

A  
G  
E  
N  
D  
A



SANTA MONICA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING

TUESDAY,  
OCTOBER 6, 2009

Santa Monica College  
1900 Pico Boulevard  
Santa Monica, California

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

Board Room (Business Building Room 117)

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

*Any disclosable public records related to an open session item on the  
agenda and distributed to the Board of Trustees less than 72 hours  
prior to the meeting are available for public inspection in the office of the  
Superintendent/President, 2714 Pico Boulevard, Santa Monica,  
during normal business hours.*

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

## **PUBLIC PARTICIPATION ADDRESSING THE BOARD OF TRUSTEES**

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

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

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

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

### General Public Comments and Consent Agenda

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

### Major Items of Business

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

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

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

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

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

<b>BOARD OF TRUSTEES</b>	<b>REGULAR MEETING</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 6, 2009

## **A G E N D A**

A meeting of the Board of Trustees of the Santa Monica Community College District will be held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Tuesday, October 6, 2009.

5:30 p.m. – *Call to Order*  
*Closed Session*  
7:00 p.m. – *Public Meeting*

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

**I. ORGANIZATIONAL FUNCTIONS**

Page No.

- |   |   |
|---|---|
| A Call to Order – 5:30 p.m.               | I |
| B Roll Call                               |   |
| C Public Comments on Closed Session Items |   |

**II. CLOSED SESSION**

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

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

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

IV. **SUPERINTENDENT'S REPORT**

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

V. **ACADEMIC SENATE REPORT**

VI. **MAJOR ITEMS OF BUSINESS**

#1	Resolution to Recognize Extended Opportunity Programs and Services Month	7
G	Effectiveness and Efficiency of Board Operations	9
H	Report: Workforce Development/Career Technical Pathways	10
I	Report: SMC Employee Diversity	10
#2	Appointment to Citizens' Bond Oversight Committee	11
#3	Schedule of Board of Trustees Meetings, 2010	12

VII. **CONSENT AGENDA**

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

**Approval of Minutes**

#4	Approval of Minutes: August 4, 2009 (Regular Meeting)	13
	September 15, 200 (Regular Meeting)	
	September 29, 2009 (Special Meeting)	

**Grants and Contracts**

#5	Contracts and Consultants	
	5-A Contract with CalPIRG	14
	5-B Consultant Services to Assess Instructional Program Need in City of Malibu	14
#6	Ratification of Contracts and Consultants	15

**Human Resources**

#7	SMCCD Calendar, 2010-2011	16
#8	Classified Personnel – Regular	18
#9	Classified Personnel – Limited Duration	19
#10	Classified Personnel – Non Merit	20

**Facilities and Fiscal**

#11	Facilities	
	11-A Change Order No. 6 – Revised Bundy Northeast Driveway	21
	11-B Change Order No. 4 – International Education Temporary Facility	22
	11-C Change Order No. 2 – Gym Bleacher Replacement	22
	11-D Amendment to Agreement for Architectural Services – Student Services	23

**Facilities and Fiscal** (continued)

#12	Application for Leave to Present Late Claim	24
#13	Budget Augmentation	24
#14	Commercial Warrant Register	25
#15	Payroll Warrant Register	25
#16	Direct, Benefit and Student Grant Payments	25
#17	Purchasing	
	17-A Award of Purchase Orders	25

VIII. **CONSENT AGENDA – Pulled Recommendations**

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

IX. **INFORMATION**

X. **BOARD COMMENTS AND REQUESTS**

XI. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Tuesday, November 3, 2009** at 7 p.m. (5:30 p.m. if there is a closed session) Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

<b>BOARD OF TRUSTEES</b>	<b>REGULAR MEETING</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 6, 2009

**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  
Seth Smith, Student Trustee
  
- C     PUBLIC COMMENTS ON CLOSED SESSION ITEMS

**II. CLOSED SESSION**

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

**III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS**

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 6, 2009

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 1**

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

SUBMITTED BY:               Superintendent/President

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	October 6, 2009

MAJOR ITEMS OF BUSINESS

**INFORMATION ITEM G**

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

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

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

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

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	October 6, 2009

MAJOR ITEMS OF BUSINESS

**INFORMATION ITEM H**

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

SUBMITTED BY: Superintendent/President

SUMMARY: Vice-President of Academic Affairs Jeff Shimizu and Acting Dean of Workforce Development/Occupational Education Patricia Ramos will present an update on the Santa Monica College Career Technical Education Programs and Workforce Development area.

**INFORMATION ITEM I**

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

SUBMITTED BY: Superintendent/President

SUMMARY: Vice-President of Human Resources Marcia Wade and Dean of Human Resources Patricia Brown will present an overview of the SMC Employee Diversity.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 6, 2009

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 2**

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

SUBMITTED BY: Chair Louise Jaffe

REQUESTED ACTION: It is recommended that the Board of Trustees approve the appointment of a student representative (name to be presented) to the Citizens' Bond Oversight Committee for 2009-2010.

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

Category

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

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	October 6, 2009

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 3**

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

**SUBMITTED BY:** Superintendent/President

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

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

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

<b>January 12, 2010</b> ( <i>second Tuesday</i> ) January 26 ( <i>fourth Tuesday - hold</i> )	<b>July 6</b> July 20 ( <i>hold</i> )
<b>February 2</b> February 16( <i>hold</i> )	<b>Summer Study Session</b> August 7
<b>Winter Study Session</b> February 20	<b>August 3</b> August 17 ( <i>hold</i> )
<b>March 2</b> March 16 ( <i>hold</i> )	<b>September 7</b> September 21 ( <i>hold</i> )
<b>April 6</b> April 20 ( <i>hold</i> )	<b>October 5</b> October 19 ( <i>hold</i> )
<b>May 4</b> May 18 ( <i>hold</i> )	<b>November 2</b> ( <i>election day</i> ) November 16 ( <i>hold</i> )
<b>June 1</b> June 15, fourth Tuesday	<b>December 7</b> ( <i>election year - may need to be rescheduled to be held after City Council meeting</i> )

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 6, 2009

**VII. CONSENT AGENDA**

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

**RECOMMENDATION**

The Board of Trustees take the action requested on Consent Agenda Recommendations #4-#17

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

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

**VIII. CONSENT AGENDA – Pulled Recommendations**

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

**RECOMMENDATION NO. 4 APPROVAL OF MINUTES**

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

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	October 6, 2009

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 5      CONTRACTS AND CONSULTANTS**

**#5-A    CONTRACT WITH CALPIRG**

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

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

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

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

Funding Source:         SMC Associated Students

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

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

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

Provider:                    Maggie Hall

Amount:                    \$25,000, plus reimbursable expenses

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

Funding Source:         Measure S

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	October 6, 2009

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 6      RATIFICATION OF CONTRACTS AND CONSULTANTS**

Approved by:      *Chui L. Tsang, Superintendent/President*

Requested Action:      *Ratification*

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

*Authorization: Board Policy Section 6255, Delegation to Enter Into and Amend Contracts*

*Approved by Board of Trustees: 9/8/08*

*Reference: Education Code Sections 81655, 81656*

Provider/Contract	Service	Term/Amount	Funding Source
Borrego Fire Protection	Lease agreement, tower and building space rental for KCRW's K225BA translator station	September 29, 2009- September 19, 2010  Annual fee of \$3,708	KCRW Donations
Greenberg Traurig	Legal services for general music and entertainment matters; fundraising sweepstakes/prizes rules	July 1, 2009 - June 30, 2010  Annual total, not to exceed: \$25,000	KCRW Donations
Jennifer Jeanne Jones	Jennifer Jeanne Jones will provide artistic scenic painting for Theatre Arts productions	September, 2009 – June, 2010  Not to exceed \$1,000	District Budget/Theatre Arts Department
Olympia LePoint	Olympia LePoint will lead a workshop for about 150 basic skills mathematics students and conduct a discussion session with about 20 math faculty on ways to effectively increase student success rates by capitalizing on educational diversity.	November 12, 2009  Not to exceed \$2,500	2009-2010 Basic Skills Initiative
William B. Clarke and Associates	Consultation services to provide external evaluation of the new AAPI grant program.	October 1, 2009- - September 30, 2010  \$30,000	U.S. Department of Education Asian American Pacific Islander (AAPI) Project
William B. Clarke and Associates, Educational Consultants	Clarke will be responsible for writing the TRIO Student Support Services Grant during the 2009 competition. The proposal will include the preparation and review of all attachments considered to be part of the application.	September 15, 2009 – December 30, 2009  \$5,000	District Budget/ Grants Office
Total Compensation Systems, Inc.	Update Actuarial Study as required by GASB 45	Through June 30, 2009  Not to exceed \$10,000	2009-2010 Business/ Administration Budget

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	October 6, 2009

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 7 SMCCD CALENDAR, 2010-2011**

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

*Requested Action: Approval/Ratification*

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



SANTA MONICA COMMUNITY COLLEGE DISTRICT CALENDAR 2010-2011

JUNE 2010						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	[16]	[17]	[18]	19
20	21	22	23	24	25	26
27	28	29	30			

JULY 2010						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST 2010						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	[16]	[17]	[18]	[19]	[20]	21
22	[23]	[24]	[25]	[26]	[27]	28
29	30	31				

SEPTEMBER 2010						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER 2010						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER 2010						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

DECEMBER 2010						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	[22]	23	24	25
26	27	28	29	30	31	

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

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

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

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

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

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

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

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

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

SEMESTER DATES 2010-2011

Summer 2010	Spring 2011
6-week Summer Session: Jun. 21 - Jul. 30, 2010	16-week Spring Semester: Feb. 14 - Jun. 14, 2011
8-week Summer Session: Jun. 21 - Aug. 13, 2010	1st 8-week Session: Feb. 14 - Apr. 08, 2011
Late Start Summer Session: Jul. 06 - Aug. 13, 2010	12-week Session: Mar. 07 - Jun. 03, 2011
	2nd 8-week Session: Apr. 18 - Jun. 10, 2011
Fall 2010	Summer 2011
16-week Fall Semester: Aug. 30 - Dec. 21, 2010	6-week Summer Session: Jun. 20 - Jul. 29, 2011
1st 8-week Session: Aug. 30 - Oct. 22, 2010	8-week Summer Session: Jun. 20 - Aug. 12, 2011
12-week Session: Sept. 20 - Dec. 10, 2010	Late Start: Jul. 05 - Aug. 12, 2011
2nd 8-week Session: Oct. 25 - Dec. 17, 2010	
Winter Session 2011	Graduation Day 2011
6-week Winter Session: Jan. 03 - Feb. 10, 2011	Graduation Day: June 14, 2011

LEGAL HOLIDAYS

Legal Holidays June - December 2010	Legal Holidays January - September 2011
<ul style="list-style-type: none"> <li>Independence Day: July 5, 2010 [observed]</li> <li>Labor Day: September 6, 2010 [1st Monday in Sept.]</li> <li>Veterans' Day: November 12, 2010 [observed]</li> <li>Thanksgiving Day: November 25, 2010 [4th Thursday in Nov.]</li> <li>Admission's Day: Dec. 23, 2010 [in lieu of Sept. 15, 2010]</li> <li>Christmas Day: December 24, 2010 [observed]</li> <li>New Year's Day: December 31, 2010 [observed]</li> </ul>	<ul style="list-style-type: none"> <li>Martin Luther King Day: January 17, 2011 [3rd Monday in Jan.]</li> <li>Lincoln's Birthday: February 11, 2011 [observed]</li> <li>Presidents' Day: February 21, 2011 (observed) [3rd Monday in Feb.] note: Presidents' Day is also Washington's Birthday (observed)</li> <li>Memorial Day: May 30, 2011 (observed) [last Monday in May]</li> <li>Independence Day: July 4, 2011</li> <li>Cesar Chavez Holiday:                             <ul style="list-style-type: none"> <li>12-Month Employees: April 11, 2011</li> <li>11-Month Employees: To Be Determined</li> </ul> </li> </ul>

SPECIAL DATES 2010 - 2011

Faculty Dates 2010	Faculty Dates 2011
Flex Days: Departmental Aug. 25, 2010 Aug. 27, 2010	Flex Days: Departmental Mar. 04, 2011 Aug. 24, 2011 Aug. 26, 2011
Flex Days: Individual Aug. 24, 2010	Flex Days: Individual Apr. 13-15, 2011 Aug. 23, 2011
Flex Day: Fall Opening Day Aug. 26, 2010	Flex Day: Institutional Mar. 17, 2011 Flex Day: Fall Opening Day Aug. 25, 2011

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	October 6, 2009

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 8 CLASSIFIED PERSONNEL – REGULAR**

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

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

ELECTIONS EFFECTIVE DATE

PROBATIONARY

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

EDUCATIONAL PAY DIFFERENTIAL

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

ADVANCED STEP PLACEMENT

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

PROMOTION

Joseph Peters, Jo An, Deaf & Hard of Hearing Services Supervisor	10/01/09
--	----------

SEPARATIONS

RESIGNATION

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

RETIREMENT

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

DECEASED

Black, Russell, Computer Support Specialist, Telecomm	09/11/09
---	----------

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	October 6, 2009

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 9 CLASSIFIED PERSONNEL – LIMITED DURATION**

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

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

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

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

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

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	October 6, 2009

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 10 CLASSIFIED PERSONNEL - NON MERIT**

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

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

STUDENT EMPLOYEES

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

SPECIAL SERVICE

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	October 6, 2009

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 11 FACILITIES**

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

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

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

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

Funding Source: Measure S

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	October 6, 2009

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 11 FACILITIES** *(continued)*

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

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

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

Funding Source: Measure U

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

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

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

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

Funding Source: Measure S

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	October 6, 2009

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 11 FACILITIES** *(continued)*

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

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

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

Funding Source: Measure S

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

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	October 6, 2009

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 12 APPLICATION FOR LEAVE TO PRESENT LATE CLAIM**

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

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

**RECOMMENDATION NO. 13 BUDGET AUGMENTATION**

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

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

**13-A SCHOLARSHIPS FOR DISADVANTAGED STUDENTS**

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

**13-B LAUP Early Start Pathway for Early Childhood Education**

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



<b>BOARD OF TRUSTEES</b>	<b>REGULAR MEETING</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 6, 2008

XI. **BOARD COMMENTS AND REQUESTS**

XII. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, November 3, 2009** at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

The December meeting will be held on Tuesday, **December 8, 2009**.

The agenda for the next meeting will include the following:

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