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

**REGULAR MEETING
MONDAY, JUNE 6, 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

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, June 6, 2005.

5:30 p.m. – Closed Session

7:00 p.m. – Public Meeting

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

I. **ORGANIZATIONAL FUNCTIONS**

Page No.

- A Call to Order
- B Roll Call

I

II. **CLOSED SESSION** (*Scheduled for 5:30 p.m.*)

- Collective Bargaining, pursuant to Government Code Section 54957.6
- Litigation, pursuant to Government Code Section 54956.9
Los Angeles Superior Court Case # BC 308734

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

- C Pledge of Allegiance
- D Installation of Student Trustee
- #1 Approval of Minutes: May 9, 2005

IV. **SUPERINTENDENT'S REPORT**

- 26th Annual Student Photography Show Winners - Professor Larry Jones
 - Ken Thompson - Best of Show
 - Samuel Frost - Best Color
 - David Choo - Best Black and White
 - Michaela Kindle - Best Commercial
 - Diana Brown – Best Experimental
 - Sita Marlier - Best Photo I Slide
 - David Choo, Honorable Mention, Commercial
 - John Milios, Honorable Mention, Black and White
- Management Association Update/Classified Staff Recognition Award
- Recognition of Lesley Kawaguchi, outgoing Academic Senate President
- Update on Bundy Campus Master Plan
- Interior Architectural Design Program Award
- Institutional Fiber Optic Network (I-Net)
- Budget Update

- V. **ACADEMIC SENATE REPORT**
- VI. **CLASSIFIED SENATE REPORT**
- VII. **COMMUNICATIONS OR PUBLIC COMMENTS**
- VIII. **CONSENT AGENDA** *(All items considered in one motion unless pulled for discussion or questions)*

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XII. INFORMATION

XIII. BOARD REPORTS AND COMMENTS

XIV. ADJOURNMENT: There will be a special meeting of the Santa Monica Community College District Board of Trustees on Monday, June 20, 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.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Wednesday**, July 6, 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

June 6, 2005

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

II. CLOSED SESSION

- Collective Bargaining
pursuant to Government Code Section 54957.6
- Litigation, pursuant to Government Code Section 54956.9
Los Angeles Superior Court Case # BC 308734

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

- C. PLEDGE OF ALLEGIANCE – *Dina Cervantes, outgoing Student Trustee*
- D. INSTALLATION OF STUDENT TRUSTEE

Board Chair Carole Currey will administer the Oath of Allegiance to Belinda Phillips and install her as Student Trustee.

RECOMMENDATION NO. I APPROVAL OF MINUTES

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

May 9 2004 (Regular Meeting)

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 6, 2005

CONSENT AGENDA

It is recommended that the Board of Trustees take the action requested on Consent Agenda Recommendations #2-#27.

Recommendations pulled for separate action:

Action on Consent Agenda

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 6, 2005

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 2 **AUTHORIZATION TO ENTER INTO CONTRACTS TO EXECUTE TERMS OF CONTINUING GRANTS**

Requested Action: Authorization

Requested Authorization: Thomas J. Donner, Interim Superintendent/President to enter into contracts on behalf of the Santa Monica Community College District to execute terms of continuing grants:

Grants: The Professional Development Institute (PDI) for Child Development Instructors Grant
 This grant was accepted by the Board in July 2002 for a total amount of \$1,533,390 over a period of five years. The proposed project is a collaborative effort on behalf of the college, the Santa Monica-Malibu Unified School District, Connections for Children, St. John’s Child and Family Development Center and the Santa Monica Child Care and Early Education Task Force. The grant provides professional development opportunities and mentoring for early childhood educators and in-home family day care providers.

Comment: This authorization is requested in order to implement the contracts necessary to comply with terms of the grants for the District to provide services and training. Authorization includes, but is not limited to, contracts for services and facilities and payment to participants, if applicable.

Funding Source: Payments for all services and contracts will be from grant funds

BOARD OF TRUSTEES**ACTION**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

June 6, 2005

CONSENT AGENDA: ANNUAL RECOMMENDATIONS**RECOMMENDATION NO. 3 ELECTION OF PERSONNEL***Requested Action: Approval of the following annual elections/re-elections, effective July 1, 2005.*

Academic Personnel to the appropriate place on their respective 2003 salary schedules for the 2005-06 fiscal year.

1. Contract and Regular Academic Personnel
2. Academic Hourly, Adult Education, Emeritus College and Substitutes

Classified Personnel to the appropriate place on their respective 2002 salary schedules for the period such salary schedules are effective.

Academic Management and Classified Management and Confidential and other unrepresented personnel except those with individual employment contracts to the appropriate place on their respective 2002 salary schedules.

Comment: Lists on file in the Human Resources office and attached to the permanent minutes. All academic and classified personnel (including managers and confidentials), need to be re-elected for the upcoming fiscal year for budgetary reasons and payroll processing.

RECOMMENDATION NO. 4 ADMINISTRATIVE EMPLOYMENT AGREEMENTS

Requested Action: Approval of the employment agreements for all current academic administrators in the following positions, effective July 1, 2005:

Dean
 Associate Dean
 Assistant Dean
 Director
 Assistant Director

Comment: Administrative employment agreements must be approved annually by the Board of Trustees as required by Education Code Section 72411. The signed agreements will be on file in the Human Resources Office. All academic administrators need to be re-elected for the upcoming fiscal year for budgetary reasons and payroll processing.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 6, 2004

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 5

Requested Action: Adoption

**RESOLUTION FIXING THE EMPLOYER'S
CONTRIBUTION UNDER THE PUBLIC
EMPLOYEES' MEDICAL AND HOSPITAL CARE
ACT**

WHEREAS, (1) Government Code Section 22825.6 provides that a local agency contracting under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employers' contribution at an amount not less than the amount required under Section 22825 of the Act, and

WHEREAS, (2) Santa Monica Community College District, hereinafter referred to as Public Agency is a local agency contracting under the Act for participation by members of the classified and certificated units;

WHEREAS, (3) Santa Monica Community College District, hereinafter referred to as Public Agency is a local agency contracting under the Act for participation by members of the Special Districts hereinafter referred to as the Board of Trustees and the Personnel Commission; now, therefore be it

RESOLVED, (4) That the employer's contribution for each employee who is a member of and each annuitant who retired from employment which would be covered by the above identified recognized employee organization enrolled in PERS health benefits plans shall be as follows:

\$481.85 per month tenthly (\$401.54 per month twelfthly), effective August 1, 2005

and that the contribution shall be in addition to those amounts contributed by the Public Agency for administrative fees and to the Contingency Reserve Fund.

Comment: The base medical benefit amount is to be increased annually in accordance with the benefits article in the contract agreements with CSEA and the SMC Faculty Association, and by Board Resolution covering the Special Districts.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 6, 2005

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 6 **DESTRUCTION OF CLASS 3 RECORDS**

Approve the destruction of class 3 records stored for admissions and records, financial aids, and business services.

Comment: This is an annual recommendation for class 3 records which are disposable records that have been maintained for at least three years. This classification includes such items as enrollment cards, add-drop cards, purchase orders, periodic reports, and attendance records. All data from these source documents has been recorded on a higher classification record that is stored.

RECOMMENDATION NO. 7 **AUTHORIZATION TO TRANSFER FUNDS FOR 2005-2006**

Authorize Thomas J. Donner, Interim Superintendent/President, to make cash loans between district funds whenever such transfers are needed to cover cash flow and to permit payment of obligations. The amount of any individual transfer to any fund shall not exceed \$3,000,000.

These authorized transfers are temporary in nature, to be accounted for as loans between funds, and are not to be treated as income or as a contribution from one fund to another.

Any transfers made during the year shall be repaid by no later than fiscal year end. Any transfers within 120 days of year-end may be repaid next year, provided any such intended carry-over is reported to the Board.

A report of transfers made each month is to be provided to the Board in the following month or earlier. Transfers are to be in accordance with legal requirements.

This action and written authorization by the person herein designated may be used by the County Office of Education to permit transfers and repayments.

Comment: This is an annual authorization to allow the District to move money between funds to meet cash flow needs.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 6, 2005

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 8 YEAR-END APPROPRIATIONS TRANSFER

In accordance with the provisions of Section 85201 of the Education Code, authorize the County Superintendent of Schools to make appropriate transfers necessary at the close of the fiscal year 2005-2006 to permit the payment of obligations of the district incurred during the year.

Comment: This action is a recurring practice of the County Superintendent of Schools which permits the processing of warrants and liabilities for the District during the closing of the financial records for the fiscal year.

RECOMMENDATION NO. 9 DISPOSAL OF SURPLUS PROPERTY

Disposal of surplus equipment through public auction, private sale (if under \$2,500) or other means deemed appropriate as required during fiscal year 2005-2006.

Comment: Education Code Section 81450 defines surplus equipment as equipment no longer required or suitable for college use or equipment that should be disposed of for the purpose of replacement. Surplus equipment is stored in the District warehouse which has limited space. The District periodically needs to dispose of equipment that is in disrepair or is obsolete and is no longer needed.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 6, 2005

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 10 ANNUAL CONTRACTS AND CONSULTANTS

Requested Action: Approval/Renewal of the following annual contracts for the period of July 1, 2005 through June 30, 2006:

10-A ACADEMIC AND STUDENT AFFAIRS

	Provider	Service	Amount	Funding Source
1	Retired Senior Volunteer Program (RSVP) of Santa Monica	Placement of 50 older adult volunteers on the SMC campus for a total of 44 weeks	Not to exceed \$8,500	2005-2006 District Budget
2	California Mathematics Diagnostic Project (MDTP)	Allows the District to use copyrighted testing and scoring materials connected with matriculation-related assessment of students.	\$2,000	2005-2006 District Budget/Matriculation
3	Sandi Eisenberg, dba Total Recall Captioning	Real-time captioning services to non-signing deaf and hard of hearing students	Not to exceed \$47 per hour, total amount not to exceed \$95,000	2005-2006 District Budget/Disabled Students
4	Rapidtext	Real-time captioning services to non-signing deaf and hard of hearing students	Not to exceed \$65 per hour, total amount not to exceed \$7,500	2005-2006 District Budget/Disabled Students
5	Accommodating Ideas	Sign language interpreters for an influx of deaf students at the beginning of each semester and for an on-going need for emergency substitutes	Not to exceed \$65 per hour, total amount not to exceed \$40,000. Mileage charges will be billed at \$.33 per mile	2005-2006 District Budget/Disabled Students
6	Links	Sign language interpreters for an influx of deaf students at the beginning of each semester and for an on-going need for emergency substitutes	Total amount not to exceed \$10,000	2005-2006 District Budget/Disabled Students

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 6, 2005

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 10 ANNUAL CONTRACTS AND CONSULTANTS

10-A ACADEMIC AND STUDENT AFFAIRS (continued)

7	Irene Wolt	To provide technical support related to universal access to technology and information, including research of video captioning options, producing captioned media and coordinating captioning projects	\$4,525 per month, total not to exceed \$54,3000	2005-2006 District Budget/Disabled Students
8	Child Care Providers (list on file in the office of the Director of Child Care Services)	To provide child care services for CalWORKS and Pico Partnership recipients. Comment: Students are required to be enrolled in at least 6 units for fall and spring, and 3 units for winter and summer. Each student completes a child care contract stating the dates needed, the category of child care and the child care fee. Students can either choose from a list of licensed providers on file or they may find a licensed provider on their own.	Payment rate is consistent with the California Department of Education/Child Development Division maximum reimbursement rate	CalWORKS, City of Santa Monica/Chancellor's Office (Pico Partnership)
9	Gregory F. Barattini, International Marketing Consultant	Advertising campaign to promote Santa Monica College for international student enrollment/recruitment	\$1,500 per month, plus expenses	2004-005 District Budget/International Students
10	Bally Total Fitness	Rental of space and equipment to conduct specific anaerobic exercise classes. The District does not have the equipment necessary for these particular classes.	\$60 per student	2005-06 District Budget Costs completely covered by student fees (no cost to District)

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 6, 2005

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 10 ANNUAL CONTRACTS AND CONSULTANTS

10-A ACADEMIC AND STUDENT AFFAIRS (continued)

11	Bodies in Motion	Rental of space and equipment for physical education classes. Comment: Education Code Section 26395 authorizes districts to impose a fee on students participating in physical education courses in non-district facilities. Appropriate protective gear will be required for students in these classes.	\$60 per student for boxing or spinning classes	2005-06 District Budget Costs completely covered by student fees (no cost to District)
12	Rockreation Climbing Gym	Rental of space and equipment for physical education classes. Comment: Education Code Section 26395 authorizes districts to impose a fee on students participating in physical education courses in non-district facilities. Appropriate protective gear will be required for students in these classes.	\$100 per sent for rock climbing	2005-06 District Budget Costs completely covered by student fees (no cost to District)
13	Spectrum Club	Rental of space and equipment for physical education classes. Comment: Education Code Section 26395 authorizes districts to impose a fee on students participating in physical education courses in non-district facilities. Appropriate protective gear will be required for students in these classes.	\$50 per student for spinning	2005-06 District Budget Costs completely covered by student fees (no cost to District)

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 6, 2005

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 10 ANNUAL CONTRACTS AND CONSULTANTS

10-B CONTINUING AND COMMUNITY EDUCATION

	Provider	Service	Revenue
1	The Learning Adventure	Rental of classroom space at Santa Monica College in exchange for a percentage of the enrollment fees generated. Comment: The Learning Adventure 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 The Learning Adventure. The classroom use will not conflict with any District programs.	Revenue generated by registration fees charged
2	Institute of Reading Development	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.	Revenue generated by registration fees charged
3	Gatlin Education	Agreement for online classes to be offered through SMC's Continuing and Community Education Program in exchange for a percentage of the enrollment fees generated. Comment: Gatlin Services offers online certification programs and provides the course contents and instructors. All programs have been reviewed with the respective department chairs.	Revenue generated by registration fees charged

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 6, 2005

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 10 ANNUAL CONTRACTS AND CONSULTANTS

10-B CONTINUING AND COMMUNITY EDUCATION (continued)

4	Education Fitness Solutions (EFS)	<p>Agreement for the provision of an online professional certification in personal fitness training in exchange for a percentage of the enrollment fees generated.</p> <p>Comment: EFS is an outgrowth of a collaboration between San Diego State University's College of Extended Studies, faculty members, industry experts, internship affiliates, colleges/ universities, national organizations and its Board of Advisors. SMC will offer the program which has been reviewed with SMC's KDR department chair and athletics director.</p>	Revenue generated by registration fees charged
5	Thomson Computaught	<p>Agreement to offer online classes through SMC's Continuing and Community Education program in exchange for a percentage of the enrollment fees generated.</p> <p>Comment: Thomson Computaught offers online Real Estate and Home Inspection courses. The course content has been reviewed with the appropriate department chair.</p>	Revenue generated by registration fees charges

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 6, 2005

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 10 ANNUAL CONTRACTS AND CONSULTANTS

10-C AUXILIARY SERVICES

	Provider	Service	Amount	Funding Source
1	Norton Medical Industries	Drug testing services to transportation employees pursuant to Board Policy 3116	Not to exceed \$1,000	2005-2006 Transportation Budget
2	Sherry A. Heaton	Advertising consulting services including the sale of advertising space in the Corsair and special advertising supplements	25 percent of revenues received	2005-2006 Auxiliary Budget
3	Nu-Crest Company	Electronic equipment maintenance for Bookstore	Not to exceed \$9,000	2005-2006 Auxiliary Budget
4	Coast Professional	Debt collection service	25 to 35% on all amounts collected	Amounts collected

10-D FISCAL

	Provider	Service	Amount	Funding Source
1	MedicWare	Electronic medical records software	Not to exceed \$3,000	2005-2006 Health Services Budget
2	School Services of California	Special services/legislative advocacy	\$3,465 per month plus reimbursement of actual and necessary goods & services	2005-2006 Board of Trustees Budget
3	SixTen and Associates	Mandated Cost Claim services	Not to exceed \$24,000	State Mandated Cost Program reimbursement
4	Los Angeles County Office of Education	Computer network services & support; three-year agreement	Not to exceed \$10,000 per year	2005-2008 Fiscal Services budgets

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 6, 2005

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 10 ANNUAL CONTRACTS AND CONSULTANTS

10-E RISK MANAGEMENT

	Provider	Service	Amount	Funding Source
1	Carl Warren & Company	Claims management services for the District's self-insured property and liability insurance program	Hourly rate basis for an amount not to exceed \$30,000	2005-2006 Risk Management Budget
2	Santa Monica Bay Physicians	Industrial injury medical services to District employees	Not to exceed \$1,000	2005-2006 Risk Management Budget
3	Paradise Consulting	Tabulation services of the annual Average Vehicle Riders (AVR) survey as required by the City of Santa Monica as part of the District's Emissions Reduction Plan	Not to exceed \$600	2005-2006 Risk Management Budget
4	American Scientific Laboratories	Wastewater sampling and testing twice a year as a required by the City of Santa Monica	Not to exceed \$10,000	2005-2006 Risk Management Budget
5	Gary McGavin	Disaster preparedness consulting & training	Not to exceed \$15,000	2005-2006 Risk Management Budget
6	Charish Ergonomics, Inc.	Ergonomic evaluations and counseling to reduce Workers' Comp claims	Not to exceed \$10,000	2005-2006 Risk Management Budget
7	Maureen Sassoon	Safety consulting services to include training, air monitoring lab pick-up, chain-of-custody, lab fees and written reports as necessary to investigate health and safety issues	Not to exceed \$25,000	2005-2006 Risk Management Budget
8	Keenan & Associates	Loss control and Worker's Compensation claim minimization services; bi-weekly hazardous waste inspections; safety training program for Maintenance, Operations and Grounds departments	Not to exceed \$3,000	2005-2006 Risk Management Budget

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 6, 2005

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 10 ANNUAL CONTRACTS AND CONSULTANTS

10-E RISK MANAGEMENT (continued)

9	Center for Health Enhancement (formerly Horizon Health Services)	Physical examinations of District employees to determine if an employee is physically able to wear a respirator during his/her work assignment and/or evaluate employees exposed to formaldehyde, to be in compliance with Title 8 of the California Code	Not to exceed \$1,000	2005-2006 Risk Management Budget
10	California Laboratories & Development, Inc.	Testing & hygiene certification for fume hoods in science labs to achieve federal and state compliance	Not to exceed \$14,000	2005-2006 Risk Management Budget
11	3E Company	Online training and compliance tracking for chemical hazard communication and injury/illness prevention	Not to exceed \$27,500	2005-2006 Risk Management Budget
12	Medadent Biomedical Waste	Remove biomedical waste from Health Sciences, Life Sciences & Student Health Office	Not to exceed \$6,000	2005-2006 Risk Management Budget
13	California Contract Commercial Designs	Provide emergency evacuation signs as needed	Not to exceed \$5,000	2005-2006 Risk Management Budget
14	Environmental Sampling Techniques	Industrial waste water sampling & analysis	Not to exceed \$1,200	2005-2006 Risk Management Budget
15	Dimensions Unlimited	Maintenance of Hazard Mitigation Plan	Not to exceed \$2,000	2005-2006 Risk Management Budget

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 6, 2005

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 10 ANNUAL CONTRACTS AND CONSULTANTS

10-F MARKETING, COMMUNITY OUTREACH AND RECRUITMENT

	Provider	Service	Amount	Funding Source
1	Randy Bellous Productions	Media services	Not to exceed \$20,000 plus reimbursable expenses	2005-2006 Marketing, Matriculation & Financial Aid budgets
2	Golden Cane Advertising	Advertising services	Not to exceed \$53,375 plus reimbursable expenses	2005-2006 Marketing, Matriculation & Financial Aid budgets
3	Will Lewis Associates	Advertising services	Not to exceed \$45,000 plus reimbursable expenses	2005-2006 Marketing, Matriculation & Financial Aid budgets
4	Sergio Ortiz	Media services	Not to exceed \$12,000 plus reimbursable expenses	2005-2006 Marketing, Matriculation & Financial Aid budgets
5	Peevers Creative Services	Editorial copywriting, photography & student profiles	Not to exceed \$20,000 plus reimbursable expenses	2005-2006 Marketing, Matriculation & Financial Aid budgets
6	We Search Research	Editorial copywriting; information research & verification	Not to exceed \$15,000 plus reimbursable expenses	2005-2006 Marketing, Matriculation & Financial Aid budgets
7	KPWR 105 FM Radio	Fall 2005 radio advertising for student recruitment	Not to exceed \$80,000	2005-2006 Marketing, Matriculation & Financial Aid budgets
8	KROQ 106.7 FM Radio	Fall 2005 radio advertising for student recruitment	Not to exceed \$120,000	2005-2006 Marketing, Matriculation & Financial Aid budgets
9	LA Weekly newspaper	2005-2006 print advertising for student recruitment	Not to exceed \$68,000	2005-2006 Marketing, Matriculation & Financial Aid budgets
10	La Opiñon newspaper	2005-2006 print advertising for student recruitment	Not to exceed \$22,400	2005-2006 Marketing, Matriculation & Financial Aid budgets
11	SurfSantaMonica.com	Editorial & production services for public outreach communication	Not to exceed \$35,000	2005-2006 Marketing budget
12	Barbara Jacobs	Program coordinating services for Academy of Entertainment & Technology outreach speaker series	Not to exceed \$10,000	2005-2006 Marketing budget

BOARD OF TRUSTEES Santa Monica Community College District	Action June 6, 2005
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CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 10 ANNUAL CONTRACTS AND CONSULTANTS

10-G CONSTRUCTION SERVICES

	Provider	Services	Amount	Funding Source
1	Geolabs- Westlake Village	Geotechnical services	\$70 to \$200 per hour up to \$450 per final report	State Construction Grants/FEMA/Measure U or S/ District Capital Funds
2	Ellis Environmental	Hazardous material monitoring & testing	\$40 to \$200 for on-site services & up to \$500 per laboratory test	State Construction Grants/FEMA/Measure U or S/ District Capital Funds
3	Twining Labs	Construction material testing, special inspection services & geotechnical services	\$55 to \$125 per hour & up to \$250 per laboratory test	State Construction Grants/FEMA/Measure U or S/ District Capital Funds
4	Signet Testing Labs	Construction material testing, special inspection services & geotechnical services	\$55 to \$135 per hour & up to \$500 per laboratory test	State Construction Grants/FEMA/Measure U or S/ District Capital Funds
5	LPI, Inc.	Construction management, program management & inspection services; two-year agreement with 4.5% increase in fees effective July 1, 2006	\$50 to \$105 per hour; \$5000 per month for Project Management Software development & support	State Construction Grants/FEMA/ District Capital Funds
6	TOMIT Consulting	Construction project management; two-year agreement with 4.5% increase in fees effective July 1, 2006	\$50 to \$105 per hour	State Construction Grants/FEMA/ District Capital Funds
7	Urban Dimensions	Community outreach	Not to exceed \$54,000 plus reimbursable expenses	State Construction Grants/FEMA/Measure U or S/ District Capital Funds
8	IVA Solutions	Security consulting	\$55 to \$125 per hour plus reimbursable expenses	State Construction Grants/FEMA/Measure U or S/ District Capital Funds

BOARD OF TRUSTEES Santa Monica Community College District	Action June 6, 2005
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CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 10 ANNUAL CONTRACTS AND CONSULTANTS

10-H LEGAL SERVICES

	Provider	Service	Amount	Funding Source
1	Harrington, Foxx, Dubrow & Canter	Legal defense for District's self-insured liability program	\$160 per hour for attorney services; \$75 per hour for paralegal services; plus expenses	2005-2006 Risk Management Budget
2	Law Offices of Larry Frierson	Collective bargaining & employment relations	\$200 per hour for attorney services; \$75 per hour for paralegal services; plus expenses	2005-2006 Human Resources Budget
3	Liebert, Cassidy, Whitmore	Human Resources, Student Services issues	\$160 to \$260 per hour for attorney services; \$95 to \$110 per hour for paralegal services; plus expenses	2005-2006 Human Resources Budget
4	Atkinson, Andelson, Loya, Ruud & Romo	Human Resources, Student Services issues	\$135 to \$225 per hour for attorney services; \$100 per hour for paralegal services; plus expenses	2005-2006 Human Resources Budget
5	Harding, Larmore, Mullen, Jakle, Kutcher & Kozal	Municipal, land use & CEQA issues	\$200 to \$323 per hour plus expenses	2005-2006 Business & Administration
6	Newman, Aaronson, Vanaman	Municipal, land use & CEQA issues	\$275 per hour plus expenses	2005-2006 Business & Administration
7	Public Agency Law Group	Facilities & construction issues	\$110 to \$340 per hour for attorney services; \$90 per hour for paralegal services; plus expenses	2005-2006 Business & Administration/District Capital Funds

BOARD OF TRUSTEES Santa Monica Community College District	Action June 6, 2005
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CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 10 ANNUAL CONTRACTS AND CONSULTANTS

10-1 HUMAN RESOURCES/PERSONNEL COMMISSION SERVICES

	Provider	Service	Amount	Funding Source
1	Victoria J. Havassy, Ph.D.	To administer psychological tests to Community College Police Officer candidates and provide the District with a written evaluation of each candidate within ten working days after the administration of each test	\$330 per candidate; consultations at \$250 per employee; interviews at \$250 per employee, testing at \$75 per employee, total amount not to exceed \$2,000	2005-2006 District Budget/Human Resources
2	Westfield Investigations	To conduct background investigations for Community College Police Officer candidates and prepare written evaluations for each candidate	\$560 per candidate, not to exceed \$3,000	2005-2006 District Budget/Human Resources
3	Esquire Deposition Services	Hearing recorders to record and transcribe disciplinary and/or investigative hearings held by Personnel Commission	\$250 for half days; \$350 for full days; plus \$6.50 per page of transcriptions, plus the cost for shipping and administrative fees.	2005-2006 District Budget/Personnel Commission
4	Michael Prihar, Esq.	Hearing officer to be used to hear the appeal of a classified employee, review records and prepare reports	\$900 per day	2005-2006 District Budget/Personnel Commission

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 6, 2005

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 11 ORGANIZATIONAL MEMBERSHIPS, 2005-2006

It is recommended that the Board of Trustees approve the following organizational memberships for 2005-2006:

Accreditation

- Accrediting Commission for Community and Junior Colleges (WASC)
- American Medical Association
- Commission on Allied Health, Education and Accreditation
- Council for Higher Education Accreditation (CHEA)
- National League of Nursing (NLN)
- National League for Nursing Accrediting Commission (NLNAC)

Board Organizations

- American Association of Community Colleges
- Association of Community College Trustees
- California Association of African American Community College Trustees (CAAACCT)
- California Association of Latino Community College Trustees (CALCCT)
- Community College League of California
- Community College Leadership Development Initiative Foundation (CCLDIF)
- Consortium of Under-Funded Districts
- National Association of Latino Elected Officials (NALEO)

District-Wide Organizations

- Academic Senate for California Community Colleges
- Affirmative Action, Diversity & Equity Consortium-So. Region (AADEC-SR)
- Affirmative Action Officers Association (AAOA)
- American Association of Higher Education (AAHE)
- American Association of University Women (AAUW)
- American Council of Education (ACE)
- American Mathematical Association of Two-Year Colleges
- American Society of Composers, Authors and Publishers
- AMIDEAST
- Arts Advocates
- Associate Degree Nursing Program, Southern California Directors
- Association of Chief Human Resources Officers/Equal Opportunity Officers (ACHRO)
- Association of Community and Continuing Education (ACCE)
- Association for Institutional Research (AIR)
- Association of International Education Administrators (AIEA)
- Association of Performing Arts Presenters
- Broadcast Education Association (BEA)
- Broadcast Music, Inc. (BMI)
- California Arts Advocates
- California Association of Public Purchasing Officers, Inc. (CAPPO)
- California Association of School Business Officers (CASBO)
- California Association of Student Financial Aid Administrators
- California Campus Environmental Health and Safety Association

California Colleges for International Education (CCIE)
 California Community College Association for Occupational Education (CCCAOE)
 California Community College Chief Instructional Officers (CCCCIO)
 California Community College Chief Student Services Administrators Association
 California Community Colleges Classified Senate (CCCCS)
 California Community Colleges Counselors Association (CCCCA)
 California Community College Student Affairs Association (CCCSAA)
 California Community College Transfer Center Director's Association
 California Community Colleges Student Financial Aid Administrators Association
 California Cooperative Education Association
 California Fashion Association
 California Heritage Museum
 California Information System Office Association (CISOA)
 California Library Authority for System Services
 California Newspaper Publishers Association
 California Placement Association
 California Presenters (2002-03 and 2003-04)
 California Resource Recovery Association
 California Transit Association
 Career Planning and Adult Development Network
 CMJ New Music Report
 The College Board
 College Consortium for International Studies
 Color Association of the United States
 Communicators for Higher Education
 Community College Facility Coalition
 Community College Instructional Network
 California Community College Statewide CB Database Project (CCLC-OCB)
 Community College Public Relations Organization
 Consortium for North American Higher Education Collaboration (CONAHEC)
 Consortium of Southern California Colleges & Universities (CSCCU)
 Council for Advancement and Support of Education (CASE)
 Council for Adult and Experiential Learning
 Council of Chief Librarians
 Council for Opportunity in Education (COE)
 Council for Resource Development (CRD)
 Directors of Educational Technology/California Higher Education (DETCHE)
 Education Mandated Cost Network
 English Council of California Two-Year Colleges
 Equal Employment Diversity and Equity Consortium/Southern Region)
 Fulbright Association
 Health Services Association of California Community Colleges
 Hispanic Association of Colleges and Universities
 Honors Transfer Council
 Institute of International Education (IIE)
 Institute for Supply Management
 International Animated Film Society (ASIFA-Hollywood)
 International Association for Continuing Education and Training (IACET)
 Journalism Association of Community Colleges
 KCET-TV
 KOCE-TV
 Latina Leadership Network

League for Innovation
Learning Resources Network
Liebert, Cassidy, Whitmore/Employment Relations Consortium (ERC)
Los Angeles Area Chamber of Commerce
Los Angeles World Affairs Council
Malibu Chamber of Commerce
Metropolitan Cooperative Library System
Music Association of California Community Colleges (MACCC)
NAFSA Association of International Educators
National Association for the Advancement of Color People (NAACP)
National Association of College Admission Counselors
National Association of Educational Buyers
National Association of Foreign Student Admissions Officers
National Association of Student Employment Administrators (NASEA)
National Association of Student Financial Aid Administrators
National Association for the Education of Young Children
National College Fairs Advisory Committee (NACAC)
National Communication Association
National Community College Hispanic Council
National Council for Marketing and Public Relations
National Council on Research and Planning (NCRP)
National Endowment for the Arts (NEA)
National Endowment for Humanities (NEH)
National Institute for Staff & Organizational Development (NISOD)
Network of California Community College Foundation
Pacific Association of Community College Registrars and Admissions Officers
Pacific Coast College Health Association
Pacific Council on International Policy
The Presidential Summit (An Association of Community Colleges and Public Universities)
Recording for the Blind and Dyslexic
Research and Planning Group for California Community Colleges
Santa Monica Chamber of Commerce
SESAC (license for public performance of music works)
Society for Human Resource Management
South Bay Police Training Committee
Southern California Consortium for International Studies
Southern California Intersegmental Articulation Council (SCIAC)
Southern 30 Information Exchange Consortium
Western Alliance of Arts Administrators
Western Arts Alliance
Western Association of College Admissions Counselors
Women in Animation

Funding Source: 2005-2006 Departmental Budgets

It is further recommended that the Board of Trustees approve the following 2005-2006 organizational memberships for KCRW:

- California Public Radio
- California Broadcasters Association
- Development Exchanges, Inc.
- Integrated Media Association
- Major Market Partnership
- National Association of Broadcasters
- National Public Radio
- National Translator Association
- Public Radio International
- Public Broadcasting Management Association
- Public Radio Program Directors
- Society of Professional Journalists
- Station Resource Group/Public Radio Exchange

Funding Source: 2005-2006 Budget/KCRW
Grants and donations

It is further recommended that the Board of Trustees approve the following 2005-2006 organizational memberships for the Personnel Commission:

- California School Personnel Commissioners Association
- College and University Professional Association for Human Resources (CUPA-HR)
- Cooperative Organizations for the Development of Employee Selection
- International Personnel Management Association (IPMA)
- Personnel Commissioners Association of Southern California (PCASC)
- Southern California Public Management Association – Human Resources
- WRIPAC Services – Western Region Items Bank (WRIB)

Funding Source: 2005-2006 Budget/Personnel Commission

It is further recommended that the Board of Trustees approve the following 2005-2006 organizational memberships for Athletics:

- California Community College Athletic Academic Advisors Association
- California Community College Athletic Directors Association
- California Community College Athletes Training Association
- California Community College Cross Country + Track & Field Coaches Association
- California Community College Fastpitch Softball Coaches Association
- California Community College Football Coaches Association
- California Community College Men's Basketball Coaches Association
- California Community College Soccer Coaches Association
- California Community College Swimming & Diving Coaches Association
- California Community College Tennis Coaches Association
- California Community College Women's Basketball Coaches Association
- Commission on Athletics
- Intercollegiate Tennis Association
- National Association of Collegiate Directors of Athletics
- National Association of Academic Advisors for Athletics
- National Athletes Training Association
- Western States Conference

Funding Source: 2005-2006 Budget/Athletics

COMMENT: Total District funds expended for 2004-2005 were approximately \$90,000 (excluding KCRW). The same amount is budgeted for 2005-06. This action is for authorization of organizational memberships, although not all memberships are renewed.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 6, 2005

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 12 CONTRACTS AND CONSULTANTS

Requested Action: Approval/Ratification

12-A CONTRACTS FOR PLANETARIUM LECTURE, 2005

Provider: Dr. Kevin Grazier
Service Fees: \$70 per lecture
Term of Contract: May 1 through December 31, 2005
Funding Source: Fees will be covered by donations and sponsors
Service: Dr. Grazier will substitute for Planetarium Director as needed during Friday Night Planetarium Lectures series

12-B EMERITUS COLLEGE FACILITIES, FALL 2005

Provider Off-Campus Facilities (list on file)
Service Fee: Payment per class session is authorized as stated on the list
Term of Contract: August 29 through December 17, 2005
Funding Source: 2005-06 Budget/Emeritus College
Service: To provide facilities for Emeritus College

12-C AGREEMENTS FOR ARTS, MEDIA AND ENTERTAINMENT CAREER STANDARDS PROJECT

Providers: Kathleen Milness
Services Fee: Not to exceed \$20,000
Term of Contract: June 1 through September, 2005
Funding Source: California Department of Education Arts, Media & Entertainment Career Standards Project in the amount of \$100,000
Service: Ms. Milnes will recruit participants to provide industry input and coordinate their efforts.
Comment: Santa Monica College receives funding from the California Department of Education to serve as the organizing entity for the development of career content standards for the Arts, Media and Entertainment industry sector. This project will result in the development of public secondary school curriculum content standards for the Arts, Media and Entertainment industry sector.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 6, 2005

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 12 CONTRACTS AND CONSULTANTS

12-D CONSULTANT SERVICES FOR PERSONNEL COMMISSION

Provider: Company of Experts
Service Fees: \$125 per hour plus expenses, but not to exceed the monthly salary of the Director of Classified Personnel position at C step on Salary Schedule, \$8,055 per month, not to exceed \$25,000 (three months)

Term of Contract: July 3 through September 1, 2005
Funding Source: 2005-06 Budget/Personnel Commission
Service: The Personnel Commission is requesting approval to hire a consultant from the consultant firm, Company of Experts, to provide temporary consultant services to the Personnel Commission Office in the areas of selection, recruitment, classification, training and supervision of the Personnel Commission staff until the position of Director of Classified Personnel is filled.

12-E CONSULTANTS FOR MARKETING AND RECRUITMENT

Provider: We Search Research
Service Fees: Increase of \$890 for an amended total not to exceed \$15,590 (previously approved amount was \$14,700)

Term of Contract: 2004-2005
Service: Editorial copywriting; information research & verification
Comment: Additional services for 2005 catalog, Fall 2005 schedule of classes and end of year events

Provider: Sergio Ortiz
Services Fees: Increase of \$3,500 for an amended total not to exceed \$10,000 plus reimbursable expenses (previously approved amount was \$6,500)

Term of Contract: 2004-2005
Service: Media Services
Comment: Additional services for 2005 catalog, Fall 2005 schedule of classes and end of year events

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 6, 2005

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 12 CONTRACTS AND CONSULTANTS

12-F CONTRACT FOR SOFTWARE LIAISON AND TRAINING

Provider: Jael Falcon
Services Fees: \$5,842 per month plus reimbursement of actual & necessary expenses
Term of Contract: July 1 through December 31, 2005
Service: Software liaison between the District & Los Angeles County Office of Education (LACOE); staff training on LACOE PeopleSoft system
Comment: Ms. Falcon has considerable experience with the LACOE PeopleSoft system

12-G CONSULTANT TO ASSIST HEALTH BENEFITS COMMITTEE

Provider: Fickewirth and Associates
Services Fees: Total not to exceed \$5,000
Term of Contract: May 23 through June 30, 2005
Service: Provide the District's Benefit Committee with a cost comparison of the District's current health benefits program and programs provided by LACCD and the Los Angeles Regionalized Insurance Services Authority
Comment: These services will assist the District's Benefits Committee in fulfilling its role to contain the cost of the District's health benefits program while maintaining the quality of the benefits available to the employees, retirees, and eligible dependents.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 6, 2005

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 13 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

Alcala, Celena	Project Manager, Title V <i>Strengthening Institutions</i> (renewal/categorical position/100%)	07/01/05 - 06/30/06
Cajayon, Felicito	Project Manager, Employment Training Panel (renewal/categorical position/100%)	07/01/05 - 06/30/06
Girard, Donald	Executive Assistant to Superintendent (Acting)	07/01/05 – 12/31/05
Krentzman, Greg	Project Manager, Launchpad (renewal/categorical position/100%)	07/01/05 - 08/31/05
McGrath, Marilyn	Project Manager, Prop. 10 (renewal/categorical position/100%)	07/01/05 - 06/30/06
Parr, Troy	Project Manager, Employment Training Panel (renewal/categorical position/75%)	07/01/05 - 06/30/06
Philipson, Adam	Assistant Director, Madison Theater (Acting)	07/01/05 – 12/31/05
Ryan, Joseph	Project Manager, Copernicus (renewal/categorical position/100%)	07/01/05 - 09/30/05
Santos, Sarita	Project Manager, Title V <i>Preparing Tomorrow's Teachers Today</i> (renewal/categorical position/100%)	07/01/05 - 09/30/05
Yarrish, Julie	Project Manager, Online Services and Support	07/01/05 - 06/30/06

FIRST YEAR CONTRACT

Cue, Jose	Counselor, Santa Monica Airport Campus/Teacher Education	08/23/05
Oifer, Eric	Instructor, Political Science	08/23/05
Phung, Quyen	Instructor, Developmental Mathematics	08/23/05

TEMPORARY HOURLY FACULTY

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

BOARD OF TRUSTEES**ACTION**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

June 6, 2005

CONSENT AGENDA: HUMAN RESOURCES**RECOMMENDATION NO. 14***Requested Action: Approval/Ratification***CLASSIFIED PERSONNEL****ESTABLISH/ABOLISH POSITIONS**

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

	<u>EFFECTIVE DATE</u>
<u>ESTABLISH</u>	
Community College Police Officer Trainee (1 position) College Police, 12 mos, 40 hrs	06/07/05
Personnel Specialist I (1 position) Human Resources, 12 mos, 40 hrs	06/07/05
Clerical Assistant II (1 position) Personnel Commission, 12 mos, 40 hrs	06/07/05
<u>ABOLISH</u>	
Community College Police Officer (1 position/vacant) College Police, 12 mos, 40 hrs	06/07/05

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 6, 2005

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 15 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

REEMPLOYMENT

Chavira, Christina	Accounting Specialist, Fiscal Services	05/17/05
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PROBATIONARY

Franco, Sandra	Admiss & Rec Clerk I, Admissions & Records	05/09/05
Garcia, Renay	Admiss & Rec Clerk I, Admissions & Records	05/09/05

ADVANCED STEP PLACEMENT

The employee listed has met the standards for Advanced Step Placement. Salary advance payment is retroactive to initial hire date.

Vargas, Frank, Col Police Dispatcher, College Police	Step C	01/31/05
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WORKING OUT OF CLASSIFICATION

Bowen, Michelle (ext.)		06/18/05 - 06/30/05
Fr: Personnel Specialist I, Personnel Commission, 12 mos, 40 hrs		
To: Acting Personnel Technician, Personnel Commission, 12 mos, 40 hrs		

Graupman, Joyce (ext.)		06/18/05 - 06/30/05
Fr: Personnel Specialist I, Personnel Commission, 12 mos, 40 hrs		
To: Acting Personnel Technician, Personnel Commission, 12 mos, 40 hrs		

SEPARATIONS

RESIGNATION

Kincy, Ellen	Admin Asst I, Emeritus	05/04/05
Menendez, Glendy	Financial Aid Customer Serv Clk, Financial Aid	05/18/05

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 6, 2005

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 16 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

PROVISIONAL

Bando, Gloria, Clerical Assistant I, Personnel Commission	05/16/05 - 06/30/05
Chen, Lie, Registration/Information Clerk, A & R	05/16/05 - 06/30/05
Ly, Chen, Vocational Tutoring Assistant I, Counseling	05/26/05 - 06/30/05
Merkurjev, Olga, Instructional Assistant-Math, Mathematics	05/27/05 - 06/30/05
Seeds, Robert, Personnel Analyst, Personnel Commission	04/25/05 - 06/30/05

LIMITED TERM

Baugh, Carolyn, Department Secretary II, TRIO	05/16/05 - 06/30/05
Bedworth, Sheila, Instructional Assistant, English	04/25/05 - 06/06/05
Martinez, Ronald A., Instructional Assistant-Math, Mathematics	05/16/05 - 06/30/05
Thompson, Phyllis, Counseling Aide, African American Center	04/18/05 - 06/30/05

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 6, 2005

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 17 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

<u>STUDENT EMPLOYEES</u>	11
CalWORKS Student Assistant \$7.00/hr	
College Student Assistant \$7.00/hr	165
College Work-Study Student Assistant \$7.00/hr	5
<u>SPECIAL SERVICES</u>	
Community Services Specialist I \$27.40/hr	8
Community Services Specialist II \$38.00/hr	1

List(s) available in the Human Resources Office and attached to permanent minutes.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 6, 2005

CONSENT AGENDA: FACILITIES & FISCAL

RECOMMENDATION NO. 18 FACILITIES

18-A AGREEMENT FOR ARCHITECTURAL SERVICES – DRESCHER HALL SECOND ELEVATOR

Agreement with CALDWELL ARCHITECTS for architectural services associated with the Drescher Hall second Elevator project for an amount not to exceed \$40,000, plus reimbursable expenses.

Funding Source: Measure U

Comment: This agreement provides for the planning, design and construction administration for the addition of a second elevator to Drescher Hall. A third floor was added to the building in 1994 without any additional elevator capacity. Due to the high volume of use, the elevator is frequently down for repair, making the second and third floors inaccessible to those with disabilities.

18-B AGREEMENT FOR ENGINEERING SERVICES – TELECOM/DISPATCH ELECTRICAL

Agreement with P2S ENGINEERING for engineering services associated with the Telecom/Dispatch Electrical project for an amount not to exceed \$8,500, plus reimbursable expenses.

Funding Source: Measure U/Infrastructure Project Funds

Comment: This agreement provides for the planning, design and construction administration for the upgrading emergency electrical system for the Telecommunications/Network systems and the Police Dispatch area in the Media Center. The growth in computer network systems and security systems on campus has overloaded the electrical system in these areas which has resulted in two separate electrical fires.

18-C AGREEMENT FOR ENGINEERING SERVICES – STUDENT ACTIVITIES BOILERS

Agreement with F.T. ANDREWS, INC. for engineering services associated with the Student Activities building Hot Water Boiler Replacement project for an amount not to exceed \$12,000, plus reimbursable expenses.

Funding Source: State Scheduled Maintenance Grant

Comment: This agreement provides for the planning, design and construction administration for the replacement of the hot water boilers in the student activities basement. These boilers can no longer be kept in working order and do not meet current SCAQMD requirements.

BOARD OF TRUSTEES Santa Monica Community College District	Action June 6, 2005
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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 18 FACILITIES (continued)

18-D CHANGE ORDER NO. 7 – RENOVATION OF WEST BUILDING, SM AIRPORT (BUNDY) CAMPUS

Change Order No. 7 BERNARDS BROTHERS CONSTRUCTION COMPANY. on the Renovation Of West Building, SM Airport (Bundy) Campus project in the amount of \$35,272.

Original Contract Amount	\$ 14,985,000
Change Order No. 1	6,900
Change Order No. 2	297,479
Change Order No. 3	47,659
Change Order No. 4	137,389
Change Order No. 5	19,868
Change Order No. 6	20,523
Change Order No. 7	<u>31,960</u>
Revised Contract Amount	\$ 15,546,778
Original Contract Time	240 days
Time Extension Change Order #4	46 days
Time Extension Change Order #6	<u>00 days</u>
Current Revised Contract Time	286 days

Funding Source: Measure U

Comment: Change Order No. 7 provides for additional reinforcing steel for additional portion of block wall, removal of existing abandoned post indicator valves (PIVs) and connection of new fire water line with existing building.

BOARD OF TRUSTEES Santa Monica Community College District	Action June 6, 2005
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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 BUDGET AMENDMENTS

The 2004-05 Adopted Budget will be amended to reflect the following budget adjustments

19-A MATRICULATION (CREDIT)

Granting Agency:	State of California
Appropriated Funding:	\$27,050
Matching Funds:	\$81,150
Performance Period:	July 1, 2004 – June 30, 2005
Budget Augmentation:	Income:
	8000 State Income \$27,050
	Expenditures:
	4000 Supplies \$16,750
	5000 Contract services 1,750
	6000 Equipment 8,550
Summary:	The District qualifies for an additional \$27,050 in State appropriations for Matriculation (Credit) Grants. Match is already being made from General Fund expenses.

19-B MATRICULATION (NON-CREDIT)

Granting Agency:	State of California
Appropriated Funding:	-\$4,367
Matching Funds:	-\$4,367
Performance Period:	July 1, 2004 – June 30, 2005
Budget Augmentation:	Income:
	8000 State Income -\$4,367
	Expenditures:
	2000 Non-Academic -\$4,367
Summary:	The first Principal Apportionment report reduced funding for Matriculation (Non-Credit) Grant by \$4,367.

19-C BOARD FINANCIAL AID ASSISTANCE PROGRAM (BFAP)

Granting Agency:	State of California
Appropriated Funding:	\$1,500
Matching Funds:	n/a
Performance Period:	July 1, 2004 – June 30, 2005
Budget Augmentation:	Income:
	8000 State Income \$1,500
	Expenditures:
	5000 Contract services \$1,500
Summary	The District qualifies for an additional \$1,500 in State appropriations for Board Financial Aid Assistance Program (BFAP).

BOARD OF TRUSTEES Santa Monica Community College District	Action June 6, 2005
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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 20 BUDGET TRANSFERS

20-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period of: April 22, 2005-May 25, 2005

Budget Transfers:

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	13,900
3000	Benefits	0
4000	Supplies	19,389
5000	Contract Svcs/Operating Exp	-66,159
6000	Sites/Bldgs/Equipment	32,870
7000	Student Payments	0
Net Total:		0

20-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period of: April 22, 2005-May 25, 2005

Budget Transfers:

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-57,909
2000	Classified/Student Salaries	-22,335
3000	Benefits	-34,734
4000	Supplies	51,166
5000	Contract Svcs/Operating Exp	-17,674
6000	Sites/Bldgs/Equipment	74,379
7000	Student Payments	-8,107
Net Total:		0

Comment: The Adopted Budget needs to be amended to reflect the totals of the departmental budgets. The change-over to the new computer system used by the Los Angeles County Office of Education resulted in delays in some of the 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.

BOARD OF TRUSTEES Santa Monica Community College District	Action June 6, 2005
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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 21 CLAIMS FOR DAMAGES

Reject the following claims and refer the claims to the District’s claims management firm:

<u>Claimant</u>	<u>Date Filed</u>	<u>Amount Claimed</u>
Mariana Horta-Cappelli	05/10/05	\$1,300

Comment: Ms. Horta-Cappelli alleges a District employee in the Bookstore damaged her laptop by dropping it on the floor.

RECOMMENDATION NO. 22 SETTLEMENT OF CLAIM

As authorized by Board Policy 6213, the Interim Superintendent/President has settled the following claim. The Los Angeles County Office of Education requires Board of Trustees approval of the payment

<u>Claimant</u>	<u>Date Filed</u>	<u>Amount Claimed</u>	<u>Settlement Amount</u>
Hermela Gebremichael	03/21/05	\$2,691.27	\$2,613.61 for repairs plus not to exceed \$700 for car rental

Comment: A District vehicle struck and damaged Ms. Gebremichael’s vehicle. The settlement amount includes repairs and reimbursement for car rental. Board Policy 6213 authorizes the Interim Superintendent/President to settle claims for an amount not to exceed \$10,000.

BOARD OF TRUSTEES Santa Monica Community College District	Action June 6, 2005
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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 23 COMMERCIAL WARRANT REGISTER

Requested Action: Approval

April 1 – April 30, 2005 1536 – 1576 \$4,627,812.86

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

RECOMMENDATION NO. 24 PAYROLL WARRANT REGISTER

Requested Action: Approval

April 1 – April 30, 2005 C11 – C2J \$6,876,179.72

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

RECOMMENDATION NO. 25 AUXILIARY PAYMENTS & PURCHASE ORDERS

Requested Action: Approval

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.

April 1 – April 30, 2005	Payments \$956,976	Purchase Orders \$3,992
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Comment: The detailed Auxiliary payment documents are on file in the Auxiliary Operations Office.

RECOMMENDATION NO. 26 DIRECT PAYMENTS

Requested Action: Approval

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

April 1 – April 30, 2005 D000961 – D001175 \$34,021.81

BOARD OF TRUSTEES Santa Monica Community College District	Action June 6, 2005
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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 27 PURCHASING

Requested Action: Approval

27-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

April 1 – April 30, 2005

\$709,786.12

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 6, 2005

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 28 **SUPERINTENDENT/PRESIDENT SEARCH**
APPOINTMENT OF FACILITATOR TO SEARCH
COMMITTEE

It is recommended that the Board of Trustees appoint Dr. Lynn Solomita, Interim Vice-President of Human Resources, as facilitator of the Superintendent/President Search Committee.

Comment: The facilitator is a neutral, non-voting, staff position who will work with the consultant to perform the following duties:

- Work with Human Resources, the Public Information Officer and the consultant to finalize recruitment materials and coordinate placement in national and local advertisements
- Work with appropriate college staff to develop a website to post the profile and other information regarding the search
- Work with the Search Consultant and Board Chair to develop, prepare and mail source letters out with brochure
- Maintain weekly contact with consultant through email and telephone
- Prepare log system and prepare files or all applications
- Coordinate and prepare all materials to applicants, semi-finalists and finalists
- Coordinate the process for Search Committee members to review and rank applications
- Prepare agenda and other materials for Search Committee meetings
- Work with consultant to make arrangements for Board interviews and campus visits

The facilitator provides resources and expertise related to processes that the Search Committee will need to carry out its charge. Dr. Solomita has experience in assisting with executive searches at community colleges.

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 6, 2005

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 29 **CONSULTANT FOR PROGRAM PLANNING AND DEVELOPMENT**

It is recommended that the Board of Trustees approve an agreement with Dr. Joan Abrahamson for planning and development services for possible programs in emerging transportation technologies.

Amount of contract: \$7,000 per month, plus necessary expenses

Term of Contract: July 1- 2005 through June 30, 2006

Funding Source: 2005-06 Budget/Planning and Development

Comment: Dr. Abrahamson will recruit local, state, and national leaders from transportation and related industries and environmental leaders to serve on an external advisory committee charged with providing options for the college to pursue in developing educational programs to train students for employment in alternative fuel and/or other emerging transportation technologies; will serve as a liaison between the external advisory committee and internal college committees in determining required skills and competencies for employment to assist faculty in defining student learning outcomes for curriculum development; will assist in recruiting industry partners for the programs being developed; and will work with Planning and Development to seek grants and other external funding sources. Dr. Abrahamson previously served in a similar capacity to support the development of the Academy of Entertainment and Technology computer animation and interactive media programs.

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

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	June 6, 2005

BOARD POLICY

INFORMATION ITEM E

**FIRST READING - REVISION TO BOARD POLICY
SECTION 1411 STUDENT TRUSTEE RIGHTS
AND RESPONSIBILITIES
AND SECTION 1412, AUTHORIZED PRIVILEGES**

Proposed revisions to Board Policy sections 1411, Student Trustee Rights and Responsibilities, and 1412, Authorized Privileges, are presented for a first reading.

BP 1411 Rights and Responsibilities

1. The Student Trustee shall serve a one-year term, commencing June 1st of each year. A person serving as Student Trustee is eligible to serve a second consecutive term, if elected, for a maximum of two one-year terms. A person who serves for less than one term as Student Trustee shall not be barred from being elected to a full term as Student Trustee.
2. The Student Trustee shall have the right and responsibility to attend all public meetings of the Board of Trustees, including those held during summer and winter sessions. The Student Trustee shall not have the right to attend closed sessions unless specifically invited by action of the Board of Trustees to attend closed sessions, but the Student Trustee may not attend closed sessions on personnel or collective bargaining matters.
3. The Student Trustee shall be entitled to mileage allowance for travel within the District to the same extent as regular members of the Board of Trustees for attendance at Board meetings. The Student Trustee is not entitled to the District's health benefit package.
4. The Student Trustee shall serve as a liaison between the Board of Trustees and the Associated Students Board of Directors. He/she shall attend meetings of the Associated Students Board of Directors as a non-voting member no less than once a month and provide a report to the Board of Trustees. He/she shall also report to the Associated Students Board of Directors on activities and issues concerning the Board of Trustees.

BP 1412 Board Authorized Privileges

The Board of Trustees shall by May 15th of each year, as required by the Education Code, take action to authorize any of the following privileges for the Student Trustee for the coming year:

1. The Student Trustee may make and second motions.
2. The Student Trustee is entitled to an advisory vote which shall be cast before the rest of the Board of Trustees and be recorded as such in the official minutes.
3. The Student Trustee may receive compensation up to the amount prescribed by Education Code Section (see BP 1413). The term of compensation for the Student Trustee shall be from June through May.

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	June 6, 2005

BOARD POLICY

INFORMATION ITEM F

**FIRST READING – PROPOSED BOARD POLICY
SECTION 2190 - COPYRIGHT**

Proposed Board Policy Section 2190, Copyright, is presented for a first reading. The proposed Board Policy was developed by an ad hoc Academic Senate joint committee and approved by the Academic Senate. The policy is in compliance with state and federal laws.

BP 2190 Copyright

Santa Monica College requires that all college personnel and students adhere to the provisions of the United States Copyright Law (Title 17, United States Code) and amendments; the Technology, Education, and Copyright Harmonization (TEACH) Act of 2002; and the Digital Millennium Copyright Act of 1998. These laws apply to anyone at the College who wants to reproduce, alter, perform or post online works that are protected by copyright. Examples of these works include printed materials, sound recordings, video recordings, visual art, computer software, and multimedia.

The District shall inform and educate faculty and staff about their rights and responsibilities regarding the use of copyrighted materials.

BOARD OF TRUSTEES	ADJOURNMENT
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 6, 2005

ADJOURNMENT

The meeting will be adjourned in memory of **Helen Zajchoswski**, Carol Womack's mother.

There will be a special meeting of the Santa Monica Community College District Board of Trustees on Monday, June 20, 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.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Wednesday**, July 6, 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.