of Library Village for Math Department	13
	B Amendment to Agreement for Architectural Services – Kinesiology/ Dance and Athletics Office Relocation	13
	C Amendment to Agreement for Architectural Services – 1410 Pico Boulevard Project	14
	D Agreement for Architectural Services – Renovation of West Building, Bundy Campus	14
	E Amendment to Agreement for Architectural Services – Main Stage Renovation Project	15
	F Award of Bid – Vehicle Security Controlled Access	15
	G Agreement for Services, Music Department Remodel Project	16
#14	Commercial Warrant Register	17
#15	Payroll Warrant Register	17
#16	Payments from Auxiliary Operations	17
#17	Direct Payments	17
#18	Purchasing	
	A Award of Purchase Orders	18
	B Declaration and Donation of Surplus Equipment	18
	C Award of Bid – Hazardous Waste Disposal	19

**IX. MAJOR ITEMS OF BUSINESS**

#19	Reappointment of Personnel Commissioner	20
-----	---	----

**X. BOARD REPORT AND COMMENTS**

XI. **INFORMATON ITEMS**

**Page No.**

D 2003-04 Quarterly Budget Report

21

E Board Policy: First Reading – Section 1000, Bylaws of the Board

24

XII. **ADJOURNMENT:** The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, December 1, 2003 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.

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

SANTA MONICA COMMUNITY COLLEGE DISTRICT

November 10, 2003

**I. ORGANIZATIONAL FUNCTIONS**A. CALL TO ORDER – 5:30 p.m.B. ROLL CALL

Herbert Roney, Chair  
Dr. Margaret Quiñones, Vice-Chair  
Carole Currey  
Dr. Dorothy Ehrhart-Morrison  
Dr. Nancy Greenstein  
Graham Pope  
Annette Shamey  
Melvon George, Student Trustee

**II. CLOSED SESSION**

- Collective Bargaining, pursuant to Government Code Section 54957.6
- Pending Litigation  
pursuant to Government Code Section 54956.9  
Ortega vs. SMCCD Case #BC284865

**III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS**C. PLEDGE OF ALLEGIANCE – Graham Pope**RECOMENDATION NO. 1****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:

October 1, 2003 (Regular Meeting)  
October 13, 2003 (Special Meeting)  
November 3, 2003 (Special Meeting)

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 10, 2003

**CONSENT AGENDA**

It is recommended that the Board of Trustees take the action requested on Consent Agenda Recommendations #2-#18.

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	November 10, 2003

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 2 ACCEPTANCE OF GRANTS

*Requested Action: Acceptance*

**Title of Grant:** William F. Goodling Even Start Family Literacy Program:  
Grant Augmentation

**Granting Agency:** California Department of Education

**Requested Funding:** \$10,500 (augments original budget for a total grant of \$310,500)

**Matching Funds:** N/A

**Performance Period:** July 1, 2003 – June 30, 2004

**Summary:** The original Even Start grant was accepted by the Board of Trustees on August 4, 2003. The Even Start literacy program seeks to improve the educational opportunities and literacy needs of low-income families living in Santa Monica's pockets of poverty that are served by SMC, SMMUSD, and several community based organizations (CBOs) including the Santa Monica Preschool Collaborative, City of Santa Monica Children's Services, Easter Seals, WISE America Reads, and Connections for Children.

**Budget:**

Income	
8000	\$10,500
Expenditures	
5000 Other contract services	\$10,500



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 10, 2003

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 2 ACCEPTANCE OF GRANTS (continued)

**Title of Grant:** Child Care Access Means Parents in School

**Granting Agency:** US Department of Education

**Requested Funding:** \$57,651

**Matching Funds:** N/A

**Performance Period:** October 1, 2003 – September 30, 2004

**Summary:** First year funding amount is based on 1% of SMC's 2000-01 Federal Pell Grant disbursements (\$5,765,115). Funds will be used to provide child care vouchers to low income students who are eligible for Pell grants.

**Budget:**

Income	
8000	\$57,651
Expenditures	
1000 Academic Salaries	\$1,690
3000 Benefits	507
5000 Other contract services	19,113
7000 Other Outgo	31,571

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 10, 2003

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 3                      CONTRACTS AND CONSULTANTS

*Requested Action: Approval*

3-A      CONTRACTS FOR SERVICES FOR PROFESSIONAL DEVELOPMENT  
          INSTITUTE FOR EARLY CHILDHOOD EDUCATORS (PDI)

- 1) Agreements with Early Education and Care Centers and Homes  
The Professional Development Institute for Early Childhood Educators in accordance with its contract will work with all Santa Monica early education and care centers and all ECE homes to provide:

- a. Professional growth opportunities;
- b. Substitutes for participating PDI mentors and protégés; and
- c. On-site workshops.

Comment: The compensation per each center will not exceed \$1,000 for substitutes, \$500 per participant to attend classes and conferences, and \$1,000 per on-site workshops. The centers/homes will enter into individual contracts and will invoice PDI with appropriate documentation of all expenses incurred. These services and funds will be available to participating ECE centers and homes through August 31, 2004. The list of centers and homes is on file in the Office of Planning and Development.

- 2) Agreement with UCLA for Evaluation Services  
UCLA has agreed to develop an evaluation plan for the Professional Development Institute for Early Childhood Educators in the amount of \$25,360 and carry it through in accordance with the requirements of the grant. PDI is required to enlist the services of professional evaluators to achieve the desired outcomes specified in the grant by evaluating the program at various intervals, using diverse evaluation procedures.

Comment: The evaluations will be conducted funds during the period September 1, 2003 through August 31, 2004.

- 3) Consultant for Computer Services

Mr. Gerry Clark will provide services to PDI as a computer consultant in the amount of \$35 per hour. He will be installing computers, loading software and assisting ten ECE sites in Santa Monica where necessary until the computers are up and running.

Comment: The Board previously approved a recommendation for the purchase and distribution of the ten computers to ten ECE Centers in Santa Monica (one computer per center). These services will be completed by August 31, 2004.

Funding Source:            Proposition 10 Funding (First5, LA)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 10, 2003

**CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS**

**RECOMMENDATION NO. 4**

**CONTRACTS AND CONSULTANTS**

*Requested Action: Approval*

**4-A KINESIOLOGY/DANCE**

Agreement with Bodies in Motion, 2730 Santa Monica Blvd., Santa Monica for the rental of space and equipment, at a cost of \$60 per student, to conduct classes in "Boxing for Fitness" from January 2004 through June 2004.

Funding Source: No cost to the District  
(costs completely covered by student fees)

Comment: Education Code section 26395 authorizes districts to impose a fee on participating students for the additional expenses incurred when physical education courses are required to use non-district facilities. At the present time, the district does not have the equipment necessary for these particular classes. Appropriate protective gear will be required for students in this class.

**4-B COMMUNITY SERVICES/EXTENSION SEMINARS/COURSES, WINTER 2004**

Seminars/courses for Santa Monica College Community Services and Extension for Winter 2004.

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

Comment: The list of Community Service seminars and courses is on file in the office of Community Services.

**4-C COMMUNITY SERVICES FACILITIES, WINTER 2004**

Facilities for off-campus Community Services classes for Winter 2004. Payment per class session is authorized as stated on the list.

Funding Source: 2003-2004 Budget/Community Services

Comment: The list of facilities is on file in the offices of Academic Affairs and Community Services.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 10, 2003

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 5 CONTRACTS AND CONSULTANTS**

*Requested Action: Approval/Ratification*

**5-A COLLECTIVE BARGAINING SERVICES**

Consultant contract with Ken Cloke to provide services related to classified collective bargaining from October 15, 2003 to June 30, 2004 for a fee of \$2,000 per day plus expenses for fee not to exceed \$20,000.

Funding Source: 2003-04 Budget/Human Resources

**RECOMMENDATION NO. 6 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**

Ryan, Joe Project Manager, Even Start  
 Comment: Categorically funded through Even Start grant

11/03/03 - 06/30/04

**ADJUNCT**

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

**SEPARATIONS**

**RESIGNATION**

Beitel, Patricia K., Instructor, Heath Sciences

12/16/03

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 10, 2003

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

PROBATIONARY

Black, Russell, Financial Aid Customer Svc. Clerk, Financial Aid	10/16/03
Dammer, Carolyn, Financial Aid Technician, Financial Aid	10/01/03
Samargis, John, Financial Aid Clerk, Financial Aid	10/16/03

PERMANENT EMPLOYEE WITH LIMITED TERM SUMMER ASSIGNMENT

Blumkin, Stuart, Swim Inst./Lifeguard, KDR	08/25/03 - 08/31/03
Fuqua, Lynne, Instructional Asst.-LD, Disabled Student Ctr.	08/25/03 - 08/31/03
Gantvoort, Leif, Stage Constr. Tech., Theatre Arts/Dance	08/25/03 - 08/31/03
Gonzales, Lori, Interpreter/Hearing Impaired, Disabled Student Ctr.	08/25/03 - 08/31/03
Morris, Audrey, Tutoring Coordinator-LD, Disabled Student Ctr.	08/25/03 - 08/31/03

CHANGE IN WORKSHIFT/TEMPORARY

Sealana, Aurora	09/03/03 - 06/30/04
Fr: Library Asst. II, Library, 11 mos., 40 hrs	
To: Library Asst. II/NS-I, Library, 11 mos., 40 hrs	

EDUCATIONAL PAY DIFFERENTIAL

Drinot, Luz-Maria, Department Secretary II, Latino Center	+1.5%
Johnson, Joyce, Department Secretary II, Human Resources	+1.5%
Nasr, Waleed, Multimedia Specialist, Instructional Computing	+1.5%
Reyblat, Leon, Personnel Technician, Personnel Commission	+1.5%
Vela, Giovanni, Telecommunication Tech I, Telecommunications	+.75%
Yen, Charlie, Director of Events & Contr. Services., Campus Events	+1.5%

SEPARATIONS

RESIGNATION

Arenales, Alfredo, Parking Security Officer, Campus Police	08/01/03
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RETIREMENT

Johnson, Ross, Carpenter, Maintenance	10/17/03
Muller, Lee E., Educational Computer Spec., Instructional Computing	10/16/03

RETIREMENT/EARLY RETIREMENT INCENTIVE PROGRAM

(Pursuant to the MOU between the District and CSEA)	
Bishop, Phil, Printing Coordinator, Media/Graphics Center	10/17/03
Samargis, John, Financial Aid Clerk, Financial Aid	10/31/03

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

BOARD OF TRUSTEES	<b>ACTION</b>
Santa Monica Community College District	November 10, 2003

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.

<u>ELECTIONS</u>	<u>EFFECTIVE DATE</u>
<u>PROVISIONAL</u>	
Mosher, Judith, Instructional Assistant-Mathematics, Math	10/07/03 - 11/07/03
Soofer, Tova, Counseling Aide, EOP's	08/25/03 - 12/16/03
Starr, Ellen, Art Gallery Installer, Art	08/25/03 - 12/22/03
Willis, David, Art Gallery Installer, Art	08/25/03 - 12/22/03
<u>LIMITED TERM</u>	
Abdulhamid, Ferid Y., Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/10/04
Ahmed, Mawerdy, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/02/04
Awosika, Kikelola, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 02/27/04
Baker, Stephen, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/17/04
Barr, Laura, Accounting Specialist II, Bookstore	01/05/04 - 03/19/04
Baskin, Patricia, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 02/27/04
Berghkoff, Aaron, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 02/05/04
Cadena, Allison, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 02/27/04
Carreon, Guillermo, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/15/04
Casillas, Josh, Registration Information Clerk, A & R	07/21/03 - 12/31/03
Cason, Tracy, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 02/26/04
Dacosta, Richard, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 01/26/04
Damtew, Meron, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/10/04
Daniel, Bethel, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/12/04
De Leon, Aroldo, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 02/23/04
Devine, Robert, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/15/04
Duvarado, Jan, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 04/28/04
Enaiho, Patricia, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/29/04
Frias, Laura, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/19/04
Friha, Muhammed, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 04/16/04
Garcia, Lucy, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 02/09/04
Gebremichael, Hermela, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/18/04
Getachew, Bistrate, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 04/15/04
Gire, Richard, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/19/04
Grau, Donald, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/02/04
Harge, Ronyee, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/18/04
Hassan, Fauzia, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 02/27/04
Hermawan, Miguel, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 02/18/04

**LIMITED TERM** (continued)

Johnson, Andre, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 01/27/04
Jones, Frances, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/08/04
Kahn, Clarice, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/04/04
Lemes, Blanche, Instructional Assistant ESL, ESL	09/09/03 - 03/15/03
Libman, Leonid, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 02/19/04
Lopez, Jose Carlos, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/26/04
Lopez, Waleska, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/19/04
Manhertz, Yvonne, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/30/04
Matthews, Alexandre, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/11/04
McIntosh, Bryan, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 01/29/04
Mehary, Mehret, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/02/04
Moges, Aster, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/05/04
Panghongkeon, Artee, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 01/30/04
Perkins, Paul, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/12/04
Sazonova, Yelena, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/18/04
Sloane, William K. Bookstore Clerk/Cashier, Bookstore	01/05/04 - 02/23/04
Smith, Ryan L., Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/16/04
Thielking, Alan D., Bookstore Clerk/Cashier, Bookstore	01/05/04 - 02/25/04
Washington, Mianca, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/01/04
Weldemichael, Belanesh, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 02/25/04
Young, Mary Ellen, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/10/04

**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**

CalWORKS Student Assistant \$7.00/hr	2
College Student Assistant \$7.00/hr	53
College Work-Study Student Assistant \$7.00/hr	60

**SPECIAL SERVICES**

Art Model \$14.00/hr	10
Community Services Specialist I \$27.40/hr	62
Community Services Specialist II \$38.00/hr	22

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	November 10, 2003

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**

**RECOMMENDATION NO. 10**

**REJECTION OF LATE CLAIM FOR DAMAGES**

*Requested Action: Approval*

Reject the application to present a late claim filed on October 9, 2003 by Daniel Nelson for his client Doris Figueroa.

Comment: The claimant alleges that on October 16, 2002, her classroom chair collapsed causing injury to her knee and wrist. Tort claims must be filed in a timely manner in accordance with the Government Code. The applicant failed to prove sufficient reason for filing a late claim.

**RECOMMENDATION NO. 11**

**KCRW CONSULTANT**

*Requested Action: Approval*

Agreement with the following KCRW consultant for the period ending June 30, 2004

Celia Hirschman dba Downtown Marketing: Commentary on the music industry for "On the Beat." Payable at \$100 per program for a total not to exceed \$5,200.

Funding Source: KCRW Donations and California Arts Council Grant

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



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 10, 2003

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**

**RECOMMENDATION NO. 12**                      **RESOLUTION FOR THE ESTABLISHMENT OF A 457(b) DEFERRED COMPENSATION PLAN**

*Requested Action: Approval*

**WHEREAS**, the Santa Monica Community College District desires to establish additional deferred compensation plans for the benefit of its employees in compliance with State and Federal laws; and

**WHEREAS**, TIAA-CREF is a non-profit financial services organization serving educators, college professors, and researchers in the California Educational systems and has established a 457(b) Program which may be adopted by School and Community College Districts; and

**WHEREAS**, the Santa Monica Community College District believes that the TIAA-CREF 457 Deferred Compensation Plan and the investment options available thereunder will provide valuable benefits to its employees;

**NOW, THEREFORE, BE IT RESOLVED** that the Santa Monica Community College District Board of Trustees adopts the TIAA-CREF 457 Program for the benefit of its employees and authorizes and directs the Superintendent or designee to execute agreements on behalf of the Santa Monica Community College District and to provide such information and cooperation as may be needed on an ongoing basis in the administration of the 457 Plan. A copy of this agreement and any attachments thereto shall be on file in the Business Office of the Santa Monica Community College District.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 10, 2003

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**

**RECOMMENDATION NO. 13 FACILITIES**

*Requested Action: Approval*

**13-A SUBSTITUTION OF SUBCONTRACTORS - RENOVATION OF LIBRARY VILLAGE FOR MATH DEPARTMENT**

NOVUS CONSTRUCTION, General Contractor on the Renovation of Library Village for Math Department project requests the following subcontractor substitutions:

Drywall and rough carpentry: From listed subcontractor Pacific Interiors to reNew Builders Corporation

Demolition Services: From listed subcontractor Pacific Interiors to Arrow Concrete Cutting

Comment: Pacific Interiors refused to enter into a contract with General Contractor Novus Construction.

**13-B AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES - KINESIOLOGY/DANCE AND ATHLETICS OFFICE RELOCATION**

Amend the agreement with CALDWELL ARCHITECTS, INC. for additional architectural services related to the Kinesiology/Dance and Athletics Office Relocation project. Additional fee not to exceed \$2,700 plus reimbursable expense.

Funding Source: Measure U

Comment: These additional services provide for Division of the State Architect (DSA) requested redesign of shear wall reinforcing and for Owner requested replacement of a lighted trophy case that is being lost due to demolition.

**BOARD OF TRUSTEES**

Santa Monica Community College District

**ACTION**

November 10, 2003

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION****RECOMMENDATION NO. 13      FACILITIES (continued)****13-C AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – 1410 PICO BOULEVARD PROJECT**

Amend the agreement with AHT ARCHITECTS, INC. for additional architectural services related to the 1410 Pico Boulevard project. Additional fee not to exceed \$18,000 plus reimbursable expenses.

Funding Source:      Measure U

Comment:      These additional services provide for closing of previous owner requested changes and putting the project on hold until the District can incorporate any changes resulting from discussions with the City of Santa Monica and the community regarding the planning and the EIR.

**13-D AGREEMENT FOR ARCHITECTURAL SERVICES - RENOVATION OF WEST BUILDING, BUNDY CAMPUS**

Agreement with TBP/ARCHITECTURE for architectural services associated with the Renovation of West Building, Bundy Campus project for Basic Services at an amount not to exceed \$700,000 plus expanded service to include existing condition plans, demolition package, direct administration under Base Closure Act, and consultants for cost estimating, communication and acoustics for a fee not to exceed \$220,000 plus reimbursable expenses for this project.

Funding Source:      Measure U

Comment:      This agreement provides for the renovation of the West Building at the Bundy Campus under the Base Closure Act to accommodate the relocation of specific SMC programs and functions that are being displaced by upcoming project construction. The Base Closure Act provides a method of fast tracking construction for remodeling projects with additional oversight. It is not restricted to military facilities and includes buildings construction under the 1976 or more recent building codes.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 10, 2003

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**

**RECOMMENDATION NO. 13 FACILITIES (continued)**

**13-E AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES - MAIN STAGE RENOVATION PROJECT**

Amend agreement with LEO A. DALY for additional architectural services associated with the Main Stage Renovation project for an amount not to exceed \$9,920, plus reimbursable expense.

Funding Source: Measure U

Comment: This amendment provides for additional research and design services associated with the development of the rain water runoff and drainage system to serve the new Renovated Main Stage building and site, and that will provide the capacity to also serve the drainage needs of the adjacent Amphitheater and Bookstore buildings and other East campus surface areas that have their storm drainage pass through the existing Main Stage site on way to the city storm water collection system.

**13-F AWARD OF BID – VEHICLE SECURITY CONTROLLED ACCESS**

Award of bid for the Vehicle Security Controlled Access project to the lowest responsive bidder:

<u>Bidder</u>	<u>Bid Amount</u>
G. B. Cooke	\$165,000
Novus Construction	265,000

Funding Source: Measure U

Comment: This project provides for the installation of security bollards at the Pearl Street entry to the campus main pedestrian thoroughfare located east of the Library building. These security bollards are being placed to facilitate vehicle access control and pedestrian safety. Measure U designated this construction of campus perimeter enhancements and the campus north-south pedestrian walkway.

**BOARD OF TRUSTEES**

Santa Monica Community College District

**ACTION**

November 10, 2003

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION****RECOMMENDATION NO. 13 FACILITIES** (continued)**13-G AGREEMENT FOR SERVICES, MUSIC DEPARTMENT REMODEL PROJECT**

Agreement with SOUND IMAGE, INC. for consultant services associated with the Music Department Remodel Project for an amount not to exceed \$13,500, plus reimbursable expense.

Funding Source: Measure U

Comment: This agreement provides for audio, presentation video and control systems consultation, design and engineering services associated with the Music Department Remodel project which will replace the Music Building on the main campus which will be demolished to make way for the new student services center designated under Measure U.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	November 10, 2003

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**

**RECOMMENDATION NO. 14 COMMERCIAL WARRANT REGISTER**

September 1 – September 30, 2003	759 - 799	\$5,753,830.74
October 1 – October 31, 2003	801 - 845	\$8,242,520.26

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

**RECOMMENDATION NO. 15 PAYROLL WARRANT REGISTER**

September 1 – September 30, 2003	C1B – C2C	\$1,138,097.22
October 1 – October 31, 2003	C1C – C2D	\$1,394,420.32

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

**RECOMMENDATION NO. 16 AUXILIARY PAYMENTS AND PURCHASE ORDERS**

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 in the Bookstore fund, Trust fund and other Auxiliary funds.

	<u>Payments</u>	<u>Purchase Orders</u>
September 1 – September 30, 2003	\$1,339,082	\$25,071
October 1 – October 31, 2003	\$1,579,745	\$34,427

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

**RECOMMENDATION NO. 17 DIRECT PAYMENTS**

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

September 1 – October 31, 2003	D000021 – 000438	\$2,097,860.54
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<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 10, 2003

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**

**RECOMMENDATION NO. 18 PURCHASING**

*Recommended Action: Approval*

**18-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

September 20 – October 24, 2003 \$1,402,949.79

**18-B DECLARATION AND DONATION OF SURPLUS EQUIPMENT**

Declare as surplus the following computer equipment and authorize the District to donate the equipment to the designated organizations:

10 Dell Pentium I or II computers to the Power Christian Center in Carson, California to be used in their adult and teen resource learning center.

15 Hewlett Packard or Dell Pentium I or II computers to the Venice Boys & Girls Club to be used to teach children how to use computers.

Comment: Information on the surplus equipment is made available to various agencies and schools. Local school districts have indicated that they are not interested in this computer equipment.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 10, 2003

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**

**RECOMMENDATION NO. 18**      **PURCHASING** (continued)  
*Recommended Action: Approval*

**18-C AWARD OF BIDS**

**1. Hazardous Waste Disposal**

Award a five-year not-to-exceed contract in the amount of \$60,000 per year for Hazardous Waste Disposal to POLLUTION CONTROL INDUSTRIES based on rates and unit prices for services used by the District. The initial contract period shall be November 1, 2003 through June 30, 2004 with four one-year options through June 30, 2008.

Funding Source:      Risk Management Budget

Comment:      The District is required to be in compliance with federal, state and local regulations for the storage and removal of hazardous waste. Bids were solicited through advertising and a general mailing. From the bids submitted the low-bid recommendation is based on an evaluation of rates and unit prices.

**2. Printing of Academic Schedules**

Award of bid for printing of academic schedules for Spring, Summer and Fall 2004 to the lowest responsive bidder:

<u>Bidder</u>	<u>Bid Amount</u>
Southwest Offset Printing Co., Inc.	\$112,411
Valley Business Printers, Inc.	\$114,320

Funding Source:      Marketing Budget

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



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 10, 2003

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 19**      **REAPPOINTMENT OF PERSONNEL COMMISSIONER**

It is recommended that the Board of Trustees reappoint Joseph Metoyer to the SMC Personnel Commission for a three-year term that commences December 1, 2003 and expires November 30, 2006.

Comment: The process of filling a position on the Personnel Commission requires that one member be appointed by Board of Trustees; one member be appointed by the classified employees of the District; and the third member be appointed by those two members. The last appointment was made on October 18, 2002, when the classified employees selected Ms. Karen Bancroft as their appointment to the Personnel Commission. The vacancy now created by the expiration of Dr. Metoyer's term creates the opportunity for the District to make its appointment to the Personnel Commission.

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

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	November 10, 2003

**INFORMATION ITEM D**

**2002-2003 QUARTERLY BUDGET REPORT**

Quarterly 311Q General Fund Budget report for the quarter ended June 30, 2003

Comment: The financial statements for 2002-2003 were included for review when the 2003-2004 Adopted Budget was approved by the Board on September 15, 2003. However, this 311Q report for June 30, 2003 was omitted. This item corrects that omission and meets the requirement that the 311Q be presented to the Board of Trustees when filed with the Chancellor's Office.

**CALIFORNIA COMMUNITY COLLEGES**  
**CHANCELLOR'S OFFICE**

**Fiscal Year 2002-2003**  
**District:(780)SANTA MONICA Quarter Ended: (Q4) June 30, 2003**  
**Certified Date:05-Nov-03 08:12 AM**

**I. Historical and Current Perspectives of General Fund (Unrestricted and Restricted):**

<u>Annual</u>	As of June 30 for fiscal year (FY) specified.			
	FY99-00	FY00-01	FY01-02	FY02-03
<b>General Fund Revenues</b> (Objects 8100, 8600, and 8800)	99,223,907	115,768,649	117,591,098	120,037,531
<b>Other Financing Sources</b> (Objects 8900)	102,015	323,963	1,019,335	269,125
<b>General Fund Expenditures</b> (Objects 1000-6000)	96,886,910	111,934,300	122,038,663	119,801,619
<b>Other Outgo</b> (Objects 7100, 7300, 7400, 7500, and 7600)	958,086	1,383,093	2,204,342	1,152,881
<b>Reserve for contingency</b> <b>Unrestricted</b>	0	0	0	0
<b>Reserve for contingency</b> <b>Total</b>	0	0	0	0
<b>General Fund Ending Balance</b> <b>Unrestricted</b>	4,129,295	5,821,609	1,210,760	1,862,057
<b>General Fund Ending Balance</b> <b>Total</b>	5,670,038	7,047,790	1,415,218	1,862,057
<b>Prior-Year Adjustments</b>	-309,602	-1,397,467	0	1,094,683
<b>Attendance FTES</b>	19,786	20,083	21,814	22,729
<u>Quarter</u>	For the same quarter to each fiscal year (FY) specified			
	FY99-00	FY00-01	FY01-02	FY02-03
<b>General Fund Cash Balance</b> (Excluding investments)	5,475,884	17,158,622	4,725,606	9,424,737

**II. General Fund (Unrestricted and Restricted) Year-To-Date Revenues and Expenditures:**

	Total Budget (Annual)	Actual (Year-to-Date)	Percentage %
<b>General Fund Revenues</b> (Objects 8100, 8600, and 8000)	122,935,075	120,037,531	97.64
<b>Other Financing Source</b> (Objects 8900)	300,804	269,125	89.47
<b>General Fund Expenditures</b> (Objects 1000-6000)	121,486,340	119,801,619	98.61
<b>Other Outgo</b> (Objects 7100, 7300, 7400, 7500, and 7600)	1,386,604	1,152,881	83.14

**III. Has the district settled any employee contracts during this quarter?** Yes  No  If yes, complete the following: (If multi-year settlement, provide information for all years covered)

**Salaries**

Contract Period Settled (Specify)	Management		Academic(Certificated)		Classified	
	Total Salary	Cost-Increase %*	Total Salary	Cost-Increase %*	Total Salary	Cost-Increase %*
Year 1	0		0		0	
Year 2	0		0		0	
Year 3	0		0		0	

\* As specified in collective bargaining agreement.

**Benefits**

Contract Period Settled	Management Total	Academic Total	Classified Total
Year 1	0	0	0
Year 2	0	0	0
Year 3	0	0	0

Include a statement regarding the source of revenues to pay salary and benefit increases, e.g., from the district's reserves, from cost-of-living, etc.

IV. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit citations or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.) Yes  No   
If yes, list events and their financial ramifications. (Include additional pages of explanation if needed.)

V. Does the district have significant fiscal problems that must be addressed this year? Yes  No   
Next year? Yes  No  If yes, what are the problems and what actions will be taken?  
(Include additional pages of explanation if needed.)

THE GOVERNOR DECIDED TO SEVERELY CUT COMMUNITY COLLEGE BUDGETS MID-YEAR. EXPENDITURES FOR WINTER AND SPRING HAVE BEEN CUT. FOR NEXT YEAR, THE GOVERNOR'S BUDGET SUBSTANTIALLY REDUCES FUNDING AND PROJECTED EXPENDITURES, FOR 2003/04, WILL HAVE MAJOR INCREASES DUE TO SALARY SCHEDULE DECOMPRESSIONS, HEALTH AND WELFARE INCREASES AND PERS INCREASES. THESE WILL REQUIRE SEVERE CUT BACKS ON BEHALF OF THE COLLEGE.

**CERTIFICATION**

To the best of my knowledge, the data contained in this report are correct.

To the best of my knowledge, the data contained in this report are correct. I further certify that this report was/will be presented at the governing board meeting specified below, afforded the opportunity to be discussed and entered into the minutes of meeting.

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District Chief Business Officer	Date	District Superintendent	Date
Quarter Ended: (Q4) June 30, 2003		Governing Board Meeting Date	___/___/___

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**INFORMATION ITEM E****BOARD POLICY  
FIRST READING –SECTION 1000,  
BYLAWS OF THE BOARD**

Revised policies in Section 1000, Bylaws of the Board, are presented to the Board of Trustees for a first reading (review). The policies will be presented for a second reading and approval on December 1, 2003.

Following is a brief explanation of the revisions and/or corrections to each section:

- BP 1120, Election  
BP 1130, Term  
BP 1170, Officers and Auxiliary Personnel  
*Revised to reflect that organizational meeting takes place following certification of election by County of Los Angeles*
- BP 1215, Awarding of Honorary Degrees  
*New*
- BP 1230, Code of Ethics  
*Added statements regarding political activities and personal use of public resources  
(per CCLC policies)*
- BP 1264, Citizens' Bond Oversight Committee  
*New (per CCLC policies)*
- BP 1265, Superintendent/President Succession  
*New (per CCLC policies)*
- BP 1266, Selection of Superintendent/President  
*New (per CCLC policies)*
- BP 1270, Board Self-Evaluation, and BP 1280, Evaluation of Superintendent  
*Deleted reference to specific day/month for evaluation*
- BP 1400, Student Trustee Qualifications  
*Revisions suggested by CCLC upon further legal review clarify eligibility standards for student trustees and other student officers. The standards for these students to hold office may not be more than five semester units or a grade point average higher than the minimum required for any student to remain in college.*
- BP 1511, Regular Meetings  
*Added language suggested by CCLC including statement about accessibility to persons with disabilities*

- BP 1512, Special and Emergency Meetings  
*Added provisions for emergency meetings*
- BP 15200, Quorum and Voting  
*Included voting requirements for specific types of agenda items (per CCLC policies)*
- BP 1550, Construction of Agenda for Board of Trustees Meetings  
*Added clarification*
- BP 1560, Distribution and Posting of Agenda  
BP 1580, Minutes of the Board of Trustees Meetings  
*Added statement about documents be provided in alternative formats to be accessible to persons with disabilities*
- BP 1570, Public Participation- Addressing the Board of Trustees  
*Added clarification for addressing Board at regular meetings and special meetings*
- Moved Section 1600, Participatory Governance to Section 2000 (General District)

<b>BOARD OF TRUSTEES</b> Santa Monica Community College District	<b>ADJOURNMENT</b> November 10, 2003
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**ADJOURNMENT**

The meeting will be adjourned in memory of **Fumiko Black**, mother of Russ Black; **Edward B. “Burt” DeGroot, Jr.**, who was a teacher, counselor, coach and dean at Santa Monica College from 1960 to 1972; **Richard Dodge**, author and former professor of English at Santa Monica College; and **Iva Watson**, wife of Pierce Watson, who is a member of the General Advisory Board and the Citizens’ Bond Oversight Committee.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Monday, December 1, 2003 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.

This will be the annual organizational meeting of the Board of Trustees and will include the following organizational functions:

- Election of Officers
- Seating of the Board of Trustees
- Election of Trustee Liaisons
- Authorized Signature Resolutions
- Approval of Calendar of Meetings, 2004