

# A G E N D A



SANTA MONICA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING

MONDAY,  
MARCH 10, 2008

Santa Monica College  
1900 Pico Boulevard  
Santa Monica, California

6:00 p.m. – Call to Order  
Closed Session  
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/>

*Written requests for disability-related modifications or accommodations,  
including for auxiliary aids or services that are needed in order to participate in  
the Board meeting are to be directed to the Office of the  
Superintendent/President as soon in advance of the meeting as possible.*

***PUBLIC PARTICIPATION***  
***ADDRESSING THE BOARD OF TRUSTEES***

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

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

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

Each speaker is limited to one presentation per specific agenda item before the Board, and to one presentation per Board meeting on non-agenda items.

General Public Comments and Consent Agenda

- The card to speak during Public Comments or on a Consent Agenda item must be submitted to the recording secretary at the meeting **before** the Board reaches the Public Comments section in the agenda.
- Five minutes is allotted to each speaker per topic for general public comments or per item in the Consent Agenda. The speaker must adhere to the topic. Individuals wishing to speak during Public Comments or on a specific item on the Consent Agenda will be called upon during Public Comments.

Major Items of Business

- The card to speak during Major Items of Business must be submitted to the recording secretary at the meeting **before** the Board reaches that specific item in the Major Items of Business in the agenda.
- Five minutes is allotted to each speaker per item in Major Items of Business. The speaker must adhere to the topic. Individuals wishing to speak on a specific item in Major Items of Business will be called upon at the time that the Board reaches that item in the agenda.

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

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

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

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

|   |                        |
|---|------------------------|
| <b>.BOARD OF TRUSTEES</b>               | <b>REGULAR MEETING</b> |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | March 10, 2008         |

## ***A G E N D A***

A meeting of the Board of Trustees of the Santa Monica Community College District will be held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Monday, March 10, 2008.

*6:00 p.m. – Call to Order  
 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).

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| <b>I. ORGANIZATIONAL FUNCTIONS</b>  |                 |
| A Call to Order – 6:00 p.m.   | 1               |
| B Roll Call   |                 |
| C Public Comments on Closed Session Items   |                 |
| <b>II. CLOSED SESSION</b>   |                 |
| • Conference with Legal Counsel – Anticipated Litigation (Government Code Section 54956.9)<br><i>One case</i> |                 |
| <b>III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS (Scheduled for 7:00 p.m.)</b>                               |                 |
| D Pledge of Allegiance  |                 |
| E Closed Session Report (if any)  |                 |
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| • Management Association Update   |                 |
| • GASB 45 Task Force Report   |                 |
| • Updates:  |                 |
| – Associated Students Recognition Awards (student, faculty, and classified staff)                             |                 |
| – State Budget  |                 |
| <b>VI. ACADEMIC SENATE REPORT</b>   |                 |
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VIII. **CONSENT AGENDA**

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

**Approval of Minutes**

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|----|---|---|
| #2 | Approval of Minutes – February 11, 2008 (Regular Meeting) | 9 |
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**Grants and Contracts**

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IX. **CONSENT AGENDA – Pulled Recommendations**

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

X. **BOARD COMMENTS AND REQUESTS**

XI. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Monday, April 14, 2008** 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.

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| <b>BOARD OF TRUSTEES</b><br>SANTA MONICA COMMUNITY COLLEGE DISTRICT | <b>REGULAR MEETING</b><br>March 10, 2008 |
|---|--|

**I. ORGANIZATIONAL FUNCTIONS**

A CALL TO ORDER

B ROLL CALL

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

C PUBLIC COMMENTS ON CLOSED SESSION ITEMS

**II. CLOSED SESSION**

- Conference with Legal Counsel – Anticipated Litigation (Government Code Section 54956.9)  
*One case*

**III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS**

D PLEDGE OF ALLEGIANCE

E CLOSED SESSION REPORT (if any)

F PUBLIC COMMENTS

|   |                |
|---|----------------|
| <b>BOARD OF TRUSTEES</b>                | <b>Action</b>  |
| Santa Monica Community College District | March 10, 2008 |

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1      RECEIPT OF AUDIT REPORT

SUBMITTED BY:                      Superintendent/President

REQUESTED ACTION:              Acknowledge receipt of the 2006-2007 Audit Report of the Financial and Related Statements of the Santa Monica Community College District prepared by the District's contracted independent auditor Vicente, Lloyd & Stutzman, LLP.

COMMENT:                              The Auditor's opinion is that the basic financial statements present fairly, in all material respects, the financial position of the Santa Monica Community College District as of June 30, 2007.

*Requested by:                              Chris Bonvenuto, Director, Fiscal Services*  
*Approved by:                                Randy Lawson, Executive Vice-President*

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

|   |                    |
|---|--------------------|
| <b>BOARD OF TRUSTEES</b>                | <b>INFORMATION</b> |
| Santa Monica Community College District | March 10, 2008     |

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM G

**SUBJECT:**                    **BASIC SKILLS INITIATIVE**

**SUBMITTED BY:**            Superintendent/President

**SUMMARY:**                    Addressing the Basic Skills needs of California community college students is central to the System Strategic Plan adopted by the Board of Governors in 2004. The Basic Skills Initiative was developed as a collaboration among the Statewide Academic Senate, the Chief Instructional Officers and the Chief Student Services Officers of the California Community Colleges. In an effort to address basic skills, every college in the state will conduct a self assessment of existing practices, go through in an extensive review of literature related to best practices in basic skills, participate in staff development activities and develop funding action plans related to the self assessment and literature/research review. Santa Monica College assembled a Basic Skills Workgroup in Summer 2007. In Fall 2007, the Workgroup participated in the BSI statewide training. Members of the Workgroup will provide an update and progress report on the Basic Skills Workgroup activities, including SMC's baseline research and the self assessment tool.

INFORMATION ITEM H

**SUBJECT:**                    **PERFORMING ARTS CENTER**

**SUBMITTED BY:**            Superintendent/President

**SUMMARY:**                    This report will include a facilities update and activities at the SMC Performing Arts Center.

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| <b>BOARD OF TRUSTEES</b>                | <b>Action</b>  |
| Santa Monica Community College District | March 10, 2008 |

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2      **RETIREE HEALTH BENEFITS OBLIGATION**

SUBMITTED BY:                      Superintendent/President

REQUESTED ACTION:              It is recommended that the Santa Monica Community College District begin to pre-fund its retiree health benefits obligation through an initial contribution of \$1.4 million and subsequent annual contributions in the amount of \$500,000 over the next four fiscal years.

Further, it is recommended that the College's initial contribution be drawn from the SCCCD (Southern California Community College District) JPA and placed in an irrevocable trust.

Lastly, it is recommended that at the end of the stated five-year period, the District re-evaluate its retiree health benefits liability.

COMMENT:                              These are the recommendations of the Unfunded Retiree Benefits/GASB 45 Task Force. At its meeting on October 8, 2007, the Board of Trustees supported the formation of a joint task force to study unfunded retiree benefits and GASB 45 to report back in early spring. The task force met November 2007 through February 2008 and developed recommendations to be forwarded to the District Planning and Advisory Council (DPAC). The above recommendations were presented to and approved by DPAC on February 27, 2008 and were forwarded to the Superintendent/President for consideration.

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



|   |                |
|---|----------------|
| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>  |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | March 10, 2008 |

**VIII. CONSENT AGENDA**

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

**RECOMMENDATION:**

The Board of Trustees take the action requested on Consent Agenda Recommendations #3-#17

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations:

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

**IX. CONSENT AGENDA – Pulled Recommendations**

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

**RECOMMENDATION NO. 2      APPROVAL OF MINUTES**

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

February 11, 2008 (Regular Board of Trustees Meeting)

|   |                |
|---|----------------|
| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>  |
| Santa Monica Community College District | March 10, 2008 |

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 3    CONTRACTS AND CONSULTANTS**

*Requested Action: Approval/Ratification*

**3-A    CONSULTANT FOR PEER RESOLUTION COMMITTEE**

Consultant:                    Mathis Development Consulting, Inc., Regina Mathis  
Amount of Contract:        \$115 per hour, not to exceed \$1,380  
Term of Contract:            Date to be determined  
Funding Source:             District Budget/Human Resources (50%) and CSEA budget (50%)  
Summary:                      Per the District/CSEA Agreement, the Office of Human Resources in conjunction with CSEA, shall annually provide a mutually agreed upon training program on dispute resolution techniques.

*Requested by:                Pat Brown, Dean, Human Resources*  
*Approved by:                Marcia Wade, Vice-President, Human Resources*

**3-B    CONSULTANT FOR KCRW**

Provider:                      Anahi Bustillos  
Amount of Contract:        \$630  
Term of Contract:            March 15 through March 31, 2008  
Funding Source:             KCRW  
Service:                        Promotional support for "KCRW PRESENTS," Concerts

*Requested by:                Cheryl Gee, Radio Station Services Assistant*  
*Approved by:                Don Girard, Senior Director, Government Relations/Institutional Communications*

**3-C    CONTRACT WITH CALPERS**

Contractor:                    CalPERS  
Service:                        To establish an irrevocable trust to pre-fund Other Post Employment Benefits

Summary:                      An initial deposit will be made from the approximately \$1.4 million of funds currently on deposit with the Southern California Community College District Joint Powers authority. Future contributions to this trust will be established at the adoption of the annual budget. The Superintendent/President is authorized to execute this agreement.

*Requested by:                Victor Hanson, Interim Chief Business Officer*  
*Approved by:                Chui L. Tsang, Superintendent/President*

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| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>  |
| Santa Monica Community College District | March 10, 2008 |

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 3    **CONTRACTS AND CONSULTANTS** (continued)

3-D    **CONSULTANTS FOR MARKETING, COMMUNITY OUTREACH, AND RECRUITMENT**

(1) Provider: SurfSantaMonica.com  
 Fees: \$2,500  
 Service: Editorial Copywriting for Summer 2008 and Fall 2008 Schedule of Classes  
 Funding Source: 2007-08 Marketing, Matriculation, and Financial Aid Budgets  
*Requested by: Don Girard, Senior Director, Government Relations/Institutional Communications*  
*Approved by: Chui L. Tsang, Superintendent/President*

(2) Provider: We Search Research (Amendment to contract)  
 Fees: Amend contract from \$20,000 to new amount of \$25,000  
 Service: Editorial Copywriting, Information Research and Verification for Schedule of Classes and College Catalog  
 Comment: This consultant provide fact-checking and a common written voice for materials provided from dozens of sources during the preparation of College publications. The District has begun a more extensive review of the information provided in its publications with a goal of future cost containments for printing and distribution.  
 Funding Source: 2007-08 Marketing, Matriculation, and Financial Aid Budgets  
*Requested by: Don Girard, Senior Director, Government Relations/Institutional Communications*  
*Approved by: Chui L. Tsang, Superintendent/President*

(3) Provider: Santa Monica Daily Press (Amendment to contract)  
 Fees: Amend contract from \$18,000 to new amount of \$22,000  
 Service: 2007-08 Print Advertising for College Advancement and Student Recruitment  
 Comment: The amended amount provides for the recent notices of community workshops for the Pico Promenade Improvements Project.  
 Funding Source: 2007-08 Marketing, Matriculation, and Financial Aid Budgets  
*Requested by: Don Girard, Senior Director, Government Relations/Institutional Communications*  
*Approved by: Chui L. Tsang, Superintendent/President*

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| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>  |
| Santa Monica Community College District | March 10, 2008 |

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 3     CONTRACTS AND CONSULTANTS** *(continued)*

**3-E     LEGAL SERVICES** (Amendment to annual contract)

Provider:                     Donaldson and Hart  
Fees:                             Amend maximum fee from \$495 per hour to new maximum fee of \$525 per hour plus expenses.  
Service:                        Legal assistance for the operations of the SMC Performing Arts Center and Music Academy.  
Funding Source:             2007-08 District Budget/Business and Administration  
   2007-08 SMC Performing Arts Center Budget  
*Requested by:                 Don Girard, Senior Director, Government Relations/Institutional Communications*  
*Approved by:                 Chui L. Tsang, Superintendent/President*

**3-F     CONSULTANT FOR PUBLIC PROGRAMS** (Amendment to contract)

Provider:                        Linda Sullivan  
Fees:                             Amend contract from \$52,000 from October 8, 2007 through June 30, 2008 to new amount of \$60,000 plus reimbursable expenses from October 8, 2007 through June 30, 2008.  
Service:                        Facility planning for public use of Santa Monica College indoor and outdoor spaces, and operational planning for Santa Monica College public programs. The additional services will assist the District to prepare for the opening of the Broad Stage later this year.  
Comment:                       Ms. Sullivan is working with the District to evaluate current and planned facilities in order to benefit from commercial and non-profit use. She is also advising the District regarding operational issues and promotional opportunities for the District's public use spaces, including the new SMC Performing Arts Center. The current publicity regarding the Center and the current vacancy in administrative staff requires the additional services at this time.  
Funding Source:             Measure U and 2007-08 SMC Performing Arts Center Budget  
*Requested by:                 Don Girard, Senior Director, Government Relations/Institutional Communications*  
*Approved by:                 Chui L. Tsang, Superintendent/President*

**RECOMMENDATION NO. 4     ORGANIZATIONAL MEMBERSHIPS, 2007-2008**

*Requested Action: Approval/Ratification*

LA Press Club  
National Association for Asian and Pacific American Education (NAAPAE)  
Santa Monica Business Roundtable  
Santa Monica Sister City Association

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



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| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>  |
| Santa Monica Community College District | March 10, 2008 |

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 6 CLASSIFIED PERSONNEL – REGULAR**

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

Approval/ratification of the establishment of classified positions, and other actions involving classified personnel including hiring, promoting, changing work shifts, working out of classification, and advanced step placements. All personnel assigned into authorized positions will be elected to employment (Merit System) in accordance with District policies and salary schedules.

| <u>ESTABLISH</u>  | <u>EFFECTIVE DATE</u> |
|---|-----------------------|
| Community College Police Officer (2 positions)<br>Campus Police, 12 mos, 40 hrs/VH          | 03/11/08              |
| Gardener/Equipment Operator (1 position)<br>Grounds, 12 mos, 40 hrs/VH                      | 03/11/08              |
| Administrative Assistant I<br>Superintendent's Office, 12 mos, 40 hrs                       | 03/11/08              |
| <u>ABOLISH</u>  |                       |
| Community College Parking Enforcement Officer (1 position)<br>Campus Police, 11 mos, 40 hrs | 03/11/08              |
| Community College Parking Enforcement Officer (1 position)<br>Campus Police, 11 mos, 20 hrs | 03/11/08              |
| Community College Police Officer Trainee (1 position)<br>Campus Police, 12 mos, 40 hrs/VH   | 03/11/08              |
| Gardener/Equipment Operator (1 position)<br>Grounds, 12 mos, 40 hrs                         | 03/11/08              |
| Administrative Assistant I, Confidential<br>Superintendent's Office, 12 mos, 40 hrs         | 03/11/08              |
| <u>ELECTIONS</u>  |                       |
| <u>PROBATIONARY</u>   |                       |
| Henninger, Denise, Sign Language Interpreter- III, DSC                                      | 03/03/08              |
| La Cosse, Naomi, Sign Language Interpreter- III, DSC  | 03/03/08              |
| <u>ADVANCED STEP PLACEMENT</u>  |                       |
| Sanchez, Yesenia, Student Services Clerk, Financial Aid Step C                              | 10/08/07              |

WORKING OUT OF CLASSIFICATION

Trump, Kurt 02/11/08 – Until Filled  
Fr: Community College Police Sergeant, Campus Police, 12 mos, 40 hrs  
To: Community College Police Chief, Campus Police, 12 mos, 40 hrs

Willis, Adrienne 12/07/07 – 01/08/08  
Fr: Administrative Assistant I- Conf, Supt./Pres., 12 mos, 40 hrs  
To: Insurance Program Specialist, Risk Management, 12 mos, 40 hrs

LEAVES OF ABSENCE WITHOUT PAY

PERSONAL

Fierro, Yolanda, CC Parking Enforcement Officer, Campus Police 02/04/08 – 09/01/08

SEPARATIONS

DECEASED

Smith, Toni, Administrative Assistant I, Modern Languages 02/19/08

RETIREMENT

Gaydowski, Richard, College Police Dispatcher, Campus Police 03/05/08  
Redhead, Eva, Health Services Technician – RN, Health Services 03/31/08

|   |                |
|---|----------------|
| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>  |
| Santa Monica Community College District | March 10, 2008 |

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 7 CLASSIFIED PERSONNEL – LIMITED DURATION**

*Reviewed by: Sherri Lee-Lewis, Dean, Human Resources*  
*Approved by: Marcia Wade, Vice-President, Human Resources*  
*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

EFFECTIVE DATE

PROVISIONAL *(Temporary personnel who meet minimum qualifications but are not on an eligibility list for the vacant position)*

|   |                   |
|---|-------------------|
| Abrines, Roxanna, Lab Technician-Physical Science             | 02/11/08-06/20/08 |
| Caiseros, Valentin, PipeFitter-Sprinkle, Grounds              | 01/22/08-03/24/08 |
| Cerna, Mario, Sign Language Interpreter-Trainee, DSC          | 01/02/08-04/22/08 |
| Curtis-Larson, Janet, Sign Language Interpreter-Trainee, DSC  | 01/02/08-05/27/08 |
| Garvey, Francis, Accompanist-Voice, Music                     | 02/12/08-06/19/08 |
| Harris, Kristine, Office Aide, Disabled Students Center       | 01/02/08-04/28/08 |
| Holstein, Stephanie, Sign Language Interpreter III, DSC       | 01/02/08-04/16/08 |
| Kesterman, Camille, Counseling Aide, Disabled Student Center  | 02/25/08-06/30/08 |
| Mays, Ashley R, Counseling Aide, Disabled Student Center      | 02/28/08-07/03/08 |
| Molina, Erica, Counseling Aide, Disabled Student Center       | 02/25/08-06/30/08 |
| O'Brien, Colin, Counseling Aide, Disabled Students Center     | 02/26/08-07/01/08 |
| Orellana, Debbie, Counseling Aide, Disabled Student Center    | 02/25/08-06/30/08 |
| Perea, Marisol, Counseling Aide, Disabled Student Center      | 02/28/08-07/03/08 |
| Potts, Jr, Charles, Payroll Specialist-Fiscal Services        | 02/14/08-06/20/08 |
| Schlesinger, Cynthia, Sign Language Interpreter-Trainee, DSC  | 01/02/08-05/15/08 |
| Sommers, Emily Kate, Counseling Aide, Disabled Student Center | 02/28/08-07/03/08 |
| Warnecke, Janet, Sign Language Interpreter III, DSC           | 01/02/08-03/17/08 |

LIMITED TERM *(Positions established to perform duties no expected to exceed six months in one fiscal year or positions established to replace temporarily absent employees. All appointments are made from eligibility lists or former employees in good standing)*

|   |                   |
|---|-------------------|
| Hasal, Amber, Sign Language Interpreter I, DSC            | 01/02/08-03/20/08 |
| Henninger, Denise, Sign Language Interpreter III, DSC     | 01/02/08-02/29/08 |
| Hill, Sherri, Sign Language Interpreter II, DSC           | 01/02/08-06/10/08 |
| Jarret, Gabriel, Sign Language Interpreter II, DSC        | 01/02/08-06/30/08 |
| La Cosse, Naomi, Sign Language Interpreter III, DSC       | 01/02/08-02/29/08 |
| Lewis, Carolyn, Sign Language Interpreter I, DSC          | 01/02/08-04/17/08 |
| Matlow, Stephanie, Sign Language Interpreter I, DSC       | 01/02/08-06/13/08 |
| Neely, Tynisha, Sign Language Interpreter I, DSC          | 01/02/08-06/30/08 |
| Noor, Tasneem, Counseling Aide, EOP&S                     | 02/04/08-06/10/08 |
| Padilla, Omar, Counseling Aide, Student Life              | 01/02/08-03/20/08 |
| Puyer, Billie, Sign Language Interpreter II, DSC          | 01/02/08-05/08/08 |
| Rhoads, Margaret, Instructional Assistant-LD              | 01/02/08-06/06/08 |
| Sussman-Schecht, Dena, Sign Language Interpreter III, DSC | 01/02/08-06/06/08 |
| Tanji, Mona, Sign Language Interpreter III, DSC           | 01/02/08-06/19/08 |



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| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>  |
| Santa Monica Community College District | March 10, 2008 |

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 8 CLASSIFIED PERSONNEL - NON MERIT**

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

All personnel assigned will be elected on a temporary basis to be used as needed in accordance with District policies and salary schedules.

STUDENT EMPLOYEES

|   |    |
|---|----|
| CalWORKS<br>\$8.00/hr                                   | 03 |
| College Student Assistant<br>\$8.00/hr (STHP)           | 57 |
| College Work-Study Student Assistant<br>\$8.00/hr (FWS) | 46 |

SPECIAL SERVICE

|   |    |
|---|----|
| <u>Tutorial Aide</u><br>\$10.50/hr                    | 01 |
| <u>Art Models</u><br>\$18.00/hr                       |    |
| <u>Art Models with Costume</u><br>\$21.00/hr          | 01 |
| <u>Community Services Specialist 1</u><br>\$35.00/hr  | 01 |
| <u>Community Services Specialist II</u><br>\$50.00/hr | 03 |

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| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>  |
| Santa Monica Community College District | March 10, 2008 |

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 9      APPOINTMENT OF SCCCD/JPA OFFICIAL REPRESENTATIVES

*Requested by:*            *Cozetta Wilson-Carlton, Risk Manager*  
*Approved by:*            *Randal Lawson, Executive Vice-President*  
*Requested Action:*      *Approval/Ratification*

Santa Monica Community College District appoints Cozetta Wilson-Carlton as the Official Representative and Keith Webster as the Official Alternate to represent the District at the Southern California Community College District JPA meetings. Each member shall have one vote, which may be cast only by the designated representative who is in physical attendance.

Comment:      Per the Southern California Community College District JPA Bylaws, each member of the Agency shall be entitled to appoint to the Board of Directors one representative and one alternate who shall be designated in writing. Said representative and said alternate must be employees of the member and shall serve at the pleasure of the member by whom appointed. Only the designated representative or designated alternate may represent a member, and each shall be invited to attend all meetings of the Board of Directors. The designated representative and designated alternate may invite members of their agencies' staffs or consultants to attend meeting of the Board of Directors in an advisory capacity only.

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| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>  |
| Santa Monica Community College District | March 10, 2008 |

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10                      FACILITIES

*Requested by: Greg Brown, Director of Facilities and Planning*

*Approved by: Randal Lawson, Executive Vice-President*

*Requested Action: Approval/Ratification*

10-A CHANGE ORDER NO. 1 – RE-BID CAMPUS QUAD

Change Order No. 1 – TRIMAX CONSTRUCTION CORP. on the Re-bid Campus Quad project in the amount of \$30,032.

|                                  |               |
|----------------------------------|---------------|
| Original Contract Amount         | \$8,709,500   |
| Change Order No. 01              | <u>30,032</u> |
| Revised Contract Amount          | \$8,739,532   |
| Original Contract Time           | 360 days      |
| Previous Time Extensions         | <u>0 days</u> |
| Revised Contract Time            | 360 days      |
| Time Extension this Change Order | <u>0 days</u> |
| Current Revised Contract Time    | 360 days      |

Funding Source: Measures U

Comment: Change Order No. 01 provides for additional temporary signs requested by the District to facilitate student circulation, the addition of a concrete ramp at existing curb for campus maintenance carts, costs to repair damaged water line not shown on as-built drawings.

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| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>  |
| Santa Monica Community College District | March 10, 2008 |

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10 FACILITIES (continued)

10-B CHANGE ORDER NO. 11 - LIBERAL ARTS SOUTH BUILDING

Change Order No. 12 – PINNER CONSTRUCTION COMPANY on the Liberal Arts South Building Project in the amount of \$18,692.

|  |               |
|--|---------------|
| Original Contract Amount                 | \$ 13,195,000 |
| Previously Approved Change Orders 1 - 11 | 389,551       |
| Change Order No. 12                      | <u>18,692</u> |
| Revised Contract Amount                  | \$ 13,603,243 |
| Original Contract Time                   | 425 days      |
| Previous Time Extensions                 | <u>0 days</u> |
| Revised Contract Time                    | 425 days      |
| Time Extension this Change Order No. 11  | <u>0 days</u> |
| Current Revised Contract Time            | 425 days      |

Funding Source: State Capital Outlay Funds, City of Santa Monica Earthquake Redevelopment, Measure U

Comment: Change Order No. 12 provides for the addition of a mechanical screen to shield HVAC units visible from the north building and revisions to Exhaust Fan No. 1 with associated duct work and mounting hardware due to interference with high roof above.

10-C ACCESS AGREEMENT FOR ENVIRONMENTAL TESTING

Agreement with the GILLETTE COMPANY for access to the Academy of Entertainment and Technology site for environmental testing.

Funding Source: The Gillette Company (no cost to the District)

Comment: The Los Angeles Regional Water Control Board requires the Gillette Company, owner of the PaperMate property at 26<sup>th</sup> and Olympic to perform water quality testing in an area surrounding their property as part of their environmental mitigation efforts. The Academy property was selected as one of the testing sites due to the proximity to the property. Testing will consist of one location to drill a test well or perform test borings. The testing will be performed so as not to disrupt the college's programs. The Gillette Company is required to provide insurance and is responsible for any damage to the property. The report resulting from this testing will be shared with the District.

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| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>  |
| Santa Monica Community College District | March 10, 2008 |

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 10 FACILITIES** *(continued)*

10-D KIOSK LICENSE AGREEMENT – BIG BLUE BUS

Agreement with the CITY OF SANTA MONICA to locate two bus information kiosks on the college campus.

Funding Source: City of Santa Monica

Comment: To further promote bus ridership, the Big Blue Bus has requested placement of information kiosks in the library and in the cafeteria. College staff have reviewed and approved the design and content of the information kiosks. The City will pay for all the costs associated with this project.

10-E CORRECTION TO AGREEMENT FOR CONSULTING SERVICES – STUDENT SERVICES AND ADMINISTRATION BUILDING

Amend the agreement with CHRISTOPHER A. JOSEPH & ASSOCIATES for environmental analysis services for the Student Services and Administration Building for an additional \$25,000 plus reimbursable expenses.

Funding Source: State Capital Outlay Funds, Measure S, Measure U

Comment: This is a correction from last month's agenda. The amount listed was \$15,000 and it should have been \$25,000.

10-F AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – STUDENT SERVICES AND ADMINISTRATION BUILDING

Amend the agreement with STEINBERG ARCHITECTS for architectural services for the Student Services and Administration building not to exceed a total cost of \$7,851,300 plus reimbursable expenses.

Funding Source: State Capital Outlay Funds, Measure S, Measure U

Comment: The agreement has been amended to include scope changes and the associated building cost estimate. Original fee was based upon estimate that was prepared over two years ago for the state and does not reflect current construction costs. The contract is for a fixed fee and it will not increase if construction costs escalate in the future. This agreement includes the Student Services and Administration building, underground parking, new traffic entry and pedestrian drop off, related site work and landscaping. Initial planning for Drescher Hall with related site work and additional Pico improvements are covered on separate agreements that were approved at the February meeting.

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| <b>BOARD OF TRUSTEES</b>                | <b>Action</b>  |
| Santa Monica Community College District | March 10, 2008 |

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 11 BUDGET AUGMENTATIONS**

*Requested by: Chris Bonvenuto, Director, Fiscal Services*

*Approved by: Randy Lawson, Executive Vice-President*

*Requested Action: Approval/Ratification*

The 2007-2008 Adopted Budget will be amended to reflect the following budget augmentations

**11-A SMALL BUSINESS DEVELOPMENT CENTER**

Granting Agency: California Community Colleges Chancellors Office  
 Appropriated Funding: \$60,000  
 Matching Funds: \$0  
 Performance Period: January 1, 2008 – June 30, 2008  
 Summary: California State Chancellor's Office has increased funding from \$50,000 to \$110,000. This represents a \$60,000 increase to the 2007-08 award amount.

|                               |                          |          |
|-------------------------------|--------------------------|----------|
| Budget Augmentation: Revenue: | 8000 State Revenue       | \$60,000 |
| Expenditures:                 | 2000 Classified Salaries | \$30,000 |
|                               | 3000 Benefits            | \$10,000 |
|                               | 4000 Supplies            | \$10,000 |
|                               | 5000 Travel              | \$7,692  |
|                               | 7000 Interfund Transfer  | \$2,308  |

**11-B FACULTY/STAFF DIVERSITY**

Granting Agency: California Community Colleges Chancellors Office  
 Appropriated Funding: \$1,121  
 Matching Funds: \$0  
 Performance Period: July 1, 2007 – June 30, 2008  
 Budget Augmentation: Revenue: 8000 State Revenue \$1,121  
 Expenditures: 5000 Other Expenditures \$1,121  
 Summary: The Chancellors Office has increased Faculty/Staff Diversity funding from \$21,117 to \$22,238. This represents a \$1,121 increase to the 2007-08 award amount.

**11-C DISABLED STUDENTS PROGRAM & SERVICES (DSP & S) COLLEGE ALLOCATION**

Granting Agency: California Community Colleges Chancellor's Office  
 Appropriated Funding: \$184,879 Augmentation  
 (Brings the total from \$1,321,264 to \$1,506,143)  
 Matching Funds: \$0  
 Performance Period: July 1, 2007 – June 30, 2008  
 Summary: Additional funds for DSP&S allocation for Deaf and Hard of Hearing per Chancellor's Office FY 2007-08 First Principal Apportionment,

|                               |                                 |           |
|-------------------------------|---------------------------------|-----------|
| Budget Augmentation: Revenue: | 8620 Revenue                    | \$184,879 |
| Expenditures:                 | 2000 Non-Instructional Salaries | \$100,000 |
|                               | 3000 Benefits                   | \$ 7,000  |
|                               | 5110 Consultants                | \$77,879  |

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| <b>BOARD OF TRUSTEES</b>                | <b>Action</b>  |
| Santa Monica Community College District | March 10, 2008 |

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 12 BUDGET TRANSFERS**

*Requested by: Chris Bonvenuto, Director, Fiscal Services*

*Approved by: Randy Lawson, Executive Vice-President*

*Requested Action: Approval/Ratification*

**12-A FUND 01.0 – GENERAL FUND - UNRESTRICTED**

Period: January 30, 2008 – February 26, 2008

| Object Code | Description                     | Net Amount of Transfer |
|-------------|---------------------------------|------------------------|
| 1000        | Academic Salaries               | 0                      |
| 2000        | Classified/Student Salaries     | 470                    |
| 3000        | Benefits                        | 0                      |
| 4000        | Supplies                        | 5,670                  |
| 5000        | Contract Services/Operating Exp | 58,135                 |
| 6000        | Sites/Buildings/Equipment       | 5,120                  |
| 7000        | Other Outgo/Student Payments    | -69,395                |
| Net Total:  |                                 | 0                      |

**12-B FUND 01.3 – GENERAL FUND - RESTRICTED**

Period: January 30, 2008 – February 26, 2008

| Object Code | Description                     | Net Amount of Transfer |
|-------------|---------------------------------|------------------------|
| 1000        | Academic Salaries               | -10,874                |
| 2000        | Classified/Student Salaries     | 65,131                 |
| 3000        | Benefits                        | -52,869                |
| 4000        | Supplies                        | -6,584                 |
| 5000        | Contract Services/Operating Exp | -22,871                |
| 6000        | Sites/Buildings/Equipment       | 14,128                 |
| 7000        | Other Outgo/Student Payments    | 13,939                 |
| Net Total:  |                                 | 0                      |

Comment: The Adopted Budget needs to be amended to reflect the totals of the departmental budgets. The current system of the Los Angeles County Office of Education requires Board approvals each month for budget adjustments. Only the net amount of the transfers in or out of the object codes is shown. In addition to the budget adjustments, transfers result from requests by managers to adjust budgets to meet changing needs during the course of the year.

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| <b>BOARD OF TRUSTEES</b>                | <b>Action</b>  |
| Santa Monica Community College District | March 10, 2008 |

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 13 COMMERCIAL WARRANT REGISTER**

*Requested by: Robin Quaille, Accounts Payable Supervisor*  
*Approved by: Randy Lawson, Executive Vice-President*  
*Requested Action: Approval/Ratification*

January 1 – January 31, 2008                      2892 – 2930                      \$6,268,047.82

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

**RECOMMENDATION NO. 14 PAYROLL WARRANT REGISTER**

*Requested by: Ian Fraser, Payroll Manager*  
*Approved by: Randy Lawson, Executive Vice-President*  
*Requested Action: Approval/Ratification*

January 1 – January 31, 2008                      C1F – C2G                      \$ 7,164,991.38

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

**RECOMMENDATION NO. 15 AUXILIARY PAYMENTS & PURCHASE ORDERS**

*Requested by: George Prather, Director of Auxiliary Services*  
*Approved by: Randy Lawson, Executive Vice-President*  
*Requested Action: Approval/Ratification*

It is recommended that the following Auxiliary Operations payments and Purchase Orders be ratified. All purchases and payments were made in accordance with Education Code requirements and allocated to approved budgets in the Bookstore, Trust and Other Auxiliary Funds.

|                              |             |                 |
|------------------------------|-------------|-----------------|
|                              | Payments    | Purchase Orders |
| January 1 – January 31, 2007 | \$2,195,279 | \$77,069        |

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





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| <b>BOARD OF TRUSTEES</b>                | <b>Action</b>  |
| Santa Monica Community College District | March 10, 2008 |

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 PURCHASING (continued)

17-B PURCHASING AGREEMENTS AND AUTHORIZATION OF PURCHASE ORDERS

Authorize the award of purchase orders against the following competitive bid agreements:

1. The State of California Multiple Award Schedule (CMAS) Contract 4-06-78-0031A with Field Turf USA Inc., for SMC Football/Soccer field turf replacement for an amount not to exceed \$568,230.

Funding Source: 2007-2008 Measure S Capital Projects Fund

Comment: The Public Contract Code Section 20652 allows public education entities in the State of California to place orders under this contract without further competitive bidding per PCC 10298 and 10299 (b). There are significant cost savings to the district by joining in purchasing agreements with other agencies. The use of CMAS pricing provides for a savings of \$52,258.

2. The State of California Multiple Award Schedule (CMAS) Contract 4-06-78-0031A with Field Turf USA Inc., for John Adams Middle School Field Renovation for an amount not to exceed \$1,182,211.

Funding Source: 2007-2008 Measure S Capital Projects Fund

Comment: The Public Contract Code Section 20652 allows public education entities in the State of California to place orders under this contract without further competitive bidding per PCC 10298 and 10299 (b). There are significant cost savings to the district by joining in purchasing agreements with other agencies. The use of CMAS pricing provides for a savings of \$111,688.

3. Freestyle Photographic Supplies contract # 0708-914-025 for the De Vere 504DS Digital Enlarger for the amount of \$113,662.50. The competitive bid was conducted by the Belton School District, in the State of Texas

Funding Source: 2007-2008 VTEA Grant Funds

Comment: The Public Contract Code Section 10298, 10299 (b), 20118 and 20652 allows for the public education entities in the State of California to place orders under competitively bid contracts without advertising. The only other source for the requested item is under the Los Angeles County Commodity Agreement which would cost \$123,975.00 from Imaging Products International.

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| <b>BOARD OF TRUSTEES</b>                | <b>Action</b>  |
| Santa Monica Community College District | March 10, 2008 |

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 PURCHASING *(continued)*

17-C DECLARATION AND DONATION OF SURPLUS COMPUTER EQUIPMENT AND VEHICLE

- (1) Declare as surplus miscellaneous computers and monitors and authorize the District to dispose/recycle the equipment because it is outdated and inoperable and has been determined to be of insufficient value to defray the cost to sell.
- (2) Declare as surplus a 1991 Champ bus, Vin #1FDKE30GMHA54264 and authorize the District to dispose of the bus because it is inoperable and has been determined to be of insufficient value to defray the cost to sell.

Comment: This action is in accordance with SMC Board Policy 6531 and Education Code section 81452.

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| <b>BOARD OF TRUSTEES</b>                | <b>REGULAR MEETING</b> |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | March 10, 2008         |

X. BOARD COMMENTS AND REQUESTS

XI. ADJOURNMENT

The meeting will be adjourned in memory of **Richard Mednick**, an adjunct business law professor; **Rogelio Oseguera**, husband of Ismenia Osegura SMC custodian; **Vivian Sheehan**, a speech pathologist who developed and taught SMC Pathfinders Post-Stroke communications classes at Emeritus College; and **Toni Smith**, administrative assistant in the Modern Languages Department.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Monday, April 14, 2008** 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.

The agenda for the next meeting will include the following:

- Ballot for the CCCT Board of Directors Election
- Report on Specialized Counseling Programs
- Report on Global Citizenship