

# MINUTES



## SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

MONDAY,  
DECEMBER 15, 2008

Santa Monica College  
Board Room (Business Building Room 117)  
1900 Pico Boulevard  
Santa Monica, California

*The complete minutes 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.*

<b>BOARD OF TRUSTEES</b>	<b>REGULAR MEETING</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 15, 2008

## **MINUTES**

A meeting of the Board of Trustees of the Santa Monica Community College District was held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Monday, December 15, 2008.

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

### **I. ORGANIZATIONAL FUNCTIONS**

- A Call to Order
- B Roll Call
- C Public Comments on Closed Session Items  
Ellie Zarrabian

### **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))  
Four cases

### **III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS**

- D Pledge of Allegiance
- E Installation of Board of Trustees (*moved to end of agenda*)
- F Closed Session Report
- G Public Comments

### **IV. MAJOR ITEMS OF BUSINESS**

- H Presentation: Santa Monica-Malibu Education Collaborative

### **V. SUPERINTENDENT'S REPORT**

- Athletics
- Management Association Update
- State Budget

VI. **ACADEMIC SENATE REPORT**

VII. **MAJOR ITEMS OF BUSINESS** (continued)

- #1 Acceptance of Los Angeles County Canvass Certificate, November 4, 2008 Election
- #2 Resolution Appointing a General Obligation Bond Citizens' Oversight Committee with Respect to Measure AA
- #3 First Reading – Board Policy Section 2416, Emergency Response Plan
- #4 Emergency Operations Plan

VIII. **CONSENT AGENDA**

**Approval of Minutes**

- #5 Approval of Minutes: November 11, 2008 (Regular Meeting)

**Grants and Contracts**

- #6 Acceptance of Grants and Budget Augmentation
- #7 Contracts and Consultants
  - 7-A MOU for Santa Monica Preschool Collaborative, 2008-2009
- #8 Ratification of Contracts and Consultants

**Human Resources**

- #9-A Academic Personnel
  - 9-B Resolution to Approve New Kaiser Permanente 2009 Rate for Plan 1156
- #10 2009-2010 Sabbaticals
- #11-A Classified Personnel – Regular
  - 11-B Approval of MOU
- #12 Classified Personnel – Limited Duration
- #13 Classified Personnel – Non Merit

**Facilities and Fiscal**

- #14 Facilities
  - 14-A Change Order No. 1 – John Adams Middle School Renovation and Lighting
  - 14-B Change Order No. 1 – Corsair Field Renovation
  - 14-C Change Order No. 3 – Parking Structure A Improvements
  - 14-D Amendment to Agreement for Architectural Services – Madison East Wing Seismic Upgrade
  - 14-E Amendment to Agreement for Architectural Services – John Adams Field Renovation
  - 14-F Amendment to Agreement for Consulting Services – State Capital Outlay
- #15 Budget Augmentations
- #16 Budget Transfers
- #17 Claims for Damages
- #18 Commercial Warrant Register
- #19 Payroll Warrant Register
- #20 Auxiliary Payments and Purchase Orders
- #21 Direct, Benefit and Student Grant Payments
- #22 Purchasing
  - 22-A Award of Purchase Orders
  - 22-B Declaration and Donation of Surplus Copier Equipment
  - 22-C Purchasing Agreement and Authorization of Purchase Order

IX. **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.*

X. **ORGANIZATIONAL FUNCTIONS**

- E Installation of Board of Trustees
- #23 Election of Officers of the Board of Trustees
  - I Seating of the Board of Trustees
- #24 Authorization of Signatures

XI. **BOARD COMMENTS AND REQUESTS**

XII. **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.

<b>BOARD OF TRUSTEES</b>	<b>REGULAR MEETING</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 15, 2008

**I. ORGANIZATIONAL FUNCTIONS**

- A CALL TO ORDER – 5:33 p.m.
- B ROLL CALL  
 Rob Rader, Chair - Present  
 Louise Jaffe, Vice-Chair - Present  
 Dr. Susan Aminoff - Present  
 David Finkel, Superior Court Judge (Ret.) - Present  
 Dr. Nancy Greenstein - Present  
 Dr. Margaret Quiñones-Perez – Excused Absence  
 Dr. Andrew Walzer – Excused Absence  
 Cameron Henton, Student Trustee - Present
- C PUBLIC COMMENTS ON CLOSED SESSION ITEMS  
 Ellie Zarrabian

**II. CLOSED SESSION** – 5:39 p.m.

- 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))  
 Four cases

**III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS** – 7:13 p.m.

- D PLEDGE OF ALLEGIANCE – SMMUSD Superintendent Tim Cuneo
- E INSTALLATION OF BOARD OF TRUSTEES (moved to end of agenda)
- F CLOSED SESSION REPORT  
 The Board of Trustees has authorized the resolution of a complaint filed by employee number 7046 for the sum of \$48,000. The Board directs Ms. Marcia Wade to take all appropriate actions to effectuate the settlement.  
  
 By unanimous vote, the Board of Trustees ratified a Memorandum of Understanding with CSEA Chapter 36 involving the use of outside contractors to perform certain work at the college.
- G PUBLIC COMMENTS  
 Lantz Simpson  
 Kathy Sucher  
 Gabrel Jarret  
 Stephanie Matlow

<b>BOARD OF TRUSTEES</b>  SANTA MONICA COMMUNITY COLLEGE DISTRICT	<b>REGULAR MEETING</b>  December 15, 2008
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**IV. SUPERINTENDENT’S REPORT**

**Athletics** Athletic Director Greg Simmons reported that his program is 95 percent on target for student-athletes to graduate and/or transfer to a four-year university. In football, the program is 100 percent on target. Several SMC students were introduced and addressed the Board.

**State Budget**

The California Legislature has still failed to take action on the state budget deficit, which the Legislative Analyst Office has projected will be \$40 billion for the remainder of this fiscal year and 2009-10. Several proposals have been floating in Sacramento, including one by Republican legislators that would slash California community colleges’ budget by \$1.6 billion, compared to Gov. Arnold Schwarzenegger’s proposal for a \$332 million cut for two-year colleges. Regardless of the final amount, Dr. Tsang has asked the District Planning and Advisory Council to recommend expenditure reductions over the next six months that will enable SMC to have \$15 million in reserves by the end of this fiscal year. In an earlier email to the college community, Dr. Tsang said he believes the college “can weather this crisis if extraordinary care is given to safeguard the reserve and prudent action is taken to trim our operating deficit.”

**Management Association:** Management Association President Kiersten Elliott reported that Dean of Instructional Services Georgia Lorenz and Dean of Academic Affairs Erica LeBlanc won the “Above and Beyond” Awards for November and December, respectively.

**V. ACADEMIC SENATE REPORT**

*Richard Tahvildaran-Jesswein*

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
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.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	December 15, 2008

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 1**

**SUBJECT:** **ACCEPTANCE OF LOS ANGELES COUNTY  
CANVASS CERTIFICATE, NOVEMBER 4, 2008 ELECTION**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees accept the official Canvass Certificate and the official Statement of Votes Cast by precinct for the Santa Monica Community College District Special Election conducted with the Primary Election held on November 4, 2008.

MOTION MADE BY: Louise Jaffe  
 SECONDED BY: David Finkel  
 STUDENT ADVISORY: Aye  
 AYES: 5  
 NOES: 0  
 ABSENT: 2 (Quiñones-Perez, Walzer)

**CERTIFICATE OF THE CLERK OF THE  
BOARD OF TRUSTEES AS TO RESULTS OF THE  
CANVASS OF ELECTION RETURNS**

STATE OF CALIFORNIA                    )  
   ) ss  
 COUNTY OF LOS ANGELES    )

I, Chui L. Tsang, Clerk of the Board of Trustees (the "Board") of the Santa Monica Community College District, do hereby certify that I have examined the results of the Election conducted within the District on November 4, 2008, reported to me by the Los Angeles County Registrar of Voters. At the Board's request, the election was conducted at the regular polling places of the County on November 4, 2008, between the hours of 7:00 a.m. and 8:00 p.m., prior to which time, the Los Angeles County Registrar of Voters delivered ballot pamphlets and absentee ballots to qualified voters.

The results of the election, as provided to the Board by the Los Angeles County Registrar of Voters are attached to this Certificate and incorporated herein by this reference. I hereby certify that the results of said election and the number of votes cast for and against Measure AA are as follows:

BONDS YES:                   30,232 votes (61.47%)  
 BONDS NO:                   18,953 votes (38.53%)

These results are officially entered into the minutes of the meeting of the Board of Trustees of the Santa Monica Community College District held on December 15, 2008.

\_\_\_\_\_  
 Clerk, Board of Trustees  
 Santa Monica Community College District





<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
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:	Nancy Greenstein
SECONDED BY:	David Finkel
STUDENT ADVISORY:	Aye
AYES:	5
NOES:	0
ABSENT:	2 (Quiñones-Perez, Walzer)



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 15, 2008

**VIII. 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: #6, #7-A, #8, #9-A, #11-B, #17, #22-C

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

**IX. CONSENT AGENDA – Pulled Recommendations**

**Recommendation No. 6: Acceptance of Grants and Budget Augmentation**

MOTION MADE BY: David Finkel  
 SECONDED BY: Susan Aminoff  
 STUDENT ADVISORY: Aye  
 AYES: 5  
 NOES: 0  
 ABSENT: 2 (Quiñones-Perez, Walzer)

**Recommendation No. 7-A: Memorandum of Understanding for Santa Monica Preschool Collaborative, 2008-09**

MOTION MADE BY: Nancy Greenstein  
 SECONDED BY: Louise Jaffe  
 STUDENT ADVISORY: Aye  
 AYES: 5  
 NOES: 0  
 ABSENT: 2 (Quiñones-Perez, Walzer)

**Recommendation No. 8: Ratification of Contracts and Consultants**

MOTION MADE BY: Susan Aminoff  
 SECONDED BY: David Finkel  
 STUDENT ADVISORY: Aye  
 AYES: 5  
 NOES: 0  
 ABSENT: 2 (Quiñones-Perez, Walzer)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 15, 2008

**VIII. CONSENT AGENDA – Pulled Recommendations** (continued)

Recommendation No. 9-A: Academic Personnel

MOTION MADE BY: Louise Jaffe  
 SECONDED BY: David Finkel  
 STUDENT ADVISORY: Aye  
 AYES: 5  
 NOES: 0  
 ABSENT: 2 (Quiñones-Perez, Walzer)

Recommendation No. 11-B Approval of MOU

MOTION MADE BY: Louise Jaffe  
 SECONDED BY: David Finkel  
 STUDENT ADVISORY: Aye  
 AYES: 5  
 NOES: 0  
 ABSENT: 2 (Quiñones-Perez, Walzer)

Recommendation No. 17: Claim for Damagers

MOTION MADE BY: Louise Jaffe  
 SECONDED BY: Susan Aminoff  
 STUDENT ADVISORY: Aye  
 AYES: 5  
 NOES: 0  
 ABSENT: 2 (Quiñones-Perez, Walzer)  
 RECUSAL: David Finkel on 17-A

Recommendation No. 22-C Purchasing Agreement and Authorization of Purchase Order

MOTION MADE BY: David Finkel  
 SECONDED BY: Louise Jaffe  
 STUDENT ADVISORY: Aye  
 AYES: 5  
 NOES: 0  
 ABSENT: 2 (Quiñones-Perez, Walzer)

**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)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	December 15, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 6**      **ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION**

<b>Title of Grant</b>	<b>California High School Exit Exam (CAHSEE)</b>	
<i>Requested by:</i>	<i>Erica LeBlanc, Dean, Academic Affairs and Continuing Education</i>	
<i>Approved by:</i>	<i>Jeff Shimizu, Vice-President, Academic Affairs</i>	
<i>Requested Action:</i>	<i>Approval/Ratification</i>	
Granting Agency:	California Community Colleges Chancellor's Office	
Award Amount:	\$127,500 (third cycle)	
Matching Funds:	Not Applicable	
Performance Period:	July 1, 2008 – June 30, 2009	
Summary:	The purpose of this third cycle of funding of the California High School Exit Exam Preparation Program grant is to identify and recruit a minimum of 127 potential students from the Class of 2008 who have not passed the CAHSEE exam. The two previous CAHSEE grants served the classes of 2006 and 2007, respectively.	
Budget:	Restricted Fund 01.3	
	Income	
	8698 Local	\$127,500
	Expenditures	
	1000 Academic	74,250
	2000 Classified	7,620
	3000 Benefits	28,655
	4000 Supplies/Materials	4,930
	5000 Other Operating Expenses	3,290
	6000 Capital Outlay	3,850
	7000 Indirect Costs	4,905

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	December 15, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 6**      **ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION** *(continued)*

**Title of Grant:**            **Small Business Development Center (SBDC)**

*Requested by:*            *Patricia Ramos, Acting Dean, Workforce Development/Occ. Education*

*Approved by:*            *Jeff Shimizu, Vice-President, Academic Affairs*

*Requested Action:*        *Approval/Ratification*

**Granting Agency:**        Small Business Administration (SBA)  
Long Beach Community College Lead Center (LBCC)

**Requested Funding:**     \$300,000 (CY-2009)

**Performance Period**     January 1, 2009 – December 31, 2009

**Summary:**                SMC has been awarded a one-year Small Business Development Center (SBDC) grant that involves the united efforts between Santa Monica College (SMC), the SBA, LBCC and local business/industry partners. The collaboration will deploy short-term training activities and small business one-on-one free counseling that will enable individuals to learn entrepreneurship and become more viable candidates for business financing. This service is available for any community member, who has a business idea and needs assistance to develop small business ownership, or business owner who needs start up or expansion assistance and consultation.

- Facilitate information exchange between the industry and education/training system
- Provide assistance and coordination support for regional recruitment and job placement activities
- Establish the platform for shared resources
- Conduct data analyses on hiring and skills trends
- Widen education menus at local community colleges
- Provide short-term training activities for job-specific competencies

**Budget:**

<b>Income:</b>	
8000	\$300,000
<b>Expenditures:</b>	
1000 Instructional Salaries	\$57,500
2000 Classified Salaries	\$175,000
3000 Benefits	\$51,000
4000 Supplies	\$8,000
6000 Equipment	\$2,500
7000 Other outgo	\$6,000



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
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.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
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
Santa Monica Bay Physicians	July 15, 2008 through June 30, 2009  \$125 for campus police candidates and \$75 for DMV clearance, total amount not to exceed \$1,000	To administer medical examinations to community college candidates and employees of the college needing medical clearance for DMV class B license.	2008-2009 District Budget/Human Resources

<p>The TDS Group (Tax Deferred Services) a 403(b) Third Party Administrator</p>	<p>January, 2009 through December, 2010</p> <p>\$0.25 per participant per month</p>	<p>The TDS Group, a 403(b) Third Party Administrator, will replace JEM Resources Partners to provide a compliance program designed specifically to ease the administrative burden of 403(b) responsibilities on employers. Effective January 1, 2009, mandated changes in Internal Revenue Services (IRS) Code 403(b) regulations will shift a larger portion of compliance administration from 403(b) program vendors to employers. Due to the fact that Santa Monica College is fiscally dependent upon Los Angeles County Office of Education (LACOE), it is critical for the District to establish a working relationship with an agency most familiar with the LACOE in order to move forward with the implementation of the mandated compliance program.</p> <p>TDS will be responsible for maintaining the compliance for the plan, including monitoring:</p> <ul style="list-style-type: none"> <li>• Loans</li> <li>• Hardship Requests</li> <li>• Over Contributions</li> <li>• Correction of Excess Contributions</li> <li>• Plan to Pal Transfers</li> <li>• Contract Exchanges</li> <li>• In-Service Distributions</li> <li>• Roth Coordination</li> <li>• Post Employment Benefits</li> <li>• Retiree Exit Interviews</li> </ul>	<p>2008-2009 District Funds</p>
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<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
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 Initiatives 12/09/08

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 APPROVE 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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
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: *Sherry 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
Ashlock, Justin, Instructional Assistant – Learning Disabilities, DSC	01/05/09
Chung, Leslie, Student Services Assistant, ISC	11/17/08
Conlin, Sean, Stage Construction Technician, Lighting, Theatre Arts	12/01/08
Cordova, Edna, Administrative Assistant III-Confidential, Academic Affairs	01/05/09
Grigoriyan, Larisa, Accounting Specialist II, Bookstore	01/05/09
Heyman, Laurie, Administrative Assistant III-Confidential, Human Resources	01/05/09
Mitchell, Ian, Stage Construction Technician, Theatre Arts	12/01/08
Rutledge, Gregory, Stage Construction Technician- Sound, Theatre Arts	12/01/08
Rutledge, Kristie, Costume Designer, Theatre Arts	12/01/08
Stein, Jacob, Instructional Assistant – Learning Disabilities, DSC	11/11/08
Wright, Samantha, Costume Designer, Theatre Arts	12/01/08

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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AMENDMENT

Marcia Fierro	
From: Student Services Specialist	
To: Senior Student Services Specialist, Scholarships	04/1/08

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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<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	December 15, 2008

CONSENT AGENDA: HUMAN RESOURCES

**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:

1. 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.
  
2. 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.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
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



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
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.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
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.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
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.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
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.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
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:

A.	<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.

B.	<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.

C.	<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.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
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.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
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*



<b>BOARD OF TRUSTEES</b>	<b>Action</b>
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 order 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.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	December 15, 2008

ORGANIZATIONAL FUNCTIONS

**E INSTALLATION OF BOARD OF TRUSTEES**

Chui L. Tsang, Superintendent/President and Secretary to the Board of Trustees, administered 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.

**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 was made by Susan Aminoff and seconded by David Finkel to nominate Louise Jaffe to serve as Chair.  
*Louise Jaffe was elected Chair by acclamation.*

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 was made by Susan Aminoff and seconded by Nancy Greenstein to nominate David Finkel to serve as Vice-Chair.  
*David Finkel was elected Vice-Chair by acclamation.*

23-C REQUESTED ACTION: Motion was made by David Finkel and seconded by Susan Aminoff 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.

*Moved by acclamation.*

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 was 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 was determined by the drawing of numbers.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
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	X	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:** Louise Jaffe  
**SECONDED BY:** David Finkel  
**STUDENT ADVISORY:** Aye  
**AYES:** 5  
**NOES:** 0  
**ABSENT:** 2 (Quiñones-Perez, Walzer)

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

XII. **ADJOURNMENT** – 10 p.m.

The meeting will be adjourned in memory of **Sophia Kim**, SMC Korean professor; **Michael Leavitt**, SMC alumni, husband of Joanne Leavitt, community leader and supporter of education; **LaRue Muhammad**, administrative assistant for the Communication and Psychology departments, 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

<b>BOARD OF TRUSTEES</b>	<b>REGULAR MEETING</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 15, 2008

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 29<sup>th</sup> 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]