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**SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

REGULAR MEETING

**MONDAY,
JULY 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

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

A G E N D A

A meeting of the Board of Trustees of the Santa Monica Community College District will be held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Monday, July 9, 2007.

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).

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| I. ORGANIZATIONAL FUNCTIONS | |
| A Call to Order | I |
| B Roll Call | |
|
II. CLOSED SESSION (<i>Scheduled for 5:30 p.m.</i>) | |
| <u>Public Comments on Closed Session Items</u> | |
| <ul style="list-style-type: none"> • Conference with Labor Negotiators (Government Code Section 54957.6)
 <i>Agency Designated Representatives: Marcia Wade, Vice-President, Human Resources
 Ellen Shadur, District Counsel
 Employee Organizations: CSEA Chapter 36
 SMC Faculty Association</i> • Public Employee – Evaluation, pursuant to Government Code Section 54957
 <i>Evaluation of the Superintendent/President</i> • Personnel Matters (Government Code Section 54957) - Two cases | |
|
III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS (<i>Continued</i>) | |
| C Pledge of Allegiance | |
| D Closed Session Report (if any) | |
| E Public Comments | |
| #1 Approval of Minutes: June 11, 2007 (Regular Meeting) | |
|
IV. SUPERINTENDENT'S REPORT | |
| <ul style="list-style-type: none"> • Management Association Update • Updates: <ul style="list-style-type: none"> – Administrative Vacancy – Chief Business Officer – Introduction of Director of Classified Personnel – Strategic Planning Task Force – Workforce/Vocational Training Programs | |

V. **ACADEMIC SENATE REPORT**

VI. **MAJOR ITEMS OF BUSINESS**

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

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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.

X. **BOARD COMMENTS AND REQUESTS**

XI. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, August 13, 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	July 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: Marcia Wade, Vice-President, Human Resources
 Ellen Shadur, District Counsel/Negotiator*
*Employee Organizations: CSEA Chapter 36
 SMC Faculty Association*
- Public Employee – Evaluation, pursuant to Government Code Section 54957
Evaluation of the Superintendent/President
- Personnel Matters (Government Code Section 54957)
Two cases

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:

June 11, 2007 (Regular Meeting)

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

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

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

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

SUBMITTED BY: Chair, Board of Trustees

REQUESTED ACTION: It is recommended that the Board of Trustees approve the appointment of members to the Citizens' Bond Oversight Committee, for two-year terms, 2007-2009.

(Names to be presented at the meeting)

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 the Government Code and the Education Code, 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

** Representatives in categories #1, #2, and #4 need to be appointed by the Board in order to meet the requirements of Government Code Sections 54950-54962 and Education Code Sections 15278, 15280 and 15282.

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

BOARD OF TRUSTEES Santa Monica Community College District	INFORMATION July 9, 2007
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MAJOR ITEMS OF BUSINESS

INFORMATION ITEM F

SUBJECT: **COMMUNITY AND PUBLIC PROGRAMS**

PRESENTED BY: Superintendent/President

SUMMARY: Judy Neveau, Director of Community Relations, will present an overview of community and public programs during 2006-07 and highlight upcoming activities for 2007-08.

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

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM G

SUBJECT: **SMC PERFORMING ARTS CENTER AT MADISON**

PRESENTED BY: Superintendent/President

SUMMARY:



The Santa Monica College Performing Arts Center project is SMC’s new comprehensive teaching, exhibit and performance facility for the arts. The purpose of the project is to enhance educational benefit, to provide and promote world-class performance, and to preserve public and community enjoyment.

The Performing Arts Center includes the new state-of-the-art 541-seat multipurpose main stage theater and support facilities, a newly renovated 120-seat small hall, and a flexible multi-purpose room. The Center is located at the Madison Campus satellite of Santa Monica College at Santa Monica Boulevard and 11th Street. The Center also includes a newly renovated building with classrooms and faculty offices for SMC’s Music Department and Applied Music programs, 27 new piano and voice practice rooms, and a recently renovated 4,000 square foot art gallery.

The public performances and the SMC academic programs share a common parking lot and landscaped courtyard areas.

Construction of the new Performing Arts Center began in January 2005. The classroom complex and small hall open for the start of the Fall semester (August 27, 2007) and the main stage theater is expected to open in December 2007 with full rollout in May 2008.

SMC’s Music Department will move this August into the newly renovated main building, offering general education music classes; elective music classes; and instrumental, ensemble, and voice classes. There are five “smart” classrooms and several specialized labs: a new piano lab with 20 stations; a music media lab with up-to-date music software; a room with 27 air-conditioned and soundproofed practice rooms, several with electronically controlled room ambience; and a separate rehearsal space for ensembles. For the Fall semester, SMC productions will be in the small hall at the Madison Campus and in the Concert Hall on the

Main Campus. In the Spring semester, productions will be in both the small and large halls on the Madison Campus. Annually, about 30 productions for SMC Music, SMC Dance, and SMC Associates will be at the site.

SMC plans to operate the two Center halls as an enterprise of the District. SMC will provide staffing and services for administration, rental, general support, box office, maintenance, grounds, and security. Revenues from rentals, box office fees, parking, concessions, educational grants, interest, and support from the Madison Project Foundation will offset future expenses. SMC has set rental rates at a level that recovers all costs. These rates are acceptable to the non-profits and commercial groups that have expressed interest in use of the halls, including such groups as Young Musician's Foundation, Ojai Orchestra, Mark Goodman Tap Company, Los Angeles Chamber Orchestra, Los Angeles Ballet, and Rumble and Hum Productions, among others.

The Center will be self-funding once in operation. The Center will require College funding for this current year, which is the start-up year prior to operation. These funds will be for staffing prior to opening, staff training, launch (promoting the Center as a new site), cash flow, and contingency.

The Center will also be home to the Madison Project Foundation, which will be the presenting and community arts entity for the Santa Monica College Performing Arts Center. The Madison Project Foundation was formed earlier this year as a California 501(c)(3) non-profit corporation. An exceptional founding board is in place and is active. A services agreement plan has been drafted and is currently being reviewed by SMC staff. This plan will be submitted for Board approval in the near future.

The Foundation will select, produce, and underwrite performances of distinction and merit for public enjoyment and additionally provide arts education programming for a range of audiences. The Foundation will provide for development, membership, and an endowment, and will coordinate marketing with SMC. Ticket revenues, interest on endowment, sponsorships, grants, gifts, and naming gifts will offset the expenses of the Foundation. The Foundation received about \$850,000 in cash during the past year for use in its efforts, a remarkable and welcome effort.

The Foundation is currently planning a major "angels" membership appeal starting late this Fall and a gala opening and fundraising effort for May 2008, featuring legendary chanteuse Barbara Cook and the Grammy-winning vocal ensemble Chanticleer. Other performances to be produced and presented by the Madison Project in May 2008 include the baroque ensemble Musica Angelica, the Colburn Youth Orchestra, Lula Washington Dance, LA Opera's Domingo-Thornton Young Artists, and the cutting edge chamber ensemble Jacaranda. The Foundation is also planning several co-productions in June, including with KCRW and with the Festival of New American Musical Theatre; a summer theatrical run; and a full season to begin in October of 2008.

The Foundation is committed to a full arts program, and has received funding from the Ahmanson Foundation for this purpose. The Foundation also is working with the SMC Music Department on several projects of interest.

In addition, SMC administration is undertaking an improved signage and identify program for SMC's satellite campuses. SMC is coordinating this effort with marketing efforts underway by the Madison Project Foundation. Accompanying this report is one idea under exploration that identifies the site as the "Santa Monica College Performing Arts Center," identifies the large new hall as "The Stage at Santa Monica," and identifies the small renovated hall as "Second Space at Santa Monica."

This item and presentation is for informational purposes, and is intended to provide Board members with information and to provide an opportunity for questions and discussion. No action is required at this time. Earlier informational updates were provided at the Board meetings in July 2006 and in August 2006; these updates are online for reference.

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

BOARD POLICY

RECOMMENDATION NO. 3

SUBJECT: **SECOND READING - BOARD POLICY 2440, SMOKE FREE CAMPUS**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a second reading and approve proposed revision to Board Policy 2440 – Smoke Free Campus.

BP 2440 Smoke Free Campus

Santa Monica College is committed to providing a healthy, comfortable and productive environment, free from the effects of second-hand smoke, for its students, faculty and staff. Smoking shall not be permitted in any District building, vehicle or facility, or on District grounds.

Reference: California Government Code Sections 7596-7598

COMMENT: The key element in successful implementation and enforcement of a smoke free campus is education. The college will engage in an “information blitz” for the college community using traditional publications, e-mail blasts to students, and recruitment publications for both domestic and international non-resident students. The Associated Students will be highly involved in this initial educational effort since the development of the Board policy was a direct result of the student election.

Clear and prominent signage on the main campus and all satellite sites will be extremely important, along with the removal of all previous signage regarding smoking to avoid confusion.

Implementation of the policy and its enforcement will occur in phases over time. Initially, enforcement will emphasize educational efforts.

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 9 2007

BOARD POLICY

RECOMMENDATION NO. 4

SUBJECT: **SECOND READING - BOARD POLICY 2210**
PARTICIPATORY GOVERNANCE, ACADEMIC SENATE

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a second reading and approve proposed revision to Board Policy 2210 – Participatory Governance, Academic Senate

COMMENT: Based upon a recommendation of the Academic Senate, the proposed revision to Board Policy 2210 in the section Powers would have the Board *rely primarily* upon the advice and judgment on the Academic Senate in the area of Grading Policies. Grading policies currently fall within those academic and professional matters subject to mutual agreement through the joint committee structure of the Academic Senate and the District.

BP 2210 Academic Senate

The Board recognizes and endorses the rights and responsibilities assigned to faculty by Assembly Bill 1725 (1988) and in order that the faculty may have formal and effective procedures for participating in the formation and implementation of District policies on academic and professional matters, an Academic Senate is hereby established at Santa Monica College.

The Board recognizes the Academic Senate (The Senate) as the body which represents the faculty in collegial governance relating to academic and professional matters. The Academic Senate President or designee shall be accorded an opportunity on the Board’s regular agenda to address the Board regarding its concerns. The Board of Trustees shall consider and respond to such views and recommendations.

Formation, Procedures, Membership

The Board of Trustees of the Santa Monica Community College District hereby authorizes the faculty of the college to:

1. Fix and amend by vote of the faculty the composition, structure and procedures of the Academic Senate.
2. Provide for the selection, in accordance with accepted democratic election procedures, of the members of the Academic Senate.
3. Provide for the membership of part-time faculty members in the Academic Senate.

Powers

The Board Shall rely primarily upon the advice and judgment of the Academic Senate in the areas listed below. Rely primarily means that the recommendations of the Academic Senate will normally be accepted and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted.

1. Grading policies.
2. Faculty roles and involvement in accreditation processes, including self-study and annual reports;
3. The assessment of faculty professional development needs;

If a Senate recommendation in the above areas is not accepted, the Board or its designee shall promptly communicate its reasons in writing to the Senate.

The process for mutual agreement shall be used for all other academic and professional matters and shall occur primarily through the Academic Senate's joint committee process. Mutual agreement means that the policy and implementation recommendations shall be prepared by an Academic Senate joint committee and/or the joint Education Policies Committee of the Academic Senate and ratified by the Academic Senate and the Superintendent/President.

1. The Board of Trustees designates and directs the Superintendent/President or designee to meet and confer with representatives of the Academic Senate with respect to recommendations made or proposed to be made by the Senate.
2. The list of academic and professional matters which are to be resolved by mutual agreement, includes but is not limited to:
 - A. Curriculum, including establishing prerequisites and placing courses within disciplines.
 - B. Degree and certificate requirements.
 - C. Educational program development
 - D. Standards or policies regarding student preparation and success.
 - E. District and college governance structures, as related to faculty roles.
 - F. Policies for faculty professional development activities.
 - G. Processes for program review.
 - H. Processes for institutional planning and budget development.
 - I. Policies for academic personnel matters.
 - J. Other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate.
1. The Educational Policies Committee consists of Senate Executive Committee members and senior staff.
2. The structure and composition of the Academic Senate joint committees will be based on the tradition of joint committees at the college. Each Academic Senate joint committee shall be constructed as follows:
 - A. Faculty members shall be appointed by the Academic Senate.
 - B. Administrators shall be appointed by the Superintendent/President.
 - C. The committee chair shall be a faculty member appointed by the Academic Senate President after consultation with the Superintendent/President or designee.
 - D. The committee secretary shall be an administrator appointed by the Superintendent/President or designee after consultation with the Academic Senate President.
 - E. All Academic Senate joint committees shall be comprised in such a manner so that the ration of the faculty appointees to administrative appointees is approximately 2:1.

- F. The Academic Senate the Superintendent/President shall mutually agree on the addition of any classified staff and students to the designated joint committees.
3. If, within one month, during the Fall and Spring semesters when the Academic Senate is in session, either party fails to ratify the policy development and implementation recommendation, the Academic Senate President and the Superintendent/President shall decide, within ten working days from the date, which of the following options shall be used to resolve the impasse.
 - A. Send the recommendations back to the committee of origin and direct them to develop a new recommendation.
 - B. The Academic Senate and the Superintendent/President shall both delegate their ratification authority to the committee of origin and the committee's final recommendation shall become the recommendation on the issue.
 - C. The Academic Senate President and the Superintendent/President shall resolve the issue independent of the committee of origin.
 4. The Senate reserves the right, after consultation with the administration, to present its concerns and recommendations directly to the Board and the Board shall respond to the Senate.
 5. District standing committees (e.g., District Planning and Advisory Council and its planning subcommittees, matriculation advisory committee, staff diversity/affirmative action advisory committee) shall be structured to include appropriate representation of the Academic Senate, administrators, and classified staff when matters being considered are within their purview. Student representation shall be included on such groups whenever appropriate and possible.
 6. The appointment of faculty members to serve on college or District Committees, task forces, or other groups dealing with academic and professional matters shall be made by the Senate, after consultation with the Superintendent/President or designee.

Duties Assigned by Administration and the Board of Trustees

The Academic Senate may assume such responsibilities and perform such functions as may be requested of it by the administration or by the Board of Trustees.

Scope of Regulations

Nothing in this Board policy shall be construed to impinge upon the due process rights of faculty, nor to detract from any negotiated agreements between collective bargaining representatives and the Board of Trustees.

It is the intent of the Board of Trustees to respect agreements between the Academic Senate and the Faculty Association as to how they will consult, collaborate, share or delegate among themselves the responsibilities that are or may be delegated to the Academic Senate pursuant to these recognitions.

Reference: Education Code Sections 66700, 70901, 70902

Original Reviewed and Adopted: 5/1/2000

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

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

VIII. CONSENT AGENDA

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

RECOMMENDATION:

The Board of Trustees take the action requested on Consent Agenda Recommendations #5-#16

Recommendations pulled for separate action and discussed in Section IX, 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	July 9, 2007

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 5 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION
Requested Action: Approval/Ratification

Title of Grant: **Scholarships for Disadvantaged Students**
Granting Agency: Health Resources and Services Administration/Department of Health and Human Services
Award Amount: \$27,491
Matching Funds: Not applicable
Performance Period: July 1, 2007 – June 30, 2008
Summary: The Scholarships for Disadvantaged Student Program will help SMC’s Nursing Program address the financial concerns of students enrolled in the Nursing Program. Eligible students include those for whom the cost of attendance would constitute a severe financial hardship and/or students who are otherwise low-income and/or educationally disadvantaged. Students will work with Nursing Program counselors and the Financial Aid Office to access these funds. Up to 50 students will be eligible to receive partial scholarships

Budget Augmentation: Restricted fund 01.3
 Income
 8000 Federal \$27,491.00
 Expenditures
 7690 Student Aid Other \$27,491.00

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

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 5 **ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION** *(continued)*

Title of Grant: **Pico Partnership On the Move**

Granting Agency: City of Santa Monica

Performance Period: July 1, 2007 to June 30, 2010

Funding Award:: \$150,000.00 for three years

Summary: The Pico Partnership On The Move provides case-management and support services to navigate the college system for 100 “at risk” Santa Monica-Malibu Unified School District students with a focus on Pico neighborhood youth. Services include tutoring, financial aid, book vouchers, child care assistance, tuition waivers, social service referrals, instructional aides, and employment and career services. Program outcomes include: 1) 50% of new enrollees will maintain a 2.0 GPA; 2) 60 % of 100 participants will persist from fall to spring semester; 3) 70% will meet the required counseling appointments; and 4) 100% will complete and follow educational plans and career goals for exit plans.

Budget Augmentation:

Income		
	8000	\$150,000
Expenditures		
	1000 Academic Salaries	\$ 50,592
	2000 Classified Salaries	80,384
	4000 Supplies	500
	7000 Other Outgo	18,524

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

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 5 **ACCEPTANCE OF GRANTS AND BUDGET**
AUGMENTATION *(continued)*

Title of Grant: **Responsive Training Fund for Incumbent Workers (RTF)**

Organization: Chancellor’s Office, California Community Colleges
Economic and Workforce Development Program

Funding Award: \$427,500

Performance Period: June 30, 2007 – August 31, 2008

Summary: Santa Monica College (SMC) has been awarded a one-year Responsive Training Fund for Incumbent Workers (RTF) grant to help **315** incumbent workers seeking to become more skilled in the emerging supply chain and import services/logistics field. SMC’s project will offer a wide range of services that include demand-driven approaches, via the Lean Education model and broadened technology use. Services will be conducted under a continuous quality improvement mindset that is coupled with SMC’s array of industry-specific learning activities.

All services are designed to help increase the efficiency and effectiveness of partner companies and enhance the workforce development system throughout the State of California. In collaboration with local WorkSource (One-Stop) Centers, regional community colleges, chambers of commerce, community-based organizations, and economic development agencies, the project will launch a region-wide service structure that will positively affect the capacity of incumbent workers seeking to learn new skills in order to align with the booming logistics field. Training includes, but is not limited to, supply chain management/logistics principles, technology-based systems, project management, and quality improvement methodologies. Through the efforts of the project’s collaboration group, many companies within the target area will enhance their potential to become globally competitive.

SMC will use the supportive services of its hosted Small Business Development Center (SBDC) to help increase the service array for the target population. By doing so, the project will enhance the economic vitality of the Southern California region through more effective and efficient movement of goods and products.

Budget:

Income:		
	8000	\$427,500
Expenditures		
	2000 Classified Salaries	\$156,000
	3000 Benefits	25,900
	4000 Supplies	8,965
	5000 Other	159,048
	6000 Equipment	60,487
	7000 Other outgo	17,100

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

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 5 **ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION** *(continued)*

Title of Grant: **Responsive Training Fund for Incumbent Workers (RTF)**

Organization: Chancellor’s Office, California Community Colleges
Economic and Workforce Development Program

Funding Award: \$437,500

Performance Period: June 30, 2007 – August 31, 2008

Summary: Santa Monica College (SMC) has been awarded a one-year Responsive Training Fund for Incumbent Workers (RTF) grant to help **250** employees of the Santa Monica Big Blue Bus and Culver City Transit Lines seeking to become more skilled in the advanced transportation field. SMC’s project will offer a wide range of services that include demand-driven training approaches via the Lean Education model with training focusing on field-related areas. All services will be conducted under short-term formats which will be supported by technology-based learning techniques.

The project is designed to help increase the efficiency and effectiveness of the Big Blue Bus and Culver City Transit Lines employees. In collaboration with local WorkSource (One-Stop) Centers, regional community colleges, chambers of commerce, community-based organizations, and economic development agencies, it launches a field-related service structure that will positively affect the capacity of many incumbent workers that seek new skills in the area of advanced transportation. The training includes, but is not limited to, hybrid technology, environmental effects, intelligent systems, alternative fuels, and continuous quality improvement techniques. Through the efforts of the project’s collaboration group, many workers will enhance their ability to provide more efficient people transportation service while elevating their career mobility.

SMC will use the supportive services from its hosted Small Business Development Center (SBDC) to help increase the service array for the target population. By doing so, the project will enhance the economic vitality of the Westside area by keeping people moving at a facilitated, more efficient and environmentally-conscious manner.

Budget:

Income:		
	8000	\$437,500
Expenditures		
	2000 Classified Salaries	\$156,000
	3000 Benefits	25,900
	4000 Supplies	8,965
	5000 Other	169,048
	6000 Equipment	60,487
	7000 Other outgo	17,100

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

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 5 **ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION** *(continued)*

Title of Grant: **Upward Bound Program**

Funding Source: United States Department of Education

Performance Period October 1, 2007 to August 31, 2011

Amount: \$1,000,000 for four years,
\$250,000 per year
Plus 4% average increase per year for COLA

Summary: The Upward Bound Program is one of the five TRIO Programs funded by the United States Department of Education. Upward Bound helps motivate high school students to finish high school and obtain a four-year degree (and beyond) from the colleges of their choice. Through academic advisement and development support, Upward Bound staff will strive to provide students with a solid foundation on which to prepare them to finish high school and make the transition to college. Target Schools are Venice Senior High School and Crenshaw Senior High School

Budget

Income: 250,000

Expenditures:

1000 Academic Salaries	80,000
2000 Classified Salaries	105,000
3000 Benefits	37,495
4000 Supplies	7,200
5000 Other	14,130
6000 Equipment	6,175.00

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

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 6 CONTRACTS AND CONSULTANTS

Requested Action: Approval/Ratification

6-A RENEWAL OF CONTRACT WITH EDGATE SERVICES FOR THE TEACHER ACADEMY, TITLE V – COOPERATIVE GRANT

Provider: EdGate – Community Education Gateway
 Services Provided: Software License and Subscription Services including Community Education Gateway, Curriculum Matrix and School Notes
 Amount of Contract: \$10,000 (annual license fee)
 Term of Contract: March 1, 2007 to February 29, 2008
 Funding Source: Title V Cooperative Grant
 Comment: The Teacher Academy has subscribed to the above services during the last 2 years and is requesting a renewal of the same services for another year. EdGate is an online resource library for educators. It allows teachers to access state standards for every subject and to view possible lesson plans. EdGate has been a major supplement for faculty teaching in our “apple-courses”.

6-B SUMMER BRIDGE PROGRAM

Provider: Rachel Peterson
 Amount: \$1,000
 Term of Contract: July 10 – August 9, 2007
 Funding Source: Title V – First Year Institute Grant
 Summary: To provide assistance in the Summer Bridge Program. Duties will include follow-up on grant activities. The Summer Bridge Program introduces graduating high school students to college. Students are enrolled in two classes in Learning Communities.
 Comment: Rachel Peterson is a former SMC student who recently graduated from UCLA and is planning to join Teach for America. She was a Scholars student and will be working with English 21a students in the Beta Cohort, the one intended for aspiring Scholars students.

6-C LEGAL SERVICES (Amendment)

Provider: Burke, Williams & Sorensen, LLP
 Services Provided: Legal advice and representation pursuant to direction of the Board of Trustees
 Amount of Contract: \$235 per hour for partners; \$215 per hour for associates (increase of \$10 per hour previously approved)
 Term of Contract: July 1, 2007 to June 30, 2008
 Funding Source: District Budget/Board of Trustees

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

CONSENT AGENDA: GRANTS AND CONTRACTS

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

6-D **CONSULTANT FOR ON COURSE PROFESSIONAL DEVELOPMENT WORKSHOPS FOR FACULTY AND STAFF**

Provider: Santa Monica College’s Title V Math Cooperative with El Camino College will contract with On Course Workshop for the facilitation of the On Course I Workshop at Santa Monica College.

Summary: This workshop is the flagship professional development event for college educators. In these three-day retreats participants will learn dozens of learner-centered strategies for empowering students to become active, responsible learners. These workshops are ideal for all college faculty, student success instructors, counselors, Trio personnel, and administrators looking for a proven approach to dramatically improving student success and retention.

Term of Contract: September 26 – 30, 2007

Funding Source: Title V, Strengthening Institutions Cooperative Grant with El Camino College

Amount of Contract: \$10,500, including:

- \$7,500 for the workshop;
- \$18 per participant for workshop books (approximately 50 participants); and
- Up to \$2,100 for travel, lodging, food, and other miscellaneous travel expenses

Comment: The On Course workshop series was created by Skip Downing, an international consultant in the field of faculty development and student success strategies. His popular text, *On Course: Strategies for Creating Success in College and in Life* (Houghton Mifflin) is used in both student success courses and college writing courses. Dr. Downing has earned degrees from Princeton University, Johns Hopkins University, the University of Santa Monica, and Carnegie Mellon University. He holds advanced degrees in both English and counseling psychology. He was Professor of English at Baltimore City Community College (BCCC) for 32 years.

In addition to his role as an academic instructor, Dr. Downing created and coordinated BCCC's Student Success and Learning Community Programs. These programs teach students how to apply proven strategies of success to achieve their full potential in college and in life. The College Success Program resulted in a significant increase in both student academic success and retention. Before developing the College Success and Learning Communities Programs at BCCC, Dr. Downing was Coordinator of Writing for eight years, overseeing the revision of the college's writing program, including the creation and implementation of an innovative curriculum and assessment process for freshman writing and developmental writing courses.

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

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 6 CONTRACTS AND CONSULTANTS (continued)

6-E CONTRACT FOR MATH DEPARTMENT FLEX MEETING

Provider: Grayr Andreasyan, Carl Main, Liz Russell, Pete Witt
 Amount: \$100 each
 Term of Contract: May 25, 2007
 Funding Source: One Time Basic Skills Funding
 Summary: These four consultants led a workshop/panel for the Math Department Flex Day meeting in Math 20 and Math 31.

6-F CAPTIONING SERVICES FOR DISABLED STUDENTS PROGRAM

Provider: Quick Caption
 Term of Contract: July 1, 2007 to June 30, 2008
 Funding Source: 2007-2008 District Budget/Disabled Students
 Amount: Not to exceed \$60 per hour on-site; \$55 per hour remote; and \$108 per hour teamed; total amount not to exceed \$6,000
 Service Provided: Real-time captioning services to non-signing deaf and hard of hearing students on an as-needed basis

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

CONSENT AGENDA: GRANTS AND CONTRACTS

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

6-G **CONSULTANTS FOR JOB DEVELOPMENT INCENTIVE FUND GRANT**

- I. Provider: Renewal of a contract with California Certification Board of Chemical Dependency Counselors (CCBCDC)

- Service Provided: Substance abuse counselor training and job placement assistance to 100 participants in the SMC Job Development Incentive Fund (JDIF) grant.
Other responsibilities under this contract include the provision of reports to the SMC Workforce Development Department detailing the outcomes of all workshops and services. Reports will include wage increases and skills attainment by the project's low-wage/working poor target population.
Activities and performance outcomes will be in accordance with California regulation(s) and SMC Workforce Development Department guidelines. This contract is designed to assist SMC in meeting its contractual obligations to the California Chancellor's Office.

- Amount of Contract: \$61,000
- Term of Contract: July 11 – August 31, 2007
- Funding Source: Job Development Incentive Fund (JDIF)
- Comment: This agency is recognized by the State of California's Alcohol and Drug Program (ADP) as one of the leading certifying bodies in the substance abuse counseling field. Their capacity to provide certification as well as job placement assistance is well documented and would augment the training and placement efforts of the SMC JDIF project.
CCBCDC has been a successful subcontractor for SMC in the past having served 296 individuals that meet the JDIF program's eligibility criteria. Of these participants, many attained an industry-recognized certification with a grand total of 161 successfully evading lay-off.

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

CONSENT AGENDA: GRANTS AND CONTRACTS

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

6-G **CONSULTANTS FOR JOB DEVELOPMENT INCENTIVE FUND GRANT** *(continued)*

2. Provider: Deaf and Hard of Hearing Service Center (DHHSC)
- Service Provided: Technical assistance and support to SMC staff in customizing the CIS I (Computer Concepts with Applications) distance education course content. The new course will provide more visually-based computer literacy education and enable wider access to the deaf and hard-of-hearing community.

Activities and performance outcomes will be in accordance with SMC Workforce Development Department guidelines. This contract is designed to assure the quality of SMC’s distance education course that is geared towards the deaf and hard-of-hearing community.
- Amount of Contract: \$2,500
- Term of Contract: July 11, 2007 – August 31, 2007
- Funding Source: Job Development Incentive Fund (JDIF)
- Comment: DHHSC is a private, non-profit social service agency that serves individuals who are deaf, hard of hearing, deaf-blind, and late-deafened, their families, friends, and community service providers. DHHSC’s headquarter office is located in Fresno and has been in operation since 1984. It has outreach offices in Salinas, Merced, and Visalia (which serves Tulare and Kings County).

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

CONSENT AGENDA: GRANTS AND CONTRACTS

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

6-H **KCRW CONTRACTS AND CONSULTANTS**

Provider: Iris Bahr
Fees: \$250 per original exclusive program "Social Studies"; total not to exceed \$500.
Effective dates: June 1, 2007 thru June 30, 2007
Service: Program services, "Social Studies" commentary for KCRW; Program services, Guest Host, on special programming.

Provider: Iris Bahr
Fees: \$250 per original exclusive program "Social Studies"; total not to exceed \$17,500.
Effective dates: July 1, 2007 thru June 30, 2008
Service: Program services, "Social Studies" commentary for KCRW; Program services, Guest Host, on special programming.

Provider: Gerlad Zelinger (addendum to existing contract)
Fees: \$2,000
Effective dates: April 1, 2007 through August 30, 2008
Service: Program services, KCRW special to air on July 4, 2007, tentatively titled "Farewell Columbia Square." This is for third/final payment upon delivery of program.

Provider: Vista Media
Fees: Not to exceed \$10,000
Effective dates: June 1, 2007 through July 1, 2007
Service: KCRW program promotion for 4 weeks.

Provider: Citicasters:
Fees: \$500 per month.
Service: Rental of Goleta site. Usage of tower by KCRW to locate translator station K295AH retransmitting KCRW programming to the Santa Barbara/Goleta area.
Effective dates: July 1, 2007 through June 30, 2008.

Provider: Borrego Springs Fire Department
Fees: Annual rental payments of \$3,600 in advance.
Effective dates: Initial agreement term of one year, commences July 1, 2007 through June 30, 2008; option for subsequent four-year renewal terms up to five times.
Service: Usage of tower by KCRW to locate translator station K225BA retransmitting KCRW programming to the Anza Borrego area.
Funding Source: KCRW donations

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 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 EFFECTIVE DATE

ADMINISTRATIVE

Benson, Brenda	Acting Vice President, Student Affairs	06/18/07 - 06/30/07 07/01/07 - 12/31/07
DeSalles, Albert	Acting Director, International Programs	06/18/07 - 06/30/07 07/01/07 - 12/31/07

CONTRACT

Adams, Robert	Counselor, Counseling	07/01/07
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PROBATIONARY

Bridewell, Patricia	Instructor, Nursing	08/21/07
James, Kimberly	Instructor, Basic Skills/Reading	08/21/07
Muñoz, Maria E.	Instructor, Communications	08/21/07
Ogata, Darryl-Keith	Instructor, Communications	08/21/07
Parise, Marina	Librarian, Library	08/21/07
Rogers, Jon	Instructor, Cosmetology	08/21/07
Tilley, Rosilyn E.	Counselor, Counseling/Title V	08/21/07

ADJUNCT

(List on file in the Office of Humans Resources - Academic)

ESTABLISH ADMINISTRATIVE POSITION

Associate Dean, Workforce Development	7/10/07
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LEAVES OF ABSENCE WITHOUT PAY

OPPORTUNITY LEAVE

Adams, Robert	Counselor, Counseling	07/01/07 - 06/30/08
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SEPARATIONS

RESIGNATION

Pinner, Sue Ann	Instructor, Music	06/21/07
Sammis, Robert	Vice President	06/30/07

The Board hereby accepts immediately the resignation of the above listed personnel to be effective as indicated.

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

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 8 MEMORANDUMS OF UNDERSTANDING WITH CSEA

Approval of the following Memorandums of Understanding (MOU) between the Santa Monica Community College District and the California School Employees Association Chapter 36:

Military Leave

Provides a continuation of paid status for employees who may be ordered into active military duty.

Grievances in Abeyance

The parties believe it is in their best interests to hold pending grievances regarding the transfer of bargaining unit work and/or contracting out of bargaining unit work, for a limited time, in order to allow the parties to devote their attention to the joint evaluation committee and to permit the parties to seek to resolve issues related to the transfer and/or contracting out of bargaining unit work. All pending grievances involving complaints over the alleged transfer and/or contracting out of bargaining unit work shall be held in abeyance until the earlier of the date on which the parties reach agreement on the issue and September 1, 2007 (the “abeyance period”).

February 8, 2008 Holiday Pay

February 8, 2008 which is a regular pay day for CSEA members, has been designated a legal holiday. Unit members who are legally prohibited from having their pay checks directly deposited into a bank or other deposit account and who travel to the District to receive their paychecks on February 8, 2008 shall be entitled to be paid for their reasonable travel time at a straight time rate.

Comment: Agreement of the Memorandums of Understanding was reached by the District and CSEA in spring 2007.

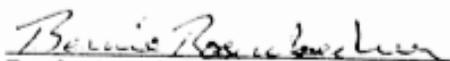
MEMORANDUM OF UNDERSTANDING –
MILITARY LEAVE

District Proposal #1
March 21, 2007

This memorandum of understanding is entered into between the Santa Monica Community College District (hereinafter "District") and the California School Employees Association and its Chapter 36 (hereinafter "Association") for the purpose of providing a continuation of paid status for employees who may be ordered into active military duty. The District and the Association agree as follows:

1. Any employee of the bargaining unit who is ordered into active military duty as set forth in the Military and Veterans Code Sections 389 through 399.5 shall continue to receive full pay from the District including health benefits for the tour of duty, not to exceed 18 months starting from the date in which the employee is ordered into active military duty. An employee who is called into active military duty shall immediately inform the District as to the beginning and end date of his or her service and shall provide the District with a copy of written orders.
2. Any employee covered under the provisions of section 1 above, shall as a condition of continuing to receive their full district salary, provide the District with the specific amount of salary that he/she will earn from military duty. The amount of pay to be received from military duty shall be deducted from the amount normally paid to the employee as his/her regular salary. It is the intent of this agreement to provide an employee called into active military duty no more than his or her regular salary including any amount paid by the State or Federal Government as salary for military duty.
3. This agreement shall terminate on June 30, 2009 unless otherwise agreed to between the District and the Association.

Dated: March 21, 2007


For the Association


For the District

MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING is entered into on February 15, 2007 by and between the Santa Monica Community College District (the "District") and California School Employees' Association, Chapter 36 ("CSEA").

WHEREAS, as part of their negotiations for a successor collective bargaining agreement ("CBA") the parties have agreed to establish a joint evaluation committee to recommend a new procedure for evaluations of CSEA members under Article 4 of the CBA;

WHEREAS, the parties believe that it is in their best interests to establish the joint evaluation committee without awaiting a tentative agreement on the successor CBA;

WHEREAS, CSEA has also presented a proposal addressing the District's practices with respect to the transfer of bargaining unit work and intends to present a proposal addressing the contracting out of bargaining unit work; and

WHEREAS, the parties believe it is in their best interests to hold pending grievances regarding the transfer of bargaining unit work and/or contracting out of bargaining unit work, for a limited time, in order to allow the parties to devote their attention to the joint evaluation committee and to permit the parties to seek to resolve issues related to the transfer and/or contracting out of bargaining unit work.

NOW THEREFORE, it is hereby agreed as follows:

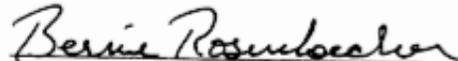
1. All pending grievances involving complaints over the alleged transfer and/or contracting out of bargaining unit work shall be held in abeyance until the earlier of the date on which the parties reach agreement (with or without ratification of the CBA) regarding the transfer and/or contracting out of bargaining unit work and September 1, 2007 (the "Abeyance Period"). The Abeyance Period may be extended by mutual agreement of the parties.
2. Any new grievances filed by CSEA between the date of this Memorandum of Understanding and the conclusion of the Abeyance Period that involve complaints over the alleged transfer and/or contracting out of work shall also be held in abeyance in accordance with the terms of this Memorandum of Understanding.
3. During the Abeyance Period, all time frames, including, without limitation, any deadlines for the parties to meet informally, for the District to respond, or for CSEA (or a grievant) to seek review at the next level, shall be frozen and shall start anew from the end of the Abeyance Period.

4. Any pending or new grievances not involving complaints over the alleged transfer and/or contracting out of bargaining unit work shall not be held in abeyance.

5. The Abeyance Period shall not revive any grievance that was not timely initiated under the terms of the CBA as of the date of this Memorandum of Understanding.

Dated: February 15, 2007


For the District


For CSEA

MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING ("MOU") is entered into on March 21, 2007 by and between the Santa Monica Community College District (the "District") and California School Employees' Association, Chapter 36 ("CSEA").

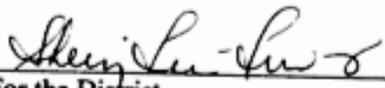
WHEREAS, under the terms of the District's merit system rules, February 8, 2008 would be the regular pay day for CSEA members, but according to the proposed calendar for the 2007-2008 fiscal year, February 8, 2008 has been designated as a legal holiday.

WHEREAS, following negotiations over the 2007-2008 calendar, the parties have agreed to mitigate the effects of the designated legal holiday on those unit members who are legally prohibited from having their pay checks from the District deposited directly into a bank or other deposit account.

NOW THEREFORE, it is hereby agreed as follows:

1. Unit members who are legally prohibited from having their pay checks directly deposited into a bank or other deposit account and who travel to the District to receive their pay checks on February 8, 2008 shall be entitled to be paid for their reasonable travel time at a straight time rate. A unit member who may but who has chosen not to have his or her paycheck directly deposited into a bank or other deposit account, or who may but who has chosen not to maintain a bank or other deposit account, may travel to the District to obtain his or her paycheck on February 8, 2008, but shall not be entitled to be paid for his or her travel time.
2. No later than February 15, 2008, unit members wishing to be paid for their travel time as provided above shall be required to submit supporting documentation showing the time spent traveling to and from the District (e.g., mileage estimate, travel log) to the Vice President, Human Resources.

Dated: March 21, 2007



For the District



For CSEA

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

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9 CLASSIFIED PERSONNEL – REGULAR

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

ESTABLISH EFFECTIVE DATE

Student Services Clerk (2 positions) EOP & S, 12 mos, 20 hrs	07/10/07
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ELECTIONS

PROBATIONARY

Barclift, Nicolas	Instructional Assistant-English, English	07/01/07
Springer, Felicia	Custodian/NS-II, Operations	06/04/07
Stuart, Mark	Custodian/NS-II, Operations	06/18/07
Tan, Evelyn	Custodian/NS-II, Operations	06/08/07

PROMOTIONS

Liu, Yuwen	Information Systems & Network Administrator	06/18/07
Trejo, Amelia	Administrative Assistant II, Student Life	05/30/07

CHANGE IN WORK SHIFT/PERMANENT

Burdick, Tron	07/01/07
Fr: Gardner/Equipment Operator/Day, Grounds, 12 mos, 40 hrs	
To: Gardner/Equipment Operator/VH-I, Grounds, 12 mos, 40 hrs	

INCREASE IN HOURS/PERMANENT

Windish, Marge A	07/27/07
Fr: Academic Secretary, Music Department, 11 mos, 30 hrs	
To: Academic Secretary, Music Department, 11 mos, 40 hrs	

VOLUNTARY REDUCTION IN HOURS/TEMPORARY

Goodrich, Marilyn	01/01/07 - 06/30/08
Fr: Administrative Assistant I, Student Judicial Affairs, 12 mos, 40 hrs	
To: Administrative Assistant I, Student Judicial Affairs, 12 mos, 35 hrs	

RECLASSIFICATIONS (thru Personnel Commission Process)

Sheldon, Stuart	01/01/07
Fr: Multimedia Computer Lab Specialist, AET, 12 mos, 40 hrs	
To: Multimedia Specialist-AET, AET, 12 mos, 40 hrs	

WORKING OUT OF CLASSIFICATION

Bays, Charles 06/01/07 - 06/30/07
Fr: Community College Police Sergeant, Campus Police, 12 mos, 40 hrs
To: Acting Community College Police Chief, Campus Police, 12 mos, 40 hrs

Bays, Charles 07/01/07 – 08/31/07
Fr: Community College Police Sergeant, Campus Police, 12 mos, 40 hrs
To: Acting Community College Police Chief, Campus Police, 12 mos, 40 hrs

Hanks, Suzanne (ext) 07/01/07 - 07/24/07
Fr: Accountant, Institutional Advancement, 12 mos, 40 hrs
To: Acting Director, Fiscal Services-Foundation, 12 mos, 40 hrs

Willis, Adrienne (ext) 06/01/07 - 06/30/07
Fr: Administrative Assistant I/Conf, Supt/Pres., 12 mos, 40hrs
To: Acting Insurance Program Specialist, Risk Management, 12 mos, 40hrs

Willis, Adrienne (ext) 07/01/07 - 07/06/07
Fr: Administrative Assistant I/Conf, Supt/Pres., 12 mos, 40hrs
To: Acting Insurance Program Specialist, Risk Management, 12 mos, 40hrs

ADVANCED STEP PLACEMENT

(The employee listed has met the standards for Advanced Step Placement. Salary advance payment is retroactive to initial hire date)

Vu, Nhuhoa (Nina), Accounting Specialist II, Fiscal Services Step C 04/03/07
Harris, Charles, Custodian-NS II, Operations Step C 06/13/07
Tan, Evelyn, Custodian-NS II, Operations Step C 06/08/07

TRANSFER (Per CSEA Agreement, Article 6)

Rojas, Anna 07/16/07
Fr: Administrative Assistant II, Library, 12 mos, 40 hrs
To: Administrative Assistant II, Community Relations, 12 mos, 40 hrs

LEAVES OF ABSENCE WITHOUT PAY

PERSONAL

Cancilla, Mary-Jo Deaf and Hard-of-Hearing Coordinator, DSC 05/21/07 - 08/21/07
Cancilla, Warren Reprographics Operator, Reprographics 05/21/07 - 06/29/07
Perry, Rosa Switchboard Operator, Telecommunications 06/05/07 - 07/30/07

SEPARATIONS

DECEASED

Svoboda, Jerry M CC Parking Enf. Officer/NS-I, Campus Police 06/20/07

RESIGNATION

Beauregard, Stacey Instructional Assistant-English, English 06/15/07
Boodparset, Sutidavade, Student Services Specilaists-EOP&S, EOP&S 06/26/07
Carter, Shauna Student Services Clerk, Financial Aid (correction) 06/15/07
Haydl, Colleen Cosmetology Assistant, Cosmetology 07/26/07

The Board hereby accepts immediately the resignation of the above listed personnel to be effective as indicated.

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

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 10 CLASSIFIED PERSONNEL – LIMITED TERM

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.

<u>ELECTIONS</u>	<u>EFFECTIVE DATE</u>
<u>PROVISIONAL</u>	
Abel, Teneka, Administrative Clerk, LRC	06/18/07 - 06/30/07
Barclift, Nicolas, Instructional Assistant-English, English	07/30/07 - 08/09/07
Puyear, Billie, Lead Interpreter-Hearing Impaired, DSC	05/21/07 - 06/30/07
<u>LIMITED TERM</u>	
Arias, Estela, Registration/Info Clerk, Program Development	07/02/07 - 12/21/07
Casillas, Ruth, Registration/Info Clerk, Admissions & Records	07/01/07 - 12/31/07
Casillas, Veronica, Registration/Info Clerk, Financial Aid	06/13/07 - 06/30/07
Cohen-Basi, Meital, Registration/Info Clerk, Financial Aid	06/13/07 - 06/30/07
Escobar, Donna, Registration/Info Clerk, Matriculation	07/02/07 - 12/31/07
Fletcher, Gerald, Registration/Info Clerk, Program Develop	07/02/07 - 12/21/07
Garcia, Irene, Registration/Info Clerk, Program Development	07/02/07 - 12/21/07
Gerhold, Thomas, Accompanist-Performance, Emeritus	07/01/07 - 12/22/07
Gerhold, Thomas, Accompanist-Voice, Emeritus	07/01/07 - 12/22/07
Gever, Diyanna, Instructional Assistant-English, English	07/30/07 - 08/09/07
Ghasami, Nilofar, Counseling Aide, DSC	07/01/07 - 12/31/07
Gomez, Tiffany, Registration/Info Clerk, Program Development	07/02/07 - 12/21/07
Hayton, Brian, Registration/Info Clerk, ISC	07/01/07 - 12/31/07
Jackson, Sheralynn, Registration/Info Clerk, Program Develop	07/02/07 - 12/21/07
Krawczyk, Shelly, Stage Construction Tech, Theatre Arts	07/01/07 - 12/31/07
Leal, Andrea, Registration/Info Clerk, Matriculation	07/02/07 - 12/31/07
Luthi, Christopher, Accompanist-Performance, Music	07/01/07 - 12/22/07
Luthi, Christopher, Accompanist-Voice, Music	07/01/07 - 12/22/07
Munoz, Andres, Registration/Info Clerk, Matriculation	07/02/07 - 12/31/07
Nakama, Jeffrey, Registration/Info Clerk, ISC	07/01/07 - 12/31/07
Ngo, Ahn-Tuyet Thi, Registration/Info Clerk, ISC	07/01/07 - 12/31/07
Nguyen, Ha Minh, Registration/Info Clerk, ISC	07/01/07 - 12/31/07
Quezada, Nancy, Registration/Info Clerk, ISC	07/01/07 - 12/31/07
Rhoads, Margaret, Instructional Asst-Learn Disb, DSC	07/01/07 - 12/31/07
Serratos, Monica, Counseling Aide, Student Life	06/16/07 - 06/30/07
Szesnat, Kyle, Registration/Info Clerk, Financial Aid	06/13/07 - 06/30/07
Tolosa, John, Registration/Info Clerk, ISC	07/01/07 - 12/31/07
Ware, Michelle, EOPS Program Specialist, EOPS	07/01/07 - 12/31/07

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

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11 CLASSIFIED PERSONNEL - NON MERIT

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

ELECTIONS

STUDENT EMPLOYEES

College Student Assistant - STHP \$8.00/hr	23
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College Work-Study Student Assistant - FWS \$8.00/hr	05
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SPECIAL SERVICES

Art Model \$18.00/hr	60
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Community Services Specialist I \$27.40/hr	07
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Community Services Specialist II \$38.00/hr	07
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List(s) available in the Human Resources Office and attached to permanent minutes.

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

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 FACILITIES

12-A CHANGE ORDER NO. 6 - LIBERAL ARTS SOUTH BUILDING

Change Order No. 6 – PINNER CONSTRUCTION COMPANY on the Liberal Arts South Building Project in the amount of \$ 22,120

Original Contract Amount	\$ 13,195,000
Previously Approved Change Orders 1 – 5	156,497
Change Order No. 6	<u>22,120</u>
Revised Contract Amount	\$ 13,373,617
Original Contract Time	425 days
Previous Time Extensions	<u>0 days</u>
Revised Contract Time	425 days
Time Extension this Change Order No. 6	<u>0 days</u>
Current Revised Contract Time	425 days

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

Comment: Change Order No. 6 provides for additional light fixtures for security reasons, provided miscellaneous electrical circuit and panel designation, the costs to remove existing unforeseen obstructions including miscellaneous loose soil and debris, provide STC rated frame at door opening 136 and a credit for using Solar Ban glass in lieu of Viracon to match the North Building.

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

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 FACILITIES (continued)

12-B CHANGE ORDER No 39 & 40 – MUSIC AND PERFORMING ARTS CENTER, MADISON

Change Order No. 39 & 40 – FTR INTERNATIONAL on the Music and Performing Arts Complex, Madison Campus as follows:

Original Contract Amount	\$30,780,000
Previously approved Change Orders I – 38	2,804,543
Change Order No. 39 Renovation for Music	9,387
Change Order No. 40 Performing Arts Center	<u>151,135</u>
Revised Contract Amount	\$ 33,745,065
Original Contract Time	670 days
Previous Time Extensions	<u>0 days</u>
Revised Contract Time	670 days
Time Extension this Change Order No. 39	<u>0 days</u>
Current Revised Contract Time	670 days

Funding Source: Measure S, U

Comment: Change Order No. 39 provides for reversing the toilet stall doors to swing opposite way to allow ADA clearance for new countertops, additional framing to install a fire rated access door at technical gallery and additional signage for Theater and Faculty Offices. Change Order No. 40 covers the supply and installation of OSHA required tie back anchors for maintenance to canopy level, auditorium roof and fly tower roof, underground utilities for future water feature, provide pulleys, winch and steel cables for stage level manual smoke hatch release, provide enclosure for enunciator panel, apply ¾" x 8' high fire retardant treated plywood backing panels at walls of telecomm room B18.

12-C AGREEMENT FOR GRAPHIC DESIGN SERVICES – MUSIC AND PERFORMING ARTS CENTER, MADISON

Agreement with GOLDEN CAN ADVERTISING for the Music and Performing Arts Complex, Madison Campus for \$22,500 plus reimbursable expenses.

Funding Source: Measure U

Comment: This agreement provides for the planning, design and production management for a super-graphic that forms the entire east facing exterior wall of the Rehearsal Hall.

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

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 FACILITIES (continued)

12-D AGREEMENT FOR ARCHITECTURAL SERVICES – INFORMATION TECHNOLOGY RELOCATION, DRESCHER HALL

Agreement with tBP ARCHITECTURE for the Information Technology Relocation, Drescher Hall for \$318,561 plus reimbursable expenses.

Funding Source: Measure U

Comment: This agreement provides for the planning, engineering, design and construction administration for a campus computer server room for the Information Technology Department. The current server room is too small to accommodate a growing number of computer servers and does not have the electrical, air conditioning or fire protection necessary.

12-E AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – BUNDY NE DRIVEWAY

Amend the agreement with tBP Architecture for the Bundy Northeast Driveway project to increase by \$28,500 plus reimbursable expenses.

Funding Source: Measure U

Comment: The additional services are for plan changes requested by the City of Los Angeles.

12-F AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – CORSAIR FIELD FEASIBILITY STUDY

Amend the agreement with CO ARCHITECTS for the Corsair Field Feasibility Study to increase by \$7,500 plus reimbursable expenses.

Funding Source: Measure S

Comment: This amendment is to include the cost of additional drawings that should have been included in a previous amendment.

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

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 BUDGET TRANSFERS

13-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period of: May 30, 2007 – June 26, 2007

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-3,300
2000	Classified/Student Salaries	0
3000	Benefits	3,300
4000	Supplies	-600
5000	Contract Svcs/Operating Exp	1,898
6000	Sites/Bldgs/Equipment	-1,298
7000	Other Outgo/Student Payments	0
Net Total:		0

13-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period of: May 30, 2007 – June 26, 2007

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-132,051
2000	Classified/Student Salaries	113,500
3000	Benefits	-9,264
4000	Supplies	-24,099
5000	Contract Svcs/Operating Exp	12,109
6000	Sites/Bldgs/Equipment	39,805
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	July 9, 2007

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 **COMMERCIAL WARRANT REGISTER**

Requested Action: Approval/Ratification

June 1 – June 30, 2007	2606 – 2646	\$6,400,645.76
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Comment: The detailed commercial warrant documents are on file in the Accounting Department.

RECOMMENDATION NO. 15 **PAYROLL WARRANT REGISTER**

Requested Action: Approval/Ratification

May 1 – May 31, 2007	CIK – C2L	\$7795140.87
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Comment: The detailed payroll register documents are on file in the Accounting Department.

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.

June 1 – June 30, 2007	D000020 – D000133	\$ 622,297.49
	B000061 – B000108	\$1,181,649.76
	ST00041 – ST00040	\$ 133.08

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

BOARD OF TRUSTEES SANTA MONICA COMMUNITY COLLEGE DISTRICT	REGULAR MEETING July 9, 2007
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X. **BOARD COMMENTS AND REQUESTS**

XI. **ADJOURNMENT**

The meeting will be adjourned in memory of **Edward Herman Eaglin**, father of Vivian Rankin-Scales, and **Jerry Svobada**, SMC parking security officer.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Monday, August 13, 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.