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

**REGULAR MEETING**

**MONDAY,  
JANUARY 14, 2008**

**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*

**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, January 14, 2008.

5:30 p.m. – Closed Session

7:00 p.m. – Public Meeting

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

- |   | <u>Page No.</u> |
|---|-----------------|
| <b>I. ORGANIZATIONAL FUNCTIONS</b>  |                 |
| A Call to Order – 5:30 p.m.   | 1               |
| B Roll Call   |                 |
| C Public Comments on Closed Session Items   |                 |
| <br><b>II. CLOSED SESSION</b>   |                 |
| • Conference with Legal Counsel – Existing Litigation (Government Code Section 54956.9)<br><i>SMC Faculty Association and Odemaris Valdivia</i> |                 |
| • Public Employee – Evaluation, pursuant to Government Code Section 54957<br><i>Evaluation of the Superintendent/President</i>                  |                 |
| <br><b>III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS</b> (Scheduled for 7:00 p.m.)   |                 |
| D Pledge of Allegiance  |                 |
| E Closed Session Report (if any)  |                 |
| F Public Comments   |                 |
| <br><b>IV. SUPERINTENDENT'S REPORT</b>  |                 |
| • Management Association Update   |                 |
| • Updates:  |                 |
| – Schedule of Reports for Board of Trustees   |                 |
| – Human Resources Training Sessions   |                 |
| – California Employment Training Panel (ETP)  |                 |
| – Community Outreach/Meetings – Student Services Building   |                 |
| <br><b>V. ACADEMIC SENATE REPORT</b>  |                 |
| <br><b>VI. MAJOR ITEMS OF BUSINESS</b>  |                 |
| G State Budget Update and Legislative Report  | 7               |
| #1 Nomination to CCCT Board of Directors  | 8               |
| #2 2008-2009 Nonresident Tuition Rate   | 9               |

VII. **CONSENT AGENDA**

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

**Approval of Minutes**

#3	Approval of Minutes – December 10, 2007 (Regular Meeting)	10
----	---	----

**Grants and Contracts**

#4	Acceptance of Grants and Budget Augmentation	11
#5	Contracts and Consultants	
5-A	Subcontractual Agreement with External Evaluator for LAUP Grant	13
5-B	Workshop Facilitator for LAUP Project Kickoff	13
5-C	Amendment to Agreement for Distance Education Services	14
5-D	Consortium for Respiratory Therapy Program	14
5-E	Consultant for Flex Day	15
5-F	Consultant for Risk Management	15
5-G	Agreement for Professional Services	15
5-H	Agreement for Mediation Services	15
5-I	Agreement for Arbitration Services	16
5-J	Agreement for FERPA Training	16
5-K	Renewal of Agreement for Kaiser Health Maintenance Plan	16
5-L	KCRW Consultants	17
#6	Organizational Memberships, 2007-2008	19
#7	2008-2009 College Calendar	19
#8	New Non-Credit Continuing Education Courses and Adult High School Certificate	20

**Human Resources**

#9	Academic Personnel	21
#10	Classified Personnel – Regular	22
#11	Classified Personnel – Limited Duration	24
#12	Classified Personnel – Non Merit	25

**Facilities and Fiscal**

#13	Facilities	
13-A	Change Order No. 11 - Liberal Arts South Building	26
13-B	Construction Escrow Agreement – Campus Quad	26
13-C	Agreement for Engineering Services – Theatre Arts Mezzanine	27
13-D	Amendment to Agreement for Architectural Services – Liberal Arts North Building	27
13-E	Amendment to Agreement for Architectural Services – Bundy Northeast Driveway	27
13-F	Amendment to Consulting Agreement – State Capital Outlay Projects	28
#14	Budget Transfers	29
#15	Auxiliary Payments and Purchase Orders	30
#16	Purchasing	
16-A	Award of Purchase Orders	31
16-B	Award of Bid for Madison Theater Lighting	31
16-C	Purchasing Agreements and Authorization of Purchase Orders	31

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

IX. **BOARD POLICY**

#17 Board Policy: First Reading of Board Policy 6350 – Naming of College Facilities 32

X. **INFORMATION**

H Board Discussion: Ad Hoc Subcommittee Recommendations 33

XI. **BOARD COMMENTS AND REQUESTS**

XII. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Monday, February 11, 2008** at 7 p.m. (5:30 p.m. if there is a closed session) Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

<b>BOARD OF TRUSTEES</b>	<b>REGULAR MEETING</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 14, 2008

**I. ORGANIZATIONAL FUNCTIONS**

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

**II. CLOSED SESSION**

- Conference with Legal Counsel – Existing Litigation (Government Code Section 54956.9)
  
- Public Employee – Evaluation, pursuant to Government Code Section 54957  
*Evaluation of the Superintendent/President*

**III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS**

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

<b>BOARD OF TRUSTEES</b> Santa Monica Community College District	<b>INFORMATION</b> January 14, 2008
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MAJOR ITEMS OF BUSINESS

**INFORMATION ITEM G**

**SUBJECT:**                   **STATE BUDGET UPDATE/LEGISLATIVE REPORT**

**SUBMITTED BY:**           Superintendent/President

**SUMMARY:**                 Dale Shimasaki, CEO of Strategic Education Services, will present a State budget update and report on legislative issues for the District.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 14, 2008

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 1**

**SUBJECT:**                    **NOMINATION TO CCCT BOARD OF DIRECTORS**

SUBMITTED BY:            Chair, Board of Trustees

REQUESTED ACTION:    The Board of Trustees nominate a trustee for election to the California Community College Trustees (CCCT) Board of Directors.

BACKGROUND:            Nominations for membership on the CCCT Board of Directors will be accepted in the CCLC office from January 1 through February 15, 2008. Each district may nominate members of its board, but only one trustee per district may serve on the board.

The election of members of the CCCT Board will take place between March 10 and April 25, 2008. Ten persons will be elected to the board this year; the ten candidates to receive the most votes will serve two-year terms. The election results will be announced at the CCCT annual conference in May, 2008, and newly elected members of the board will assume their responsibilities at the conclusion of the annual conference, May 4, 2008.

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



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 14, 2008

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 2**

**SUBJECT:**                   **2008-2009 NONRESIDENT TUITION RATE**

**SUBMITTED BY:**           Superintendent/President

**RECOMMENDATION:**   The Board of Trustees adopt the rate of \$164 per unit per semester for nonresident tuition for 2008-2009. This is the minimum amount the District is permitted to charge in accordance with California Community Colleges Chancellor’s Office calculation guidelines. It represents a \$6 per semester unit increase for the nonresident tuition rate from the 2007-2008 approved rate, but is significantly below the 2008-2009 statewide average rate of \$181 per unit.

It is further recommended that the Board of Trustees adopt a \$31 per semester unit capital outlay recovery surcharge for 2008-2009 to be charged to nonresident students who are both citizens and residents of a foreign country. This represents a \$4 per semester unit increase for the capital outlay surcharge from the 2007-2008 approved surcharge, but is significantly below the \$65 per semester unit rate that the District is approved to charge under Chancellor’s Office calculation guidelines.

**BACKGROUND:**           Education Section 76140 authorizes a district to charge a nonresident tuition fee in the event it chooses to admit nonresident students. It also authorizes districts to charge a capital outlay recovery surcharge to nonresident students who are both citizens and residents of a foreign country so that districts may recover a prorata share of their capital outlay expenditures.

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 14, 2008

**VII. CONSENT AGENDA**

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

**RECOMMENDATION:**

The Board of Trustees take the action requested on Consent Agenda Recommendations #3-#16

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

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

**VIII. CONSENT AGENDA – Pulled Recommendations**

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

**RECOMMENDATION NO. 3      APPROVAL OF MINUTES**

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

December 10, 2007 (Regular Board of Trustees Meeting)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	January 14, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 4**      **ACCEPTANCE OF GRANTS AND BUDGET**  
*Requested Action: Approval/Ratification*      **AUGMENTATION**

**Title of Grant:**      **ARCHES Aurora Project**

Granting Agency:      University of California, Riverside, through an MOU with Foothill-De Anza Community College District

Award Amount:      \$3,000

Matching Funds:      Not applicable

Performance Period:      January 1, 2006 – December 31, 2007

Summary:      The ARCHES project will work closely with SMC's existing Copernicus project to address the critical need for qualified, credentialed math and science teachers. Through a subaward from UCR, SMC faculty will develop a Chemistry and Education learning community that includes fieldwork experience, team teaching, and student collaboration. The goal is to recruit 18 students to participate in the learning community.

Budget Augmentation:      Restricted fund 01.3

Income			
8000	State		\$ 3,000
Expenditures			
1000	Instructional Salaries		\$ 2,000
3000	Benefits		250
4000	Books and Supplies		750

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	January 14, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 4**      **ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION** *(continued)*

**Title of Grant:**            **Logistics and Manufacturing Re-Training Program (ETP)**

Organization:            California Employment Training Panel (ETP)

Funding Amount:        \$250,586

Matching Funding:      N/A

Performance Period:    December 30, 2007 – December 29, 2009

Summary:                The California Employment Training Panel (ETP) will be contracting with Santa Monica College (SMC) to deliver re-training programs to workers in the logistics and manufacturing industries. The contract will provide customized skills training workshops at local companies who have workers that have inadequate/outdated job skills and competencies. As a result of limited internal training capacities and trends occurring in these industries, many workers face the possibility of lay-off or termination.

SMC will work collaboratively with companies such as Performance Team (3PL), Eagle Logistics, and Alliance Shippers to conduct the re-training activities. The project will serve 253 workers within the two-year period.

Budget:

Income:		
	8000	\$250,586
Expenditures		
	1000 Salaries	0
	2000 Classified Salaries	96,000
	3000 Benefits	4,800
	4000 Supplies	8,090
	5000 Other	111,796
	6000 Equipment	5,900
	7000 Other outgo	24,000

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	January 14, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 5      CONTRACTS AND CONSULTANTS**

*Requested Action: Approval/Ratification*

5-A      SUBCONTRACTUAL AGREEMENT WITH EXTERNAL EVALUATOR FOR LAUP GRANT

Consultant:                      Vital Research  
Amount of Contract:      \$15,000  
Term of Contract:              January 14, 2008 – June 30, 2008  
Funding Source:              Los Angeles Universal Preschool/Early Start Pathway for Early Childhood Education  
Summary of Services:      As part of the Los Angeles Universal Preschool Early Start Pathway Grant, SMC is required to hire an external evaluator to assist with the evaluation of the grant. Vital Research is well-known in the Southern California region for their evaluation of early childhood education projects. They are currently serving as the evaluator for three other LAUP grant-funded projects, which will facilitate the evaluation process and provide an economy of scale.

5-B      WORKSHOP FACILITATOR FOR LAUP PROJECT KICKOFF

Consultant:                      Mandy Jenkins  
Amount of Contract:      Not to exceed \$800 (includes necessary expenses):  
Term of Contract:              December 14, 2007  
Funding Source:              Los Angeles Universal Preschool/Early Start Pathway for Early Childhood Education  
Summary of Services:      As a presenter during the LAUP Project Kickoff on December 14, 2007, Ms. Jenkins helped facilitate the meeting and gave a presentation on the need for ECE professionals in California and the career opportunities available.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	January 14, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 5    CONTRACTS AND CONSULTANTS** *(continued)*

**5-C    AMENDMENT TO AGREEMENT FOR DISTANCE EDUCATION SERVICES**

Provider: eCollege (provider of services to SMC’s Distance Education Program)

Amount of Contract: \$752,000 to \$950,000, depending on the annual seat count (16,000 to 21,000 seats)

Term of Contract Extension of the annual site license – based on the anticipated number enrollments or “seats” – by two years with an option for a third year. Santa Monica College entered into the current three-year contract in 2005 and it is due to expire in June 2008. This amendment will extend that period through June 2010 with an option for a third year (through June 2011).

Funding Source: District Budget/Distance Education

Summary: For each year of the contract, SMC guarantees the number of enrollment “seats” for the site license. The annual contract amount is based on the “per seat” amount cost multiplied by the guaranteed seat amount. This amendment has been reviewed and recommended by the Academic Senate Distance Education Committee.

**5-D    CONSORTIUM FOR RESPIRATORY THERAPY PROGRAM**

Consortium: Los Angeles Community College District for East Los Angeles College (ELAC) and Santa Monica College.

Term: July 1, 2007 through June 30, 2012

Summary: The purpose of the agreement is to renew the partnership between the Respiratory Therapy education programs of ELAC and SMC, pursuant to which ELAC or SMC, as applicable, to grant an Associate Degree to its respective students who succeed in completing the specific program and general education requirements of the ELAC/SMC accredited Respiratory Therapy program. Students from both colleges may take classes at ELAC and SMC and receive credit from their respective college.

The agreement defines the collaborative roles of each member of the consortium and describes governance, lines of authority, and degree-granting responsibilities. Instructors must be employees of the college district that collects the apportionment for its student enrollment. SMC is responsible for providing one full-time faculty member and the current level of hourly faculty support to augment instruction at SMC and ELAC as needed; dedicating sufficient funds for 10 hours per week in salaries for clerical support personnel; and providing required supplies and equipment for an introductory RT course taught on the SMC campus.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	January 14, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 5    CONTRACTS AND CONSULTANTS** *(continued)*

**5-E    CONSULTANT FOR FLEX DAY**

Provider: Mark Morgan Roberge  
Amount of Contract: \$1,200 plus expenses  
Term of Contract: March 7, 2008 (tentative)  
Funding Source: Basic Skills Initiative  
Summary: Mr. Roberge will present materials and information on curricular and articulation issues related to Generation 1.5, bringing together English and ESL faculty and students as well as high school ESL and Language Arts programs. This is in an effort to expand on the IMPAC initiative to strengthen ties between secondary schools and community colleges serving English Language Learners.

**5-F    CONSULTANT FOR RISK MANAGEMENT**

Provider: Dr. Alex Charish  
Amount of Contract: \$10,000  
Term of Contract: January 2 – June 30, 2008  
Funding Source: 2007-08 Risk Management Budget  
Summary: To provide ergonomic training, ergonomic assessments, training tapes and written programs.

**5-G    AGREEMENT FOR PROFESSIONAL SERVICES**

Provider: Professional School Services  
Amount of Contract: \$600 per day, plus housing allowance  
Term of Contract: February 1 – June 30, 2008  
Funding Source: 2007-08 District Budget, Business/Administration  
Summary: This will continue services provided by Victor Hanson as Interim Chief Business Officer.

**5-H    AGREEMENT FOR MEDIATION SERVICES**

Provider: OC Mediation  
Amount of Payment: \$225 per hour, not to exceed \$1,000  
Date: December 20, 2007  
Funding Source: 2007-08 District Budget/Human Resources  
Summary: Mediation services were provided related to a personnel issue.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	January 14, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 5    CONTRACTS AND CONSULTANTS** *(continued)*

**5-I    AGREEMENT FOR ARBITRATION SERVICES**

Provider:                    Doug Collins  
Amount of Payment:    \$800  
Date:                         January 7, 2008  
Funding Source:         2007-08 District Budget/Human Resources  
Summary:                  Arbitration services were provided related to a personnel issue.

**5-J    AGREEMENT FOR FERPA TRAINING**

Provider:                    John Snodgrass  
Amount:                     Not to exceed \$500 (including fee and travel expenses)  
Date:                         January 18, 2008  
Service:                     Two hour in-person training for Enrollment Development and Student Affairs staff on the Family Educational Rights & Privacy Act (FERPA) guidelines and regulations on the privacy of student records and information. In addition to the in-person training, a CD of the presentation which will include all training materials for future use by SMC will be provided.  
Funding Source:         District Budget/Matriculation

**5-K    RENEWAL OF AGREEMENT FOR KAISER HEALTH MAINTENANCE PLAN**

Provider:                    Kaiser Permanente  
Amount:                     \$340.59 per month (\$408.71 per month tently)  
Effective Dates:         January 1, 2008 through December 31, 2008  
Funding Source:         District Funds/Health Benefits  
Summary:                  Article 10.5 – Fringe Benefits for Hourly Employees in the Faculty Association contract states that the District shall contribute an amount equal to the single party Kaiser Health Maintenance Plan premium not under PERS.



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	January 14, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 5**    **CONTRACTS AND CONSULTANTS** *(continued)*

**5-L**    **KCRW CONTRACTS AND CONSULTANTS**

- Provider:                    Bateman Productions  
Fees:                            Invoice #2570, dated 12-2-07, amount of \$438.75  
                                      Invoice #2573, dated 1-6-08, amount of \$1,397.50  
Effective dates:            November and December 2007  
Service:                        Web Interactive development for KCRW Pledge Drive
- Provider:                    Dickstein Shapiro, LLP  
                                      Addendum #A  
Fees:                            Payable at varying rates, not to exceed \$70,000.  
Effective dates:            July 1, 2007 through June 30, 2008.  
Service:                        Legal services, specialization in FCC related matters.
- Provider:                    Digitaria Interactive, Inc  
Fees:                            Varies from \$0.21-\$0.37/GB; total commitment, of \$21,000 per month;  
                                      Grand total, \$252,000.  
Effective dates:            Jan 15, 2008 thru Jan 14, 2009  
Service:                        Flash Streaming-Live & On-demand; Flash Progressive Download,  
                                      Windows Media Streaming-Live & On-demand, MP3 Streaming,  
                                      Quicktime Streaming
- Provider:                    Evan Kleiman  
                                      Addendum #A  
Fees:                            \$4,000 per month; not to exceed \$45,000. New rate to start  
                                      December 1, 2007.  
Effective dates:            July 1, 2007 through June 30, 2008.  
Service:                        Program Services, Host, "GOOD FOOD."
- Provider:                    Limelight Networks, Inc  
Fees:                            Monthly rate of \$5,410.00; not to exceed \$64,920.  
Effective dates:            Jan 1, 2008 thru Dec 31, 2008.  
Service:                        For KCRW/SMC to assume Agreement with Limelight Networks, Inc.,  
                                      from KCRW Foundation, Inc. For bandwidth services. Agreement  
                                      started January 9, 2006.
- Provider:                    Santa Barbara Metropolitan Transit District  
Fees:                            \$200/ad/month; first deposit of \$3,000 due prior to April 15, 2008. All  
                                      other payments due by the first of each and every month, prior to the  
                                      month of service. Grand total, not to exceed: \$8,600.  
Effective dates:            Period: April 2008, Nova Tail; Period: May 2008, Nova Tail; Period: May  
                                      2008, 40' Tail; Period: June 2008, 40' Tail  
Service:                        KCRW bus promotion in Santa Barbara

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	January 14, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 5**    **CONTRACTS AND CONSULTANTS** *(continued)*

5-L    KCRW CONTRACTS AND CONSULTANTS *(continued)*

Provider:                    Palatine Recordings  
Fees:                            \$130 for one program  
Effective dates:            November 26, 2007  
Service:                      Studio usage/ISDN lines/engineering time. For 11-26-07 POLITICS OF CULTURE interview with Taylor Clark.

Provider:                    Kevin Roderick  
Fees:                            \$250 per program; total of \$1,250.  
Effective dates:            June 2007  
Service:                      KCRW commentator, LA OBSERVED

Provider:                    Greg Rorabaugh  
Fees:                            \$150.00, a one-time payment.  
Effective dates:            December 19, 2007  
Service:                      Yamaha C5 piano tuning service to concert pitch (A440) for Carol King appearance on KCRW.

Provider:                    Garth Wilson DBA: Orange Soda Pop  
Amendment A  
Fees:                            Payable at varying rates; upon projects' completion and invoicing; annual total, not to exceed \$51,000.  
Effective dates:            July 1, 2007 thru June 30, 2008  
Service:                      Design/artwork services as needed.

Funding Source:            KCRW donations

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	January 14, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 6      ORGANIZATIONAL MEMBERSHIPS, 2007-2008**

*Requested Action: Approval*

Approval of the following organizational memberships for 2007-2008:

- Association for the Advancement of Sustainability in Higher Education ((AASHE)
- Asian Pacific Americans in Higher Education (APAHE)

**RECOMMENDATION NO. 7      2008-09 COLLEGE CALENDAR**

*Requested Action: Approval*

Approval of the 2008-09 College Calendar

- Summer Session (*six weeks*):      June 16 - July 25, 2009
- Summer Session (*eight weeks*)      June 16 - August 8, 2008
- Fall Flex Week:                      August 19-22, 2008
- Fall Semester:                         August 25 - December 16, 2008
- Winter Session:                        January 5 - February 12, 2009
- Spring Semester:                       February 17 - June 16, 2009
  
- Institutional Flex Days:              August 21, 2008
- March 19, 2009
  
- 11 Legal Holidays
- 5 College Holidays

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	January 14, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 8**

*Requested Action: Approval/Ratification*

**NEW NON-CREDIT CONTINUING EDUCATION COURSES AND ADULT HIGH SCHOOL CERTIFICATE**

Non-Credit-Continuing Education Courses

<u>Course ID</u>	<u>Course Title</u>	<u>Course ID</u>	<u>Course Title</u>
MATH 900:	CAHSEE Math Prep	ECON 900	Economics.
MATH 901	Applied Mathematics	GOVT 900	American Government
MATH 902	Arithmetic IA	HIST 900	World History IA
MATH 903	Arithmetic IB	HIST 901	World History IB.
MATH 904	Algebra IA	HIST 902	United States History IA
MATH 905	Algebra IB	HIST 903	United States History IB
MATH 906	Geometry IA	LSCI 900	Life Science IA
MATH 907	Geometry IB	LSCI 901	Life Science IB

Comment: The above courses have been approved by the Curriculum Committee and the Academic Senate.

Certificate Title:

Noncredit Certificate of Competency in Secondary Basic Skills (Adult High School Diploma)

<u>Course ID</u>	<u>Course Title</u>	<u>Course ID</u>	<u>Course Title</u>
ECON 900	Economics	HIST 902	United States History IA
ENGL 900	CAHSEE English Language Arts Preparation	HIST 903	United States History IB
ENGL 909	English 9A/B	LSCI 900	Life Science IA
ENGL 910	English 10A/B	LSCI 901	Life Science IB
ENGL 911	English 11A/B	MATH 900	CAHSEE Mathematics Preparation
ENGL 912	English 12A/B	MATH 901	Applied Mathematics
GEOG 900	World Geography IA	MATH 902	Arithmetic IA
GEOG 901	World Geography IB	MATH 903	Arithmetic IB
GOVT 900	American Government	MATH 904	Algebra IA
HIST 900	World History IA	MATH 905	Algebra IB
HIST 901	World History IB	MATH 906	Geometry IA
		MATH 907	Geometry IB

Comment: This program will be individualized to meet the unique needs of each student. Based on their high school transcript and other records, students will enroll in the specific courses needed make-up high school level unit deficiencies and/or to prepare for and pass the English Language Arts and/or Mathematics portions of the California High School Exit Examination. Upon completion of the needed courses and, as needed, passage of either or both parts of the CAHSEE, students will be awarded a high school diploma and will have the requisite skills needed to succeed in Santa Monica College's credit and transfer programs.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	January 14, 2008

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 9    ACADEMIC PERSONNEL**

*Requested Action: Approval/Ratification*

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

NEW FACULTY POSITIONS FOR FALL 2008

- Accounting
- Anthropology - Cultural
- Biology - Majors/Microbiology
- Chemistry
- English - Basic Skills Writing
- English - Developmental/Transfer
- English - Reading
- Mathematics - Basic Skills Developmental
- Music - Piano/Fundamentals
- Nursing - Medical Surgical
- Psychological Counselor (Categorically Funded)

SEPARATION

RESIGNATION

Martinez, Marvin  
Vice-President, Planning and Development

01/11/08

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	January 14, 2008

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 10 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.

ELECTIONS EFFECTIVE DATE

PROMOTIONS

Ponce, Alvin, Payroll Specialist, Payroll	01/15/08
Willis, Adriene, Insurance Program Specialist, Risk Management	01/09/08

REINSTATEMENT

Siegel, Barbara, Administrative Assistant I, Workforce/Economic Development	12/10/07
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PERMANENT EMPLOYEE WITH TEMPORARY ASSIGNMENT

Levine, Stephen	12/10/07 – 06/10/08
Fr: Media Services Coordinator, Media Ctr/Graphics Ctr	
To: Media & Reprographics Services Manager, Media Ctr/Graphics Ctr	

WORKING OUT OF CLASSIFICATION

Guzman, Jose	01/02/08 – 05/06/08
Fr: Administrative Clerk, Personnel Commission	
To: Personnel Specialist, Personnel Commission	

Levine, Stephen (ext)	10/24/07 – 12/07/07
Fr: Media Services Coordinator, Media Ctr/Graphics Ctr	
To: Media & Reprographics Services Manager, Media Ctr/Graphics Ctr 50%	

Monzon, Karen	01/02/08 – 05/06/08
Fr: Personnel Specialist, Personnel Commission	
To: Personnel Technician, Personnel Commission	

INCREASE IN HOURS/PERMANENT

Salcedo, Ramon	01/15/08
Fr: Academic Comp. Ins. Spec./NS-I, Instructional Computing, 12 Mos, 34 Hrs	
To: Academic Comp. Ins. Spec./NS-I, Instructional Computing, 12 Mos, 35 Hrs	

CLASS TITLE CHANGE

Definition (Merit Rule 1.2): A definite descriptive title or name applied to a class and to all positions of the class (even though there be but one). The class title is to be as descriptive as possible of the duties assigned to the class.

	12/20/07
From: Journeyman Trade- Pipefitter	
To: Irrigation Systems Specialist	
Comment: List of individuals under new class on file with the Office of Human Resources.	

CHANGE IN WORK SHIFT/TEMPORARY

Ferrill, Matthew	01/02/08 – 06/30/08
Fr: Library Assistant/NS-I, Library, 11 mos, 40 hrs	
To: Library Assistant/Day, Library, 11 mos, 40 hrs	
Sealana, Aurora	01/02/08 – 06/30/08
Fr: Lead Library Assistant/Day, Library, 11 mos, 40 hrs	
To: Lead Library Assistant/ NS-I, Library, 11 mos, 40 hrs	

ESTABLISH

Sign Language Interpreter III (3 positions) Disabled Student Center, 11 Mos, 20 Hrs/VH	01/15/08
Sign Language Interpreter II (2 positions) Disabled Student Center, 11 Mos, 20 Hrs/VH	01/15/08
CC Police Officer (1 position) Campus Police, 12 Mos, 40 Hrs/VH	12/08/07

SEPARATIONS

<u>RESIGNATION</u>	
Siegel, Barbara, Administrative Assistant III, Personnel Commission	12/09/07
Sugianto, Bambang, Telecomm Technician I, Telecommunications	01/01/08

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	January 14, 2008

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 11 CLASSIFIED PERSONNEL – LIMITED DURATION**

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.

ELECTIONS

PROVISIONAL

Badaro, Luiz, Accompanist-Percussion, Program Dev	01/02/08-06/30/08
Chegwidden, Davis, Accompanist-percussion, Program Dev	01/02/08-06/30/08
Cummings, Kahlil, Accompanist-Percussion, Program Dev	01/02/08-06/30/08
Hoh, James, Labortory Technician-Science, Physical Science	01/14/08-06/30/08
Ibarra, Charleen, Administrative Assistant I, Communications	01/03/08-06/30/08
Ikkanda, Travis, Lab Technician-Bio Science, Life Science	01/08/08-02/29/08
Malolli, Fatmira, Accompanist-Dance, Program Development	01/02/08-06/30/08
Melton, Betty, Administrative Assistant I, Modern Language	01/02/08-06/30/08
Meyering, Alice, Administrative Assistant II, Health Science	12/17/07-04/30/08
Mosher, Judith, Instructional Assistant-Math, Math	01/02/08-02/07/08
Ordanz, Cindy, Administrative Assistant I, Purchasing	12/13/07-04/11/08
Player, Theresa, Admin Asst III-Conf, Human Resources	12/04/07-04/17/08
Sanchez, Luisa, Administrative Assistant I, Student Life	01/02/08-06/30/08
Savory, Donna, Administrative Clerk, Pers Commission	12/19/07-06/30/08
Smith, Nadaley, Cash Receipts Clerk, Bursar's Office	01/02/08-06/30/08
Sow, Malik, Accompanist-Percussion, Program Development	01/02/08-06/30/08
Spielberg, Barbara, Administrative Assistant II, Library	12/10/07-02/29/08
Spiva Jr, Derrick, Accompanist-Percussion, Program Dev	01/02/08-06/30/08
Veliz, Juan, Cosmetology Assistant, Cosmetology	01/02/08-06/30/08
Weaver, Andrew, Athletic Equipment Specialist, Athletics	12/19/07-02/28/08
Wong, Julian, Lab Technician-Science, Physical Science	01/05/08-06/30/08

LIMITED TERM

Arias, Estela, Registration/Info Clerk, Program Development	01/02/08-06/30/08
Buchanan, Melody, Cash Receipts Clerk, Bursar's Office	01/02/08-06/30/08
Fletcher, Gerald, Registration/Info Clerk, Program Dev	01/02/08-06/30/08
Garcia, Irene, Registration/Info Clerk, Program Development	01/02/08-06/30/08
Gomez, Tiffany, Registration/Info Clerk, Program Dev	01/02/08-06/30/08
Jackson, Sheralynn, Registration/Info Clk, Program Dev	01/02/08-06/30/08
Michael Marjanen, Cash Receipts Clerk, Bursar's Office	12/05/07-06/30/08
Ritz, Beauty, Registration/Info Clerk, Financial Aide	12/03/07-06/30/08
Rose, Gary, Director of Maintenance	01/10/08-03/31/08



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	January 14, 2008

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 12    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.

STUDENT EMPLOYEES

CalWORKS	00
\$8.00/hr	
College Student Assistant	27
\$8.00/hr (STHP)	
College Work-Study Student Assistant	25
\$8.00/hr (FWS)	

SPECIAL SERVICES

Art Model	104
\$18.00/hr	
Art Model with costume	21
\$21.00/hr	
<u>Professional Expert/Summer Day Camp</u>	
Recreation Director/Day Camp II	01
\$70/daily	
<u>Tutorial Aide</u>	
\$10.50	
<u>Community Services Specialist I</u>	60
\$35.00/hr	
<u>Community Services Specialist II</u>	38
\$50.00/hr	

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	January 14, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 13    FACILITIES**

*Requested Action: Approval/Ratification*

13-A    CHANGE ORDER NO. 11 - LIBERAL ARTS SOUTH BUILDING

Change Order No. 11 – PINNER CONSTRUCTION COMPANY on the Liberal Arts South Building Project in the amount of \$ 22,370

Original Contract Amount	\$ 13,195,000
Previously Approved Change Orders 1 - 10	367,181
Change Order No. 11	<u>22,370</u>
Revised Contract Amount	\$ 13,584,551
Original Contract Time	425 days
Previous Time Extensions	<u>0 days</u>
Revised Contract Time	425 days
Time Extension this Change Order No. 11	<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. 11 provides for changes to the finish hardware schedule, changing lock sets to the campus standard lock sets, added window operators at manually operated windows and minor changes to ductwork sizes due to ceiling heights.

13-B    CONSTRUCTION ESCROW AGREEMENT – CAMPUS QUAD

Pursuant to Section 22300 of the Public Contract Code, retention due the Contractor, Trimax Construction Corp. to be paid into an escrow account held by Union Bank of California.

Funding Source: Measure U

Comment: Trimax Construction Corp. has requested to exercise its right under the Public Contract Code to have the retention portion of their payments placed in an escrow account until principal and interest earned is released by the District.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	January 14, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 13** **FACILITIES** *(continued)*

13-C AGREEMENT FOR ENGINEERING SERVICES – THEATRE ARTS MEZZANINE

Agreement with P2S ENGINEERING for the Theatre Arts Mezzanine not to exceed \$10,500 plus reimbursable expenses.

Funding Source: Measure U

Comment: The Theater Arts Mezzanine is a metal storage deck that will create a second level over the shop area for storage of sets and props. The department has limited storage and will be losing the storage area they have below the Amphitheater building when the Student Services project starts. Due to the size of the unit, it requires approval by the Division of State Architect (DSA). A licensed engineer must review and submit the drawings to DSA.

13-D AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – LIBERAL ARTS REPLACEMENT NORTH BUILDING

Amend the agreement with GENSLER for the Earthquake Replacement Liberal Arts North Building for an additional \$84,500 plus reimbursable expenses.

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

Comment: This amendment covers additional work through October 31, 2006 due to contractor delays on this project.

13-E AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – BUNDY NORTHEAST DRIVEWAY

Amend the agreement with tBP ARCHITECTURE for the Bundy Northeast Driveway project for an additional \$95,039 plus reimbursable expenses.

Funding Source: Measure S

Comment: As part of the recent approval by the Mar Vista Community Council and the City of Los Angeles for the new traffic signal, the City is asking that the District move all bus traffic to the north side of the property. This requires designing a new bus stop, a bus lane and relocation of existing parking spaces.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	January 14, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 13**    **FACILITIES** *(continued)*

13-F AMENDMENT TO CONSULTING AGREEMENT – STATE CAPITAL OUTLAY PROJECTS

Amend the agreement with CCS Group for the State Capital Outlay projects for an additional \$50,000 plus reimbursable expenses.

Funding Source: Measures S, U

Comment:     CCS Group provides services to assist the District in obtaining state capital outlay funding for projects.    The District currently has approved funds for the Student Services project and is working on funding proposals for several other projects. CCS will assist in developing a Final Project Proposal (FPP) due this July to the state for the Child Development Center.

The IPP (Initial Project Proposal) has been submitted and approved by the state. The next step is the Final Project Proposal (FPP) which is due in July. If the FPP is successful and there is state money available then funding for the project would start in the 2010/11 year.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	January 14, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 14 BUDGET TRANSFERS**

14-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period of: November 27, 2007 – December 18, 2007

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	15,000
3000	Benefits	0
4000	Supplies	28,210
5000	Contract Services/Operating Exp	12,104
6000	Sites/Buildings/Equipment	22,131
7000	Other Outgo/Student Payments	-77,445
Net Total:		0

14-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period of: November 27, 2007 – December 18, 2007

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	-8,457
3000	Benefits	0
4000	Supplies	-9,955
5000	Contract Services/Operating Exp	19,799
6000	Sites/Buildings/Equipment	- 1,387
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.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	January 14, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

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

*Requested Action: Approval/Ratification*

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

	<b>Payments</b>	<b>Purchase Orders</b>
November 1 – November 30, 2007	\$1,635,777	\$355,139

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	January 14, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 16 PURCHASING**

*Requested Action: Approval/Ratification*

16-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

November 1 – November 30, 2007	\$500,654.54
December 1 – December 31, 2007	\$488,480.89

16-B AWARD OF BID FOR MADISON THEATER LIGHTING

Award of bid KS080107 for theater lighting for the Madison Theater to the lowest acceptable bidder, Angstrom Lighting Company, in the amount of \$230,888.03.

Comment: Bids were solicited through advertisement and mailing. This procurement will be paid from the Facilities Department budget.

16-C PURCHASING AGREEMENTS AND AUTHORIZATION OF PURCHASE ORDERS

Authorize the award of purchase orders against the following competitive bid contract for an amount not to exceed the contract ceiling amount from the department approved budget.

- I. The State of California Multiple Award Schedule (CMAS) Contract 3-03-70-0163S with Nexus IS, Inc. Company for Cisco Network Lan Edge. This contract allows public education entities in the State of California to place orders under this contract without further competitive bidding per PCC 10298 and 10299 (b).

Funding Source: 2007-2008 Capital Projects Fund

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

<b>BOARD OF TRUSTEES</b> Santa Monica Community College District	<b>ACTION</b> January 14, 2008
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BOARD POLICY

**RECOMMENDATION NO. 17**

**SUBJECT:**                    **BOARD POLICY: FIRST READING OF BOARD POLICY 6350 – NAMING OF COLLEGE FACILITIES - RECOGNITION**

SUBMITTED BY:                Superintendent/President

SUMMARY:                    It is recommended that the Board of Trustees conduct a first reading of a revision to Board Policy 6350 – Naming of College Facilities – Recognition.

BP 6350 Naming of College Facilities – Recognition

A District facility may be named in honor of an individual if he/she has made a significant contribution to the District through gifts and/or service.

The Board of Trustees may recognize gifts of significant monetary value or service from individuals, corporations, and foundations to the ~~Santa Monica College Foundation~~ District’s Auxiliary/Foundation Organizations or to the Santa Monica Community College District by naming college facilities in honor of the donor.

Reference: Education Code Sections 72670, 72674

COMMENT:                    This revision updates Board Policy 6350 to include the activities of all the District’s Auxiliary/Foundation Organizations. At the present time, these organizations are the *Santa Monica College Foundation; The KCRW Foundation, Inc.;* and the *Madison Project*.

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



<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	January 14, 2008

**X. INFORMATION ITEM H**

**SUBJECT:** **BOARD DISCUSSION: AD HOC SUBCOMMITTEE RECOMMENDATIONS**

**SUBMITTED BY:** Ad Hoc Subcommittee  
Trustees Louise Jaffe, Margaret Quiñones-Perez, and Andrew Walzer

**SUMMARY:** An ad hoc subcommittee of the Board of Trustees was formed to review and make recommendations on Board of Trustees procedures and functions. Presented for Board discussion are the remaining subcommittee recommendations:

How can we improve agenda planning and public meetings?

- We recommend: Establish a protocol for trustees who have items they wish to have agendized. Per current Board Policy, the Board Chair sets the agenda in collaboration with the President. If the Chair and President do not wish to agendize the item, the individual trustee may bring up their issue during Board Comments to determine if a Board majority is willing to agendize the item. If a majority of the Board wishes to agendize the item, the item will then be agendized as soon as possible with the caveat that adequate prep time will be allowed for staff to prepare a report. The committee believes that agendized items should always include a staff report.

How can the Board best monitor and evaluate the effectiveness and quality of the college's educational programs?

- The Board will receive updates on major academic initiatives such as basic skills, SLOs, etc.
- The Superintendent/President will annually provide the Board with summative data for enrollment, retention, transfer, graduation, and completion rates. The Board would like these reports to also include historical data.

What is the role of the Chair of the Board?

- Review Board policies relevant to the functioning of the Board and amend or comply. For example, BP1260 states that the Board Chair is seated in the middle, the Vice-Chair is seated to the left of the Chair, and the Superintendent is seated to the right of the Chair. The committee recommends that the Board adjusts seating to be in compliance with Board Policy 1260 beginning with the appointment of the next Board Chair.

### What is the appropriate role for an individual trustee?

- The Committee recommends that individual trustees not participate in or involve themselves in college governance committees and meetings.
- If individual trustees wish to meet privately with stakeholder representatives or groups, as a courtesy and to improve communications, please disclose these meetings to the full Board and President. (On a monthly basis, trustees can send the Board Secretary a listing of meetings they have had to be included in the Thursday packet.)
- Trustees must never disclose confidential information.
- Individual trustees who wish to assume a more active advocacy role will work closely with the President and Chair to do so.
- Trustees are encouraged to attend conferences and trainings.

### How should trustees deal with community members and the media?

- Requests from the media may be referred to our public information officer Bruce Smith, or, trustees may contact Bruce for information and guidance prior to speaking with the media.
- Let the President and Chair know if and when you have been contacted by members of the press or if a constituent has brought an issue to your attention.
- The Board Secretary will remind trustees to submit monthly listings of their activities on campus and in the community relevant to their role as a trustee and ambassador for SMC. These listings will be shared with all trustees and the President in the Thursday packet so that everyone knows who is involved with and has relationships with different organizations.

### How can we improve the usefulness of the board policy manual?

- If the Board so desires, schedule a special study session on the Board Policy manual.
- Update Board policies monthly or as needed.
- Consider adding a Board Policy for succession rotation for the positions of Chair and Vice-Chair.

### COMMENT:

A subset of the recommendations developed by the subcommittee was reviewed and discussed by the Board at its meeting on November 6, 2007. This list is the of the remainder of the recommendations.

<b>BOARD OF TRUSTEES</b>	<b>REGULAR MEETING</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 14, 2008

XI. **BOARD COMMENTS AND REQUESTS**

XII. **ADJOURNMENT**

The meeting will be adjourned in memory of **Bob Gabriel**, a member of the SMC Associates and long-time supporter of Santa Monica College; **Hazel A. Peters**, mother of Hazel Peters, Nursing Skills Lab Project Manager and **Dave Trager**, husband of Phyllis Trager, Earth Science Department Secretary.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Monday, February 11, 2008** at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.