

AGENDA



SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

REGULAR MEETING

TUESDAY,
JANUARY 11, 2011

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

5:30 p.m. – Closed Session
7:00 p.m. – Public Meeting
Board Room (Business Building Room 117)

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.

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

PUBLIC PARTICIPATION

ADDRESSING THE BOARD OF TRUSTEES

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

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

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

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	January 11, 2011

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, January 11, 2011.

5:30 p.m. – Closed Session
7:00 p.m. – Public Meeting

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

- | | <u>Page No.</u> |
|--|-----------------|
| I. ORGANIZATIONAL FUNCTIONS | |
| A Call to Order – 5:30 p.m. | 5 |
| B Roll Call | |
| C Public Comments on Closed Session Items | |
| II. CLOSED SESSION | |
| III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS | |
| D Pledge of Allegiance | |
| E Closed Session Report (if any) | |
| F Installation of Trustee Nancy Greenstein | |
| G Public Comments | |
| IV. SUPERINTENDENT'S REPORT | |
| • Management Association Update | |
| • Updates: | |
| – Winter Session Enrollment | |
| – State Budget | |
| V. ACADEMIC SENATE REPORT | |
| VI. MAJOR ITEMS OF BUSINESS | |
| #1 2011-2012 Non Resident Tuition Rate | 6 |
| #2 Appointment to Citizens' Bond Oversight Committee | 8 |
| VII. CONSENT AGENDA | |
| <i>Any recommendation pulled from the Consent Agenda will be held and discussed in Section VIII, Consent Agenda – Pulled Recommendations</i> | |
| <u>Approval of Minutes</u> | |
| #3 Approval of Minutes: December 7, 2010 (Regular Meeting) | 9 |

Grants and Contracts

#4	Approval, Courses, Certificates and A.A. Degrees, Fall 2010	10
#5	Ratification of Contracts and Consultants	11

Human Resources

#6	Academic Personnel	12
#7	Classified Personnel – Regular	13
#8	Classified Personnel – Limited Duration	15
#9	Classified Personnel – Non Merit	16

Facilities and Fiscal

#10	Facilities	
	10-A Amendment to Agreement for Architectural Services, Bundy West Building Classroom Completion	17
	10-B Change Order No. 1 – Cafeteria Upgrade	18
	10-C Release of Partial Retention – Energy Related Improvements	18
	10-D Project Close-Out – Parking Lot 2 Expansion	18
	10-E Agreement for Consulting Services - Labor Compliance	19
	10-F Amendment to Agreement – Roof Replacement, International Students Center	19
#11	Budget Transfers	20
#12	Payroll Warrant Register	21
#13	Auxiliary Payments and Purchase Orders	21
#14	Purchasing	
	14-A Award of Purchase Orders	22
	14-B Award of Purchasing Agreement	22

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 COMMENTS AND REQUESTS

X. ADJOURNMENT

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Tuesday, February 1, 2011** 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	January 11, 2011

I. ORGANIZATIONAL FUNCTIONS

- A CALL TO ORDER
- B ROLL CALL
Dr. Andrew Walzer, Chair
Dr. Margaret Quiñones-Perez, Vice-Chair
Dr. Susan Aminoff
Judge David Finkel (Ret.)
Dr. Nancy Greenstein
Louise Jaffe
Rob Rader
Michael Song, Student Trustee
- C PUBLIC COMMENTS ON CLOSED SESSION ITEMS

II. CLOSED SESSION

- Conference with Labor Negotiators (Government Code Section 54957.6)
Agency Designated Representatives: Marcia Wade, Vice-President, Human Resources
Robert Myers, Campus Counsel
Employee Organization: CSEA Chapter 36
- Conference with Labor Negotiators (Government Code Section 54957.6)
Agency Designated Representatives: Marcia Wade, Vice-President, Human Resources
Robert Myers, Campus Counsel
Employee Organization: Santa Monica College Faculty Association

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

- D PLEDGE OF ALLEGIANCE
- E CLOSED SESSION REPORT (if any)
- F INSTALLATION OF TRUSTEE NANCY GREENSTEIN
Superintendent/President Chui L. Tsang will administer the Oath of Allegiance to Trustee Nancy Greenstein.
- G PUBLIC COMMENTS

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 11, 2011

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1

SUBJECT: **2011-2012 NONRESIDENT TUITION RATE**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees adopt and establish the 2011-2012 nonresident tuition rate as follows:

- a. Non-resident tuition rate shall be \$217 per semester unit.
- b. The capital outlay recovery surcharge shall be \$22 per semester unit

BACKGROUND: Education Code Section (ECS) 76140 requires each district governing board to establish the nonresident tuition fee not later than February 1 for the succeeding fiscal year. Seven options are provided for calculation of the non-resident tuition rate, as represented in the following chart.

Option 1	Statewide Average Cost Calculation	\$176
Option 2	District Average Cost Calculation	\$174
Option 3	Average Cost Calculation for District with 10% or more noncredit FTES	N/A
Option 4	Contiguous District (proposed fees not yet reported)	N/A
Option 5	No more than District Average Cost, no less than Statewide Average Cost	N/A
Option 6	Highest Statewide Average Statewide Average Cost Calculation 2006-2007 through 2011-2012	\$190
Option 7	No more than 12 Comparable States' Average Tuition	\$280 Maximum

Options 6 and 7 were established as a result of the recent approval of AB 2297 (Brownley). For 2011-2012, the lowest possible nonresident tuition rate for SMC is \$174 per semester unit, and the highest possible nonresident tuition rate is \$280 per semester unit. Option 7 was used to determine SMC's 2011-2012 nonresident tuition rate of \$217 per semester unit. (This represents an increase of \$31 from the 2010-2011 rate of \$186 per semester unit.)

Education Code Section 76140 also authorizes districts to charge a capital outlay recovery surcharge so that districts may recover a prorated share of their capital outlay expenditures. (The recommended capital outlay recovery surcharge for 2011-2012 constitutes a \$14 per unit decrease from the 2010-2011 capital surcharge.)

Using the new Option 7 enables SMC to calculate the tuition rate in conjunction with the capital outlay surcharge (which fluctuates from year to year) so that the focus can be upon the total cost for students rather than its individual components. The total of the recommended nonresident tuition rate and capital surcharge represents a net increase in the cost of attendance of 7.7 percent per semester unit.

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 11, 2011

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

SUBJECT: **APPOINTMENT TO CITIZENS' BOND OVERSIGHT COMMITTEE**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees appoint Tiffany Inabu as the student representative on the Citizens' Bond Oversight Committee, for a two-year term, 2010-2012.

SUMMARY: The bylaws state that the Citizens' Bond Oversight Committee shall consist of a minimum of seven (7) members appointed by the Board of Trustees as required by Government Code Sections 54950-54962 and Education Code Sections 15278, 15280 and 15282, with at least:

Category

1. one representative of the business community within the District
2. one person active in a senior citizens' organization
3. one person active in a bona fide taxpayers' organization
4. one student who is currently enrolled at SMC
5. one person active in the support and organization of the District
6. additional appointees to represent the communities of Santa Monica and Malibu

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 11, 2011

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-#14.

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:

December 7, 2010 (Regular Board of Trustees Meeting)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 11, 2011

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 4 **APPROVAL OF COURSES, CERTIFICATES AND A.A. DEGREES, FALL 2010**

The following courses were approved by the Curriculum Committee and the Academic Senate in Fall, 2010.

New Courses

ET 17: Advanced 3D Level Design
ET 25C: 3D Character Rigging
Medical Laboratory Technician 01: Introduction to Clinical Laboratory Profession
Medical Laboratory Technician 02: Hematology, Coagulation, Urine and Body Fluid Analysis
Philosophy 20/Environmental Studies 20: Environmental Ethics
Political Science 31: Introduction to Public Policy
Political Science 95: Public Policy—Experiential Learning
Recycling and Resource Management 01: Introduction to Recycling and Resource Management
Recycling and Resource Management 02: Culture and Zero Waste
Recycling and Resource Management 03: Resource Management and Zero Waste for Communities
Recycling and Resource Management 04: Resource Management and Zero Waste in Business
Turkish 01: Elementary Turkish

Distance Education Courses

Graphic Design 65: Web Design

Global Citizenship

Philosophy 20/Environmental Studies 20: Environmental Ethics
Recycling and Resource Management 01: Introduction to Recycling and Resource Management

Certificates

2D Animation Department Certificate
3D Animation Department Certificate
3D Modeling Department Certificate
3D Rendering Department Certificate

AA Degrees

Associate of Science Degree in Mathematics for Transfer

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 11, 2011

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 5 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	Term/Amount	Service	Funding Source
A	Zimride, Inc.	Three-year agreement effective December 29, 2010 A fee of \$9,500 for each year of service, paid annually in advance, plus a one-time set up fee of \$950	Zimride enables carpooling and ridesharing to become an alternative transportation option for the college. Zimride provides a low-cost, high-impact sustainable transportation solution and helps create more efficiency among the current infrastructure. Zimride's service combines an intuitive online interface and social network features to build the necessary critical mass of users.	Associated Students
Requested by: Associated Students Approved by: Mike Tuitasi, Vice-President, Student Affairs				
B	Keenan & Associates	July 1, 2010 – June 30, 2011 \$21,000	Annual chemical inventory as required by the City of Santa Monica Fire Department's CUPA Report.	Risk Management
Requested by: Risk Management Approved by: Robert Isomoto, Vice-President, Business/Administration				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 11, 2011

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 6 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.

SABBATICALS, 2011-2012

Anderson, Rebecca , Modern Languages and Cultures– Fall 2011

Aparicio, Miguel, Modern Languages and Cultures – Spring 2012

Dawson, Frank, Communications – Fall 2011

Ramsdell, Robin, Counseling – Fall 2011

Vishwanadha, Hari, English – Spring 2012

ELECTIONS

ADJUNCT/FACULTY

Approval/ratification of the hiring of adjunct faculty

(List on file in the Office of Human Resources)

ADMINISTRATIVE

Potts, Charles, Acting Director, Institutional Advancement, Planning and Development 01/03/11–06/30/11

SEPARATIONS

Retirement

Kennedy, John, Instructor, Math (32 years)

1/31/11

Wyman, Susan, Instructor, Modern Languages (33 years)

12/31/10

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 11, 2011

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7 **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

PROBATIONARY

Cotton, Nyla, Buyer II, Purchasing	01/03/11
Gerard, Andrew, Instructional Assistant – Math, Mathematics	12/09/10
Jeff, William M., Buyer II, Purchasing	12/16/10
Juliani, Jan C, Lead Library Assistant- Technical Services, Library	01/10/11
Suzuki, Marcus, Instructional Assistant – Math, Mathematics	01/03/11
Vasquez, Olga, Payroll Specialist, Fiscal Services	12/20/10
Yu, Michelle, Administrative Clerk, Human Resources	01/03/11

VOLUNTARY REDUCTION IN HOURS/TEMPORARY

Ramos, Angelita	01/03/11 – 01/31/11
From: Administrative Assistant II, Adm/Rec, 12 mos, 40 hrs	
To: Administrative Assistant II, Adm/Rec, 12 mos, 35 hrs	

ADVANCED STEP PLACEMENT

Gerard, Andrew, Instructional Assistant – Math, Mathematics, Step C	12/09/10
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VOLUNTARY REDUCTION IN HOURS/TEMPORARY

Cohanne, Jonathan (correction)	11/01/10 – 12/21/10
From: Student Services Specialist, A&R, 12 mos, 40 hrs	
To: Student Services Specialist, A&R, 12 mos, 35.5 hrs	
Cohanne, Jonathan (correction)	01/03/11 – 01/31/11
From: Student Services Specialist, A&R, 12 mos, 40 hrs	
To: Student Services Specialist, A&R, 12 mos, 35 hrs	
Jauregui, Luis	01/22/11 – 05/25/11
From: Student Services Assistant, Continuing Ed., 40 hrs	
To: Student Services Assistant, Continuing Ed., 12 mos, 35 hrs	

EMPLOYEE WITH CHANGE IN WINTER ASSIGNMENT UNDER MOU AGREEMENT

LEAVE OF ABSENCE WITHOUT PAY W/BENEFITS

Zimmerman, Adrienne, Shuttle Driver, Transportation	01/03/11 - 02/14/11
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SEPARATIONS

RESIGNATION

Bowen, Michelle, Personnel Analyst	12/20/10
Brown, Theodore F., Custodian, Operations	12/20/10

RETIREMENT

Bays, Charles, Community College Police Sergeant, Campus Police (26 years)	12/31/10
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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 11, 2011

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 8 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.

Blanco, Saul, Art Gallery Installer	01/03/11-02/11/11
Chapa, Eric, Laboratory Technician, Chemistry	12/03/10-02/02/11
Clark, Jodi, Art Gallery Installer	01/03/11-02/11/11
Cvar, Sandy, Art Gallery Installer	01/03/11-02/11/11
George, Nathalie, Art Gallery Installer	01/03/11-02/11/11
Ma, Felix, Laboratory Technician, Life Science	01/11/11-03/04/11
Myers, Valerie, Registration/Information Clerk, Matriculation	12/07/10-04/25/11
Thomason, Matthew, Art Gallery Installer	01/03/11-02/11/11

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	01/31/11-03/03/11
Abel, Teneka, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Arenas, Leyla, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Arevalo, Mat, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Ashby, Deanna, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Baker, Anthony, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Banks, Nichole, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Barajas, Octavio, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Baskin, Patricia, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Benvenuto, Arlene, Cash Receipts Clerk, Bursar's Office	01/03/11-04/14/11
Caceres, Karla, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Cadena, Allison, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Campagna, Victoria, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Cannon, Ameenah, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Chang, Tony, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Dear, Kathleen, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Devine Jr, Robert, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Dittmar, James, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Friedland, Shane, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Garcia, Lucy, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Godlock, Yadira, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Grau, Donald Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11

Gutierrez, Alexis, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Hardister III, Harold, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Harris, Yolanda, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Hassen, Nuritu, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Hrast, Tanja, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Johnson, Gail G, Administrative Assistant II, Library	11/30/10-04/16/11
Juarez, Jorge, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Lam, Albert, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
McIntosh, Bryan, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Mehary, Mehret, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Micas, Donna, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Miles, Shadae, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Moges, Aster, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Murray, Jake, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Narayan, Vishal, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Nwonwu, Vergie, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Omerigbo, Dibiansi, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Pabst, Ester, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Pacheco, Wendy, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Richardson, Pamela, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Rubin, Cynthia, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Sands, Christopher, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Santamaria, Bladimir, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Smith, Roya, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Swaim, Nancy, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Thielking, Alan, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Valadez, Jorge, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Walker, Terence, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11
Yapkovitz, David, Bookstore Clerk/Cashier, Bookstore	01/31/11-03/03/11

SUBSTITUTE – LIMITED TERM: Positions established to replace temporarily absent employees. Substitute limited-term appointment may be made for the duration of the absence of a regular employee but need not be for the full duration of the absence.

Marcus, Liza, Adm. Assistant I, History/Philosophy & Social Sci.	12/13/10-12/22/10
Reano, Maria C, Student Services Clerk, Emeritus	12/07/10-02/14/11

RECOMMENDATION NO. 9 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

CalWORKS, \$8.00/hr	02
College Student Assistant, \$8.00/hr (STHP)	21
College Work-Study Student Assistant, \$8.00/hr (FWS)	12

SPECIAL SERVICE

Art Model, \$18.00/hr	02
Community Services Specialist I, \$35.00/hr	04
Community Services Specialist II, \$50.00/hr	25

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 11, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10 FACILITIES

Requested Action: Approval/Ratification
 Requested by: Greg Brown, Director, Facilities and Planning
 Approved by: Robert Isomoto, Vice-President, Business/Administration

10-A AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – BUNDY WEST BUILDING CLASSROOM COMPLETION

Amend the agreement with Morris Architects to prepare additional documentation to be added to the project documents for the Bundy West Building Classroom Completion for \$16,440 plus reimbursable expenses.

Original Agreement	\$282,065
This Amendment	<u>\$ 16,440</u>
Total to Date	\$298,505

Funding Source: Measure AA

Comment: The project is currently in the “construction documents”. This project will consist of converting currently vacant space at the west building at the Bundy Campus, which is approximately 6,500 square feet, into additional classroom and office space needed for programs that will need to be relocated during the construction process of Measure AA projects. The college will be able to add five new classrooms and about 1,000 square feet of office space in the building.

The recommendation is to amend the Morris Architects contract to include the addition of storage rooms for equipment and classroom furniture and to refurbish several areas in the building where building users suggested changes or upgrades for better functionality.

- Construction Documents, Bid Phase Support, Construction Administration support and Project Close Out
- Provide specifications and hardware schedule
- Provide mechanical and electrical consulting services
- Design mechanical, lighting, power and fire alarm systems to new storage rooms
- Design reconnections of existing lighting, power, mechanical systems and fire alarm devices
- Review and validate existing conditions at site
- Preparation of the refurbishment documents
- Prepare and coordinate meetings with District and contractors
- Use BIM technology in preparation of plans

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 11, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10 FACILITIES

10-B CHANGE ORDER NO. 1 – CAFETERIA UPGRADE

Change Order No. 1 – JENN/MATT, INC on the Cafeteria Upgrade project in the amount of \$17,616:

Original Contract Amount	\$263,047
Previously Approved Change Orders	0
Change Order No. 1	<u>17,616</u>
Revised Contract Amount	\$280,663
Original Contract Time	53 days
Previous Time Extensions	<u>0 days</u>
Revised Contract Time	53 days
Time Extension this Change Order	<u>0 days</u>
Current Revised Contract Time	53 days

Funding Source: Auxiliary Services

Comment: Change Order No. 1 provides for replacing existing conduit, furnishing and applying additional floor leveling, repairing damaged linoleum, replacing and installing HVAC shaft and painting the existing brick wall outside of the Cafeteria.

10-C RELEASE OF PARTIAL RETENTION – ENERGY RELATED IMPROVEMENTS

Reduce the retention amount held from CHEVRON ENERGY SOLUTIONS for the Energy Related Improvements from 10 percent to 5 percent.

Comment: Project more than 90 percent completed. The Public Contract Code allows the District the option of reducing the retention amount when the project is deemed more than 50% complete.

10-D PROJECT CLOSE OUT – PARKING LOT 2 EXPANSION

Subject to completion of punch list items by JENN/MATT, INC. authorize the District Representative, without further action of the Board of Trustees, to accept the project described as PARKING LOT 2 EXPANSION as being complete upon completion of punch list items by JENN/MATT, INC. The District Representative shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance disbursement of the final payment is authorized.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 11, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10 FACILITIES

10-E AGREEMENT FOR CONSULTING SERVICES - LABOR COMPLIANCE

Agreement with CONTRACTOR COMPLIANCE AND MONITORING, INC. not to exceed \$9,000 plus reimbursable expenses for assisting the District in applying for and obtaining approval of a Labor Compliance Program with the Director of Industrial Relations, for projects receiving state funding. Also included is two (2) days of training to review the State and Federal requirements.

Funding Source: Measures S, U & AA

Comment: All projects receiving state bond funds need to have an approved labor compliance program in place. The labor compliance program is needed for the purpose of ensuring the following:

- Contractors' payment of applicable general prevailing wage rates
- Contractors' employment of properly registered apprentices
- Contractors' provision of certified payroll records
- Program's monitoring of the project's site for verification of proper payments of prevailing wage rates and work classification
- Program's presentation at pre-construction conferences with contractors/subcontractors
- Program's withholding of contract payments

The District has a similar labor compliance and monitoring program in place for all projects; however projects that receive state bond funding are required to apply to the State Department of Industrial Relations for approval of a program for each state funded project.

10-F AMENDMENT TO AGREEMENT – ROOF REPLACEMENT, INTERNATIONAL STUDENTS CENTER

Amendment to the agreement with WETMORE ROOFING COMPANY for the roof replacement project at the International Students Center, in the amount of \$1,360.

Original Contract Amount	\$13,600
Amendment (increase)	<u>1,360</u>
Revised Contract Amount	\$14,960

Funding Source: District/General Fund

Comment: This adds a 10 percent contingency to cover asbestos abatement costs associated with completing the project.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 11, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 BUDGET TRANSFERS

11-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: November 23, 2010 to December 17, 2010

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	431
4000	Supplies	69
5000	Contract Services/Operating Exp	7,563
6000	Sites/Buildings/Equipment	0
7000	Other Outgo/Student Payments	0
Net Total:		0

11-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: November 23, 2010 to December 17, 2010

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	20,000
2000	Classified/Student Salaries	1,219
3000	Benefits	-152
4000	Supplies	391
5000	Contract Services/Operating Exp	-21,458
6000	Sites/Buildings/Equipment	0
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	January 11, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 PAYROLL WARRANT REGISTER

Requested by: *Ian Fraser, Payroll Manager*
Approved by: *Robert G. Isomoto, Vice-President, Business/Administration*
Requested Action: *Approval/Ratification*

November 1 – November 30, 2010	CID – C2E	\$ 7,379,923.59
December 1 – December 31, 2010	CIE – C2F	\$10,478,345.15

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

RECOMMENDATION NO. 13 AUXILIARY PAYMENTS AND PURCHASE ORDERS

Requested by: *George Prather, Director of Auxiliary Services*
Approved by: *Robert G. Isomoto, Vice-President, Business/Administration*
Requested Action: *Approval/Ratification*

	Payments	Purchase Orders
November 1 – November 30, 2010	\$1,646,561.95	\$59,797.17
December 1 – December 31, 2010	\$664,925.90	\$ 949.30

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 11, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 PURCHASING

Requested by: *Cynthia Moore, Director, Purchasing*
Approved by: *Robert G. Isomoto, Vice-President, Business/Administration*
Requested Action: *Approval/Ratification*

14-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 approve budgets. Lists of vendors on file in the Purchasing Department

November 1 – November 30, 2010	\$1,862,084.57
December 1 – December 31, 2010	\$2,151,243.20

14-B AWARD OF PURCHASING AGREEMENT

Provider:	Systems Technology Associates c/o Hewlett Packard
Amount:	\$302,145.57
Funding Source:	AA Bond Fund and Department Discretionary Fund
Summary:	Award Purchase Order to Systems Technology Associates under WSCA competitively bid contract B27164 for the HP/STA Project. Upgrade HP server infrastructure to replace obsolete hardware and enhance performance of the College's core information system as well as implementation of disaster recovery for mission critical services

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 11, 2011

IX. **BOARD COMMENTS AND REQUESTS**

X. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, February 1, 2011** 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:

- Receipt of Audit Report
- Acknowledge Receipt of Quarterly Budget Report and 311Q
- Report: The Broad Stage at the SMC Performing Arts Center
- Report: Citizens' Bond Oversight Committee (January 19, 2011 meeting)