

A

G

E

N

D

A



SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING
MONDAY, JANUARY 14, 2002

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 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 under provisions of Board Policy Section 9421. 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*

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 14, 2002

A G E N D A

A meeting of the Board of Trustees of the Santa Monica Community College District is scheduled be held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Monday, January 14, 2002.

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).

	<u>Page No.</u>
I. ORGANIZATIONAL FUNCTIONS	
A Call to Order	1
B Roll Call	
II. CLOSED SESSION (Scheduled for 5:30 p.m.)	
• Public Employee: Employment, Discipline, Dismissal, Release Pursuant to Government Code Section 54957	
III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS (Continued)	
C Pledge of Allegiance	1
#1 Approval of Minutes: December 3, 2001 December 17, 2002 (Board Dialog)	2
IV. SUPERINTENDENT'S REPORT	
V. ACADEMIC SENATE REPORT	
VI. CLASSIFIED SENATE REPORT	
VII. COMMUNICATIONS OR PUBLIC COMMENTS	
VIII. BOARD REPORT AND COMMENTS	

Planning and Development

#2	Acceptance of Grant and Budget Augmentation	4
#3	Contracts and Consultants	
	A Amendment of Contract with Center for Educational Advancement, Weekend Science Program	5
	B Consultant for Office of Workforce and Economic Development	5
	C Fingerprinting Services	6
#4	Donation of Equipment for Bus Transit Technician Program	6

Academic and Student Affairs

#5	Contracts and Consultants	
	A Extension of the Contract with Connections for Children	7
	B Agreement for Evaluator Title VI-A and Title VI-B Grants	7
	C Agreement for Athlete Physicals	7
	D Art Gallery Lectures	8
	E Events Programs – Lecturers and Performers, Spring 2002	8

Human Resources

#6	Contracts and Consultants	
	A Keynote Speaker for Institutional Flex Day	9
	B Facilitators for Professional Development Workshops	9
#7	Academic Personnel	10
#8	Classified Personnel – Establish/Abolish Positions	10
#9	Classified Personnel – Regular	11
#10	Classified Personnel – Limited Duration	12
#11	Classified Personnel – Non Merit	12

Business and Administration

#12	Claim for Damages	13
#13	KCRW	
	A Reimbursement to KCRW Foundation for Payment of Legal Expenses	14
	B Consultants	14
#14	Contracts and Consultants	
	A Amendment to Agreement for Earthquake Recovery Services	15
	B Audit Services Payment	15
#15	Facilities	
	A Scheduled Maintenance and Special Repairs Program	16
	B Airport Art Annex, Change Order No. 1	17
	C Alterations and Addition to Parking Structure C, Change Order No. 1	17
#16	Commercial Warrant Register	18
#17	Payroll Warrant Register	18
#18	Payments from Auxiliary Operations	18
#19	Direct Payments	18
#20	Purchasing	
	A Award of Purchase Orders	19

X. **CONSENT AGENDA – Pulled Items**

XI. **MAJOR ITEMS OF BUSINESS**

Page No.

#21	Nomination to CCCT Board of Directors	20
#22	Receipt of Audit Report	21
#23	Organizational Memberships, 2001-2002	22
#24	2002-2003 Nonresident Tuition Rate	23

XII. **BOARD POLICY**

#25	Second Reading and Adoption – Board Policy Section 7260, Adoption and Use of Guidelines for Implementation of the California Environmental Quality Act (CEQA)	24
#26	Adoption of SMC Guidelines for Implementation of the California Environmental Quality Act	24
#27	Second Reading – Board Policy Sections 2141, 2142, 2143 and 2145, Conflict of Interest Code	25

XIII. **ADJOURNMENT:** There will be a Board of Trustees Retreat on Friday, January 25, 2002 at the Fairmont Miramar Hotel, 101 Wilshire Blvd., Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, February 11, 2002 at 7 p.m. (5:30 p.m. if there is a closed session) at the SMC Madison Site, 1310 – 11th Street, Santa Monica, California.

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 14, 2002

I. ORGANIZATIONAL FUNCTIONS

A. CALL TO ORDER – 5:30 p.m.

B. ROLL CALL

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

Eric Yoshida, Student Trustee

II. CLOSED SESSION

- Public Employee: Employment, Discipline, Dismissal, Release
Pursuant to Government Code Section 54957

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

C. PLEDGE OF ALLEGIANCE – Trustee Dorothy Ehrhart-Morrison

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 14, 2002

ORGANIZATIONAL FUNCTIONS

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:

December 3, 2001 (Regular Meeting)
December 17, 2001 (Board Dialog)

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 14, 2002

CONSENT AGENDA

It is recommended that the Board of Trustees approve/ratify the Consent Agenda, Recommendations #2-#20.

Recommendations pulled for separate action:

Action on Consent Agenda

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 14, 2002

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 2

ACCEPTANCE OF GRANT AND BUDGET AUGMENTATION

Title of Grant: School To Career (Augmentation Funds)

Granting Agency: Los Angeles County Office of Education

Requested Funding: \$26,000

Matching Funds: N/A

Performance Period: FY 2001-02

Summary: Santa Monica College has been funded to assist LACOE in the performance of their School-to-Work (STW) grant. Funding supports a School-to-Career/Tech Prep coordinator who provides academic and occupational education services for communities throughout Los Angeles; linkages to other four-year colleges and universities; participation in STW coordination meetings; and attendance at STW-related conferences and workshops.

Budget Augmentation:

<u>Income:</u>	
80000	\$26,000
<u>Expenditures:</u>	
10000	5,744
40000	6,500.0
50000	12,716
70000	<u>1,040</u>
	26,000.00

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 14, 2002

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 3 **CONTRACTS AND CONSULTANTS**

3-A **AMENDMENT OF CONTRACT WITH CENTER FOR EDUCATIONAL ADVANCEMENT-
WEEKEND SCIENCE PROGRAM**

Amendment of the contract with the Center for Educational Achievement (CEA) for an additional \$32,958 due to the expansion of the program. The period of the contract began in July, 2001 and ends June 30, 2002.

Funding Source: 2001-2002 Budget/Office of Planning & Development

Comment: The Weekend Science Program was expanded from an enrollment of 23 students and 11 parents in the Fall Semester 2000 to 67 students and 55 parents in the Fall Semester of 2001. The additional services and expenses incurred to a program that has grown by 359% have required that the contract be augmented to reflect the dramatic increase in students and parent enrollments. The program will have similar growth during the spring semester for both student and parent enrollments.

3-B **CONSULTANT FOR OFFICE OF WORKFORCE AND ECONOMIC DEVELOPMENT**

Consultant contract with Daniel Erhler to provide a variety of services to the Office of Workforce and Economic Development such as outreach to local industry clusters in manufacturing, information technology and health-related industries as well as business referrals, marketing, and resource development in the amount of \$5,700 per month plus expenses for the period of January 14, 2002 to July 14, 2002.

Funding Source: 2001-2002 Budget/Office of Planning & Development

Comment: Mr. Daniel Erhler served as the Executive Director of the Santa Monica Chamber of Commerce during the past five years. He brings years of experience in the field of business and industry and contacts/networks needed to establish new collaboratives and partnerships with local and regional industry clusters to support the training needs of the workforce.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 14, 2002

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 3 **CONTRACTS AND CONSULTANTS**

3-C FINGERPRINTING SERVICES

Sylvan/Identix Fingerprinting Centers to provide live-scan fingerprinting and background check services to 50 SMC students enrolled in the Teacher and Reading Development Partnership (TRDP) tutoring program (ENGL 94) at local public schools, in the amount of \$2,500.

Funding Source: Governor's Grant, Teacher and Reading Development Partnership (TRDP)

Comment: Santa Monica College was awarded the TRDP grant to recruit, promote and support aspiring teachers. ENGL 94 provides SMC students the opportunity to experience a classroom environment and provide tutoring to K-third grade students in local public schools. Both college and local school districts require a live-scan fingerprinting and background check prior to students being assigned at a local school.

RECOMMENDATION NO. 4 **DONATION OF EQUIPMENT FOR BUS TRANSIT TECHNICIAN PROGRAM**

Acceptance of donation of a bus and maintenance training equipment to Santa Monica College from the Metropolitan Transit Authority (MTA) for the Bus Transit Technician Program. The donation of the bus and training equipment will be used to develop maintenance-related skills in the repair of transit buses. These donations meet the requirement that these items be used for a public transit-related purpose within the MTA's jurisdiction.

List of Equipment:

<u>Item #</u>	<u>Article-Description</u>	<u>Quantity</u>
1	Bus	1
2	Cummins L10G Engine	1
3	Cummins L10 Diesel Engine	1
4	DDC8V-71 Engine	1
5	5 Cam Brake/Rear Axle Assembly	1
6	Wedge Brake/Rear Axle Assembly	1
7	S Cam Front Wheel Mock Up	1
8	Allison HI748 Transmission	1
9	DDC 6V-92 Cutaway Training Engine	1
10	DDC 6V-92 Engine with Mechanical Fuel Injection	1
11	R12 A/C Training Board	1
12	Methanol Engine Training Board	1

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 14, 2002

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 5 **CONTRACTS AND CONSULTANTS**

#5-A EXTENSION OF THE CONTRACT WITH CONNECTIONS FOR CHILDREN

Extension of the contract with *Connections For Children* in the amount of \$30,138 through January 31, 2002 to provide services to support the "Careers in Child Care" child care training project grant. Services will include recruitment of participants, introductory workshops for participants, assistance to placement supervisors in mentoring participants, assistance to sites in developing permanent job placements, and workshops for child care teachers.

Funding Source: "Careers in Child Care" Child Care Training Project Grant

Comment: This subcontract with Connections For Children was originally approved to extend through December 31, 2001. The services provided by Connections For Children have been valuable, therefore it is being recommended that the District extend the contract until January 31, 2002.

#5-B AGREEMENT FOR EVALUATOR TITLE VI-A AND TITLE VI-B GRANTS

Approval of agreement with grant evaluator Glen Doolittle through Spring 2002 semester, for an amount not to exceed \$2,500.00.

Funding Source: Title VI-A and Title VI-B Grants

Comment: External evaluator services are a required component of Title VI grants.

#5-C AGREEMENT FOR ATHLETE PHYSICALS

Agreement with PEAK HEALTH MEDICAL GROUP to provide physicals for SMC athletes for the period of January 2, 2002 through June 30, 2002 for a fee of \$60 per hour.

Funding Source: 2001/2002 Auxiliary Budget/Athletics

Comment: During the period of this agreement the District will review long-term plans for conducting athlete physicals.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 14, 2002

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 5 **CONTRACTS AND CONSULTANTS**

#5-D ART GALLERY LECTURES

Approval of agreements with the following consultants who will give lectures on January 18, 2002 on their art work which is being displayed in the Art Gallery:

Bridget Marrin in the amount of \$100
Tina Marrin in the amount of \$100

Funding Source: 2001-2002 Budget/ Community Relations-Consultants

Comment: These lectures are part of the continuing efforts to enhance community awareness at the Madison Site.

#5-E EVENTS PROGRAM - LECTURERS AND PERFORMERS, SPRING 2002

Art Lectures

February 22	Eleanor Schapa	50% of ticket sales
	Women Artists of the Renaissance and Baroque	
March 29	Mario Semere	50% of ticket sales
	Michelangelo	
April 12	Eleanor Schapa	50% of ticket sales
	Andy Warhol	

Afternoon Theater for Children

March 2	Sleeping Beauty	
	Storybook Theatre	\$1,850.00
	(two shows)	
March 30	Carnival of the Animals	
	Jim Gamble Puppets	\$1,200.00
	(two shows)	

Architectural Treasures of Los Angeles

May 31	Eleanor Schapa	50% of ticket sales
	The Western Works of Frank Lloyd Wright	

Planetarium Lectures

January 25	Planet Shards in Desert Sands	
	Alan Rubin	\$120.00
February 22	Planets of Other Suns	
	David Charbonneau	\$120.00
March 22	Snowball Earth	
	Chris Poulsen	\$120.00
April 26	Comet Showers in Earth History	
	Ken Farley	\$120.00

Funding Source: Fees will be covered by ticket sales

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 14, 2002

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 6 **CONTRACTS AND CONSULTANTS**

6-A KEYNOTE SPEAKER FOR INSTITUTIONAL FLEX DAY

Approval of an agreement with Alan C. November of Renaissance Learning as a keynote speaker plus an additional breakout session following the keynote presentation for Institutional Flex Day on March 12, 2002. The honorarium will be \$2,500 plus expenses not to exceed \$1,000.

Funding Source: Professional Development Funds

Comment: This program was recommended by the Academic Senate Joint Professional Development Committee.

6-B FACILITATORS FOR PROFESSIONAL DEVELOPMENT WORKSHOPS

JOAN GOLDSMITH and KEN CLOKE from the Center for Dispute Resolution to facilitate discussions via focus groups with classified employees and District managers to improve communications and relationships, for a fee of \$2,000 per day plus expenses each not to exceed \$16,000.

Funding Source: 2001-2002 Budget/Human Resources

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 14, 2002

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7 **ACADEMIC PERSONNEL**

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

		<u>EFFECTIVE DATE</u>
<u>ELECTIONS</u>		
<u>ADMINISTRATIVE</u>		
Kozeracki, Carol A.	Project Manager, Research	01/15/02 - 06/30/02 (50% assignment)
Ryan, Joe	Project Manager, Teaching and Reading Development Project	01/15/02 - 06/30/02
<u>ADJUNCT</u>		
(List on file in the Office of Human Resources - Academic)		

RECOMMENDATION NO. 8 **CLASSIFIED PERSONNEL**
ESTABLISH/ABOLISH POSITIONS

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

		<u>EFFECTIVE DATE</u>
<u>ESTABLISH</u>		
Risk Manager (new management classification/1 position)		01/15/02
Risk Management, 12 mos, 40 hrs		

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 14, 2002

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9 **CLASSIFIED PERSONNEL – REGULAR**

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

	<u>EFFECTIVE DATE</u>
<u>ELECTIONS</u>	
<u>PROBATIONARY</u>	
Bennett, Carlota, Department Secretary I, P/T, Fashion/Photo	12/14/01
<u>PERMANENT EMPLOYEE WITH PROVISIONAL ASSIGNMENT</u>	
Ayers, Phyllis, Acting Risk Manager, Risk Management	01/15/02 - 05/15/02
Caldwell, Linda, Acting Admin Asst IV, Superintendent/President	01/07/02 - 03/31/02
Dupree, Jared, Acting Asst. Math Lab Coordinator, Math	11/26/01 - 03/19/02
<u>WORKING OUT OF CLASSIFICATION (Additional Responsibilities)</u>	
Edwards, Leticia, Admin Asst III, Superintendent/President +2.5%	01/07/02 - 03/31/02
Looney, Brant, System Administrator, Academy of E & T +5.0%	12/21/01 - 06/30/02
Serikawa, James, Media Services Tech, Media Services +5.0%	01/02/02 - 06/30/02
<u>VOLUNTARY REDUCTION IN HOURS/TEMPORARY</u>	
Drinot, Luz-Maria	01/07/02 - 03/13/01
Fr: Department Secretary II, Latino Center, 11 mos, 40 hrs	
To: Department Secretary II, Latino Center, 11 mos, 20 hrs	
<u>CHANGE IN WORKSHIFT/TEMPORARY</u>	
Boone, Lawrence	01/01/02 - 02/14/02
Fr: Toolroom Attendant I/NS-1, Auto/Trades, 11 mos, 16 hrs	
To: Toolroom Attendant I/Day, Auto/Trades, 11 mos, 16 hrs	
<u>SEPARATIONS</u>	
<u>RELEASE FROM PROBATIONARY ASSIGNMENT</u>	
Williams, Donnie, Custodian, Operations	11/30/01
Williams, Doris, Admin Asst. II, Superintendent/President's Office	01/04/02
<u>SUSPENSION</u>	
Skilled Maintenance Worker, Maintenance	3 days
<u>RESIGNATION</u>	
Gayton-Tanksley, Monica, Dept. Secretary I, Women's College	10/28/01
Johnson, Miwako (Terry), AA IV-Conf., Superintendent/President's Office	01/04/02
Sugianto, Bambang, Telecom Tech I, Telecom	12/29/01
Toth, Danielle, Library Assistant II NS-I, Library	11/26/01
<u>RETIREMENT</u>	
Nelson, Bernice, Custodian NS-II, Operations (correction)	11/30/01

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 14, 2002

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 10 **CLASSIFIED PERSONNEL – LIMITED DURATION**

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

<u>ELECTIONS</u>	<u>EFFECTIVE DATE</u>
<u>LIMITED TERM</u>	
Brinkman, Johannes, Bookstore Clerk/Cashier, Bookstore	12/12/01 - 06/30/02
Butler, Jalani, Bookstore Clerk/Cashier, Bookstore	12/06/01 - 06/30/02
Casillas, Joshua, Registration/Information Clerk, A & R	12/06/01 - 06/30/02
Donohue, Nancy, Department Secretary I, Women's College (ext)	11/28/01 - 12/20/01
Gift, Norene, Health Science Lab Coordinator, Health Sciences	10/01/01 - 06/30/02
Greer, Kathleen, Clerical Assistant I, Learning Resource Center	10/20/01 - 12/20/01
Nute, Frederick, Custodian, Operations	12/03/01 - 05/31/01
Sanchez, Yesenia, Counseling Aide, EOP & S	09/01/01 - 09/30/01
Thurman, Jerome, Registration/Information Clerk, A & R	12/10/01 - 06/30/02
White, Gerald, Accompanist-Voice,	10/23/01 - 06/30/02

RECOMMENDATION NO. 11 **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 Student Assistant - \$7.00/hr	4
College Student Assistant - \$7.00/hr	85
College Work-Study Student Assistant- \$7.00/hr	95

SPECIAL SERVICES

Art Model - \$14.00/hr	2
Community Services Specialist II - \$27.40/hr	8
Community Services Specialist II - \$38.00/hr	4

PROFESSIONAL EXPERTS

Project Specialist I, CalWORKS - \$3,750/mo	3
Project Specialist II, CalWORKS - \$4,583/mo	2

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	January 14, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 12 **CLAIM FOR DAMAGES**

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

<u>Claimant</u>	<u>Date Filed</u>	<u>Amount Claimed</u>
-----------------	-------------------	-----------------------

Ruth Stewart	November 15, 2001	Unknown
--------------	-------------------	---------

Comment: Ms. Stewart alleges her automobile was damaged when she backed out of a parking space around a District vehicle that was illegally parked behind her car.

Branka Sondheim	November 20, 2001	Unknown
-----------------	-------------------	---------

Comment: Mr. Sondhiem alleges that his vehicle was hit and damaged by a District vehicle that was backing out of a parking space.

Yeugeniya Moshkovich	November 30, 2001	Unknown
----------------------	-------------------	---------

Comment: Ms. Moshkovich alleges she was injured when she slipped on wet stairs.

Ricardo Franzosi	December 5, 2001	Unknown
------------------	------------------	---------

Comment: Ricardo Franzosi asserting legibility to a tenured faculty position.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	January 14, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 13 **KCRW**

13-A REIMBURSEMENT TO KCRW FOUNDATION FOR PAYMENT OF LEGAL EXPENSES

Authorization for KCRW to reimburse the KCRW Foundation in the amount of \$12,640.08 for a payment made to Dickstein, Shapiro, Morin & Oshinsky, LLP for FCC related legal services rendered to KCRW prior to November 1, 2001.

Funding Source: KCRW donations

Comment: The KCRW Foundation paid for Legal services provided by Dickstein, Shapiro, Morin & Oshinsky prior to an agreement being signed and processed by KCRW. An agreement for legal services is in place through June 30, 2002 and will be renewed as one of KCRW's annual items.

13-B CONSULTANTS

Agreement with the following KCRW consultants for the period ending June 30, 2002

Candace Moyer: for promotional support for various programs. Payable at \$1,500 per month for an amended total not to exceed \$19,000.

Bruce Orwall: for program services and entertainment business commentaries and as guest host for "Politics of Culture." Payable at \$100 per program for a total not to exceed \$3,000. Funded in part by the California Arts Council Organizational Support grant.

Funding Source: KCRW donations

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	January 14, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 14 **CONTRACTS AND CONSULTANTS**

14-A AMENDMENT TO AGREEMENT FOR EARTHQUAKE AND CAPITAL RECOVERY SERVICES

Amend the agreement with LAURA DEBLER for services related to earthquake and capital recovery, effective January 1, 2002, at the rate of \$45 per hour plus \$100 per diem.

Funding Source: FEMA 2001-2002 Budget
 District Match 2001-2002 Fund 15 Budget

Comment: This amends the contract to provide for expenses incurred by the consultant having to provide services on site.

14-B AUDIT SERVICES PAYMENT

An additional payment to VICENTE, LLOYD & STUTZMAN, LLP for District auditing services for fiscal year 2000-2001 not to exceed \$9,000 for work outside the scope of the original agreement.

Funding Source: 2001-2002 Budget/Business Services

Comment: Additional work was required in the areas of categorical programs, Auxiliary sales tax, reconciliation of 1999-2000 post-closing adjustments, Bookstore inventory and KCRW expense allocations.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	January 14, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 15 FACILITIES

15-A SCHEDULED MAINTENANCE AND SPECIAL REPAIRS PROGRAM

Filing of the Scheduled Maintenance and Special Repairs Program 2002-03 through 2006-07 with the State Chancellor's Office.

<u>District Priority</u>	<u>Project Description for 2002-03 Budget</u>	<u>Location/Building</u>	<u>Amount</u>
1	Replace Storm Drain System	West Campus, Bus. & Tech Bldgs.	115,700
2	Upgrade Fire Alarm System, Phase 1	ESL, Airport, Music, Concert Hall, Main Stage, Letters & Science Bldgs.	339,600
3	Replace Roof	Academy Entertain.&Tech.	220,800
4	Replace Heating System	Art Building	60,000
5	Replace Water Lines/Valves	Maintenance & Operations, Warehouse, Facilities Bldgs.	42,500
GRAND TOTAL DISTRICT AMOUNT FOR 2002-03			\$778,600

<u>District Priority</u>	<u>Project Description for Planning for 2003-04</u>		
1	Repair Electrical System	Art Bldg.	338,940
2	Replace HVA/C Systems	Student Services Bungalows	127,460
3	Replace Roof	Student Health &Activities	321,600
4	Replace Roof	Physical Education	209,000
5	Replace Door Assemblies	Art, Student Health/Activities	64,703
6	Replace Rain Gutters	Lib.Village, Pearl St. Bldgs.	32,860
7	Upgrade Fire Alarm, Phase 2	Counseling, Liberal Arts	398,660

<u>District Priority</u>	<u>Project Description for Planning for 2004-05</u>		
1	Upgrade Electrical System	Main Stage, Letters & Sci. Student Services Bungalows	353,460
2	Replace Boilers	Liberal Arts Bldg.	387,000
3	Exterior Paint	Maintenance & Operations, Warehouse, Facilities Bldgs.	26,295

<u>District Priority</u>	<u>Project Description for Planning for 2005-06</u>		
1	Upgrade HVA/C System & Controls	Technology Bldg.	398,800
2	Replace Boilers	Main Stage	339,800
3	Replace Roof	Madison Campus	217,260

<u>District Priority</u>	<u>Project Description for Planning for 2006-07</u>		
1	Upgrade HVA/C System & Controls	Library Village Bungalows	73,600
2	Replace HVA/C Systems	ESL Bldg.	129,760
3	Replace HVA/C Units	Math/Counsel. (Sci.Village)	82,060
4	Replace HW Heaters	Student Health & Activities	146,460
5	Upgrade HVA/C Controls	Physical Education Bldg.	72,420
6	Replace HVA/C Unit Economizers	Business, Lib.Village Bldgs.	126,700
7	Replace HVA/C Systems	Gymnasium	280,800
8	Upgrade Sprinkler System	Maintenance & Operations, Warehouse, Facilities Bldgs.	23,320

Comment: The Priority categories are established by the State Chancellor's Office and the District identifies its projects that fit into those categories. Taking the 2001-2002 budget into consideration, there is no guarantee that funding will be available for any projects identified. In the years 2003 through 2007 the listed projects will be updated to reflect any changes in the District Scheduled Maintenance Plan prior to submittal to the State for funding in the respective years.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	January 14, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

15-B AIRPORT ART ANNEX, CHANGE ORDER NO. 1

Change Order No. 1 on the Airport Art Annex project with GAFF GROUP, INC.

Original Contract Amount	\$510,295.00
Change Order No. 1	<u>(122.00)</u>
Revised Contract Amount	\$510.173.00

Funding Source: District Capital Outlay Fund/1998-99 State Architectural Barrier Removal

Comment: This change order provides for additional foundation priming and waterproofing, temporary fence panels for pedestrian safety, compaction of soil, additional floor dowels at floor slab, review of grade beam rebar installation, replacement of rotted nailer at roof, increase PSI of concrete, add two hose bibs, and a revise to asphalt paving drainage. This change order also provides for a credit in the amount of \$13,212.00 for project revisions directed by the Division of the State Architect during their "back-check" of project plans that reduced the scope of work that the contractor had to perform.

15-C ALTERATIONS & ADDITION TO PARKING STRUCTURE 'C', CHANGE ORDER NO.1

Change Order No.1 on the Alterations & Addition to Parking Structure 'C' project with BOMEL CONSTRUCTION COMPANY, INC.

Original Contract Amount	\$5,289,000.00
Change Order No. 1	<u>3,189.00</u>
Revised Contract Amount	\$5,292,189.00

Funding Source: FEMA/District/C.O.P. for Parking

Comment: This Change Order provides for owner requested additional electrical power outlets at each level of parking structure, total 16 outlets. Change Order also provides for a credit in the amount of (\$1,386.00) for Contractor requested and Division of the State Architect reviewed and approved alternate design plan for substitution of shotcrete walls for cast-in-place concrete walls at various locations.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	January 14, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 16 **COMMERCIAL WARRANT REGISTER**

November 1 – November 30, 2001	4638 – 4655	\$6,718,455.84
December 1 – December 31, 2001	4656 – 4671	\$4,337,339.01

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

RECOMMENDATION NO. 17 **PAYROLL WARRANT REGISTER**

November 1 – November 30, 2001	303-C – C2E-N	\$7,054,374.15
December 1 – December 31, 2001	333-C – C2F-C	\$6,903,011.32

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

RECOMMENDATION NO. 18 **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.

November 1 – November 30, 2001	81392 – 81771	\$2,970,060
December 1 – December 31, 2001	81772 – 82036	\$ 589,453

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

RECOMMENDATION NO. 19 **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.

December 1 – December 31, 2001	D35803 – D35998	\$466,156.74
--------------------------------	-----------------	--------------

BOARD OF TRUSTEES	Action
Santa Monica Community College District	January 14, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 20 **PURCHASING**

20-A AWARD OF PURCHASE ORDERS

Ratification and authorization of payment upon delivery and acceptance of the items ordered. All orders are placed in accordance with Education Code requirements and allocated to approved budgets.

<u>Purchase Orders - FY 2001/02</u>	<u>Total</u>
A) P. O. 81757 - 81951	\$817,187.82
B) Telephone Orders	\$26,162.98
C) Change Orders	\$164,298.13
D) Auxiliary Orders	\$18,083.50
E) Auxiliary Change Orders	\$1,126.85

Comment: Lists of orders placed or amended between November 19, 2001 and December 20, 2001 are part of records on file in Purchasing Department

BOARD OF TRUSTEES	Action
Santa Monica Community College District	January 14, 2002

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 21

NOMINATION TO CCCT BOARD OF DIRECTORS

It is recommended that the Board of Trustees nominate Carole Currey for re-election to the California Community College Trustees (CCCT) Board of Directors.

COMMENT: Nominations for membership on the CCCT Board will be accepted in the CCLC office from January 1 through February 15, 2002. The election of members of the CCCT Board will take place between March 10 and April 25. Ten persons will be elected to the board this year; the ten candidates to receive the most votes will serve two-year terms. The election results will be announced by May 1, 2002.

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	January 14, 2002

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 22

RECEIPT OF AUDIT REPORT

It is recommended that the Board of Trustees acknowledge receipt of the 2000-2001 Audit Report of the financial and related statements of the Santa Monica Community College District prepared by the District's contracted independent auditor Vicente, Lloyd & Stutzman, LLP.

Comment: The auditor filed the report with all appropriate agencies prior to December 31, 2001.

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	January 14, 2002

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 23

ORGANIZATIONAL MEMBERSHIPS, 2001-2002

It is recommended that the Board of Trustees approve the following organizational memberships for 2001-2002:

- Digistar Users Group
- HACAC (regional association of NACAC-Hawaii)
- Major Market Partnership (KCRW)
- National Association of Purchasing Management
- Southern 30 Information Exchange Consortium
- Southern California Community Colleges Purchasing Association

Funding Source: 2001-02 Budget/Organizational Memberships

Comment: Organizational memberships are submitted to the Board for approval twice a year (June and January). These memberships were requested after the annual approval in June, 2001.

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	January 14, 2002

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 24 **2002-2003 NONRESIDENT TUITION RATE**

It is recommended that for 2002-2003 the Board of Trustees adopt the rate of \$141 per unit per semester for nonresident tuition based upon the new statewide average cost of education.

It is further recommended that the Board of Trustees adopt a \$16 per semester unit capital outlay recovery surcharge for nonresident tuition to be charged to nonresident students who are both citizens and residents of a foreign country.

Comment: The rate for nonresident students has been \$130 per unit for two years. The new statewide average cost of education as calculated by the Chancellor's Office is for 2002-2003 is \$141. The \$16 capital surcharge is based upon the average capital cost for the Santa Monica Community College District in 2000-2001 and reflects a six dollar per unit decrease for capital expenditures. The new net rate for F-1 students will be \$157 per unit for 2002-2003, compared with \$152 for 2001-02, which is a net increase of \$5.00 per unit.

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 14, 2002

BOARD POLICY

RECOMMENDATION NO. 25

**SECOND READING AND ADOPTION –
BOARD POLICY SECTION 7260
ADOPTION AND USE OF GUIDELINES FOR
IMPLEMENTATION OF THE CALIFORNIA
ENVIRONMENTAL QUALITY ACT (CEQA)**

It is recommended that the Board of Trustees conduct a second reading and adopt Board Policy Section 7260, Adoption and Use of Guidelines for Implementation of the California Environmental Quality Act (CEQA).

BP 7260 Adoption and Use of Guidelines for Implementation of the California Environmental Quality Act (CEQA)

The Board of Trustees will utilize Santa Monica College’s adopted “Guidelines for Implementation of CEQA” when contemplating proposed activities that may have potential significant environmental effects. These Guidelines are consistent with and authorized by the California Environmental Quality Act (Public Resources Code Sections 21000, et seq.).

Comment: Adoption of this policy and the guidelines will enable the College to act as the lead agency for purposes of evaluating the environmental impacts of proposed projects to be undertaken by Santa Monica College. The thresholds are not included in the policy at this time. The District’s consultants are working with the City of Santa Monica staff to determine the appropriate thresholds that will be consistent with the expectations of the community.

A first reading of Board Policy Section 7260 and a public hearing on the Guidelines for Implementation of the California Environmental Quality Act was held on October 15, 2001.

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

RECOMMENDATION NO. 26

**ADOPTION OF SMC GUIDELINES FOR
IMPLEMENTATION OF THE CALIFORNIA
ENVIRONMENTAL QUALITY ACT**

It is recommended that the Board of Trustees approve the Santa Monica College Guidelines for Implementation of the California Environmental Quality Act (CEQA).

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 14, 2002

BOARD POLICY

RECOMMENDATION NO. 27

**SECOND READING AND APPROVAL
BOARD POLICY SECTIONS 2141, 2142, 2143 AND
2145, CONFLICT OF INTEREST CODE**

It is recommended that the Board of Trustees conduct a second reading and approval of the following Board Policy Sections:

- 2141 Conflict of Interest Code: Place and Time of filing of Statement of Financial Interest
- 2142 Conflict of Interest Code: Contents of Disclosure Statements
- 2144 Conflict of Interest Code: Designated Positions
- 2145 Conflict of Interest Code: Categories

Comment: The revisions to Board Policies 2141 and 2142 are required by the County of Los Angeles. The list of designated positions in Board Policy 2144 and the Categories indicated in Board Policy 2145 are being converted to Administrative Regulations.

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

BP 2140 Conflict of Interest Code

Pursuant to the provisions of the Government Code Sections 87300, et seq., the Santa Monica Community College District of the County of Los Angeles hereby adopts the following Conflict of Interest Code. Nothing contained herein is intended to modify or abridge the provisions of the Political Reform Act of 1974 (Government Code Section 81000). The Provisions of the code are additional to Government Code Section 87100 and other laws pertaining to conflicts of interest as otherwise indicated the definitions of said act and regulations adopted pursuant thereto are incorporated herein and this code shall be interpreted in a manner consistent therewith.

The positions listed in Administrative Regulation Section 2144 are designated positions. Officers and employees holding those positions are designated employees and are deemed to make, or participate in the making of, decisions which may foreseeably have a material effect on a financial interest.

Designated positions shall be assigned to one or more of the disclosure categories set forth in Administrative Regulation 2145. Each designated employee shall file an annual statement disclosing the employee's interest in investments, real property, and income, designated as reportable under the categories to which the employee's position is assigned.

Reference: Government Code Sections 1090 et seq
 Government Code Sections 87100 et seq (Political Reform Act of 1974)
 Education Code Sections 35233, 72533,
 Title 2, California Code of Regulations Sections 18700 et seq

Reviewed and Adopted: 5/1/2000

BP 2141 Conflict of Interest Code: Place and Time of Filing of Statement of Financial Interest

Members of the Board of Trustees shall file the original Statement of Financial Interest with the secretary of the governing board who shall make and retain a copy and forward the original to the clerk of the Board of Supervisors.

All other designated employees required to submit a statement of financial interest shall file the original with the superintendent.

A designated employee required to submit an initial statement of financial interest shall submit the statement within 30 days after the effective date of this code.

Civil service employees appointed, promoted, or transferred to designated positions shall file initial statements within 30 days after date of employment.

All other employees appointed, promoted, or transferred to designated positions shall file initial statements not less than 30 days before assuming office unless an earlier assumption of office is required by emergency circumstances, in which case the statement shall be filed within 30 days thereafter.

Annual statements shall be filed prior to April 1st by all designated employees. Such statements shall cover the period of the preceding calendar year or from date of filing initial statement.

Closing statements shall be filed within 30 days of leaving a designated position. Such statements shall cover the period from closing date of the last statement filed to the date of leaving the position.

Reviewed and Adopted: 5/1/2000

BP 2142 Conflict of Interest Code: Contents of Disclosure Statements

Disclosure statements shall be made on forms supplied by the district, and shall contain the following information:

1. Contents of Investment and Real Property reports:
 - a. A statement of the nature of the investment or interest;
 - b. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
 - c. The address or other precise location of the real property;
 - d. A statement whether the fair market value of the investment, or interest in real property, exceeds ten thousand dollars (\$10,000).
 - e. If the investment or interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the date of acquisition or disposal.
 - f. Disclosure of location or value of principal residence and personal recreational property is not required.

2. Contents of Personal Income Reports:

When personal income is required to be reported, the statement shall contain:

- a. The name and address of each source of income aggregating five hundred dollars (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
- b. A statement whether the aggregate value of income from each source was greater than one thousand dollars (\$1,000), and whether it was greater than ten thousand dollars (\$10,000);
- c. In the case of a loan, the annual interest rate, the security, if any, given for the loan, and the term of the loan.
- d. A description of the consideration, if any, for which the income was received;
- e. In the case of a gift, the amount or value and the date on which the gift was received.

3. Contents of Business Entity Reports:

When income of a business entity, including income of a sole proprietorship, is required to be reported under this article, the statement shall contain:

- a. The name, address, and general description of the business activity of the business entity;
- b. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000) during a calendar year.

4. Initial Statement:

The first report filed by an employee appointed to a designated position shall disclose any reportable investments and interests in real property.

5. Acquisition or Disposal During Reporting Period:

If any otherwise reportable investment or interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the date of acquisition or disposal shall be reported.

Reviewed and Adopted: 5/1/2000

BP 2143 Conflict of Interest Code: Disqualification

Designated employees shall disqualify themselves from making or participating in the making or in any way attempting to use their official position to influence a governmental decision when it is reasonably foreseeable that the decision will have a material financial effect, distinguishable from its effect on the public generally, on:

1. Any reportable investment or interest in real property;
 2. Any reportable source of income, other than loans by a commercial lending institution in the regular course of business, aggregating two hundred fifty dollars (\$250) or more in value received within twelve months prior to the time the decision is made.
- Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management.

Reviewed and Adopted: 5/1/2000

BP 2144 Conflict of Interest Code: Designated Positions

The positions listed in Administrative Regulation 2144 are designated positions required to file annual conflict of interest statements no later than April 1st.

BOARD OF TRUSTEES Santa Monica Community College District	Adjournment January 14, 2002
---	--

ADJOURNMENT

The meeting will be adjourned in memory of **Joyce Lipkis**, retired English professor; and **Shirley Bennett**, Board Chair Patrick Nicholson's mother.

There will be a Board of Trustees Retreat on Friday, January 25, 2002 at the Fairmont Miramar Hotel, 101 Wilshire Blvd., Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Monday, February 11, 2002 at 7 p.m. (5:30 p.m. if there is a closed session) at the SMC Madison Site, 1310 – 11th Street, Santa Monica, California.