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**SANTA MONICA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**REGULAR MEETING  
MONDAY, JANUARY 10, 2005**

**Santa Monica College  
1900 Pico Boulevard  
Santa Monica, California**

**Closed Session  
Business Building Room 111**

**Public Meeting  
Board Room  
Business Building Room 117**

*The minutes may be accessed on the  
Santa Monica College website:  
<http://www.smc.edu/admin/trustees/meetings/>*

# **MINUTES**

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

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

**I. ORGANIZATIONAL FUNCTIONS**

- A Call to Order
- B Roll Call

**II. CLOSED SESSION**

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

**III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS** *(Continued)*

- C Pledge of Allegiance
- #1 Approval of Minutes: December 6, 2004 (Regular Meeting)  
December 20, 2004 (Special Meeting)

**IV. SUPERINTENDENT'S REPORT**

**V. ACADEMIC SENATE REPORT**

**VI. CLASSIFIED SENATE REPORT**

**VII. COMMUNICATIONS OR PUBLIC COMMENTS**

**VIII. CONSENT AGENDA**

**Planning and Development**

- #2 Contracts and Consultants
  - A Contracts for Job Development Incentive Grant

**Academic and Student Affairs**

- #3 Contracts and Consultants
  - A Events, Spring 2005

### **Human Resources**

- #4 Academic Personnel
- #5 Classified Personnel – Establish/Abolish Positions
- #6 Classified Personnel – Regular
- #7 Classified Personnel – Limited Duration
- #8 Classified Personnel – Non Merit

### **Business and Administration**

- #9 Organizational Memberships, 2004-2005
- #10 Contracts and Consultant
  - A Accounting Services Payment
  - B On-Line Publishing Agreement
  - C Public Relations Agreement
  - D KCRW Agreements
  - E Rental of Classroom Space
- #11 Facilities
  - A Award of Bid – Bundy Campus, Site Improvements – Phase 3
  - B Substitution of Subcontractors – Renovation of West Building, Bundy Campus
  - C Change Order No. 2- Renovation of West Building, Bundy Campus
  - D Agreement for Architectural Services – Corsair Field Renovation
  - E Construction Escrow Agreement – New Music and Performing Arts Center
  - F Amendment – CPI Increase on Month-to-Month Lease Airport Shuttle Lot
  - G Quarterly Pool Payment Under Joint Use of Facilities Agreement with City
- #12 Commercial Warrant Register
- #13 Payroll Warrant Register
- #14 Auxiliary Payments and Purchase Orders
- #15 Direct Payments
- #16 Purchasing
  - A Award of Purchase Orders
  - B Participation in Purchase Agreements

### IX. **CONSENT AGENDA – Pulled Items**

### X. **MAJOR ITEMS OF BUSINESS**

- #17 2004-2006 Non Resident Tuition Rate
- #18 Nomination to CCCT Board of Directors
- #19 Agreement for Consulting Services – Bundy Campus Master Plan

### XI. **BOARD POLICY**

- #20 Second Reading and Approval– Board Policy Section 2000, General District District Planning and Advisory Council

XII. **BOARD REPORTS AND COMMENTS**

- XIII. **ADJOURNMENT:** The Board of Trustees will hold a Retreat on Friday, January 28, 2005, 8:30 a.m. to 3 p.m. in Business Building Room 111, Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, February 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.

**BOARD OF TRUSTEES****REGULAR MEETING**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

January 10, 2005

**I. ORGANIZATIONAL FUNCTIONS**

- A. CALL TO ORDER – 5:30 p.m.  
B. ROLL CALL

Carole Currey, Chair - Present  
Dr. Nancy Greenstein, Vice-Chair - Present  
Dr. Susan Aminoff - Present  
Dr. Dorothy Ehrhart-Morrison - Present  
Rob Rader - Present  
Herbert Roney - Present  
Dr. Margaret Quiñones – Absent (Excused)  
Dina Cervantes, Student Trustee – Present (arrived at 7:05 p.m.)

**II. CLOSED SESSION**

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

**III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS** – 7:00 p.m.

- C. PLEDGE OF ALLEGIANCE – Chair Carole Currey

**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:

**December 6, 2004 (Regular Meeting)**

MOTION MADE BY: Susan Aminoff  
SECONDED BY: Dorothy Ehrhart-Morrison  
STUDENT ADVISORY: Absent  
AYES: 4  
NOES: 0  
ABSTAIN: 2 (Aminoff, Rader)  
ABSENT: 1 (Quiñones)

**December 20, 2004 (Special Meeting)**

MOTION MADE BY: Susan Aminoff  
SECONDED BY: Dorothy Ehrhart-Morrison  
STUDENT ADVISORY: Absent  
AYES: 5  
NOES: 0  
ABSTAIN: 1 (Roney)  
ABSENT: 1 (Quiñones)

**BOARD OF TRUSTEES****REGULAR MEETING**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

January 10, 2005

**IV. SUPERINTENDENT'S REPORT**

- Katharine Muller, president of the SMC Management Association, presented this month's Classified Staff Recognition Award to Robert Ybarra, lead custodian.
- Budget Report: The Governor's proposed budget as it pertains to the California community colleges does not include funds for the second installment of a three-year promise for equalization or funds for an increase in the noncredit rate. The Governor also proposes shifting to the colleges the increased contributions to the State Teachers' Retirement System (STRS). The budget does allow for 3% enrollment growth, 3.93% cost of living adjustment (COLA) and a recovery of the Partnership for Excellence funding that was cut this year.
- Upcoming Events:
  - Martin Luther King Celebration – January 17th, 9 a.m., First Methodist Church Madison
  - Groundbreaking – January 19th, 4 p.m.
  - Piedad Robertson Farewell Reception – January 19th, 5:30 p.m., St. Monica's Church
  - Board Retreat, January 28th – Preliminary discussions about CEO search process

**V. ACADEMIC SENATE REPORT****VI. CLASSIFIED SENATE REPORT****VII. COMMUNICATIONS AND PUBLIC COMMENTS**

Giovanni Vela

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 10, 2005

**CONSENT AGENDA**

It is recommended that the Board of Trustees take the action requested on Consent Agenda Recommendations #2-#16.

Recommendations pulled for questions and returned to Consent Agenda: #5, #9, #10-B, #11-C, #11-D, #11-G

Public Comments  
W. Scheduling on #11-A

Action on Consent Agenda

MOTION MADE BY: Nancy Greenstein  
 SECONDED BY: Susan Aminoff  
 STUDENT ADVISORY: Aye  
 AYES: 6  
 NOES: 0  
 ABSENT: 1 (Quiñones)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 10, 2005

CONSENT AGENDA: PLANNING AND DEVELOPMENT

**RECOMMENDATION NO. 2**      **CONTRACTS AND CONSULTANTS**

*Requested Action: Approval/Ratification*

2-A      CONTRACTS FOR JOB DEVELOPMENT INCENTIVE FUND GRANT

1. Karl Hamner to provide evaluation and monitoring activities to the Job Development Incentive Fund Grant recently awarded to Santa Monica College. Other responsibilities include reporting to the SMC Workforce Development Department the outcomes of all evaluation/monitoring activities to ensure compliance with contractual agreements with the California Chancellor's Office.

Amount of Contract:            \$25,000  
Term of Contract:                January 13, 2005 – June 30, 2006

2. Jim Symington to provide educational services which will cover certification topics such as Alcohol and Other Drug (AOD) Certification, as recognized by the State of California. As proctor of the educational services, Mr. Symington will oversee and coordinate the training of two groups of participants as approved by the SMC Workforce Development Department. His services will prepare participants to take the necessary state exam(s) to become certified as Alcohol and Other Drug (AOD) counselors.

Amount of Contract:            \$20,000  
Term of Contract:                January 13, 2005 – June 30, 2006

3. Homecare Workers Training Center to provide certified nursing and home health aide training and job placement activities to 80 participants enrolled under SMC's Job Development Incentive Fund Grant. Other responsibilities include, but are not limited to, providing reports to the SMC Workforce Development Department detailing the outcomes of all training activities. Activities and performance outcomes will be in accordance with California regulation(s) and SMC Workforce Development guidelines to ensure full compliance with contractual agreements with the California Chancellor's Office.

Amount of Contract:            \$92,014  
Term of Contract:                January 13, 2005 – June 30, 2005

Funding Source for above contracts:      Job Development Incentive Fund



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 10, 2005

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

**RECOMMENDATION NO. 3**      **CONTRACTS AND CONSULTANTS**

*Requested Action: Approval/Ratification*

**3-A**      **EVENTS, SPRING 2005**

Afternoon Theater for Children

Asian Pacific Tales	February 26, 2005 Check payable to East West Players	\$800
Peter Alsop	March 5, 2005 Check payable to Moose School inc.	\$800 First show 50% of ticket sales for second show at \$6/per ticket
Carnival of the Animals	March 12, 2005 Check payable to Jim Gamble Puppets	\$1,300

Funding Source:      Performers fees will be covered by ticket sales

2005 Planetarium Guest Lectures

Todd Small	January 28, 2005 The Ultraviolet Universe	\$120
David Stephenson	February 25, 2005 Earth's Mysterious Interior	\$120
Julie Townsend	March 18, 2005 Time for Mars	\$120
Sarah Gallagher	April 29, 2005 Galactic Train Wrecks	\$120
Don Dixon	May 20, 2005 The Universe on the Dome	\$120.
Robert Staehle	June 24, 2005 Extending Our Senses	\$120

Funding Source:      Fees will be covered by tickets sales.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	January 10, 2005

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.

EFFECTIVE DATE

ELECTIONS

ADMINISTRATIVE

Kagatsuka, Jacqueline	Director, Institutional Research	02/01/05
Solano, Albert	Project Manager, Even Start (Title B)	01/03/05-06/30/05

ADJUNCT

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

SEPARATIONS

RETIREMENT

Boylan, Lynne J.	Coordinator Psych, Psychological Services	02/28/05
Gossel, Albert E.	Instructor, Cosmetology	06/14/05
Zimmerman, William	Instructor, Computer Information Systems	12/22/04

The Board hereby accepts immediately the retirement of the above listed personnel to be effective as indicated.

**RECOMMENDATION NO. 5**

*Requested Action: Approval/Ratification*

**CLASSIFIED PERSONNEL**

**ESTABLISH/ABOLISH POSITIONS**

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

EFFECTIVE DATE

ESTABLISH

Administrative Assistant II, Library 40 hours/12 months	01/11/05
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RE-ESTABLISH

Computer Support Specialist Telecom, 12 mos, 40 hrs	12/01/04
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<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	January 10, 2005

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 6**      **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.

EFFECTIVE DATE

ELECTIONS

MANAGEMENT PROBATIONARY

Bonvenuto, Christopher	Accounting Manager, Fiscal Services	12/06/04
Teroy, George	Accounting Manager, Fiscal Services	01/03/05

PROBATIONARY

Pettway-Unno, Zoe Y.	Laboratory Tech-Biological Sciences, Life Sc	01/03/05
Ryan, Timothy	Multimedia Comp Lab Specialist, AET	12/03/04
Tran, Ngan (Kim)	Accountant, Fiscal Services	12/15/04
Williams Jr., Paul L.	Tutoring Coordinator-Math, Mathematics	12/06/04

WORKING OUT OF CLASSIFICATION

Moss, Lisa      12/01/04 - 02/28/05  
 Fr: Department Secretary II, Personnel Commission, 12 mos, 40 hrs  
 To: Acting Administrative Assistant III, Personnel Commission, 12 mos, 40 hrs

Terzis, Helen (corrected dates)      12/06/04 - 02/28/05  
 Fr: Personnel Analyst II, Personnel Commission, 12 mos, 40 hrs  
 To: Acting Director of Classified Personnel, Personnel Commission, 12 mos, 40 hrs

WORKING OUT OF CLASSIFICATION (additional responsibilities)

Franco, Carlos, Groundskeeper, Grounds      +5%      11/15/04 - 05/31/05  
 Additional responsibility: Sprinkler Repair

SEPARATIONS

RESIGNATION

Batey, Jeanne	Director of Classified Personnel (corrected date)	12/03/04
Exum, Ellen	Cash Receipt Clerk, Bookstore	11/22/04
Rojo, Samuel Jr.	Custodian, Operations	12/23/04

The Board hereby accepts immediately the resignation of the above listed personnel to be effective as indicated.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	January 10, 2005

CONSENT AGENDA: HUMAN RESOURCES

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

*Requested Action: Approval/Ratification*

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

ELECTIONS

PROVISIONAL

EFFECTIVE DATE

Abraham, Mark, Swim Instructor/Lifeguard, KD	01/03/05 - 06/30/05
Badro, Luiz, Accompanist Percussion, KD	02/14/05 - 06/14/05
Beherns, Trevor, Accompanist Dance, KD	01/03/05 - 02/10/05
Bice, Jaime, Bookstore Clerk Cashier, Station C	01/03/05 - 06/30/05
Brady, Devin, Swim Instructor/Lifeguard, KD	01/03/05 - 06/30/05
Buchanan, G. Melody, Admissions and Records Clerk I, Emeritus	12/06/04 - 12/21/04
Butler, Eric, Swim Instructor/Lifeguard, KD	01/03/05 - 06/30/05
Childs, Billy, Counseling Aide, DSC	01/03/05 - 06/30/05
Davila, Edgard, Swim Instructor/Lifeguard, KD	01/03/05 - 06/30/05
Delatorre, Jose, Swim Instructor/Lifeguard, KD	01/03/05 - 06/30/05
Flores, Maria, Library Assistant II, Library	10/26/04 - 11/24/04
Foster, Grace, Accounting Specialist I, Fiscal Services	11/08/04 - 11/16/04
Fujimori, Ken, Swim Instructor/Lifeguard, KD	01/03/05 - 06/30/05
Gomez, Jesus, Bookstore Clerk Cashier, Station C	01/03/05 - 06/30/05
Greco, Alina, Swim Instructor/Lifeguard, KD	01/03/05 - 06/30/05
Hedderich, Joe, Accompanist Dance, KD	01/03/05 - 02/10/05
Hein, Mark, Sign Language Interpreter Trainee, DSC	08/30/04 - 12/22/04
Hein, Mark, Sign Language Interpreter Trainee, DSC	01/03/05 - 06/30/05
Jara, Ana G. Counseling Aide, Trio	11/17/04 - 12/22/04
Jarret, Gabriel, Sign Language Interpreter Trainee, DSC	01/03/05 - 06/30/05
La Cosse, Naomi, Sign Language Interpreter I, DSC	01/03/05 - 06/30/05
Mayreis, Morgan, Swim Instructor/Lifeguard, KD	01/03/05 - 06/30/05
McLaughlin, Cynthia, Swim Instructor/Lifeguard, KD	01/03/05 - 06/30/05
Morgan-Moyer, Cerris, Sign Language Interpreter Trainee, DSC	08/30/04 - 12/22/04
Morgan-Moyer, Cerris, Sign Language Interpreter Trainee, DSC	01/03/05 - 06/30/05
Semple, Katherine, Accompanist Dance, KD	10/01/04 - 12/21/04
Semple, Katherine, Accompanist Dance, KD	01/03/05 - 02/10/05
Siewerski, Theodore, Swim Instructor/Lifeguard, KD	01/03/05 - 06/30/05
Soleymani, Saman, Instructional Assistant, Mathematics	01/03/05 - 06/30/05
Sow, El Hadge Malik, Accompanist Percussion, KD	01/03/05 - 06/30/05
Taylor, Gwendolyn, Registration Information Clerk, Off. of Sch. Rel.	12/01/04 - 12/31/04
Torres, Joel, Swim Instructor/Lifeguard, KD	01/03/05 - 06/30/05
Walker, Fred, Accompanist Percussion, KD	02/14/05 - 06/14/05
Watkins, Deanna, Accompanist Dance, KD	01/03/05 - 02/10/05
Williams, Dahlene, Sign Language Interpreter II, DSC	01/03/05 - 06/30/05

LIMITED TERM

Battle, Matthew, Swim Instructor/Lifeguard, KD	08/30/04 - 12/30/04
Battle, Matthew, Swim Instructor/Lifeguard, KD	01/03/05 - 06/30/05
Biamonte, Christina, Sign Language Interpreter I, DSC	01/03/05 - 06/30/05
Boodparset, Sutidia, Counseling Aide, African American Center	01/03/05 - 06/30/05
Buchanan, Melody, Bookstore Clerk Cashier, Station C	01/03/05 - 06/30/05
Cadena, Ruben, Bookstore Clerk Cashier, Station C	01/03/05 - 06/30/05
Cooper, Joyce, Accompanist Performance, Emeritus	08/30/04 - 12/18/04
Davis, Alisa, Sign Language Interpreter II, DSC	01/03/05 - 06/30/05
Dawson, Rebecca, Bookstore Clerk Cashier, Station C	01/03/05 - 06/30/05
Ellison, Monti, Accompanist Percussion, KD	02/14/05 - 06/14/05
Gonzalez, Anthony, Counseling Aide, Latino Center	01/03/05 - 06/30/05
Gerald, Chase, Registration Information Clerk, Station C	01/03/05 - 06/30/05
Gerhold, Thomas, Accompanist Performance, Emeritus	08/30/04 - 12/18/04
Gordon, Jeff, Counseling Aide, Counseling	01/03/05 - 06/30/05
Henninger, Denise, Sign Language Interpreter Trainee, DSC	01/03/05 - 06/30/05
Holstein, Stephanie, Sign Language Interpreter I, DSC	01/03/05 - 06/30/05
Jucha, Lisa, Sign Language Interpreter III, DSC	01/03/05 - 06/30/05
Lange, Mary, Bookstore Clerk Cashier, Station C	01/03/05 - 06/30/05
Merchant, Erin, Sign Language Interpreter I, DSC	01/03/05 - 06/30/05
Monti, Ellison, Accompanist Percussion, KD	01/03/05 - 02/10/05
Nelli, Maria, Bookstore Clerk Cashier, Station C	01/03/05 - 06/30/05
Parker, Rashad, Bookstore Clerk Cashier, Station C	01/03/05 - 06/30/05
Ponder, Dana, Bookstore Clerk Cashier, Station C	01/03/05 - 06/30/05
Puyear, Billie, Sign Language Interpreter Trainee, DSC	01/03/05 - 06/30/05
Reed, Jefferey, Accompanist Percussion, KD	01/03/05 - 02/10/05
Reed, Jefferey, Accompanist Percussion, KD	02/14/05 - 06/14/05
Remstein, Robert, Accompanist Performance, Emeritus	08/30/04 - 12/18/04
Rich, Elizabeth, Sign Language Interpreter II, DSC	01/03/05 - 06/30/05
Scott, Devon, Sign Language Interpreter Trainee, DSC	01/03/05 - 06/30/05
Sexton, Robert, Accompanist Dance, KD	01/03/05 - 02/10/05
Shasha, Rachel, Sign Language Interpreter Trainee, DSC	01/03/05 - 06/30/05
Smith, Carol, Sign Language Interpreter III, DSC	01/03/05 - 06/30/05
Sussman-Schechter, Dena, Sign Language Interpreter II, DSC	01/03/05 - 06/30/05
Tanji, Mona, Sign Language Interpreter II, DSC	01/03/05 - 06/30/05
Warnecke, Janet, Sign Language Interpreter Trainee, DSC	01/03/05 - 06/30/05

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	January 10, 2005

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 8**      **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	1
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College Student Assistant \$7.00/hr	32
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College Work-Study Student Assistant \$7.00/hr	36
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SPECIAL SERVICES

Art Model \$14.00/hr	8
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Community Services Specialist I \$27.40/hr	57
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List(s) available in the Human Resources Office and attached to permanent minutes.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	January 10, 2005

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

*Requested Action: Approval/Ratification*

**RECOMMENDATION NO. 9 ORGANIZATIONAL MEMBERSHIPS, 2004-2005**

*Requested Action: Approval/Ratification*

Organizational memberships for 2004-2005:

Accreditation

National League for Nursing Accrediting Commission (NLNAC)

*Comment: NLNAC was previously approved as part of National League for Nursing (NLN), but separate approval is required for payment.*

Board Organization

Consortium of Under-Funded Districts (payable to Long Beach City College Foundation)

*Comment: The Under-funded districts will be contracting for strategic services to plan for the funding of equalization. Each of the under-funded districts will contribute \$5,000 to the consortium.*

Student Services Organizations

The College Board

Consortium of Southern California Colleges and Universities

Funding Source: 2004-05 Departmental Budgets

*Comment: The approved 2004-05 budget includes the costs of these additional organizational memberships.*

KCRW

Development Exchange, Inc.

Integrated Media Association

*Comment: The costs of these additional memberships for KCRW are covered by donations to KCRW.*

*Comment: Organizational memberships are submitted to the Board for approval twice a year (June and January). These memberships were requested after the annual approval in July, 2004.*

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	January 10, 2005

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 10      CONTRACTS AND CONSULTANTS**

*Requested Action: Approval*

10-A ACCOUNTING SERVICES PAYMENT

Payment in the amount of \$325 to VICENTI LLOYD STUTZMAN LLP for services to assist the District in the completion of the Data Collection Form required by Federal law to report the District's participation in Federal programs.

Funding Source:            2004-2005 Budget/Fiscal Services

Comment:            The District is required to file a Data Collection Form regarding all federal programs in which the District participates with the Federal Audit Clearinghouse. The services related to the preparation of this form are outside the scope of the District's auditing agreement.

10-B ON-LINE PUBLISHING AGREEMENT

Agreement with COLLEGE PUBLISHER, INC. to provide services related to the on-line publication of the CORSAIR newspaper. There are no District costs related to the agreement. College Publisher, Inc. retains revenue from the exclusive right to the use of five on-line advertising positions per issue. College Publisher will observe the CORSAIR advertising policy with respect to ad content.

10-C PUBLIC RELATIONS AGREEMENT

Agreement for the period of January 11, 2005 through June 30, 2005 with DAVIDSON & CHOY PUBLICITY to provide public relations and arts media outreach services related for the Madison Theater project. Fees for the services will be \$1,000 per month plus reimbursement of actual and necessary expenses.

Funding Source:            2004-2005 Budget/Madison Theater

Comment:            Davidson & Choy Publicity has extensive experience in promoting arts entertainment including print, internet, radio and television media.



<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	January 10, 2005

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 10**    **CONTRACTS AND CONSULTANTS** *(continued)*

10-D KCRW AGREEMENTS

- (1)    ALCHEMY COMMUNICATIONS, INC. for the period of January 1, 2005 through June 30, 2005 to provide web hosting services for a fee not to exceed \$36,800.
- (2)    CROWN CASTLE INTERNATIONAL for the site agreement in Mojave, California for the period of May 1, 2005 through April 30, 2010. Annual fee not to exceed \$8,640.
- (3)    LAZER BROADCASTING CORPORATION for the lease of South Mountain, California for KCRW transmission for the period of February 1, 2005 through January 31, 2006. Annual fee not to exceed \$7,200.

Funding Source:            KCRW Donations and Grants

Comment:            KCRW raises funds for all operating and capital expenses of the station.

10-E RENTAL OF CLASSROOM SPACE

Agreement with the Institute of Reading Development for the rental of classroom space at Santa Monica College in exchange for a percentage of the enrollment fees generated.

Comment:            The Institute of Reading Development offers reading programs for children and adults. The program will be publicized in the Continuing and Community Education schedule of classes; however, all enrollment is done through IRD. The classroom use will not conflict with any District programs.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	January 10, 2005

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 11 FACILITIES**

11-A AWARD OF BID – BUNDY CAMPUS, SITE IMPROVEMENTS – PHASE 3

Award of bid for the Bundy Campus, Site Improvements – Phase 3 project to the lowest responsive bidder:

<u>Bidder</u>	<u>Bid Amount</u>
Bernards Bros., Inc.	\$1,659,000
G.B. Cooke, Inc.	2,030,000

Funding Source: Measure U

Comment: This project completes the initial site improvements for the Bundy Campus. These improvements have been staged in several phases and include landscaping, security, infrastructure, paving, and lighting.

11-B SUBSTITUTION OF SUBCONTRACTORS – RENOVATION OF WEST BUILDING, BUNDY CAMPUS

BERNARDS BROS. CONSTRUCTION COMPANY, general contractor for the Renovation of West Building, Bundy Campus requests the following listed subcontractor substitutions:

Replace listed Landscape Subcontractor SALAZAR LANDSCAPE, Anaheim, California with ADVANCED LANDSCAPE, Woodland Hills, California.

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

11-C CHANGE ORDER NO. 2 – RENOVATION OF WEST BUILDING, BUNDY CAMPUS

Change Order No. 2 BERNARDS BROTHERS CONSTRUCTION COMPANY on the RENOVATION OF WEST BUILDING, BUNDY CAMPUS project.

Original Contract Amount	\$ 14,979,000
Change Order No. 1	6,900
Change Order No. 2	<u>297,479</u>
Revised Contract Amount	\$15,289,379

Funding Source: Measure U

Comment: Change Order No. 2 provides for District requested installation of underground utilities including sewer, storm drain, electrical for site parking, and telecommunication services. The change order also includes new metal panel siding to match existing and the removal of non-functional fire sprinkler system valves.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	January 10, 2005

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 11**    **FACILITIES** *(continued)*

11-D AGREEMENT FOR ARCHITECTURAL SERVICES – CORSAIR FIELD RENOVATION

Agreement with CALDWELL ARCHITECTS for architectural services associated with the Corsair Field Renovation project for an amount not to exceed \$35,000, plus reimbursable expenses.

Funding Source:            Measure S

Comment:            This agreement provides for the planning, design and construction administration for the upgrading of Corsair Field to an all-weather artificial turf. The current use of the field is limited due to the frequent damage to the grass surface. The renovation of the field to artificial turf would allow additional educational and community uses of the field and would make the field suitable to competition soccer in addition to football.

11-E CONSTRUCTION ESCROW AGREEMENT – NEW MUSIC AND PERFORMING ARTS COMPLEX – MADISON CAMPUS

The retention payments due to FTR INTERNATIONAL for the New Music and Performing Arts Complex – Madison Campus project to be paid into an escrow account held by Mellon 1<sup>st</sup> Business Bank pursuant to Public Contracts Code Section 22300.

Funding Source:            Measure S

Comment:            FTR International has requested to exercise its right under the Public Contract Code to have the retention portion of their payments placed in an escrow account until principal and interest earned is released by the District.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	January 10, 2005

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 11    FACILITIES (continued)**

11-F    AMENDMENT – CPI INCREASE ON MONTH-TO-MONTH LEASE, AIRPORT SHUTTLE LOT

Increase the monthly lease with the CITY OF SANTA MONICA for the following facility to reflect the annual CPI increase:

<u>Facility</u>	<u>Increase</u>	<u>New Amount</u>	<u>Effective Date</u>
Airport Shuttle Lot	\$265.11	\$6,156.46	01/01/05

Funding Source:            2004-2005/2005-2006 Budgets

Comment:            The annual CPI increases are included in the agreements with the City.

11-G    QUARTERLY POOL PAYMENT UNDER JOINT USE OF FACILITIES AGREEMENT WITH THE CITY OF SANTA MONICA

Quarterly payments to the CITY OF SANTA MONICA for the District's share of maintenance and operation costs of the new pool under the terms of the Joint Use of Facilities Agreement:

July 1 – September 30, 2004	\$40,735.22
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Funding Source:            2004-2005 District General Fund

Comment:            Under the terms of the Joint Use of Facilities Agreement with the City of Santa Monica, the District pays a pro rata share based on the number of hours the College uses the pool compared to the total hours of pool use by all parties. There was a delay in obtaining adequate back-up for the invoices for the last three quarters of 2003-04.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	January 10, 2005

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 12      COMMERCIAL WARRANT REGISTER**

*Requested Action: Approval/Ratification*

November 1 – November 30, 2004	1340 – 1374	\$4,862,688.13
December 1 – December 31, 2004	1376 – 1410	\$5,334,603.28

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

**RECOMMENDATION NO. 13      PAYROLL WARRANT REGISTER**

*Requested Action: Approval/Ratification*

November 1 – November 30, 2004	CID – C2E	\$7,162,136.80
December 1 – December 31, 2004	CIE – C2F	\$7,193,940.38

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

**RECOMMENDATION NO. 14      AUXILIARY PAYMENTS & PURCHASE ORDERS**

*Requested Action: Approval/Ratification*

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.

	Payments	Purchase Orders
November 1 – December 31, 2004	\$764,100	\$13,883

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

**RECOMMENDATION NO. 15      DIRECT PAYMENTS**

*Requested Action: Approval/Ratification*

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.

November 1 – December 31, 2004	DC000311 – D000617	\$47,298.58
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<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	January 10, 2005

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 16      PURCHASING**

*Requested Action: Approval/Ratification*

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

November 1 – December 31, 2004                      \$860,606.05

16-B DECLARATION OF SURPLUS EQUIPMENT

Declare as surplus and authorize the disposal of the following Cosmetology furniture/equipment:

- 45 double sided hair dressing stations
- 90 station chairs
- 19 hair dryer stations
- 1 front counter cabinetry

Comment: The above furniture/equipment is obsolete and the Cosmetology Department has received VTEA funding for the replacement. There are no public or private cosmetology schools interested in this furniture/equipment.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 10, 2005

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 17      2005-2006 NONRESIDENT TUITION RATE**

It is recommended that for 2005-2006 the Board of Trustees adopt the rate of \$155 per unit per semester for nonresident tuition based on a rate not more than the District's base and not less than the statewide base, effective summer session, 2005.

It is further recommended that the Board of Trustees adopt a \$25 per semester unit capital outlay recovery surcharge for nonresident tuition to be charged to nonresident students who are both citizens and residents of a foreign country, effective summer session 2005.

Comment: Education Section 76140 authorizes districts to charge a nonresident tuition fee in the event it chooses to admit nonresident students. It also authorizes districts to charge a capital outlay recovery surcharge to nonresident students who are both citizens and residents of a foreign country so that the district may recover a prorata share of its capital outlay expenses.

This is an increase of \$6 per unit per semester for nonresident tuition and \$3 per semester unit capital outlay recovery surcharge. The District's base is \$175 per unit, and the statewide base is \$151 per unit. There was no increase for 2004-2005 because of the strong U.S. dollar; however, that is not the case this year. A five percent increase in tuition over the two-year period is unlikely to impact enrollment. However, the District will continue to monitor enrollment projections due to ongoing restrictive visa policies now in place.

MOTION MADE BY: Dorothy Ehrhart-Morrison  
 SECONDED BY: Herbert Roney

Public Comments

Sadia Afolabi

STUDENT ADVISORY: No  
 AYES: 6  
 NOES: 0  
 ABSENT: 1 (Quiñones)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 10, 2005

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 18**      **NOMINATION TO CCCT BOARD OF DIRECTORS**

It is recommended that the Board of Trustees nominate a trustee for election to the California Community College Trustees (CCCT) Board of Directors.

COMMENT:            Nominations for membership on the CCCT Board of Directors will be accepted in the CCLC office from January 1 through February 15, 2005. Each district may nominate members of its board, but only one trustee per district may serve on the board.

The election of members of the CCCT Board will take place between March 10 and April 25, 2005. Ten persons will be elected to the board this year; the ten candidates to receive the most votes will serve two-year terms. The election results will be announced May 1, 2005 and newly elected members of the board will assume their responsibilities at the conclusion of the annual conference, May 1.

No action taken.



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	January 10, 2005

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 19**      **AGREEMENT FOR CONSULTING SERVICES – BUNDY CAMPUS MASTER PLAN**

It is recommended that the Board of Trustees approve the following consultants to prepare a master plan, environmental studies and public outreach component for the Bundy Campus:

	Provider	Service	Amount
A.	WWCOT	Architectural Master Plan	Not to exceed \$220,000 plus reimbursable expenses
B.	Christopher A. Joseph & Associates	Master Plan environmental consultant and preparation of a full Environmental Impact Report if necessary	Not to exceed \$50,000 for Master Plan services; not to exceed \$65,000 for EIR; plus reimbursable expenses
C.	Kaku Associates	Full Traffic Study	Not to exceed \$65,000 plus reimbursable expenses
D.	Urban Dimensions	Community Outreach, for the period of January 11 through June 30, 2005.	Not to exceed \$ 27,000 plus reimbursable expenses

Funding Source:            Measure U

Comment:            The master plan for the Bundy Campus site will assist the District in addressing concerns expressed by the City of Santa Monica, City of Los Angeles, and neighborhood groups. These organizations are concerned about the college's future plans for the site and traffic and access issues. The Board of Trustees will receive updates on the Bundy Master Plan at regular monthly Board meetings.

MOTION MADE BY:            Dorothy Ehrhart-Morrison  
 SECONDED BY:                Herbert Roney

Public Comments

W. Scheduling  
 Zina Josephs

STUDENT ADVISORY:        No  
 AYES:                            6  
 NOES:                            0  
 ABSENT:                        1 (Quiñones)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	January 10, 2005

BOARD POLICY

**RECOMMENDATION NO. 20**      **SECOND READING AND APPROVAL**  
**GENERAL DISTRICT, SECTION 2250, DISTRICT**  
**PLANNING AND ADVISORY COUNCIL**

It is recommended that the Board of Trustees conduct a second reading and approve Proposed Board Policy Section 2250, District Planning and Advisory Council.

**ARTICLE 2200: PARTICIPATORY GOVERNANCE**

BP 2250      District Planning and Advisory Council

The Board of Trustees establishes the District Planning and Advisory Council. The Board recognizes the Council as the body primarily responsible for making recommendations to the Superintendent/President on all matters that are not otherwise the primary responsibility of the Academic Senate (BP 2210), Classified Senate (BP 2220), Associated Students (BP 2230) or the Management Association (BP 2240) ~~or within the scope of collective bargaining.~~ Issues include, but are not limited to, District budget, facilities, human resources, instruction, student services and technology planning. Discussion of these issues by the CCouncil will not supplant the collective bargaining process.

The District Planning and Advisory Council shall comprise representatives of the faculty (Academic Senate and Faculty Association), classified staff (Classified Senate and CSEA), students (Associated Students) and management (Administration/Management Association), who shall mutually agree upon the numbers, privileges, and obligations of Council members. The District Planning and Advisory Council shall establish its own procedures in conformity with the law.

Comment: This policy has been developed in response to the recommendation of the Accreditation Team regarding institutional planning and governance. Consensus was reached on this proposed policy by the Governance Structure Work Group at its meeting on November 30, 2004 and the proposed policy was presented to the Board for a first reading on December 6<sup>th</sup>. Revisions based on input from constituencies have been suggested for the second reading.

MOTION MADE BY:            Dorothy Ehrhart-Morrison  
 SECONDED BY:              Herbert Roney  
 STUDENT ADVISORY:        Aye  
 AYES:                            6  
 NOES:                            0  
 ABSENT:                        1 (Quiñones)

**BOARD OF TRUSTEES**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

**ADJOURNMENT**

January 10, 2005

ADJOURNMENT: 9:01 p.m.

The meeting was adjourned in memory of **Mary Margaret Morrison**, a retired SMC classified staff member in Auxiliary Services.

The Board of Trustees will hold a Retreat on Friday, January 28, 2005, 8:30 a.m. to 3 p.m. in Business Building Room 111, Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, February 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.