

AGENDA



SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

REGULAR MEETING

MONDAY,
APRIL 9, 2007

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)

*The complete agenda may be accessed on the
Santa Monica College website:*

<http://www.smc.edu/admin/trustees/meetings/>

*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

VI. **MAJOR ITEMS OF BUSINESS**

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

X. **BOARD COMMENTS AND REQUESTS**

XI. **ADJOURNMENT**

There will be a Board of Trustees workshop on Saturday, May 12, 2007. The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, **May 14, 2007** at 7 p.m. (5:30 p.m. if there is a closed session) Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 9, 2007

I. ORGANIZATIONAL FUNCTIONS

- A. CALL TO ORDER – 5:30 p.m.
- B. ROLL CALL
 Dr. Susan Aminoff, Chair
 Rob Rader, Vice-Chair
 Judge David Finkel (Ret.)
 Dr. Nancy Greenstein
 Louise Jaffe
 Dr. Margaret Quiñones-Perez
 Dr. Andrew Walzer

II. CLOSED SESSION

Public Comments on Closed Session Items

- Conference with Labor Negotiators (Government Code Section 54957.6)
*Agency Designated Representatives: Sherri Lee-Lewis, Associate Vice-President, Human Resources
 Ellen Shadur, District Counsel/Negotiator*
*Employee Organizations: CSEA Chapter 36
 SMC Faculty Association*
- Public Employee: Discipline, Dismissal, Release (Government Code Section 54657)

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

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

RECOMMENDATION NO. 1 APPROVAL OF MINUTES

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

March 3, 2007 (Retreat/Workshop)
 March 12, 2007 (Regular Meeting)

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

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	April 9, 2007

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM F

BUDGET REPORT

SUBMITTED BY: Superintendent/President

SUBJECT: Mike Hill will make a presentation to the Board as a continuation of the budget report made at the retreat in March. He will provide an overall look at the budget, address the structural deficit, and make some recommendations for the District to consider.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 9, 2007

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2 **BALLOT FOR CCCT BOARD OF DIRECTORS**

SUBMITTED BY: Chair, Board of Trustees

REQUESTED ACTION: It is recommended that the Board of Trustees prepare its ballot for the California Community College Trustees (CCCT) Board of Directors by casting eleven votes, as follows:

1. Andrew Walzer, Santa Monica CCD
2. Georgia L. Mercer, Los Angeles CCD*
3. Jeanette Mann, Pasadena Area CCD*
4. Luis Villegas, Santa Barbara CCD*
5. Maria Elena Serna, Jan Joaquin Delta CCD*
6. Walter G. Howald, Coast CCD*
7. Donald L. Singer, San Bernardino CCD*
8. Mary Figueroa, Riverside CCD
9. Tom Clark, Long Beach CCD*
10. Charles H. Hayden, Desert CCD*
11. Andre Quintero, Rio Hondo CCD*

*Incumbent

COMMENT: There are ten two-year vacancies and one one-year vacancy of Directors. Each member community college has one vote for each of the eleven vacancies.

This ballot was prepared based on votes cast by trustees. The names are listed in descending order (from highest vote-getter to lowest vote-getter).

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 9, 2007

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3 RESOLUTION FOR COMMUNITY COLLEGE MONTH

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees adopt the following resolution in recognition of Community College month.

WHEREAS, the month of April has been proclaimed National Community College Month in recognition of the vital role the nation's community colleges play in providing broad access to higher education, serving nearly half of the nation's college students; and

WHEREAS, Santa Monica College serves students with a broad array of educational services including transfer education, two-year degree programs, career preparation, basic skills education, continuing education and lifelong learning in a variety of delivery methods including on-line education; and

WHEREAS, Santa Monica College celebrates the diversity of its students, faculty and staff; and

WHEREAS, Santa Monica College enjoys a special partnership with business, industry and government that benefits the regional economy by providing educational opportunities for new and current employees; and

WHEREAS, Santa Monica College is devoted to positive community relations and is a rich resource for the community including cultural programming, educational and career counseling and special events for the entire family; and

WHEREAS, Santa Monica College has demonstrated that daily it fulfills its vision of "Changing Lives through Excellence in Education;" and

WHEREAS, Santa Monica College realizes its success in providing educational, vocational and cultural opportunities to the college community because of the excellence of its faculty and staff, and

WHEREAS, Santa Monica College has been a proud part of this tradition since 1929, earning a reputation as a caring, quality institution of higher education; and

THEREFORE BE IT RESOLVED that the Santa Monica Community College District observe and celebrate National Community Month during the month of April, 2007.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 9, 2007

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 4

RESOLUTION TO SUPPORT THE UNITED NATIONS CONVENTION ON THE RIGHTS OF PERSONS WITH DISABILITIES

SUBMITTED BY: Chair, Board of Trustees

REQUESTED ACTION: It is recommended that the Board of Trustees adopt the following resolution to support the United Nations Convention on the rights of Persons with Disabilities.

WHEREAS, historically, persons with disabilities have been marginalized, stigmatized and deprived of opportunities and freedoms afforded to individuals without disabilities; and

WHEREAS, on December 13, 2006, the United Nations General Assembly adopted by consensus a landmark treaty, the Convention on the Rights of Persons with Disabilities, to promote and protect the rights of the world's 650 million disabled people; and

WHEREAS, the Convention was the most rapidly negotiated human rights treaty in the history of international law; and

WHEREAS, the Convention is the first human rights treaty of the 21st century; and

WHEREAS, the Convention will require ratifying nations "to promote, protect and ensure the full and equal enjoyment of all human rights and fundamental freedoms by all persons with disabilities, and to promote respect for their inherent dignity and promote awareness of the capabilities of those who are disabled; and

WHEREAS, the Convention also requires governments to fight stereotypes of people with disabilities; and

WHEREAS, the Convention also recognizes that attitudes need to change if disabled people are to achieve equality; and

WHEREAS, the Santa Monica Community College District quickly complied with the regulations for government entities when the Americans with Disabilities Act was enacted in 1990; and

WHEREAS, the District serves over 1,000 students with disabilities through its Disabled Students Programs and Services each year, and serves a community, estimated by the 2000 Census, with at least 15 percent of the population reporting a disability.

NOW, THEREFORE, BE IT RESOLVED by the Santa Monica College Board of Trustees that it supports this Convention, endorses equality of opportunity, and will continue to be responsive to and inclusive of people with disabilities.

BE IT FURTHER RESOLVED that the Board of Trustees authorizes communication of its support of the Convention on the Rights of Persons with Disabilities to the United Nations Secretary General Ban Ki-Moon and the Acting U.S. Representative to the United Nations, Alejandro D. Wolff and urge ratification of the Convention by the United States

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 9, 2007

BOARD POLICY

RECOMMENDATION NO. 5

FIRST READING – BOARD POLICY 6250 CONTRACTS FOR SERVICES AND MATERIALS

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a first reading of Board of Trustee Policy 6250, Contracts for Services and Materials. The language has been revised to comply with Public Contract Code Section 20651.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BP 6250 Contracts for Services and Materials

The Board of Trustees shall let any contracts involving an expenditure of more than the dollar threshold annually adjusted per PCC 20651(d) for any of the following: ~~fifteen thousand dollars (\$15,000) for work to be done or more than fifty-two thousand nine hundred dollars (\$52,900) for materials or supplies to be furnished, sold, or leased to the District to the lowest responsible bidder who shall give such security as the District requires, or else reject all bids.~~

- The purchase of equipment, materials or supplies to be furnished, sold or leased to the District
- Services, except construction services
- Repairs, including maintenance as defined in Section 20656 that are not a Public Project as defined in subdivision of Section 22002(c).

The contract shall be let to the lowest responsibility bidder who shall give security as the Board requires, or else reject all bids.

- The Board of Trustees shall let any contract for a Public Project as defined in Section 22002(c) involving an expenditure of fifteen thousand dollars (\$15,000) or more to the lowest responsible bidder who shall give security as the Board requires or else reject all bids.

For expenditures less than the amounts stated above, the District may request verbal or written quotations from vendors. Such a request shall not be deemed as a competitive bid and the District shall evaluate quotations based upon the needs and desires of the requisitioning department, quality of the materials and/or services provided and other selection criteria. For expenditures less than the Public Contract Code bid limits, the District shall not be subject to award of contract to the vendor submitting the lowest quotation.

Reference: Public Contract Code Section 20651

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 9, 2007

VIII. CONSENT AGENDA

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

RECOMMENDATION:

The Board of Trustees take the action requested on Consent Agenda Recommendations #6-#17

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

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

IX. CONSENT AGENDA – Pulled Recommendations

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	April 9, 2007

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 6 **CONTRACTS AND CONSULTANTS**

Requested Action: Approval/Ratification

6-A CONSULTANT FOR THEATRE ARTS

Provider: John J. Fejes
Amount: \$2,500
Term of Contract: March 1-29, 2007
Funding Source: 2006-2007 District Budget
Summary: Mr. Fejes will design and implement lighting, including plotting and paperwork, for *The Scarlet Pimpernel*, and attend all required rehearsals.

6-B CONSULTANT FOR CAHSEE PREPARATION PROGRAM

Provider: Carrie Kisker, Ph.D.
Amount: Not to exceed \$26,000
Term of Contract: April through December, 2007
Funding Source: CAHSEE* Preparation Program
*California (CA) High School (HS) Exit Exam (EE).
Summary: Ms. Kisker will provide coordination efforts on the first phase of the CAHSEE project (identifying and recruiting faculty participants, establishing partnerships with area high schools, working with faculty to develop curricula, managing the curriculum review process, planning curricular and other workshops, managing internal and external relationships, etc.).

6-C CELEBRATE AMERICA

Provider: Pyro Spectaculars
Amount: \$17,500

Provider: J.D. Hall and the J.D. Hall Band
Amount: \$1,500

Provider: House Brew (payable to Roberto Donati)
Amount: \$1,000

Term of Contracts: June 30, 2007
Funding Source: Associated Students, City of Santa Monica, private donations
Summary: This is the 25th anniversary of Celebrate America.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	April 9, 2007

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 6 CONTRACTS AND CONSULTANTS *(Continued)*

Requested Action: Approval/Ratification

6-D AMENDMENT TO CONTRACT FOR DISABLED STUDENTS PROGRAM AND SERVICES

Provider: Sandi Eisenberg, DBA Total Recall Real Time Captioning
Amount: Not to exceed \$135,000 per year (amendment)
Term of Contract: March 16, 2007 – June 30, 2007
Funding Source: Disabled Students Programs and Services New Deaf and Hard-of-Hearing Block Grant
Comment: To provide real-time captioning services to non-signing deaf students for the academic year 2006-2007 for an additional amount of \$40,000. The contract was previously approved by the Board for an amount not to exceed \$95,000. An increase is necessary because of the need for additional mandatory captioning services.

6-E KEYNOTE SPEAKER FOR SUMMER BRIDGE PROGRAM

Provider: Luis Rodriguez
Effective date: July 12, 2007
Amount: \$5,000
Funding Source: Title V First Year Institute Grant
Service: Mr. Rodriguez will address Summer Bridge Program students and campus community in a one-hour speech and reading followed up with a question and answer session, and an informal reception with faculty and staff.

6-F CONTRACT FOR RISK MANAGEMENT

Provider: 3E Company
Effective date: March 29 through June 30, 2007
Amount: Not to exceed \$20,000
Funding Source: District Funds Risk Management
Service: This contract provides for set-up of the Online-MSDS (Material Safety Data Sheets) program that allows for web-based access to the college's hazardous material inventory. It allows for departments that use chemicals (such chemistry, art, ceramics) to keep track of the inventory and location of the chemicals used in their classes and labs.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	April 9, 2007

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 6 **CONTRACTS AND CONSULTANTS** *(Continued)*

6-G **MEMORANDUM OF UNDERSTANDING WITH SMMUSD FOR CHILD CARE SERVICES**

Provider: Santa Monica Malibu Unified School District

Service Fees: \$735 per month for infants (from birth to 18 months)
\$935 per month for toddlers (19 months to 36 months)
Note: The monthly fees are expected to increase on July 1, 2007 to match State rate increases for fiscal year 2007-2008, although the increases have not yet been announced.

Term of Contract: April 1, 2007 to June 30, 2007

Funding Source: \$41,785 fiscal year 2006-2007 from the City of Santa Monica

Service: Provide child care services for up to five (5) Santa Monica College students who have children ages birth to thirty-six (36) months and who are participating in the Pico Partnership On The Move Program, dependent upon space available

Comment: Subcontractor (SMMUSD) will provide age-appropriate care and early childhood education services to participating children. The rates of reimbursement for the second period of fiscal year 2006-2007 changed from hourly rates to monthly rates, for which a budget modification may be made after further discussion and agreement. The monthly rate reflects the fiscal year 2006-2007 rate mandated by the State of California.

6-H **FACILITATOR FOR BOARD OF TRUSTEES WORKSHOP**

Consultant: Dr. Narcisa Polonio, Vice-President
Association of Community College Trustees (ACCT)

Amount: \$3,000, plus expenses

Funding Source: 2006-07 District Funds/Board of Trustees

Performance Period: May 11-12, 2007

Services Provided: Dr. Narcisa Polonio, Vice-President of ACCT, will continue working with the Board of Trustees focusing on setting short-term goals along with proven practices that strengthen the Board/CEO relationship.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	April 9, 2007

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 6 **CONTRACTS AND CONSULTANTS** *(Continued)*

6-I **CONSULTANT SERVICES FOR FACILITIES MASTER PLAN** (Amendment)

Consultant: Urban Dimensions

Amount: Not to exceed \$29,000, plus expenses (increase of \$5,000)

Funding Source: Measure U and S/District Capital Funds

Performance Period: 2006-2007

Services Provided: Urban Dimensions is providing strategic planning, communications and outreach services to implement various components of SMC's Facility Master Plan. The original contract was approved in June, 2006 in an amount not to exceed \$24,000. This increase is for the months of May and June, 2007. Urban Dimensions will provide additional assistance to the District in Sacramento with efforts to obtain funding for transportation elements of the Plan.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	April 9, 2007

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 6 **CONTRACTS AND CONSULTANTS** (Continued)

6-J **CONTRACTS FOR KCRW**

1. Provider: Garth Wilson DBA Orange Soda Pop
 Fees: Amount not to exceed \$72,000
 Term: July 1, 2006 – June 30, 2007
 Service: Design/artwork services as needed for fundraising projects.

2. Provider: Gerald Zelinger
 Fees: Amount not to exceed \$5,000.
 Term: July 4, 2007
 Service: Provide KCRW with documentary program tentatively titled "Farewell Columbia Square" to air on KCRW on July 4, 2007; provide promotional materials, and allow KCRW to produce and air promotional announcements as well as well as print materials. KCRW has first and exclusive broadcast rights to the program in the Los Angeles Market for one year.

3. Provider: Titan Outdoor Advertising
 Fees: Amount not to exceed \$100,000 for running bus posters.
 Amount not to exceed \$20,000 for producing bus posters.
 Term: Retroactive to January 1, 2007 through June 30, 2007.
 Service: Producing and running promotional KCRW bus posters throughout Southern California.

4. Provider: United Future
 Fees: Not to exceed \$30,000.
 Term: March 1 – June 30, 2007
 Service: Design programming, and interactive development services for KCRW.

5. Provider: Dalet Software Support Agreement Renewal
 Fees: Amount not to exceed \$2,000.
 Term: March 1, 2007 through June 30, 2007.
 Service: KCRW digital programming, production, and broadcasting..

6. Provider: IHR Radio Broadcasting
 Fees: Rate of \$500 per month.
 Term: July 1, 2006 – June 30, 2007
 Service: KCRW to assume site rental agreement for Station K295AH Goleta from IHR Radio Broadcasting. Citicasters Co., who is leasing the site to IHR, owns the site. IHR allows KCRW to rebroadcast its programming over K295AH, serving its Santa Barbara audiences.

7. Purchase: Purchase of translator station #K295AH Goleta from Immaculate Heart Radio Education Broadcasting (IHR Radio Broadcasting). Purchase includes FCC license. This station serves KCRW's Santa Barbara audience.
 Amount Amount not to exceed \$90,000

- Funding Source: KCRW donations

BOARD OF TRUSTEES	Action
Santa Monica Community College District	April 9, 2007

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7 **ACADEMIC PERSONNEL**

Requested Action: Approval/Ratification

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

ELECTIONS

ADJUNCT

Approval/ratification of the hiring of adjunct faculty.
(List on file in the Office of Human Resources)

ADMINISTRATIVE

Wade, Marcia	Vice-President, Human Resources	04/23/07
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SEPARATIONS

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	April 9, 2007

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 8 **CLASSIFIED PERSONNEL – REGULAR**

Requested Action: Approval/Ratification

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.

ESTABLISH

Administrative Assistant I (1 position)

Personnel Commission, 12 mos, 40 hrs

Comment: The Personnel Commission approved on March 31, 2007 to fill the current vacancy of Administrative Assistant III with an Administrative Assistant I.

Administrative Clerk (1 position)

Superintendent's Office/Office of Public Programs, 12 mos, 40 hrs

Comment: This position is a component of restructuring the administrative support staff in the offices of the Superintendent and Public Programs.

ELECTIONS

REINSTATEMENT

Walters, Craig, Community College Parking Enforcement Officer, Campus Police

03/14/07

Wolf, Debora, Student Services Specialist – Financial Aid

04/24/07

PROBATIONARY

Abdulkarim, Aziz, Community College Parking Enforcement Officer, Campus Police

04/16/07

Cardenas, Estela, Accounting Specialist II, Fiscal Services

03/26/07

De La Rosa, Taryn, Student Services Clerk, Financial Aid Office

03/26/07

Escobar, James, Student Services Clerk, Financial Aid Office

04/26/07

Hudson, Gayle, Community College Parking Enforcement Officer-NS-I, Campus Police

04/16/07

Sturgis, Denise M., Student Services Clerk, Financial Aid Office

03/22/07

Virgen, Manuel, Community College Parking Enforcement Officer, Campus Police

04/02/07

Vu, Nhuhoa (Nina), Accounting Specialist II, Fiscal Services

04/03/07

RECLASSIFICATION (Hay Study Report)

01/01/2007

From: Parking Security Officer

To: Community College Parking Enforcement Officer

From: Public Programs Office Coordinator

To: Administrative Assistant II

From: Student Activities Assistant

To: Administrative Assistant II

From: Warehouse Delivery Clerk I
To: Receiving, Stockroom & Delivery Worker

From: Warehouse Delivery Clerk II
To: Receiving, Stockroom & Delivery Worker

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

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

RECLASSIFICATIONS (through Personnel Commission Process)

Hawes, Allyn 01/01/07
From: Skilled Maintenance Worker, Maintenance , 12 mos, 40hrs
To: Skilled Maintenance Worker II, Maintenance, 12 mos, 40 hrs

McKeever, Kathlyne 01/01/07
From: Community Services, Operations Tech., Community Services, 12 mos, 40hrs
To: Program Coordinador - Continuing Education, Community Services, 12 mos, 40 hrs

Padilla-Acosta, Delia 01/01/07
From: Human Resources Specialist, Human Resources, 12 mos, 40hrs
To: Human Resources Technician, Human Resources, 12 mos, 40 hrs

Stewart, Ruth 01/01/07
From: Academic Secretary, Social Science, 12 mos, 20 hrs
To: Administrative Assistant I, Social Science, 12 mos, 20 hrs
From: Academic Secretary, History, 12 mos, 20 hrs
To: Administrative Assistant I, History, 12 mos, 20 hrs

ADVANCED STEP PLACEMENT

Cardenas, Estela, Accounting Specialist II, Fiscal Services C 03/26/07

WORKING OUT OF CLASSIFICATION

Hanks, Suzanne 03/13/07 – 06/30/07
From: Accountant, Institutional Advancement, 12 mos, 40hrs
To: Director, Fiscal Services- Foundation, 40 hrs

Jones, Tiffani 12/31/06 – 04/18/07
From: Personnel Specialist I, Personnel Commission, 12 mos, 40hrs
To: Personnel Analyst (75%), Personnel Commission, 12 mos, 40 hrs

Liu, Wendy 01/31/07 – 04/18/07
From: Database Analyst, Management Information System, 12 mos, 40 hrs
To: Acting Systems Administrator, Management Information Systems, 12 mos, 40 hrs

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BOARD OF TRUSTEES	Action
Santa Monica Community College District	April 9, 2007

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9 **CLASSIFIED PERSONNEL – LIMITED DURATION**

Requested Action: Approval/Ratification

Approval/ratification of provisional and limited term employees. All personnel assigned to limited term employment (Merit System) will be elected in accordance with District policies and salary schedules. No limited term assignment shall exceed 120 working days per fiscal year.

EFFECTIVE DATE

ELECTIONS

PROVISIONAL

Holstein, Stephanie, Sign Language Interpreter III, DSC	01/02/07-06/30/07
Mosher, Judith, Instructional Assistant-Math	02/12/07-03/14/07

LIMITED TERM

Biamonte, Christina, Sign Language Interpreter I, DSC	02/28/07-06/30/07
Bedworth, Sheila, Counseling Aide, Student Life	01/04/07-06/15/07
Hall, Lechell L., Cash Receipts Clerk, Bursars Office	02/19/07-06/30/07
Jarvis, Ardelle V, Cash Receipts Clerk, Bursars Office	02/19/07-06/30/07
Jucha, Lisa, Sign Language Interpreter III, DSC	01/02/07-06/30/07
Thompson, Phyllis, Counseling Aide, Off of Sch Relations	02/01/07-06/30/07
Thompson, Phyllis, Counseling Aide, African American Ctr	01/02/07-06/30/07

BOARD OF TRUSTEES	Action
Santa Monica Community College District	April 9, 2007

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 10 **CLASSIFIED PERSONNEL - NON MERIT**

Requested Action: Approval/Ratification

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

ELECTIONS

STUDENT EMPLOYEES

CalWORKS 02
\$8.00/hr

College Student Assistant 26
\$8.00/hr (STHP)

College Work-Study Student Assistant 29
\$8.00/hr (FWS)

SPECIAL SERVICES

Art Model
\$18.00/hr

Community Services Specialist II
\$38.00/hr

Community Services Specialist I

Tutorial Aide

BOARD OF TRUSTEES	Action
Santa Monica Community College District	April 9, 2007

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO.11 FACILITIES

11-A CHANGE ORDER NO. 11 – LIBERAL ARTS NORTH BUILDING

Change Order No. 11 – PINNER CONSTRUCTION COMPANY on the Liberal Arts North Building Project in the amount of \$ 116,818

Original Contract Amount	\$9,951,000
Previously Approved Change Orders 1 – 10	299,000
Change Order No. 11	<u>116,818</u>
Revised Contract Amount	\$ 10,366,818
Original Contract Time	425 days
Current Contract Time	425 days

Funding Source: Measure U

Comment: Change Order No. 11 provides for the revised planter footings and walls and the provision for lighting circuits to bollard lights, eliminate portion of concrete paving along classroom 106 per Owner request, additional landscaping and irrigation were added in areas adjacent to the building where the concrete paving was eliminated per Owner request, revisions to canopy details, provide conduit and wiring to energize the DDC panels, furnish and install one additional fire sprinkler post indicator valve with tamper switch for future South Building service, furnish and install conduit pathway to connect duct detectors fire alarm control panel, revisions to outside air vents, furnish and install window operators at windows 316 & 318, addition of data and electrical outlets on the third floor to coordinate with modular furniture, revise countertop support for sinks in restrooms, provide electrical connection to motorized fire smoke dampers, furnish and install 5 additional junction boxes for the motorized window shades, change all data equipment from wall mounted to equipment racks per SMC standards.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	April 9, 2007

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 FACILITIES (continued)

11-B CHANGE ORDER NO. 3 – LIBERAL ARTS SOUTH BUILDING

Change Order No. 3 – PINNER CONSTRUCTION COMPANY on the Liberal Arts South Building Project in the amount of \$ 2,219.

Original Contract Amount	\$ 13,195,000
Previously Approved Change Orders 1 –2	19,932
Change Order No. 3	<u>2,219</u>
Revised Contract Amount	\$ 13,217,151
Original Contract Time	425 days
Previous Time Extensions	<u>0 days</u>
Revised Contract Time	425 days
Time Extension this Change Order No. 3	<u>0 days</u>
Current Revised Contract Time	425 days

Funding Source: Measure U

Comment: Change Order No. 3 provides for the addition of a special coating (high corrosion resistance) to HVAC condenser coils, removal of existing Teflon coating from embedded plate to weld specified angles at transition between north and south buildings, and revisions to toilet accessories to maintain Campus standards.

11-C AGREEMENT FOR LEGAL SERVICES – CAPITAL OUTLAY PROJECTS

Agreement with ORBACH, HUFF & SUAREZ LLP for facilities and construction legal services for \$225 to \$250 per hour for attorneys; \$125 per hour for paralegals; and \$25 per hour for clerks plus reimbursable expenses for the period April 10, 2007 to June 30, 2008.

Funding Source: Measure U, S and District Capital Funds

Comment: The District is changing legal counsel for facilities and construction services as part of a regular review of legal services. The change needs to occur now rather than at the beginning of the fiscal year due to the need for continuity of services as we near completion of two major projects. The firm of Orbach, Huff, & Suarez was selected for their experience with community college

BOARD OF TRUSTEES	Action
Santa Monica Community College District	April 9, 2007

CONSENT AGENDA: FACILITIES AND FISCAL

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

11-D REDUCTION OF RETENTION AMOUNT – THEATRE ARTS COMPLEX

Reduce the retention amount held from TURNER CONSTRUCTION COMPANY for the Theatre Arts Complex project from 10% to 5% of the contract amount.

Funding Source: Measure U

Comment: The public contract code gives the District the option of reducing the retention amount held from the contractor when the project is 50% completed.

11-E REDUCTION OF RETENTION AMOUNT – DISPATCH & SERVER ROOM ELECTRICAL

Reduce the retention amount held from MINAKO AMERICA dba MINCO CONSTRUCTION for the Dispatch & Server Room Electrical project from 10% to 5% of the contract amount.

Funding Source: Measure U

Comment: The public contract code gives the District the option of reducing the retention amount held from the contractor when the project is 50% completed.

11-F PROJECT CLOSE OUT – DISPATCH & SERVER ROOM ELECTRICAL

Subject to completion of punch list items by MINAKO AMERICA dba MINCO CONSTRUCTION, authorize the Executive Vice President, without further action of the Board of Trustees, to accept the project described as DISPATCH & SERVER ROOM ELECTRICAL as being complete upon completion of punch list items by MINAKO AMERICA dba MINCO CONSTRUCTION. The Executive Vice President shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance, disbursement of the final payment is authorized.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	April 9, 2007

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 FACILITIES *(continued)*

11-G PROJECT CLOSE OUT – BUNDY CAMPUS SIGNAGE

Subject to completion of punch list items by ARCHITECTURAL DESIGN & SIGNS, INC., authorize the Executive Vice President, without further action of the Board of Trustees, to accept the project described as BUNDY CAMPUS SIGNAGE as being complete upon completion of punch list items by ARCHITECTURAL DESIGN & SIGNS, INC. The Executive Vice President shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance, disbursement of the final payment is authorized.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	April 9, 2007

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 BUDGET TRANSFERS

Requested Action: Approval/Ratification

12-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period of: February 17, 2007 – March 21, 2007

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	2,000
2000	Classified/Student Salaries	-2,100
3000	Benefits	0
4000	Supplies	61,726
5000	Contract Svcs/Operating Exp	40,574
6000	Sites/Bldgs/Equipment	12,800
7000	Other Outgo/Student Payments	-115,000
Net Total:		0

12-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period of: February 17, 2007 – March 21, 2007

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	69,268
2000	Classified/Student Salaries	-27,907
3000	Benefits	-6,839
4000	Supplies	-2,655
5000	Contract Svcs/Operating Exp	-22,954
6000	Sites/Bldgs/Equipment	-10,712
7000	Other Outgo/Student Payments	1,799
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	April 9, 2007

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 13 BUDGET AUGMENTATION

The 2006-2007 Adopted Budget will be amended to reflect the following budget augmentations

13-A STATE CALWORKS

Granting Agency:	California Community College Chancellor's Office	
Appropriated Funding:	\$25,000 Augmentation (Brings the total from \$502,728 to \$527,728)	
Matching Funds:	Child Care funding does not require a match	
Performance Period:	July 1, 2006 – June 30, 2007	
Summary	Additional funding is being approved by Chancellor's Office to provide additional childcare opportunities for CalWORKS students.	
Budget Augmentation:	Income:	
	8000 Revenue	\$25,000
	Expenditures:	
	7000 Student Aid	\$25,000

13-B MATRICULATION (NON-CREDIT)

Granting Agency:	State of California	
Appropriated Funding:	\$42	
Matching Funds:	\$42	
Performance Period:	July 1, 2006 – June 30, 2007	
Summary	The District qualifies for an additional \$42 in Matriculation (Non-Credit) funding.	
Budget Augmentation:	Income:	
	8000 State Income	\$42
	Expenditures:	
	4000 Books and Supplies	\$42

13-C EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOPS)

Granting Agency:	State of California	
Appropriated Funding:	\$4,843	
Matching Funds:	\$4,843	
Performance Period:	July 1, 2006 – June 30, 2007	
Summary	The District qualifies for an additional \$4,843 in EOPS funding.	
Budget Augmentation:	Income:	
	8000 State Income	\$4,843
	Expenditures:	
	7000 Student Aid	\$4,843

BOARD OF TRUSTEES	Action
Santa Monica Community College District	April 9, 2007

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 BUDGET AUGMENTATION

The 2006-2007 Adopted Budget will be amended to reflect the following budget augmentations

13-D SCHEDULED MAINTENANCE AND REPAIRS-ONGOING

Granting Agency:	California Community College Chancellor's Office	
Appropriated Funding:	\$4,154	
Matching Funds:	\$4,154	
Performance Period:	July 1, 2006 – June 30, 2007	
Summary	The State Chancellor's Office has increased the fund for Scheduled Maintenance and Repairs Ongoing from \$238,540 to \$242,694. This represents an increase of \$4,154 to the existing program.	
Budget Augmentation:	Income:	
	8000 Income	\$ 4,154
	Expenditures:	
	6000 Building & Improvements	\$ 4,154

13-E SCHEDULED MAINTENANCE AND REPAIRS-ONE TIME

Granting Agency:	California Community College Chancellor's Office	
Appropriated Funding:	\$15,904	
Matching Funds:	Not applicable	
Performance Period:	July 1, 2006 – June 30, 2007	
Summary	The State Chancellor's Office has increased the fund for Scheduled Maintenance and Repairs One time from \$889,815 to \$905,719. This represents an increase of \$15,904 to the existing program.	
Budget Augmentation:	Income:	
	8000 Income	\$ 15,904
	Expenditures:	
	6000 Building & Improvements	\$ 15,904

13-F INSTRUCTIONAL EQUIPMENT AND LIBRARY BLOCK GRANT – ONGOING

Granting Agency:	California Community College Chancellor's Office	
Appropriated Funding:	\$ 4,154	
Matching Funds:	\$ 1,385	
Performance Period:	July 1, 2006 – June 30, 2007	
Summary	The State Chancellor's Office has increased the fund for Instructional Equipment and Library Block Grant Ongoing from \$238,518 to \$242,672. This represents an increase of \$4,154 to the existing program.	
Budget Augmentation:	Income:	
	8000 Income	\$ 4,154
	Expenditures:	
	6000 Equipment	\$ 4,154

BOARD OF TRUSTEES	Action
Santa Monica Community College District	April 9, 2007

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 BUDGET AUGMENTATION

13-G INSTRUCTIONAL EQUIPMENT & LIBRARY BLOCK GRANT –ONE TIME

Granting Agency:	California Community College Chancellor's Office	
Appropriated Funding:	\$ 15,904	
Matching Funds:	Not applicable	
Performance Period:	July 1, 2006 – June 30, 2007	
Summary	The State Chancellor's Office has increased the fund for Instructional Equipment & Library Block Grant One Time from \$889,815 to \$905,719. This represents an increase of \$15,904 to the existing program.	
Budget Augmentation:	Income:	
	8000 Income	\$ 15,904
	Expenditures:	
	6000 Equipment	\$ 15,904

13-H CAREER & TECHNICAL EDUCATION EQUIPMENT, MATERIALS & FACILITY REMODELING

Granting Agency:	California Community College Chancellor's Office	
Appropriated Funding:	\$13,514	
Matching Funds:	Not applicable	
Performance Period:	July 1, 2006 – June 30, 2007	
Summary	The State Chancellor's Office has increased the fund for Career & Technical Education Equipment, Materials & Facility Remodeling from \$753,712 to \$767,226. This represents an increase of \$13,514 to the existing program.	
Budget Augmentation:	Income:	
	8000 Income	\$ 13,514
	Expenditures:	
	6000 Equipment	\$ 13,514

BOARD OF TRUSTEES	Action
Santa Monica Community College District	April 9, 2007

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 **COMMERCIAL WARRANT REGISTER**

Requested Action: Approval/Ratification

March 1 – March 31, 2007	2476 – 2518	\$6,569,351.22
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Comment: The detailed Commercial Warrant documents are on file in the Accounting Department.

RECOMMENDATION NO. 15 **AUXILIARY PAYMENTS & PURCHASE ORDERS**

Requested Action: Approval/Ratification

Ratification of the following Auxiliary Operations payments and Purchase Orders. 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
March 1 – March 31, 2007	\$2,422,393	\$17,969

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

RECOMMENDATION NO. 16 **DIRECT, BENEFIT & STUDENT GRANT PAYMENTS**

Requested Action: Approval/Ratification

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

March 1 – March 31, 2007	D000925 – D001069	\$72,980.08
	B000497 – B000563	\$1,144,404.87
	ST	\$0

D – Direct Payments

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	April 9, 2007

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 PURCHASING

Requested Action: Approval/Ratification

17-A AWARD OF PURCHASE ORDERS

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

March 1 – March 31, 2007

\$297,886.95

17-B PURCHASING AGREEMENT AND AUTHORIZATION OF PURCHASE ORDERS

Western States Contracting Alliances and the State of Minnesota Contract #A63309 with Hewlett-Packard Company for servers and data storage. This contract allows for public education entities in the State of California to place orders under this competitively bid contract and obtain additional educational customer discounts.

1. Authorize the award of a Purchase Order to Hewlett-Packard Company for a complete server system in the amount not to exceed \$109,000.
2. Authorize the award of a Purchase Order to Hewlett-Packard Company for a complete data storage system in the amount not to exceed \$322,000.

Funding Source: 2006-2007 Instructional Equipment and Library Material Block Grant Career and Technical Grant, District Information Technology Budget

Comment: 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 agreement with other agencies.

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 9, 2007

X. **BOARD COMMENTS AND REQUESTS**

XI. **ADJOURNMENT**

The meeting will be adjourned in memory of **Gwendolyn Goode**, mother of Darrell Goode, Director of TRIO/Pico Partnerships; and **Pat Patton**, long-time community pillar and former member of the SMC General Advisory Board and the Associates.

There will be a Board of Trustees workshop on Saturday, May 12, 2007. The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Monday, May 14, 2007 at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.