

MINUTES



SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

REGULAR MEETING
MONDAY, NOVEMBER 10, 2003

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

Human Resources

- #5 Contracts and Consultants
 - A Collective Bargaining Services
- #6 Academic Personnel
- #7 Classified Personnel – Regular
- #8 Classified Personnel – Limited Duration
- #9 Classified Personnel – Non Merit

Business and Administration

- #10 Rejection of Late Claim for Damages
- #11 KCRW Consultant
- #12 Resolution for the Establishment of a 457(b) Deferred Compensation Plan
- #13 Facilities
 - A Substitution of Subcontractors – Renovation of Library Village for Math Department
 - B Amendment to Agreement for Architectural Services – Kinesiology/ Dance and Athletics Office Relocation
 - C Amendment to Agreement for Architectural Services – 1410 Pico Boulevard Project
 - D Agreement for Architectural Services – Renovation of West Building, Bundy Campus
 - E Amendment to Agreement for Architectural Services – Main Stage Renovation Project
 - F Award of Bid – Vehicle Security Controlled Access
 - G Agreement for Services, Music Department Remodel Project
- #14 Commercial Warrant Register
- #15 Payroll Warrant Register
- #16 Payments from Auxiliary Operations
- #17 Direct Payments
- #18 Purchasing
 - A Award of Purchase Orders
 - B Declaration and Donation of Surplus Equipment
 - C Award of Bid – Hazardous Waste Disposal

IX. MAJOR ITEMS OF BUSINESS

- #19 Reappointment of Personnel Commissioner

X. BOARD REPORT AND COMMENTS

XI. INFORMATON ITEMS

- D 2003-04 Quarterly Budget Report
- E Board Policy: First Reading – Section 1000, Bylaws of the Board

- XII. **ADJOURNMENT:** The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, December 1, 2003 at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

BOARD OF TRUSTEES

SANTA MONICA COMMUNITY COLLEGE DISTRICT

REGULAR MEETING

November 10, 2003

I. ORGANIZATIONAL FUNCTIONSA. CALL TO ORDER – 5:30 p.m.B. ROLL CALL

Herbert Roney, Chair - Present
Dr. Margaret Quiñones, Vice-Chair – Excused Absence
Carole Currey - Present
Dr. Dorothy Ehrhart-Morrison - Present
Dr. Nancy Greenstein - Present
Graham Pope - Present
Annette Shamey - Present
Melvon George, Student Trustee - Absent

II. CLOSED SESSION

- Collective Bargaining, pursuant to Government Code Section 54957.6
- Pending Litigation, pursuant to Government Code Section 54956.9
Ortega vs. SMCCD Case #BC284865

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONSC. PLEDGE OF ALLEGIANCE – Graham Pope**RECOMENDATION 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:

October 1, 2003 (Regular Meeting)
October 13, 2003 (Special Meeting)
November 3, 2003 (Special Meeting)

MOTION MADE BY: Annette Shamey
SECONDED BY: Carole Currey
STUDENT ADVISORY: Absent
AYES: 6
NOES: 0
ABSENT: 1 (Quiñones)

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 10, 2003

IV. SUPERINTENDENT'S REPORT

- The field work for the District's audit has been completed on a timely basis and, it is expected that the audit report will be presented for acceptance by the Board in January, 2004
- Superintendent/President Piedad Robertson was one of three college presidents who presented testimony on enrollment patters at the Board of Governor's meeting on November 4th.
- Superintendent Robertson is providing a voice for community colleges on the Governor-elect's transition team.
- Charlie Yen, President of the Management Association. acknowledged and thanked the Board of Trustees for its leadership.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 10, 2003

CONSENT AGENDA

It is recommended that the Board of Trustees take the action requested on Consent Agenda Recommendations #2-#18.

Recommendations pulled for separate action: #18-B

Action on Consent Agenda (except #18-B)

MOTION MADE BY: Graham Pope
 SECONDED BY: Carole Currey
 STUDENT ADVISORY: Absent
 AYES: 6
 NOES: 0
 ABSENT: 1 (Quiñones)

Action on Recommendation #18-B

Motion was made by Annette Shamey, seconded by Nancy Greenstein and approved to bifurcate the recommendation to allow for separate voting on the donation of surplus equipment.

Action on Recommendation #18-B (1)

MOTION MADE BY: Carole Currey
 SECONDED BY: Dorothy Ehrhart-Morrison
 STUDENT ADVISORY: Absent
 AYES: 4
 NOES: 1 (Greenstein)
 ABSTAIN: 1 (Shamey)
 ABSENT: 1 (Quiñones)

Action on Recommendation #18-B (2)

MOTION MADE BY: Carole Currey
 SECONDED BY: Annette Shamey
 STUDENT ADVISORY: Absent
 AYES: 6
 NOES: 0
 ABSENT: 1 (Quiñones)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 10, 2003

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 2 ACCEPTANCE OF GRANTS

Requested Action: Acceptance

Title of Grant: William F. Goodling Even Start Family Literacy Program:
Grant Augmentation

Granting Agency: California Department of Education

Requested Funding: \$10,500 (augments original budget for a total grant of \$310,500)

Matching Funds: N/A

Performance Period: July 1, 2003 – June 30, 2004

Summary: The original Even Start grant was accepted by the Board of Trustees on August 4, 2003. The Even Start literacy program seeks to improve the educational opportunities and literacy needs of low-income families living in Santa Monica's pockets of poverty that are served by SMC, SMMUSD, and several community based organizations (CBOs) including the Santa Monica Preschool Collaborative, City of Santa Monica Children's Services, Easter Seals, WISE America Reads, and Connections for Children.

Budget:

Income	
8000	\$10,500
Expenditures	
5000 Other contract services	\$10,500

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 10, 2003

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 2 ACCEPTANCE OF GRANTS (continued)

Title of Grant: **Child Care Access Means Parents in School**

Granting Agency: US Department of Education

Requested Funding: \$57,651

Matching Funds: N/A

Performance Period: October 1, 2003 – September 30, 2004

Summary: First year funding amount is based on 1% of SMC's 2000-01 Federal Pell Grant disbursements (\$5,765,115). Funds will be used to provide child care vouchers to low income students who are eligible for Pell grants.

Budget:

Income	
8000	\$57,651
Expenditures	
1000 Academic Salaries	\$1,690
3000 Benefits	507
5000 Other contract services	19,113
7000 Other Outgo	31,571

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 10, 2003

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 3 CONTRACTS AND CONSULTANTS

Requested Action: Approval

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

1) Agreements with Early Education and Care Centers and Homes

The Professional Development Institute for Early Childhood Educators in accordance with its contract will work with all Santa Monica early education and care centers and all ECE homes to provide:

- a. Professional growth opportunities;
- b. Substitutes for participating PDI mentors and protégés; and
- c. On-site workshops.

Comment: The compensation per each center will not exceed \$1,000 for substitutes, \$500 per participant to attend classes and conferences, and \$1,000 per on-site workshops. The centers/homes will enter into individual contracts and will invoice PDI with appropriate documentation of all expenses incurred. These services and funds will be available to participating ECE centers and homes through August 31, 2004. The list of centers and homes is on file in the Office of Planning and Development.

2) Agreement with UCLA for Evaluation Services

UCLA has agreed to develop an evaluation plan for the Professional Development Institute for Early Childhood Educators in the amount of \$25,360 and carry it through in accordance with the requirements of the grant. PDI is required to enlist the services of professional evaluators to achieve the desired outcomes specified in the grant by evaluating the program at various intervals, using diverse evaluation procedures.

Comment: The evaluations will be conducted funds during the period September 1, 2003 through August 31, 2004.

3) Consultant for Computer Services

Mr. Gerry Clark will provide services to PDI as a computer consultant in the amount of \$35 per hour. He will be installing computers, loading software and assisting ten ECE sites in Santa Monica where necessary until the computers are up and running.

Comment: The Board previously approved a recommendation for the purchase and distribution of the ten computers to ten ECE Centers in Santa Monica (one computer per center). These services will be completed by August 31, 2004.

Funding Source: Proposition 10 Funding (First5, LA)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 10, 2003

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 4

Requested Action: Approval

CONTRACTS AND CONSULTANTS

4-A KINESIOLOGY/DANCE

Agreement with Bodies in Motion, 2730 Santa Monica Blvd., Santa Monica for the rental of space and equipment, at a cost of \$60 per student, to conduct classes in "Boxing for Fitness" from January 2004 through June 2004.

Funding Source: No cost to the District
(costs completely covered by student fees)

Comment: Education Code section 26395 authorizes districts to impose a fee on participating students for the additional expenses incurred when physical education courses are required to use non-district facilities. At the present time, the district does not have the equipment necessary for these particular classes. Appropriate protective gear will be required for students in this class.

4-B COMMUNITY SERVICES/EXTENSION SEMINARS/COURSES, WINTER 2004

Seminars/courses for Santa Monica College Community Services and Extension for Winter 2004.

Funding Source: All costs will be covered by the registration fees charged.

Comment: The list of Community Service seminars and courses is on file in the office of Community Services.

4-C COMMUNITY SERVICES FACILITIES, WINTER 2004

Facilities for off-campus Community Services classes for Winter 2004. Payment per class session is authorized as stated on the list.

Funding Source: 2003-2004 Budget/Community Services

Comment: The list of facilities is on file in the offices of Academic Affairs and Community Services.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 10, 2003

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 5 CONTRACTS AND CONSULTANTS

Requested Action: Approval/Ratification

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5-A COLLECTIVE BARGAINING SERVICES

Consultant contract with Ken Cloke to provide services related to classified collective bargaining from October 15, 2003 to June 30, 2004 for a fee of \$2,000 per day plus expenses for fee not to exceed \$20,000.

Funding Source: 2003-04 Budget/Human Resources

RECOMMENDATION NO. 6 ACADEMIC PERSONNEL

Requested Action: Approval/Ratification

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

ELECTIONS

EFFECTIVE DATE

ADMINISTRATIVE

Ryan, Joe Project Manager, Even Start
 Comment: Categorically funded through Even Start grant

11/03/03 - 06/30/04

ADJUNCT

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

SEPARATIONS

RESIGNATION

Beitel, Patricia K., Instructor, Heath Sciences

12/16/03

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	November 10, 2003

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7 CLASSIFIED PERSONNEL – REGULAR

Requested Action: Approval/Ratification

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

ELECTIONS

EFFECTIVE DATE

PROBATIONARY

Black, Russell, Financial Aid Customer Svc. Clerk, Financial Aid	10/16/03
Dammer, Carolyn, Financial Aid Technician, Financial Aid	10/01/03
Samargis, John, Financial Aid Clerk, Financial Aid	10/16/03

PERMANENT EMPLOYEE WITH LIMITED TERM SUMMER ASSIGNMENT

Blumkin, Stuart, Swim Inst./Lifeguard, KDR	08/25/03 - 08/31/03
Fuqua, Lynne, Instructional Asst.-LD, Disabled Student Ctr.	08/25/03 - 08/31/03
Gantvoort, Leif, Stage Constr. Tech., Theatre Arts/Dance	08/25/03 - 08/31/03
Gonzales, Lori, Interpreter/Hearing Impaired, Disabled Student Ctr.	08/25/03 - 08/31/03
Morris, Audrey, Tutoring Coordinator-LD, Disabled Student Ctr.	08/25/03 - 08/31/03

CHANGE IN WORKSHIFT/TEMPORARY

Sealana, Aurora	09/03/03 - 06/30/04
Fr: Library Asst. II, Library, 11 mos., 40 hrs	
To: Library Asst. II/NS-I, Library, 11 mos., 40 hrs	

EDUCATIONAL PAY DIFFERENTIAL

Drinot, Luz-Maria, Department Secretary II, Latino Center	+1.5%
Johnson, Joyce, Department Secretary II, Human Resources	+1.5%
Nasr, Waleed, Multimedia Specialist, Instructional Computing	+1.5%
Reyblat, Leon, Personnel Technician, Personnel Commission	+1.5%
Vela, Giovanni, Telecommunication Tech I, Telecommunications	+0.75%
Yen, Charlie, Director of Events & Contr. Services., Campus Events	+1.5%

SEPARATIONS

RESIGNATION

Arenales, Alfredo, Parking Security Officer, Campus Police	08/01/03
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RETIREMENT

Johnson, Ross, Carpenter, Maintenance	10/17/03
Muller, Lee E., Educational Computer Spec., Instructional Computing	10/16/03

RETIREMENT/EARLY RETIREMENT INCENTIVE PROGRAM

(Pursuant to the MOU between the District and CSEA)

Bishop, Phil, Printing Coordinator, Media/Graphics Center	10/17/03
Samargis, John, Financial Aid Clerk, Financial Aid	10/31/03

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 10, 2003

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 8 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

EFFECTIVE DATE

PROVISIONAL

Mosher, Judith, Instructional Assistant-Mathematics, Math	10/07/03 - 11/07/03
Soofer, Tova, Counseling Aide, EOP's	08/25/03 - 12/16/03
Starr, Ellen, Art Gallery Installer, Art	08/25/03 - 12/22/03
Willis, David, Art Gallery Installer, Art	08/25/03 - 12/22/03

LIMITED TERM

Abdulhamid, Ferid Y., Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/10/04
Ahmed, Mawerdy, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/02/04
Awosika, Kikelola, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 02/27/04
Baker, Stephen, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/17/04
Barr, Laura, Accounting Specialist II, Bookstore	01/05/04 - 03/19/04
Baskin, Patricia, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 02/27/04
Berghkoff, Aaron, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 02/05/04
Cadena, Allison, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 02/27/04
Carreon, Guillermo, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/15/04
Casillas, Josh, Registration Information Clerk, A & R	07/21/03 - 12/31/03
Cason, Tracy, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 02/26/04
Dacosta, Richard, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 01/26/04
Damtew, Meron, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/10/04
Daniel, Bethel, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/12/04
De Leon, Aroldo, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 02/23/04
Devine, Robert, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/15/04
Duvarado, Jan, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 04/28/04
Enaiho, Patricia, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/29/04
Frias, Laura, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/19/04
Friha, Muhammed, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 04/16/04
Garcia, Lucy, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 02/09/04
Gebremichael, Hermela, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/18/04
Getachew, Bistrate, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 04/15/04
Gire, Richard, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/19/04
Grau, Donald, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/02/04
Harge, Ronyee, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/18/04
Hassan, Fauzia, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 02/27/04
Hermawan, Miguel, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 02/18/04

LIMITED TERM (continued)

Johnson, Andre, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 01/27/04
Jones, Frances, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/08/04
Kahn, Clarice, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/04/04
Lemes, Blanche, Instructional Assistant ESL, ESL	09/09/03 - 03/15/03
Libman, Leonid, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 02/19/04
Lopez, Jose Carlos, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/26/04
Lopez, Waleska, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/19/04
Manhertz, Yvonne, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/30/04
Matthews, Alexandre, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/11/04
McIntosh, Bryan, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 01/29/04
Mehary, Mehret, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/02/04
Moges, Aster, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/05/04
Panghongkeon, Artee, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 01/30/04
Perkins, Paul, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/12/04
Sazonova, Yelena, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/18/04
Sloane, William K. Bookstore Clerk/Cashier, Bookstore	01/05/04 - 02/23/04
Smith, Ryan L., Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/16/04
Thielking, Alan D., Bookstore Clerk/Cashier, Bookstore	01/05/04 - 02/25/04
Washington, Mianca, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/01/04
Weldemichael, Belanesh, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 02/25/04
Young, Mary Ellen, Bookstore Clerk/Cashier, Bookstore	01/05/04 - 03/10/04

RECOMMENDATION NO. 9 **CLASSIFIED PERSONNEL - NON MERIT**

Requested Action: Approval/Ratification

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

ELECTIONS

STUDENT EMPLOYEES

CalWORKS Student Assistant \$7.00/hr	2
College Student Assistant \$7.00/hr	53
College Work-Study Student Assistant \$7.00/hr	60

SPECIAL SERVICES

Art Model \$14.00/hr	10
Community Services Specialist I \$27.40/hr	62
Community Services Specialist II \$38.00/hr	22

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 10, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 10

REJECTION OF LATE CLAIM FOR DAMAGES

Requested Action: Approval

Reject the application to present a late claim filed on October 9, 2003 by Daniel Nelson for his client Doris Figueroa.

Comment: The claimant alleges that on October 16, 2002, her classroom chair collapsed causing injury to her knee and wrist. Tort claims must be filed in a timely manner in accordance with the Government Code. The applicant failed to prove sufficient reason for filing a late claim.

RECOMMENDATION NO. 11

KCRW CONSULTANT

Requested Action: Approval

Agreement with the following KCRW consultant for the period ending June 30, 2004

Celia Hirschman dba Downtown Marketing: Commentary on the music industry for "On the Beat." Payable at \$100 per program for a total not to exceed \$5,200.

Funding Source: KCRW Donations and California Arts Council Grant

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 10, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 12

Requested Action: Approval

**RESOLUTION FOR THE ESTABLISHMENT OF
457(b) AND 457(f) DEFERRED COMPENSATION
PLANS**

WHEREAS, the Santa Monica Community College District desires to establish additional deferred compensation plans for the benefit of its employees in compliance with State and Federal laws; and

WHEREAS, Teachers Insurance and Annuity Association-College Retirement Equities Fund (TIAA-CREF) is a non-profit financial services organization serving educators, college professors, and researchers in the California Educational systems and has established 457(b) and 457(f) Programs which may be adopted by School and Community College Districts; and

WHEREAS, the Santa Monica Community College District believes that the TIAA-CREF 457 Deferred Compensation Plans and the investment options available thereunder will provide valuable benefits to its employees;

NOW, THEREFORE, BE IT RESOLVED that the Santa Monica Community College District Board of Trustees adopts the TIAA-CREF 457 Programs for the benefit of its employees and authorizes and directs the Superintendent/President or designee to execute agreements on behalf of the Santa Monica Community College District and to provide such information and cooperation as may be needed on an ongoing basis in the administration of the 457 Plans. A copy of the necessary agreements and any attachments thereto shall be kept on file in the Business Office of the Santa Monica Community College District.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 10, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 13 FACILITIES

Requested Action: Approval

13-A SUBSTITUTION OF SUBCONTRACTORS - RENOVATION OF LIBRARY VILLAGE FOR MATH DEPARTMENT

NOVUS CONSTRUCTION, General Contractor on the Renovation of Library Village for Math Department project requests the following subcontractor substitutions:

Drywall and rough carpentry: From listed subcontractor Pacific Interiors to reNew Builders Corporation

Demolition Services: From listed subcontractor Pacific Interiors to Arrow Concrete Cutting

Comment: Pacific Interiors refused to enter into a contract with General Contractor Novus Construction.

13-B AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES - KINESIOLOGY/DANCE AND ATHLETICS OFFICE RELOCATION

Amend the agreement with CALDWELL ARCHITECTS, INC. for additional architectural services related to the Kinesiology/Dance and Athletics Office Relocation project. Additional fee not to exceed \$2,700 plus reimbursable expense.

Funding Source: Measure U

Comment: These additional services provide for Division of the State Architect (DSA) requested redesign of shear wall reinforcing and for Owner requested replacement of a lighted trophy case that is being lost due to demolition.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 10, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 13 FACILITIES (continued)

13-C AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – 1410 PICO BOULEVARD PROJECT

Amend the agreement with AHT ARCHITECTS, INC. for additional architectural services related to the 1410 Pico Boulevard project. Additional fee not to exceed \$18,000 plus reimbursable expenses.

Funding Source: Measure U

Comment: These additional services provide for closing of previous owner requested changes and putting the project on hold until the District can incorporate any changes resulting from discussions with the City of Santa Monica and the community regarding the planning and the EIR.

13-D AGREEMENT FOR ARCHITECTURAL SERVICES - RENOVATION OF WEST BUILDING, BUNDY CAMPUS

Agreement with TBP/ARCHITECTURE for architectural services associated with the Renovation of West Building, Bundy Campus project for Basic Services at an amount not to exceed \$700,000 plus expanded service to include existing condition plans, demolition package, direct administration under Base Closure Act, and consultants for cost estimating, communication and acoustics for a fee not to exceed \$220,000 plus reimbursable expenses for this project.

Funding Source: Measure U

Comment: This agreement provides for the renovation of the West Building at the Bundy Campus under the Base Closure Act to accommodate the relocation of specific SMC programs and functions that are being displaced by upcoming project construction. The Base Closure Act provides a method of fast tracking construction for remodeling projects with additional oversight. It is not restricted to military facilities and includes buildings construction under the 1976 or more recent building codes.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 10, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 13 FACILITIES (continued)

13-E AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES - MAIN STAGE RENOVATION PROJECT

Amend agreement with LEO A. DALY for additional architectural services associated with the Main Stage Renovation project for an amount not to exceed \$9,920, plus reimbursable expense.

Funding Source: Measure U

Comment: This amendment provides for additional research and design services associated with the development of the rain water runoff and drainage system to serve the new Renovated Main Stage building and site, and that will provide the capacity to also serve the drainage needs of the adjacent Amphitheater and Bookstore buildings and other East campus surface areas that have their storm drainage pass through the existing Main Stage site on way to the city storm water collection system.

13-F AWARD OF BID – VEHICLE SECURITY CONTROLLED ACCESS

Award of bid for the Vehicle Security Controlled Access project to the lowest responsive bidder:

<u>Bidder</u>	<u>Bid Amount</u>
G. B. Cooke	\$165,000
Novus Construction	265,000

Funding Source: Measure U

Comment: This project provides for the installation of security bollards at the Pearl Street entry to the campus main pedestrian thoroughfare located east of the Library building. These security bollards are being placed to facilitate vehicle access control and pedestrian safety. Measure U designated this construction of campus perimeter enhancements and the campus north-south pedestrian walkway.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 10, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 13 FACILITIES (continued)

13-G AGREEMENT FOR SERVICES, MUSIC DEPARTMENT REMODEL PROJECT

Agreement with SOUND IMAGE, INC. for consultant services associated with the Music Department Remodel Project for an amount not to exceed \$13,500, plus reimbursable expense.

Funding Source: Measure U

Comment: This agreement provides for audio, presentation video and control systems consultation, design and engineering services associated with the Music Department Remodel project which will replace the Music Building on the main campus which will be demolished to make way for the new student services center designated under Measure U.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	November 10, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 14 COMMERCIAL WARRANT REGISTER

September 1 – September 30, 2003	759 - 799	\$5,753,830.74
October 1 – October 31, 2003	801 - 845	\$8,242,520.26

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

RECOMMENDATION NO. 15 PAYROLL WARRANT REGISTER

September 1 – September 30, 2003	C1B – C2C	\$1,138,097.22
October 1 – October 31, 2003	C1C – C2D	\$1,394,420.32

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

RECOMMENDATION NO. 16 AUXILIARY PAYMENTS AND PURCHASE ORDERS

Payments were authorized upon delivery and acceptance of the items ordered, or performance of the service. All payments were made in accordance with Education Code requirements and allocated to approved budgets in the Bookstore fund, Trust fund and other Auxiliary funds.

	<u>Payments</u>	<u>Purchase Orders</u>
September 1 – September 30, 2003	\$1,339,082	\$25,071
October 1 – October 31, 2003	\$1,579,745	\$34,427

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

RECOMMENDATION NO. 17 DIRECT PAYMENTS

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

September 1 – October 31, 2003	D000021 – 000438	\$2,097,860.54
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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 10, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 18 PURCHASING

Recommended Action: Approval

18-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

September 20 – October 24, 2003

\$1,402,949.79

18-B DECLARATION AND DONATION OF SURPLUS EQUIPMENT

Declare as surplus the following computer equipment and authorize the District to donate the equipment to the designated organizations:

- (1) 10 Dell Pentium I or II computers to the Power Christian Center in Carson, California to be used in their adult and teen resource learning center.
- (2) 15 Hewlett Packard or Dell Pentium I or II computers to the Venice Boys & Girls Club to be used to teach children how to use computers.

Comment: Information on the surplus equipment is made available to various agencies and schools. Local school districts have indicated that they are not interested in this computer equipment.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 10, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 18 PURCHASING (continued)

Recommended Action: Approval

18-C AWARD OF BIDS

1. Hazardous Waste Disposal

Award a five-year not-to-exceed contract in the amount of \$60,000 per year for Hazardous Waste Disposal to POLLUTION CONTROL INDUSTRIES based on rates and unit prices for services used by the District. The initial contract period shall be November 1, 2003 through June 30, 2004 with four one-year options through June 30, 2008.

Funding Source: Risk Management Budget

Comment: The District is required to be in compliance with federal, state and local regulations for the storage and removal of hazardous waste. Bids were solicited through advertising and a general mailing. From the bids submitted the low-bid recommendation is based on an evaluation of rates and unit prices.

2. Printing of Academic Schedules

Award of bid for printing of academic schedules for Spring, Summer and Fall 2004 to the lowest responsive bidder:

<u>Bidder</u>	<u>Bid Amount</u>
Southwest Offset Printing Co., Inc.	\$112,411
Valley Business Printers, Inc.	\$114,320

Funding Source: Marketing Budget

Comment: Bids were solicited through advertising and a general mailing.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 10, 2003

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 19

REAPPOINTMENT OF PERSONNEL COMMISSIONER

It is recommended that the Board of Trustees reappoint Joseph Metoyer to the SMC Personnel Commission for a three-year term that commences December 1, 2003 and expires November 30, 2006.

Comment: The process of filling a position on the Personnel Commission requires that one member be appointed by Board of Trustees; one member be appointed by the classified employees of the District; and the third member be appointed by those two members. The last appointment was made on October 18, 2002, when the classified employees selected Ms. Karen Bancroft as their appointment to the Personnel Commission. The vacancy now created by the expiration of Dr. Metoyer's term creates the opportunity for the District to make its appointment to the Personnel Commission.

MOTION MADE BY: Annette Shamey
 SECONDED BY: Carole Currey
 STUDENT ADVISORY: Absent
 AYES: 5
 NOES: 0
 ABSTAIN: 1 (Greenstein)
 ABSENT: 1 (Quiñones)

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	November 10, 2003

INFORMATION ITEM D

2002-2003 QUARTERLY BUDGET REPORT

Quarterly 311Q General Fund Budget report for the quarter ended June 30, 2003

Comment: The financial statements for 2002-2003 were included for review when the 2003-2004 Adopted Budget was approved by the Board on September 15, 2003. However, this 311Q report for June 30, 2003 was omitted. This item corrects that omission and meets the requirement that the 311Q be presented to the Board of Trustees when filed with the Chancellor's Office.

BOARD OF TRUSTEES**INFORMATION**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

November 10, 2003

INFORMATION ITEM E**BOARD POLICY
FIRST READING –SECTION 1000,
BYLAWS OF THE BOARD**

Revised policies in Section 1000, Bylaws of the Board, are presented to the Board of Trustees for a first reading (review). The policies will be presented for a second reading and approval on December 1, 2003.

Following is a brief explanation of the revisions and/or corrections to each section:

- BP 1120, Election
BP 1130, Term
BP 1170, Officers and Auxiliary Personnel
Revised to reflect that organizational meeting takes place following certification of election by County of Los Angeles
- BP 1215, Awarding of Honorary Degrees
New
- BP 1230, Code of Ethics
Added statements regarding political activities and personal use of public resources (per CCLC policies)
- BP 1264, Citizens' Bond Oversight Committee
New (per CCLC policies)
- BP 1265, Superintendent/President Succession
New (per CCLC policies)
- BP 1266, Selection of Superintendent/President
New (per CCLC policies)
- BP 1270, Board Self-Evaluation, and BP 1280, Evaluation of Superintendent
Deleted reference to specific day/month for evaluation
- BP 1400, Student Trustee Qualifications
Revisions suggested by CCLC upon further legal review clarify eligibility standards for student trustees and other student officers. The standards for these students to hold office may not be more than five semester units or a grade point average higher than the minimum required for any student to remain in college.
- BP 1511, Regular Meetings
Added language suggested by CCLC including statement about accessibility to persons with disabilities
- BP 1512, Special and Emergency Meetings
Added provisions for emergency meetings

- BP 15200, Quorum and Voting
Included voting requirements for specific types of agenda items (per CCLC policies)
- BP 1550, Construction of Agenda for Board of Trustees Meetings
Added clarification
- BP 1560, Distribution and Posting of Agenda
BP 1580, Minutes of the Board of Trustees Meetings
Added statement about documents be provided in alternative formats to be accessible to persons with disabilities
- BP 1570, Public Participation- Addressing the Board of Trustees
Added clarification for addressing Board at regular meetings and special meetings
- Moved Section 1600, Participatory Governance to Section 2000 (General District)

BOARD OF TRUSTEES	ADJOURNMENT
Santa Monica Community College District	November 10, 2003

ADJOURNMENT – 9:30 p.m.

The meeting was adjourned in memory of **Fumiko Black**, mother of Russ Black; **Edward B. “Burt” DeGroot, Jr.**, who was a teacher, counselor, coach and dean at Santa Monica College from 1960 to 1972; **Richard Dodge**, author and former professor of English at Santa Monica College; and **Iva Watson**, wife of Pierce Watson, who is a member of the General Advisory Board and the Citizens’ Bond Oversight Committee.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Monday, December 1, 2003 at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

This will be the annual organizational meeting of the Board of Trustees and will include the following organizational functions:

- Election of Officers
- Seating of the Board of Trustees
- Election of Trustee Liaisons
- Authorized Signature Resolutions
- Approval of Calendar of Meetings, 2004