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

**REGULAR MEETING  
MONDAY, DECEMBER 16, 2002**

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

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

**7:15 p.m. - Public Meeting  
Board Room  
Business Building Room 117**

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

<b>BOARD OF TRUSTEES</b>	<b>REGULAR MEETING</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 16, 2002

## ***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, December 16, 2002.

The minutes include 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
- C Installation of Board of Trustees

**II. CLOSED SESSION**

- Collective Bargaining,  
pursuant to Government Code Section 54957.6
- Public Employee: Employment, Discipline, Dismissal, Release  
pursuant to Government Code Section 54957

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

- D Pledge of Allegiance
- #1 Approval of Minutes: November 4, 2002

**IV. SUPERINTENDENT'S REPORT**

- Associated Students Recognition Awards  
Jamey Anderson, Faculty Member  
Jorge Martinez, Staff Member

**V. ACADEMIC SENATE REPORT**

**VI. CLASSIFIED SENATE REPORT**

**VII. COMMUNICATIONS OR PUBLIC COMMENTS**

**VIII. BOARD REPORT AND COMMENTS**

IX. **CONSENT AGENDA**

**Planning and Development**

- #2 Acceptance of Grants and Budget Augmentation

**Academic and Student Affairs**

- #3 Contracts and Consultants  
A Emeritus College Facilities, Winter 2003  
B Community Services/Extension Seminars/Courses, Spring 2003  
C Kinesiology/Dance/Recreation

**Human Resources**

- #4 Consultants  
A Focus Groups Discussion  
B Mediation Services  
C Employee Election  
#5 California Public Employees' Retirement Systems Contract – Adoption of Final Resolution  
#6 Academic Personnel  
#7 Classified Personnel Establish/Abolish Positions  
#8 Classified Personnel – Regular  
#9 Classified Personnel – Limited Duration  
#10 Classified Personnel – Non Merit

**Business and Administration**

- #11 Resolution Approving the Negotiated Exchange of Property Tax Revenue Resulting from the Transfer of Territory from the LACCD to the SMCCD  
#12 Rental Payment for Off-Site Security Expenses  
#13 Risk Management Consultants  
#14 Claims for Damages  
#15 Rejection of Late Claim for Damages  
#16 KCRW Consultants  
#17 Facilities  
A CPI Increases on Annual Leases  
B Emergency Lighting Maintenance Agreement  
C Agreement for Construction Services  
D Amendments to Architectural Services Agreement, Literacy Center Project  
E Amendment to Architectural Services Agreement, P.E./Athletics Faculty Offices Project  
F Additional Architectural Services, Liberal Arts Building Replacement Project  
G Amendment to Agreement, Mechanical Upgrades  
H Change Order No. 1, Remodel Room 123, AET  
I Reduction of Contract Retention – Remodel Room 123, AET  
J Facilities Consultant (Pulled – No Action Taken)  
K Scheduled Maintenance and Special Repairs Program

**Business and Administration** (continued)

- #18 Commercial Warrant Register
- #19 Payroll Warrant Register
- #20 Payments from Auxiliary Operations
- #21 Direct Payments
- #22 Purchasing
  - A Award of Purchase Orders
  - B Authorization to Participate in Purchase Agreements
  - C Declaration of Surplus Equipment

X. **CONSENT AGENDA – Pulled Items**

XI. **MAJOR ITEMS OF BUSINESS**

- #23 Academic Administrators, Classified Administrators, Classified Managers, and Classified Confidential Employees Salary Schedules, 2003
- #24 Resolution to Support the Creation of a Santa Monica Youth Commission
- #25 Election of Chair of the Board of Trustees
- #26 Election of Vice-Chair of the Board of Trustees
- #27 Election of Secretary, Assistant Secretary and Recording Secretary
  - E Seating of the Board of Trustees
- #28 Election of Trustee Liaisons
- #29 Authorized Signature Resolutions

XIII. **INFORMATION - No Action Required**

- F Report from Citizens' Bond Oversight Committee
- G 2002-2003 Quarterly 311Q Budget Report
- H Submittal of Grants

- XIV. **ADJOURNMENT:** The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, January 13, 2003 at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

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

SANTA MONICA COMMUNITY COLLEGE DISTRICT

December 16, 2002

**I. ORGANIZATIONAL FUNCTIONS**

A. CALL TO ORDER – 5:34 p.m.

B. ROLL CALL

Dr. Patrick Nichelson, Vice-Chair - Present  
Herbert Roney, Vice-Chair - Present  
Carole Currey - Present  
Dr. Dorothy Ehrhart-Morrison - Present  
Dr. Margaret Quiñones - Present  
Annette Shamey - Present

Nancy Greenstein, Trustee-Elect - Present

Allison Sandera, Student Trustee – Present (for Public Session)

C. INSTALLATION OF BOARD OF TRUSTEES

Piedad F. Robertson, Superintendent/President and Secretary to the Board of Trustees, administered the Oath of Allegiance for Public Officers to Carole Currey, Dorothy Ehrhart-Morrison, Nancy Greenstein and Herbert Roney and installed them as members of the Board of Trustees of the Santa Monica Community College District.

**II. CLOSED SESSION**

- Collective Bargaining, pursuant to Government Code Section 54957.6
- Public Employee: Employment, Discipline, Dismissal, Release pursuant to Government Code Section 54957

**III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS**

Chair Patrick Nichelson announced that Carole Currey, Dorothy Ehrhart-Morrison, Nancy Greenstein and Herbert Roney were installed as trustees before the closed session.

He also reported that the Board of Trustees unanimously approved the dismissal of a classified employee.

D. PLEDGE OF ALLEGIANCE – Patrick Nichelson

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

SANTA MONICA COMMUNITY COLLEGE DISTRICT

December 16, 2002

**ORGANIZATIONAL FUNCTIONS****RECOMENDATION NO. 1****APPROVAL OF MINUTES**

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

November 4, 2002 (Regular Meeting)

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 16, 2002

II. SUPERINTENDENT'S REPORT

- A.S. Recognition Awards  
Jamey Anderson, Faculty Member  
Jorge Martinez, Staff Member
- Chief executive officers and trustees of Los Angeles area single campus districts met on November 21, 2002 at Long Beach City College. The next meeting will be hosted at Glendale College in February, 2003.
- Budget Update: Governor Gray Davis is proposing a \$215 million, mid-year funding reduction for California community colleges. This means approximately a \$2 million cut for Santa Monica College for the current 2002-03 fiscal year, on top of the \$8 million in cuts that SMC already made in September. Some of the actions already taken or will be taken include no salary increases for managers, a hiring freeze for all regular classified positions, reduction of class offerings in the spring semester, and a reduction of services. Every effort will be made to protect full-time permanent positions.  
  
The District is moving ahead with its building projects funded from Measure U, the \$160 million bond approved by voters last March. These funds can only be used for modernization and construction projects.
- Patrick Nichelson was recognized and honored for his leadership as Board Chair during 2002.
- In response to the part-time faculty bill of rights presented to the Board, Dr. Robertson reported that she will be establishing a President's Task Force to address issues within the bill of rights that the District and the Faculty Association agree do not fall within the scope of collective bargaining.
- Happy Holidays

III. SUPERINTENDENT'S REPORT

III. ACADEMIC SENATE REPORT

IV. CLASSIFIED SENATE REPORT

V. PUBLIC COMMENTS

Lantz Simpson  
Martin Goldstein

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 16, 2002

**CONSENT AGENDA**

It is recommended that the Board of Trustees approve/ratify the Consent Agenda, Recommendations #2-#22 (Recommendation #17-J was pulled - no action taken)

Recommendations pulled for questions/comments: #17-D, #17-K

Action on Consent Agenda

MOTION MADE BY: Carole Currey  
 SECONDED BY: Allison Sandera  
 STUDENT ADVISORY: Aye  
 AYES: 6  
 NOES: 0  
 ABSENT: 1 (Quiñones)



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 16, 2002

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 2

ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

**Title of Contract:** Career Ladders Training Program

**Contracting Agency:** Employment Training Panel

**Request Funding:** \$496,644

**Matching Funding:** N/A

**Performance Period:** 2003-2005

**Summary:** This program will train 254 low-wage employees at convalescent hospitals and healthcare facilities who need skills training in order to move up the career ladder in the health care field. Students who successfully complete the program will have a greater potential for obtaining higher paying jobs with greater potential for career mobility.

SMC will work collaboratively with Golden State Health Center, Brea Community Hospital, El Monte Convalescent Hospital, Huntington Healthcare Center, Ocean View Hospital, M & T Adult Day Care, Santa Anita Retirement Home, and Virgil Convalescent Home.

<b>Budget Augmentation:</b>	<b>Income</b>	
	8000	\$496,644
	<b>Expenditures</b>	
	2000	\$308,530
	3000	45,675
	4000	24,350
	5000	87,500
	6000	12,000
	7000	18,589

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 16, 2002

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

**RECOMMENDATION NO. 3              CONTRACTS AND CONSULTANTS**

**3-A    EMERITUS COLLEGE FACILITIES, WINTER 2003**

Approval of off-campus facilities for Emeritus College classes for Winter 2003. Payment per class session is authorized as stated on the list.

Funding Source:        2002-2003 Budget of Emeritus College

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

**3-B    COMMUNITY SERVICES/EXTENSION SEMINARS/COURSES, SPRING 2003**

Approval of Seminars/courses for Santa Monica College Community Services and Extension for Spring 2003.

Funding Source: All costs will be covered by the registration fees charged.

Comment:            The list of Community Service seminars and courses is on file in the office of Community Services.

**3-C    KINESIOLOGY/DANCE/RECREATION**

Approval of an agreement with Bally Total Fitness for the rental of space and equipment to conduct specific anaerobic exercise classes at a cost of \$50 per student for the 2002-2003 academic year.

Funding Source:        No cost to the District  
   (costs completely covered by student fees)

Comment:            Education Code section 26395 authorizes districts to impose a fee on participating students for the additional expenses incurred when physical education courses are required to use non-district facilities. At the present time, the District does not have the equipment necessary for these particular anaerobic exercise classes.

**3-D    MUSICIAN FOR THEATRE ARTS PRODUCTION**

Ralph Carter to provide music services to enhance the Theatre Arts production of RAGS in conjunction with Russiifest during the period of December 5-14, 2002, in the amount of \$500.

Funding Source:        2002-03 Budget/Community Relations

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 16, 2002

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 4            CONSULTANTS

4-A FOCUS GROUPS DISCUSSION

JOAN GOLDSMITH and KEN CLOKE from the Center for Dispute Resolution for the facilitation of discussions via focus groups with classified employees, District managers and the District task force and other follow up services performed by the 2001-02 fiscal year, in the amount of \$4,000.

Funding Source:            2002-2003 Budget/Human Resources

4-B MEDIATION SERVICES

KEN CLOKE from the Center for Dispute Resolution for mediation services related to a personnel matter for an amount not to exceed \$2,200 plus expenses.

Funding Source:            2002-2003 Budget/Human Resources/Personnel Commission

4-C EMPLOYEE ELECTION

THE LEAGUE OF WOMEN VOTERS OF SANTA MONICA to conduct the classified election pertaining to the appointment process for personnel commissioners for an amount not to exceed \$850.

Funding Source:            2002-2003 Budget/Human Resources

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 16, 2002

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 5**

**CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT  
SYSTEM CONTRACT - ADOPTION OF FINAL  
RESOLUTION**

WHEREAS, the Public Employees' Retirement Law provides for the participation of a Public Agency in the California Public Employees' Retirement System, making its employees members of said System; and

WHEREAS, the Board of Trustees of the Santa Monica Community College District on July 1, 2002 adopted a resolution giving notice of intention to approve a contract providing for such participation; and

WHEREAS, the employees of said public agency, whose memberships in said Retirement System are contemplated, have approved said participation, by majority vote;

NOW, THEREFORE, BE IT RESOLVED, that a contract between the Board of Trustees of the Santa Monica Community College District and the Board of Administration, California Public Employees' Retirement System is hereby authorized and by such reference made a part hereof as though herein set out in full; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the presiding officer of said governing body is hereby authorized, empowered and directed to execute said contract for and on behalf of said public agency.

Funding Source: 2002-2003 Budget

Comment: This resolution completes the required process for the implementation of safety retirement for all college police officers.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 16, 2002

CONSENT AGENDA:        HUMAN RESOURCES

**RECOMMENDATION NO. 6**        **ACADEMIC PERSONNEL**

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

EFFECTIVE DATE

ELECTIONS

ADMINISTRATIVE

Kozeracki, Carol A.	Project Manager, Research (50% assignment)	01/01/03 - 06/30/03
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Comment: This categorically-funded position is budgeted for one year, renewable on July 1, 2003.

ADJUNCT

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

LEAVE OF ABSENCE WITH PAY

REDUCTION IN ASSIGNMENT

Del Valle, Patricia	Counselor, Latino Center	02/18/03 - 06/30/03
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Comment: Ms. Del Valle requests a reduction of her assignment to 75%

LEAVE OF ABSENCE WITHOUT PAY

OPPORTUNITY LEAVE

Bland, James D.	Instructor, Life Sciences	02/28/03 - 06/30/03
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SEPARATIONS

RESIGNATION

Long, G. Carole	Dean, Academic Affairs	11/07/02
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RETIREMENT

Battle, Donald A.	Instructor, Graphic Arts	12/17/02
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The Board hereby accepts immediately the resignation/retirement of the above listed personnel to be effective as indicated.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	December 16, 2002

CONSENT AGENDA:            HUMAN RESOURCES

**RECOMMENDATION NO. 7**            **CLASSIFIED PERSONNEL**  
**ESTABLISH/ABOLISH POSITIONS**

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

	<u>EFFECTIVE DATE</u>
<u>ESTABLISH</u>	
Department Secretary II, (1 position) Office of School Relations, 12 mos, 40 hrs	11/04/02
<u>ABOLISH</u>	
Administrative Assistant I, (1 position) Office of School Relations, 12 mos, 40 hrs	11/04/02

Comment:    This action is necessary to accommodate a transfer of an employee and will result in a savings.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	December 16, 2002

**CONSENT AGENDA: HUMAN RESOURCES**

**RECOMMENDATION NO. 8            CLASSIFIED PERSONNEL – REGULAR**

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

	<u>EFFECTIVE DATE</u>
<b><u>ELECTIONS</u></b>	
<b><u>REINSTATEMENT</u></b>	
Sugianto, Bambang, Telecom Tech I, Telecom	12/06/02
<b><u>PROBATIONARY</u></b>	
Webber-Gregg, Bronwyn, Administrative Asst. I, Athletics	11/18/02
<b><u>WORKING OUT OF CLASSIFICATION</u></b>	
Estrada, Theresa	11/19/02 - 12/23/02
Fr: Lead Custodian-NS II, Operations, 12 mos, 40 hrs	
To: Acting Supervisor Custodial Operations/NS II, Operations, 12 mos, 40 hrs	
Garcia, Jesse	11/19/02 - 12/23/02
Fr: Custodian-NS II, Operations, 12 mos, 40 hrs	
To: Acting Lead Custodian/NS II, Operations, 12 mos, 40 hrs	
<b><u>WORKING OUT OF CLASSIFICATION (Additional responsibilities)</u></b>	
Dammer, Robert M., Tech Proj. Mgr., Network Svcs            +7.5%	10/28/02 - 06/30/03
<b><u>ADVANCE STEP PLACEMENT</u></b>	
(The employee listed has met the standards for Advanced Step Placement. Salary Advance Placement is retroactive to initial hire date.)	
Wilson, Cozetta R, Risk Manager, Risk Mgmt	Step C            10/01/02

**SEPARATIONS**

<b><u>39 MONTH MEDICAL REEMPLOYMENT</u></b>	
Champion, George, Admissions & Records Clerk I, A & R	11/27/02
<b><u>RESIGNATION</u></b>	
Dunlop, David, Instructional Asst.-Learning Disabilities, DSC	12/03/02
Yaghoubnejad, Ramin, Instructional Asst.-Math, Math	11/06/02

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	December 16, 2002

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 9 CLASSIFIED PERSONNEL – LIMITED DURATION**

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

<u>ELECTIONS</u>	<u>EFFECTIVE DATE</u>
<u>PROVISIONAL</u>	
Dunham, William, Registration and Enroll. Coord., Acad. Prg. Dev.	11/05/02 - 12/31/02
Evenhuis, John, Instructional Assistant-ESL, ESL	10/29/02 - 12/17/02
Jaffe-Berg, Erith, Instructional Assistant -ESL, ESL	10/01/02 - 12/17/02
<u>LIMITED TERM</u>	
Gerhold, Thomas, Accompanist Voice, Emeritus	07/01/02 - 12/17/02
Janssen, Garriet, Instructional Assistant ESL, ESL	01/06/03 - 02/13/03
Lemes, Blache, Instructional Assistant ESL, ESL	01/06/03 - 02/13/03
White, Gerald, Accompanist Voice, Program Development	09/04/02 - 01/13/03
<u>LIMITED TERM (Substitute)</u>	
Birman, Yakov, Accompanist Voice, Emeritus	08/16/02 - 08/30/02
Di Modica, Antoinine, Department Secretary II, ESL	10/17/02 - 12/17/02
Remstein, Robert, Accompanist Voice, Emeritus	08/22/02 - 12/17/02

**RECOMMENDATION NO. 10 CLASSIFIED PERSONNEL - NON MERIT**

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

<u>ELECTIONS</u>	
<u>STUDENT EMPLOYEES</u>	
CalWORKS Student Assistant \$7.00/hr	1
College Student Assistant \$7.00/hr	39
College Work-Study Student Assistant \$7.00/hr	67

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



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 16, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 11**

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE SANTA MONICA COMMUNITY COLLEGE DISTRICT APPROVING THE NEGOTIATED EXCHANGE OF PROPERTY TAX REVENUE RESULTING FROM THE TRANSFER OF TERRITORY FROM THE LOS ANGELES COMMUNITY COLLEGE DISTRICT TO THE SANTA MONICA COMMUNITY COLLEGE DISTRICT**

**WHEREAS**, pursuant to Section 99 of the Revenue and Taxation Code, prior to the effective date of any jurisdictional change, the governing bodies of all agencies whose service areas or service responsibilities would be altered by such change must determine the amount of property tax revenue to be exchanged between the affected agencies and approve the negotiated exchange of property tax revenues [Agreement] by resolution; and,

**WHEREAS**, each district recognizes that under current school finance law changes in the amount of property tax revenue to a particular district have no direct bearing on the total amount of revenue income to be allowed to that district pursuant to Education Code Section 84751 *et seq.*

**NOW THEREFORE**, be it resolved as follows:

- Section I: No property tax revenue, resulting from Revenue and Taxation Code Section 95 to 97, will be transferred from the Los Angeles Community College District to the Santa Monica Community College District except for each fiscal year commencing on and after July 1, 2003. Any additional tax revenues pursuant to Revenue and Taxation Code Section 98, resulting from growth in the assessed valuation in the territory transferred, shall be allocated to the Santa Monica Community College District.
- Section II: The parties agree to submit the Agreement to Los Angeles County and the State of California in fulfillment of the requirements cited above.

**IN WITNESS WHEREOF**, the parties, by officer duly authorized, do subscribe to this Agreement this 16<sup>th</sup> Day of December, 2002.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	December 16, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 12**

**RENTAL PAYMENT FOR OFF-SITE SECURITY EXPENSES**

Payment to SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT in the amount of \$12,312.54 for campus security services for the period of July 1, 2001 through June 30, 2002 as a component of the rental cost for classrooms used during the period.

Funding Source: 2002-2003 Budget

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

**RECOMMENDATION NO. 13**

**RISK MANAGEMENT CONSULTANTS**

Agreement with Environmental and Occupational Risk Management (EORM) to prepare and submit SCAQMD's applications packages for Permits to Construct and Operate two new boilers and one internal combustion engine, for a fee not to exceed \$5,500.

Funding Source: FEMA/Capital Outlay

Comment: EORM with assist the District with preparing and filing the application for permit for the new equipment designated for the library construction project.

Agreement with Keenan & Associates to provide services for, but not limited to, air quality, wastewater, storm water and hazardous waste regulatory programs. Payable at varying rates for a total not to exceed \$35,000 for the period ending June 30, 2003.

Funding Source: Risk Management Budget

Comment: Keenan & Associates will provide a full strategic view of the District's major environmental programs by determining compliance status, developing and implementing corrective action plans with the goal of reducing regulatory liability exposures.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	December 16, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 14 CLAIMS FOR DAMAGES**

Reject the following claims and refer the claims to the District's claims management firm

<u>Claimant</u>	<u>Date Filed</u>	<u>Amount of Claim</u>
Mark D. Apelian for his client Renee Austin	11/12/02	\$1,000,000
Oddenino & Gaule for their client Renee Austin	11/14/02	\$400,000

Comment: The claimant alleges that due to negligent maintenance of a jagged curb she tripped and fell causing injury. The claimant has filed two separate claims for the same incident.

**RECOMMENDATION NO. 15 REJECTION OF LATE CLAIM FOR DAMAGES**

Reject the application to present a late claim for Suleman Adeyami under the California Government Code.

Comment: Tort claims must be filed in a timely manner in accordance with the Government Code. The applicant failed to prove excusable neglect, inadvertence, and surprise as reason for filing a late claim.

**RECOMMENDATION NO. 16 KCRW CONSULTANTS**

Agreements with the following KCRW consultants for the period ending June 30, 2003

Kevin Lincoln: Program services. Guest Host for various KCRW music programs. Payable at varying rates for music programs: not to exceed \$7,000.

Elvis Mitchell. Program services for "THE TREATMENT." Payable at \$2,400 per month; amended total not to exceed \$28,800. This is funded in part by California Arts Council Organizational Support Grant.

Verizon California Inc. to provide telephone services for the period of January 14, 2003 through January 13, 2004 for lines used primarily for fundraising.

Funding Source: KCRW Donations and CAC Grant

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

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	December 16, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 17 FACILITIES

17-A CPI INCREASES ON ANNUAL LEASES

Increase the monthly leases with the CITY OF SANTA MONICA for the following facilities to reflect the annual CPI increase:

<u>Facility</u>	<u>Increase</u>	<u>New Amount</u>	<u>Effective Date</u>
Emeritus College	\$152.33	\$6,042.58	12/01/02
Airport Shuttle Lots	\$189.00	\$3,615.00	01/01/03
Airport Campus	\$373.94	\$17,371.40	07/01/02

Funding Sources: 2002-2003 Budget/Emeritus College/General Fund (Airport)

Comment: The annual CPI increases are included in the agreements with the City.

17-B EMERGENCY LIGHTING MAINTENANCE AGREEMENT

Agreement with GRAHAM COMPANY for regular quarterly maintenance on the District's emergency lighting system for the period ending June 30, 2003. The maintenance fee in the amount of \$2,800 is to be paid in advance.

Funding Source: 2002-2003 Budget/Facilities

Comment: This is a continuation of the maintenance agreement for the emergency lighting system.

17-C AGREEMENT FOR CONSTRUCTION SERVICES

Agreement with PEAK SURVEYS INC. for services associated with construction projects for the period ending June 30, 2003 for construction surveying services at an hourly rate of \$40 to \$130 plus reimbursable expenses.

Funding Source: State Construction Grants/FEMA/Measure U/  
District Capital Funds

Comment: The services are necessary to comply with various building and environmental codes.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	December 16, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 17      FACILITIES (continued)

17-D AMENDMENTS TO ARCHITECTURAL SERVICES AGREEMENT, LITERACY CENTER PROJECT

Amend the architectural services agreement with AHT ARCHITECTS for an additional amount not to exceed \$14,575.

Funding Source:      District Capital Outlay Fund

Comment:      This amendment provides for the redesign of the Literacy Center floor plans to accommodate owner requested reorganization of the office space at the NW corner of ESL, the reconfiguration of the Language Lab, the revisions to the eastern end of the building to provide larger classroom and the re-assignment of the student lounge to classroom space. The fee includes coordination of those changes will all consulting engineering disciplines required on the project.

This amendment also provides for a feasibility & cost analysis of the building systems upgrades, which would be required to secure a Leadership In Energy & Environmental Design (LEED) Certification for this building and will include the evaluation of building mechanical, electrical and plumbing systems. Additional services will be needed from a separate consultant to prepare the required form and documentation.

17-E AMENDMENT TO ARCHITECTURAL SERVICES AGREEMENT, P.E./ATHLETICS FACULTY OFFICES PROJECT

Amend the architectural services agreement with CALDWELL ARCHITECTS, INC for an additional amount not to exceed \$3,000.

Funding Source:      Measure U

Comment:      This amendment provides for the changes to P.E/Athletics Faculty Office Architectural, HVAC, Plumbing and Electrical drawings to accommodate owner requested change to condensing furnace type, and from electric water heater to natural gas water heater.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	December 16, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 17**      **FACILITIES** (continued)

**17-F**    **ADDITIONAL ARCHITECTURAL SERVICES, LIBERAL ARTS BUILDING REPLACEMENT PROJECT**

Additional services under the agreement with GENSLER for architectural services related to the Liberal Arts project to prepare designs for the telecommunications system and to provide a detailed field survey of the site. The fee for the additional services shall not to exceed \$25,000 plus reimbursable expenses.

Funding Source:      FEMA/Measure U/State

Comment:      The additional services are needed to assure the proper design of the telecommunication infrastructure of the building. Previous site surveys done for the Facilities Master Plan are not detailed enough for the planned construction.

**17-G**    **AMENDMENT TO AGREEMENT, MECHANICAL UPGRADES**

Amend the agreement with P2S ENGINEERING to include mechanical engineering services for air handling upgrades in Drescher Hall for an additional amount not to exceed \$6,800, plus reimbursable expense.

Funding Source:      2001-02 State Scheduled Maintenance/District

Comment:      This change order provides for additional mechanical engineering services to provide for air handler upgrades in the Drescher Hall building that will be bid and implemented concurrent with mechanical upgrade work also being performed in the Science Building. This work is 50% funded by the State Scheduled Maintenance Program.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	December 16, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 17**      **FACILITIES** (continued)

17-H CHANGE ORDER NO. 1, REMODEL ROOM 123, ACADEMY OF ENTERTAINMENT & TECHNOLOGY.

Approve Change Order No. 1 with GAFF GROUP, INC on the Remodel Room 123, Academy of Entertainment & Technology.

Original Contract Amount	\$255,629
Change Order No. 1	<u>13,991</u>
Revised Contract Amount	\$269,620

Funding Source:      Tech Prep Launchpad Interactive Grant/Capital Outlay

Comment:      This Change Order provides for the installation of Plexiglass vision lites in existing doors, construction of fire rated ceiling at corridor, installation of access doors at ceiling, installation of smoke/fire damper at one hour ceiling penetration, extend wiremold installation to new location, install Owner provided projection screen, install additional smoke detector outside Agency Review, relocate light switches and whiteboard.

17-I REDUCTION OF CONTRACT RETENTION – REMODEL ROOM 123, ADADEMY OF ENTERTAINMENT & TECHNOLOGY

The District finds that satisfactory progress is being made on the Remodel Room 123, Academy of Entertainment & Technology project and the Board of Trustees authorizes the District to reduce the contract retention from 10% to 5%.

Funding Source:      Tech Prep Launchpad Interactive Grant/Capital Outlay

Comment:      This action provides for the reduction and District release of a portion of the Project Retention to GAFF GROUP, INC.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	December 16, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 17**      **FACILITIES** (continued)

**17-J FACILITIES PROJECTS CONSULTANT (PULLED – NO ACTION TAKEN)**

~~Agreement with RICHARD DOMINETTA to provide services related to planning facilities projects for the period ending June 30, 2003 at an hourly rate of \$40 plus reimbursable expenses. Services will include research into the regulations governing the conversion of commercial buildings to educational use.~~

~~Funding Source: Measure U/Capital Outlay~~

~~Comment: Mr. Dominetta will assist the District in reviewing construction and conversion regulations and will coordinate dialogs with other districts with similar projects.~~

**17-K SCHEDULED MAINTENANCE AND SPECIAL REPAIRS PROGRAM**

Approve the filing of the Scheduled Maintenance and Special Repairs Program 2003-04 through 2007-08 with the State Chancellor's Office.

<u>Priority</u>	<u>Project Description</u>	<u>District</u>	<u>2003-04 Amount</u>
1	Fire Alarm Upgrade, Phase 2, Various Buildings		\$397,000
2	Replace Roof, Academy of Entertainment & Technology		<u>\$253,545</u>
	<b>Total 2003-04 Amount</b>		<b>\$650,545</b>
			<b><u>2004-05 Amount</u></b>
1	Upgrade Elect. Panels, Music/Art/Student Health & Activ.		\$244,000
2	Replace Roof, Physical Education Building		\$239,974
3	Upgrade HVAC Systems, Admin. DP, Drescher Hall		<u>\$150,000</u>
	<b>Total 2004-05 Amount</b>		<b>\$633,974</b>
			<b><u>2005-06 Amount</u></b>
1	Upgrade Elect. Panels, Gym & Counseling Buildings		\$275,000
2	Replace Door Assemblies, Art/Student Health & Activ.		<u>\$ 67,240</u>
	<b>Total 2005-06 Amount</b>		<b>\$342,240</b>
			<b><u>2006-07 Amount</u></b>
1	Upgrade Elect. Panels, Student Services/ESL Buildings		\$275,000
2	Replace Rain Gutters, Library Village		\$ 43,360
3	Upgrade HVAC Systems/Controls, ESL Bldg.		<u>\$255,000</u>
	<b>Total 2006-07 Amount</b>		<b>\$573,360</b>
			<b><u>2007-08 Amount</u></b>
1	Replace Water Lines & Valves, M/O/W		\$ 55,000
2	Upgrade HVAC Systems, Gymnasium		\$385,000
3	Replace Roof, Madison Campus		<u>\$249,475</u>
	<b>Total 2007-08 Amount</b>		<b>\$689,475</b>
	<b>Grand Total Amount 2003-04 through 2007-08</b>		<b>\$2,889,594</b>

Comment: The priority categories are established by the State Chancellor's Office and the District identifies its projects that fit into those categories. Funding of these projects is not probable, but they must be on the list to be considered.



<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	December 16, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 18                      COMMERCIAL WARRANT REGISTER**

October 1 – October 31, 2002	4858 - 4879	\$13,534,785.74
November 1 – November 30, 2002	4880 - 4896	\$ 6,516,623.95

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

**RECOMMENDATION NO. 19                      PAYROLL WARRANT REGISTER**

October 1 - October 31, 2002	C1C - C2D	\$1,524,856.29
November 1 - November 30, 2002	C1D - C2E	\$1,565,610.25

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

**RECOMMENDATION NO. 20                      PAYMENTS FROM AUXILIARY OPERATIONS**

Payments were authorized upon delivery and acceptance of the items ordered, or performance of the service. All payments were made in accordance with Education Code requirements and allocated to approved budgets in the Bookstore fund, Trust fund and other Auxiliary funds.

October 1 – October 31, 2002	85789 – 86289	\$1,201,761
November 1 – November 30, 2002	86290 – 86624	\$ 621,135

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

**RECOMMENDATION NO. 21                      DIRECT PAYMENTS**

Payments were authorized upon delivery and acceptance of the items ordered, or performance of the service. All payments were made in accordance with Education Code requirements and allocated to approved budgets. List on file in Business Office.

October 1 – November 30, 2002	D00299 – 00617	\$9,946,830.53
-------------------------------	----------------	----------------

Comment:     The total includes the payment to purchase the new Emeritus College facility and to pay the 2002-2003 JPA Workers' Compensation payment of \$897,194.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	December 16, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 22 PURCHASING

22-A AWARD OF PURCHASE ORDERS

<u>Purchase Orders - FY 2002/03</u>	<u>Total</u>
A) P. O. 86455 – 86572	\$403,754.35
B) Telephone Orders	\$110,311.97
C) Change Orders	\$139,506.79
D) Auxiliary Orders	\$84,905.95
E) Auxiliary Change Orders	0

Comment: Lists of orders placed or amended between October 29, 2002 and December 11, 2002 are part of records on file in Purchasing Department

22-B AUTHORIZATION TO PARTICIPATE IN PURCHASE AGREEMENTS

1. Authorize the use of the State of California Department of General Services' California Multiple Awards Schedule (CMAS) contracts #3-99-58-0007E and 3-96-70-0028AF with Anixter for the purchase and installation of voice and data wiring in the new Student Services Complex building C.

Authorize the award of a purchase order to Anixter for the purchase and installation of voice and data wiring for the Student Services Complex in an amount not to exceed \$25,000.

Funding Source: District Capital Outlay Funds

Comment: Public Contract Code §20652 allows the District to purchase through other public agencies without advertising for bid. Public Contract Code §12110 authorized the Department of General Services to purchase data processing or telecommunications goods and services for other public agencies.

2. Authorization of the use of the California Multiple Award Schedule (CMAS) Agreement #3-99-70-0124C with Converged Concepts, Inc. for service of CISCO equipment for Network Services.

Authorization of the award of a Purchase Order to Converged Concepts, Inc. for semi-annual maintenance of CISCO equipment for Network Services in the amount of \$41,102.60.

Funding Source: 2002-2003 Budget/Network Services

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

**BOARD OF TRUSTEES****Action**

Santa Monica Community College District

December 16, 2002

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION****22-B AUTHORIZATION TO PARTICIPATE IN PURCHASE AGREEMENTS (continued)**

3. Authorization of the use of the State of California Department of General Services' California Multiple Awards Schedule (CMAS) contracts #1-02-23-15 with A-Z BUS SALES, INC. for the purchase of paratransit bus.

Authorize the award of a purchase order to A-Z Bus Sales, Inc. for the purchase of a paratransit bus to be used by the District's transportation department in an amount not to exceed \$45,000.

Funding Source: Auxiliary Budget/Associated Students

Comment: Public Contract Code §20652 allows the District to purchase through other public agencies without advertising for bid. Public Contract Code §12110 authorized the Department of General Services to purchase data processing or telecommunications goods and services for other public agencies.

**22-C DECLARATION OF SURPLUS EQUIPMENT**

Declare as surplus three (3) Cushman gas carts and authorize the District to dispose of them.

Comment: The carts have serious mechanical problems and it is no longer cost effective to repair them. They have no trade-in or sale value.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 16, 2002

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 23      ACADEMIC ADMINISTRATORS, CLASSIFIED ADMINISTRATORS, CLASSIFIED MANAGERS AND CLASSIFIED CONFIDENTIAL EMPLOYEES SALARY SCHEDULES, 2003

It is recommended that there be no salary increases or cost of living adjustments for academic administrators (including the Superintendent/President), classified administrators, classified managers and confidential employees for 2003.

Comment:      This will result in the 2002 salary schedules becoming the 2003 salary schedules.

MOTION MADE BY:      Annette Shamey  
 SECONDED BY:      Dorothy Ehrhart-Morrison  
 STUDENT ADVISORY:      Aye  
 AYES:      6  
 NOES:      0  
 ABSTAIN:      1 (Nancy Greenstein)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 16, 2002

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 24

RESOLUTION TO SUPPORT THE CREATION OF A  
SANTA MONICA YOUTH COMMISSION

It is recommended that the Board of Trustees support the creation of a Santa Monica Youth Commission.

Comment: *People for a Santa Monica Youth Commission* is a newly-formed Santa Monica-based group currently enlisting volunteers, endorsements and support for the establishment of an official Santa Monica Youth Commission. The proposed Commission would be comprised of concerned young people who would meet regularly and advise the Santa Monica City Council on a wide variety of youth-oriented issues.

MOTION MADE BY: Margaret Quiñones  
 SECONDED BY: Allison Sandera

PUBLIC COMMENTS

Jerry Rubin

STUDENT ADVISORY: Aye  
 AYES: 7  
 NOES: 0

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 16, 2002

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 25

ELECTION OF CHAIR OF THE BOARD OF TRUSTEES

It is recommended that the election be held for Chair of the Board of Trustees of the Santa Monica Community College District.

Carole Currey nominated **Herbert Roney** to serve as Chair of the Board of Trustees; seconded by Dorothy Ehrhart-Morrison.

Motion was made by Margaret Quiñones and seconded by Dorothy Ehrhart-Morrison to close nominations.

**Herbert Roney** was elected Chair by acclamation.

RECOMMENDATION NO. 26

ELECTION OF VICE-CHAIR OF THE BOARD OF TRUSTEES

It is recommended that the election be held for Vice-Chair of the Board of Trustees of the Santa Monica Community College District.

Dorothy Ehrhart-Morrison nominated **Carole Currey** to serve as Vice-Chair of the Board of Trustees. Carole Currey declined the nomination.

Nancy Greenstein nominated **Margaret Quiñones** as to serve as Vice-Chair of the Board of Trustees.

**Margaret Quiñones** was elected Vice-Chair by a unanimous vote.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 16, 2002

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 27**

**ELECTION OF SECRETARY, ASSISTANT SECRETARY AND RECORDING SECRETARY**

It is recommended that Superintendent/President Piedad F. Robertson be elected Secretary to the Board of Trustees; Executive Vice-President, Business and Administration, Thomas J. Donner, be elected Assistant Secretary to the Board of Trustees; and Coordinator, District/Board of Trustees Office Lisa Rose, be elected Recording Secretary to the Board of Trustees.

Comment: In accordance with Board Policy 1170, the officers and auxiliary personnel of the Board of Trustees of the Santa Monica Community College District shall consist of a chair, vice-chair, secretary, assistant secretary and recording secretary.

MOTION MADE BY: Carole Currey  
 SECONDED BY: Annette Shamey  
 STUDENT ADVISORY: Aye  
 AYES: 7  
 NOES: 0

**INFORMATION ITEM E**

**SEATING OF THE BOARD OF TRUSTEES**

The Board of Trustees will be seated by drawing numbers, with the Board Chair in the middle, the Vice-Chair to the right of the Chair, the Superintendent to the right of the Vice-Chair, and the Student Trustee in the designated Student Trustee position.

**RECOMMENDATION NO. 28**

**ELECTION OF TRUSTEE LIAISONS**

It is recommended that the Board of Trustees elect Chair Herbert Roney and Trustee Nancy Greenstein to serve as liaisons with the City of Santa Monica and the Santa Monica-Malibu Unified School District through December 2, 2003.

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 16, 2002

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 29**

**AUTHORIZED SIGNATURE RESOLUTIONS**

It is recommended that the Board of Trustees resolve that the Superintendent/ President Piedad F. Robertson, Executive Vice-President, Business and Administration Thomas J. Donner, Vice-President, Human Resources Robert Sammis and Associate Vice-President, Business and Administration Cheryl Miller be authorized to sign warrants, orders for salary payment, notices of employment, contracts, and other documents as directed by the Board of Trustees; Director of Auxiliary Services George Prather and Controller Robert Parker be authorized to sign Auxiliary warrants; and Director of Purchasing Keith Webster be authorized to sign purchase orders.

It is further recommended that the attached "Certification of Signatures" be completed and filed with the County Superintendent of Schools. The signatures shall be considered valid for the period of December 16, 2002 through December 1, 2003.

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



Santa Monica Community College District

CERTIFICATION OF SIGNATURES

As clerk/secretary to the governing board of the above named school district, I certify that the signatures shown below in Column 1 are the verified signatures of the members of the governing board. I certify that the signatures as shown in Column 2 are the verified signatures of the person or persons authorized to sign notices of employment, contracts and orders drawn on the funds of the school district. These certifications are made in accordance with the provisions of Education Code Sections:

K-12 Districts: 35143, 42632, and 42633  
 Community College Districts: 72000, 85232, and 85233

If persons authorized to sign orders as shown in Column 2 are unable to do so, the law requires the signatures of the majority of the governing board.

These approved signatures are valid for the period of: December 16, 2002 to December 1, 2003

In accordance with governing board approval dated December 16, 2002

Signature \_\_\_\_\_  
 Clerk (Secretary) of the Board

NOTE: Please TYPE name under signature.

Column 1

Signatures of Members of the Governing Board

SIGNATURE
TYPED NAME
Chair, Board of Trustees
SIGNATURE
TYPED NAME
Vice-Chair, Board of Trustees
SIGNATURE
TYPED NAME
Member of the Board of Trustees
SIGNATURE
TYPED NAME
Member of the Board of Trustees
SIGNATURE
TYPED NAME
Member of the Board of Trustees
SIGNATURE
TYPED NAME
Member of the Board of Trustees
SIGNATURE
TYPED NAME
Member of the Board of Trustees

Column 2

Signatures of Personnel and/or Members of Governing Board authorized to sign Orders for Salary or Commercial Payments, Notices of Employment, and Contracts:

SIGNATURE
TYPED NAME
Piedad F. Robertson
TITLE Superintendent/President
SIGNATURE
TYPED NAME
Thomas J. Donner
TITLE Executive Vice-President, Bus/Adm
SIGNATURE
TYPED NAME
Robert Sammis
TITLE Vice-President, Human Resources
SIGNATURE
TYPED NAME
Cheryl Miller
TITLE Associate Vice-President, Bus Serv
SIGNATURE
TYPED NAME
George Prather
TITLE Director of Auxiliary Services
SIGNATURE
TYPED NAME
Robert Parker
TITLE Controller
SIGNATURE
TYPED NAME
Keith Webster
TITLE Director of Purchasing

Number of Signatures required:

ORDERS FOR SALARY PAYMENTS	ORDERS FOR COMMERCIAL PAYMENTS
1	1
NOTICES OF EMPLOYMENT	CONTRACTS
1	1

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

SANTA MONICA COMMUNITY COLLEGE DISTRICT

December 16, 2002

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

Following is a report to the Board of Trustees from Graham Pope, Chair of the Citizens' Oversight Committee, summarizing the Committee's meeting held on October 16, 2002.

- The purchase of the BAE site prompted a revision to the original Master Plan which was distributed to the Committee members. The development of the original Master Plan invited community input in the form of 40 town hall meetings. The Update has been circulated to members of the community via the General Advisory Board and Associates.
- Two primary motivations in planning new facilities and remodeling existing facilities are to create open/green space and to decrease congestion on main campus.
- Measure U funds will be used for the Literacy Center at 14<sup>th</sup> and Pico, Main Stage, Liberal Arts Replacement Building, Remodel of the Art complex, and reconverting Library Village to classrooms and offices. SMC occupancy of the BAE (British Aerospace Engineering Systems) facility will be in 2004 at the earliest.
- Future facility improvements include a new annex to the Science Building to house science and math, demolition of Letters and Science Building, new Student Services Building, move Bookstore to Drescher Hall. These projects will extend beyond 2007. Each new building, except the Main Stage, will include underground parking as much as possible.
- Every effort will be made to maximize Measure U funds by finding alternate funding (matching funds, state bond money, grants, earthquake redevelopment funds).
- The Committee was reminded that its major purpose is to ensure that the funds are being properly allocated and expended and that there are appropriate controls over projects and costs.
- Construction of the parking structure and swimming pool is complete. In progress is the entrance at 17<sup>th</sup> Street which will be finished for the winter session and the remodel of the Library. No measure U funds are being used for these projects.
- Review of Measure U Contracts
  - So far, the Board of Trustees has approved property purchases and contracts for related services that total \$47.6 million. All projects meet the requirements of Measure U. Payments will be extended over a year.
  - The \$25 million from initial offering is sitting in the County Treasury in Fund 71. Warrants are written against that account and are processed through the County to the vendor as a direct payment. There have been no payments made yet.
  - BAE will be paid out of next issue in spring or summer 2003.

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	December 16, 2002

**INFORMATION ITEM G**

**2002-2003 QUARTERLY 311 Q BUDGET REPORT**

Comment: The item presented to the Board at the November 4, 2002 meeting did not include the quarterly 311Q form required by the Chancellor's Office.



**California Community Colleges  
Quarterly Financial Report, CCFS-311Q**

Fiscal Year 2002-2003

District:(780)SANTA MONICA Quarter Ended: (Q1) September 30, 2002

Certified Date:2002-11-22 10:32:57

**I. Historical and Current Perspectives of General Fund (Unrestricted and Restricted):**

<u>Annual</u>	As of June 30 for fiscal year (FY) specified.			
	FY99-00	FY00-01	FY01-02	FY02-03
<b>General Fund Revenues</b> (Objects 8100, 8600, and 8800)	99,223,907	115,768,649	117,591,098	121,702,277
<b>Other Financing Sources</b> (Objects 8900)	102,015	323,963	1,019,335	236,371
<b>General Fund Expenditures</b> (Objects 1000-6000)	96,886,910	111,934,300	122,038,663	121,719,861
<b>Other Outgo</b> (Objects 7100, 7300, 7400, 7500, and 7600)	958,086	1,383,093	2,204,342	1,028,527
<b>Reserve for contingency</b> <b>Unrestricted</b>	0	0	0	0
<b>Reserve for contingency</b> <b>Total</b>	0	0	0	0
<b>General Fund Ending Balance</b> <b>Unrestricted</b>	4,129,295	5,821,609	1,210,760	605,478
<b>General Fund Ending Balance</b> <b>Total</b>	5,670,038	7,047,790	1,415,218	605,478
<b>Prior-Year Adjustments</b>	-309,602	-1,397,467	0	0
<b>Attendance FTES</b>	19,786	20,083	21,814	22,084

<u>Quarter</u>	For the same quarter to each fiscal year (FY) specified			
	FY99-00	FY00-01	FY01-02	FY02-03
<b>General Fund Cash Balance</b> (Excluding investments)	1,015,095	9,660,638	11,460,396	1,662,092

**II. General Fund (Unrestricted and Restricted) Year-To-Date Revenues and Expenditures:**

	Total Budget (Annual)	Actual (Year-to-Date)	Percentage
<b>General Fund Revenues</b> (Objects 8100, 8600, and 8000)	121,702,277	28,625,657	23.52
<b>Other Financing Source</b> (Objects 8900)	236,371	0	0.00
<b>General Fund Expenditures</b> (Objects 1000-6000)	121,719,861	20,918,390	17.19
<b>Other Outgo</b> (Objects 7100, 7300, 7400, 7500, and 7600)	1,028,527	54,735	5.32

**III. Has the district settled any employee contracts during this quarter? Yes  No**   
If yes, complete the following: (If multi-year settlement, provide information for all years covered)

**Salaries**

Contract Period Settled (Specify)	Management		Academic(Certificated)		Classified	
	Total Salary	Cost-Increase %*	Total Salary	Cost-Increase %*	Total Salary	Cost-Increase %*
Year 1	0		0		0	
Year 2	0		0		0	
Year 3	0		0		0	

\* As specified in collective bargaining agreement.

**Benefits**

Contract Period	Settled Management Total	Academic Total	Classified Total
Year 1	0	0	0
Year 2	0	0	0
Year 3	0	0	0

Include a statement regarding the source of revenues to pay salary and benefit increases, e.g., from the district's reserves, from cost-of-living, etc.

IV. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit citations or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.) Yes  No  If yes, list events and their financial ramifications. (Include additional pages of explanation if needed.)

V. Does the district have significant fiscal problems that must be addressed this year? Yes  No   
 Next year? Yes  No  If yes, what are the problems and what actions will be taken?  
 (Include additional pages of explanation if needed.)

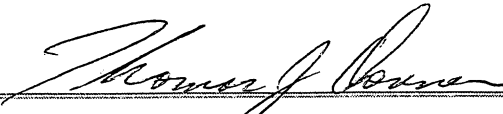
OUR ENDING BALANCE FOR 2001-2002 PUTS US ON THE CHANCELLOR'S WATCH LIST. WE PLAN TO PURSUE GROWTH FUNDING AND EXPAND OUR INTERNATIONAL RECRUITMENT TO AUGMENT OUR MEAGER STATE ALLOCATION. ALL INDICATIONS ARE THE STATES DEFICIT IS CLIMBING WHICH TRANSLATES INTO REDUCTION IN STATE FUNDING. PROJECTIONS FOR PERS CONTRIBUTIONS MAY REQUIRE EXTENSIVE BUDGET CUTS.

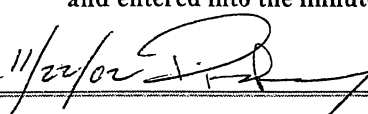
districtname Certified Date: November 22, 2002 10:32:57

### CERTIFICATION

To the best of my knowledge, the data contained in this report are correct.

To the best of my knowledge, the data contained in this report are correct. I further certify that this report was/will be presented at the governing board meeting specified below, afforded the opportunity to be discussed and entered into the minutes of meeting.

  
 District Chief Business Officer Date

  
 District Superintendent Date

Quarter Ended: (Q2) September 30, 2002

Governing Board Meeting Date: 12/16/02

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

Santa Monica Community College District

December 16, 2002

**INFORMATION ITEM H****SUBMITTAL OF GRANTS**

<b>Title of Grant:</b>	<b>Nursing Workforce Diversity: "Pathways to Nursing Professions"</b>
<b>Granting Agency:</b>	Department Of Health And Human Services, Bureau of Health Professions, Division of Nursing
<b>Requested Funding:</b>	\$783,462
<b>Matching Funds:</b>	\$449,131 (Source: SMC Inkind (Assistant/Assoc Deans, Instructors, telephone and postage))
<b>Performance Period:</b>	July 2003 – June 2006 (three-year period of performance with opportunity for program extensions)
<b>Summary:</b>	<p>The purpose of the Santa Monica College (SMC) Pathways to Nursing Professions project is to increase the minority applicant pool for the nursing profession. The grant will focus on four target population segments:</p> <ul style="list-style-type: none"><li>• Middle school children (Grades 6 – 8) will participate in a Science/Math Academy.</li><li>• High School students (Grades 9 – 12) will be enrolled in SMC's dual enrollment program, taking courses that prepare them for college and a ADN program.</li><li>• Currently enrolled ADN students who are disadvantaged or underrepresented from Santa Monica College will participate in retention strategy intervention pilots.</li><li>• Active LVNs, working at partnering hospitals, clinics and medical centers will be recruited to participate in an advanced placement program leading to an ADN, taking classes via distance education and or hybrid courses at their worksite.</li></ul>

**Title of Grant:** **Beverage Container Recycling Program**

**Granting Agency:** California Dept. of Conservation

**Requested Funding:** \$25,979

**Matching Funds:** \$32,570 (Source: SMC Inkind (SMC Recycling Coordinator's salary, student help, grounds personnel))

**Performance Period:** July 2003 – December 2004

**Summary:** Santa Monica College proposes to expand its beverage recycling program to achieve an 80% recycling rate through the addition of 20 recycling containers which will be distributed to strategic locations on the college's main campus and three satellite campuses. The grant will also fund a dedicated vehicle to improve the efficiency and efficacy of the recycling program.

<b>BOARD OF TRUSTEES</b>	<b>ADJOURNMENT</b>
Santa Monica Community College District	December 16, 2002

**ADJOURNMENT** – 9:26 p.m.

The meeting was adjourned in memory of **Maude Cardwell**, mother of Ken Cardwell, Art Department instructor, and **Esther Joseph**, wife of retired swim coach John Joseph.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Monday, January 13, 2003 at 7 p.m. (5:30 p.m. if there is a closed session) the in Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.