SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING

MONDAY
OCTOBER 10, 2005

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 per item in the Consent Agenda. The speaker must adhere to the topic. Individuals wishing to speak during Public Comments or on a specific item on the Consent Agenda will be called upon during Public Comments.

   Major Items of Business

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

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

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

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

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

Reference: Board Policy Section 1570
Education Code Section 72121.5
Government Code Sections 54954.2, 54954.3, 54957.9
AGENDA

A meeting of the Board of Trustees of the Santa Monica Community College District will be held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Monday, October 10, 2005.

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

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
    • Public Employee: Employment, Appointment, Discipline, Dismissal, Release, pursuant to Government Code Section 54957
    • Real Property located at 3025 Olympic Blvd., Santa Monica, pursuant to Government Code Section 54956.8

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS (Continued)
   C  Pledge of Allegiance
   #1 Approval of Minutes: September 7, 2005

IV. SUPERINTENDENT’S REPORT
    • Management Association Update/Classified Staff Recognition Award
    • Bundy Update

V. PRESENTATIONS AND BOARD DISCUSSION
    • Board of Governors Meeting
    • ACCT Annual Leadership Conference

VI. ACADEMIC SENATE REPORT

VII. COMMUNICATIONS OR PUBLIC COMMENTS
VIII. CONSENT AGENDA (All items considered in one motion unless pulled for discussion or questions)

Grants and Contracts

#2 Acceptance of Grants and Budget Augmentation 3
#3 Contracts and Consultants
   A Consultants for Job Development Incentive Fund Grant 6
   B Contract for Instruction – Continuing Education 7
   C Emeritus College Facilities, Winter 2006 8
   D Professional Development Consultants 8
   E Contract for Online Collective Bargaining Database Services 8
   F Amendment to Agreements for Arts, Media and Entertainment Career Standards Project 9
   G KCRW Contracts and Consultants 10
   H Risk Management Contracts and Consultants 10

Human Resources

#4 Academic Personnel 11
#5 Classified Personnel – Establish/Abolish Positions 12
#6 Salary Schedules 12
#7 Classified Personnel – Regular 13
#8 Classified Personnel – Limited Term 15
#9 Classified Personnel – Non Merit 16

Facilities and Fiscal

#10 Facilities
   A Change Order No. 4 - Theatre Arts Renovation 17
   B Substitution of Listed Subcontractor – Theatre Arts Renovation 18
   C Change Order Nos. 7 & 8 – New Music and Performing Arts Center 18
   D Amendment to Agreement for Architectural Services – Bundy Campus Master Plan 19
   E Agreement for Architectural Services – Campus Quad 19
#11 Budget Augmentations 20
#12 Commercial Warrant Register 22
#13 Payroll Warrant Register 22
#14 Auxiliary Payment and Purchase Orders 22
#15 Direct Payments 22
#16 Purchasing
   A Award of Purchase Orders 23
   B Declaration and Disposal of Surplus Copier Equipment 23

IX. CONSENT AGENDA – Pulled Items
X. MAJOR ITEMS OF BUSINESS

#17 Schedule of Regular Meetings of the Board of Trustees, 2006
#18 Adoption of Hazard Mitigation Plan

XII. BOARD REPORTS AND COMMENTS

XIII. CLOSED SESSION

- Potential Litigation
  pursuant to Government Code Section 54956.9

XIV. ADJOURNMENT: The next regular meeting of the Santa Monica Community College District Board of Trustees will be November 7, 2005 at 7 p.m. (5:30 p.m. if there is a closed session) Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.
I. ORGANIZATIONAL FUNCTIONS

A. CALL TO ORDER – 5:30 p.m.

B. ROLL CALL

Carole Currey, Chair
Dr. Nancy Greenstein, Vice-Chair
Dr. Susan Aminoff
Dr. Dorothy Ehrhart-Morrison
Dr. Margaret Quiñones
Rob Rader
Herbert Roney
Belinda Phillips, Student Trustee

II. CLOSED SESSION

- Collective Bargaining
  pursuant to Government Code Section 54957.6

- Public Employee: Employment, Appointment, Discipline, Dismissal, Release,
  pursuant to Government Code Section 54957

- Real Property located at 3025 Olympic Blvd., Santa Monica
  pursuant to Government Code Section 54956.8

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

C. PLEDGE OF ALLEGIANCE    Cherie Bates, Director of Classified Personnel
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 7, 2005 (Regular 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-#16.

Recommendations pulled for separate action:

Action on Consent Agenda

MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY:
AYES:
NOES:
CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 2

REQUESTED ACTION: Approval/Ratification

Acceptance of Grants and Budget Augmentation

Title of Grant: Community College Careers in Child Care
Granting Agency: Los Angeles County Department of Public Social Services
Requested Funding: $160,000
Matching Funds: N/A
Performance Period: July 1, 2005 – June 30, 2006
Summary: The program offers CalWORKs students who are interested in pursuing a career in Early Childhood Education the opportunity to receive academic and student support services while pursuing ECE and general education coursework. Participants may also attend ECE conferences and gain child care center work experience. The program serves 25–35 CalWORKs students.

Budget:

<table>
<thead>
<tr>
<th>Income</th>
<th>8000</th>
<th>$160,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1000</td>
<td>Academic Salaries</td>
<td>$117,127</td>
</tr>
<tr>
<td>2000</td>
<td>Classified Salaries</td>
<td>$12,000</td>
</tr>
<tr>
<td>3000</td>
<td>Benefits</td>
<td>$19,195</td>
</tr>
<tr>
<td>4000</td>
<td>Supplies</td>
<td>$1,263</td>
</tr>
<tr>
<td>5000</td>
<td>Contract Services</td>
<td>$5,250</td>
</tr>
<tr>
<td>6000</td>
<td>Equipment</td>
<td>$0</td>
</tr>
<tr>
<td>7000</td>
<td>Indirect Costs</td>
<td>$5,165</td>
</tr>
</tbody>
</table>

Title of Grant: Community College CalWORKs Program
Granting Agency: Los Angeles County Department of Public Social Services
Requested Funding: $81,144
Matching Funds: N/A
Performance Period: July 1, 2005 – June 30, 2006
Summary: Funding provides counseling services to CalWORKs students.

Budget:

<table>
<thead>
<tr>
<th>Income</th>
<th>8000</th>
<th>$81,144</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1000</td>
<td>Academic Salaries</td>
<td>$60,840</td>
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<tr>
<td>2000</td>
<td>Classified Salaries</td>
<td>$0</td>
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<tr>
<td>3000</td>
<td>Benefits</td>
<td>$12,168</td>
</tr>
<tr>
<td>4000</td>
<td>Supplies</td>
<td>$5,342</td>
</tr>
<tr>
<td>5000</td>
<td>Contract Services</td>
<td>$360</td>
</tr>
<tr>
<td>6000</td>
<td>Equipment</td>
<td>$0</td>
</tr>
<tr>
<td>7000</td>
<td>Indirect Costs</td>
<td>$2,434</td>
</tr>
</tbody>
</table>
CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 2
Request Action: Approval/Ratification

ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION (continued)

Title of Contract: Contract Education for US Can Company
Contracting Agency: US Can Company
Amount of Award: $169,000
Summary:

US Can Company will be contracting with Santa Monica College (SMC) to deliver contract education services to upgrade the capacity of their workforce. The training workshops will cover computer literacy, manufacturing processes, quality improvement methods and time management topics that will be customized to meet the needs of their employees. Other topics will include company-specific topics that are designed to meet management system upgrades and lean manufacturing methods. The entire contract will last one year with SMC providing a total of 130 instructional hours to 100 employees.

The Workforce and Economic Development department is continuing to expand its procurement of corporate training services efforts. The availability of departmental equipment and instructional resources has allowed this contracted education/corporate retraining activity to be procured.

Budget: Augmentation

<table>
<thead>
<tr>
<th>Income</th>
<th>8000</th>
<th>$169,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2000 Classified Salaries</td>
<td>$45,600</td>
<td></td>
</tr>
<tr>
<td>3000 Benefits</td>
<td>1,140</td>
<td></td>
</tr>
<tr>
<td>4000 Supplies</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>5000 Contract Services</td>
<td>110,430</td>
<td></td>
</tr>
<tr>
<td>6000 Equipment</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>7000 Indirect Costs</td>
<td>11,830</td>
<td></td>
</tr>
</tbody>
</table>
RECOMMENDATION NO. 2  ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION (continued)

Title of Grants: Community Service Grant and National Program Production and Acquisition Grant
Granting Agency: Corporation for Public Broadcasting (CPB)
Amount of Award: Community Service Grant: $908,879
National Program Production and Acquisition Grant: $344,921
Matching Funds: Not applicable
Summary
Deferred revenue of $111,556 has been approved by CPB to be used in the 2005-06 fiscal year. As of September 23, 2005, CPB also increased funding in the amount of $19,613 for program production and acquisition in 2005-06. The sum of the deferred revenue and the increased funding result in a budget augmentation of $131,169. The remainder of the award totals were included in the 2005-06 Adopted Budget

Budget Augmentation:

<table>
<thead>
<tr>
<th>Income</th>
<th>Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>8000 Income</td>
<td>5000 Contract Services/Operating Exp.</td>
</tr>
<tr>
<td>$131,169</td>
<td>$131,169</td>
</tr>
</tbody>
</table>
CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 3          CONTRACTS AND CONSULTANTS
Action: Approval/Ratification

3-A CONSULTANTS FOR JOB DEVELOPMENT INCENTIVE FUND GRANT

<table>
<thead>
<tr>
<th>(1) Provider:</th>
<th>California Certification of Chemical Dependency Counselors (CCBCDC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount of Contract:</td>
<td>$35,000</td>
</tr>
<tr>
<td>Duration of Contract:</td>
<td>October 1, 2005 – June 30, 2006</td>
</tr>
<tr>
<td>Funding Source:</td>
<td>Job Development Incentive Fund</td>
</tr>
<tr>
<td>Comment:</td>
<td></td>
</tr>
</tbody>
</table>

The contractors will provide job placement assistance services to participants trained through the Alcohol and Other Drug (AOD) counseling category under SMC’s Job Development Incentive Fund Grant. This agency is recognized by the State of California’s Alcohol and Drug Program Administration as one of the leading certifying bodies for the substance abuse counseling field. Their capacity to provide certification and placement support is well documented. Other responsibilities under this contract will include the provision of reports to the SMC Workforce Development Department detailing the outcomes of all workshops and job-related placements including any wage upgrades for the low-wage/working poor target population.

Activities and performance outcomes will be in accordance with California regulation(s) and SMC Workforce Development Department guidelines to ensure full compliance with contractual agreements with the California Chancellor’s Office.

<table>
<thead>
<tr>
<th>(2) Provider:</th>
<th>Jim Symington</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount of Contract:</td>
<td>$22,000</td>
</tr>
<tr>
<td>Duration of Contract:</td>
<td>October 1, 2005 – June 30, 2006</td>
</tr>
<tr>
<td>Funding Source:</td>
<td>Job Development Incentive Fund</td>
</tr>
<tr>
<td>Comment:</td>
<td></td>
</tr>
</tbody>
</table>

The consultant will provide educational services in the second year of Santa Monica College’s Job Development Incentive Funds (JDIF) program. Mr. Symington has successfully provided similar services in the first year of the JDIF program. He successfully trained students resulting in attainment of state-recognized AOD certification.

The JDIF program focuses its services towards the allied health care field. According to SMC’s contract with the state Chancellor’s Office, a training workshop should result in state-recognized certifications. The educational service provided under this consulting contract will cover field-related topics that will prepare individuals to take the state certification exam towards the Alcohol and Other Drug counseling field. This certification is required by the California Alcohol and Drug Program Administration. As proctor for the educational services, Mr. Symington will oversee and coordinate the recruitment and training of participants.
CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. CONTRACTS AND CONSULTANTS (continued)
Action: Approval/Ratification

3-A CONSULTANT FOR JOB DEVELOPMENT INCENTIVE FUND GRANT (continued)

(3) Provider: Manpower
Amount of Contract: $35,000
Duration of Contract: October 1, 2005 – June 30, 2006
Funding Source: Job Development Incentive Fund
Comment: Manpower will provide job placement assistance services participants trained through the certified nursing assistance component of SMC’s Job Development Incentive Fund Grant. These services will prepare participants for job entry and successful retention in the health care field. Manpower has an extensive experience in the job placement arena, and their contacts with local health care providers, as well as other companies that relate to the delivery of health care, are well documented. Other responsibilities will include providing reports to the SMC Workforce Development Department detailing the outcomes of all workshops, job-related placements, and wage upgrades.

Activities and performance outcomes will be in accordance with California regulation(s) relative to the certified nursing assistance job classification and SMC’s Workforce Development Department guidelines.

3-B CONTRACT FOR INSTRUCTION – CONTINUING EDUCATION

Provider: Idea Resource Systems and Gregory Van Zuyen
Terms of Contract: Idea Resource Systems will pay Santa Monica College $1,500 for the workshop. Gregory Van Zuyen will be compensated $400 for preparation and instruction.
Date: October 15, 2005
Funding Source: Revenues generated by workshop
Comment: The contract provides for instruction of one class in "Adobe Illustrator" to clients of Idea Resource Systems. The workshop will be held at the Santa Monica College, Bundy Campus' Computer Laboratory, Room 127.
CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 3  CONTRACTS AND CONSULTANTS (continued)

Action: Approval/Ratification

3-C  EMERITUS COLLEGE FACILITIES, WINTER 2006

Provider: Facilities for off-campus Emeritus College classes for the Winter 2006 semester
Amount of Contract: Payment per class session is authorized as stated on the list
Duration of Contract: January 3 through February 9, 2006
Funding Source: 2005-2006 Budget of Emeritus College
Comment: The list of facilities is on file in the Office of Academic Affairs and Emeritus College.

3-D  PROFESSIONAL DEVELOPMENT CONSULTANTS

Consultant: Virginia Downie
Amount of Contract: $250
Term of Contract: August 19, 2005
Funding Source: Human Resources/Staff Diversity 2005-06 Budget

Consultant: William F. Purkiss
Amount of Contract: $250
Duration: August 19, 2005
Funding Source: Human Resources/Staff Diversity 2005-06 Budget

Comment: Consultants provided training to faculty as part of the opening day activities.

3-E  CONTRACT FOR ONLINE COLLECTIVE BARGAINING DATABASE SERVICES

Provider: Community College League of California
Amount of Contract: $4,000 for twelve months
Funding Source: 2005-2006 Budget/Human Resources
Comment: The service will provide the District staff instant access to valuable collective bargaining information in one central location. The database provide 24/7 access to contract agreements, salary schedules, benefit schedules, job descriptions and other documents provided by districts throughout the state. The database offers a comprehensive search engine, survey functions and district-by-district demographic information.
CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 3     CONTRACTS AND CONSULTANTS (continued)
Action: Approval/Ratification

3-F AMENDMENT TO AGREEMENTS FOR ARTS, MEDIA AND ENTERTAINMENT CAREER STANDARDS PROJECT - YEAR ONE

Contract: California Arts Project, under the Foundation for California State Universities at San Bernardino

Amount of Contract: $36,599 (amended, increased from $33,000)
Duration of Contract: 2004-05 (extended through September 30, 2005)
Comment: To coordinate and deliver workshops to high schools in California on the implementation of the new Arts, Media and Entertainment Curriculum

Consultant: W. Travis Hanes III

Amount of Contract: Not to exceed $7,750 (amended, increased from $7,500)
Duration of Contract: 2004-05 (extended through September 30, 2005)

Consultant: Kathleen Milnes

Amount of Contract: Not to exceed $20,675 (amended, increased from $20,000)
Duration of Contract: 2004-05 (extended through September 30, 2005)

Funding Source: California Department of Education Arts, Media and Entertainment Career Standards Project

Comment: This project will result in the development of public secondary school Curriculum content standards for the Arts, Media and Entertainment Industry sector.
CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 3    CONTRACTS AND CONSULTANTS (continued)
Action: Approval/Ratification

3-G KCRW CONTRACTS AND CONSULTANTS
Annual contracts for the period of July 1, 2005 through June 30, 2006:

<table>
<thead>
<tr>
<th>Provider</th>
<th>Service</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Jason Bentley dba Secret Technology, Inc</td>
<td>Program services, “Metropolis”</td>
<td>$200 per program, amended total not to exceed $56,000</td>
</tr>
<tr>
<td>2. Chris Douridas</td>
<td>Program services, “New Ground;” Also as Guest Host for other Music programs</td>
<td>$200 per program, “NEW GROUND;” varying rates for other music programs; total not to exceed $48,000.</td>
</tr>
<tr>
<td>3. Anne Litt</td>
<td>Program services, “Weekend Becomes Eclectic;” Guest Host for other music programs.</td>
<td>$200 per program, Weekend Becomes Eclectic; varying rates for other music programs; amended total not to exceed $45,000</td>
</tr>
<tr>
<td>4. Anne Litt</td>
<td>Facilitation and coordination services of KCRWMusic.com</td>
<td>$2,083.33 per month; total not to exceed $25,000</td>
</tr>
<tr>
<td>5. Nicholas Madigan</td>
<td>Program services, “Minding the Media” as Guest Host for special programming.</td>
<td>Payable at $250 per original, exclusive program, “Minding the Media;” payable at varying rates, special programming; total not to exceed $17,000.</td>
</tr>
<tr>
<td>6. Garth Trinidad</td>
<td>Program services, “Chocolate City;” as Guest Host for other music programs.</td>
<td>$200 per program, “Chocolate City;” varying rates for other music programs; amended total not to exceed $45,000</td>
</tr>
</tbody>
</table>

Funding Source: KCRW Donations and Grants
Comment: KCRW raises funds for all operating and capital expenses of the station

3-H RISK MANAGEMENT CONTRACTS AND CONSULTANTS

Provider: Keenan & Associates
Service Fees: Amended total not to exceed $45,000
Term of Contract: July 1, 2005 through June 30, 2006
Funding Source: 2005-2006 Risk Management Budget
Service: Loss control & Worker’s Compensation claim minimization; ergonomic workstation assessment/training; regulatory compliance; hazardous materials inventories & assessment; safety training for Maintenance, Operations & Grounds departments
Comment: This amendment will consolidate services previously provided by multiple consultants under the agreement with Keenan & Associates. The District has determined that this consolidation will be more cost efficient.
CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 4  ACADEMIC PERSONNEL
Requested Action: Approval/Ratification

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

<table>
<thead>
<tr>
<th>MANAGEMENT</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furuyama, Ron (increase of assignment)</td>
<td>Project Manager, Dual Enrollment 100% (renewal/categorical position) 11/01/05 - 06/30/06</td>
</tr>
<tr>
<td>Hyler, Maral (increase of assignment)</td>
<td>Project Manager, Dual Enrollment 100% (renewal/categorical position) 11/01/05 - 06/30/06</td>
</tr>
<tr>
<td>Santos, Sarita</td>
<td>Project Manager, Title V Grant 10/11/05 - 06/30/06</td>
</tr>
<tr>
<td>Albert Solano</td>
<td>Project Manager, Copernicus Grant 10/01-05 – 06/30/06</td>
</tr>
</tbody>
</table>

TEMPORARY HOURLY FACULTY
(List on file in the Office of Humans Resources - Academic)

<table>
<thead>
<tr>
<th>SEPARATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>RESIGNATION</td>
</tr>
<tr>
<td>Bland, James</td>
</tr>
</tbody>
</table>

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

RECOMMENDATION NO. 5  CLASSIFIED PERSONNEL
Requested Action: Approval/Ratification  ESTABLISH/ABOLISH POSITIONS

The following positions will be established/abolished in accordance with District policies and salary schedules.

REDUCTION OF CLASSIFIED POSITION
This following position is being abolished due to lack of fund/lack of work, pursuant to Education Code Sections 88014, 88017 and 88127 effective October 24, 2005. Risk management services will be coordinated by Business Services.

Risk Manager
Fiscal Services, 12 mos, 40 hrs 11/28/05

The Superintendent/President is directed to give notice of layoff to the effected classified employee pursuant to the requirements of law. The employee laid off pursuant to this recommendation shall be eligible for reemployment pursuant to Education Code Section 88117.

RECOMMENDATION NO. 6  SALARY SCHEDULES
Requested Action: Approval/Ratification

Salary schedules for all employee groups, represented and unrepresented, are declared indefinite for 2004-05 and 2005-06.

Comment: This action is required by the Los Angeles County Office of Education in order to process the retroactive salary increases approved by the Board of Trustees
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.

ELECTIONS

REINSTATEMENT
Ponce, Alvin  Cash Receipts Clerk, Auxiliary Services  08/16/05

PROBATIONARY
Bando, Gloria  Clerical Assistant I, Media Center  08/26/05
Beauregard, Stacey  Instructional Assistant-English, English  09/27/05
Bedworth, Sheila  Instructional Assistant-English, English  09/13/05
Bernard, Lori  Accounting Specialist II, Fiscal Services  09/14/05
De Alba, Marcelo  Custodian, Operations  10/03/05
Evenhuis, John  Instructional Assistant-English, English  10/03/05
Gonzalez, Domingo  Custodian, Operations  08/29/05
Le, Anh  Accounting Specialist II, Fiscal Services  09/15/05
Lee, Byung Sun  Accountant, Fiscal Services  09/19/05
Riojas, Jessica  Admissions and Records Clerk I, Emeritus  09/13/05
Romero, Veronica Z  Cash Receipts Clerk, Bursar's Office  09/13/05
Rosales Rivera, Silvia  Custodian, Operations  08/25/05
Sin, Mukhorn  Custodian, Operations  08/25/05
Soufan, Yenia  Payroll Specialist, Payroll  08/19/05
Taylor, Tyrone  Custodian, Operations  08/31/05

PROMOTIONS MANAGEMENT
Dammare, Robert, Dir. of Network Services/Telecommunications, Network Svc  09/22/05
Wu, Chen-Szu (Frank), Dir. of Management and Information Systems, MIS  09/22/05

PROMOTIONS
Aquino, Cherry L  Accountant, Fiscal Services  09/19/05
Locke, Debra  Administrative Assistant II, Madison Theater  10/10/05
Mendoza, Antonio G  Accountant, Fiscal Services  09/26/05
Rojas, Anna  Administrative Assistant II, Library  09/07/05

WORKING OUT OF CLASSIFICATION
Cole, Gina  08/01/05 - 11/30/05
Fr: Department Secretary I, Community Relations, 12 mos, 40 hrs
To: Acting Public Programs Office Coordinator. Community Relations, 12 mos, 40 hrs

Sher, Brian  07/10/05 - 10/31/05
Fr: Computer Network Analyst, Network Services, 12 mos, 40 hrs
To: Acting Systems Administrator, Network Services, 12 mos, 40 hrs
ADVANCED STEP PLACEMENT
(The employee listed has met the standards for Advanced Step Placement. Salary advance payment is retroactive to initial hire date)
Echeverria, Alberto, Comm Coll Police Officer Trainee, Coll Police Step C 07/05/05

WORKING OUT OF CLASSIFICATION (additional responsibilities)
Franco, Carlos, Groundskeeper, Grounds +7.5% 06/13/05 - 10/20/05
Oseguera, Ismenia, Custodian, Operations +2.5% 06/13/05 - 07/11/05

LEAVES OF ABSENCE WITH PAY

MILITARY LEAVE
Looney, Brant Systems Analyst, AET 09/01/05 - 09/30/05

LEAVES OF ABSENCE WITHOUT PAY

PERSONAL
Diaz, Veronica Accountant, Fiscal Services 09/19/05 – 10/14/05

SEPARATIONS

RELEASED FROM PROBATIONARY ASSIGNMENT
Ponce, Alvin Cash Receipts Coordinator, Bursars Office 08/15/05
Richardson, Maree Custodian, Operations 08/19/05

RESIGNATION
Castelo, Vergil Multimedia Computer Lab. Technician, AET 09/04/05
Teroy, George Accounting Manager, Fiscal Services 09/30/05

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

RECOMMENDATION NO. 8  CLASSIFIED PERSONNEL – LIMITED TERM
Requested Action: Approval/Ratification

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

**ELECTIONS**

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bando, Gloria</td>
<td>Clerical Assistant I, Personnel Commission</td>
<td>09/01/05 - 09/22/05</td>
</tr>
<tr>
<td>Bonner, Gary</td>
<td>Accompanist-Dance, KD</td>
<td>09/18/05 - 12/31/05</td>
</tr>
<tr>
<td>Hasel, Amber</td>
<td>Sign Language Interpreter Trainee, DSC</td>
<td>08/29/05 - 12/31/05</td>
</tr>
<tr>
<td>Jansen, Michael</td>
<td>Lab Tech-Physical Science, Physical Science</td>
<td>08/24/05 - 12/31/05</td>
</tr>
<tr>
<td>La Cosse, Naomi</td>
<td>Sign Language Interpreter I, DSC</td>
<td>07/01/05 - 12/31/05</td>
</tr>
<tr>
<td>Matlow, Stephanie</td>
<td>Sign Language Interpreter Trainee, DSC</td>
<td>08/29/05 - 12/31/05</td>
</tr>
<tr>
<td>Richardson, Angela</td>
<td>Accountant, Fiscal Services</td>
<td>07/01/05 - 09/30/05</td>
</tr>
</tbody>
</table>

**LIMITED TERM**

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awosika, Kikelola</td>
<td>Bookstore Clerk/Cashier, Bookstore</td>
<td>08/22/05 - 06/30/06</td>
</tr>
<tr>
<td>Branch-Amos, Alixie C</td>
<td>Administrative Assistant I, Personnel Comm</td>
<td>09/19/05 - 11/18/05</td>
</tr>
<tr>
<td>Gever, Diyanna</td>
<td>Instructional Assistant-English, English</td>
<td>09/26/06 - 12/31/05</td>
</tr>
<tr>
<td>Gordon, Jeffrey</td>
<td>Counseling Aide, Student Life</td>
<td>07/11/05 - 12/31/05</td>
</tr>
<tr>
<td>Ross, Nancy</td>
<td>Instructional Assistant -Learning Disabilities, DSC</td>
<td>07/01/05 - 12/22/05</td>
</tr>
<tr>
<td>Santa Maria, Bladimir</td>
<td>Bookstore Clerk/Cashier, Bookstore</td>
<td>09/12/05 - 06/30/06</td>
</tr>
<tr>
<td>Serratos, Monica</td>
<td>Counseling Aide, Student Life</td>
<td>07/11/05 - 12/31/05</td>
</tr>
</tbody>
</table>

**LIMITED TERM (Substitute)**

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cooper, Joyce</td>
<td>Accompanist-Performance, Emeritus</td>
<td>07/01/05 - 12/31/05</td>
</tr>
</tbody>
</table>
CONSENT AGENDA: HUMAN RESOURCES

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
$7.00/hr
11

College Student Assistant
$7.00/hr
83

College Work-Study Student Assistant
$7.00/hr
106

SPECIAL SERVICES
Art Model
$14.00/hr
1

Community Services Specialist II
$38.00/hr
8

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

RECOMMENDATION NO. 10   FACILITIES

10-A   CHANGE ORDER NO. 4 – THEATRE ARTS RENOVATION

Change Order No. 4 - TURNER CONSTRUCTION COMPANY on the Theatre Arts Renovation Project in the amount of $52,887.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Contract Amount</td>
<td>$13,053,000</td>
</tr>
<tr>
<td>Change Order No. 1</td>
<td>5,160</td>
</tr>
<tr>
<td>Change Order No. 2</td>
<td>299,049</td>
</tr>
<tr>
<td>Change Order No. 3</td>
<td>207,732</td>
</tr>
<tr>
<td><strong>Change Order No. 4</strong></td>
<td><strong>45,805</strong></td>
</tr>
<tr>
<td>Revised Contract Amount</td>
<td>$13,617,746</td>
</tr>
</tbody>
</table>

Original Contract Time: 425 days
Time Extension Change Order No. 2: 24 days
Current Revised Contract Time: 469 days

Funding Source: Measure U

Comment: Change Order No. 4 provides for a new pre-cast concrete sump pit with ladder and traffic rated access hatch, additional reinforcing steel at curved ramp, additional labor and material to provide miscellaneous stud walls and related framing and firestopping, miscellaneous framing at structural steel columns to accommodate added thickness of fireproofing and a credit for the deletion of perforated metal panels at the roof top equipment screen. Screen will be solid sheet metal panels with factory applied finish.
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10 FACILITIES (continued)

10-B SUBSTITUTION OF LISTED SUBCONTRACTOR - THEATRE ARTS RENOVATION

TURNER CONSTRUCTION, general contractor for the Theatre Arts Renovation project requests the following listed subcontractor substitution:

Painting: From listed sub-contractor Duggan Associates, Torrance, CA. to Borbon Painting, Buena Park, CA.

Comment: The listed subcontractor was unable to enter into an agreement with the general contractor.

10-C CHANGE ORDER NOs. 7 & 8 - NEW MUSIC AND PERFORMING ARTS THEATER

Change Order No. 7 – FTR INTERNATIONAL, INC. on the Renovation portion of the project in the amount of $5,410
Change Order No. 8 – FTR INTERNATIONAL, INC. on the Theatre portion of the project in the amount of $15,400

| Original Contract Amount | $30,780,000 |
| Change Order No. 1 | 15,360 |
| Change Order No. 2 | 4,174 |
| Change Order No. 3 | 3,492 |
| Change Order No. 4 | 17,654 |
| Change Order No. 5 | 11,582 |
| Change Order No. 6 | 6,464 |
| **Change Order No. 7** | **5,410** |
| **Change Order No. 8** | **15,400** |
| Revised Contract Amount | $30,859,536 |

Original Contract Time 670 days
Current Contract Time 670 days

Funding Source: Measure S, U

Comment: Change Order No. 7 provides for the partial closure of a below-grade retaining wall, a credit for deleted waterproofing, labor and materials to remove existing carpet in existing room, and labor and materials to disconnect and remove existing floor mounted electrical outlets and associated conduit and wiring.

Change Order No. 8 provides for labor, materials and equipment to field weld reinforcing steel bars in basement walls to steel column flanges to provide continuity across the wall reinforcing.
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10   FACILITIES, (continued)

10-D   AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – BUNDY CAMPUS MASTER PLAN

Amend the agreement with WWCOT for architectural services related to the Bundy Campus Master Plan project for an additional amount not to exceed $75,000 for an amended contract total of $295,000 plus reimbursable expenses.

Funding Source: Measure U

Comment: This agreement provides for a time extension from the original contract. Additional time was necessary on this project due to extensive community outreach and further planning with the City of Santa Monica and the City of Los Angeles on access issues.

10-E   AGREEMENT FOR ARCHITECTURAL SERVICES – CAMPUS QUAD

Agreement with tBP ARCHITECTURE for architectural services related to the Campus Quad project for an amount not to exceed $468,980 plus reimbursable expenses.

Funding Source: Measure U

Comment: The Campus Quad project will complete the construction in the middle of the campus and will include an open landscaped area between the new Theatre Arts complex to the east, the new Liberal Arts to the west and the Library to the south.
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11  BUDGET AUGMENTATIONS

11-A  ARTS, MEDIA AND ENTERTAINMENT CAREER STANDARDS PROJECT - YEAR 1

Granting Agency: California Department of Education
Requested Funding: $48,223
Matching Funds: Not Applicable
Performance Period: July 01, 2005 – September 30, 2005
Summary: This is the 2004-2005 carry-over amount of $48,223 for the contract with the California Department of Education for Santa Monica College to serve as the organizing entity for the development career content standards for the Arts, Media and Entertainment industry sector.

Budget Augmentation:

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>8000 Income</td>
<td>$48,223</td>
</tr>
<tr>
<td>Expenditures</td>
<td></td>
</tr>
<tr>
<td>1000 Academic Salaries</td>
<td>5,000</td>
</tr>
<tr>
<td>2000 Non-Academic</td>
<td>2,000</td>
</tr>
<tr>
<td>3000 Employee Benefits</td>
<td>2,100</td>
</tr>
<tr>
<td>4000 Supplies</td>
<td>4,706</td>
</tr>
<tr>
<td>5000 Contract Services/Operating Exp.</td>
<td>30,573</td>
</tr>
<tr>
<td>6000 Equip/Capital Outlay</td>
<td>3,844</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>$48,223</td>
</tr>
</tbody>
</table>

11-B  TRIO STUDENT SUPPORT SERVICES

Granting Agency: U.S Department of Education
Requested Funding: $93,515
Matching Funds: $8,874
Performance Period: July 01, 2005 – August 31, 2005
Summary: This is the 2004-2005 carry-over amount of $93,515 as contracted with the U.S. Department of Education for the Student Support Services project to raise the retention, graduation, and transfer rate of academically disadvantaged students who are low-income, first generation, or disabled.

Budget Augmentation:

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>8000 Income</td>
<td>$93,515</td>
</tr>
<tr>
<td>Expenditures</td>
<td></td>
</tr>
<tr>
<td>1000 Academic Salaries</td>
<td>27,500</td>
</tr>
<tr>
<td>2000 Non-Academic</td>
<td>24,211</td>
</tr>
<tr>
<td>3000 Employee Benefits</td>
<td>0</td>
</tr>
<tr>
<td>4000 Supplies</td>
<td>6,500</td>
</tr>
<tr>
<td>5000 Contract Services/Operating Exp.</td>
<td>1000</td>
</tr>
<tr>
<td>6000 Equip/Capital Outlay</td>
<td>16,304</td>
</tr>
<tr>
<td>7000 Student Payments</td>
<td>18,000</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>$93,515</td>
</tr>
</tbody>
</table>
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. II  BUDGET AUGMENTATIONS

II.C  PROFESSIONAL DEVELOPMENT INSTITUTE FOR EARLY CHILDHOOD EDUCATORS (PROP 10)

<table>
<thead>
<tr>
<th>Granting Agency:</th>
<th>Los Angeles County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appropriated Funding:</td>
<td>$74,651</td>
</tr>
<tr>
<td>Matching Funds:</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Performance Period:</td>
<td>July 1, 2005 – June 30, 2006</td>
</tr>
<tr>
<td>Summary:</td>
<td>The County of Los Angeles has approved an increase in the 2005-06 funding by an additional $74,651.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Expenditures:</th>
</tr>
</thead>
<tbody>
<tr>
<td>4000 Books &amp; Supplies</td>
</tr>
<tr>
<td>5000 Contract Services/Operating Exp.</td>
</tr>
<tr>
<td>6000 Equip/Capital Outlay</td>
</tr>
<tr>
<td>Total Expenditures</td>
</tr>
</tbody>
</table>
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12  COMMERCIAL WARRANT REGISTER

August 1 – August 31, 2005  1704 – 1748  $6,187,482.98

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

RECOMMENDATION NO. 13  PAYROLL WARRANT REGISTER

August 1 – August 31, 2005  CIA – V1E  $6,629,634.48

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

RECOMMENDATION NO. 14  AUXILIARY PAYMENTS & PURCHASE ORDERS

Payments were 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 in the Bookstore fund, Trust fund and other Auxiliary funds.

<table>
<thead>
<tr>
<th>Payments</th>
<th>Purchase Orders</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 1 – August 31, 2005</td>
<td>$1,091,403</td>
</tr>
</tbody>
</table>

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

RECOMMENDATION NO. 15  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.

August 1 – August 31, 2005  D000118 – D000232  $1,207,522.08
July 1 – August 31, 2005  B000001 – B000075  $1,008,852.18
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 PURCHASING

16-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

August 1 – August 31, 2005 $1,483,954.40

16-B DECLARATION AND DISPOSAL OF SURPLUS COPIER EQUIPMENT

Declare as surplus the following non-operating and/or obsolete copier equipment and authorize the District to dispose of the equipment in a manner consistent with Board Policy 6531.

District owned copiers: 14 Canon, 2 Ricoh, 3 Xerox
Associated Student owned copiers: 2 OCE, 1 Xerox

Comment: The copier equipment is non-operating and/or obsolete. In some cases parts are no longer available or it is not cost-effective to continue to maintain service agreements for those units. The District will attempt to salvage and recycle as much material as possible.

Declare as surplus the following computer equipment and authorize the District to donate the equipment to the Santa Monica/Malibu Education Foundation.

8 Macintosh CPUs

Comment: In August, 2004 the Board of Trustees authorized the donation of 24 Macintosh computers, monitors, keyboards and mice to the Santa Monica/Malibu Education Foundation. The SMMEF has not been able to pick up the donation and the District now has additional surplus CPUs. The SMMEF is a non-profit foundation created in 1982 to improve the quality of education in public school in Santa Monica and Malibu. The Foundation will facilitate the refurbishing of the computer equipment to be given to financially disadvantaged students.
MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 17  BOARD OF TRUSTEES MEETINGS, 2006

It is recommended that the Board of Trustees approve the schedule of meetings for 2006 following the policy determined by the Board that regular meetings be held on the second Monday of the month. A second meeting (hold) is scheduled on the fourth Monday of the month.

Comment: Alternate dates are listed for meetings that need to be rescheduled because of a holiday (April 10th) and/or conflicts with meetings of the Board of Governors (July, September, November).

Options for retreat dates are included for consideration.

MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY:
AYES:
NOTES:
BOARD OF TRUSTEES MEETINGS, 2006

January 9, 2006 (second Monday)
January 23 (hold)

February 13 (second Monday)
February 27 (hold)

Winter Retreat
Select a date:
Saturdays
  January 21
  February 25
  March 4, 11

March 13 (second Monday)
March 27 (hold)

April 10 (second Monday)
Cesar Chavez holiday
Alternate dates to consider:
  April 3 (first Monday)
  April 12 (second Wednesday)
April 24 (hold)

May 8 (second Monday)
May 22 (hold)

June 12 (second Monday)
June 26 (hold)

*July 10 (second Monday)
Alternate dates to consider:
  July 5 (first Wednesday)
  July 12 (second Wednesday)
  July 24 (hold)

August 14 (second Monday)
August 28 (hold)

Summer Retreat
Select a date
Saturdays
  August 19, 26

*September 11 (second Monday)
Alternate dates to consider:
  September 6 (first Wednesday)
  September 13 (second Wednesday)
  September 25 (hold)

October 9 (second Monday)
October 23 (hold)

*November 13 (second Monday)
Alternate dates to consider:
  November 6 (first Monday)
  November 15 (second Wednesday)
  November 27 (hold)

December 11 (second Monday)

*Second Monday conflicts with meeting of the Board of Governors
MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 18        ADOPTION OF HAZARD MITIGATION PLAN

It is recommended that the Board of Trustees adopt the Hazard Mitigation Plan, which was completed as a multi-jurisdictional packet with the Santa Monica-Malibu Unified School District.

Comment: The Santa Monica Community College District is mandated by Federal Law to complete its Hazard Vulnerability Analysis and Program Plan under the Disaster Mitigation Act of 2000 (Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 93-288 and PL 100-707).

Official acceptance by the Board of Trustees is required prior to submission to State and Federal agencies. District staff, with the assistance of the Hazard Mitigation Task Force and expert consultant Dimensions Unlimited, Inc., has reviewed the Plan and finds it to be thorough and complete, and it will satisfy all requirements of the subject law.

This will also acknowledge the work of the multi-jurisdictional (SMC and SMMUSD) Committees’ work in accomplishing this very important task.

A copy of the Plan on diskette has been forwarded to members of the Board of Trustees and is available on the SMC website at: www.smc.edu/risk_management/. Due to the volume of material, the Plan was not able to be included in the agenda.

MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY:
AYES:
NOES:
XIII. CLOSED SESSION

- Potential Litigation
  pursuant to Government Code Section 54956.9

XIV. ADJOURNMENT

The meeting will be adjourned in memory of Jim D’Angelo, retired SMC faculty member, coach, and administrator.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be November 7, 2005 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.