SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING
MONDAY, NOVEMBER 10, 2003

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

5:30 p.m. – Closed Session
Business Building Room 111

7:00 p.m. - Public Meeting
Board Room
Business Building Room 117

The complete agenda may be accessed on the
Santa Monica College website:
http://www.smc.edu/admin/trustees/meetings/
PUBLIC PARTICIPATION
ADDRESSING THE BOARD OF TRUSTEES

Members of the public may address the Board of Trustees by oral presentation concerning any subject that lies within the jurisdiction of the Board of Trustees provided the requirements and procedures herein set forth are observed:

1. Individuals wishing to speak to the Board at a Board of Trustees meeting during Public Comments or regarding item(s) on the agenda must complete an information card with name, address, name of organization (if applicable) and the topic or item on which comment is to be made.

   Five minutes is allotted to each speaker per topic. If there are more than four speakers on any topic or item, the Board reserves the option of limiting the time for each speaker. A speaker’s time may not be transferred to another speaker.

General Public Comments and Consent Agenda

   • The card to speak during Public Comments or on a Consent Agenda item must be submitted to the recording secretary at the meeting before the Board reaches the Public Comments section in the agenda.

   • Five minutes is allotted to each speaker per topic for general public comments or for item in the Consent Agenda. The speaker must adhere to the topic. Individuals wishing to speak during Public Comments or on a specific item on the Consent Agenda will be called upon during Public Comments.

Major Items of Business

   • The card to speak during Major Items of Business must be submitted to the recording secretary at the meeting before the Board reaches that specific item in the Major Items of Business in the agenda.

   • Five minutes is allotted to each speaker per item in Major Items of Business. The speaker must adhere to the topic. Individuals wishing to speak on a specific item in Major Items of Business will be called upon at the time that the Board reaches that item in the agenda.

2. No uncivil or disorderly conduct shall be permitted at any Board of Trustees meeting. Persistence in displaying such conduct shall be grounds for summary termination and/or removal of the person from the meeting by the Chair.

3. No oral presentation shall include charges or complaints against any employee of the District, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify the individual. Charges or complaints against employees shall be submitted to the Board of Trustees under provisions of Board Policy Section 9421. Any employee against whom charges or complaints are to be made must be given 24 hours advanced notice and may request any such charges or complaints are heard in closed session.

4. Exceptions: This policy does not apply to individuals who address the Board at the invitation or request of the Board or the Superintendent.

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

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

A meeting of the Board of Trustees of the Santa Monica Community College District is scheduled to be held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Monday, November 10, 2003.

5:30 p.m. – Closed Session
7:00 p.m. – Public Meeting

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

I. ORGANIZATIONAL FUNCTIONS
   A Call to Order
   B Roll Call

II. CLOSED SESSION (Scheduled for 5:30 p.m.)
   • Collective Bargaining, pursuant to Government Code Section 54957.6
   • Pending Litigation, Ortega vs. SMCCD Case #BC284865 pursuant to Government Code Section 54956.9

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS (Continued)
   C Pledge of Allegiance
   #1 Approval of Minutes: October 1, 2003 (Regular meeting)
   #1 Approval of Minutes: October 13, 2003 (Special meeting)
   #1 Approval of Minutes: November 3, 2003 (Special meeting)

IV. SUPERINTENDENT’S REPORT

V. ACADEMIC SENATE REPORT

VI. CLASSIFIED SENATE REPORT

VII. COMMUNICATIONS OR PUBLIC COMMENTS

VIII. CONSENT AGENDA
   All items considered in one motion unless pulled for discussion later in the meeting

Planning and Development

#2 Acceptance of Grants
#3 Contracts and Consultants
   A Contracts for Services for Professional Development Institute
      For Early Childhood Educators (PDI)
### Academic and Student Affairs

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<td>Kinesiology/Dance</td>
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<td>B</td>
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<td>6</td>
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<tr>
<td>C</td>
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### X. BOARD REPORT AND COMMENTS
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<td>2003-04 Quarterly Budget Report</td>
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<tr>
<td>E</td>
<td>Board Policy: First Reading – Section 1000, Bylaws of the Board</td>
<td>24</td>
</tr>
</tbody>
</table>

XII. **ADJOURNMENT:** The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, December 1, 2003 at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.
BOARD OF TRUSTEES
SANTA MONICA COMMUNITY COLLEGE DISTRICT

I. ORGANIZATIONAL FUNCTIONS

A. CALL TO ORDER – 5:30 p.m.

B. ROLL CALL

Herbert Roney, Chair
Dr. Margaret Quiñones, Vice-Chair
Carole Currey
Dr. Dorothy Ehrhart-Morrison
Dr. Nancy Greenstein
Graham Pope
Annette Shamey
Melvon George, Student Trustee

II. CLOSED SESSION

• Collective Bargaining, pursuant to Government Code Section 54957.6

• Pending Litigation
  pursuant to Government Code Section 54956.9
  Ortega vs. SMCCD Case #BC284865

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

C. PLEDGE OF ALLEGIANCE – Graham Pope

RECOMMENDATION NO. 1

APPROVAL OF MINUTES

It is recommended that the minutes from the following meetings of the Santa Monica Community College District Board of Trustees be approved:

October 1, 2003 (Regular Meeting)
October 13, 2003 (Special Meeting)
November 3, 2003 (Special Meeting)

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

It is recommended that the Board of Trustees take the action requested on Consent Agenda Recommendations #2-#18.

Recommendations pulled for separate action:

Action on Consent Agenda

MOTION MADE BY:  
SECONDED BY:  
STUDENT ADVISORY:  
AYES:  
NOES:
CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 2   ACCEPTANCE OF GRANTS
Requested Action: Acceptance

Title of Grant: William F. Goodling Even Start Family Literacy Program: Grant Augmentation

Granting Agency: California Department of Education

Requested Funding: $10,500 (augments original budget for a total grant of $310,500)

Matching Funds: N/A

Performance Period: July 1, 2003 – June 30, 2004

Summary: The original Even Start grant was accepted by the Board of Trustees on August 4, 2003. The Even Start literacy program seeks to improve the educational opportunities and literacy needs of low-income families living in Santa Monica's pockets of poverty that are served by SMC, SMMUSD, and several community based organizations (CBOs) including the Santa Monica Preschool Collaborative, City of Santa Monica Children's Services, Easter Seals, WISE America Reads, and Connections for Children.

Budget:

Income
8000 $10,500

Expenditures
5000 Other contract services $10,500
CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 2  ACCEPTANCE OF GRANTS (continued)

Title of Grant: Child Care Access Means Parents in School
Granting Agency: US Department of Education
Requested Funding: $57,651
Matching Funds: N/A
Performance Period: October 1, 2003 – September 30, 2004

Summary: First year funding amount is based on 1% of SMC's 2000-01 Federal Pell Grant disbursements ($5,765,115). Funds will be used to provide child care vouchers to low income students who are eligible for Pell grants.

Budget:

Income
8000 $57,651

Expenditures
1000 Academic Salaries $1,690
3000 Benefits 507
5000 Other contract services 19,113
7000 Other Outgo 31,571
CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 3  CONTRACTS AND CONSULTANTS
Requested Action: Approval

3-A  CONTRACTS FOR SERVICES FOR PROFESSIONAL DEVELOPMENT INSTITUTE FOR EARLY CHILDHOOD EDUCATORS (PDI)

1) Agreements with Early Education and Care Centers and Homes
The Professional Development Institute for Early Childhood Educators in accordance with its contract will work with all Santa Monica early education and care centers and all ECE homes to provide:
   a. Professional growth opportunities;
   b. Substitutes for participating PDI mentors and protégés; and
   c. On-site workshops.

Comment: The compensation per each center will not exceed $1,000 for substitutes, $500 per participant to attend classes and conferences, and $1,000 per on-site workshops. The centers/homes will enter into individual contracts and will invoice PDI with appropriate documentation of all expenses incurred. These services and funds will be available to participating ECE centers and homes through August 31, 2004. The list of centers and homes is on file in the Office of Planning and Development.

2) Agreement with UCLA for Evaluation Services
UCLA has agreed to develop an evaluation plan for the Professional Development Institute for Early Childhood Educators in the amount of $25,360 and carry it through in accordance with the requirements of the grant. PDI is required to enlist the services of professional evaluators to achieve the desired outcomes specified in the grant by evaluating the program at various intervals, using diverse evaluation procedures.

Comment: The evaluations will be conducted funds during the period September 1, 2003 through August 31, 2004.

3) Consultant for Computer Services
Mr. Gerry Clark will provide services to PDI as a computer consultant in the amount of $35 per hour. He will be installing computers, loading software and assisting ten ECE sites in Santa Monica where necessary until the computers are up and running.

Comment: The Board previously approved a recommendation for the purchase and distribution of the ten computers to ten ECE Centers in Santa Monica (one computer per center). These services will be completed by August 31, 2004.

Funding Source: Proposition 10 Funding (First5, LA)
CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 4
Requested Action: Approval

4-A KINESIOLOGY/DANCE

Agreement with Bodies in Motion, 2730 Santa Monica Blvd., Santa Monica for the rental of space and equipment, at a cost of $60 per student, to conduct classes in “Boxing for Fitness” from January 2004 through June 2004.

Funding Source: No cost to the District (costs completely covered by student fees)

Comment: Education Code section 26395 authorizes districts to impose a fee on participating students for the additional expenses incurred when physical education courses are required to use non-district facilities. At the present time, the district does not have the equipment necessary for these particular classes. Appropriate protective gear will be required for students in this class.

4-B COMMUNITY SERVICES/EXTENSION SEMINARS/COURSES, WINTER 2004

Seminars/courses for Santa Monica College Community Services and Extension for Winter 2004.

Funding Source: All costs will be covered by the registration fees charged.

Comment: The list of Community Service seminars and courses is on file in the office of Community Services.

4-C COMMUNITY SERVICES FACILITIES, WINTER 2004

Facilities for off-campus Community Services classes for Winter 2004. Payment per class session is authorized as stated on the list.

Funding Source: 2003-2004 Budget/Community Services

Comment: The list of facilities is on file in the offices of Academic Affairs and Community Services.
CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 5   CONTRACTS AND CONSULTANTS
Requested Action: Approval/Ratification

5-A COLLECTIVE BARGAINING SERVICES

Consultant contract with Ken Cloke to provide services related to classified collective bargaining from October 15, 2003 to June 30, 2004 for a fee of $2,000 per day plus expenses for fee not to exceed $20,000.

Funding Source: 2003-04 Budget/Human Resources

RECOMMENDATION NO. 6   ACADEMIC PERSONNEL
Requested Action: Approval/Ratification

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

ELECTIONS

ADMINISTRATIVE
Ryan, Joe Project Manager, Even Start 11/03/03 - 06/30/04
Comment: Categorically funded through Even Start grant

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

SEPARATIONS

RESIGNATION
Beitel, Patricia K., Instructor, Heath Sciences 12/16/03

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

RECOMMENDATION NO. 7  CLASSIFIED PERSONNEL – REGULAR
Requested Action: Approval/Ratification

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

<table>
<thead>
<tr>
<th>ELECTIONS</th>
<th>EFFECTIVE DATE</th>
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<tbody>
<tr>
<td>PROBATIONARY</td>
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<tr>
<td>Black, Russell, Financial Aid Customer Svc. Clerk, Financial Aid</td>
<td>10/16/03</td>
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<tr>
<td>Dammer, Carolyn, Financial Aid Technician, Financial Aid</td>
<td>10/01/03</td>
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<tr>
<td>Samargis, John, Financial Aid Clerk, Financial Aid</td>
<td>10/16/03</td>
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<tr>
<td>PERMANENT EMPLOYEE WITH LIMITED TERM SUMMER ASSIGNMENT</td>
<td></td>
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<tr>
<td>Blumkin, Stuart, Swim Inst./Lifeguard, KDR</td>
<td>08/25/03 - 08/31/03</td>
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<tr>
<td>Fugua, Lynne, Instructional Asst.-LD, Disabled Student Ctr.</td>
<td>08/25/03 - 08/31/03</td>
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<tr>
<td>Gantvoort, Leif, Stage Constr. Tech., Theatre Arts/Dance</td>
<td>08/25/03 - 08/31/03</td>
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<tr>
<td>Gonzales, Lori, Interpreter/Hearing Impaired, Disabled Student Ctr.</td>
<td>08/25/03 - 08/31/03</td>
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<td>Morris, Audrey, Tutoring Coordinator-LD, Disabled Student Ctr.</td>
<td>08/25/03 - 08/31/03</td>
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<td>CHANGE IN WORKSHIFT/TEMPORARY</td>
<td>09/03/03 - 06/30/04</td>
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<tr>
<td>Sealana, Aurora</td>
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<tr>
<td>Fr: Library Asst. II, Library, 11 mos., 40 hrs</td>
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<tr>
<td>To: Library Asst. II/NS-I, Library, 11 mos., 40 hrs</td>
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<tr>
<td>EDUCATIONAL PAY DIFFERENTIAL</td>
<td>+1.5%</td>
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<td>Drinot, Luz-Maria, Department Secretary II, Latino Center</td>
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<td>Johnson, Joyce, Department Secretary II, Human Resources</td>
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<td>Nasr, Waleed, Multimedia Specialist, Instructional Computing</td>
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<td>Reyblat, Leon, Personnel Technician, Personnel Commission</td>
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<td>Vela, Giovanni, Telecommunication Tech I, Telecommunications</td>
<td>+.75%</td>
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<tr>
<td>Yen, Charlie, Director of Events &amp; Contr. Services., Campus Events</td>
<td>+1.5%</td>
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SEPARATIONS

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<tr>
<th>RESIGNATION</th>
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<tr>
<td>Arenales, Alfredo, Parking Security Officer, Campus Police</td>
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<td>Johnson, Ross, Carpenter, Maintenance</td>
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<tr>
<td>Muller, Lee E., Educational Computer Spec., Instructional Computing</td>
<td>10/16/03</td>
</tr>
</tbody>
</table>

| RETIREMENT/EARLY RETIREMENT INCENTIVE PROGRAM   | EFFECTIVE DATE |
| (Pursuant to the MOU between the District and CSEA) |                |
| Bishop, Phil, Printing Coordinator, Media/Graphics Center | 10/17/03       |
| Samargis, John, Financial Aid Clerk, Financial Aid | 10/31/03       |

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

RECOMMENDATION NO. 8 CLASSIFIED PERSONNEL – LIMITED DURATION
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.

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<tr>
<th>PROVISIONAL</th>
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<tr>
<td>Mosher, Judith, Instructional Assistant-Mathematics, Math</td>
<td>10/07/03 - 11/07/03</td>
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<td>Soofeir, Tova, Counseling Aide, EOP’s</td>
<td>08/25/03 - 12/16/03</td>
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<td>Starr, Ellen, Art Gallery Installer, Art</td>
<td>08/25/03 - 12/22/03</td>
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<td>Willis, David, Art Gallery Installer, Art</td>
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<tr>
<td>Abdulhamid, Ferid Y., Bookstore Clerk/Cashier, Bookstore</td>
<td>01/05/04 - 03/10/04</td>
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<tr>
<td>Ahmed, Mawerdy, Bookstore Clerk/Cashier, Bookstore</td>
<td>01/05/04 - 03/02/04</td>
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<tr>
<td>Awosika, Kikelola, Bookstore Clerk/Cashier, Bookstore</td>
<td>01/05/04 - 02/27/04</td>
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<td>Baker, Stephen, Bookstore Clerk/Cashier, Bookstore</td>
<td>01/05/04 - 03/17/04</td>
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<td>Barr, Laura, Accounting Specialist II, Bookstore</td>
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<td>Baskin, Patricia, Bookstore Clerk/Cashier, Bookstore</td>
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<td>Grau, Donald, Bookstore Clerk/Cashier, Bookstore</td>
<td>01/05/04 - 03/02/04</td>
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<td>Harge, Ronyee, Bookstore Clerk/Cashier, Bookstore</td>
<td>01/05/04 - 03/18/04</td>
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<td>Hassan, Fauzia, Bookstore Clerk/Cashier, Bookstore</td>
<td>01/05/04 - 02/27/04</td>
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<td>Hermawan, Miguel, Bookstore Clerk/Cashier, Bookstore</td>
<td>01/05/04 - 02/18/04</td>
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LIMITED TERM (continued)

Johnson, Andre, Bookstore Clerk/Cashier, Bookstore 01/05/04 - 01/27/04
Jones, Frances, Bookstore Clerk/Cashier, Bookstore 01/05/04 - 03/08/04
Kahn, Clarice, Bookstore Clerk/Cashier, Bookstore 01/05/04 - 03/04/04
Lemes, Blanche, Instructional Assistant ESL, ESL 09/09/03 - 03/15/03
Libman, Leonid, Bookstore Clerk/Cashier, Bookstore 01/05/04 - 02/19/04
Lopez, Jose Carlos, Bookstore Clerk/Cashier, Bookstore 01/05/04 - 03/26/04
Lopez, Waleska, Bookstore Clerk/Cashier, Bookstore 01/05/04 - 03/19/04
Manhertz, Yvonne, Bookstore Clerk/Cashier, Bookstore 01/05/04 - 03/30/04
Matthews, Alexandre, Bookstore Clerk/Cashier, Bookstore 01/05/04 - 03/11/04
McIntosh, Bryan, Bookstore Clerk/Cashier, Bookstore 01/05/04 - 01/29/04
Mehary, Mehret, Bookstore Clerk/Cashier, Bookstore 01/05/04 - 03/02/04
Moges, Aster, Bookstore Clerk/Cashier, Bookstore 01/05/04 - 03/05/04
Panghongkeon, Artee, Bookstore Clerk/Cashier, Bookstore 01/05/04 - 01/30/04
Perkins, Paul, Bookstore Clerk/Cashier, Bookstore 01/05/04 - 03/12/04
Sazonova, Yelena, Bookstore Clerk/Cashier, Bookstore 01/05/04 - 03/18/04
Sloane, William K. Bookstore Clerk/Cashier, Bookstore 01/05/04 - 02/23/04
Smith, Ryan L., Bookstore Clerk/Cashier, Bookstore 01/05/04 - 03/16/04
Thielking, Alan D., Bookstore Clerk/Cashier, Bookstore 01/05/04 - 02/25/04
Washington, Mianca, Bookstore Clerk/Cashier, Bookstore 01/05/04 - 03/01/04
Weldemichael, Belanesh, Bookstore Clerk/Cashier, Bookstore 01/05/04 - 02/25/04
Young, Mary Ellen, Bookstore Clerk/Cashier, Bookstore 01/05/04 - 03/10/04

RECOMMENDATION NO. 9         CLASSIFIED PERSONNEL - NON MERIT
Requested Action: Approval/Ratification

All personnel assigned to non-merit employment will be elected on a limited term basis to be used as needed in accordance with District policies and salary schedules.

ELECTIONS

STUDENT EMPLOYEES
CalWORKS Student Assistant 2
$7.00/hr

College Student Assistant 53
$7.00/hr

College Work-Study Student Assistant 60
$7.00/hr

SPECIAL SERVICES
Art Model 10
$14.00/hr

Community Services Specialist I 62
$27.40/hr

Community Services Specialist II 22
$38.00/hr

List(s) available in the Human Resources Office and attached to permanent minutes.
CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 10
Requested Action: Approval

REJECTION OF LATE CLAIM FOR DAMAGES

Reject the application to present a late claim filed on October 9, 2003 by Daniel Nelson for his client Doris Figueroa.

Comment: The claimant alleges that on October 16, 2002, her classroom chair collapsed causing injury to her knee and wrist. Tort claims must filed in a timely manner in accordance with the Government Code. The applicant failed to prove sufficient reason for filing a late claim.

RECOMMENDATION NO. 11
Requested Action: Approval

KCRW CONSULTANT

Agreement with the following KCRW consultant for the period ending June 30, 2004

Celia Hirschman dba Downtown Marketing: Commentary on the music industry for “On the Beat.” Payable at $100 per program for a total not to exceed $5,200.

Funding Source: KCRW Donations and California Arts Council Grant

Comment: KCRW raises funds for all operating and capital expenses of the station.
CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 12

REQUESTED ACTION: Approval

RESOLUTION FOR THE ESTABLISHMENT OF A 457(b) DEFERRED COMPENSATION PLAN

WHEREAS, the Santa Monica Community College District desires to establish additional deferred compensation plans for the benefit of its employees in compliance with State and Federal laws; and

WHEREAS, TIAA-CREF is a non-profit financial services organization serving educators, college professors, and researchers in the California Educational systems and has established a 457(b) Program which may be adopted by School and Community College Districts; and

WHEREAS, the Santa Monica Community College District believes that the TIAA-CREF 457 Deferred Compensation Plan and the investment options available thereunder will provide valuable benefits to its employees;

NOW, THEREFORE, BE IT RESOLVED that the Santa Monica Community College District Board of Trustees adopts the TIAA-CREF 457 Program for the benefit of its employees and authorizes and directs the Superintendent or designee to execute agreements on behalf of the Santa Monica Community College District and to provide such information and cooperation as may be needed on an ongoing basis in the administration of the 457 Plan. A copy of this agreement and any attachments thereto shall be on file in the Business Office of the Santa Monica Community College District.
CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 13          FACILITIES
Requested Action: Approval

13-A SUBSTITUTION OF SUBCONTRACTORS - RENOVATION OF LIBRARY VILLAGE FOR MATH DEPARTMENT

NOVUS CONSTRUCTION, General Contractor on the Renovation of Library Village for Math Department project requests the following subcontractor substitutions:

- Drywall and rough carpentry: From listed subcontractor Pacific Interiors to reNew Builders Corporation
- Demolition Services: From listed subcontractor Pacific Interiors to Arrow Concrete Cutting

Comment: Pacific Interiors refused to enter into a contract with General Contractor Novus Construction.

13-B AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES - KINESIOLOGY/DANCE AND ATHLETICS OFFICE RELOCATION

Amend the agreement with CALDWELL ARCHITECTS, INC. for additional architectural services related to the Kinesiology/Dance and Athletics Office Relocation project. Additional fee not to exceed $2,700 plus reimbursable expense.

Funding Source: Measure U

Comment: These additional services provide for Division of the State Architect (DSA) requested redesign of shear wall reinforcing and for Owner requested replacement of a lighted trophy case that is being lost due to demolition.
CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 13 FACILITIES (continued)

13-C AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – 1410 PICO BOULEVARD PROJECT

Amend the agreement with AHT ARCHITECTS, INC. for additional architectural services related to the 1410 Pico Boulevard project. Additional fee not to exceed $18,000 plus reimbursable expenses.

Funding Source: Measure U

Comment: These additional services provide for closing of previous owner requested changes and putting the project on hold until the District can incorporate any changes resulting from discussions with the City of Santa Monica and the community regarding the planning and the EIR.

13-D AGREEMENT FOR ARCHITECTURAL SERVICES - RENOVATION OF WEST BUILDING, BUNDY CAMPUS

Agreement with TBP/ARCHITECTURE for architectural services associated with the Renovation of West Building, Bundy Campus project for Basic Services at an amount not to exceed $700,000 plus expanded service to include existing condition plans, demolition package, direct administration under Base Closure Act, and consultants for cost estimating, communication and acoustics for a fee not to exceed $220,000 plus reimbursable expenses for this project.

Funding Source: Measure U

Comment: This agreement provides for the renovation of the West Building at the Bundy Campus under the Base Closure Act to accommodate the relocation of specific SMC programs and functions that are being displaced by upcoming project construction. The Base Closure Act provides a method of fast tracking construction for remodeling projects with additional oversight. It is not restricted to military facilities and includes buildings construction under the 1976 or more recent building codes.
CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 13 FACILITIES (continued)

13-E AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES - MAIN STAGE RENOVATION PROJECT

Amend agreement with LEO A. DALY for additional architectural services associated with the Main Stage Renovation project for an amount not to exceed $9,920, plus reimbursable expense.

Funding Source: Measure U

Comment: This amendment provides for additional research and design services associated with the development of the rain water runoff and drainage system to serve the new Renovated Main Stage building and site, and that will provide the capacity to also serve the drainage needs of the adjacent Amphitheater and Bookstore buildings and other East campus surface areas that have their storm drainage pass through the existing Main Stage site on way to the city storm water collection system.

13-F AWARD OF BID - VEHICLE SECURITY CONTROLLED ACCESS

Award of bid for the Vehicle Security Controlled Access project to the lowest responsive bidder:

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>G. B. Cooke</td>
<td>$165,000</td>
</tr>
<tr>
<td>Novus Construction</td>
<td>265,000</td>
</tr>
</tbody>
</table>

Funding Source: Measure U

Comment: This project provides for the installation of security bollards at the Pearl Street entry to the campus main pedestrian thoroughfare located east of the Library building. These security bollards are being placed to facilitate vehicle access control and pedestrian safety. Measure U designated this construction of campus perimeter enhancements and the campus north-south pedestrian walkway.
CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 13 FACILITIES (continued)

13-G AGREEMENT FOR SERVICES, MUSIC DEPARTMENT REMODEL PROJECT

Agreement with SOUND IMAGE, INC. for consultant services associated with the Music Department Remodel Project for an amount not to exceed $13,500, plus reimbursable expense.

Funding Source: Measure U

Comment: This agreement provides for audio, presentation video and control systems consultation, design and engineering services associated with the Music Department Remodel project which will replace the Music Building on the main campus which will be demolished to make way for the new student services center designated under Measure U.
CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 14

COMMERCIAL WARRANT REGISTER

<table>
<thead>
<tr>
<th>Period</th>
<th>Range</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 1 – September 30, 2003</td>
<td>759 - 799</td>
<td>$5,753,830.74</td>
</tr>
<tr>
<td>October 1 – October 31, 2003</td>
<td>801 - 845</td>
<td>$8,242,520.26</td>
</tr>
</tbody>
</table>

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

RECOMMENDATION NO. 15

PAYROLL WARRANT REGISTER

<table>
<thead>
<tr>
<th>Period</th>
<th>Range</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 1 – September 30, 2003</td>
<td>C1B – C2C</td>
<td>$1,138,097.22</td>
</tr>
<tr>
<td>October 1 – October 31, 2003</td>
<td>C1C – C2D</td>
<td>$1,394,420.32</td>
</tr>
</tbody>
</table>

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

RECOMMENDATION NO. 16

AUXILIARY PAYMENTS AND PURCHASE ORDERS

Payments were authorized upon delivery and acceptance of the items ordered, or performance of the service. All payments were made in accordance with Education Code requirements and allocated to approved budgets in the Bookstore fund, Trust fund and other Auxiliary funds.

<table>
<thead>
<tr>
<th>Period</th>
<th>Payments</th>
<th>Purchase Orders</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 1 – September 30, 2003</td>
<td>$1,339,082</td>
<td>$25,071</td>
</tr>
<tr>
<td>October 1 – October 31, 2003</td>
<td>$1,579,745</td>
<td>$34,427</td>
</tr>
</tbody>
</table>

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

RECOMMENDATION NO. 17

DIRECT PAYMENTS

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

<table>
<thead>
<tr>
<th>Period</th>
<th>ID Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 1 – October 31, 2003</td>
<td>D000021 – 000438</td>
<td>$2,097,860.54</td>
</tr>
</tbody>
</table>
CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 18 PURCHASING
Recommended Action: Approval

18-A AWARD OF PURCHASE ORDERS

Payments are authorized upon delivery and acceptance of the items ordered, or performance of the service. All purchases and payments are made in accordance with Education Code requirements and allocated to approved budgets. Lists on file in the Purchasing Department

September 20 – October 24, 2003 $1,402,949.79

18-B DECLARATION AND DONATION OF SURPLUS EQUIPMENT

Declare as surplus the following computer equipment and authorize the District to donate the equipment to the designated organizations:

10 Dell Pentium I or II computers to the Power Christian Center in Carson, California to be used in their adult and teen resource learning center.

15 Hewlett Packard or Dell Pentium I or II computers to the Venice Boys & Girls Club to be used to teach children how to use computers.

Comment: Information on the surplus equipment is made available to various agencies and schools. Local school districts have indicated that they are not interested in this computer equipment.
**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**

**RECOMMENDATION NO. 18**

**PURCHASING** (continued)

**Recommended Action: Approval**

18-C  AWARD OF BIDS

1. **Hazardous Waste Disposal**

   Award a five-year not-to-exceed contract in the amount of $60,000 per year for Hazardous Waste Disposal to POLLUTION CONTROL INDUSTRIES based on rates and unit prices for services used by the District. The initial contract period shall be November 1, 2003 through June 30, 2004 with four one-year options through June 30, 2008.

   Funding Source: Risk Management Budget

   Comment: The District is required to be in compliance with federal, state and local regulations for the storage and removal of hazardous waste. Bids were solicited through advertising and a general mailing. From the bids submitted the low-bid recommendation is based on an evaluation of rates and unit prices.

2. **Printing of Academic Schedules**

   Award of bid for printing of academic schedules for Spring, Summer and Fall 2004 to the lowest responsive bidder:

   **Bidder**  
   Southwest Offset Printing Co., Inc.  
   Valley Business Printers, Inc.

   **Bid Amount**  
   $112,411  
   $114,320

   Funding Source: Marketing Budget

   Comment: Bids were solicited through advertising and a general mailing.
MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 19

REAPPOINTMENT OF PERSONNEL COMMISSIONER

It is recommended that the Board of Trustees reappoint Joseph Metoyer to the SMC Personnel Commission for a three-year term that commences December 1, 2003 and expires November 30, 2006.

Comment: The process of filling a position on the Personnel Commission requires that one member be appointed by Board of Trustees; one member be appointed by the classified employees of the District; and the third member be appointed by those two members. The last appointment was made on October 18, 2002, when the classified employees selected Ms. Karen Bancroft as their appointment to the Personnel Commission. The vacancy now created by the expiration of Dr. Metoyer's term creates the opportunity for the District to make its appointment to the Personnel Commission.

MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY:
AYES:
NOES:
INFORMATION ITEM  D  2002-2003 QUARTERLY BUDGET REPORT

Quarterly 311Q General Fund Budget report for the quarter ended June 30, 2003

Comment: The financial statements for 2002-2003 were included for review when the 2003-2004 Adopted Budget was approved by the Board on September 15, 2003. However, this 311Q report for June 30, 2003 was omitted. This item corrects that omission and meets the requirement that the 311Q be presented to the Board of Trustees when filed with the Chancellor’s Office.
Fiscal Year 2002-2003  
District:(780) SANTA MONICA  Quarter Ended: (Q4) June 30, 2003  
Certified Date: 05-Nov-03 08:12 AM

I. Historical and Current Perspectives of General Fund (Unrestricted and Restricted):

<table>
<thead>
<tr>
<th>Annual</th>
<th>As of June 30 for fiscal year (FY) specified.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FY99-00</td>
</tr>
<tr>
<td>General Fund Revenues (Objects 8100, 8600, and 8800)</td>
<td>99,223,907</td>
</tr>
<tr>
<td>Other Financing Sources (Objects 8900)</td>
<td>102,015</td>
</tr>
<tr>
<td>General Fund Expenditures (Objects 1000-8000)</td>
<td>96,886,910</td>
</tr>
<tr>
<td>Other Outgo (Objects 7100, 7300, 7400, 7500, and 7600)</td>
<td>958,086</td>
</tr>
<tr>
<td>Reserve for contingency</td>
<td>Unrestricted</td>
</tr>
<tr>
<td>Reserve for contingency</td>
<td>Total</td>
</tr>
<tr>
<td>General Fund Ending Balance</td>
<td>Unrestricted</td>
</tr>
<tr>
<td>General Fund Ending Balance</td>
<td>Total</td>
</tr>
<tr>
<td>Prior-Year Adjustments</td>
<td>0</td>
</tr>
<tr>
<td>Attendance FTES</td>
<td>19,786</td>
</tr>
<tr>
<td>General Fund Cash Balance (Excluding Investments)</td>
<td>5,475,884</td>
</tr>
</tbody>
</table>

For the same quarter to each fiscal year (FY) specified

Quarter

|        | FY99-00  | FY00-01  | FY01-02  | FY02-03 |
|--------|---------------------------------------------|
| General Fund Cash Balance (Excluding Investments) | 5,475,884  | 17,158,622  | 4,725,606  | 9,424,737  |

II. General Fund (Unrestricted and Restricted) Year-To-Date Revenues and Expenditures:

<table>
<thead>
<tr>
<th>Total Budget</th>
<th>Actual</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Annual)</td>
<td>(Year-to-Date)</td>
<td>%</td>
</tr>
<tr>
<td>General Fund Revenues (Objects 8100, 8600, and 8800)</td>
<td>122,935,075</td>
<td>120,037,531</td>
</tr>
<tr>
<td>Other Financing Source (Objects 8900)</td>
<td>300,804</td>
<td>269,125</td>
</tr>
<tr>
<td>General Fund Expenditures (Objects 1000-8000)</td>
<td>121,486,340</td>
<td>119,801,619</td>
</tr>
<tr>
<td>Other Outgo (Objects 7100, 7300, 7400, 7500, and 7600)</td>
<td>1,386,604</td>
<td>1,152,881</td>
</tr>
</tbody>
</table>

III. Has the district settled any employee contracts during this quarter? Yes  No  If yes, complete the following: (If multi-year settlement, provide information for all years covered)

Salaries

<table>
<thead>
<tr>
<th>Contract Period Settled</th>
<th>Management</th>
<th>Academic(Certificated)</th>
<th>Classified</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Specify)</td>
<td>Total Salary</td>
<td>Cost-Increase %*</td>
<td>Total Salary</td>
</tr>
<tr>
<td>Year 1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Year 2</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Year 3</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

* As specified in collective bargaining agreement.

Benefits

<table>
<thead>
<tr>
<th>Contract Period Settled</th>
<th>Management Total</th>
<th>Academic Total</th>
<th>Classified Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Year 2</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Year 3</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

http://misweb.cccco.edu/311q/prod_2003/certifyprint.cfm

11/5/03
Include a statement regarding the source of revenues to pay salary and benefit increases, e.g., from the district’s reserves, from cost-of-living, etc.

IV. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit citings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANs), issuance of COPs, etc.) Yes ☐ No ☑

If yes, list events and their financial ramifications. (Include additional pages of explanation if needed.)

V. Does the district have significant fiscal problems that must be addressed this year? Yes ☐ No ☑

Next year? Yes ☑ No ☐ If yes, what are the problems and what actions will be taken?

(Include additional pages of explanation if needed.)

THE GOVERNOR DECIDED TO SEVERELY CUT COMMUNITY COLLEGE BUDGETS MID-YEAR. EXPENDITURES FOR WINTER AND SPRING HAVE BEEN CUT. FOR NEXT YEAR, THE GOVERNOR’S BUDGET SUBSTANTIALLY REDUCES FUNDING AND PROJECTED EXPENDITURES, FOR 2003/04, WILL HAVE MAJOR INCREASES DUE TO SALARY SCHEDULE DECOMPRESSIONS, HEALTH AND WELFARE INCREASES AND PERS INCREASES. THESE WILL REQUIRE SEVERE CUT BACKS ON BEHALF OF THE COLLEGE.

CERTIFICATION

To the best of my knowledge, the data contained in this report are correct.

To the best of my knowledge, the data contained in this report are correct. I further certify that this report was/will be presented at the governing board meeting specified below, afforded the opportunity to be discussed and entered into the minutes of meeting.

<table>
<thead>
<tr>
<th>District Chief Business Officer</th>
<th>Date</th>
<th>District Superintendent</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Q4) June 30, 2003</td>
<td>Governing Board Meeting Date</td>
<td><em><strong>/</strong></em>/___</td>
</tr>
</tbody>
</table>

http://misweb.cccco.edu/311q/prod_2003/certifyprint.cfm 11/5/03
Revised policies in Section 1000, Bylaws of the Board, are presented to the Board of Trustees for a first reading (review). The policies will be presented for a second reading and approval on December 1, 2003.

Following is a brief explanation of the revisions and/or corrections to each section:

- **BP 1120, Election**
  - **BP 1130, Term**
  - **BP 1170, Officers and Auxiliary Personnel**
  
  *Revised to reflect that organizational meeting takes place following certification of election by County of Los Angeles*

- **BP 1215, Awarding of Honorary Degrees**
  - **New**

- **BP 1230, Code of Ethics**
  - *Added statements regarding political activities and personal use of public resources (per CCLC policies)*

- **BP 1264, Citizens' Bond Oversight Committee**
  - **New (per CCLC policies)**

- **BP 1265, Superintendent/President Succession**
  - **New (per CCLC policies)**

- **BP 1266, Selection of Superintendent/President**
  - **New (per CCLC policies)**

- **BP 1270, Board Self-Evaluation, and BP 1280, Evaluation of Superintendent**
  - *Deleted reference to specific day/month for evaluation*

- **BP 1400, Student Trustee Qualifications**
  - *Revisions suggested by CCLC upon further legal review clarify eligibility standards for student trustees and other student officers. The standards for these students to hold office may not be more than five semester units or a grade point average higher than the minimum required for any student to remain in college.*

- **BP 1511, Regular Meetings**
  - *Added language suggested by CCLC including statement about accessibility to persons with disabilities*
• BP 1512, Special and Emergency Meetings
  Added provisions for emergency meetings

• BP 15200, Quorum and Voting
  Included voting requirements for specific types of agenda items (per CCLC policies)

• BP 1550, Construction of Agenda for Board of Trustees Meetings
  Added clarification

• BP 1560, Distribution and Posting of Agenda
  BP 1580, Minutes of the Board of Trustees Meetings
  Added statement about documents be provided in alternative formats to be accessible to persons with disabilities

• BP 1570, Public Participation- Addressing the Board of Trustees
  Added clarification for addressing Board at regular meetings and special meetings

• Moved Section 1600, Participatory Governance to Section 2000 (General District)
ADJOURNMENT

The meeting will be adjourned in memory of Fumiko Black, mother of Russ Black; Edward B. "Burt" DeGroot, Jr., who was a teacher, counselor, coach and dean at Santa Monica College from 1960 to 1972; Richard Dodge, author and former professor of English at Santa Monica College; and Iva Watson, wife of Pierce Watson, who is a member of the General Advisory Board and the Citizens' Bond Oversight Committee.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Monday, December 1, 2003 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.

This will be the annual organizational meeting of the Board of Trustees and will include the following organizational functions:

- Election of Officers
- Seating of the Board of Trustees
- Election of Trustee Liaisons
- Authorized Signature Resolutions
- Approval of Calendar of Meetings, 2004