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

REGULAR MEETING

**MONDAY
JANUARY 9, 2006**

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

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

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

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

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 9, 2006

A G E N D A

A meeting of the Board of Trustees of the Santa Monica Community College District will be held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Monday, January 9, 2006.

5:30 p.m. – Closed Session
7:00 p.m. – Public Meeting

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

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| I. ORGANIZATIONAL FUNCTIONS | |
| A Call to Order | 1 |
| B Roll Call | |
| II. CLOSED SESSION (Scheduled for 5:30 p.m.) | |
| • Collective Bargaining, <i>pursuant to Government Code Section 3549.1(d)</i> | |
| • Potential Litigation: Two cases, <i>pursuant to Government Code Section 54956.9</i> | |
| • Public Employee: Discipline, Dismissal, Release, <i>pursuant to Government Code Section 54957</i> | |
| • Real Property, <i>pursuant to Government Code Section 54956.8</i>
3025 Olympic Blvd., Santa Monica
1681 – 26 th Street, Santa Monica
2909 Exposition Blvd., Santa Monica | |
| • Public Employee: Performance Evaluation, <i>pursuant to Government Code Section 54957</i>
Interim Superintendent/President | |
| III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS (Continued) | |
| C Pledge of Allegiance | |
| #1 Approval of Minutes: December 5, 2005 (Regular meeting) | |
| IV. SUPERINTENDENT'S REPORT | |
| • Management Association Update/Classified Staff Recognition Award | |
| • Bundy Update | |
| V. PRESENTATIONS AND BOARD DISCUSSION | |
| VI. ACADEMIC SENATE REPORT | |
| VII. COMMUNICATIONS OR PUBLIC COMMENTS | |

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

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XI. **BOARD REPORTS AND COMMENTS**

XII. **INFORMATION**

XIII. **ADJOURNMENT:** The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, February 13, 2006 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

January 9, 2006

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

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

II. CLOSED SESSION

- Collective Bargaining
pursuant to Government Code Section 3549.1
- Potential Litigation: Two cases,
pursuant to Government Code Section 54956.9
- Public Employee: Discipline, Dismissal, Release,
pursuant to Government Code Section 54957
- Real Property, *pursuant to Government Code Section 54956.8*
3025 Olympic Blvd., Santa Monica
1681 – 26th Street, Santa Monica
2909 Exposition Blvd., Santa Monica
- Public Employee: Performance Evaluation,
pursuant to Government Code Section 54957
Interim Superintendent/President

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONSC. PLEDGE OF ALLEGIANCE

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 9, 2006

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

RECOMMENDATION NO. 1 **APPROVAL OF MINUTES**

RECOMMENDATION: Approval of the minutes from the following meetings of the Santa Monica Community College District Board of Trustees:

December 5, 2005 (Regular Meeting)

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 9, 2006

CONSENT AGENDA

RECOMMENDATION: The Board of Trustees take the action requested on Consent Agenda Recommendations #2-#17.

Recommendations pulled for separate action:

Action on Consent Agenda

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	January 9, 2006

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 2

Requested Action :Approval/Ratification

ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATIONS

2-A COMCAST CABLE TRAINING

Contracting Agency: HUB Cities Consortium – Los Angeles County Prime Agency
Amount of Award: \$80,000
Performance Period: January 1, 2006 – June 30, 2006
Summary: HUB Cities Consortium (HCC) is a prime agency of the County of Los Angeles designed to prepare unemployed individuals to enter the workforce. HCC will be contracting with Santa Monica College to deliver customized training services that will prepare unemployed individuals to work in the telecommunications industry. The workshops will cover topics required by the Comcast Cable Company and will be customized to meet the needs of 40 new company employees. Workshops will be provided in topics that include customer service techniques, basic schematics, wiring, field-related computation, and company-specific terminology and procedures.

Budget:	Income:	
	8000	\$80,000
	Expenditures:	
	2000 Classified Salaries	\$19,000
	3000 Benefits	\$950
	4000 Supplies	\$12,000
	5000 Other	\$42,450
	6000 Equipment	\$0
	7000 Other out go	\$5,600

BOARD OF TRUSTEES	Action
Santa Monica Community College District	January 9, 2006

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 2 **ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATIONS**

2-B SMALL BUSINESS DEVELOPMENT CENTER (SBDC)

Contracting Agency: Long Beach City College – SBDC Network
Amount of Award: \$250,000
(\$200,000 from SBA and \$50,000 from the Chancellor’s Office)
Performance Period: January 1, 2006 – December 31, 2006

Summary: Long Beach City College will be contracting with Santa Monica College (SMC) to administer a Small Business Development Center that delivers entrepreneurial workshops and business start-up services. The goal of the center is to upgrade the potential of success for new and small-size businesses in the Westside. The Westside region includes the cities of Santa Monica, Beverly Hills, Malibu, Culver City, Inglewood and West Los Angeles sections such as Venice, Mar Vista, Century City, Brentwood, and Pacific Palisades. Services will also be provided to other parts of Los Angeles including the Topanga, Sherman Oaks and Hollywood areas.

The workshops will cover business plan writing, accessing capital, and marketing techniques. All will be provided under short-term/customized training formats to meet the needs of 500 current and future business owners. Other topics include customer service techniques, financial planning, bookkeeping, employer/employee relationships, and Internet-based applications. The 12-month contract is renewable upon successful completion of contract obligations.

The project will be administered by SMC’s Workforce and Economic Development Office. The SBDC will receive in-kind support from the City of Santa Monica in the form of facilities and standard overhead charges. A total of 1100 square feet will be dedicated at no cost to SMC to coordinate the SBDC (the cost of utilities is also covered). The office will be located at the Santa Monica Airport Complex. Additional funding from the California Chancellor’s Office, amounting to \$50,000, is also being committed to SMC to assure the success of the SBDC project.

Budget:	Income	
	8000	\$250,000
	Expenditures	
	1000 Salaries	\$95,832
	2000 Classified Salaries	\$38,000
	3000 Benefits	\$24,903
	4000 Supplies	\$8,084
	5000 Other	\$63,436
	6000 Equipment	\$2,245

BOARD OF TRUSTEES	Action
Santa Monica Community College District	January 9, 2006

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 3 CONTRACTS AND CONSULTANTS

Requested Action :Approval/Ratification

3-A MEMORANDUM OF UNDERSTANDING (MOU) FOR SANTA MONICA PRESCHOOL COLLABORATIVE

- Participating Agencies: Santa Monica-Malibu Unified School District, (SMMUSD)
Easter Seals Southern California (ESSC), and
Santa Monica Community College District (SMC)
- Services: The mission of the Santa Monica Preschool Collaborative is to provide child care and development services to approximately 111 Santa Monica area children under the age of five. Services will be delivered in three sites: John Adams Child Development Center, Lincoln Child Development Center, and Washington West Preschool.
- Duration of MOU: July 1, 2005 – June 30, 2006
- Terms of MOU: As a participating agency, ESSC will:
- work with SMC to establish Collaborative preschools at work/study sites,
 - work with SMC to offer an internship program and implement a Mentor program
 - provide site supervision and the Program Director
 - assume responsibility for daily operations of Lincoln and Adams sites
 - be responsible for meeting all requirements as set forth by the preschool services contract with the Department of Education
- As a participating agency, SMMUSD will:
- identify and refer children
 - be responsible for meeting all Head Start requirements
 - provide teaching staff for 20 children for a 3.5-hour per day program, up to eleven months per year
 - provide materials and supplies for children in the Head Start program
- As a participating agency, SMC's responsibilities are the same in 2005-06 as they were in 2004-05. SMC will:
- supervise practicum students from child development and early childhood education classes at all sites
 - coordinate recruitment efforts with others members of the collaborative
 - underwrite the position of one site supervisor/program director and will continue to assign one SMC employee to teach at one of the sites.
 - underwrite the Collaborative to assure that ESSC expenses are covered, to a limit of \$100,000 annually.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	January 9, 2006

CONSENT AGENDA: GRANTS AND CONTRACTS

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

3-B **CONSULTANT FOR RECYCLING AWARENESS ACTIVITIES FOR BEVERAGE CONTAINER RECYCLING GRANT**

Santa Monica College will partner with Sustainable Works to implement the college's grant with the California State Department of Conservation's Beverage Container Recycling Program. The purpose of this grant-funded project is two-fold: 1) To increase the number of beverage containers recycled on campus by building awareness among students, faculty, staff, and community members of the importance of beverage container recycling; and 2) To increase institutional capacity to collect, process, and recycle beverage containers. Sustainable Works will help the college achieve its first goal by:

- 1) Coordinating 20 student-led classroom presentations the week of March 6 through 10, 2006, designed to raise awareness among students;
- 2) Coordinating daily campus-wide awareness activities the weeks of February 27 through March 3, 2006, and March 27 through April 7, 2006, conducted outside the classroom in the college's common areas.
- 3) Developing a "Thank You" Campaign to recognize students, staff, faculty, and community members who visit the campus for recycling their beverage containers, conducted daily the week of April 17 through April 21, 2006.

Amount of Contract: \$3,000
Term of Contract: January 15, 2006 – June 30, 2006
Funding Source: California State Department of Conservation/Beverage
 Container Recycling Program

3-C **CONTINUING AND COMMUNITY EDUCATION, SPRING 2006**

1. Approval of seminars/courses for Santa Monica College Continuing and Community Education for Spring 2006.

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

2. Approval of off-campus Continuing and Community Education classes for Spring payment per class session is authorized as stated on the list.

Funding Source: 2005-06 Budget/Continuing and Community Education

Comment: The lists of seminars/courses and facilities are on file in the Office of Continuing and Community Education.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	January 9, 2006

CONSENT AGENDA: GRANTS AND CONTRACTS

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

3-D EMERITUS COLLEGE FACILITIES, SPRING 2006

Provider: Facilities for off-campus Emeritus College classes for the Spring 2006 semester
Amount of Contract: Payment per class session is authorized as stated on the list
Duration of Contract: February 13 through June 10, 2006
Funding Source: 2005-2006 Budget of Emeritus College
Comment: The list of facilities is on file in the Office of Academic Affairs and Emeritus College

3-E PLANETARIUM GUEST LECTURERS, 2006

Jon Giorgini, Asteroids: Why Dinosaurs Wished They Were Better at Math January 27, 2006	\$120.00
Paul Chodas Comets and Asteroids February 24, 2006.	\$120.00
Kelly Perry Earth's Atmosphere March 31, 2006	\$120.00
Scott Edgington Investigation Scientist: Cassini/Huygens Mission to Saturn and Titan May 26, 2006	\$120.00
Dr. Kevin Grazier Friday Night Planetarium Lectures January 1 through June 30, 2006	\$70.00 per lecture

Funding Source: Fees will be cover by tickets sales.

BOARD OF TRUSTEES**Action**

Santa Monica Community College District

January 9, 2006

CONSENT AGENDA: GRANTS AND CONTRACTS**RECOMMENDATION NO. 3 CONTRACTS AND CONSULTANTS (continued)****3-F AGREEMENTS FOR ARTS, MEDIA AND ENTERTAINMENT CAREER STANDARDS PROJECT - YEAR TWO**

Consultant: W. Travis Hanes III, dba Hanes Enterprises
Amount of Contract: Not to exceed \$5,000
Duration of Contract: 2005-06
Funding Source: California Department of Education Arts, Media and Entertainment Career Standards Project
Comment: This project will result in the development of public secondary school Curriculum content standards for the Arts, Media and Entertainment Industry sector.

3-G ACCOUNTING SERVICES

Provider: Vicente, Lloyd, Stutzman, LLP
Fees: \$375
Duration of Contract: January 1, 2006 through June 30, 2006
Service: Preparation of Federal Audit Clearinghouse Data Collection form
Funding Source: 2005-06 Fiscal Services Budget
Comment: The District is required to file this annual form regarding all federal programs. This work is outside the scope of the agreement for auditing services.

3-H LEGAL SERVICES, HUMAN RESOURCES, STUDENT SERVICES, 2005-06 (AMENDMENT)

Provider: Atkinson, Andelson, Loya, Ruud & Romo
Fees: \$185 to \$225 per hour for attorney services; \$120 per hour for paralegal services; plus expenses
Duration of Contract: 2005-06
Service: Legal services for Human Resources and Student Services
Funding Source: 2005-2006 Human Resources Budget
Comment: This an increase to the hourly rate for attorney services (previously \$135 to \$225) and for paralegal services (previously \$120).

3-I TRAVEL AGENCY SERVICES

Provider: Arbor Travel Associates, Inc.
Fees: As invoiced
Duration of Contract: January 2, 2006 through June 30, 2006
Service: Provide travel agency services in compliance with the Department of General Services of California
Funding Source: 2005-06 District Budget
Comment: This travel agency will provide the Government rate for air travel for trustees, the Superintendent/President and senior administrative staff. The agency used previously is no longer able to provide the Government rate.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	January 9, 2006

CONSENT AGENDA: GRANTS AND CONTRACTS

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

3-J **AGREEMENTS FOR MARKETING AND RECRUITMENT FOR SUMMER 2006**

Providers: KPWR 105 FM Radio
 KROQ 106.7 FM Radio

Fees: Not to exceed \$70,000 each

Term of Contract: January 3 through June 30, 2006

Service: Advertising for Student Recruitment

Funding Source: SMC Marketing Budget/General Fund/Financial Aid

Comment: KPWR is number 1 and KROQ is number 2 in the demographics appropriate to student recruitment. SMC has used these two stations (along with KCRW) for the past 11 years to successfully meet enrollment targets.

3-K **KCRW CONTRACTS AND CONSULTANTS**

Provider: American Public Media

Fees: \$10,000 for membership and total not to exceed \$75,000 for program acquisition

Term of Contract: January 1, 2006 through June 30, 2006

Service: Provide programs for purchase

Funding Source: Corporation for Public Broadcasting grant and KCRW Donations

Provider: Nancy Miller

Fees: \$2,000 per month, total not to exceed \$14,000

Term of Contract: December 1, 2005 through June 30, 2006

Service: Associate producer fees for "The Business"

Funding Source: KCRW Donations

Provider: PanAmSat

Fees: \$2,500 per month

Term of Contract: February 1, 2006 through January 31, 2009

Service: Non-preemptible broadcasting capacity

Funding Source: KCRW Donations

3-L **ORGANIZATIONAL MEMBERSHIPS, 2005-2006**

KCRW

American Public Media (a new organization)
 Funding Source: CPB/KCRW donations

Personnel Commission

Los Angeles Compensation and Benefits Association (LACABA)

BOARD OF TRUSTEES	Action
Santa Monica Community College District	January 9, 2006

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 4 **COURSE APPROVALS – FALL 2005**

Requested Action :Approval/Ratification

The following courses were approved by the Curriculum Committee and the Academic Senate:

New Courses

- CIS 36R: Microsoft Office Publisher
- Chemistry 09: Everyday Chemistry
- MEDTCH 16: Medical Terms and Transcription 1*
- MEDTCH 17: Medical Terms and Transcription 2*
- MEDTCH 19: Medical Vocabulary*
- MEDTCH 20: Medisoft*
- MEDTCH 21: Medical Coding/Billing*
- KIN PE 05A: Beginning Badminton – Reinstated Course
- KIN PE 05B: Intermediate Badminton – Reinstated Course
- KIN PE 05C: Advanced Badminton – Reinstated Course
- KIN PE 16B: Intermediate Rock Climbing
- Music 84C: Popular Guitar Level III
- OIS 18: Skill Building on the Keyboard

Distance Education Course Conversions

- Art 02: Western Art History II
- Art 03: Western Art History III
- CS 55: Java Programming
- ECE 02: Early Childhood Education Program
- ECE 43: Supervision and Administration—Part 2
- ECE 46: Infant Growth and Development
- ESL 16A: The Noun System and Articles
- ESL 16B: Using Verb Tenses
- MEDTCH 16: Medical Terms and Transcription 1*
- MEDTCH 17: Medical Terms and Transcription 2*
- MEDTCH 19: Medical Vocabulary*
- MEDTCH 20: Medisoft*
- MEDTCH 21: Medical Coding/Billing*
- OIS 01: Keyboarding I
- OIS 18: Skill Building on the Keyboard

Non-Credit Courses

- Education 901: CBEST Test Preparation—Reading and Writing*
- Education 902: CBEST Test Preparation—Math*
- Nursing 900: Supervised Tutoring*

*Submitted to the Chancellor’s Office for approval

BOARD OF TRUSTEES	Action
Santa Monica Community College District	January 9, 2006

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 5 CLASSIFIED PERSONNEL – REGULAR

Requested Action :Approval/Ratification

ELECTIONS

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>EFFECTIVE DATE</u>
<u>ELECTIONS</u>	
<u>REINSTATEMENT</u>	
Triggs, Mary, Department Secretary II, Human Resources	11/28/05
<u>PROBATIONARY</u>	
Webster, Deborah, Administrative Assistant I, Emeritus	12/19/05
Cleveland, Dekina, Clerical Assist I, Learning Resource Center (50 percent)	01/03/06
<u>PROMOTIONS</u>	
Thomas, Tamorah, Administrative Assistant I, Financial Aid	12/01/05
<u>WORKING OUT OF CLASSIFICATION (Extension)</u>	
Cole, Gina, Public Programs Office Coordinator, Public Programs, 12 mos, 40 hrs	12/01/05-01/19/06
Sher, Brian, Systems Administrator, Info Tech, Varied Hours, 12 mos, 40 hrs	11/01/05-01/04/06

SEPARATIONS

LEAVE OF ABSENCE WITHOUT PAY

PERSONAL

Kolby, Joseph, Instructional Assistant – Math, Mathematics	01/03/06-02/09/06
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BOARD OF TRUSTEES	Action
Santa Monica Community College District	January 9, 2006

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 6 **CLASSIFIED PERSONNEL – LIMITED DURATION**

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.

EFFECTIVE DATE

ELECTIONS

PROVISIONAL

Ly, Thi Le, Administrative Assistant I, Fiscal Services	12/07/05 – 12/31/05
Ly, Thi Le, Administrative Assistant III, Personnel Commission	01/03/06 – 05/19/06
Seeds, Robert, Personnel Analyst, Personnel Commission	01/01/06 – 01/30/06
Walters, Monique H, Clerical Assistant II, Personnel Commission	11/2/8/05 - 02/21/06

RECOMMENDATION NO. 7 **CLASSIFIED PERSONNEL - NON MERIT**

It is recommended that the following non-merit employee(s) be approved for temporary employment. All personnel assigned will be elected on a temporary basis to be used as needed in accordance with District policies and salary schedules.

ELECTIONS

STUDENT EMPLOYEES

CalWORKS \$7.00/hr	01
College Student Assistant \$7.00/hr	35
College Work-Study Student Assistant \$7.00/hr	19

SPECIAL SERVICE

Art Model \$14.00/hr	67
Community Services Specialist I \$27.40/hr	08
Community Services Specialist II \$38.00/hr	00
Volunteers	01

BOARD OF TRUSTEES	Action
Santa Monica Community College District	January 9, 2006

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 8 **FACILITIES**

Requested Action: Approval/Ratification

8-A CHANGE ORDER NO. 7 – THEATRE ARTS RENOVATION

Change Order No. 7 - TURNER CONSTRUCTION COMPANY on the Theatre Arts Renovation Project in the amount of \$3,671

Original Contract Amount	\$13,053,000
Previously approved Change Orders 1 – 6	594,230
Change Order No. 7	<u>3,671</u>
Revised Contract Amount	\$13,650,901
Original Contract Time	425 days
Previous Time Extension Change Order No. 2	24 days
Current Revised Contract Time	469 days

Funding Source: Measure U

Comment: Change Order No. 7 provides for changes to illuminated exit signs to coordinate with mounting requirements at curtain wall mullions.

8-B SUBSTITUTION OF SUBCONTRACTORS – THEATRE ARTS RENOVATION

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

Cement Concrete Pavement: From listed sub-contractor Trademark Concrete to Showcase Concrete.

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	January 9, 2006

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 8 FACILITIES (continued)

8-C CHANGE ORDER Nos. 13 & 14 – NEW MUSIC AND PERFORMING ARTS THEATER

Change Order No. 13 – FTR INTERNATIONAL, INC. on the Renovation portion of the project in the amount of -\$4,768

Change Order No. 14 – FTR INTERNATIONAL, INC. on the Theatre portion of the project in the amount of \$7,442

Original Contract Amount	\$30,780,000
Previously approved Change Orders 1 - 12	130,748
Change Order No. 13	-4,768
Change Order No. 14	<u>7,442</u>
Revised Contract Amount	\$30,913,422
Original Contract Time	670 days
Current Contract Time	670 days

Funding Source: Measure S, U

Comment: Change Order No. 13 provides labor and material for drilling through an unforeseen steel plate to attach reinforcing steel masonry units, and a \$10,000 deduction for architectural/engineering services to review a contractor proposed substitution (this will be paid to the architect)

Change Order No. 14 provides for labor and materials to modify structural steel members (includes credit for deleted steel) and costs for extension of a concrete pilaster to align architectural walls.

8-D AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – MADISON CAMPUS MUSIC RENOVATION

Amend the agreement with RENZO ZECCHETTO ARCHITECTS for architectural services related to the Madison Campus Renovation for Music project for an amount not to exceed \$10,000 plus reimbursable expenses.

Funding Source: Measure U/Contractor Offset

Comment: This agreement provides for review of engineering calculations, revised engineering for existing floors to accommodate Contractor’s proposed substitution of Practice Units. The construction agreement provides for the contractor to pay all costs for a proposed substitution. Cost to be off-set by corresponding deductive Change Order from Contractor. (Reference FTR Change Order No. 13)

BOARD OF TRUSTEES	Action
Santa Monica Community College District	January 9, 2006

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 8 **FACILITIES** (continued)

8-E **CHANGE ORDER NO. 3 – LIBERAL ARTS, NORTH BUILDING**

Change Order No. 3 – PINNER CONSTRUCTION COMPANY on the Liberal Arts North Building Project in the amount of \$3,405

Original Contract Amount	\$9,951,000
Previously approved Change Orders 1 – 2	13,773
Change Order No. 3	<u>3,405</u>
Revised Contract Amount	\$9,968,178
Original Contract Time	425 days
Current Revised Contract Time	425 days

Funding Source: Measure U

Comment: Change Order No. 3 provides for revisions to miscellaneous steel embeds and shear wall details to accommodate future South Building attachment, and revisions to the finish hardware to comply with SMC Facilities/Maintenance Department standards.

8-F **AGREEMENT FOR ARCHITECTURAL SERVICES – JOHN ADAMS FIELD RENOVATION**

Agreement with CALDWELL ARCHITECTS for architectural services related to the John Adams Field Renovation project for an amount not to exceed \$35,000 plus reimbursable expenses.

Funding Source: Measure S

Comment: The Board has directed staff to work with the Unified School District, the City and community groups to plan the renovation of the John Adams Middle School field. This architect has done the preliminary planning for Corsair Field renovations and is familiar with field conversions to artificial turf.

BOARD OF TRUSTEES**Action**

Santa Monica Community College District

January 9, 2006

CONSENT AGENDA: FACILITIES AND FISCAL**RECOMMENDATION NO. 9 BUDGET AUGMENTATION***Requested Action: Approval/Ratification***9-A PROFESSIONAL DEVELOPMENT INSTITUTE for EARLY CHILDHOOD EDUCATORS**

Granting Agency:	Los Angeles County		
Appropriated Funding:	\$44,500.00		
Matching Funds:	not applicable		
Performance Period:	July 1, 2005 – June 30, 2006		
Summary	The County of Los Angeles has approved an increase in the 05-06 funding by an additional \$44,500.00.		
Budget Augmentation:	Income:		
	8000	Income	\$44,500
	Expenditures:		
	4000	Books & Supplies	\$1,000
	5000	Service & Other	28,500
	6000	Capital Outlay	15,000
	Total Expenditures		\$44,500

9-B STATE MANDATED COSTS REIMBURSEMENTS

Granting Agency:	State of California		
Appropriated Funding:	\$278,903		
Matching Funds:	not applicable		
Performance Period:	not applicable		
Summary	Unexpected receipt of reimbursements for State Mandated Costs covering FY 1995-1996 thru FY 2001-2002		
Budget Augmentation:	Income:		
	8600	State Income	\$278,903
	Expenditures:		
	7900	Contingency Reserve	\$278,903

9-C KCRW

Granting Agency:	KCRW Donations		
Appropriated Funding:	\$300,000		
Matching Funds:	not applicable		
Performance Period:	July 1, 2005 – June 30, 2006		
Summary	Additional funds for KCRW to cover necessary expenses for the fiscal year.		
Budget Augmentation:	Income:		
	8000	Income	\$300,000
	Expenditures:		
	4000	Supplies	\$80,000
	5000	Services/Operating Expenses	\$220,000
	Total Expenditures		\$300,000

BOARD OF TRUSTEES	Action
Santa Monica Community College District	January 9, 2006

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10 BUDGET TRANSFERS

Requested Action: Approval/Ratification

10-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period of: July 1, 2005-December 15, 2005

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	500
2000	Classified/Student Salaries	-7,900
3000	Benefits	0
4000	Supplies	9,492
5000	Contract Svcs/Operating Exp	-2,092
6000	Sites/Bldgs/Equipment	0
7000	Student Payments	0
Net Total:		0

10-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period of: July 1, 2005-December 15, 2005

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-146,216
2000	Classified/Student Salaries	6,022
3000	Benefits	-22,287
4000	Supplies	-19,496
5000	Contract Svcs/Operating Exp	120,932
6000	Sites/Bldgs/Equipment	66,045
7000	Student Payments	-5,000
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 the budget adjustments that in the past would be done with an annual adjustment. 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	January 9, 2006

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 SETTLEMENT OF CLAIM

Requested Action: Approval/Ratification

As authorized by Board Policy 6213, the Interim Superintendent/President has settled the following claim. The Los Angeles County Office of Education requires Board of Trustees approval of the payment.

<u>Claimant</u>	<u>Date Filed</u>	<u>Amount Claimed</u>	<u>Settlement Amount</u>
Norton Griffis	04/14/05	\$500	\$552 for insurance deductible plus Small Claims costs

Comment: A District vehicle struck and damaged Mr. Griffis' vehicle. The settlement amount includes the insurance deductible and Small Claims Court costs. Board Policy 6213 authorizes the Interim Superintendent/President to settle claims for an amount not to exceed \$10,000.

RECOMMENDATION NO. 12 DESIGNATION OF DISTRICT REPRESENTATIVE TO JOINT POWERS AGENCY

Requested Action: Approval/Ratification

Designate Vice-President Robert Sammis as the District's representative to the Southern California Community College District Joint Powers Agency (SCCCDJPA). The District is a member of the SCCC DJPA for the administration of Workers' Compensation.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	January 9, 2006

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 **COMMERCIAL WARRANT REGISTER**

Requested Action: Approval/Ratification

November 1 – November 30, 2005	1834 – 1868	\$13,982,987.44
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Comment: The detailed commercial warrant documents are on file in the Accounting Department.

RECOMMENDATION NO. 14 **PAYROLL WARRANT REGISTER**

Requested Action: Approval/Ratification

November 1 – November 30, 2005	CICD – C2E	\$8,063,519.54
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Comment: The detailed payroll register documents are on file in the Accounting Department.

RECOMMENDATION NO. 15 **AUXILIARY PAYMENTS & PURCHASE ORDERS**

Requested Action: Approval/Ratification

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

November 1 – November 30, 2005	Payments \$802,653	Purchase Orders \$63,992
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Comment: The detailed Auxiliary payment documents are on file in the Auxiliary Operations Office.

RECOMMENDATION NO. 16 **DIRECT PAYMENTS**

Requested Action: Approval/Ratification

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.

November 1 – November 30, 2005	D000550 – D000716 B000195 – B000262	\$558,509.44 \$1,017,080.99
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BOARD OF TRUSTEES	Action
Santa Monica Community College District	January 9, 2006

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 PURCHASING

Requested Action: Approval/Ratification

17-A AWARD OF PURCHASE ORDERS

Payments are authorized upon delivery and acceptance of the items ordered, or performance of the service. All purchases and payments are made in accordance with Education Code requirements and allocated to approved budgets. Lists on file in the Purchasing Department

November 1 – November 30, 2005 \$559,279.67

17-B DECLARATION AND DONATION OF SURPLUS COMPUTER EQUIPMENT

1. Declare as surplus the following miscellaneous computer equipment and authorize the District to donate the equipment to Tech4All.

96 CPUs and 146 monitors and 11 printers

Comment: Tech4All is a non-profit organization funded by a grant from the Santa Monica-Malibu Education Foundation. Tech4All refurbishes surplus computers and places them with financially disadvantaged student families who might otherwise be unable to have a computer at home.

2. Declare as surplus a 1991 Chevrolet 4 door sedan and authorize the District to donate the vehicle to the Metropolitan State Hospital Police Department.

Comment: The vehicle was formerly used by College Police, needs extensive repairs and has been out of service for over a year. The Metropolitan State Hospital Police Department has funds to repair the vehicle. Metropolitan State Hospital is a California State hospital located in Norwalk providing mental health care in Southern California. It is also a teaching resource providing training for nurses and psychiatric technicians in affiliation with Chapman, Cal State LA and several California community colleges.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 9, 2006

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 18 2006-2007 NONRESIDENT TUITION RATE

SUBMITTED BY: Interim Superintendent/President

RECOMMENDATION: The Board of Trustees adopt the rate of \$155 per unit per semester for nonresident tuition for 2006-2007. This is the same nonresident tuition rate as 2005-06 and is below the statewide average rate of \$160 per unit.

It is further recommended that the Board of Trustees adopt a \$25 per semester unit capital outlay recovery surcharge to be charged to nonresident students who are both citizens and residents of a foreign country. This is the same capital outlay recovery surcharge as 2005-06.

BACKGROUND: Education Section 76140 authorizes districts to charge a nonresident tuition fee in the event it chooses to admit nonresident students. It also authorizes districts to charge a capital outlay recovery surcharge to nonresident students who are both citizens and residents of a foreign country so that the district may recover a prorata share of its capital outlay expenses.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 9, 2006

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 19 NOMINATION TO CCCT BOARD OF DIRECTORS

SUBMITTED BY: Chair, Board of Trustees

RECOMMENDATION: The Board of Trustees nominate a trustee for election to the California Community College Trustees (CCCT) Board of Directors.

BACKGROUND: Nominations for membership on the CCCT Board of Directors will be accepted in the CCLC office from January 1 through February 15, 2006. Each district may nominate members of its board, but only one trustee per district may serve on the board.

The election of members of the CCCT Board will take place between March 10 and April 25, 2006. Ten persons will be elected to the board this year; the ten candidates to receive the most votes will serve two-year terms. The election results will be announced May 1, 2005 and newly elected members of the board will assume their responsibilities at the conclusion of the annual conference, May 1.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 9, 2006

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 20 PRESIDENTIAL TRANSITION COMMITTEE UPDATE

SUBMITTED BY: Chair, Board of Trustees

RECOMMENDATION: The Board of Trustees will receive and discuss a report from the Transition Committee, make recommendations and decisions related to the presidential transition.

BACKGROUND: The Board subcommittee consisting of Chair Nancy Greenstein, Vice-Chair Susan Aminoff and Trustee Herb Roney are working on the transition process. They will update the Board on their efforts, share information and request feedback on plans to ensure a smooth transition.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 9, 2006

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 21 GENERAL COUNSEL TO THE BOARD OF TRUSTEES

SUBMITTED BY: Chair, Board of Trustees

RECOMMENDATION: The Board of Trustees will consider initiating a process to contract with legal counsel to provide general legal services to the Board of Trustees.

The Board of Trustees will discuss the types of services and information to be provided as part of the selection process, assign a subcommittee of the Board to oversee a Request for Proposals mindful of District protocols, and request that the subcommittee review the proposals to make a recommendation regarding the selection, if possible, for the February meeting.

BACKGROUND: Currently, SMC administrators select on behalf of the District a variety of attorneys for legal expertise and services. The Board does not have a designated attorney it can refer to for general legal advice and guidance. The Board is ultimately responsible for district policy and ensuring that there is compliance with all matters of law. A legal counsel reporting directly to the Board will provide the Board with coordinated legal oversight, perspective and direction in assuring that District policy is effectuated and legal obligations met. Typically, legal counsel will prepare, on a monthly or bimonthly basis, a report detailing cases, contracts and other legal issues, thereby, allowing the Board to follow the progress and costs.

Counsel to the Board can provide many services including Brown Act advice and a legal review of agendas assuring that noticing is appropriate and highlighting any potential legal issues. Other services can include reviewing closed session items, contracts, board policies with legal ramifications, and providing litigation and arbitration advice. The Board may want to begin by requesting that, as a first step, the counsel retained review all current legal services and costs presenting a report and recommendations to the Board regarding the District's legal program.

FISCAL: The cost to the District will be considered in the review of the proposals.

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

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 5, 2005

XIV. ADJOURNMENT

The meeting will be adjourned in memory of SMC planetarium director Jonathon Hodge.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, February 13, 2006 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.