

A
G
E
N
D
A



SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING
MONDAY, MARCH 14, 2005

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/>

PUBLIC PARTICIPATION
ADDRESSING THE BOARD OF TRUSTEES

Members of the public may address the Board of Trustees by oral presentation **concerning any subject that lies within the jurisdiction of the Board of Trustees** provided the requirements and procedures herein set forth are observed:

1. Individuals wishing to speak to the Board at a Board of Trustees meeting during Public Comments or regarding item(s) on the agenda must complete an information card with name, address, name of organization (if applicable) and the topic or item on which comment is to be made.

Five minutes is allotted to each speaker per topic. If there are more than four speakers on any topic or item, the Board reserves the option of limiting the time for each speaker. A speaker's time may not be transferred to another speaker.

General Public Comments and Consent Agenda

- The card to speak during Public Comments or on a Consent Agenda item must be submitted to the recording secretary at the meeting **before** the Board reaches the Public Comments section in the agenda.
- Five minutes is allotted to each speaker per topic for general public comments or per item in the Consent Agenda. The speaker must adhere to the topic. Individuals wishing to speak during Public Comments or on a specific item on the Consent Agenda will be called upon during Public Comments.

Major Items of Business

- The card to speak during Major Items of Business must be submitted to the recording secretary at the meeting **before** the Board reaches that specific item in the Major Items of Business in the agenda.
- Five minutes is allotted to each speaker per item in Major Items of Business. The speaker must adhere to the topic. Individuals wishing to speak on a specific item in Major Items of Business will be called upon at the time that the Board reaches that item in the agenda.

2. No uncivil or disorderly conduct shall be permitted at any Board of Trustees meeting. Persistence in displaying such conduct shall be grounds for summary termination and/or removal of the person from the meeting by the Chair.
3. No oral presentation shall include formal charges or complaints against any employee of the District, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify the individual. Charges or complaints against employees shall be submitted to the Board of Trustees for consideration in closed session. Any employee against whom charges or complaints are to be made must be given 24 hours advanced notice and may request any such charges or complaints are heard in closed session.
4. Exceptions: This policy does not apply to individuals who address the Board at the invitation or request of the Board or the Superintendent.

No action may be taken on items of business not appearing on the agenda

Reference: *Board Policy Section 1570*
Education Code Section 72121.5
Government Code Sections 54954.2, 54954.3, 54957.9

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, March 14, 2005.

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).

- | I. ORGANIZATIONAL FUNCTIONS | <u>Page No.</u> |
|--|------------------------------------|
| A Call to Order | 1 |
| B Roll Call | |
|
 | |
| II. CLOSED SESSION (Scheduled for 5:30 p.m.) | |
| • Collective Bargaining, pursuant to Government Code Section 54957.6 | |
|
 | |
| III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS (Continued) | |
| C Pledge of Allegiance | |
| #1 Approval of Minutes: | February 7, 2005 (Regular Meeting) |
|
 | |
| IV. SUPERINTENDENT'S REPORT | |
| • City of Santa Monica: General Plan | |
| • Management Association Update/Classified Staff Recognition Award | |
| • Update on Bundy Campus Master Plan | |
|
 | |
| V. ACADEMIC SENATE REPORT | |
|
 | |
| VI. CLASSIFIED SENATE REPORT | |
|
 | |
| VII. COMMUNICATIONS OR PUBLIC COMMENTS | |
|
 | |
| VIII. PRESENTATIONS AND BOARD DISCUSSION | |
| • Board of Governors Update | |
| • "State of the College" Presentation: | |
| Master Plan for Education Update | |
| Facilities | |
| Budget | |
| Accreditation Progress Report | |
| • Statewide Budget Issues | |
| Equalization | |
| STRS benefits | |
| Non credit funding | |

IX. **CONSENT AGENDA** Page No.
 (All items considered in one motion unless pulled for discussion or
 questions)

Academic and Student Affairs

#2	Acceptance of Grants and Budget Augmentation	3
#3	Contracts and Consultants	
A	Events, Spring 2005	4
B	Contract with California Arts Project	5
C	Agreements for Marketing and Recruitment for Summer 2005	5

Human Resources

#4	Contracts and Consultants	
A	Amendment to Contract for Psychological Testing	6
B	Contract for Legal Services	6
#5	Academic Personnel	6
#6	Classified Personnel - Regular	7
#7	Classified Personnel - Limited Duration	8
#8	Classified Personnel - Non Merit	10

Business and Administration

#9	Contracts and Consultants	
A	Risk Management Agreement	12
B	Consultant for Board of Trustees Workshop	12
#10	Budget Augmentation	
A	Board Financial Assistance Program	13
B	Extended Opportunity Programs and Services	13
C	Fund 42.3, Measure S	13
#11	Budget Transfers	
A	Fund 01.0 - General Fund, Unrestricted	14
B	Fund 01.3 - General Fund, Restricted	14
#12	Facilities	
A	Award of Bid - Earthquake Replacement Liberal Arts Building, North	
15		
B	Substitution of Subcontractors - SMC Music Complex and Performing Arts Center	15
C	Change Order No. 4 - Renovation of West Building, Bundy Campus	16
D	Additional Engineering Services - West Building, Bundy Campus	16
#13	Commercial Warrant Register	17
#14	Payroll Warrant Register	17
#15	Auxiliary Payments and Purchase Orders	17
#16	Direct Payments	17
#17	Purchasing	
A	Award of Purchase Orders	17
B	Participation in Purchasing Agreements	18

X. **CONSENT AGENDA - Pulled Items**

XI.	MAJOR ITEMS OF BUSINESS		<u>Page No.</u>	
	#18	Acceptance of Accreditation Progress Report	19	
XII.	INFORMATION			
	D	2004-05 Quarterly 311Q Report	20	
	E	Citizens' Bond Oversight Committee Meeting - January 26, 2005		23
XIII.	BOARD REPORTS AND COMMENTS			
XIV.	ADJOURNMENT:	<p>There will be a special meeting/workshop of the Santa Monica Community College District Board of Trustees on Monday, March 21, 2005 at 6 p.m. in Business Building Room 111, Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.</p> <p>The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, April 4, 2005 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.</p>		

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 14, 2005

I. ORGANIZATIONAL FUNCTIONS

A. CALL TO ORDER - 5:30 p.m.

B. ROLL CALL

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

II. CLOSED SESSION

- Collective Bargaining
pursuant to Government Code Section 54957.6

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

C. PLEDGE OF ALLEGIANCE - Lesley Kawaguchi, Academic Senate President

RECOMMENDATION 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:

February 7, 2004 (Regular Meeting)

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 14, 2005

CONSENT AGENDA

It is recommended that 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	March 14, 2005

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 2 ACCEPTANCE OF GRANT AND BUDGET

Requested Action: Approval/Ratification **AUGMENTATION**

Title of Grant: Augmentation to CalWORKs Child Care Allocation for 2004-2005

Granting Agency: California Community College Chancellor's Office

Requested Funding: \$20,000 Augmentation (brings the total from \$164,914 to \$184,914)

Matching Funds: N/A

Performance Period: 2004-2005

Summary: The CalWORKs program assists welfare recipient students and those in transition from welfare to achieve long-term self sufficiency through coordinated student services offered at community colleges including: work study, job placement, child care coordination, curriculum development and redesign, and under certain conditions post-employment skills training and instructional services.

Funding provides child care vouchers for CalWORKs students enabling them to successfully participate in the CalWORKs educational program and provide their children with quality child care experiences.

Currently, approximately 200 students are receiving CalWORKs services as a whole, with 30 children receiving childcare through CalWORKs. This funding augmentation in the amount of \$20,000 is specifically earmarked for providing child care for eligible students.

Budget Augmentation: Restricted fund 0.13
Income
8600 State \$20,000

Expenditures
7000 Vouchers \$20,000

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 14, 2005

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 3 **CONTRACTS AND CONSULTANTS**

Requested Action: Approval

3-A EVENTS, SPRING, 2005

<u>Event</u>	<u>Date</u>	<u>Contractor</u>	
Raising Readers: Children A Children's Literacy Festival	April 2, 2005	Connections	for

Funding Source: Connections for Children and Santa Monica College.
SMC will provide the facilities, event setup and breakdown.

Comment: For the past four years, Santa Monica College has collaborated with Connections For Children and the Southern California Association for the Education of Young Children/North Bay Chapter to present *Raising Readers - A Literacy Festival*. The primary goal for this event is to highlight the importance of children's early language and literacy development, as well as to provide parents and families ideas to help them address their young children's school readiness skills. SMC Early Childhood Education faculty and students participate actively in this event.

3-B CONTRACT WITH CALIFORNIA ARTS PROJECT

Contract with the California Arts Project, under the Foundation for California State Universities at San Bernardino, in the amount of \$15,000, to coordinate and deliver workshops to high schools in California on the implementation of the new Arts, Media and Entertainment Curriculum, for the period March through September, 2005.

Funding Source: California Department of Education Arts, Media and Entertainment Career Standards Project

Comment: The California Department of Education has contracted with Santa Monica College to serve as the organizing agency for the development and dissemination of career standards in Arts, Media and Entertainment for state high schools.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 14, 2005

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

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

Requested Action: Approval

3-C AGREEMENTS FOR MARKETING AND RECRUITMENT FOR SUMMER 2005

<u>Provider</u>	<u>Service</u>	<u>Amount</u>	
KPWR 105 FM Radio	Advertising for Student Recruitment		Not
to exceed \$150,000			
KROQ 106.7 FM Radio		Advertising for	
Student Recruitment		Not to exceed	
\$120,000			

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 10 years to successfully meet enrollment targets.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 14, 2005

CONSENT AGENDA: HUMAN RESOURCES

Requested Action: Approval/Ratification

RECOMMENDATION NO. 4 CONTRACTS AND CONSULTANTS

4-A AMENDMENT TO CONTRACT FOR PSYCHOLOGICAL TESTING

Amend contract with VICTORIA J. HAVASSY, Ph.D., to administer psychological tests to Community College Police Officer candidates and provide the District with a written evaluation of each candidate at the rate of \$330 per candidate, for an additional amount of \$3,000, for a total not to exceed \$5,000 for 2004-2005.

Funding Source: District Funds: Human Resources

Comment: The annual contract was previously approved in the amount of \$2,000. This amendment is necessary because of an increase in the number of psychological tests administered in the processing of police officer candidates. This contract provides for a service required by the Personnel Commission on Peace Officer Standards and Training (POST) to include psychological testing as part of the final physical examination process for peace officer. Written evaluations will be submitted to the district within ten working days after the administration of each test.

4-B CONTRACT FOR LEGAL SERVICES

Contract with the LAW FIRM OF KAREN MEYERS for legal services for the period of February 16, 2005 through June 30, 2005, in the an amount of \$175 per hour, total not to exceed \$15,000.

Comment: These services are necessary for the District to proceed in the investigation of an employee complaint.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 14, 2005

CONSENT AGENDA: HUMAN RESOURCES

Requested Action: Approval/Ratification

RECOMMENDATION NO. 5 ACADEMIC PERSONNEL

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

EFFECTIVE DATE

ELECTIONS

ADMINISTRATIVE

Goode, Darrell Director, TRIO 02/10/05

ADJUNCT

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

SEPARATIONS

LIMITED RETIREMENT

Nieman, Nancy Instructor, Modern Languages Spring 2005 - Spring 2010

Comment: Correction of Dr. Nieman's assignment to be reduced to 67 percent.

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 14, 2005

CONSENT AGENDA: HUMAN RESOURCES

Requested Action: Approval/Ratification

RECOMMENDATION NO. 6 CLASSIFIED PERSONNEL - REGULAR

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

ELECTIONS

EFFECTIVE DATE

PROBATIONARY

Cheung, Tiffanie	Instructional Assistant-Learning	
Disabilities	02/10/05	
Crittenden, Tara	College Police Dispatcher, College Police	02/28/05
Dappa, Uche	Assessment Services Coordinator, Assessment	02/28/05
Nemeth, Pamela	Department Secretary II, ESL	02/14/05
Woodcock, Angela M.	College Police Dispatcher, College Police	02/04/05
Yaghoubjnejad, Ramin	Clerical Assistant I, LRC	02/01/05

PROMOTION

Ponce, Alvin		02/15/05
Fr: Cash Receipts Clerk/NS-1, 11 mos, 20 hrs		
To: Cash Receipts Coordinator/NS-1, 12 mos, 40 hrs		

CHANGE IN WORKSHIFT/TEMPORARY

Rodriguez, Rogelio	11/28/04 - 06/30/05
Fr: Groundskeeper, Grounds, 12 mos, 40 hrs	
To: Groundskeeper/VH-1, Grounds, 12 mos, 40 hrs	

WORKING OUT OF CLASSIFICATION

Moss, Lisa (ext.)	03/01/05 - 04/05/05
Fr: Department Secretary II, Personnel Commission, 12 mos, 40 hrs	
To: Acting Administrative Assistant III, Personnel Commission, 12 mos, 40 hrs	

Rojas, Anna	02/22/05 - 05/22/05
Fr: Administrative Assistant I, Library, 12 mos, 40 hrs	
To: Acting Administrative Assistant II, Library, 12 mos, 40 hrs	

Terzis, Helen (ext.)	03/01/05 - 04/08/05
Fr: Personnel Analyst II, Personnel Commission, 12 mos, 40 hrs	
To: Acting Director of Classified Personnel, Personnel Commission, 12 mos, 40 hrs	

WORKING OUT OF CLASSIFICATION (Additional responsibilities)

Dammer, Robert, Technology Projects Mgr, Network Svcs	+7.5%	01/01/05
Wu, Frank, Database Administrator, Info Mgmt	+7.5%	01/01/05

ADVANCE STEP PLACEMENT

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

Pettway-Unno, Zoe, Lab Tech-Bio Sci, Life Sci Step C

01/03/

LEAVES OF ABSENCE

MILITARY

Carter, Thomas Events Technician, Events 02/08/05 - 02/11/05

SEPARATIONS

RESIGNATION

Carlos-Ivarra, Ismael Community College Police Officer, Col Police
03/05/05

Kamin, Gerald Instructional Assistant-Math, Math 02/11/05

RETIREMENT

Deslauries, Jackie Radio Program Coord, KCRW 02/01/05

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 14, 2005

CONSENT AGENDA: HUMAN RESOURCES

Requested Action: Approval/Ratification

RECOMMENDATION NO. 7 **CLASSIFIED PERSONNEL - LIMITED DURATION**

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

ELECTIONS

EFFECTIVE DATE

PROVISIONAL

Badaro, Luiz, Accompanist Percussion, Program Development 02/01/05 - 06/14/05
 Bofird, Patricia A, Accompanist Performance, Emeritus 02/28/05 - 06/30/05
 Brown, Carla, Registration Enrollment Coordinator, Program Dev. 01/03/05 - 06/30/05
 Cleveland, Dekina, Bookstore Clerk Cashier, Station C02/08/05 - 06/30/05
 Emata, Myrna, Accompanist Voice, Music 02/15/05 - 06/15/05
 Escobar, Donna, Registration Clerk, Matriculation 01/03/05 - 06/30/05
 Gothold, Julia, Administrative Assistant II, Madison Theater 02/01/05 - 04/30/05
 Kan, Christina, Instructional Assistant - ESL 02/14/05 - 06/30/05
 Lee, Kevin, Instructional Assistant, ESL 01/10/05 - 06/30/05
 Munoz, Andres, Registration Clerk, Program Development 01/03/05 - 06/30/05
 Thompson, Phyllis, Counseling Aide, Office of School Relations 01/03/05 - 06/30/05

PROVISIONAL (Substitute)

Richardson, Angela N., Accountant, Fiscal Services 02/17/05 - 06/30/05

LIMITED TERM

Abdulhafiz, Meymuna, Bookstore Clerk Cashier, Bookstore 01/03/05 - 06/30/05
 Acquista, Andrew, Accompanist Percussion, KDR 02/14/05 - 06/14/05
 Afaq, Syed, Bookstore Clerk Cashier, Bookstore 01/03/05 - 06/30/05
 Berent, Richard, Accompanist Performance, Music 02/14/05 - 06/14/05
 Conley, Crystal, Counseling Aide, Disabled Student Center 02/16/05 - 06/30/05
 Felder, Ronnie, Registration Clerk, ISC 01/01/05 - 06/30/05
 Gardner, Deanna, Bookstore Clerk Cashier, Bookstore 01/03/05 - 06/30/05
 Gonzales, Lori, Counseling Aide, Disabled Student Center 02/15/05 - 06/30/05
 Hardister III, Harold, Bookstore Clerk Cashier, Bookstore 01/31/05 - 06/30/05
 Hardister III, Harold, Bookstore Clerk Cashier, Station C01/31/05 - 06/30/05
 Hayton, Brian, Registration Clerk, ISC 01/01/05 - 06/30/05
 House, Ray W., Bookstore Clerk Cashier, Bookstore 01/31/05 - 06/30/05
 House, Ray W., Bookstore Clerk Cashier, Station C01/31/05 - 06/30/05
 Hsu, Cindy, Accompanist Performance, Music 02/14/05 - 06/14/05
 Johnson, Mariel, Bookstore Clerk Cashier, Bookstore 01/31/05 - 06/30/05
 Johnson, Mariel, Bookstore Clerk Cashier, Station C01/31/05 - 06/30/05
 Juco, Edralin, Bookstore Clerk Cashier, Bookstore 01/03/05 - 06/30/05
 Leon, Santos, Bookstore Clerk Cashier, Bookstore 01/31/05 - 06/30/05
 Luthi, Christopher, Accompanist Voice, Music 02/15/05 - 06/15/05
 Ngo, Ahn-Tuyet, Registration Clerk, ISC 01/01/05 - 06/30/05

LIMITED TERM (continued)

Nguyen, Ha Minh, Registration Clerk, ISC 01/01/05 - 06/30/05
Nnodi, Benedict, Bookstore Clerk Cashier, Bookstore 01/03/05 - 06/30/05
Pinkett, Autumn M., Bookstore Clerk Cashier, Bookstore 01/31/05 - 06/30/05
Pinkett, Autumn M., Bookstore Clerk Cashier, Station C01/31/05 - 06/30/05
Ponce, Robert, Bookstore Clerk Cashier, Bookstore 01/03/05 - 06/30/05
Quezada, Nancy, Registration Clerk, ISC 01/01/05 - 06/30/05
Thomas, Tamorah, Department Secretary I, Academic Senate 03/01/05 - 06/30/05
Williams, Collin, Bookstore Clerk Cashier, Bookstore 01/31/05 - 06/30/05
Williams, Collin, Bookstore Clerk Cashier, Station C01/31/05 - 06/30/05
Yogi, Nancy, Bookstore Clerk Cashier, Bookstore 01/31/05 - 06/30/05
Yogi, Nancy, Bookstore Clerk Cashier, Station C01/31/05 - 06/30/05
Zepeda, Maria, Bookstore Clerk Cashier, Bookstore 01/03/05 - 06/30/05

RECOMMENDATION NO. 8 CLASSIFIED PERSONNEL - NON MERIT

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

ELECTIONS

STUDENT EMPLOYEES

CalWORKS	4
\$7.00/hr	
College Student Assistant	51
\$7.00/hr	
College Work-Study Student Assistant	65
\$7.00/hr	

SPECIAL SERVICES

Art Model	46
\$14.00/hr	
Community Services Specialist I	73
\$27.40/hr	
Community Services Specialist II	22
\$38.00/hr	

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 14, 2005

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

Requested Action: Approval/Ratification

RECOMMENDATION NO. 9 CONTRACTS AND CONSULTANTS

Requested Action: Approval

9-A RISK MANAGEMENT AGREEMENT

Agreement with ENVIRONMENTAL SAMPLING TECHNIQUES to provide sampling and flow monitoring as specified in the District's Industrial Waste Water Permit and for other environmental investigations on an as-needed basis. Fee for services not to exceed \$1,000 for the period of March 15, 2005 through June 30, 2005.

Funding Source: District General Fund/Risk Management

Comment: Services are for environmental sampling.

9-B CONSULTANT FOR BOARD OF TRUSTEES WORKSHOP

Agreement with David Viar, Executive Director of the Community College League of California, to conduct a workshop with the Board of Trustees on March 21, 2005, for an amount of \$500, plus expenses.

Funding Source: District General Fund/Board of Trustees

Comment: David Viar will facilitate the workshop and assist the Board of Trustees in discussing the qualities and characteristics it is looking for in the Superintendent/President.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 14, 2005

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

Requested Action: Approval/Ratification

RECOMMENDATION NO. 10 BUDGET AUGMENTATION

Requested Action: Approval

10-A BOARD FINANCIAL ASSISTANCE PROGRAM (BFAP)

Granting Agency: State of California
 Appropriated Funding: \$28,657
 Matching Funds: Not applicable
 Performance Period: July 1, 2004 - June 30, 2005
 Summary: The District qualifies for an additional \$28,657 in State appropriations for BFAP Grants.
 Budget Augmentation: Income: 8000 State Income \$28,657
 (Restricted Fund 01.3) Expenditures:2000 Classified
 Salaries \$10,567
 3000 Employee Benefits \$18,000

10-B EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

Granting Agency: State of California
 Appropriated Funding: \$9,085
 Matching Funds: Not applicable
 Performance Period: July 1, 2004 - June 30, 2005
 Summary: The District qualifies for an additional \$9,085 in State appropriations for EOPS Grants.
 Budget Augmentation: Income: 8000 State Income \$9,085
 (Restricted Fund 01.3) Expenditures:
 7000 Book Aid \$9,085

10-C FUND 42.3, MEASURE S

Budget Augmentation: Income: Local Sale of Bonds
 \$57,000,000
 Expenditures: 6000 Capital
 57,000,000
 Summary:

This represents the first installment of Measure S bonds to be sold for the support of the projects included in Measure S. The projects to be funded include the Music Complex/Performing Arts Center, Corsair Field (artificial turf, new lighting) and community projects in Santa Monica and Malibu. The projects will extend beyond the current fiscal year and will be developed through a state and local process.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 14, 2005

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

Requested Action: Approval/Ratification

RECOMMENDATION NO. 11 BUDGET TRANSFERS

11-A FUND 01.0 - GENERAL FUND - UNRESTRICTED

Budget Transfers for the period of January 21, 2005 - February 23, 2005

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-20,435
2000	Classified/Student Salaries	-6,500
3000	Benefits	0
4000	Supplies	5,650
5000	Contract Svcs/Operating Exp	1,925
6000	Sites/Bldgs/Equipment	19,360
7000	Student Payments	0
Net Total:		0

11-B FUND 01.3 - GENERAL FUND - RESTRICTED

Budget Transfers for the period of January 21, 2005 - February 23, 2005

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-14,467
2000	Classified/Student Salaries	-18,241
3000	Benefits	-21,145
4000	Supplies	4,000
5000	Contract Svcs/Operating Exp	1,239
6000	Sites/Bldgs/Equipment	8,468
7000	Student Payments	40,146
Net Total:		0

Comment: At the present time, the County of Los Angeles Department of Education will not allow the District to transfer funds from the reserve, so transfers between object codes is necessary to provide for budget adjustments for expenditures. Only the net amount of the transfers in or out of the object codes is shown. Transfers result from requests by managers to adjust budgets to meet changing needs during the course of the year. Reductions to salary accounts reflect the funds available because of part-time positions not being filled.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 14, 2005

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 12 FACILITIES

Requested Action: Approval

12-A AWARD OF BID - EARTHQUAKE REPLACEMENT LIBERAL ARTS BUILDING, NORTH

Award of bid for the Earthquake Replacement Liberal Arts Building, North project to the lowest responsive bidder:

<u>Bidder</u>	<u>Bid Amount</u>
Pinner Construction	\$ 9,951,000
Bernards Brothers	10,443,000
Woodcliff Corporation	10,652,000
Kemp Brothers	11,850,000

Funding Source: City of Santa Monica Earthquake
Redevelopment/Federal Emergency Management
Agency (FEMA)/Measure U

Comment: This project provides for the construction of the first phase of the new Liberal Arts Complex. The first phase consists of a 27,000 square foot multi-story building which will provide large lecture rooms, classrooms and faculty offices.

12-B SUBSTITUTION OF SUBCONTRACTORS - SMC MUSIC COMPLEX AND PERFORMING ARTS CENTER

FTR INTERNATIONAL, INC., general contractor for the SMC Music Complex and Performing Arts Center requests the following listed subcontractor substitutions:

- Substitute listed "Rebar" subcontractor R & D Steel with Franklin Reinforcing.
- Substitute listed "Orchestra Pit" subcontractor LVH Entertainment Systems Inc. with Westco Engineering.
- Substitute listed "Roofing" subcontractor Best Roofing & Waterproofing with Commercial Roofing Systems.

Comment: The listed sub-contractors were unable to enter into agreements with the general contractor.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 14, 2005

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 12 FACILITIES (continued)

12-C CHANGE ORDER NO. 4 - RENOVATION OF WEST BUILDING, BUNDY CAMPUS

Change Order No. 4 BERNARDS BROTHERS CONSTRUCTION COMPANY. on the RENOVATION OF WEST BUILDING, BUNDY CAMPUS project.

Original Contract Amount	\$14,985,000
Change Order No. 1	6,900
Change Order No. 2	297,479
Change Order No. 3	47,659
Change Order No. 4	<u>137,389</u>
Revised Contract Amount	\$15,474,427

Original Contract Time	240 days
Time Extension for Change Order No. 4	<u>46 days</u>
Current Revised Contract Time	286 days

Funding Source: Measure U

Comment: Change Order No. 4 provides for new HVAC units for existing elevator machine room, replacement of elevator feed lines and roof drain lines, additional downspouts and 120 volt a.c. power to variable air volume boxes. This change order also provides for a no-cost time extension of 46 days.

12-D ADDITIONAL ENGINEERING SERVICES - WEST BUILDING, BUNDY CAMPUS

Additional services under the agreement with IVA SOLUTIONS, INC. for engineering services related to the West Building, Bundy Campus. Fee for additional services not to exceed \$3,500 plus reimbursable expenses.

Funding Source: Measure U

Comment: These additional services provide for construction administration and supervision of the installation of security systems.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 14, 2005

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 13 COMMERCIAL WARRANT REGISTER

Requested Action: Approval/Ratification

January 1 - January 31, 2005	1416 - 1452
\$6,629,342.80	
February 1 - February 28, 2005	1454 - 1488
\$9,124,826.17	

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

RECOMMENDATION NO. 14 PAYROLL WARRANT REGISTER

Requested Action: Approval/Ratification

January 1 - January 31, 2005	C1F - C2G
\$6,552,873.04	
February 1 - February 28, 2005	C1G - C2H
\$7,298,031.95	

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.

	Payments	Purchase Orders
January 1 - February 28, 2005		\$4,247,155
\$46,998		

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.

January 1 - February 28, 2005	D000618 - D000669
\$134,334.09	

RECOMMENDATION NO. 17 PURCHASING

17-A AWARD OF PURCHASE ORDERS

Requested Action: Approval/Ratification

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

January 3 - February 28, 2005	\$608,691.21
-------------------------------	--------------

BOARD OF TRUSTEES	Action
Santa Monica Community College District	March 14, 2005

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 17 PURCHASING (continued)

17-B PARTICIPATION IN PURCHASING AGREEMENTS

Requested Action: Approval/Ratification

Authorize the use of the following bid and purchase agreements and the award of purchase orders for equipment and furniture as part of the Renovation of West Building, Bundy Campus project:

- State of California Department of General Services California Multiple Awards Schedule (CMAS) contract #3-03-70-0163S with Nexus IS, Inc. for telecommunications and computer networking equipment. Award a purchase order to Nexus IS, Inc. in an amount not to exceed \$200,000.

Comment: The contract with Nexus IS, Inc. will provide a Voice over Internet Protocol (VoIP) technology system to combine voice and data communication using the Cisco VoIP and Unified messaging system. In the future, the other college sites will also be phased into this technology for cost savings and increased functionalities.

- Fairfax County Virginia/US Communities contract #RQ01-411313-16 with Haworth, Inc. for furniture. Award a purchase order to Purchase Planners Group as the designated representative for Haworth, Inc. in an amount not to exceed \$100,000.
- Glendale Unified School District bid #15 03/04 with Virco, Inc. for furniture. Award a purchase order to VIRCO in an amount not to exceed \$70,000.

Authorize the use of the following purchase agreement and the award of a purchase order for computer equipment maintenance and support in the Information Management department:

- State of California Department of General Services California Multiple Awards Schedule (CMAS) contract #3-98-70-0037C with Hewlett-Packard Company for computer maintenance and support. Award a purchase order to Hewlett-Packard Company in an amount not to exceed \$70,000.

Funding Source: District General Fund/Information Management

Comment: Public Contracting Code §20652 allows the District to purchase through other public agencies without advertising for bid. There are significant cost savings to the District by joining in purchase agreements of other agencies.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 14, 2005

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 18 **ACCEPTANCE OF ACCREDITATION PROGRESS REPORT**

It is recommended that the Board of Trustees accept the progress report requested by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges on four recommendations of the 2004 Accreditation visiting team.

Comment: Santa Monica College was granted reaffirmation of accreditation through the 2009-2010 academic year, as a result of the evaluation of the visiting team in March 2004. This document was prepared in response to the request of the Accrediting Commission for a progress report on recommendations of the 2004 visiting team. The report must be submitted to the Accrediting Commission by March 25, 2005.

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

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	March 14, 2005

INFORMATION ITEM D

2004-05 QUARTERLY 311Q REPORT

The Quarterly 311Q General Fund Budget report for the quarter ended December 31, 2004 is presented for information. The detail to this summary report was reviewed by the Board of Trustees at its meeting on February 7, 2005.

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	March 14, 2005

INFORMATION ITEM E

MINUTES OF CITIZENS' BOND OVERSIGHT COMMITTEE

A meeting of the Santa Monica Community College District Citizens' Bond Oversight Committee was held on Wednesday, January 26, 2005 at 8 a.m. at Santa Monica College, **Drescher Hall Room 300-E** (the Loft), 1900 Pico Boulevard. Santa Monica, California.

I. CALL TO ORDER

2. ROLL CALL

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

Others Present:

Thomas Donner, Interim Superintendent/President
 Randal Lawson, Executive Vice-President
 John Jalili, Committee Advisor
 Lisa Rose, Committee Coordinator
 Bruce Smith, Public Information Officer

3. APPROVAL OF MINUTES

Motion was made by Joe Weichman and seconded by Pierce Watson to approve the minutes of the Citizens' Bond Oversight Committee meeting of July 21, 2004. *Unanimously approved.*

Motion was made by James Mount and seconded by Herb Reich to approve the minutes of the Citizens' Bond Oversight Committee meeting of October 20, 2004. *Unanimously approved.*

4. APPOINTMENT OF MEMBER REPRESENTING TAXPAYERS' ORGANIZATION

Chair Linda Sullivan welcomed Clarence Chapman, who was unanimously appointed by the Board of Trustees on November 15, 2004 to serve on the Citizens' Bond Oversight Committee for a two-year term, 2004-06.

5. REPORTS and DISCUSSION

Linda Sullivan recognized the absence of Piedad Robertson and stated that she will be missed. Randy Lawson reported the following "interim" administrative reorganization resulting from Piedad Robertson's retirement: Tom Donner has been appointed Interim Superintendent/ President; Randy Lawson, Executive Vice-President; Marvin Martinez, Provost Bundy Campus; Dianne Berman, Director Bundy Campus; Robert Sammis, Vice-President, Planning and Development; Jeff Shimizu, Vice-President Academic Affairs.

Bundy Campus - Update

- The Board of Trustees approved a Bundy Campus master plan at its meeting on January 10, 2005. The study will be completed by June 2005 and at a later date be incorporated into the college-wide Master Plan to address future plans for facilities. The two-story and four-story buildings at the Bundy campus will probably be refurbished.
- The driving element in planning the Bundy Campus is the instructional program. Continuing the effort to move programs and traffic away from the main campus, the tentative plans are to move stand-alone programs such as nursing and education (which includes early childhood development) and general education offerings.
- In response to a question about entitlements (square footage torn down), entitlements must be included in the Master Plan, or lost. Entitlements would normally apply to the City of Los Angeles. However, there are some questions about the controlling agency - City of Los Angeles or DSA (Division of State Architect). State educational projects are not subject to local zoning.
- The Stewart Street access from the Mar Vista residential community has been closed except for emergency vehicles. If the City of Santa Monica continues to deny access to the Bundy Campus from Airport Avenue, other options will be considered rather than use Stewart Street that would be a temporary last resort. Some proposals have been made to the City of Santa Monica for the College to assist with Airport Park and building parking under the park.
- Hopefully, the Bundy Campus Master Plan will resolve what the real traffic numbers are and provide some history about the property into consideration. The fact that it was previously a busy site (BAE) needs to be recognized.

Measure S

- The Board took action to assign oversight of Measure S to the existing Citizens' Bond Oversight Committee. It will be more efficient to combine oversight for both bonds to one committee. Reports for the two bonds will be on different color paper and the issues will be addressed separately within the minutes.

Expenditure Report

The Expenditure Report with totals for 2003-04 for Measure U Projects was distributed.

- There have been two sales of bonds (Measure U); a sale of Measure S bonds will be needed in April/May, amount to be determined.
- The first draw down of Measure U has been expended. Almost \$4 million left from the first issue. Another Measure U draw down will be needed in fall, 2005. The District tries to delay bond sales and use the cash it has because it delays the tax effects.
- The draw down is about \$3 million of the second issue which leaves about \$19 million. That money draws interest that is dedicated back to the project.
- Cash reserves are with the Los Angeles County Treasurer's Office pooled investment account earning a small amount of interest.
- Matching cash flow with projects has been an issue because the cost of construction has been increasing more than expected.
- The sale of bonds is advertised in financial journals and the major buyers of investment quality bonds are usually insurance groups and banks.

Other Topics

- An opinion was provided by the Office of the Attorney General that "a school district may use Proposition 39 school bond proceeds to pay the salaries of district employees to the extent they perform administrative oversight work on construction projects authorized by a voter approved bond measure." This does not apply to administrative functions to support the committee.
- In response to a question about PaperMate leaving Santa Monica, Tom Donner responded that the college has the responsibility to look at properties on the market related to the goal of moving programs and traffic from the main campus and considering joint projects with the City of Santa Monica and the SMMUSD. This particular property does not lend itself to being a general office or classroom building and it is further complicated by an existing eight-year lease.
- Public Information Officer Bruce Smith will include the Citizens' Bond Oversight Committee on distribution lists to receive information about the college.
- It was suggested that the meeting in July be held at the Bundy site.
- Previous information provided on construction projects going over estimates still applies. The bids for the Liberal Arts Building came in so high that the project was redesigned and rebid. Underground parking was not included because of the cost. At this time, the District is waiting for bids to come in.
- The Student Services building is being designed with underground parking and has been submitted to Chancellor's Office for funding, so that Measure U funds can be maximized and used for elements that the Chancellor's Office won't fund (underground parking, for instance).
- In response to a concern about the best use of Measure U funds (i.e., funding underground parking versus a new building for

instruction), there is a need to replace parking that is eliminated when a new building is construction on that site. The District will be exploring other underground parking possibilities since increasing open space is desired.

6. **OLD BUSINESS**

Annual Report

Review of District Audit Report (as it pertains to Measure U funds) and Approval of Annual Report, 2003-04

The Annual Report for 2003-04 includes a statement that the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution and a summary of the Committee's proceedings and activities for 2003-04.

The Audit Report and statement from the Auditor addressing the incorrect reporting of an expenditure transferred to Measure U has not yet been received. Both documents will be forwarded to the Committee as soon as received and the issue will be placed again on the agenda for April 20, 2005. The Auditor will be invited to attend that meeting.

Therefore, approval of the Annual Report for 2003-04 will be deferred until the April meeting.

7. PUBLIC COMMENTS

None

8. ADJOURNMENT

Meeting was adjourned by 9:22 a.m.

The next meeting of the Citizens' Bond Oversight Committee will be held on Wednesday, **April 20, 2005 at 8 a.m.** in Business Building Room 111.

BOARD OF TRUSTEES	ADJOURNMENT
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 14, 2005

ADJOURNMENT

The meeting will be adjourned in memory of **Margaret Barker Bilynskyj**, retired head of the SMC nursing program; and **Louis Joseph Shamey**, brother of retired trustee Annette Shamey and social science professor Kathy Shamey.

There will be a special meeting/workshop of the Santa Monica Community College District Board of Trustees on Monday, March 21, 2005 at 6 p.m. in Business Building Room 111, Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, April 4, 2005 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.