

M I N U T E S



SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

TUESDAY,
OCTOBER 6, 2009

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.

BOARD OF TRUSTEES**REGULAR MEETING**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

October 6, 2009

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 Tuesday, October 6, 2009.

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

II. CLOSED SESSION

- Conference with Labor Negotiators (Government Code Section 54957.6)
Agency Designated Representatives: Marcia Wade, Vice-President, Human Resources
Robert Myers, Campus Counsel
Employee Organization: CSEA Chapter 36
- Public Employee Discipline/Dismissal/Release (Government Code Section 54957)
- Conference with Legal Counsel – Existing Litigation (Government Code Section 54956.9)
Name of Case: PERB Case No. LA-SV-160-E
- Conference with Legal Counsel – Existing Litigation (Government Code Section 54956.9)
Name of Case: Santa Monica College Faculty Association v. Santa Monica Community College District [Arbitration Proceeding]
- Conference with Legal Counsel – Anticipated Litigation (Government Code Section 54956.9(a))
Application for Leave to Present Late Claim by Elias Miles
- Real Property (Government Code Section 54956.8)
Property Address: Santa Monica College Olympic Shuttle Lot
Under Negotiation: Terms and Conditions of Land Swap with City of Santa Monica
College Negotiators: Dr. Chui L. Tsang and Charlie Yen
City of Santa of Monica's Representative: Lamont Ewell, City Manager

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

- D Pledge of Allegiance
- E Closed Session Report (if any)
- F Public Comments

IV. **SUPERINTENDENT'S REPORT**

- Management Association Update
- Associated Students Report
- Updates:
 - Accreditation
 - Facilities Master Plan – Community Meetings
 - Budget

V. **ACADEMIC SENATE REPORT**

VI. **MAJOR ITEMS OF BUSINESS**

- #1 Resolution to Recognize Extended Opportunity Programs and Services Month
- G Effectiveness and Efficiency of Board Operations
- H Report: Workforce Development/Career Technical Pathways
- I Report: SMC Employee Diversity
- #2 Appointment to Citizens' Bond Oversight Committee
- #3 Schedule of Board of Trustees Meetings, 2010

VII. **CONSENT AGENDA**

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

Approval of Minutes

- #4 Approval of Minutes: August 4, 2009 (Regular Meeting)
September 15, 2009 (Regular Meeting)
September 29, 2009 (Special Meeting)

Grants and Contracts

- #5 Contracts and Consultants
 - 5-A Contract with CalPIRG
 - 5-B Consultant Services to Assess Instructional Program Need in City of Malibu
- #6 Ratification of Contracts and Consultants

Human Resources

- #7 SMCCD Calendar, 2010-2011
- #8 Classified Personnel – Regular
- #9 Classified Personnel – Limited Duration
- #10 Classified Personnel – Non Merit

Facilities and Fiscal

- #11 Facilities
 - 11-A Change Order No. 6 – Revised Bundy Northeast Driveway
 - 11-B Change Order No. 4 – International Education Temporary Facility
 - 11-C Change Order No. 2 – Gym Bleacher Replacement
 - 11-D Amendment to Agreement for Architectural Services – Student Services

Facilities and Fiscal (continued)

- #12 Application for Leave to Present Late Claim
- #13 Budget Augmentation
- #14 Commercial Warrant Register
- #15 Payroll Warrant Register
- #16 Direct, Benefit and Student Grant Payments
- #17 Purchasing
 - 17-A Award of Purchase Orders

VIII. **CONSENT AGENDA – Pulled Recommendations**

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

IX. **INFORMATION**

X. **BOARD COMMENTS AND REQUESTS**

XI. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Tuesday, November 3, 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

October 6, 2009

I. ORGANIZATIONAL FUNCTIONS

- A CALL TO ORDER - 5:30 p.m.
- B ROLL CALL
Louise Jaffe, Chair - Present
David Finkel, Superior Court Judge (Ret.), Vice-Chair - Present
Dr. Susan Aminoff - Present
Dr. Nancy Greenstein - Present
Dr. Margaret Quiñones-Perez - Present
Rob Rader - Present
Dr. Andrew Walzer - Present
Seth Smith, Student Trustee – Present (*for public session*)
- 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, Campus Counsel
Employee Organization: CSEA Chapter 36
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BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 6, 2009

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS – 7:00 p.m.

- D PLEDGE OF ALLEGIANCE – Leonard Crawford, Director of EOPS
- E CLOSED SESSION REPORT

At the special meeting/closed session on September 29, 2009, the Board of Trustees concluded its annual evaluation of the Superintendent/President and [those present] unanimously reaffirmed unqualified support for Dr. Tsang's dedicated leadership of Santa Monica College.

Ayes: 6 (Aminoff, Finkel, Greenstein, Jaffe, Rader, Walzer)
 Noes: 0
 Absent: 1 (Quiñones-Perez)

Trustee Quiñones-Perez stated that she supports Dr. Tsang and that, had she been present, she too would have supported the motion.

- F PUBLIC COMMENTS - None

IV. SUPERINTENDENT'S REPORT

- Management Association Update: SMC Management Association President Erica LeBlanc reported that Director of Campus Operations Jeffery Peterson and his team are the winners of the newly instituted "Applause Award" for September.
- Associated Students Report: Associated Students President Cameron Henton reported that the A.S. Board of Directors approved a document that lays out a list of goals to accomplish this academic year. They include the Cayton Center renovation (with sustainable features), continuation of work on its zero-waste policy (for example, the A.S. distributes biodegradable plates and utensils to student clubs for their activities), a garden, alternative transportation, and establishment of a new scholarship for student athletes. A.S. also plans to enter into a contract with CalPIRG (California Public Interest Research Group) – a nonprofit, nonpartisan watchdog organization – to promote issues such as affordable textbooks, public transit and environmental issues.
- Updates:
 - Accreditation: Accreditation Self-Study Co-Chairs Randy Lawson and Richard Tahvildaran-Jesswein reported that progress continues on the Accreditation Self-Study, with most of the initial draft posted on the SMC website for college review and input. They noted that three of the four standards covered in the self-study have been completed and posted, and the fourth standard is expected to be posted by October 15th. In addition to the opportunity to make written remarks on the study, the college community will be given the chance to discuss the report in a series of brown bag lunch and evening meetings. The report is expected to come to the Board of Trustees in December for approval before being forwarded to the Accrediting Commission in preparation for the accreditation team visit next spring.

BOARD OF TRUSTEES

SANTA MONICA COMMUNITY COLLEGE DISTRICT

REGULAR MEETING

October 6, 2009

IV. SUPERINTENDENT'S REPORT *(continued)*

- Facilities Master Plan – Community Meetings: Greg Brown, Director of Facilities Planning, reported that SMC had held the first of three public meetings on SMC's Career and Educational Facilities Master Plan 2009 Update. The first meeting, held September 30th at the Bundy campus, attracted more journalists, architects and college officials than members of the public, but attendance is expected to increase in the subsequent meetings on October 7th and 14th. Don Girard, Senior Director of Government Relations/Institutional Communications, reported that the Facilities Master Plan process will continue through the remainder of the fiscal year, with the accompanying environmental impact report scheduled to be released next spring and a final report coming to the Board next June.
- Budget: Superintendent/President Dr. Chui L. Tsang reported that the amount of the federal stimulus funds coming in to help ease the state budget cuts this fiscal year will be less than expected. However, the impact will not be significant for SMC.

V. ACADEMIC SENATE REPORT

Eric Oifer, Academic Senate President

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 6, 2009

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1

SUBJECT: **RESOLUTION TO RECOGNIZE EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS) MONTH**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the following resolution to recognize October 2009 as Extended Opportunity Programs and Services month and honor the mission and purpose of the EOPS program.

WHEREAS, the State of California Community Colleges system established Extended Opportunity Programs and Services in 1969, and Santa Monica College established Extended Opportunity Programs and Services in 1970 to initiate access with success and retention efforts for first-generation, low-income, educationally disadvantaged and historically underrepresented students to Santa Monica Community College District;

WHEREAS, EOPS programs in the Santa Monica Community College District has served an estimated 35,000 disadvantaged students during these forty years and these students have made a positive impact on the business, economic, educational, and cultural fabric of the Santa Monica Community College District and the community at large;

WHEREAS, EOPS staff provide successful academic and transitional support services for students to ensure their educational access, equity, financial, academic support, opportunities to attain a college degree, and strategies that enable their transfer to baccalaureate institutions; and

WHEREAS, EOPS provides dynamic, innovative services through outreach programs serving hundreds of potential EOPS applicants, with efforts that help with student retention and success, and program students who impact the greater communities; and

WHEREAS, the Cooperative Agencies Resources for Education (CARE) Program was added in 1992 to expand services for welfare-dependent, single parent EOPS students, and CARE has provided higher education access and supportive services including counseling, book services, tutoring, peer support, child care, transportation, school supplies, classes, and other activities addressing the special needs of the welfare-dependent single parent students; and

WHEREAS, EOPS and CARE are successful programs that bring hope, vision, guidance, and activism to underserved populations and communities that heighten the awareness of educational pathways and socio-cultural opportunities that invest in developing the leaders of tomorrow; and

WHEREAS, EOPS trains, develops, and produces expertise in faculty and staff, thus enhancing the quality of service, organizational structures, and research on low-income, first-generation, and historically underrepresented students; and

WHEREAS, EOPS has successfully developed local partnerships among community-based organizations, public agencies, legislative institutions, universities, and grades K-12 inclusive in the public school systems; and

WHEREAS, EOPS ensures a diverse and representative voice for many community members whose goal is to participate in and enrich the public education of California; now

THEREFORE, BE IT Resolved that the Board of Trustees of the Santa Monica Community College District does hereby express its congratulations and appreciation to Extended Opportunity Programs and Services program of Santa Monica College for its historic and continued success in realizing the intent of landmark legislation and the vision of the California Master Plan for Higher Education in attaining educational equity goals and objectives; and be it further;

Resolved that the Board of Trustees of Santa Monica Community College District declares October 2009 as Extended Opportunity Programs and Services Month to honor the mission and purposes of EOPS.

COMMENT: Senate Resolution #34 designates October 2009 as Extended Opportunity Programs and Services month to honor the mission and purpose of the EOPS program.

In support of this resolution, the Santa Monica College EOPS program acknowledges the following achievements and accomplishments for the 2008-2009 academic year:

- EOPS served an all time high of 1624 eligible SMC students.
- 85% of all 2008 – 2009 EOPS eligible students began at the Basic skills level in either English or Math.
- EOPS had an average student term to term retention rate of 86%
- Fall 2008 42% of the EOPS students completing 12 or more units had a Grade Point Average of 3.0 or better, while 40% of the Spring 2009 enrolled EOPS students had a GPA of 3.0 or better.
- 76% of EOPS eligible students persisted from Fall 2008 to Fall 2009.
- 51% of EOPS eligible students with 40 or more units were transfer ready at the end of Spring 2009.

MOTION MADE BY:	Susan Aminoff
SECONDED BY:	Rob Rader
STUDENT ADVISORY:	Aye
AYES:	7
NOES:	0

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	October 6, 2009

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM G

SUBJECT: **EFFECTIVENESS AND EFFICIENCY OF BOARD OPERATIONS**

SUBMITTED BY: Ad Hoc Committee of Effectiveness and Efficiency of Board Operations
Susan Aminoff
David Finkel
Andrew Walzer

REPORT: At the Board of Trustees Study Session on August 1, 2009, the Board formed an ad hoc committee to collect data and consider recommendations regarding the format of Board meetings. A survey was conducted and responses were compiled and reviewed. The ad hoc committee met with the Superintendent/President and developed the following recommendations:

- Major Items of Business
 - Staff written reports should be submitted to the Board in advance of a meeting.
 - No long presentations, except for those that need to be presented to the public, such as the budget. Use the time for questions and answers.
- Consent Agenda
 - Comments on Consent Agenda recommendations should be expanded, especially on those of particular interest, such as facilities items.
- No extra Board meetings
- Form ad hoc workgroups for special issues to focus on specific issues and those of particular interest to trustees, such as contracting out, real estate. Trustees who have a particular interest in an issue can volunteer to represent the Board by serving on a workgroup.

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	October 6, 2009

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM H

SUBJECT: **WORKFORCE DEVELOPMENT/CAREER TECHNICAL PATHWAYS**

SUBMITTED BY: Superintendent/President

SUMMARY: Vice-President of Academic Affairs Jeff Shimizu and Acting Dean of Workforce Development/Occupational Education Patricia Ramos presented an update on the Santa Monica College Career Technical Education Programs and Workforce Development area. A comprehensive written report that was submitted to the Board outlined many major accomplishments in the areas of career technical education, workforce development, economic development, and professional training and contract education. The four areas work together to meet regional employer needs for training and retraining, and for cultivating small business and entrepreneurial efforts in the Los Angeles area.

INFORMATION ITEM I

SUBJECT: **SANTA MONICA COLLEGE EMPLOYEE DIVERSITY REPORT**

SUBMITTED BY: Superintendent/President

SUMMARY: Vice-President of Human Resources Marcia Wade and Dean of Human Resources Patricia Brown presented an overview of the SMC Employee Diversity report that concluded that strategies should be developed to broaden and balance racial and ethnic representation among employees with each recruitment process, within the guidelines of applicable laws and policies. The written report, submitted to the Board, concluded. The message that the college wants to promote is that there is commitment to achieving employee diversity at SMC.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 6, 2009

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

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

SUBMITTED BY: Chair Louise Jaffe

REQUESTED ACTION: It is recommended that the Board of Trustees approve the appointment of Cameron Henton as the student representative to the Citizens' Bond Oversight Committee for 2009-2010.

SUMMARY: The bylaws state that the Citizens' Bond Oversight Committee shall consist of a minimum of seven (7) members appointed by the Board of Trustees as required by Government Code Sections 54950-54962 and Education Code Sections 15278, 15280 and 15282, with at least:

- Category
1. one representative of the business community within the District
 2. one person active in a senior citizens' organization
 3. one person active in a bona fide taxpayers' organization
 4. one student who is currently enrolled at SMC
 5. one person active in the support and organization of the District
 6. additional appointees to represent the communities of Santa Monica and Malibu

MOTION MADE BY: Nancy Greenstein
 SECONDED BY: Rob Rader
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 6, 2009

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3

SUBJECT: **SCHEDULE OF BOARD OF TRUSTEES MEETINGS, 2010**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the following schedule of Board of Trustees meetings for 2010.

SUMMARY: Regular meetings (**in bold**) are scheduled on the first Tuesday of the month, except when indicated otherwise. Generally the third Tuesday of the month is held for special meetings or workshops.

Winter and summer Board Study Sessions are held on a Saturday (dates to be determined).

January 12, 2010 (<i>second Tuesday</i>) January 26 (<i>fourth Tuesday - hold</i>)	July 6 July 20 (<i>hold</i>)
February 2 February 16(<i>hold</i>)	Summer Study Session July 24
Winter Study Session February 20	August 3 August 17 (<i>hold</i>)
March 2 March 16 (<i>hold</i>)	September 7 September 21 (<i>hold</i>)
April 6 April 20 (<i>hold</i>)	October 5 October 19 (<i>hold</i>)
May 4 May 18 (<i>hold</i>)	November 2 (<i>election day</i>) November 16 (<i>hold</i>)
June 1 June 22, fourth Tuesday	December 15 (<i>third Wednesday</i>)

Action on Schedule of Board of Trustees Meetings, 2010, as amended

MOTION MADE BY: David Finkel
 SECONDED BY: Nancy Greenstein
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 6, 2009

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 #4-#17

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #5-A, #5-B, #6, #11-D

Action on Consent Agenda, except for #5-A, #5-B, #6, and #11-D

MOTION MADE BY: David Finkel
 SECONDED BY: Nancy Greenstein
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

VIII. CONSENT AGENDA – Pulled Recommendations

Recommendation No. 5-A – Contract with CalPIRG

MOTION MADE BY: David Finkel
 SECONDED BY: Andrew Walzer
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

Recommendation No. 5-B – Consultant Services to Assess Instructional Program Need in City of Malibu

MOTION MADE BY: Margaret Quiñones-Perez
 SECONDED BY: Rob Rader
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

Recommendation No. 6 – Ratification of Contracts and Consultants

MOTION MADE BY: Margaret Quiñones-Perez
 SECONDED BY: Nancy Greenstein
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 6, 2009

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

Recommendation No. 11-D – Amendment to Agreement for Architectural Services – Student Services

MOTION MADE BY: Margaret Quiñones-Perez
 SECONDED BY: Susan Aminoff
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSTAIN: 1 (Rader)

RECOMMENDATION NO. 4 APPROVAL OF MINUTES

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

- August 4, 2009 (Regular Meeting)
- September 15, 2009 (Regular Meeting)
- September 29, 2009 (Special Meeting)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 6, 2009

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 5 CONTRACTS AND CONSULTANTS

#5-A CONTRACT WITH CALPIRG

Requested Action: *Approval/Ratification*
Requested by: *SMC Associated Students*
Approved by: *Mike Tuitasi, Vice-President, Student Affairs*

Provider: California Student Public Interest Research Group, Inc. (CalPIRG)

Amount: \$76,650 (fully funded chapter)

Term of Contract: September 1, 2009-August 31, 2010

Funding Source: SMC Associated Students

Service Provided: CALPIRG is a statewide, student-directed and funded organization working to engage students in meaningful efforts to address critical social issues (e.g., global warming solutions, health care, homelessness, higher education, etc.) and in doing so, fulfill the College's teaching, research and public service missions.

#5-B CONSULTANT SERVICES TO ASSESS INSTRUCTIONAL PROGRAM NEED IN CITY OF MALIBU

Requested Action: *Approval/Ratification*
Requested by: *Don Girard, Senior Director, Government Relations/Institutional Communications*
Approved by: *Chui L. Tsang, Superintendent/President*

Provider: Maggie Hall

Amount: \$25,000, plus reimbursable expenses

Term of Contract: October 6, 2009 through June 30, 2010

Funding Source: Measure S

Service Provided: The District intends to establish an instructional facility in the City of Malibu. The voters of the District approved Measure S, a \$135 million bond measure, on November 2, 2004, that provides for site acquisition and improvements of an instructional facility. The measure also provides for certain accountabilities to the community, including the conduct of a comprehensive assessment of program need prior to making improvements. In 2008, the District funded a six-month study and inventory of Malibu community services, using Measure S funds. The above consultant will assist the District in continuing to assess program need, including identifying specific courses to offer at interim sites in Malibu, possibly in Spring 2010. This effort will contribute to and inform the program design for the future facility. Ms. Hall is the founding director of SMC's Emeritus College, and has extensive experience in program design and community relations. Ms. Hall retired from the District this past Spring.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 6, 2009

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 6 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	Service	Term/Amount	Funding Source
Borrego Fire Protection	Lease agreement, tower and building space rental for KCRW's K225BA translator station	September 29, 2009- September 19, 2010 Annual fee of \$3,708	KCRW Donations
Greenberg Traurig	Legal services for general music and entertainment matters; fundraising sweepstakes/prizes rules	July 1, 2009 - June 30, 2010 Annual total, not to exceed: \$25,000	KCRW Donations
Jennifer Jeanne Jones	Jennifer Jeanne Jones will provide artistic scenic painting for Theatre Arts productions	September, 2009 – June, 2010 Not to exceed \$1,000	District Budget/Theatre Arts Department
Olympia LePoint	Olympia LePoint will lead a workshop for about 150 basic skills mathematics students and conduct a discussion session with about 20 math faculty on ways to effectively increase student success rates by capitalizing on educational diversity.	November 12, 2009 Not to exceed \$2,500	2009-2010 Basic Skills Initiative
William B. Clarke and Associates	Consultation services to provide external evaluation of the new AAPI grant program.	October 1, 2009- - September 30, 2010 \$30,000	U.S. Department of Education Asian American Pacific Islander (AAPI) Project
William B. Clarke and Associates, Educational Consultants	Clarke will be responsible for writing the TRIO Student Support Services Grant during the 2009 competition. The proposal will include the preparation and review of all attachments considered to be part of the application.	September 15, 2009 – December 30, 2009 \$5,000	District Budget/ Grants Office
Total Compensation Systems, Inc.	Update Actuarial Study as required by GASB 45	Through June 30, 2009 Not to exceed \$10,000	2009-2010 Business/ Administration Budget

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 6, 2009

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7 SMCCD CALENDAR, 2010-2011

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

Requested Action: Approval/Ratification

Approval of the following Santa Monica Community College District Calendar, 2010-2011.

SANTA MONICA COMMUNITY COLLEGE DISTRICT CALENDAR 2010-2011

JUNE 2010						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	[16]	[17]	[18]	19
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27	28	29	30			

JULY 2010						
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AUGUST 2010						
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22	[23]	[24]	[25]	[26]	[27]	28
29	30	31				

SEPTEMBER 2010						
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OCTOBER 2010						
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NOVEMBER 2010						
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31						

DECEMBER 2010						
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JANUARY 2011						
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FEBRUARY 2011						
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30	31					

MARCH 2011						
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APRIL 2011						
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30	31					

MAY 2011						
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JUNE 2011						
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JULY 2011						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST 2011						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

LEGEND	
	First day of session
	Finals Schedule
	Dates in broken boxes, bold & red denote Legal Holiday - Classes not in session/campus closed
	Dates in boxes denotes classes not in session/campus closed
	Dates in double boxes denote Faculty Flex Days- see below for more information on Flex Days
	Dates in brackets denotes classes not in session/campus open

SEMESTER DATES 2010-2011

Summer 2010	
6-week Summer Session:	Jun. 21 - Jul. 30, 2010
8-week Summer Session:	Jun. 21 - Aug. 13, 2010
Late Start Summer Session:	Jul. 06 - Aug. 13, 2010
Fall 2010	
16-week Fall Semester:	Aug. 30 - Dec. 21, 2010
1st 8-week Session:	Aug. 30 - Oct. 22, 2010
12-week Session:	Sept. 20 - Dec. 10, 2010
2nd 8-week Session:	Oct. 25 - Dec. 17, 2010
Winter Session 2011	
6-week Winter Session:	Jan. 03 - Feb. 10, 2011

Spring 2011	
16-week Spring Semester:	Feb. 14 - Jun. 14, 2011
1st 8-week Session:	Feb. 14 - Apr. 08, 2011
12-week Session:	Mar. 07 - Jun. 03, 2011
2nd 8-week Session:	Apr. 18 - Jun. 10, 2011
Summer 2011	
6-week Summer Session:	Jun. 20 - Jul. 29, 2011
8-week Summer Session:	Jun. 20 - Aug. 12, 2011
Late Start:	Jul. 05 - Aug. 12, 2011
Graduation Day 2011	
Graduation Day	June 14, 2011

LEGAL HOLIDAYS

- Legal Holidays June - December 2010**
- Independence Day: July 5, 2010 [observed]
 - Labor Day: September 6, 2010 [1st Monday in Sept.]
 - Veterans' Day: November 12, 2010 [observed]
 - Thanksgiving Day: November 25, 2010 [4th Thursday in Nov.]
 - Admission's Day: Dec. 23, 2010 [in lieu of Sept. 15, 2010]
 - Christmas Day: December 24, 2010 [observed]
 - New Year's Day: December 31, 2010 [observed]

- Legal Holidays January - September 2011**
- Martin Luther King Day: January 17, 2011 [3rd Monday in Jan.]
 - Lincoln's Birthday: February 11, 2011 [observed]
 - Presidents' Day: February 21, 2011 (observed) [3rd Monday in Feb.] note: Presidents' Day is also Washington's Birthday (observed)
 - Memorial Day: May 30, 2011 (observed) [last Monday in May]
 - Independence Day: July 4, 2011
 - Cesar Chavez Holiday:
 - 12-Month Employees: April 11, 2011
 - 11-Month Employees: To Be Determined

SPECIAL DATES 2010 - 2011

Faculty Dates 2010	
Flex Days: Departmental	Aug. 25, 2010 Aug. 27, 2010
Flex Days: Individual	Aug. 24, 2010
Flex Day: Fall Opening Day	Aug. 26, 2010

Faculty Dates 2011	
Flex Days: Departmental	Mar. 04, 2011 Aug. 24, 2011 Aug. 26, 2011
Flex Days: Individual	Apr. 13-15, 2011 Aug. 23, 2011
Flex Day: Institutional	Mar. 17, 2011
Flex Day: Fall Opening Day	Aug. 25, 2011

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 6, 2009

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 8 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.

<u>ESTABLISH</u>	<u>EFFECTIVE DATE</u>
Student Services Specialist, International (1 position) International Students Center, 12 mos, 40 hrs	10/07/09
Student Services Clerk (1 position) International Students Center, 12 mos, 40 hrs	10/07/09

ELECTIONS

PROBATIONARY

Oswald, John, Cash Receipts Clerk, Bursar's Office, 11 mos, 20 hrs	09/28/09
Luthi, Christopher, Accompanist Performance, Music, 8 mos, 20 hrs/VH	09/16/09
Reynolds, Chloe, Administrative Assistant II, Madison Theatre, 12 mos, 40 hrs/VH	09/28/09
Snyder, Ronald, Accompanist Performance, Music, 8 mos, 20 hrs/VH	09/28/09

EDUCATIONAL PAY DIFFERENTIAL

Davis, Norma, Administrative Assistant III-Conf, Student Serv.	1.5%	11/01/09
Diaz, Mark, Human Resources Specialist, Human Resources	.75%	11/01/09
Jauregui, Roberto, Warehouse & Mail Services Supervisor, Purch/Rec	1.5%	11/01/09
Le, Ann, Accountant, Fiscal Services	.75%	11/01/09
Locke, Debra, Student Services Specialist, EOPS	1.5%	11/01/09
Pierce, Courtney, Custodian, Operations	1.5%	11/01/09
Prestby, Anthony, Student Services Specialist, EOPS	1.5%	11/01/09
Reyes, Miguel, Academic Comp. Inst. Spec. Academic Computing	1.5%	11/01/09
Webster, Deborah, Human Resources Specialist, HR	.75%	11/01/09

ADVANCED STEP PLACEMENT

Luthi, Christopher, Accompanist Performance, Music	Step C	09/16/09
Snyder, Ronald, Accompanist Performance, Music	Step C	09/28/09

PROMOTION

Jauregui, Roberto, Warehouse & Mail Services Supervisor, Purchasing/Rec	10/01/09
Joseph Peters, Jo An, Deaf & Hard of Hearing Services Supervisor	10/01/09

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 6, 2009

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 8 CLASSIFIED PERSONNEL – REGULAR *(continued)*

VOLUNTARY REDUCTION IN HOURS/TEMPORARY

Esmaeili, Akram	09/14/09 - 12/22/09
From: Instructional Assistant Math, Math Department, 11 mos, 30 hrs	
To: Instructional Assistant Math, Math Department, 11 mos, 20 hrs	

SEPARATIONS

RESIGNATION

Armenta, Joel, Skilled Maintenance Worker II, Facilities	09/21/09
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RETIREMENT

Ramos, Belinda, Administrative Assistant II, SMC Events (20 yrs 10 months)	10/03/09
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DECEASED

Black, Russell, Computer Support Specialist, Telecomm	09/11/09
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RECOMMENDATION NO. 9 CLASSIFIED PERSONNEL – LIMITED DURATION

Requested Action: Approval/Ratification
Reviewed by: Sherri 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.

Allen, Camilo, Instructional Assistant-English, English	08/28/09-01/19/10
Daza-Whitfield, Martha, Administrative Asst. I, TRIO/Pico Partnership	08/31/09-01/19/10
Gallegos, Monica, Student Services Clerk, Financial Aid	09/21/09-02/08/10
Garcia Perez, Claudia, Student Services Clerk, Financial Aid	09/16/09-02/03/10
Godin, Linda, Vocational Instr Assistant-Cosmetology, Cosmetology	09/02/09-01/21/10
Navarro, Elizabeth, Student Services Clerk, EOP&S	09/14/09-02/01/10
Player, Theresa, Administrative Assistant III, Personnel Commission	09/15/09-02/02/10
O'Brien, Colin, Disabled Student Services Assistant, DSC	09/21/09-02/08/10
Plotkin, Alla, Accompanist-Dance, Dance	09/16/09-02/05/10
Trenholm, John H, Theatre Tech Specialist, SMC Performing Arts	08/10/09-12/17/09

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.

Bennett, Delicia, Administrative Clerk, Athletics	09/18/09-03/18/10
Gomez, Tiffany, Registration/Info Clerk, Program Development	09/09/09-03/09/10

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 6, 2009

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 10 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

CalWORKS \$8.00/hr	03
College Student Assistant \$8.00/hr (STHP)	63
College Work-Study Student Assistant \$8.00/hr (FWS)	95

SPECIAL SERVICE

Art Model \$18.00/hr	02
Community Services Specialist I \$35.00/hr	12
Community Services Specialist II \$50.00/hr	03

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 6, 2009

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 FACILITIES

Requested Action: *Approval/Ratification*
 Requested by: *Greg Brown, Director, Facilities and Planning*
 Approved by: *Robert Isomoto, Vice-President, Business/Administration*

11-A CHANGE ORDER NO. 6 – REVISED BUNDY NORTHEAST DRIVEWAY

Change Order No. 6 – PIMA CORPORATION on the Revised Bundy Northeast Driveway project in the amount of \$614.

Original Contract Amount	\$2,464,600
Previously Approved Change Orders	144,919
Change Order No. 6	<u>614</u>
Revised Contract Amount	\$2,610,133
Original Contract Time	300 days
Previous Time Extensions	<u>0 days</u>
Revised Contract Time	300 days
Time Extension this Change Order	<u>0 days</u>
Current Revised Contract Time	300 days

Funding Source: Measure S

Comment: Change Order No. 6 provides for the removal and relocation of previously installed Stop Sign outside Northwest gate on Santa Monica Airport property. The move is requested by the City of Santa Monica due to the extra turning radius needed for the Big Blue Bus.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 6, 2009

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 FACILITIES *(continued)*

11-B CHANGE ORDER NO. 4 – INTERNATIONAL EDUCATION TEMPORARY FACILITY

Change Order No. 4 – TRIMAX CONSTRUCTION CORP. on the International Education Temporary Facility project in the amount of \$8,387:

Original Contract Amount	\$188,000
Previously Approved Change Orders	33,012
Change Order No. 4	<u>8,387</u>
Revised Contract Amount	\$229,399
Original Contract Time	36 days
Previous Time Extensions	<u>0 days</u>
Revised Contract Time	36 days
Time Extension this Change Order	<u>0 days</u>
Current Revised Contract Time	36 days

Funding Source: Measure U

Comment: Change Order No. 4 provides for a necessary boardwalk along the new modular building, related landscaping for the north and west side of building, and for re-routing and capping the existing irrigation lines that were found beneath the new modular building.

11-C CHANGE ORDER NO. 2 – GYM BLEACHER REPLACEMENT

Change Order No. 2 – AJ STEVENS CONSTRUCTION, INC on the Gym Bleacher Replacement project in the amount of \$44,114:

Original Contract Amount	\$540,642
Previously Approved Change Orders	39,909
Change Order No. 2	<u>44,114</u>
Revised Contract Amount	\$624,665
Original Contract Time	100 days
Previous Time Extensions	<u>0 days</u>
Revised Contract Time	100 days
Time Extension this Change Order	<u>0 days</u>
Current Revised Contract Time	100 days

Funding Source: Measure S

Comment: Change Order No. 2 provides for construction of new storage space along north wall and at southwest corner of gymnasium requested by the Physical Education Department.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 6, 2009

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 FACILITIES *(continued)*

11-D AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – STUDENT SERVICES

Amend the agreement with STEINBERG ARCHITECTS for the Student Services & Administration Building for \$282,000 plus reimbursable expenses.

Original Contract	\$7,851,300
Amendment #1	\$ 70,000
Amendment #2	\$ 142,434
Amendment #3	<u>\$ 282,000</u>
Total to Date	\$8,345,734

Funding Source: Measure S

Comment: This Change Order is necessary to pay for additional services the District required to incorporate the latest seismic safety standards into the project. The Architect's design was based on a Geotechnical Investigation Report dated September 4, 2008. This report made design recommendations based on the current 2007 California Building Code. In January 2009, DSA published Bulletin 09-01 (effective March 1, 2009), giving direction regarding the use of a new method known as "Next Generation Attenuation" (NGA) equations. These NGA equations were not ready to be implemented at the time the September 2008 report was prepared. Once this new information became available, the District's geotechnical firm prepared an updated report on April 9, 2009. The updated report indicated that application of the new NGA equations resulted in seismic design forces which were 25% higher than the hazard presented in the September 2008 report.

At the time it became known that the new NGA equations would result in significant changes in structural design, the architect had already completed approximately 50% of the design work for submission to DSA. The District was confronted with the choice of completing the design based on the September 2008 report or incorporating the new standards into the project. The District faced significant risk by proceeding with the design work based on the September 2008 Geotechnical Investigation Report. Although the District could have attempted to persuade DSA that design was so far along that the new equation should not be used, there was no assurance that DSA would be receptive to this position. Conversations with DSA indicated that it recommended that we use the new NGA equations. More importantly, District administration did not believe that it was appropriate to compromise the safety of the users of the building by proceeding with a design that was clearly inadequate to guard against seismic risks based on the new NGA equations. Therefore, the District directed the architect to revise the plans to incorporate the new requirements in the building's design. Under the contract with the architect, the District is required to pay the architect for the additional work that was directed.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 6, 2009

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 APPLICATION FOR LEAVE TO PRESENT LATE CLAIM

Requested by: Robert Myers, Campus Counsel
 Approved by: Chui L. Tsang, Superintendent/President
 Requested Action: Approval/Ratification

I is recommended that the Board of Trustees deny the application of Elias Miles to present a late claim on the grounds that it fails to set forth sufficient justification as required by the Government Code and, in part, was presented more than a year after the accrual of the cause of action.

RECOMMENDATION NO. 13 BUDGET AUGMENTATION

Requested by: Chris Bonvenuto, Director, Fiscal Services
 Approved by: Robert G. Isomoto, Vice-President, Business/Administration
 Requested Action: Approval/Ratification

The 2009-2010 adopted Budget will be amended to reflect the following budget augmentations:

13-A SCHOLARSHIPS FOR DISADVANTAGED STUDENTS

Granting Agency: U.S. Department of Health and Human Services/Health Resources and Services Administrations
 Appropriated Funding: \$2,113
 Matching Funds: None
 Performance Period: September 1, 2009 - June 30, 2010
 Summary: The American Recovery and Reinvestment Act of 2009 (ARRA) provides additional funding for Scholarships for Disadvantaged Students in the Nursing Program.
 Budget Augmentation: Revenue:
 8190 Federal Revenue \$2,113
 Expenditures:
 7000 Direct Student Aid \$2,113

13-B LAUP Early Start Pathway for Early Childhood Education

Granting Agency: Los Angeles Universal Preschool
 Appropriated Funding: \$37,063
 Matching Funds: None
 Performance Period: July 1, 2009 – June 30, 2010
 Summary: The District qualifies for the final award balance for fiscal year 2008-09 to be carried over for the next fiscal year 2009-10.
 Budget Augmentation: Revenue:
 8820 Local Revenue \$37,063
 Expenditures:
 7690 Direct Student Aid \$37,063

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 6, 2008

XI. **BOARD COMMENTS AND REQUESTS**

XII. **ADJOURNMENT** – 10 p.m.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, November 3, 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 December meeting will be held on Tuesday, **December 8, 2009**.

The agenda for the next meeting will include the following:

- Acknowledge Receipt of Quarterly Budget Report and 311Q
- Report: Institutional Research and ARCC (Accountability Reporting for the Community Colleges)
- Submission of ARCC Report
- Report: Update on Student Services Building Project
- Information: Citizens' Bond Oversight Report (October meeting)