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SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING
MONDAY, JUNE 3, 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

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 3, 2002

MINUTES

A meeting of the Board of Trustees of the Santa Monica Community College District was held in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California, on Monday, June 3, 2002.

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 (Scheduled for 5:30 p.m.)

- Real Property located at 1227 – 2nd Street, Santa Monica
Pursuant to Government Code Section 54956.8
- Public Employee: Employment, Discipline, Dismissal, Release
Pursuant to Government Code Section 54957

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS (Continued)

- C Pledge of Allegiance
- D Installation of Student Trustee
- #1 Approval of Minutes: May 6, 2002
 May 20, 2002 (Board Dialog)

IV. SUPERINTENDENT'S REPORT

- Student Photography Show Winners - Professor Larry Jones
 Lisa Little, Best of Show
 Tina Melberg - Best Color
 Odessy Barbu - Best Black and White
 Michael Witcher - Best Experimental
 John Toal - Best Digital
 Tena Olson - Best Commercial Image
 Patty Williford – Best Slide Presentation

V. ACADEMIC SENATE REPORT

VI. CLASSIFIED SENATE REPORT

VII. COMMUNICATIONS OR PUBLIC COMMENTS

VIII. BOARD REPORT AND COMMENTS

IX. **CONSENT AGENDA**

Planning and Development

- #2 Acceptance of Grants and Budget Augmentation
- #3 Budget Augmentation to Existing Grants
- #4 Contracts and Consultants
 - A Consultant for Public Safety Training

Academic and Student Affairs – Annual Recommendations

- #5 Contracts and Consultants
 - A Retired Senior Volunteer Program (RSVP)
 - B Agreements with Child Care Providers
 - C Imaging Services for Student Records
 - D Services for Respiratory Therapy Program
 - E Matriculation Assessment Materials Contract

Academic and Student Affairs

- #6 Contracts and Consultants
 - A Reimbursement for Services for Respiratory Therapy Program
 - B Facility for Noncredit Instruction
 - C Santa Monica Preschool Collaborative

Human Resources – Annual Recommendations

- #7 Election of Academic Personnel
- #8 Election of Classified Personnel
- #9 Election of Academic Management and Classified Management Personnel
- #10 Administrative Employment Agreements
- #11 Contracts and Consultants
 - A Contract for Psychological Testing
 - B Contract for Background Investigations
 - C Self-Insured Legal Defense Agreement

Human Resources

- #12 California Public Employees' Retirement System Contract
- #13 Academic Personnel
- #14 Classified Personnel – Establish/Abolish Positions
- #15 Classified Personnel – Regular
- #16 Classified Personnel – Limited Term
- #17 Classified Personnel – Non Merit

Business and Administration – Annual Recommendations

- #18 Resolution Fixing the Employer's Contribution Under the Public Employees' Medical and Hospital Care Act
- #19 Destruction of Class 3 Records
- #20 Gann Limit, 2002-2003
- #21 Authorization to Transfer Funds for 2002-2003
- #22 Year-End Appropriations Transfer

Business and Administration – Annual Recommendations(continued)

- #23 Annual Agreements
 - A Computer Network Agreement
 - B Claims Management Agreement
 - C Hazardous Waste Disposal Agreement
 - D Biomedical Waste Disposal Agreement
 - E Linen Rental Agreement
 - F Industrial Injury Treatment Agreement
 - G Commuter Survey Tabulation Agreement
 - H Asbestos Awareness Training
 - I Wastewater Testing Agreement
 - J Environmental Assessment Agreement
 - K Drug Testing Services
- #24 Disposal of Surplus Equipment

Business and Administration

- #25 Facilities
 - A Award of Bid, Extension to Parking Structure C, Phase 2
 - B Award of Bid, Photovoltaic System Installation, Eco House
 - C Award of Bid, Addition to Student Activities Building
 - D Award of bid, North Wing, Art Building
 - E Change order No. 1, Asbestos Abatement/Roof, Window and Flooring Replacement, "Old" Admissions Building
 - F Completion of Asbestos Abatement/Roof, Window and Flooring Replacement, "Old" Admissions Building
 - G Completion of Chiller Replacement, Technology Building (Drescher Hall)
 - H Completion of Asbestos Abatement/Roof, Window and Flooring Replacement, "Old" Administration Building Complex
 - I Utility Data Base Agreement
 - J Architectural Services Agreement – Emeritus College
 - K Agreements for Preliminary Structural Investigation – 3171 Centinela Avenue and 1227 Second Street
 - L Facility Condition Assessment Agreement
- #26 Commercial Warrant Register
- #27 Payments from Auxiliary Operations
- #28 Direct Payments
- #29 Purchasing
 - A Award of Purchase Orders
 - B Authorization to Participate in Purchase Agreements

X. ***CONSENT AGENDA – Pulled Items***

XI. ***MAJOR ITEMS OF BUSINESS***

- #30 2002-2003 Tentative Budget
- #31 CSEA Chapter 36 Initial Collective Bargaining Proposal, 2003
- #32 Consultants, 2002-2003
- #33 Resolution Authorizing Issuance of Not to Exceed \$25,000,000 of Santa Monica Community College District General Obligation Bonds, 2002 Election, Series A

XII. ***INFORMATION - No Action Required***

E Submittal of Grants

F 2001-2002 Quarterly Financial Report (311Q) (Revised)

XIII. ***ADJOURNMENT:*** The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, July 1, 2002 at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 3, 2002

I. ORGANIZATIONAL FUNCTIONS

A. CALL TO ORDER – 5:30 p.m.

B. ROLL CALL

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

II. CLOSED SESSION

- Real Property located at 1227 – 2nd Street, Santa Monica Pursuant to Government Code Section 54956.8
- Public Employee: Employment, Discipline, Dismissal, Release Pursuant to Government Code Section 54957

Board Chair Patrick Nicholson reported that the Board of Trustees took the following actions in closed session:

Honorary Associate of Arts Degree

The Board of Trustees unanimously approved a recommendation that an honorary Associate of Arts degree be awarded to Martin Sosin.

Authorization to Purchase Real Property

The Board of Trustees authorized the District to purchase the real property located at 1227 Second Street, Santa Monica, California for the amount of \$8,657,500 plus customary costs and authorize a down payment in the amount of \$500,000. Upon the close of escrow, the Board of Trustees accepts title to said property.

The Board of Trustees further authorized Superintendent/President Piedad F. Robertson or Executive Vice President, Business and Administration Thomas J. Donner to execute any and all documents required for the purchase of the real property.

Funding Source: Measure U

Comment: This building will provide a permanent home for Emeritus College on Second Street. This new building will be replacing the rented space under the parking structure. The funding for the purchase will come from the sale of General Obligation Bonds approved at the March, 2002 election.

MOTION MADE BY: Dorothy Ehrhart-Morrison
 SECONDED BY: Nancy Cattell-Luckenbach
 AYES: 7
 NOES: 0

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 3, 2002

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS – 7:04 p.m.

C. PLEDGE OF ALLEGIANCE – Allison Sandera

D. INSTALLATION OF STUDENT TRUSTEE

Board Chair Patrick Nichelson administered the Oath of Allegiance to Allison Sandera and installed her as Student Trustee.

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:

May 6, 2002 (Regular Meeting) and May 20, 2002 (Board Dialog)

MOTION MADE BY:	Carole Currey
SECONDED BY:	Dorothy Ehrhart-Morrison
STUDENT ADVISORY:	Abstain
AYES:	7
NOES:	0

Organizational Functions

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 3, 2002

IV. SUPERINTENDENT'S REPORT

- Graduation – Thursday, June 18, 2002
 Reception -4:30 p.m., B111
 Graduation – 6 p.m., Corsair Field
 Speaker – Antonio Villaraigosa
- Appreciation was expressed to the Academic Senate leadership for moving forward with the honorary Associate of Arts degree for Martin Sosin.
- Professor Lesley Kawaguchi has been elected Academic Senate President-elect
- The Board of Trustees was thanked for authorizing the purchase of property for Emeritus College
- As required by law, the District's tentative budget for 2002-2003 is included on the agenda for Board approval. This budget shows that the District's operating budget reflects reductions in funding by the State to community colleges and points out the vulnerability of the community college funding process.
- \$25 million bond issuance (Measure U) is on the agenda for Board approval
- The Playboy Jazz festival was held at Santa Monica College on Sunday, June 2nd
- Photo Show Awards – Professor Larry Jones

Lisa Little, Best of Show
 Tina Melberg - Best Color
 Odessy Barbu - Best Black and White
 Michael Witcher - Best Experimental
 John Toal - Best Digital
 Tena Olson – Best Commercial Image
 Patty Williford – Best Slide Presentation

V. ACADEMIC SENATE REPORT

VI. CLASSIFIED SENATE REPORT

VII. COMMUNICATIONS OR PUBLIC COMMENTS

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 3, 2002

CONSENT AGENDA

It is recommended that the Board of Trustees approve/ratify the Consent Agenda, Recommendations #2–#29.

Recommendations pulled for questions/clarification and returned to the Consent Agenda:

#6-C, #16, #19, #25-A

Recommendations pulled for abstention:

#13, #29-B (Cattell-Luckenbach)

Action on Consent Agenda

MOTION MADE BY: Dorothy Ehrhart-Morrison
 SECONDED BY: Margaret Quiñones
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0
 ABSTAIN: Nancy Cattell-Luckenbach on #13 and #29-B

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 3, 2002

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 2 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Title of Grant: Summer Undergraduate Research Fellowship (SURF) Program

Granting Agency: National Institute of Standards and Technology (NIST)

Funding Received: \$22,962

Matching Funds N/A

Performance Period: 5/1/02 – 6/30/03

Summary: SURF is designed to increase NIST's role in the training of future generations of scientists and engineers and to increase the involvement of women and minorities in science, mathematics and engineering.

Funding will support 10-week summer internships for four SMC students who are majoring in chemistry, physics, mathematics or computer science. Students will work in various NIST research laboratories (located in the Gaithersburg, MD area) under the direct guidance of NIST scientists.

Budget Augmentation:	Income		
		8000	\$22,962
	Expenditures		
		5000	10,962
		7000	12,000

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 3, 2002

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 3 BUDGET AUGMENTATION TO EXISTING GRANTS

Title of Grant: **Welfare to Work Augmentation**

Granting Agency: **Los Angeles County Office of Education**

Funding Received: **Augmentation of the current grant from \$89,671 to \$93,671 (an increase of \$4,000)**

Matching Funds **N/A**

Performance Period: **2001-2002**

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:	Income	
	8000	\$4,000
	Expenditures	
	1000	\$4,000

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 3, 2002

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 3 BUDGET AUGMENTATION TO EXISTING GRANTS (continued)

Title of Grant: **WIA: Adult Education and Family Literacy Grant Augmentation – Sections 225 and 231**

Granting Agency: California Department of Education

Funding Received: Augmentation of the current grant from \$276,525 to \$370,350 (an increase of \$93,825).

Matching Funds N/A

Performance Period: July 1, 2001 – September 30, 2002

Summary: SMC’s funding level is based on the numbers of learners who meet specific “benchmark” gains measured on the CASAS tests. The three core performance indicator benchmarks that establish the grant award are:

- achieving a significant gain,
- completing two levels,
- and attaining a GED or high school diploma.

Budget Augmentation:

Income		
	8000	\$93,825
Expenditures		
	2000	57,825
	3000	2,100
	4000	27,000
	5000	6,900

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 3, 2002

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 3 BUDGET AUGMENTATION TO EXISTING GRANTS (continued)

Title of Grant: **Disabled Student Programs and Services (DSPS)**

Granting Agency: Chancellor's Office

Funding Received: \$ 120,572

Matching Funds Not Applicable

Performance Period: July 1, 2001 – June 30, 2002

Summary: The state's Chancellor's Office has increased the funding for the DSPS program from \$882,429 to \$1,003,572. This represents an increase of \$120,572 to the District's program.

Budget Augmentation:	<u>Income</u>		
	State Income	80000	\$120,572
	<u>Expenditures</u>		
	Academic Salaries	10000	\$120,572

RECOMMENDATION NO. 4 CONTRACTS AND CONSULTANTS

#4-A CONSULTANT FOR PUBLIC SAFETY TRAINING

Consultant contract with Michele M. Rinder to provide CPR and First Aid instruction to local restaurant and hotel employees for an amount not to exceed \$2,200. The period of the contract is from May 7, 2002 to June 30, 2002.

Funding Source: Retail Consortia Grant/Economic Development

Comment: One of the primary objectives of the Retail Consortia Grant is to provide training in the areas of public safety such as First Aid and CPR to the employees of local restaurants and employees identified in the grant. Michele M. Rinder is an American Red Cross instructor who has been certified for seven years.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 3, 2002

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS
ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 5 CONTRACTS AND CONSULTANTS

5-A RETIRED SENIOR VOLUNTEER PROGRAM (RSVP)

Renewal of a grant with the Retired Senior Volunteer Program (RSVP) of Santa Monica to work with older adult volunteers on the Santa Monica College campus during 2002-2003, the amount not to exceed \$8,500.00.

Funding Source: 2002-2003 Budget/Academic Affairs

Comment: This annual resolution is for the same amount as last year and will provide necessary funds for the placement of 50 volunteers on campus for a total of 44 weeks. Approximately \$5.00 per week per volunteer will go directly to the older volunteers to cover mileage and/or bus travel and one meal per week when necessary as per RSVP guidelines.

5-B AGREEMENTS WITH CHILD CARE PROVIDERS

Authorization for the District to enter into agreements with licensed and exempt child care providers to provide child care services for CalWORKS and Pico Partnership recipients. Payment rate will be consistent with the California Department of Education/Child Development Division maximum reimbursement rate. A list of providers will be on file in the office of the Director of Child Care Services, and the Market Ceiling Rate Chart.

Funding Source: CalWORKS
City of Santa Monica/Chancellor's Office (Pico Partnership)

Comment: The college established a CalWORKS program with the goal of assisting TANF/AFDC students in their transition from welfare to work and the Pico Partnership Program to assist the population of highly at-risk students residing in close proximity to the college and/or those who have attended local high schools. A large component of these programs is assisting those students in finding quality child care. The Director of Child Care Services will continue to facilitate this process through the development of a licensed child care provider data base and a voucher system implemented for the purpose of payment for child care services.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 3, 2002

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS
ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 5 CONTRACTS AND CONSULTANTS (continued)

5-C IMAGING SERVICES FOR STUDENT RECORDS

Contract with Viatron Professional Conversion Services to outsource the imaging of student records during the period of July 1, 2002 through June 30, 2003, for an amount not to exceed \$50,000. This service provides electronic retrieval and back-up of student application, transcript and graduation data so that the electronic image is available to counselors and admissions staff.

Funding Source: Student ID Fees

Comment: The funding of this service was approved as part of the Technology plan.

5-D SERVICES FOR RESPIRATORY THERAPY PROGRAM

Contract with the UCLA Department of Medicine to the amount \$10,000 as reimbursement of Paul E. Bellamy, M.D., for his services as medical advisor for the joint Santa Monica College/East Los Angeles College Respiratory Therapy Program, September 1, 2002 through June 30, 2003.

Funding Source: 2002-03 Budget/Health Sciences Department

Comment: This is an ongoing agreement with Dr. Bellamy, Chief of Pulmonary and Critical Care Medicine at UCLA. The cost of his services is part of SMC's responsibility under the partnership agreement with East Los Angeles College.

5-E MATRICULATION ASSESSMENT MATERIALS CONTRACT

Agreement with the California Mathematics Diagnostic Testing Project (MDTP) in the amount of \$1,500 for the period July 1, 2002 through June 30, 2003 for the use of copyrighted testing and scoring materials.

Funding Source: 2002-2003 Budget/Matriculation

Comment The District uses MDTP materials and services connected with matriculation-related assessment of students. This is the exam selected by the Math Department from the approved list.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 3, 2002

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 6 CONTRACTS AND CONSULTANTS

6-A REIMBURSEMENT FOR SERVICES FOR RESPIRATORY THERAPY PROGRAM (AMENDMENT)

Amendment of the contract with the UCLA Department of Medicine to the amount \$10,000 as reimbursement of Paul E. Bellamy, M.D., for his services as medical advisor for the joint Santa Monica College/East Los Angeles College Respiratory Therapy Program, September 1, 2001 through June 30, 2002.

Funding Source: 2001-02 Budget/Health Sciences Department

Comment: This contract was approved by the Board on September 10, 2001 in the amount of \$5,000, the cost for each semester.

6-B FACILITY FOR NONCREDIT INSTRUCTION

Approval of the following location for a noncredit parenting class (Heads Up Reading) being donated by this nonprofit organization.

Trinity Baptist Children Center
1019 California Avenue
Santa Monica, CA

Funding: No cost to Santa Monica College

Comment: This organization has donated space for the purpose of Noncredit parenting class (Heads Up Reading).

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 3, 2002

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 6 CONTRACTS AND CONSULTANTS (continued)

6-C SANTA MONICA PRESCHOOL COLLABORATIVE

Agreement between Easter Seals Southern California, Santa Monica Community College District, and Santa Monica-Malibu Unified School District to form the Santa Monica Preschool Collaborative, which will provide child care and development services to approximately 125 Santa Monica area children (including children of Santa Monica College students) under the age of five. Santa Monica College will be responsible for underwriting the Collaborative's actual expenses to a limit of \$100,000 annually and providing the services of the two pre-school teachers currently employed by SMC. Should the pre-school teachers terminate employment with SMC, the College will cover the cost of their replacement by Easter Seals.

Funding Source: 2002-2003 Budget/Student Affairs

Comment: The Collaborative will deliver services at three sites: John Adams Child Development Center (2320 17th Street), Lincoln Child Development Center (1532 California Avenue), and the SMC/Assistance League Child Development Center (1441 15th Street). The Adams and Lincoln sites are provided by the Santa Monica-Malibu Unified School District; the Assistance League site is provided by Santa Monica College. Easter Seals will be the operational agent, responsible for staffing, management, oversight, licensing, and contract compliance with the State Department of Education funding terms and conditions. Easter Seals will also work with SMC to establish the Collaborative preschools as work/study sites to inspire SMC students to enter the early childhood education field through a positive work experience.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 3, 2002

CONSENT AGENDA HUMAN RESOURCES
ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 7 **ELECTION OF ACADEMIC PERSONNEL**

The following categories of academic personnel shall be elected/reelected, effective July 1, 2002 to the appropriate place on their respective 2002 salary schedules for the 2002-03 fiscal year.

1. Contract and Regular Academic Personnel
2. Academic Hourly, Adult Education, Emeritus College and Substitutes

Comment: List on file in the Human Resources office and attached to the permanent minutes.

RECOMMENDATION NO. 8 **ELECTION OF CLASSIFIED PERSONNEL**

Classified personnel shall be reelected, effective July 1, 2002 to their appropriate place on their respective 2002 salary schedules for the period such salary schedules are effective.

Comment: Lists on file in the Human Resources office and attached to the permanent minutes.

RECOMMENDATION NO. 9 **ELECTION OF ACADEMIC MANAGEMENT AND CLASSIFIED MANAGEMENT AND CONFIDENTIAL PERSONNEL**

All academic management and classified management, confidential and other unrepresented personnel except those with individual employment contracts shall be reelected, effective July 1, 2002, to the appropriate place on their respective 2002 salary schedules which are hereby declared indefinite for 2002-2003.

Comment: Lists on file in the Human Resources office and attached to the permanent minutes.

RECOMMENDATION NO. 10 **ADMINISTRATIVE EMPLOYMENT AGREEMENTS**

Approval of employment agreements for a term of one year effective July 1, 2002 for all current academic administrators in the following academic positions:

- Dean
- Associate Dean
- Assistant Dean
- Director

Comment: Administrative employment agreements are in accordance with Education Code Section 72411. The signed agreements will be on file in the Human Resources Office.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 3, 2002

CONSENT AGENDA HUMAN RESOURCES
ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 11 CONTRACTS AND CONSULTANTS

11-A CONTRACT FOR PSYCHOLOGICAL TESTING

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, not to exceed \$2,000 for 2002-2003.

Funding Source: District Funds/Human Resources

Comment: This contract renews 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.

11-B CONTRACT FOR BACKGROUND INVESTIGATIONS

Contract with WESTSHIELD INVESTIGATIONS to conduct background investigations for Community College Police Officer candidates and prepare written evaluations for each candidate, at a maximum rate of \$560 per candidate, not to exceed \$3,000 for 2002-2003.

Funding Source: District Funds/Human Resources

Comment: This is an annual contract for the services required in the hiring of Community College Police Officers.

11-C SELF-INSURED LEGAL DEFENSE AGREEMENT

Service agreement with HARRINGTON, FOXX, DURBROW AND CANTER to provide legal defense for the district's self-insured liability program for the period of July 1, 2002 through June 30, 2003. Services are provided on an hourly rate basis as needed with no monthly or annual retainer fee, not to exceed \$30,000.

Funding Source: District Funds/Human Resources

Comment: Harrington, Foxx, Durbrow and Canter have been providing legal defense services for the District for over 15 years. The firm is one of only eight firms that the Statewide Association of Community Colleges (SWACC) JPA has authorized its members to use for self-insured legal defense.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 3, 2002

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 12

CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM
CONTRACT

Contract with the Board Administration California Public Employees' Retirement System for participation in the "School Safety Member" retirement for a fee of \$200 initial administrative costs plus \$25.00 per member.

Funding Source: 2002-2003 Budget

Comment: This action is needed in order for the Santa Monica Community College District to request the documents necessary to provide the benefits for participation in the California Public Employees' Retirement System for employee's who qualify under Section 21363.1; Section 20444 for local safety members, and Section 21574.5.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 3, 2002

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 13 ACADEMIC PERSONNEL

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>CONTRACT</u>	
Cajayon, Felicito, Project Manager, Employment Training Panel Grant	07/01/02-06/30/03
Kozeracki, Carol A., Project Manager, Research (50% assignment)	07/01/02-12/31/02
Ryan, Joseph, Project Manager, Teaching and Reading Development Project	07/01/02-06/30/03

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

LEAVE OF ABSENCE WITHOUT PAY

<u>OPPORTUNITY/PERSONAL</u>		
Schwartz, Michael J.	Instructor, Earth Science	08/20/02-12/20/02

SEPARATIONS

<u>RETIREMENT</u>		
Doten, Donald	Instructor, English	06/30/02
Rubio, Robert	Counselor, Counseling/Transfer	06/18/02

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

RECOMMENDATION NO. 14 CLASSIFIED PERSONNEL
ESTABLISH/ABOLISH POSITIONS

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

<u>ESTABLISH</u>	<u>EFFECTIVE DATE</u>
Publicity Specialist (1 position) Associated Students/Student Life, 12 mos, 25 hrs	07/01/02

Comment: This position is funded by the Associated Students.

REINSTATEMENT

Kerce, Kathryn, College Police Dispatcher, College Police, 12 mos, 40 hrs 06/01/02

SEPARATIONS

LEAVE OF ABSENCE WITH PAY – MILITARY

Carter, Thomas, Events Technician, Events, 12 mos, 40 hrs. 05/31/02-06/15/02

RELEASED FROM PROBATIONARY ASSIGNMENT

Parker, Dean J., College Police Dispatcher, College Police 05/20/02

Wagner, JoAnn, Department Secretary II, Cosmetology 05/10/02

RETIREMENT (with District Early Retirement Benefit)

Rhoads, Margaret, Instructional Asst.- English, English/DSC 08/02/02

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

RECOMMENDATION NO. 16

CLASSIFIED PERSONNEL – LIMITED TERM

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

Hammond, Judy, Instructional Asst.-ESL, ESL 04/01/02 - 05/14/02

Ramirez, Jose, Toolroom Attendant I, Automotive 05/01/02 - 06/15/02

Sallovitz, Linda, Administrative Asst. I, Academic Program Dev. 04/29/02 - 06/30/02

Walker, David, Instructional Asst.-ESL, ESL 04/30/02 - 06/25/02

LIMITED TERM

Jucha, Lisa, Sign Language Interpreter II, DSC 02/19/02 - 06/30/02

Simon, Monica, Childcare Services Director, CalWorks 04/01/02 - 05/10/02

LIMITED TERM (substitute)

Suner, Jessyca, Custodian, Operations 04/29/02 - 06/30/02

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 3, 2002

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 17

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

College Student Assistant \$7.00/hr	3
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College Work-Study Student Assistant \$7.00/hr	28
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CalWORKS Student Assistant \$7.00/hr	45
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SPECIAL SERVICES

Art Model \$14.00/hr	4
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Art Model w/Costume \$17.00/hr	1
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Community Services Specialist I \$27.40/hr	1
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Volunteers	1
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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	June 3, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION
ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 18 **RESOLUTION FIXING THE EMPLOYER'S CONTRIBUTION**
UNDER THE PUBLIC EMPLOYEES' MEDICAL AND
HOSPITAL CARE ACT

WHEREAS, (1) Government Code Section 22825.6 provides that a local agency contracting under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employers' contribution at an amount not less than the amount required under Section 22825 of the Act, and

WHEREAS, (2) Santa Monica Community College District, hereinafter referred to as Public Agency is a local agency contracting under the Act for participation by members of the classified and certificated units;

WHEREAS, (3) Santa Monica Community College District, hereinafter referred to as Public Agency is a local agency contracting under the Act for participation by members of the Special Districts hereinafter referred to as the Board of Trustees and the Personnel Commission; now, therefore be it

RESOLVED, (4) That the employer's contribution for each employee who is a member of and each annuitant who retired from employment which would be covered by the above identified recognized employee organization enrolled in PERS health benefits plans shall be as follows:

\$378.70 per month tenthly (\$315.59 per month twelfthly),
effective August 1, 2002

and that the contribution shall be in addition to those amounts contributed by the Public Agency for administrative fees and to the Contingency Reserve Fund.

Comment: The base medical benefit amount is to be increased annually in accordance with the benefits article in the contract agreements with CSEA and the SMC Faculty Association, and by Board Resolution covering the Special Districts.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 3, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION
ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 19 **DESTRUCTION OF CLASS 3 RECORDS**

Approve the destruction of class 3 records stored for admissions and records, financial aids, and business services.

Comment: This is an annual recommendation for class 3 records which are disposable records that have been maintained for at least three years. This classification includes such items as enrollment cards, add-drop cards, purchase orders, periodic reports, and attendance records. All data from these source documents has been recorded on a higher classification record that is stored.

RECOMMENDATION NO. 20 **GANN LIMIT, 2002-2003**

Adopt the 2002-2003 Gann Limit for the Santa Monica Community College District as \$108,697,472 and the 2002-2003 Appropriation Subject to Limitation as \$77,257,872.

Comment: The Gann Limit figures are based on the prior year limit amended by a State formula. The Appropriation Subject to Limitation is based on estimates presented in the Tentative budget for 2002-2003.

The Gann Limit is the maximum amount of tax driven revenues that may be budgeted by law. The Appropriation Subject to Limitation is the amount of tax driven revenues that are expected to be available for budget purposes. These tax revenues include state and local levied taxes.

Because Santa Monica College has historically been a low revenue district, and because community colleges have not been funded at a rate which would keep pace with the growth and price inflator factors found in the Gann Limit, the appropriation amount is significantly below the Gann Limit.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 3, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION
ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 21 **AUTHORIZATION TO TRANSFER FUNDS FOR 2002-2003**

Authorization for Thomas J. Donner, Executive Vice President, Business and Administration, to make cash loans between district funds whenever such transfers are needed to cover cash flow and to permit payment of obligations. The amount of any individual transfer to any fund shall not exceed \$3,000,000.

These authorized transfers are temporary in nature, to be accounted for as loans between funds, and are not to be treated as income or as a contribution from one fund to another.

Any transfers made during the year shall be repaid by no later than fiscal year end. Any transfers within 120 days of year-end may be repaid next year, provided any such intended carry-over is reported to the Board.

A report of transfers made each month is to be provided to the Board in the following month or earlier. Transfers are to be in accordance with legal requirements.

This action and written authorization by the person herein designated may be used by the County Office of Education to permit transfers and repayments.

Comment: This is an annual authorization to allow the District to move money between funds to meet cash flow needs.

RECOMMENDATION NO. 22 **YEAR-END APPROPRIATIONS TRANSFER**

In accordance with the provisions of Section 85201 of the Education Code, authorize the County Superintendent of Schools to make appropriate transfers necessary at the close of the fiscal year 2001-2002 to permit the payment of obligations of the district incurred during the year.

Comment: This action is a recurring practice of the County Superintendent of Schools which permits the processing of warrants and liabilities for the District during the closing of the financial records for the fiscal year.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 3, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION
ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 23 **CONTRACTS AND CONSULTANTS**

The following annual agreements include cost estimates based on 2001-2002 costs and projected usage for 2002-2003.

23-A COMPUTER NETWORK AGREEMENT

Los Angeles County Office of Education for the provision of certain computer network services for the fiscal year 2002-2003, for an amount not to exceed \$250,000.

Funding Source: 2002-2003 Business Services Budget

Comment: This agreement covers the communications network with the County Office in support of and operation of the district's Human Resource System (payroll/personnel) and the Program Budgeting and Accounting System.

23-B CLAIMS MANAGEMENT AGREEMENT

CARL WARREN & COMPANY to provide claims management services for the District's self-insured property and liability insurance program from July 1, 2002 through June 30, 2003. Services are provided on an hourly rate basis as needed for an amount not to exceed \$10,000, with no monthly or annual retainer fee.

Funding Source: 2002-2003 Risk Management Budget

Comment: Carl Warren & Company has provided claims management services for the District since 1986.

23-C HAZARDOUS WASTE DISPOSAL AGREEMENT

SAFETY-KLEEN SYSTEMS, INC. (formerly Laidlaw Environmental Services Of California) to provide hazardous waste disposal services from July 1, 2002 through June 30, 2003, for an amount not to exceed \$35,000.

Funding Source: 2002-2003 Risk Management Budget

Comment: Safety-Kleen Systems, Inc. will remove laboratory experimental waste and obsolete chemicals from the Science departments on a monthly basis to ensure that the district is in compliance with federal, state and local regulations for the storage and removal of hazardous waste.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 3, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION
ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 23 CONTRACTS AND CONSULTANTS (continued)

23-D BIOMEDICAL WASTE DISPOSAL AGREEMENT

STERICYCLE, INC. to provide biomedical waste disposal services from July 1, 2002 through June 30, 2003, for an amount not to exceed \$2,000.

Funding Source: 2002-2003 Risk Management Budget

Comment: Stericycle, Inc. will remove biomedical waste from the Student Health Office, Life Science department and the Health Sciences department on a weekly basis to ensure that the district is in compliance with the state blood borne pathogen program.

23-E LINEN RENTAL AGREEMENT

MEDICO PROFESSIONAL LINEN SERVICES for linen rental service for the Student Health Office for the period of July 1, 2002 through June 30, 2003, for an amount not to exceed \$2,500.

Funding Source: 2002-2003 Risk Management Budget

Comment: Medico Professional Linen Services will provide sanitary linens and remove soiled linens from the Health Office on a routine basis to ensure that the district is in compliance with state and local blood borne pathogen regulations.

23-F INDUSTRIAL INJURY TREATMENT AGREEMENT

SANTA MONICA BAY PHYSICIANS to provide industrial injury treatment to District employees for the period of July 1, 2002 through June 30, 2003, for an amount not to exceed \$5,000.

Funding Source: 2002-2003 Risk Management Budget

Comment: This is a continuation of an agreement to provide medical services for all industrial injuries listed on OSHA's first aid treatment list.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 3, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION
ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 23 CONTRACTS AND CONSULTANTS (continued)

23-G COMMUTER SURVEY TABULATION AGREEMENT

PARADISE CONSULTING for tabulating the mandated annual Average Vehicle Ridership (AVR) Survey results for a fee not to exceed \$400.

Funding Source: 2002-03 Budget/Risk Management

Comment: The District is required to submit to the City of Santa Monica an annual Emissions Reduction Plan that includes a commuting survey of our employees. Paradise Consulting tabulates the AVR survey and provides the results in a format acceptable to the City of Santa Monica.

23-H ASBESTOS AWARENESS TRAINING

ELLIS ENVIRONMENTAL MANAGEMENT, INC. to provide asbestos awareness training for an amount not to exceed \$2,000.

Funding Source: 2002-2003 Risk Management Budget

Comment: Asbestos awareness training is provided for the Facilities and Telecommunications departments

23-I WASTEWATER TESTING AGREEMENT

DEL MAR ANALYTICAL to provide wastewater sampling and testing for an amount not to exceed \$6,000.

Funding Source: 2002-2003 Risk Management Budget

Comment: The City of Santa Monica requires wastewater sampling and testing twice a year.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 3, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION
ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 23 **CONTRACTS AND CONSULTANTS** (continued)

23-J ENVIRONMENTAL ASSESSMENT AGREEMENT

MAUREEN SASSOON to provide safety consulting services on an as-needed basis for an amount not to exceed \$3,000. Services to include training, air monitoring, lab pick-up, chain-of-custody, lab fees and written reports as necessary to investigate health and safety issues.

Funding Source: 2002-2003 Risk Management Budget

Comment: Dr. Sassoon is a highly qualified Registered Environmental Assessor and Environmental Health Specialist.

23-K DRUG TESTING SERVICES

NORTON MEDICAL INDUSTRIES to provide required drug testing services for transportation employees for an amount not to exceed \$1,000.

Funding Source: 2002-2003 Transportation Budget

Comment: Norton Medical Industries provides all necessary drug testing and training required pursuant to Board Policy 3116.

RECOMMENDATION NO. 24 **DISPOSAL OF SURPLUS PROPERTY**

Disposal of surplus equipment through public auction, private sale (if under \$2,500) or other means deemed appropriate as required during fiscal year 2002-2003.

Comment: Education Code Section 81450 defines surplus property as equipment no longer required or suitable for college use or equipment that should be disposed on for the purpose of replacement. Surplus equipment is stored in the District warehouse which has limited space. The District periodically needs to dispose of equipment that is in disrepair or is obsolete and is no longer needed.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 3, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 25 FACILITIES

25-A AWARD OF BID, EXTENSION TO PARKING STRUCTURE 'C', PHASE 2

Award the bid for the Extension To Parking Structure 'C', Phase 2 project to the lowest responsive bidder.

<u>Bidder:</u>	<u>Bid Amount:</u>
G.B. Cook, Inc.	\$2,656,000
Nielsen Dillingham Builders	2,750,000
Keller Builders	2,994,000

Funding Source: FEMA/1999 COP for Parking

Comment: Now that the Phase 1 project work of constructing the Extension to Parking Structure 'C' has been completed, this Phase 2 project work provides for the construction of the reconfigured Pico/17th Street entry and egress roadways, sunken court, pedestrian bridge and utility relocation elements associated with and necessary for the completion of this Master Plan directed Extension to Parking Structure 'C' scheme.

25-B AWARD OF BID, PHOTOVOLTAIC SYSTEM INSTALLATION, ECO HOUSE

Award the contract for the Photovoltaic System Installation, Eco House to SOLAR ELECTRICAL SYSTEMS in an amount not to exceed \$22,000.

Funding Source: State Energy Grant

Comment: This agreement provides for the installation of a solar powered Photovoltaic System at the SMC Eco House located at 1744 Pearl Street. The project qualifies as an "energy project" under Education Code Section 81611. Education Code Section 81612 allows the District to request proposals from qualified persons. Solar Electrical Systems is one of the most experienced solar contractors in the world. Education Code Section 81614 exempts energy projects from bidding requirements.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 3, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 25 FACILITIES (continued)

25-C AWARD OF BID, ADDITION TO STUDENT ACTIVITIES BUILDING

Award the bid for the Addition To Student Activities Building project to the lowest responsive bidder.

<u>Bidder:</u>	<u>Bid Amount:</u>
Trimax Construction Corp.	\$645,000
Minardos Construction & Associates	684,163

Funding Source: Auxiliary Services

Comment: This project provides for the construction of an addition to the existing Bookstore segment of the Student Activities Building. This will be the first of a two phased project designed to enlarge and improve Bookstore operations, student access, service delivery and security. This additional will provide a new Bookstore entry and the interior space will primarily be allocated to book display and sales along with general merchandising. Once this additional space is operational it will then permit the planned second phase remodel of the existing Bookstore space to complete the overall scheme for a more efficient configuration for Bookstore receiving, sales and supporting operations.

25-D AWARD OF BID, NORTH WING, ART BUILDING

Award the bid for the North Wing, Art Building project to TRIMAX CONSTRUCTION CORPORATION.

<u>Bidder:</u>	<u>Bid Amount:</u>
Construction Systems, Inc.	\$494,403 **
Trimax Construction, Corp.	648,000

** Withdrew bid due to computational error

Funding Source: FEMA/District Capital Outlay Fund

Comment: Following the completion of the new Digital Art Studio ("old" Gallery) and as part of a larger scheme to incrementally upgrade Art instructional program spaces, this project will remodel the North Wing of the existing Art Building that has been partially vacated by the relocation of ceramics functions to the recently completed new facility at the Art Airport Annex. Also to be performed along with this remodel and reconfiguration work, the North Wing of the Art Building will undergo FEMA funded seismic repair and upgrade work, and a shade canopy will be constructed over the outdoor court instructional area adjacent to the North Wing. Other general building improvements such as replacement of ceilings, flooring, counters and cabinets, interior painting and upgrading of plumbing, electrical, lighting and fire alarm systems will be performed.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 3, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 25 FACILITIES (continued)

25-E CHANGE ORDER NO. 1, ASBESTOS ABATEMENT/ROOF, WINDOW AND FLOORING REPLACEMENT, "OLD" ADMISSIONS BUILDING

Change Order No. 1 with BEST ROOFING AND WATER PROOFING, INC. on the Asbestos Abatement/Roof, Window and Flooring Replacement, "Old" Admissions Building project.

Original Contract Amount	\$168,562.00
Change Order No. 1	<u>10,086.65</u>
Revised Contract Amount	\$178,648.65

Funding Source: 1998-99 State Hazardous Substance Removal Program

Comment: This change order provides for owner requested scope of work revisions and additions to door, window and hardware specifications. This change order also extends the contract term by 218 consecutive calendar days do to manufactures lead-time required to fabricate and deliver window assemblies.

25-F COMPLETION OF ASBESTOS ABATEMENT/ROOF, WINDOW AND FLOORING REPLACEMENT, "OLD" ADMISSIONS BUILDING

Subject to completion of punch list items by BEST ROOFING AND WATER PROOFING, 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 ASBESTOS ABATEMENT/ROOF, WINDOW AND FLOORING REPLACEMENT, "OLD" ADMISSIONS BUILDING as being complete upon BEST ROOFING AND WATER PROOFING, 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	June 3, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 25 FACILITIES (continued)

25-G COMPLETION OF CHILLER REPLACEMENT, TECHNOLOGY BUILDING (DRESCHER HALL)

Subject to completion of punch list items by AIR MECHANICAL, 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 CHILLER REPLACEMENT, TECHNOLOGY BUILDING (DRESCHER HALL) as being complete upon AIR MECHANICAL, 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.

25-H COMPLETION OF ASBESTOS ABATEMENT/ROOF, WINDOW AND FLOORING REPLACEMENT, "OLD" ADMINISTRATION BUILDING COMPLEX

Subject to completion of punch list items by MATRIX INDUSTRIES, 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 ASBESTOS ABATEMENT/ROOF, WINDOW AND FLOORING REPLACEMENT, "OLD" ADMINISTRATION BUILDING COMPLEX as being complete upon MATRIX INDUSTRIES, 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.

25-I UTILITY DATA BASE AGREEMENT

Agreement with THE COMMUNITY COLLEGE LEAGUE OF CALIFORNIA to participate in the web-based utility database project a statewide project of the League and the Chancellor's Office.

Funding Source: 2002-2003 Budget

Comment: Once established, the database will track electric, natural gas, water and sewer utility account information. Start-up funding has been provided by the Chancellor's Office. The District's cost for the on-going maintenance of the database will be 30% of actual realized savings for a period of 12 months.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 3, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 25 FACILITIES (continued)

25-J ARCHITECTURAL SERVICES AGREEMENT – EMERITUS COLLEGE

RTK AND ASSOCIATES for architectural services necessary for interiors of the Emeritus College facility for a fee not to exceed \$84,500 plus reimbursable expenses.

Funding Source: Measure U

Comment: This agreement is for the interior of 1227 2nd St., Santa Monica, the future home of the Emeritus College program.

25-K AGREEMENTS FOR PRELIMINARY STRUCTURAL INVESTIGATION – 3171 CENTINELA AVENUE AND 1227 SECOND STREET

Agreement with SEISMO ENGINEERING, INC. to perform a preliminary structural investigation on the buildings located at 3171 Centinela Avenue, Los Angeles, for a fee not to exceed \$35,000 plus reimbursable expenses.

Agreement with SEISMO ENGINEERING, INC. to perform a preliminary structural investigation on the building located at 1227 Second Street, Santa Monica, for a fee not to exceed \$20,000 plus reimbursable expenses.

Funding Source: Measure U

Comment: The Department of State Architect (DSA) requires a structural engineer to prepare a preliminary structural investigation report before plans and specifications are submitted to DSA for approval on buildings to be used for college classes.

25-L FACILITY CONDITION ASSESSMENT AGREEMENT

Agreement with 3D INTERNATIONAL in an amount not to exceed \$35,000 plus consultants and reimbursable expenses to prepare the Level 2 facility condition assessment.

Funding Source: Capital Outlay Fund

Comment: 3D International previously conducted a Level 1 facility condition assessment for the District. This upgrade will further assess buildings including mechanical systems and provide data for the justification of costs to qualify projects for funding under the Chancellor's Office Scheduled Maintenance Program. The Chancellor's Office has recommended this process.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 3, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 26

COMMERCIAL WARRANT REGISTER

April 1 – April 30, 2002 4731 - 4752 \$5,231,152.09

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

RECOMMENDATION NO. 27

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.

April 1 – April 30, 2002 83458 – 83835 \$1,344,866

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

RECOMMENDATION NO. 28

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.

March 1 – March 31, 2002 D36324 – D36496 \$ 239,846.51
 April 1 – April 30, 2002 D36497 – D36698 \$1,192,175.99

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 3, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 29 PURCHASING

29-A AWARD OF PURCHASE ORDERS

Payment of the following purchase orders is authorized 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. 82441 – 82618	\$616,748.48
B) Telephone Orders	\$67,888.54
C) Change Orders	\$117,879.67
D) Auxiliary Orders	\$58,930.29
E) Auxiliary Change Orders	\$2,050.00

Comment: Lists of orders placed or amended between April 22 and May 20, 2002 are part of records on file in Purchasing Department

29-B AUTHORIZATION TO PARTICIPATE IN PURCHASE AGREEMENTS

1. Authorization the use of the Foundation for California Community Colleges Contract #0918A with KI for the purchase and installation of furniture at the Academy of Entertainment and Technology and in the Career Services Center.

Authorization of the ward of purchase orders to KI for the purchase and installation of furniture in the Academy of Entertainment and Technology in the amount of \$22,477.17 and in the Career Services Center in the amount of \$33,258.37.

Funding Source: 2001-02 Budget/CalWORKS

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

2. Authorization of the use of the California Multiple Award Schedule (CMAS) Agreement #3-99-70-0124C with GIG, IP Ltd. For the purchase, installation and service of CISCO network equipment for KCRW.

Authorization of the award of a purchase order to GIG, IP Ltd. for the purchase, installation and service of CISCO network equipment for KCRW in the amount of \$19,542.35.

Funding Source: KCRW donations

Comment: Public Contract Code Section 20652 allows the District to purchase through other public agencies without advertising for bid. KCRW raises all operating and capital expenses of the station.

3. Authorization of the use of the California Multiple Award Schedule (CMAS) Agreement #3-94-70-0012 with DELL COMPUTER for the purchase of computer equipment for various programs.

Authorization of the award of purchase order to DELL COMPUTER for the purchase of computer equipment for various programs in the approximate amount of \$250,00

Funding Source: 2001-2002 Budget

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

4. Authorization of the use of the Glendale Unified School District Bid Number P-1098a to APPLE COMPUTER CORPORATION for the purchase of computer equipment for the Academy of Entertainment and Technology.

Authorization the award of a purchase order to APPLE COMPUTER CORPORATION for the purchase of computer equipment for the Academy of Entertainment and Technology in the amount of \$98,201.10.

Funding Source: 2001-2002 Budget/General Fund-Academy/Tech Prep Grant/VATEA

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 3, 2002

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 30 2002-2003 TENTATIVE BUDGET

It is recommended that the Board of Trustees adopt the 2002-2003 Tentative Budget.

2002-2003 GENERAL FUND TENTATIVE BUDGET SUMMARY

Estimated Beginning Balance	\$ 366,088
Projected Revenue	120,669,564
Total Funds Available	<u>\$121,035,652</u>
Proposed Expenses and Transfers	\$121,035,652
Estimated Reserves	-0-
	<u>\$121,035,652</u>

COMMENT: The above summarizes the Combined Restricted and Unrestricted General Fund budget estimates for fiscal year 2002-2003. The detailed Tentative Budget provides estimates based on currently available information, including the Governor's proposed May Revise.

MOTION MADE BY: Carole Currey
 SECONDED BY: Nancy Cattell-Luckenbach
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 3, 2002

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 31

CSEA CHAPTER 36 INITIAL COLLECTIVE BARGAINING PROPOSAL, 2003

It is recommended that the Board of Trustees acknowledge receipt of the California School Employees Association (CSEA), Chapter 36, initial 2003 collective bargaining proposal, and schedule a public hearing and District response for the Board of Trustees meeting on July 1, 2002.

COMMENT: CSEA has requested to present the following items for contract negotiations:

1. Wages
2. Working conditions
3. Benefits

MOTION MADE BY: Carole Currey
 SECONDED BY: Nancy Cattell-Luckenbach

PUBLIC COMMENTS

Peggy Rhoads
 Phil Hendricks

BOARD COMMENT

In response to a statement made during public comments suggesting that the proposal does not contain costs because a percentage increase in salaries is not specified, trustee Margaret Quiñones clarified that the proposal does in fact have significant costs throughout.

STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 3, 2002

MAJOR ITEMS OF BUSINESS – ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 32

CONSULTANTS, 2002-2003

It is recommended that the Board of Trustees renew the following consultant contracts for the period July 1, 2002 through June 30, 2003 (unless otherwise indicated) on a month-to-month basis with 30-day cancellation notice:

A. Legislative/Government Relations Services

School Services of California

Collective Bargaining Services
 \$700 per month for 5 direct hours per month,
 plus \$165 per hour for each additional hour
 of service, plus expenses.

Special Services/Legislative Advocacy
 \$3,465 per month, plus expenses.

Funding Source: 2002-2003 Budget

Comment: Expenses are restricted to reimbursement for actual and necessary goods and services required by the independent contractor to provide the level of service required by the district.

B. Mandated Cost Reimbursement Claim Services

SixTen and Associates

total not to exceed \$24,000 for Mandated Cost Reimbursement

SixTen and Associates

total not to exceed \$25,000 for Mandated Cost Test Claims

Funding Source: State Mandated Cost Program

Comment: The State allows the cost of preparing claims and training to be claimed as a reimbursement under the Mandated Cost Program. The test claim process is an attempt to qualify activities currently not designated as "mandated" programs. The cost for the test claims can also be claimed as a reimbursement from the State.

C. Earthquake Recovery Services

Laura Debler FEMA/Capital Expense Reporting Consultant
\$45 per hour

Funding Source: FEMA/2002-2003 Capital Budgets

Comment: FEMA reimburses the District for services related to earthquake recovery. Expenses are restricted to reimbursement for actual and necessary goods and services required by the independent contractor to provide the level of service required by the District.

D. Library Design Services

Linda Demmers Library design assistance
\$85.00 per hour for a total not to exceed \$10,000

Funding Source: Prop T Funds

Comment: Ms. Demmers will provide expert services regarding state funding formulas, design concepts, and furnishing requirements relating to the library.

E. Construction Management and Inspection Services

LPI, Inc. Construction services to be paid at the rate of \$75 per hour for services as inspector of record (IOR) or program administration; \$60 per hour for services of specialized inspector of assistant IOR; \$48 per hour for administrative support services, plus reimbursement for actual and necessary expenses related to the projects. This contract is for the period of July 1, 2002 through June 30, 2005 with rates to be amended annually subject to Board of Trustees approval.

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

Comment: This provides inspector of record services as required by the Division of State Architect, and will assist in the construction administration with future facility projects.

TOMIT Consulting Project management and related services in connection with various construction projects including Parking Structure Replacement and the Library Remodel-addition projects. Services to be provided for the period of July 1, 2002 through June 30, 2003 at an hourly rate of \$75 plus reimbursement of actual and necessary expenses.

Funding Source: State Capital Grant/FEMA/C.O.P.

Comment: This is a continuation of the project management services agreement for facilities.

F. Legal Services

Human resources, collective bargaining, student services, facilities and municipal issues:

Liebert, Cassidy, Whitmore \$135 to \$195 per hour for services provided by attorney staff and \$75 per hour for services provided by paralegal staff; plus expenses.

Public Agency Law Group \$170 to \$230 per hour for services provided by attorney staff, \$110 to \$155 per hour for services provided by associates and \$90 per hour for services provided by paralegal staff; plus expenses.

Harding, Larmore, Kutcher & Kozal \$200 to \$325 per hour, plus expenses

Newman, Aaronson, Vanaman \$275 per hour, plus expenses

Funding Source: 2002-2003 Budget/General Fund/Capital Fund

Comment: These contracts may be renewed for up to three fiscal years at the discretion of the Board of Trustees.

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 3, 2002

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 33

RESOLUTION AUTHORIZING ISSUANCE OF NOT TO EXCEED \$25,000,000 OF SANTA MONICA COMMUNITY COLLEGE DISTRICT GENERAL OBLIGATION BONDS, 2002 ELECTION, SERIES A

WHEREAS, the issuance of not to exceed \$160,000,000 aggregate principal amount of general obligation bonds (the "Authorization") of the Santa Monica Community College District (the "District"), County of Los Angeles (the "County"), State of California, was authorized at an election (the "Election") held in said District on March 5, 2002, the proceeds of which are to be used for the acquisition, construction, improvement, equipping and furnishing of various capital facilities of the District; and

WHEREAS, the Registrar-Recorder/County Clerk of the County has certified to the effect that the official canvass of returns for the Election reflected that more than 55% of the votes cast on the District's bond measure submitted to the voters at the Election (the "Measure") were cast in favor of the Measure, and such result has been entered in the minutes of this Board of Trustees of the District (the "District Board"); and

WHEREAS, all of the Authorization remains unsold; and

WHEREAS, Section 15140 of the Education Code of the State of California authorizes the Board of Supervisors of the County (the "County Board") to borrow funds through the issuance of bonds in the name and on behalf of the District, or, as an alternative, as authorized pursuant to Section 53506 *et seq.* of the California Government Code, pursuant to a resolution adopted by the District; and

WHEREAS, it now appears to this District Board that financial market conditions are favorable for the issuance and sale of not to exceed \$25,000,000 of the Authorization to be used for the acquisition, construction, improvement, equipping and furnishing of certain capital facilities of the District; and

WHEREAS, the District Board hereby determines that such bonds should be offered at this time, in one or more series, and requests the County Board to offer such bonds for sale; and

WHEREAS, the District Board has previously retained RBC Dain Rauscher Inc. as its Underwriter (the "Underwriter") and Fulbright & Jaworski L.L.P. as its Bond Counsel ("Bond Counsel") in connection with the issuance of such bonds;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Santa Monica Community College District, as follows:

Section 1. This District Board hereby determines that general obligation bonds of the District in the aggregate principal or issue amount of not to exceed \$25,000,000 be offered for sale, in one or more series (the "Bonds"), as more particularly described in Section 2 below, the proceeds of which are to be used for the acquisition or construction of improvements to real property of the District, as set forth in the bond proposition approved at the Election.

Section 2. For the above purposes, this District Board hereby requests the County Board to issue the Bonds and to order such Bonds to be sold to the Underwriter at a negotiated sale in accordance with a Purchase Contract to be prepared and entered into by and among the District, the County and the Underwriter in connection with the sale of the Bonds (the "Purchase Contract"). The Bonds shall be dated July 1, 2002 (or such other date as may be designated in the Purchase Contract), to bear or accrete interest at rates not to exceed 8.0% per annum, payable with respect to any Bonds bearing current interest on the dates as may be set forth in the Purchase Contract, and accreting with respect to any Bonds which are issued as capital appreciation bonds, payable upon maturity or conversion, shall mature on July 1 of each of the years as set forth in the Purchase Contract, through a date no later than July 1, 2027, or otherwise upon such other terms and conditions as shall be established for the Bonds by the Purchase Contract. The form of Purchase Contract on file with the District Board is hereby approved and the Superintendent/President of the District (the "President"), the Vice President/Business and Administration of the District (the "Vice President"), or any designee thereof (each, an "Authorized Officer"), and each of them is hereby authorized to execute the Purchase Contract, with such changes therein, deletions therefrom and modifications thereto as such Authorized Officer may approve, such approval to be conclusively evidenced by the execution and delivery thereof. The District has instructed the Underwriter to establish the terms, series, interest structure and redemption provisions for the Bonds in order to take advantage of financial market conditions prevailing at the date of sale of the Bonds under the Purchase Contract. Depending upon market conditions, the District may elect to purchase bond insurance to secure the payment of principal of and interest on or accreted value of the Bonds, or one series thereof, following consultation with the Treasurer and Tax Collector of the County (the "Treasurer").

Section 3. The District Board hereby approves the form of Preliminary Official Statement relating to the Bonds on file with the Secretary of the District Board and to be used and distributed, together with an Official Statement in connection with the sale of the Bonds, in each case with such changes as are approved by the Authorized Officer, and the Authorized Officer, and such other officers of the District as may be authorized by the District Board are, and each of them acting alone hereby is, authorized to deliver copies of the Preliminary Official Statement and the Official Statement with such changes therein as such officer shall approve, in his or her discretion, as being in the best interests of the District. Upon approval of such changes by such officer, the Preliminary Official Statement shall be "deemed final" as of its date except for the omission of certain information as provided in and pursuant to Rule 15c2-12 promulgated under the Securities Exchange Act of 1934 (the "Rule"). An Authorized Officer is hereby authorized and directed to execute such Official Statement with such changes therein, deletions therefrom and modifications thereto as such Authorized Officer may approve, such approval to be conclusively evidenced by the execution and delivery thereof.

Section 4. The Bonds shall be issued in book-entry only form, to be lodged with The Depository Trust Company ("DTC") in New York, New York, which shall be the registered owner of the Bonds issued at the closing in the form of a single certificated Bond for each maturity within a series of the Bonds described in the Purchase Contract. The Underwriter is directed to assist the District and the County in qualifying the Bonds for deposit with DTC.

Section 5. Unless the Treasurer shall appoint a commercial bank as paying agent in connection with the closing of the Bonds, the Treasurer shall serve as Paying Agent for the Bonds, the first annual fees for which shall be paid from proceeds of the Bonds; subsequent annual fees shall be paid from the general fund of the District. The District Board hereby authorizes the Authorized Officer to execute a paying agent agreement, if required, for and on behalf of the District.

Section 6. The District hereby covenants that it shall not, directly or indirectly, use or permit the use of any proceeds of any of the Bonds, or of any of the property financed or refinanced with the proceeds of the Bonds, or other funds of the District, or take or omit to take any action that would cause the Bonds to be deemed "arbitrage bonds" within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended (the "Code"). To that end, the District shall comply with all requirements of Section 148 of the Code and all regulations of the United States Department of the Treasury promulgated thereunder to the extent that such requirements are in effect and applicable to the Bonds.

Section 7. The District covenants to comply with all the procedures and provisions set forth in the Arbitrage and Use of Proceeds Certificate, and will do and perform all acts and things necessary in order to assure that interest paid on the Bonds shall be excluded from gross income of the owners thereof for purposes of federal income taxation.

Section 8. The District Board determines that all acts and conditions necessary to be performed by the District Board or to have been met precedent to and in the issuing and sale of the Bonds in order to make them the legal, valid and binding general obligations of the District have been performed and have been met, or will at the time of delivery of the Bonds have been performed and met, in regular and due form as required by law; that the full faith, credit and revenues of the District are hereby pledged for the timely payment of the principal of and interest on the Bonds; and that no statutory or Constitutional limitation of indebtedness or taxation will have been exceeded in the issuance of the Bonds.

Section 9. The form of Continuing Disclosure Agreement on file with the District Board prepared in connection with the Bonds and to be dated the date of sale of the Bonds, for the benefit of the registered owners from time to time of the Bonds (the "Owners") is hereby approved and the District Board hereby authorizes the Authorized Officer to execute such Continuing Disclosure Agreement with such changes therein as may be approved by the Authorized Officer. The District hereby covenants and agrees that it will comply with and carry out all of the provisions of such Continuing Disclosure Agreement in order to assist the Underwriter to comply with the requirements of the Rule. Any registered owner of Bonds may take such actions as may be necessary and appropriate, including seeking mandamus or specific performance by court order, to cause the District to comply with its obligations under this Section; however, noncompliance with this Section shall not constitute a default under or cause the acceleration of the Bonds.

Section 10. Should the Authorized Officer, upon consultation with and advice of the Underwriter, determine it is in the best interests of the District to obtain credit enhancement for the Bonds, including municipal bond insurance, to improve their marketability, the Authorized Officer is hereby authorized and directed to sign documents to secure such credit enhancement on such terms and subject to such conditions as may be established by the Authorized Officer, in agreements relating to such credit enhancement.

Section 11. The County Board is hereby requested to assist the District in the issuance and sale of the Bonds; in order to meet the requirements of law and the procedures of the County with respect to such a request, the Clerk of the District Board is hereby directed to lodge a certified copy of this Resolution with the Clerk of the County Board and with the Superintendent of Schools of the County promptly following adoption hereof, and the District represents and warrants to the County that the District shall reimburse the County's costs and expenses incurred in connection with the issuance and sale of the Bonds. The Bonds will be the general obligations of the District and will not constitute an obligation of the County except as set forth in the resolution to be adopted by the County Board authorizing the issuance of the Bonds.

Section 12. Officers of the District Board and District officials and staff are hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to proceed with the issuance of the Bonds and otherwise carry out, give effect to and comply with the terms and intent of this Resolution. Such actions as may have heretofore been taken by such officers, officials and staff are hereby ratified, confirmed and approved.

Section 13. This resolution shall take effect immediately upon its adoption.

MOTION MADE BY:	Carole Currey
SECONDED BY:	Nancy Cattell-Luckenbach
STUDENT ADVISORY:	Aye
AYES:	7
NOES:	0

Title of Grant: VTEA I-C Allocation (FY 2002-03)
Granting Agency: Chancellor's Office, California Community Colleges
Requested Funding: \$510,076
Matching Funds: N/A
Performance Period: July 2002 – June 2003
Summary: 2002/03 VTEA Title I-C funding which will be used to improve and expand SMC's vocational and technical education programs and related support services.

Title of Grant: Tech Prep Grant
Granting Agency: Chancellor's Office
Requested Funding: \$72,630
Matching Funds: N/A
Performance Period: July 2002 – June 2003
Summary: The Santa Monica College Tech Prep Consortium has established strong industry links to provide students with work experience in the community. Tech Prep activities include: integrating academic and vocational competencies; designing curricula that provide work-based learning experiences; and providing professional development for staff and faculty.

Title of Grant: Web Links: Learning Intergenerational NetworkKing for Seniors
Granting Agency: Verizon Foundation
Requested Funding: \$173,000
Matching Funds: \$36,082 Source: SMC In-Kind
Performance Period: October 2002 September 2003
Summary: The funding will be used to equip an Emeritus College computer lab with 35 workstations to support web- and computer literacy courses for older adults.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 3, 2002

INFORMATION ITEM F

2001-2002 QUARTERLY FINANCIAL REPORT (311 Q)
(REVISED)

Following is the revised 311 Q report for March 31, 2002. The figures under Sections I and II, fiscal year 2001-02 have been revised to reflect the Projected Budget.

Comment: This report was originally presented for information at the Board of Trustees on meeting on May 6, 2002.

BOARD OF TRUSTEES	ADJOURNMENT
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 3, 2002

ADJOURNMENT – 9:42 p.m.

The meeting was adjourned in memory of **Ron Stevenson**, SMC custodian; **Rhoda Block**, retired maintenance department secretary; and **Catherine Lee**, mother of Sherri Lee-Lewis.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, July 1, 2002 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.

The Board of Trustees will hold a Retreat on Friday and Saturday, July 26 and 27, 2002.