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**SANTA MONICA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**REGULAR MEETING  
WEDNESDAY, OCTOBER 1, 2003**

**Santa Monica College  
1900 Pico Boulevard  
Santa Monica, California**

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

**7:15 p.m. - 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/>*



<b>BOARD OF TRUSTEES</b>	<b>REGULAR MEETING</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 1, 2003

# **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 Wednesday, October 1, 2003.

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:           September 2, 2003 (regular meeting)  
  September 15, 2003 (special meeting)

**IV. SUPERINTENDENT'S REPORT**

**V. ACADEMIC SENATE REPORT**

**VI. CLASSIFIED SENATE REPORT**

**VII. COMMUNICATIONS OR PUBLIC COMMENTS**

**VIII. CONSENT AGENDA**

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

**Planning and Development**

- #2 Acceptance of Grants
- #3 Contracts and Consultants

**Academic and Student Affairs**

- #4 Contracts and Consultants
  - A Work Study Contract (Amendment)

## **Human Resources**

- #5 Contracts and Consultants
  - A Collective Bargaining Services
  - B Administrative Hearing
- #6 Classified Personnel – Regular
- #7 Classified Personnel – Limited Duration
- #8 Classified Personnel – Non Merit

## **Business and Administration**

- #9 KCRW Consultant Agreements
- #10 Chancellor's Office Tax Offset Program
- #11 Authorization of Payment
- #12 Facilities
  - A Change Order No. 11, Library Expansion and Remodel
  - B Additional Architectural Services, Library Village Renovation for Math Department Project
  - C Award of Bid – Main Stage Demolition
  - D Agreement for Services – Bundy Campus Site Improvements
  - E Agreement for Audio/Visual Design Services, Main Stage
  - F Amendment to Agreement for Architectural Services, Emeritus Project
- #13 Commercial Warrant Register
- #14 Payroll Warrant Register
- #15 Payments from Auxiliary Operations
- #16 Direct Payments
- #17 Purchasing
  - A Award of Purchase Orders
  - B Award of Contract for Coin Operated Copies and Printer Servers

## **IX. MAJOR ITEMS OF BUSINESS**

- #18 Discussion Item: Trustee Vacancy – Selection Criteria for Screening Applications

## **X. BOARD REPORT AND COMMENTS**

## **XI. INFORMATON ITEMS**

- XII. ADJOURNMENT:** There will be a special meeting of the Board of Trustees on Monday, October 13, 2003 at 7 p.m. (5:30 p.m. if there is a closed session) in Business Building Room 111 at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

There will be a special meeting of the Board of Trustees on Monday, November 3, 2003 at 6 p.m. in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Monday, November 10, 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.

<b>BOARD OF TRUSTEES</b>	<b>REGULAR MEETING</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 1, 2003

**I. ORGANIZATIONAL FUNCTIONS**

- A. CALL TO ORDER – 5:30 p.m.
- B. ROLL CALL

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

**II. CLOSED SESSION**

- Collective Bargaining, pursuant to Government Code Section 54957.6

**III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS** – 7:25 p.m.

- C. PLEDGE OF ALLEGIANCE – Tony Prestby

**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:

September 2, 2003 (Regular Meeting)

MOTION MADE BY: Carole Currey  
 SECONDED BY: Annette Shamey  
 STUDENT ADVISORY: Aye  
 AYES: 6  
 NOES: 0

September 15, 2003 (Special Meeting)

MOTION MADE BY: Annette Shamey  
 SECONDED BY: Carole Currey  
 STUDENT ADVISORY: Aye  
 AYES: 6  
 NOES: 0

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

SANTA MONICA COMMUNITY COLLEGE DISTRICT

October 1, 2003

**IV. SUPERINTENDENT'S REPORT**

- Tony Prestby, public programs coordinator, has been named Relay for Life Volunteer of the Year by the American Cancer Society's Los Angeles Coastal Cities Unit for his work on the fundraising Relay for Life at Santa Monica College and other Westside communities. Tony was installed in June as the new president of the California Community Colleges Classified Senate for a two-year term. He was also appointed to the Santa Monica Salvation Army Advisory Board representing SMC.
- SMC adjunct photo professor Ed Freeman has recently had a new book published by LA Times Press -- called "Desert Realty." Photos from the book appeared in a one-page spread in the LA Times Magazine, September 21 issue.
- Santa Monica College students have captured more than one-third of all the awards in the college division of the 2003 Los Angeles County Fair Photography Exhibit – billed as the largest photo show in North America. In addition, images by SMC students make up about 40 percent of the images selected for the college division portion of the show, which represents the work of students from universities and colleges throughout California. Of the 195 photographs in the college-division display, 75 are by SMC students.

**V. ACADEMIC SENATE REPORT****VI. CLASSIFIED SENATE REPORT****VII. COMMUNICATIONS AND PUBLIC COMMENTS**

Phil Hendricks  
Michael Burk  
Mitch Apper  
Gloria Bando  
Jordan Bloch  
Barbara Siegel  
Lee Peterson  
Willis Barton

*Phil Hendricks*

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 1, 2003

**CONSENT AGENDA**

It is recommended that the Board of Trustees take the action requested on Consent Agenda Recommendations #2-#17.

Public Comments

Barbara Siegel

Recommendations pulled for questions  
and returned to consent agenda: #10, #11, #12, #15, #16

Action on Consent Agenda

MOTION MADE BY: Carole Currey  
SECONDED BY: Dorothy Ehrhart-Morrison  
STUDENT ADVISORY: Aye  
AYES: 6  
NOES: 0

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 1, 2003

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 2 ACCEPTANCE OF GRANTS

*Requested Action: Acceptance*

**Title of Grant:** Child Development Training Consortium Reimbursement Program

**Granting Agency:** Yosemite Community College District and Child Development Training Consortium

**Requested Funding:** \$10,000

**Matching Funds:** N/A

**Performance Period:** August 1, 2003 – July 31, 2004

**Summary:** This is a continuation of a program in which the Yosemite Community College District receives the grant funds and subcontracts with SMCCD to operate its own child development training program. The students in the program are either seeking or maintaining a child development permit from the State Credential Office. Funds will be used to reimburse students for books and other program related materials.

<b>Budget:</b>	Income	
	8000	\$10,000
	Expenditures	
	7000 Other Outgo	\$10,000



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 1, 2003

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 2 ACCEPTANCE OF GRANTS (continued)

*Requested Action: Acceptance*

**Title of Grant:** California Early Childhood Mentor Teacher Program

**Granting Agency:** San Francisco Community College District

**Requested Funding:** \$4,752

**Matching Funds:** N/A

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

**Summary:** This is a continuation of a program in which the San Francisco Community College District receives the grant funds and subcontracts with SMCCD to operate its own mentor teacher program. Funds are used to reimburse SMC for the salary of the Mentor Coordinator for teaching ECE 48, Adult Supervision and Mentoring.

**Budget:**

Income		
8000		\$4,752
Expenditures		
1000	Academic Salaries	\$4,526
3000	Benefits	226

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 1, 2003

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 3                      CONTRACTS AND CONSULTANTS

*Requested Action: Approval*

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

1. AGREEMENTS TO DISTRIBUTE COMPUTERS

The Professional Development Institute for Early Childhood Educators (PDI) is funded by the Proposition 10 Grant which requires that ten computers be purchased and distributed to ten Early Childhood Education Centers in Santa Monica from the funds available through August 31, 2003.

Authorization of an agreement to be signed by ten individual Early Childhood Education Centers located in Santa Monica to accept a computer and printer (one per center), completely free of charge from The Professional Development Institute for Early Childhood Educators.

Funding Source: Proposition 10 – First Five LA

Comment: This computer equipment will be used for the main purpose of facilitating communication between PDI and participating mentors, protégé's and other participating facilities and centers.

The ECE Centers will sign an agreement acknowledging that they have received the computer, and that all future expense, training, supplies and maintenance of these computers will be the ECE Center's sole and separate responsibility. Santa Monica College relinquishes all responsibility for these computers once they have been distributed.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 1, 2003

CONSENT AGENDA: PLANNING AND DEVELOPMENT

**RECOMMENDATION NO. 3                      CONTRACTS AND CONSULTANTS**

*Requested Action: Approval*

**3-A      PROFESSIONAL DEVELOPMENT INSTITUTE FOR EARLY CHILDHOOD EDUCATORS (PDI) (continued)**

**2.    AGREEMENTS FOR PROFESSIONAL SERVICES**

Authorization of payment to PDI Advisory Board Members, in the amount of \$250 each.

Lesbia De La Fuente  
Terry Lernihan  
Maria Martinez  
Yael Redding

These members will convene regularly throughout The Professional Development Institute for Early Childhood Educators' ("PDI") second operating year, September 1, 2003 through August 31, 2004. The advisors function is to discuss issues and requirements, provide guidance and give feedback on ongoing projects while assisting in developing new methods of facilitating the professional growth of all early childhood educators in Santa Monica.

Authorization of payment to Mentors, in the amount of \$500 for each new protégé they sponsor, not to exceed \$1,000 per grant year.

Flor Ferro	Mandana Mohsenin
Debra Fischer	Elizabeth Olliff
Dorothy Haskin	Christina Rounds
Linda Kay Johnson	Sheryl Tell
Kristie Ladish	Michelle Veasey
Bharti Patel	Rebecca Zlotoff
Corlene Flanagan	

The Mentors that have been selected by the "Selection Committee" for the first year of the grant will continue to Mentor during the second year of the grant, September 1, 2003 through August 31, 2004. These Mentors will adequately and effectively provide their protégés with guidance and demonstrate exemplary practices in a supportive way. Mentors will establish effective and sustained relationships with their protégés. They will provide support in all areas of learning, i.e., collaboration with parents, communication with children, development of their professional skills, and continuation of their education and training.

Funding Source:            Proposition 10 – First Five LA

Comment:            To achieve the desired outcomes specified in the Proposition 10 Grant, the Professional Development Institute for Early Childhood Educators ("PDI") is to provide Advisory Board Members and Mentors with compensation for their services rendered.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 1, 2003

CONSENT AGENDA: PLANNING AND DEVELOPMENT

**RECOMMENDATION NO. 3                      CONTRACTS AND CONSULTANTS**

**3-B    TEACHER AND READING DEVELOPMENT PARTNERSHIP (TRDP)**

**1.    CONSULTANTS**

Agreement with Francie Goodrich to provide on-site supervision of 20 students enrolled in teacher training classes which include tutoring students in reading. The period of the contract is October 1, 2003 through June 30, 2004 for an amount not to exceed \$7,000.

Comment: Ms. Goodrich has eleven years of teaching experience and is a language arts specialist. She is currently training college students to tutor elementary school students for the Santa Monica Boys and Girls Clubs. She will act as a liaison between the College and the elementary schools to ensure the success of this aspect of the TRDP grant.

**2.    AGREEMENT WITH WEST LOS ANGELES COLLEGE**

Agreement with West Los Angeles College to participate jointly in the recruitment of teacher candidates, to maintain the curriculum created to motivate aspiring teachers, to maintain its future teachers club, remaining in partnership with SMC's Teacher and Reading Development Partnership ("TRDP") program from October 1, 2003 through June 30, 2004, for an amount not to exceed \$1,680.

Comment: This contract will fulfill SMC's grant award obligation to partner with West Los Angeles College in the implementation of the TRDP grant at both campuses.

Funding Source: TRDP Grant

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 1, 2003

CONSENT AGENDA: PLANNING AND DEVELOPMENT

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

3-C      **CONTRACT WITH THE LOS ANGELES URBAN LEAGUE**

Santa Monica College will contract with the Los Angeles Urban League to train up to 30 individuals who are eligible under the Workforce Investment Act. Training will cover topics such as pre-employment/work maturity skills needed to be competitive in today's job market. The training increases their opportunities to obtain higher level jobs, exposing them to contemporary job-search strategies. Participation in these activities will increase their potential of obtaining higher wage jobs.

The contract period is from October 1– December 31, 2003 for the amount of \$27,927.

Funding Source:      West Los Angeles WorkSource Center  
Community Career Development, Inc.

Comment:      The Los Angeles Urban League is a corporation providing employment and training services to the residents of Los Angeles County. The Los Angeles Urban League will have the responsibility for identifying the students and referring them to Santa Monica College. Training will be conducted at the LA Urban League site located on 3833 South Crenshaw Blvd., Los Angeles, CA 90008.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 1, 2003

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

**RECOMMENDATION NO. 4**

**CONTRACTS AND CONSULTANTS**

*Requested Action: Approval*

**4-A WORK STUDY CONTRACT (AMENDMENT)**

Revision of the agreement with UCLA for fiscal year 2003-2004 for the purpose of placing work-study students at Santa Monica College, effective October 1, 2003:

To be paid by SMC: 50 percent + share of Workers Comp;  
Unemployment and Medicare; and 5  
percent Administrative Fees

Funding Source: 2003-2004 Budget/Academic Affairs (District's share)

Comment: This revision was initiated by UCLA and constitutes an increase to 50 percent from the 40 percent share approved at the August 4, 2003 Board meeting.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 1, 2003

CONSENT AGENDA:HUMAN RESOURCES

**RECOMMENDATION NO. 5**

**CONTRACTS AND CONSULTANTS**

*Requested Action: Approval*

**5-A COLLECTIVE BARGAINING SERVICES**

Contract with Kenneth Cloke to provide services related to collective bargaining, for a period of two months beginning September 22, 2003, for a fee not to exceed \$6,000.

Funding Source: 2003-04 Budget /Human Resources

**5-B ADMINISTRATIVE HEARING**

Authorization of payment to the State of California Department of General Services for services of a State administrative Law Judge in the amount of \$2,940.

Funding Source: 2003-04 Budget /Human Resources

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 1, 2003

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 6**

**CLASSIFIED PERSONNEL – REGULAR**

*Requested Action: Approval*

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

EFFECTIVE DATE

ELECTIONS

PROBATIONARY

Young, Chris, Admissions & Records Clerk II, Admissions & Records	09/15/03
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ADVANCED STEP PLACEMENT

*The employee listed has met the standards for Advancement Step Placement. Salary Advance placement is retroactive to initial hire date.*

Lopez, Art, Custodial Operations Supervisor, Operations	Step C	07/16/03
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PERMANENT EMPLOYEE WITH SUMMER ASSIGNMENT

Arenales, Alfredo, Parking Security Officer, Campus Police	08/25/03 - 08/31/03
Blom, Steve, Parking Security Officer, Campus Police	08/25/03 - 08/31/03
Brown, Tim, Van Driver, Bookstore	08/25/03 - 08/31/03
Brunell, Gina, Department Secretary II, Math	08/25/03 - 08/31/03
Burgueno, Michael, Parking Security Officer, Campus Police	08/25/03 - 08/31/03
Burrell, Wayne, Parking Security Officer, Campus Police	08/25/03 - 08/31/03
Cisneros, Ed, Parking Security Officer, Campus Police	08/25/03 - 08/31/03
Dindial, Bharose, Parking Security Officer, Campus Police	08/25/03 - 08/31/03
Drewery, John, Parking Security Officer, Campus Police	08/25/03 - 08/31/03
Dupree, Jared, Instructional Asst.-Math, Math	08/25/03 - 08/31/03
Fredrickson, Donald, Accompanist-Performance, Music	08/25/03 - 08/31/03
Gasca, Angelo, Athletic Equipment Specialist, Athletics	08/11/03 - 08/29/03
Gerard, Andrew, Instructional Asst.-Math, Math	08/25/03 - 08/31/03
Glaser, Ray, Parking Security Officer, Campus Police	08/25/03 - 08/31/03
Graham, Carmen, Department Secretary II, TRIO	08/25/03 - 08/31/03
Gray, Gary, Accompanist-Performance, Music	08/25/03 - 08/31/03
Griffiths, Morris, Parking Security Officer, Campus Police	08/25/03 - 08/31/03
Greer, Kathleen, Clerical Asst. I, Library	08/25/03 - 08/31/03
Henry, Ashward, Parking Security Officer, Campus Police	08/25/03 - 08/31/03
Hernandez, Linda, Parking Security Officer, Campus Police	08/25/03 - 08/31/03
Jackson, Wendy, Library Asst. II, Library	08/25/03 - 08/31/03
Kamin, Gerry, Instructional Asst.-Math, Math	08/25/03 - 08/31/03
Kolbly, Jeff, Instructional Asst.-Math, Math	08/25/03 - 08/31/03
Lemons, Bradley, Lab Tech-Broadcasting, Communications	08/25/03 - 08/28/03
McNeely, Herb, Parking Security Officer, Campus Police	08/25/03 - 08/31/03
Miller, Benjamin, Parking Security Officer, Campus Police	08/25/03 - 08/31/03
Mirsky, Ann, Media Resource Asst. I, Academic Computing	08/25/03 - 08/31/03
Montes, John, Parking Security Officer, Campus Police	08/25/03 - 08/31/03
Moses, Kathy, Athletic Activities Asst., KDR	08/25/03 - 08/31/03
Muhammad, Larue, Department Secretary I, Communications	08/25/03 - 08/31/03



PERMANENT EMPLOYEE WITH SUMMER ASSIGNMENT (cont.'d)

Osterhout, Roy, Parking Security Officer, Campus Police	08/25/03 - 08/31/03
Patterson, Fredrick, Instructional Asst.-Math, Math	08/25/03 - 08/31/03
Polonsky, Seymour, Parking Security Officer, Campus Police	08/25/03 - 08/31/03
Sealana, Aurora, Library Asst. II, Library	08/25/03 - 08/31/03
Sierra, Peter, Tutoring Coord-For. Lang., LRC	08/25/03 - 08/31/03
Smith, Peter, Music Technical Asst., Music	08/25/03 - 08/31/03
Stemock, Mark, Parking Security Officer, Campus Police	08/25/03 - 08/31/03
Trager, Phyllis, Department Secretary I, Health Science	08/25/03 - 08/31/03
Villegas, Idalia, Parking Security Officer, Campus Police	08/25/03 - 08/31/03
Williams, Joel, Parking Security Officer, Campus Police	08/25/03 - 08/31/03
Willis, Sandra, Tutoring Coord.-Science, LRC	08/25/03 - 08/31/03
Windish, Marge, Department Secretary I, Music	08/25/03 - 08/31/03

INCREASE IN HOURS/PERMANENT

Kerce, Kathy

07/01/03

Fr: College Police Dispatcher, Campus Police, 12 mos, 30 hrs  
To: College Police Dispatcher, Campus Police, 12 mos, 36 hrs

LEAVE OF ABSENCE WITH PAY

MILITARY

Looney, Brant, Systems Administrator, AET

09/16/03 - 01/22/04

SEPARATIONS

RESIGNATION

Gabel, Lynda, Financial Aid Asst. Director, Financial Aid	09/08/03
Santoyo, David, Multimedia Computer Support Specialist, AET	09/02/03
Yates, Isaac-Hajime, Acad. Comp. Instr. Specialist, Acad. Comp.	09/25/03

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	October 1, 2003

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 7**

**CLASSIFIED PERSONNEL – LIMITED DURATION**

*Requested Action: Approval*

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

ELECTIONS

EFFECTIVE DATE

PROVISIONAL

Cooper, Joyce, Accompanist Performance, Emeritus	08/25/03 - 12/16/03
Reilly, Mary, Vocational Tutor Assistant I, Counseling	08/25/03 - 01/16/04
Szeto, Doreen, Instructional Assistant ESL, ESL	08/28/03 - 12/12/03
Vento, Victor, Accompanist Guitar, Emeritus	08/25/03 - 12/16/03
Wood, Lee Alexandra, Instructional Assistant ESL, ESL	08/28/03 - 12/24/03

LIMITED TERM

Battle, Matthew, Swim Instructor/Lifeguard, KDR	08/23/03 - 12/16/03
Biamonte, Christine, Sign Language Interpreter I, DSC	08/25/03 - 12/16/03
Boodparset, Sutida, Counseling Aide, EOP's	08/25/03 - 12/16/03
Buchanan, Melody, Bookstore Clerk Cashier, Station C	08/18/03 - 09/05/03
Cadena, Ruben, Bookstore Clerk Cashier, Station C	08/18/03 - 09/05/03
Cahya, Fransiska, Sign Language Interpreter III, DSC	08/25/03 - 12/13/03
Caldwell, Jennifer, Sign Language Interpreter Trainee, DSC	08/25/03 - 12/13/03
Cardenas, Nancy, Registration Information Clerk, ISC	08/11/03 - 06/30/04
Chase, Gerald, Registration Information Clerk, Station C	08/11/03 - 08/29/03
Dawson, Rebecca, Bookstore Clerk Cashier, Station C	08/11/03 - 08/29/03
Devine, Robert, Bookstore Cashier Clerk, Bookstore	07/01/03 - 12/31/03
Dull, Deana, Library Assistant III, Library	09/03/03 - 12/16/03
Felder, Ronnie, Registration Information Clerk, ISC	08/11/03 - 06/30/04
Gerhold, Thomas, Accompanist Performance, Emeritus	08/25/03 - 12/16/03
Gerhold, Thomas, Accompanist Voice, Emeritus	08/25/03 - 12/16/03
Gire, Richard, Bookstore Clerk Cashier, Bookstore	08/25/03 - 12/31/03
Gonzalez, Anthony, Counseling Aide, EOP's	08/25/03 - 12/16/03
Grau, Donald, Bookstore Cashier Clerk, Bookstore	07/01/03 - 12/31/03
Hashaway, Erma, EOP's Program Specialist, EOP's	08/25/03 - 12/16/03
Hayton, Brian, Registration Information Clerk, ISC	09/09/03 - 06/30/04
Holliday, Angel, Counseling Aide, EOP's	08/25/03 - 12/16/03
Holstein, Stephanie, Sign Language Interpreter Trainee, DSC	08/25/03 - 12/16/03
Hsu, Hung-Fi (Cindy), Accompanist Performance, Music	08/25/03 - 12/16/03
Iapicco, Ghislaine, Bookstore Clerk Cashier, Station C	08/18/03 - 09/05/03
Jucha, Lisa, Sign Language Interpreter III, DSC	08/25/03 - 12/16/03
Malerstein, Janet, Sign Language Interpreter Trainee, DSC	08/25/03 - 12/16/03
McElhannon, Laurie, Registration Clerk, Financial Aid	08/20/03 - 12/31/03
Melanio, Noel, Accompanist Dance, KDR	08/23/03 - 12/16/03
Melanio, Noel, Accompanist Voice, Emeritus	08/25/03 - 12/16/03
Menjivar, Raul, Counseling Aide, EOP's	09/15/03 - 12/16/03

LIMITED TERM (cont.'d)

Merchant, Erin, Sign Language Interpreter I, DSC	08/25/03 - 12/16/03
Nelli, Maria, Bookstore Clerk Cashier, Station C	08/11/03 - 08/29/03
Nguyen, Lan, Registration Information Clerk, ISC	08/11/03 - 06/30/04
Quezada, Nancy, Registration Information Clerk, ISC	08/11/03 - 06/30/04
Reed, Jeffrey, Accompanist Percussion, KDR	08/23/03 - 12/16/03
Remstein, Robert, Accompanist Voice, Emeritus	08/25/03 - 12/16/03
Rich, Elizabeth, Sign Language Interpreter I, DSC	08/25/03 - 12/16/03
Saavedra, Janna, Sign Language Interpreter II, DSC	08/25/03 - 12/16/03
Sexton, Robert A., Accompanist Dance, KDR	08/23/03 - 12/16/03
Shasha, Rachel, Sign Language Interpreter Trainee, DSC	08/28/03 - 12/16/03
Sussman-Schechter, Dena, Sign Language Interpreter II, DSC	08/25/03 - 12/16/03
Thomas, Martha, Accompanist Dance, KDR	09/03/03 - 12/16/03
Toomey, Kathy, Sign Language Interpreter II, DSC	08/25/03 - 12/16/03

**RECOMMENDATION NO. 8**

**CLASSIFIED PERSONNEL - NON MERIT**

*Requested Action: Approval*

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

**ELECTIONS**

**STUDENT EMPLOYEES**

CalWORKS Student Assistant 4  
\$7.00/hr

College Student Assistant 65  
\$7.00/hr

College Work-Study Student Assistant 67  
\$7.00/hr

**SPECIAL SERVICES**

Art Model 32  
\$14.00/hr

Recreation Director II 1  
\$10.59/hr

Volunteers 7

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	October 1, 2003

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**

**RECOMMENDATION NO. 9**

**KCRW CONSULTANT AGREEMENTS**

*Requested Action: Approval*

Agreements with the following annual KCRW consultant agreements for the period of July 1, 2003 through June 30, 2004:

Christopher Caldwell: Program services, "Left, Right & Center"; guest host, "Politics of Culture." Payable at \$100 per program for a total not to exceed \$4,000.

Chris Douridas: Program services, "New Ground"; guest host for various music programs. Payable at \$120 per program for "New Ground" and at varying rates for other music programs. Total not to exceed \$8,500.

James Taylor: Program services, "Theatre Review"; guest host "Politics of Culture." Payable at \$100 per program for a total not to exceed \$6,800.

Garth Trinidad: Program services "Chocolate City"; guest host for various music programs. Payable at \$100 per program for "Chocolate City" and at varying rates for other music programs. Total not to exceed \$24,000.

Following are amendments/additions to the agreements approved by the Board of Trustees on July 2003:

Frances Anderton: Program services, "Politics of Culture." Payable at \$660 per program, total not to exceed \$16,500.

Kevin Ponthier: Program services, Guest Host for various music programs. Payable at varying rates, total not to exceed \$1,000.

Robert Werne: Board operation services for various music programs. Payable at \$17.60 per hour, total not to exceed \$1,000.

Catherine Tamkin: Program services, Guest Host for various music programs. Payable at varying rates, total not to exceed \$3,000.

Funding Source: KCRW Donations and California Arts Council Organization Support 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	October 1, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 10**      **CHANCELLOR'S OFFICE TAX OFFSET PROGRAM**

*Requested Action: Authorization*

Continuation of the District's participation in the annual Chancellor's Office Tax Offset Program (COTOP) for the purpose of collecting outstanding student obligations by the Franchise Tax Board as deductions from the student's personal state income tax refund, lottery winnings or other state refunds. A 25 percent administrative fee for the service is deducted from the amount collected and the balance is remitted to the District.

Comment:      The is one method the District has used to collect outstanding student fees, library fines, personal checks and short-term student loans from those students who refuse to pay their financial obligations.

**RECOMMENDATION NO. 11**      **AUTHORIZATION OF PAYMENT**

*Requested Action: Authorization*

Authorization of payment of \$8,000 to Bond Logistix for the preparation of the interim arbitrage rebate and yield restriction analysis for the 1999 Certificate of Participation (COP). The analysis is to include a legal opinion regarding arbitrage liability.

Funding Source: 2003 – 2004 Capital Outlay Fund

Comment:      The District is required by Internal Revenue Codes to report any arbitrage resulting from tax-exempt financings. The 1999 COP was a refunding of the 1991 COP at lower tax-exempt interest rates.

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

Santa Monica Community College District

October 1, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION**RECOMMENDATION NO. 12****FACILITIES***Requested Action: Approval***12-A CHANGE ORDER NO. 11, LIBRARY EXPANSION AND REMODEL**

Change Orders No. 11 NIELSEN-DILLINGHAM on the LIBRARY EXPANSION AND REMODEL project.

Original Contract Amount	\$22,050,000
Change Orders No. 1-No. 10	-252,889
Change Order No. 11	<u>33,177</u>
Revised Contract Amount	\$21,830,288

Funding Source: FEMA/State Capital Outlay/District

Comment: Change Order No. 11 provides for the modification to ductwork to meet existing site conditions, change in finish hardware, modification to size of sump pit and pumps for storm water collection, modifications for hardware and patch plate fittings on glass doors, increase size of hinges to 5" at exterior door frame, modifications to drywall at top of elevator, raise trolley hoist beam at rooftop, additional conduit at mezzanine level ceiling, provide power for access control at 3 rooms, provide redwood blocking to support existing conduit on roof, install additional rails and posts, add soffit, add frame at gridline B/13 and provide a 2 hour rated enclosure at two locations.

**12-B ADDITIONAL ARCHITECTURAL SERVICES, LIBRARY VILLAGE RENOVATION FOR MATH DEPARTMENT PROJECT**

Additional services under the agreement with RTK ARCHITECTS, INC. for architectural services related to the Library Village Renovation For Math Department project to revise drawings to reflect Owner requested increase in scope of work. Fee for additional services not to exceed \$3,412 plus reimbursable expenses.

Funding Source: Measure U

Comment: These additional services provide for owner requested inclusion in bid documents of structural and architectural design for the replacement of ramp/stair/walkway between two existing portable buildings located along west side of the said project.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	October 1, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

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

**12-C AWARD OF BID, MAIN STAGE DEMOLITION**

Award the bid for the Main Stage Demolition project to the lowest responsive bidder.

<u>Bidder:</u>	<u>Bid Amount:</u>
William Olsen, Inc	\$368,000
G. B. Cooke, Inc.	403,000
U. S. Construction & Trucking	409,827

Funding Source:            Measure U and 2000-2001 State Hazardous Substance Grant Program

Comment:            This project will facilitate the removal of hazards building materials and the demolition of the Main Stage Building in preparation for the future Renovation of Main Stage Building project.

**12-D AGREEMENT FOR SERVICES – BUNDY CAMPUS SITE IMPROVEMENTS**

Agreement with INCLEDON KIRK ENGINEERS for consulting services associated with the Bundy Campus Site Improvements project for an amount not to exceed \$19,590, plus reimbursable expenses.

Funding Source:            Measure U

Comment:            This project provides for design, engineering and preparation of bid documents for site improvements at the Bundy Campus to include continuation of the site sound wall and landscape enhancement at south and west sides of the property.

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

Santa Monica Community College District

October 1, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATIONRECOMMENDATION NO. 12FACILITIES (continued)12-E AGREEMENT FOR AUDIO/VISUAL DESIGN SERVICES, MAIN STAGE

Agreement with SOUND IMAGE, INC. for the design of audio, video and control systems for the Main Stage Renovation project for an amount not to exceed \$40,500 plus reimbursable expenses.

Funding Source: Measure U

Comment: This agreement covers the design of audio, video and control systems for the Main Stage renovation. These systems will be used in technical theater instruction and in the presentation of productions in the new facility.

12-F AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES, EMERITUS PROJECT

Amend agreement with RTK ARCHITECTS, INC. for additional architectural services associated with the Emeritus project for an amount not to exceed \$5,850.

Funding Source: Emeritus College

Comment: This additional work provides for the research, design, construction documents and construction observation for a security fence between the adjacent building to the north of the Emeritus property, to add acoustical treatment to reduce excess noise reverberation in classroom and exposed structure, and to add security elements for access and storage at the rear of the Emeritus building along the alley way.



**BOARD OF TRUSTEES**

Santa Monica Community College District

**ACTION**

October 1, 2003

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION****RECOMMENDATION NO. 13***Requested Action: Approval***COMMERCIAL WARRANT REGISTER**

August 1 – August 31, 2003

\$5,947,713.66

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

**RECOMMENDATION NO. 14***Requested Action: Approval***PAYROLL WARRANT REGISTER**

August 1 - August 31, 2003

C1A - H1C

\$1,339,138.32

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

**RECOMMENDATION NO. 15***Requested Action: Approval***PAYMENTS FROM AUXILIARY OPERATIONS**

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.

August 1 – August 31, 2003

\$448,127

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

**RECOMMENDATION NO. 16***Requested Action: Approval***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.

August 1 – August 31, 2003

D000017 – D000021

\$29,627.76

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

Santa Monica Community College District

October 1, 2003

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION****RECOMMENDATION NO. 17        PURCHASING***Requested Action: Approval***17-A    AWARD OF PURCHASE ORDERS**

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

August 30 – September 19, 2003

\$705,230.05

**17-B    AWARD OF LEASE FOR COIN OPERATED COPIERS AND PRINTER  
SERVERS**

Authorize a lease at the rate of \$3,480.02 per month with Card Meter Systems for coin operated copiers and printer servers for student use at the Academy of Entertainment and Technology for a three-year period, November 1, 2003 through October 30, 2006, plus two one-year options.

**Comment:** This lease will provide color and black/white printer services to students at the Academy of Entertainment and Technology. The District will share in receiving a portion of the per copy fees charged students after the base lease monthly rate is covered.

**BOARD OF TRUSTEES**

Santa Monica Community College District

**DISCUSSION**

October 1, 2003

**MAJOR ITEMS OF BUSINESS****DISCUSSION ITEM NO. 18****TRUSTEE VACANCY – SELECTION CRITERIA  
FOR SCREENING APPLICATIONS**

The Board of Trustees discussed and determined the selection criteria for screening applications to fill the vacancy on the Board of Trustees. The selection criteria will help the Board review

applications to choose finalists at a public meeting of the Board of Trustees on October 13, 2003. Following is the selection criteria determined by the Board:

1. Knowledge about the role and mission of community colleges in the communities they serve and in the context of all higher education and a commitment to public education and student learning
2. Knowledge and background related to the funding, education, district operations and other issues considered by the Board of Trustees.
3. Willingness and ability to represent those who live in the service area, mindful of the perspectives of diverse constituencies.
4. Interest in and commitment to service to the external and internal college communities, with an understanding of the roles of students, staff, faculty and managers.
5. Ability to work as a member of the Board of Trustees – understands that the Board, not the individual trustee, has authority.
6. Willingness to work cooperatively with others and in partnership with the Superintendent/President to further the District goals.
7. Commitment to fulfill the ethical and legal responsibilities of trusteeship, unencumbered by private agendas.
8. Time and energy necessary to fulfill the responsibilities of being a trustee.

The Board of Trustees also discussed strategies for determining finalists.

Possible interviews questions will be reviewed and determined at a special meeting of the Board of Trustees on October 13, 2003.

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 1, 2003

**INFORMATION ITEM D**

**SUBMITTAL OF GRANTS**

**Title of Grant:**                      **Teacher Reading Development Partnership (TRDP)  
Year 4**

**Granting Agency:**                      California Community Colleges Chancellor's Office

**Requested Funding:**                      \$42,000

**Matching Funds:**                      N/A

**Performance Period:**                      June 30, 2003 – July 31, 2004

**Summary:**                                      This proposal responds to the continuing need for trained K-12 teachers and the need to improve the reading skills of elementary school children. Funding will support outreach and recruitment efforts; dialogues with CSU, UC and private institutions to articulate courses; and tutorial programs at local schools.

<b>BOARD OF TRUSTEES</b>	
Santa Monica Community College District	October 1, 2003

**ADJOURNMENT**

The meeting was adjourned in memory of **Rosie Lee Frankin-Puckett**, sister of Shirley Smith, counselor in International Student Center; and **Cheryl Welch**, wife of SMC Respiratory Therapy instructor Mel Welch.

There will be a special meeting of the Board of Trustees on Monday, October 13, 2003 at 7 p.m. (5:30 p.m. if there is a closed session) in Business Building Room 111 at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

There will be a special meeting of the Board of Trustees on Monday, November 3, 2003 at 6 p.m. in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Monday, November 10, 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.