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

**REGULAR MEETING
TUESDAY, SEPTEMBER 2, 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 minutes may be accessed on the
Santa Monica College website:
<http://www.smc.edu/admin/trustees/meetings/>*

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 2, 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 Tuesday, September 2, 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: August 4, 2003 (regular meeting)

IV. SUPERINTENDENT'S REPORT

V. ACADEMIC SENATE REPORT

VI. CLASSIFIED SENATE REPORT

VII. COMMUNICATIONS OR PUBLIC COMMENTS

VIII. CONSENT AGENDA

Planning and Development

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

Academic and Student Affairs

- #4 Contracts and Consultants
 - A Events, Fall 2003

Human Resources

- #5 Academic Personnel
- #6 Classified Personnel – Regular
- #7 Classified Personnel – Limited Duration
- #8 Classified Personnel – Non Merit

Business and Administration

- #9 Contracts and Consultants
 - A Risk Management Agreement – Hazardous Waste Disposal
 - B Agreement for Coin Operated Copiers and Printer Servers
 - C Rental Payment for Off-site Custodial and Security Services
- #10 Facilities
 - A Change Order No. 9 and 10, Library Expansion and Remodel
 - B Reduction of Contract Retention-Library Expansion and Remodel
 - C Additional Architectural Services, Main Stage
 - D Additional Security Consulting Services, Literacy Center
 - E Architectural Services, Music Department Facilities at Madison Camp
 - F Engineering Services, Security Bollard Systems
 - G Award of Bid – Library Village Renovation for Math Department
- #11 Commercial Warrant Register
- #12 Payroll Warrant Register
- #13 Payments from Auxiliary Operations
- #14 Direct Payments
- #15 Purchasing
 - A Participation in Purchase Agreement

IX. MAJOR ITEMS OF BUSINESS

- #16 Authorization to Purchase Real Property
- #17 Resolution Adopting a Negative Declaration and Approving the Liberal Arts Building Replacement Project
- #18 Opposition to the California Ballot “Racial Privacy Initiative”
- #19 Abolish Classified Management Positions and Layoff Due to Lack of Funds/Lack of Work

X. BOARD REPORT AND COMMENTS

XI. INFORMATON ITEMS

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

- XII. ADJOURNMENT:** There will be a special meeting of the Board of Trustees on Monday, September 15, 2003 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.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Wednesday**, October 1, 2003 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

September 2, 2003

I. ORGANIZATIONAL FUNCTIONSA. 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
Dr. Patrick Nicholson - Present
Annette Shamey - Present
Melvon George, Student Trustee - Present

II. CLOSED SESSION

- Collective Bargaining, pursuant to Government Code Section 54957.6
No action was taken

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS – 7:16 p.m.

PLEDGE OF ALLEGIANCE – Chason Smith, Associated Students President

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:

August 4, 2003 (Regular Meeting)

MOTION MADE BY: Nancy Greenstein
SECONDED BY: Carole Currey
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 2, 2003

IV. SUPERINTENDENT'S REPORT

Presented by Thomas J. Donner, Executive Vice-President, Business and Administration

- Recognition of classified confidential employees
Lin Caldwell, Administrative Assistant to Superintendent
Norma Davis, Administrative Assistant to V.P., Student Affairs
Letty Edwards, Administrative Assistant, Superintendent's Office
Judy Fritz, Administrative Assistant to Executive V.P., Business/Administration
Pat Green, Administrative Assistant to Associate V.P., Business Services
Martha Jimenez, Administrative Assistant to V.P., Human Resources
Lisa Rose, Coordinator, District/Board of Trustees Office
Marni Washington, Administrative Assistant to V.P., Academic Affairs
Adriene Willis, Department Secretary, Superintendent's Office

- Welcome to Ana Jara, Classified Senate President

- Fall Semester Report: Randy Lawson, Vice-President of Academic Affairs reported that headcount is down 17 percent and FTEs is down about 16 percent from Fall, 2002.

- Budget Update: The Chancellor's Office budget workshop will be held on September 3rd which should provide some clarification of how the budget translates for Santa Monica College. The 2004-05 budget is of extreme concern because the District will need to get back to its 2002-03 level of FTEs.

V. ACADEMIC SENATE REPORT

VI. CLASSIFIED SENATE REPORT

VII. COMMUNICATIONS AND PUBLIC COMMENTS

Kathy Shamey
John Samargis
Barbara Siegel
Phil Hendricks

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 2, 2003

CONSENT AGENDA

It is recommended that the Board of Trustees take the action requested on Consent Agenda Recommendations #2-#15.

Recommendations pulled for public comments: Deborah Jansen on #2

Recommendations pulled for questions: #10-D, #10-F, #10-G

Action on Consent Agenda

MOTION MADE BY: Margaret Quiñones
 SECONDED BY: Carole Currey
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 2, 2003

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 2 **ACCEPTANCE OF GRANTS**
Requested Action: Acceptance

Title of Grant: **Title III, Strengthening Institutions**

Granting Agency: US Department of Education

Requested Funding: \$350,000

Matching Funds: \$10,000 (Match required for the fifth year's endowment fund)
Source: SMC Foundation

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

Summary: This is the fifth (and last) year of the grant. The grant comprises two activities designed to address Student Retention and Success and development of online education programs.

Budget:

Income		
8000		350,000
Expenditures		
1000	Academic Salaries	\$67,455
2000	Classified Salaries	68,418
3000	Benefits	29,011
4000	Supplies	37,407
5000	Other	119,140
6000	Equipment	28,569
7000	Other Outgo	0

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 2, 2003

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 2 **ACCEPTANCE OF GRANTS** *(continued)*

Requested Action: Acceptance

Title of Grant: **TRIO Student Support Services**

Granting Agency: US Department of Education

Requested Funding: \$260,181

Matching Funds: N/A

Performance Period: September 1, 2002 – August 31, 2003 (third year of a four-year funding period)

Summary: The purpose of the Student Support Services project is to raise the retention, graduation, and transfer rate of academically disadvantaged students who are low income, first generation, or disabled. Activities include academic advising, tutoring, mentoring, instruction (Human Development), workshops (Financial Aid, Career/Job, Transfer), and cultural activities.

Budget:

Income		
8000		\$260,181
Expenditures		
1000	Academic Salaries	\$59,545
2000	Classified Salaries	85,384
3000	Benefits	32,348
4000	Supplies	13,000
5000	Other	19,936
6000	Equipment	0
7000	Other Outgo	49,968

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 2, 2003

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 2 **ACCEPTANCE OF GRANTS** *(continued)*
Requested Action: Acceptance

Title of Grant: **Community College CalWORKs Program**

Granting Agency: Los Angeles County Department of Public Social Services

Requested Funding: \$24,014

Matching Funds: N/A

Performance Period: July 1, 2003 to June 30, 2004

Summary: Funding provides counseling services to CalWORKs students.

Budget:	Income		
	8000		\$24,014
	Expenditures		
	1000	Academic Salaries	\$19,350
	3000	Benefits	1,741
	4000	Supplies	675
	6000	Other	2,248

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 2, 2003

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 2 **ACCEPTANCE OF GRANTS** *(continued)*

Requested Action: Acceptance

Title of Grant: **Community College Child Care Program**

Granting Agency: Los Angeles County Department of Public Social Services

Requested Funding: \$136,129

Matching Funds: N/A

Performance Period: July 1, 2003 to June 30, 2004

Summary: The program offers Child Development, English and Basic Skills coursework, tutorials for both Child Development and General Education classes, professional and personal development workshops, and child care center work experience, comprising 32 hours per week for 25-35 CalWORKs students.

Budget:

Income		
8000		\$136,129
Expenditures		
1000	Academic Salaries	\$82,999
2000	Classified Salaries	20,592
3000	Benefits	21,906
4000	Supplies	1,000
5000	Other	5,488
	Indirect	4,144

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 2, 2003

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 2 **ACCEPTANCE OF GRANTS** *(continued)*
Requested Action: Acceptance

Title of Grant: **Tech Prep**

Granting Agency: California Community Colleges Chancellor's Office

Requested Funding: \$72,000

Matching Funds: N/A

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

Summary: Funding supports the Summer Science and Summer Business Institutes, designed to provide high school students that lad toward academic, vocational and technical growth and excellence.

Budget:

Income		
8000		\$72,000
Expenditures		
1000	Academic Salaries	\$46,412
2000	Classified Salaries	4,368
3000	Benefits	6,020
4000	Supplies	5,133
5000	Other	7,400
6000	Equipment	0
7000	Other Outgo	0
	Indirect	2,667

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 2, 2003

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 2 **ACCEPTANCE OF GRANTS** *(continued)*

Requested Action: Acceptance

Title of Grant: **Professional Development Institute for Early Childhood Educators**

Granting Agency: First Five LA (formerly the Proposition 10 Commission)

Requested Funding: \$254,315 (Year two of a five year grant)

Matching Funds: \$27,468 (Source: SMC In-kind (project administrator, grants director, restricted funds program manager)

Performance Period: September 1, 2003 – August 31, 2004

Summary: The project is a collaborative effort on behalf of the college, the Santa Monica-Malibu Unified School District, Connections for Children, St. John’s Child and Family Development Center and the Santa Monica Child Care and Early Education Task Force. The grant will provide professional development opportunities and mentoring for early childhood educators.

Budget:	Income	
	8000	\$254,315
	Expenditures	
	1000 Academic Salaries	\$62,136
	2000 Classified Salaries	28,143
	3000 Benefits	32,248
	4000 Supplies	3,600
	5000 Other	100,920
	6000 Equipment	18,241
	7000 Other Outgo	0
	8000 Indirect	9,027

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 2, 2003

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 3 **CONTRACTS AND CONSULTANTS**

Requested Action: Approval

3-A TRAINING SITES FOR ETP HEALTHCARE CONTRACT

Three (3) off-campus venues to be used as training sites for the Employment Training Panel (ETP) – Healthcare contract, for fiscal year 2003-2004.

Oceanview Convalescent Hospital
1340 15th Street
Santa Monica, CA 90404
(310) 451-9706

Culver West Convalescent Hospital
4035 Grandview Boulevard
Los Angeles, CA 90066
(310) 390-9506

Marycrest Manor Convalescent Hospital
10664 Saint James Drive
Culver City, CA 90230
(310) 838-2778

Funding Source: None; no cost to the District

Comment: This contract is managed by the Department of Workforce and Economic Development Program.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 2, 2003

CONSENT AGENDA: PLANNING AND DEVELOPMENT

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

Requested Action: Approval

3-B CONTRACT EDUCATION – UNIVERSITY OF CALIFORNIA, LOS ANGELES

Approval of a contract with the University of California Los Angeles, Medical Center, Nursing Professional Development Program to provide nursing education in the form of credit classes for Licensed Vocational Nurses (LVN) currently employed at UCLA to complete work towards the Registered Nurse (RN) degree at Santa Monica College.. The total amount of the contract will be \$102,276 for the period of September 2003 through December 2004, and will cover all instructional costs and support services for the program participants.

Funding Source: University of California Los Angeles Medical Center

Budget:	Income	\$102,276
	Expenditures	
	1000 Academic Salaries	48,130
	2000 Classified Salaries	18,000
	3000 Benefits	12,750
	4000 Supplies	6,350
	7000 Other Outgo	17,276
	Total	\$102,276

Comment: The timeline for this program will be 18 months. The program will serve 15-22 participants. The classroom instruction will be delivered at the Madison campus and the clinical component at UCLA's medical facilities.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 2, 2003

CONSENT AGENDA: PLANNING AND DEVELOPMENT

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

Requested Action: Approval/Ratification

3-C AMENDMENT TO THE CONTRACT WITH CEDARS-SINAI MEDICAL CENTER

The contract between Santa Monica College and Cedars-Sinai Medical Center is being amended to reflect additional funds to be received to cover cost for salaries of two (2) clinical instructors.

The Board of Trustees approved a contract in the amount of \$125,795.75 with Cedars-Sinai Medical Center to train 20 students for an Associate Degree in Nursing (ADN) in April 2003. The initial contract covers the program costs of instruction, program coordination, administrative support, books, supplies, nurse handbooks and testing. This amendment adds \$62,100 to the contract resulting in a new program total of \$187,895.75. The period of the contract will continue from April 8, 2003 to April 8, 2004.

Funding Source: Cedars-Sinai Medical Center

Comment: Cedars-Sinai Medical Center is being affected by the state's nursing shortage. They are seeking Santa Monica College's assistance to train members of their current workforce to upgrade their skills and be eligible to become nurses registered through the State of California. This program is designed to meet their needs for qualified nursing candidates and maintain their level of quality health care.

3-D CONTRACT WITH MCS REHABILITATION, INC.

MCS Rehabilitation, Inc. will contract with Santa Monica College to provide ESL and Basic Skills training to the clients of the Los Angeles City Healthcare Career Ladder Training Program. The clients will meet the eligibility criteria mandated under the Workforce Investment Act (WIA). SMC will provide basic skills training geared towards industry-related positions and job classifications in the health care industry. Terminologies commonly used in selected industries will be incorporated into each lesson plan. The period of the contract is September 1, 2003 to June 30, 2004 for the amount of \$55,000.

Funding Source: MCS Rehabilitation, Inc./Hollywood WorkSource Center
Workforce Investment Act (WIA)

Comment: MCS Rehabilitation, Inc. is funded by the Los Angeles City Community Development Department to administer programs that serve dislocated, unemployed, and Limited English Proficient individuals in Los Angeles. Their One-Stop Center will be the host for the ESL and basic skills training.

BOARD OF TRUSTEES

ACTION

SANTA MONICA COMMUNITY COLLEGE DISTRICT

September 2, 2003

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 4

CONTRACTS AND CONSULTANTS

Requested Action: Approval

4-A EVENTS, FALL 2003

Planetarium Guest Lecturer

Brad Hansen

Pulsar Planets
October 31, 2003

\$120

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 2, 2003

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 5 ACADEMIC PERSONNEL

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

EFFECTIVE DATE

ELECTIONS

ADMINISTRATIVE

Danzey, Ida	Acting Assistant Dean, Health Sciences	08/16/03 - 12/31/03
Krentzman, Greg	Project Manager, Launchpad	10/01/03 - 02/29/04

ADJUNCT

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

SEPARATIONS

LEAVE OF ABSENCE WITH PAY

REDUCTION IN ASSIGNMENT

Bland, James Instructor, Life Science	02/19/04 – 06/30/04
Comment: Mr. Bland requests a reduction of his assignment to 70%.	

OPPORTUNITY LEAVE

Dworsky, Amy S.	Counselor, Counseling Services	08/19/03 - 06/30/04
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BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 2, 2003

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 6 **CLASSIFIED PERSONNEL – REGULAR**

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

EFFECTIVE DATE

ELECTIONS

CHANGE IN WORKSHIFT/PERMANENT

Munoz, Angela	07/01/03
Fr: A&R Supervisor/NSI, A&R, 12mos, 40hrs	
To: A&R Supervisor, A&R, 12mos, 40hrs	

LEAVE OF ABSENCE WITH PAY

MILITARY

Carter, Thomas R., Events Technician, Campus Events	07/30/03 - 07/31/03
Carter, Thomas R., Events Technician, Campus Events	08/05/03 - 08/06/03

SEPARATIONS

RESIGNATION

Coleman, Sarah, Financial Aid Technician, Financial Aid	08/25/03
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RETIREMENT

East, Rick, HVAC Specialist, Maintenance	09/18/03
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The Board hereby accepts immediately the retirement of the above listed personnel to be effective as indicated.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 2, 2003

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7 CLASSIFIED PERSONNEL – LIMITED DURATION

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>	
Berg, Erith, Instructional Assistant ESL, ESL	09/08/03 - 12/08/03
Evenhuis, John K., Instructional Assistant ESL, ESL	09/08/03 - 12/08/03
Mahlanza, Paula, Vocational Instructional Assistant, Cosmetology	08/25/03 - 12/12/03
Suknaich, Jennifer, Vocational Instructional Assistant, Cosmetology	08/25/03 - 12/12/03
<u>LIMITED TERM</u>	
Abdulhamid, Ferid, Bookstore Clerk Cashier, Bookstore	09/01/03 - 12/31/03
Ahmed, Mawerdy, Bookstore Clerk Cashier, Bookstore	09/01/03 - 12/31/03
Awosika, Kikielola, Bookstore Clerk Cashier, Bookstore	09/01/03 - 12/31/03
Baker, Stephan, Bookstore Clerk Cashier, Bookstore	09/01/03 - 12/31/03
Baskin, Patricia, Bookstore Clerk Cashier, Bookstore	09/01/03 - 12/31/03
Berghoff, Aaron, Bookstore Clerk Cashier, Bookstore	09/01/03 - 12/31/03
Boodparset, Sutida, Counseling Aide, EOPs	07/01/03 - 08/22/03
Cadena, Allison, Bookstore Clerk Cashier, Bookstore	09/01/03 - 12/31/03
Carreon, Guillermo, Bookstore Clerk Cashier, Bookstore	09/01/03 - 12/31/03
Casillas, Josh, Registration Information Clerk, Matriculation	07/15/03 - 12/31/03
Cason, Tracy, Bookstore Clerk Cashier, Bookstore	09/01/03 - 12/31/03
Dacosta, Richard, Bookstore Clerk Cashier, Bookstore	09/01/03 - 12/31/03
Damtew, Meron, Bookstore Clerk Cashier, Bookstore	09/01/03 - 12/31/03
Daniel, Bethel, Bookstore Clerk Cashier, Bookstore	09/01/03 - 12/31/03
De Leon, Aroldo, Bookstore Clerk Cashier, Bookstore	09/01/03 - 12/31/03
Duvarado, Jan, Bookstore Clerk Cashier, Bookstore	09/01/03 - 12/31/03
Enaiho, Patricia, Bookstore Clerk Cashier, Bookstore	09/01/03 - 12/31/03
Frias, Laura, Bookstore Clerk Cashier, Bookstore	09/01/03 - 12/31/03
Friha, Mohammed, Bookstore Clerk Cashier, Bookstore	09/01/03 - 12/31/03
Garcia, Lucy, Bookstore Clerk Cashier, Bookstore	09/01/03 - 12/31/03
Gebremichael, Hermela, Bookstore Clerk Cashier, Bookstore	09/01/03 - 12/31/03
Getachew, Bisrate, Bookstore Clerk Cashier, Bookstore	09/01/03 - 12/31/03
Gonzalez, Antonio, Counseling Aide, EOPs	07/01/03 - 08/22/03
Harge, Ronyee, Bookstore Clerk Cashier, Bookstore	09/01/03 - 12/31/03
Hassan, Fauzia, Bookstore Clerk Cashier, Bookstore	09/01/03 - 12/31/03
Hermawan, Miguel, Bookstore Clerk Cashier, Bookstore	09/01/03 - 12/31/03
Holliday, Angel, Counseling Aide, EOPs	07/01/03 - 08/22/03
Houth, Nazareth, Instructional Assistant ESL, ESL	09/08/03 - 12/08/03

LIMITED TERM (cont'd)

Johnson, Andre, Bookstore Clerk Cashier, Bookstore	09/01/03 - 12/31/03
Jones, Frances, Bookstore Clerk Cashier, Bookstore	09/01/03 - 12/31/03
Kahn, Clarice, Bookstore Clerk Cashier, Bookstore	09/01/03 - 12/31/03
Kangarlou, Monique, Voc. Instructional Assistant, Cosmetology	08/25/03 - 12/12/03
Lemes, Blanche, Instructional Assistant ESL, ESL	09/08/03 - 12/08/03
Lemus, Karen, Bookstore Clerk Cashier, Bookstore	09/01/03 - 12/31/03
Libman, Leonid, Bookstore Clerk Cashier, Bookstore	09/01/03 - 12/31/03
Lopez, Jose Carlos, Bookstore Clerk Cashier, Bookstore	09/01/03 - 12/31/03
Lopez, Waleska, Bookstore Clerk Cashier, Bookstore	09/01/03 - 12/31/03
Matthews, Alexandre, Bookstore Clerk Cashier, Bookstore	09/01/03 - 12/31/03
McIntosh, Bryan, Bookstore Clerk Cashier, Bookstore	09/01/03 - 12/31/03
Mehary, Mehret, Bookstore Clerk Cashier, Bookstore	09/01/03 - 12/31/03
Moges, Aster, Bookstore Clerk Cashier, Bookstore	09/01/03 - 12/31/03
Panghongkeon, Artee, Bookstore Clerk Cashier, Bookstore	09/01/03 - 12/31/03
Perkins, Paul, Bookstore Clerk Cashier, Bookstore	09/01/03 - 12/31/03
Sazonova, Yelena, Bookstore Clerk Cashier, Bookstore	09/01/03 - 12/31/03
Shamsian, Dalia, Bookstore Clerk Cashier, Bookstore	09/01/03 - 12/31/03
Sloane, William, Bookstore Clerk Cashier, Bookstore	09/01/03 - 12/31/03
Smith, Delois, Registration Information Clerk, A & R	07/31/03 - 12/31/03
Thielking, Alan, Bookstore Clerk Cashier, Bookstore	09/01/03 - 12/31/03
Washington, Mianca, Bookstore Clerk Cashier, Bookstore	09/01/03 - 12/31/03
Weldenmichael, Belanesh, Bookstore Clerk Cashier, Bookstore	09/01/03 - 12/31/03
Young, Mary Ellen, Bookstore Clerk Cashier, Bookstore	09/01/03 - 12/31/03

RECOMMENDATION NO. 8

CLASSIFIED PERSONNEL - NON MERIT

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 45
\$7.00/hr

College Work-Study Student Assistant 45
\$7.00/hr

SPECIAL SERVICES

Art Model 31
\$14.00/hr

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

BOARD OF TRUSTEES	Action
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 2, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 9 **CONTRACTS AND CONSULTANTS**

Requested Action: Ratification/Approval

9-A RISK MANAGEMENT AGREEMENT – HAZARDOUS WASTE DISPOSAL

Agreement with Clean Harbors (formerly Safety-Kleen Systems, Inc.) to provide hazardous waste disposal services for an amount not to exceed \$14,000 for the period of September 1, 2003 to October 31, 2003.

Funding Source: 2003-2004 Risk Management Budget

Comment: Clean Harbors (formerly Safety-Kleen Systems, Inc.) has been providing hazardous waste services for the District for several years to ensure that the District is in compliance with federal state and local regulations for the storage and removal of hazardous waste. This short-term agreement will keep the District in compliance while the District is in the process of going to bid for a multi-year agreement for these services.

9-B AGREEMENT FOR COIN OPERATED COPIERS AND PRINTER SERVERS

Agreement with Card Meter Systems to provide coin operated copiers and printer servers for student use at the Academy of Entertainment and Technology for the period of August 25, 2003 through October 31, 2003 on a month-to-month basis.

Comment: There is no cost to the District. This short-term agreement will provide services to the students at the Academy while the District is in the process of Request for Proposals for a long-term agreement.

9-C RENTAL PAYMENT FOR OFF-SITE CUSTODIAL AND SECURITY SERVICES

Payment to SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT in the amount of \$24,332 for campus custodial services and in the amount of \$22,454.79 for security services for the period of July 1, 2002 through June 30, 2003 as a component of the rental cost for classrooms used during the period.

Funding source: 2002-2003 Academic Affairs & Community Services Budgets

Comment: The Santa Monica-Malibu Unified School District Civic Center rental agreements provide for reimbursement of campus custodial and security services for SMC classes held on SMMUSD sites.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	September 2, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 10 FACILITIES

Requested Action: Approval

10-A CHANGE ORDER NO. 9 & 10, LIBRARY EXPANSION AND REMODEL

Change Orders No. 9 & 10 with NIELSEN-DILLINGHAM on the LIBRARY EXPANSION AND REMODEL project.

Original Contract Amount	\$22,050,000
Change Orders No. 1-No. 8	-388,313
Change Order No. 9	90,333
Change Order No. 10	<u>45,091</u>
Revised Contract Amount	\$21,797,111

Funding Source: FEMA/State Capital Outlay/District

Comment: Change Order No. 9 provides for the removal of existing abandoned steam lines; replacement of sheet metal duct work; reconfiguration of tree wells; additional trees and landscape planting; repair damaged underground storm drain line; addition of wood cap at low walls to protect dry wall; addition of wood base at concrete shear walls; and reconfiguration of dry wall soffit to allow installation of recessed lighting.

Change Order No. 10 adjusts allowances held in the base contract for telecommunications, audio visual equipment and signage for actual costs as provided for in the Specifications.

Several items are still being negotiated and the final change orders and punchlist should be presented to the Board for approval in October or November, 2003.

10-B REDUCTION OF CONTRACT RETENTION-LIBRARY EXPANSION AND REMODEL

The District finds that satisfactory progress is being made on the LIBRARY EXPANSION AND REMODEL project with NIELSEN-DILLINGHAM and it is recommended that the Board of Trustees authorize the District to reduce the contract retention from 10% to 5%.

Funding Source: FEMA/State Capital Outlay/District

Comment: This action provides for the reduction and District release of a portion of the Project Retention to Nielsen-Dillingham.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	September 2, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 10 FACILITIES (continued)

10-C ADDITIONAL ARCHITECTURAL SERVICES, MAIN STAGE

Additional services under the agreement with LEO A. DALY for architectural services related to the Main Stage project to revise drawings based on updated survey information. Fee for additional services not to exceed \$5,000 plus reimbursable expenses.

Funding Source: Measure U

Comment: It is necessary to revise the original drawings to the latest topographical survey that was recently received by the District.

10-D ADDITIONAL SECURITY CONSULTING SERVICES, LITERACY CENTER

Additional services under the engineering consulting agreement with IVA SOLUTIONS to include the planning of security systems for the Literacy Center. Fee for additional services not to exceed \$7,000 plus reimbursable expenses.

Funding Source: Measure U

Comment: The District has a currently agreement with IVA Solutions for the planning of security systems for a variety of buildings. Each new building includes a security system. The Literacy Center project has entered the phase where the security system needs to be designed and can be added to the existing agreement.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	September 2, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 10 FACILITIES (continued)

10-E ARCHITECTURAL SERVICES – MUSIC DEPARTMENT FACILITIES AT MADISON CAMPUS

Agreement with RENZO ZECCHETTO ARCHITECTS for architectural services associated with the Music Department Facilities at Madison Campus project for an amount not to exceed \$207,500 plus reimbursable expenses.

Funding Source: Measure U

Comment: This project provides for the remodel of the existing Madison Campus auditorium and various other classroom, lab and office spaces to accommodate the relocation of the Music Department from the main campus. Improvements will include an Auditorium/Rehearsal Room with equipment, department offices, classrooms, choir rehearsal, practice rooms and Music Library. Work will also include reconfiguration of the existing south main entry to the building.

10-F ENGINEERING SERVICES, SECURITY BOLLARD SYSTEMS

Agreement with INCLEDON KIRK ENGINEERS for engineering services associated with the design of retractable security bollards on the main campus for an amount not to exceed \$37,880 plus reimbursable expenses.

Funding Source: Measure U

Comment: The District is placing two vehicle access control points on the main campus to reduce vehicular traffic through the interior of the campus and protect pedestrians. The access points will consist of retractable security bollards controlled by an access card and/or keypad.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	September 2, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 10 FACILITIES (continued)

10-G AWARD OF BID – LIBRARY VILLAGE RENOVATION FOR MATH DEPARTMENT

Award the bid for the Library Village Renovation for the Math Department to the lowest responsive bidder:

<u>Bidder</u>	<u>Bid Amount</u>
Novus Commercial Interiors dba Novus Construction	\$1,069,069
Gaff Group, Inc.	\$1,075,206
MARTEC	\$1,099,868
Dynamic General Contractor	\$1,391,750

Funding Source: Measure U

Comment: This project is part of the Measure U master plan. The temporary buildings that the Math Department currently occupies will need to be moved before the new Earthquake Replacement Liberal Arts Building is completed. The Library Village is available for renovation now that the expanded/renovated Library has opened.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	September 2, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 11 **COMMERCIAL WARRANT REGISTER**

Requested Action: Ratification/Approval

July 1 – July 31, 2003 681 - 715 \$2,560,471.54

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

RECOMMENDATION NO. 12 **PAYROLL WARRANT REGISTER**

Requested Action: Ratification/Approval

July 1 - July 31, 2003 C1L - H1A \$7793693.94

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

RECOMMENDATION NO. 13 **PAYMENTS FROM AUXILIARY OPERATIONS**

Requested Action: Ratification/Approval

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.

July 1 – July 31, 2003 \$448,127

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

RECOMMENDATION NO. 14 **DIRECT PAYMENTS**

Requested Action: Ratification/Approval

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.

July 1 – July 31, 2003 D000001 – 000016 \$492,037.45

BOARD OF TRUSTEES	Action
Santa Monica Community College District	September 2, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 15 **PURCHASING**

Requested Action: Authorization

15-A PARTICIPATION IN PURCHASE AGREEMENT

Authorize the use of the following State of California Department of General Services' California Multiple Awards Schedule (CMAS) contracts:

Authorize the use of the County of Fairfax, Virginia contract #RQ01-411313-16B with HERMAN MILLER for furniture for an amount not to exceed \$30,000.

3-96-70-0028AF with ANIXTER for telecommunication materials and supplies in an amount not to exceed \$21,000.

3-99-58-0007E with ANIXTER for the installation of telecommunication wiring in an amount not to exceed \$18,000.

3-99-70-0116R with VERIZON for telephone equipment and software in an amount not to exceed \$23,000.

Authorize the award of a purchase orders to the above companies for the purchase and installation of furniture, telecommunication supplies and equipment for the Emeritus College Project.

Funding Source: Emeritus College Foundation

Comment: Public Contract Code §20652 allows the District to purchase through other public agencies without advertising for bid.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	September 2, 2003

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 16 **AUTHORIZATION TO PURCHASE REAL PROPERTY**

It is recommended that the Board of Trustees authorize the District to purchase the real property located at 1738 Pearl Street, Santa Monica for the amount of \$700,000 plus customary costs. Upon the close of escrow, the Board of Trustees accepts title to said property.

It is further recommended that the Board of Trustees authorize Superintendent/President Piedad F. Robertson and Executive Vice President, Business & Administration Thomas J. Donner to execute any and all documents required for the purchase of the real property.

Funding Source: Measure U

Comment: The District purchased the first house on Pearl Street in 1976 and since then has acquired each house as it has come up for sale. Owning these houses has enabled the District to expand while creating a buffer for the neighborhood and provides for future opportunities if the City decides to close Pearl Street as a traffic mitigation measure. The District has maintained the residential appearance from the street in using the houses for a variety of non-instructional programs – campus police, international students, distance education, and the Eco House.

MOTION MADE BY: Margaret Quiñones
 SECONDED BY: Dorothy Ehrhart-Morrison
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

BOARD OF TRUSTEES	Action
Santa Monica Community College District	September 2, 2003

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 17

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
SANTA MONICA COMMUNITY COLLEGE DISTRICT
ADOPTING A NEGATIVE DECLARATION AND
APPROVING THE LIBERAL ARTS BUILDING
REPLACEMENT PROJECT**

It is recommended that the Board of Trustees approve the following resolution adopting a negative declaration and approving the Liberal Arts Building Replacement Project.

WHEREAS, pursuant to the California Environmental Quality Act ("CEQA") and the State and Santa Monica College CEQA Guidelines, an Initial Study and Mitigated Negative Declaration has been prepared in connection with the Liberal Arts Building Replacement Project; and

WHEREAS, the Board of Trustees of the Santa Monica Community College District, while acting in its capacity as Lead Agency pursuant to State CEQA Guidelines Section 15051(a), has reviewed the Initial Study and Mitigated Negative Declaration, and

WHEREAS, on September 2, 2003, the Board of Trustees at its regularly scheduled meeting considered the Initial Study and Mitigated Negative Declaration and permitted members of the public to provide oral comments prior to the any action being taken.

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE SANTA MONICA COMMUNITY COLLEGE DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The Board of Trustees hereby finds and determines that the Initial Study and Mitigated Negative Declaration Project was prepared in full compliance with CEQA and the State and College CEQA Guidelines, including all public notice and comment period requirements.

SECTION 2. As detailed in the Initial Study and Mitigated Negative Declaration, the Board of Trustees finds and determines that the Liberal Arts Building Replacement Project will have no impact or less than significant impacts in the areas of Air Quality, Aesthetics, Biological Resources, Cultural Resources, Public Services, Transportation/Circulation, Utilities, and Neighborhood Effects.

SECTION 3. As detailed in the Initial Study and Mitigated Negative Declaration, the Board of Trustees finds and determines that potentially significant impacts in the areas of Geology and Soils, Hazards and Hazardous Materials, Hydrology and Water Quality, and Noise can be reduced to less than significant with the incorporation of mitigation measures and with the incorporation of the mitigation measures, the Liberal Arts Building Replacement Project will not have a significant effect on the environment.

SECTION 4. As detailed in the Initial Study and Mitigated Negative Declaration, the Board of Trustees finds and determines that there are no mandatory findings of significance as defined in the State CEQA Guidelines.

SECTION 5. The Liberal Arts Building Replacement Project is located with two nautical miles of Santa Monica Airport. The Board of Trustees, in accordance with State CEQA Guideline Section 15074(e), finds that the Liberal Arts Building Replacement Project will not result in a safety hazard or noise problem for persons using the airport or for persons residing or working within the area of the project.

SECTION 6. Based on the whole record of the proceeding, including Initial Study and Mitigated Negative Declaration, and all written and oral comments received pertaining thereto, the Board of Trustees finds and determines that there is no substantial evidence that the Liberal Arts Building Replacement Project will have a significant effect on the environment and that the Initial Study and Mitigated Negative Declaration reflects the Santa Monica Community College District's independent judgment and analysis. Therefore, the Board of Trustees, acting on behalf of the Santa Monica Community College District:

a. Adopts the Mitigated Negative Declaration; and

b. Adopts the Mitigation Monitoring Plan, which is set forth in Exhibit A attached hereto and incorporated herein by this reference, to mitigate or avoid significant effects of the Liberal Arts Building Replacement Project on the environment and to ensure compliance during project implementation.

SECTION 7. The documents which constitute the record of proceedings for approving the Liberal Arts Building Replacement Project are located in the office of Thomas J. Donner, Executive Vice President of Santa Monica College, located at 2714 Pico Blvd., Room 328, Santa Monica, CA 90405. The custodian of these records is Thomas J. Donner, Executive Vice President of Santa Monica College, who may be reached at (310) 434-4947.

SECTION 8. The Liberal Arts Building Replacement Project is hereby approved. Based upon the record of the proceeding, the Board of Trustees finds that the Liberal Arts Building Replacement Project advances the mission of Santa Monica College "to create a learning environment that both challenges our students and supports them in achieving their educational goals" and to "prepare our students to contribute to the global community as they develop an understanding of their personal relationship to the world's social, cultural, political, economic, technological, and natural environments." (Adopted Mission Statement.) The Liberal Arts Building Replacement Project will also further Santa Monica College's adopted goals in the area of promoting student success, advancing academic excellence, developing community partnerships and providing a supportive physical environment. Additionally, the Liberal Arts Building Replacement Project will restore facilities that were seriously damaged as a result of the 1994 Northridge Earthquake. Therefore, in accordance with Government Code Section 53094 and in full compliance therewith, the Board of Trustees hereby renders the City of Santa Monica's zoning ordinance inapplicable to the Liberal Arts Building Replacement Project. Notification of this action shall be communicated to the City of Santa Monica within 10 days of the date of adoption of this Resolution.

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	September 2, 2003

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 18

OPPOSITION TO THE CALIFORNIA BALLOT “RACIAL PRIVACY INITIATIVE”

It is recommended the Board of Trustees take a position in opposition to the ballot initiative “Classification by Race, Ethnicity, Color or National Origin” (informally known as the “Racial Privacy Initiative”).

Comment: This initiative, if adopted by voters, would prohibit state and local governments from using race, ethnicity, color or national origin to classify individuals in public education, contracting or employment operations. The initiative will be on the October 2003 statewide ballot unless the current effort to recall the Governor should force an earlier statewide ballot.

While the arguments for this initiative provide an attractive vision of a society that no longer needs to monitor discrimination and equal opportunity, that goal has not been met. It is imperative to monitor progress in access, success, student financial aid programs, student support programs, transfer, degree completion, vocational goals, staff and faculty diversity and an array of other activities and obligations. The California Community Colleges are richly diverse and provide great opportunity for people from all backgrounds. The system cannot rest on these laurels and pretend there is no more work to do in this regard, nor can it afford to give away the tools that help the state measure, inform, improve and define challenges, failure and success.

The California Community Colleges Board of Governors voted to oppose this initiative at its meeting in July, 2003.

MOTION MADE BY: Margaret Quiñones
 SECONDED BY: Annette Shamey
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

BOARD OF TRUSTEES	Action
Santa Monica Community College District	September 2, 2003

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 19

ABOLISH CLASSIFIED MANAGEMENT POSITIONS AND LAYOFF OF CLASSIFIED MANAGERS DUE TO LACK OF FUNDS/LACK OF WORK

It is recommended that the following classified management positions be abolished due to lack of funds/lack of work, pursuant to Education Code Sections 88014, 88017, and 88127, effective October 2, 2003.

- International Students Center Supervisor (1 FTE)
- Cash Receipts Supervisor (1 FTE)
- Personnel Manager, Personnel Commission (1 FTE)

The Superintendent/President is directed to give notice of layoff to the effected classified employees pursuant to the requirements of law.

The employees laid off pursuant to this recommendation shall be eligible for reemployment pursuant to Education Code Section 88117. The effected classified managers will be eligible to apply for transfer in lieu of lay off.

Public Comments

Charlie Yen

MOTION MADE BY: Dorothy Ehrhart-Morrison
 SECONDED BY: Carole Currey
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

BOARD OF TRUSTEES

SANTA MONICA COMMUNITY COLLEGE DISTRICT

INFORMATION

September 2, 2003

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

Following is a report to the Board of Trustees from Graham Pope, Chair of the Citizens' Oversight Committee, summarizing the Committee's meeting held on July 16, 2003. The Annual Report was presented to the Board at its meeting on August 4, 2003.

Reports and Discussion

In accordance with the Bylaws of the Citizens' Bond Oversight Committee, the Annual Report for 2002-03 was prepared for submission to the Board of Trustees.

Committee Chair Graham Pope reported that he had received a letter of concern about efforts to obtain supplemental funding for Measure U projects. Chair Pope responded to the concerns with an explanation of the SMC staff responsible for seeking supplemental funding on the local, state and federal levels.

In response to a question on how the state of the economy affects sources of supplemental funds, it was clarified that sources of funds for capital projects are separate from operational funds. The declining economy might affect the City of Santa Monica and Santa Monica College in their bond ratings which could affect the draw down.

The Committee reviewed the Project list and timeline. Projects on the list will be reviewed and revised as supplemental funding is obtained.

Tentative Schedule of Meetings, 2003-2004

Quarterly meetings on the third Wednesday of the month at 8 a.m., location to be determined:

October 15, 2003
January 21, 2004
April 21, 2004

BOARD OF TRUSTEES	INFORMATION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 2, 2003

INFORMATION ITEM E

SUBMITTAL OF GRANTS

Title of Grant: **Provision Services to Limited English Proficient Workforce Investment Act Participants**

Granting Agency: Hollywood WorkSource Center

Requested Funding: \$59,000

Matching Funds: N/A

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

Summary: SMC's Office of Workforce and Economic Development will provide coordination, coaching, and mentoring to Limited English Proficient (LEP) Workforce Investment Act (WIA) participants in the information technology industry.

BOARD OF TRUSTEES	
Santa Monica Community College District	September 2, 2003

ADJOURNMENT – 9:20 p.m.

The meeting was adjourned in memory of **Gladys Cunningham**, mother of SMC alumnus and astronaut Walter Cunningham.

There will be a special meeting of the Board of Trustees on Monday, September 15, 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.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Wednesday**, October 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.