SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

MONDAY,
APRIL 6, 2009

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

The complete minutes may be accessed on the
Santa Monica College website:
http://www.smc.edu/admin/trustees/meetings/

Written requests for disability-related modifications or accommodations, including for auxiliary aids or services that are needed in order to participate in the Board meeting are to be directed to the Office of the Superintendent/President as soon in advance of the meeting as possible.
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, April 6, 2009.

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

I. ORGANIZATIONAL FUNCTIONS
   A Call to Order
   B Roll Call
   C Public Comments on Closed Session Items

II. CLOSED SESSION
   • Conference with Legal Counsel – Existing Litigation
     (Subdivision (a) of Government Code Section 54956.9)
     Name of case: Hendricks v. Santa Monica Community College District, Los Angeles Superior Court, Case No. BC 396797
   • Conference with Legal Counsel – Initiation of Litigation
     (Subdivision (c) of Government Code Section 54956.9) (One potential case)
   • Public Employee Discipline/Dismissal/Release (Government Code Section 54957)
   • Real Property (Government Code Section 54956.8)
     Property Address: 2909 Exposition Blvd., Santa Monica, CA 90404
     Under Negotiation: 90 days of Due Diligence Period, 30 days escrow from the end of the Due Diligence Period
     Owner of Record: Verizon California Inc., a California corporation
   • Conference with Legal Counsel-Existing Litigation
     (Subdivision (a) of Government Code Section 54956.9)
     Name of case: PERB Case No. LA-SV-160-E
   • Conference with Labor Negotiators (Government Code Section 54957.6)
     Agency designated representatives: Marcia Wade, Vice-President, Human Resources
     Robert Myers, Campus Counsel
     Employee Organization: CSEA, Chapter 36
   • Public Employee – 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 (if any)
   F  Public Comments

IV. **SUPERINTENDENT'S REPORT**
   - Management Association Update
   - Updates:
     - Sustainable Quality Award
     - Latino Youth Conference
     - UCLA Chancellor Gene Block Visit to SMC

V. **ACADEMIC SENATE REPORT**

VI. **MAJOR ITEMS OF BUSINESS**

   G  Information item: Enrollment and Enrollment Development
   H  Budget Update
   I  Information Item: District Investments
   #1  Full-Time/Part-Time Faculty Ratio Target
   #2  Ballot for CCCT Board of Directors
   #3  Resolution: Community College Month
   #4  Achieving a Community Vision: Support for the Active Living and Creative Capital Components of the Santa Monica High School and Civic Auditorium Campus Master Plans
   #5  First Reading – Board Policy Sections 2200 and 2250
   #6  First Reading – Board Policy Section 6115, Investment Policy
   #7  Second Reading – Board Policy Sections 2100, 2621, 6223, and 6230

VII. **CONSENT AGENDA**

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

   **Approval of Minutes**
   #8  Approval of Minutes: February 2, 2009 (Recommendation No. 5-D)
       March 2, 2009 (Regular Meeting)

   **Grants and Contracts**
   #9  Acceptance of Grants and Budget Augmentation
   #10 Contracts and Consultants
       10-A  Sign Language Interpreters
       10-B  Food Vendor Contract
   #11 Ratification of Contracts and Consultants

   **Human Resources**
   #12 Academic Personnel
   #13 SMCCD Calendar, 2009-2010
   #14 Classified Personnel – Regular
   #15 Classified Personnel – Limited Duration
   #16 Classified Personnel – Non Merit
Facilities and Fiscal

#17 Resolution – Temporary Interfund Cash Borrowing
#18 Resolution – Cash Borrowing from the L.A. County Treasury
#19 Facilities
  19-A Change Order No. 11 – Re-Bid Campus Quad
  19-B Change Order No. 2 – Student Services and Administration Building
    Phase I – Site Preparation
  19-C Change Order No. 2 – Revised Bundy Northeast Driveway
  19-D Change Order No. 5 – Parking Structure A Improvements
  19-E Change Order No. 1 – International Education Temporary Facility
  19-F Award of Bid – Gym Bleacher Replacement
  19-G Amendment to Agreement for Construction Management & Inspection
  19-H Agreement for Use of Property for Transit Stop Improvements
  19-I Amendment to Agreement for Architectural Services – Parking Structure A

#20 Budget Transfers
#21 Budget Augmentation/Reduction
#22 Claims for Damages
#23 Commercial Warrant Register
#24 Direct, Benefit and Student Grant Payments
#25 Payroll Warrant Register
#26 Auxiliary Payments and Purchase Orders
#27 Purchasing
  27-A Award of Purchase Orders
  27-B Declaration and Donation of Surplus Property

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

IX. BOARD COMMENTS AND REQUESTS

X. ADJOURNMENT

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, May 4, 2009 at 7 p.m. (5:30 p.m. if there is a closed session) Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.
I. ORGANIZATIONAL FUNCTIONS

A CALL TO ORDER

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

C PUBLIC COMMENTS ON CLOSED SESSION ITEMS

II. CLOSED SESSION

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Robert Myers, Campus Counsel
Employee Organization: CSEA, Chapter 36

• Public Employee Discipline/Dismissal/Release (Government Code Section 54957)

• Public Employee – Evaluation, pursuant to Government Code Section 54957
Evaluation of the Superintendent/President
III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

D  PLEDGE OF ALLEGIANCE – Richard Tahvildaran-Jesswein

E  CLOSED SESSION REPORT - None

F  PUBLIC COMMENTS
   Dennis Frisch
   Therese Attias
   Lesley Kawaguchi

IV. SUPERINTENDENT'S REPORT

Management Association Update: Management Association President Kiersten Elliott acknowledged Regina Jennings for organizing the second beach clean-up. The next one is scheduled for June 6th. The Above and Beyond Recipient at the March meeting was Maggie Hall, Associate Dean of Emeritus College, who will be retiring this spring. Plans are underway for graduation and managers are working hard.

Updates:

• Sustainable Quality Award: Santa Monica College was awarded the *Excellence in the Environment Award* from the City of Santa Monica in the category of *Stewardship of the Natural Environment*. Genevieve Bertone presented the award to the Board of Trustees.

• The 20th Annual Latina/o Youth Conference held on March 22, 2009 was very successful and attended by 780 participants with over 200 parents. Alfred Herrera, Assistant Vice-Provost at UCLA, was the keynote speaker and he brought excitement and hope to all the promising students. Maria Martinez and her staff were commended for organizing this successful event.

• UCLA Chancellor Gene Block Visit to SMC: On Wednesday, March 25-2009, Santa Monica College hosted an afternoon visit from UCLA Chancellor, Dr. Gene Block and UCLA senior administrators. Chancellor Block and his staff confirmed their commitment to community college transfer and diversity. Following the presentation, students were able to talk individually with Chancellor Block and members of his staff. Santa Monica College’s partnership is very strong and over 800 students applied to UCLA this semester. It was a great event to further strengthen the ties with UCLA.
MAJOR ITEMS OF BUSINESS

INFORMATION ITEM G

SUBJECT: ENROLLMENT AND ENROLLMENT DEVELOPMENT

SUBMITTED BY: Superintendent/President

SUMMARY: Teresita Rodriguez, Vice-President of Enrollment Development, presented a report on enrollment and enrollment development activities at Santa Monica College.

INFORMATION ITEM H

SUBJECT: BUDGET UPDATE

SUBMITTED BY: Superintendent/President

SUMMARY: Jeanine Hawk, Vice-President, Business/Administration, presented a budget update (see next page).

Public Comments
Howard Stahl
Richard Tahvildaran-Jesswein

INFORMATION ITEM I

SUBJECT: DISTRICT INVESTMENTS

SUBMITTED BY: Superintendent/President

SUMMARY: Jeanine Hawk, Vice-President, Business/Administration, presented a report on District investments.
## Tentative Budget - For the Fiscal Years 2009-2010 and 2010-2011

Prepared: March 17, 2009 12:00 P.M.

### 2008-2009 Q2 Projection

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### Ending Fund Balance Prior to Designated Reserve

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### Fund Balance Ratio to Total Expenditures and Transfers

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<tr>
<th>2009-2010</th>
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<tr>
<td>9.57%</td>
<td>5.18%</td>
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### Designated Reserves For:

| Global Education Initiative 2009-2010 | - |
| Unfunded Retiree Benefits             | - |

### Undesignated Ending Fund Balance

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### Undesignated Ending Fund Balance Ratio

<table>
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<th>2009-2010</th>
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<tr>
<td>7.86%</td>
<td>5.18%</td>
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### Assumptions:

- Credit FTES Growth (100% Funded): 2.1%
- COLA: 0.0%
- Deficit Factor: -1.24%
- Interest Revenue: -5.0%
- Non-Resident Tuition Fee: +15.9%
- Vacancy per Q2 Projection: Hire 12 of 24
- Academic Hourly Non-Instruction: +6.74%
- Classified Hourly Instruction: +13.25%
- Health and Welfare: +7.73%
- Health and Welfare - Retiree: +11.12%
- Workers' Compensation: +6.19%
- Supplies: -1.0%
- Contracts/Services: +6.74%
- Insurance/Utilities: +13.25%
- Capital Outlay: +6.19%
- Others: Assumes all step/column and contractual increases.
- Deferred positions not reflected; assumes hiring in later years - 18 positions.
- Academic salaries adjusted for increased productivity: -7.5% Summer 09 and -5.0% Fall 09.
- Expenditures increases are based on averages from actual years 05-06, 06-07, and 07-08.
MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1      FULL-TIME/PART-TIME FACULTY RATIO TARGET

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees accept the following target and guiding principles for the future hiring of full-time faculty. This incorporates elements of the discussion at the February 28, 2009 Board Study Session. A timeline and implementation will be developed as the economic situation improves.

Target

While the College is compelled to follow the principle of the system goal of 75%:25% (full-time faculty to part-time faculty), it is recognized that 60 percent is an achievable intermediate target for Santa Monica College.

Guiding Principles

1. Full-time faculty separations need to be clearly identified and measured through a process that relies upon a firm calendar when making such measurements. Therefore, physical head counts will be used for counting separations. Any full-time faculty member separation that occurs in advance of the first day of the fall semester will be counted.

2. New faculty hires should be made, at a minimum, to equal the number of separations.

3. Although implementation timing is still to be determined, the College will commit itself to a specific number of additional hires each year to make progress toward 60 percent.

4. The Fall 2008 AB 1725 FTEF Report (335.33 full-time to 390.64 part-time or 46.19 percent) will be used as the base from which progress will be measured.

5. Benchmarks, thresholds, and triggers will continue to be discussed in good faith.

6. The College is committed to hiring full-time faculty who reflect the cultural diversity of the college community.

7. The College will encourage new faculty to meet the highest standards of involvement and engagement with students as demonstrated by the college faculty leadership

MOTION MADE BY: Margaret Quiñones-Perez
SECONDED BY: Andrew Walzer
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0
MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2 BALLOT FOR CCCT BOARD OF DIRECTORS

SUBMITTED BY: Vice-Chair, Board of Trustees

REQUESTED ACTION: It is recommended that the Board of Trustees prepare its ballot for the California Community College Trustees (CCCT) Board of Directors by casting four votes, as follows:

Louise Jaffe, Santa Monica CCD
Douglas Otto, Long Beach CCD
Manny Ontiveros, North Orange County CCD (Incumbent)
Jeannette Mann, Pasadena CCD (Incumbent)

COMMENT: There are seven three-year vacancies on the CCCT Board of Directors. Each member community college has one vote for each of the seven vacancies.

MOTION MADE BY: Susan Aminoff
SECONDED BY: David Finkel

AMENDMENT: Motion was made by Nancy Greenstein and seconded by Rob Rader to cast an additional vote for Christopher Stampolis, West Valley-Mission CCD. There was no objection.

Vote Ballot as Amended
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Quiñones-Perez)
MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3    RESOLUTION FOR COMMUNITY COLLEGE MONTH

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees adopt the following resolution in recognition of Community College month.

WHEREAS, the month of April has been proclaimed National Community College Month in recognition of the vital role the nation’s community colleges play in providing broad access to higher education, serving nearly half of the nation’s college students; and

WHEREAS, Santa Monica College serves students with a broad array of educational services including transfer education, two-year degree programs, career preparation, basic skills education, continuing education and lifelong learning in a variety of delivery methods including on-line education; and

WHEREAS, Santa Monica College, as an institution of higher education, provides for the understanding and learning needed to foster a livable and sustainable world; and

WHEREAS, Santa Monica College provides for the formation of global citizenship through knowledge of people, customs, and cultures in regions of the world beyond one’s own; and

WHEREAS, Santa Monica College supports the diversity of its students, faculty and staff; and

WHEREAS, Santa Monica College enjoys a special partnership with business, industry and government that benefits the regional economy by providing educational opportunities for new and current employees; and

WHEREAS, Santa Monica College is devoted to positive community relations and is a rich resource for the community including cultural programming, educational and career counseling and special events; and

WHEREAS, Santa Monica College has demonstrated that daily it fulfills its vision of “Changing Lives in the Global Community through Excellence in Education;” and

WHEREAS, Santa Monica College realizes its success in providing educational, vocational and cultural opportunities to the college community because of the excellence of its faculty and staff, and

WHEREAS, Santa Monica College has been a proud part of this tradition since 1929, earning a reputation as a caring, quality institution of higher education; and

THEREFORE BE IT RESOLVED that the Santa Monica Community College District observe and celebrate National Community College Month during the month of April, 2009.

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

RECOMMENDATION NO. 4

SUBJECT: ACHIEVING A COMMUNITY VISION: SUPPORT FOR THE ACTIVE LIVING AND CREATIVE CAPITAL COMPONENTS OF THE SANTA MONICA HIGH SCHOOL AND CIVIC AUDITORIUM CAMPUS MASTER PLANS

SUBMITTED BY: Superintendent/President
Chair and Vice-Chair, Board of Trustees

REQUESTED ACTION: It is recommended that the Board of Trustees consider making a recommendation to the community redevelopment agency that supports the proposed joint use plans for facilities at Santa Monica High School and the Civic Auditorium campus and encourages giving the projects a high priority to ensure their timely completion.

SUMMARY: Santa Monica College has experienced first-hand the benefits that a comprehensive facilities master plan can provide for students and staff. Today’s campus is the result of a master plan drawn up after the 1994 earthquake and of the community support in subsequent years that has provided most of the financing.

Over the past several years, the City of Santa Monica and the Santa Monica-Malibu Unified School District have been preparing and refining a proposal to provide an integrated set of community enhancements to the Civic Auditorium campus and to the Samohi campus. If realized, these improvements would achieve an extraordinary community vision that transforms the Civic Center heart of Santa Monica and embodies the community goals of active living, creative capital, lifelong learning, and sustainability.

BACKGROUND: The City of Santa Monica has been preparing plans for the Civic Auditorium site in connection with its overall Civic Center planning. This is the site for the planned Santa Monica College early childhood development lab school. The site is also adjacent to the high school.

During this time period, Measure BB, a bond measure for facility improvements for the Santa Monica-Malibu Unified School District, received voter approval (November 2006). In mid-2007, the Board of Education allocated $57 million to campus improvements at Santa Monica High School.

Throughout the first half of 2008, staff from the City, the SMMUSD, and Santa Monica College has been working collaboratively with City consultants and with Samohi architects to explore possible shared use opportunities between the Civic Auditorium and Samohi campuses. This came about because of the unique joint use potential inherent in the concurrent development of these two campuses and focused on possible shared use in the areas of cultural linkages (the Civic Auditorium, Samohi’s Barnum Hall and Greek Theatre), open space & recreation (fields, gymnasiums, courts), education (childcare, cultural classes), mobility and access (for vehicles, buses, pedestrians and bicycles) and the character of the surrounding streets.

The Samohi architectural team has prepared site studies to refine the long-term master plan vision for the Samohi campus including providing alternative approaches for improvements utilizing the Measure BB bond funding.
Key to this planning are a number of joint use opportunities on the Samohi campus. These joint use facilities are eligible for community redevelopment agency funding.

Both the City Council and the Board of Education have conducted multiple study sessions and public participation meetings regarding these potential joint use projects. The projects include an extraordinary wealth of community enhancements, including athletic facilities (replacement gyms, a new pool, replacement tennis and basketball courts, a relocated football/soccer field with stadium, a new soccer field, and a replacement baseball/softball field); cultural facilities (upgrades to the Greek Theater); campus walkways (two new pedestrian and bicycle pathways through the campus); and parking.

During 2009, the City will be adopting its redevelopment agency Five-Year Implementation Plan through 2014. The joint use facilities at the Samohi campus could be included for funding in the Implementation Plan.

As part of the adoption of the Implementation Plan, the City of Santa Monica’s Community Redevelopment Agency will consider priorities and trade-offs among projects (i.e. parks, community facilities, corridor revitalization, joint-use amenities, transportation facilities, and infrastructure) that are eligible for redevelopment funding.

Community opinion on the goals and priorities for the Five-Year Plan, to be adopted later in 2009, will be heard by the Santa Monica community redevelopment agency at its meeting on April 14, 2009.

**DISCUSSION:**

The Board of Trustees may wish to communicate support for the shared use plan for the Civic Auditorium and the Samohi campuses to the redevelopment agency for the following reasons:

- This is a unique opportunity that will provide the community with the tangible benefits arising from the long-term visioning efforts of the City of Santa Monica and the School District
- These transformational projects will provide significant access to improved cultural, athletic, recreational, and educational facilities in the heart of Santa Monica
- Community revitalization is a main goal of the community redevelopment agency
- Agency funding is an efficient use of community resources. Unlike bond funding, there is no interest expense incurred as a result of the cooperative agreement that would be used to finance these joint use facility improvements
- Commitment of funding at this time is appropriate. The agency may not add projects after the year 2014. The Five-Year Plan to be adopted in 2009 will be the principal guide to the final list of projects
- Agency funding for the joint use athletic, cultural, and transportation projects at Samohi preserves community bond capacity for future educational facility projects, including, in a future time, bond capacity for Santa Monica College projects
- Santa Monica High School will be celebrating its 100th year on Prospect Hill (its current site) in 2013. Modern facilities and community support are crucial components of student success

**MOTION MADE BY:** Nancy Greenstein  
**SECONDED BY:** Rob Rader  
**STUDENT ADVISORY:** Aye  
**AYES:** 7  
**NOES:** 0
MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 5

SUBJECT: FIRST READING – BOARD POLICY SECTIONS 2220 and 2250

SUBMITTED BY: Superintendent/President

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

A. BP 2200 Participatory Governance
   Classified Staff

B. BP 2250 Participatory Governance
   District Planning and Advisory Council

COMMENT: The Classified Senate no longer exists; therefore Board policy sections 2200 and 2220 related to classified staff’s role in participatory governance need to be revised to reflect current practice. Both policies have been reviewed and approved by the District Planning and Advisory Council.

MOTION MADE BY: Rob Rader
SECONDED BY: David Finkel
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSTAIN: 1 (Quiñones-Perez)
ARTICLE 2200: PARTICIPATORY GOVERNANCE

Santa Monica College is a community composed of students, faculty, staff, administration and the Board of Trustees who are committed to the implementation of the Participatory Governance Policy (AB 1725). The Board of Trustees honors the concept of participatory governance in all areas defined by State laws and regulations as policy of the Santa Monica Community College District, while retaining its own rights and responsibilities as the ultimate authority.

The Board of Trustees has adopted the following participatory governance policies developed by the Academic Senate, Classified Senate Staff, Associated Students and Management Association.

Revised: 11/15/2004

ARTICLE 2200: PARTICIPATORY GOVERNANCE

BP 2220 Classified Staff

The Board recognizes and endorses the rights and responsibilities assigned to non-management classified staff by Title 5 Section 51023.5. Classified staff includes permanent non-management, non-confidential, full-time and part-time non-academic employees. Further, the Board recognizes the technical, professional and skilled expertise of the classified staff whose functions are critical to the successful operation of the District and to the success of the faculty and students.

Participation

In view of the management structure of the District as it pertains to classified staff, and pursuant to Title 5, Section 51023.5 subsection 4, classified staff shall be afforded opportunities to participate in the formation and development of District and college policies and procedures, and in processes which have or will have a significant effect on classified staff.

When a classified staff representative is to serve on a District task force, committee, or other governance group, California School Employees Association (CSEA) Chapter 36, the exclusive representative of classified employees of the District, shall appoint the representative for the respective bargaining unit members. The exclusive representative of the classified employees and the Board of Trustees may mutually agree to an alternative appointment process through a memorandum of understanding.

Scope of Regulations

Nothing in this Classified Staff Participatory Governance Policy shall be construed to impinge upon the due process rights of non-management classified staff, nor to detract from any negotiated agreements between collective bargaining representatives and the Board of Trustees.

Reference: Title 5 Sections: 51023.5, 70901.2

Reviewed and Adopted: 5/1/2000
ARTICLE 2200: PARTICIPATORY GOVERNANCE

BP 2220 Classified Senate

The Board recognizes and endorses the rights and responsibilities assigned to non-management classified staff by Assembly Bill 1725 (1988). Further, the Board recognizes the technical, professional and skilled expertise of the classified staff whose functions are critical to the successful operation of the District and to the success of the faculty and students. In order that classified staff may have formal and effective procedures for participating in the formation and implementation of District policies on professional, technical and skilled matters, a Classified Senate is hereby established at Santa Monica College.

The Board recognizes the Classified Senate as the body which represents classified staff in collegial governance not within the scope of collective bargaining. The President of the Classified Senate or designee shall be accorded an opportunity to address the Board regarding the Classified Senate’s concerns and the concerns of the classified staff exclusive of collective bargaining issues as a regular agenda item. The Board of Trustees shall consider and respond to the views and recommendations of the Classified Senate.

Formation, Procedures, Membership

Classified staff represented by the Classified Senate shall include permanent non-management, non-confidential, full-time and part-time non-academic employees.

The Board of Trustees of the Santa Monica Community College District hereby authorizes the classified staff of the college to:

1. Fix and amend by vote of the classified staff the composition, structure, and procedures of the Classified Senate.
2. Provide for the selection, in accordance with accepted democratic election procedures, of the members of the Classified Senate and to the extent possible, ensure that the composition of the Senate be representative of all segments of the permanent classified staff.

Professional Matters

Board of Trustees

The Board shall give consideration to the advice and professional judgment of the Classified Senate in the following areas:

1. Classified staff roles and involvement in accreditation process, including self-study.
2. The assessment of classified staff professional development.
3. The assessment of technology needs for the classified staff as a whole.
4. District policies affecting classified employees not within the scope of collective bargaining.

Administration

In view of the management structure of the District as it pertains to classified staff, and pursuant to AB 1725 (Title 5, Section 51023.5 subsection 4), classified staff shall be afforded opportunities to participate in the formation and development of District and college policies and procedures, and in processes which have or will have a significant effect on classified staff.
Participation

The process of participatory governance shall be used for all professional, technical and skilled matters on which classified staff have expertise and shall occur through the representation on college-wide committees exclusive of collective bargaining issues. This includes participation in the formulation and development of all District policies and procedures which have or will have a significant effect on classified staff.

1. Except in unforeseeable emergency situations, the Board of Trustees shall not take action on matters affecting classified staff until it has provided classified staff an opportunity to participate in the formulation and development of recommendations regarding those matters through appropriate structures and procedures referred to herein.

2. In developing and carrying out policies and procedures necessary to facilitate this policy, the Board of Trustees shall ensure that its actions do not dominate or interfere with the formulation or administration of any employee organization, or in any way encourage employees to join any organization in preference to another.

3. The Superintendent/President or designee will meet with the President or Vice President at the beginning of each academic year or upon creation of a new college-wide committee, to discuss/review appropriate representation.

   A. To ensure that the recommendations and opinions of classified staff are given every reasonable consideration, advisory committees should be composed of representative members from each campus group (i.e. classified, faculty, administration and students).

   B. Non-management classified staff will be afforded a fair opportunity to serve as chairs of college-wide committees.

4. The classified staff may assume such responsibilities and perform such functions as may be requested of it by the administration or by the Board of Trustees. When a classified staff representative is to serve on a District task force, committee, or other governance group, the exclusive representative of classified employees of the District shall appoint the representative for the respective bargaining unit members. The exclusive representative of the classified employees and the Board of Trustees may mutually agree to an alternative appointment process through a memorandum of understanding.

Scope of Regulations

Nothing in this Classified Participatory Governance Policy shall be construed to impinge upon the due process rights of non-management classified staff, nor to detract from any negotiated agreements between collective bargaining representatives and the Board of Trustees.

It is the intent of the Board of Trustees to respect agreements made known to the District between the Classified Senate and the exclusive bargaining representative of the classified employees as to how they will consult, collaborate, share or delegate among themselves the responsibilities that are or may be delegated to the Classified Senate pursuant to these regulations.

Reference: Title 5 Sections: 51023.5, 70901.2
Reviewed and Adopted: 5/1/2000
BP 2250 District Planning and Advisory Council

The Board of Trustees establishes the District Planning and Advisory Council. The Board recognizes the Council as the body primarily responsible for making recommendations to the Superintendent/President on matters that are not otherwise the primary responsibility of the Academic Senate (BP 2210), Classified Senate Staff (BP 2220), Associated Students (BP 2230) or the Management Association (BP 2240). Issues include, but are not limited to, District budget, facilities, human resources, instruction, student services and technology planning. Discussion of these issues by the Council will not supplant the collective bargaining process.

The District Planning and Advisory Council shall comprise representatives of the faculty (Academic Senate and Faculty Association), classified staff (Classified Senate and CSEA Chapter 36), students (Associated Students) and management (Administration/Management Association), who shall mutually agree upon the numbers, privileges, and obligations of Council members. The District Planning and Advisory Council shall establish its own procedures in conformity with the law.

Adopted: 1/10/05
Board of Trustees
Santa Monica Community College District

Action
April 6, 2009

Major Items of Business

Recommendation No. 6

Subject: First Reading – Board Policy Section 6115 – Investment Policy

Submitted by: Superintendent/President

Requested Action: It is recommended that the Board of Trustees conduct a first reading of Board Policy Section 6115, Investment Policy

Comment: The Vice-President of Business and Administration is requesting a revision to the current policy on District Investments.

Motion Made By: Margaret Quiñones-Perez

Seconded By: David Finkel

Student Advisory: Aye

Ayes: 7

Noes: 0

Board Policy 6115 – Investment Policy

The investment policy of the Santa Monica Community College District shall be one appropriate for an institution of higher learning in the State of California and as such will comply with state and local laws, regulations and other policies concerning the investment of public funds.

All funds of the Santa Monica Community College District, which are not required for the immediate needs of the District, are invested in accordance with California Government Code Sections 53600 through 53609. The investments of the District shall be made in accordance with the following objectives:

1. The investment program must consider the safety of invested funds, minimize risk and regard the preservation of principal as of primary importance;

2. The investment program must provide liquidity and remain sufficiently flexible to meet cash flow requirements.

The Vice-President, Business & Administration, shall be responsible for the District’s investment program, including having authority to invest funds and shall develop and maintain written administrative procedures and internal controls to ensure that all investments meet the stated objectives.
MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 7

SUBJECT: SECOND READING AND APPROVAL – BOARD POLICY SECTIONS 2100, 2621, 6223 and 6230

SUBMITTED BY: Superintendent/President

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

A. BP 2100 Santa Monica Community College District
   New policy, legally advised

B. BP 2621 Alcoholic Beverages at Public Events
   Revision of existing policy to reflect change in legislation

C. BP 6223 Personal Use of District Property
   New policy, legally advised

D. BP 6230 Claims Against the District
   Revision of existing policy, legally advised

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

**BP 2100  Santa Monica Community College District**

The District has been named the Santa Monica Community College District and uses the name "Santa Monica College."

These names are the property of the District. No person shall, without the permission of the Board, use these names or the names or other facilities of the District, or any abbreviation of them, to imply, indicate or otherwise suggest that an organization, product or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the District.

Reference: *Education Code Section 72000(b)*

#7-B

**BP 2621  Alcoholic Beverages at Public Events**

Alcoholic beverages may be served pursuant to a license or permit obtained for special events held at the facilities of the Santa Monica Community College District. Special events include festivals, shows, private parties, concerts, theatrical productions and other events held on the premise of Santa Monica College, pursuant to a license or permit, and for which the principal attendees are members of the general public or invited guests and not students of the College.

Reference:  Business and Professions Code Section 25608

Reviewed and Adopted:  5/1/2000
BP 6223 Personal Use of District Property (new)

District property, including vehicles, tools, equipment, materials, supplies and recyclable/discardable items, may not be used for personal use. Incidental personal use of telephones, copiers, fax machines and related equipment is permitted so long as it is kept to a minimum. Use of District computers is addressed in Board Policy Section 2512, Administrative Regulation 2515, and the Faculty Association collective bargaining agreement.

- No District employee shall use the District or College names, facilities, property or staff position in selling a commercial product or in promoting service to gain financial or material advantage.

- The use of District facilities or property for the sale of any publications or merchandise, or for the conduct of business ventures of any kind to the benefit of any individual, group, or organization not under direct control of the College, shall be prohibited unless specifically authorized by the Board of Trustees.

- District property shall not be loaned to persons not employed by, contracted with, or enrolled in the District.

- District property shall only be removed from District premises with proper authorization.

Reference: Education Code Section 70902
BP 6230  Claims Against the District (revised)

Any claims against the District for money or damages, which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with Title I, Division 3.6, Part 3, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of the California Government Code.

Claims must be presented according to this policy as a prerequisite to filing suit against the District.

Claims that are subject to the requirements of this policy include, but are not limited to, the following:

1. Claims for money or damages relating to a cause of action for death or for injury to person, personal property or growing crops shall be presented to the Governing Board not later than six (6) months after the accrual of the cause of action. (Government Code Sections 905, 911.2)

2. Claims for money or damages as authorized in Government Code Section 905 and not included in paragraph 1 above shall be filed not later than one year from the date the cause of action accrues. (Government Code Sections 905, 911.2)

3. Claims for money or damages specifically excepted from Government Code Section 905, including, but not limited to, claims by public employees for fees, salaries, wage, mileage or other expenses and allowances, shall be filed not later than six months after the accrual of the cause of action. (Government Code Sections 905, 911.2, 935)

The designated place for service of claims, lawsuits or other types of legal process upon the District is: Recording Secretary to the Board of Trustees, 2714 Pico Boulevard, Suite 320, Santa Monica, California 90405.

The Vice-President of Business and Administration is authorized to settle claims for an amount not to exceed $10,000.

Reference: Education Code Section 72502; Government Code Sections 900 et seq.
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 #8-#27.

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #9, #10-A, #10-B, #11, #12, #14, #17, #18, #19-G

Consent Agenda excluding recommendations pulled for separate action
MOTION MADE BY: David Finkel
SECONDED BY: Andrew Walzer
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

VIII. CONSENT AGENDA – Pulled Recommendations

Recommendation No. 9: Acceptance of Grants and Budget Augmentation
MOTION MADE BY: Margaret Quiñones-Perez
SECONDED BY: David Finkel
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSTAIN: 1 (Rader)

Recommendation No. 10-A: Sign Language Interpreters
MOTION MADE BY: David Finkel
SECONDED BY: Margaret Quiñones-Perez
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSTAIN: 1 (Walzer)

Recommendation No. 10-B: Food Vendor Contract
MOTION MADE BY: Nancy Greenstein
SECONDED BY: David Finkel
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0
VIII. CONSENT AGENDA – Pulled Recommendations (continued)

Recommendation No. 11: Ratification of Contracts and Consultants
MOTION MADE BY: David Finkel
SECONDED BY: Andrew Walzer
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

Recommendation No. 12: Academic Personnel
MOTION MADE BY: Rob Rader
SECONDED BY: Andrew Walzer
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

Recommendation No. 14: Classified Personnel - Regular
MOTION MADE BY: Margaret Quiñones-Perez
SECONDED BY: Andrew Walzer
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

Motion was made by David Finkel and seconded by Andrew Walzer to recall the vote on Recommendation No. 14.
Ayes: 7
Noes: 0

Motion was made Rob Rader and seconded by David Finkel to approve Recommendation No. 14, excluding the revision submitted at the meeting (resignation).
Ayes: 7
Noes: 0

Recommendation No. 17: Resolution – Temporary Interfund Cash Borrowing
MOTION MADE BY: David Finkel
SECONDED BY: Andrew Walzer
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

Recommendation No. 18: Resolution – Cash Borrowing from the L.A. County Treasury
MOTION MADE BY: David Finkel
SECONDED BY: Andrew Walzer
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0
Recommendation No. 19-G: Facilities – Amendment to Agreement for Construction Management and Inspection

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

RECOMMENDATION NO. 8  APPROVAL OF MINUTES

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

   February 2, 2009 – Recommendation No. 5-D
   March 2, 2009 (Regular Board of Trustees Meeting)
CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 9  ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Reviewed by:  Tricia Ramos, Acting, Dean, Workforce and Economic Development
Approved by:  Jeff Shimizu, Vice-President, Academic Affairs
Requested Action:  Approval/Ratification

Title of Grant:  Workforce Innovations Project
Granting Agency:  Chancellor’s Office California Community Colleges
Appropriated Funding:  $249,908
Matching Funds:  $12,000 Santa Monica Lexus Toyota
                 $13,000 SBA
Performance Period:  February 1, 2009 – June 30, 2010
Summary:  Advanced technology and fuel alternatives for automotive transportation will continue to grow in use, including the commercialization of plug-in hybrid vehicles. Currently, no courses focusing on the diagnosis and repair of these new vehicle technologies exist in the West Los Angeles region. The Workforce Innovation Partnership grant will expand and enhance the SMC CTE curriculum for the next generation of environmental and energy technologies of advanced transportation to include hybrid, plug-in hybrid, and electric vehicles.

Budget:
   State Revenue:  
   8000  $249,908

Expenditures:
   1000 Instructional Salaries  $102,700
   2000 Non-instructional Salaries  29,300
   3000 Employee Benefits  40,047
   4000 Supplies and Materials  9,150
   5000 Other Operating Expenses  29,500
   6000 Capital Outlay  29,600
CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 9  
ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION (continued)

Title of Grant: CTE COMMUNITY COLLABORATIVE
Granting Agency: Chancellor’s Office California Community Colleges
Appropriated Funding: $399,890
Matching Funds: $25,000  WIA Workforce Grant
                  $15,000  SBA Grant
Performance Period: February 1, 2009 – June 30, 2010
Summary: To increase the effectiveness of CTE pathways from secondary to post-secondary systems, this project will focus on four key priorities: increase awareness of future career pathways, enhance the understanding of industry trends, create a pipeline of future workers, and initiate actions that result in higher perceived values toward career technical education.

This project unites the region’s educational/workforce development resources with focus on six sectors industries, Green initiatives, and entrepreneurship, while enhancing student, teacher, and counselor knowledge of career technical education.

Budget: State Revenue:
8000  $399,890

Expenditures:
1000 Instructional Salaries  $121,242
2000 Non-instructional Salaries  159,522
3000 Employee Benefits  44,388
4000 Supplies & Materials  7,248
5000 Other Operating Expenses  51,600
RECOMMENDATION NO. 9  ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION (continued)

Title of Grant: Entrepreneurship Career Pathways Project
Granting Agency: Chancellor’s Office California Community Colleges
Appropriated Funding: $50,000
Matching Funds: $0
Performance Period: December 1, 2008 – November 30, 2009
Summary: The purpose of the new Career Pathways Project is to replace misconceptions about career technical education and increase awareness and aspirations to self-employment as a legitimate lifetime career path providing reliable living wages.

The initiative offers $50,000 for preparation and implementation of creative entrepreneurial education projects. The projects’ target audience is youth and young adults, ideally, those enrolled in feeder high schools and SMC, with special emphasis on minority populations. The activities aim to:

- Increase participant’s business management skills
- Revitalize interest in career technical education
- Develop bridges to enable ease of movement between high schools and community colleges

Budget:

<table>
<thead>
<tr>
<th>State Revenue</th>
<th>$50,000</th>
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<tbody>
<tr>
<td>Non-instructional Salaries</td>
<td>38,000</td>
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<tr>
<td>Benefits</td>
<td>1,900</td>
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<td>Supplies</td>
<td>1,500</td>
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<tr>
<td>Other</td>
<td>3,600</td>
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<tr>
<td>Other outgo</td>
<td>3,000</td>
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</tbody>
</table>
CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 10  CONTRACTS AND CONSULTANTS

10-A  SIGN LANGUAGE INTERPRETERS (Amendment)  
Approved by:  Mike Tuitasi, Vice-President, Student Affairs  
Requested Action:  Approval/Ratification  
Provider:  Accommodating Ideas  
Amount:  $40,000 (Augmentation to current contract for a total amount not to exceed $130,000)  
Effective dates:  2008-2009  
Funding Source:  Disabled Students Program Services and Deaf and Hard-of-Hearing Block Grant  
Service:  The contract was previously approved by the Board for an amount not to exceed $90,000. An increase is necessary because of the need for additional sign language interpreters. The number of deaf students has unexpectedly increased this spring semester.

10-B  FOOD VENDOR CONTRACT  
Requested by:  Charlie Yen, Director of Contract Services  
                Keith Webster, Director of Purchasing  
Approved by:  Jeanine Hawk, Vice President, Business/Administration  
Requested Action:  Approval/Ratification  
Vendor:  Eatology  
Amount:  Monthly fixed fee of $8,888.88 plus 1% the monthly gross sales  
Term of Contract:  5 years from signing of contract  
Funding Source:  N/A  
Summary:  Based on the criteria set in the RFP, the highest possible score was 28. The total points scored for each vendor is as follows in order of ranking:  

1. Eatology  24.35  
2. Campus Kitchen  21.65  
3. Sophies Produce  19.45  
4. Fresh & Natural  16.95  

The Selection Committee paid site visits and conducted further capacity testing of the three (3) highest ranked Proposers. The Selection Committee recommends that the contract for International Cuisine Food Service Vending be awarded to Eatology based on above ranking. Menu prices will range from $3 to $8.

Company Ownership: “Eatology”, is a joint venture between Hannah An and Soo Pak. Hannah An, has run various food service locations for the last 21 years. Ms. An has directed the property acquisition, food and physical concept design, menu development and staffing of most of the company restaurants. Soo Pak, has also spent her career dedicated to food service. Soo has dedicated 16 years of service to the students and faculty of Santa Monica College as Owner/Manager of the “Bread Factory”.

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 11  RATIFICATION OF CONTRACTS AND CONSULTANTS

Approved by: Chui L. Tsang, Superintendent/President
Requested Action: Ratification

The following contracts for goods, services, equipment and rental of facilities, and acceptance of grants in the amount of $50,000 or less have been entered into by the Superintendent/President and are presented to the Board of Trustees for ratification.

Authorization: Board Policy Section 6255, Delegation to Enter Into and Amend Contracts
Approved by Board of Trustees: 9/8/08
Reference: Education Code Sections 81655, 81656

<table>
<thead>
<tr>
<th>Provider/Contract</th>
<th>Term/Amount</th>
<th>Service</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Mark Lamont</td>
<td>May 2, 2009</td>
<td>To provide the keynote speech at the 4th Annual Black Student Conference and do a follow-up workshop for students attending the conference.</td>
<td>2008-09 Global Citizenship</td>
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<tr>
<td>Hill</td>
<td>$3,000</td>
<td></td>
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<tr>
<td>Not to exceed</td>
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<td>Pyro Spectaculars</td>
<td>June 27, 2009</td>
<td>Fireworks for Celebrate America, 2009</td>
<td>Sponsorships and Donations</td>
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<td>– Fireworks</td>
<td>$17,500</td>
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<td>Derek Bordeaux</td>
<td>June 27, 2009</td>
<td>Music entertainment for Celebrate America, 2009</td>
<td>Sponsorships and Donations</td>
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<td></td>
<td>$1,500</td>
<td></td>
<td></td>
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<td></td>
<td>$400</td>
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<td>The Distance</td>
<td>Effective April 6, 2009; will terminate at either party’s request with 30-day notice</td>
<td>DLC will provide instruction on two online classes. SMC, through the Continuing and Community Education Program, will advertise the classes on the SMC website, catalog and provide communications to prospective course enrollees.</td>
<td>Not applicable</td>
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<td>Learning Company,</td>
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<tr>
<td>Inc.</td>
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<tr>
<td>Patty Briles</td>
<td>May 2008 – June 2009</td>
<td>To provide set design and scenic painting for Theater Arts productions.</td>
<td>2008-09 District Budget/ Theater Arts Department</td>
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<tr>
<td></td>
<td>Not to exceed $5,000</td>
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## BOARD OF TRUSTEES
Santa Monica Community College District

**Action**
April 6, 2009

### CONSENT AGENDA: GRANTS AND CONTRACTS

#### RECOMMENDATION NO. 11  RATIFICATION OF CONTRACTS AND CONSULTANTS
*(Continued)*

<table>
<thead>
<tr>
<th>Consultant/Company</th>
<th>Start Date</th>
<th>End Date</th>
<th>Description</th>
<th>Total Compensation</th>
<th>Fee Breakdown &amp; Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alston Chase</td>
<td>April 23, 2009</td>
<td>Not to exceed $2,500</td>
<td>The consultant will lead three sessions for the Distinguished Education Lecture Series</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Compensation Systems, Inc.</td>
<td>2008-2009</td>
<td>Not to exceed $4,000</td>
<td>GASB 45 Actuarial Evaluation Report and Presentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gilbane Building Company</td>
<td>March 24, 2009</td>
<td>$45,000</td>
<td>Plan review for constructability, interdisciplinary review, and estimate validation for Student Services and Administration Building. Deliverables are comments to architects and owners based on plan review of 60% CD set.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>People Admin</td>
<td>April 15, 2009</td>
<td>for a term of 12 months to automatically renew for subsequent 12 month periods</td>
<td>To provide software on fully hosted basis to assist in automating the acceptance and processing of employment applications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acteva.com</td>
<td>April 7 – June 30, 2009</td>
<td>$400 set up cost; Acteva.com will issue a revenue check to SMC. after collection of fees.</td>
<td>On-line registration and collection of payments by credit card for Workforce and Development training workshops</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Welcome Center/Title V**

**2008-09 District Budget/Business and Administration**

**Measure S**

**2008-09 District Budget/Human Resources**

**Workforce Development**
CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 12 ACADEMIC PERSONNEL

Reviewed by: Sherri Lee-Lewis, Dean, Human Resources
Approved by: Marcia Wade, Vice-President, Human Resources
Requested Action: Approval/Ratification

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

ELECTION

Administrative
Simmons, Gregory -Director, Athletics and Kinesiology 05/01/09

SEPARATIONS

RETIREMENTS

Barbara Baird, Professor, Communications Department (20 years of service) 6/16/09
Marilyn Hall, Associate Dean, Emeritus College (33 years of service) 6/30/09

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

RECOMMENDATION NO. 13 SMCCD CALENDAR, 2009-2010

Approved by: Marcia Wade, Vice-President, Human Resources
Requested Action: Approval/Ratification

Approval of the following Santa Monica Community College District Calendar, 2009-2010.
### SANTA MONICA COMMUNITY COLLEGE DISTRICT CALENDAR 2009-2010

#### SEMESTER DATES 2009-2010

**Summer 2009**
- 6-week Summer Session: Jun. 22 - Jul. 31, 2009
- 8-week Summer Session: Jun. 22 - Aug. 14, 2009
- Late Start Summer Session: Jul. 06 - Aug. 14, 2009

**Fall 2009**
- 16-week Fall Semester: Aug. 31 - Dec. 22, 2009
- 1st 8-week Session: Aug. 31 - Oct. 3., 2009
- 12-week Session: Sept. 21 - Dec. 11, 2009
- 6-week Winter Session: Jan. 04 - Feb. 11, 2010

**Spring 2010**
- 16-week Spring Session: Feb. 16 - Jun. 15, 2010
- 1st 8-week Session: Feb. 16 - Apr. 09, 2010
- 12-week Session: Mar. 08 - Jun. 04, 2010
- 2nd 8-week Session: Apr. 19 - Jun. 11, 2010

**Summer 2010**
- 6-week Summer Session: Jun. 21 - Jul. 30, 2010
- 8-week Summer Session: Jun. 21 - Aug. 13, 2010
- Late Start: Jul. 06 - Aug. 13, 2010
- Graduation Day 2010: Graduation Day: Jun. 15, 2010

### LEGAL HOLIDAYS

- **Independence Day:** July 3, 2009 (observed)
- **Labor Day:** September 7, 2009 [1st Monday in Sept]
- **Veterans’ Day:** November 13, 2009
- **Thanksgiving Day:** November 26, 2009 [4th Thursday in Nov]
- **Christmas Day:** December 25, 2009 (Dec. 25 every year)

- **New Year’s Day:** January 01, 2010 [Jan. 1 every year]
- **Martin Luther King Day:** January 18, 2010 [3rd Monday in Jan.]
- **Lincoln’s Birthday:** February 12, 2010
- **Presidents Day:** February 15, 2010 (observed) [3rd Monday in Feb.]
  - note: Presidents Day is also Washington’s Birthday (observed)
- **Memorial Day:** May 31, 2010 (observed) [last Monday in May]
- **Independence Day:** July 5, 2010 (observed)
- **Cesar Chavez Holiday:** 12-month Employees: April 12, 2010
  - 11-month Employees: To Be Determined

### SPECIAL DATES 2009-2010

**Faculty Dates 2009**
- Flex Day: Fall Opening Day (Institutional): August 27, 2009
- Flex Day: Departmental: August 26, 2009

**Faculty Dates 2010**
- Flex Days: Departmental: March 05, 2010
- Flex Day: Institutional: March 18, 2010
- Flex Days: Individual: April 14-16, 2010

### LEGEND

- First day of session
- Dates in bold & red denote Legal Holiday - Classes (not in session/campus open)
- Dates in boxes denotes classes not in session/campus open
- Dates in double boxes denote Faculty Flex Days - see below for more information on Flex Days
- Dates in brackets denotes classes not in session/campus open
CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 14  CLASSIFIED PERSONNEL – REGULAR

Reviewed by: Sherri Lee-Lewis, Dean, Human Resources
Approved by: Marcia Wade, Vice-President, Human Resources
Requested Action: Approval/Ratification

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.

The following positions will be established/abolished in accordance with District policies and salary schedules.

<table>
<thead>
<tr>
<th>ABOLISH</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant I, (1 position)</td>
<td>04/06/09</td>
</tr>
<tr>
<td>Upward Bound Program, 12 mos, 40 hrs</td>
<td></td>
</tr>
<tr>
<td>Administrative Assistant I, (1 position)</td>
<td>04/06/09</td>
</tr>
<tr>
<td>Supt/Pres &amp; Community Relations, 12 mos, 40 hrs</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ESTABLISH</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant I, (1 position)</td>
<td>04/07/09</td>
</tr>
<tr>
<td>Upward Bound Program, 12 mos, 40 hrs/ VH</td>
<td></td>
</tr>
<tr>
<td>Administrative Clerk, (1 position)</td>
<td>04/07/09</td>
</tr>
<tr>
<td>Supt/Pres &amp; Community Relations, 12 mos, 40 hrs</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ELECTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROBATIONARY</td>
</tr>
<tr>
<td>Camacho Jr., Carlos, Groundskeeper/Gardener, Grounds</td>
</tr>
<tr>
<td>Crumbley, Sandra, Switchboard Operator, Telecommunications</td>
</tr>
<tr>
<td>Dinkins, Janet, Administrative Assistant I, Communications</td>
</tr>
<tr>
<td>Dinkins, Janet, Administrative Assistant I, Psychology</td>
</tr>
<tr>
<td>Fung, Kei, Instructional Assistant – Math, Mathematics</td>
</tr>
<tr>
<td>Gutierrez, Hector, Groundskeeper/Gardener, Grounds</td>
</tr>
<tr>
<td>Wyban, Bruce, Mech. Sys. &amp; Energy Mgt. Supervisor, Maintenance</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROMOTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meyering, Alice, Administrative Assistant II, Community Relations</td>
</tr>
<tr>
<td>Jauregui, Luis, Student Services Assistant, Continuing and Community Ed.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADVANCE STEP PLACEMENT</th>
<th>Step C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wyban, Bruce, Mech. Sys. &amp; Energy Mgt. Supv, Maintenance</td>
<td>03/23/09</td>
</tr>
</tbody>
</table>
PERMANENT EMPLOYEE WITH PROVISIONAL ASSIGNMENT
Fierro, Damon
From: Custodian-NS-I, Operations, 12 mos, 40 hrs
To: Lead Custodian-NS-I, Operations, 12 mos, 40 hrs
12/17/08 – 05/07/09

Jones, Jennifer
From: Administrative Secretary, Campus Police, 12 mos, 40 hrs
To: Administrative Assistant I, Campus Police, 12 mos, 40 hrs
11/18/08 – 04/06/09

CHANGE IN WORK SHIFT/TEMPORARY
Ferrill, Matthew
From: Library Assistant/NS-I, Library, 11 mos, 40 hrs
To: Library Assistant/Day, Library, 11 mos, 40 hrs
02/11/09

EDUCATIONAL PAY DIFFERENTIAL
Webster, Keith, Director of Purchasing, Business and Administration
.75%
03/01/09

LEAVES OF ABSENCE WITHOUT PAY

CHILD CARE LEAVE (ext)
Pekerol, Shirstan, C C Parking Enforcement Officer, Campus Police
02/17/09 – 03/01/09

OPPORTUNITY
Karim, Aziz, CC Parking Enforcement Officer, Campus Police
03/17/09 – 03/17/10
CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 15  CLASSIFIED PERSONNEL – LIMITED DURATION
Reviewed by: Sherri Lee-Lewis, Dean, Human Resources
Approved by: Marcia Wade, Vice-President, Human Resources
Requested Action: Approval/Ratification

All personnel assigned to limited term employment (Merit System) will be elected in accordance with District policies and salary schedules.

PROVISIONAL: Temporary personnel who meet minimum qualifications and are assigned to work 90 working days; who have not come from an eligibility list.

Dolinar, Mitsuko M, Accompanist-Performance, Music  03/16/09-07/20/09
Ganelis, Inna, Accompanist-Voice, Music  03/26/09-07/31/09
Gountoumas, Kasiani, Registered Nurse, Health Services  02/23/09-04/06/09
Maas, Benjamin, Theatre Technical Specialist, SMC Performing Arts  02/05/09-06/16/09
O’Brien, Conlin, Counseling Aide, DSC  02/16/09-06/16/09
Park, Ko Eun, Accompanist-Performance, Program Development  02/16/09-03/30/09
Prouty, Eric, J, Counseling Aide, Job Development  03/03/09-06/30/09

LIMITED TERM: Positions established to perform duties not expected to exceed 6 months in one Fiscal Year or positions established to replace temporarily absent employees; all appointments are made from eligibility lists or former employees in good standing.

Berent, Richard, Accompanist-Voice, Music  03/03/09-09/03/09
Crutchfield, Cleo, Disabled Student Services Assistant, DSC  03/05/09-05/09
Daugherty, Grady R, Shuttle Driver, Transportation  02/20/09-08/20/09
Kyas, Jirina, Disabled Student Services Assistant, DSC  03/09/09-09/09
Luthi, Christopher, Accompanist, Performance, Program Development  02/16/09-06/30/09
Medina, Maibe, Counseling Aide, EOP&S  01/02/09-06/30/09
Navarro, Elizabeth, Counseling Aide, EOP&S  01/02/09-06/30/09
Smith, Katherine, Counseling Aide, Interdisciplinary Office, Comp  02/02/09-03/13/09

SUBSTITUTE – LIMITED TERM: Positions established to replace temporarily absent employees. Substitute limited-term appointment may be made for the duration of the absence of a regular employee but need not be for the full duration of the absence.

Hunter, Nadia C, Switchboard Operator, Telecommunications  03/19/09-11/27/09
CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 16  CLASSIFIED PERSONNEL - NON MERIT
Reviewed by: Sherri Lee-Lewis, Dean, Human Resources
Approved by: Marcia Wade, Vice-President, Human Resources
Requested Action: Approval/Ratification

All personnel assigned will be elected on a temporary basis to be used as needed in accordance with District policies and salary schedules.

STUDENT EMPLOYEES
CalWORKS
$8.00/hr

College Student Assistant
$8.00/hr (STHP)

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

Art Models
$18.00/hr

Art Models w/costume
$21.00/hr

Community Services Specialist II
$50.00/hr
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17  RESOLUTION – TEMPORARY INTERFUND CASH BORROWING

Requested by:  Christopher M. Bonvenuto, Director of Fiscal Services
Approved by:  Jeanine Hawk, Vice President, Business and Administration
Requested Action:  Adoption of Resolution

WHEREAS,  Sufficient cash is needed to pay obligations for current operating requirements lawfully incurred in the fiscal year, and;

WHEREAS,  Temporary transfer of cash between District funds is permitted by Education Code Section 42603, and;

WHEREAS,  The following restrictions apply to this authorization:
1)  Maximum amount of authorized borrowing: $30,000,000
2)  For Fiscal Year 2009-2010.
3)  Shall not exceed 75 percent of any moneys held in any fund.
4)  Funds borrowed shall not be available for appropriation or considered income to the borrowing fund.
5)  Borrowing shall occur only when the fund receiving the money will earn sufficient income during the current fiscal year. The amount borrowed shall be repaid either in the same fiscal year or in the following fiscal year if the borrowing takes place within the final 120 calendar days of a fiscal year.

NOW THEREFORE,  The Board of Trustees of the Santa Monica Community College District hereby approves this blanket resolution to authorize the use of an aggregate cash balance in all district funds if the need arises. The maximum amount that is allowable in the borrowing would be $30,000,000.

Comment:  In February 2009 the Legislature passed a State Budget Act that defers General Apportionment payments, in part, from the months of January, February, March and April to the following fiscal year. This action coupled with the $200 million dollar General Apportionment deferral authorized in Assembly Bill 1802 could result in the community colleges not receiving an adequate cash payment from the State in five of the twelve months of the fiscal year. While Santa Monica College is in a fairly solid cash position, Fiscal Services believes it is prudent to pass this resolution to ensure that all financial responsibilities and obligations of the District can be meet during the 2009-2010 fiscal year.
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 18  RESOLUTION – CASH BORROWING FROM THE L.A. COUNTY TREASURY

Requested by: Christopher M. Bonvenuto, Director of Fiscal Services
Approved by: Jeanine Hawk, Vice President, Business and Administration
Requested Action: Adoption of Resolution

WHEREAS, Sufficient cash is needed to pay obligations for current operating requirements lawfully incurred in the fiscal year, and;

WHEREAS, Article XVI, Section 6, of the California Constitution allows for borrowing from the Los Angeles County Treasurer, and;

WHEREAS, The following restrictions apply to this authorization:
   6) Maximum amount of authorized borrowing: $50,000,000.
   7) For Fiscal Year 2009-2010.
   8) Shall not exceed 85 percent of the anticipated revenues accruing to the District.
   9) Shall not be made prior to the first day of the fiscal year not after the last Monday in April of the 2009-2010 fiscal year.
   10) Shall be replaced from revenues accruing to the District before any other obligation of the District is met from such revenue.

NOW THEREFORE, The Board of Trustees of the Santa Monica Community College District hereby approves this resolution to authorize the request to the Los Angeles County Treasurer to make temporary transfer of funds if so deemed appropriate during the 2009-2010 fiscal year by the Superintendent/President to ensure that the District can meet its financial obligations.

Comment: In February 2009 the Legislature passed a State Budget Act that defers General Apportionment payments, in part, from the months of January, February, March and April to the following fiscal year. This action coupled with the $200 million dollar General Apportionment deferral authorized in Assembly Bill 1802 could result in the community colleges not receiving an adequate cash payment from the State in five of the twelve months of the fiscal year. While Santa Monica College is in a fairly solid cash position, Fiscal Services believes it is prudent to pass this resolution to ensure that all financial responsibilities and obligations of the District can be meet during the 2009-2010 fiscal year.
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19  FACILITIES
Requested by: Greg Bown, Director, Facilities and Planning
Approved by: Jeanine Hawk, Vice-President, Business and Administration
Requested Action: Approval/Ratification

19-A CHANGE ORDER NO. 11 – RE- BID CAMPUS QUAD

Change Order No. 11 - TRIMAX CONSTRUCTION CORP. on the Re-Bid Campus Quad project in the amount of ($564):

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Contract Amount</td>
<td>$8,709,500</td>
</tr>
<tr>
<td>Previously approved Change Orders 1-10</td>
<td>1,078,909</td>
</tr>
<tr>
<td>Change Order No. 11</td>
<td>(564)</td>
</tr>
<tr>
<td>Revised Contract Amount</td>
<td>$9,787,845</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Contract Time</td>
<td>360 days</td>
</tr>
<tr>
<td>Previous Time Extensions</td>
<td>0 days</td>
</tr>
<tr>
<td>Revised Contract Time</td>
<td>360 days</td>
</tr>
<tr>
<td>Time Extension this Change Order</td>
<td>0 days</td>
</tr>
<tr>
<td>Current Revised Contract Time</td>
<td>360 days</td>
</tr>
</tbody>
</table>

Funding Source: Measure U

Comment: Change Order No. 11 provides for the cost to pressure wash the PE Building and a credit for concrete, rebar and landscaping not installed per punch list items 145 and 125.
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 FACILITIES (continued)

19-B CHANGE ORDER NO. 2 – STUDENT SERVICES AND ADMINISTRATION BUILDING
PHASE I - SITE PREPARATION

Change Order No. 2 – MINCO CONSTRUCTION on the Student Services and Administration Building Phase I – Site Preparation project in the amount of $1,683:

Original Contract Amount $7,977,000
Previously Approved Change Orders 4,961
Change Order No. 2 1,683
Revised Contract Amount $7,983,644

Original Contract Time 406 days
Previous Time Extensions 0 days
Revised Contract Time 406 days
Time Extension this Change Order 0 days
Current Revised Contract Time 406 days

Funding Source: Measure U

Comment: Change Order No. 2 provides for the salvage and relocation of an existing fiberglass information booth from Lot 1 to a new location near the Business Building per Bulletin 2, and credit for the deleted portion of the construction fence and demolition of asphalt per Bulletin 1.

19-C CHANGE ORDER NO. 2 – REVISED BUNDY NORTHEAST DRIVEWAY

Change Order No. 2 – PIMA CORPORATION on the Revised Bundy Northeast Driveway project in the amount of $63,369:

Original Contract Amount $2,464,600
Previously approved Change Orders 46,524
Change Order No. 2 63,369
Revised Contract Amount $2,574,493

Original Contract Time 300 days
Previous Time Extensions 0 days
Revised Contract Time 300 days
Time Extension this Change Order 0 days
Current Revised Contract Time 300 days

Funding Source: Measure S

Comment: Change Order No. 2 provides for the removal and replacement of 16,714 square feet of existing asphalt per Bulletin 1.
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 FACILITIES (continued)

19-D CHANGE ORDER NO. 5 – PARKING STRUCTURE A IMPROVEMENTS

Change Order No. 5 - TRIMAX CONSTRUCTION CORP. on the Parking Structure A Improvements project in the amount of $8,759:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Contract Amount</td>
<td>$858,300</td>
</tr>
<tr>
<td>Previously approved Change Orders 1-4</td>
<td>16,342</td>
</tr>
<tr>
<td>Change Order No. 5</td>
<td>8,759</td>
</tr>
<tr>
<td>Revised Contract Amount</td>
<td>$883,401</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Contract Time</td>
<td>55 days</td>
</tr>
<tr>
<td>Previous Time Extensions</td>
<td>0 days</td>
</tr>
<tr>
<td>Revised Contract Time</td>
<td>55 days</td>
</tr>
<tr>
<td>Time Extension this Change Order</td>
<td>0 days</td>
</tr>
<tr>
<td>Current Revised Contract Time</td>
<td>55 days</td>
</tr>
</tbody>
</table>

Funding Source: Measure S

Comment: Change Order No. 5 provides for the installation of skate stoppers and bollards per Bulletin 1.

19-E CHANGE ORDER NO. 1 – INTERNATIONAL EDUCATION TEMPORARY FACILITY

Change Order No. 1 - TRIMAX CONSTRUCTION CORP. on the International Education Temporary Facility project in the amount of $2,701:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Contract Amount</td>
<td>$188,000</td>
</tr>
<tr>
<td>Previously approved Change Orders 1-4</td>
<td>0</td>
</tr>
<tr>
<td>Change Order No. 1</td>
<td>2,701</td>
</tr>
<tr>
<td>Revised Contract Amount</td>
<td>$190,701</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Contract Time</td>
<td>36 days</td>
</tr>
<tr>
<td>Previous Time Extensions</td>
<td>0 days</td>
</tr>
<tr>
<td>Revised Contract Time</td>
<td>36 days</td>
</tr>
<tr>
<td>Time Extension this Change Order</td>
<td>0 days</td>
</tr>
<tr>
<td>Current Revised Contract Time</td>
<td>36 days</td>
</tr>
</tbody>
</table>

Funding Source: Measure U

Comment: Change Order No. 1 provides for the removal and relocation of a storage facility, fencing and windscreen.
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 FACILITIES (continued)

19-F AWARD OF BID – GYM BLEACHER REPLACEMENT

Award of bid for the Gym Bleacher Replacement project to the lowest responsive bidder:

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.J. Stevens Construction, Inc.</td>
<td>$540,642</td>
</tr>
<tr>
<td>Trimax Construction</td>
<td>$685,421</td>
</tr>
<tr>
<td>Moment Construction, Inc.</td>
<td>$947,000</td>
</tr>
</tbody>
</table>

Funding Source: Measure S

Comment: This project provides for renovations to the Gymnasium including but not limited to the removal of existing wood bleacher systems, installation of motorized bleacher system and associated electrical work, removal and replacement of interior emergency lighting fixtures, upgrade and installation of fire alarm equipment, and connections to existing equipment, design and installation of automatic fire sprinkler system, installation of structural supports and installation of miscellaneous signage.

19-G AMENDMENT TO AGREEMENT FOR CONSTRUCTION MANAGEMENT & INSPECTION

Amend the agreement with LPI, Inc. for Construction Management and Inspection to revise the not to exceed amount for the 2009-10 fiscal year from $900,000 to $1,200,000.

Funding Source: Measure S, U, District Capital Funds

Comment: The District has requested additional services and resources now that the Student Services project is underway.
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 FACILITIES (continued)

19-H AGREEMENT FOR USE OF PROPERTY FOR TRANSIT STOP IMPROVEMENTS

Agreement with The City of Santa Monica Big Blue Bus for the use of college property on Pico Boulevard for an enhanced transit stop.

Funding Source: City of Santa Monica Big Blue Bus

Comment: The Big Blue Bus is proposing to make improvements to the current main bus stop on Pico Boulevard to allow for additional passenger services and amenities, including but not limited to passenger shelters, real time information signage and trip planning information. These amenities would then be relocated in the future when the college completes the “Pico Promenade” project.

19-I AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – PARKING STRUCTURE A

Amend the agreement with Steinberg Architects for the Parking Structure A Improvements project to extend the contract end date from December 31, 2008 to June 30, 2009. There are no additional fees.

Funding Source: Measure S

Comment: This project has not yet been officially closed and the architects services are still required to complete the closeout documents.
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 20    BUDGET TRANSFERS
Requested by:         Chris Bonvenuto, Director, Fiscal Services
Approved by:          Jeanine Hawk, Vice-President, Business and Administration
Requested Action:     Approval/Ratification

20-A  FUND 01.0 – GENERAL FUND - UNRESTRICTED
Period: February 12, 2009 thru March 23, 2009

<table>
<thead>
<tr>
<th>Object Code</th>
<th>Description</th>
<th>Net Amount of Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>Academic Salaries</td>
<td>0</td>
</tr>
<tr>
<td>2000</td>
<td>Classified/Student Salaries</td>
<td>-12,064</td>
</tr>
<tr>
<td>3000</td>
<td>Benefits</td>
<td>0</td>
</tr>
<tr>
<td>4000</td>
<td>Supplies</td>
<td>52,768</td>
</tr>
<tr>
<td>5000</td>
<td>Contract Services/Operating Exp</td>
<td>-30,050</td>
</tr>
<tr>
<td>6000</td>
<td>Sites/Buildings/Equipment</td>
<td>2,046</td>
</tr>
<tr>
<td>7000</td>
<td>Other Outgo/Student Payments</td>
<td>-12,700</td>
</tr>
<tr>
<td>Net Total:</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

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.

20-B  FUND 01.3 – GENERAL FUND - RESTRICTED
Period: February 12, 2009 thru March 23, 2009

<table>
<thead>
<tr>
<th>Object Code</th>
<th>Description</th>
<th>Net Amount of Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>Academic Salaries</td>
<td>-13,942</td>
</tr>
<tr>
<td>2000</td>
<td>Classified/Student Salaries</td>
<td>48,338</td>
</tr>
<tr>
<td>3000</td>
<td>Benefits</td>
<td>-29,873</td>
</tr>
<tr>
<td>4000</td>
<td>Supplies</td>
<td>0,240</td>
</tr>
<tr>
<td>5000</td>
<td>Contract Services/Operating Exp</td>
<td>41,655</td>
</tr>
<tr>
<td>6000</td>
<td>Sites/Buildings/Equipment</td>
<td>-70,799</td>
</tr>
<tr>
<td>7000</td>
<td>Other Outgo/Student Payments</td>
<td>14,381</td>
</tr>
<tr>
<td>Net Total:</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 21  BUDGET AUGMENTATIONS/REDUCTIONS
Requested by: Chris Bonvenuto, Director, Fiscal Services
Approved by: Jeanine Hawk, Vice-President, Business and Administration
Requested Action: Approval/Ratification

PELL GRANT 2008-09
Granting Agency: Federal Government (administered by the US Dept. of Education)
Appropriated Funding: $4,000,000
Matching Funds: None
Performance Period: July 1, 2008 - June 30, 2009
Summary The District qualifies for an additional $4,000,000 in federal appropriation of Pell Grants due to an increase in students qualified for Pell Grants.
Budget Augmentation: Revenue: 8000 Federal Revenue $4,000,000 Expenditures: 7000 Student Financial Aid $4,000,000

ACG GRANT 2008-09
Granting Agency: Federal Government (administered by the US Dept. of Education)
Appropriated Funding: $185,000
Matching Funds: None
Performance Period: July 1, 2008 - June 30, 2009
Summary The District qualifies for an additional $185,000 in federal appropriation of ACG Grants due to an increase in students qualified for ACG Grants.
Budget Augmentation: Revenue: 8000 Federal Revenue $185,000 Expenditures: 7000 Student Financial Aid $185,000

BASIC SKILLS
Granting Agency: State of California
Appropriated Funding: ($2,426)
Matching Funds: None
Performance Period: July 1, 2008 - June 30, 2009
Summary The District has received notice for a Basic Skills decrease per the PI Report issued by the Chancellor’s Office.
Budget Augmentation: Revenue: 8000 State Revenue ($2,426) Expenditures: 4000 Supplies ($2,426)
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 21  BUDGET AUGMENTATIONS/REDUCTIONS (continued)

TRANSFER & ARTICULATION 2008-09
Granting Agency: State of California
Appropriated Funding: $3,000
Matching Funds: None
Performance Period: July 1, 2008 - June 30, 2009
Summary The District qualifies for an additional $3,000 in Transfer and Articulation funding per the PI report issued by the Chancellor’s Office.

Budget Augmentation: Revenue:
8000 State Revenue $3,000
Expenditures:
4000 Supplies $500
5000 Contracted Services $2,500

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)
Granting Agency: State of California
Appropriated Funding: $7,000
Matching Funds: None
Performance Period: July 1, 2008 – June 30, 2009
Summary The District applied for and received an additional $7,000 in EOPS funding to be used as Direct Student Aid.

Budget Augmentation: Revenue:
8000 State Revenue $7,000
Expenditures:
7000 Student Aid $7,000

The 2008-2009 adopted Budget will be amended to reflect the following budget augmentations
**DISABLED STUDENTS PROGRAM & SERVICES (DSP&S)**

Granting Agency: State of California  
Appropriated Funding: $26,927  
Matching Funds: None  
Performance Period: July 1, 2008 - June 30, 2009  
Summary: The District qualifies for an additional $26,927 in DSP&S funding per the PI report issued by the Chancellor’s Office.  

Budget Augmentation:  
Revenue:  
8000 State Revenue $26,927  
Expenditures:  
4000 Supplies $2,927  
5000 Consultants $24,000

---

**DISABLED STUDENTS PROGRAM & SERVICES (DSP&S)**

Granting Agency: State of California  
Appropriated Funding: $32,020  
Matching Funds: None  
Performance Period: July 1, 2008 – June 30, 2009  
Summary: The District qualifies for an additional $32,020 in DSP&S funding per the PI report issued by the Chancellor's Office.  

Budget Augmentation:  
Revenue:  
8000 State Revenue $32,020  
Expenditures:  
1000 Certificated Salaries $28,200  
3000 Benefits $3,820
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 22  CLAIMS FOR DAMAGES

1. Reject the following claims and refer the claim to the District’s claims management firm:
   Requested by: Cozetta Wilson-Carlton, Risk Manager
   Approved by: Randal Lawson, Executive Vice-President
   Requested Action: Approval/Ratification

<table>
<thead>
<tr>
<th>Claimant</th>
<th>Date Filed</th>
<th>Amount of Claim</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Geyer</td>
<td>February 19, 2009</td>
<td>$1,349.15</td>
</tr>
</tbody>
</table>

   Comment: The Claimant, a Hewlett Packard engineer employee, laptop was stolen from the Information Technology printer/production room while he was working in the data center.

2. Reject the following claim and refer the claim to the District’s claims management firm:
   Requested by: Risk Management
   Approved by: Michael Tuitasi, Vice-President, Student Affairs
   Requested Action: Approval/Ratification

<table>
<thead>
<tr>
<th>Claimant</th>
<th>Date Filed</th>
<th>Amount of Claim</th>
</tr>
</thead>
<tbody>
<tr>
<td>Melissa Dixon</td>
<td>March 2, 2009</td>
<td>$5,945.76</td>
</tr>
</tbody>
</table>

   Comment: The claimant alleged that her vehicle was struck by a Santa Monica College Shuttle Bus while she entered the Madison Campus parking lot from Santa Monica Blvd.
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 23 COMMERCIAL WARRANT REGISTER
Requested by: Robin Quaile, Accounts Payable Supervisor
Approved by: Jeanine Hawk, Vice-President, Business and Administration
Requested Action: Approval/Ratification

February 1 – February 28, 2009 3424 – 3458 $8,458,465.23
Comment: The detailed Commercial Warrant documents are on file in the Accounting Department.

RECOMMENDATION NO. 24 DIRECT, BENEFIT & STUDENT GRANT PAYMENTS

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.

February 1 – February 28, 2009
D001306 – D001494 $247,551.21
B000399 – B000462 $1,253,211.70

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

RECOMMENDATION NO. 25 PAYROLL WARRANT REGISTER
Requested by: Ian Fraser, Payroll Manager
Approved by: Jeanine Hawk, Vice-President, Business and Administration
Requested Action: Approval/Ratification

January 1 – January 31, 2009 CIF – C2G $6,384,223.50
February 1 – February 28, 2009 C1G – C2H $10,509,968.35
Comment: The detailed payroll register documents are on file in the Accounting Department.

RECOMMENDATION NO. 26 AUXILIARY PAYMENTS & PURCHASE ORDERS
Requested by: George Prather, Director of Auxiliary Services
Approved by: Jeanine Hawk, Vice-President, Business and Administration
Requested Action: Approval/Ratification

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

February 1 – February 31, 2009 Payments $2,013,305.74 Purchase Orders $83,876.05

Comment: The detailed Auxiliary payment documents are on file in the Auxiliary Operations Office.
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 27 PURCHASING
Requested by: Keith Webster, Director, Purchasing
Approved by: Jeanine Hawk, Vice-President, Business and Administration
Requested Action: Approval/Ratification

27-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

February 1 – February 28, 2009 $361,312.58

27-B DECLARATION AND DONATION OF SURPLUS PROPERTY

Declare as surplus miscellaneous the following grounds keeping operational and non-operational property.

Operational
1. Toyota pickup, License #E1054912
2. Toyota pickup, License #E420063
3. Dodge Cust 150, License #E707516
4. Ford 250 w/racks, License #E707515
5. Chev Bus, License #E958155
6. Ford Bus, License #E343839
7. Chev Van Astro, License #E498233
8. Dodge Ram 350, License #E379662
9. VW Quantum, License #E400840
10. Dodge Van, License #E459008

Comment: This action is in accordance with SMC Board Policy 6531 and Education Code Section 81452.
X. BOARD COMMENTS AND REQUESTS

XI. ADJOURNMENT – 10:55 p.m.

The meeting was adjourned in memory of Bill Evans, a retired anthropology and geography professor who taught at SMC for 17 years, and Nancy Vogt, retired administrative assistant for physical education and athletics for 17 years.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Monday, May 4, 2009 at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

The agenda for the next meeting will include the following:

• Report: Student Achievement, Basic Skills, Student Retention and Research
• Staff Report Related to Institutional Accountability, Necessary Staffing for Facility Maintenance and Upkeep, and Revised Contracting Procedures to Address Issues Raised by Board Subcommittee on Contracting Out
• Preview of Tentative Budget
• Resolution for Classified Employees Week
• Annual Authorization of Privileges for Student Trustee
• Appointment of Members to Citizens’ Bond Oversight Committee
• Acknowledge Receipt of Personnel Commission Budget
• Acknowledge Receipt of Quarterly Budget Report and 311Q
• Information Item: CBOC Report (April meeting)