SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING
WEDNESDAY, OCTOBER 1, 2003

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

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

7:15 p.m. - Public Meeting
Board Room
Business Building Room 117

The minutes may be accessed on the
Santa Monica College website:
http://www.smc.edu/admin/trustees/meetings/
M I N U T E S

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 Wednesday, October 1, 2003.

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

I. ORGANIZATIONAL FUNCTIONS
   A Call to Order
   B Roll Call

II. CLOSED SESSION
   • Collective Bargaining,
     pursuant to Government Code Section 54957.6

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS (Continued)
   C Pledge of Allegiance
   #1 Approval of Minutes: September 2, 2003 (regular meeting)
   September 15, 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

     Academic and Student Affairs

     #4 Contracts and Consultants
        A Work Study Contract (Amendment)
Human Resources

#5 Contracts and Consultants
   A Collective Bargaining Services
   B Administrative Hearing
#6 Classified Personnel – Regular
#7 Classified Personnel – Limited Duration
#8 Classified Personnel – Non Merit

Business and Administration

#9 KCRW Consultant Agreements
#10 Chancellor’s Office Tax Offset Program
#11 Authorization of Payment
#12 Facilities
   A Change Order No. 11, Library Expansion and Remodel
   B Additional Architectural Services, Library Village Renovation
      for Math Department Project
   C Award of Bid – Main Stage Demolition
   D Agreement for Services – Bundy Campus Site Improvements
   E Agreement for Audio/Visual Design Services, Main Stage
   F Amendment to Agreement for Architectural Services, Emeritus Project
#13 Commercial Warrant Register
#14 Payroll Warrant Register
#15 Payments from Auxiliary Operations
#16 Direct Payments
#17 Purchasing
   A Award of Purchase Orders
   B Award of Contract for Coin Operated Copies and Printer Servers

IX. MAJOR ITEMS OF BUSINESS

#18 Discussion Item: Trustee Vacancy – Selection Criteria for Screening
    Applications

X. BOARD REPORT AND COMMENTS

XI. INFORMATON ITEMS

XII. ADJOURNMENT:
    There will be a special meeting of the Board of Trustees on Monday,
    October 13, 2003 at 7 p.m. (5:30 p.m. if there is a closed session) in
    Business Building Room 111 at Santa Monica College, 1900 Pico
    Boulevard, Santa Monica, California.

    There will be a special meeting of the Board of Trustees on Monday,
    November 3, 2003 at 6 p.m. in the Santa Monica College Board
    Room and Conference Center, Business Building Room 117, 1900
    Pico Boulevard, Santa Monica, California.

    The next regular meeting of the Santa Monica Community College
    District Board of Trustees will be held on Monday, November 10,
    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  

REGULAR MEETING  
October 1, 2003  

I. ORGANIZATIONAL FUNCTIONS  

A. **CALL TO ORDER** – 5:30 p.m.  

B. **ROLL CALL**  
   Herbert Roney, Chair - Present  
   Dr. Margaret Quifiones, Vice-Chair - Present  
   Carole Currey - Present  
   Dr. Dorothy Ehrhart-Morrison - Present  
   Dr. Nancy Greenstein - Present  
   Annette Shamey - Present  
   Melvon George, Student Trustee - Present  

II. CLOSED SESSION  
   • Collective Bargaining, pursuant to Government Code Section 54957.6  

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS – 7:25 p.m.  

C. **PLEDGE OF ALLEGIANCE** – Tony Prestby  

**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:  

**September 2, 2003 (Regular Meeting)**  
MOTION MADE BY: Carole Currey  
SECONDED BY: Annette Shamey  
STUDENT ADVISORY: Aye  
AYES: 6  
NOES: 0  

**September 15, 2003 (Special Meeting)**  
MOTION MADE BY: Annette Shamey  
SECONDED BY: Carole Currey  
STUDENT ADVISORY: Aye  
AYES: 6  
NOES: 0  

Organizational Functions
IV. SUPERINTENDENT'S REPORT

- Tony Prestby, public programs coordinator, has been named Relay for Life Volunteer of the Year by the American Cancer Society's Los Angeles Coastal Cities Unit for his work on the fundraising Relay for Life at Santa Monica College and other Westside communities. Tony was installed in June as the new president of the California Community Colleges Classified Senate for a two-year term. He was also appointed to the Santa Monica Salvation Army Advisory Board representing SMC.


- Santa Monica College students have captured more than one-third of all the awards in the college division of the 2003 Los Angeles County Fair Photography Exhibit – billed as the largest photo show in North America. In addition, images by SMC students make up about 40 percent of the images selected for the college division portion of the show, which represents the work of students from universities and colleges throughout California. Of the 195 photographs in the college-division display, 75 are by SMC students.

V. ACADEMIC SENATE REPORT

VI. CLASSIFIED SENATE REPORT

VII. COMMUNICATIONS AND PUBLIC COMMENTS

Phil Hendricks
Michael Burk
Mitch Apper
Gloria Bando
Jordan Bloch
Barbara Siegel
Lee Peterson
Willis Barton

Phil Hendricks
CONSENT AGENDA

It is recommended that the Board of Trustees take the action requested on Consent Agenda Recommendations #2-#17.

Public Comments
Barbara Siegel

Recommendations pulled for questions and returned to consent agenda: #10, #11, #12, #15, #16

Action on Consent Agenda

MOTION MADE BY: Carole Currey
SECONDED BY: Dorothy Ehrhart-Morrison
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 2  ACCEPTANCE OF GRANTS

Requested Action: Acceptance

Title of Grant:  Child Development Training Consortium Reimbursement Program

Granting Agency:  Yosemite Community College District and Child Development Training Consortium

Requested Funding:  $10,000

Matching Funds:  N/A

Performance Period:  August 1, 2003 – July 31, 2004

Summary:  This is a continuation of a program in which the Yosemite Community College District receives the grant funds and subcontracts with SMCCD to operate its own child development training program. The students in the program are either seeking or maintaining a child development permit from the State Credential Office. Funds will be used to reimburse students for books and other program related materials.

Budget:

- Income
  - 8000
  - $10,000

- Expenditures
  - 7000 Other Outgo
  - $10,000
RECOMMENDATION NO. 2

ACCEPTANCE OF GRANTS (continued)

Requested Action: Acceptance

<table>
<thead>
<tr>
<th>Title of Grant:</th>
<th>California Early Childhood Mentor Teacher Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Granting Agency:</td>
<td>San Francisco Community College District</td>
</tr>
<tr>
<td>Requested Funding:</td>
<td>$4,752</td>
</tr>
<tr>
<td>Matching Funds:</td>
<td>N/A</td>
</tr>
<tr>
<td>Performance Period:</td>
<td>September 1, 2003 – June 30, 2004</td>
</tr>
</tbody>
</table>

Summary:
This is a continuation of a program in which the San Francisco Community College District receives the grant funds and subcontracts with SMCCD to operate its own mentor teacher program. Funds are used to reimburse SMC for the salary of the Mentor Coordinator for teaching ECE 48, Adult Supervision and Mentoring.

<table>
<thead>
<tr>
<th>Budget:</th>
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</thead>
<tbody>
<tr>
<td>Income</td>
</tr>
<tr>
<td>8000</td>
</tr>
</tbody>
</table>

Expenditures

| 1000 Academic Salaries  | $4,526 |
| 3000 Benefits          | 226    |
CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 3  CONTRACTS AND CONSULTANTS
Requested Action: Approval

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

1. AGREEMENTS TO DISTRIBUTE COMPUTERS

The Professional Development Institute for Early Childhood Educators (PDI) is funded by the Proposition 10 Grant which requires that ten computers be purchased and distributed to ten Early Childhood Education Centers in Santa Monica from the funds available through August 31, 2003.

Authorization of an agreement to be signed by ten individual Early Childhood Education Centers located in Santa Monica to accept a computer and printer (one per center), completely free of charge from The Professional Development Institute for Early Childhood Educators.

Funding Source: Proposition 10 – First Five LA

Comment: This computer equipment will be used for the main purpose of facilitating communication between PDI and participating mentors, protégé’s and other participating facilities and centers.

The ECE Centers will sign an agreement acknowledging that they have received the computer, and that all future expense, training, supplies and maintenance of these computers will be the ECE Center's sole and separate responsibility. Santa Monica College relinquishes all responsibility for these computers once they have been distributed.
CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 3  CONTRACTS AND CONSULTANTS
Requested Action: Approval

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

2. AGREEMENTS FOR PROFESSIONAL SERVICES

Authorization of payment to PDI Advisory Board Members, in the amount of $250 each.

Lesbia De La Fuente
Terry Lernihan
Maria Martinez
Yael Redding

These members will convene regularly throughout The Professional Development Institute for Early Childhood Educators’ (“PDI”) second operating year, September 1, 2003 through August 31, 2004. The advisors function is to discuss issues and requirements, provide guidance and give feedback on ongoing projects while assisting in developing new methods of facilitating the professional growth of all early childhood educators in Santa Monica.

Authorization of payment to Mentors, in the amount of $500 for each new protégé they sponsor, not to exceed $1,000 per grant year.

Flor Ferro  Mandana Mohsenin
Debra Fischer  Elizabeth Olliff
Dorothy Haskin  Christina Rounds
Linda Kay Johnson  Sheryl Tell
Kristie Ladish  Michelle Veasey
Bharti Patel  Rebecca Zlotoff
Corlene Flanagan

The Mentors that have been selected by the “Selection Committee” for the first year of the grant will continue to Mentor during the second year of the grant, September 1, 2003 through August 31, 2004. These Mentors will adequately and effectively provide their protégés with guidance and demonstrate exemplary practices in a supportive way. Mentors will establish effective and sustained relationships with their protégés. They will provide support in all areas of learning, i.e., collaboration with parents, communication with children, development of their professional skills, and continuation of their education and training.

Funding Source:  Proposition 10 – First Five LA

Comment:  To achieve the desired outcomes specified in the Proposition 10 Grant, the Professional Development Institute for Early Childhood Educators (“PDI”) is to provide Advisory Board Members and Mentors with compensation for their services rendered.
CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 3  CONTRACTS AND CONSULTANTS

3-B  TEACHER AND READING DEVELOPMENT PARTNERSHIP (TRDP)

1. CONSULTANTS

Agreement with Francie Goodrich to provide on-site supervision of 20 students enrolled in teacher training classes which include tutoring students in reading. The period of the contract is October 1, 2003 through June 30, 2004 for an amount not to exceed $7,000.

Comment: Ms. Goodrich has eleven years of teaching experience and is a language arts specialist. She is currently training college students to tutor elementary school students for the Santa Monica Boys and Girls Clubs. She will act as a liaison between the College and the elementary schools to ensure the success of this aspect of the TRDP grant.

2. AGREEMENT WITH WEST LOS ANGELES COLLEGE

Agreement with West Los Angeles College to participate jointly in the recruitment of teacher candidates, to maintain the curriculum created to motivate aspiring teachers, to maintain its future teachers club, remaining in partnership with SMC’s Teacher and Reading Development Partnership (“TRDP”) program from October 1, 2003 through June 30, 2004, for an amount not to exceed $1,680.

Comment: This contract will fulfill SMC’s grant award obligation to partner with West Los Angeles College in the implementation of the TRDP grant at both campuses.

Funding Source: TRDP Grant
CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 3            CONTRACTS AND CONSULTANTS (continued)

3-C  CONTRACT WITH THE LOS ANGELES URBAN LEAGUE

Santa Monica College will contract with the Los Angeles Urban League to train up to 30 individuals who are eligible under the Workforce Investment Act. Training will cover topics such as pre-employment/work maturity skills needed to be competitive in today's job market. The training increases their opportunities to obtain higher level jobs, exposing them to contemporary job-search strategies. Participation in these activities will increase their potential of obtaining higher wage jobs.

The contract period is from October 1– December 31, 2003 for the amount of $27,927.

Funding Source:  West Los Angeles WorkSource Center
                     Community Career Development, Inc.

Comment:  The Los Angeles Urban League is a corporation providing employment and training services to the residents of Los Angeles County. The Los Angeles Urban League will have the responsibility for identifying the students and referring them to Santa Monica College. Training will be conducted at the LA Urban League site located on 3833 South Crenshaw Blvd., Los Angeles, CA 90008.
CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 4  CONTRACTS AND CONSULTANTS
Requested Action: Approval

4-A WORK STUDY CONTRACT (AMENDMENT)

Revision of the agreement with UCLA for fiscal year 2003-2004 for the purpose of placing work-study students at Santa Monica College, effective October 1, 2003:

To be paid by SMC: 50 percent + share of Workers Comp; Unemployment and Medicare; and 5 percent Administrative Fees

Funding Source: 2003-2004 Budget/Academic Affairs (District’s share)

Comment: This revision was initiated by UCLA and constitutes an increase to 50 percent from the 40 percent share approved at the August 4, 2003 Board meeting.
CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 5

Requested Action: Approval

5-A COLLECTIVE BARGAINING SERVICES

Contract with Kenneth Cloke to provide services related to collective bargaining, for a period of two months beginning September 22, 2003, for a fee not to exceed $6,000.

Funding Source: 2003-04 Budget / Human Resources

5-B ADMINISTRATIVE HEARING

Authorization of payment to the State of California Department of General Services for services of a State administrative Law Judge in the amount of $2,940.

Funding Source: 2003-04 Budget / Human Resources
CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 6  
Requested Action: Approval

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

ELECTIONS

PROBATIONARY
Young, Chris, Admissions & Records Clerk II, Admissions & Records 09/15/03

ADVANCED STEP PLACEMENT
The employee listed has met the standards for Advancement Step Placement.
Salary Advance placement is retroactive to initial hire date.
Lopez, Art, Custodial Operations Supervisor, Operations Step C 07/16/03

PERMANENT EMPLOYEE WITH SUMMER ASSIGNMENT

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Start Date</th>
<th>End Date</th>
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<tbody>
<tr>
<td>Arenales, Alfredo</td>
<td>Parking Security Officer, Campus Police</td>
<td>08/25/03</td>
<td>08/31/03</td>
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<tr>
<td>Blom, Steve</td>
<td>Parking Security Officer, Campus Police</td>
<td>08/25/03</td>
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<td>Brown, Tim</td>
<td>Van Driver, Bookstore</td>
<td>08/25/03</td>
<td>08/31/03</td>
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<td>Brunell, Gina</td>
<td>Department Secretary II, Math</td>
<td>08/25/03</td>
<td>08/31/03</td>
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<tr>
<td>Burgueno, Michael</td>
<td>Parking Security Officer, Campus Police</td>
<td>08/25/03</td>
<td>08/31/03</td>
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<td>Burrell, Wayne</td>
<td>Parking Security Officer, Campus Police</td>
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<td>08/31/03</td>
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<tr>
<td>Cisneros, Ed</td>
<td>Parking Security Officer, Campus Police</td>
<td>08/25/03</td>
<td>08/31/03</td>
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<tr>
<td>Dindial, Bharose</td>
<td>Parking Security Officer, Campus Police</td>
<td>08/25/03</td>
<td>08/31/03</td>
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<tr>
<td>Drewery, John</td>
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<td>Dupree, Jared</td>
<td>Instructional Asst.-Math, Math</td>
<td>08/25/03</td>
<td>08/31/03</td>
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<td>Fredrickson, Donald</td>
<td>Accompanist-Performance, Music</td>
<td>08/25/03</td>
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<td>Gasca, Angelo</td>
<td>Athletic Equipment Specialist, Athletics</td>
<td>08/11/03</td>
<td>08/29/03</td>
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<td>Gerard, Andrew</td>
<td>Instructional Asst.-Math, Math</td>
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<td>08/31/03</td>
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<td>Glaser, Ray</td>
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<td>Graham, Carmen</td>
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<td>Griffiths, Morris</td>
<td>Parking Security Officer, Campus Police</td>
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<td>Greer, Kathleen</td>
<td>Clerical Asst. I, Library</td>
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<td>Henry, Ashward</td>
<td>Parking Security Officer, Campus Police</td>
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<td>Hernandez, Linda</td>
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<td>Jackson, Wendy</td>
<td>Library Asst. II, Library</td>
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<td>Kamin, Gerry</td>
<td>Instructional Asst.-Math, Math</td>
<td>08/25/03</td>
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<td>Lemonds, Bradley</td>
<td>Lab Tech-Broadcasting, Communications</td>
<td>08/25/03</td>
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<td>McNeely, Herb</td>
<td>Parking Security Officer, Campus Police</td>
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<td>Miller, Benjamin</td>
<td>Parking Security Officer, Campus Police</td>
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<td>Mirsky, Ann</td>
<td>Media Resource Asst. I, Academic Computing</td>
<td>08/25/03</td>
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<td>Montes, John</td>
<td>Parking Security Officer, Campus Police</td>
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<td>Moses, Kathy</td>
<td>Athletic Activities Asst., KDR</td>
<td>08/25/03</td>
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<td>Muhammad, Larue</td>
<td>Department Secretary I, Communications</td>
<td>08/25/03</td>
<td>08/31/03</td>
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</tbody>
</table>
PERMANENT EMPLOYEE WITH SUMMER ASSIGNMENT (cont.'d)
Osterhout, Roy, Parking Security Officer, Campus Police 08/25/03 - 08/31/03
Patterson, Fredrick, Instructional Asst.-Math, Math 08/25/03 - 08/31/03
Polonsky, Seymour, Parking Security Officer, Campus Police 08/25/03 - 08/31/03
Sealana, Aurora, Library Asst. II, Library 08/25/03 - 08/31/03
Sierra, Peter, Tutoring Coord-For. Lang., LRC 08/25/03 - 08/31/03
Smith, Peter, Music Technical Asst., Music 08/25/03 - 08/31/03
Sternock, Mark, Parking Security Officer, Campus Police 08/25/03 - 08/31/03
Trager, Phyllis, Department Secretary I, Health Science 08/25/03 - 08/31/03
Villegas, Idalia, Parking Security Officer, Campus Police 08/25/03 - 08/31/03
Williams, Joel, Parking Security Officer, Campus Police 08/25/03 - 08/31/03
Willis, Saundra, Tutoring Coord.-Science, LRC 08/25/03 - 08/31/03
Windish, Marge, Department Secretary I, Music 08/25/03 - 08/31/03

INCREASE IN HOURS/PERMANENT
Kerce, Kathy
07/01/03
Fr: College Police Dispatcher, Campus Police, 12 mos, 30 hrs
To: College Police Dispatcher, Campus Police, 12 mos, 36 hrs

LEAVE OF ABSENCE WITH PAY

MILITARY
Looney, Brant, Systems Administrator, AET 09/16/03 - 01/22/04

SEPARATIONS

RESIGNATION
Gabel, Lynda, Financial Aid Asst. Director, Financial Aid 09/08/03
Santooyo, David, Multimedia Computer Support Specialist, AET 09/02/03
Yates, Isaac-Hajime, Acad. Comp. Instr. Specialist, Acad. Comp. 09/25/03

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 – LIMITED DURATION
Requested Action: Approval

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

ELECTIONS

PROVISIONAL
Cooper, Joyce, Accompanist Performance, Emeritus
Reilly, Mary, Vocational Tutor Assistant I, Counseling
Szeto, Doreen, Instructional Assistant ESL, ESL
Vento, Victor, Accompanist Guitar, Emeritus
Wood, Lee Alexandra, Instructional Assistant ESL, ESL

EFFECTIVE DATE
08/25/03 - 12/16/03
08/25/03 - 01/16/04
08/28/03 - 12/12/03
08/25/03 - 12/16/03
08/28/03 - 12/24/03

LIMITED TERM
Battle, Matthew, Swim Instructor/Lifeguard, KDR
Biamonte, Christine, Sign Language Interpreter I, DSC
Boodparset, Sutida, Counseling Aide, EOP's
Buchanan, Melody, Bookstore Clerk Cashier, Station C
Cadena, Ruben, Bookstore Clerk Cashier, Station C
Cahya, Fransiska, Sign Language Interpreter III, DSC
Caldwell, Jennifer, Sign Language Interpreter Trainee, DSC
Cardenas, Nancy, Registration Information Clerk, ISC
Chase, Gerald, Registration Information Clerk, Station C
Dawson, Rebecca, Bookstore Clerk Cashier, Station C
Devine, Robert, Bookstore Cashier Clerk, Bookstore
Dull, Deana, Library Assistant III, Library
Felder, Ronnie, Registration Information Clerk, ISC
Gerhold, Thomas, Accompanist Performance, Emeritus
Gerhold, Thomas, Accompanist Voice, Emeritus
Gire, Richard, Bookstore Clerk Cashier, Bookstore
Gonzalez, Anthony, Counseling Aide, EOP's
Grau, Donald, Bookstore Clerk Cashier, Bookstore
Hashaway, Erma, EOP's Program Specialist, EOP's
Hayton, Brian, Registration Information Clerk, ISC
Holliday, Angel, Counseling Aide, EOP's
Holstein, Stephanie, Sign Language Interpreter Trainee, DSC
Hsu, Hung-Fi (Cindy), Accompanist Performance, Music
Iapicco, Ghislaine, Bookstore Clerk Cashier, Station C
Jucha, Lisa, Sign Language Interpreter III, DSC
Malerstein, Janet, Sign Language Interpreter Trainee, DSC
McElhannon, Laurie, Registration Clerk, Financial Aid
Melanio, Noel, Accompanist Dance, KDR
Melanio, Noel, Accompanist Voice, Emeritus
Menjivar, Raul, Counseling Aide, EOP's

EFFECTIVE DATE
08/23/03 - 12/16/03
08/25/03 - 12/16/03
08/25/03 - 12/16/03
08/18/03 - 09/05/03
08/18/03 - 09/05/03
08/25/03 - 12/13/03
08/25/03 - 12/13/03
08/11/03 - 06/30/04
08/11/03 - 08/29/03
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08/20/03 - 12/31/03
08/23/03 - 12/16/03
08/25/03 - 12/16/03
09/15/03 - 12/16/03
LIMITED TERM (cont.'d)
Merchant, Erin, Sign Language Interpreter I, DSC  08/25/03 - 12/16/03
Nelli, Maria, Bookstore Clerk Cashier, Station C  08/11/03 - 08/29/03
Nguyen, Lan, Registration Information Clerk, ISC  08/11/03 - 06/30/04
Quezada, Nancy, Registration Information Clerk, ISC  08/11/03 - 06/30/04
Reed, Jeffrey, Accompanist Percussion, KDR  08/25/03 - 12/16/03
Remstein, Robert, Accompanist Voice, Emeritus  08/25/03 - 12/16/03
Rich, Elizabeth, Sign Language Interpreter I, DSC  08/25/03 - 12/16/03
Saavedra, Janna, Sign Language Interpreter II, DSC  08/25/03 - 12/16/03
Sexton, Robert A., Accompanist Dance, KDR  08/23/03 - 12/16/03
Shasha, Rachel, Sign Language Interpreter Trainee, DSC  08/28/03 - 12/16/03
Sussman-Schechter, Dena, Sign Language Interpreter II, DSC  08/25/03 - 12/16/03
Thomas, Martha, Accompanist Dance, KDR  09/03/03 - 12/16/03
Toomey, Kathy, Sign Language Interpreter II, DSC  08/25/03 - 12/16/03

RECOMMENDATION NO. 8
Requested Action: Approval

CLASSIFIED PERSONNEL - NON MERIT

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

ELECTIONS

STUDENT EMPLOYEES
CalWORKS Student Assistant  4
$7.00/hr

College Student Assistant  65
$7.00/hr

College Work-Study Student Assistant  67
$7.00/hr

SPECIAL SERVICES
Art Model  32
$14.00/hr

Recreation Director II  1
$10.59/hr

Volunteers  7

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

RECOMMENDATION NO. 9       KCRW CONSULTANT AGREEMENTS
Requested Action: Approval

Agreements with the following annual KCRW consultant agreements for the period of July 1, 2003 through June 30, 2004:

Christopher Caldwell: Program services, "Left, Right & Center"; guest host, "Politics of Culture." Payable at $100 per program for a total not to exceed $4,000.

Chris Douridas: Program services, “New Ground”; guest host for various music programs. Payable at $120 per program for “New Ground” and at varying rates for other music programs. Total not to exceed $8,500.

James Taylor: Program services, “Theatre Review”; guest host “Politics of Culture.” Payable at $100 per program for a total not to exceed $6,800.

Garth Trinidad: Program services “Chocolate City”; guest host for various music programs. Payable at $100 per program for “Chocolate City” and at varying rates for other music programs. Total not to exceed $24,000.

Following are amendments/additions to the agreements approved by the Board of Trustees on July 2003:

Frances Anderton: Program services, “Politics of Culture." Payable at $660 per program, total not to exceed $16,500.

Kevin Ponthier: Program services, Guest Host for various music programs. Payable at varying rates, total not to exceed $1,000.

Robert Werne: Board operation services for various music programs. Payable at $17.60 per hour, total not to exceed $1,000.

Catherine Tamkin: Program services, Guest Host for various music programs. Payable at varying rates, total not to exceed $3,000.

Funding Source: KCRW Donations and California Arts Council Organization Support Grant

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

RECOMMENDATION NO. 10  
CHANCELLOR’S OFFICE TAX OFFSET PROGRAM
Requested Action: Authorization

Continuation of the District’s participation in the annual Chancellor’s Office Tax Offset Program (COTOP) for the purpose of collecting outstanding student obligations by the Franchise Tax Board as deductions from the student’s personal state income tax refund, lottery winnings or other state refunds. A 25 percent administrative fee for the service is deducted from the amount collected and the balance is remitted to the District.

Comment: The is one method the District has used to collect outstanding student fees, library fines, personal checks and short-term student loans from those students who refuse to pay their financial obligations.

RECOMMENDATION NO. 11  
AUTHORIZATION OF PAYMENT
Requested Action: Authorization

Authorization of payment of $8,000 to Bond Logistix for the preparation of the interim arbitrage rebate and yield restriction analysis for the 1999 Certificate of Participation (COP). The analysis is to include a legal opinion regarding arbitrage liability.

Funding Source: 2003 – 2004 Capital Outlay Fund

Comment: The District is required by Internal Revenue Codes to report any arbitrage resulting from tax-exempt financings. The 1999 COP was a refunding of the 1991 COP at lower tax-exempt interest rates.
CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 12
Requested Action: Approval

12-A CHANGE ORDER NO. 11, LIBRARY EXPANSION AND REMODEL

Change Orders No. 11 NIELSEN-DILLINGHAM on the LIBRARY EXPANSION AND REMODEL project.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Contract Amount</td>
<td>$22,050,000</td>
</tr>
<tr>
<td>Change Orders No. 1-No. 10</td>
<td>-252,889</td>
</tr>
<tr>
<td>Change Order No. 11</td>
<td>33,177</td>
</tr>
<tr>
<td>Revised Contract Amount</td>
<td>$21,830,288</td>
</tr>
</tbody>
</table>

Funding Source: FEMA/State Capital Outlay/District

Comment: Change Order No. 11 provides for the modification to ductwork to meet existing site conditions, change in finish hardware, modification to size of sump pit and pumps for storm water collection, modifications for hardware and patch plate fittings on glass doors, increase size of hinges to 5" at exterior door frame, modifications to drywall at top of elevator, raise trolley hoist beam at rooftop, additional conduit at mezzanine level ceiling, provide power for access control at 3 rooms, provide redwood blocking to support existing conduit on roof, install additional rails and posts, add soffit, add frame at gridline B/13 and provide a 2 hour rated enclosure at two locations.

12-B ADDITIONAL ARCHITECTURAL SERVICES, LIBRARY VILLAGE RENOVATION FOR MATH DEPARTMENT PROJECT

Additional services under the agreement with RTK ARCHITECTS, INC. for architectural services related to the Library Village Renovation for Math Department project to revise drawings to reflect Owner requested increase in scope of work. Fee for additional services not to exceed $3,412 plus reimbursable expenses.

Funding Source: Measure U

Comment: These additional services provide for owner requested inclusion in bid documents of structural and architectural design for the replacement of ramp/stair/walkway between two existing portable buildings located along west side of the said project.
CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 12  FACILITIES (continued)

12-C AWARD OF BID, MAIN STAGE DEMOLITION

Award the bid for the Main Stage Demolition project to the lowest responsive bidder.

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>William Olsen, Inc</td>
<td>$368,000</td>
</tr>
<tr>
<td>G. B. Cooke, Inc.</td>
<td>403,000</td>
</tr>
<tr>
<td>U. S. Construction &amp; Trucking</td>
<td>409,827</td>
</tr>
</tbody>
</table>

Funding Source: Measure U and 2000-2001 State Hazardous Substance Grant Program

Comment: This project will facilitate the removal of hazards building materials and the demolition of the Main Stage Building in preparation for the future Renovation of Main Stage Building project.

12-D AGREEMENT FOR SERVICES – BUNDY CAMPUS SITE IMPROVEMENTS

Agreement with INCLEDON KIRK ENGINEERS for consulting services associated with the Bundy Campus Site Improvements project for an amount not to exceed $19,590, plus reimbursable expenses.

Funding Source: Measure U

Comment: This project provides for design, engineering and preparation of bid documents for site improvements at the Bundy Campus to include continuation of the site sound wall and landscape enhancement at south and west sides of the property.
CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 12

12-E AGREEMENT FOR AUDIO/VISUAL DESIGN SERVICES, MAIN STAGE

Agreement with SOUND IMAGE, INC. for the design of audio, video and control systems for the Main Stage Renovation project for an amount not to exceed $40,500 plus reimbursable expenses.

Funding Source: Measure U

Comment: This agreement covers the design of audio, video and control systems for the Main Stage renovation. These systems will be used in technical theater instruction and in the presentation of productions in the new facility.

12-F AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES, EMERITUS PROJECT

Amend agreement with RTK ARCHITECTS, INC. for additional architectural services associated with the Emeritus project for an amount not to exceed $5,850.

Funding Source: Emeritus College

Comment: This additional work provides for the research, design, construction documents and construction observation for a security fence between the adjacent building to the north of the Emeritus property, to add acoustical treatment to reduce excess noise reverberation in classroom and exposed structure, and to add security elements for access and storage at the rear of the Emeritus building along the alley way.
CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 13  COMMERCIAL WARRANT REGISTER
Requested Action: Approval

August 1 – August 31, 2003   $5,947,713.66

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

RECOMMENDATION NO. 14  PAYROLL WARRANT REGISTER
Requested Action: Approval

August 1 - August 31, 2003   C1A - H1C   $1,339,138.32

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

RECOMMENDATION NO. 15  PAYMENTS FROM AUXILIARY OPERATIONS
Requested Action: Approval

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.

August 1 – August 31, 2003   $448,127

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

RECOMMENDATION NO. 16  DIRECT PAYMENTS
Requested Action: Approval

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.

August 1 – August 31, 2003   D000017 – D000021   $29,627.76
CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 17                PURCHASING
Requested Action: Approval

17-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 were made in accordance with Education Code requirements and allocated to approved budgets. Lists on file in the Purchasing Department.

August 30 – September 19, 2003               $705,230.05

17-B  AWARD OF LEASE FOR COIN OPERATED COPIERS AND PRINTER SERVERS

Authorize a lease at the rate of $3,480.02 per month with Card Meter Systems for coin operated copiers and printer servers for student use at the Academy of Entertainment and Technology for a three-year period, November 1, 2003 through October 30, 2006, plus two one-year options.

Comment: This lease will provide color and black/white printer services to students at the Academy of Entertainment and Technology. The District will share in receiving a portion of the per copy fees charged students after the base lease monthly rate is covered.
MAJOR ITEMS OF BUSINESS

DISCUSSION ITEM NO. 18

TRUSTEE VACANCY – SELECTION CRITERIA FOR SCREENING APPLICATIONS

The Board of Trustees discussed and determined the selection criteria for screening applications to fill the vacancy on the Board of Trustees. The selection criteria will help the Board review applications to choose finalists at a public meeting of the Board of Trustees on October 13, 2003. Following is the selection criteria determined by the Board:

1. Knowledge about the role and mission of community colleges in the communities they serve and in the context of all higher education and a commitment to public education and student learning.

2. Knowledge and background related to the funding, education, district operations and other issues considered by the Board of Trustees.

3. Willingness and ability to represent those who live in the service area, mindful of the perspectives of diverse constituencies.

4. Interest in and commitment to service to the external and internal college communities, with an understanding of the roles of students, staff, faculty and managers.

5. Ability to work as a member of the Board of Trustees – understands that the Board, not the individual trustee, has authority.

6. Willingness to work cooperatively with others and in partnership with the Superintendent/President to further the District goals.

7. Commitment to fulfill the ethical and legal responsibilities of trusteeship, unencumbered by private agendas.

8. Time and energy necessary to fulfill the responsibilities of being a trustee.

The Board of Trustees also discussed strategies for determining finalists.

Possible interviews questions will be reviewed and determined at a special meeting of the Board of Trustees on October 13, 2003.
INFORMATION ITEM D

SUBMITTAL OF GRANTS

Title of Grant: Teacher Reading Development Partnership (TRDP) Year 4

Granting Agency: California Community Colleges Chancellor's Office

Requested Funding: $42,000

Matching Funds: N/A

Performance Period: June 30, 2003 – July 31, 2004

Summary: This proposal responds to the continuing need for trained K-12 teachers and the need to improve the reading skills of elementary school children. Funding will support outreach and recruitment efforts; dialogues with CSU, UC and private institutions to articulate courses; and tutorial programs at local schools.
ADJOURNMENT

The meeting was adjourned in memory of Rosie Lee Frankin-Puckett, sister of Shirley Smith, counselor in International Student Center; and Cheryl Welch, wife of SMC Respiratory Therapy instructor Mel Welch.

There will be a special meeting of the Board of Trustees on Monday, October 13, 2003 at 7 p.m. (5:30 p.m. if there is a closed session) in Business Building Room 111 at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

There will be a special meeting of the Board of Trustees on Monday, November 3, 2003 at 6 p.m. in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Monday, November 10, 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.