



SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING

MONDAY
OCTOBER 10, 2005

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

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

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

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

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PUBLIC PARTICIPATION ADDRESSING THE BOARD OF TRUSTEES

Members of the public may address the Board of Trustees by oral presentation **concerning any subject that lies within the jurisdiction of the Board of Trustees** provided the requirements and procedures herein set forth are observed:

1. Individuals wishing to speak to the Board at a Board of Trustees meeting during Public Comments or regarding item(s) on the agenda must complete an information card with name, address, name of organization (if applicable) and the topic or item on which comment is to be made.

Five minutes is allotted to each speaker per topic. If there are more than four speakers on any topic or item, the Board reserves the option of limiting the time for each speaker. A speaker's time may not be transferred to another speaker.

General Public Comments and Consent Agenda

- The card to speak during Public Comments or on a Consent Agenda item must be submitted to the recording secretary at the meeting **before** the Board reaches the Public Comments section in the agenda.
- Five minutes is allotted to each speaker per topic for general public comments or per item in the Consent Agenda. The speaker must adhere to the topic. Individuals wishing to speak during Public Comments or on a specific item on the Consent Agenda will be called upon during Public Comments.

Major Items of Business

- The card to speak during Major Items of Business must be submitted to the recording secretary at the meeting **before** the Board reaches that specific item in the Major Items of Business in the agenda.
- Five minutes is allotted to each speaker per item in Major Items of Business. The speaker must adhere to the topic. Individuals wishing to speak on a specific item in Major Items of Business will be called upon at the time that the Board reaches that item in the agenda.

Exceptions: This time allotment does not apply to individuals who address the Board at the invitation or request of the Board or the Superintendent

2. Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting of the Board of Trustees by uttering loud, threatening, or abusive language or engaging in disorderly conduct shall, at the discretion of the presiding officer or majority of the Board, be requested to be orderly and silent and/or removed from the meeting.

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

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

A G E N D A

A meeting of the Board of Trustees of the Santa Monica Community College District will be held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Monday, October 10, 2005.

5:30 p.m. – Closed Session

7:00 p.m. – Public Meeting

Following public meeting – Closed Session

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

I. ORGANIZATIONAL FUNCTIONS

Page No.

- A Call to Order
- B Roll Call

I

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

- Collective Bargaining, *pursuant to Government Code Section 54957.6*
- Public Employee: Employment, Appointment, Discipline, Dismissal, Release, *pursuant to Government Code Section 54957*
- Real Property located at 3025 Olympic Blvd., Santa Monica *pursuant to Government Code Section 54956.8*

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

- C Pledge of Allegiance
- #1 Approval of Minutes: September 7, 2005

IV. SUPERINTENDENT'S REPORT

- Management Association Update/Classified Staff Recognition Award
- Bundy Update

V. PRESENTATIONS AND BOARD DISCUSSION

- Board of Governors Meeting
- ACCT Annual Leadership Conference

VI. ACADEMIC SENATE REPORT

VII. COMMUNICATIONS OR PUBLIC COMMENTS

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

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XII. **BOARD REPORTS AND COMMENTS**

XIII. **CLOSED SESSION**

- Potential Litigation
pursuant to Government Code Section 54956.9

XIV. **ADJOURNMENT:** The next regular meeting of the Santa Monica Community College District Board of Trustees will be November 7, 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

October 10, 2005

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

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

II. CLOSED SESSION

- Collective Bargaining
pursuant to Government Code Section 54957.6
- Public Employee: Employment, Appointment, Discipline, Dismissal, Release,
pursuant to Government Code Section 54957
- Real Property located at 3025 Olympic Blvd., Santa Monica
pursuant to Government Code Section 54956.8

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONSC. PLEDGE OF ALLEGIANCE Cherie Bates, Director of Classified Personnel

BOARD OF TRUSTEES

SANTA MONICA COMMUNITY COLLEGE DISTRICT

REGULAR MEETING

October 10, 2005

RECOMMENDATION 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 7, 2005 (Regular Meeting)

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 10, 2005

CONSENT AGENDA

It is recommended that the Board of Trustees take the action requested on Consent Agenda Recommendations #2-#16.

Recommendations pulled for separate action:

Action on Consent Agenda

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	October 10, 2005

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 2

Requested Action :Approval/Ratification

ACCEPTANCE OF GRANTS AND BUDGET

AUGMENTATION *(continued)*

Title of Contract:

Contract Education for US Can Company

Contracting Agency:

US Can Company

Amount of Award:

\$169,000

Performance Period:

October 1, 2005 – September 30, 2006

Summary:

US Can Company will be contracting with Santa Monica College (SMC) to deliver contract education services to upgrade the capacity of their workforce. The training workshops will cover computer literacy, manufacturing processes, quality improvement methods and time management topics that will be customized to meet the needs of their employees. Other topics will include company-specific topics that are designed to meet management system upgrades and lean manufacturing methods. The entire contract will last one year with SMC providing a total of 130 instructional hours to 100 employees.

The Workforce and Economic Development department is continuing to expand its procurement of corporate training services efforts. The availability of departmental equipment and instructional resources has allowed this contracted education/corporate retraining activity to be procured.

Budget: Augmentation

Income		
8000		\$169,000
Expenditures		
2000 Classified Salaries		\$45,600
3000 Benefits		1,140
4000 Supplies		0
5000 Contract Services		110,430
6000 Equipment		0
7000 Indirect Costs		11,830

BOARD OF TRUSTEES	Action
Santa Monica Community College District	October 10, 2005

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 2

Requested Action :Approval/Ratification

ACCEPTANCE OF GRANTS AND BUDGET

AUGMENTATION *(continued)*

Title of Grants:	Community Service Grant and National Program Production and Acquisition Grant
Granting Agency:	Corporation for Public Broadcasting (CPB)
Amount of Award:	Community Service Grant: \$908,879 National Program Production and Acquisition Grant: \$344,921
Matching Funds:	Not applicable
Performance Period:	2005 – 2007
Summary	Deferred revenue of \$111,556 has been approved by CPB to be used in the 2005-06 fiscal year. As of September 23, 2005, CPB also increased funding in the amount of \$19,613 for program production and acquisition in 2005-06. The sum of the deferred revenue and the increased funding result in a budget augmentation of \$131,169. The remainder of the award totals were included in the 2005-06 Adopted Budget
Budget Augmentation:	Income: 8000 Income \$131,169 Expenditures: 5000 Contract Services/Operating Exp. \$131,169

BOARD OF TRUSTEES	Action
Santa Monica Community College District	October 10, 2005

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 3 **CONTRACTS AND CONSULTANTS**

Action: Approval/Ratification

3-A **CONSULTANTS FOR JOB DEVELOPMENT INCENTIVE FUND GRANT**

(1) Provider: California Certification of Chemical Dependency Counselors (CCBCDC)

Amount of Contract: \$35,000

Duration of Contract: October 1, 2005 – June 30, 2006

Funding Source: Job Development Incentive Fund

Comment: The contractors will provide job placement assistance services to participants trained through the Alcohol and Other Drug (AOD) counseling category under SMC's Job Development Incentive Fund Grant. This agency is recognized by the State of California's Alcohol and Drug Program Administration as one of the leading certifying bodies for the substance abuse counseling field. Their capacity to provide certification and placement support is well documented. Other responsibilities under this contract will include the provision of reports to the SMC Workforce Development Department detailing the outcomes of all workshops and job-related placements including any wage upgrades for the low-wage/working poor target population.

Activities and performance outcomes will be in accordance with California regulation(s) and SMC Workforce Development Department guidelines to ensure full compliance with contractual agreements with the California Chancellor's Office.

(2) Provider: Jim Symington

Amount of Contract: \$22,000

Duration of Contract: October 1, 2005 – June 30, 2006

Funding Source: Job Development Incentive Fund

Comment: The consultant will provide educational services in the second year of Santa Monica College's Job Development Incentive Funds (JDIF) program. Mr. Symington has successfully provided similar services in the first year of the JDIF program. He successfully trained students resulting in attainment of state-recognized AOD certification.

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 consulting contract will cover field-related topics that will prepare individuals to take the state certification exam towards the Alcohol and Other Drug counseling field. This certification is required by the California Alcohol and Drug Program Administration. As proctor for the educational services, Mr. Symington will oversee and coordinate the recruitment and training of participants.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	October 10, 2005

CONSENT AGENDA: GRANTS AND CONTRACTS

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

Action: Approval/Ratification

3-A CONSULTANT FOR JOB DEVELOPMENT INCENTIVE FUND GRANT (continued)

- (3) Provider: Manpower
- Amount of Contract: \$35,000
- Duration of Contract: October 1, 2005 – June 30, 2006
- Funding Source: Job Development Incentive Fund
- Comment: Manpower will provide job placement assistance services participants trained through the certified nursing assistance component of SMC's Job Development Incentive Fund Grant. These services will prepare participants for job entry and successful retention in the health care field. Manpower has an extensive experience in the job placement arena, and their contacts with local health care providers, as well as other companies that relate to the delivery of health care, are well documented. Other responsibilities will include providing reports to the SMC Workforce Development Department detailing the outcomes of all workshops, job-related placements, and wage upgrades.

Activities and performance outcomes will be in accordance with California regulation(s) relative to the certified nursing assistance job classification and SMC's Workforce Development Department guidelines.

3-B CONTRACT FOR INSTRUCTION – CONTINUING EDUCATION

- Provider: Idea Resource Systems and Gregory Van Zuyen
- Terms of Contract: Idea Resource Systems will pay Santa Monica College \$1,500 for the workshop. Gregory Van Zuyen will be compensated \$400 for preparation and instruction.
- Date: October 15, 2005
- Funding Source: Revenues generated by workshop
- Comment: The contract provides for instruction of one class in "Adobe Illustrator" to clients of Idea Resource Systems. The workshop will be held at the Santa Monica College, Bundy Campus' Computer Laboratory, Room 127.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	October 10, 2005

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 3 CONTRACTS AND CONSULTANTS (continued)

Action: Approval/Ratification

3-C EMERITUS COLLEGE FACILITIES, WINTER 2006

Provider: Facilities for off-campus Emeritus College classes for the Winter 2006 semester

Amount of Contract: Payment per class session is authorized as stated on the list

Duration of Contract: January 3 through February 9, 2006

Funding Source: 2005-2006 Budget of Emeritus College

Comment: The list of facilities is on file in the Office of Academic Affairs and Emeritus College.

3-D PROFESSIONAL DEVELOPMENT CONSULTANTS

Consultant: Virginia Downie

Amount of Contract: \$250

Term of Contract: August 19, 2005

Funding Source: Human Resources/Staff Diversity 2005-06 Budget

Consultant: William F. Purkiss

Amount of Contract \$250

Duration: August 19, 2005

Funding Source: Human Resources/Staff Diversity 2005-06 Budget

Comment: Consultants provided training to faculty as part of the opening day activities.

3-E CONTRACT FOR ONLINE COLLECTIVE BARGAINING DATABASE SERVICES

Provider: Community College League of California

Amount of Contract: \$4,000 for twelve months

Duration of Contract: November, 2005 – October, 2006

Funding Source: 2005-2006 Budget/Human Resources

Comment: The service will provide the District staff instant access to valuable collective bargaining information in one central location. The database provide 24/7 access to contract agreements, salary schedules, benefit schedules, job descriptions and other documents provided by districts throughout the state. The database offers a comprehensive search engine, survey functions and district-by-district demographic information.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	October 10, 2005

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 3 CONTRACTS AND CONSULTANTS (continued)

Action: *Approval/Ratification*

3-F AMENDMENT TO AGREEMENTS FOR ARTS, MEDIA AND ENTERTAINMENT CAREER STANDARDS PROJECT -YEAR ONE

Contract: California Arts Project, under the Foundation for California State Universities at San Bernardino
Amount of Contract: \$36,599 (amended, increased from \$33,000)
Duration of Contract: 2004-05 (extended through September 30, 2005)
Comment: To coordinate and deliver workshops to high schools in California on the implementation of the new Arts, Media and Entertainment Curriculum

Consultant: W. Travis Hanes III
Amount of Contract: Not to exceed \$7,750 (amended, increased from \$7,500)
Duration of Contract: 2004-05 (extended through September 30, 2005)

Consultant: Kathleen Milnes
Amount of Contract: Not to exceed \$20,675 (amended, increased from \$20,000)
Duration of Contract: 2004-05 (extended through September 30, 2005)

Funding Source: California Department of Education Arts, Media and Entertainment Career Standards Project

Comment: This project will result in the development of public secondary school Curriculum content standards for the Arts, Media and Entertainment Industry sector.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	October 10, 2005

CONSENT AGENDA: GRANTS AND CONTRACTS

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

Action: Approval/Ratification

3-G KCRW CONTRACTS AND CONSULTANTS

Annual contracts for the period of July 1, 2005 through June 30, 2006:

	Provider	Service	Amount
1.	Jason Bentley dba Secret Technology, Inc	Program services, "Metropolis"	\$200 per program, amended total not to exceed \$56,000
2.	Chris Douridas	Program services, "New Ground;" Also as Guest Host for other Music programs	\$200 per program, "NEW GROUND;" varying rates for other music programs; total not to exceed \$48,000.
3.	Anne Litt	Program services, "Weekend Becomes Eclectic;" Guest Host for other music programs.	\$200 per program, Weekend Becomes Eclectic; varying rates for other music programs; amended total not to exceed \$45,000
4.	Anne Litt	Facilitation and coordination services of KCRWMusic.com	\$2,083.33 per month; total not to exceed \$25,000
5.	Nicholas Madigan	Program services, "Minding the Media" as Guest Host for special programming.	Payable at \$250 per original, exclusive program, "Minding the Media;" payable at varying rates, special programming; total not to exceed \$17,000.
6.	Garth Trinidad	Program services, "Chocolate City;" as Guest Host for other music programs.	\$200 per program, "Chocolate City;" varying rates for other music programs; amended total not to exceed \$45,000

Funding Source: KCRW Donations and Grants

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

3-H RISK MANAGEMENT CONTRACTS AND CONSULTANTS

Provider: Keenan & Associates
Service Fees: Amended total not to exceed \$45,000
Term of Contract: July 1, 2005 through June 30, 2006
Funding Source: 2005-2006 Risk Management Budget
Service: Loss control & Worker's Compensation claim minimization;
ergonomic workstation assessment/training; regulatory compliance;
hazardous materials inventories & assessment; safety training for
Maintenance, Operations & Grounds departments

Comment: This amendment will consolidate services previously provided by
multiple consultants under the agreement with Keenan &
Associates. The District has determined that this consolidation will
be more cost efficient.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 10, 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.

<u>ELECTIONS</u>		<u>EFFECTIVE DATE</u>
<u>MANAGEMENT</u>		
Furuyama, Ron (increase of assignment)	Project Manager, Dual Enrollment 100% (renewal/categorical position)	11/01/05 - 06/30/06
Hyer, Maral (increase of assignment)	Project Manager, Dual Enrollment 100% (renewal/categorical position)	11/01/05 - 06/30/06
Santos, Sarita	Project Manager, Title V Grant	10/11/05 - 06/30/06
Albert Solano	Project Manager, Copernicus Grant	10/01-05 – 06/30/06

TEMPORARY HOURLY FACULTY

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

SEPARATIONS

RESIGNATION

Bland, James	Instructor, Life Science	06/13/06
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The Board hereby accepts immediately the resignation of the above listed personnel to be effective as indicated.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 10, 2005

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 5

Requested Action: Approval/Ratification

CLASSIFIED PERSONNEL

ESTABLISH/ABOLISH POSITIONS

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

EFFECTIVE DATE

REDUCTION OF CLASSIFIED POSITION

This following position is being abolished due to lack of fund/lack of work, pursuant to Education Code Sections 88014, 88017 and 88127 effective October 24, 2005. Risk management services will be coordinated by Business Services.

Risk Manager

11/28/05

Fiscal Services, 12 mos, 40 hrs

The Superintendent/President is directed to give notice of layoff to the effected classified employee pursuant to the requirements of law. The employee laid off pursuant to this recommendation shall be eligible for reemployment pursuant to Education Code Section 88117.

RECOMMENDATION NO. 6

Requested Action: Approval/Ratification

SALARY SCHEDULES

Salary schedules for all employee groups, represented and unrepresented, are declared indefinite for 2004-05 and 2005-06.

Comment: This action is required by the Los Angeles County Office of Education in order to process the retroactive salary increases approved by the Board of Trustees

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 10, 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.

EFFECTIVE DATE

ELECTIONS

REINSTATEMENT

Ponce, Alvin	Cash Receipts Clerk, Auxiliary Services	08/16/05
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PROBATIONARY

Bando, Gloria	Clerical Assistant I, Media Center	08/26/05
Beauregard, Stacey	Instructional Assistant-English, English	09/27/05
Bedworth, Sheila	Instructional Assistant-English, English	09/13/05
Bernard, Lori	Accounting Specialist II, Fiscal Services	09/14/05
De Alba, Marcelo	Custodian, Operations	10/03/05
Evenhuis, John	Instructional Assistant-English, English	10/03/05
Gonzalez, Domingo	Custodian, Operations	08/29/05
Le, Anh	Accounting Specialist II, Fiscal Services	09/15/05
Lee, Byung Sun	Accountant, Fiscal Services	09/19/05
Riojas, Jessica	Admissions and Records Clerk I, Emeritus	09/13/05
Romo, Veronica Z	Cash Receipts Clerk, Bursar's Office	09/13/05
Rosales Rivera, Silvia	Custodian, Operations	08/25/05
Sin, Mukhorn	Custodian, Operations	08/25/05
Soufian, Yenia	Payroll Specialist, Payroll	08/19/05
Taylor, Tyrone	Custodian, Operations	08/31/05

PROMOTIONS MANAGEMENT

Dammer, Robert, Dir. of Network Services/Telecommunications, Network Svc	09/22/05
Wu, Chen-Szu (Frank), Dir. of Management and Information Systems, MIS	09/22/05

PROMOTIONS

Aquino, Cherry L	Accountant, Fiscal Services	09/19/05
Locke, Debra	Administrative Assistant II, Madison Theater	10/10/05
Mendoza, Antonio G	Accountant, Fiscal Services	09/26/05
Rojas, Anna	Administrative Assistant II, Library	09/07/05

WORKING OUT OF CLASSIFICATION

Cole, Gina	08/01/05 - 11/30/05
Fr: Department Secretary I, Community Relations, 12 mos, 40 hrs	
To: Acting Public Programs Office Coordinator. Community Relations, 12 mos, 40 hrs	
Sher, Brian	07/10/05 - 10/31/05
Fr: Computer Network Analyst, Network Services, 12 mos, 40 hrs	
To: Acting Systems Administrator, Network Services, 12 mos, 40 hrs	

ADVANCED STEP PLACEMENT

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

Echeverria, Alberto, Comm Coll Police Officer Trainee, Coll Police Step C 07/05/05

WORKING OUT OF CLASSIFICATION (additional responsibilities)

Franco, Carlos, Groundskeeper, Grounds	+7.5%	06/13/05 - 10/20/05
Oseguera, Ismenia, Custodian, Operations	+2.5%	06/13/05 - 07/11/05

LEAVES OF ABSENCE WITH PAY

MILITARY LEAVE

Looney, Brant	Systems Analyst, AET	09/01/05 - 09/30/05
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LEAVES OF ABSENCE WITHOUT PAY

PERSONAL

Diaz, Veronica	Accountant, Fiscal Services	09/19/05 – 10/14/05
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SEPARATIONS

RELEASED FROM PROBATIONARY ASSIGNMENT

Ponce, Alvin	Cash Receipts Coordinator, Bursars Office	08/15/05
Richardson, Maree	Custodian, Operations	08/19/05

RESIGNATION

Castelo, Vergil	Multimedia Computer Lab. Technician, AET	09/04/05
Teroy, George	Accounting Manager, Fiscal Services	09/30/05

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 10, 2005

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 8 CLASSIFIED PERSONNEL – LIMITED TERM

Requested Action: Approval/Ratification

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

ELECTIONS

EFFECTIVE DATE

PROVISIONAL

Bando, Gloria, Clerical Assistant I, Personnel Commission	09/01/05 - 09/22/05
Bonner, Gary, Accompanist-Dance, KD	09/18/05 - 12/31/05
Hasel, Amber, Sign Language Interpreter Trainee, DSC	08/29/05 - 12/31/05
Jansen, Michael, Lab Tech-Physical Science, Physical Science	08/24/05 - 12/31/05
La Cosse, Naomi, Sign Language Interpreter I, DSC	07/01/05 - 12/31/05
Matlow, Stephanie, Sign Language Interpreter Trainee, DSC	08/29/05 - 12/31/05
Richardson, Angela, Accountant, Fiscal Services	07/01/05 – 09/30/05

LIMITED TERM

Awosika, Kikelola, Bookstore Clerk/Cashier, Bookstore	08/22/05 - 06/30/06
Branch-Amos, Alixe C, Administrative Assistant I, Personnel Comm	09/19/05 - 11/18/05
Gever, Diyanna, Instructional Assistant-English, English	09/26/06 - 12/31/05
Gordon, Jeffrey, Counseling Aide, Student Life	07/11/05 - 12/31/05
Ross, Nancy, Instructional Assistant -Learning Disabilities, DSC	07/01/05 - 12/22/05
Santa Maria, Bladimir, Bookstore Clerk/Cashier, Bookstore	09/12/05 - 06/30/06
Serratos, Monica, Counseling Aide, Student Life	07/11/05 - 12/31/05

LIMITED TERM (Substitute)

Cooper, Joyce, Accompanist-Performance, Emeritus	07/01/05 - 12/31/05
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BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 10, 2005

CONSENT AGENDA: HUMAN RESOURCES

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 \$7.00/hr	11
College Student Assistant \$7.00/hr	83
College Work-Study Student Assistant \$7.00/hr	106

SPECIAL SERVICES

Art Model \$14.00/hr	1
Community Services Specialist II \$38.00/hr	8

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	October 10, 2005

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10 FACILITIES

10-A CHANGE ORDER NO. 4 – THEATRE ARTS RENOVATION

Change Order No. 4 - TURNER CONSTRUCTION COMPANY on the Theatre Arts Renovation Project in the amount of \$52,887.

Original Contract Amount	\$13,053,000
Change Order No. 1	5,160
Change Order No. 2	299,049
Change Order No. 3	207,732
Change Order No. 4	<u>45,805</u>
Revised Contract Amount	\$13,617,746
Original Contract Time	425 days
Time Extension Change Order No. 2	24 days
Current Revised Contract Time	469 days

Funding Source: Measure U

Comment: Change Order No. 4 provides for a new pre-cast concrete sump pit with ladder and traffic rated access hatch, additional reinforcing steel at curved ramp, additional labor and material to provide miscellaneous stud walls and related framing and firestopping, miscellaneous framing at structural steel columns to accommodate added thickness of fireproofing and a credit for the deletion of perforated metal panels at the roof top equipment screen. Screen will be solid sheet metal panels with factory applied finish.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	October 10, 2005

CONSENT AGENDA: FACILITIES AND FISCAL

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

10-B SUBSTITUTION OF LISTED SUBCONTRACTOR - THEATRE ARTS RENOVATION

TURNER CONSTRUCTION, general contractor for the Theatre Arts Renovation project requests the following listed subcontractor substitution:

Painting: From listed sub-contractor Duggan Associates, Torrance, CA. to Borbon Painting, Buena Park, CA.

Comment: The listed subcontractor was unable to enter into an agreement with the general contractor.

10-C CHANGE ORDER NOs. 7 & 8 – NEW MUSIC AND PERFORMING ARTS THEATER

Change Order No. 7 – FTR INTERNATIONAL, INC. on the Renovation portion of the project in the amount of \$5,410

Change Order No. 8 – FTR INTERNATIONAL, INC. on the Theatre portion of the project in the amount of \$15,400

Original Contract Amount	\$30,780,000
Change Order No. 1	15,360
Change Order No. 2	4,174
Change Order No. 3	3,492
Change Order No. 4	17,654
Change Order No. 5	11,582
Change Order No. 6	6,464
Change Order No. 7	5,410
Change Order No. 8	15,400
Revised Contract Amount	<u>\$30,859,536</u>

Original Contract Time	670 days
Current Contract Time	670 days

Funding Source: Measure S, U

Comment: Change Order No. 7 provides for the partial closure of a below-grade retaining wall, a credit for deleted waterproofing, labor and materials to remove existing carpet in existing room, and labor and materials to disconnect and remove existing floor mounted electrical outlets and associated conduit and wiring.

Change Order No. 8 provides for labor, materials and equipment to field weld reinforcing steel bars in basement walls to steel column flanges to provide continuity across the wall reinforcing.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	October 10, 2005

CONSENT AGENDA: FACILITIES AND FISCAL

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

10-D AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – BUNDY CAMPUS MASTER PLAN

Amend the agreement with WWCOT for architectural services related to the Bundy Campus Master Plan project for an additional amount not to exceed \$75,000 for an amended contract total of \$295,000 plus reimbursable expenses.

Funding Source: Measure U

Comment: This agreement provides for a time extension from the original contract. Additional time was necessary on this project due to extensive community outreach and further planning with the City of Santa Monica and the City of Los Angeles on access issues.

10-E AGREEMENT FOR ARCHITECTURAL SERVICES – CAMPUS QUAD

Agreement with tBP ARCHITECTURE for architectural services related to the Campus Quad project for an amount not to exceed \$468,980 plus reimbursable expenses.

Funding Source: Measure U

Comment: The Campus Quad project will complete the construction in the middle of the campus and will include an open landscaped area between the new Theatre Arts complex to the east, the new Liberal Arts to the west and the Library to the south.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	October 10, 2005

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 BUDGET AUGMENTATIONS

11-A ARTS, MEDIA AND ENTERTAINMENT CAREER STANDARDS PROJECT -YEAR 1

Granting Agency: California Department of Education
 Requested Funding: \$48,223
 Matching Funds: Not Applicable
 Performance Period: July 01, 2005 – September 30, 2005
 Summary: This is the 2004-2005 carry-over amount of \$48,223 for the contract with the California Department of Education for Santa Monica College to serve as the organizing entity for the development career content standards for the Arts, Media and Entertainment industry sector.

Budget Augmentation:	Income:	
	8000 Income	\$48,223
	Expenditures	
	1000 Academic Salaries	5,000
	2000 Non-Academic	2,000
	3000 Employee Benefits	2,100
	4000 Supplies	4,706
	5000 Contract Services/Operating Exp.	30,573
	6000 Equip/Capital Outlay	3,844
	Total Expenditures	\$48,223

11-B TRIO STUDENT SUPPORT SERVICES

Granting Agency: U S Department of Education
 Requested Funding: \$93,515
 Matching Funds: \$8,874
 Performance Period: July 01, 2005 – August 31, 2005
 Summary: This is the 2004-2005 carry-over amount of \$93,515 as contracted with the U.S. Department of Education for the Student Support Services project to raise the retention, graduation, and transfer rate of academically disadvantaged students who are low-income, first generation, or disabled.

Budget Augmentation:	Income:	
	8000 Income	\$93,515
	Expenditures	
	1000 Academic Salaries	27,500
	2000 Non-Academic	24,211
	3000 Employee Benefits	0
	4000 Supplies	6,500
	5000 Contract Services/Operating Exp.	1000
	6000 Equip/Capital Outlay	16,304
	7000 Student Payments	18,000
	Total Expenditures	\$93,515

BOARD OF TRUSTEES	Action
Santa Monica Community College District	October 10, 2005

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 BUDGET AUGMENTATIONS

11-C PROFESSIONAL DEVELOPMENT INSTITUTE FOR EARLY CHILDHOOD EDUCATORS (PROP 10.)

Granting Agency: Los Angeles County
Appropriated Funding: \$74,651
Matching Funds: Not applicable
Performance Period: July 1, 2005 – June 30, 2006
Summary: The County of Los Angeles has approved an increase in the 2005-06 funding by an additional \$74,651.

Budget Augmentation: Income: \$74,651
8000 Income \$74,651

Expenditures:
4000 Books & Supplies 1,000
5000 Contract Services/Operating Exp. 28,500
6000 Equip/Capital Outlay 45,151
Total Expenditures 74,651

BOARD OF TRUSTEES	Action
Santa Monica Community College District	October 10, 2005

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 **COMMERCIAL WARRANT REGISTER**

August 1 – August 31, 2005	1704 – 1748	\$6,187,482.98
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Comment: The detailed commercial warrant documents are on file in the Accounting Department.

RECOMMENDATION NO. 13 **PAYROLL WARRANT REGISTER**

August 1 – August 31, 2005	CIA – VIE	\$6,629,634.48
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Comment: The detailed payroll register documents are on file in the Accounting Department.

RECOMMENDATION NO. 14 **AUXILIARY PAYMENTS & PURCHASE ORDERS**

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.

	Payments	Purchase Orders
August 1 – August 31, 2005	\$1,091,403	\$46,134

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

RECOMMENDATION NO. 15 **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, 2005	D000118 – D000232	\$1,207,522.08
July 1 – August 31, 2005	B000001 – B000075	\$1,008,852.18

BOARD OF TRUSTEES	Action
Santa Monica Community College District	October 10, 2005

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 PURCHASING

16-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

August 1 – August 31, 2005	\$1,483,954.40
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16-B DECLARATION AND DISPOSAL OF SURPLUS COPIER EQUIPMENT

Declare as surplus the following non-operating and/or obsolete copier equipment and authorize the District to dispose of the equipment in a manner consistent with Board Policy 6531.

District owned copiers: 14 Canon, 2 Ricoh, 3 Xerox
 Associated Student owned copiers: 2 OCE, 1 Xerox

Comment: The copier equipment is non-operating and/or obsolete. In some cases parts are no longer available or it is not cost-effective to continue to maintain service agreements for those units. The District will attempt to salvage and recycle as much material as possible.

Declare as surplus the following computer equipment and authorize the District to donate the equipment to the Santa Monica/Malibu Education Foundation.

8 Macintosh CPUs

Comment: In August, 2004 the Board of Trustees authorized the donation of 24 Macintosh computers, monitors, keyboards and mice to the Santa Monica/Malibu Education Foundation. The SMMEF has not been able to pick up the donation and the District now has additional surplus CPUs. The SMMEF is a non-profit foundation created in 1982 to improve the quality of education in public school in Santa Monica and Malibu. The Foundation will facilitate the refurbishing of the computer equipment to be given to financially disadvantaged students.

BOARD OF TRUSTEES Santa Monica Community College District	ACTION October 10, 2005
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MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 17 BOARD OF TRUSTEES MEETINGS, 2006

It is recommended that the Board of Trustees approve the schedule of meetings for 2006 following the policy determined by the Board that regular meetings be held on the second Monday of the month. A second meeting (hold) is scheduled on the fourth Monday of the month.

Comment: Alternate dates are listed for meetings that need to be rescheduled because of a holiday (April 10th) and/or conflicts with meetings of the Board of Governors (July, September, November).

Options for retreat dates are included for consideration.

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

BOARD OF TRUSTEES MEETINGS, 2006

January 9, 2006 (second Monday)
January 23 (hold)

February 13 (second Monday)
February 27 (hold)

Winter Retreat

Select a date:

Saturdays

January 21

February 25

March 4, 11

March 13 (second Monday)
March 27 (hold)

April 10 (second Monday)
Cesar Chavez holiday
Alternate dates to consider:
 April 3 (first Monday)
 April 12 (second Wednesday)
April 24 (hold)

May 8 (second Monday)
May 22 (hold)

June 12 (second Monday)
June 26 (hold)

***July 10** (second Monday)
Alternate dates to consider:
 July 5 (first Wednesday)
 July 12 (second Wednesday)
July 24 (hold)

August 14 (second Monday)
August 28 (hold)

Summer Retreat

Select a date

Saturdays

August 19, 26

***September 11** (second Monday)
Alternate dates to consider:
 September 6 (first Wednesday)
 September 13 (second Wednesday)
September 25 (hold)

October 9 (second Monday)
October 23 (hold)

***November 13** (second Monday)
Alternate dates to consider:
 November 6 (first Monday)
 November 15 (second Wednesday)
November 27 (hold)

December 11 (second Monday)

**Second Monday conflicts with meeting of
the Board of Governors*

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 10, 2005

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 18 ADOPTION OF HAZARD MITIGATION PLAN

It is recommended that the Board of Trustees adopt the Hazard Mitigation Plan, which was completed as a multi-jurisdictional packet with the Santa Monica-Malibu Unified School District.

Comment: The Santa Monica Community College District is mandated by Federal Law to complete its Hazard Vulnerability Analysis and Program Plan under the Disaster Mitigation Act of 2000 (Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 93-288 and PL 100-707).

Official acceptance by the Board of Trustees is required prior to submission to State and Federal agencies. District staff, with the assistance of the Hazard Mitigation Task Force and expert consultant Dimensions Unlimited, Inc., has reviewed the Plan and finds it to be thorough and complete, and it will satisfy all requirements of the subject law.

This will also acknowledge the work of the multi-jurisdictional (SMC and SMMUSD) Committees' work in accomplishing this very important task.

A copy of the Plan on diskette has been forwarded to members of the Board of Trustees and is available on the SMC website at: www.smc.edu/risk_management/. Due to the volume of material, the Plan was not able to be included in the agenda.

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

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 10, 2005

XIII. **CLOSED SESSION**

- Potential Litigation
pursuant to Government Code Section 54956.9

XIV. **ADJOURNMENT**

The meeting will be adjourned in memory of **Jim D'Angelo**, retired SMC faculty member, coach, and administrator.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be November 7, 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.