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SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING
MONDAY, JULY 7, 2003

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

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

BOARD OF TRUSTEES**REGULAR MEETING**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

July 7, 2003

MINUTES

A meeting of the Board of Trustees of the Santa Monica Community College District was held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Monday, July 7, 2003.

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

I. ORGANIZATIONAL FUNCTIONS

- A Call to Order
- B Roll Call

II. CLOSED SESSION

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

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS (Continued)

- C Pledge of Allegiance
- #1 Approval of Minutes: June 2, 2003 (regular meeting)
June 23, 2003 (special meeting)

IV. SUPERINTENDENT'S REPORT**V. ACADEMIC SENATE REPORT****VI. CLASSIFIED SENATE REPORT****VII. COMMUNICATIONS OR PUBLIC COMMENTS****VIII. CONSENT AGENDA**

All items considered in one motion unless pulled for discussion later in the meeting

Planning and Development

- #2 Acceptance of Grants
- #3 Contracts and Consultants
 - A Payment to Professional Development Institute Mentors
 - B Off-Campus Facilities for Workforce and Economic Development Training, Fall, 2003

Academic and Student Affairs

- #4 New and Revised Courses
- #5 Contracts and Consultants
 - A Consultant for Test Review Services
 - B Rental of Space and Equipment for Kinesiology/Dance Department
 - C Planetarium Lecturers, 2003

Human Resources

- #6 Mediation Services
- #7 Academic Personnel
- #8 Classified Personnel – Establish/Abolish
- #9 Classified Personnel – Regular
- #10 Classified Personnel – Limited Duration
- #11 Classified Personnel – Non Merit

Business and Administration

- #12 Payment for Labor Compliance Program
- #13 Payment for Enron Bankruptcy Claim
- #14 Claim for Damages
- #15 Contracts and Consultants
 - A Pay Telephone Services
 - B Risk Management Agreements
- #16 KCRW Contracts and Consultants
- #17 Facilities
 - A Change Order No. 2, ABR/Restroom Building
 - B Completion of ABR Restroom Building
 - C Completion of Replace Clerestory Windows
 - D Interior Design Agreement – Library Expansion and Remodel
 - E Change Order No 2, addition to Students Health & Activities Building
 - F Payment for Additional Architectural Services, Addition to Student Health & Activities Building
 - G Completion of Addition to Student Health & Activities Building
 - H Annual CPI Increase on Lease for Airport Lease
 - I Agreement for Facilities Master Plan Project Assessment
- #18 Commercial Warrant Register
- #19 Payroll Warrant Register
- #20 Payments from Auxiliary Operations
- #21 Direct Payments
- #22 Purchasing
 - A Award of Purchase Orders
 - B Declaration and Donation of Surplus Equipment
 - C Donation of Equipment
 - D Participation in Purchase Agreements

IX. MAJOR ITEMS OF BUSINESS

- #23-A Emergency Resolution for Emergency Roadway and Site Improvements, Centinela Property Site
- #23-B Agreement for Emergency Roadway Site Improvements, Centinela Property Site
- #24 Classified Employee Layoff
- #25 Organizational Memberships, 2003-04

X. **BOARD REPORT AND COMMENTS**

XI. **INFORMATON ITEMS**

- D CSEA Proposal on the Effects and Impact of Layoffs
- E Report from Citizens' Bond Oversight Committee
- F Submittal of Grants

XII. **ADJOURNMENT:** The Board of Trustees will hold its Retreat on Saturday, July 26, 2003 at the SMC Administration Building, 2714 Pico Boulevard, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, August 4, 2003 at 7 p.m. (5:30 p.m. if there is a closed session) Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 7, 2003

I. ORGANIZATIONAL FUNCTIONS

A. CALL TO ORDER – 5:30 p.m.

B. ROLL CALL

Herbert Roney, Chair - Present
Dr. Margaret Quiñones, Vice-Chair - Present
Carole Currey - Present
Dr. Dorothy Ehrhart-Morrison - Present
Dr. Nancy Greenstein - Present
Dr. Patrick Nichelson - Present
Annette Shamey - Present
Melvon George, Student Trustee – Present (for Public Session)

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 – 7:14 p.m.**Report from Closed Session**

Board Chair Herbert Roney reported that the Board of Trustees unanimously passed the following resolution in closed session:

Whereas, the members of the Board of Trustees of Santa Monica College are aware of resolutions of no confidence in the leadership of the Superintendent/ President approved in elections sponsored by organizations representing faculty and classified employees;

Whereas, the College is facing a revenue crisis of a magnitude beyond any in the history of the institution, including the shortfalls of the early 1990's, and this crisis is the result of shortages in funding from the state;

Whereas, the members of the Board of Trustees value the opinions, recommendations and collaboration of the representative organizations in advancing the mission of a truly outstanding college;

Whereas, the resolutions of no confidence arise in the context of Board decisions taken in response to the budget crisis;

Whereas, the Board has formulated policies and directions for all the major actions related to the administration of the College during this crisis, and the Superintendent/President has reliably implemented Board policies and directions;

Whereas, the members of the Board of Trustees are committed to maintaining the institutional stability of Santa Monica College, particularly as the College goes through challenging times;

Therefore, be it resolved that the Board of Trustees has confidence in the leadership of the Superintendent/President.

Be it further resolved that the Board of Trustees calls upon the College administration, the Academic Senate, the Classified Senate, the Faculty Association and CSEA to continue to collaborate in good faith and mutual respect as the College community struggles through this most difficult period.

PLEDGE OF ALLEGIANCE – Patrick Nichelson

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 7, 2003

RECOMENDATION NO. 1

APPROVAL OF MINUTES

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

June 2, 2003 (Regular Meeting)

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

June 23, 2003 (Special Meeting)

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

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 7, 2003

IV. SUPERINTENDENT'S REPORT

- The recommendation for the Board to approve sabbaticals for ten faculty members is included on the agenda.
- The Board of Trustees publicly thanked Graham Pope for serving as the President of the SMC Foundation Board of Directors for two years. The Board also recognized Mr. Pope for his numerous volunteer activities on behalf of the College.
- Steven Peterson was thanked for his leadership as Management Association President during 2002-03.
- Celebrate America was a spectacular event.
- Frank Steifel has been elected president of the SMC Foundation.
- Vice-Chair Margaret Quiñones reported on the Summit that was held on June 30th and thanked the participants for their time and commitment. Graham Pope commented that the parties really want to explore the financial ramifications of the budget shortfall with the intention of trying to provide input and address the issues.
- Arnold Bray of School Services, SMC's lobbyist in Sacramento, presented a rather bleak picture of the budget situation in Sacramento which is being driven by politics. Most likely, there will not be a budget until the petitions to recall Governor Davis are certified and a special election is called.

V. ACADEMIC SENATE REPORT

VI. CLASSIFIED SENATE REPORT

VII. COMMUNICATIONS AND PUBLIC COMMENTS

Phil Hendricks
Steve Peterson
Charlie Yen
Kathy Moses
Carl Gettleman
Lee Peterson
Robert Sills
Judy Neveau

Organizational Functions

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 7, 2003

CONSENT AGENDA

It is recommended that the Board of Trustees take the action requested on Consent Agenda Recommendations #2-#22.

Recommendations pulled for separate action: None

Public Comments

Phil Hendricks

Action on Consent Agenda

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 7, 2003

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 2 ACCEPTANCE OF GRANTS

Requested Action: Acceptance

Title of Grant: **Pico Partnership**

Granting Agency: City of Santa Monica

Requested Funding: \$179,875

Matching Funds: None

Performance Period: July 2003 – December 2004

Summary: Continued funding of the Pico Partnership Program that provides support services to SMC students who reside in the Pico Neighborhood.

Budget:	Income	
	8000	\$179,875
	Expenditures	
	1000	\$ 22,020
	2000	101,980
	7000	55,875

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

Phil Hendricks
Steve Peterson
Charlie Yen
Kathy Moses
Carl Gettleman
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Judy Neveau

Organizational Functions

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 7, 2003

CONSENT AGENDA: _____ ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 4 **NEW AND REVISED COURSES**

Requested Action: Approval

The following new and substantively revised courses were approved by the academic departments, the Academic Senate, the Academic Senate Joint Curriculum Committee and all appropriate administrators in Spring, 2003:

- Accounting 31A: Excel for Accounting
- Accounting 31B: Advanced Excel for Accounting
- Accounting 45/Business 45: Individual Financial Planning
- Cinema 09: Film Appreciation—Introduction to Cinema
- CS 32: Database Programming in Visual Basic.Net
- CS 85: PHP Programming
- KIN PE 11B: Intermediate Weight Training
- KIN PE 16: Rock Climbing
- KIN PE 53B: Intermediate Table Tennis
- KIN PE 51B: Intermediate Surfing
- Music 65B: Keyboard Improvisation II
- Nursing 40: Nursing of Children
- Nursing 40L: Nursing of Children Lab
- Nursing 45: Women’s Health Care
- Nursing 45L: Women’s Health Care Lab

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 7, 2003

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 5 CONSULTANTS AND CONTRACTS

Requested Action: Approval/Ratification

5-A CONSULTANT FOR TEST REVIEW SERVICES

Agreement with Sylvia Rayfield and Associates, Inc., in an amount not to exceed \$3,500, to provide professional development workshops on test construction for nursing faculty for the period of June 24, 2003 and July 10, 2003.

Funding Source: 2002-2003 Chancellor's Office VTEA Grant

Comment: The goal of these workshops is to strengthen exam validity in the Nursing Program.

5-B RENTAL OF SPACE AND EQUIPMENT FOR KINESIOLOGY/DANCE DEPARTMENT

Agreement with Rockreation for the rental of space and equipment for the Kinesiology/Dance Department to conduct fitness classes in rock climbing at a cost of \$75 per student for Spring 2003 and the 2003-2004 academic year.

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

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 rock climbing classes.

5-C PLANETARIUM LECTURERS, 2003

Weekday Planetarium Show

Shelley R. Bonus	July 1, 2003-June 30. 2004	\$70 per show
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Planetarium Fall, 2003 Guest Lecturers

Jeff Plaut	August 29, 2003	\$120
Schuyler Van Dyk	September 26. 2003	\$120
Michelle Thaller	November 21, 2003	\$120

Funding Source: Costs will be covered by tickets sales

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 7, 2003

CONSENT AGENDA: _____ HUMAN RESOURCES

RECOMMENDATION NO. 6 MEDIATION SERVICES

Requested Action: Approval/Ratification

R. DOUGLAS COLLINS for mediation services related to arbitration, mediation and hearings related to faculty grievances for an amended amount not to exceed \$1,100.

Funding Source: 2002-2003 Budget/Human Resources

RECOMMENDATION NO. 7 ACADEMIC PERSONNEL

Requested Action: Approval

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

<u>ELECTIONS</u>		<u>EFFECTIVE DATE</u>
<u>ADMINISTRATIVE</u>		
Berman, Diane	Project Manager, International Studies	7/01/03 – 6/30/04
Cajayon, Felicito	Project Manager, Employment Training Panel Grant	7/01/03 – 6/30/04
Kozeracki, Carol A.	Project Manager, Institutional Planning/Research (50% assignment)	7/01/03 - 12/31/03
McGrath, Marilyn	Project Manager, Early Childhood Education	7/01/03 – 6/30/04
Ryan, Joseph	Project Manager Teaching and Reading Development Project (TRDP)	7/01/03 – 8/31/03
Yarrish, Julie	Project Manager, Online Services and Support	7/01/03 – 6/30/04

ADJUNCT

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

SABBATICALS, 2003-04 (one semester each)

Ellen Baker (Life Sciences)
Joan Barker (Earth Sciences) [Fall 2004.]
Diana Englemann (English)
Teresa Hall (Counseling)
John Kennedy (Mathematics)
Jim Keeshen (Design Technology)
Melody Nightingale (ESL)
Mary Lynne Stephanou (Life Sciences)
Denise Travis (Design Technology)
Susan Wyman (Modern Languages)

SEPARATIONS

LEAVE OF ABSENCE WITHOUT PAY

PERSONAL

Chin, Dorothy Instructor, Behavioral Studies 8/19/03 – 12/30/03

LIMITED RETIREMENT

Costello, Karen Instructor English (50%) 6/30/03

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

RECOMMENDATION NO. 8

Requested Action: Approval

CLASSIFIED PERSONNEL – ESTABLISH/ABOLISH

ESTABLISH

Effective

Accounting Manager, Restricted Funds - Capital Outlay/Grants (1 position) 7/1/03
Fiscal Services, 12 mos, 40 hrs

Funding Source: FEMA/Fund 15 (Capital Outlay)

Comment: Replaces FEMA Consulting position.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 7, 2003

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9 CLASSIFIED PERSONNEL – REGULAR

Requested Action: Approval/Ratification

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

EFFECTIVE DATE

ELECTIONS

PROMOTION

Vaval, Mimi 07/01/03

Fr: Employee Benefits Specialist, Risk Mgmt, 12 mos, 40 hrs

To: Employee Benefits Coordinator, Risk Mgmt, 12 mos, 40 hrs

CHANGE IN WORKSHIFT/PERMANENT

Diaz, Mark 07/01/03

Fr: Assessment Services Specialist/VH-1, A&R, 12 mos, 40 hrs

To: Assessment Services Specialist, A&R, 12 mos, 40 hrs

Gladney, Eddie 07/01/03

Fr: Custodian, Operations, 12 mos, 40 hrs

To: Custodian/NS-II, Operations, 12 mos, 40 hrs

Greenfield, Cynthia 07/01/03

Fr: A&R Clerk II/NS-1, A&R, 12 mos, 40 hrs

To: A&R Clerk, A&R, 12 mos, 40 hrs

Luu, Trang 07/01/03

Fr: Custodian, Operations, 12 mos, 40 hrs

To: Custodian/NS-I, Operations, 12 mos, 40 hrs

Mirsky, Ann 07/01/03

Fr: Media Resource Asst. II/VH-1, Instructional Computing, 11 mos, 26 hrs

To: Media Resource Asst. II/NS-1, Instructional Computing, 11 mos, 26 hrs

Nevarez, Alma 07/01/03

Fr: Assessment Services Specialist/VH-1, A&R, 12 mos, 40 hrs

To: Assessment Services Specialist, A&R, 12 mos, 40 hrs

Pant, Poonam 07/01/03

Fr: A&R Clerk I/NS-1, A&R, 12 mos, 40 hrs

To: A&R Clerk I, A&R, 12 mos, 40 hrs

Ramos, Angelita 07/01/03

Fr: Administrative Asst. I/NS-1, A&R, 12 mos, 40 hrs

To: Administrative Asst. I, A&R, 12 mos, 40 hrs

CHANGE IN WORKSHIFT/PERMANENT (cont'd)

Romo, Alicia 07/01/03
Fr: Administrative Asst. II/NS-1, A&R, 12 mos, 40 hrs
To: Administrative Asst II, A&R, 12 mos, 40 hrs

Salcedo, Ramon 07/01/03
Fr: Acad. Comp. Instr. Spec./VH-1, Instructional Computing, 12 mos, 34 hrs
To: Acad. Comp. Instr. Spec./NS-1, Instructional Computing, 12 mos, 34 hrs

Takacs, Frank 07/01/03
Fr: Custodian, Operations, 12 mos, 40 hrs
To: Custodian/NS-II, Operations, 12 mos, 40 hrs

Webb, Elliott 07/01/03
Fr: Custodian, Operations, 12 mos, 40 hrs
To: Custodian/NS-II, Operations, 12 mos, 40 hrs

CHANGE IN WORKSHIFT/TEMPORARY

Dupree, Jared 05/02/03 - 06/17/03
Fr: Instructional Asst.-Math, Math, 11 mos, 20 hrs
To: Instructional Asst.-Math/VH-1, Math, 11 mos, 20 hrs

WORKING OUT OF CLASSIFICATION (Additional responsibilities)

Dammer, Robert, Technology Projects Mgr, Network Svcs	+7.5%	07/01/03 - 06/30/04
Looney, Brant, Systems Administrator, AET	+5.0%	07/01/03 - 06/30/04
Wu, Frank, Database Administrator, Info Mgmt	+7.5%	07/01/03 - 06/30/04

SEPARATIONS

39 MEDICAL REMPLOYMENT LIST

Conway, Gay, A&R Clerk II, A&R 06/16/03
Longstreet, Willie, Custodian/NS-2, Operations 05/30/03

RESIGNATION

Kabwe, Myron, Computer Support Specialist, Library 05/17/03

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 7, 2003

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 10 CLASSIFIED PERSONNEL – LIMITED TERM

Requested Action: Approval/Ratification

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

ELECTIONS

EFFECTIVE DATE

PROVISIONAL

Chase, Gerald, Registration Information Clerk, Station C	06/23/03 - 06/30/03
Chase, Gerald, Registration Information Clerk, Station C	07/01/03 - 07/11/03
Cooper, Joyce, Accompanist Performance, Emeritus	06/23/03 - 06/30/03
Cooper, Joyce, Accompanist Performance, Emeritus	07/01/03 - 08/15/03
Mahlanza, Paula, Voc Instr Asst.-Cosmetology, Cosmetology	06/23/03 - 06/30/03
Mahlanza, Paula, Voc Instr Asst. -Cosmetology, Cosmetology	07/01/03 - 08/15/03
Suknaich, Jennifer, Voc Instr Asst.-Cosmetology, Cosmetology	06/23/03 - 06/30/03
Suknaich, Jennifer, Voc Instr Asst.-Cosmetology, Cosmetology	07/01/03 - 08/15/03
Vento, Victor, Accompanist Guitar, Emeritus	06/23/03 - 06/30/03
Vento, Victor, Accompanist Guitar, Emeritus	07/01/03 - 08/15/03

LIMITED TERM

Biamonte, Christina, Sign Language Interpreter I, DSC	06/23/03 - 06/30/03
Biamonte, Christina, Sign Language Interpreter I, DSC	07/01/03 - 08/01/03
Buchanan, Melody, Bookstore Clerk/Cashier, Station C	06/23/03 - 06/30/03
Buchanan, Melody, Bookstore Clerk/Cashier, Station C	07/01/03 - 07/11/03
Cahya, Fransiska, Sign Language Interpreter III, DSC	06/23/03 - 06/30/03
Cahya, Fransiska, Sign Language Interpreter III, DSC	07/01/03 - 08/01/03
Caldwell, Jennifer, Sign Language Interpreter Trainee, DSC	07/01/03 - 08/01/03
Centeno, Deborah, Sign Language Interpreter III, DSC	06/23/03 - 06/30/03
Centeno, Deborah, Sign Language Interpreter III, DSC	07/01/03 - 08/01/03
Curry, Courtney, Performance Activities Assistant, Events	06/23/03 - 06/30/03
Dawson, Rebecca, Bookstore Clerk/Cashier, Station C	06/23/03 - 06/30/03
Dawson, Rebecca, Bookstore Clerk/Cashier, Station C	07/01/03 - 07/11/03
Fryer, Elizabeth, Sign Language Interpreter I, DSC	06/23/03 - 06/30/03
Fryer, Elizabeth, Sign Language Interpreter I, DSC	07/01/03 - 08/01/03
Gerhold, Thomas, Accompanist Performance, Emeritus	06/23/03 - 06/30/03
Gerhold, Thomas, Accompanist Performance, Emeritus	07/01/03 - 08/15/03
Gerhold, Thomas, Accompanist Voice, Emeritus	06/23/03 - 06/30/03
Gerhold, Thomas, Accompanist Voice, Emeritus	07/01/03 - 08/15/03
Glazer, Brooke, Sign Language Interpreter II, DSC	07/01/03 - 08/01/03
Hashaway, Erma, EOPs Program Spec., EOPs	07/01/03 - 08/15/03
Holstein, Stephanie, Sign Language Interpreter Trainee, DSC	06/23/03 - 06/30/03
Holstein, Stephanie, Sign Language Interpreter Trainee, DSC	07/01/03 - 08/01/03
Houth, Nazareth, Instructional Assistant ESL, ESL	07/01/03 - 07/30/03
Janssen, Gerriet, Instructional Assistant ESL, ESL	07/01/03 - 07/30/03
Jucha, Lisa, Sign Language Interpreter III, DSC	06/23/03 - 06/30/03

LIMITED TERM (cont'd)

Jucha, Lisa, Sign Language Interpreter III, DSC	07/01/03 - 08/01/03
Kangarlou, Monique, Voc Instrl Asst.-Cosmetology, Cosmetology	04/28/03 - 06/27/03
Kangarlou, Monique, Voc Instr Asst.-Cosmetology, Cosmetology	07/01/03 - 08/16/03
Lemes, Blanche, Instructional Assistant ESL, ESL	07/01/03 - 07/30/03
Malerstein, Janet, Sign Language Interpreter Trainee, DSC	06/23/03 - 06/30/03
Malerstein, Janet, Sign Language Interpreter Trainee, DSC	07/01/03 - 08/01/03
Mbusi, Norah, Counseling Aide, Trio	05/15/03 - 06/30/03
Melanio, Noel, Accompanist Dance, KDR	06/23/03 - 06/30/03
Melanio, Noel, Accompanist Dance, KDR	07/01/03 - 08/15/03
Mendez, Kenia, Bookstore Clerk/Cashier, Station C	06/23/03 - 06/30/03
Mendez, Kenia, Bookstore Clerk/Cashier, Station C	07/01/03 - 07/11/03
Merchant, Erin, Sign Language Interpreter I, DSC	06/23/03 - 06/30/03
Merchant, Erin, Sign Language Interpreter I, DSC	07/01/03 - 08/01/03
Nelli, Maria, Bookstore Clerk/Cashier, Station C	06/23/03 - 06/30/03
Nelli, Maria, Bookstore Clerk/Cashier, Station C	07/01/03 - 07/11/03
Park, Kenneth, Performance Activities Assistant, Events	06/13/03 - 06/30/03
Reed, Jeffrey, Accompanist Percussion, KDR	06/23/03 - 06/30/03
Reed, Jeffrey, Accompanist Percussion, KDR	07/01/03 - 08/15/03
Remstein, Robert, Accompanist Voice, Emeritus	06/23/03 - 06/30/03
Remstein, Robert, Accompanist Voice, Emeritus	07/01/03 - 08/15/03
Saavedra, Janna, Sign Language Interpreter II, DSC	06/23/03 - 06/30/03
Saavedra, Janna, Sign Language Interpreter II, DSC	07/01/03 - 08/01/03
Schechter, Dena, Sign Language Interpreter II, DSC	06/23/03 - 06/30/03
Schechter, Dena, Sign Language Interpreter II, DSC	07/01/03 - 08/01/03
Sexton, Robert, Accompanist Dance, KDR	06/23/03 - 06/30/03
Sexton, Robert, Accompanist Dance, KDR	07/01/03 - 08/15/03
Shasha, Rachel, Sign Language Interpreter Trainee, DSC	06/23/03 - 06/30/03
Shasha, Rachel, Sign Language Interpreter Trainee, DSC	07/01/03 - 08/01/03
Sullivan, Nancy, Bookstore Clerk/Cashier, Station C	06/23/03 - 06/30/03
Sullivan, Nancy, Bookstore Clerk/Cashier, Station C	07/01/03 - 07/11/03
Toomey, Kathy, Sign Language Interpreter II, DSC	06/23/03 - 06/30/03
Toomey, Kathy, Sign Language Interpreter II, DSC	07/01/03 - 08/01/03
Tsai, Karen, Sign Language Interpreter I, DSC	06/23/03 - 06/30/03
Tsai, Karen, Sign Language Interpreter I, DSC	07/01/03 - 08/01/03
White, Gerald, Accompanist Voice, Program Development	02/05/03 - 06/11/03

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 7, 2003

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11 CLASSIFIED PERSONNEL - NON MERIT

Requested Action: Approval/Ratification

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

ELECTIONS

STUDENT EMPLOYEES

College Student Assistant \$7.00/hr	2
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College Work-Study Student Assistant \$7.00/hr	23
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SPECIAL SERVICES

Art Model \$14.00/hr	5
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Community Services Specialist I \$27.40/hr	65
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Community Services Specialist II \$38.00/hr	9
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Recreation Director I \$8.12/hr	1
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Recreation Director II \$10.59/hr	1
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Volunteers	3
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List(s) available in the Human Resources Office and attached to permanent minutes.

BOARD OF TRUSTEES	Action
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 7, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 12 **PAYMENT FOR LABOR COMPLIANCE PROGRAM**

Requested Action: Approval

Payment in the amount of \$4,566 to the FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES to develop a single statewide Labor Compliance Program for all 72 community college districts to fully comply with the requirements of Labor Code §1771.7 established under AB 1506. Services to include review and update of the District's standard bid and contract language and staff training.

Funding Source: Fund 15 (Capital Fund)

Comment: AB 1506 was passed along with Prop. 47 requiring labor compliance monitoring for every district project funded from Prop 47 and Prop 53. The State Department of Industrial Relations has approved the development of a statewide plan for community colleges.

RECOMMENDATION NO. 13 **PAYMENT FOR ENRON BANKRUPTCY CLAIM**

Requested Action: Approval

Payment in the amount of \$4,000 to the COMMUNITY COLLEGE LEAGUE OF CALIFORNIA for the filing of an Enron Bankruptcy Claim on behalf of the District.

Funding Source: 2002-03 District Budget/General Fund

Comment: The Community College League of California coordinated the filing of claims against Enron. The process included an audit of Enron electric billing to determine the accuracy of the billing for the purpose of preparing a more accurate claim against the Enron bankruptcy. This payment is the District's share of the cost.

RECOMMENDATION NO. 14 **CLAIM FOR DAMAGES**

Requested Action: Approval

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>
Clint W. Feddersen for his client	06/02/03	unknown
John Casimir de Sulima-Przyborowski		

Comment: The claimant alleges that the District terminated his employment without providing adequate due process and factual basis.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 7, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 15 CONTRACTS AND CONSULTANTS

Requested Action: Approval

15-A PAY TELEPHONE SERVICES

Agreement with VERIZON for the period of July 1, 2003 through June 30, 2006 to provide pay telephone service on the main campus. The agreement shall automatically renew for additional, successive one-year terms unless either party provides a 30-day notice.

Comment: VERIZON will pay the District a percentage of pay telephone revenues plus \$30 per month for each telephone kiosk advertising panel on campus. The District reserves the right to approve all advertising.

15-B RISK MANAGEMENT AGREEMENTS

1. HAZARDOUS WASTE DISPOSAL AGREEMENT

Agreement with Clean Harbors (formerly Safety-Kleen Systems, Inc.) to provide hazardous waste disposal services for an amount not to exceed \$7,000 for the period of July 1, 2003 through August 31, 2003.

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

2. ERGONOMICS CONSULTATION SERVICES AND TRAINING

Agreement with Dr. Charish dba Charish Ergonomics, to provide ergonomic consultation services for the period of July 1, 2003 through June 30, 2004 for an amount not to exceed \$10,000.

Comment: Dr. Charish will perform ergonomic job evaluations, develop low cost corrective actions, evaluate proposed engineering drawings, assess new equipment or furniture and will also perform training as needed.

Funding Source: 2003-2004 Risk Management Budget

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 7, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION
ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 16 KCRW CONTRACTS AND CONSULTANTS

Requested Action: Approval/Renewal of the following annual contracts for the period of July 1, 2003 through June 30, 2004:

	Provider	Service	Amount
1.	Frances Atherton	Program services, "Politics of Culture"	\$660 per program, total not to exceed \$16,500
2.	Jason Bentley dba Secret Technology, Inc.	Program services, "Metropolis"	\$200 per program, total not to exceed \$47,000
3.	Thea Boyanowsky	Promotional services, KCRW music projects	\$1,500 per month plus varying rates for special projects, total not to exceed \$22,500
4.	Kellie Briley	Community ascertainment and research pertaining to FCC compliance	\$200 per quarter, total not to exceed \$800
5.	Gary Calamar dba Gary Calamar, Inc.	Program services, "The Open Road; guest host services, various programs	\$100 per program "The Open Road" varying rates for other programs, total not to exceed \$7,000
6.	Christopher Calswell	Program services, "Left, Right & Center"; guest host, "Politics of Culture"	\$100 per program, total not to exceed \$4,000
7.	Raul Campos	Program services, "Nocturna"; guest host various music programs	\$100 per program "Nocturna"; varying rates for music programs, total not to exceed \$7,000
8.	Greg DaPonte dba GLD Productions	Program services, various music programs	Varying rates, total not to exceed \$750
9.	Sara Davidson	Program services "Politics of Culture"	\$100 per program, total not to exceed \$1,000
10.	Dickstein Shapiro Morin Oshinsky, LLP	Legal services pertaining to FCC issues	Not to exceed \$65,000
11.	Mark Feinberg dba Mt. Washington Woodworks	Cabinetry for KCRW studios	\$3,750 to be paid in advance; \$3,750 to be paid upon completion, total not to exceed \$7,500

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 7, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION
ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 16 **KCRW CONTRACTS AND CONSULTANTS** *(continued)*

	Provider	Service	Amount
12.	David Frum	Program services "Left, Right & Center"; guest host "Politics of Culture"	\$100 per program, total not to exceed \$6,200
13.	Arianna Huffington dba Christabella, Inc.	Program services "Left, Right & Center"; guest host "Politics of Culture"; guest host on special projects	\$100 per program, varying rates for special projects, total not to exceed \$6,800
14.	Ricky Jay dba Deceptive Practices	Program services, weekly KCRW commentary	\$200 per program, total not to exceed \$10,400
15.	Evan Kleiman	Program services "Good Food"	\$1,500 per month, total not to exceed \$18,000
16.	Eric J. Lawrence	Guest host, various programs	Varying rates, total not to exceed \$800
17.	Gregg Lewis dba Golden Cane Advertising	Advertising/production services and special projects	\$4,000 per month plus reimbursed expenses not to exceed \$3,000
18.	Will Lewis dba Will Lewis Associates	Fundraising, membership, program development, audience research, grant writing and applications	\$6,666.67 per month, total not to exceed \$80,001
19.	Kevin Lincoln	Guest host, various programs	Varying rates, total not to exceed \$7,500
20.	Anne Litt	Program services "Weekend Becomes Eclectic"; guest host, various music programs	\$125 per program, varying rates for music programs, total not to exceed \$17,000
21.	Larry Malizia	Computer support services	\$85 per hour, total not to exceed \$7,000
22.	Matthew Miller	Program services "Left, Right & Center"; guest host "Politics of Culture" and special programs	\$100 per program, varying rates for special programs, total not to exceed \$6,800
23.	Candace Moyer	Promotional support services "KCRW Presents" and "Sounds Eclectic" and special projects	\$750 per month, varying rates for special projects, total not to exceed \$14,500
24.	Christelle Nahas	Tape/cassette dubbing services	\$5 per tape, total not to exceed \$3,000

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 7, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION
ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 16 KCRW CONTRACTS AND CONSULTANTS (continued)

	Provider	Service	Amount
25.	Kevin Pontheir	Guest host for music programs	Varying rates, total not to exceed \$1,000
26.	Liza Richardson dba Mad Doll Productions	Program services "The Drop"; guest host for various music programs	\$125 per program, varying rates for music programs, total not to exceed \$9,000
27.	Robert Scheer	Program services "Left, right & Center"; guest host "Politics of Culture" and special programming	\$100 per program, varying rates for special programming, total not to exceed \$6,800
28.	Thomas Schnabel dba Toucano Productions	Program services "Café LA" and other music programs	\$120 per program, varying rates for music programs, total not to exceed \$8,500
29.	Kristina Semel	Program services, guest host for various music programs	Varying rates, total not to exceed \$750
30.	Robert Werne	Program services, guest host for various music programs	Varying rates, total not to exceed \$1,000
31.	Graham Company	Board operation services for various music programs	\$17.60 per hour, total not to exceed \$1,000

Funding Source: KCRW Donations

33.	Ed Parker, Jr.	Design/artwork for fundraising	Total not to exceed \$12,000
34.	Sandep Rahi dba Burning Box	Design/artwork for fundraising	Total not to exceed 5,000
35.	Garth Wilson dba Zero Overhead	Design/artwork for fundraising	Total not to exceed \$49,000
36.	Edward Goldman	Program services "Arttalk"; guest host "Politics of Culture"	\$100 per exclusive original program, \$50 per non-exclusive program, total not to exceed \$6,800
37.	Sam Hall Kaplan	Program services "City Observed"; guest host "Politics of Culture" and special programs	\$100 per exclusive original program, \$50 per non-exclusive program, \$100 per program as guest host, total not to exceed \$6,800

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 7, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION
ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 16 KCRW CONTRACTS AND CONSULTANTS(continued)

	Provider	Service	Amount
38.	Sandra Tsing Loh	Program services "The Loh Life"; guest host "Politics of Culture" and special programs	\$150 per exclusive original program, \$100 per non-exclusive program, varying rates for special programs, total not to exceed \$8,500
39.	Elvis Mitchell	Program services "The Treatment"	\$2,400 per month , total not to exceed \$30,000
40.	Joe Morgenstern	Film review commentaries, guest host "Politics of Culture"	\$100 per program, total not to exceed \$6,800
41.	Ed Parker, Jr.	Design/artwork	Total not to exceed \$4,000
42.	Sandep Rahi dba Burning Box	Design/artwork	Total not to exceed \$20,000
43.	Garth Wilson dba Zero Overhead	Design/artwork	Total not to exceed \$21,000

Funding Source: KCRW Donations and California Arts Council Organization Support Grant

	Provider	Service	Amount
32.	Johanna Cooper	Development & production of "Children of Abraham"	Total not to exceed \$5,000

Funding Source: KCRW Donations and National Endowment for the Arts Grant

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 7, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO.17 FACILITIES

17-A CHANGE ORDER NO. 2, ABR/RESTROOM BUILDING, MAIN BUILDING AIRPORT CAMPUS

Change Orders No. 2 with CONSTRUCTION SYSTEMS, INC. on The ABR/Restroom Building, Main Building Airport Campus project .

Original Contract Amount	\$219,284.00
Change Order No. 1	4,396.00
Change Order No. 2	<u>28,978.71</u>
Revised Contract Amount	\$252,658.71

Funding Source: State 98/99 Architectural Barrier Removal Grant/District

Comment: This change order provides for Contractor purchase of partially constructed modular restroom building from Ecocrete bankruptcy auction, transport building from Chula Vista, CA to Airport site and complete construction and terms of contract, to include crane to set building, weld building to frame at foundation, finish exterior walls, install flooring, roofing, T-bar ceiling, electrical power and lighting, plumbing, restroom fixtures, toilet partitions and accessories, metal doors, electric hot water heater and interior and exterior painting. This change order also provides the Owner a credit of (\$47,907.63) for all uncompleted transportation and installation work that Ecocrete was unable to perform for the General Contractor on this contract due to bankruptcy.

17-B COMPLETION OF ABR/RESTROOM BUILDING, MAIN BUILDING AIRPORT CAMPUS

Subject to completion of punch list items by CONSTRUCTION SYSTEMS, INC., the Board of Trustees authorizes the Executive Vice President of Business and Administration, without further action of the Board of Trustees, to accept the project described as ABR/RESTROOM BUILDING, MAIN BUILDING AIRPORT CAMPUS/MODEL ART BUILDING NORTH WING as being complete upon CONSTRUCTION SYSTEMS, INC. completion of punch list items. The Executive Vice President of Business and Administration shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance, disbursement of the final payment is authorized.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 7, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 17 FACILITIES (continued)

17-C COMPLETION OF REPLACE CLERESTORY WINDOWS, SOUTH WING ART BUILDING

Subject to completion of punch list items by GAFF GROUP, INC., the Board of Trustees authorizes the Executive Vice President of Business and Administration, without further action of the Board of Trustees, to accept the project described as REPLACE CLERESTORY WINDOWS, SOUTH WING ART BUILDING as being complete upon GAFF GROUP, INC. completion of punch list items. The Executive Vice President of Business and Administration shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance, disbursement of the final payment is authorized.

17-D INTERIOR DESIGN AGREEMENT – LIBRARY EXPANSION AND REMODEL

Amend the agreement with CAROL CAMBIANICA to provide interior design services for the Library Expansion and Remodel project for an additional amount not to exceed \$3,000 plus reimbursable expenses for the period of July 1, 2003 through October 31, 2003, for an amended total of \$12,000 plus reimbursable expenses.

Funding Source: Prop T/ FEMA/Capital Outlay

Comment: Ms. Cambianica has been assisting the District in the review of existing furniture and the selection of new furniture for the Library project. This amendment is necessary to complete the services.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 7, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 17 FACILITIES (continued)

17-E CHANGE ORDER NO. 2 ADDITION TO STUDENT HEALTH & ACTIVITIES BUILDING

Change Order No. 2 with TRIMAX CONSTRUCTION CORP. on the Addition to Student Health & Activities Building project.

Original Contract Amount	\$645,000.00
Change Order No. 1	1,282.00
Change Order No.2	<u>35,283.00</u>
Revised Contract Amount	\$681,565.00

Funding Source: Auxiliary Services

Comment: This change order provides for additional demolition and removal of existing underground footings and asphalt, demolition of existing building column and replace with steel column, provide backing for Owner supplied "slot walls", connect existing roof drain to catch basin, addition of new trench drain and drainage catch basin, additional concrete work at columns, smoke detectors at overhead door, insulation at south wall, replace 4" water valve, modify sheet metal work at roof, exterior painting in lieu of sheet metal panels, replacement of existing damaged electrical conduit and conductors, add concrete stairs to account of site grade differential, modify Owner's shelving for re-installation, and remove tree stumps North of building. This change order also provides for two credits: (1) in the amount of \$12,090 to be deducted from the contract amount for re-inspection costs due to corrections required during installation of structural steel, and (2) in the amount of \$26,008 for architectural services.

17-F PAYMENT FOR ADDITIONAL ARCHITECTURAL SERVICES, ADDITION TO STUDENT HEALTH & ACTIVITIES BUILDING

Payment to PUGH + SCARPA ARCHITECTS, INC. for additional architectural services related to the Addition to Student Health & Activities Building project. Payment not to exceed \$26,008.

Funding Source: Auxiliary Services

Comment: Additional architectural and engineering services were required due to errors made by the contractor's surveyor. The final payment in change order No. 2 to Trimax has a credit for the cost of the architect services required because of the contractor.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 7, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 17 FACILITIES (continued)

17-G COMPLETION OF ADDITION TO STUDENT HEALTH & ACTIVITIES BUILDING

Subject to completion of punch list items by TRIMAX CONSTRUCTION CORP., the Board of Trustees authorizes the Executive Vice President of Business and Administration, without further action of the Board of Trustees, to accept the project described as ADDITION TO STUDENT HEALTH & ACTIVITIES BUILDING as being complete upon TRIMAX CONSTRUCTION CORP. completion of punch list items. The Executive Vice President of Business and Administration shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance, disbursement of the final payment is authorized.

17-H ANNUAL CPI INCREASE ON LEASE FOR AIRPORT CAMPUS

Increase the monthly lease with THE CITY OF SANTA MONICA for the Airport Campus facility to reflect the annual CPI increase. The increase will be \$521.14 for a new monthly lease rate of \$17,892.54.

Funding Source: 2003-2004 General Fund

Comment: The annual CPI increase is included in the agreement with the City.

17-I AGREEMENT FOR FACILITIES MASTER PLAN PROJECT ASSESSMENT

Agreement with 3D INTERNATIONAL in the amount not to exceed \$120,000 plus reimbursable expenses to prepare a "Facilities Report for Santa Monica College" as part of SMC's Facilities Master Plan Update. The report will survey building deficiencies at SMC's satellite locations and address remaining campus deficiencies (new construction, renovation, and site improvements). The new facilities component of the report will also address partnership opportunities to remedy facility deficiencies in physical education, recreation, culture, social welfare, and transportation.

Funding Source: Measure U

Comment: 3D International will work with college administration, college representatives, and representatives from partnership agencies to identify and describe each of the projects. The work will update the first assessment report published in August 2001; provide a facility assessment of buildings at SMC's satellite campuses, including new acquisitions; and identify and quantify partnership opportunities to meet remaining facility deficiencies.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 7, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 18

COMMERCIAL WARRANT REGISTER

May 1 – May 31 30, 2003	4993 – 5012	\$5,862,432.65
June 1 – June 30, 2003	5013 – 5030	\$3,118,619.73

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

RECOMMENDATION NO. 19

PAYROLL WARRANT REGISTER

May 1 – May 31, 2003	C1J – C2K	\$6,879,055.70
June 1 – June 30, 2003	C1K – C2L	\$6,931,247.61

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.

May 1 – May 31, 2003	88681 – 88998	\$880,084
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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.

June 1 – June 30, 2003	D001468 – 001612	\$1,125,536.68
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BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 7, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 22 PURCHASING

Requested Action: Approval/Authorization

22-A AWARD OF PURCHASE ORDERS

Requested Action: Approval

<u>Purchase Orders - FY 2002/03</u>	<u>Total</u>
A) P. O. 86813 – 86878	\$753,924.43
B) Telephone Orders	\$8,061.62
C) Change Orders	\$11,869.74
D) Auxiliary Orders	416.76
E) Auxiliary Telephone Orders	42,726.16

Comment: Lists of orders placed or amended between April 28, 2003 and May 23, 2003 are part of records on file in Purchasing Department

22-B DECLARATION AND DONATION OF SURPLUS EQUIPMENT

Declare as surplus the following exercise equipment and authorize the District to donate the equipment to the Santa Monica/Malibu Unified School District.

Fly Chest Press Machine
Hip Flexor Machine

Comment: The Board of Trustees accepted a donation of new exercise equipment from Iron Leader, replacing the above equipment. SMMUSD will use the exercise equipment at Lincoln Middle School.

22-C DONATION OF EQUIPMENT

Requested Action: Approval

Donation of a sit-up bench and a Gazelle Freestyle zero impact exercise Machine from Madeline Brodie.

Comment: The equipment will be used by the Kinesiology/Dance Department in the Fitness Center.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 7, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 22 PURCHASING(continued)

Requested Action: Approval/Authorization

22-D PARTICIPATION IN PURCHASE AGREEMENTS

1. Authorize the use of the State of California Department of General Services' California Multiple Awards Schedule (CMAS) contract #3-02-70-0805f with COMPUTERLAND OF SILICON VALLEY for Microsoft software license renewal in an amount not to exceed \$116,649 for two years.

Authorize the award of a purchase order to Computerland of Silicon Valley for the purchase of the Microsoft License Renewal.

Funding Source: Instructional Equipment Grant/Technology Block Grant

2. Authorize the use of the State of California Department of General Services' California Multiple Awards Schedule (CMAS) contract #3-98-00-0226A with NEC BUSINESS NETWORK SOLUTIONS, INC. for maintenance and software support for 16 CISCO computer servers in an amount not to exceed \$97,055.72.

Authorize the award of a purchase order to NEC Business Network Solutions, Inc. for the maintenance and software support of 16 computer servers.

Funding Source: 2003-2004 General Fund

3. Authorize the use of the State of California Department of General Services' California Multiple Awards Schedule (CMAS) contract #3-94-70-0013 with ORACLE CORPORATION for Oracle Software Support and Maintenance Service in an amount not to exceed \$170,102.39.

Authorize the award of a purchase order to Oracle Corporation for the Oracle Software Support and Maintenance Service.

Funding Source: 2003-2004 General Fund

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 7, 2003

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 23-A

EMERGENCY RESOLUTION FOR EMERGENCY ROADWAY AND SITE IMPROVEMENTS, CENTINELA PROPERTY SITE

The Board of Trustees hereby unanimously resolves that an emergency exists because of the lack of an emergency roadway for access to the site located at 3171 Centinela Ave. wherein certain alterations, work, or improvements are necessary to permit the use of the facility or to avoid danger to life or property, as described below:

Design and construction of vehicular/roadway access from Centinela, safety modifications to the parking lots and utility relocation. The estimated cost is not to exceed \$971,420 plus reimbursable expenses.

The Board of Trustees will make contracts on behalf of the District for the performance of labor and furnishing of materials or supplies for the purpose without advertising for or inviting bids.

Funding Source: COP/BAE Purchase/Improvements

Comment: The former vehicular/roadway access for this site was on Airport Avenue through property controlled by the City of Santa Monica. This roadway is no longer appropriate for property access for general use or by emergency vehicles. Public Contract Code §20654 authorizes the Board of Trustees to take this emergency action.

RECOMMENDATION NO. 23-B

AGREEMENT FOR EMERGENCY ROADWAY AND SITE IMPROVEMENTS, CENTINELA PROPERTY SITE

It is recommended that the Board of Trustees authorize the District to enter into an agreement with G. B. COOKE, INC. for the installation of vehicular/roadway access from Centinela, safety modifications to the parking lots and utility relocation associated with Centinela Property in the amount not to exceed \$971,420, plus reimbursable expenses

Funding Source: COP/BAE Purchase/Improvements

Recommendations 23 A and B

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 7, 2003

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 24 CLASSIFIED EMPLOYEE LAYOFF

Significant reductions in the Santa Monica Community College District's revenue from the State have resulted in the discontinuation of programs. Therefore, due to lack of funds and lack of work, it is recommended that the Board of Trustees approve the elimination of the following classified positions effected by program discontinuation, effective August 7, 2003, pursuant to Education Code Sections 88014, 88017 and 88127.

- Auto/Toolroom Coordinator (1 FTE)
- Instructional Assistant, Business (1 FTE)
- Toolroom Attendant I (1 FTE)
- Toolroom Attendant II (2 FTE)

It is further recommended that the Board of Trustees authorize the following:

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

The employees laid off pursuant to this recommendation shall be eligible for reemployment pursuant to Education Code Section 88117.

Public Comments

Phil Hendricks

MOTION MADE BY: Carole Currey
 SECONDED BY: Pat Nichelson
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 7, 2003

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 25 ORGANIZATIONAL MEMBERSHIPS, 2003-2004

It is recommended that the Board of Trustees approve the following organizational memberships for 2003-2004:

Accreditation

- Accrediting Commission for Community and Junior Colleges (WASC)
- American Medical Association
- Commission on Allied Health, Education and Accreditation
- Council for Higher Education Accreditation (CHEA)
- National League of Nursing (NLN)

Board Organizations

- American Association of Community Colleges
- Association of Community College Trustees
- California Association of African American Community College Trustees (CAAACCT)
- California Association of Latino Community College Trustees (CALCCT)
- Community College League of California
- Community College Leadership Development Initiative Foundation (CCLDIF)
- National Association of Latino Elected Officials (NALEO)

District-Wide Organizations

- Academic Senate for California Community Colleges
- Affirmative Action, Diversity & Equity Consortium-So. Region (AADEC-SR)
- Affirmative Action Officers Association (AAOA)
- American Association of Higher Education (AAHE)
- American Council of Education (ACE)
- American Mathematical Association of Two-Year Colleges
- American Society of Composers, Authors and Publishers
- AMIDEAST
- Arts Advocates
- Associate Degree Nursing Program, Southern California Directors
- Association for Institutional Research (AIR)
- Association of International Education Administrators (AIEA)
- Association of Performing Arts Presenters
- Broadcast Education Association (BEA)
- Broadcast Music, Inc. (BMI)
- California Arts Advocates
- California Association of School Business Officers (CASBO)
- California Association of Student Financial Aid Administrators
- California Campus Environmental Health and Safety Association
- California Colleges for International Education (CCIE)
- California Community College Association for Occupational Education (CCCAOE)
- California Community College Chief Instructional Officers (CCCCIO)
- California Community Colleges Counselors Association (CCCCA)
- California Community College Student Affairs Association (CCCSAA)
- California Community College Transfer Center Director's Association

California Community Colleges Student Financial Aid Administrators Association
California Cooperative Education Association
California Fashion Association
California Library Authority for System Services
California Newspaper Publishers Association
California Placement Association
California Presenters (2002-03 and 2003-04)
California Resource Recovery Association
California Transit Association
Career Planning and Adult Development Network
CMJ New Music Report
College and University Professional Association for HR
College Consortium for International Studies
Color Association of the United States
Community College Facility Coalition
Community College Instructional Network
Community College Public Relations Organization
Consortium for North American Higher Education Collaboration (CONAHEC)
Consortium of Southern California Colleges & Universities (CSCCU)
Council for Advancement and Support of Education (CASE)
Council for Adult and Experiential Learning
Council of Chief Librarians
Council for Opportunity in Education (COE)
Council for Resource Development (CRD)
Education Mandated Cost Network
English Council of California Two-Year Colleges
Equal Employment Diversity and Equity Consortium/Southern Region)
Fulbright Association
Health Services Association of California Community Colleges
Hispanic Association of Colleges and Universities
Honors Transfer Council
Institute of International Education (IIE)
Institute for Supply Management
International Animated Film Society (ASIFA-Hollywood)
International Association for Continuing Education and Training (IACET)
Journalism Association of Community Colleges
KCET-TV
KOCE-TV
Latina Leadership Network
Learning Resources Network
Los Angeles Area Chamber of Commerce
Los Angeles World Affairs Council
Malibu Chamber of Commerce
Metropolitan Cooperative Library System
Music Association of California Community Colleges (MACCC)
NAFSA Association of International Educators
National Association for the Advancement of Color People (NAACP)
National Association of College Admission Counselors
National Association of Educational Buyers
National Association of Foreign Student Admissions Officers
National Association of Student Employment Administrators (NASEA)
National Association of Student Financial Aid Administrators
National College Fairs Advisory Committee (NACAC)
National Communication Association
National Community College Hispanic Council

National Council for Marketing and Public Relations
National Council on Research and Planning (NCRP)
National Endowment for the Arts (NEA)
National Endowment for Humanities (NEH)
National Institute for Staff & Organizational Development (NISOD)
Network of California Community College Foundation
Pacific Association of Community College Registrars and Admissions Officers
Pacific Coast College Health Association
The Presidential Summit (An Association of Community Colleges and Public Universities)
Recording for the Blind and Dyslexic
Research and Planning Group for California Community Colleges
Santa Monica Chamber of Commerce
SESAC (license for public performance of music works)
Southern California Consortium for International Studies
Southern California Intersegmental Articulation Council (SCIAC)
Southern 30 Information Exchange Consortium
Western Alliance of Arts Administrators
Western Arts Alliance
Western Association of College Admissions Counselors
Women in Animation

Funding Source: 2003-2004 Departmental Budgets

It is further recommended that the Board of Trustees approve the following 2003-2004 organizational memberships for KCRW:

California Public Radio
Major Market Partnership
National Association of Broadcasters
National Public Radio
National Translator Association
Public Radio International
Public Broadcasting Management Association
Public Radio Program Directors

Funding Source: 2003-2004 Budget/KCRW
Grants and donations

It is further recommended that the Board of Trustees approve the following 2003-2004 organizational memberships for the Personnel Commission:

California School Personnel Commissioners Association
International Personnel Management Association (IPMA)
Employers Group
Personnel Commissioners Association of Southern California (PCASC)

Funding Source: 2003-2004 Budget/Personnel Commission

It is further recommended that the Board of Trustees approve the following 2003-2004 organizational memberships for Athletics:

California Community College Athletic Academic Advisors Association
California Community College Athletic Directors Association
California Community College Athletes Training Association
California Community College Cross Country + Track & Field Coaches Association
California Community College Fastpitch Softball Coaches Association
California Community College Football Coaches Association
California Community College Men's Basketball Coaches Association
California Community College Soccer Coaches Association
California Community College Swimming & Diving Coaches Association
California Community College Tennis Coaches Association
California Community College Women's Basketball Coaches Association
Commission on Athletics
Intercollegiate Tennis Association
National Association of Collegiate Directors of Athletics
National Association of Academic Advisors for Athletics
National Athletes Training Association
Western States Conference

Funding Source: 2003-2004 Budget/Athletics

COMMENT: Total District funds expended for 2002-2003 were approximately \$150,000 (excluding KCRW). The same amount is budgeted for 2003-04.

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

BOARD OF TRUSTEES

SANTA MONICA COMMUNITY COLLEGE DISTRICT

INFORMATION

July 7, 2003

INFORMATION ITEM D**CSEA PROPOSAL ON THE EFFECTS AND IMPACT OF LAYOFFS**

The California Schools Employees Association Chapter 36 submitted the following proposal on the effects of layoff/reductions for lack of work/lack of funds.

The District will hold a public hearing and adopt its initial proposal at the Board of Trustees meeting on August 4, 2003.

Proposal

Effects of Layoff/Reductions For Lack of Work/Lack of Funds

Retention of Bargaining Unit Rights to Employment Opportunities

The District shall not contract out or transfer work of the bargaining unit to certificated employees, volunteers, prisoners, confidential, management, student, short term, limited term or substitute employees (by any other title). The District shall discontinue use of such employees and/or contractors in classrooms/departments/offices or any other district facility where bargaining unit employees have been laid off or reduced in hours/work year.

If work within the bargaining is to be redirected to other bargaining unit employees due to a "lack of funds" lay off then the District and CSEA shall meet with affected employees who may perform the additional duties prior to the commencement of negotiating work load issues.

The District shall release all probationary, temporary, short term, limited term and substitute employees (by any other title) before it lays off employees or reduces bargaining unit positions. Information on cost savings shall be provided to CSEA.

Any and all positions vacated subsequent to the implementation of this lay off period shall be considered as viable bargaining unit positions and shall be offered to impacted unit members based on seniority.

Notice of Decision to Lay-off Bargaining Unit Employees

Unit members affected by lay-off shall receive no less than a full 30 day notice with each occurrence of lay-off affecting him/her. No less than a 30 day period shall be afforded to each unit member bumped as a result of another unit member's election to exercise bumping rights which affect his/her right to remain in his/her position. The notice period shall begin no earlier than adoption of the resolution by the Board of Trustees at a public Trustees' meeting.

CSEA shall be provided written notice prior to any instance of contact by District, and or its' agent with unit members for the purpose of the provision of notification of impending lay-off or abolishment of a position.

Unit Members Rights

In the event current classifications are retitled, any unit member who was an incumbent under the former classification shall be grandfathered into the retitled position. All rights to seniority and re-employment, etc. shall be bridged over into the new class.

Laid off employees who take a voluntary demotion into a different class shall remain on the reemployment list to preserve return rights and shall be returned to his/her former class immediately in the event a vacancies occurs.

Laid off employees who are rehired within the 39 months shall have all contractual rights and benefits bridged as though the employee had never been laid off.

Unit members who elect to exercise bumping rights shall be returned to his/her former class at compensation, benefits closest to those of the position he/she lost as a result of lay-off.

Upon a bargaining unit member exercises bumping rights to a position in a lower salary range, he/she shall receive the next lower dollar amount below his/her present rate of pay on the salary schedule. If that amount is more than a 5% decrease, the employee shall be placed at the highest step of the lower salary range.

A bargaining unit member who exercises bumping rights in lieu of lay off shall be eligible for a step advancement and longevity increment based on the employee's continuous service.

Laid off employees may volunteer to transfer in lieu of lay-off into a position with comparable wages, hours, and working conditions or take a demotion into a lower classification for which they have not worked if the position is vacant and if they meet minimum qualifications.

Unit members who elect to exercise bumping rights may be placed in vacant positions that have similar minimum requirements to his/her former classification based on his/her seniority.

Laid off employees and employees affected by reductions shall be offered the opportunity to fill any temporary, short term, limited term and substitute positions.

Benefits and Compensation to Affected Employees

Each employee laid off shall receive severance pay equivalent to full current monthly salary for three months. In addition, benefited employees who are laid off shall continue their health and welfare benefits for six months and shall be offered COBRA at the end of those six months.

The District shall bear all costs associated with continuing certification of displaced bargaining unit members.

The District shall provide assistance in resume writing, testing, and interviewing techniques.

The District shall provide each employee with a letter of recommendation upon request.

The provision of outplacement assistance; shall include but not be limited to include access to telephones, computers, career assessment, Xerox, career services, for example, resume writing, interviewing, testing techniques, job hunting, etc. and the cost borne by the District.

Bargaining unit members subject to lay off or displacement shall be provided release time to participate in the aforementioned activities.

Employees designated for lay off and/or reduction in hours/work year shall be allowed paid release time to seek alternative employment or training for other employment.

In addition, the District shall provide release time to displaced or laid off unit members for the purposes of seeking other employment outside of SMCCD.

Effects of Agreement

Unit members shall retain all rights and benefits guaranteed to them by the California Education Code, the CSEA/District contract, District policies/procedures, Personnel Commission rules and regulations, and any and all other rights or benefits deemed necessary and appropriate as proposed by CSEA.

These provisions are subject to the Grievance article and/or any other administrative remedy available to the parties.

BOARD OF TRUSTEES	INFORMATION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 7, 2003

INFORMATION ITEM E

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 April 30, 2003

The following reports were distributed to the Committee and discussed:

Internal Control Environment Report

There are a number of checks and balances, including authorization by the Board of Trustees. All expenditures go through the County of Los Angeles.

Audit Statement (as of June 30, 2002)

The letter from the Auditor states that there were no funds expended by the District from Measure U during the first year, 2001-02. There were projects that that could have been covered, but expenditures were not charged back to the bond. Alternate funding possibilities are considered because there are more projects than bond funds.

The auditors will return in May to start the District audit. Their review and report on the expenditure of bond funds as a separate fund will be part of the total audit report.

Project List and Timeline

All projects on the list were identified in Measure U. The project list is based on priority of need and priority of constructability. The report shows changes in reallocations and priority since the last report submitted to the Committee. In some cases, a project is higher priority because outside funding is available or Measure U funding has been reduced; in other cases a project is a lower priority because obtaining an alternate source(s) of funding is a priority. Campus perimeter projects are included in 6, 10, 11, 12, 13, and 14. Of \$160 million, about \$17 million has been expended for projects in the first nine projects.

In response to a question about bonds funds drawing interest, only \$25 million of the bonds have been sold. The proceeds are held by the County and invested in the County pool, which earns interest at the short-term U.S. Treasury rate. The rest of the bond authorization will be sold only as needed for Measure U projects.

Tentative Schedule of Meetings, 2003-2004

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

- July 16, 2003 (annual meeting)
- October 15, 2003
- January 21, 2004
- April 21, 2004

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 7, 2003

INFORMATION ITEM F

SUBMITTAL OF GRANTS

Title of Grant: Vocational and Technical Education Act (VTEA) I-C
Granting Agency: California Community College Chancellor's Office
Requested Funding: \$687,436
Matching Funds: N/A
Performance Period: July 1, 2003 -- June 30, 2004
Summary: VTEA funds are used to support SMC's vocational programs. The 2003/04 allocation represents a significant increase over the current funding level.

Title of Grant: Tech Prep
Granting Agency: California Community College Chancellor's Office
Requested Funding: \$72,000
Matching Funds: N/A
Performance Period: July 1, 2003 -- June 30, 2004
Summary: Tech Prep funds are used to support SMC's highly successful Business and Science Institutes.

Title of Grant: Course, Curriculum and Laboratory Improvement (CCLI) Program
Granting Agency: National Science Foundation
Requested Funding: \$23,000
Matching Funds: N/A
Performance Period: January 2004 -- December 2006
Summary: Santa Monica College is partnering with the University of Southern California to integrate existing computerized technologies in the General Chemistry Laboratory curriculum. SMC has had the requisite Vernier data collection systems for several years but has been unable to utilize the equipment in the laboratory system. Funding will provide a stipend to Dr. Michelle Scholefield to work with USC Chemistry Department to develop laboratories that will utilize the equipment both at SMC and at USC.

BOARD OF TRUSTEES Santa Monica Community College District	Adjournment July 7, 2003
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ADJOURNMENT – 10:40 p.m.

The meeting was adjourned in memory of **Roy Belosic**, an adjunct business professor who taught at SMC for the past 34 years and **Virginia Bradley**, Emeritus College instructor.

The Board of Trustees will hold its Retreat on Saturday, July 26, 2003 at the SMC Administration Building, 2714 Pico Boulevard, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Monday, August 4, 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.