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

REGULAR MEETING

**MONDAY,
DECEMBER 10, 2007**

**Santa Monica College
1900 Pico Boulevard
Santa Monica, California**

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

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

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

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

PUBLIC PARTICIPATION

ADDRESSING THE BOARD OF TRUSTEES

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

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

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

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

General Public Comments and Consent Agenda

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

Major Items of Business

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

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

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

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

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

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 10, 2007

A G E N D A

A meeting of the Board of Trustees of the Santa Monica Community College District will be held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Monday, December 10, 2007.

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

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

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| A Call to Order – 5:30 p.m. | I |
| B Roll Call | |
| C Public Comments on Closed Session Items | |
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II. CLOSED SESSION | |
| • Conference with Legal Counsel – Anticipated Litigation (Government Code Section 54956.9)
<i>One case</i> | |
| • Conference with Labor Negotiators (Government Code Section 54957.6)
<i>Agency Designated Representatives: Marcia Wade, Vice-President, Human Resources
Ellen Shadur, District Counsel
Employee Organizations: SMC Faculty Association
CSEA Chapter 36</i> | |
|
III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS (Scheduled for 7:00 p.m.) | |
| D Pledge of Allegiance | |
| E Closed Session Report (if any) | |
| F Public Comments | |
| #I Approval of Minutes: November 6, 2007 (Regular Board of Trustees Meeting)
December 3, 2007 (Special Meeting) | |
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IV. SUPERINTENDENT'S REPORT | |
| • Management Association Update | |
| • Updates: | |
| – State Budget | |
| – Smoke Free Campus | |
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V. ACADEMIC SENATE REPORT | |

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XI. **BOARD COMMENTS AND REQUESTS**

XII. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Monday, January 14, 2008** at 7 p.m. (5:30 p.m. if there is a closed session) Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 10, 2007

I. ORGANIZATIONAL FUNCTIONS

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

II. CLOSED SESSION

- Conference with Legal Counsel – Anticipated Litigation (Government Code Section 54956.9)
One case
- Conference with Labor Negotiators (Government Code Section 54957.6)
*Agency Designated Representatives: Marcia Wade, Vice-President, Human Resources
 Ellen Shadur, District Counsel/Negotiator*
*Employee Organizations: SMC Faculty Association
 CSEA Chapter 36*

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

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

RECOMMENDATION NO. 1 APPROVAL OF MINUTES

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

November 6, 2007 (Regular Board of Trustees Meeting)
 December 3, 2007 (Special Meeting)

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 10, 2007

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

SUBJECT: **RESOLUTION IN SUPPORT OF THE CALIFORNIA EDGE CAMPAIGN**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees endorse the California EDGE (Education, Diversity and Growth in the Economy) Campaign.

California EDGE Campaign (Education, Diversity and Growth in the Economy) is a non-partisan coalition united in the belief that California’s future economic growth rests in large measure on the skill base of its workers. The campaign has already been endorsed by groups as diverse as the Community College League of California, the California Manufacturing and Technology Association, the California Budget Project, the California Federation of Labor – AFL/CIO, the California Workforce Association, the Los Angeles Chamber of Commerce, the San Francisco Chamber of Commerce, the State Building and Construction Trades Council of California, and the Boeing Company, among others..

Significant demographic and economic changes will negatively impact the competitiveness of California’s workforce. Over the next two decades, the highly skilled baby boom generation will be retiring, and many projections indicate that California’s replacement workers will have lower skill levels if current trends persist. Too many young people are not graduating high school, and too few are going on to college. Working adults have very limited opportunities for lifelong education and career advancement. All of these factors are contributing to a workforce that is not prepared for the jobs of the future.

To address these issues, the California EDGE Campaign is committed to engaging the governor and legislature and working with policy leaders throughout California to implement a workforce investment strategy that recognizes the skill needs of employers and provides opportunities for all California residents. Our policy agenda builds on best practices developed in California and elsewhere, including the following recommendations:

- Link economic and workforce development within California’s regions so that workforce solutions support competitive industries and expand opportunity
- Provide all Californian’s access to high quality postsecondary education and skills training
- Provide working adults with opportunities to move up the ‘skill ladder’
- Link workforce programs and institutions to create pathways to high wage jobs
- Align workforce program goals and measures to achieve a shared vision of California’s future and to ensure accountability

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 10, 2007

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3

SUBJECT: **RESOLUTION IN SUPPORT OF MEASURE R**

SUBMITTED BY: Chair, Board of Trustees

REQUESTED ACTION: It is recommended that the Board of Trustees approve the following resolution in support of Measure R.

WHEREAS per-pupil spending at the K-12 level in California’s schools has dropped nearly every year since the passage of Proposition 13 in 1978, and is currently well below the national average; and

Whereas annually over 500 students from the Santa Monica and Malibu Schools enroll in classes at Santa Monica College and each year about 280 high school students from Santa Monica High School, Malibu High School, and Olympic High School matriculate to begin their post-secondary education at Santa Monica College; and

Whereas local funding provided by voter-approved funding measures for the Santa Monica and Malibu Schools provides for a minimum of 30 additional middle and high school teachers; provides for a minimum of 23 additional K-3 teachers; contributes over \$1 million in support to School libraries; and provides for additional counselors, nurses, and technical support; and

Whereas local funding provided by voter approved funding measures for the Schools provides for one of the nation’s finest and most accessible music programs, and provides for physical education in every school to promote healthy students; and

Whereas the revenues raised by the Santa Monica-Malibu Quality Education Funding Renewal Measure (“Measure R”) on the February 5, 2008 ballot will be used to prevent serious deterioration in the quality of public education in Santa Monica and Malibu in the face of inadequate state funding for public schools; to promote continued student achievement in the core curriculum of the Santa Monica and Malibu Schools; to preserve programs and replace funds lost or reduced due to inadequate state funding; to sustain achievement in reading, writing, and mathematics for all students at all grade levels; to fulfill the core curriculum which includes music, arts, and athletics; and to attract and retain highly qualified teachers; and

Whereas the revenues raised by Measure R shall be used to protect the taxpayer’s investment in education and ensure accountability by providing for special citizen financial oversight and independent annual audits of revenues and expenditures; and

Whereas community support is unrivaled for our Schools, with 85 percent of all school-age children living in Santa Monica and 82 percent of all school-age children living in Malibu attending their public schools, and with local community funding providing 17 percent of School revenues, providing the critical difference between typical public education and our world-class public schools; and

Whereas overall student achievement, across all Santa Monica and Malibu schools, and measuring all students, as determined by the State of California, has risen 44 points from 2002 to 2007, and student achievement for Latino, African-American, and socio-economically disadvantaged groups has risen respectively over the same period 74 points, 66 points, and 63 points;

Therefore be it resolved that the Santa Monica Community College District Board of Trustees endorses Measure R to renew local funding for quality education.

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

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	December 10, 2007

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM H

SUBJECT: **DISTANCE EDUCATION AT SANTA MONICA COLLEGE**

SUBMITTED BY: Superintendent/President

SUMMARY: Julie Yarrish, Director of Online Services and Support, and faculty members Sal Veas and Laura Manson will present an overview of Santa Monica College’s Distance Education Program. The Distance Education Program meets the needs of SMC students who face myriad challenges in achieving their educational goals including work, family, transportation, and geographic constraints, and has proven to be a viable option for accommodating student demand for classes without impacting the college’s classroom resources.

The presentation will include an overview of the program’s growth since its inception in 1999 in terms of enrollment growth and the variety of classes offered. The presentation will also highlight several of the program’s “best practices” which have been developed to ensure the quality of the programs and services offered to the distance education students. Technology features which are used in on-ground and hybrid classes will also be presented.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 10, 2007

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-#21

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.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 10, 2007

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 4 CONTRACTS AND CONSULTANTS

Requested Action: Approval/Ratification

4-A ANNUAL CONTRACTS - HUMAN RESOURCES

Harry Marinow, M.D. Ray Craemer, M.D. Martin Levine, M.D. Scott Halderman, M.D. Stuart Gold, M.D. Jeffrey Hirsch, M.D. Dr. Sherry Mendelsohn	Provide fitness for duty assessment reports to the Vice-President, Human Resources on an as-needed basis	Not to exceed \$5,000 each for the period July 1, 2007 through June 30, 2008	2007-2008 District Budget/Human Resources
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4-B MEDIA SERVICES

Provider: Fabian Lewkowicz Photography

Service: Media services (Brochure photography, including preproduction and art direction)

Effective Dates: July 1, 2007 through June 30, 2008

Amount: \$4,000 plus reimbursable expenses

Funding Source: 2007-2008 Marketing, Matriculation & Financial Aid budgets

Comment: This amends a contract approved by the Board at its June 11, 2007 meeting. The vendor's name was listed as SantaMonicaCloseup.com. This action amends the name to Fabian Lewkowicz Photography.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 10, 2007

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 4 CONTRACTS AND CONSULTANTS

Requested Action: Approval/Ratification

4-C COOPERATIVE AGREEMENT WITH CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS, TO PARTICIPATE IN LAUP GRANT

Subcontractor: California State University, Dominguez Hills/College of Education
Amount of Contract: \$52,500
Term of Contract: August 1, 2007 – June 30, 2008
Funding Source: Los Angeles Universal Preschool/Early Start Pathway for Early Childhood Education (grant accepted by Board of Trustees on November 6, 2007).

Summary: As part of SMC’s grant agreement with Los Angeles Universal Preschool to develop and implement the Early Start Pathway for Early Childhood Education, SMC will subcontract with California State University, Dominguez Hills, to help address the transfer-related goals of this project, specifically:

- To increase retention rates among child development students at both community colleges and 4-year colleges or universities;
- To increase the grade performance, college readiness, and/or success of students;
- To increase the rates of degree and certificate completion at the community and 4-year college or university; and
- To increase the transfer rate of students to the university.

To accomplish these goals, CSUDH will work with the project team to implement an array of activities, including but not limited to the following:

- Establish a Liberal Studies degree with a concentration in Early Childhood Education;
- Develop an articulated educational path from SMC to CSUDH for Early Childhood Education students;
- Team teach at least one transferable ECE course at SMC per semester;
- Offer at least one upper-division transfer course at SMC per semester;
- Provide on-site transfer advising for SMC students; and
- Assist with the development of peer mentoring and tutoring programs for SMC ECE students through the expansion of CSUDH’s Future Teacher’s Club.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 10, 2007

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 4 **CONTRACTS AND CONSULTANTS** *(continued)*

4-D **COOPERATIVE AGREEMENT WITH SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT TO PARTICIPATE IN LAUP GRANT**

Subcontractor: Santa Monica-Malibu Unified School District/Santa Monica High School
Amount of Contract: \$80,000
Term of Contract: August 1, 2007 – June 30, 2008
Funding Source: Los Angeles Universal Preschool/Early Start Pathway for Early Childhood Education (grant accepted by Board of Trustees on November 6, 2007).

Summary: As part of SMC’s grant agreement with Los Angeles Universal Preschool to develop and implement the Early Start Pathway for Early Childhood Education, SMC will subcontract with Santa Monica-Malibu Unified School District, to help address the postsecondary education recruitment and readiness goals of this project, specifically:

- To increase the number of high school students pursuing careers and education in ECE;
- To increase retention rates among child development students at both community colleges and 4-year colleges or universities; and
- To increase the grade performance, college readiness, and/or success of students.

To accomplish these goals, SMMUSD will work with the project team to implement an array of activities, including but not limited to the following:

- Promote awareness of the viability of Early Childhood Education careers among high school students and their families;
- Offer project-specific recruitment, outreach, counseling, and advising activities to high school students interested in a career in Early Childhood Education;
- Develop an articulated educational path from the high school to SMC for Early Childhood Education students;
- Assist with the implementation of a Dual Enrollment Program in Early Childhood Education;
- Provide tutoring and other supplementary instruction to high school students enrolled in the ESP project to ensure that students are ready for college-level coursework; and
- Assist with the implementation of a peer mentoring and internship program for high school students enrolled in the ESP project.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 10, 2007

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 4 **CONTRACTS AND CONSULTANTS** *(continued)*

4-E **CONTRACT FOR INDUSTRY-DRIVEN REGIONAL COLLABORATIVE GRANT**

Provider: Total CS Team, Inc.
Amount of Contract: \$19,200
Term of Contract: December 11, 2007 – March 31, 2008
Funding Source: Industry-Driven Regional Collaborative Grant (IDRC)

Summary: Total CS Team, Inc. will provide three onsite training workshops for IDRC's corporate clientele. The training will be in Lean Six Sigma strategies and each training workshop will be four all-day meetings, for a total of 12 meetings. Total CS Team will use real data from the client to develop a strong correlation between the training material and the client's own activities. Total CS Team will use the client's corporate goals to demonstrate how Lean Six Sigma tools and techniques can be implemented to achieve those goals.

Total CS Team, Inc. is a for-profit consulting firm that offers training in reduction in variability, asset utilization, elimination of non-value-added operations and implementation of continuous improvement plans. Trainers' areas of expertise include: customer support, operation management, process control implementation and optimization, strategic commodities management, program management, materials management, logistics support, and strategy development and implementation.

Activities and performance outcomes from this consulting contract will be in accordance with SMC Workforce Development Department guidelines. The contract will be designed to assure SMC remains in compliance with grant objectives by providing training and information exchange to companies in the Logistics industry.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 10, 2007

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 4 **CONTRACTS AND CONSULTANTS** *(continued)*

4-F **PROFESSIONAL LEGAL SERVICES**

Provider: Public Agency Law Group
Fees: \$387
Effective dates: October 2007
Service: Legal opinion and review of EMG Agreement for food services
Funding Source: District Funds/Legal Services

4-G **PAYMENT OF TRAVEL EXPENSES FOR GLOBAL INITIATIVE SPEAKER**

Provider: Jochen Fried, Fullbright Scholar in Residence at SJSU
Fees: Expenses only, not to exceed \$700
Effective dates: October 8-10, 2007
Service: Jochen Fried was a speaker at the Global Initiative Luncheon.
Funding Source: District Budget/Global Initiative

4-H **KCRW CONTRACTS AND CONSULTANTS**

Provider: Black Box Corporation of PA
Fees: Invoice #906883, dated October 25, 2007, in the amount of \$980.55
Effective dates: October 25, 2007, date of purchase.
Service: Emergency purchase of computer for KCRW's Klotz equipment.
Replacement for downed backup.

Provider: RMI, Incorporated
Fees: \$200 for one program
Effective dates: November 26, 2007
Service: Guest Host, POLITICS OF CULTURE. Taped program on
November 26, 2007. Broadcast on November 27, 2007.

Provider: Fluid Design
Fees: Varies
a. Monthly retainer of \$2,400.
b. Special Projects, outside of monthly work, rates ranging from \$5,000 to
\$30,000 per project.
c. Grand total, not to exceed \$100,000.
Effective dates: October 1, 2007 through June 30, 2008
Service: For design, programming and interactive development services for
KCRW. For Special Projects, outside of monthly work.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 10, 2007

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 4 **CONTRACTS AND CONSULTANTS** *(continued)*

4-H KCRW CONTRACTS AND CONSULTANTS *(continued)*

Provider: Limelight Networks, Inc
Fees: \$21,000 per month
Effective dates: January 1, 2008 through December 31, 2008.
Service: For KCRW/SMC to assume Agreement with Limelight Networks, Inc.,
from KCRW Foundation, Inc. For bandwidth services. Agreement started
January 9, 2006; with addendum for increased services, commencing
January 1, 2008.

Provider: James Sterngold
Fees: \$200 for one program
Effective dates: November 6, 2007
Service: Guest Host, POLITICS OF CULTURE

Provider: Titan Worldwide
Fees: \$25,200 per four-week period; Not to exceed \$126,000.
Effective dates: January 2, 2008, for 4 week period; January 30, 2008, for 4 week period;
February 27, 2008, for 4 week period; April 28, 2008, for 4 week period;
May 26, 2008, for 4 week period.
Service: KCRW program promotion for five 4 week periods. Super tail light
displays. Building and promoting public relations with community outreach
through advertising media.

Provider: Association of Independents in Radio
Fees: Payable at \$320 annual fee
Effective dates: September 1, 2007 through August 31, 2008
Service: Institutional Membership

Provider: Holly Tarson DBA: Bed Sweet Bed, Inc
Addendum #A
Fees: Payable at \$1,000 per month, "GOOD FOOD;"
Varying rates, Special Projects;
Not to exceed \$12,000
Effective dates: Commencing December 1, 2007
Service: Producer for "GOOD FOOD;" and Special Projects. With Editing services included.

Provider: Alec P. Mitchell
Fee: \$90.00-\$100.00 per hour
Effective dates: October 1, 2007 through June 30, 2008
Service: Web programming, with monthly maintenance services; specialized projects, involving
"Python" software and applications, called "ZOPE" and "PLONE." Hours to vary
monthly, depending on complexity of projects; and monthly maintenance of KCRW
website; not to exceed \$100,000.

Funding Source: KCRW donations

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 10, 2007

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 5 ACADEMIC PERSONNEL

Requested Action: Approval/Ratification

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

ESTABLISH ACADEMIC MANAGEMENT POSITIONS

Campus Counsel

Director, Police and Safety Services

ABOLISH

General Counsel

CHANGE OF STATUS OF ACADEMIC MANAGEMENT POSITIONS

Steven Myrow 01/01/08
 To: Associate Dean, Financial Aid & Scholarships
 From: Director, Financial Aid

Al DeSalles 01/01/08 until filled
 To: Associate Dean, International Education (Acting)
 From: Director, International Programs (Acting)

(Vacant)
 To: Associate Dean, Outreach and Recruitment
 From: Dean, Enrollment Services

ADMINISTRATIVE - EXTENSION

Benson, Brenda, Interim Vice-President, Student Affairs 01/01/08- 06/30/08

RECOMMENDATION NO. 6 2008-2009 SABBATICALS

Approve the following sabbaticals for 2008-2009:

Greg Brookins, Business,	Fall 2008
Makiko Fujiwara-Skrobak, Modern Languages	Fall 2008
Nancy Grass Hemmert, Communications	Fall 2008
Nathalie Laille, Counseling	Fall 2008
Brandon Lewis, Earth Science	Fall 2008
Ann Powers, Library	Fall 2008 or Spring 2009
Saul Rubin, Communications	Fall 2008
William Selby, Earth Science	Spring 2009

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 10, 2007

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7 APPOINTMENT OF PERSONNEL COMMISSIONER

Requested Action: Approval/Ratification

Approval of the Personnel Commission’s reappointment of Dolores Press to the SMC Personnel Commission for a three-year term that commences December 1, 2007 and expires November 30, 2010.

Comment: 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 term of Dolores Press expires November 30, 2007 and the four appointed commissioners nominated Dolores Press, the incumbent commissioner, for another three-year term.

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 10, 2007

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 8 CLASSIFIED PERSONNEL – REGULAR

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

<u>ESTABLISH</u>	<u>EFFECTIVE DATE</u>
Accounting Specialist II (1 position) Auxiliary Services, 12 mos, 40 hrs	11/26/07
Accompanist-Performance (1 position) KDR, 11 mos, 20 hrs	12/04/07
Lead Library Assistant (1 position) Library, 12 mos, 40 hrs	12/04/07
Payroll Specialist (1 position) Fiscal Services, 12 mos, 40 hrs	12/06/07

ABOLISH

Accounting Specialist II (1 position) College Advancement, 12 mos, 40 hrs	11/26/07
Lab. Tech.- Art/Broad./Comm. Photo. (1 position) Art, 11 mos, 20 hrs/VH-I	12/04/07
Lead Library Assistant (1 position) Library, 12 mos, 20 hrs	12/04/07

ELECTIONS

PROBATIONARY

Joseph, Mia, Administrative Clerk, Community Relations	11/26/07
Reza, Jennifer, Student Services Clerk, Financial Aid	11/13/07

INCREASE IN HOURS/PERMANENT

Cardwell, Ingrid
 From: Academic Secretary, Life Science, 11 mos, 20 hrs
 To: Academic Secretary, Life Science, 12 mos, 20 hrs

Cardwell, Ingrid
From: Academic Secretary, Physical Science, 11 mos, 20 hrs
To: Academic Secretary, Physical Science, 12 mos, 20 hrs

Wheeler, Douglas "Brennen",
From: Lab. Tech.- Art/Broad./Comm. Photo./VH-I, Art, 11 mos, 20 hrs
To: Lab. Tech.- Art/Broad./Comm. Photo./VH-I, Art, 11 mos, 40 hrs

RECLASSIFICATIONS (through Personnel Commission Process)

Brideau, Rachel 01/01/07
From: Student Services Assistant, Admissions and Records, 12 mos, 40 hrs
To: Student Services Specialist, Admissions and Records, 12 mos, 40 hrs

Cohanne, Jonathan 01/01/07
From: Student Services Assistant, Admissions and Records, 12 mos, 40 hrs
To: Student Services Specialist, Admissions and Records, 12 mos, 40 hrs

Felder, Ronnie 01/01/07
From: Student Services Clerk, Admissions and Records, 12 mos, 40 hrs
To: Student Services Assistant, Admissions and Records, 12 mos, 40 hrs

Franco, Sandra 01/01/07
From: Student Services Clerk, Admissions and Records, 12 mos, 40 hrs
To: Student Services Assistant, Admissions and Records, 12 mos, 40 hrs

Garcia, Renay 01/01/07
From: Student Services Clerk/NS-I, Admissions and Records, 12 mos, 40 hrs
To: Student Services Assistant/NS-I, Admissions and Records, 12 mos, 40 hrs

Jones, Candee 01/01/07
From: Student Services Assistant, Admissions and Records, 12 mos, 40 hrs
To: Student Services Specialist, Admissions and Records, 12 mos, 40 hrs

Lemke, Connie 01/01/07
From: Student Services Assistant, Admissions and Records, 12 mos, 40 hrs
To: Student Services Specialist, Admissions and Records, 12 mos, 40 hrs

Price, James 01/01/07
From: Student Services Clerk, Admissions and Records, 12 mos, 40 hrs
To: Student Services Assistant, Admissions and Records, 12 mos, 40 hrs

Sasaki, Karen 01/01/07
From: Student Services Assistant, Admissions and Records, 12 mos, 40 hrs
To: Student Services Specialist, Admissions and Records, 12 mos, 40 hrs

Sydney, Karen 01/01/07
From: Student Services Assistant/NS-I, Admissions and Records, 12 mos, 40 hrs
To: Student Services Specialist/NS-I, Admissions and Records, 12 mos, 40 hrs

Young, Chris 01/01/07
From: Student Services Assistant, Admissions and Records, 12 mos, 40 hrs
To: Student Services Specialist, Admissions and Records, 12 mos, 40 hrs

WORKING OUT OF CLASSIFICATION

Bruce, Raymond 10/15/07 – 11/30/07
From: Lead Custodian, Operations/NS-II, 12 mos, 40 hrs
To: Custodial Operations Supervisor/NS-II, Operations, 12 mos, 40 hrs

Lehman, Karen 10/22/07 – 03/05/08
From: Bookstore Operations Assistant, Bookstore, 12 mos, 40 hrs
To: Accounting Specialist II, Bookstore, 12 mos, 40 hrs

ADVANCE STEP PLACEMENT

Newman, Jeremy, Student Services Clerk, Financial Aid C 08/27/07

EDUCATIONAL PAY DIFFERENTIAL

Echeveria, Alberto, C. C. Police Officer, Campus Police .75 % 11/01/07
Looney, Brant, Systems Administrator, AET .75 % 11/01/07

LEAVES OF ABSENCE WITHOUT PAY

PERSONAL

Jansen, Michael, Lab. Tech.- Sciences, Physical Science 01/02/08 – 06/30/07

SEPARATIONS

RELEASE FROM PROBATIONARY ASSIGNMENT

Springer, Felicia, Custodian/NS-II, Operations 11/21/07

RESIGNATION

Perry, Tiffany, Lab. Tech.- Sciences, Physical Science 02/07/08

RETIREMENT

Muller, David, Lead Director, Facilities/Maintenance 10yrs/4mos 12/30/07
Rose, Gary, Director of Maintenance, Maintenance 31yrs/9mos 12/30/07

The Board hereby accepts immediately the retirements of the above listed personnel to be effective as indicated.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 10, 2007

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9 CLASSIFIED PERSONNEL – LIMITED DURATION

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

ELECTIONS EFFECTIVE DATE

PROVISIONAL

Cooke, Christopher, Job Developer, Job Development	11/05/07-12/21/07
Coyer, Abigail, Sign Language Interpreter II, DSC	07/01/07-12/31/07
Early, Timothy, Instructional Assistant-CSIS, CSIS	11/15/07-12/31/07
Frinta, Richard, Lab Tech, Art/Brdcstg/Com'l Photo, Photo	10/29/07-12/31/07
Gever, Diyanna, Instructional Asst-Learning Disb, DSC	11/05/07-12/31/07
Jarvis, Ardelle, Buyer, Purchasing	07/02/07-08/31/07
Melton, Betty M, Admin Assistant I, Modern Language	10/29/07-12/21/07
Navarro, Elizabeth, Student Services Clerk, EOPS	11/19/07-12/31/07
Rutledge, Kristie, Costume Design Technician, Theatre Arts	07/01/07-12/31/07
Wright, Samantha, Costume Design Technician, Theatre Arts	07/01/07-12/31/07

LIMITED TERM

Alvarez, Amanda, Counseling Aide, TRIO	11/06/07-12/31/07
Barajas, Byanca, Counseling Aide, Latino Center	10/01/07-12/31/07
Beringhele, Gina, Administrative Assistant III, HR	11/28/07-04/17/08
Fayyaz, Kashif, Counseling Aide, TRIO	11/05/07-12/31/07
Fayyaz, Saqib, Counseling Aide, TRIO	11/13/07-12/31/07
Miller, Benjamin S, Parking Security Officer, Campus Police	11/26/07-12/31/07
Medina, Maibe, Counseling Aide, EOPS	11/14/07-12/31/07
Miller, Benjamin S, Parking Security Officer, Campus Police	11/20/07-12/31/07
Thwin, El, Counseling Aide, Matriculation	11/01/07-06/30/08
Warren Jr, Clarence, Clerical Assistant II, Health Science	11/19/07-12/21/07

RECOMMENDATION NO. 10 TEMPORARY CLASSIFIED EMPLOYEES SALARY SCHEDULES

Increase to salary schedules for temporary classified employees as follows:

8.6 percent effective December 1, 2007

Comment: This salary increase is parallel to the salary increase for regular classified employees, however, it is not retroactive for temporary employees.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 10, 2007

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11 CLASSIFIED PERSONNEL - NON MERIT

Approval/ratification of hiring of the following non-merit employee(s) for temporary employment. All personnel assigned will be elected on a temporary basis to be used as needed in accordance with District policies and salary schedules.

STUDENT EMPLOYEES

College Student Assistant \$8.00/hr (STHP)	21
College Work-Study Student Assistant \$8.00/hr (FWS)	49
Community Services Specialist II \$38.00/hr	02

RECOMMENDATION NO. 12 CLASSIFIED PERSONNEL – NON MERIT SALARY SCHEDULES

Increase salary schedules for Community Services Specialist I and Community Services Specialist II as follows:

	<u>Old Hourly Rate</u>	<u>New Hourly Rate</u>	<u>Effective Date</u>
Community Services Specialist I	\$27.00/hr	\$35.00/hr	01/01/08
Community Services Specialist II	\$38.00/hr	\$50.00/hr	01/01/08

Comment: This rate adjustment will bring the above non merit classifications to a comparable rate with other community colleges in the area and bring the salaries up to market rate. These classifications have not received a salary increase since the mid 1990's. The courses are all fee-based and the costs of the instructors are covered by fees generated.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 10, 2007

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 FACILITIES

Requested Action: Approval/Ratification

13-A CHANGE ORDER NO. 10 - LIBERAL ARTS SOUTH BUILDING

Change Order No. 10 – PINNER CONSTRUCTION COMPANY on the Liberal Arts South Building Project in the amount of \$101,773

Original Contract Amount	\$ 13,195,000
Previously Approved Change Orders 1 - 9	265,408
Change Order No. 10	<u>101,773</u>
Revised Contract Amount	\$ 13,562,181
Original Contract Time	425 days
Previous Time Extensions	<u>0 days</u>
Revised Contract Time	425 days
Time Extension this Change Order No. 10	<u>0 days</u>
Current Revised Contract Time	425 days

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

Comment: Change Order No. 10 additional support bracing at drywall ceiling to suspended ceiling transitions, revised top of wall slip track details at exterior walls, metal studs and drywall to enclose exposed structural steel bracing, change of portions of the metal roof system to a single ply roof system, change of site trees from palm to poplar, provision for 120v power to HVAC controls, extended rental costs for site fencing per Owner request and miscellaneous sheet metal and brick modifications at the interface between the North and South Buildings.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 10, 2007

CONSENT AGENDA: FACILITIES AND FISCAL

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

13-B CHANGE ORDER NO. 2 - REPLACEMENT SHUTTLE LOT

Change Order No. 2 – TRIMAX CONSTRUCTION CORP. on the Replacement Shuttle Lot Project in the amount of \$ 78,650.

Original Contract Amount	\$ 1,470,000
Previously Approved Change Order No. 1	126,113
Change Order No. 2	<u>78,650</u>
Revised Contract Amount	\$ 1,674,763
Original Contract Time	90 days
Previous Time Extensions	<u>0 days</u>
Revised Contract Time	90 days
Time Extension this Change Order No. 1	<u>0 days</u>
Current Revised Contract Time	90 days

Funding Source: Measure U

Comment: Change Order No. 2 was previously presented to the Board October 8, 2007 for the amount of \$46,499. Due to a clerical error, the amount listed was incorrect. The correct amount is \$78,650. This item is to correct the amount for the record. The scope of work for changes in Change Order 2 remains the same.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 10, 2007

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 FACILITIES (continued)

13-C CHANGE ORDER NO. 3 - REPLACEMENT SHUTTLE LOT

Change Order No. 3 – TRIMAX CONSTRUCTION CORP. on the Replacement Shuttle Lot Project in the amount of \$ 61,461

Original Contract Amount	\$ 1,470,000
Previously Approved Change Order Nos. 1 - 2	204,763
Change Order No. 3	<u>61,461</u>
Revised Contract Amount	\$ 1,736,224
Original Contract Time	90 days
Previous Time Extensions	<u>0 days</u>
Revised Contract Time	90 days
Time Extension this Change Order No. 3	<u>0 days</u>
Current Revised Contract Time	90 days

Funding Source: Measure U

Comment: Change Order No. 3 provides for additional landscape and irrigation requested by SMC, an automatic parking space count and display system requested by SMC and additional costs for a temporary generator to supply power to the irrigation control and parking lot lighting while waiting for permanent power hook up by SCE.

13-D REDUCTION OF RETENTION AMOUNT – REPLACEMENT SHUTTLE LOT

Reduce the retention amount held from TRIMAX CONSTRUCTION CORP for the Replacement Shuttle Lot project from 10% to 5%.

Funding Source: Measure U

Comment: The public contract code gives the District the option of reducing the retention amount held from the contractor when the project is 50% completed.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 10, 2007

CONSENT AGENDA: FACILITIES AND FISCAL

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

13-E REDUCTION OF RETENTION AMOUNT – THEATRE ARTS RENOVATION

Reduce the retention amount held from TURNER CONSTRUCTION COMPANY for the Theatre Arts Renovation project from 5% to 1%.

Funding Source: Measure U

Comment: The public contract code gives the District the option of reducing the retention amount held from the contractor when the project is 50% completed. Retention reduction from 5% to 1% has been made to more appropriately reflect costs which may be needed to complete remaining work.

13-F APPROVAL OF PAYMENT FOR ARCHITECTURAL SERVICES – PERFORMING ARTS CENTER, MADISON CAMPUS

Authorize payment of architectural service fees to RENZO ZECCHETTO ARCHITECTS for the Performing Arts Center, Madison project not to exceed \$303,245.90 to reflect the contracted architectural fee based on ten percent (10%) of the previously approved change orders.

Funding Source: Measure S

Comment: The architectural contract for this project is based upon 10% of the construction cost including change orders. The District has previously approved and paid the 10% on the base construction bid amount, and the architect has asked for payment of the amount due for change orders that were approved by the Board through November 6, 2007.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 10, 2007

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 BUDGET TRANSFERS

14-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: October 30, 2007 – November 26, 2007

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	1,700
5000	Contract Services/Operating Exp	255,027
6000	Sites/Buildings/Equipment	23,100
7000	Other Outgo/Student Payments	-279,827
Net Total:		0

14-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: October 30, 2007 – November 26, 2007

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	-2,972
5000	Contract Services/Operating Exp	2,972
6000	Sites/Buildings/Equipment	0
7000	Other Outgo/Student Payments	0
Net Total:		0

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	December 10, 2007

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 BUDGET AUGMENTATIONS

Requested Action: Approval/Ratification

The 2007-2008 Adopted Budget will be amended to reflect the following budget augmentations:

15-A DISABLED STUDENTS PROGRAM & SERVICES (DSPS) COLLEGE ALLOCATION

Granting Agency: California Community College Chancellor's Office
 Appropriated Funding: \$58,847 Augmentation
 Matching Funds: \$0
 Performance Period: July 1, 2007 – June 30, 2008
 Summary: Additional funds for DSPS allocation per Chancellor's Office, fiscal year 2007-08 DSP&S funding summary

Budget Augmentation: Income:

8000 Revenue	\$58,847
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Expenditures:

1000 Academic Salaries	53,000
3000 Benefits	5,847

15-B DISABLED STUDENTS PROGRAM & SERVICES (DSPS)- Access to Print and Electronic Info

Granting Agency: California Community College Chancellor's Office
 Appropriated Funding: \$28,317
 Matching Funds: \$0
 Performance Period: July 1, 2007 – June 30, 2008
 Summary: DSP&S funding for Access to Print and Electronic Information per Chancellor's Office, fiscal year 2007-08 DSP&S funding summary

Budget Augmentation: Income:

8000 Revenue	\$28,317
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Expenditures:

4000 Supplies	4,317
5000 Consultants	24,000

BOARD OF TRUSTEES	Action
Santa Monica Community College District	December 10, 2007

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 BUDGET AUGMENTATIONS (continued)

15-C COPERNICUS PROJECT

Granting Agency: U.S. Department of Education (Through UC-Riverside)
 Appropriated Funding: \$92,000
 Matching Funds: \$30,000
 Performance Period: October 1, 2007 – September 30, 2008
 Summary: The Copernicus Project is centered in early identification of future math and science teachers, systematic recruitment from a diverse pool of candidates, focused teacher preparation. The crux of the program is a Summer Science Institute program at UC-Riverside where selected SMC students learn pedagogical skills, writing techniques, university transfer information, and the teacher credentialing process.

Budget Augmentation:	Revenue:		
	8000	Revenue	\$92,000
		Expenditures:	
	1000	Salary	80,424
	3000	Benefit	11,576

15-D CAREER AND TECHNICAL EDUCATION EQUIPMENT, MATERIALS, AND FACILITY REMODEL RE-APPROPRIATION

Granting Agency: State of California
 Appropriated Funding: (\$125,000)
 Matching Funds: none
 Performance Period: July 1, 2007 – June 30, 2008
 Summary: The District's Career Technical Education Equipment, Materials, and Facility Remodel Re-appropriation fund had been reduced by (\$125,000) which will be reallocated in the 2008-2009 fiscal year

Budget Augmentation:	Revenue:		
	8000	State Revenue	(\$125,000)
		Expenditures:	
	6000	Equipment	(125,000)

BOARD OF TRUSTEES	Action
Santa Monica Community College District	December 10, 2007

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 CLAIMS FOR DAMAGES

Requested Action: Approval/Ratification

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

<u>Claimant</u>	<u>Date Filed</u>	<u>Amount of Claim</u>
Faculty Association	10/15/07 (amended 11/07/07)	Unknown

Comment: The Faculty Association filed a claim alleging that employees were incorrectly enrolled in a retirement program and demand that corrections be made and employees be enrolled in the proper program. Reject the claim(s) that was filed in a timely manner and return that portions of the amended claim(s) that were not filed in a timely manner.

Nora Marshall	11/6/07	\$2,835
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Comment: Ms. Marshall alleges she was injured when she tripped over a classroom table leg in September 2007.

Leila Balmoukhamova	11/28/07	Unknown
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Comment: The claimant alleged that while she was shopping for a book in the bookstore located at 3171 Bundy Drive, a book fell from the shelf and hit her in the head causing her to suffer a concussion and personal injury.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	December 10, 2007

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 COMMERCIAL WARRANT REGISTER

Requested Action: Approval/Ratification

October 1 – October 31, 2007 2774-2816 \$7,048,289.35

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

RECOMMENDATION NO. 18 PAYROLL WARRANT REGISTER

Requested Action: Approval/Ratification

October 1 – October 31, 2007 CIC – C2D \$7,737,033.24

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

RECOMMENDATION NO. 19 AUXILIARY PAYMENTS & PURCHASE ORDERS

Requested Action: Approval/Ratification

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

	Payments	Purchase Orders
October 1, 2006 – October 31, 2007	\$1,056,366	\$84,625

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

RECOMMENDATION NO. 20 DIRECT, BENEFIT & STUDENT GRANT PAYMENTS

Requested Action: Approval/Ratification

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

October 1 – October 31, 2007	D000271 – D000467	\$1,459,556.51
	B000128 – B000210	\$1,340,831.92
	ST00012 – ST00033	\$480.00

D – Direct Payments
B – Benefit Payments (health insurance, retirement, etc.)
ST – Student Grant Payments

BOARD OF TRUSTEES	Action
Santa Monica Community College District	August 14, 2006

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 21 PURCHASING

Requested Action: Approval/Ratification

21-A AWARD OF PURCHASE ORDERS

Establish purchase orders and authorize payments to all vendors upon delivery and acceptance of services or goods ordered. All purchases and payments are made in accordance with Education Code requirements and allocated to approved budgets. Lists of vendors on file in the Purchasing Department

October 1 – October 31, 2007

\$498,243.07

21-B DECLARATION AND DONATION OF SURPLUS COMPUTER EQUIPMENT

- (1) Declare as surplus miscellaneous computers and monitors and authorize the District to donate the computers to the Riordan Foundation because they have been determined to be of insufficient value to defray the cost to sell.

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

21-C DECLARATION AND DONATION OF SURPLUS VEHICLES

- (2) Declare as surplus vehicles and authorize the District to donate the vehicles because they have been determined to be of insufficient value to defray the cost to sell.

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 10, 2007

ORGANIZATIONAL FUNCTIONS

RECOMMENDATION NO. 23

SUBJECT: AUTHORIZED SIGNATURE RESOLUTIONS

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

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

It is further recommended that the "Certification of Signatures" be completed and filed with the County Superintendent of Schools. The signatures shall be considered valid for the period of December 10, 2007 through December 31, 2008.

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

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

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	December 10, 2007

INFORMATION ITEM I

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

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

SUMMARY: An ad hoc subcommittee of the Board of Trustees was formed to review and make recommendations on Board of Trustees procedures and functions. Presented for Board discussion are some of the subcommittee’s recommendations on the role of individual trustees, as follows:

- Trustees must never disclose confidential information.
- Individual trustees who wish to assume a more active advocacy role will work closely with the President and Chair to do so.
- Trustees are encouraged to attend conferences and trainings.
- A protocol should be established for trustees who have items they wish to have placed on the agenda for Board consideration. Per current Board Policy, the Board Chair sets the agenda in collaboration with the President. If the Chair and President do not wish to agendize the item, the individual trustee may bring up their issue during Board Comments to determine if a Board majority is willing to agendize the item. If a majority of the Board wishes to agendize the item, the item will then be agendized as soon as possible with the caveat that adequate prep time will be allowed for staff to prepare a report. The committee believes that agendized items should always include a staff report.

COMMENT: The four recommendations presented for Board discussion are a subset of a series of recommendations developed by the Ad Hoc Subcommittee.

BOARD OF TRUSTEES SANTA MONICA COMMUNITY COLLEGE DISTRICT	REGULAR MEETING December 10, 2007
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IX. **BOARD COMMENTS AND REQUESTS**

X. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Monday, January 14, 2008** at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.