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

**REGULAR MEETING  
WEDNESDAY, SEPTEMBER 8, 2004**

**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 8, 2004

**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, September 8, 2004.

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
- Pending Litigation  
pursuant to Government Code Section 54956.9

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

- C Pledge of Allegiance
- #1 Approval of Minutes: August 2, 2004 (Regular Meeting)  
August 6, 2004 (Special 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
  - A Agreements for Contract Education
  - B Contract with the Cooper Building for Apparel Industry Workshops
  - C Consultant/Facilitator for Governance Structure Work Group

**BOARD OF TRUSTEES**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

**REGULAR MEETING**

September 8, 2004

**V. SUPERINTENDENT'S REPORT**

- A special budget workshop for the Board of Trustees has been scheduled for September 20 to review information released Tuesday by the California Community College Chancellor's Office. The workshop will help SMC as it plans to present a 2004-05 budget to the Board on October 4<sup>th</sup>.
- Opening Day, held August 27, was a success, with many employees praising the new format, which featured a "virtual convocation" in the morning that was broadcast live to several sites on the main and satellite campuses; workshops held on the main and satellite campuses; and lunch at the Bundy site, which will open next year.
- Fall Enrollment Update; Randy Lawson reported that on the first day of classes, enrollment was 3.46 percent above the same day in fall 2002, though the figures have been fluctuating the first two weeks as students add and drop classes. Final figures will not be known until early next week, after the add-and-drop period is completed. Lawson noted that enrollment will increase as the semester progresses with the addition of classes that begin midway through the semester and as classes begin at high schools through SMC's dual enrollment program. Lawson and Robertson praised Student Services and all those who had contributed to the enrollment recovery campaign.
- Five SMC transfer students receive prestigious UCLA Regents Scholarships – Julia Dobrovolsky, Alexander Gabrovsky, Kristen Glasgow, Juan-Ru Jennifer Lai and Christoph Seitz will each receive \$5,500 a year.
- Classified Staff Recognition Awards: SMC Management Association President Katharine Muller inaugurated the organization's new Classified Staff Recognition Award, which will be presented monthly at regularly scheduled Board meetings, by naming the Library circulation staff as the first recipient. The award goes to Wendy Jackson, Anna Rojas and Aurora Sealana.
- Governance Work Group: The Administration and Academic Senate leadership have established a Governance Work Group to address one of the recommendations in the accreditation report that was released this summer. Robertson and Academic Senate President Lesley Kawaguchi are chairing the work group, which has representatives from the faculty, classified staff, managers and students. The group has set a December deadline to complete its work, with implementation of the new governance structure to begin next spring.

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

Susan Aminoff  
Phil Hendricks

**Academic and Student Affairs**

- #4 Contracts and Consultants
  - A Agreements for Arts, Media and Entertainment Career Standards Project

**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 Agreements for Marketing and Matriculation
  - B Agreements for KCRW
  - C Change of Company Name
  - D Amendment to Audit Services Agreement
- #10 Facilities
  - A Agreement for Architectural Services – Student Services/Administration Building
  - B Additional Consulting Services – Bundy Campus Traffic Study
  - C Project Completion – Airport Shuttle Lot Asphalt Paving

IX. **CONSENT AGENDA – Pulled Items**

X. **MAJOR ITEMS OF BUSINESS**

- #11 Santa Monica College's 75<sup>th</sup> Anniversary

XI. **BOARD POLICY**

- #12 Amendments to Board Policy Section 6232, Contracts for Services and Materials
- #13 Appointment of Student Representative to Citizens' Bond Oversight Committee

XI. **INFORMATION**

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

XII. **BOARD REPORT AND COMMENTS**

- XIII. **ADJOURNMENT:** There will be a special Board of Trustees meeting/budget workshop on Monday, September 20, 2004 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 Monday, October 4, 2004 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 8, 2004

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

Dr. Margaret Quiñones, Chair – Excused Absence  
Carole Currey, Vice-Chair - Present  
Dr. Dorothy Ehrhart-Morrison - Present  
Dr. Nancy Greenstein - Present  
Graham Pope - Present  
Herbert Roney - Present  
Annette Shamey - Present  
Dina Cervantes, Student Trustee - Present

**II. CLOSED SESSION**

- Collective Bargaining, pursuant to Government Code Section 54957.6
- Pending Litigation, pursuant to Government Code Section 54956.9

**III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS** – 7:08 p.m.C. PLEDGE OF ALLEGIANCE – Katharine Muller, President, 2004-05  
SMC Management Association**RECOMMENDATION NO. I APPROVAL OF MINUTES**

It is recommended that the minutes from the following meetings of the Santa Monica Community College District Board of Trustees be approved:

**August 2, 2004 (Regular Meeting)**

MOTION MADE BY: Herbert Roney  
SECONDED BY: Graham Pope  
STUDENT ADVISORY: Aye  
AYES: 6  
NOES: 0  
ABSENT: 1 (Margaret Quiñones)

**August 6, 2004 (Special Meeting)**

MOTION MADE BY: Herbert Roney  
SECONDED BY: Graham Pope  
STUDENT ADVISORY: Aye  
AYES: 6  
NOES: 0  
ABSENT: 1 (Margaret Quiñones)  
*Organizational Functions*

**Academic and Student Affairs**

- #4 Contracts and Consultants
  - A Agreements for Arts, Media and Entertainment Career Standards Project

**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 Agreements for Marketing and Matriculation
  - B Agreements for KCRW
  - C Change of Company Name
  - D Amendment to Audit Services Agreement
- #10 Facilities
  - A Agreement for Architectural Services – Student Services/Administration Building
  - B Additional Consulting Services – Bundy Campus Traffic Study
  - C Project Completion – Airport Shuttle Lot Asphalt Paving

**IX. CONSENT AGENDA – Pulled Items**

**X. MAJOR ITEMS OF BUSINESS**

- #11 Santa Monica College's 75<sup>th</sup> Anniversary

**XI. BOARD POLICY**

- #12 Amendments to Board Policy Section 6232, Contracts for Services and Materials
- #13 Appointment of Student Representative to Citizens' Bond Oversight Committee

**XI. INFORMATION**

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

**XII. BOARD REPORT AND COMMENTS**

- XIII. **ADJOURNMENT:** The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, October 4, 2004 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.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 8, 2004

**CONSENT AGENDA**

It is recommended that the Board of Trustees take the action requested on Consent Agenda Recommendations #2-#10.

Recommendations pulled for questions and returned to Consent Agenda: #2, #3, #9-D, #10-B

**Action on Consent Agenda**

MOTION MADE BY: Dorothy Ehrhart-Morrison  
SECONDED BY: Herbert Roney  
STUDENT ADVISORY: Aye  
AYES: 6  
NOES: 0  
ABSENT: 1 (Margaret Quiñones)

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

SANTA MONICA COMMUNITY COLLEGE DISTRICT

September 8, 2004

CONSENT AGENDA: PLANNING AND DEVELOPMENT**RECOMMENDATION NO. 2**      **ACCEPTANCE OF GRANTS***Requested Action: Acceptance*

**Title of Grant:**                      **Community College CalWORKs Program**  
**Granting Agency:**                Los Angeles County Department of Public Social Services  
**Amount of Award:**                \$64,470  
**Matching Funds:**                 N/A  
**Performance Period:**            October 1, 2004 – June 30, 2005  
**Summary:**                            Funding provides counseling services to CalWORKs students.

**Title of Grant:**                      **Community College Careers in Child Care**  
**Granting Agency:**                Los Angeles County Department of Public Social Services  
**Amount of Award :**                \$118,275  
**Matching Funds:**                 N/A  
**Performance Period:**            October 1, 2004 – June 30, 2005  
**Summary:**                            The program offers Child Development, English and Basic Skills coursework, tutorials for 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.



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

SANTA MONICA COMMUNITY COLLEGE DISTRICT

September 8, 2004

CONSENT AGENDA: PLANNING AND DEVELOPMENT**RECOMMENDATION NO. 3**      **CONTRACTS AND CONSULTANTS***Requested Action: Ratification/Approval***3-A**      **AGREEMENTS FOR CONTRACT EDUCATION**

- (1) Agreement with Idea Resource Systems for Santa Monica College to provide instruction of four classes in "QuarkXpress" and "Adobe Illustrator" to clients of Idea Resource Systems. Idea Resource Systems will pay Santa Monica College \$1,875 for each workshop which covers the cost of the facilities, the instructor, and the assistant. The District will provide one Japanese/English bilingual assistant, one computer projector, one screen and one whiteboard or flip chart with markers and erasers for use during the classes. The workshops will be held at the Santa Monica College, Madison Campus Computer Laboratory, Room 103.
- (2) Gregory Van Zuyen will be compensated in the amount of \$400 per class for preparation and instruction of the four classes indicated above. Mr. Van Zuyen provides instruction in similar classes as a Community Services Specialist in the SMC Continuing Education program.

**3-B**      **CONTRACT WITH THE COOPER BUILDING FOR APPAREL INDUSTRY WORKSHOPS**

Santa Monica College will lease space at the Cooper Building located in downtown Los Angeles to offer training workshops for individuals working in the apparel industry, on a "month-to-month" basis in the amount of \$900 per month. The term will begin September 1, 2004, and can end thirty days after a thirty-day written notice to vacate premises is submitted.

The training will be paid for by the SMC Employment Training Panel (ETP) program. A total of 300 students who are currently working in the apparel industry will be served by the following businesses: BEBE, Couture Clothing, EVY, TSF, Security Textile Clothing, and Terrant Apparel Group.

Funding Source:              Santa Monica College  
   California Employment Training Panel (ETP)  
   (Knitwear Technology Program)

Comment:              The location will support SMC's efforts to meet its training goals under the ETP program. The Cooper Building is in the heart of the Los Angeles garment district. Many individuals who work in and near the building will be able to easily access the workshops. The workshops will cover topics such as training in the usage of knitwear technology equipment. It is anticipated that at least 308 apparel workers are interested in enrolling in the program to upgrade their skills.

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

SANTA MONICA COMMUNITY COLLEGE DISTRICT

September 8, 2004

CONSENT AGENDA: PLANNING AND DEVELOPMENT**RECOMMENDATION NO. 3**      **CONTRACTS AND CONSULTANTS** *(continued)***3-C**      **CONSULTANT/FACILITATOR FOR GOVERNANCE STRUCTURE WORK GROUP**

Agreement with Dr. Joan S. Goldsmith for consultant services to facilitate the Santa Monica College Governance Structure Work Group, one day a month, September through December, 2004 and one-half day in January, 2005, for a total amount of \$9,000.

Services will include planning and facilitating all Work Group meetings for the entire Work Group, small group sessions, meetings with Group Co-Chairs, special problem-solving consultations, and all telephone and e-mail communications. Dr. Goldsmith will draft a final report on results of the Work Group for the college community and the Accrediting Commission for Community and Junior Colleges (ACCJC).

Funding Source:            2004-05 District Budget/Superintendent

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 8, 2004

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

**RECOMMENDATION NO. 4      CONTRACTS AND CONSULTANTS**

*Requested Action: Ratification/Approval*

**4-A      AGREEMENTS FOR ARTS, MEDIA AND ENTERTAINMENT CAREER STANDARDS PROJECT**

- (1) California Department of Education for Santa Monica College to serve as the organizing entity for the development of career content standards for the Arts, Media and Entertainment industry sector in the amount of \$100,000 from June 1, 2004 through May 31, 2005.
- (2) W. Travis Hanes III and Kathleen Milnes to provide consultant services for the California Department of Education Arts, Media and Entertainment Career Standards Project, for an amount not to exceed \$15,000 for the period of August 10, 2004 through May 31, 2005.

Funding Source:                      California Department of Education Arts, Media &  
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. Mr. Hanes will conduct research and provide written materials for the project. Ms. Milnes will recruit participants to provide industry input and coordinate their efforts.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	September 8, 2004

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 5      ACADEMIC PERSONNEL**

*Requested Action: Ratification/Approval*

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

EFFECTIVE DATE

ELECTIONS

ADMINISTRATIVE

Hearn, Deyna	Assistant Dean, Student Life	08/30/04
Hyatt, Rhonda	Director, Athletics	08/30/04
LeBlanc, Erica	Assistant Dean, Continuing Education	08/30/04

CONTRACT

Meyer, Walter	Instructor, Art	08/30/04
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ADJUNCT

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

LEAVE OF ABSENCE WITHOUT PAY

PERSONAL

Long, Cathleen	Instructor, English	08/30/04 - 12/22/04
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**BOARD OF TRUSTEES**

Santa Monica Community College District

**ACTION**

September 8, 2004

CONSENT AGENDA: HUMAN RESOURCES**RECOMMENDATION NO. 6      CLASSIFIED PERSONNEL - REGULAR***Requested Action: Ratification/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**

Mendoza, Antonio, Accounting Specialist II, Fiscal Services	08/16/05
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**REINSTATEMENT**

Cole, Gina, Department Secretary I, Community Relations	08/03/04
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**PERMANENT EMPLOYEE WITH LIMITED TERM SUMMER ASSIGNMENT**

Burnell, Gina, Department Secretary II, Math	08/30/04 - 08/31/04
Cardwell, Ingrid, Department Secretary I, Physical Science	08/30/04 - 08/31/04
Cardwell, Ken, Lab Tech-Art, Art	08/26/04 - 08/31/04
Fuqua, Lynne, Instructional Asst-Learning Disabilities, DSC	08/30/04 - 08/31/04
Galloway, Patricia, Department Secretary I, EOPS	08/02/04 - 08/27/04
Gantvoort, Leif, Stage Const. Tech, Theatre Arts	08/30/04 - 08/31/04
Gray, Gary, Accompanist-Voice, Music	08/02/04 - 08/13/04
Hodge, Jonathan, Planetarium Coordinator, Campus Events	08/02/04 - 08/31/04
Louff, Judy, Department Secretary I, Theatre Arts	08/30/04 - 08/31/04
Morris, Audrey, Tutoring Coordinator-LD, DSC	08/30/04 - 08/31/04
Muhammad, Larue, Department Secretary I, Behavioral Studies	08/26/04 - 08/31/04
Sierra, Peter, Tutoring Coord-Foreign Language, LRC	08/26/04 - 08/31/04
Thomason, Matt, Lab Tech-Art, Art	08/26/04 - 08/31/04
Trager, Phyllis, Department Secretary I, Earth Science	08/30/04 - 08/31/04
Willis, Sandra, Tutoring Coordinator-Science, LRC	08/30/04 - 08/31/04

**ADVANCED STEP PLACEMENT**

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

Carter, Shauna, Fin Aid Cust Svc Clerk, Fin Aid	Step C	07/06/04
Casillas, Joshua, Fin Aid Cust Svc Clerk, Fin Aid	Step B	06/11/04
Kabwe, Myron, Acad. Comp. Instr. Spec., Library	Step C	06/01/04
Provencio, Angela, Fin Aid Cust Svc Clerk, Fin Aid	Step C	08/02/04

**WORKING OUT OF CLASSIFICATION**

**Bowen, Michelle**

**07/16/04 - 09/15/04**

**Fr: Personnel Specialist I, Personnel Commission, 12 mos, 40 hrs**

**To: Acting Personnel Technician, Personnel Commission, 12 mos, 40 hrs**

**ESTABLISH**

**Department Secretary II, Kinesiology/Dance, .5 FTE**

**10/1/04**

**SEPARATIONS**

**RESIGNATION**

**Bando, Gloria, Department Secretary I, Women's College**

**08/23/04**

**Bando, Gloria, Department Secretary I, Academic Senate**

**08/23/04**

**Liu, Karen, Library Asst. III, Library**

**08/28/04**

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

**BOARD OF TRUSTEES**

Santa Monica Community College District

**ACTION**

September 8, 2004

**CONSENT AGENDA: HUMAN RESOURCES****RECOMMENDATION NO. 7 CLASSIFIED PERSONNEL – LIMITED DURATION***Requested Action: Ratification/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**

Brady, Devin H., Swim Instructor/Lifeguard, KDR	08/30/04 - 12/30/04
Chiang, Nora, Accompanist Voice, Music	08/30/04 - 12/22/04
Chiang, Nora, Accompanist Voice, Music	09/20/04 - 01/24/05
Elizondo, Juan Carlos, Laboratory Technician, Art	08/30/04 - 12/16/04
Elliott, Roxanne, Instructional Assistant, English	08/30/04 - 12/21/04
Emata, Myrna, Accompanist Dance, KDR	06/21/04 - 06/30/04
Evans, Vernon, Counseling Aide, EOPS	07/01/04 - 12/31/04
Falcone, Laura, Counseling Aide, EOPS	07/01/04 - 12/31/04
Fujimori, Ken, Swim Instructor/Lifeguard, KDR	08/30/04 - 12/30/04
Gonzales, Lori E., Counseling Aide, DSC	08/11/04 - 12/22/04
Hedderich, Joe, Accompanist Dance, KDR	06/21/04 - 06/30/04
Lynch, Sandra, Vocational Instructional Assistant, Cosmetology	06/21/04 - 06/30/04
Lynch, Sandra, Vocational Instructional Assistant, Cosmetology	07/01/04 - 08/13/04
Mahlanza, Paula, Vocational Instructional Assistant, Cosmetology	06/21/04 - 06/30/04
Mahlanza, Paula, Vocational Instructional Assistant, Cosmetology	07/01/04 - 08/13/04
Mosher, Judith, Instructional Assistant, Mathematics	09/01/04 - 12/21/04
Munoz, Andres A., Registration Information Clerk, Matriculation	08/05/04 - 12/31/04
Rabito, Rosanne, Instructional Assistant, English	08/30/04 - 12/21/04
Ryan, Timothy, Multi Computer Lab. Specialist, Academy of Ent.	08/30/04 - 12/21/04
Starr, Ellen, Art Gallery Installer, Art	06/16/04 - 06/30/04
Starr, Ellen, Art Gallery Installer, Art	07/01/04 - 08/27/04
Watkins, Deanna, Accompanist Dance, KDR	06/21/04 - 06/30/04
Willis, David, Art Gallery Installer, Art	06/16/04 - 06/30/04
Willis, David, Art Gallery Installer, Art	07/01/04 - 08/27/04

**PROVISIONAL (Substitute)**

Maiorano, Susan, Department Secretary II, Counseling	07/01/04 – 08/27/04
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**LIMITED TERM**

Arinsberg, Toni, Registration Information Clerk, A & R	07/01/04 - 12/31/04
Berent, Richard, Accompanist Voice, Music	07/06/04 - 07/06/04
Berent, Richard, Accompanist Performance, Music	07/06/04 - 07/06/04
Cardenas, Nancy, Registration Information Clerk, ISC	07/01/04 - 12/31/04
Felder, Ronnie, Registration Information Clerk, ISC	07/01/04 - 12/31/04
Hayton, Brian, Registration Information Clerk, ISC	07/01/04 - 12/31/04
Holstein, Stephanie, Sign Language Interpreter I, DSC	07/01/04 - 12/22/04
Kovalev, Arkadiy, Registration Information Clerk, A & R	07/01/04 - 12/31/04

**LIMITED TERM** (continued)

Lahmon, Fabiana, Registration Information Clerk, A & R	07/01/04 - 12/31/04
Luthi, Christopher, Accompanist Performance, Theatre Arts	05/24/04 - 06/30/04
Luthi, Christopher, Accompanist Voice, Music	08/30/04 - 12/22/04
Mangus, Edward, Laboratory Assistant Photo, Community Serv.	07/01/04 - 12/31/04
Ngo-Anh-Tuyet, Registration Information Clerk, ISC	07/01/04 - 12/31/04
Nguyen, Ha M., Registration Information Clerk, ISC	07/01/04 - 12/31/04
Panghongkeon, Artee, Registration Information Clerk, A & R	07/01/04 - 12/31/04
Quezada, Nancy, Registration Information Clerk, ISC	07/01/04 - 12/31/04
Remstein, Robert, Accompanist Performance, Emeritus	07/18/04 - 12/18/04
Rich, Susan, Department Secretary II, KDR	08/25/04 - 12/22/04
Serratos, Monica, Counseling Aide, Student Life	07/01/04 - 12/31/04
Sexton, Robert, Accompanist Dance, KDR	06/21/04 - 06/30/04
Soury, Sima, Instructional Assistant, Mathematics	07/01/04 - 07/30/04
Soury, Sima, Instructional Assistant, Mathematics	09/01/04 - 12/21/04
Stone, Jessica, Instructional Assistant, English	08/30/04 - 12/22/04

**LIMITED TERM** (Substitute)

Esteen, Terry, Department Secretary II, Mathematics	08/30/04 - 03/07/05
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<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	September 8, 2004

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 8**      **CLASSIFIED PERSONNEL - NON MERIT**

*Requested Action: Ratification/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**

College Student Assistant \$7.00/hr	53
College Work-Study Student Assistant \$7.00/hr	48

**SPECIAL SERVICES**

Art Model \$14.00/hr	1
Community Services Specialist I \$27.40/hr	4

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

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

Santa Monica Community College District

September 8, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION**RECOMMENDATION NO. 9      CONTRACTS AND CONSULTANTS***Requested Action: Ratification/Approval*9-A      AGREEMENTS FOR MARKETING AND MATRICULATION, 2004-05

	Provider	Service	Amount
1.	Canyon Brothers Production	Copywriting services (Marketing)	Total not to exceed \$10,000
2.	Peevers Creative Services	Editorial copywriting, photography and student profiles (Marketing)	Total not to exceed \$20,000
3.	We Search Research	Editorial copywriting; information research and verification (Marketing)	Total not to exceed \$15,000
4.	Jim Giggans	Recruitment of out-of-state students (Matriculation)	Total not to exceed \$75,000, plus expenses

Funding Source: 2004-2005 Marketing and Matriculation Budgets

Comment:      These services will assist the District in the production of class schedules and other student recruitment and community outreach.

9-B      AGREEMENTS FOR KCRW

	Provider	Service	Amount
1.	Intersection Studio	Art direction, design, camera-ready art, production supervision	Total not to exceed \$36,000
2.	Whole Stations Solutions	Radio demographics data gathering & analysis	Total not to exceed \$25,000

Funding Source:      2004-2005 KCRW Donations

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	September 8, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 9      CONTRACTS AND CONSULTANTS (continued)**

**9-C      CHANGE OF COMPANY NAME**

Authorization of the District to the change the name on the agreement for hazardous waste disposal with POLLUTION CONTROL INDUSTRIES to the new company name of GENERAL ENVIRONMENTAL MANAGEMENT (GEM).

Comment:      All other provisions of the agreement remain unchanged.

**9-D      AMENDMENT TO AUDIT SERVICES AGREEMENT**

Amend the agreement with VICENTE LLOYD STUTZMAN LLP for auditing services for the period ending March 1, 2006 to increase the fees for the following years:

Contract Year	Original Contract Amount	Amended Contract Amount
2003-2004	\$86,450	\$ 96,450
2004-2005	\$91,500	\$106,500

Funding Source:      2003-04 and 2004-05 Fiscal Services Budget

Comment:      GASB 35 requirements are being phased in requiring additional services by Vicenti Lloyd Stutzman, the District's auditing firm. The amended amount covers services for new requirements dealing with cash flow statements, conversion of new bonded debt, a functional expense footnote and changes to the Management's Discussion & Analysis.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	September 8, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 10 FACILITIES**

*Requested Action: Approval*

**10-A AGREEMENT FOR ARCHITECTURAL SERVICES – STUDENT SERVICES/ ADMINISTRATION BUILDING**

Agreement with WWCOT for architectural services associated with the Student Services/Administration Building project for an amount not to exceed \$200,000 plus reimbursement of actual and necessary expenses.

Funding Source: State of California Capital Outlay Funds/Measure U

Comment: This agreement provides for the planning and construction administration for a new building for Student Services, Administration and Information Technology to be constructed on the main campus. The architect will assist in developing the Final Project Proposal to obtain state funding.

**10-B ADDITIONAL CONSULTING SERVICES – BUNDY CAMPUS TRAFFIC STUDY**

Additional services under the agreement with KAKU ASSOCIATES for traffic engineering services related to the Bundy Campus project, for a fee not to exceed \$15,000 plus reimbursable expenses.

Funding Source: Measure U

Comment: These additional services provide for a traffic count at the Airport during peak hours at the beginning of the semester and an additional meeting with the Mar Vista neighbors.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	September 8, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

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

10-C PROJECT COMPLETION – AIRPORT SHUTTLE LOT ASPHALT PAVING

Subject to completion of punch list items by THE ASPHALT JUNGLE, INC., authorize the Executive Vice President of Business and Administration, without further action of the Board of Trustees, to accept the project described as AIRPORT SHUTTLE LOT ASPHALT PAVING as being complete upon THE ASPHALT JUNGLE, INC. completion of punch list items. The Executive Vice President of Business and Administration shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance, disbursement of the final payment is authorized.

10-D AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – EARTHQUAKE REPLACEMENT LIBERAL ARTS BUILDING

Amend the agreement with GENSLER for architectural and consultant services associated with the Earthquake Replacement Liberal Arts Building project. The District shall pay a fee not to exceed 8 percent of the defined construction cost of \$8.3 million for the North Building and of \$11.5 million for the South Building, as they are now being identified, plus special consultant fee reimbursements not to exceed \$255,630 plus reimbursable expenses.

Authorize the District to pay GENSLER the additional sum of \$158,050 for additional services to resubmit plans including structural and mechanical revisions to the Division of State Architect (DSA).

Funding Source: FEMA/Measure U/State/City of Santa Monica Earthquake  
Redevelopment

Comment: This agreement for the architectural services necessary to construct the two building phases of the project needs to be modified because of the escalating cost of construction. The North Building has been bid twice with low bids exceeding \$10 million. The two phases are being redesigned to be submitted to DSA. The North Building construction is scheduled to begin in April 2005. The South Building will follow in Fall 2005.





<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 8, 2004

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 13**      **APPOINTMENT OF STUDENT REPRESENTATIVE TO CITIZENS' BOND OVERSIGHT COMMITTEE**

It is recommended the Board of Trustees appoint SMC student Veronica Lopez to serve as the student representative on the SMCCD the Citizens' Bond Oversight Committee during 2004-05.

Comment: Seven students submitted applications and were interviewed to serve as the student representative on the Citizens' Bond Oversight Committee. The student is required to maintain a minimum of nine units and a GPA of at least 2.5.

The Citizens' Bond Oversight Committee is required by Education Code Section 15282, Board Policy Section 1264, and its Bylaws to consist of seven members representing (1) local business community, (2) senior citizen's organization, (3) taxpayers' organization, (4) student, (5) college advisory board or foundation. The position representing a taxpayers' organization is still vacant.

MOTION MADE BY:                    Dina Cervantes  
 SECONDED BY:                      Annette Shamey  
 STUDENT ADVISORY:                Aye  
 AYES:                                    6  
 NOES:                                    0  
 ABSENT:                                1 (Margaret Quiñones)



<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 8, 2004

**INFORMATION ITEM D SUBMITTAL OF GRANTS**

**Title of Grant:** **TRIO Student Support Services**  
**Organization:** US Department of Education 05-06  
**Requested Funding:** \$267,985  
**Performance Period:** September 1, 2005 – August 31, 2006  
**Summary:** SMC is re-applying for the U.S. Department of Education’s TRIO Student Support Services Grant. Enclosed is the latest draft; with the final draft due on August 31, 2004.

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.

**Title of Grant:** **Job Development Incentive Fund (JDIF)**  
**Organization:** Chancellor’s Office, California Community Colleges Economic and Workforce Development Program  
**Requested Funding:** \$300,000 (fiscal year 2004-05)  
\$300,000 (fiscal year 2005-06)  
**Performance Period:** November 9, 2004 – June 30, 2006  
**Summary:** SMC is applying for a Job Development Incentive Fund (JDIF) grant that will allow the delivery of training activities to upgrade highly skilled and technical workers as well as create new job opportunities for CalWORKS participants. SMC will collaborate with the Service Employees International Union (SEIU) Local 434b to provide health care-related short-term training activities. Individuals who participate in the project can enter the health care field as certified nurse assistants, home health aides, etc., at one of SEIU’s participating employers.

The purpose of the project will be to cover the costs for training and activity coordination. SEIU, as a business industry partner, will be providing an in-kind contribution on a dollar-for-dollar match basis. Their contribution will maximize the menu of training services for the target population. All components of the project will be geared toward developing the job-specific skills needed to successfully begin a health care career. Other partners include Country Villa Convalescent Hospitals and Meritcare Medical Centers.

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 8, 2004

**INFORMATION ITEM D SUBMITTAL OF GRANTS** (continued)

**Title of Grant:** **Industry Driven Regional Collaborative (IDRC)**

**Organization:** Chancellor's Office, California Community Colleges  
Economic and Workforce Development Program

**Requested Funding:** \$300,000 (fiscal year 2004-05)  
\$300,000 (fiscal year 2005-06)

**Performance Period:** November 9, 2004 – June 30, 2006

**Summary:** SMC is applying for an Industry Driven Regional Collaborative grant that will unite entities relative to the health care industry and provide short-term training activities to meet specific needs of incumbent workers. The areas of focus include emerging technologies as well as professional/effective communications. Both have been identified by our participating core employers as being a part of their priority in workforce development. They are critical to helping promote a positive patient encounter.

The purpose of the project will be to cover the customized training costs associated with meeting the specific training needs of each participating health care provider. Partners include Cedars-Sinai Medical Center, Kaiser-Permanente (Tri-Central/West Los Angeles), Brotman Medical Center, and Pacifica of the Valley Hospital. All have expressed their interest in participating and providing an in-kind contribution to the project in the form of training facilities accessibility, staff time for coordination support, and onsite equipment usage.

**BOARD OF TRUSTEES****INFORMATION**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

September 8, 2004

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

Following are the minutes of the Citizens' Bond Oversight Committee meeting held on July 21, 2004.

A meeting of the Santa Monica Community College District Citizens' Bond Oversight Committee was held on Wednesday, July 21, 2004 at 8 a.m. at Santa Monica College, Business Building Room 111, 1900 Pico Boulevard. Santa Monica, California.

**1. CALL TO ORDER** – 8:03 a.m.**2. ROLL CALL**

Linda Sullivan, Chair - Present  
Paul Leoni, Vice-Chair - Present  
Eleanore Meyer –Present  
Ed Moosbrugger - Present  
James Mount - Present  
Herb Reich - Present  
Herb Rose - Present  
Bertrand Staggers - Present  
Irma Vargas – Not Present  
Pierce Watson - Present  
Joe Weichman –Present  
Allen Weiss – Present

Others Present: Piedad F. Robertson, Superintendent/President  
Tom Donner, Executive Vice-President, Business/Administration  
Marvin Martinez, Associate Vice-President, Planning/Development  
John Jalili, Committee Advisor  
Letty Kilian, Committee Staff Assistant  
Lisa Rose, Committee Coordinator

**3. APPROVAL OF MINUTES**

Motion was made by Paul Leoni and seconded by Pierce Watson to approve the minutes of April 21, 2004.

Herb Rose commented that it was noted in the minutes that he had requested a breakdown of costs for the Bundy site to be included on the agenda under "old business," but it was not included on the agenda. Tom Donner responded that the Measure U Project List (which includes the Bundy Project) was not prepared because of a delay in receiving year-end closing statements. Herb Rose stated that he has requested the breakdown of costs on the Bundy site several times and feels the information he has received is not adequate. Consequently, Tom Donner and he agreed to meet in order to clarify the information being requested. The Measure U Project List will be provided at the October meeting.

Approval of Minutes: Unanimous

#### **4. REAPPOINTMENT OF MEMBERS, 2004-2006**

Congratulations to the following members of the committee who were unanimously reappointed for another two-year term by the Board of Trustees on June 7, 2004:

Paul Leoni  
Ed Moosbrugger  
Jim Mount  
Herb Reich  
Herb Rose  
Bertrand Staggers  
Pierce Watson

It was requested that the following information be included in the minutes regarding the composition of the Citizens' Bond Oversight Committee (CBOC):

*Education Code Section 15282 states that the Citizens' Bond Oversight Committee shall consist of at least seven members, comprised of the following:*

- *Representative of business community*
- *Representative of senior citizens organization*
- *Member of a taxpayers' organization*
- *Currently enrolled student*
- *Member of college advisory board or foundation*

Currently, there are two vacancies that need to be filled: (1) SMC student and, (2) representative of a Taxpayers' Association. The District is accepting applications to fill these positions (application is enclosed) and recommendations will be submitted to the Board of Trustees for approval in time for the October CBOC meeting.

Election of officers for 2004-05 will be held at the October meeting after the vacancies are filled.

#### **5. REPORTS and DISCUSSION**

##### ***Draft of Annual Report, 2003-04***

Motion was made by Joe Weichman and seconded by Pierce Watson to approve the Annual Report for 2003-04. Ed Moosbrugger suggested that the committee be provided the District's Audit Report related to the Measure U funds before approving the Annual Report which contains a statement of compliance. It was agreed that the appropriate portion of the Audit Report would be forwarded to the Committee. The motion was amended to defer approval of the Annual Report until the October meeting. Unanimously approved.

##### **Measure U Timeline**

###### ***Liberal Arts Replacement Building***

The increasing price of construction materials (steel, lumber, and concrete) and competing construction projects have delayed the awarding of the construction bid for the Liberal Arts Building. A fear factor on the part of the contractors is contributing to bids being 20 to 100 percent over estimates. The District will be going out to bid again for the Liberal Arts Building with the hope of starting construction by the end of the year. This is a complex project because there are multiple funding sources: the City of Santa Monica (Redevelopment Funds), State, FEMA and Measure U. Timing issues need to be coordinated with all agencies.

### Status of Other Projects

- The District will be interviewing for architects for the Student Services Building.
- Main Stage is progressing.
- Student Services Building: This project has an approximate 6-8 year lead time with the State of California.
- Science Complex: Assuming funds are available, this is the wing along Pearl (where the Liberal Arts building is) and will connect to the existing Science complex. The Math program will be housed here.
- The new Math complex and P.E. facilities are completed.

In response to Bert Stagers' concern about growth and the number of students attending SMC, Piedad Robertson reported that the State's funding formula is based on growth. If the District doesn't grow according to the State's requirements, there is a one-year recovery period. The only way that SMC can achieve the growth required by the State is through distance education, therefore the college is increasing its distance education offerings, particularly in nursing. Linda Sullivan added that the use of the Bundy site is one way for the college to accommodate growth. Piedad Robertson stressed that the State's funding formula needs to be reviewed and revised.

Herb Rose asked if the Concert Hall will still be used by the Music Department after the Madison remodel. Piedad Robertson answered that the Concert Hall will continue to be used by the Music Department, in addition, to the Madison Theater and Rehearsal Hall.

### Proposed Bond Measure

A public opinion poll recently conducted indicates 65% positive support for a \$175 million bond measure on the ballot this November. A document is available (enclosed) that includes the list of projects to be considered by the Board of Trustees in August. Although this committee is not directly involved with the potential bond measure for November, it is important that the members understand what the District is considering.

- Tom reported that there would be no impact on the sale of Measure U bonds because the District is far below its debt limit, and there would be no impact on credit worthiness or ability to pay.
- An important concept of the potential bond measure is that land is extremely expensive and no one agency can monopolize land any longer. The proposal calls for multiple agencies to work cooperatively and share the use of land. The college has a need for field space and cultural arts space to support the University of California admission requirement in the arts.
- The proposal also calls for acquisition of a site/ facility/field space in Malibu, and there has been a positive reaction from Malibu to enter into a partnership. Of the \$175 million, \$100 million would be for shared projects, with a 75/25 split between Santa Monica/Malibu.
- The College has had a challenging relationship with the City of Santa Monica, but this will be a matter of learning to trust each other and work together on partnerships. A good example of this is the swimming pool which was constructed by the City on College land, is jointly used by both agencies sharing operating expenses.
- The SMMUSD Superintendent is recommending to the Board of Education that they not participate in the bond, but keep the door open for shared use.

#### Concerns/issues raised:

- Jim Mount asked about use of the facility at Bergamot station.
- Eleanore Meyer expressed concern about the difficulty in coordinating efforts.
- John Jalili stated that the alternative to the partnership approach is very expensive. The cost of each agency separately purchasing and operating parallel programs is three times as costly.
- Piedad Robertson stated that “this is a leap of faith.” She added that the projects need to be spread over a number of years.
- Bert Staggars commented that PNA neighbors are very hostile towards the students because of problems with traffic and parking. He asked if there are plans to project the number of cars in the neighborhood as the colleges grows.
- Piedad Robertson responded that the District has addressed traffic and parking concerns in facility planning, resulting in acquiring Stewart Street property for the Academy of Entertainment and Technology, Madison, Emeritus College on Second Street, and the Bundy site.
- Tom Donner added that SMC’s enrollment has never consisted of more than 30 percent of Santa Monica residents. All residents of the State of California are allowed to attend any community college in the State. Most of the District’s operating budget comes from the State, less than 10 percent comes from local property taxes.
- Paul Leoni expressed concern that this bond measure might be viewed by the public as “coming to the trough” for the college, and he added that the partnership concept will get more support.

#### **Federal Appropriations Update**

*Presented by Marvin Martinez, Associate Vice-President, Planning and Development*

In the Fall of 2002, Santa Monica College launched a campaign to pursue federal funds to support various facility developments throughout the campus. The past two years have proven to be worthwhile in understanding the appropriations process and developing relationships with our local members of the House and Senate. Given the fact that SMC is the “new kid on the block”, the College has made much progress in acquiring new federal appropriations and is awaiting a response on additional appropriations from the Congress. 2004 is an election year. As a result, the Congress will delay decisions on a new budget for fiscal year 2005 as well as appropriations requested by the College.

The following is a list of federal appropriations received and requested by SMC:

Transportation Committee – Under the annual transportation budget approved by the Congress and President George Bush, Santa Monica College was appropriated \$1 million for the Madison Campus Parking Structure. A response is expected in January of 2005.

TEA 21 Committee – Under the Reauthorization of the TEA 21 Act, SMC was appropriated a total of \$2.25 million for an Intermodal Facility at the Bundy Campus. The funds have been approved by both the House and Senate and are awaiting approval by the President. A response is expected by January of 2005.

Health and Human Services Appropriations Committee (HHS)- Under the HHS Appropriations Committee, SMC was earmarked for a total of \$2 million for Nursing. Funds will be used to support the new nursing facility at the Bundy Campus. We await a response in January of 2005.

Transportation Committee – Under the annual transportation budget, SMC has requested an appropriation of \$2 million to support parking improvements at the new Bundy Campus. January of 2005 is the earliest we hope to have a response.

Department of Labor – A request of \$2.6 million has been made under the Assistant Secretary Emily DeRocco's Office to support the improvement of SMC's Nursing Program. Funds can be utilized for equipment and facility improvements. We anticipate a response on this request by the end of August, 2004.

Department of Labor – A request of \$3.5 million has been made under the Assistant Secretary Emily DeRocco's Office to support the development of a Teacher Preparation Program at the new Bundy Campus. Funds can be utilized for equipment and facility improvements. We anticipate a response on this request by the end of August 2004.

The Congress will be going into recess on July 26<sup>th</sup> which is the opening day of the Democratic Convention in Boston, Massachusetts. After the Republican Convention in August, the Congress will be in a full campaign swing until the elections in November. After the elections, a lame-duck Congress will function to ensure the federal government can continue functioning. In January of 2005, the Congress will resume its responsibility in passing a new budget and considering the various appropriation requests made by SMC and other special interests groups.

- The District's lobbyist in Washington, D.C. is Cassidy and Associates; the cost is \$20,000 a month from SMC operating costs, not Measure U funds.
- In response to Linda Sullivan questions about encouraging CBOC members to write letters and make contacts, Marvin Martinez responded that letters of support are good when the committees are entertaining the District's requests.
- Herb Rose asked if there is funding available through the State or from private funds. Tom Donner stated that most of the grants in the State are not facilities grants. In addition, the District is required to go through the Chancellor's Office for facility needs. The SMC Foundation primarily raises money for scholarships, but has raised over \$8 million for the Madison project. Most people make contributions to four-year institutions, and private foundations do not usually contribute to construction projects.
- Piedad Robertson added that NIH (National Institute of Health) has money for nursing and they are visiting colleges to meet with faculty to talk about grants and assist with grant applications.

## **6. SCHEDULE OF MEETINGS, 2004-2005**

Quarterly meetings are scheduled on the third Wednesday of the month at 8 a.m., in Business Building Room III (unless otherwise indicated):

October 20, 2004  
January 19, 2005  
April 20, 2005

**7. PUBLIC COMMENTS**

None

**8. ADJOURNMENT: 9:35 a.m.**

The next meeting of the Citizens' Bond Oversight Committee will be held on Wednesday, October 20, 2004 at 8 a.m. in Business Building Room 111, Santa Monica College, 1900 Pico Boulevard, Santa Monica.

The Agenda will include Old Business:

1. Election of Officers for 2004-05
2. Measure U Project list (end of year), including breakdown of costs for Bundy site
3. Review of District Audit Report (as it pertains to Measure U funds)
4. Approval of Annual Report, 2003-04



**BOARD OF TRUSTEES**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

**ADJOURNMENT**

September 8, 2004

ADJOURNMENT – 8:55 p.m.

There will be a special Board of Trustees meeting/budget workshop on Monday, September 20, 2004 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 Monday, October 4, 2004 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.