

MINUTES



SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

REGULAR MEETING

MONDAY,
OCTOBER 8, 2007

Santa Monica College
Board Room (Business Building Room 117)
1900 Pico Boulevard
Santa Monica, California

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

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 8, 2007

MINUTES

A meeting of the Board of Trustees of the Santa Monica Community College District was held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Monday, October 8, 2007.

The agenda included 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 – 5:09 p.m.
- B Roll Call
- C Public Comments on Closed Session Items
Anthony Archer

I

II. CLOSED SESSION - 5:21 p.m.

- Public Employee Discipline/Dismissal/Release (Government Code Section 54957)
- Conference with Legal Counsel – Anticipated Litigation (Government Code Section 54956.9)
Two cases
- Conference with Labor Negotiators (Government Code Section 54957.6)
Agency Designated Representatives: Marcia Wade, Vice-President, Human Resources
Ellen Shadur, District Counsel
Employee Organizations: SMC Faculty Association
CSEA Chapter 36

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS – 7:45 p.m.

- D Pledge of Allegiance
- E Closed Session Report (if any)
- F Public Comments
- #1 Approval of Minutes: September 17, 2007 (Regular Board of Trustees Meeting)
September 24, 2007 (Special Board of Trustees Meeting)

IV. SUPERINTENDENT'S REPORT

- Management Association Update
- Updates:
 - Education Collaborative with SMMUSD
 - Early Childhood Education Grant
 - Washington, D.C. Visit

V. **MAJOR ITEMS OF BUSINESS**

- G Global Citizenship
- H Community College Initiative

VI. **ACADEMIC SENATE REPORT**

VII. **MAJOR ITEMS OF BUSINESS** *(continued)*

- #2 Designation of Reserve for Revenue Deficit
- #3 Designation of Reserve for Unfunded Health Benefits
- #4 Services Agreement between the SMCCD and the Madison Project
- #5 Agreement for Architectural Services – Corsair Field Renovation
- #6 2006-2007 Quarterly 311Q Report

VIII. **CONSENT AGENDA**

Grants and Contracts

- #7 Acceptance of Grant and Budget Augmentation
- #8 Contracts and Consultants
 - 8-A KCRW Contracts and Consultants
 - 8-B Legal Services
 - 8-C Consultant for Public Programs
 - 8-D License Agreement for Kiosk Services

Human Resources

- #9 Academic Personnel
- #10 Classified Personnel – Regular
- #11 Classified Personnel – Limited Duration
- #12 Classified Personnel – Non Merit

Facilities and Fiscal

- #13 Facilities
 - 13-A Change Order No. 8 – Liberal Arts South Building
 - 13-B Change Order No. 2 Replacement Shuttle Lot
 - 13-C Amendment to Agreement for Engineering Services – Police Dispatch Video System
 - 13-D Agreement for Design Services – Campus Signage
 - 13-E Agreement for Real Estate Appraisal Services
 - 13-F Project Close Out – Theatre Arts Renovation
 - 13-G Amendment to Agreement for Architectural Services – Liberal Arts South
- #14 Commercial Warrant Register
- #15 Direct, Benefit and Student Grant Payments
- #16 Auxiliary Payments and Purchase Orders
- #17 Purchasing
 - 17-A Award of Purchase Orders
 - ~~17-B Purchasing Agreement and Authorization of Purchase Order~~ POSTPONED

IX. **CONSENT AGENDA – *Pulled Recommendations***

X. **BOARD COMMENTS AND REQUESTS**

XI. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Tuesday, November 6, 2007** 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	October 8, 2007

I. ORGANIZATIONAL FUNCTIONS

A CALL TO ORDER – 5:09 p.m.

B ROLL CALL

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

C PUBLIC COMMENTS ON CLOSED SESSION ITEMS

Board Chair Susan Aminoff called the matter on appeal filed by Mr. Anthony Archer. Pursuant to Section 59338 of Title 5 of the California Code of Regulations, Mr. Archer has requested that this Board review the administrative determination issued to him by Ms. Marcia Wade, Vice President of Human Resources, regarding the complaint of discrimination and retaliation that he filed within the College. In reviewing the matter, the Board will consider the complaint filed by Mr. Archer on December 22, 2006, the Investigative Report, Ms. Wade's letter of determination of August 15, 2007, and Mr. Archer's appeal of August 27, 2007. Additionally, Mr. Archer will be given the opportunity to address the Board regarding the matter of his appeal. He will have a period of approximately ten minutes.

At the conclusion of Mr. Archer's comments, the Board will consider and deliberate the matter in closed session. A decision regarding this matter will be communicated to Mr. Archer within twenty-four hours.

Public Comment

Anthony Archer

II. CLOSED SESSION – 5:21 p.m.

- Public Employee Discipline/Dismissal/Release (Government Code Section 54957)
- Conference with Legal Counsel – Anticipated Litigation (Government Code Section 54956.9)
Two cases
- Conference with Labor Negotiators (Government Code Section 54957.6)
 Agency Designated Representatives: Marcia Wade, Vice-President, Human Resources
 Ellen Shadur, District Counsel/Negotiator
 Employee Organizations: SMC Faculty Association
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BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 8, 2007

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

D PLEDGE OF ALLEGIANCE – Dianne Talarico, SMMUSD Superintendent

E CLOSED SESSION REPORT

Board Chair Susan Aminoff reported that the Board of Trustees in closed session voted 6-0 (Margaret Quiñones-Perez abstained) to adopt the administrative determination in the matter of the complaint of discrimination and retaliation filed by Anthony Archer.

F PUBLIC COMMENTS

Anna Collier
Susan White
Richard Goldenson
Robert Taylor
Glena Berg
Judith Douglas
Max Yuen
Tron Burdick
Afram Nima
Randy Adam Romero

RECOMMENDATION NO. I APPROVAL OF MINUTES

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

September 17, 2007 (Regular Board of Trustees Meeting)

September 24, 2007 (Special Board of Trustees Meeting)

MOTION MADE BY:	David Finkel
SECONDED BY:	Nancy Greenstein
STUDENT ADVISORY:	Aye
AYES:	7
NOES:	0

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 8, 2007

IV. SUPERINTENDENT'S REPORT

- Updates:

- Education Collaborative with SMMUSD

Vice President of Academic Affairs Jeff Shimizu and Santa Monica Malibu Unified School District Superintendent Dianne Talarico gave an update on the historic Education Collaborative that was signed in May. The initiative seeks to strengthen ties between SMC and the SMMUSD and offer expanded college-level opportunities to high school students. The agreement has already resulted in several noteworthy achievements, including the expansion of college course offerings at Santa Monica and Malibu high schools and an expansion of summer programs for high school students.

- Early Childhood Education Grant

Vice President of Planning and Development Marvin Martinez reported that Santa Monica College has received a \$1.2 million grant from the Los Angeles Universal Preschool/Workforce Initiative to establish an early childhood education initiative that aims to get more students from the high school level through four-year universities into early childhood education careers. Specifically, the grant money establishes the "Early Start Pathway for Early Childhood Education," a partnership between SMC, Los Angeles Universal Preschool, Santa Monica-Malibu Unified School District and California State University at Dominguez Hills. The project seeks to serve 25 high school, 60 community college, and 25 university students a year, helping them as they pursue their studies, assisting them to improve their academic performance, and more.

- Washington, D.C. Visit

Superintendent/President Chui Tsang reported that he spent three days in Washington, D.C. last week, meeting with congressional representatives, federal government officials and a major higher education lobbying organization to bolster the college's aggressive efforts to secure federal grants for a wide range of projects. He noted that SMC receives \$12 million a year from the federal government in various grants.

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	October 8, 2007

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM G

SUBJECT: **GLOBAL CITIZENSHIP**

SUBMITTED BY: Superintendent/President

SUMMARY: As part of SMC's campuswide global citizenship initiative, Dr. Bill Reckmeyer and Jochen Fried of the Salzburg Seminars gave a report on the organization, which is a nonprofit based in Austria that provides one-week intensive educational sessions to college educators and others from all over the world on global issues ranging from climate change to migration. SMC has already tapped into the Salzburg Seminars, having sent a handful of SMC faculty members and administrators to one of the organization's sessions last year

INFORMATION ITEM H

SUBJECT: **COMMUNITY COLLEGE INITIATIVE**

SUBMITTED BY: Chair, Board of Trustees

SUMMARY: The Board of Trustees received an update on the Community College Initiative campaign from SMC faculty member Dennis Frisch; Bill Hewitt, President of FACCC; and John McDowell, Vice President of FACCC. FACCC leadership has played a key role from the beginning of the efforts to place a community college initiative on the ballot, together with the LA Guild and CCLC (Community College League of California).

The Community College Initiative (Proposition 92), is a statewide measure that will be on the ballot next February. If passed, it will establish in the state constitution a system of independent public community college districts and Board of Governors, will require minimum levels of state funding for community colleges, will set fees at \$15 a unit, and will limit community college fee increases.

VI. ACADEMIC SENATE REPORT

Richard Tahvildaran-Jesswein

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 8, 2007

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

SUBJECT: **DESIGNATION OF RESERVE FOR POTENTIAL REVENUE DEFICIT**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees designate \$2,961,248 in the 2007-08 Budget as a reserve for the potential revenue deficit in 2008-2009 created by decline in reported FTES and one-year stabilization funding in 2007-2008.

SUMMARY: At its meeting on September 17, 2007, the Board of Trustees postponed adoption of the 2007-08 budget until after the DPAC Budget Planning Subcommittee had more discussion regarding designated reserves.

The Budget Planning Subcommittee held a meeting on September 19, 2007 that was announced to the college community to encourage broader input on the budget. Following discussion regarding the designated reserves, the Budget Planning Subcommittee approved a recommendation to be forwarded to the Superintendent/President that the Board of Trustees adopt the 2007-08 budget at its special meeting on September 24, 2007 with the designated reserves for Hay Study implementation, vacant positions and salary increases. The Subcommittee also recommended that an item regarding the budget/designated reserves be placed on the agenda for the next meeting of the District Planning and Advisory Council (DPAC).

At its special meeting on September 24, 2007, the Board of Trustees adopted the 2007-08 budget with designated reserves for Hay Study implementation, vacant positions, salary increases, and Global Education Initiative 2008-2010. The Board deferred adoption of the designated reserve for the potential 2008-2009 revenue deficit related to stabilization in 2007-2008 until DPAC made a recommendation to the Superintendent/President.

DPAC met on September 26, 2007 and scheduled a special meeting to be held after the Budget Planning Subcommittee meeting on Wednesday, October 3, 2007 to review and discuss the deliberations and recommendations from the Budget Planning Subcommittee pertaining to stabilization scenarios so that DPAC's recommendation to the Superintendent/President can be presented to the Board of Trustees.

DPAC concurred with the Budget Planning Subcommittee's recommendation of an FTES scenario that assumes stabilization in 2007-2008, but would produce more one-time revenue than that included in the 2007-2008 Adopted Budget. In a separate action, DPAC recommended to the Superintendent/President not to include a designated reserve item for the potential revenue deficit in 2008-2009 created by one-year stabilization funding in 2007-2008.

PUBLIC COMMENT

Kathy Sucher

MOTION MADE BY: Louise Jaffe
SECONDED BY: Rob Rader
STUDENT ADVISORY: No
AYES: 5 (Aminoff, Finkel, Greenstein, Jaffe, Rader)
NOES: 2 (Quiñones-Perez, Walzer)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 8, 2007

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3

SUBJECT: **DESIGNATION OF RESERVE FOR UNFUNDED RETIREE HEALTH BENEFITS**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees designate \$2,000,000 in the 2007-08 Budget as a reserve for unfunded retiree health benefits until March 2008, when the Superintendent/President will present a subsequent recommendation after reviewing findings of the GASB 45 Task Force being formed by the District Planning and Advisory Council (DPAC).

SUMMARY: At its meeting on September 17, 2007, the Board of Trustees postponed adoption of the 2007-08 budget until after the DPAC Budget Planning Subcommittee had more discussion regarding designated reserves.

The Budget Planning Subcommittee held a meeting on September 19, 2007 that was announced to the college community to encourage broader input on the budget. Following discussion regarding the designated reserves, the Budget Planning Subcommittee approved a recommendation to be forwarded to the Superintendent/President that the Board of Trustees adopt the 2007-08 budget at its special meeting on September 24, 2007 with the designated reserves for Hay Study implementation, vacant positions and salary increases. The Subcommittee also recommended that the topic be placed on the agenda for the next meeting of DPAC.

At its special meeting on September 24, 2007, the Board of Trustees adopted the 2007-08 budget with designated reserves for Hay Study implementation, vacant positions, salary increases, and Global Education Initiative 2008-2010. The Board deferred adoption of a designated reserve for unfunded retiree health benefits until DPAC made a recommendation to the Superintendent/President.

DPAC met on September 26, 2007 and approved a recommendation to be forwarded to the Superintendent/President that the District not set aside funds for unfunded retiree health benefits until the college community is educated about GASB 45. In addition, it was recommended that a task force be formed for the purpose of education with the goal of developing a recommendation regarding unfunded retiree health benefits and GASB 45 by the beginning of the spring 2008 semester. A third motion was approved that DPAC is in principle committed to honor the promise that employees receive retirement benefits.

PUBLIC COMMENT

Lantz Simpson

SUBJECT:

**DESIGNATION OF RESERVE FOR UNFUNDED RETIREE
HEALTH BENEFITS** *(continued)*

#3-A - AMENDED

RECOMMENDATION:

It is recommended that the Board of Trustees designate \$2,000,000 in the 2007-2008 Budget as a reserve for unfunded retiree health benefits.

MOTION MADE BY:

David Finkel

SECONDED BY:

Rob Rader

STUDENT ADVISORY:

Abstain

AYES:

5 (Aminoff, Finkel, Greenstein, Jaffe, Rader)

NOES:

2 (Quiñones-Perez, Walzer)

#3-B - AMENDED

RECOMMENDATION

It is recommended that the Board of Trustees support the formation of a joint task force to study unfunded retiree benefits and GASB 45 and to report back in early spring, 2008.

MOTION MADE BY:

David Finkel

SECONDED BY:

Rob Rader

STUDENT ADVISORY:

Aye

AYES:

7

NOES:

0

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 8, 2007

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 4

SUBJECT: **SERVICES AGREEMENT BETWEEN THE SANTA MONICA COMMUNITY COLLEGE DISTRICT AND THE MADISON PROJECT**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees authorize the Superintendent/President to execute an agreement ("Services Agreement") between the District and the Madison Project, Inc. a California non-profit public benefit corporation ("Madison Project") for four years, beginning October 8, 2007 and ending October 7, 2011.

The requested action to authorize the Superintendent/President to execute the Services Agreement does not include approval of Exhibit A (*The Agreement Between the Santa Monica Community College District and the Madison Project*). Comments and concerns by trustees on Exhibit A are to be submitted to the Superintendent/ President within one week.

SUMMARY: At the July 9, 2007, Board meeting, the Board was provided an update on the District's plan to operate the District's two performance spaces at the SMC Performing Arts Center (also known as the Madison Campus) as self-funding operations beginning in 2008-09, after completing the current start-up year. SMC will provide staffing and services for administration, licensing, general support, box office, maintenance, grounds, and security. Revenues from licensing, box office fees, parking, concessions, educational grants, interest, and support from the Madison Project will offset future expenses. SMC has set licensing rates at a level that recovers all costs. The Center will also be home to the Madison Project, which will be the presenting and community arts entity for the Santa Monica College Performing Arts Center. The Madison Project was formed earlier this year as a California 501(c)(3) non-profit public benefit corporation. An exceptional founding board is in place and is active. The Madison Project will select, produce, and underwrite performances of distinction and merit for public enjoyment and additionally provide arts education programming for a range of audiences. The Madison Project will provide for development, membership, and an endowment, and will coordinate marketing with SMC. Ticket revenues, interest on endowment, sponsorships, grants, gifts, and naming gifts will offset the expenses of the Madison Project.

A services agreement plan has been readied and is presented for Board approval (Exhibit "A"). The initial agreement is for a term of four years and sets out the obligations of SMC and the Madison Project ("MP") individually and jointly. Under the agreement, MP obligations are to produce and present to the general public a season of high-profile and emerging talent performances and additionally provide a program of free arts education to a variety of audiences. SMC will provide staffing and services for administration, licensing, general support, box office, maintenance, grounds, and security. SMC is entitled to select 45 days for SMC use of the theater, and may license the theater to third parties on other days not selected by MP. MP shall prepare an annual business plan and budget for SMC approval.

Additionally, MP shall provide student discounted tickets to MP-produced events, and shall allow SMC students to volunteer or to be employed as ushers and other such positions under MP supervision. SMC and MP shall determine the names for the Theater and the various rooms and amenities in accordance with Board of Trustees Policy 7130. The proceeds of naming shall be placed in an endowment for the benefit of the Theater. MP shall prepare written sponsorship guidelines for SMC approval, and shall implement a sponsorship program with revenues available to MP. Revenue for filming shall belong to SMC. Other minor revenue distributions are defined as well.

The agreement also obligates MP to follow the site parking mitigation plan approved by the Board of Trustees in 2003. The agreement may be terminated by SMC without cause with 30 days written notice.

MOTION MADE BY:	David Finkel
SECONDED BY:	Nancy Greenstein
STUDENT ADVISORY:	Aye
AYES:	6
NOES:	0
ABSENT:	1 (Quiñones-Perez)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 8, 2007

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 6 2006-2007 QUARTERLY 311Q REPORT

SUBMITTED BY: Superintendent/President

RECOMMENDATION: It is recommended that the Board of Trustees acknowledge receipt of the Quarterly 311Q report, as of June 30, 2007.

COMMENT: The Board of Trustees is presented on a quarterly basis with the 311Q report required by the Chancellor's Office. This report summarizes the financial statements of the District's Unrestricted General Fund for review by the Chancellors Office.

MOTION MADE BY: Nancy Greenstein
 SECONDED BY: David Finkel
 STUDENT ADVISORY: Aye
 AYES: 5
 NOES: 0
 ABSENT: 2 (Quiñones-Perez, Walzer)

District: 780 Santa Monica Community College District

Quarter Ended: 30-Jun

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2003-04	Actual 2004-05	Actual 2005-06	Projected 2006-07
Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	102,020,727	106,898,273	114,549,061	129,659,094
A.2	Other Financing Sources (Object 8900)	16,292	51,833	82,991	100,706
A.3	Total Unrestricted Revenues (A.1 + A.2)	102,037,019	106,950,106	114,632,052	129,759,799
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	96,705,561	106,221,712	111,911,800	121,902,565
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	256,720	411,100	308,032	282,272
B.3	Total Unrestricted Expenditures (B.1 + B.2)	96,962,281	106,632,812	112,219,832	122,184,836
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	5,074,738	317,294	2,412,220	7,574,963
D.	Fund Balance, Beginning	1,862,057	6,834,088	5,586,996	8,385,633
D.1	Prior Year Adjustments + (-)	-102,707	-1,564,387	386,417	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	1,759,350	5,269,701	5,973,413	8,385,633
E.	Fund Balance, Ending (C. + D.2)	6,834,088	5,586,995	8,385,633	15,960,596
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	7.0%	5.2%	7.5%	13.1%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	15,727	21,041	21,066	21,684
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As of the specified quarter ended for each fiscal year presented

III. Total General Fund Cash Balance (Unrestricted and Restricted)

		2003-04	2004-05	2005-06	2006-07
H.1	Cash, excluding borrowed funds				26,143,303
H.2	Cash, borrowed funds only				0
H.3	Total Cash (H.1 + H.2)	-1,900,158	11,836,517	7,712,494	26,143,303

IV. Unrestricted General Fund Revenues and Expenditures: 2006-07 Budget to Year-to-Date Actuals

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	126,110,170	129,050,519	129,659,094	100%
I.2	Other Financing Sources (Object 8900)	163,536	181,771	100,706	55%
I.3	Total Unrestricted Revenues (I.1 + I.2)	126,273,706	129,232,290	129,759,800	100%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	126,979,272	122,183,894	121,902,565	100%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	290,188	290,188	282,272	97%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	127,269,460	122,474,082	122,184,837	100%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-995,754	6,758,208	7,574,963	
L.	Adjusted Fund Balance, Beginning	8,385,633	8,385,633	8,385,633	
L.1	Fund Balance, Ending	7,389,879	15,143,841	15,960,596	
M.	Percentage of UGF Fund Balance to UGF Expenditures (L.1 / J.3)	5.8%	12.4%		

V. Has the district settled any employee contracts during this quarter? No

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY		Management		Academic		Classified	
		Total Cost Increase	%*	Total Cost Increase	%*	Total Cost Increase	%*
a. SALARIES:							
Year 1:	2005-06	0	0.0%	0	0.0%	0	0.0%
Year 2:	2006-07	0	0.0%	0	0.0%	0	0.0%
Year 3:	2006-07	0	0.0%	0	0.0%	0	0.0%
b. BENEFITS:							
Year 1:	2005-06	0	0.0%	0	0.0%	0	0.0%
Year 2:	2006-07	0	0.0%	0	0.0%	0	0.0%
Year 3:	2006-07	0	0.0%	0	0.0%	0	0.0%

*: As specified in Collective Bargaining Agreement or other Employment Contract.

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

Yes

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed this year?
Next year? Yes

No

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

The District is borrowing a significant amount of FTES to maintain funding levels. The District is continuing to develop and implement a three-year plan to reduce expenditures through cost savings and increases in efficiency that will result in a balanced budget in the 2009-2010 year and maintain a fund balance above 5% for all three years.

CERTIFICATION

District : 780 Santa Monica Community College District

To the best of my knowledge, the data contained in this report are correct.

Rhul Y 9/6/07
District Chief Business Officer Date

Qtr. Ended: June 30, 2007

To the best of my knowledge, the data contained in this report are correct.
I further certify that this report was/will be presented at the governing board meeting specified below, and afforded the opportunity to be discussed and entered into the minutes of that meeting.

Christy 9/6/07
District Superintendent Date

Governing Board Meeting Date: 10/8/07

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 8, 2007

VIII. CONSENT AGENDA

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

RECOMMENDATION:

The Board of Trustees take the action requested on Consent Agenda Recommendations #7-#17

Recommendations pulled for separate action and discussed in
Section VIII, Consent Agenda – Pulled Recommendations: #8-D, #13-D, #17-B

Consent Agenda Except #8-D, #13-D, and #17-B

MOTION MADE BY: Rob Rader
 SECONDED BY: David Finkel
 STUDENT ADVISORY: Aye
 AYES: 5
 NOES: 0
 ABSENT: 2 (Quiñones-Perez, Walzer)

IX. CONSENT AGENDA – Pulled Recommendations

Recommendations pulled from the Section VII, Consent Agenda discussed and voted on separately.

#8-D – LICENSE AGREEMENT FOR KIOSK SERVICES

MOTION MADE BY: Rob Rader
 SECONDED BY: David Finkel
 STUDENT ADVISORY: Aye
 AYES: 5
 NOES: 0
 ABSENT: 2 (Quiñones-Perez, Walzer)

#13-D –AGREEMENT FOR DESIGN SERVICES – CAMPUS SIGNAGE

MOTION MADE BY: David Finkel
 SECONDED BY: Rob Rader
 STUDENT ADVISORY: Aye
 AYES: 5
 NOES: 0
 ABSENT: 2 (Quiñones-Perez, Walzer)

#17-B – PURCHASING AGREEMENT AND AUTHORIZATION OF PURCHASE ORDER

Motion to **Postpone** until November meeting

MOTION MADE BY: Rob Rader
 SECONDED BY: David Finkel
 STUDENT ADVISORY: Aye
 AYES: 5
 NOES: 0
 ABSENT: 2 (Quiñones-Perez, Walzer)

BOARD OF TRUSTEES	Action
Santa Monica Community College District	October 8, 2007

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 7

Requested Action: Approval/Ratification

**ACCEPTANCE OF GRANTS AND BUDGET
AUGMENTATION**

Title of Grant:	Early Start Pathway for Early Childhood Education	
Granting Agency:	Los Angeles Universal Preschool (LAUP) / Workforce Initiative	
Award Amount:	\$400,000 per year for 3 years for a total of \$1.2 million contingent on satisfactory performance	
Matching Funds:	\$67,500	
Performance Period:	October 1, 2007 – June 30, 2010	
Summary:	The overall goal of the proposed Early Start Pathway for Early Childhood Education is to improve the training and educational levels of the ECE workforce by increasing the number of students who enter the ECE career pipeline and exit with a baccalaureate degree. SMC, in partnership with SMMUSD and CSU Dominguez Hills, will do this by creating an Early Start Pathway that will raise awareness of the viability of careers in ECE and enable high school students to access college-level coursework and earn college credits through SMC's Dual Enrollment Program. In addition, SMC students pursuing an AA degree or certificate in ECE will also receive support and encouragement to transfer to a four-year program upon completion. This effort will include articulation agreements with four-year schools and on-site transition services, such as team teaching and baccalaureate advising.	
Budget Augmentation:	Restricted fund 01.3 (2007-2008 Summary)	
	Income	
	8886 Local	\$400,000.00
	Expenditures	
	1000 Academic	\$111,000.00
	2000 Classified	36,875.00
	3000 Benefits	36,969.00
	4000 Supplies/Materials	18,193.00
	5000 Other Operating Expenses	158,000.00
	6000 Capital Outlay	2,600.00
	7000 Indirect Costs	36,364.00

BOARD OF TRUSTEES	Action
Santa Monica Community College District	October 8, 2007

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 8 CONTRACTS AND CONSULTANTS

Requested Action: Approval/Ratification

8-A KCRW CONTRACTS AND CONSULTANTS (amendment to annual contract)

Provider: Borrego Springs Fire Department
Fees: Amendment to annual rental payments of \$3,600 in advance to allow for a three percent rent increase on the anniversary of rental renewal periods.
Effective dates: Initial agreement term of one year, commencing July 1, 2007 through June 30, 2008; option for subsequent four-year renewal terms up to five times.
Service: Usage of tower by KCRW to locate translator stations K225BA retransmitting KCRW programming to the Anza Borrego area.
Funding Source: KCRW donations

8-B LEGAL SERVICES (amendment to annual contract)

Provider: Harrington, Foxx, Dubrow & Canter
Fees: Amend fee from \$160 to \$165 per hour for attorney services;
\$75 per hour for paralegal services plus expenses
Service: Legal defense for District's self-insured liability program
Funding Source: 2007-2008 Risk Management Budget

8-C CONSULTANT FOR PUBLIC PROGRAMS

Provider: Linda Sullivan
Fees: \$52,000
Effective Date: October 8, 2007 through June 30, 2008
Service: Facility and Operational Planning for Santa Monica College Public Programs
Funding Source: Measure U and 2007-08 SMC Performing Arts Center Budget

8-D LICENSE AGREEMENT FOR KIOSK SERVICES

Provider: Adcamp, Inc.
Service: License agreement for kiosks services for campus newspaper distribution
Effective Date: August 28, 2008, for five years
Fees: There is no fee; the license will generate approximately \$600 in revenue for the Corsair's Auxiliary account.
Comment: Adcamp was the sole respondent to a request for proposal for these services. SMC will appoint a staff member to approve all advertising prior to display on campus.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	October 8, 2007

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9 **ACADEMIC PERSONNEL**

Requested Action: Approval/Ratification

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

Separations

Disability Retirement

Celestial, Claudia	Disabled Students (High Tech Center)	03/01/07
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Retirement

Singleton, Leon	Instructor, Business	09/26/07
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The board hereby accepts immediately the retirements of the above listed personnel to be effective as indicated.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	October 8, 2007

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 10 CLASSIFIED PERSONNEL – REGULAR

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

ELECTIONS

EFFECTIVE DATE

PROBATIONARY

Ghasami, Nilofar, Student Services Clerk, EOP&S	10/01/07
Harris, LaToya, Cosmetology Assistant , Cosmetology Dept.	09/01/07
Sanchez, Yesenia, Student Services Clerk, Financial Aid	10/08/07

PROMOTIONS

Ramos, Angelita	10/01/07
Fr: Student Services Assistant, International Student Center	
To: Administrative Assistant II, Admissions and Records	

ADVANCED STEP PLACEMENT

Nemeth, Pamela, Administrative Assistant I, ESL Department	Step C	07/01/06
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CHANGE IN WORK SHIFT/TEMPORARY

Negron, Robert	09/17/07 – 12/31/07
Fr: Community College Parking Enforcement Officer /NS-I - Campus Police, 11 mos, 40 hrs	
To: Community College Parking Enforcement Officer/Day - Campus Police, 11 mos, 40 hrs	

INCREASE IN HOURS/PERMANENT

Burke, Madeline R.	08/27/07
Fr: Dance Production Specialist/VH - Theater Arts/Dance, 11 mos, 20 hrs	
To: Dance Production Specialist/VH - Theater Arts/Dance, 11 mos, 25 hrs	

ESTABLISH

Lab Technician Art/Brdcst/Comm/Photo (1 position)
Art Department, 11 mos, 40 hrs/VH

RECLASSIFICATION (HAY STUDY REPORT)

From: Media/Graphic Services Manager	01/01/07
To: Media and Reprographics Services Manager (correction)	

Comment: List of individuals under new classification on file with the Office of Human Resources.

Definition (Merit Rule 1.2): The reassignment of a position, whether filled or vacant from one class to another, whether new or existing, because of significant change in class title, minimum qualifications, duties or responsibilities. Reclassifications may occur only through a gradual accretion of growth of duties. Reclassification may or may not be accompanied by a change in salary range assignment.

LEAVES OF ABSENCE WITHOUT PAY -PERSONAL

Franco, Sandra, Student Services Clerk, Admissions & Records	09/27/07 – 10/31/07
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BOARD OF TRUSTEES	Action
Santa Monica Community College District	October 8, 2007

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11 CLASSIFIED PERSONNEL – LIMITED DURATION

Approval/ratification of provisional and limited term employees. 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

Acquista, Andrew, Accompanist-Percussion, KDR	07/02/07-12/22/07
Acquista, Andrew, Accompanist-Percussion, Program Dev	07/02/07-12/22/07
Badaro, Luiz, Accompanist-Percussion, Program Dev	07/02/07-12/22/07
Badaro, Luiz, Accompanist-Percussion, KDR	07/02/07-12/22/07
Bonner, Gary, Accompanist-Dance, KDR	07/02/07-12/22/07
Cook, Tania, Instructional Assistant-English, English	09/20/07-12/21/07
Cummings, Kahill, Accompanist-Percussion, KDR	07/02/07-12/22/07
Cummings, Kahlil, Accompanist-Percussion, Program Dev	07/02/07-12/22/07
Ellison, Monti, Accompanist-Percussion, KDR	07/02/07-12/22/07
Friedkin, Joellen, Accompanist-Performance, Program Dev	09/04/07-12/31/07
Gutierrez, Hector, Groundskeeper, Grounds	10/01/07-10/26/07
Hedderich, Joseph, Accompanist-Dance, KDR	07/02/07-12/22/07
Holmblad, Kristi, Instructional Assistant-English, English	09/24/07-12/21/07
Kuroda, Mika, Accompanist-Dance, KDR	07/02/07-12/22/07
Logvinsky, Leon, Accompanist-Dance, KDR	07/02/07-12/22/07
Malolli, Fatmira, Accompanist-Dance, KDR	07/02/07-12/22/07
Malolli, Fatmira, Accompanist-Dance, Program Dev	07/02/07-12/22/07
McSherry, Carrie, Instructional Assistant-ESL, ESL	07/02/07-12/21/07
Nason, Nancy, Instructional Assistant-English, English	09/20/07-12/21/07
Peterson, Rachel F, Instructional Assistant-English, English	09/24/07-12/21/07
Ross, Edith, Administrative Clerk, Human Resources	09/27/07-12/31/07
Schwarz, Virginia, Instructional Assistant-English, English	09/24/07-12/21/07
Sow, Malik, Accompanist-Percussion, Program Dev	07/02/07-12/22/07
Sow, Malik, Accompanist-Percussion, KDR	07/02/07-12/22/07
Spilny, Valerie, Accompanist-Dance, KDR	07/02/07-12/22/07
Spilny, Valerie, Accompanist-Dance, Program Dev	07/02/07-12/22/07
Syth, William, Personnel Analyst, Personnel Commission	09/06/07-12/31/07
Walker, Frederick, Accompanist-Percussion, KDR	09/10/07-12/23/07
Watkins, Deanna, Accompanist-Dance, KDR	07/02/07-12/22/07

LIMITED TERM

Burns, Lisa, Department Secretary I, Academic Senate	08/13/07-08/30/07
Franklin, Tiffany, Counseling Aide, EOPS	08/01/07-12/31/07
Labarge, Molly, Instructional Assistant-ESL, ESL	07/02/07-12/21/07
Louff, Judy, Department Secretary I, Theatre Arts	08/27/07-08/31/07
Moses, Kathleen, Athletics Activities Asst, Athletics	08/20/07-08/24/07
Smith, Peter, Music Technical Assistant, Music	08/13/07-08/24/07
Windish, Marge, Department Secretary I, Music	08/13/07-08/24/07

BOARD OF TRUSTEES	Action
Santa Monica Community College District	October 8, 2007

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 12 **CLASSIFIED PERSONNEL - NON MERIT**

Approval/ratification of hiring of the following non-merit employee(s) for temporary employment. All personnel assigned will be elected on a temporary basis to be used as needed in accordance with District policies and salary schedules.

ELECTIONS

STUDENT EMPLOYEES

College Student Assistant \$8.00/hr (STHP)	60
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College Work-Study Student Assistant \$8.00/hr (FWS)	69
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SPECIAL SERVICE

Community Services Specialist II \$38.00/hr	3
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BOARD OF TRUSTEES	Action
Santa Monica Community College District	October 8, 2007

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 FACILITIES

Requested Action: Approval/Ratification

13-A CHANGE ORDER NO. 8 – LIBERAL ARTS SOUTH BUILDING

Change Order No. 8 – PINNER CONSTRUCTION COMPANY on the Liberal Arts South Building Project in the amount of \$ 35,753

Original Contract Amount	\$ 13,195,000
Previously Approved Change Orders 1 – 7	214,370
Change Order No. 8	<u>46,499</u>
Revised Contract Amount	\$ 13,455,869
Original Contract Time	425 days
Previous Time Extensions	<u>0 days</u>
Revised Contract Time	425 days
Time Extension this Change Order No. 8	<u>0 days</u>
Current Revised Contract Time	425 days

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

Comment: Change Order 8 provides for installation of and tie-in to the existing storm drain system as requested by the College. It was originally planned that the storm drain connection would be installed as part of the QUAD project. The additions are electrical outlets for owner furnished projectors, miscellaneous ceiling grid changes to accommodate special registers, the cost to extend the existing handrail to meet ADA clearance issues.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	October 8, 2007

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 **FACILITIES** *(continued)*

13-B **CHANGE ORDER NO. 2 - REPLACEMENT SHUTTLE LOT**

Change Order No. 2 – TRIMAX CONSTRUCTION CORP. on the Replacement Shuttle Lot Project in the amount of \$ 46,499

Original Contract Amount	\$ 1,470,000
Previously Approved Change Order No. 1	126,113
Change Order No. 2	<u>46,499</u>
Revised Contract Amount	\$ 1,642,612
Original Contract Time	90 days
Previous Time Extensions	<u>0 days</u>
Revised Contract Time	90 days
Time Extension this Change Order No. 2	<u>0 days</u>
Current Revised Contract Time	90 days

Funding Source: Measure U

Comment: Change Order No. 2 for revisions to catch basin reinforcing steel, increases to the curb heights at planters with existing trees, additional costs to bring power to the site from across Exposition Blvd. SCE required the use of a SCE approved contractor. Additional costs to cap existing monitoring wells, temporary striping required to allow for asphalt cure time, removal and disposal of existing fence along Stewart and Exposition per Owner request, the costs to provide a water meter per City of Santa Monica standards, modifications to driveway approach per City of Santa Monica requirements, and the costs to provide temporary water to the site pending installation of City water meter.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	October 8, 2007

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 **FACILITIES** *(continued)*

13-C **AMENDMENT TO AGREEMENT FOR ENGINEERING SERVICES – POLICE DISPATCH VIDEO SYSTEM**

Amend the agreement with P2S ENGINEERING for the Police Dispatch Video System not to exceed \$9,660 plus reimbursable expenses.

Funding Source: Measure U

Comment: The amendment covers additional fees requested by the engineer for additional time spent in the design due to the complexity of the project.

13-D **AGREEMENT FOR DESIGN SERVICES – CAMPUS SIGNAGE**

Agreement with GOLDEN CANE ADVERTISING for the Campus Signage Design for time and expenses, \$100 to \$200 per hour plus reimbursable expenses, not to exceed \$120,000.

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

Comment: This agreement is for the planning, design and construction administration for campus signage. The consultants will work on a unified signage design for all college sites and new building projects. The college frequently receives comments from students and the public that our sites and buildings are not easy to locate due to poor signage.

13-E **AGREEMENT FOR REAL ESTATE APPRAISAL SERVICES**

Agreement with CURTIS-ROSENTHAL, INC for Real Estate Appraisal Service for \$3,500 plus reimbursable expenses

Funding Source: District Capital Outlay Funds

Comment: The District requires real estate appraisal services from time to time during the course of our normal real estate activities. The needs range from setting property values for various government reports to determining values for potential real estate transactions.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	October 8, 2007

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 **FACILITIES** *(continued)*

13-F PROJECT CLOSE OUT – THEATRE ARTS RENOVATION

Subject to completion of punch list items by TURNER CONSTRUCTION COMPANY, authorize the Executive Vice President, without further action of the Board of Trustees, to accept the project described as THEATRE ARTS RENOVATION as being complete upon completion of punch list items by TURNER CONSTRUCTION COMPANY. The Executive Vice President shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance, disbursement of the final payment is authorized.

13-G AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – LIBERAL ARTS SOUTH BUILDING

Amend the agreement with GENSLER for the Earthquake Replacement Liberal Arts South Building not to exceed \$20,000 plus reimbursable expenses.

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

Comment: The US Green Building Council requires “commissioning” of all LEED certified buildings. Commissioning includes testing, inspection and adjustments to all building mechanical systems. Commissioning must be completed by someone other than the building contractor.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	October 8, 2007

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 **COMMERCIAL WARRANT REGISTER**

Requested Action: Approval/Ratification

September 1 – September 31, 2007 2736 – 2772 \$6,014,298.24

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

RECOMMENDATION NO. 15 **DIRECT, BENEFIT and STUDENT GRANT PAYMENTS**

Requested Action: Approval/Ratification

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

September 1 – September 30, 2007	B000090 – B000127	\$91,847.56
	D000147 – D000270	\$119,262.78
	ST00001 – ST00011	\$5,500.00

D – Direct Payments

B – Benefit Payments (health insurance, retirement, etc.)

ST – Student Grant Payments

RECOMMENDATION NO. 16 **AUXILIARY PAYMENTS and PURCHASE ORDERS**

Requested Action: Approval/Ratification

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

September 1 – September 30, 2007	Payments	Purchase Orders
	\$1,707,159	\$5,655

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	October 8, 2007

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 **PURCHASING**

Requested Action: Approval/Ratification

17-A AWARD OF PURCHASE ORDERS

Establish purchase orders and authorize payments to all vendors upon delivery and acceptance of services or goods ordered. All purchases and payments are made in accordance with Education Code requirements and allocated to approved budgets. Lists of vendors on file in the Purchasing Department.

July 1 - July 31, 2007	\$8,164,822.84
August 1 – August 31, 2007	\$855,535.43

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 8, 2007

X. **BOARD COMMENTS AND REQUESTS**

XI. **ADJOURNMENT** – 11:52 p.m.

The meeting was adjourned in memory of **Donald L. Jones**, husband of Lucy Kluckhohn-Jones, Life Science professor; **Daulet N. Pochkhanawala**, mother of Perviz Sawoski; **Shirley Sharp**, retired SMC English instructor; and **Leon Singleton**, SMC Business instructor.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, November 6, 2007** 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.