

A G E N D A



SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING
MONDAY,
AUGUST 11, 2008

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

5:30 p.m. – Call to Order
Closed Session

7:00 p.m. – Public Meeting
Board Room (Business Building Room 117)

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

*Any disclosable public records related to an open session item on the
agenda and distributed to the Board of Trustees less than 72 hours
prior to the meeting are available for public inspection in the office of the
Superintendent/President, 2714 Pico Boulevard, Santa Monica,
during normal business hours.*

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

PUBLIC PARTICIPATION

ADDRESSING THE BOARD OF TRUSTEES

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

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

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

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

General Public Comments and Consent Agenda

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

Major Items of Business

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

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

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

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

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

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 11, 2008

A G E N D A

A meeting of the Board of Trustees of the Santa Monica Community College District will be held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Monday, August 11, 2008.

5:30 p.m. – *Call to Order*
Closed Session
7:00 p.m. – *Public Meeting*

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

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|---|-----------------|
| I. ORGANIZATIONAL FUNCTIONS | <u>Page No.</u> |
| A Call to Order – 5:30 p.m. | 1 |
| B Roll Call | |
| C Public Comments on Closed Session Items | |
- II. CLOSED SESSION**
- Conference with Legal Counsel – Anticipated Litigation (Government Code Section 54956.9(b))
One case
 - Public Employee Discipline/Dismissal/Release (Government Code Section 54957)
 - Conference with Labor Negotiators (Government Code Section 54957.6)

Agency Designated Representatives: Marcia Wade, Vice-President, Human Resources
Ellen Shadur, District Counsel
Employee Organization: CSEA Chapter 36
- III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS** *(Scheduled for 7:00 p.m.)*
- D Pledge of Allegiance
 - E Closed Session Report (if any)
 - F Public Comments
- IV. SUPERINTENDENT'S REPORT**
- Management Association Update
 - Updates:
 - State Budget
 - Bond Measure

V. **MAJOR ITEMS OF BUSINESS**

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VIII. CONSENT AGENDA – Pulled Recommendations

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

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X. BOARD COMMENTS AND REQUESTS

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XI. ADJOURNMENT

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Monday, September 8, 2008** at 7 p.m. (5:30 p.m. if there is a closed session) Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 11, 2008

I. ORGANIZATIONAL FUNCTIONS

- A CALL TO ORDER

- B ROLL CALL
Rob Rader, Chair
Louise Jaffe, Vice-Chair
Dr. Susan Aminoff
David Finkel, Superior Court Judge (Ret.)
Dr. Nancy Greenstein
Dr. Margaret Quiñones-Perez
Dr. Andrew Walzer
Cameron Henton, Student Trustee

- C PUBLIC COMMENTS ON CLOSED SESSION ITEMS

II. CLOSED SESSION

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

- Public Employee Discipline/Dismissal/Release (Government Code Section 54957)

- Conference with Labor Negotiators (Government Code Section 54957.6)
*Agency Designated Representatives: Marcia Wade, Vice-President, Human Resources
Ellen Shadur, District Counsel*
Employee Organization: CSEA Chapter 36

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

- D PLEDGE OF ALLEGIANCE

- E CLOSED SESSION REPORT (if any)

- F PUBLIC COMMENTS

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 11, 2008

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1

SUBJECT: **MEMORANDUM OF UNDERSTANDING BETWEEN THE DISTRICT AND CSEA CHAPTER 36**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the following Memorandum of Understanding (MOU) between the Santa Monica Community College District and California School Employees Association Chapter 36 (CSEA).

This Memorandum of Understanding is entered into this 23rd day of June, 2008, by and between the Santa Monica Community College District (the "District") and California School Employees Association Chapter 36 ("CSEA").

WHEREAS, effective January 1, 2007, the Santa Monica College Personnel Commission adopted the new classification system proposed by the Hay Group as part of a reclassification study undertaken by the Hay Group at the District's request.

WHEREAS, the new classification system included (a) new job descriptions to replace existing job descriptions, (b) in many instances new job titles; and (c) in some instances substantive changes, such as clarification or adjustment of job duties or changes to minimum qualifications.

WHEREAS, the Hay Group has now offered its recommendations regarding salary ranges, and the District and CSEA have met and conferred and, except as provided below, have reached agreement regarding the appropriate salary ranges for unit members.

NOW THEREFORE, the parties hereby agree as follows:

1. Salary Ranges.

1.1 Except for those classifications set forth below, each classification within the bargaining unit shall retain the salary range in effect on December 31, 2006.

- 1.1.1 Academic Computer Instructional Specialist - Range 35
- 1.1.2 Academic Computing Lab Specialist - Range 35
- 1.1.3 Academic Secretary - Range 22
- 1.1.4 Administrative Clerk - Range 20
- 1.1.5 Administrative Secretary - Range 22

- 1.1.6 Human Resources Technician - Range 32
- 1.1.7 Journeymen (all) - Range 39
- 1.1.8 Mail Clerk - Range 23
- 1.1.9 Multimedia Specialist - Range 41
- 1.1.10 Program Coordinator Continuing Ed - Range 37
- 1.1.11 Receiving Stockroom & Delivery Worker - Range 27
- 1.1.12 Lead Receiving Stockroom & Delivery Worker - Range 29
- 1.1.13 Reprographics Technician – 30
- 1.1.14 Senior Reprographics Technician – 32
- 1.1.15 Skilled Maintenance Worker II - Range 31
- 1.1.16 Student Services Clerk - Range 21
- 1.1.17 Student Services Assistant - Range 25
- 1.1.18 Student Services Specialist - Range 30
- 1.1.19 Senior Student Services Specialist - Range 32
- 1.1.20 Tutoring Coordinators - Range 34

2. Y-Rating. Incumbents in the positions listed at 1.1 whose salary ranges exceed the ranges listed in 1.1 shall be Y-rated.

3. Effective Date. For each incumbent affected by the increased salary ranges described at 1.1, the effective date of the increased salary range shall be the incumbent's first day of active service in such classification on or after January 1, 2007. Any retroactive salary adjustment payable as a result of this Memorandum of Understanding shall reflect the entire period of a unit member's incumbency in the affected classification from and after January 1, 2007. Such adjustment shall include any negotiated salary increase or bonus effective during the period of incumbency, so long as the unit member was in active status. The parties agree and acknowledge that this Memorandum of Understanding applies solely to adjustments to salary ranges agreed as part of the Hay Reclassification Study, and shall not confer any rights or otherwise be applicable to any other reclassification.

4. Referral to Personnel Commission. The following classifications will be referred to the Personnel Commission:

4.1 Cosmetology Assistant - for determination of appropriate classification and recommended salary range.

4.2 The old classification of Assessment Specialist - for recommendation as to whether this position should become a Student Services Specialist.

5. The parties will revisit the appropriate salary ranges for the following classifications after receipt of recommendations from the Hay Group:

- 5.1 Senior Technology User Support Specialist
- 5.2 KCRW Media & Public Relations Officer
- 5.3 Deaf & Hard of Hearing Coordinator
- 5.4 Irrigation Systems – Pipefitter

6. Further Assurances. The parties acknowledge that two open issues remain from negotiations over the current contract: further market adjustments for bargaining unit positions that remain under market and new forms and procedures for employee evaluations under Article 4 of the contract. The parties agree to take up both of these issues no later than August 1, 2008.

7. This Memorandum of Understanding shall be subject to ratification by CSEA and by the District's governing Board, and shall be effective at the time of ratification by both parties.

COMMENT:

CSEA Chapter 36 members approved and ratified the Memorandum of Understanding with the District pertaining to the Hay Group Study on Classified Positions and the negotiated salary range allocations. 162 ballots were cast, as follows:

137	Yes
15	No
1	Unmarked
9	Provisional Ballots

MOTION MADE BY:

SECONDED BY:

STUDENT TRUSTEE:

AYES:

NOES:

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	August 11, 2008

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM G

SUBJECT: **ENROLLMENT DEVELOPMENT**

SUBMITTED BY: Vice-President, Enrollment Development

SUMMARY: Vice-President of Enrollment Development Teresita Rodriguez will present an overview of the 2007-08 Enrollment Development Annual Report, which will include information on application processing, enrollment tallies, and annual enrollment changes.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	August 11, 2008

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

SUBJECT: **CONTRACT FOR FOOD SERVICE VENDOR**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve that a contract for food service vendor be awarded to Campus Kitchen.

Term of Contract: September 1, 2008 and shall be for five years.

REVENUE: Vendor will pay SMC \$6,000 monthly plus
1.25% when monthly gross sales of food/beverages is \$50,000-\$90,000;
1.50% when monthly gross sales of food/beverages is \$90,001-\$110,000
1.75% when monthly gross sales of food/beverages is \$110,001 or over

SUMMARY: A committee of five (5) comprising (1) manager, (1) faculty, (1) classified, (1) student and the Director of Food Service for Long Beach Community College evaluated proposals.

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	August 11, 2008

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3

SUBJECT: **NOTICE OF PUBLIC HEARING**
ADOPT CERTAIN FINDINGS AND APPROVE ENERGY
SERVICE CONTRACT FOR ENERGY RELATED
IMPROVEMENTS TO SANTA MONICA COLLEGE
FACILITIES WITH CHEVRON ENERGY SOLUTIONS
COMPANY

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees hold a Public Hearing,
Adopt a Resolution and Approve an Energy Services Contract

Adopt a resolution and approve an energy services contract with Chevron Energy Solutions Company in accordance with California Government Code Section 4217.10-4217.18 for the purpose of designing, supplying and installing the following energy conservation and alternative energy measures:

- a. 341 kW Solar PV Shade Structure on the Roof of Parking Structure C
- b. 67 kW Solar PV Shade Structure on the Roof of Parking Structure A
- c. Campus-wide Lighting Retrofit
- d. Variable Frequency Drives for Academy of Entertainment & Technology Building and Business Building
- e. New Hot Water Boilers for Business Building and Art Building
- f. Fire Alarm System for Letters & Science Building and Liberal Arts Building
- g. Emergency Circuit Upgrade for Faculty Lab

Also, authorize the Chairman of the Board to sign the energy services contract with Chevron Energy Solutions Company for an amount not to exceed \$7,044,300.00.

PUBLIC HEARING OPENED:

PUBLIC COMMENTS:

PUBLIC HEARING CLOSED:

REQUESTED ACTION: Hold a Public Hearing, Adopt a Resolution and Approve a Facility Financing Contract

Adopt a resolution and approve a facility financing contract with Municipal Finance Corporation in accordance with California Government Code Section 4217.10-4217.18 for the purpose of funding certain energy conservation and alternative energy measures. Authorize the Chairman of the Board to sign said facility financing contract.

PUBLIC HEARING OPENED:

PUBLIC COMMENTS:

PUBLIC HEARING CLOSED:

COMMENT: The District is contracting with Chevron for a variety of energy saving retrofits and the installation of solar panels. To pay for these improvements, that District is financing the majority of the project through Municipal Finance Corporation. The savings realized by the District from reduced energy costs will be used to pay the monthly installment of the financing.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	August 11, 2008

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 4

SUBJECT: **RESOLUTION FOR ENERGY SERVICE CONTRACT**

SUBMITTED BY: Superintendent/President

RESOLUTION: WHEREAS, California Government Code Section 4217.10 to 4217.18, authorizes the Board of Trustees to enter into an Energy Service Contract for the implementation of energy related improvements if the Board of Trustees finds that it is in the best interest of the College to enter into such Energy Service Contract and that the anticipated cost to the College for thermal or electrical energy or conservation services provided by the energy conservation facility under the contract will be less than the anticipated marginal cost to the College of thermal, electrical, or other energy that would have been consumed by the College in absence of those purchases; and

Now, therefore, the Board of Trustees adopts the following resolution:

“The Board of Trustees finds that (1) it is in the best interest of Santa Monica College to enter into an Energy Service Contract with Chevron Energy Solutions for the implementation of certain energy related improvements to College facilities, and (2) the anticipated cost to College for thermal or electrical energy or conservation services provided by the energy conservation facility under the contract will be less than the anticipated marginal cost to the College of thermal, electrical, or other energy that would have been consumed by the College in absence of those purchases. Therefore, the Board of Trustees hereby authorizes the Chairman to execute the Energy Service Contract by and between Santa Monica College and Chevron Energy Solutions Company, a division of Chevron U.S.A. Inc. for the implementation of certain energy related improvements to College facilities in accordance with these findings and California Government Code Section 4217.10 to 4217.18.”

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	August 11, 2008

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 5

SUBJECT: **RESOLUTION FOR FINANCING ENERGY SERVICES CONTRACT**

SUBMITTED BY: Superintendent/President

RESOLUTION: WHEREAS, the Board of Trustees of the Santa Monica Community College District (the "District") is authorized pursuant to Sections 4217.10 through 4217.18 of the California Government Code (the "Act") to enter into energy conservation contract pursuant to which the District may acquire and finance equipment and services to reduce energy use or to make for a more efficient use of energy; and

WHEREAS, pursuant to the Act, the District proposes to enter into an agreement with Chevron Energy Solutions Company (the "Energy Services Contract") for the acquisition and installation of energy conservation and alternative energy measures (the "Project") in the financed amount of \$6,852,670.16; and

WHEREAS, Municipal Finance Corporation (the "Corporation") has offered to enter into a Lease with Option to Purchase (the "Lease") with the District in order to provide lease financing for the Project at a 4.50% annual percentage rate;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Santa Monica Community College District as follows:

Section 1. The Board of Trustees hereby finds, determines and declares as follows:

(a) The anticipated cost to the District for "Alternative energy equipment" as defined in Section 4217.11(a) and "Conservation services" as defined in Section 4217.11(d) of the Act and as provided for by the Energy Services Contract, the Lease and the Project will be less than the anticipated marginal cost to the District of energy that would have been consumed by the District in the absence of the Project.

(b) To the extent that the Energy Services Contract and/or the Lease grant easements, rights-of-way, licenses, rights of access, or other rights in the real property of the District upon which the Project will be constructed and installed, the difference, if any, between the fair rental value of such rights and the portion of the rent under the Lease attributable to such rights, is anticipated to be offset by benefits provided to the District under the Energy Services Contract and the Lease.

(c) Funds for the payment of amounts due under the Lease are projected to be available from funding which otherwise would have been used for the purchase of energy required by the District in the absence of the Project.

SECTION 2. Lease with Option to Purchase. The Chairman of the Board or a designee in writing (the "Authorized Officer") is hereby authorized to enter into a Lease with Option to Purchase (the "Lease") with the Corporation to finance the Project, subject to approval as to form by the District's legal counsel.

SECTION 3. Attestations. The Secretary or other appropriate District officer is hereby authorized and directed to attest the signature of the Authorized Officer or of such other person or persons as may have been designated by the Authorized Officer, and to affix and attest the seal of the District, as may be required or appropriate in connection with the execution and delivery of the Lease.

SECTION 4. Other Actions. The Authorized Officer and other officers of the District are each hereby authorized and directed, jointly and severally, to take any and all actions and to execute and deliver any and all agreements, documents and certificates which they may deem necessary or advisable in order to carry out, give effect to and comply with the terms of this Resolution and the Lease. Such actions are hereby ratified, confirmed and approved.

SECTION 5. Qualified Tax-Exempt Obligations. The Lease is hereby designated as "qualified tax-exempt obligations" within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended (the "Code"). The District, together with all subordinate entities of the District, do not reasonably expect to issue during the calendar year in which the Lease is issued more than \$10,000,000 of obligations which it could designate as "qualified tax-exempt obligations" under Section 265(b) of the Code.

SECTION 6. Effect. This Resolution shall take effect immediately upon its passage.

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	August 11, 2008

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 6

SUBJECT: **RESOLUTION TO GRANT UTILITY EASEMENT**

SUBMITTED BY: Superintendent/President

RESOLUTION: The SANTA MONICA COMMUNITY COLLEGE DISTRICT hereby grants to SOUTHERN CALIFORNIA EDISON COMPANY an easement and right of way to construct, use, maintain, operate, alter, add to, repair, replace communications systems consisting of poles, guys, and anchors, crossarms, wires, underground conduits, cables, vaults, manholes, handholes, and including aboveground enclosures, markers and concrete pads and other appurtenant fixtures and equipment necessary or useful for distributing electrical energy and for transmitting intelligence by electrical means, in, on, over, under, across and along that certain real property in the County of Los Angeles, State of California, described as follows:

THAT PORTION OF EIGHTEENTH COURT, 10.00 FEET WIDE, AS VACATED BY RESOLUTION NO. 4671, RECORDED ON SEPTEMBER 2, 1975 AS INSTRUMENT NO. 3470, OF OFFICIAL RECORDS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, LYING SOUTHWESTERLY OF AND CONTIGUOUS TO THE SOUTHWESTERLY LINE OF LOT 1 OF TRACT NO. 6330, AS PER MAP FILED IN BOOK 69, PAGES 33 THROUGH 37 OF MAPS, IN THE OFFICE OF THE SAID COUNTY RECORDER.

TOGETHER WITH A 5.00 FOOT WIDE STRIP OF LAND LYING WITHIN LOT 1 OF TRACT NO. 12543, AS PER MAP FILED IN BOOK 253, PAGES 49 AND 50 OF MAPS, IN THE OFFICE OF SAID COUNTY RECORDER, THE NORTHEASTERLY LINE OF SAID STRIP BEING DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTH CORNER OF LOT 1 OF SAID TRACT NO. 6330; THENCE ALONG THE SOUTHWESTERLY PROLONGATION OF THE SOUTHEASTERLY LINE OF SAID LOT 1, SOUTH 56°47'00" WEST 10.00 FEET TO THE NORTHEASTERLY LINE OF SAID LOT 1 OF TRACT NO. 12543, SOUTH 35°39'11" EAST 926.32 FEET TO A POINT OF ENDING.

COMMENT: The City of Santa Monica has established an Underground Utility District requiring Southern California Edison to underground its existing overhead facilities on Eighteen Court. The college owns 10 feet of the eastern edge of the alley behind the apartments on 20th Street (next to lot 1) and an easement is necessary for Edison to perform the work. The resolution was taken directly from the easement language prepared by the Edison Company and the City of Santa Monica and forwarded to the college by the City Engineering Department. The City of Santa Monica and Edison are responsible for informing the neighbors, since this is not a college project. There are no costs to the District for this work.

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	August 11, 2008

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 7

SUBJECT: **SECOND READING AND APPROVAL – BOARD POLICY SECTION 6255 DELEGATION TO ENTER INTO AND AMEND CONTRACTS**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a second reading and approve Board Policy Section 6255 – Delegation to Enter Into and Amend Contracts.

BP 6255 Delegation to Enter Into and Amend Contracts

The Superintendent/President is authorized by the Board of Trustees to:

- a. Contract for goods, services, equipment and rental of facilities, and accept grants as authorized by statutes for amounts of \$50,000 or less.
- b. Amend any contractual arrangement provided that changing the rate, period of time for the contract, and/or any other contractual term or condition does not result in a total expenditure of funds that would exceed \$50,000.
- c. Agree to binding arbitration if the Superintendent/President determines that it is an appropriate business decision to do so.
- d. All actions will be subject to Board approval and will be presented to the Board in summary format on a monthly basis for ratification.

Signatures on contracts are limited to those designated by the Superintendent/President and included on the annual Authorized Signature Resolution on file in the Los Angeles County Office of Education.

The Board of Trustees will periodically review this policy.

Reference: Education Code Sections 81655, 81656
Public Contract Code Section 20651

SUMMARY: This authorization is requested in order to implement contracts and payments in amounts of \$50,000 or less in a timely manner. Authorization includes, but is not limited to, acceptance of grants, payment of stipends, contracts for services and facilities. Revisions suggested at the first reading on July 7, 2008 have been incorporated.

Education Code Section 81655 states that the Board of Trustees may delegate the power to contract to the Superintendent/President and that such delegation of power may be limited as to time, money or subject matter. This policy is consistent with the practice of the City Manager of Santa Monica and the Los Angeles Community College District.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 11, 2008

VII. 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 #8-#23

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

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

VIII. CONSENT AGENDA – Pulled Recommendations

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

RECOMMENDATION NO. 8 APPROVAL OF MINUTES

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

July 7, 2008 (Regular Board of Trustees Meeting)
 July 29, 2008 (Special Meeting)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 11, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 9 **ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION**

Requested by: *Chito Cajayon, Dean of Workforce & Economic Development*

Approved by: *Jeff Shimizu, Vice President, Academic Affairs*

Requested Action: *Approval/Ratification*

Title of Grant: Associate Degree in Nursing to Bachelor's or Master's Degree in Nursing (ADN to BSN or MSN) Grant

Granting Agency: California Community Colleges Chancellor's Office/Career Technical Education/Nursing Programs

Award Amount: \$100,000

Matching Funds: Not Applicable

Performance Period: July 1, 2008 – June 30, 2010

Summary: Santa Monica College will partner with California State University Dominguez Hills to develop a comprehensive, fully accessible ADN to MSN program with a concentration in Nurse Education. In doing so, the two institutions will address two needs: 1) a shortage of qualified nurses; and 2) a shortage of nursing faculty available to train new nurses. The proposed ADN to MSN Program will increase the number of Master's level nurses who are trained to educate future generations of nurses at all levels. With an increase in nursing faculty, the nursing schools in the region, including SMC, will be able to expand their programs and increase student enrollment, thus strengthening the workforce and addressing industry demand for nurses.

Budget Augmentation: Restricted fund 01.3

Income	
8698 Local	\$100,000

Expenditures	
1000 Academic	35,000
2000 Classified	0
3000 Benefits	9,800
4000 Supplies/Materials	12,000
5000 Other Operating Expenses	39,354
6000 Capital Outlay	0
7000 Indirect Costs	3,846

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 11, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 9 **ACCEPTANCE OF GRANTS AND BUDGET**
AUGMENTATION *(continued)*

Title of Grant: Southern California World Water Forum College Grant Program/Water Conservation through Public Service Announcements in Los Angeles

Granting Agency: Metropolitan Water District of Southern California

Award Amount: \$10,000

Matching Funds: \$2,500

Performance Period: July 1, 2008 June 30, 2009

Summary: The overall goal of the *Water Conservation through Public Service Announcements in Los Angeles* project is to raise awareness of the need for water conservation among members of the campus community, as well as the local community, through a comprehensive communication strategy that incorporates the diversity of the campus community and the region it serves. SMC will produce on-campus public service announcements, entitled *Water Conservation: Think Globally, Act Locally*, which will address the various water conservation strategies used around the world as told by SMC's international students engaged in Sustainable Works projects.

Budget Augmentation: Restricted fund 01.3

Income	
8886 Local	\$ 10,000
Expenditures	
1000 Academic	3,000
2000 Classified	0
3000 Benefits	100
4000 Supplies/Materials	400
5000 Other Operating Expenses	6,500
6000 Capital Outlay	0
7000 Indirect Costs	0

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 11, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 10 CONTRACTS AND CONSULTANTS

10-A CONTRACTS FOR GOVERNOR'S 15% TALENT TRANSFER GRANT

Requested by: *Chito Cajayon, Dean of Workforce & Economic Development*

Approved by: *Jeff Shimizu, Vice President, Academic Affairs*

Requested Action: *Approval/Ratification*

1. Provider: Los Angeles Community College District (LACCD)

Amount of Contract: \$125,000

Term of Contract: August 1, 2008 – January 31, 2010

Funding Source: SMC's Governor's 15% Workforce Investment Act (WIA) Funds

Summary: Santa Monica College will contract with the Los Angeles Community College District to conduct instruction and site-specific training activities for SMC's Green-Tech/Construction WIA Talent Transfer grant. The LACCD will utilize its structure of colleges to work with the region's One-Stop Center system in order to identify participants who meet the grant's eligibility criteria and are interested in pursuing a career in the green-tech sector.

Activities and performance outcomes for this contract will be in accordance with SMC Workforce Development Department guidelines. The contract will be designed to ensure SMC remains in compliance with the grant's objectives - providing training and wrap-around services to the unemployed or career-transitioning worker.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 11, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

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

10-A **CONTRACTS FOR GOVERNOR'S 15% TALENT TRANSFER GRANT** *(continued)*

2. Provider: Jewish Vocational Services (JVS/Marina Del Rey WorkSource Center)

Amount of Contract: \$135,000

Term of Contract: August 1, 2008 – January 31, 2010

Funding Source: SMC's Governor's 15% Workforce Investment Act (WIA) Funds

Summary: Santa Monica College will contract with the JVS/Marina del Rey WorkSource Center to provide management information services, job placement assistance, follow-up, and reporting services for SMC's Green-Tech/Construction WIA Talent Transfer grant. The JVS/Marina Del Rey WorkSource Center will conduct intake and case management services to candidates who meet the grant's eligibility criteria and are interested in pursuing a career in green-tech sector.

The JVS/Marina del Rey WorkSource Center is a non-profit organization that serves dislocated and unemployed individuals throughout the Westside region. The agency has a long history in helping people find jobs and providing services funded by the Workforce Investment Act.

Activities and performance outcomes for this contract will be in accordance with SMC Workforce Development Department guidelines. The contract will be designed to ensure SMC remains in compliance with the grant's objectives - providing training and wrap-around services to the unemployed or career-transitioning worker.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 11, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

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

10-B **CONTRACT FOR CTE COMMUNITY COLLABORATIVE GRANT**

Requested by: *Chito Cajayon, Dean of Workforce & Economic Development*

Approved by: *Jeff Shimizu, Vice President, Academic Affairs*

Requested Action: *Approval/Ratification*

Provider: Long Beach Community College (LBCC)

Amount of Contract: \$100,000

Term of Contract: August 1, 2008 – January 31, 2010

Funding Source: Santa Monica College CTE (Career Technical Education) Community Collaborative Grant

Summary: Santa Monica College will contract with Long Beach Community College to develop middle school career awareness products and marketing materials that will be shared with SMC's Career Technical Education project. LBCC will assist SMC in conducting parent information-exchange activities and workshops directed towards frontline education counselors and career advisors. Workshops will be geared towards emerging careers within the green/clean technology, advanced transportation, information technology, animation/multi-media, new energy/environmental technology, and allied health industries. The district will help SMC in expanding the capacity of the Westside region's educational system – ensuring better preparation for all incoming college students.

Activities and performance outcomes for this contract will be in accordance with SMC Workforce Development Department guidelines. The contract will be designed to ensure SMC remains in compliance with its California Community College Chancellor's Office/CTE grant objectives.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 11, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

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

10-C **SOUTHERN CALIFORNIA COMMUNITY COLLEGE DISTRICT WORKERS' COMPENSATION**

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

Payment to: Southern California Community College District Workers' Compensation
Amount: \$1,266,968
For the Period: July 1, 2008 – June 30, 2009
Funding Source: 2008-2009 General Fund Departmental and Categorical Funding
Summary: Santa Monica College's Workers Compensation insurance premium for
work place illnesses and injuries.

10-D **CONTRACT FOR EMPLOYEE ASSISTANCE SERVICE FOR EDUCATION (EASE)**

Requested by: *Marcia Wade, Vice-President, Human Resources*
Requested Action: *Approval/Ratification*

Contractor: Los Angeles County Superintendent of Schools Joint Powers
Agreement
Service: To create an Employee Assistance Program
Summary: Santa Monica College is electing to participate in the Los Angeles
County Superintendent of Schools Joint Powers Agreement that
offers an employee assistance program association known as the
Employee Assistance Service For Education (EASE). EASE offers
services to employees and eligible spouse and/or dependents who
have personal problems affecting employee job performance, by
providing counseling, evaluation, referrals, and helping employees
to cope with crises. The cost is \$10.20 per year per employee of
the District to be covered, as determined by the District on or
before October 1st each year.

RECOMMENDATION NO. 11 **ANNUAL CONTRACTS AND CONSULTANTS**

11-A **LEGAL SERVICES, 2008-2009 (Amendment)**

Requested Action: *Approval/Ratification*
Approved by: *Marcia Wade, Vice-President, Human Resources*

Provider	Services	Amount	Funding Source
Zampi & Associates, LLP	Legal services reasonably required to represent the District's best interests on requested matters.	\$160 per hour for attorneys; <u>\$110</u> per hour for law clerks and paralegals, and \$125 per hour for consultation, <u>plus expenses</u>	2008-2009 District Budget/Human Resources

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 11, 2008

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 12 ACADEMIC PERSONNEL

Requested Action: *Approval/Ratification*

Reviewed by: *Sherri Lee-Lewis, Dean, Human Resources*

Approved by: *Marcia Wade, Vice-President, Human Resources*

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

ESTABLISH

Director, Facilities Programming

08/11/08

TITLE CHANGE

From: Associate Dean, Workforce Development

To: Associate Dean, Career Technical Education

RESIGNATION

Austin, Nilda Lavada Coordinator, Psychological Services

07/25/08

Hyatt, Rhonda, Director, Athletics

08/29/08

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 11, 2008

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 13 CLASSIFIED PERSONNEL – REGULAR

Requested Action: *Approval/Ratification*

Reviewed by: *Sherri Lee-Lewis, Dean, Human Resources*

Approved by: *Marcia Wade, Vice-President, Human Resources*

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

<u>ABOLISH</u>	<u>EFFECTIVE DATE</u>
Administrative Assistant I (1 position) Title V, 12 mos, 40 hrs	06/30/08
Community College Parking Enforcement Officer (2 positions) Campus Police, 11 mos, 40 hrs/NS-I	08/12/08
Community College Police Officer (1 position) Campus Police, 12 mos, 40 hrs/VH	08/12/08
Stage Construction Technician (1 position) Theater Arts, 11 mos, 40 hrs	08/12/08
<u>ESTABLISH</u>	
Costume Design Technician (2 positions) Theater Arts, 12 mos, 20 hrs/VH-I	08/12/08
Stage Construction Technician (1 position) Theater Arts, 12 mos, 40 hrs/VH-I	08/12/08
Stage Construction Technician – Lighting (1 position) Theater Arts, 12 mos, 20 hrs/VH-I	08/12/08
Stage Construction Technician – Sound (1 position) Theater Arts, 12 mos, 20 hrs/VH-I	08/12/08
Community College Police Sergeant (2 positions) Campus Police, 12 mos, 40 hrs/VH	08/12/08
Theatre Technical Specialist Theatre Arts Department	08/12/08

ELECTIONS

Ishimaru, Randall, Laboratory Technician- Chemistry, Physical Science	08/01/08
Munoz, Andres, Student Services Clerk, EOP&S	07/07/08
Wioch, Christina, Student Services Clerk, A & R	07/11/08
Wong, Julian, Laboratory Technician- Chemistry, Physical Science	07/16/08

CHANGE IN WORK SHIFT/PERMANENT

Negron, Robert 07/01/08
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

CHANGE IN WORK SHIFT/TEMPORARY

08/01/08 – 10/31/08

Fr: Programmer Analyst II, Information Management, 12 mos, 40 hrs/Day
To: Programmer Analyst II, Information Management, 12 mos, 40 hrs/VH-I

PERMANENT EMPLOYEE WITH TEMPORARY ASSIGNMENT

Henninger, Denise, Sign Language Interpreter-III, DSC 08/18/08 – 08/22/08
LaCosse, Naomi, Sign Language Interpreter-III, DSC 08/18/08 – 08/22/08
Morris, Audrey, Tutoring Coordinator-LD, DSC 07/28/08 – 08/01/08

RE-TITLE OF CLASSIFICATION

From: Information Systems and Network Administrator
To: Information Systems Administrator

From: Lab. Technician – Science
To: Lab. Technician- Chemistry

From: Lab. Technician – Science
To: Lab. Technician – Chemistry

From: Lab. Technician – Science
To: Lab. Technician – Life Science

From: Lab. Technician – Science
To: Lab. Technician – Physics

VOLUNTARY REDUCTION IN HOURS/TEMPORARY

Goodrich, Marilyn 07/01/08 - 06/30/08
Fr: Administrative Assistant I, Student Judicial Affairs, 12 mos, 40 hrs
To: Administrative Assistant I, Student Judicial Affairs, 12 mos, 32 hrs

ADVANCED STEP PLACEMENT

Jauregui, Luis, Student Services Clerk, Admissions and Records 07/01/08
Jimenez, Jorge, Groundskeeper/Gardener, Grounds 07/01/08
Johnson, Glenda, Student Services Clerk, ISC 07/01/08
Wioch, Christina, Student Services Clerk, Admissions and Records 07/11/08

11-month Employees

Burke, Madeline, Dance Production Specialist, KD 08/27/07 – 09/01/07

LEAVES OF ABSENCE WITHOUT PAY

CHILD CARE LEAVE

Pekerol, Shirstan, CC Parking Enforcement Officer, Campus Police 07/08/08 – 02/17/09

OPPORTUNITY

Bedworth, Sheila, Instructional Assistant –English, English Department 08/23/08 – 12/16/08

SEPARATIONS

RETIREMENT

Washington, Marni, Administrative Assistant III- Conf., Academic Affairs (22 yrs/2mos) 10/18/08

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 11, 2008

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 14 CLASSIFIED PERSONNEL – LIMITED DURATION

Requested Action: Approval/Ratification

Reviewed by: Sherri Lee-Lewis, Dean, Human Resources

Approved by: Marcia Wade, Vice-President, Human Resources

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.

PROVISIONAL: Temporary personnel who meet minimum qualifications and are assigned to work 90 working days; who have not come from an eligibility list.

Bates, Bryan, Stage Construction Technician, Theatre Arts	07/01/08-10/27/08
Bice, Jaimee, Cash Receipts Clerk, Bursars Office	07/01/08-10/10/08
Blanchard, L. Katherine, Stage Construction Tech., Theatre Arts	07/01/08-10/03/08
Blickensderfer, James, Stage Construction Tech., Theatre Arts	07/01/08-10/27/08
Cain, Julie, Instructional Assistant-English, English	08/25/08-01/12/09
Cancella, Joseph, Health Services Technician (RN), Health Svcs	08/11/08-12/19/08
Chan, Andrew W, Stage Construction Technician, Theatre Arts	07/22/08-11/26/08
Conlin, Sean, Stage Construction Technician, Theatre Arts	07/21/08-12/31/08
Hornaday, Charles E., Disabled Student Services Assistant, DSC	08/04/08-12/10/08
McDonald, Alonzo, Stage Construction Technician, Theatre Arts	07/01/08-10/23/08
Mitchell, Ian, Stage Construction Technician, Theatre Arts	07/01/08-12/31/08
Ory, Robert, Stage Construction Technician, Theatre Arts	07/01/08-11/04/08
Robinson, Dewain, Stage Construction Technician, Theatre Arts	07/01/08-10/17/08
Rutledge, Gregory, Stage Construction Technician, Theatre Arts	07/18/08-09/10/08
Smith, Nadaley, Cash Receipts Clerk, Bursars Office	07/01/08-09/12/08
Thomas, Adrian, Stage Construction Technician, Theatre Arts	07/01/08-08/14/08
Veliz, Juan, Cosmetology Assistant, Cosmetology	07/01/08-08/20/08
Vigil, Nani, Sign Language Interpreter III, DSC	06/17/08-10/22/08

LIMITED TERM: Positions established to perform duties not expected to exceed 6 months in one Fiscal Year or positions established to replace temporarily absent employees; all appointments are made from eligibility lists or former employees in good standing.

Abdulhafiz, Meymuna, Bookstore Clerk /Cashier, Bookstore	07/01/08-12/31/08
Abdulhamid, Feryid, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Abel, Teneka, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Alonso, Luliana, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Alvarez, Amanda, Counseling Aide, Trio	07/01/08-12/23/08
Ashby, Deanna, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Alvarez, Ana M, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Aviles, Wendy, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Baker, Stephen, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Barajas, Byanca, Counseling Aide, Latino Center	07/01/08-12/31/08
Baskin, Patricia, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Berent, Richard, Accompanist-Voice, Music	06/01/08-06/30/08

Berent, Richard, Accompanist-Voice, Music	07/01/08-12/31/08
Biamonte, Christine, Sign Language Interpreter 1, DSC	06/16/08-06/30/08
Biamonte, Christine, Sign Language Interpreter I, DSC	07/01/08-12/31/08
Buchanan, Melody, Cash Receipts Clerk, Bursars Office	07/01/08-12/31/08
Campagna, Victoria, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Cannon, Ameenah, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Casillas, Veronica, Registration/Information Clerk, Financial Aid	07/01/08-12/31/08
Cason, Tracy, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Chang, Tony Wen-Tung, Bookstore Clerk/Cashier, Bookstore	08/01/08-12/31/08
Contreras, Javier M, Bookstore Clerk/Cashier, Bookstore	08/01/08-12/31/08
Crawford, William, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Dacosta, Richard, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Dammer, Michael, Registration/Information Clerk, Matriculation	07/02/08-12/31/08
Dawson, Rebecca, Cash Receipts Clerk, Bursars Office	07/01/08-12/31/08
Devine Jr, Robert, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Dozier, Erica, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Enaiho, Patricia, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Evans, Vernon, Counseling Aide, EOP&S	07/01/08-08/29/08
Fayyaz, Kashif, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Fayyaz, Kashif, Counseling Aide, Trio	07/01/08-12/23/08
Fayyaz, Saqib, Counseling Aide, Trio	07/01/08-12/23/08
Flores, Vanessa, Bookstore Clerk/Cashier, Bookstore	08/01/08-12/31/08
Fokeh, Christina, Registration/Info Clerk, Matriculation	07/01/08-12/31/08
Francis, Ashley, Counseling Aide, African-American Center	07/01/08-12/31/08
Frank-Hoff, Isolde, Counseling Aide, Disabled Student Center	07/01/08-12/31/08
Franklin, Tiffany, Counseling Aide, EOP&S	07/01/08-12/31/08
Friedland, Shane R, Bookstore Clerk/Cashier, Bookstore	08/01/08-12/31/08
Friha, Mohammed, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Garcia, Lucy, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Gebremichael, Hermela, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Gebremichael, Rebecca, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Gebrelul, Saba, Bookstore Clerk/Cashier, Bookstore	08/01/08-12/31/08
Getachew, Lily, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Ghasami, Nilofar, Counseling Aide, Education/ECE	07/01/08-12/23/08
Grau, Donald, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Guerrero, Gloria, Administrative Assistant 1, Trio	07/01/08-12/31/08
Gutierrez, Alexis, Bookstore Clerk/Cashier, Bookstore	08/01/08-12/31/08
Hardister III, Harold, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Harge, Ronyee, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Harris, Yolanda R, Bookstore Clerk/Cashier, Bookstore	08/01/08-12/31/08
Hassen, Nuritu, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Henry, Valerie J, Bookstore Clerk/Cashier, Bookstore	08/01/08-12/31/08
Hernandez, Andrew A, Bookstore Clerk/Cashier, Bookstore	08/01/08-12/31/08
Hernandez, Joanna M, Administrative Clerk, Purchasing	07/17/08-08/15/08
Hernandez, Sandra, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Hill, Sherri, Sign Language Interpreter II, DSC	07/01/08-12/31/08
Jackson, Jessie, Counseling Aide, African-American Center	07/01/08-12/31/08
Jackson, Sheralynn, Registration/Information Clerk, Program Dev.	07/01/08-12/31/08
Jones, Frances, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Judana, Krishna, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Kim, Dae Ik, Bookstore Clerk/Cashier, Bookstore	08/01/08-12/31/08
Leal, Andrea, Registration/Information Clerk, Matriculation	07/01/08-12/31/08
Lewis, Carolyn, Sign Language Interpreter I, DSC	07/01/08-12/31/08
Libman, Leonid, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08

Lopez, Waleska, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Luthi, Christopher, Accompanist-Voice, Music	07/01/08-12/23/08
Mackay, Joan, Cash Receipts Clerk, Bursars Office	07/01/08-12/31/08
Manhertz, Yvonne, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Marjanen, Michael, Cash Receipts Clerk, Bursars Office	07/01/08-12/31/08
McIntosh, Bryan, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Medina, Maibe, Counseling Aide, EOP&S	07/01/08-12/31/08
Mehary, Mehret, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Melendez, Angeline, Bookstore Clerk/Cashier, Bookstore	08/01/08-12/31/08
Melendez, Jessica, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Menjivar, Raul, Counseling Aide, EOP&S	07/01/08-08/29/08
Micas, Donna, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Miles, Erik, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Miles, Shadae, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Moges, Aster, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Murphy, Diane, Registration/Information Clerk, Financial Aid	07/01/08-12/31/08
Narayan, Vishal V, Bookstore Clerk/Cashier, Bookstore	08/01/08-12/31/08
Navarro, Elizabeth, Counseling Aide, EOP&S	07/01/08-12/31/08
Navarro, Maria, Bookstore Clerk/Cashier, Bookstore	08/01/08-12/31/08
Nelli, Maria, Cash Receipts Clerk, Bursars Office	07/01/08-12/31/08
Nnodi, Benedict, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Panghongkeow, Artee, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Perkins, Paul, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Ponce, Robert, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Puyear, Billie, Sign Language Interpreter II, DSC	07/01/08-12/31/08
Ramirez, Javier, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Ramirez, Lisset, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Rhoads, Margaret, Instructional Assistant-Learning Disabilities, DSC	08/25/08-12/31/08
Richardson, Pamela L, Bookstore Clerk/Cashier, Bookstore	08/01/08-12/31/08
Runnels, Felicia, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Salinas, Eric, Cash Receipts Clerk, Bursars Office	07/01/08-12/31/08
Santamaria, Bladimir, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Smith, Katherine, Counseling Aide, Interdisciplinary Office	07/01/08-12/23/08
Smitiwitaya, Ida, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Sussman-Schecht, Dena, Sign Language Interpreter III, DSC	07/01/08-12/31/08
Szesnat, Kyle, Registration/Information Clerk, Financial Aid	07/01/08-12/31/08
Thielking, Alan, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Thwin, El, Counseling Aide, Matriculation	07/08/08-08/29/08
Walker, Terence, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Weldemichael, Belainesh, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Yogi, Nancy, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Young, Mary Ellen, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Zavala, Margarita, Bookstore Clerk/Cashier, Bookstore	07/01/08-12/31/08
Zheng, Jin, Registration/Information Clerk, Financial Aid	07/01/08-12/31/08

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 11, 2008

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 15 CLASSIFIED PERSONNEL - NON MERIT

Requested Action: Approval/Ratification

Reviewed by: Sherri Lee-Lewis, Dean, Human Resources

Approved by: Marcia Wade, Vice-President, Human Resources

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

STUDENT EMPLOYEES

College Student Assistant
\$8.00/hr (STHP)

282

CalWorks
\$8.00/hr

09

SPECIAL SERVICE

Art Model
\$18.00/hr

60

Community Services Specialist I
\$35.00/hr

71

Community Services Specialist II
\$50.00/hr

49

Recreation Director II
\$10.59/hr

01

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 11, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 FACILITIES

Requested Action: Approval/Ratification
 Requested by: Greg Brown, Director, Facilities and Planning
 Approved by: Randy Lawson, Executive Vice-President

16-A CHANGE ORDER NO. 4 – RE-BID CAMPUS QUAD

Change Order No. 2 – TRIMAX CONSTRUCTION CORP. on the Re-bid Campus Quad project in the amount of \$50,879.

Original Contract Amount	\$8,709,500
Previously Approved Change Orders 1-3	300,802
Change Order No. 4	<u>50,879</u>
Revised Contract Amount	\$9,061,181
Original Contract Time	360 days
Previous Time Extensions	<u>0 days</u>
Revised Contract Time	360 days
Time Extension this Change Order	<u>0 days</u>
Current Revised Contract Time	360 days

Funding Source: Measures U

Comment: Change Order No. 4 – provides for adjustments to landscaping due to existing site conditions.

16-B AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – CORSAIR FIELD RENOVATION

Amend agreement with CO ARCHITECTS for the Corsair Field Renovation project as follows, plus reimbursable expenses:

Original Contract	\$320,000
Amendment:	<u>194,000</u>
Total	\$514,000

Funding Source: Measure S

Comment: The scope of the project has been expanded due to DSA requirements and District needs. DSA is requiring the addition of emergency exit lighting to Corsair Field and a new fire alarm and fire sprinklers to the Gym as part of the bleacher replacement project. As part of the locker room renovation, the project team found additional deficiencies that need to be corrected.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 11, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 **FACILITIES** *(continued)*

16-C AGREEMENT FOR ARCHITECTURAL SERVICES - PERFORMING ARTS COMPLEX, MADISON

Authorize payment of architectural service fees to RENZO ZECCHETTO ARCHITECTS for the Performing Arts Center, Madison project not to exceed \$31,498 to reflect the contracted architectural fee based on ten percent (10%) of the approved change orders from December 2007 through May 2008.

Funding Source: Measure S

Comment: The architectural contract for this project is based upon 10 percent of the construction cost including change orders. The architect has asked for payment of the amount due for change orders that were approved by the Board from December 2007 through May 2008.

16-D AGREEMENT FOR ARCHITECTURAL SERVICES – STUDENT SERVICES RELOCATIONS

Agreement with STEINBERG ARCHITECTS for the Student Services Relocations project for \$70,000 plus reimbursable expenses.

Funding Source: Measure S and U

Comment: The following relocations need to be planned and implemented before the start of the Student Services and Administration project which is planned to commence in December 2009: Parking lot 1 north relocated to 1410 Pico Blvd.; Events relocated to Drescher Hall; International Students relocated to temporary building.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 11, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 FACILITIES *(continued)*

16-E AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – DONALD DOUGLAS LOOP SOUTH IMPROVEMENTS, BUNDY CAMPUS

Amend agreement with tBP ARCHITECTS for the Donald Douglas Loop South Improvements, Bundy Campus project for \$82,273 plus reimbursable expenses.

Funding Source: Measure S

Comment: The City of Santa Monica has requested a number of changes in the plan and the format of the planning documents to meet the City's specification. The project is almost entirely on City of Santa Monica property so the plans must conform to its requirements.

16-F AGREEMENT FOR SITE SURVEYOR SERVICES – CAPITAL CONSTRUCTION PROJECTS

Agreement with PEAK SURVEYS for site surveyor services project for \$94 to \$290 (for a three person crew) per hour not to exceed \$25,000 for the period August 12, 2008 to June 30, 2009.

Funding Source: Measure S, U

Comment: As part of the planning and construction process the college is responsible for providing site surveys to architects, engineers and contractors on an as needed basis.

16-G QUARTERLY POOL PAYMENTS UNDER JOINT USE FACILITIES AGREEMENT

Payment to: City of Santa Monica
Amount: \$88,323.16
For the Period: January 1, 2008 –March 31, 2008
Funding Source: 2007-2008 District General Fund
Comment: Under the terms of the Joint Use of Facilities Agreement with the City of Santa Monica the District pays a pro rata share (34 percent) of maintenance and operation costs of the pool based on the number of hours the College uses the pool compared to the total hours of pool use by all parties.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 11, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 CLAIMS FOR DAMAGES

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

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

<u>Claimant</u>	<u>Date Filed</u>	<u>Amount of Claim</u>
Jasmine March	May 29, 2008	Unknown

Comment: The claimant alleged that the facial bed crashed down onto her legs while she was giving another student a facial in the Cosmetology department.

<u>Claimant</u>	<u>Date Filed</u>	<u>Amount of Claim</u>
Marsaili McGrath	July 15, 2008	\$1,000.00

Comment: The claimant alleged that while she was opening her driver's door to exit her parked vehicle, a Santa Monica College employee driving a maintenance vehicle struck her opened door.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 11, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 18 BUDGET TRANSFERS

Requested by: Chris Bonvenuto, Director, Fiscal Services

Approved by: Randy Lawson, Executive Vice-President

Requested Action: Approval/Ratification

18-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period of: June 21, 2008 thru June 30, 2008

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	4,134,093
2000	Classified/Student Salaries	3,517,666
3000	Benefits	1,505,000
4000	Supplies	6,756
5000	Contract Svcs/Operating Exp	498,860
6000	Sites/Bldgs/Equipment	0
7000	Other Outgo/Student Payments	-9,662,375
Net Total:		0

18-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period of: June 21, 2008 thru June 30, 2008

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	118,031
2000	Classified/Student Salaries	-39,661
3000	Benefits	66,579
4000	Supplies	-33,461
5000	Contract Svcs/Operating Exp	-204,566
6000	Sites/Bldgs/Equipment	- 26,871
7000	Other Outgo/Student Payments	119,949
Net Total:		0

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 11, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 18 BUDGET TRANSFERS *(continued)*

18-C FUND 42.2 – MEASURE U FUND

Period of: June 21, 2008 thru June 30, 2008

Budget Transfers:

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	37,677
5000	Contract Svcs/Operating Exp	113,277
6000	Sites/Bldgs/Equipment	-150,954
7000	Other Outgo/Student Payments	0
Net Total:		0

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	August 11, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 COMMERCIAL WARRANT REGISTER

Requested by: *Robin Quaile, Accounts Payable Supervisor*

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

Requested Action: *Approval/Ratification*

June 1 – June 30, 2008	3098 – 3138	\$8,103,540.82
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Comment: The detailed Commercial Warrant documents are on file in the Accounting Department.

RECOMMENDATION NO. 20 PAYROLL WARRANT REGISTER

Requested by: *Ian Fraser, Payroll Manager*

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

Requested Action: *Approval/Ratification*

May 1 – May 31	C1J – C2K	\$9,053,420.78
June 1 – June 30	C1K – C2L	\$10,693,618.15

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

RECOMMENDATION NO. 21 AUXILIARY PAYMENTS & PURCHASE ORDERS

Requested by: *George Prather, Director of Auxiliary Services*

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

Requested Action: *Approval/Ratification*

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

	Payments	Purchase Orders
June 1 – June, 2008	\$1,416,789	\$17,340

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	August 11, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 22 DIRECT, BENEFIT AND STUDENT GRANT
PAYMENTS**

Requested by: *Robin Quaile, Accounts Payable Supervisor*
Approved by: *Randy Lawson, Executive Vice-President*
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.

June 1 – June 30, 2008	
D001572 – D001661	\$2,143,100.98
B000696 – B000760	\$1,204,411.87
ST00100 – ST00218	\$37,580.21

D – Direct Payments
B – Benefit Payments (health insurance, retirement, etc.)
ST – Student Grant Payments

RECOMMENDATION NO. 23 PURCHASING

Requested by: *Keith Webster, Director, Purchasing*
Approved by: *Randy Lawson, Executive Vice-President*
Requested Action: *Approval/Ratification*

23-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

June 1 – June 30, 2008	\$19,900
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BOARD OF TRUSTEES	Action
Santa Monica Community College District	August 11, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 23 PURCHASING *(continued)*

23-B PURCHASING AGREEMENTS AND AUTHORIZATION OF PURCHASE ORDERS

Authorize the use of the following competitively bid purchase agreements and the award of purchase orders as follows:

1. The Val Verde Unified School District Contract # 1(08-09) with P&R Paper Supply Co. for Janitorial Supplies.

This contract allows for other public education entities in the State of California to place orders under this contract without further competitive bidding per PCC 10298 and 10299(b).

Funding Source: Operations Department 2008-2009 approved budget

Comment: This contract allows for public education entities in the State of California to place orders under these competitively bid contracts. Public Contracts Code Section 20652 allows the District to purchase through other public agencies without advertising for bid. There are significant cost savings to the district by joining in purchasing agreements with other agencies.

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	August 11, 2008

INFORMATION ITEM H

CITIZENS' BOND OVERSIGHT COMMITTEE MEETING – JULY 16, 2008

A meeting of the Santa Monica Community College District Citizens' Bond Oversight Committee was held on Wednesday, July 16, 2008 in the Edye Second Space at the SMC Performing Arts Center, 1310 – 11th Street, Santa Monica, California.

1. CALL TO ORDER - 8:06 a.m.

2. ROLL CALL

Sylvia Rose, Chair – Present
 Ben Allen – Present
 Deborah Arvesen – Present
 Ralph Erickson – Present
 Ilde Jimenez y West - Present
 Paul Leoni – Present
 Christine Thornton - Present

Others Present:

Greg Brown, Director of Facilities and Planning
 Don Girard, Senior Director, Government Relations/Institutional Communications
 Lisa Rose, Committee Coordinator
 Charlie Yen, Director, Events and Contracts

3. APPROVAL OF MINUTES – April 16, 2008

Motion was made by Paul Leoni and seconded by Deborah Arvesen to approve the minutes of April 16 16, 2008. *Ayes – 4 (Rose, Arvesen, Erickson, Leoni), Noes – 0 (Newly appointed members did not vote).*

4. ELECTION OF VICE-CHAIR

Paul Leoni nominated Ralph Erickson as Vice-Chair. Ralph Erickson declined.

Ralph Erickson nominated Paul Leoni as Vice-Chair. Paul Leoni accepted the nomination and was elected by acclamation.

5. PUBLIC COMMENTS

None

6. REPORTS and DISCUSSION *(Reports were sent with the agenda in advance of the meeting)*

Measure U

- Project Schedule
- Budget
- Expenditures

Measure S

- Project Schedule
- Budget
- Expenditures

Projects Update:

- SMC Performing Arts Center: Soft openings are being planned; the grand opening will be held on September 20, 2008.
- Campus Quad: Will be completed for the start of the fall 2008 semester.
- Improvement to Parking Structure A on Pico Boulevard: This begins the process of improving the look of the college on Pico Boulevard,
- Corsair Field and John Adams Middle School Field: Both projects involve replacement of the fields with artificial turf and new lighting.
- Bundy Campus: The new driveway and half signal project will probably be completed by February 2009. The two-story building on Bundy will be demolished and eventually replaced with a second building.
- Student Services Building: This building will be located on northeast corner of campus and will consolidate all student services functions.
- Malibu: Discussions with the County of Los Angeles are underway to purchase a parcel in the Malibu Civic Center area. An announcement is expected in the next few months.

Bond Sales/Expenses Report: The projects listed above bring closure to Measure U and S funds

November 2008 Modernization Bond Measure: Don Girard, Senior Director of Government Relations/Institutional Communications, distributed a comprehensive report on the November 2008 Modernization Bond Measure. He provided an overview of the projects and answered questions from the committee members.

7. SCHEDULE OF MEETINGS, 2008-2009

Wednesdays at 8 a.m.

October 15
January 21, 2009
April 15

8. ADJOURNMENT: 9:05 a.m.

The next meeting of the Citizens' Bond Oversight Committee will be held on Wednesday, October 15, 2008 at 8 a.m. in the Loft (Drescher Hall Room 300-E) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 11, 2008

X. **BOARD COMMENTS AND REQUESTS**

Schedule of Board of Trustees Meetings, 2009

XI. **ADJOURNMENT**

The meeting will be adjourned in memory of **Joe Cigliano**, husband of adjunct professor of piano, Louise Lepley; and **Estelle Getty**, mother of Carl Gettleman, Academic Computer Instructional Specialist.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Monday, September 8, 2008** at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

The agenda for the next meeting will include the following:

- Adoption of 2008-09 Budget
- Report on ARCC (Accountability Reporting for Community Colleges)
- Schedule of Board of Trustees Meetings, 2009 (information)