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SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING

MONDAY,
DECEMBER 15, 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

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 15, 2008

A G E N D A

A meeting of the Board of Trustees of the Santa Monica Community College District will be held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Monday, December 15, 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).

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| B Roll Call | |
| C Public Comments on Closed Session Items | |
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| • Conference with Labor Negotiators (Government Code Section 54957.6)
<i>Agency Designated Representatives: Marcia Wade, Vice-President, Human Resources
Robert Myers and Ellen Shadur, District Counsel
Employee Organization: CSEA Chapter 36</i> | |
| • Public Employee Discipline/Dismissal/Release (Government Code Section 54957) | |
| • Conference with Legal Counsel – Anticipated Litigation (Government Code Section 54956.9(a))
Two cases | |
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III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS (Scheduled for 7:00 p.m.) | |
| D Pledge of Allegiance | |
| E Installation of Board of Trustees | |
| F Closed Session Report (if any) | |
| G Public Comments | |
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| • Management Association Update | |
| • Updates: | |
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V. ACADEMIC SENATE REPORT | |

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

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VIII. **CONSENT AGENDA – Pulled Recommendations**

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

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X. **BOARD COMMENTS AND REQUESTS**

XI. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Monday, January 12, 2009** 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	December 15, 2008

I. ORGANIZATIONAL FUNCTIONS

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

II. CLOSED SESSION

- Conference with Labor Negotiators (Government Code Section 54957.6)
*Agency Designated Representatives: Marcia Wade, Vice-President, Human Resources
 Robert Myers and Ellen Shadur, District Counsel*
Employee Organization: CSEA Chapter 36
- Public Employee Discipline/Dismissal/Release (Government Code Section 54957)
- Conference with Legal Counsel – Anticipated Litigation (Government Code Section 54956.9(a))
 Two cases

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

- D PLEDGE OF ALLEGIANCE
- E INSTALLATION OF BOARD OF TRUSTEES
 Chui L. Tsang, Superintendent/President and Secretary to the Board of Trustees, will administer the Oath of Allegiance for Public Officers to Susan Aminoff and Rob Rader and install them as members of the Board of Trustees of the Santa Monica Community College District.
- F CLOSED SESSION REPORT (if any)
- G PUBLIC COMMENTS

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 15, 2008

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM H

SUBJECT: **SANTA MONICA-MALIBU EDUCATION COLLABORATIVE**

SUBMITTED BY: Superintendent/President

SUMMARY: There are 20 standing Collaborative members from both the Santa Monica-Malibu Unified School District and the Santa Monica College as well as representatives from Santa Monica-Malibu Education Foundation, UCLA, and LA County Office of Education. Both the SMMCTE and the SMC Faculty Council provide representation on the Collaborative. There are a total of 32 persons on the email list who are informed and invited to the Collaborative meetings. The Collaborative is co-chaired by Dr. Sally Chou of the SMMUSD and Katharine Muller, Dean of External Programs at SMC.

The Collaborative group serves as the planning committee for the offering of concurrent and dual enrollment courses as well as planning for other collaborative educational activities such as CAHSEE Prep and High School Diploma programs.

The Young Collegians Program is one of the products of the Collaborative. A total of 24 students (*first generation college attendee hopefuls*) participated in Cohort 1 last summer on SMC campus taking Counseling I and Speech 5 classes along with other supportive workshops. Different activities are being held to continue to support these students on the Samohi campus. They will continue to take classes the next summer on SMC campus. The SMMUSD is in the process of recruiting for Cohort 2 students (rising sophomores).

Through the Strengthening Grant, teachers and staff are invited to participate in a series of conferences to learning more about the collaboration in the various programs between school districts and community colleges.

Other activities included: a SMC sponsored field trip on September 24, 2008 to Ability Tri-Modal Transportation Services and the Long Beach Harbor to better acquaint the school district staff on the emerging career in Logistics which will be offered to students during the Spring semester; a Counselors Day at SMC on November 12, 2008 to acquaint the counselors with the programs that are accessible to students beyond the advanced scholastic work to include career, technical and vocational programs such as the Teacher Academy, Early Childhood Education, Nursing, Business Logistics, and Copernicus Project.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 15, 2008

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

SUBJECT: **RESOLUTION APPOINTING A GENERAL OBLIGATION BOND CITIZENS' OVERSIGHT COMMITTEE WITH RESPECT TO MEASURE AA**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the following resolution:

WHEREAS, the issuance of not to exceed \$295,000,000 aggregate principal amount of general obligation bonds (the "Authorization") of the Santa Monica Community College District (the "District"), County of Los Angeles (the "County"), State of California, was authorized at an election (the "Election") held in said District on November 4, 2008, the proceeds of which are to be used for the acquisition, construction, improvement, equipping and furnishing of various capital facilities of the District; and

WHEREAS, the Registrar-Recorder/County Clerk of the County has certified to the effect that the official canvass of returns for the Election reflected that more than 55% of the votes cast on the District's bond measure submitted to the voters at the Election (the "Measure") were cast in favor of the Measure, and such result has been entered in the minutes of this Board of Trustees of the District (the "District Board"); and

WHEREAS, the District Board has previously appointed a Citizens' Oversight Committee with respect to the District's Election of 2002 (Measure U) and 2004 (Measure S) General Obligation Bonds (the "Committee") in accordance with Section 15278 *et seq.* of the Education Code;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Santa Monica Community College District, as follows:

1. The foregoing recitals are true and correct.

2. The District Board hereby further appoints this Committee to serve as the Citizens' Oversight Committee for the Election of 2008 (Measure AA) General Obligation Bonds to serve in accordance with the provisions of Section 15278 *et seq.* of the Education Code.

3. This resolution shall take effect immediately upon its adoption.

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 15, 2008

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3

SUBJECT: **FIRST READING – BOARD POLICY SECTION 2416, EMERGENCY RESPONSE PLAN**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a first reading of Board Policy Section 2416 – Emergency Response Plan.

BP 2416 Emergency Response Plan

The Superintendent/President shall establish procedures that ensure that the District implements a program or plan to be activated in the event of an emergency, or when a natural disaster or hazardous condition occurs. This program or plan must comply with the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS) and should incorporate the functions and principles of the Incident Command System (ICS), the Master Mutual Aid Agreement (MMAA) and any other relevant programs. The program must incorporate NIMS and SEMS to facilitate the coordination between and among agencies in the event of an emergency or natural disaster.

Compliance with NIMS and SEMS mandates include:

- Establishing a disaster preparedness program or plan
- Completion of training sessions by college personnel in compliance with NIMS and SEMS guidelines
 - Training requirements vary based on job titles or assigned roles within the emergency management program

Santa Monica College personnel must be informed that as public employees, they are also disaster service workers during national, state and local emergencies. The Superintendent/President should ensure that an ICS Team is created to carry out compliance with NIMS and SEMS mandates.

Responses to emergencies or natural disasters are organized by SEMS into five categories: field response, local government, operational areas, regions, and the state management level.

The plan or program should contain information regarding activation and chain of command responsibilities. Compliance with NIMS mandates requires planning and incorporation for all phases of emergency management including mitigation and prevention, preparedness, response, and recovery. Colleges must comply with NIMS and SEMS to receive state or federal funding.

References:

Education Code Sections 35294.2, 32282, 35296, and 42140;
Homeland Security Act of 2002;
Government Code Sections 3100 and 8607(a);
National Fire Protection Association 1600;
Homeland Security Presidential Directive-5;
Executive Order S-2-05;
19 California Code of Regulations (CCR) Sections 2400-2450

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 15, 2008

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 4

SUBJECT: **EMERGENCY OPERATIONS PLAN**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the Santa Monica College Emergency Operations Plan.

SUMMARY: Albert Vasquez, Director of Police and Safety Services, will present the Santa Monica College Emergency Operations Plan which has been updated to meet minimum requirements in order for the District to receive funding in the case of an emergency.

DPAC unanimously acknowledged receipt of the plan with no objections at its meeting on November 12, 2008.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 15, 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 #6-#22.

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. 5 APPROVAL OF MINUTES

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

November 11, 2008 (Regular Board of Trustees Meeting)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 15, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 7 CONTRACTS AND CONSULTANTS

#7-A MEMORANDUM OF UNDERSTANDING (MOU) FOR SANTA MONICA PRESCHOOL COLLABORATIVE, 2008-2009

Requested by: *Jenny Trickey, Child Care Services Supervisor*
Approved by: *Mike Tuitasi, Vice-President, Student Affairs*
Requested Action: *Approval/Ratification*

Participating Agencies: Santa Monica-Malibu Unified School District, (SMMUSD) and Santa Monica Community College District (SMCCD)

Services: The mission of the Santa Monica Preschool Collaborative is to provide child care and development services for up to 108 children under the age of six. Services will be delivered in two sites: John Adams Child Development Center and Washington West Preschool. SMMUSD will be the operational agent for the Collaborative and will be responsible for staffing, management and oversight of the centers.

Duration of MOU: July 1, 2008 – June 30, 2009

Terms of MOU: The Program Advisory Committee composed of representatives of the SMMUSD and SMC will guide the Collaborative.

As a participating agency, SMMUSD will:

- with input from the Program Advisory Committee, will be responsible for recruiting, selection, training and supervising the staff at Adams and Washington West.
- work with SMC to establish Collaborative preschools at work study sites,
- work with SMC to offer an internship program and implement a Mentor program
- assume responsibility for daily operations of Adams and Washington West sites
- be responsible for meeting all requirements as set forth by the preschool services contract with the Department of Education
- identify and refer children, and offer priority enrollment to students, faculty and staff of SMC when there are vacancies
- be responsible for meeting all Head Start requirements
- provide full day/full year childcare and child development services to approximately 108 children
- provide materials and supplies for children in the Head Start program

As a participating agency, SMCCD will:

- supervise practicum students from child development and early childhood education classes at all sites
- provide training on desired results and assist with professional development plans for teachers and assistants
- Provide one preschool teacher to teach at either site
- coordinate recruitment efforts with other members of the collaborative
- underwrite the Collaborative in an amount not to exceed \$150,000 annually (same as 2007-08) to assure that SMMUSD expenses are covered to that limit.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 15, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 8 RATIFICATION OF CONTRACTS AND CONSULTANTS

Approved by: Chui L. Tsang, Superintendent/President

Requested Action: Ratification

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

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

Approved by Board of Trustees: 9/8/08

Reference: Education Code Sections 81655, 81656

Provider/Contract	Term/Amount	Service	Funding Source
Hands On Solar, Inc.	December 15, 2008 through June 30, 2009 \$14,000	Hands On Solar, Inc. will provide assistance in the development of career and technical education courses in alternative energy and will involve members of the solar power industry in advising and making contributions of material support.	CTW Community Collaborative Grant Job Development Incentive Fund Grant
City of Santa Monica	March 2009 through February 2010 Annual base rent of \$1.00	SMC will lease from the City of Santa Monica an office facility located at 3400 Airport Avenue (near the Bundy Campus). The premises totals 1,052 square feet and will be used by the SMC Small Business Development Center (SBDC).	SMC Small Business Development Center Grant

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 15, 2008

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9-A ACADEMIC PERSONNEL

Requested Action: *Approval/Ratification*
Reviewed by: *Sherri Lee-Lewis, Dean, Human Resources*
Approved by: *Marcia Wade, Vice-President, Human Resources*

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

ESTABLISH

Director, Student Success	12/09/08
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ELECTION

Durdella, Nathan	Project Manager, Grants Research	01/12/09
Gonzalez, Roberto	Acting Director, Student Success Initiatives	12/09/08
Hawk, Jeanine	Vice-President, Business and Administration	01/22/09
Lopez, Cynthia	Project Manager, Supplemental Instruction	01/12/09

RECOMMENDATION NO. 9-B RESOLUTION TO APPROVAL NEW KAISER PERMANENTE 2009 RATE FOR PLAN 1156

Article 10.5 – Hourly Employees

As per the agreement between the Santa Monica Community College District and the Faculty Association, the District shall contribute an amount equal to the single party Kaiser Health Maintenance Plan premium not under PERS. The District contribution shall be as follows:

\$379.76 per month (\$455.71 per month tenthly), effective January 1, 2009 through December 31, 2009.

RECOMMENDATION NO. 10 2009-2010 SABBATICALS

Approve the following sabbaticals for 2009-2010:

Ethan Gallogly	Fall 2009
Judith Marasco	Fall 2009
Dana Morgan	Spring 2010
Pete Morris	Fall 2009
Wendy Parise	Spring 2010
Marc Trujillo	Fall 2009
Carol Womack	Fall 2009 or Spring 2010

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 15, 2008

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11-A CLASSIFIED PERSONNEL – REGULAR

Requested Action: Approval/Ratification
Reviewed by: Sherri Lee-Lewis, Dean, Human Resources
Approved by: Marcia Wade, Vice-President, Human Resources

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

ELECTIONS

PROBATIONARY

Acosta, Lisa, Personnel Analyst, Personnel Commission	11/17/08
Chung, Leslie, Student Services Assistant, ISC	11/17/08
Grigoriyan, Larisa, Accounting Specialist II, Bookstore	01/05/09
Stein, Jacob, Instructional Assistant – Learning Disabilities, DSC	11/11/08

PROMOTION

Locke, Debra, Student Services Specialist –EOP&S, EOP&S	11/17/08
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EDUCATIONAL PAY DIFFERENTIAL

Nilofar, Ghasami, Student Services Clerk, EOP&S .75 %	11/01/08
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LEAVES OF ABSENCE WITHOUT PAY

PERSONAL

Drinot, Luz Maria, Administrative Assistant I, Latino Center	01/12/09 – 07/12/09
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SEPARATIONS

RETIREMENT

Washington, Lynn, Student Services Specialist – International, ISC (27 yrs/ 7mn)	12/30/08
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RECOMMENDATION NO. 11-B APPROVAL OF MOU (See Addendum A)

Agreement was reached between the Santa Monica Community College District and CSEA Chapter 36 on October 29, 2008 on the following MOUs:

- Article 8.1.1 provides for one additional paid holiday to be called “Cesar Chavez Day; and that for eleven month employees, the Cesar Chavez Day Holiday shall be the District flex day in May. For 2008-09 academic year, the District wishes to move the Flex Day from May to March. The parties agreed that the Cesar Chavez Day paid holiday for eleven-month employees shall be a floating holiday to be taken no later than June 30, 2009.
- Salary range adjustments (per Hay Study) retroactive to January 1, 2007: Irrigation Systems Specialist, no change; Senior Tech User Support Specialist, from range 41 to 43; KCRW Radio Media and Public Relations Office, from range 37 to 44.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 15, 2008

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 12 CLASSIFIED PERSONNEL – LIMITED DURATION

Requested Action: *Approval/Ratification*
Reviewed by: *Sherrri Lee-Lewis, Dean, Human Resources*
Approved by: *Marcia Wade, Vice-President, Human Resources*

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

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

Bowen, Breece, Theatre Technical Specialist, SMC Performing Arts	10/24/08-03/17/09
Brummer, Alison, Theatre Technical Specialist, SMC Performing Arts	10/23/08-03/17/09
Courtney, David, Theatre Technical Specialist, SMC Performing Arts	12/10/08-04/24/09
Dunham, Leonard, Theatre Technical Specialist, SMC Performing Arts	12/01/08-04/20/09
Eshenbough, Stephen, Theatre Technical Specialist, SMC Perf. Arts	12/10/08-04/24/09
Fernandez, Gerardo, Switchboard Operator, Telecommunications	11/11/08-11/14/08
Palmer, John, Theatre Technical Specialist, SMC Performing Arts	12/01/08-04/20/09
Rudolph, Robert, Theatre Technical Specialist, SMC Performing Arts	12/10/08-04/24/09
Smith, Grace A, Administrative Secretary, Health Science	11/05/08-03/27/09
Wending, Andrew, Theatre Tech Specialist, SMC Performing Arts	10/23/08-03/17/09

LIMITED TERM: Positions established to perform duties not expected to exceed 6 months in one Fiscal Year or positions established to replace temporarily absent employees; all appointments are made from eligibility lists or former employees in good standing.

Gabay Baseri, Shelly, Instructional Assistant-ESL, ESL	11/11/08-05/01/09
Puyear, Billie, Sign Language Interpreter III, DSC	10/23/08-04/30/09
Stark, Abraham, Administrative Clerk, Human Resources	11/05/08-05/01/09

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 15, 2008

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 13 CLASSIFIED PERSONNEL - NON MERIT

Requested Action: Approval/Ratification

Reviewed by: Sherri Lee-Lewis, Dean, Human Resources

Approved by: Marcia Wade, Vice-President, Human Resources

All personnel assigned will be elected on a temporary basis to be used as needed in accordance with District policies and salary schedules.

STUDENT EMPLOYEES

College Student Assistant 32
\$8.00/hr (STHP)

College Work-Study Student Assistant 38
\$8.00/hr (FWS)

SPECIAL SERVICE

Art Model 63
\$18.00/hr

Recreation Director II 01
\$10.59/hr

Community Services Specialist I 55
\$35.00/hr

Community Services Specialist II 03
\$50.00/hr

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 15, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 FACILITIES

Requested Action: *Approval/Ratification*
 Requested by: *Greg Brown, Director, Facilities and Planning*
 Approved by: *Randy Lawson, Executive Vice-President*

14-A CHANGE ORDER NO. 1 – JOHN ADAMS MIDDLE SCHOOL RENOVATION AND LIGHTING

Change Order No. 1 – BYROM-DAVEY, INC. on the John Adams Middle School Renovation and Lighting project in the amount of \$72,234:

Original Contract Amount	\$1,307,243
Previously Approved Change Orders	0
Change Order No. 1	<u>72,234</u>
Revised Contract Amount	\$1,379,477
Original Contract Time	120 days
Previous Time Extensions	<u>0 days</u>
Revised Contract Time	120 days
Time Extension this Change Order	<u>0 days</u>
Current Revised Contract Time	120 days

Funding Source: Measure S

Comment: Change Order No. 1 – Add backstop fencing, re-stripe basketball courts, add base pegs, add detectable warning surface, restore, patch and replace asphalt.

14-B CHANGE ORDER NO. 1 – CORSAIR FIELD RENOVATION

Change Order No. 1 – BYROM-DAVEY, INC. on the Corsair Field Renovation project in the amount of \$155,254:

Original Contract Amount	\$2,734,445
Previously Approved Change Orders	0
Change Order No. 1	<u>155,254</u>
Revised Contract Amount	\$2,889,699
Original Contract Time	180 days
Previous Time Extensions	<u>0 days</u>
Revised Contract Time	180 days
Time Extension this Change Order	<u>0 days</u>
Current Revised Contract Time	180 days

Funding Source: Measure S

Comment: Change Order No. 1 – additional ramp footings, booster pump, soil remediation, clean and repair existing storm drain line, remove existing footings, revised wiring for Musco pole, Remove existing track surface and provide a new full pour track surface instead of overlaying on existing surface, Revised Egress Lighting.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 15, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 FACILITIES (continued)

14-C CHANGE ORDER No 3 - PARKING STRUCTURE A IMPROVEMENTS

Change Order No. 3 - TRIMAX CONSTRUCTION CORP. on the Parking Structure A Improvements in the amount of \$7,046:

Original Contract Amount	\$858,300
Previously approved Change Orders 1-2	6,843
Change Order No. 3	<u>7,046</u>
Revised Contract Amount	\$872,189
Original Contract Time	55 days
Previous Time Extensions	<u>0 days</u>
Revised Contract Time	55 days
Time Extension this Change Order	<u>0 days</u>
Current Revised Contract Time	55 days

Funding Source: Measure S

Comment: Change Order No. 3 provides for a change in the signage finish and height.

14-D AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – MADISON EAST WING SEISMIC UPGRADE

Amend the agreement with RENZO ZECCHETTO ARCHITECTS for the Madison East Wing Seismic Upgrade project for \$500 plus reimbursable expenses.

Original Contract	\$33,000
Amendment #1	<u>500</u>
Total to Date	\$33,500

Funding Source: Measure U

Comment: There are several options for renovating the facility. This amendment is for cost estimating to give the District the estimated cost of each option.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 15, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 FACILITIES (continued)

14-E AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – JOHN ADAMS FIELD RENOVATION

Amend the agreement with CALDWELL ARCHITECTS for the John Adams Field Renovation project for \$7500 plus reimbursable expenses.

Original Contract	\$35,000
Amendment #1	72,000
Amendment #2	8,000
Amendment #3	1,500
Amendment #4	<u>7,500</u>
Total to Date	\$124,000

Funding Source: Measure S

Comment: The Santa Monica-Malibu Unified School District requested several changes toward the conclusion of the project including additional fencing and gates.

14-F AMENDMENT TO AGREEMENT FOR CONSULTING SERVICES – STATE CAPITAL OUTLAY

Amend the agreement with CCS GROUP/GKKWORKS for State Capital Outlay Consulting for \$100,000 plus reimbursable expenses.

Original Contract	\$ 80,000
Amendment #1	<u>100,000</u>
Total to Date	\$180,000

Funding Source: Bond Measures, District Capital Outlay Funds

Comment: CCS Group/GKK Works assists the District in obtaining state funding for capital outlay projects and assists in the preparation of state reports such as the Five Year Construction Plan and Space Inventory. Additional services are needed to seek state funding for projects currently being developed in the master plan with partial funding from Measure AA. This contract also includes preparing requests for potential state funding for a Malibu Center.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 15, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 BUDGET AUGMENTATIONS

Requested by: Chris Bonvenuto, Director, Fiscal Services

Approved by: Randy Lawson, Executive Vice-President

Requested Action: Approval/Ratification

n

The 2008-2009 Adopted Budget will be amended to reflect the following budget augmentations

15-A FACULTY AND STAFF DIVERSITY

Granting Agency: California Community Colleges Chancellor's Office

Appropriated Funding: \$3,519

Matching Funds: None

Performance Period: July 1, 2008 – June 30, 2009

Summary: The budget for Faculty & Staff Diversity was increased by \$3,519. The funding increase was a result of the 2008-2009 Apportionment Report issued by the State.

Budget Augmentation:	Revenue:		
	8000	Revenue	\$3,519
	Expenditures:		
	5000	Conference Training	\$3,519

15-B BOARD FINANCIAL ASSISTANCE PROGRAM (BFAP)

Granting Agency: State of California

Appropriated Funding: \$38,498

Matching Funds: None

Performance Period: July 1, 2008 – June 30, 2009

Summary: The District qualifies for an additional \$38,498 in BFAP funding.

Budget Augmentation:	Revenue:		
	8000	State Revenue	\$ 38,498
	Expenditures:		
	5000	Contract Services	\$28,498
	6000	Equipment	\$10,000

15-C MATRICULATION (NON-CREDIT)

Granting Agency: State of California

Appropriated Funding: \$3,086

Matching Funds: \$3,086

Performance Period: July 1, 2008 – June 30, 2009

Summary: The District qualifies for an additional \$3,086 in Matriculation (Non-Credit) funding.

Budget Augmentation:	Revenue:		
	8000	State Revenue	\$3,086
	Expenditures:		
	1000	Academic Salaries	\$2,303
	3000	Fringe Benefits	\$ 783

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 15, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 BUDGET TRANSFERS

16-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: October 25, 2008 thru November 24, 2008

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	-500
3000	Benefits	0
4000	Supplies	0
5000	Contract Svcs/Operating Exp	500
6000	Sites/Bldgs/Equipment	0
7000	Other Outgo/Student Payments	0
Net Total:		0

16-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: October 25 thru November 24, 2008

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-10,450
2000	Classified/Student Salaries	7,631
3000	Benefits	319
4000	Supplies	-29,437
5000	Contract Svcs/Operating Exp	1,861
6000	Sites/Bldgs/Equipment	30,076
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	December 15, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 CLAIMS FOR DAMAGES

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

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

<u>Claimant</u>	<u>Date Filed</u>	<u>Amount of Claim</u>
Ellen Neiman	October 30, 2008	Unknown

Comment: The claimant alleged that on or about May 30, 2008, she sustained injuries while walking down the stairs of the Main Stage Theatre.

<u>Claimant</u>	<u>Date Filed</u>	<u>Amount of Claim</u>
Joe S. Ramirez	November 25, 2008	\$250,000

Comment: The claimant alleged that he sustained injury based on a libelous article published in the college newspaper and distributed on or about May 28, 2008 and continuing, by Santa Monica Community College District.

<u>Claimant</u>	<u>Date Filed</u>	<u>Amount of Claim</u>
Janele Kay Richards	December 3, 2008	Unknown

Comment: The claimant alleged that on or about October 28, 2008, an employee driving a Santa Monica College school bus failed to yield and hit her while walking in the crosswalk.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	December 15, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 18 COMMERCIAL WARRANT REGISTER

Requested by: Robin Quaile, Accounts Payable Supervisor
 Approved by: Randy Lawson, Executive Vice-President
 Requested Action: Approval/Ratification

October 1 – October 31, 2008	3268 – 3310	\$10,579,300.64
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Comment: The detailed Commercial Warrant documents are on file in the Accounting Department.

RECOMMENDATION NO. 19 PAYROLL WARRANT REGISTER

Requested by: Ian Fraser, Payroll Manager
 Approved by: Randy Lawson, Executive Vice-President
 Requested Action: Approval/Ratification

October 1 – October 31, 2008	C1C – C2D	\$8,817,642.40
November 1 – November 30, 2008	C1D – C2E	\$9,556,073.80

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

RECOMMENDATION NO. 20 AUXILIARY PAYMENTS & PURCHASE ORDERS

Requested by: George Prather, Director of Auxiliary Services
 Approved by: Randy Lawson, Executive Vice-President
 Requested Action: Approval/Ratification

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

October 1 – October 31, 2008	Payments \$1,976,181.97	Purchase Orders \$33,002.53
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Comment: The detailed Auxiliary payment documents are on file in the Auxiliary Operations Office.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 15, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 21 DIRECT, BENEFIT & STUDENT GRANT PAYMENTS

Requested by: Robin Quaile, Accounts Payable Supervisor

Approved by: Randy Lawson, Executive Vice-President

Requested Action: Approval/Ratification

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

October 1 – October 31, 2008	
D000524 – D000819	\$ 835,848.79
B000133 – B000212	\$2,296,742.36
ST00043 – ST00078	\$ 930.00

D – Direct Payments

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

ST – Student Grant Payments

BOARD OF TRUSTEES	Action
Santa Monica Community College District	December 15, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 22 PURCHASING

Requested by: Keith Webster, Director, Purchasing
 Approved by: Randy Lawson, Executive Vice-President
 Requested Action: Approval/Ratification

22-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

October 1 – October 31, 2008 \$795,328.25

22-B DECLARATION AND DONATION OF SURPLUS AUDIO VISUAL AND COPIER EQUIPMENT

- (I) Declare as surplus miscellaneous audio-visual equipment and copiers and authorize the District to dispose/recycle the equipment because it is outdated and inoperable and has been determined to be of insufficient value to defray the cost to sell.

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

22-C PURCHASING AGREEMENT AND AUTHORIZATION OF PURCHASE ORDER

Authorize the award of purchase orders for the amount from approved department budget against the following competitively bid agreement and any extensions thereof.

State of California Department of General Services CSSI contract #IS-05-70-16 with Western Blue/Systems Technology Associates (STA) for purchase and implementation of the Information Technology Center server virtualization project. The total cost of the hardware/software and support/maintenance agreement is \$390,398.28.

Funding Source: District Funds/Technology

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	December 15, 2008

ORGANIZATIONAL FUNCTIONS

RECOMMENDATION NO. 23

SUBJECT: ELECTION OF OFFICERS OF THE BOARD OF TRUSTEES

23-A REQUESTED ACTION: It is recommended that the election be held for Chair of the Board of Trustees of the Santa Monica Community College District.

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

23-B REQUESTED ACTION: It is recommended that the election be held for Vice-Chair of the Board of Trustees of the Santa Monica Community College District.

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

23-C REQUESTED ACTION: It is recommended that Superintendent/President Chui L. Tsang be elected Secretary to the Board of Trustees; Executive Vice-President Randal Lawson, be elected Assistant Secretary to the Board of Trustees; and Coordinator, District/Board of Trustees Office Lisa Rose, be elected Recording Secretary to the Board of Trustees

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

COMMENT: In accordance with Board Policy 1170, the officers and auxiliary personnel of the Board of Trustees of the Santa Monica Community College District shall consist of a chair, vice-chair, secretary, assistant secretary and recording secretary.

INFORMATION ITEM I

SUBJECT: SEATING OF THE BOARD OF TRUSTEES

The Board of Trustees will be seated according to Board Policy 1260 with the Board Chair in the middle, the Vice-Chair to the left of the Chair, the Superintendent to the right of the Chair, and the Student Trustee in the designated Student Trustee position. Seating of other trustees will be determined by the drawing of numbers.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 15, 2008

ORGANIZATIONAL FUNCTIONS

RECOMMENDATION NO. 24

SUBJECT: AUTHORIZED SIGNATURE RESOLUTIONS

REQUESTED ACTION: It is recommended that the Board of Trustees authorize the following Santa Monica College administrators to sign District documents as indicated.

Name/Title	Warrants	Orders for Salary Payment	Notices of Employment	Contracts	Auxiliary Warrants	Purchase Orders
Dr. Chui L. Tsang Superintendent/President	X	X	X	X	X	X
Randal Lawson Executive Vice-President	X	X	X	X	X	X
Christopher Bonvenuto Director, Fiscal Services	X	X		X	X	X
Jeanine Hawk Vice-President, Business and Administration	X	X		X	X	X
Marcia Wade Vice-President, Human Resources			X			
George Prather Director of Auxiliary Services					X	
Keith Webster Director of Purchasing				X		X

It is further recommended that the "Certification of Signatures" be completed and filed with the County Superintendent of Schools. The signatures shall be considered valid for the period of December 16, 2008 through December 31, 2009.

COMMENT: The County Superintendent of Schools requires that the Certification of Signatures be approved at the annual organizational meeting of the Board of Trustees which is held within a 15-day period that commences with the date upon which a governing board member elected takes office.

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

BOARD OF TRUSTEES SANTA MONICA COMMUNITY COLLEGE DISTRICT	REGULAR MEETING December 15, 2008
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XI. **BOARD COMMENTS AND REQUESTS**

XII. **ADJOURNMENT**

The meeting will be adjourned in memory of **Sophia Kim**, SMC Korean professor; **Michael Leavitt**, husband of Joanne Leavitt, community leader and supporter of education; and **Gustave Shubert**, father of Wendy Jackson, SMC Library Assistant.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Monday, January 12, 2009** at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

The agenda for the next meeting will include the following:

- Accreditation 2010 Initial Report
- Facilities Master Plan Update
- 2009-2010 Non Resident Tuition Rate
- Nomination for CCCT Board of Directors
- Organizational Memberships

BOARD OF TRUSTEES SANTA MONICA COMMUNITY COLLEGE DISTRICT	REGULAR MEETING December 15, 2008
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ADDENDUM A

Memorandum of Understanding
between the Santa Monica Community College District
and CSEA Chapter 36

- Cesar Chavez Holiday
- Salary Range Adjustments

SANTA MONICA COLLEGE MEMORANDUM OF UNDERSTANDING
October 29, 2008

This Memorandum of Understanding is entered into by and between the Santa Monica Community College District (the "District") and the California School Employees Association Chapter 36 ("CSEA") as of this 29th day of October 2008.

WHEREAS, Article 8 – Holidays – of the collective bargaining agreement between the parties provides a list of holidays to be granted to bargaining unit employees;

WHEREAS, Article 8.1.1 further provides that the District provides one additional paid holiday to be called "Cesar Chavez Day" and that for eleven month employees, the Cesar Chavez Day holiday shall be the District flex day in May;

WHEREAS, for the 2008-2009 academic year, the District wishes to move the Flex Day from May to March; and

WHEREAS, the parties have met and conferred over the change;

NOW THEREFORE, in consideration of mutual agreements set forth herein, the parties agree as follows:

1. Notwithstanding the terms of Article 8.1.1 of the collective bargaining agreement in effect between the parties during Academic Year 2008-2009, the Cesar Chavez Day paid holiday for eleven month employees shall be a floating holiday to be taken no later than June 30, 2009.
2. Each 11-month employee shall request the floating holiday by submitting a written request to his-her immediate supervisor with three (3) different date options of their choosing for the Cesar Chavez Day. The supervisor shall have ten (10) business days to accept or deny one of the employee's requested dates.
3. In the event that the immediate supervisor denies all three date options, the written request shall be forwarded to the Office of Human Resources who shall select one of the employee's requested dates.
4. In the event that there are more requests for the same date than can be accommodated by a work group or unit, the desired date shall be granted by seniority among the employees requesting the same date.

This Tentative Agreement shall be supported by both bargaining teams and is subject to ratification/approval by both parties at their first available opportunity.

This Tentative Agreement reached on October 29, 2008.

SIGNED FOR THE ASSOCIATION: Bernie Rosenloecher
SIGNED FOR THE DISTRICT: Marcia Wade

PROPOSAL
from the
CSEA Santa Monica College Chapter 36
to the
Santa Monica Community College

October 29, 2008

The California School Employees Association (hereafter "Association") and the Santa Monica Community College District (hereafter "District") agree on the following salary range adjustments retroactive to January 1, 2007:

- 1) Irrigation Systems Specialist: no change/status quo;
- 2) Sr. Tech User Support Specialist: from range 41 to 43;
- 3) KCRW Radio Media & Public Relations Officer: from range 37 to 44;

This Tentative Agreement shall be supported by both bargaining teams and is subject to ratification by both parties.

This Tentative Agreement reached on 10/29/08

FOR THE ASSOCIATION:

Bernie Rosenbecker

FOR THE DISTRICT:

Maria M. [Signature]