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SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING

MONDAY,
JANUARY 14, 2008

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

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

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

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 14, 2008

MINUTES

A meeting of the Board of Trustees of the Santa Monica Community College District was held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Monday, January 14, 2008.

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

I. ORGANIZATIONAL FUNCTIONS

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

II. CLOSED SESSION

- Conference with Legal Counsel – Existing Litigation (Government Code Section 54956.9)
SMC Faculty Association and Odemaris Valdivia
- Public Employee – Evaluation, pursuant to Government Code Section 54957
Evaluation of the Superintendent/President

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

- D Pledge of Allegiance
- E Closed Session Report
- F Public Comments

IV. SUPERINTENDENT'S REPORT

- Management Association Update
- Updates:
 - Focus the Nation Day
 - Schedule of Reports for Board of Trustees
 - Human Resources Training Sessions
 - California Employment Training Panel (ETP)
 - Community Outreach/Meetings – Student Services Building

V. ACADEMIC SENATE REPORT

VI. MAJOR ITEMS OF BUSINESS

- G State Budget Update and Legislative Report
- #1 Nomination to CCCT Board of Directors
- #2 2008-2009 Nonresident Tuition Rate

VII. **CONSENT AGENDA**

Approval of Minutes

#3 Approval of Minutes – December 10, 2007 (Regular Meeting)

Grants and Contracts

- #4 Acceptance of Grants and Budget Augmentation
- #5 Contracts and Consultants
 - 5-A Subcontractual Agreement with External Evaluator for LAUP Grant
 - 5-B Workshop Facilitator for LAUP Project Kickoff
 - 5-C Amendment to Agreement for Distance Education Services
 - 5-D Consortium for Respiratory Therapy Program
 - 5-E Consultant for Flex Day
 - 5-F Consultant for Risk Management
 - 5-G Agreement for Professional Services
 - 5-H Agreement for Mediation Services
 - 5-I Agreement for Arbitration Services
 - 5-J Agreement for FERPA Training
 - 5-K Renewal of Agreement for Kaiser Health Maintenance Plan
 - 5-L KCRW Consultants
- #6 Organizational Memberships, 2007-2008
- #7 2008-2009 College Calendar
- #8 New Non-Credit Continuing Education Courses and Adult High School Certificate

Human Resources

- #9 Academic Personnel
- #10 Classified Personnel – Regular
- #11 Classified Personnel – Limited Duration
- #12 Classified Personnel – Non Merit

Facilities and Fiscal

- #13 Facilities
 - 13-A Change Order No. 11 - Liberal Arts South Building
 - 13-B Construction Escrow Agreement – Campus Quad
 - 13-C Agreement for Engineering Services – Theatre Arts Mezzanine
 - 13-D Amendment to Agreement for Architectural Services – Liberal Arts North Building
 - 13-E Amendment to Agreement for Architectural Services – Bundy Northeast Driveway
 - 13-F Amendment to Consulting Agreement – State Capital Outlay Projects
- #14 Budget Transfers
- #15 Auxiliary Payments and Purchase Orders
- #16 Purchasing
 - 16-A Award of Purchase Orders
 - 16-B Award of Bid for Madison Theater Lighting
 - 16-C Purchasing Agreements and Authorization of Purchase Orders

VIII. **CONSENT AGENDA – Pulled Recommendations**

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

IX. **BOARD POLICY**

#17 Board Policy: First Reading of Board Policy 6350 – Naming of College Facilities

X. **INFORMATION**

H Board Discussion: Ad Hoc Subcommittee Recommendations

XI. **BOARD COMMENTS AND REQUESTS**

XII. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Monday, February 11, 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	January 14, 2008

I. ORGANIZATIONAL FUNCTIONS

- A CALL TO ORDER
- B ROLL CALL
 Rob Rader, Chair
 Louise Jaffe, Vice-Chair
 Dr. Susan Aminoff
 Judge David Finkel (Ret.)
 Dr. Nancy Greenstein
 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 – Existing Litigation (Government Code Section 54956.9)
- Public Employee – Evaluation, pursuant to Government Code Section 54957
Evaluation of the Superintendent/President

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

- D PLEDGE OF ALLEGIANCE
- E CLOSED SESSION REPORT
 Board of Trustees Chair Rob Rader reported that in closed session, the Board approved a settlement agreement between Odemaris Valdivia and the college in exchange for the withdrawal of a complaint and a dismissal of a grievance. The agreement calls for Valdivia to be moved retroactively from salary step 9 to step 12 of the faculty schedule, effective the fall semester of 2007; Valdivia will be compensated within 30 days of the signing of the settlement agreement; and the Faculty Association and college will negotiate clarifying language for Appendix C-2 of the faculty agreement with the college – specifically, paragraph 5 having to do with “vocational experience.”
- F PUBLIC COMMENTS
 Afram Chukro
 Zina Josephs
 Marlon “AAngel” Tett

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 14, 2008

IV. SUPERINTENDENT'S REPORT

Management Association Update: Mona Martin, President-Elect of the Management Association President Kiersten Elliott announced that Mona Martin, dean of learning resources, and Lisa Rose, District/Board of Trustees executive coordinator, were the recipients of December's "Above and Beyond" awards.

- Updates:
 - Associated Students Director Luis Suarez reported that *Focus the Nation Day* will be held on January 31, 2008 in the Amphitheater, 8 a.m to 5 p.m. *Focus the Nation Day* is a national teach-in on global warming solutions, and SMC is one of more than 1,000 colleges and universities nationwide participating in the event.
 - Schedule of Reports for Board of Trustees: A tentative schedule of reports for Board of Trustees meetings was reviewed and discussed.
 - Human Resources Training Sessions: Vice President of Human Resources Marcy Wade reported that the Human Resources department has begun a year-long process of providing sexual harassment prevention training to employees. To comply with federal law, the department already held five such sessions in the fall, reaching 65 managers and 30 department chairs so far. The HR department will continue to have sessions throughout the remainder of this school year and will also offer such training to other employees, including student workers.
 - California Employment Training Panel (ETP): Chito Cajayon, Dean of Workforce and Economic development, reported that the college has received a second California Employment Training Panel grant to train workers in manufacturing and in logistics, which is the fast-growing field of the worldwide movement of goods and services. The \$250,000 grant will target training of 250 employees in such areas as program and project management and computer skills.
 - Community Outreach/Meetings – Student Services Building: Don Girard, Senior Director of Government Relations/Institutional Communications, reported that the college is currently circulating an environmental document on the Student Services Replacement, Bookstore Modernization and Pico Improvements Project. Girard said the college held two community presentations on the proposed project, publicizing both widely through mailings to neighbors and through local newspapers. The environmental document is expected to come to the Board for a vote in February, he said.

V. ACADEMIC SENATE REPORT

Richard Tahvildaran-Jesswein

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	January 14, 2008

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM G

SUBJECT: **STATE BUDGET UPDATE/LEGISLATIVE REPORT**

SUBMITTED BY: Superintendent/President

SUMMARY: Officials presented a gloomy picture of the state budget that will affect SMC in the current fiscal year and in 2008-09. Dale Shimasaki of Strategic Education Services, SMC's Sacramento lobbyist, noted that Governor Arnold Schwarzenegger has proposed a \$40 million cut to community colleges this year and a \$483 million reduction in 2008-09. The governor's budget for 2008-09 would eliminate any cost-of-living allowance (COLA) increase, would provide funds for 1 percent growth and would cut categorical programs – such as Disabled Student Services and EOPS – by 10.9 percent.

There is some good news in the governor's budget: for example, there is no cut in general apportionment funds and the one percent limit on growth funds does not impact SMC because the college's enrollment is stable. Nevertheless, in anticipation of state cuts this year, the college will begin an immediate review to identify a \$400,000 reduction in spending in the current SMC budget.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 14, 2008

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1

SUBJECT: **NOMINATION TO CCCT BOARD OF DIRECTORS**

SUBMITTED BY: Chair, Board of Trustees

REQUESTED ACTION: The Board of Trustees nominate a trustee for election to the California Community College Trustees (CCCT) Board of Directors.

BACKGROUND: Nominations for membership on the CCCT Board of Directors will be accepted in the CCLC office from January 1 through February 15, 2008. Each district may nominate members of its board, but only one trustee per district may serve on the board.

The election of members of the CCCT Board will take place between March 10 and April 25, 2008. Ten persons will be elected to the board this year; the ten candidates to receive the most votes will serve two-year terms. The election results will be announced at the CCCT annual conference in May, 2008, and newly elected members of the board will assume their responsibilities at the conclusion of the annual conference, May 4, 2008.

NOMINATION: Motion was made by Susan Aminoff and seconded by Nancy Greenstein to nominate Andrew Walzer for election to the CCCT Board of Directors.

The nomination was approved by acclamation.

BOARD OF TRUSTEES

SANTA MONICA COMMUNITY COLLEGE DISTRICT

ACTION

January 14, 2008

MAJOR ITEMS OF BUSINESS**RECOMMENDATION NO. 2****SUBJECT:** **2008-2009 NONRESIDENT TUITION RATE****SUBMITTED BY:** Superintendent/President

RECOMMENDATION: The Board of Trustees adopt the rate of \$164 per unit per semester for nonresident tuition for 2008-2009. This is the minimum amount the District is permitted to charge in accordance with California Community Colleges Chancellor's Office calculation guidelines. It represents a \$6 per semester unit increase for the nonresident tuition rate from the 2007-2008 approved rate, but is significantly below the 2008-2009 statewide average rate of \$181 per unit.

It is further recommended that the Board of Trustees adopt a \$31 per semester unit capital outlay recovery surcharge for 2008-2009 to be charged to nonresident students who are both citizens and residents of a foreign country. This represents a \$4 per semester unit increase for the capital outlay surcharge from the 2007-2008 approved surcharge, but is significantly below the \$65 per semester unit rate that the District is approved to charge under Chancellor's Office calculation guidelines.

BACKGROUND: Education Section 76140 authorizes a district to charge a nonresident tuition fee in the event it chooses to admit nonresident students. It also authorizes districts to charge a capital outlay recovery surcharge to nonresident students who are both citizens and residents of a foreign country so that districts may recover a prorata share of their capital outlay expenditures.

MOTION MADE BY: Louise Jaffe
SECONDED BY: Nancy Greenstein
STUDENT ADVISORY: Abstain
AYES: 5
NOES: 0
ABSTAIN: 1 (Walzer)
ABSENT: 1 (Quiñones-Perez)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 14, 2008

VII. CONSENT AGENDA

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

RECOMMENDATION:

The Board of Trustees take the action requested on Consent Agenda Recommendations #3-#16

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

#5-C #5-D, #5-F #5-K, #8, #9, #13-D, #13-E, #13-F, #16-C

MOTION MADE BY: David Finkel
 SECONDED BY: Louise Jaffe
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Quiñones-Perez)

VIII. CONSENT AGENDA – Pulled Recommendations

Recommendations pulled from the Section VII, Consent Agenda were discussed and voted on separately.

RECOMMENDATION NO. 5-C – AMENDMENT TO AGREEMENT FOR DISTANCE EDUCATION SERVICES

MOTION MADE BY: Susan Aminoff
 SECONDED BY: David Finkel
 STUDENT ADVISORY: Aye
 AYES: 5
 NOES: 0
 ABSTENTION: Andrew Walzer
 ABSENT: 1 (Quiñones-Perez)

RECOMMENDATION NO. 5-D – CONSORTIUM FOR RESPIRATORY THERAPY PROGRAM

MOTION MADE BY: Nancy Greenstein
 SECONDED BY: Rob Rader
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Quiñones-Perez)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 14, 2008

VIII. CONSENT AGENDA – Pulled Recommendations (continued)

RECOMMENDATION NO. 5-F – CONSULTANT FOR RISK MANAGEMENT

MOTION MADE BY: David Finkel
 SECONDED BY: Louise Jaffe
 STUDENT ADVISORY: Abstain
 AYES: 6
 NOES: 0
 ABSENT: 1 (Quiñones-Perez)

RECOMMENDATION NO. 5-K – RENEWAL OF AGREEMENT FOR KAISER HEALTH MAINTENANCE PLAN

MOTION MADE BY: David Finkel
 SECONDED BY: Louise Jaffe
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Quiñones-Perez)

RECOMMENDATION NO. 8 – NEW NON-CREDIT CONTINUING EDUCATION COURSES AND ADULT HIGH SCHOOL CERTIFICATE

MOTION MADE BY: Nancy Greenstein
 SECONDED BY: Andrew Walzer
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Quiñones-Perez)

RECOMMENDATION NO. 9 – ACADEMIC PERSONNEL

MOTION MADE BY: Andrew Walzer
 SECONDED BY: David Finkel
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Quiñones-Perez)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 14, 2008

VIII. CONSENT AGENDA – Pulled Recommendations (continued)

RECOMMENDATION NO. 13-D – AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – LIBERAL ARTS REPLACEMENT NORTH BUILDING

MOTION MADE BY: Rob Rader
 SECONDED BY: Louise Jaffe
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Quiñones-Perez)

RECOMMENDATION NO. 13-E – AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – BUNDY NORTHEAST DRIVEWAY

MOTION MADE BY: Louise Jaffe
 SECONDED BY: David Finkel
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Quiñones-Perez)

RECOMMENDATION NO. 13-F – AMENDMENT TO AGREEMENT – STATE CAPITAL OUTLAY PROJECTS

MOTION MADE BY: Rob Rader
 SECONDED BY: Louise Jaffe
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Quiñones-Perez)

RECOMMENDATION NO. 16-C – PURCHASING AGREEMENTS AND AUTHORIZATION OF PURCHASE ORDERS

MOTION MADE BY: David Finkel
 SECONDED BY: Louise Jaffe
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Quiñones-Perez)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 14, 2008

VII. CONSENT AGENDA

RECOMMENDATION NO. 3 APPROVAL OF MINUTES

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

December 10, 2007 (Regular Board of Trustees Meeting)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 14, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 4 **ACCEPTANCE OF GRANTS AND BUDGET**
Requested Action: Approval/Ratification **AUGMENTATION**

Title of Grant: **ARCHES Aurora Project**

Granting Agency: University of California, Riverside, through an MOU with Foothill-De Anza Community College District

Award Amount: \$3,000

Matching Funds: Not applicable

Performance Period: January 1, 2006 – December 31, 2007

Summary: The ARCHES project will work closely with SMC's existing Copernicus project to address the critical need for qualified, credentialed math and science teachers. Through a subaward from UCR, SMC faculty will develop a Chemistry and Education learning community that includes fieldwork experience, team teaching, and student collaboration. The goal is to recruit 18 students to participate in the learning community.

Budget Augmentation: Restricted fund 01.3

Income			
8000	State		\$ 3,000
Expenditures			
1000	Instructional Salaries		\$ 2,000
3000	Benefits		250
4000	Books and Supplies		750

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 14, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 4 **ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION** *(continued)*

Title of Grant: **Logistics and Manufacturing Re-Training Program (ETP)**

Organization: California Employment Training Panel (ETP)

Funding Amount: \$250,586

Matching Funding: N/A

Performance Period: December 30, 2007 – December 29, 2009

Summary: The California Employment Training Panel (ETP) will be contracting with Santa Monica College (SMC) to deliver re-training programs to workers in the logistics and manufacturing industries. The contract will provide customized skills training workshops at local companies who have workers that have inadequate/outdated job skills and competencies. As a result of limited internal training capacities and trends occurring in these industries, many workers face the possibility of lay-off or termination.

SMC will work collaboratively with companies such as Performance Team (3PL), Eagle Logistics, and Alliance Shippers to conduct the re-training activities. The project will serve 253 workers within the two-year period.

Budget:

Income:		
	8000	\$250,586
Expenditures		
	1000 Salaries	0
	2000 Classified Salaries	96,000
	3000 Benefits	4,800
	4000 Supplies	8,090
	5000 Other	111,796
	6000 Equipment	5,900
	7000 Other outgo	24,000

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 14, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 5 CONTRACTS AND CONSULTANTS

Requested Action: Approval/Ratification

5-A SUBCONTRACTUAL AGREEMENT WITH EXTERNAL EVALUATOR FOR LAUP GRANT

Consultant: Vital Research
Amount of Contract: \$15,000
Term of Contract: January 14, 2008 – June 30, 2008
Funding Source: Los Angeles Universal Preschool/Early Start Pathway for Early Childhood Education
Summary of Services: As part of the Los Angeles Universal Preschool Early Start Pathway Grant, SMC is required to hire an external evaluator to assist with the evaluation of the grant. Vital Research is well-known in the Southern California region for their evaluation of early childhood education projects. They are currently serving as the evaluator for three other LAUP grant-funded projects, which will facilitate the evaluation process and provide an economy of scale.

5-B WORKSHOP FACILITATOR FOR LAUP PROJECT KICKOFF

Consultant: Mandy Jenkins
Amount of Contract: Not to exceed \$800 (includes necessary expenses):
Term of Contract: December 14, 2007
Funding Source: Los Angeles Universal Preschool/Early Start Pathway for Early Childhood Education
Summary of Services: As a presenter during the LAUP Project Kickoff on December 14, 2007, Ms. Jenkins helped facilitate the meeting and gave a presentation on the need for ECE professionals in California and the career opportunities available.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 14, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 5 CONTRACTS AND CONSULTANTS *(continued)*

5-C AMENDMENT TO AGREEMENT FOR DISTANCE EDUCATION SERVICES

Provider: eCollege (provider of services to SMC’s Distance Education Program)

Amount of Contract: \$752,000 to \$950,000, depending on the annual seat count (16,000 to 21,000 seats)

Term of Contract Extension of the annual site license – based on the anticipated number enrollments or “seats” – by two years with an option for a third year. Santa Monica College entered into the current three-year contract in 2005 and it is due to expire in June 2008. This amendment will extend that period through June 2010 with an option for a third year (through June 2011).

Funding Source: District Budget/Distance Education

Summary: For each year of the contract, SMC guarantees the number of enrollment “seats” for the site license. The annual contract amount is based on the “per seat” amount cost multiplied by the guaranteed seat amount. This amendment has been reviewed and recommended by the Academic Senate Distance Education Committee.

5-D CONSORTIUM FOR RESPIRATORY THERAPY PROGRAM

Consortium: Los Angeles Community College District for East Los Angeles College (ELAC) and Santa Monica College.

Term: July 1, 2007 through June 30, 2012

Summary: The purpose of the agreement is to renew the partnership between the Respiratory Therapy education programs of ELAC and SMC, pursuant to which ELAC or SMC, as applicable, to grant an Associate Degree to its respective students who succeed in completing the specific program and general education requirements of the ELAC/SMC accredited Respiratory Therapy program. Students from both colleges may take classes at ELAC and SMC and receive credit from their respective college.

The agreement defines the collaborative roles of each member of the consortium and describes governance, lines of authority, and degree-granting responsibilities. Instructors must be employees of the college district that collects the apportionment for its student enrollment. SMC is responsible for providing one full-time faculty member and the current level of hourly faculty support to augment instruction at SMC and ELAC as needed; dedicating sufficient funds for 10 hours per week in salaries for clerical support personnel; and providing required supplies and equipment for an introductory RT course taught on the SMC campus.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 14, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 5 CONTRACTS AND CONSULTANTS *(continued)*

5-E CONSULTANT FOR FLEX DAY

Provider: Mark Morgan Roberge
Amount of Contract: \$1,200 plus expenses
Term of Contract: March 7, 2008 (tentative)
Funding Source: Basic Skills Initiative
Summary: Mr. Roberge will present materials and information on curricular and articulation issues related to Generation 1.5, bringing together English and ESL faculty and students as well as high school ESL and Language Arts programs. This is in an effort to expand on the IMPAC initiative to strengthen ties between secondary schools and community colleges serving English Language Learners.

5-F CONSULTANT FOR RISK MANAGEMENT

Provider: Dr. Alex Charish
Amount of Contract: \$10,000
Term of Contract: January 2 – June 30, 2008
Funding Source: 2007-08 Risk Management Budget
Summary: To provide ergonomic training, ergonomic assessments, training tapes and written programs.

5-G AGREEMENT FOR PROFESSIONAL SERVICES

Provider: Professional School Services
Amount of Contract: \$600 per day, plus housing allowance
Term of Contract: February 1 – June 30, 2008
Funding Source: 2007-08 District Budget, Business/Administration
Summary: This will continue services provided by Victor Hanson as Interim Chief Business Officer.

5-H AGREEMENT FOR MEDIATION SERVICES

Provider: OC Mediation
Amount of Payment: \$225 per hour, not to exceed \$1,000
Date: December 20, 2007
Funding Source: 2007-08 District Budget/Human Resources
Summary: Mediation services were provided related to a personnel issue.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 14, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 5 **CONTRACTS AND CONSULTANTS** *(continued)*

5-I **AGREEMENT FOR ARBITRATION SERVICES**

Provider: Doug Collins
Amount of Payment: \$800
Date: January 7, 2008
Funding Source: 2007-08 District Budget/Human Resources
Summary: Arbitration services were provided related to a personnel issue.

5-J **AGREEMENT FOR FERPA TRAINING**

Provider: John Snodgrass
Amount: Not to exceed \$500 (including fee and travel expenses)
Date: January 18, 2008
Service: Two hour in-person training for Enrollment Development and Student Affairs staff on the Family Educational Rights & Privacy Act (FERPA) guidelines and regulations on the privacy of student records and information. In addition to the in-person training, a CD of the presentation which will include all training materials for future use by SMC will be provided.
Funding Source: District Budget/Matriculation

5-K **RENEWAL OF AGREEMENT FOR KAISER HEALTH MAINTENANCE PLAN**

Provider: Kaiser Permanente
Amount: \$340.59 per month (\$408.71 per month tently)
Effective Dates: January 1, 2008 through December 31, 2008
Funding Source: District Funds/Health Benefits
Summary: Article 10.5 – Fringe Benefits for Hourly Employees in the Faculty Association contract states that the District shall contribute an amount equal to the single party Kaiser Health Maintenance Plan premium not under PERS.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 14, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 5 CONTRACTS AND CONSULTANTS *(continued)*

5-L KCRW CONTRACTS AND CONSULTANTS *(continued)*

Provider: Palatine Recordings
Fees: \$130 for one program
Effective dates: November 26, 2007
Service: Studio usage/ISDN lines/engineering time. For 11-26-07 POLITICS OF CULTURE interview with Taylor Clark.

Provider: Kevin Roderick
Fees: \$250 per program; total of \$1,250.
Effective dates: June 2007
Service: KCRW commentator, LA OBSERVED

Provider: Greg Rorabaugh
Fees: \$150.00, a one-time payment.
Effective dates: December 19, 2007
Service: Yamaha C5 piano tuning service to concert pitch (A440) for Carol King appearance on KCRW.

Provider: Garth Wilson DBA: Orange Soda Pop
Amendment A
Fees: Payable at varying rates; upon projects' completion and invoicing; annual total, not to exceed \$51,000.
Effective dates: July 1, 2007 thru June 30, 2008
Service: Design/artwork services as needed.

Funding Source: KCRW donations

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 14, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 6 **ORGANIZATIONAL MEMBERSHIPS, 2007-2008**

Requested Action: Approval

Approval of the following organizational memberships for 2007-2008:

- Association for the Advancement of Sustainability in Higher Education ((AASHE)
- Asian Pacific Americans in Higher Education (APAHE)

RECOMMENDATION NO. 7 **2008-09 COLLEGE CALENDAR**

Requested Action: Approval

Approval of the 2008-09 College Calendar

- Summer Session (*six weeks*): June 16 - July 25, 2009
- Summer Session (*eight weeks*) June 16 - August 8, 2008
- Fall Flex Week: August 19-22, 2008
- Fall Semester: August 25 - December 16, 2008
- Winter Session: January 5 - February 12, 2009
- Spring Semester: February 17 - June 16, 2009

- Institutional Flex Days: August 21, 2008
- March 19, 2009

- 11 Legal Holidays
- 5 College Holidays

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 14, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 8

Requested Action: Approval/Ratification

NEW NON-CREDIT CONTINUING EDUCATION

COURSES AND ADULT HIGH SCHOOL CERTIFICATE

Non-Credit-Continuing Education Courses

<u>Course ID</u>	<u>Course Title</u>	<u>Course ID</u>	<u>Course Title</u>
MATH 900:	CAHSEE Math Prep	ECON 900	Economics.
MATH 901	Applied Mathematics	GOVT 900	American Government
MATH 902	Arithmetic IA	HIST 900	World History IA
MATH 903	Arithmetic IB	HIST 901	World History IB.
MATH 904	Algebra IA	HIST 902	United States History IA
MATH 905	Algebra IB	HIST 903	United States History IB
MATH 906	Geometry IA	LSCI 900	Life Science IA
MATH 907	Geometry IB	LSCI 901	Life Science IB

Comment: The above courses have been approved by the Curriculum Committee and the Academic Senate.

Certificate Title:

Noncredit Certificate of Competency in Secondary Basic Skills (Adult High School Diploma)

<u>Course ID</u>	<u>Course Title</u>	<u>Course ID</u>	<u>Course Title</u>
ECON 900	Economics	HIST 902	United States History IA
ENGL 900	CAHSEE English Language Arts Preparation	HIST 903	United States History IB
ENGL 909	English 9A/B	LSCI 900	Life Science IA
ENGL 910	English 10A/B	LSCI 901	Life Science IB
ENGL 911	English 11A/B	MATH 900	CAHSEE Mathematics Preparation
ENGL 912	English 12A/B	MATH 901	Applied Mathematics
GEOG 900	World Geography IA	MATH 902	Arithmetic IA
GEOG 901	World Geography IB	MATH 903	Arithmetic IB
GOVT 900	American Government	MATH 904	Algebra IA
HIST 900	World History IA	MATH 905	Algebra IB
HIST 901	World History IB	MATH 906	Geometry IA
		MATH 907	Geometry IB

Comment: This program will be individualized to meet the unique needs of each student. Based on their high school transcript and other records, students will enroll in the specific courses needed make-up high school level unit deficiencies and/or to prepare for and pass the English Language Arts and/or Mathematics portions of the California High School Exit Examination. Upon completion of the needed courses and, as needed, passage of either or both parts of the CAHSEE, students will be awarded a high school diploma and will have the requisite skills needed to succeed in Santa Monica College's credit and transfer programs.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 14, 2008

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9 ACADEMIC PERSONNEL

Requested Action: Approval/Ratification

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

NEW FACULTY POSITIONS FOR FALL 2008

- Accounting
- Anthropology - Cultural
- Biology - Majors/Microbiology
- Chemistry
- English - Basic Skills Writing
- English - Developmental/Transfer
- English - Reading
- Mathematics - Basic Skills Developmental
- Music - Piano/Fundamentals
- Nursing - Medical Surgical
- Psychological Counselor (Categorically Funded)

SEPARATION

RESIGNATION

Martinez, Marvin
Vice-President, Planning and Development

01/11/08

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 14, 2008

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 10 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.

ELECTIONS EFFECTIVE DATE

PROMOTIONS

Ponce, Alvin, Payroll Specialist, Payroll	01/15/08
Willis, Adriene, Insurance Program Specialist, Risk Management	01/09/08

REINSTATEMENT

Siegel, Barbara, Administrative Assistant I, Workforce/Economic Development	12/10/07
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PERMANENT EMPLOYEE WITH TEMPORARY ASSIGNMENT

Levine, Stephen	12/10/07 – 06/10/08
Fr: Media Services Coordinator, Media Ctr/Graphics Ctr	
To: Media & Reprographics Services Manager, Media Ctr/Graphics Ctr	

WORKING OUT OF CLASSIFICATION

Guzman, Jose	01/02/08 – 05/06/08
Fr: Administrative Clerk, Personnel Commission	
To: Personnel Specialist, Personnel Commission	

Levine, Stephen (ext)	10/24/07 – 12/07/07
Fr: Media Services Coordinator, Media Ctr/Graphics Ctr	
To: Media & Reprographics Services Manager, Media Ctr/Graphics Ctr 50%	

Monzon, Karen	01/02/08 – 05/06/08
Fr: Personnel Specialist, Personnel Commission	
To: Personnel Technician, Personnel Commission	

INCREASE IN HOURS/PERMANENT

Salcedo, Ramon	01/15/08
Fr: Academic Comp. Ins. Spec./NS-I, Instructional Computing, 12 Mos, 34 Hrs	
To: Academic Comp. Ins. Spec./NS-I, Instructional Computing, 12 Mos, 35 Hrs	

CLASS TITLE CHANGE

Definition (Merit Rule 1.2): A definite descriptive title or name applied to a class and to all positions of the class (even though there be but one). The class title is to be as descriptive as possible of the duties assigned to the class.

	12/20/07
From: Journeyman Trade- Pipefitter	
To: Irrigation Systems Specialist	
Comment: List of individuals under new class on file with the Office of Human Resources.	

CHANGE IN WORK SHIFT/TEMPORARY

Ferrill, Matthew 01/02/08 – 06/30/08
Fr: Library Assistant/NS-I, Library, 11 mos, 40 hrs
To: Library Assistant/Day, Library, 11 mos, 40 hrs

Sealana, Aurora 01/02/08 – 06/30/08
Fr: Lead Library Assistant/Day, Library, 11 mos, 40 hrs
To: Lead Library Assistant/ NS-I, Library, 11 mos, 40 hrs

ESTABLISH

Sign Language Interpreter III (3 positions) 01/15/08
Disabled Student Center, 11 Mos, 20 Hrs/VH

Sign Language Interpreter II (2 positions) 01/15/08
Disabled Student Center, 11 Mos, 20 Hrs/VH

CC Police Officer (1 position) 12/08/07
Campus Police, 12 Mos, 40 Hrs/VH

SEPARATIONS

RESIGNATION

Siegel, Barbara, Administrative Assistant III, Personnel Commission 12/09/07
Sugianto, Bambang, Telecomm Technician I, Telecommunications 01/01/08

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 14, 2008

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11 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

PROVISIONAL

Badaro, Luiz, Accompanist-Percussion, Program Dev	01/02/08-06/30/08
Chegwidden, Davis, Accompanist-percussion, Program Dev	01/02/08-06/30/08
Cummings, Kahlil, Accompanist-Percussion, Program Dev	01/02/08-06/30/08
Hoh, James, Labortory Technician-Science, Physical Science	01/14/08-06/30/08
Ibarra, Charleen, Administrative Assistant I, Communications	01/03/08-06/30/08
Ikkanda, Travis, Lab Technician-Bio Science, Life Science	01/08/08-02/29/08
Malolli, Fatmira, Accompanist-Dance, Program Development	01/02/08-06/30/08
Melton, Betty, Administrative Assistant I, Modern Language	01/02/08-06/30/08
Meyering, Alice, Administrative Assistant II, Health Science	12/17/07-04/30/08
Mosher, Judith, Instructional Assistant-Math, Math	01/02/08-02/07/08
Ordanz, Cindy, Administrative Assistant I, Purchasing	12/13/07-04/11/08
Player, Theresa, Admin Asst III-Conf, Human Resources	12/04/07-04/17/08
Sanchez, Luisa, Administrative Assistant I, Student Life	01/02/08-06/30/08
Savory, Donna, Administrative Clerk, Pers Commission	12/19/07-06/30/08
Smith, Nadaley, Cash Receipts Clerk, Bursar's Office	01/02/08-06/30/08
Sow, Malik, Accompanist-Percussion, Program Development	01/02/08-06/30/08
Spielberg, Barbara, Administrative Assistant II, Library	12/10/07-02/29/08
Spiva Jr, Derrick, Accompanist-Percussion, Program Dev	01/02/08-06/30/08
Veliz, Juan, Cosmetology Assistant, Cosmetology	01/02/08-06/30/08
Weaver, Andrew, Athletic Equipment Specialist, Athletics	12/19/07-02/28/08
Wong, Julian, Lab Technician-Science, Physical Science	01/05/08-06/30/08

LIMITED TERM

Arias, Estela, Registration/Info Clerk, Program Development	01/02/08-06/30/08
Buchanan, Melody, Cash Receipts Clerk, Bursar's Office	01/02/08-06/30/08
Fletcher, Gerald, Registration/Info Clerk, Program Dev	01/02/08-06/30/08
Garcia, Irene, Registration/Info Clerk, Program Development	01/02/08-06/30/08
Gomez, Tiffany, Registration/Info Clerk, Program Dev	01/02/08-06/30/08
Jackson, Sheralynn, Registration/Info Clk, Program Dev	01/02/08-06/30/08
Michael Marjanen, Cash Receipts Clerk, Bursar's Office	12/05/07-06/30/08
Ritz, Beauty, Registration/Info Clerk, Financial Aide	12/03/07-06/30/08
Rose, Gary, Director of Maintenance	01/10/08-03/31/08

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 14, 2008

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 12 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

CalWORKS 00
\$8.00/hr

College Student Assistant 27
\$8.00/hr (STHP)

College Work-Study Student Assistant 25
\$8.00/hr (FWS)

SPECIAL SERVICES

Art Model 104
\$18.00/hr

Art Model with costume 21
\$21.00/hr

Professional Expert/Summer Day Camp 01
Recreation Director/Day Camp II
\$70/daily

Tutorial Aide
\$10.50

Community Services Specialist I 60
\$35.00/hr

Community Services Specialist II 38
\$50.00/hr

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 14, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 FACILITIES

Requested Action: Approval/Ratification

13-A CHANGE ORDER NO. 11 - LIBERAL ARTS SOUTH BUILDING

Change Order No. 11 – PINNER CONSTRUCTION COMPANY on the Liberal Arts South Building Project in the amount of \$ 22,370

Original Contract Amount	\$ 13,195,000
Previously Approved Change Orders 1 - 10	367,181
Change Order No. 11	<u>22,370</u>
Revised Contract Amount	\$ 13,584,551
Original Contract Time	425 days
Previous Time Extensions	<u>0 days</u>
Revised Contract Time	425 days
Time Extension this Change Order No. 11	<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. 11 provides for changes to the finish hardware schedule, changing lock sets to the campus standard lock sets, added window operators at manually operated windows and minor changes to ductwork sizes due to ceiling heights.

13-B CONSTRUCTION ESCROW AGREEMENT – CAMPUS QUAD

Pursuant to Section 22300 of the Public Contract Code, retention due the Contractor, Trimax Construction Corp. to be paid into an escrow account held by Union Bank of California.

Funding Source: Measure U

Comment: Trimax Construction Corp. has requested to exercise its right under the Public Contract Code to have the retention portion of their payments placed in an escrow account until principal and interest earned is released by the District.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 14, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

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

13-C AGREEMENT FOR ENGINEERING SERVICES – THEATRE ARTS MEZZANINE

Agreement with P2S ENGINEERING for the Theatre Arts Mezzanine not to exceed \$10,500 plus reimbursable expenses.

Funding Source: Measure U

Comment: The Theater Arts Mezzanine is a metal storage deck that will create a second level over the shop area for storage of sets and props. The department has limited storage and will be losing the storage area they have below the Amphitheater building when the Student Services project starts. Due to the size of the unit, it requires approval by the Division of State Architect (DSA). A licensed engineer must review and submit the drawings to DSA.

13-D AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – LIBERAL ARTS REPLACEMENT NORTH BUILDING

Amend the agreement with GENSLER for the Earthquake Replacement Liberal Arts North Building for an additional \$84,500 plus reimbursable expenses.

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

Comment: This amendment covers additional work through October 31, 2006 due to contractor delays on this project.

13-E AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – BUNDY NORTHEAST DRIVEWAY

Amend the agreement with tBP ARCHITECTURE for the Bundy Northeast Driveway project for an additional \$95,039 plus reimbursable expenses.

Funding Source: Measure S

Comment: As part of the recent approval by the Mar Vista Community Council and the City of Los Angeles for the new traffic signal, the City is asking that the District move all bus traffic to the north side of the property. This requires designing a new bus stop, a bus lane and relocation of existing parking spaces.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 14, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

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

13-F AMENDMENT TO CONSULTING AGREEMENT – STATE CAPITAL OUTLAY PROJECTS

Amend the agreement with CCS Group for the State Capital Outlay projects for an additional \$50,000 plus reimbursable expenses.

Funding Source: Measures S, U

Comment: CCS Group provides services to assist the District in obtaining state capital outlay funding for projects. The District currently has approved funds for the Student Services project and is working on funding proposals for several other projects. CCS will assist in developing a Final Project Proposal (FPP) due this July to the state for the Child Development Center.

The IPP (Initial Project Proposal) has been submitted and approved by the state. The next step is the Final Project Proposal (FPP) which is due in July. If the FPP is successful and there is state money available then funding for the project would start in the 2010/11 year.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 14, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 BUDGET TRANSFERS

14-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period of: November 27, 2007 – December 18, 2007

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	15,000
3000	Benefits	0
4000	Supplies	28,210
5000	Contract Services/Operating Exp	12,104
6000	Sites/Buildings/Equipment	22,131
7000	Other Outgo/Student Payments	-77,445
Net Total:		0

14-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period of: November 27, 2007 – December 18, 2007

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	-8,457
3000	Benefits	0
4000	Supplies	-9,955
5000	Contract Services/Operating Exp	19,799
6000	Sites/Buildings/Equipment	- 1,387
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	January 14, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 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
November 1 – November 30, 2007	\$1,635,777	\$355,139

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 14, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 PURCHASING

Requested Action: Approval/Ratification

16-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

November 1 – November 30, 2007	\$500,654.54
December 1 – December 31, 2007	\$488,480.89

16-B AWARD OF BID FOR MADISON THEATER LIGHTING

Award of bid KS080107 for theater lighting for the Madison Theater to the lowest acceptable bidder, Angstrom Lighting Company, in the amount of \$230,888.03.

Comment: Bids were solicited through advertisement and mailing. This procurement will be paid from the Facilities Department budget.

16-C PURCHASING AGREEMENTS AND AUTHORIZATION OF PURCHASE ORDERS

Authorize the award of purchase orders against the following competitive bid contract for an amount not to exceed the contract ceiling amount from the department approved budget.

- I. The State of California Multiple Award Schedule (CMAS) Contract 3-03-70-0163S with Nexus IS, Inc. Company for Cisco Network Lan Edge. This contract allows public education entities in the State of California to place orders under this contract without further competitive bidding per PCC 10298 and 10299 (b).

Funding Source: 2007-2008 Capital Projects Fund

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 14, 2008

BOARD POLICY

RECOMMENDATION NO. 17

SUBJECT: **BOARD POLICY: FIRST READING OF BOARD POLICY 6350 – NAMING OF COLLEGE FACILITIES - RECOGNITION**

SUBMITTED BY: Superintendent/President

SUMMARY: It is recommended that the Board of Trustees conduct a first reading of a revision to Board Policy 6350 – Naming of College Facilities – Recognition.

BP 6350 Naming of College Facilities – Recognition

A District facility may be named in honor of an individual if he/she has made a significant contribution to the District through gifts and/or service.

The Board of Trustees may recognize gifts of significant monetary value or service from individuals, corporations, and foundations to the ~~Santa Monica College Foundation~~ District’s Auxiliary/Foundation Organizations or to the Santa Monica Community College District by naming college facilities in honor of the donor.

Reference: Education Code Sections 72670, 72674

COMMENT: This revision updates Board Policy 6350 to include the activities of all the District’s Auxiliary/Foundation Organizations. At the present time, these organizations are the *Santa Monica College Foundation; The KCRW Foundation, Inc.;* and the *Madison Project*.

MOTION MADE BY: David Finkel
 SECONDED BY: Louise Jaffe
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Quiñones-Perez)

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	January 14, 2008

X. INFORMATION ITEM H

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. The remaining subcommittee recommendations were discussed and revised as follows by the Board.

How can we improve agenda planning and public meetings?

- We recommend: Establish a protocol for trustees who have items they wish to have agendized. 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 ~~three trustees~~ 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.

How can the Board best monitor and evaluate the effectiveness and quality of the college's educational programs?

- The Board will receive updates on major academic initiatives such as basic skills, SLOs, etc.
- The Superintendent/President will annually provide the Board with summative data for enrollment, retention, transfer, graduation, and completion rates. The Board would like these reports to also include historical data.

What is the role of the Chair of the Board?

- Continue to review Board policies relevant to the functioning of the Board and amend or comply. ~~For example, BPI260 states that the Board Chair is seated in the middle, the Vice Chair is seated to the left of the Chair, and the Superintendent is seated to the right of the Chair. The committee recommends that the Board adjust seating to be in compliance with Board Policy 1260 beginning with the appointment of the next Board Chair.~~

What is the appropriate role for an individual trustee?

- The Committee recommends that individual trustees not actively participate in or involve themselves unless invited in college governance committees and meetings.
- ~~If individual trustees wish to meet privately with stakeholder representatives or groups, as a courtesy and to improve communications, please disclose these meetings to the full Board and President. (On a monthly basis, trustees can send the Board Secretary a listing of meetings they have had to be included in the Thursday packet.)~~
- Trustees must never disclose closed session confidential information .
- Individual trustees who wish to assume a more active advocacy role will are encouraged to work closely with the President and Chair to do so.
- Trustees are encouraged to attend conferences and trainings.

How should trustees deal with community members and the media?

- Requests from the media may be referred to our public information officer Bruce Smith, or, trustees may contact Bruce for information and guidance prior to speaking with the media.
- Let the President and Chair know if and when you have been contacted by members of the press or if a constituent has brought an issue to your attention.
- ~~The Board Secretary will remind trustees to submit monthly listings of their activities on campus and in the community relevant to their role as a trustee and ambassador for SMC. These listings will be shared with all trustees and the President in the Thursday packet so that everyone knows who is involved with and has relationships with different organizations.~~

How can we improve the usefulness of the board policy manual?

- ~~If the Board so desires, schedule a special study session on the Board Policy manual.~~
- Update Board policies monthly or as needed.
- ~~Consider adding a Board Policy for succession rotation for the positions of Chair and Vice-Chair.~~

COMMENT:

A subset of the recommendations developed by the subcommittee was reviewed and discussed by the Board at its meeting on November 6, 2007. This list is the remainder of the recommendations.

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 14, 2008

XI. **BOARD COMMENTS AND REQUESTS**

XII. **ADJOURNMENT:** 10:55 p.m.

The meeting was adjourned in memory of **Bob Gabriel**, a member of the SMC Associates and long-time supporter of Santa Monica College; **Hazel A. Peters**, mother of Hazel Peters, Nursing Skills Lab Project Manager and **Dave Trager**, husband of Phyllis Trager, Earth Science Department Secretary.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Monday, February 11, 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.