SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

MONDAY,
MARCH 10, 2008

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

6:00 p.m. - Call to Order
Closed Session
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/

Written requests for disability-related modifications or accommodations,
including for auxiliary aids or services that are needed in order to participate in
the Board meeting are to be directed to the Office of the
Superintendent/President as soon in advance of the meeting as possible.
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.

Each speaker is limited to one presentation per specific agenda item before the Board, and to one presentation per Board meeting on non-agenda items.

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.

Exceptions: This time allotment does not apply to individuals who address the Board at the invitation or request of the Board or the Superintendent

2. Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting of the Board of Trustees by uttering loud, threatening, or abusive language or engaging in disorderly conduct shall, at the discretion of the presiding officer or majority of the Board, be requested to be orderly and silent and/or removed from the meeting.

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

Reference: Board Policy Section 1570
Education Code Section 72121.5
Government Code Sections 54954.2, 54954.3, 54957.9
A G E N D A

A meeting of the Board of Trustees of the Santa Monica Community College District will be held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Monday, March 10, 2008.

6:00 p.m. – Call to Order
    Closed Session
7:00 p.m. – Public Meeting

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

I. ORGANIZATIONAL FUNCTIONS
   A Call to Order – 6:00 p.m.  1
   B Roll Call
   C Public Comments on Closed Session Items

II. CLOSED SESSION
    • Conference with Legal Counsel – Anticipated Litigation (Government Code Section 54956.9)
      One case

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS (Scheduled for 7:00 p.m.)
    D Pledge of Allegiance
    E Closed Session Report (if any)
    F Public Comments

IV. MAJOR ITEMS OF BUSINESS
   #1 Receipt of Audit Report  6

V. SUPERINTENDENT’S REPORT
    • Management Association Update
    • GASB 45 Task Force Report
    • Updates:
      – Associated Students Recognition Awards (student, faculty, and classified staff)
      – State Budget

VI. ACADEMIC SENATE REPORT

VII. MAJOR ITEMS OF BUSINESS (continued)
   G Basic Skills Initiative  7
   H Performing Arts Center  7
   #2 Retiree Health Benefits Obligation  8
VIII. CONSENT AGENDA
Any recommendation pulled from the Consent Agenda will be held and discussed in Section VIII, Consent Agenda – Pulled Recommendations

Approval of Minutes
#2 Approval of Minutes – February 11, 2008 (Regular Meeting) 9

Grants and Contracts
#3 Contracts and Consultants
  3-A Consultant for Peer Resolution Committee 10
  3-B Consultant for KCRW 10
  3-C Contract with CalPERS 10
  3-D Consultants for Marketing, Community Outreach and Recruitment 11
  3-E Legal Services 12
  3-F Consultant for Public Programs 12
#4 Organizational Memberships 12

Human Resources
#5 Academic Personnel 13
#6 Classified Personnel – Regular 14
#7 Classified Personnel – Limited Duration 16
#8 Classified Personnel – Non Merit 17

Facilities and Fiscal
#9 Appointment of SC CCD/JPA Official Representatives 18
#10 Facilities
  10-A Change Order No. 1 - Re-Bid Campus Quad 19
  10-B Change Order No. 11 – Liberal Arts South Building 20
  10-C Access Agreement for Environmental Testing 20
  10-D Kiosk License Agreement – Big Blue Bus 21
  10-E Corrections to Agreement for Consulting Services – Students Services and Administration Building 21
  10-F Amendment to Agreement for Architectural Services – Student Services and Administration Building 21
#11 Budget Augmentations 22
#12 Budget Transfers 23
#13 Commercial Warrant Register 24
#14 Payroll Warrant Register 24
#15 Auxiliary Payments and Purchase Orders 24
#16 Direct, Benefit and Student Grant Payments 25
#17 Purchasing 25

IX. CONSENT AGENDA – Pulled Recommendations
Recommendations pulled from the Section VII. Consent Agenda to be discussed and voted on separately. Depending on time constraints, these items might be carried over to another meeting.

X. BOARD COMMENTS AND REQUESTS

XI. ADJOURNMENT
The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, April 14, 2008 at 7 p.m. (5:30 p.m. if there is a closed session) Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.
I. ORGANIZATIONAL FUNCTIONS

A CALL TO ORDER

B ROLL CALL
Rob Rader, Chair
Louise Jaffe, Vice-Chair
Dr. Susan Aminoff
Judge David Finkel (Ret.)
Dr. Nancy Greenstein
Dr. Margaret Quiñones-Perez
Dr. Andrew Walzer
Adel Morad, Student Trustee

C PUBLIC COMMENTS ON CLOSED SESSION ITEMS

II. CLOSED SESSION

• Conference with Legal Counsel – Anticipated Litigation (Government Code Section 54956.9)
  One case

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

D PLEDGE OF ALLEGIANCE

E CLOSED SESSION REPORT (if any)

F PUBLIC COMMENTS
### MAJOR ITEMS OF BUSINESS

#### RECOMMENDATION NO. 1  RECEIPT OF AUDIT REPORT

<table>
<thead>
<tr>
<th>SUBMITTED BY:</th>
<th>Superintendent/President</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQUESTED ACTION:</td>
<td>Acknowledge receipt of the 2006-2007 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 &amp; Stutzman, LLP.</td>
</tr>
<tr>
<td>COMMENT:</td>
<td>The Auditor's opinion is that the basic financial statements present fairly, in all material respects, the financial position of the Santa Monica Community College District as of June 30, 2007.</td>
</tr>
<tr>
<td>Requested by:</td>
<td>Chris Bonvenuto, Director, Fiscal Services</td>
</tr>
<tr>
<td>Approved by:</td>
<td>Randy Lawson, Executive Vice-President</td>
</tr>
</tbody>
</table>

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:
INFORMATION ITEM G

SUBJECT: BASIC SKILLS INITIATIVE

SUBMITTED BY: Superintendent/President

SUMMARY: Addressing the Basic Skills needs of California community college students is central to the System Strategic Plan adopted by the Board of Governors in 2004. The Basic Skills Initiative was developed as a collaboration among the Statewide Academic Senate, the Chief Instructional Officers and the Chief Student Services Officers of the California Community Colleges. In an effort to address basic skills, every college in the state will conduct a self assessment of existing practices, go through an extensive review of literature related to best practices in basic skills, participate in staff development activities and develop funding action plans related to the self assessment and literature/research review. Santa Monica College assembled a Basic Skills Workgroup in Summer 2007. In Fall 2007, the Workgroup participated in the BSI statewide training. Members of the Workgroup will provide an update and progress report on the Basic Skills Workgroup activities, including SMC’s baseline research and the self assessment tool.

INFORMATION ITEM H

SUBJECT: PERFORMING ARTS CENTER

SUBMITTED BY: Superintendent/President

SUMMARY: This report will include a facilities update and activities at the SMC Performing Arts Center.
RECOMMENDATION NO. 2  RETIREE HEALTH BENEFITS OBLIGATION

SUBMITTED BY:  Superintendent/President

REQUESTED ACTION:  It is recommended that the Santa Monica Community College District begin to pre-fund its retiree health benefits obligation through an initial contribution of $1.4 million and subsequent annual contributions in the amount of $500,000 over the next four fiscal years.

Further, it is recommended that the College's initial contribution be drawn from the SCCCD (Southern California Community College District) JPA and placed in an irrevocable trust.

Lastly, it is recommended that at the end of the stated five-year period, the District re-evaluate its retiree health benefits liability.

COMMENT:  These are the recommendations of the Unfunded Retiree Benefits/GASB 45 Task Force. At its meeting on October 8, 2007, the Board of Trustees supported the formation of a joint task force to study unfunded retiree benefits and GASB 45 to report back in early spring. The task force met November 2007 through February 2008 and developed recommendations to be forwarded to the District Planning and Advisory Council (DPAC). The above recommendations were presented to and approved by DPAC on February 27, 2008 and were forwarded to the Superintendent/President for consideration.
VIII. CONSENT AGENDA

Any recommendation pulled from the Consent Agenda will be held and discussed in Section IX, Consent Agenda - Pulled Recommendations

RECOMMENDATION:
The Board of Trustees take the action requested on Consent Agenda Recommendations #3-#17

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda - Pulled Recommendations:

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

IX. CONSENT AGENDA - Pulled Recommendations

Recommendations pulled from the Section VIII, Consent Agenda to be discussed and voted on separately. Depending on time constraints, these items might be carried over to another meeting.

RECOMMENDATION NO. 2 APPROVAL OF MINUTES

Approval of the minutes of the following meeting of the Santa Monica Community College District Board of Trustees:

February 11, 2008 (Regular Board of Trustees Meeting)
CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 3   CONSENT AGENDA: GRANTS AND CONTRACTS
Requested Action: Approval/Ratification

3-A  CONTRACT FOR PEER RESOLUTION COMMITTEE
Consultant: Mathis Development Consulting, Inc., Regina Mathis
Amount of Contract: $115 per hour, not to exceed $1,380
Term of Contract: Date to be determined
Funding Source: District Budget/Human Resources (50%) and CSEA budget (50%)
Summary: Per the District/CSEA Agreement, the Office of Human Resources in conjunction with CSEA, shall annually provide a mutually agreed upon training program on dispute resolution techniques.

Requested by: Pat Brown, Dean, Human Resources
Approved by: Marcia Wade, Vice-President, Human Resources

3-B  CONTRACT FOR KCRW
Provider: Anahi Bustillos
Amount of Contract: $630
Term of Contract: March 15 through March 31, 2008
Funding Source: KCRW
Service: Promotional support for “KCRW PRESENTS,” Concerts

Requested by: Cheryl Gee, Radio Station Services Assistant
Approved by: Don Girard, Senior Director, Government Relations/Institutional Communications

3-C  CONTRACT WITH CALPERS
Contractor: CalPERS
Service: To establish an irrevocable trust to pre-fund Other Post Employment Benefits
Summary: An initial deposit will be made from the approximately $1.4 million of funds currently on deposit with the Southern California Community College District Joint Powers authority. Future contributions to this trust will be established at the adoption of the annual budget. The Superintendent/President is authorized to execute this agreement.

Requested by: Victor Hanson, Interim Chief Business Officer
Approved by: Chui L. Tsang, Superintendent/President
CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 3  CONTRACTS AND CONSULTANTS (continued)

3-D CONSULTANTS FOR MARKETING, COMMUNITY OUTREACH, AND RECRUITMENT

(1) Provider: SurfSantaMonica.com
   Fees: $2,500
   Service: Editorial Copywriting for Summer 2008 and Fall 2008 Schedule of Classes
   Funding Source: 2007-08 Marketing, Matriculation, and Financial Aid Budgets
   Requested by: Don Girard, Senior Director, Government Relations/Institutional Communications
   Approved by: Chui L. Tsang, Superintendent/President

(2) Provider: We Search Research (Amendment to contract)
   Fees: Amend contract from $20,000 to new amount of $25,000
   Service: Editorial Copywriting, Information Research and Verification for Schedule of Classes and College Catalog
   Comment: This consultant provide fact-checking and a common written voice for materials provided from dozens of sources during the preparation of College publications. The District has begun a more extensive review of the information provided in its publications with a goal of future cost containments for printing and distribution.
   Funding Source: 2007-08 Marketing, Matriculation, and Financial Aid Budgets
   Requested by: Don Girard, Senior Director, Government Relations/Institutional Communications
   Approved by: Chui L. Tsang, Superintendent/President

(3) Provider: Santa Monica Daily Press (Amendment to contract)
   Fees: Amend contract from $18,000 to new amount of $22,000
   Service: 2007-08 Print Advertising for College Advancement and Student Recruitment
   Comment: The amended amount provides for the recent notices of community workshops for the Pico Promenade Improvements Project.
   Funding Source: 2007-08 Marketing, Matriculation, and Financial Aid Budgets
   Requested by: Don Girard, Senior Director, Government Relations/Institutional Communications
   Approved by: Chui L. Tsang, Superintendent/President
CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 3  CONTRACTS AND CONSULTANTS (continued)

3-E  LEGAL SERVICES (Amendment to annual contract)
Provider: Donaldson and Hart
Fees: Amend maximum fee from $495 per hour to new maximum fee of $525 per hour plus expenses.
Service: Legal assistance for the operations of the SMC Performing Arts Center and Music Academy.
Funding Source: 2007-08 District Budget/Business and Administration
2007-08 SMC Performing Arts Center Budget
Requested by: Don Girard, Senior Director, Government Relations/Institutional Communications
Approved by: Chui L. Tsang, Superintendent/President

3-F CONSULTANT FOR PUBLIC PROGRAMS (Amendment to contract)
Provider: Linda Sullivan
Fees: Amend contract from $52,000 from October 8, 2007 through June 30, 2008 to new amount of $60,000 plus reimbursable expenses from October 8, 2007 through June 30, 2008.
Service: Facility planning for public use of Santa Monica College indoor and outdoor spaces, and operational planning for Santa Monica College public programs. The additional services will assist the District to prepare for the opening of the Broad Stage later this year.
Comment: Ms. Sullivan is working with the District to evaluate current and planned facilities in order to benefit from commercial and non-profit use. She is also advising the District regarding operational issues and promotional opportunities for the District’s public use spaces, including the new SMC Performing Arts Center. The current publicity regarding the Center and the current vacancy in administrative staff requires the additional services at this time.
Funding Source: Measure U and 2007-08 SMC Performing Arts Center Budget
Requested by: Don Girard, Senior Director, Government Relations/Institutional Communications
Approved by: Chui L. Tsang, Superintendent/President

RECOMMENDATION NO. 4  ORGANIZATIONAL MEMBERSHIPS, 2007-2008
Requested Action: Approval/Ratification

LA Press Club
National Association for Asian and Pacific American Education (N A A PAE)
Santa Monica Business Roundtable
Santa Monica Sister City Association

Requested by: Departments/programs
Approved by: Chui L. Tsang, Superintendent/President
CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 5   ACADEMIC PERSONNEL
Reviewed by:  Sherri Lee-Lewis, Dean, Human Resources
Approved by:  Marcia Wade, Vice-President, Human Resources
Requested Action: Approval/Ratification

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

RETITLE

FROM: Director, Bundy Campus
TO: Director, Bundy Campus and Workforce Development

ELECTION

ADMINISTRATIVE
McLaughlin, Larry, Acting Director, Bundy Campus and Workforce Development 03/11/08
Ramos, Patricia, Director, Small Business Development Center 04/01/08

SEPARATION

LIMITED RETIREMENT

Holmgren, Christine, Instructor, Philosophy 08/25/08
Comment: Limited Retirement - 50%

The Board hereby accepts immediately the retirement of the above listed personnel to be effective as indicated.
CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 6 CLASSIFIED PERSONNEL – REGULAR
Reviewed by: Sherri Lee-Lewis, Dean, Human Resources
Approved by: Marcia Wade, Vice-President, Human Resources
Requested Action: Approval/Ratification

Approval/ratification of the establishment of classified positions, and other actions involving classified personnel including hiring, promoting, changing work shifts, working out of classification, and advanced step placements. All personnel assigned into authorized positions will be elected to employment (Merit System) in accordance with District policies and salary schedules.

ESTABLISH
   Community College Police Officer (2 positions)     03/11/08
      Campus Police, 12 mos, 40 hrs/VH
   Gardener/Equipment Operator (1 position)          03/11/08
      Grounds, 12 mos, 40 hrs/VH
   Administrative Assistant I
      Superintendent’s Office, 12 mos, 40 hrs        03/11/08

ABOLISH
   Community College Parking Enforcement Officer (1 position)  03/11/08
      Campus Police, 11 mos, 40 hrs
   Community College Parking Enforcement Officer (1 position)  03/11/08
      Campus Police, 11 mos, 20 hrs
   Community College Police Officer Trainee (1 position)     03/11/08
      Campus Police, 12 mos, 40 hrs/VH
   Gardener/Equipment Operator (1 position)                03/11/08
      Grounds, 12 mos, 40 hrs
   Administrative Assistant I, Confidential                03/11/08
      Superintendent’s Office, 12 mos, 40 hrs

ELECTIONS

PROBATIONARY
   Henninger, Denise, Sign Language Interpreter- III, DSC  03/03/08
   La Cosse, Naomi, Sign Language Interpreter- III, DSC   03/03/08

ADVANCED STEP PLACEMENT
   Sanchez, Yesenia, Student Services Clerk, Financial Aid Step C 10/08/07
WORKING OUT OF CLASSIFICATION

Trump, Kurt
Fr: Community College Police Sergeant, Campus Police, 12 mos, 40 hrs
To: Community College Police Chief, Campus Police, 12 mos, 40 hrs
02/11/08 – Until Filled

Willis, Adrienne
Fr: Administrative Assistant I- Conf, Supt./Pres., 12 mos, 40 hrs
To: Insurance Program Specialist, Risk Management, 12 mos, 40 hrs
12/07/07 – 01/08/08

LEAVES OF ABSENCE WITHOUT PAY

PERSONAL
Fierro, Yolanda, C.C. Parking Enforcement Officer, Campus Police
02/04/08 – 09/01/08

SEPARATIONS

DECEASED
Smith, Toni, Administrative Assistant I, Modern Languages
02/19/08

RETIREMENT
Gaydowski, Richard, College Police Dispatcher, Campus Police
03/05/08
Redhead, Eva, Health Services Technician - RN, Health Services
03/31/08
CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7     CLASSIFIED PERSONNEL - LIMITED DURATION

Reviewed by: Sherri Lee-Lewis, Dean, Human Resources
Approved by: Marcia Wade, Vice-President, Human Resources
Requested Action: Approval/Ratification

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

ELECTIONS

PROVISIONAL (Temporary personnel who meet minimum qualifications but are not on an eligibility list for the vacant position)

Abrines, Roxanna, Lab Technician-Physical Science 02/11/08-06/20/08
Caizeros, Valentin, PipeFitter-Sprinkle, Grounds 01/22/08-03/24/08
Cerna, Mario, Sign Language Interpreter-Trainee, DSC 01/02/08-04/22/08
Curtis-Larson, Janet, Sign Language Interpreter-Trainee, DSC 01/02/08-05/27/08
Garvey, Francis, Accompanist-Voice, Music 02/12/08-06/19/08
Harris, Kristine, Office Aide, Disabled Students Center 01/02/08-04/28/08
Holstein, Stephanie, Sign Language Interpreter III, DSC 01/02/08-04/16/08
Kesterman, Camille, Counseling Aide, Disabled Student Center 02/25/08-06/30/08
Mays, Ashley R, Counseling Aide, Disabled Student Center 02/28/08-07/03/08
Molina, Erica, Counseling Aide, Disabled Student Center 02/25/08-06/30/08
O’Brien, Colin, Counseling Aide, Disabled Students Center 02/26/08-07/01/08
Orellana, Debbie, Counseling Aide, Disabled Student Center 02/25/08-06/30/08
Perea, Marisol, Counseling Aide, Disabled Student Center 02/28/08-07/03/08
Potts, Jr, Charles, Payroll Specialist-Fiscal Services 02/14/08-06/20/08
Schlesinger, Cynthia, Sign Language Interpreter-Trainee, DSC 01/02/08-05/15/08
Sommers, Emily Kate, Counseling Aide, Disabled Student Center 02/28/08-07/03/08
Warnecke, Janet, Sign Language Interpreter III, DSC 01/02/08-03/17/08

LIMITED TERM (Positions established to perform duties no expected to exceed six months in one fiscal year or positions established to replace temporarily absent employees. All appointments are made from eligibility lists or former employees in good standing)

Hasal, Amber, Sign Language Interpreter I, DSC 01/02/08-03/20/08
Henniger, Denise, Sign Language Interpreter III, DSC 01/02/08-02/29/08
Hill, Sherri, Sign Language Interpreter II, DSC 01/02/08-06/10/08
Jarret, Gabriel, Sign Language Interpreter II, DSC 01/02/08-06/30/08
La Cosse, Naomi, Sign Language Interpreter III, DSC 01/02/08-02/29/08
Lewis, Carolyn, Sign Language Interpreter I, DSC 01/02/08-04/17/08
Matlow, Stephanie, Sign Language Interpreter I, DSC 01/02/08-06/13/08
Neeley, Tynisha, Sign Language Interpreter I, DSC 01/02/08-06/30/08
Noor, Tasneem, Counseling Aide, EO P&S 02/04/08-06/10/08
Padilla, Omar, Counseling Aide, Student Life 01/02/08-03/20/08
Puyer, Billie, Sign Language Interpreter II, DSC 01/02/08-05/08/08
Rhoads, Margaret, Instructional Assistant-LD 01/02/08-06/06/08
Sussman-Schecht, Dena, Sign Language Interpreter III, DSC 01/02/08-06/06/08
TANJI, Mona, Sign Language Interpreter III, DSC 01/02/08-06/19/08
**CONSENT AGENDA: HUMAN RESOURCES**

**RECOMMENDATION NO. 8   CLASSIFIED PERSONNEL - NON MERIT**

Reviewed by: Sherri Lee-Lewis, Dean, Human Resources  
Approved by: Marcia Wade, Vice-President, Human Resources  
Requested Action: Approval/Ratification

All personnel assigned will be elected on a temporary basis to be used as needed in accordance with District policies and salary schedules.

### STUDENT EMPLOYEES

<table>
<thead>
<tr>
<th>Position</th>
<th>Rate/hr</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>CalWORKS</td>
<td>$8.00</td>
<td>03</td>
</tr>
<tr>
<td>College Student Assistant</td>
<td>$8.00</td>
<td>57</td>
</tr>
<tr>
<td>College Work-Study Student Assistant</td>
<td>$8.00</td>
<td>46</td>
</tr>
</tbody>
</table>

### SPECIAL SERVICE

<table>
<thead>
<tr>
<th>Position</th>
<th>Rate/hr</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tutorial Aide</td>
<td>$10.50</td>
<td>01</td>
</tr>
<tr>
<td>Art Models</td>
<td>$18.00</td>
<td></td>
</tr>
<tr>
<td>Art Models with Costume</td>
<td>$21.00</td>
<td>01</td>
</tr>
<tr>
<td>Community Services Specialist I</td>
<td>$35.00</td>
<td>01</td>
</tr>
<tr>
<td>Community Services Specialist II</td>
<td>$50.00</td>
<td>03</td>
</tr>
</tbody>
</table>
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 9  APPOINTMENT OF SCCCD/JPA OFFICIAL REPRESENTATIVES

Requested by: Cozetta Wilson-Carlton, Risk Manager
Approved by: Randal Lawson, Executive Vice-President
Requested Action: Approval/Ratification

Santa Monica Community College District appoints Cozetta Wilson-Carlton as the Official Representative and Keith Webster as the Official Alternate to represent the District at the Southern California Community College District JPA meetings. Each member shall have one vote, which may be cast only by the designated representative who is in physical attendance.

Comment: Per the Southern California Community College District JPA Bylaws, each member of the Agency shall be entitled to appoint to the Board of Directors one representative and one alternate who shall be designated in writing. Said representative and said alternate must be employees of the member and shall serve at the pleasure of the member by whom appointed. Only the designated representative or designated alternate may represent a member, and each shall be invited to attend all meetings of the Board of Directors. The designated representative and designated alternate may invite members of their agencies' staffs or consultants to attend meeting of the Board of Directors in an advisory capacity only.
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10  FACILITIES
Requested by:  Greg Brown, Director of Facilities and Planning
Approved by:  Randal Lawson, Executive Vice-President
Requested Action:  Approval/Ratification

10-A CHANGE ORDER NO. 1 - RE-BID CAMPUS QUAD

Change Order No. 1 - TRIMAX CONSTRUCTION CORP. on the Re-bid Campus Quad project in the amount of $30,032.

Original Contract Amount  $8,709,500
Change Order No. 01  30,032
Revised Contract Amount  $8,739,532

Original Contract Time  360 days
Previous Time Extensions  0 days
Revised Contract Time  360 days
Time Extension this Change Order  0 days
Current Revised Contract Time  360 days

Funding Source: Measures U

Comment: Change Order No. 01 provides for additional temporary signs requested by the District to facilitate student circulation, the addition of a concrete ramp at existing curb for campus maintenance carts, costs to repair damaged water line not shown on as-built drawings.
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10 FACILITIES (continued)

10-B CHANGE ORDER NO. 11 - LIBERAL ARTS SOUTH BUILDING

Change Order No. 12 - PINNER CONSTRUCTION COMPANY on the Liberal Arts South Building Project in the amount of $18,692.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Contract Amount</td>
<td>$13,195,000</td>
</tr>
<tr>
<td>Previously Approved Change Orders 1 - 11</td>
<td>389,551</td>
</tr>
<tr>
<td>Change Order No. 12</td>
<td>18,692</td>
</tr>
<tr>
<td>Revised Contract Amount</td>
<td>$13,603,243</td>
</tr>
</tbody>
</table>

Original Contract Time: 425 days
Previous Time Extensions: 0 days
Revised Contract Time: 425 days
Time Extension this Change Order No. 11: 0 days
Current Revised Contract Time: 425 days

Funding Source: State Capital Outlay Funds, City of Santa Monica Earthquake Redevelopment, Measure U

Comment: Change Order No. 12 provides for the addition of a mechanical screen to shield HVAC units visible from the north building and revisions to Exhaust Fan No. 1 with associated duct work and mounting hardware due to interference with high roof above.

10-C ACCESS AGREEMENT FOR ENVIRONMENTAL TESTING

Agreement with the GILLETTE COMPANY for access to the Academy of Entertainment and Technology site for environmental testing.

Funding Source: The Gillette Company (no cost to the District)

Comment: The Los Angeles Regional Water Control Board requires the Gillette Company, owner of the PaperMate property at 26th and Olympic to perform water quality testing in an area surrounding their property as part of their environmental mitigation efforts. The Academy property was selected as one of the testing sites due to the proximity to the property. Testing will consist of one location to drill a test well or perform test borings. The testing will be performed so as not to disrupt the college’s programs. The Gillette Company is required to provide insurance and is responsible for any damage to the property. The report resulting from this testing will be shared with the District.
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10 FACILITIES (continued)

10-D KIOSK LICENSE AGREEMENT - BIG BLUE BUS

Agreement with the CITY OF SANTA MONICA to locate two bus information kiosks on the college campus.

Funding Source: City of Santa Monica

Comment: To further promote bus ridership, the Big Blue Bus has requested placement of information kiosks in the library and in the cafeteria. College staff have reviewed and approved the design and content of the information kiosks. The City will pay for all the costs associated with this project.

10-E CORRECTION TO AGREEMENT FOR CONSULTING SERVICES - STUDENT SERVICES AND ADMINISTRATION BUILDING

Amend the agreement with CHRISTOPHER A. JO SEPH & ASSOCIATES for environmental analysis services for the Student Services and Administration Building for an additional $25,000 plus reimbursable expenses.

Funding Source: State Capital Outlay Funds, Measure S, Measure U

Comment: This is a correction from last month's agenda. The amount listed was $15,000 and it should have been $25,000.

10-F AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES - STUDENT SERVICES AND ADMINISTRATION BUILDING

Amend the agreement with STEINBERG ARCHITECTS for architectural services for the Student Services and Administration building not to exceed a total cost of $7,851,300 plus reimbursable expenses.

Funding Source: State Capital Outlay Funds, Measure S, Measure U

Comment: The agreement has been amended to include scope changes and the associated building cost estimate. Original fee was based upon estimate that was prepared over two years ago for the state and does not reflect current construction costs. The contract is for a fixed fee and it will not increase if construction costs escalate in the future. This agreement includes the Student Services and Administration building, underground parking, new traffic entry and pedestrian drop off, related site work and landscaping. Initial planning for Drescher Hall with related site work and additional Pico improvements are covered on separate agreements that were approved at the February meeting.
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11  BUDGET AUGMENTATIONS
Requested by:  Chris Bonvenuto, Director, Fiscal Services
Approved by:  Randy Lawson, Executive Vice-President
Requested Action: Approval/Ratification

The 2007-2008 Adopted Budget will be amended to reflect the following budget augmentations

11-A  SMALL BUSINESS DEVELOPMENT CENTER
Granting Agency: California Community Colleges Chancellors Office
Appropriated Funding: $60,000
Matching Funds: $0
Summary: California State Chancellor’s Office has increased funding from $50,000 to $110,000. This represents a $60,000 increase to the 2007-08 award amount.
Budget Augmentation: Revenue: 8000 State Revenue $60,000
Expenditures: 2000 Classified Salaries $30,000
3000 Benefits $10,000
4000 Supplies $10,000
5000 Travel $7,692
7000 Interfund Transfer $2,308

11-B  FACULTY/STAFF DIVERSITY
Granting Agency: California Community Colleges Chancellors Office
Appropriated Funding: $1,121
Matching Funds: $0
Summary: The Chancellors Office has increased Faculty/Staff Diversity funding from $21,117 to $22,238. This represents a $1,121 increase to the 2007-08 award amount.
Budget Augmentation: Revenue: 8000 State Revenue $1,121
Expenditures: 5000 Other Expenditures $1,121

11-C  DISABLED STUDENTS PROGRAM & SERVICES (DSP & S) COLLEGE ALLOCATION
Granting Agency: California Community Colleges Chancellor’s Office
Appropriated Funding: $184,879 Augmentation (Brings the total from $1,321,264 to $1,506,143)
Matching Funds: $0
Summary: Additional funds for DSP&S allocation for Deaf and Hard of Hearing per Chancellor’s Office FY 2007-08 First Principal Apportionment,
Budget Augmentation: Revenue: 8620 Revenue $184,879
Expenditures: 2000 Non-Instructional Salaries $100,000
3000 Benefits $7,000
5110 Consultants $77,879
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12  BUDGET TRANSFERS
Requested by: Chris Bonvenuto, Director, Fiscal Services
Approved by: Randy Lawson, Executive Vice-President
Requested Action: Approval/Ratification

12-A  FUND 01.0 – GENERAL FUND - UNRESTRICTED
Period: January 30, 2008 – February 26, 2008

<table>
<thead>
<tr>
<th>Object Code</th>
<th>Description</th>
<th>Net Amount of Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>Academic Salaries</td>
<td>0</td>
</tr>
<tr>
<td>2000</td>
<td>Classified/Student Salaries</td>
<td>470</td>
</tr>
<tr>
<td>3000</td>
<td>Benefits</td>
<td>0</td>
</tr>
<tr>
<td>4000</td>
<td>Supplies</td>
<td>5,670</td>
</tr>
<tr>
<td>5000</td>
<td>Contract Services/Operating Exp</td>
<td>58,135</td>
</tr>
<tr>
<td>6000</td>
<td>Sites/Buildings/Equipment</td>
<td>5,120</td>
</tr>
<tr>
<td>7000</td>
<td>Other Outgo/Student Payments</td>
<td>-69,395</td>
</tr>
<tr>
<td><strong>Net Total:</strong></td>
<td></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

12-B  FUND 01.3 – GENERAL FUND - RESTRICTED
Period: January 30, 2008 – February 26, 2008

<table>
<thead>
<tr>
<th>Object Code</th>
<th>Description</th>
<th>Net Amount of Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>Academic Salaries</td>
<td>-10,874</td>
</tr>
<tr>
<td>2000</td>
<td>Classified/Student Salaries</td>
<td>65,131</td>
</tr>
<tr>
<td>3000</td>
<td>Benefits</td>
<td>-52,869</td>
</tr>
<tr>
<td>4000</td>
<td>Supplies</td>
<td>-6,584</td>
</tr>
<tr>
<td>5000</td>
<td>Contract Services/Operating Exp</td>
<td>-22,871</td>
</tr>
<tr>
<td>6000</td>
<td>Sites/Buildings/Equipment</td>
<td>14,128</td>
</tr>
<tr>
<td>7000</td>
<td>Other Outgo/Student Payments</td>
<td>13,939</td>
</tr>
<tr>
<td><strong>Net Total:</strong></td>
<td></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

Comment: The Adopted Budget needs to be amended to reflect the totals of the departmental budgets. The current system of the Los Angeles County Office of Education requires Board approvals each month for budget adjustments. Only the net amount of the transfers in or out of the object codes is shown. In addition to the budget adjustments, transfers result from requests by managers to adjust budgets to meet changing needs during the course of the year.
## BOARD OF TRUSTEES
Santa Monica Community College District  

### Action
March 10, 2008

### CONSENT AGENDA: FACILITIES AND FISCAL

### RECOMMENDATION NO. 13  COMMERCIAL WARRANT REGISTER
Requested by: Robin Quaile, Accounts Payable Supervisor  
Approved by: Randy Lawson, Executive Vice-President  
Requested Action: Approval/Ratification

<table>
<thead>
<tr>
<th>Period</th>
<th>Warrants</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1 – January 31, 2008</td>
<td>2892 - 2930</td>
<td>$6,268,047.82</td>
</tr>
</tbody>
</table>

Comment: The detailed Commercial Warrant documents are on file in the Accounting Department.

### RECOMMENDATION NO. 14  PAYROLL WARRANT REGISTER
Requested by: Ian Fraser, Payroll Manager  
Approved by: Randy Lawson, Executive Vice-President  
Requested Action: Approval/Ratification

<table>
<thead>
<tr>
<th>Period</th>
<th>Warrants</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1 – January 31, 2008</td>
<td>C1F - C2G</td>
<td>$7,164,991.38</td>
</tr>
</tbody>
</table>

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

### RECOMMENDATION NO. 15  AUXILIARY PAYMENTS & PURCHASE ORDERS
Requested by: George Prather, Director of Auxiliary Services  
Approved by: Randy Lawson, Executive Vice-President  
Requested Action: Approval/Ratification

It is recommended that the following Auxiliary Operations payments and Purchase Orders be ratified. All purchases and payments were made in accordance with Education Code requirements and allocated to approved budgets in the Bookstore, Trust and Other Auxiliary Funds.

<table>
<thead>
<tr>
<th>Period</th>
<th>Payments</th>
<th>Purchase Orders</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1 – January 31, 2007</td>
<td>$2,195,279</td>
<td>$77,069</td>
</tr>
</tbody>
</table>

Comment: The detailed Auxiliary payment documents are on file in the Auxiliary Operations Office.
RECOMMENDATION NO. 16  DIRECT, BENEFIT & STUDENT GRANT PAYMENTS

Requested by: Robin Quaile, Accounts Payable Supervisor
Approved by: Randy Lawson, Executive Vice-President
Requested Action: Approval/Ratification

Payments were authorized upon delivery and acceptance of the items ordered, or performance of the service. All payments were made in accordance with Education Code requirements and allocated to approved budgets. List on file in Business Office.

D000639 – D000897 $1,172,871.40
B000350 – B000428 $2,248,829.14
ST00048 – ST00051 $142.00

D – Direct Payments
B – Benefit Payments (health insurance, retirement, etc.)
ST – Student Grant Payments

RECOMMENDATION NO. 17  PURCHASING

Requested by: Keith Webster, Director, Purchasing
Approved by: Randy Lawson, Executive Vice-President
Requested Action: Approval/Ratification

17-A AWARD OF PURCHASE ORDERS

Establish purchase orders and authorize payments to all vendors upon delivery and acceptance of services or goods ordered. All purchases and payments are made in accordance with Education Code requirements and allocated to approved budgets. Lists of vendors on file in the Purchasing Department.

January 1 – January 31, 2008 $1,027,822.73
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17  PURCHASING (continued)

17-B PURCHASING AGREEMENTS AND AUTHORIZATION OF PURCHASE ORDERS
Authorize the award of purchase orders against the following competitive bid agreements:

1. The State of California Multiple Award Schedule (CMAS) Contract 4-06-78-0031A with Field Turf USA Inc., for SMC Football/Soccer field turf replacement for an amount not to exceed $568,230.

Funding Source: 2007-2008 Measure S Capital Projects Fund

Comment: The Public Contract Code Section 20652 allows public education entities in the State of California to place orders under this contract without further competitive bidding per PCC 10298 and 10299 (b). There are significant cost savings to the district by joining in purchasing agreements with other agencies. The use of CMAS pricing provides for a savings of $52,258.

2. The State of California Multiple Award Schedule (CMAS) Contract 4-06-78-0031A with Field Turf USA Inc., for John Adams Middle School Field Renovation for an amount not to exceed $1,182,211.

Funding Source: 2007-2008 Measure S Capital Projects Fund

Comment: The Public Contract Code Section 20652 allows public education entities in the State of California to place orders under this contract without further competitive bidding per PCC 10298 and 10299 (b). There are significant cost savings to the district by joining in purchasing agreements with other agencies. The use of CMAS pricing provides for a savings of $111,688.

3. Freestyle Photographic Supplies contract # 0708-914-025 for the De Vere 504DS Digital Enlarger for the amount of $113,662.50. The competitive bid was conducted by the Belton School District, in the State of Texas.

Funding Source: 2007-2008 VTEA Grant Funds

Comment: The Public Contract Code Section 10298, 10299 (b), 20118 and 20652 allows for the public education entities in the State of California to place orders under competitively bid contracts without advertising. The only other source for the requested item is under the Los Angeles County Commodity Agreement which would cost $123,975.00 from Imaging Products International.
RECOMMENDATION NO. 17  PURCHASING (continued)

17-C  DECLARATION AND DONATION OF SURPLUS COMPUTER EQUIPMENT AND VEHICLE

(1) Declare as surplus miscellaneous computers and monitors and authorize the District to dispose/recycle the equipment because it is outdated and inoperable and has been determined to be of insufficient value to defray the cost to sell.

(2) Declare as surplus a 1991 Champ bus, Vin #1FDKE30GMHA54264 and authorize the District to dispose of the bus because it is inoperable and has been determined to be of insufficient value to defray the cost to sell.

Comment: This action is in accordance with SMC Board Policy 6531 and Education Code section 81452.
X. BOARD COMMENTS AND REQUESTS

XI. ADJOURNMENT

The meeting will be adjourned in memory of Richard Mednick, an adjunct business law professor; Rogelio Oseguera, husband of Ismenia Osegura SMC custodian; Vivian Sheehan, a speech pathologist who developed and taught SMC Pathfinders Post-Stroke communications classes at Emeritus College; and Toni Smith, administrative assistant in the Modern Languages Department.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Monday, April 14, 2008 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 agenda for the next meeting will include the following:

• Ballot for the CCCT Board of Directors Election
• Report on Specialized Counseling Programs
• Report on Global Citizenship