

AGENDA



SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY,
OCTOBER 7, 2008

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

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

7:30 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	October 7, 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 Tuesday, October 7, 2008.

5:30 p.m. – *Call to Order*

Closed Session

7:30 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 | |
| • Public Employee – Evaluation, pursuant to Government Code Section 54957
<i>Evaluation of the Superintendent/President</i> | |
| • Conference with Labor Negotiators (Government Code Section 54957.6)
<i>Agency Designated Representatives: Marcia Wade, Vice-President, Human Resources</i>
<i>Robert Myers and Ellen Shadur, District Counsel</i>
<i>Employee Organization: CSEA Chapter 36</i> | |
| • Public Employee Discipline/Dismissal/Release (Government Code Section 54957) | |
|
III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS (Scheduled for 7:30 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 | |
| – Music Department Events Scheduled at the Broad Stage | |
| – China Education Exchange/Theater Arts Production for Shandong University | |
|
V. ACADEMIC SENATE REPORT | |

VI. **MAJOR ITEMS OF BUSINESS**

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VII. **CONSENT AGENDA**

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

Approval of Minutes

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#4	Annual Contracts and Consultants	
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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.

IX. **BOARD POLICY**

#18 Second Reading and Approval: Board Policy 1511, Meetings of the Board of Trustees 27

XI. **BOARD COMMENTS AND REQUESTS**

XII. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Tuesday, November 11, 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	October 7, 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

- Public Employee – Evaluation, pursuant to Government Code Section 54957
Evaluation of the Superintendent/President

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

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

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

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

- D PLEDGE OF ALLEGIANCE
- E CLOSED SESSION REPORT (if any)
- F PUBLIC COMMENTS

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	October 7, 2008

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM G

SUBJECT: **ACCOUNTABILITY REPORTING FOR COMMUNITY COLLEGES**

SUBMITTED BY: Superintendent/President

SUMMARY: Executive Vice-President Randal Lawson and Caroline Sheldon, Dean of Institutional Research, will present an overview of the Accounting Reporting for Community Colleges (ARCC).

Accountability Reporting in the Community Colleges (ARCC) contains seven measures of student progress and achievement as they relate to the broad mission of the California Community Colleges to support transfer, degree and certificate completion, and basic skills. The measures developed for ARCC reflect a refinement of some of the measures from previous accountability initiatives, such as the Partnership for Excellence (PFE), as well as an expansive consultation process with education scholars and community college practitioners from the field.

The legislation for Accountability Reporting in the Community Colleges (ARCC) requires that a college's local Board of Trustees annually review the college's ARCC report. No action is required by the Board; review of the narrative, and the selection of material contained in Appendix A, fulfills this legislative requirement.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 7, 2008

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1

SUBJECT: **SCHEDULE OF BOARD OF TRUSTEES MEETINGS, 2009**

SUBMITTED BY: Superintendent/President

ACTION: It is recommended that the Board of Trustees approve the following schedule of meetings for 2009.

January through May, 2009: Regular meetings are scheduled on the first Monday of the month, except when adjusted for holidays. The third Monday of the month is held for special meetings or workshops.

June through December, 2009: Regular meetings are scheduled on the first Tuesday of the month, except when adjusted for holidays. The third Tuesday of the month is held for special meetings or workshops.

Winter and summer Board Study Sessions are held on a Saturday.

First and third Mondays, January through May, 2009 **First and third Tuesdays, June through December, 2009**

January 12, 2009 (*second Monday*)
January 26 (*fourth Monday - hold*)

June 2
June 23, fourth Tuesday (*hold*)

February 2
February 23 (*hold*)

July 7
July 21 (*hold*)

Saturday, February 28
Winter Study Session

Saturday, August 1
Summer Study Session

March 2
March 16 (*hold - continue study session*)

August 4
August 18 (*hold*)

April 6
April 20 (*hold*)

September 1
September 15 (*hold*)

May 4
May 18 (*hold*)

October 6
October 20 (*hold*)

November 3
November 17 (*hold*)

December 1
December 15 (*hold*)

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 7, 2008

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

SUBJECT: **SUPPORT OF MEASURE R**

SUBMITTED BY: Trustees Nancy Greenstein and Louise Jaffe

ACTION: It is recommended that the Board of Trustees support Measure R on the November 4, 2008 ballot.

SUMMARY: In July 2008, the Metro Board of Directors authorized placing a half-cent sales tax before voters to fund transportation projects within Los Angeles County. Measure R is expected to provide the local resources to finance new transportation projects and accelerate those already in process. Over 30 years, it is projected to generate \$40 billion for congestion relief projects. Measure R alone does not fully fund all projects. The expenditure plan identifies additional funding sources. It is estimated to cost residents an average of \$25 per person each year.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 7, 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 #3-#17.

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. 3 APPROVAL OF MINUTES

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

September 8, 2008 (Regular Board of Trustees Meeting)
 September 22, 2008 (Special Board of Trustees Meeting)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 7, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 4 ANNUAL CONTRACTS AND CONSULTANTS

4-A WORK STUDY AGREEMENT, 2008-09

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

Requested Action: Approval/Ratification

Agency	Service	Amount	Funding Source
Santa Monica-Malibu Unified School District	SMCCD will provide students eligible for the Federal Work Study Program to work as reading/math tutors at three of the SMMUSD schools – Grant Elementary School, Will Rogers Learning Community, and pre-kindergarten child care facility and sixth graders at John Adams Middle School.	The rate of compensation is \$8.00 per hour, which is the current rate of pay for student workers.	Federal Work Study Program

4-B OFF-CAMPUS FACILITIES FOR HEALTH SCIENCES

Requested by: Ida Danzey, Associate Dean, Health Sciences

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

Requested Action: Approval/Ratification

Provider	Agreement
List of providers on file in the Health Sciences office	Affiliation agreements between the Santa Monica College and the providers for the use of health facilities by SMC students in connection with the District's nursing program. Following is the list of facilities: Berkeley East Convalescent Hospital Culver West Convalescent Exodus Recovery, Inc. Fireside Convalescent Hospital Kindred Hospital Saint John's Health Center Vista Del Sol Long Term Supportive Care Wise and Healthy Aging

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 7, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 5 CONTRACTS AND CONSULTANTS

5-A AWARD OF SERVICE AGREEMENT FOR 403(b)

Requested by: Sherri Lee-Lewis, Dean, Human Resources
Approved by: Marcia M. Wade, Vice President, Human Resources
Requested Action: Approval

Authorization of contract award to JEM Resources Partners, a 403(b) Third Party Administrator, to provide 403(b) Plan Administration services to the District for one year, with four one-year options, at \$2.00 per participant per month in year one of the contract.

Funding Source: 2008-2009 District Budget

Comment: A 403(b) plan is a retirement plan for which a specific group of public schools are eligible and where the District may determine the financial institution(s) that the eligible employees can maintain their 403(b) accounts. Currently, there are approximately 400 employees who participate in 403(b) accounts.

Effective January 1, 2009, mandated changes in IRS Code 403(b) regulations will shift a larger portion of the compliance administration from 403(b) vendors to employers.

Current compliance issues evolve around tracking contribution limits and loan rules, approving distributions and providing reports. JEM will assure that the District's plan is maintained in compliance with the laws of California.

JEM Resources Partners will provide the following services:

- Online Salary reduction agreements and changes
- Online screening of vendors and products
- Online access for employees to conduct all transactions and view their accounts
- Online access for employers
- Full support of documents and Plan compliance
- Secure data
- Streamlined processing
- Full compliance with state 403(b) rules
- No Conflicts of Interest

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 7, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 6 RATIFICATION OF CONTRACTS AND CONSULTANTS

Approved by: Chui L. Tsang, Superintendent/President

Requested Action: Ratification

The following contracts for goods, services, equipment and rental of facilities, and acceptance of grants in the amount of \$50,000 or less have been entered into by the Superintendent/President and are presented to the Board of Trustees for ratification.

Authorization: Board Policy Section 6255, Delegation to Enter Into and Amend Contracts

Approved by Board of Trustees: 9/8/08

Reference: Education Code Sections 81655, 81656

Provider/Contract	Service	Term/Amount	Funding Source
David Trend	This consultant will provide a major address and conduct a faculty roundtable discussion on integrating Global Citizenship into the curriculum	September 24, 2008 \$750	Global Citizenship Initiative Mini-Grant
California State University, Dominguez Hills Foundation	SMC will subcontract with CSU Dominguez Hills to develop a comprehensive, fully accessible ADN to MSN program with a concentration on Nurse Education.	June 26, 2008 – April 30, 2010 \$32,280	Associate Degree in Nursing to Bachelor's Degree or Master's Degree in Nursing Collaborative
Merrill A. Deming	To facilitate the Strengths Quest Introduction Session for the division of Student Affairs. This is a team building retreat for managers and faculty leaders.	November 7, 2008 \$1,500	District Student Affairs Conference/ Training/Staff Development Budget
Marla Flores	The consultant will present a workshop for CARE students on parenting skills.	October 17, 2008 \$1,600 (4 hours)	CARE (EOPS)
New Directions, Inc. Contract: Computer Literacy and Job-Search Training	The SMC Office of Workforce and Economic Development will deliver computer literacy and job search training services to two cohorts of homeless veterans on the basics in operating the computer and how to become better prepared to enter the workforce.	September 29, 2008 – March 18, 2009 Income: \$25,000 paid to Santa Monica College	N/A

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 7 2008

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7 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.

ELECTION

Kinsella, Denise, Associate Dean, International Education 10/16/08

SEPARATIONS

RESIGNATION

Niroumand, Madjid, Associate Dean, International Education 10/17/08

RETIREMENT

Bresloff, Jeffrey, Instructor, Physical Science 12/16/08

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 7, 2008

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 8 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.

ELECTIONS

EFFECTIVE DATE

PROBATIONARY

Frazier, Marvlynn, Custodian-NS II, Operations	08/25/08
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STIPEND

Kessler, Mark, CC Police Officer, College Police Comment: Training Officer Duties	+5.0%	07/01/08 - 01/31/09
Champagne, Michael CC Police Officer, College Police Comment: Inspector Duties	+5.0%	07/01/08 - 01/31/09
Malone, Willie CC Police Officer, College Police Comment: Range Master Duties	+5.0%	07/01/08 - 01/31/09
Romano, Jere, Com Coll Police Officer, College Police Comment: Safety and Security Systems Officer Duties	+5.0%	07/01/08 - 01/31/09

ESTABLISH

Network Administrator (1 vacant position) Network Services, 40 hrs/VH-I	10/07/08
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RE-TITLE OF CLASSIFICATION (1 existing position)

Re-title: Information Systems and Network Administrator New: Network Administrator (<i>Correction</i>)	10/07/08
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RECLASSIFICATIONS (Through Personnel Commission Process)

Prong, Ben Fr: Multimedia Computer Lab Specialist, AET To: Multimedia Specialist-AET, AET (<i>Correction</i>)	06/01/08
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SEPARATIONS

RESIGNATION

Perry, Rosa, Switchboard Operator, Telecommunications	09/19/08
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RETIREMENT

Graupman, Joyce, Administrative Assistant I, Modern Language	09/08/08
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DECEASED

Sosa, Gayle, Administrative Assistant I, Facilities/M&O Administration	09/26/08
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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 7, 2008

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9 **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.

ELECTIONS

EFFECTIVE DATE

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

Aldana, Iris A, Counseling Aid, Student Services	08/25/08-01/12/09
Baker, Mark A, Theatre Technical Specialist, SMC Performing Arts Ctr	09/11/08-02/02/09
Courtney, Marguerite, Laboratory Technician-Photo, Photo-Fashion	09/08/08-01/26/09
Craig, Stephen, Theatre Technical Specialist, SMC Performing Arts Ctr	09/11/08-01/31/09
Dear, Alexandra J, Instructional Assistant-English, English	09/08/08-02/04/09
Hunt, James, Theatre Technical Specialist, SMC Performing Arts Ctr	09/12/08-02/02/09
Kramer, Todd, Theatre Technical Specialist, SMC Performing Arts Ctr	09/12/09-02/02/09
Lynall, Mark Theatre Technical Specialist, SMC Performing Arts Ctr	09/15/08-02/02/09
Neal, Kimberly, Theatre Technical Specialist, SMC Performing Arts Ctr	09/12/08-02/02/09
Pawley, Dale, Theatre Technical Specialist, SMC Performing Arts Ctr	09/11/08-01/31/09
Snyder, John, Theatre Technical Specialist, SMC Performing Arts Ctr	09/11/08-01/31/09
Veliz, Juan, Cosmetology Assistant, Cosmetology	07/01/08-11/05/08

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.

Fitzpatrick, Lisa B, Disabled Student Services Assistant, DSC	09/12/08-12/31/08
Francis, Anthony, Counseling Aide, Trio	07/01/08-12/23/08
Francis, Anthony, Counseling Aide, African American Center	08/25/08-12/31/08
Harris, Pheather, Counseling Aide, Student Life	09/01/08-12/31/08
Serratos, Monica, Counseling Aide, Student Life	08/18/08-02/19/09

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 7, 2008

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 10 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)	70

College Work-Study Student Assistant	
\$8.00/hr (FWS)	112

CalWorks	
\$8.00/hr	15

SPECIAL SERVICE

<u>Art Model</u>	02
18.00/hr	

<u>Community Services Specialist I</u>	02
\$35.00/hr	

<u>Community Services Specialist II</u>	03
\$50.00/hr	

<u>Tutorial Aide</u>	01
\$10.50/hr	

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 7, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 FACILITIES

Requested Action: Approval/Ratification

Requested by: Greg Brown, Director, Facilities and Planning

Approved by: Randy Lawson, Executive Vice-President

11-A AWARD OF BID – 1410 PICO PARKING IMPROVEMENTS

Award the bid for the 1410 Pico Parking Improvements project to the lowest responsible bidder:

(to be presented at the meeting)

Funding Source: Measure S

Comment: The parking lot at 1410 Pico Blvd. is being renovated to accommodate parking which will be displaced from Lot 1 by the construction of the new Student Services Building.

11-B AWARD OF BID – INTERNATIONAL EDUCATION CENTER RELOCATION

Award the bid for the International Education Center Relocation project to the lowest responsible bidder:

(to be presented at the meeting)

Funding Source: Measure S

Comment: The International Education Center is located in the construction area for the new Student Services Building and will need to be relocated to a temporary modular building. Once the Student Services building is completed, the International Education Center will move into the new facility and the temporary modular building will be removed.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 7, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

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

11-C **AGREEMENT FOR ARCHITECTURAL SERVICES – CAFETERIA DINING ROOM RENOVATION**

Agreement with CLIVE WILKENS ON ARCHITECTS for the Cafeteria Dining Room Renovation project for \$125,000 plus reimbursable expenses.

Funding Source: Auxiliary Services – Food Vending

Comment: There have been many comments from the campus community about the need to improve the appearance of the Cafeteria Dining Room. This renovation will include the flooring, painting, window covering, lighting and furniture. Clive Wilkenson specializes in interior design in the renovation of existing facilities.

11-D **RELEASE OF FINAL RETENTION – THEATER ARTS RENOVATION**

Release the final 1% retention held to TURNER CONSTRUCTION COMPANY for the Theatre Arts Renovation Project.

Funding Source: Measure U

Comments: Project Completed.

11-E **AGREEMENT FOR ARCHITECTURAL SERVICES – MADISON EAST WING SEISMIC UPGRADE**

Agreement with RENZO ZECCHETTO ARCHITECTS for the Madison East Wing Seismic Upgrade project for \$33,000 plus reimbursable expenses.

Funding Source: Measure U

Comment: The completion of the renovations to the Madison East Wing of the existing building at the Madison Campus (now the Santa Monica College Performing Arts Campus) were suspended after the Division of State Architect discovered that the seismic upgrades required due to the 1933 Long Beach Earthquake were never completed. Now that the new construction and major renovations at the Santa Monica College Performing Arts Campus are finished, including the Music Renovation and the new Broad Stage, this code required upgrade can be completed. By using the architect of record for the Santa Monica College Performing Arts Campus, this project can be completed more efficiently.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 7, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

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

11-F AGREEMENT FOR ENGINEERING SERVICES – MADISON EAST WING SEISMIC UPGRADE

Agreement with MIYANMOTO ENGINEERS for the Madison East Wing Seismic Upgrade project for \$44,800 plus reimbursable expenses.

Funding Source: Measure U

Comment: The completion of the renovations to the Madison East Wing of the existing building at the Madison Campus (now the Santa Monica College Performing Arts Campus) were suspended after the Division of State Architect discovered that the seismic upgrades required due to the 1933 Long Beach Earthquake were never completed. Now that the new construction and major renovations at the Santa Monica College Performing Arts Campus are finished, including the Music Renovation and the new Broad Stage, this code required upgrade can be completed. A licensed structural engineer is needed in addition to the architect on this project.

11-G AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – JOHN ADAMS FIELD RENOVATION

Amend the agreement with CALDWELL ARCHITECTS for the John Adams Field Renovation project by an additional \$1,500 plus reimbursable expenses.

Funding Source: Measure S

Comment: The Santa Monica-Malibu Unified School District requested some changes in the fencing along the west side of the softball field.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 7, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

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

11-H AGREEMENT TO ALLOW ENVIROMENTAL TESTING – OLYMPIC SHUTTLE LOT

Agreement with THE GILLETTE COMPANY for access to the Olympic Shuttle Lot at 1831 Stewart Street to allow for environmental testing required of The Gillette Company for its property located at 26th and Olympic.

Funding Source: Gillette will cover all costs

Comment: The Regional Water Quality Board has required Gillette to do extensive testing throughout the area as part of its cleanup efforts for the PaperMate property at 26th and Olympic. The college has previously approved testing at the Academy Site and the Water Quality Board has recommended additional testing in the area of the Olympic Shuttle Lot. During the testing about 15 parking spaces will be taken up by the equipment, so the testing will take place later in the school year when space is available.

11-I CHANGE ORDER NO 6. – RE-BID CAMPUS QUAD

Change Order No. 6 – TRIMAX CONSTRUCTION CORP., on the Re-bid Campus Quad Project in the amount of \$96,223.

Original Contract Price	\$8,709,500
Previous Approved Change Orders 1,2,3,4,5	695,446
Change Order No. 6	<u>96,223</u>
Revised Contract Amount	9,501,169
Original Contract Time	360 Days
Total Time Extension	<u>0 Days</u>
Revised Contract Time	360 Days
Time Extension of this Change Order	<u>0 Days</u>
Current Revised Contract Time	360 Days

Funding Source: Measure U

Comment: Change Order No. 6 – Provides for adjustments to the fountains and underground utilities.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	October 7, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 CLAIM FOR DAMAGES

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

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

<u>Claimant</u>	<u>Date Filed</u>	<u>Amount of Claim</u>
James Hawthorne	September 9, 2008	\$846.46

Comment: The claimant alleged that while leaving his helmet in a bookstore employee's possession to purchase items from bookstore, the bookstore employee dropped claimant's helmet from a counter onto the concrete floor.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	October 7, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 COMMERCIAL WARRANT REGISTER

Requested by: Robin Quaile, Accounts Payable Supervisor

Approved by: Randy Lawson, Executive Vice-President

Requested Action: Approval/Ratification

August 1 – August 31, 2008	3184 – 3224	\$8,638,211.77
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Comment: The detailed Commercial Warrant documents are on file in the Accounting Department.

RECOMMENDATION NO. 14 PAYROLL WARRANT REGISTER

Requested by: Ian Fraser, Payroll Manager

Approved by: Randy Lawson, Executive Vice-President

Requested Action: Approval/Ratification

August 1 – August 31, 2008	C1A – H1C	\$6,658,836.26
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Comment: The detailed payroll register documents are on file in the Accounting Department.

RECOMMENDATION NO. 15 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
August 1 – August 31, 2008	\$3,054,951	\$222,963

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	October 7, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 DIRECT, BENEFIT & 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.

August 1 – August 31, 2008

D000326 – D000473	\$701,068.83
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B000039 – B000081	\$ 89,532.17
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ST00014 – ST00042	\$19,156.00
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D – Direct Payments

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

ST – Student Grant Payments

BOARD OF TRUSTEES	Action
Santa Monica Community College District	October 7, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 PURCHASING

Requested by: Keith Webster, Director, Purchasing
Approved by: Randy Lawson, Executive Vice-President
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

August 1 – August 31, 2008

\$578,208.48

17-B DECLARATION AND DONATION OF SURPLUS ATHLETIC EQUIPMENT

- (1) Declare as surplus miscellaneous tennis ball machine and authorize the District to donate the tennis ball machine to the City of Santa Monica Reed Park Tennis Office because it has been determined to be of insufficient value to defray the cost to sell.

Comment: This action is in accordance with SMC Board Policy 6531 and Education Code section 81452.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	October 7, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 **PURCHASING** *(continued)*

17-C PURCHASING AGREEMENTS AND AUTHORIZATION OF PURCHASE ORDERS
AMENDMENT

Authorize the awards of purchase orders for the amount from approved department budgets against the following competitively bid agreements and any extensions thereof.

1. City of San Jose, Blanket Purchase Order # OP 39697 to June 30, 2008 with Computerland of Silicon Valley for Computer Hardware, Peripheral and Software.
2. City of Los Angeles Department of Water and Power (LADWP) Bid #715; Contract # 715-01-7 with Metro Video Systems, Inc. for an amount not to exceed \$585,000 for video security equipment, installation and three years of preventive maintenance services for Campus Safety Project.

Funding Source: Measure U Bond Funds

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	Action
Santa Monica Community College District	October 7, 2008

BOARD POLICY

RECOMMENDATION NO. 18

SUBJECT: **SECOND READING AND APPROVAL**
BOARD POLICY SECTION 1511,
MEETINGS OF THE BOARD OF TRUSTEES

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a second reading and approve Board Policy Section 1511 – Meetings of the Board of Trustees, Regular Meetings.

BP 1511 Regular Meetings

Regular meetings of the Board of Trustees shall be held in accordance with the adopted annual schedule of meetings unless changed by the Board in a subsequent regular meeting.

All regular meetings of the Board shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District.

All regular meetings of the Board shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions, except as required or permitted by law.

Reference: Education Code Section 72000
Government Code Sections 54950-54963, 54961

Reviewed and Adopted: 5/1/2000
Revised 12/2005

COMMENT: The proposed revision to Board Policy Section 1511 would allow flexibility for the Board to adjust its meeting schedule without having to revise the policy. The Board meets requirements of the Education Code to fix the time and place for regular meetings by adopting its annual schedule of meetings, so it is not necessary to include the specific day in the policy.

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

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 7, 2008

XI. **BOARD COMMENTS AND REQUESTS**

XII. **ADJOURNMENT**

The meeting will be adjourned in memory of **Gayle Sosa**, administrative assistant in the Facilities/Maintenance Department.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, November 11, 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:

- Accreditation 2010 Self-Study Planning