

M I N U T E S



SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

TUESDAY, AUGUST 7, 2012

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

Board Room (Business Building Room 117)

*The complete minutes 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.*

MINUTES

A meeting of the Board of Trustees of the Santa Monica Community College District was held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Tuesday, August 7, 2012.

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 - 5:08 p.m.

B ROLL CALL

Dr. Margaret Quiñones-Perez, Chair - Present

Dr. Nancy Greenstein, Vice-Chair - Present

Dr. Susan Aminoff - Present

Judge David Finkel (Ret.) - Present

Louise Jaffe - Present

Rob Rader - Present

Dr. Andrew Walzer - Absent

Michelle Olivarez, Student Trustee – Present (for Regular Meeting)

II. BOARD OF TRUSTEES STUDY SESSIONPublic Comment

None

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

III. CLOSED SESSION – 6:12 p.m.**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

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** – 9:09 p.m.

V. **PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS**

D PLEDGE OF ALLEGIANCE – Mitra Moassessi

E CLOSED SESSION

In accordance with Section 59338 of Title 5 of the California Code of Regulations, the Board of Trustees considered an appeal of an Administrative Determination dated June 26, 2012, issued in response to an Unlawful Discrimination Complaint. The Board reviewed the original complaint, the investigative report, the administrative determination, and the appeal. A motion to affirm the Administrative Determination was made by Rob Rader, seconded by David Finkel and unanimously approved (Ayes – 6, Noes – 0, Absent – 1 Walzer)

F PUBLIC COMMENT

Nehasi Lee
Lee Peterson

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)

Board Policy

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

VIII. **CONSENT AGENDA** (continued)

Grants and Contracts

#3 Ratification of Contracts and Consultants

Human Resources

#4 Academic Personnel

#5 Classified Personnel – Regular

#6 Classified Personnel – Limited Duration

#7 Classified Personnel – Non Merit

Facilities and Fiscal

#8 Facilities

A Award of Bid – Bike Relocation and Temporary Modular Offices

B Subcontractor Substitution – Bundy Campus, New Roof

C Amendment to Agreement for Architectural Services – AET Parking Structure

D Amendment to Agreement for Engineering Services – Student Services
and Administration Building

E Project Close Out – Bundy West Building Classroom- Completion

F Quarterly Pool Payment Under Joint Use Facilities Agreement

#9 Budget Transfers

#10 Payroll Warrant Register

#11 Commercial Warrant Register

#12 Auxiliary Payments and Purchase Orders

#13 Purchasing

A Award of Purchase Orders

B Single Source Purchase for Spectrometer

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**

G Citizens' Bond Oversight Committee Meeting, July 25, 2012

XII. **BOARD COMMENTS AND REQUESTS**

XIII. **ADJOURNMENT**

There will be a special Board of Trustees meeting/closed session on **Thursday, August 30, 2012** at Santa Monica College, Business Building Room 111, 1900 Pico Boulevard, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Thursday, September 6, 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.

BOARD OF TRUSTEES	ACTION
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: #3-C, #8-F

Action on Consent Agenda (excluding #3-C, #8-F)

MOTION MADE BY: Rob Rader
 SECONDED BY: David Finkel
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Walzer)

IX. CONSENT AGENDA – Pulled Recommendations

Recommendation No. #3-C – Ratification of Contracts and Consultants – The WindowWasher.com

MOTION MADE BY: David Finkel
 SECONDED BY: Louise Jaffe
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Walzer)

Recommendation No. #8-F – Facilities – Pool Payment Under Joint Use Facilities Agreement

MOTION MADE BY: Louise Jaffe
 SECONDED BY: David Finkel
 STUDENT ADVISORY: Aye
 AYES: 5
 NOES: 1 (Rader)
 ABSENT: 1 (Walzer)

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)

BOARD OF TRUSTEES	ACTION
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:

BOARD OF TRUSTEES	ACTION
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>				

BOARD OF TRUSTEES	ACTION
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
<i>Requested by: Cynthia Moore, Purchasing Director</i> <i>Approved by: Robert Isomoto, Vice-President, Business/Administration</i>				
D	Sonia Zarate	August 15, 2012 Not to exceed \$750	The Consultant will provide a keynote address to students and parents as part of the SMC/UCLA Science and Research Initiative's Orientation event on August 15, 2012. The purpose of this presentation will be to generate enthusiasm among students and their families to pursue degrees and careers in STEM. As a first-generation Mexican-American, Dr. Zarate understands the importance of mentorship in engaging, fostering and retaining underrepresented populations in the sciences and will share her story of success with the audience. The stipend will reimburse for time and travel expenses.	STEM Grant
E	Ana Greenberg	August 7, 2012 – June 30, 2013 Not to exceed \$5,000	The Consultant will provide English to Spanish translation services for documents to be disseminated to parents as part of the SMC/UCLA Science and Research Initiative. Services will be provided on an as-needed basis.	STEM Grant
<i>D and E</i> <i>Requested by: Laurie McQuay-Peninger, Director Grants</i> <i>Approved by: Jeff Shimizu, Vice-President, Academic Affairs</i>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 7, 2012

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 4 ACADEMIC PERSONNEL

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

EFFECTIVE DATE

ELECTIONS

PROJECT MANAGERS

King, Sasha, Employment Training Panel (ETP)	08/01/12 – 06/30/13
Lopez, Cynthia, Supplemental Instruction	07/01/12 – 10/16/12
Penchansky, Audra, Veteran’s Resource Center/Workforce Development	09/01/12 – 06/30/12

ADJUNCT FACULTY

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

BOARD OF TRUSTEES	ACTION
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, Niritu, 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

BOARD OF TRUSTEES	ACTION
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.

BOARD OF TRUSTEES	ACTION
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.

BOARD OF TRUSTEES	ACTION
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.

BOARD OF TRUSTEES	ACTION
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.

BOARD OF TRUSTEES	ACTION
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.

BOARD OF TRUSTEES	ACTION
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

BOARD OF TRUSTEES	INFORMATION
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-E (the Loft) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

BOARD OF TRUSTEES

SANTA MONICA COMMUNITY COLLEGE DISTRICT

REGULAR MEETING

August 7, 2012

X. BOARD COMMENTS AND REQUESTS**XI. ADJOURNMENT - 10:05 p.m.**

The meeting was 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.

There will be a special Board of Trustees meeting/closed session on **Thursday, August 30, 2012** at Santa Monica College, Business Building Room 111, 1900 Pico Boulevard, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Thursday, September 6, 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