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SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING

TUESDAY,
MARCH 2, 2010

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

5:30 p.m. – Closed Session
7:00 p.m. – Public Meeting
Board Room (Business Building Room 117)

*The complete agenda may be accessed on the
Santa Monica College website:*

<http://www.smc.edu/admin/trustees/meetings/>

*Written requests for disability-related modifications or accommodations,
including for auxiliary aids or services that are needed in order to participate in
the Board meeting are to be directed to the Office of the
Superintendent/President as soon in advance of the meeting as possible.*

PUBLIC PARTICIPATION ADDRESSING THE BOARD OF TRUSTEES

Members of the public may address the Board of Trustees by oral presentation **concerning any subject that lies within the jurisdiction of the Board of Trustees** provided the requirements and procedures herein set forth are observed:

1. Individuals wishing to speak to the Board at a Board of Trustees meeting during Public Comments or regarding item(s) on the agenda must complete an information card with name, address, name of organization (if applicable) and the topic or item on which comment is to be made.

Five minutes is allotted to each speaker per topic. If there are more than four speakers on any topic or item, the Board reserves the option of limiting the time for each speaker. A speaker's time may not be transferred to another speaker.

Each speaker is limited to one presentation per specific agenda item before the Board, and to one presentation per Board meeting on non-agenda items.

General Public Comments and Consent Agenda

- The card to speak during Public Comments or on a Consent Agenda item must be submitted to the recording secretary at the meeting **before** the Board reaches the Public Comments section in the agenda.
- Five minutes is allotted to each speaker per topic for general public comments or per item in the Consent Agenda. The speaker must adhere to the topic. Individuals wishing to speak during Public Comments or on a specific item on the Consent Agenda will be called upon during Public Comments.

Major Items of Business

- The card to speak during Major Items of Business must be submitted to the recording secretary at the meeting **before** the Board reaches that specific item in the Major Items of Business in the agenda.
- Five minutes is allotted to each speaker per item in Major Items of Business. The speaker must adhere to the topic. Individuals wishing to speak on a specific item in Major Items of Business will be called upon at the time that the Board reaches that item in the agenda.

Exceptions: This time allotment does not apply to individuals who address the Board at the invitation or request of the Board or the Superintendent

2. Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting of the Board of Trustees by uttering loud, threatening, or abusive language or engaging in disorderly conduct shall, at the discretion of the presiding officer or majority of the Board, be requested to be orderly and silent and/or removed from the meeting.

No action may be taken on items of business not appearing on the agenda

Reference: *Board Policy Section 1570*
 Education Code Section 72121.5
 Government Code Sections 54954.2, 54954.3, 54957.9

A G E N D A

A meeting of the Board of Trustees of the Santa Monica Community College District will be held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Tuesday, March 2, 2010.

5:30 p.m. – Closed Session
7:00 p.m. – Public Meeting

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

I. ORGANIZATIONAL FUNCTIONSPage No.

A Call to Order – 5:30 p.m.

6

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*

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

Agency designated representatives: *Marcia Wade, Vice-President, Human Resources*
Robert Myers, Campus Counsel

Employee Organization: *Santa Monica College Faculty Association*

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

Agency designated representatives: *Marcia Wade, Vice-President, Human Resources*
Robert Myers, Campus Counsel

Employee Organization: *Santa Monica College Police Officers Association*

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Government Code Section 54957)**REAL PROPERTY (Government Code Section 54956.8)**

Property Address: Santa Monica College Olympic Shuttle Lot/3400-3500 Airport Ave.

Under Negotiation: Terms and Conditions of Land Swap with City of Santa Monica

College Negotiators: Dr. Chui Tsang

City of Santa of Monica's Representative: Rod Gould, City Manager

REAL PROPERTY (Government Code Section 54956.8)

Property Address: 1510 Pico Boulevard, Santa Monica, CA 90405

College Negotiators: Dr. Chui Tsang and Charlie Yen

Property Representative: Grace Cheng Braun, WISE & Health Aging

III. **CLOSED SESSION** (continued)

REAL PROPERTY (Government Code Section 54956.8)

Property Address: 1516 Pico Boulevard, Santa Monica, CA 90405

College Negotiators: Dr. Chui Tsang and Charlie Yen

Property Representative: Robert Kronovet, Kronovet Realty Company

III. **PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS** (Scheduled for 7:00 p.m.)

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

IV. **SUPERINTENDENT'S REPORT**

- Management Association Update
- Updates:
 - Spring Semester 2010 Opening Week Logistics
 - Board of Trustees Study Session – February 20, 2010
 - State Budget
 - Accreditation Visit – March 9-11, 2010
 - Institutional Flex Day – March 18, 2010
- Acknowledgements

V. **ACADEMIC SENATE REPORT**

VI. **MAJOR ITEMS OF BUSINESS**

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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

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VIII. **CONSENT AGENDA – Pulled Recommendations**

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

IX. **BOARD COMMENTS AND REQUESTS**

X. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Tuesday, April 6, 2010** 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	March 2, 2010

I. ORGANIZATIONAL FUNCTIONS

- A CALL TO ORDER

- B ROLL CALL
 Judge David Finkel (Ret.), Chair
 Dr. Andrew Walzer, Vice-Chair
 Dr. Susan Aminoff
 Dr. Nancy Greenstein
 Louise Jaffe
 Dr. Margaret Quiñones-Perez
 Rob Rader
 Seth Smith, Student Trustee

- C PUBLIC COMMENTS ON CLOSED SESSION ITEMS

II. CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

Agency designated representatives: *Marcia Wade, Vice-President, Human Resources
 Robert Myers, Campus Counsel*
 Employee Organization: *CSEA, Chapter 36*

CONFERENCE WITH LABOR NEGOTIATOR (Government Code Section 54957.6)

Agency designated representatives: *Marcia Wade, Vice-President, Human Resources
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III. CLOSED SESSION *(continued)*

REAL PROPERTY (Government Code Section 54956.8)

Property Address: 1516 Pico Boulevard, Santa Monica, CA 90405

College Negotiators: Dr. Chui Tsang and Charlie Yen

Property Representative: Robert Kronovet, Kronovet Realty Company

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

D PLEDGE OF ALLEGIANCE

E CLOSED SESSION REPORT *(if any)*

F PUBLIC COMMENTS

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	March 2, 2010

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM G

SUBJECT: **SANTA MONICA COLLEGE AND SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT COLLABORATIONS**

SUBMITTED BY: Superintendent/President

SUMMARY:

The Santa Monica-Malibu Educational Collaborative was developed in 2007. The collaborative meets monthly to provide SMC and SMMUSD administrators and staff an opportunity to develop partnerships, work together on sharing resources, as well as execute the objectives of the Memorandum of Understanding (MOU) which the two districts entered into in May 2007.

Following are the key elements of the MOU:

1. The establishment of a Pre-K-14 Collaborative to ensure curricular articulation in English Language Arts and Mathematics and future collaboration in other disciplines.
2. The offering of college curriculum and courses at both the college and high school campuses based on identified individual school site needs in both core and elective programs;
3. The provision of summer program for high school students through concurrent and dual enrollment;
4. The shared use of facilities that benefits both district in terms of classroom and athletic spaces;
5. The collaboration and articulation of career and technical educational programs between the school district and the college district;
6. The development and anticipated implementation of the High School Transfer Academy (a middle college model) which provides the high school 11th and subsequently 12th grade students the opportunity to participate in the collegiate curriculum which will enable students to complete high school curriculum to meet graduation requirements as well as the transfer curriculum at Santa Monica College; and the Early College High School Program to be offered to the SMMUSD students from grades 9 through 12.

Along with collaborating on the objectives of the MOU, the group works to enhance existing programs, create new opportunities for students, as well as offer professional development opportunities for the counselors and staff through various CTE grants.

Dual Enrollment and SMMUSD

The Dual Enrollment Program offers high school students an opportunity to take college-level courses at their high schools. The project manager works with SMMUSD high schools to ensure that the program supports their needs. The program provides outreach material, enrollment services and a program orientation to all participating students in addition to supporting SMC instructors who teach at these high schools. Currently the program is offering four courses at Santa Monica High School and two courses at Malibu High School. These specific courses are outlined on the next page.

Fall 2009

Santa Monica High School
Music 78- Jazz Ensemble
Music 84A- Guitar I
Music 84B- Guitar II
Dance 27- Brazilian Dance

Malibu High School
Music 59- Chamber Choir
Music 78- Jazz Ensemble

Spring 2010

Santa Monica High School
Music 78- Jazz Ensemble
Music 84B- Guitar II (2 sections)
Counseling I- Developing Learning Skills

Malibu High School
Music 59- Chamber Choir
Music 78- Jazz Ensemble

SMMUSD Young Collegians Program

The Young Collegians Program, initially called the High School Transfer Academy, is the product of collaboration between SMC and SMMUSD. The goal of the program is to offer Santa Monica and Malibu high school students the opportunity to obtain a high school diploma and accrue college units simultaneously. The targeted population is comprised of students who have traditionally been underrepresented in postsecondary education, students who have not had access to the academic preparation needed to meet college readiness standards, students for whom the cost of college is prohibitive, students of color, English Language Learners, and first generation college attendees.

As a cohort, the Young Collegians participate in concurrent enrollment classes at SMC during the summer and are given the opportunity to individually take additional classes in the fall and spring semesters. The aim of the program is for a Young Collegian to successfully complete at least 14 SMC college units by the time they graduate from high school. The summer courses that the Young Collegians participate in are:

Year 1 - Speech 5 –Interpersonal Communication and Counseling I- Developing Learning Skills

Year 2 - Music 36- History of Rock Music and Library I- Library Research Methods

Year 3 - CIS 4- Introduction to Computers, Business Applications and Communication I- Survey of Mass Media Communications

Along with the SMC summer classes, the Young Collegians are also expected to attend student success workshops, which provide career exploration, presentations from inspirational speakers, tutoring opportunities, team building exercises, in addition to computer workshops.

During the school year the group is brought together once a month for additional student success workshops which are designed to provide additional skills that reinforce their high school curriculum. These workshops support the techniques that the Young Collegians learn during the summer and continue to provide them with career exploration exercises, college readiness discussions and strategies, study skills tools, team building skills, college tours and one-on-one goal setting conferences.

The first cohort of students has remained intact and currently has 17 students participating. The group initially started with twenty three students in the summer of 2008. However, one student moved out of the area, another student transferred to Olympic High School, two students needed to make up high school credits during the summer of 2009, one student decided to take a summer job and not participate in the program and one was disenrolled due to very poor performance and participation during summer 2009.

The second cohort has twenty three students who started the program in summer 2009. The group started with twenty six students, one transferred to a private school and two have been disenrolled due to very poor performance and participation.

The coordinators of the program are working on establishing the third cohort who will start the program in summer 2010.

Career Technical Education and SMMUSD

Workforce and Economic Development through its Career Technical Education (CTE) grant is one of the sponsors of the 2010 SMC Latina/o Youth Conference. The conference is set for March 20, 2010, with a Career Technical Education emphasis, inviting junior/senior SAMOHI students to attend.

A collaboration between CTE, Tech Prep and BSI is presenting a Professional Development Day entitled *Pedagogical Strategies for Urban Schools – from Theory to Practice* presented by Dr. Jeff Duncan-Andrade, Associate Professor at San Francisco State University and Co-Director of the Cesar Chavez Institute. The presentation will bring together SMC and SMMUSD teachers, counselors and administrators, Santa Monica nonprofits working with the SMMUSD and SMC student population, and Long Beach City College and LAUSD faculty, counselors and administrators.

Dr. Duncan-Andrade will talk about the support mechanisms needed to support basic skills students in career pathway choices and technical skills required for the 21st century. Goals for the workshop will include:

- Enable practitioners to engage in analysis and problem-solving grounded in the implementation of the student learning assessment cycle;
- Disseminate examples of effective student success efforts, how assessment findings can be used to continually refine pedagogy and practice to enhance student success, and how a culture of inquiry can be nurtured;
- Catalyze cross-conversations among communities of practice on building institutional effectiveness for student learning; and
- Provide new information about key issues that shape student learning, student success, and assessment efforts in the California community college and K-12 system.

The presentation will take place on Friday, March 19, 2010, 10 a.m.-noon, Main Stage at SMC.

The CTE Pathway orientation day for Santa Monica middle schools “Connect for Success” – a transition program to high school – took place on July 8, 15, and 22, 2009. The days consisted of three hours of activities involving the introduction of the technical careers available at SMC. There was a tour of the SMC technical departments and the SMC Sustainable House that took place for 180 students.

A professional development session with the principals of the Santa Monica/Malibu Unified School regarding CTE was held on October 20, 2009. The agenda covered an in depth look at CTE and what career pathways were underway at SMC. The SMC CTE department chairpersons gave brief overviews of their programs.

A professional development day entitled the Fall Counselor Day took place on November 5, 2009 with SMC, SMMUSD and LAUSD counselors. The agenda covered an in depth look at CTE, introduction of SMC’s CTE department chairpersons and brief overview of their programs, and a panel of “Hot Careers in the 21st Century” from industry professionals. Over 65 counselors attended with much interest and enthusiasm with plenty of time for Q and A, and networking time.

The Tech Prep grant facilitated the articulation agreement between SMC and SMMUSD for the Regional Occupation Program (ROP) Careers in Teaching Course. Students who take and successfully complete the exit exam for this high school course will receive credit for the SMC Education I course. This will allow the student avoid repetition of courses. The Tech Prep program is also working on articulating the SMC Photography I course with the ROP photography class at the high schools.

The Copernicus Project and SMMUSD

The Copernicus Project was a grant that integrated SMC with its community partners as part of the SMC and Santa Monica/Malibu Unified School District (SMMUSD)'s Education Collaborative. It is in these monthly meetings that discussions were held about collaborations and the idea of the independent study science class for Spring 2009 was born.

The concept of the independent study science class became an internship experience in which SMC/Copernicus Alumni were recruited to participate in a practical classroom experience at Will Rogers Learning Community. The collaboration between SMC faculty and SMMUSD teachers enhanced student learning at SMC and the local elementary school. In such a brief encounter, the SMC students helped organize the elementary school's science expo and participated in hands-on projects the evening of Earth Day, April 22, 2009. A field trip to the SMC Planetarium was organized and took place on May 27, 2009. A former SMC student now attending Cal State LA and in the process of attaining his B.S. in Science and a teaching credential, is still engaged as he is an intern at JPL in Pasadena. From his JPL connections, he has continued to provide education curriculum, books and equipment for the Title I elementary school.

As a result of this collaboration, doors have been opened for SMC to assist Will Rogers with the STEM process, established contacts for Will Rogers with JPL, and most importantly, SMC has continued to recommend SMC students who want to continue their learning through the field work experience to Will Rogers.

The Copernicus Project was involved in the SMC Latina/o Youth Conference that took place on March 21, 2009. There was a science/engineering workshop conducted by Eric Lara and Luis Nuñez-Uribe, a Future Teachers presentation made, and participation in the career fair.

Santa Monica College- Malibu Program

The SMMUSD school staff and district staff have worked in a partnership to establish this program very quickly. All the logistical issues were discussed, problems solved and changes implemented very smoothly with a minimum of complication.

Classes start February 16, 2010 through June 6, 2010 at Webster School, 3602 Winter Canyon Road. There are portable rooms at the east end of the Webster campus used for the SMC classes. The following credit classes will be offered at the Malibu site:

- Art 10A, Design
- Art 20A, Drawing
- Engl I, Reading and Composition
- Geog I, Intro to the Environment
- Psych I, Intro to Psychology
- Photo I, Intro to Photography

Every section filled as soon as seats were opened. Seating was opened in increments of 10, 5, 5, and 5 over three weeks. Very quick enrollment.

The following Student Services were initiated in Malibu

- English Placement Testing was offered at the Malibu site on February 3 and 9, 2010. Admissions assistance was also provided.
- Bookstore purchasing and/or delivery were scheduled to reduce trips to the main campus.
- Individual calls were made to each student to ensure that students were aware of the location of classes. In addition, the faculty emailed enrolled students about Malibu issues.

Community Response

Individuals became aware of the program through various activities at Webster School and a Marketing Department ad campaign. Comments were very positive. Interested individuals were excited to see SMC in Malibu and were anxious to see what the offerings would be in the future.

One male student dropped in to apply and wants two classes to try things out. Another has been waiting to take college classes for a while and “this is going to be s-o-o-o-o convenient.” School staff and instructors seem curious to see how the program will work for themselves and parents. “I might take an art class after school,” was one comment from an instructor.

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	March 2, 2010

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM H

SUBJECT: **INSTITUTIONAL COMMUNICATIONS AND GOVERNMENT RELATIONS**

SUBMITTED BY: Superintendent/President

SUMMARY: The District’s institutional communications and government relations efforts are a component of District strategies to achieve institutional improvements.

Some District strategies have been at the State level (free flow, funding formula, equalization, stabilization). Institutional communication is the local component of these strategies (growth, recovery).

Other District strategies have been at the local level (fundraising, bond measures, local government grants). Institutional communications assist in the outcome (achieving campaign fundraising goals, voter approval of ballot measures, community support of government action).

Still other District strategies have been at the individual level (nonresidents, students, general public, private users). Institutional communications assist with enrollment, utilization of facilities and services, attendance, and facility rentals.

Current District strategies are evolving (value pricing, resource management, partnerships).

Assembly Bill 2297 (Brownley) is a current bill to amend Section 76140 of the Education Code, relating to community colleges. This section addresses nonresident fees. Existing law provides a formula for setting the fee that results in a reduction of the fee during times of State financial stress. Existing law provides a remedy for the University of California and for the California State Universities. This amendment would provide a remedy for California Community Colleges. Additionally, existing law requires the Board of Trustees to consider nonresident tuition fees of public community colleges in other states when adopting a tuition fee for nonresident students. AB 2297 would authorize the Board to adopt a fee that is no greater than the average of the nonresident tuition fees of public community colleges of no less than 12 states with comparable cost of living.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 2, 2010

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1

SUBJECT: **APPOINTMENT OF PERSONNEL COMMISSIONER**

SUBMITTED BY: Chair, Board of Trustees

REQUESTED ACTION: It is recommended that the Board of Trustees confirm the appointment Barbara Greenstein to the SMC Personnel Commission to fill the vacancy left by Karen Bancroft. This appointment completes Karen Bancroft’s term through November 30, 2011.

SUMMARY: The process of filling a position on the Personnel Commission requires that two members be appointed by Board of Trustees; two members be appointed by the classified employees of the District; and the fifth member is appointed by the four appointed commissioners. The resignation of Karen Bancroft provided the opportunity for CSEA Chapter 36 to appoint Barbara Greenstein to the Personnel Commission.

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 2, 2010

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

SUBJECT: **FIRST READING – BOARD POLICY SECTIONS**
 2240, MANAGEMENT ASSOCIATION
 3410, CLASSIFIED CONFIDENTIAL EMPLOYEES
 3420, CLASSIFIED MANAGERS
 3430 ACADEMIC ADMINISTRATORS

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a first reading of the following Board Policy Sections:

Section 2000 – General District

Article 2200, Participatory Governance

1. BP 2240, Management Association (proposed revisions)

Section 3000 – Human Resources

Article 3400 – Academic Administrators, Classified Administrators and Managers and Confidential Employees

2. BP 3410, Classified Confidential Employees (new)
3. BP 3420, Classified Managers (new)
4. BP 3430, Academic Administrators (new)

COMMENT: The proposed revision and new Board policies were developed by a subcommittee of the Management Association and approved by senior administrative staff.

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

ARTICLE 2200: PARTICIPATORY GOVERNANCE

BP 2240 Management Association

The Board recognizes the Santa Monica College Management Association as a professional organization chartered to promote the success and provide professional development of to all academic managers, classified administrators and managers, and confidential staff. The goal is to assist and support managers and confidential employees in developing their skills to promote professional achievement and support student success. Through mentoring and professional development, the goal and objectives further the college's mission and vision statements. This provision does not confer any collective bargaining rights.

Formation and Membership

Members of the Management Association are comprised of academic managers (Superintendent/President, Vice-Presidents, Associate Vice-President, Deans, Associate Deans, Assistant Deans, Directors and Assistant Directors) and classified administrators, managers, and confidential employees.

The officers of the SMC Management Association are: president, ~~vice-president-elect~~, a secretary and a treasurer. The officers are nominated by the managers at large and elected by a majority vote to serve a term of one year. Elections shall be held in May of each year for the following fiscal year.

Participation

The process of participatory governance shall be used for all professional matters on which managers have expertise and shall occur through the representation on collegewide committees exclusive of collective bargaining issues.

The appointment of managers and confidential employees to represent the Management Association on the District Planning and Advisory Council (DPAC) and its planning subcommittees shall be made by the Management Association after consultation with the Superintendent/ President or designee.

The Management Association may present proposals to the Superintendent/President regarding policies, administrative regulations and procedures.

The Management Association may assume such responsibilities and perform such functions as may be requested by the Superintendent/President or by the Board of Trustees.

Reference: Government Code Section 3540.1 (c)

Adopted: 11/15/2004

ARTICLE 3400: ACADEMIC ADMINISTRATORS, CLASSIFIED ADMINISTRATORS AND MANAGERS,
AND CONFIDENTIAL EMPLOYEES

BP 3410 Classified Confidential Employees

Classified confidential employees are those who are required to develop or represent management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions. The fact that an employee has access to confidential or sensitive information shall not in and of itself make the employee a confidential employee.

A determination whether a position is a confidential one shall be made by the Board of Trustees in accordance with applicable law and with the regulations of the California Public Employment Relations Board.

Confidential employees are not eligible for inclusion in a collective bargaining unit that represents the District's classified non-confidential employees.

Classified confidential employees are employed in the same manner as the other members of the classified service. For a classified confidential employed as a regular member of the classified service, employment shall be consistent with provisions of the District Merit System regarding employment of classified employees.

Reference: Government Code Section 3540.1 (c)

BP 3420 Classified Managers

Classified Managers are managers who are not employed as academic managers. Classified managers have responsibilities for formulating District policies or administering District programs other than the educational programs of the District. Classified managers have authority to hire, transfer, suspend, recall, promote, discharge, assign, reward, or discipline other employees, or have responsibility to assign work to and direct them, adjust their grievance, or effectively recommend such action.

Classified managers are not eligible for inclusion in a collective bargaining unit that represents the District's classified non-management employees.

Classified managers are employed in the same manner as the other members of the classified service. For a classified manager employed as a regular member of the classified service, employment shall be consistent with provisions of the District Merit System regarding employment of classified employees.

Reference: Government Code Section 3540.1 (g) and (m)
Education Code Section 72411

BP 3430 Academic Administrators

Academic administrators are employed in a supervisory or management position to exercise direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services programs of the District.

Academic managers shall be employed by an individual contract which shall not exceed four years duration. Compensation shall be set by the Board of Trustees upon recommendation by the Superintendent/President. Academic managers shall further be entitled to health and welfare benefits made available by action of the Board of Trustees upon recommendation by the Superintendent/President.

Academic administrators are not eligible for inclusion in a collective bargaining unit.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 2, 2010

VII. CONSENT AGENDA

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

RECOMMENDATION:

The Board of Trustees take the action requested on Consent Agenda Recommendations #3-#18.

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

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

VIII. CONSENT AGENDA – Pulled Recommendations

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

RECOMMENDATION NO. 3 APPROVAL OF MINUTES

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

February 2, 2010 (Regular Board of Trustees Meeting)

February 16, 2010 (Special Meeting)

It is recommended that the absence of Nancy Greenstein be excused (*per Education Code Section 72024*)

February 20, 2010 (Study Session)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 2, 2010

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 4 ACCEPTANCE OF GRANT

Requested by: Michelle King, Acting Director, Small Business Development Center

Approved by: Jeff Shimizu, Vice President, Academic Affairs

Title of Grant: Small Business Development Center (SBDC)

Organizations Small Business Administration (SBA)
in Partnership: Long Beach Community College Lead Center (LBCC)

Requested Funding: \$300,000 (Fiscal Year 2009-10)

Performance Period: January 1, 2010 – December 31, 2010

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:

Income:		
	8000	\$300,000
Expenditures:		
	Non instructional Salaries	\$215,784
	Benefits	45,459
	Supplies	6,000
	Travel	9,300
	Other	9,171
	Indirect Charges	<u>14,286</u>
	Total Expenditures	\$300,000

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 2, 2010

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 5 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
A	Jeffrey M.R. Duncan-Andrade, Ph.D.	March 19-20, 2010 Not to exceed \$2,000	Dr. Duncan-Andrade will be presenting the keynote address at the 21 st Annual Latina/o Youth Conference on Saturday, March 20, 2010. 400 student participants (150 high school and 250 SMC students) and 50 parents are expected to attend. The speaker will also participate in an Education Roundtable discussion with SMC and Santa Monica High School students on Friday, March 19, 2010.	Funding Source: Latino Center
Requested by: Maria Leon-Vasquez, Project Manager, Workforce and Economic Development Approved by: Jeff Shimizu, Vice-President, Academic Affairs				
B	Jeffrey M.R. Duncan-Andrade, Ph.D.	March 19, 2010 Not to exceed \$2,000	Dr. Duncan-Andrade will talk to a group of 200 Santa Monica College, Long Beach City College, SMMUSD and LAUSD faculty, administrators, and counselors about the support mechanisms needed to support basic skills students in career pathway choices and technical skills required for the 21 st century.	Funding Sources: CTE Grant (50 percent) Basic Skills Initiative (25 percent) Tech Prep Grant (25 percent)
Requested by: Maria Leon-Vasquez, Project Manager, Workforce and Economic Development Approved by: Jeff Shimizu, Vice-President, Academic Affairs				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 2, 2010

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 5 RATIFICATION OF CONTRACTS AND CONSULTANTS

(continued)

	Provider/Contract	Term/Amount	Service	Funding Source
C	Andrew Lam	April 8, 2010 \$1,190	Andrew Lam will speak about his book "Perfume Dreams: Reflections on the Vietnamese Diaspora" and lead a workshop on writing.	Funding Sources: AAPIA Grant/ Global Citizenship Mini Grant
<i>Requested by: Georgia Lorenz, Dean, Instructional Services</i> <i>Approved by: Jeff Shimizu, Vice-President, Academic Affairs</i>				
D	Acteva.com	January – June, 2010 Not to exceed \$700	Vendor for online registration and collection of payment by credit card for Small Business Development Center (SBDC) workshops.	Funding Sources: SBDC Grant Funds
<i>Requested by: Michelle King, Acting Director, Small Business Development Center</i> <i>Approved by: Jeff Shimizu, Vice-President, Academic Affairs</i>				
E	City of Santa Monica	January – December, 2010 Annual base rate of \$1.00	Continuation of lease of office space (1051.78 square feet) at 3400 Airport Avenue from the City of Santa Monica for the SMC Small Business Development Center (SBDC). The City of Santa Monica will pay a pro-rata share of utilities attributable to common areas. The SBDC will provide services to help Westside small businesses and business start-ups meet their entrepreneurial endeavors.	Funding Sources: SBDC Grant Funds
<i>Requested by: Michelle King, Acting Director, Small Business Development Center</i> <i>Approved by: Jeff Shimizu, Vice-President, Academic Affairs</i>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 2, 2010

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 5 RATIFICATION OF CONTRACTS AND CONSULTANTS

(continued)

	Provider/Contract	Term/Amount	Service	Funding Source
F	Dr. Maureen Sassoon	March 3 – June 30, 2010 Not to exceed \$10,000	To provide industrial hygiene related services to include air monitoring for asbestos abatement projects, chemicals, IAQ, lab fees, reports and other duties as needed to resolve health and safety issues campus-wide.	Funding Source: District Funds/ Risk Management
<i>Requested by: Cozetta Wilson-Carlton, Risk Management</i>				
<i>Approved by: Robert G. Isomoto, Vice President, Business/Administration</i>				
G	Vicenti, Lloyd and Stutzman LLP	July 1, 2009 to June 30, 2010 Not to Exceed \$7,500	Assist the District in reconciliation of the Payroll Clearance Fund.	District Budget – Fiscal Services
<i>Requested by: Chris Bonvenuto, Director, Fiscal Services</i>				
<i>Approved by: Robert G. Isomoto, Vice President, Business/Administration</i>				
H	Hilton Los Angeles Airport	June 12, 2010 \$34 per person plus facility charge and tax, not to Exceed \$5,000	Provide a facility and catering for the Black Collegians Anniversary Banquet.	District Budget/ Black Collegians and Global Citizenship Initiative
<i>Requested by: Sherri Bradford, Black Collegians Center</i>				
<i>Approved by: Mike Tuitasi, Vice President, Student Affairs</i>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 2, 2010

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 6 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.

ELECTION

Adjunct
Approval/ratification of the hiring of adjunct faculty.
(List on file in the Office of Human Resources)

ESTABLISH

New Faculty Positions, Fall 2010

- Art – Foundation Drawing
- Communications – Film Studies
- Cosmetology
- English – Developmental/Transfer
- Graphic Design – Web Design
- Mathematics – Statistics/Applied
- Modern Language – Italian/plus one other language
- Music – Jazz
- Music - Voice
- Nutrition
- Photography
- Physics (2)
- Psychology (2)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 2, 2010

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7 **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

Kang, Joan G., Student Services Specialist, ISC	02/16/10
Moore, Cynthia, Director of Purchasing, Purchasing/Receiving/Mailroom	03/01/10

CHANGE IN WORK SHIFT/TEMPORARY

Magur, Leonard	02/08 - 04/08/10
From: Custodian, Operations, 12 mos, 40 hrs/NS-1	
To: Custodian, Operations, 12 mos, 40 hrs/NS- 2	

PERMANENT EMPLOYEE WITH LIMITED TERM ASSIGNMENT

Carter, Tom	01/21/10 -
From: Events Technician, SMC Performing Arts Center	until incumbent returns
To: Lead Events Technician, SMC Performing Arts Center	
Percentage: 100%	

EMPLOYEE WITH CHANGE IN WINTER ASSIGNMENT UNDER MOU AGREEMENT
LEAVE OF ABSENCE WITHOUT PAY W/BENEFITS

Padilla, Larry, Academic Computing Inst. Spec, Acad. Computing	01/19/10 – 02/11/10
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SEPARATIONS

39-MONTH REEMPLOYMENT LIST (Medical)

Brown, Theodore, Custodian, Operations	11/30/09
Esparza, Transito, Custodian, Operations	01/11/10

RESIGNATION

Sanchez, Yesenia R., Student Services Clerk, Financial Aid	02/12/10
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RETIREMENT

Vaval, Mireille (Mimi), Employee Benefits Coordinator, Human Resources (11+ years)	02/27/10
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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 2, 2010

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 8 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.

Allen, Camilo, Instructional Assistant-English, English	02/16/10-03/11/10
Busch, Jenny, Cash Receipts Clerk, Bursars Office	02/01/10-03/05/10
Cassaro, John, Instructional Assistant-English, English	02/16/10-05/26/10
Daza-Whitfield, Martha, Student Services Clerk, Psych Services	02/09/10-04/01/10
Garcia, Irene, Student Services Clerk, Program Development	03/01/10-07/13/10
Garland, Angela, Student Services Clerk, Interdisciplinary Office	02/22/10-12/22/10
Gottesman, Judith, Accompanist-Voice, Music	02/16/10-06/16/10
Hayton, Brian, Student Services Clerk, Matriculation	02/02/10-02/26/10
Levine, Lorraine, Instructional Assistant-English, English	02/16/10-04/19/10
Lieber-Wilkins, Carole, Instructional Assistant-English, English	02/16/10-05/20/10
Lozada, Christian, Instructional Assistant-English, English	02/16/10-05/20/10
Mason, Tara, Instructional Assistant-English, English	02/16/10-05/19/10
Padilla, Omar, Student Services Clerk, Admissions & Records	01/19/10-02/26/10
Parker, Khalif, Student Services Clerk, TRIO	01/28/10-06/07/10
Ribeiro, Ricardo, Cash Receipts Clerk, Bursars Office	02/01/10-03/05/10
Saldivia, Stefan, Cash Receipts Clerk, Bursars Office	02/01/10-03/05/10
Spencer, Cheryl, Student Services Clerk, African-American Ctr	02/02/10-03/11/10
St Amand, Constance, Cash Receipts Clerk, Bursars Office	02/01/10-03/05/10
Vega, Carmen, Cash Receipts Clerk, Bursars Office	02/01/10-03/05/10
Woodruff, Kathryn, Instructional Assistant-English, English	02/16/10-05/26/10

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.

Abdulhafiz, Meymuna, Bookstore Clerk/Cashier, Bookstore	02/01/10-03/05/10
Alvarez, Ana, Bookstore Clerk/Cashier, Bookstore	02/01/10-03/05/10
Aviles, Wendy, Bookstore Clerk/Cashier, Bookstore	02/01/10-03/05/10
Arevalo, Mat, Bookstore Clerk/Cashier, Bookstore	02/01/10-03/05/10
Barajas Jr., Octavio, Bookstore Clerk/Cashier, Bookstore	02/01/10-03/05/10
Baskin, Patricia, Bookstore Clerk/Cashier, Bookstore	02/01/10-03/05/10
Boon, Amelia, Bookstore Clerk/Cashier, Bookstore	02/01/10-03/05/10
Buchanan, Melody, Cash Receipt Clerk, Bursars Office	02/01/10-03/05/10
Cadena, Allison, Bookstore Clerk/Cashier, Bookstore	02/01/10-03/05/10

Campagna, Victoria, Bookstore Clerk/Cashier, Bookstore	02/01/10-03/05/10
Cannon, Ameenah, Bookstore Clerk/Cashier, Bookstore	02/01/10-03/05/10
Chang, Tony, Bookstore Clerk/Cashier, Bookstore	02/01/10-03/05/10
Dacosta, Richard, Bookstore Clerk/Cashier, Bookstore	02/01/10-03/05/10
Davis, Denise, Bookstore Clerk/Cashier, Bookstore	02/01/10-03/05/10
Dawson, Rebecca, Cash Receipt Clerk, Bursars Office	02/01/10-03/05/10
Dear, Kathleen, Bookstore Clerk/Cashier, Bookstore	02/01/10-03/05/10
Devine, Robert, Bookstore Clerk/Cashier, Bookstore	02/01/10-03/05/10
Friedland, Shane, Bookstore Clerk/Cashier, Bookstore	02/01/10-03/05/10
Gebremichael, Rebecca, Bookstore Clerk/Cashier, Bookstore	02/01/10-03/05/10
Getachew, Lily G, Bookstore Clerk/Cashier, Bookstore	02/01/10-03/05/10
Grau, Donald, Bookstore Clerk/Cashier, Bookstore	02/01/10-03/05/10
Gutierrez, Alex, Bookstore Clerk/Cashier, Bookstore	02/01/10-03/05/10
Harge, Ronyee, Bookstore Clerk/Cashier, Bookstore	02/01/10-03/05/10
Harris, Yolanda, Bookstore Clerk/Cashier, Bookstore	02/01/10-03/05/10
Hassen, Nuritu, Bookstore Clerk/Cashier, Bookstore	02/01/10-03/05/10
Hrast, Tanja, Bookstore Clerk/Cashier, Bookstore	02/01/10-03/05/10
Juarez, Jorge, Bookstore Clerk/Cashier, Bookstore	02/01/10-03/05/10
Kitagawa, Brent, Bookstore Clerk/Cashier, Bookstore	02/01/10-03/05/10
Lam, Albert, Bookstore Clerk/Cashier, Bookstore	02/01/10-03/05/10
Lockhart, Brandi, Bookstore Clerk/Cashier, Bookstore	02/01/10-03/05/10
Martinez, Debra, Bookstore Clerk/Cashier, Bookstore	02/01/10-03/05/10
McIntosh, Bryan, Bookstore Clerk/Cashier, Bookstore	02/01/10-03/05/10
Medina, Liliana, Bookstore Clerk/Cashier, Bookstore	02/01/10-03/05/10
Mehary, Mehret, Bookstore Clerk/Cashier, Bookstore	02/01/10-03/05/10
Micas, Donna, Bookstore Clerk/Cashier, Bookstore	02/01/10-03/05/10
Miles, Shadae, Bookstore Clerk/Cashier, Bookstore	02/01/10-03/05/10
Moges, Aster, Bookstore Clerk/Cashier, Bookstore	02/01/10-03/05/10
Murray, Jake, Bookstore Clerk/Cashier, Bookstore	02/01/10-03/05/10
Navarro, Maria, Bookstore Clerk/Cashier, Bookstore	02/01/10-03/05/10
Nelli, Maria, Cash Receipts Clerk, Bursars Office	02/01/10-03/05/10
Omerigo, Dibiansi, Bookstore Clerk/Cashier, Bookstore	02/01/10-03/05/10
Pabst, Ester, Bookstore Clerk/Cashier, Bookstore	02/01/10-03/05/10
Perkins Jr., Paul, Bookstore Clerk/Cashier, Bookstore	02/01/10-03/05/10
Pettway-Karou, Donna, Bookstore Clerk/Cashier, Bookstore	02/01/10-03/05/10
Popadynetz, Wendy, Bookstore Clerk/Cashier, Bookstore	02/01/10-03/05/10
Ponce, Robert A., Bookstore Clerk/Cashier, Bookstore	02/01/10-03/05/10
Samuels, Nahalia, Bookstore Clerk/Cashier, Bookstore	02/01/10-03/05/10
Simpson, Derek, Bookstore Clerk/Cashier, Bookstore	02/01/10-03/05/10
Spencer, Everett, Bookstore Clerk/Cashier, Bookstore	02/01/10-03/05/10
Thielking, Alan, Bookstore Clerk/Cashier, Bookstore	02/01/10-03/05/10
Zavala, Margarita, Bookstore Clerk/Cashier, Bookstore	02/01/10-03/05/10

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 2, 2010

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9 CLASSIFIED PERSONNEL - NON MERIT

Requested Action: Approval/Ratification
Reviewed by: Sherril 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)	23
College Work-Study Student Assistant, \$8.00/hr (FWS)	33

SPECIAL SERVICE

Community Services Specialist I, \$35/hr	52
Recreation Director II, \$10.59/hr	01

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 2, 2010

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10 AUTHORIZED SIGNATURE RESOLUTION

Requested Action: Approval/Ratification

Approved by: Robert Isomoto, Vice-President, Business/Administration

Authorization of the following Santa Monica College administrator to sign District documents as indicated for the period of March 1, 2010 through December, 2010.

Name/Title	Warrants	Orders for Salary Payment	Notices of Employment	Contracts	Auxiliary Warrants	Purchase Orders
Cynthia Moore Director of Purchasing				X		X

Comment: It is necessary to add the newly-hired Director of Purchasing to the District's authorized signatures with the County Superintendent of Schools.

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 AWARD OF BID – BUSINESS BUILDING RESTROOM RENOVATION

Award the bid to the lowest responsive bidder for the Business Building Restroom Renovation.

Bids will be presented at the meeting.

Funding Source: District Capital Funds

Comment: The Business Building restrooms have been identified as needing refurbishment. The Facilities Department has planned this renovation to include new bathroom fixtures, tile and paint. Low water use fixtures and automatic valves will be used to save water. The contract for this work specifies night hours so not to disturb classes in session.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 2, 2010

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 FACILITIES (continued)

11-B PROJECT CLOSE OUT – LETTERS AND SCIENCE BUILDING AND LIBERAL ARTS BUILDING – FIRE ALARM UPGRADE

Subject to completion of punch list items by CHEVRON ENERGY SOLUTIONS COMPANY, authorize the Vice President of Business and Administration, without further action of the Board of Trustees, to accept the project described as LETTERS & SCIENCE BUILDING & LIBERAL ARTS BUILDING – FIRE ALARM UPGRADE as being complete upon completion of punch list items by CHEVRON ENERGY SOLUTIONS COMPANY. The Vice President of Business and Administration shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance disbursement of the final payment is authorized.

11-C PROJECT CLOSE OUT – ALTERATIONS TO STUDENT ACTIVITIES BUILDING - KITCHEN

Subject to completion of punch list items by CAMPUS KITCHEN, authorize the Vice President of Business and Administration, without further action of the Board of Trustees, to accept the project described as ALTERATIONS TO STUDENT ACTIVITIES BUILDING - KITCHEN as being complete upon completion of punch list items by CAMPUS KITCHEN. The Vice President of Business and Administration shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance disbursement of the final payment is authorized.

Comment: The District has no obligation with the contractor, but this is a procedural requirement to close the project with DSA.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 2, 2010

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 BUDGET TRANSFERS

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

12-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: January 20, 2010 thru February 17, 2010

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	23,500
3000	Benefits	0
4000	Supplies	5,100
5000	Contract Services/Operating Exp	2,100
6000	Sites/Buildings/Equipment	-4,600
7000	Other Outgo/Student Payments	-26,100
Net Total:		0

12-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: January 20, 2010 thru February 17, 2010

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	34,883
3000	Benefits	-202
4000	Supplies	-7,415
5000	Contract Services/Operating Exp	3,281
6000	Sites/Buildings/Equipment	-30,547
7000	Other Outgo/Student Payments	0
Net Total:		0

Comment: The Adopted Budget needs to be amended to reflect the totals of the departmental budgets. The current system of the Los Angeles County Office of Education requires Board approvals each month for budget adjustments. Only the net amount of the transfers in or out of the object codes is shown. In addition to the budget adjustments, transfers result from requests by managers to adjust budgets to meet changing needs during the course of the year.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 2, 2010

CONSENT AGENDA: FACILITIES AND FISCAL

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 PELL GRANT 09-10

Granting Agency: Federal Government (administered by the US Dept. of Education)
 Appropriated Funding: \$4,500,000
 Matching Funds: None
 Performance Period: July 1, 2009 - June 30, 2010
 Summary: The District qualifies for an additional \$4,500,000 in federal appropriation of Pell Grants due to an increase in students qualified for Pell Grants.

Budget Augmentation: Revenue:
 8000 Federal Revenue \$4,500,000
 Expenditures:
 7000 Student Financial Aid \$4,500,000

RECOMMENDATION NO. 14 COMMERCIAL WARRANT REGISTER

Requested by: Robin Quaile, Accounts Payable Supervisor
 Approved by: Robert G. Isomoto, Vice-President, Business/Administration
 Requested Action: Approval/Ratification

January 1 – January 31, 2010 3878 – 33912 \$6,788,545.57

Comment: The detailed Commercial Warrant documents are on file in the Accounting Department.

RECOMMENDATION NO. 15 PAYROLL WARRANT REGISTER

Requested by: Ian Fraser, Payroll Manager
 Approved by: Robert G. Isomoto, Vice-President, Business/Administration
 Requested Action: Approval/Ratification

Correction: November 1 – November 30, 2009 CID-C2E \$10,533,218.71
 January 1 – January 31, 2010 CIF-C2G \$11,391,789.10

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 2, 2010

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 AUXILIARY PAYMENTS AND PURCHASE ORDERS

Requested by: George Prather, Director of Auxiliary Services
 Approved by: Robert G. Isomoto, Vice-President, Business/Administration
 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 approve budgets in the Bookstore, Trust and Other Auxiliary Funds.

	Payments	Purchase Orders
January 1 – January 31, 2010	\$945,283.40	\$64,297.58

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

RECOMMENDATION NO. 17 DIRECT, BENEFIT AND STUDENT GRANT PAYMENTS

Requested by: Robin Quaile, Accounts Payable Supervisor
 Approved by: Robert G. Isomoto, Vice-President, Business/Administration
 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 approve budgets. List on file in Business Office.

January 1 – January 31, 2010	
D000943 – D001223	\$ 915,765.35
B000325 – B000397	2,612,917.58
ST00065 – ST00076	1,250.00

D – Direct Payments
 B – Benefit Payments (Health Insurance, Retirement, etc.)
 S – Student Payments

RECOMMENDATION NO. 18 PURCHASING

Requested by: Charlie Yen, Acting Director, Purchasing
 Approved by: Robert G. Isomoto, Vice-President, Business/Administration
 Requested Action: Approval/Ratification

18-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 approve budgets. Lists of vendors on file in the Purchasing Department

January 1 – January 31, 2010	\$691,123.00
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BOARD OF TRUSTEES SANTA MONICA COMMUNITY COLLEGE DISTRICT	REGULAR MEETING March 2, 2010
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X. **BOARD COMMENTS AND REQUESTS**

XI. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, April 6, 2010** at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California.

The agenda for the next meeting will include the following:

- Ballot for CCCT Board of Directors
- Resolution for Community College Month
- Reports:
 - Accreditation Visit Summary
 - Financial Programs for Student Success
 - Flex Day Follow Up – College Visions for the Future