

MINUTES



SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

MONDAY,
MARCH 10, 2008

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

6:00 p.m. – Call to Order
Closed Session
7:00 p.m. – Public Meeting
Board Room (Business Building Room 117)

*The complete minutes may be accessed on the
Santa Monica College website:*

<http://www.smc.edu/admin/trustees/meetings/>

Written requests for disability-related modifications or accommodations, including for auxiliary aids or services that are needed in order to participate in the Board meeting are to be directed to the Office of the Superintendent/President as soon in advance of the meeting as possible..

.BOARD OF TRUSTEES SANTA MONICA COMMUNITY COLLEGE DISTRICT	REGULAR MEETING March 10, 2008
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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 Monday, March 10, 2008.

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 – 6:00 p.m.
 - B Roll Call
 - C Public Comments on Closed Session Items

- II. ***CLOSED SESSION***
 - Conference with Legal Counsel – Anticipated Litigation (Government Code Section 54956.9)
One case

- III. ***PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS (Scheduled for 7:00 p.m.)***
 - D Pledge of Allegiance
 - E Closed Session Report
 - F Public Comments

- IV. ***MAJOR ITEMS OF BUSINESS***
 - #1 Receipt of Audit Report

- V. ***SUPERINTENDENT'S REPORT***
 - Associated Students Recognition Awards
 - Management Association Update
 - GASB 45 Task Force Report
 - Updates:
 - State Budget

- VI. ***ACADEMIC SENATE REPORT***

- VII. ***MAJOR ITEMS OF BUSINESS (continued)***
 - G Basic Skills Initiative
 - H Performing Arts Center
 - #2 Retiree Health Benefits Obligation

VIII. **CONSENT AGENDA**

Any recommendation pulled from the Consent Agenda will be held and discussed in Section VIII, Consent Agenda – Pulled Recommendations

Approval of Minutes

Approval of Minutes – February 11, 2008 (Regular Meeting)

Grants and Contracts

- #3 Contracts and Consultants
 - 3-A Consultant for Peer Resolution Committee
 - 3-B Consultant for KCRW
 - 3-C Contract with CalPERS
 - 3-D Consultants for Marketing, Community Outreach and Recruitment
 - 3-E Legal Services
 - 3-F Consultant for Public Programs
- #4 Organizational Memberships

Human Resources

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

Facilities and Fiscal

- #9 Appointment of SCCCD/JPA Official Representatives
- #10 Facilities
 - 10-A Change Order No. 1 – Re-Bid Campus Quad
 - 10-B Change Order No. 11 – Liberal Arts South Building
 - 10-C Access Agreement for Environmental Testing
 - 10-D Kiosk License Agreement – Big Blue Bus
 - 10-E Corrections to Agreement for Consulting Services – Students Services and Administration Building
 - 10-F Amendment to Agreement for Architectural Services – Student Services and Administration Building
- #11 Budget Augmentations
- #12 Budget Transfers
- #13 Commercial Warrant Register
- #14 Payroll Warrant Register
- #15 Auxiliary Payments and Purchase Orders
- #16 Direct, Benefit and Student Grant Payments
- #17 Purchasing

IX. **CONSENT AGENDA – Pulled Recommendations**

Recommendations pulled from the Section VII. Consent Agenda to be discussed and voted on separately. Depending on time constraints, these items might be carried over to another meeting.

X. **BOARD COMMENTS AND REQUESTS**

XI. **ADJOURNMENT**

There will be a Board of Trustees Retreat on Saturday, March 15, 2008 at 9:30 a.m. at the SMC Bundy Campus Multipurpose Room (Room 123), 3171 Bundy Drive, Los Angeles, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Monday, April 14, 2008** 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	March 10, 2008

I. ORGANIZATIONAL FUNCTIONS

- A* CALL TO ORDER – 6:04 p.m.
- B* ROLL CALL
Rob Rader, Chair - Present
Louise Jaffe, Vice-Chair - Present
Dr. Susan Aminoff - Present
Judge David Finkel (Ret.) - Present
Dr. Nancy Greenstein - Present
Dr. Margaret Quiñones-Perez - Present
Dr. Andrew Walzer - Present
Adel Morad, Student Trustee – Present (for public session)
- C* PUBLIC COMMENTS ON CLOSED SESSION ITEMS
Emal Dominick

II. CLOSED SESSION – 6:14 p.m.

- Conference with Legal Counsel – Anticipated Litigation (Government Code Section 54956.9)
One case

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS – 7:12 p.m.

- D* PLEDGE OF ALLEGIANCE – Associated Students President Heidi Hoek
- E* CLOSED SESSION REPORT - None
- F* PUBLIC COMMENTS
Jabe L. Bruton
Luis Suarez
Marlon “AAngel” Tett

BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 10, 2008

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1 RECEIPT OF AUDIT REPORT

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: Acknowledge receipt of the 2006-2007 Audit Report of the Financial and Related Statements of the Santa Monica Community College District prepared by the District's contracted independent auditor Vicente, Lloyd & Stutzman, LLP.

COMMENT: The Auditor's opinion is that the basic financial statements present fairly, in all material respects, the financial position of the Santa Monica Community College District as of June 30, 2007.

Requested by: *Chris Bonvenuto, Director, Fiscal Services*
Approved by: *Randy Lawson, Executive Vice-President*

MOTION MADE BY: Susan Aminoff
 SECONDED BY: Margaret Quiñones-Perez
 STUDENT ADVISORY: Absent
 AYES: 7
 NOES: 0

BOARD OF TRUSTEES SANTA MONICA COMMUNITY COLLEGE DISTRICT	REGULAR MEETING March 10, 2008
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IV. SUPERINTENDENT'S REPORT

Associated Student Recognition Awards:

Student Trustee Adel Morad presented the Associated Students Recognition Awards to Psychology Professor Christian Hart, classified staff member in the LRC Peter Sierra, and Associated Students President Heidi Hoeck.

Management Association Update: Management Association President Mona Martin reported that the "Way, Way, Way Above and Beyond" award in March went to Executive Vice President Randal Lawson, who has held teaching and administrative positions at the college since 1979.

GASB 45 Task Force: The Board charged DPAC to present a recommendation on the issue of the District's retiree health benefits obligation. The GASB 45 Task Force and DPAC provided a recommendation which is included in the agenda for consideration, along with a recommendation to contract with CalPERS to establish an irrevocable trust to pre-fund post employment benefits.

State Budget Update: The state discovered that there is a property tax shortfall of between \$70 - \$80 million. This shortfall will have to come from the community colleges general budget, which translates to about 1.2-1.4 percent. The proposal at this time is to take the money out of this current year budgets of all districts. This would be a significant reduction for Santa Monica College. The numbers will be coming from this state this week.

V. ACADEMIC SENATE REPORT

Richard Tahvildaran-Jesswein

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	March 10, 2008

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM G

SUBJECT: BASIC SKILLS INITIATIVE

SUBMITTED BY: Superintendent/President

SUMMARY: Addressing the Basic Skills needs of California community college students is central to the System Strategic Plan adopted by the Board of Governors in 2004. The Basic Skills Initiative was developed as a collaboration among the Statewide Academic Senate, the Chief Instructional Officers and the Chief Student Services Officers of the California Community Colleges. In an effort to address basic skills, every college in the state will conduct a self assessment of existing practices, go through in an extensive review of literature related to best practices in basic skills, participate in staff development activities and develop funding action plans related to the self assessment and literature/research review. Santa Monica College assembled a Basic Skills Workgroup in Summer 2007. In Fall 2007, the Workgroup participated in the BSI statewide training. Members of the Workgroup provided an update and progress report on the Basic Skills Workgroup activities, including SMC's baseline research and the self assessment tool.

INFORMATION ITEM H

SUBJECT: PERFORMING ARTS CENTER

SUBMITTED BY: Superintendent/President

SUMMARY: Superintendent/President Chui Tsang underscored the success of the Performing Arts Center with the significant contribution from the Broad Foundation. Senior Director of Government Relations and Institutional Communications Don Girard introduced Greg Brown, Director of Facilities and Planning; Denise Stoeber, Operations Manager of the Performing Arts Center; and Linda Sullivan, who has been assisting the District in addressing issues of structure and operations. Greg Brown reported that the Performing Arts Center will be completed in three months (May 2008). Testing and debugging will be completed in the summer, and the official opening is planned for fall, 2008. Denise Stoeber reported on some of the development efforts underway, upcoming programs, and membership goals. Linda Sullivan spoke about engagement with the community through expanded use of college venues.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 10, 2008

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2 RETIREE HEALTH BENEFITS OBLIGATION

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Santa Monica Community College District begin to pre-fund its retiree health benefits obligation through an initial contribution of \$1.4 million and subsequent annual contributions in the amount of \$500,000 over the next four fiscal years.

Further, it is recommended that the College's initial contribution be drawn from the SCCCD (Southern California Community College District) JPA and placed in an irrevocable trust.

Lastly, it is recommended that at the end of the stated five-year period, the District re-evaluate its retiree health benefits liability.

COMMENT: These are the recommendations of the Unfunded Retiree Benefits/GASB 45 Task Force. At its meeting on October 8, 2007, the Board of Trustees supported the formation of a joint task force to study unfunded retiree benefits and GASB 45 to report back in early spring. The task force met November 2007 through February 2008 and developed recommendations to be forwarded to the District Planning and Advisory Council (DPAC). The above recommendations were presented to and approved by DPAC on February 27, 2008 and were forwarded to the Superintendent/President for consideration.

PUBLIC COMMENTS

Kathy Sucher
Mitra Moassessi

Amendment, as follows:

REQUESTED ACTION: It is recommended that the Santa Monica Community College District begin to pre-fund its retiree health benefits obligation through an initial contribution of \$1.4 million. ~~and subsequent annual contributions in the amount of \$500,000 over the next four fiscal years.~~ Contributions to this trust will be established at the adoption of the annual budget.

MOTION MADE BY: Susan Aminoff
SECONDED BY: Andrew Walzer

Friendly Amendment by Trustee David Finkel and accepted by movers of the amendment:

Further, it is recommended that the College's initial contribution be drawn from the SCCCD (Southern California Community College District) JPA and placed in an irrevocable trust. This is subject to an opinion provided by legal counsel that the irrevocable trust can be rescinded if the District no longer has an obligation to fund retiree health benefits.

STUDENT ADVISORY:

Absent

AYES:

6 (Aminoff, Finkel, Greenstein, Jaffe, Rader, Walzer)

NOES:

1 (Quiñones-Perez)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 10, 2008

VIII. CONSENT AGENDA

Any recommendation pulled from the Consent Agenda will be held and discussed in Section IX, Consent Agenda – Pulled Recommendations

RECOMMENDATION:

The Board of Trustees take the action requested on Consent Agenda Recommendations #3-#17

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations:

Approval of Minutes
 #3-A, #3-D, #3-E, #3-F, #5,
 #6, #9, #10-F, #17-B

MOTION MADE BY: Nancy Greenstein
 SECONDED BY: Margaret Quiñones-Perez
 STUDENT ADVISORY: Absent
 AYES: 7
 NOES: 0

APPROVAL OF MINUTES

Approval of the minutes of the following meeting of the Santa Monica Community College District Board of Trustees:

February 11, 2008 (Regular Board of Trustees Meeting)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 10, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 3 CONTRACTS AND CONSULTANTS

Requested Action: Approval/Ratification

3-A CONSULTANT FOR PEER RESOLUTION COMMITTEE

Consultant: Mathis Development Consulting, Inc., Regina Mathis
Amount of Contract: \$115 per hour, not to exceed \$1,380
Term of Contract: Date to be determined
Funding Source: District Budget/Human Resources (50%) and CSEA budget (50%)
Summary: Per the District/CSEA Agreement, the Office of Human Resources in conjunction with CSEA, shall annually provide a mutually agreed upon training program on dispute resolution techniques.

Requested by: Pat Brown, Dean, Human Resources
Approved by: Marcia Wade, Vice-President, Human Resources

3-B CONSULTANT FOR KCRW

Provider: Anahi Bustillos
Amount of Contract: \$630
Term of Contract: March 15 through March 31, 2008
Funding Source: KCRW
Service: Promotional support for "KCRW PRESENTS," Concerts

Requested by: Cheryl Gee, Radio Station Services Assistant
Approved by: Don Girard, Senior Director, Government Relations/Institutional Communications

3-C CONTRACT WITH CALPERS

Contractor: CalPERS
Service: To establish an irrevocable trust to pre-fund Other Post Employment Benefits

Summary: An initial deposit will be made from the approximately \$1.4 million of funds currently on deposit with the Southern California Community College District Joint Powers authority. Future contributions to this trust will be established at the adoption of the annual budget. The Superintendent/President is authorized to execute this agreement.

Requested by: Victor Hanson, Interim Chief Business Officer
Approved by: Chui L. Tsang, Superintendent/President

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 10, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

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

3-D **CONSULTANTS FOR MARKETING, COMMUNITY OUTREACH, AND RECRUITMENT**

- (1) Provider: SurfSantaMonica.com
Fees: \$2,500
Service: Editorial Copywriting for Summer 2008 and Fall 2008 Schedule of Classes
Funding Source: 2007-08 Marketing, Matriculation, and Financial Aid Budgets
Requested by: Don Girard, Senior Director, Government Relations/Institutional Communications
Approved by: Chui L. Tsang, Superintendent/President
- (2) Provider: We Search Research (Amendment to contract)
Fees: Amend contract from \$20,000 to new amount of \$25,000
Service: Editorial Copywriting, Information Research and Verification for Schedule of Classes and College Catalog
Comment: This consultant provide fact-checking and a common written voice for materials provided from dozens of sources during the preparation of College publications. The District has begun a more extensive review of the information provided in its publications with a goal of future cost containments for printing and distribution.
Funding Source: 2007-08 Marketing, Matriculation, and Financial Aid Budgets
Requested by: Don Girard, Senior Director, Government Relations/Institutional Communications
Approved by: Chui L. Tsang, Superintendent/President
- (3) Provider: Santa Monica Daily Press (Amendment to contract)
Fees: Amend contract from \$18,000 to new amount of \$22,000
Service: 2007-08 Print Advertising for College Advancement and Student Recruitment
Comment: The amended amount provides for the recent notices of community workshops for the Pico Promenade Improvements Project.
Funding Source: 2007-08 Marketing, Matriculation, and Financial Aid Budgets
Requested by: Don Girard, Senior Director, Government Relations/Institutional Communications
Approved by: Chui L. Tsang, Superintendent/President

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 10, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

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

3-E **LEGAL SERVICES** (Amendment to annual contract)

Provider: Donaldson and Hart

Fees: Amend maximum fee from \$495 per hour to new maximum fee of \$525 per hour plus expenses.

Service: Legal assistance for the operations of the SMC Performing Arts Center and Music Academy.

Funding Source: 2007-08 District Budget/Business and Administration
2007-08 SMC Performing Arts Center Budget

Requested by: Don Girard, Senior Director, Government Relations/Institutional Communications
Approved by: Chui L. Tsang, Superintendent/President

3-F **CONSULTANT FOR PUBLIC PROGRAMS** (Amendment to contract)

Provider: Linda Sullivan

Fees: Amend contract from \$52,000 from October 8, 2007 through June 30, 2008 to new amount of \$60,000 plus reimbursable expenses from October 8, 2007 through June 30, 2008.

Service: Facility planning for public use of Santa Monica College indoor and outdoor spaces, and operational planning for Santa Monica College public programs. The additional services will assist the District to prepare for the opening of the Broad Stage later this year.

Comment: Ms. Sullivan is working with the District to evaluate current and planned facilities in order to benefit from commercial and non-profit use. She is also advising the District regarding operational issues and promotional opportunities for the District's public use spaces, including the new SMC Performing Arts Center. The current publicity regarding the Center and the current vacancy in administrative staff requires the additional services at this time.

Funding Source: Measure U and 2007-08 SMC Performing Arts Center Budget

Requested by: Don Girard, Senior Director, Government Relations/Institutional Communications
Approved by: Chui L. Tsang, Superintendent/President

RECOMMENDATION NO. 4 **ORGANIZATIONAL MEMBERSHIPS, 2007-2008**

Requested Action: Approval/Ratification

LA Press Club
National Association for Asian and Pacific American Education (NAAPAE)
Santa Monica Business Roundtable
Santa Monica Sister City Association

Requested by: Departments/programs
Approved by: Chui L. Tsang, Superintendent/President

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 10, 2008

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 5 ACADEMIC PERSONNEL

Reviewed by: Sherri Lee-Lewis, Dean, Human Resources
Approved by: Marcia Wade, Vice-President, Human Resources
Requested Action: Approval/Ratification

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

RETITLE

FROM: Director, Bundy Campus
TO: Director, Bundy Campus and Workforce Development

ELECTION

ADMINISTRATIVE

McLaughlin, Larry, Acting Director, Bundy Campus and Workforce Development 03/11/08
Ramos, Patricia, Director, Small Business Development Center 04/01/08

SEPARATION

RETIREMENT

Joe Frank Turner. Full-time/Music Department 06/13/08

LIMITED RETIREMENT

Holmgren, Christine, Instructor, Philosophy 08/25/08
Comment: Limited Retirement - 50%

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	March 10, 2008

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 6 CLASSIFIED PERSONNEL – REGULAR

Reviewed by: Sherri Lee-Lewis, Dean, Human Resources
Approved by: Marcia Wade, Vice-President, Human Resources
Requested Action: Approval/Ratification

Approval/ratification of the establishment of classified positions, and other actions involving classified personnel including hiring, promoting, changing work shifts, working out of classification, and advanced step placements. All personnel assigned into authorized positions will be elected to employment (Merit System) in accordance with District policies and salary schedules.

<u>ESTABLISH</u>	<u>EFFECTIVE DATE</u>
Community College Police Officer (2 positions) Campus Police, 12 mos, 40 hrs/VH	03/11/08
Gardener/Equipment Operator (1 position) Grounds, 12 mos, 40 hrs/VH	03/11/08
Administrative Assistant I Superintendent's Office, 12 mos, 40 hrs	03/11/08
<u>ABOLISH</u>	
Community College Parking Enforcement Officer (1 position) Campus Police, 11 mos, 40 hrs	03/11/08
Community College Parking Enforcement Officer (1 position) Campus Police, 11 mos, 20 hrs	03/11/08
Community College Police Officer Trainee (1 position) Campus Police, 12 mos, 40 hrs/VH	03/11/08
Gardener/Equipment Operator (1 position) Grounds, 12 mos, 40 hrs	03/11/08
Administrative Assistant I, Confidential Superintendent's Office, 12 mos, 40 hrs	03/11/08
<u>ELECTIONS</u>	
<u>PROBATIONARY</u>	
Henninger, Denise, Sign Language Interpreter- III, DSC	03/03/08
La Cosse, Naomi, Sign Language Interpreter- III, DSC	03/03/08
<u>ADVANCED STEP PLACEMENT</u>	
Sanchez, Yesenia, Student Services Clerk, Financial Aid Step C	10/08/07

WORKING OUT OF CLASSIFICATION

Trump, Kurt 02/11/08 – Until Filled
Fr: Community College Police Sergeant, Campus Police, 12 mos, 40 hrs
To: Community College Police Chief, Campus Police, 12 mos, 40 hrs

Willis, Adrienne 12/07/07 – 01/08/08
Fr: Administrative Assistant I- Conf, Supt./Pres., 12 mos, 40 hrs
To: Insurance Program Specialist, Risk Management, 12 mos, 40 hrs

LEAVES OF ABSENCE WITHOUT PAY

PERSONAL
Fierro, Yolanda, CC Parking Enforcement Officer, Campus Police 02/04/08 – 09/01/08

SEPARATIONS

DECEASED
Smith, Toni, Administrative Assistant I, Modern Languages 02/19/08

RETIREMENT
Gaydowski, Richard, College Police Dispatcher, Campus Police 03/05/08
Redhead, Eva, Health Services Technician – RN, Health Services 03/31/08

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 10, 2008

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7 CLASSIFIED PERSONNEL – LIMITED DURATION

Reviewed by: Sherri Lee-Lewis, Dean, Human Resources
Approved by: Marcia Wade, Vice-President, Human Resources
Requested Action: Approval/Ratification

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

ELECTIONS

EFFECTIVE DATE

PROVISIONAL *(Temporary personnel who meet minimum qualifications but are not on an eligibility list for the vacant position)*

Abrines, Roxanna, Lab Technician-Physical Science	02/11/08-06/20/08
Caiseros, Valentin, PipeFitter-Sprinkle, Grounds	01/22/08-03/24/08
Cerna, Mario, Sign Language Interpreter-Trainee, DSC	01/02/08-04/22/08
Curtis-Larson, Janet, Sign Language Interpreter-Trainee, DSC	01/02/08-05/27/08
Garvey, Francis, Accompanist-Voice, Music	02/12/08-06/19/08
Harris, Kristine, Office Aide, Disabled Students Center	01/02/08-04/28/08
Holstein, Stephanie, Sign Language Interpreter III, DSC	01/02/08-04/16/08
Kesterman, Camille, Counseling Aide, Disabled Student Center	02/25/08-06/30/08
Mays, Ashley R, Counseling Aide, Disabled Student Center	02/28/08-07/03/08
Molina, Erica, Counseling Aide, Disabled Student Center	02/25/08-06/30/08
O'Brien, Colin, Counseling Aide, Disabled Students Center	02/26/08-07/01/08
Orellana, Debbie, Counseling Aide, Disabled Student Center	02/25/08-06/30/08
Perea, Marisol, Counseling Aide, Disabled Student Center	02/28/08-07/03/08
Potts, Jr, Charles, Payroll Specialist-Fiscal Services	02/14/08-06/20/08
Schlesinger, Cynthia, Sign Language Interpreter-Trainee, DSC	01/02/08-05/15/08
Sommers, Emily Kate, Counseling Aide, Disabled Student Center	02/28/08-07/03/08
Warnecke, Janet, Sign Language Interpreter III, DSC	01/02/08-03/17/08

LIMITED TERM *(Positions established to perform duties no expected to exceed six months in one fiscal year or positions established to replace temporarily absent employees. All appointments are made from eligibility lists or former employees in good standing)*

Hasal, Amber, Sign Language Interpreter I, DSC	01/02/08-03/20/08
Henninger, Denise, Sign Language Interpreter III, DSC	01/02/08-02/29/08
Hill, Sherri, Sign Language Interpreter II, DSC	01/02/08-06/10/08
Jarret, Gabriel, Sign Language Interpreter II, DSC	01/02/08-06/30/08
La Cosse, Naomi, Sign Language Interpreter III, DSC	01/02/08-02/29/08
Lewis, Carolyn, Sign Language Interpreter I, DSC	01/02/08-04/17/08
Matlow, Stephanie, Sign Language Interpreter I, DSC	01/02/08-06/13/08
Neely, Tynisha, Sign Language Interpreter I, DSC	01/02/08-06/30/08
Noor, Tasneem, Counseling Aide, EOP&S	02/04/08-06/10/08
Padilla, Omar, Counseling Aide, Student Life	01/02/08-03/20/08
Puyer, Billie, Sign Language Interpreter II, DSC	01/02/08-05/08/08
Rhoads, Margaret, Instructional Assistant-LD	01/02/08-06/06/08
Sussman-Schecht, Dena, Sign Language Interpreter III, DSC	01/02/08-06/06/08
Tanji, Mona, Sign Language Interpreter III, DSC	01/02/08-06/19/08

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 10, 2008

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 8 CLASSIFIED PERSONNEL - NON MERIT

Reviewed by: Sherri Lee-Lewis, Dean, Human Resources

Approved by: Marcia Wade, Vice-President, Human Resources

Requested Action: Approval/Ratification

All personnel assigned will be elected on a temporary basis to be used as needed in accordance with District policies and salary schedules.

STUDENT EMPLOYEES

CalWORKS 03
\$8.00/hr

College Student Assistant 57
\$8.00/hr (STHP)

College Work-Study Student Assistant 46
\$8.00/hr (FWS)

SPECIAL SERVICE

Tutorial Aide 01
\$10.50/hr

Art Models
\$18.00/hr

Art Models with Costume 01
\$21.00/hr

Community Services Specialist 1 01
\$35.00/hr

Community Services Specialist II 03
\$50.00/hr

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 10, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 9 APPOINTMENT OF SCCCD/JPA OFFICIAL REPRESENTATIVES

Requested by: *Cozetta Wilson-Carlton, Risk Manager*
Approved by: *Randal Lawson, Executive Vice-President*
Requested Action: *Approval/Ratification*

Santa Monica Community College District appoints Cozetta Wilson-Carlton as the Official Representative and Keith Webster as the Official Alternate to represent the District at the Southern California Community College District JPA meetings. Each member shall have one vote, which may be cast only by the designated representative who is in physical attendance.

Comment: Per the Southern California Community College District JPA Bylaws, each member of the Agency shall be entitled to appoint to the Board of Directors one representative and one alternate who shall be designated in writing. Said representative and said alternate must be employees of the member and shall serve at the pleasure of the member by whom appointed. Only the designated representative or designated alternate may represent a member, and each shall be invited to attend all meetings of the Board of Directors. The designated representative and designated alternate may invite members of their agencies' staffs or consultants to attend meeting of the Board of Directors in an advisory capacity only.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 10, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10 FACILITIES

Requested by: Greg Brown, Director of Facilities and Planning

Approved by: Randal Lawson, Executive Vice-President

Requested Action: Approval/Ratification

10-A CHANGE ORDER NO. 1 – RE-BID CAMPUS QUAD

Change Order No. 1 – TRIMAX CONSTRUCTION CORP. on the Re-bid Campus Quad project in the amount of \$30,032.

Original Contract Amount	\$8,709,500
Change Order No. 01	<u>30,032</u>
Revised Contract Amount	\$8,739,532
Original Contract Time	360 days
Previous Time Extensions	<u>0 days</u>
Revised Contract Time	360 days
Time Extension this Change Order	<u>0 days</u>
Current Revised Contract Time	360 days

Funding Source: Measures U

Comment: Change Order No. 01 provides for additional temporary signs requested by the District to facilitate student circulation, the addition of a concrete ramp at existing curb for campus maintenance carts, costs to repair damaged water line not shown on as-built drawings.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 10, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10 FACILITIES *(continued)*

10-B CHANGE ORDER NO. 11 - LIBERAL ARTS SOUTH BUILDING

Change Order No. 12 – PINNER CONSTRUCTION COMPANY on the Liberal Arts South Building Project in the amount of \$18,692.

Original Contract Amount	\$ 13,195,000
Previously Approved Change Orders 1 - 11	389,551
Change Order No. 12	<u>18,692</u>
Revised Contract Amount	\$ 13,603,243
Original Contract Time	425 days
Previous Time Extensions	<u>0 days</u>
Revised Contract Time	425 days
Time Extension this Change Order No. 11	<u>0 days</u>
Current Revised Contract Time	425 days

Funding Source: State Capital Outlay Funds, City of Santa Monica Earthquake Redevelopment, Measure U

Comment: Change Order No. 12 provides for the addition of a mechanical screen to shield HVAC units visible from the north building and revisions to Exhaust Fan No. 1 with associated duct work and mounting hardware due to interference with high roof above.

10-C ACCESS AGREEMENT FOR ENVIRONMENTAL TESTING

Agreement with the GILLETTE COMPANY for access to the Academy of Entertainment and Technology site for environmental testing.

Funding Source: The Gillette Company (no cost to the District)

Comment: The Los Angeles Regional Water Control Board requires the Gillette Company, owner of the PaperMate property at 26th and Olympic to perform water quality testing in an area surrounding their property as part of their environmental mitigation efforts. The Academy property was selected as one of the testing sites due to the proximity to the property. Testing will consist of one location to drill a test well or perform test borings. The testing will be performed so as not to disrupt the college's programs. The Gillette Company is required to provide insurance and is responsible for any damage to the property. The report resulting from this testing will be shared with the District.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 10, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10 FACILITIES *(continued)*

10-D KIOSK LICENSE AGREEMENT – BIG BLUE BUS

Agreement with the CITY OF SANTA MONICA to locate two bus information kiosks on the college campus.

Funding Source: City of Santa Monica

Comment: To further promote bus ridership, the Big Blue Bus has requested placement of information kiosks in the library and in the cafeteria. College staff have reviewed and approved the design and content of the information kiosks. The City will pay for all the costs associated with this project.

10-E CORRECTION TO AGREEMENT FOR CONSULTING SERVICES – STUDENT SERVICES AND ADMINISTRATION BUILDING

Amend the agreement with CHRISTOPHER A. JOSEPH & ASSOCIATES for environmental analysis services for the Student Services and Administration Building for an additional \$25,000 plus reimbursable expenses.

Funding Source: State Capital Outlay Funds, Measure S, Measure U

Comment: This is a correction from last month's agenda. The amount listed was \$15,000 and it should have been \$25,000.

10-F AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – STUDENT SERVICES AND ADMINISTRATION BUILDING

Amend the agreement with STEINBERG ARCHITECTS for architectural services for the Student Services and Administration building not to exceed a total cost of \$7,851,300 plus reimbursable expenses.

Funding Source: State Capital Outlay Funds, Measure S, Measure U

Comment: The agreement has been amended to include scope changes and the associated building cost estimate. Original fee was based upon estimate that was prepared over two years ago for the state and does not reflect current construction costs. The contract is for a fixed fee and it will not increase if construction costs escalate in the future. This agreement includes the Student Services and Administration building, underground parking, new traffic entry and pedestrian drop off, related site work and landscaping. Initial planning for Drescher Hall with related site work and additional Pico improvements are covered on separate agreements that were approved at the February meeting.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 10, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 BUDGET AUGMENTATIONS

Requested by: Chris Bonvenuto, Director, Fiscal Services

Approved by: Randy Lawson, Executive Vice-President

Requested Action: Approval/Ratification

The 2007-2008 Adopted Budget will be amended to reflect the following budget augmentations

11-A SMALL BUSINESS DEVELOPMENT CENTER

Granting Agency: California Community Colleges Chancellors Office
 Appropriated Funding: \$60,000
 Matching Funds: \$0
 Performance Period: January 1, 2008 – June 30, 2008
 Summary: California State Chancellor's Office has increased funding from \$50,000 to \$110,000. This represents a \$60,000 increase to the 2007-08 award amount.

Budget Augmentation: Revenue:	8000 State Revenue	\$60,000
Expenditures:	2000 Classified Salaries	\$30,000
	3000 Benefits	\$10,000
	4000 Supplies	\$10,000
	5000 Travel	\$7,692
	7000 Interfund Transfer	\$2,308

11-B FACULTY/STAFF DIVERSITY

Granting Agency: California Community Colleges Chancellors Office
 Appropriated Funding: \$1,121
 Matching Funds: \$0
 Performance Period: July 1, 2007 – June 30, 2008
 Budget Augmentation: Revenue: 8000 State Revenue \$1,121
 Expenditures: 5000 Other Expenditures \$1,121
 Summary: The Chancellors Office has increased Faculty/Staff Diversity funding from \$21,117 to \$22,238. This represents a \$1,121 increase to the 2007-08 award amount.

11-C DISABLED STUDENTS PROGRAM & SERVICES (DSP & S) COLLEGE ALLOCATION

Granting Agency: California Community Colleges Chancellor's Office
 Appropriated Funding: \$184,879 Augmentation
 (Brings the total from \$1,321,264 to \$1,506,143)
 Matching Funds: \$0
 Performance Period: July 1, 2007 – June 30, 2008
 Summary: Additional funds for DSP&S allocation for Deaf and Hard of Hearing per Chancellor's Office FY 2007-08 First Principal Apportionment,

Budget Augmentation: Revenue:	8620 Revenue	\$184,879
Expenditures:	2000 Non-Instructional Salaries	\$100,000
	3000 Benefits	\$7,000
	5110 Consultants	\$77,879

BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 10, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 BUDGET TRANSFERS

Requested by: Chris Bonvenuto, Director, Fiscal Services

Approved by: Randy Lawson, Executive Vice-President

Requested Action: Approval/Ratification

12-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: January 30, 2008 – February 26, 2008

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	470
3000	Benefits	0
4000	Supplies	5,670
5000	Contract Services/Operating Exp	58,135
6000	Sites/Buildings/Equipment	5,120
7000	Other Outgo/Student Payments	-69,395
Net Total:		0

12-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: January 30, 2008 – February 26, 2008

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-10,874
2000	Classified/Student Salaries	65,131
3000	Benefits	-52,869
4000	Supplies	-6,584
5000	Contract Services/Operating Exp	-22,871
6000	Sites/Buildings/Equipment	14,128
7000	Other Outgo/Student Payments	13,939
Net Total:		0

Comment: The Adopted Budget needs to be amended to reflect the totals of the departmental budgets. The current system of the Los Angeles County Office of Education requires Board approvals each month for budget adjustments. Only the net amount of the transfers in or out of the object codes is shown. In addition to the budget adjustments, transfers result from requests by managers to adjust budgets to meet changing needs during the course of the year.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 10, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 COMMERCIAL WARRANT REGISTER

Requested by: Robin Quaille, Accounts Payable Supervisor
Approved by: Randy Lawson, Executive Vice-President
Requested Action: Approval/Ratification

January 1 – January 31, 2008 2892 – 2930 \$6,268,047.82

Comment: The detailed Commercial Warrant documents are on file in the Accounting Department.

RECOMMENDATION NO. 14 PAYROLL WARRANT REGISTER

Requested by: Ian Fraser, Payroll Manager
Approved by: Randy Lawson, Executive Vice-President
Requested Action: Approval/Ratification

January 1 – January 31, 2008 C1F – C2G \$ 7,164,991.38

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

RECOMMENDATION NO. 15 AUXILIARY PAYMENTS & PURCHASE ORDERS

Requested by: George Prather, Director of Auxiliary Services
Approved by: Randy Lawson, Executive Vice-President
Requested Action: Approval/Ratification

It is recommended that the following Auxiliary Operations payments and Purchase Orders be ratified. All purchases and payments were made in accordance with Education Code requirements and allocated to approved budgets in the Bookstore, Trust and Other Auxiliary Funds.

	Payments	Purchase Orders
January 1 – January 31, 2007	\$2,195,279	\$77,069

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 10, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 PURCHASING (continued)

17-B PURCHASING AGREEMENTS AND AUTHORIZATION OF PURCHASE ORDERS

Authorize the award of purchase orders against the following competitive bid agreements:

1. The State of California Multiple Award Schedule (CMAS) Contract 4-06-78-0031A with Field Turf USA Inc., for SMC Football/Soccer field turf replacement for an amount not to exceed \$568,230.

Funding Source: 2007-2008 Measure S Capital Projects Fund

Comment: The Public Contract Code Section 20652 allows public education entities in the State of California to place orders under this contract without further competitive bidding per PCC 10298 and 10299 (b). There are significant cost savings to the district by joining in purchasing agreements with other agencies. The use of CMAS pricing provides for a savings of \$52,258.

2. The State of California Multiple Award Schedule (CMAS) Contract 4-06-78-0031A with Field Turf USA Inc., for John Adams Middle School Field Renovation for an amount not to exceed \$1,182,211.

Funding Source: 2007-2008 Measure S Capital Projects Fund

Comment: The Public Contract Code Section 20652 allows public education entities in the State of California to place orders under this contract without further competitive bidding per PCC 10298 and 10299 (b). There are significant cost savings to the district by joining in purchasing agreements with other agencies. The use of CMAS pricing provides for a savings of \$111,688.

3. Freestyle Photographic Supplies contract # 0708-914-025 for the De Vere 504DS Digital Enlarger for the amount of \$113,662.50. The competitive bid was conducted by the Belton School District, in the State of Texas.

Funding Source: 2007-2008 VTEA Grant Funds

Comment: The Public Contract Code Section 10298, 10299 (b), 20118 and 20652 allows for the public education entities in the State of California to place orders under competitively bid contracts without advertising. The only other source for the requested item is under the Los Angeles County Commodity Agreement which would cost \$123,975.00 from Imaging Products International.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 10, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 PURCHASING *(continued)*

17-C DECLARATION AND DONATION OF SURPLUS COMPUTER EQUIPMENT AND VEHICLE

- (1) Declare as surplus miscellaneous computers and monitors and authorize the District to dispose/recycle the equipment because it is outdated and inoperable and has been determined to be of insufficient value to defray the cost to sell.

- (2) Declare as surplus a 1991 Champ bus, Vin #1FDKE30GMHA54264 and authorize the District to dispose of the bus because it is inoperable and has been determined to be of insufficient value to defray the cost to sell.

Comment: This action is in accordance with SMC Board Policy 6531 and Education Code section 81452.

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 10, 2008

IX. CONSENT AGENDA – Pulled Recommendations

Recommendations pulled from the Section VII, Consent Agenda were discussed and voted on separately.

APPROVAL OF MINUTES – February 11, 2008 (Regular Meeting)

MOTION MADE BY: David Finkel
 SECONDED BY: Rob Rader
 STUDENT ADVISORY: Absent
 AYES: 5
 NOES: 0
 ABSENT: 1 (Jaffe)
 ABSTAIN: 1 (Quiñones-Perez)

RECOMMENDATION NO. 3-A – CONSULTANT FOR PEER RESOLUTION COMMITTEE

MOTION MADE BY: David Finkel
 SECONDED BY: Andrew Walzer
 STUDENT ADVISORY: Absent
 AYES: 6
 NOES: 0
 ABSENT: 1 (Jaffe)

RECOMMENDATION NO. 3-D – CONSULTANT FOR MARKETING, COMMUNITY OUTREACH
 AND RECRUITMENT

MOTION MADE BY: David Finkel
 SECONDED BY: Nancy Greenstein
 STUDENT ADVISORY: Absent
 AYES: 6
 NOES: 1 (Walzer)

RECOMMENDATION NO. 3-E – LEGAL SERVICES

MOTION MADE BY: Nancy Greenstein
 SECONDED BY: Margaret Quiñones-Perez
 STUDENT ADVISORY: Absent
 AYES: 7
 NOES: 0

RECOMMENDATION NO. 3-F – CONSULTANT FOR PUBLIC PROGRAMS

MOTION MADE BY: Margaret Quiñones-Perez
 SECONDED BY: Nancy Greenstein
 STUDENT ADVISORY: Absent
 AYES: 7
 NOES: 0

IX. CONSENT AGENDA – Pulled Recommendations (continued)

RECOMMENDATION NO. 5 – ACADEMIC PERSONNEL

MOTION MADE BY: Andrew Walzer
SECONDED BY: David Finkel
STUDENT ADVISORY: Absent
AYES: 6
NOES: 0
ABSTAIN: 1 (Quiñones-Perez)

RECOMMENDATION NO. 6 – CLASSIFIED PERSONNEL - REGULAR

MOTION MADE BY: Andrew Walzer
SECONDED BY: David Finkel
STUDENT ADVISORY: Absent
AYES: 7
NOES: 0

RECOMMENDATION NO. 9 – APPOINTMENT OF SCCCD/JPA OFFICIAL REPRESENTATIVES

MOTION MADE BY: Susan Aminoff
SECONDED BY: David Finkel
STUDENT ADVISORY: Absent
AYES: 7
NOES: 0

RECOMMENDATION NO. 10-F – AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – STUDENT SERVICES AND ADMINISTRATION BUILDING

MOTION MADE BY: Louise Jaffe
SECONDED BY: Andrew Walzer
STUDENT ADVISORY: Absent
AYES: 7
NOES: 0

RECOMMENDATION NO. 17-B – PURCHASING AGREEMENTS AND AUTHORIZATION OF PURCHASE ORDERS

MOTION MADE BY: David Finkel
SECONDED BY: Louise Jaffe
STUDENT ADVISORY: Absent
AYES: 6
NOES: 0
ABSENT: 1 (Aminoff)

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 10, 2008

X. BOARD COMMENTS AND REQUESTS

Requests for topics for future Board meetings

- Strategies to Reduce Textbook Costs
- Full-Time Faculty Hiring

XI. ADJOURNMENT

The meeting was adjourned in memory of **Richard Mednick**, an adjunct business law professor; **Rogelio Oseguera**, husband of Ismenia Osegura SMC custodian; **Vivian Sheehan**, a speech pathologist who developed and taught SMC Pathfinders Post-Stroke communications classes at Emeritus College; **Toni Smith**, administrative assistant in the Modern Languages Department; and **Charlotte Talbot**, mother of Michael Talbot, community leader and SMC supporter

There will be a Board of Trustees Retreat on Saturday, March 15, 2008 at 9:30 a.m. at the SMC Bundy Campus Multipurpose Room (Room 123), 3171 Bundy Drive, Los Angeles, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Monday, April 14, 2008** 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 agenda for the next meeting will include the following:

- Ballot for the CCCT Board of Directors Election
- Resolution for Community College Month
- Report on Specialized Counseling Programs
- Report on Global Citizenship