

# A G E N D A



## SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

REGULAR MEETING

AUGUST 7, 2012

Santa Monica College  
1900 Pico Boulevard  
Santa Monica, California

- 5 p.m. Board of Trustees Study Session  
Board Room (Business Building Room 117)
- 6 p.m. Closed Session
- 7:30 p.m. Regular Public Meeting

*The complete agenda may be accessed on the  
Santa Monica College website:  
<http://www.smc.edu/ACG/Pages/Trustees-Meeting-Information.aspx>*

*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 Tuesday, August 7, 2012.

5 p.m.	Board of Trustees Study Session
6 p.m.	Closed Session (Business Building Room 111)
7:30 p.m.	Continuation of Board of Trustees Study Session Regular 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****B ROLL CALL**

Dr. Margaret Quiñones-Perez, Chair  
 Dr. Nancy Greenstein, Vice-Chair  
 Dr. Susan Aminoff  
 Judge David Finkel (Ret.)  
 Louise Jaffe  
 Rob Rader  
 Dr. Andrew Walzer  
 Michelle Olivarez, Student Trustee

**II. BOARD OF TRUSTEES STUDY SESSION**Public Comment

*Members of the Public may address the Board of Trustees by oral presentation on items related to the Study Session agenda pursuant to Board policy.*

Discussion Item A	Review of Master Plan for Education Update – Proposed Institutional Objectives, 2012-2013
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Discussion Item B	2012-2013 Budget
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Discussion Item B	Board Self-Assessment Board of Trustees Goals and Priorities, 2012-2013
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Public Comment

*Members of the Public may address the Board of Trustees by oral presentation on items related to the Closed Session agenda pursuant to Board policy.*

**III. CLOSED SESSION****CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)**

Agency designated representatives:	Marcia Wade, Vice-President, Human Resources Robert Myers, Campus Counsel
Employee Organization:	CSEA, Chapter 36

IV. **CLOSED SESSION** (continued)

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

Agency designated representatives: Marcia Wade, Vice-President, Human Resources  
Robert Myers, Campus Counsel

Employee Organization: Santa Monica College Faculty Association

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

Agency designated representatives: Marcia Wade, Vice-President, Human Resources  
Robert Myers, Campus Counsel

Employee Organization: Santa Monica College Police Officers Association

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Government Code Section 54957)

REAL PROPERTY (Government Code Section 54956.8)

Property Address: Santa Monica College Olympic Shuttle Lot/3400-3500 Airport Ave.

Under Negotiation: Terms and Conditions of Land Swap with City of Santa Monica

College Negotiators: Dr. Chui L. Tsang, Robert M. Myers, and Don Girard

City of Santa Monica's Representative: Rod Gould, Joseph Lawrence

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

(Government Code Section 54956.9)

Name of Case: Appeal of Title 5 Complaint Determination

IV. **CONTINUATION OF BOARD OF TRUSTEES STUDY SESSION**

V. **PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS**

D PLEDGE OF ALLEGIANCE

E CLOSED SESSION REPORT (if any)

F PUBLIC COMMENT

*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 pursuant to Board policy.*

VI. **SUPERINTENDENT'S REPORT**

• Updates:

– Fall 2012

– Young Collegians Celebration – July 26, 2012

– New Faculty Orientation – August 21, 2012

– Opening (Flex) Day – August 23, 2012

– VIP Welcome Day – August 24, 2012

VII. **ACADEMIC SENATE REPORT**

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**

#1 Approval of Minutes: July 17, 2012 (Regular Meeting)

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**Board Policy**

#2 Second Reading – Revisions to Board Policy Sections 6335 and 6320

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VIII. **CONSENT AGENDA** (continued)

**Grants and Contracts**

#3	Ratification of Contracts and Consultants	8
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**Human Resources**

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#6	Classified Personnel – Limited Duration	11
#7	Classified Personnel – Non Merit	14

**Facilities and Fiscal**

#8	Facilities	
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B	Subcontractor Substitution – Bundy Campus, New Roof	15
C	Amendment to Agreement for Architectural Services – AET Parking Structure	16
D	Amendment to Agreement for Engineering Services – Student Services and Administration Building	16
E	Project Close Out – Bundy West Building Classroom- Completion	17
F	Quarterly Pool Payment Under Joint Use Facilities Agreement	17
#9	Budget Transfers	18
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#12	Auxiliary Payments and Purchase Orders	19
#13	Purchasing	
A	Award of Purchase Orders	20
B	Single Source Purchase for Spectrometer	20

IX. **CONSENT AGENDA – Pulled Recommendations**

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

X. **REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

XI. **INFORMATION**

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XII. **BOARD COMMENTS AND REQUESTS**

XIII. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Tuesday, September 4, 2012** 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.



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 7, 2012

**VIII. CONSENT AGENDA**

*Any recommendation pulled from the Consent Agenda will be held and discussed in Section VIII, Consent Agenda – Pulled Recommendations*

**RECOMMENDATION:**

The Board of Trustees take the action requested on Consent Agenda Recommendations #1-#13

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 VII, Consent Agenda to be discussed and voted on separately. Depending on time constraints, these items might be carried over to another meeting.*

**X. REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

**RECOMMENDATION NO. I APPROVAL OF MINUTES**

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

July 17, 2012 (Regular Board of Trustees Meeting)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 7, 2012

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 2      SECOND READING – REVISIONS TO BOARD POLICY SECTIONS 6335 AND 6320**

*Requested Action: Approval*  
*Approved by: Chui L. Tsang, Superintendent/President*

It is recommended that the Board of Trustees conduct a second reading and approve revisions to Board Policy Sections 6335 and 6320.

Comment: The revisions were proposed and approved by the DPAC Facilities Subcommittee and approved by DPAC on June 27, 2012. There were no revisions made at the first reading held by the Board of Trustees on July 17, 2012, and the proposed revisions are presented for approval.

ARTICLE 6300: FACILITIES

BP 6335 Facility Modification and New Construction

The Superintendent/President shall establish procedures to ensure that construction projects are implemented in a manner consistent with the educational program of the college. Efforts shall be made to schedule construction activities to minimize disruption of District service and classroom operation. The Vice-President responsible for facilities shall oversee, coordinate and approve all facility modifications and new construction to ensure compliance with District standards, architectural specifications and code compliance.

~~Facility modification is defined as any addition to, removal of, or alteration of existing facilities. Maintenance funds are not intended for funding such projects. Separate procedures and funding shall be available for facility modification and new construction.~~

~~The Associate Vice President of Facilities shall be the liaison officer between the District, the architect and the engineers, and shall supervise all construction of new buildings and major remodeling projects from the inception of the project to the time of authorized acceptance of the completed project(s) by the Board of Trustees.~~

**Delete**

~~BP 6320 Organization of the Facilities Department~~

~~The Superintendent/President will appoint, with Board approval, an Associate Vice President of Facilities, who will be responsible for the operation of Santa Monica College facilities. It shall be the duty of the Vice-President of Facilities to manage the facilities in accordance with the provisions of these policies and applicable statutes of the State of California. The Associate Vice President of Facilities shall exercise prudent and reasonable judgment in the administration of these policies.~~

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



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 7, 2012

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 3      RATIFICATION OF CONTRACTS AND CONSULTANTS**

*Requested Action: Ratification*

*Approved by: Chui L. Tsang, Superintendent/President*

The following contracts for goods, services, equipment and rental of facilities, and acceptance of grants in the amount of \$50,000 or less have been entered into by the Superintendent/President and are presented to the Board of Trustees for ratification.

*Authorization: Board Policy Section 6255, Delegation to Enter Into and Amend Contracts*

*Approved by Board of Trustees: 9/8/08*

*Reference: Education Code Sections 81655, 81656*

	Provider/Contract	Term/Amount	Service	Funding Source
A	Pernilla Nathan	August 13, 2012– June 30, 2013  Not to exceed \$32,000	The consultant will assist SMC’s Psychological Services with the implementation of mental health program. SMC’s Psychological Services will work closely with other groups on campus to raise awareness and acceptance of mental health issues and concerns and thus reduce stigma and discrimination associated with such issues. Significant activities will include year round training for faculty and staff through departmental workshops, brown bag lunches, and flex day trainings; the development of a peer-facilitated support group; and increased communication and coordination among on campus and community groups.	Chancellor’s Office Student Mental Health Program/ Campus Based Grant
<i>Requested by: Brenda Benson, Dean, Counseling/Retention</i>				
<i>Approved by: Mike Tuitasi, Vice-President, Student Affairs</i>				
B	Credentials Order Processing Services	July 1, 2012– June 30, 2013  \$73,000	The Parking Decals implementation specification with Corsair Connect is a generic data collection process to feed Credentials for the purpose of printing and mailing the decals. The College is currently looking into a more automated parking enforcement system, so the decal printing service may not be needed in a long run. Because SMC has already established both the technical and the operational process, it is recommended that the college keep the current practice until it migrates to a more modern approach to address the needs.	District General Fund/Bursar’s Office
<i>Requested by: Cynthia Moore, Purchasing Director</i>				
<i>Approved by: Robert Isomoto, Vice-President, Business/Administration</i>				

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 7, 2012

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 3      RATIFICATION OF CONTRACTS AND CONSULTANTS**

*(continued)*

	Provider/Contract	Term/Amount	Service	Funding Source
C	The Window Washer.com	\$24,095	Window Washing for second story and above windows for Main/Satellite campuses. Seven (7) bidders downloaded the bid documents from PlanetBids and (3) bids were received; The Windowwasher.com was the lowest, responsive, responsible bidder.	District General Fund

*Requested by: Cynthia Moore, Purchasing Director*  
*Approved by: Robert Isomoto, Vice-President, Business/Administration*

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 7, 2012

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 4     ACADEMIC PERSONNEL**

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

EFFECTIVE DATE

ELECTIONS

PROJECT MANAGER

King, Sasha, Employment Training Panel (ETP)

08/01/12 – 06/30/13

ADJUNCT FACULTY

Approval/ratification of the hiring of adjunct faculty.  
(List on file in the Office of Human Resources)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 7, 2012

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 5 CLASSIFIED PERSONNEL - REGULAR**

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

All personnel assigned into authorized positions will be elected to employment (merit system) in accordance with district policies and salary schedules.

EFFECTIVE DATE

ESTABLISH

Administrative Assistant I, Supplemental Instruction/STEM Grant 08/08/12  
 Comment: Categorically funded by STEM Grant

Administrative Assistant I, (1 position) 08/08/12  
 Supt/Pres and Community Relations/Public Programs, 12 mos, 40 hrs  
 Comment: With a recent resignation, there will be three unfilled support staff vacancies in the Superintendent's Office and Community Relations/Public Programs Office (two administrative clerks and one Administrative Assistant II). The Administrative Assistant I position is needed to maintain the level of support needed for both offices.

ELECTIONS

PROBATIONARY

Taheri, Sina, Information Systems Administrator, Network Services 07/30/12

APPROVAL OF WORKING OUT OF CLASS ASSIGNMENT

Memarian, Heather  
 Employee Benefits Support Technician, 100% 06/25/12-12/13/12  
 or until incumbent returns

ADVANCED STEP PLACEMENT

Taheri, Sina, Information Systems Administrator, Network Services Step B 07/30/12

LEAVES OF ABSENCE

VOLUNTARY REDUCTION IN HOURS/TEMPORARY

Lemons, Bradley 06/18/12 – 07/26/12  
 From: Lab. Tech.-Broadcasting/Electronic Media, Comm. 11 mos, 40 hrs, NS-I  
 To: Lab. Tech.-Broadcasting/Electronic Media, Comm. 11 mos, 34 hrs

SEPARATION

RETIREMENT

Davis, Sandra, Buyer II, Purchasing (14+ years) 06/05/12  
 (placement on 39 month reemployment list at the June 5, 2012 Board of Trustees meeting is rescinded)

RESIGNATION

Hudshon, Pjlevo, Skilled Maintenance Worker, Maintenance 07/13/12  
 Yu, Michelle, Administrative Clerk, Supt/Pres and Community Relations/Public Programs, 08/10/12

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 7, 2012

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 6      CLASSIFIED PERSONNEL – LIMITED DURATION**

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

**PROVISIONAL:** Temporary personnel who meet minimum qualifications and are assigned to work 90 working days; who have not come from an eligibility list.

Alexander, Rita, Sign Language Interpreter III, DSC	07/02/12-09/30/12
Arnold, Carolyn, Sign Language Interpreter III, DSC	07/02/12-09/30/12
Auld, James, Theatre Technical Specialist, SMC Performing Arts	07/01/12-06/30/13
Baker, Mark, Theatre Technical Specialist, SMC Performing Arts	07/01/12-06/30/13
Barchenko, Olga, Cash Receipts Clerk, Auxiliary Services	07/23/12-08/03/12
Barchenko, Olga, Cash Receipts Clerk, Auxiliary Services	08/24/12-08/31/12
Berneart, Angelica, Theatre Technical Specialist, SMC Performing Arts	07/01/12-06/30/13
Bowen, Breece, Theatre Technical Specialist, SMC Performing Arts	07/01/12-06/30/13
Brummer, Allison, Theatre Technical Specialist, SMC Performing Arts	07/01/12-06/30/13
Bugarin, Lenore, Sign Language Interpreter III, DSC	07/02/12-09/30/12
Castaneda, Laticia, Theatre Technical Specialist, SMC Performing Arts	07/01/12-06/30/13
Chernov, Vladimir, Theatre Technical Specialist, SMC Performing Arts	07/01/12-06/30/13
Cray-Lanham, Terry, Theatre Technical Specialist, SMC Performing Arts	07/01/12-06/30/13
Deitch, Marna, Sign Language Interpreter III, DSC	07/02/12-09/30/12
Dolinar, Mitsuko M. Accompanist – Performance Music	08/27/12-12/31/12
Duron, Renee, Theatre Technical Specialist, SMC Performing Arts	07/01/12-06/30/13
Eaton, Aaron, Theatre Technical Specialist, SMC Performing Arts	07/01/12-06/30/13
Eshenbaugh, Steven, Theatre Tech Specialist, SMC Performing Arts	07/01/12-06/30/13
Flores, Shannon, Sign Language Interpreter III, DSC	07/02/12-09/30/12
Gastelum, Nastaccia, Sign Language Interpreter II, DSC	07/02/12-09/30/12
Geller, Francis, Theatre Technical Specialist, SMC Performing Arts	07/01/12-06/30/13
Gutierrez, Walter, Sign Language Interpreter II, DSC	07/02/12-09/30/12
Hearn, Steve, Shuttle Driver, Transportation	07/01/12-06/30/13
Herndon, John, Theatre Technical Specialist, SMC Performing Arts	07/01/12-06/30/13
Hill, Tamara, Sign Language Interpreter III, DSC	07/02/12-09/30/12
Largo, Darren, Theatre Technical Specialist, SMC Performing Arts	07/01/12-06/30/13
Martin, Esteban, Shuttle Driver, Transportation	07/01/12-06/30/13
Maas, Benjamin, Theatre Technical Specialist, SMC Performing Arts	07/01/12-06/30/13
Osbourne, Chris, Theatre Technical Specialist, SMC Performing Arts	07/01/12-06/30/13
Outwater, Hildur, Theatre Technical Specialist, SMC Performing Arts	07/01/12-06/30/13
Palmer, John, Theatre Technical Specialist, SMC Performing Arts	07/01/12-06/30/13
Perry, Nakeya, Cash Receipts Clerk, Auxiliary Services	07/23/12-08/03/12
Perry, Nakeya, Cash Receipts Clerk, Auxiliary Services	08/24/12-08/31/12
Root, Jerrold, Theatre Technical Specialist, SMC Performing Arts	07/01/12-06/30/13
Rudolph, Robert, Theatre Technical Specialist, SMC Performing Arts	07/01/12-06/30/13
Ruebsamen, Kyle, Theatre Technical Specialist, SMC Performing Arts	07/01/12-06/30/13
Sammons, Mike, Theatre Technical Specialist, SMC Performing Arts	07/01/12-06/30/13
Shine, Kevin, Cash Receipts Clerk, Auxiliary Services	07/23/12-08/03/12
Shine, Kevin, Cash Receipts Clerk, Auxiliary Services	08/24/12-08/31/12
Stinnett, Nikkianna, Sign Language Interpreter III, DSC	07/02/12-09/30/12

Strawn, Cheryl, Theatre Technical Specialist, SMC Performing Arts	07/01/12-06/30/13
Thomas, Adrian, Theatre Technical Specialist, SMC Performing Arts	07/01/12-06/30/13
Tittle, Toby, Theatre Technical Specialist, SMC Performing Arts	07/01/12-06/30/13
Trenholm, John, Theatre Technical Specialist, SMC Performing Arts	07/01/12-06/30/13
Tyler, Lauren, Theatre Technical Specialist, SMC Performing Arts	07/01/12-06/30/13
Valle, Juan, Sign Language Interpreter II, DSC	07/02/12-09/30/12
Wending, Andrew, Theatre Technical Specialist, SMC Performing Arts	07/01/12-06/30/13
Zibalese, David, Theatre Technical Specialist, SMC Performing Arts	07/01/12-06/30/13
Zimmerman, Eric, Theatre Technical Specialist, SMC Performing Arts	07/01/12-06/30/13

**LIMITED TERM:** Positions established to perform duties not expected to exceed 6 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.

Abdulhafiz, Meymuna M., Bookstore Clerk/Cashier, Bookstore	08/13/12-09/14/12
Abel, Teneka, Bookstore Clerk/Cashier, Bookstore	08/13/12-09/14/12
Arenas, Leyla, Bookstore Clerk/Cashier, Bookstore	08/13/12-09/14/12
Ashby, Deanna R., Bookstore Clerk/Cashier, Bookstore	08/13/12-09/14/12
Banks, Nichole, Bookstore Clerk/Cashier, Bookstore	08/13/12-09/14/12
Baskin, Patricia A., Bookstore Clerk/Cashier, Bookstore	08/13/12-09/14/12
Calman, Clio, Bookstore Clerk/Cashier, Bookstore	08/13/12-09/14/12
Cannon, Ameenah, Bookstore Clerk/Cashier, Bookstore	08/13/12-09/14/12
Chang, Tony W., Bookstore Clerk/Cashier, Bookstore	08/13/12-09/14/12
Daugherty, Grady, Shuttle Driver, Transportation	07/01/12-06/30/13
Dear, Kathleen, Bookstore Clerk/Cashier, Bookstore	08/13/12-09/14/12
Dittmar, James R., Bookstore Clerk/Cashier, Bookstore	08/13/12-09/14/12
Friedland, Shane, Bookstore Clerk/Cashier, Bookstore	08/13/12-09/14/12
Friha, Mohammed, Bookstore Clerk/Cashier, Bookstore	08/13/12-09/14/12
Garcia, Lucy, Bookstore Clerk/Cashier, Bookstore	08/13/12-09/14/12
Grau, Donald P., Bookstore Clerk/Cashier, Bookstore	08/13/12-09/14/12
Hardister III, Harold, Bookstore Clerk/Cashier, Bookstore	08/13/12-09/14/12
Harge, Ronyee, Bookstore Clerk/Cashier, Bookstore	08/13/12-09/14/12
Harris, Yolanda, Bookstore Clerk/Cashier, Bookstore	08/13/12-09/14/12
Hassen, Nuritu, Bookstore Clerk/Cashier, Bookstore	08/13/12-09/14/12
Hrast, Tanja, Bookstore Clerk/Cashier, Bookstore	08/13/12-09/14/12
Hunter, Jennifer, Bookstore Clerk/Cashier, Bookstore	08/13/12-09/14/12
Iannone, John L., Bookstore Clerk/Cashier, Bookstore	08/13/12-09/14/12
Jackson, Sheldon, Bookstore Clerk/Cashier, Bookstore	08/13/12-09/14/12
Juarez Jr., Jorge A., Bookstore Clerk/Cashier, Bookstore	08/13/12-09/14/12
Lam, Albert, Bookstore Clerk/Cashier, Bookstore	08/13/12-09/14/12
Lagunas, Crystal, Sign Language Interpreter III, DSC	07/09/12-07/20/12
Laurance, Marisa, Bookstore Clerk/Cashier, Bookstore	08/13/12-09/14/12
Lopez, Jose C., Bookstore Clerk/Cashier, Bookstore	08/13/12-09/14/12
Micas, Donna, Bookstore Clerk/Cashier, Bookstore	08/13/12-09/14/12
Miles, Erik, Bookstore Clerk/Cashier, Bookstore	08/13/12-09/14/12
Miles, Shadae, Bookstore Clerk/Cashier, Bookstore	08/13/12-09/14/12
Nwonwu, Vergie, Bookstore Clerk/Cashier, Bookstore	08/13/12-09/14/12
Pabst, Ester, Bookstore Clerk/Cashier, Bookstore	08/13/12-09/14/12
Pacheco, Wendy, Bookstore Clerk/Cashier, Bookstore	08/13/12-09/14/12
Palacio, DeeDee, Bookstore Clerk/Cashier, Bookstore	08/13/12-09/14/12
Ponce, Robert A., Bookstore Clerk/Cashier, Bookstore	08/13/12-09/14/12
Ramirez, Lissette, Bookstore Clerk/Cashier, Bookstore	08/13/12-09/14/12

Sanchez, Oscar, Bookstore Clerk/Cashier, Bookstore	08/13/12-09/14/12
Smith, Roya, Bookstore Clerk/Cashier, Bookstore	08/13/12-09/14/12
Swaim, Nancy, Bookstore Clerk/Cashier, Bookstore	08/13/12-09/14/12
Thielking, Alan D., Bookstore Clerk/Cashier, Bookstore	08/13/12-09/14/12
Thomas, Gabrielle, Bookstore Clerk/Cashier, Bookstore	08/13/12-09/14/12
Walker, Terence, Bookstore Clerk/Cashier, Bookstore	08/13/12-09/14/12
Yapkovitz, David, Bookstore Clerk/Cashier, Bookstore	08/13/12-09/14/12
Yogi, Nancy, Bookstore Clerk/Cashier, Bookstore	08/13/12-09/14/12

**RECOMMENDATION NO. 7      CLASSIFIED PERSONNEL - NON MERIT**

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

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**

College Student Assistant, \$8.00/hour (STHP)	292
College Work-Study Student Assistant, \$8.00/hour (FWS)	0
Cal Works, \$8.00/hour	3

**SPECIAL SERVICE**

Art Models, \$18.00/hour	116
Community Services Specialist I, \$35.00/hour	64
Recreation Director II, \$10.59/hour	3

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 7, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 8      FACILITIES**

*Requested Action:*      *Approval/Ratification*  
*Requested by:*          *Greg Brown, Director, Facilities Planning*  
   *JC Keurjian, Chief Director, Facilities Management*  
*Approved by:*          *Robert G. Isomoto, Vice-President, Business/Administration*

**8-A      AWARD OF BID – BIKE RELOCATION AND TEMPORARY MODULAR OFFICES**

Award the bid to Minco Construction, the lowest responsive bidder for the Bike Relocation and Temporary Modular Offices.

<u>Bidder</u>	<u>Amount</u>
Minco Construction	\$1,337,700
Trimax Construction	\$1,689,000
Newma Midland	\$1,841,590

Funding Source: Measure AA

*Comment:*      This project is the relocation of the Library Village office complex and bike parking due to the upcoming construction of the Information Technology complex. The project involves the construction of the new bicycle parking lot on the Pearl Street side of campus as per the Bicycle Parking Master Plan. The lot will have a maximum capacity of 400 bikes. There will be two modular office buildings required to accommodate the relocation of staff in Library Village. One 24' x 60' unit will house the Career Center and Scholars Program. Another 24' x 80' unit will house 18 faculty offices.

**8-B      SUBCONTRACTOR SUBSTITUTION – BUNDY CAMPUS – NEW ROOF**

Accept Trimax Construction’s Subcontractor Substitution Request on the Bundy Campus – New Roof project:

<u>Listed Subcontractor</u>	<u>Requested Substitution</u>
Chapman Coast	Eberhard Roof

Funding Source: Measure AA

*Comment:*      Trimax Construction, the General Contractor for the Bundy Campus – New Roof project, has requested to substitute its listed Subcontractor, Chapman Coast, with Eberhard Roof to perform the roofing portion of the project. Trimax Construction provided a letter of withdrawal from Chapman Coast as grounds for the proposed Substitution. A letter was mailed to Chapman Coast advising them of the proposed substitution on July 9, 2012 giving them five (5) working days to submit any objections per Public Contract Code §4107. Chapman Coast did not submit any objections. Per the General Conditions of the contract the District's consent to Contractor's substitution of a listed Subcontractor shall not relieve Contractor from its obligation to complete the Work within the Contract Time and for the Contract Price.



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 7, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 8      FACILITIES** *(continued)*

8-C      AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – AET PARKING STRUCTURE

Amend the agreement with CLIVE WILKINSON ARCHITECTS for the Academy of Entertainment and Technology Parking Structure for \$78,868.

Original Contract Amount	\$5,550,000
Amendment # 1	\$ 496,000
<u>Amendment # 2</u>	<u>\$ 78,868</u>
Total To Date	\$6,139,868

Funding Source: Measure AA

Comment:      Upon excavation unforeseen soil conditions were discovered and a soils management plan was issued. Amendment # 2 provides for assistance in preparation of documentation for approval of Soil Management Plan and preparation by civil engineer of Storm Water Pollution Prevention Plan documents for approval by State Water Resources Control Board. It also provides for assistance of generating additional contract documentation to provide direction for contractor for additional work.

8-D      AMENDMENT TO AGREEMENT FOR ENGINEERING SERVICES – STUDENT SERVICES AND ADMINISTRATION BUILDING

Amend the agreement with XL Fire Protection for engineering services for the Student Services project for \$5,000.

Original Contract Amount	\$79,400
<u>Amendment # 1</u>	<u>\$ 5,000</u>
Total To Date	\$84,400

Funding Source: Measure U, S, State of California

Comment:      Additional Division of State Architect’s (DSA) requirements for design and engineering of structural supports for Fire Sprinkler System not included in XL Fire Protection’s original scope of work.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 7, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 8      FACILITIES (continued)**

**8-E      PROJECT CLOSE OUT – BUNDY WEST BUILDING CLASSROOM COMPLETION**

Subject to completion of punch list items by WAISMAN CONSTRUCTION authorize the District Representative without further action of the Board of Trustees, to accept the project described as BUNDY WEST BUILDING CLASSROOM COMPLETION as being complete. Upon completion of punch list items by WAISMAN CONSTRUCTION the District Representative 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.

**8-F      POOL PAYMENTS UNDER JOINT USE FACILITIES AGREEMENT**

Payment to:	City of Santa Monica
Amount:	\$89,075.17
For the Period:	April 1, 2012 – June 30, 2012 (3 months)
Funding Source:	2011-2012 District General Fund
Comment:	Under the terms of the Joint Use of Facilities Agreement with the City of Santa Monica, the District pays a pro rata share of maintenance and operation costs of the pool based on the number of hours the College uses the pool compared to the total hours of pool use by all parties. College paid the City of Santa Monica \$87,851.44 for the same period last year.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 7, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 9      BUDGET TRANSFERS**

Requested by:      *Chris Bonvenuto, Director, Fiscal Services*  
 Approved by:      *Robert G. Isomoto, Vice-President, Business/Administration*  
 Requested Action:      *Approval/Ratification*

9-A      FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: June 1, 2012 to June 30, 2012

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	680,539
2000	Classified/Student Salaries	333
3000	Benefits	98,555
4000	Supplies	143
5000	Contract Services/Operating Exp	3,760
6000	Sites/Buildings/Equipment	-3,837
7000	Other Outgo/Student Payments	-779,493
Net Total:		0

9-B      FUND 01.3 – GENERAL FUND - RESTRICTED

Period: June 1, 2012 to June 30, 2012

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	28,163
2000	Classified/Student Salaries	-34,527
3000	Benefits	42,074
4000	Supplies	-11,891
5000	Contract Services/Operating Exp	-42,694
6000	Sites/Buildings/Equipment	-16,255
7000	Other Outgo/Student Payments	35,130
Net Total:		0

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.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 7, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 10      PAYROLL WARRANT REGISTER**

*Requested by:*            *Ian Fraser, Payroll Manager*  
*Approved by:*            *Robert G. Isomoto, Vice-President, Business/Administration*  
*Requested Action:*      *Approval/Ratification*

June 1 – June 30, 2012                      CIK – C2L                      \$10,423,750.75

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

**RECOMMENDATION NO. 11      COMMERCIAL WARRANT REGISTER**

*Requested by:*            *Robin Quaile, Accounts Payable Supervisor*  
*Approved by:*            *Robert G. Isomoto, Vice-President, Business/Administration*  
*Requested Action:*      *Approval/Ratification*

June 1 – June 30, 2012                      5066 – 5166                      \$6,325,673.58

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

**RECOMMENDATION NO. 12      AUXILIARY PAYMENTS & PURCHASE ORDERS**

*Requested by:*            *George Prather, Director of Auxiliary Services*  
*Approved by:*            *Robert G. Isomoto, Vice-President, Business/Administration*  
*Requested Action:*      *Approval/Ratification*

June 1 – June 30, 2012	Payments	Purchase Orders
	\$822,075.03	\$65,575.38

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 7, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 13 PURCHASING**

Requested by: Cynthia Moore, Director of Purchasing

Approved by: Robert Isomoto, Vice President

Requested Action: Approval/Ratification

13-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 approve budgets. Lists of vendors on file in the Purchasing Department

June 1 – June 30, 2012

\$3,672,443.73

13-B SINGLE SOURCE PURCHASE FOR SPECTROMETER

Single Source	Amount	Service	Funding Source
Jeol, USA	\$253,350.75	Purchase and installation of 400 MHzNMR Spectrometer per single source justification request as submitted by the Physical Science Department.	STEM Grant

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	August 7, 2012

**INFORMATION ITEM G**

**CITIZENS' BOND OVERSIGHT COMMITTEE MEETING – JULY 25, 2012**

A meeting of the Santa Monica Community College District Citizens' Bond Oversight Committee was held on Wednesday, July 25, 2012 in Drescher Hall Room 300-E (the Loft) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

**1. CALL TO ORDER - 8:10 a.m.**

**2. ROLL CALL**

Bruce Sultan, Chair – Present  
 Heather Anderson – Not present  
 Todd Flora – Present  
 Corin Kahn – Present  
 Katherine Reuter – Not present  
 Barry Snell - Present  
 Sam Zivi - Present

Others Present:

Greg Brown, Director of Facilities and Planning  
 Lee Paul, LPI Inc.  
 Lisa Rose, Citizens' Bond Oversight Committee Coordinator  
 Charlie Yen, Director, Contracts

**3. INTRODUCTION OF REAPPOINTED AND NEW MEMBERS**

At its meeting on July 17, 2012, the SMCCD Board of Trustees appointed the following members to the Citizens' Bond Oversight Committee, for a two-year term, 2012-2014:

Todd Flora\*  
 Corin Kahn\*  
 Katherine Reuter  
 Sam Zivi

\*Reappointed for a second two-year term, 2012-2014

Note: The SMC Associated Students will recommend a student representative in September.

**4. APPROVAL OF MINUTES**

Motion was made by Corin Kahn and seconded by Barry Snell to approve the minutes of the Citizens' Bond Oversight Committee meeting of April 18, 2012.

Ayes: 4  
 Noes: 0  
 Absent: 2  
 Abstain: 1 (Zivi)

**5. ELECTION CHAIR AND VICE-CHAIR FOR 2012-2014**

The election for Chair and Vice-Chair, 2012-2014 will be held at the meeting on October 17, 2012.

**6. REPORTS and DISCUSSION**

SMC Bond Construction Update

Upcoming Construction

- AET Parking Garage, started March 12, 2012
- Student Services, starts November 2012
- Information Technology, starts December 2012
- AET/KCRW, starts February 2013
- East Wing of Performing Arts Center, starts February 2013
- Health, PE, Fitness, Dance, starts June 2013

New Projects in Planning

- Malibu Campus, EIR Process Underway, Design Starting
- Child Development Center, Architect Selection Process Underway
- 919 Santa Monica Blvd.

Design to Start Later This Year

- Math/Science
- Drescher Modernization, Bookstore, and Pico Promenade

Measure U, S and AA and Bond Sales Expenses Reports (reports included with agenda)

- *Expenditure Reports:* Most of the expenditures reported for Measure A are for architectural services because the projects are still in the planning stages.
- The *Bond Sales/Expenses Report* indicates total bond amounts, bond issue dates/amounts, unsold bond amount and total available as of June 30, 2012.
- The *SMC Bond Construction Program Contractor List* as of June 30, 2012 was presented for information. A response will be presented at the next meeting to address the question about members of the Citizens' Bond Oversight needing to disclose a conflict of interest with a contractors.

Current information on all bond construction projects is available at: <http://smcbondprogram.com/>

**7. SCHEDULE OF MEETINGS, 2012-2013**

Wednesdays at 8 a.m.

October 17, 2012

January 16, 2013

April 17, 2013

**8. ADJOURNMENT – 9:16 a.m.**

The next meeting of the Citizens' Bond Oversight Committee will be held on Wednesday, October 17, 2012 at 8 a.m. in Drescher Hall Room 300-# (the Loft) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

**X. BOARD COMMENTS AND REQUESTS****XI. ADJOURNMENT**

The meeting will be adjourned in memory of **Sally Ride**, the first American woman astronaut and daughter of former SMC political science instructor and administrator Dale Ride; and **Mario Rojas**, father of Dan Rojas, SMC Network Services Manager.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, September 4, 2012** at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

The agenda for the next meeting will include the following:

1. Board of Trustees Goals and Priorities, 2012-2013
2. Adoption of 2012-2013 Budget
3. Update: Student Services Building
4. Schedule of Board of Trustees Meetings, 2013 (Information)
5. Information: Financial Aid/Enrollment Development  
Distance Education