SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

TUESDAY,
JANUARY 12, 2010

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.
MINUTES

A meeting of the Board of Trustees of the Santa Monica Community College District was held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Tuesday, January 12, 2010.

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 – 5:30 p.m.
   B Roll Call
   C Public Comments on Closed Session Items

II. CLOSED SESSION

   CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)
   Agency designated representatives:       Marcia Wade, Vice-President, Human Resources
                                             Robert Myers, Campus Counsel
   Employee Organization:                   CSEA, Chapter 36

   CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)
   Agency designated representatives:       Marcia Wade, Vice-President, Human Resources
                                             Robert Myers, Campus Counsel
   Employee Organization:                   Santa Monica College Faculty Association

   CONFERENCE WITH LABOR NEGOTIATORS
   (Government Code Section 54957.6)
   Agency designated representatives:       Marcia Wade, Vice-President, Human Resources
                                             Robert Myers, Campus Counsel
   Employee Organization:                   Santa Monica College Police Officers Association

   PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Government Code Section 54957)

   REAL PROPERTY (Government Code Section 54956.8)
   Property Address:        Santa Monica College Olympic Shuttle Lot/3400-3500 Airport Ave.
   Under Negotiation:      Terms and Conditions of Land Swap with City of Santa Monica
   College Negotiators:    Dr. Chui Tsang
   City of Santa Monica’s Representative: Lamont Ewell, City Manager
III. **PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS**
   D  Pledge of Allegiance  
   E  Closed Session Report  
   F  Public Comments  

IV. **SUPERINTENDENT’S REPORT**
   • Management Association Update  
   • Updates:  
     – Winter Session - Enrollment  
     – State Budget  

V. **ACADEMIC SENATE REPORT**  

VI. **MAJOR ITEMS OF BUSINESS**
   G  Presentation: Academy of Entertainment and Technology  
   #1  2010-2011 Non Resident Tuition Rate  
   #2  Nomination for CCCT Board of Directors  
   #3  Second Reading – Board Policy Section 4135, FERPA  
   #4  Second Reading – Board Policy Section 2480, Zero Waste Events  

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**  
   #5  Approval of Minutes: December 8, 2009 (Regular Meeting)  

   **Grants and Contracts**  
   #6  Acceptance of Grants and Budget Augmentation  
   #7  Ratification of Contracts and Consultants  
   #8  Organizational Memberships, 2009-10  
   #9  New Courses and Certificates  

   **Human Resources**  
   #10  Academic Personnel  
   #11  Classified Personnel – Regular  
   #12  Classified Personnel – Limited Duration  
   #13  Classified Personnel – Non Merit  

   **Facilities and Fiscal**  
   #14  Budget Transfers  
   #15  Commercial Warrant Register  
   #16  Payroll Warrant Register  
   #17  Auxiliary Payments and Purchase Orders  
   #18  Direct, Benefit and Student Grant Payments  
   #19  Purchasing  
      A  Award of Purchase Orders
VIII. **CONSENT AGENDA – Pulled Recommendations**  
Recommendations pulled from the Section VII. Consent Agenda to be discussed and voted on separately. Depending on time constraints, these items might be carried over to another meeting.

IX. **BOARD COMMENTS AND REQUESTS**

X. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Tuesday, February 2, 2010** at 7 p.m. (5:30 p.m. if there is a closed session) Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.
I. ORGANIZATIONAL FUNCTIONS

A CALL TO ORDER – 5:30 p.m.

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

C PUBLIC COMMENTS ON CLOSED SESSION ITEMS - None

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

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PUBLIC EMPLOYEE DISCIPLINE/DISMISSALRELEASE (Government Code Section 54957)

REAL PROPERTY (Government Code Section 54956.8)
Property Address: Santa Monica College Olympic Shuttle Lot/3400-3500 Airport Ave.
Under Negotiation: Terms and Conditions of Land Swap with City of Santa Monica
College Negotiator: Dr. Chui Tsang
City of Santa Monica’s Representative: Lamont Ewell, City Manager
III.  PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS  –  7 p.m.

D  PLEDGE OF ALLEGIANCE – Jeff Shimizu, Vice-President, Academic Affairs

E  CLOSED SESSION REPORT
The Board, in closed session, voted to release one academic administrator and authorized the Superintendent/President, or his designee, to provide the academic administrator with notice on or before March 15, 2010, that the academic administrator’s employment will not be renewed at the conclusion of the 2009-2010 fiscal year.
Ayes:  6
Noes:  0
Absent:  1 (Quiñones-Perez)

F  PUBLIC COMMENTS - None

IV.  SUPERINTENDENT’S REPORT

• Management Association Update:  SMC Management Association President-Elect Dr. Albert Vasquez wished everyone a happy new year.
• Updates:

  Winter Session Enrollment:  Vice President of Enrollment Development Teresita Rodriguez and Vice President of Academic Affairs Jeff Shimizu reported that enrollment for the winter session is basically on target – about half what it was a year ago. SMC cut its class offerings because of severe state budget cuts, but SMC is running the largest winter session in the state. Enrollment is at 1,131 full-time-equivalent students (FTES), down by about half from a year ago, but head count is down only about 30 percent because SMC limited each student to a maximum of five units for the winter session. No evening classes are being offered, nor are classes scheduled at the satellite campuses.

  State Budget:  Vice President of Business and Administration Bob Isomoto reported that after historic cuts to education last year, Governor Arnold Schwarzenegger, in his state-of-the-state address last week and his proposed $83 billion budget for 2010-11, vowed to protect education. In the governor’s proposed budget, funding for K-12 is flat, and the community colleges are given some growth monies. However, with the proposed $8.5 billion in cuts, this $83 billion budget takes California back to 2004 spending levels. Some major points for the proposed community college budget include the addition of $126 million for 2.2% enrollment growth, reduction of $22.9 million for a negative cost-of-living adjustment (-0.38%), backfill of $39.3 million in property tax declines, and a reduction of $10 million from both EOPS and part-time faculty compensation.

V.  ACADEMIC SENATE REPORT
Eric Oifer, Academic Senate President
MAJOR ITEMS OF BUSINESS

INFORMATION ITEM G

SUBJECT: PRESENTATION: ACADEMY OF ENTERTAINMENT AND TECHNOLOGY UPDATE

SUBMITTED BY: Superintendent/President

SUMMARY: The Media and Technology complex at the SMC Academy of Entertainment and Technology site encompasses four project elements:

- A 430 space parking structure
- An addition to the current AET building
- Remodeling the current AET building
- A new building for radio station KCRW

The project was detailed to the Board at its September 15, 2009 meeting and the following progress has been made since that meeting:

Contractors are currently being pre-qualified for the design-build parking structure portion of the project. The parking structure is being done as “Phase I” of the project since the rest of the construction will take up the current parking lot. Qualified contractors will then be able to submit proposals for the parking structure. It is expected that the award of the parking structure will be brought to the Board this spring.

Planning for the buildings is past the 50% mark on the design development phase of the project. Technical meetings have been held with KCRW staff, the Academy faculty and staff and Facilities Maintenance staff recently as part of this process. Design development is scheduled to be submitted to the District for approval in May along with an updated estimate. Upon approval, the architect will prepare the construction documents that will go to the Division of the State Architect (DSA) for approval. The construction documents should be ready for DSA by December.

Construction on Phase II of the project is expected to start by Fall 2011 and be completed by Fall 2013.

As part of the planning process college staff and construction manager are meeting on a regular basis to determine the logistics of remodeling the existing building while still holding some classes on site. Other classes may need to be relocated off site during portions of the construction.

There have been no changes in project scope, schedule, or budget since the last report to the Board.
MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1

SUBJECT: 2010-2011 NONRESIDENT TUITION RATE

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees adopt and establish the 2010-2011 nonresident tuition rate as follows:

Nonresident tuition shall be the higher of:

a. $183 (the state average) per semester unit
b. The highest nonresident tuition rate adopted by a contiguous community college district (the maximum would be $186)

It is further recommended that the Board of Trustees adopt a $36 per semester unit capital outlay recovery surcharge for 2010-2011.

BACKGROUND: Education Code Section 76140 authorizes a district to charge a nonresident tuition fee in the event it chooses to admit nonresident students. Either of the recommended 2010-2011 tuition rates is less than the 2009-2010 rate of $190 per unit. Education Code Section 76140 also authorizes districts to charge a capital outlay recovery surcharge so that districts may recover a prorated share of their capital outlay expenditures. The recommended capital outlay recovery surcharge for 2010-2011 constitutes a $5 per unit increase over the capital surcharge for 2009-2010.

MOTION MADE BY: Louise Jaffe
SECONDED BY: Andrew Walzer
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Quiñones-Perez)
MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

SUBJECT: NOMINATION TO CCCT BOARD OF DIRECTORS

SUBMITTED BY: Chair, Board of Trustees

REQUESTED ACTION: It is recommended that the Board of Trustees nominate Louise Jaffe for election to the California Community College Trustees (CCCT) Board of Directors.

BACKGROUND: Louise Jaffe was appointed to the CCCT Board of Directors in November 2009 to fill a vacancy created by a trustee being elected mayor and is, therefore, running as an incumbent.

Nominations for membership on the CCCT Board of Directors will be accepted in the CCLC office from January 1 through February 15, 2010. Each district may nominate members of its board, but only one trustee per district may serve on the board.

The election of members of the CCCT Board will take place between March 10 and April 25, 2010. Seven persons will be elected to the board this year. The election results will be announced at the CCCT annual conference, and the newly elected members of the board will assume their responsibilities at the conclusion of the annual conference on May 2, 2010.

MOTION MADE BY: Susan Aminoff
SECONDED BY: Rob Rader
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Quiñones-Perez)
RECOMMENDATION NO. 3

SUBJECT: 
SECOND READING – BOARD POLICY SECTION 4135 – 
COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND 
PRIVACY ACT (FERPA)

SUBMITTED BY: 
Superintendent/President

REQUESTED ACTION: 
It is recommended that the Board of Trustees conduct a second reading 
and approve Board Policy Section 4135 - Compliance with Family 
Educational Rights and Privacy Act (FERPA).

SUMMARY: 
The Family Educational Rights and Privacy Act affords students certain 
rights concerning their student educational records. It has two principal 
components: (1) safeguarding the privacy of student records and 
(2) providing students with access to their educational records. The law 
is also known as FERPA and failure to follow it can result in loss of all 
federal funding. California has adopted similar protections in the 
California Education Code.

To ensure compliance with FERPA and corresponding provisions of 
state law, new guidelines are required. First, a general policy on FERPA 
is set forth in Board Policy 4135. Existing Board Policy 4134 and 4135 
are replaced with a simple statement requiring the college community 
to comply with the Administrative Regulation on FERPA: 
“Administrative Regulation 4135 sets forth the rules and regulations of 
The District for complying with the Family Educational Rights and Privacy 
Act and State law. All District officers, employees, and other agents of 
The District granted access to student education records shall comply 
with this Administrative Regulation.”

Administrative Regulation 4134 and 4135 have been replaced with 
Administrative Regulation 4135 (see Appendix B). This new 
administrative regulation sets forth detailed rules for compliance with 
FERPA and state law. Included is a training component. All College 
employees will be trained in the new FERPA guidelines by July 1, 2010.

A first reading of Board Policy Section 4135 was held on December 8, 
2009.
BP 4135 Compliance with Family Educational Rights and Privacy Act (FERPA)

Administrative Regulation 4135 set forth the rules and regulations of the District for complying with the Family Educational Rights and Privacy Act and State law. All District officers, employees, and other agents of the District granted access to student education records shall comply with this Administrative Regulation.


MOTION MADE BY: Susan Aminoff
SECONDED BY: Rob Rader
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Quiñones-Perez)
RECOMMENDATION NO. 4

SUBJECT: SECOND READING AND APPROVAL – BOARD POLICY SECTION 2480 ZERO WASTE EVENTS

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a second reading of and approve Board Policy Section 2480 – Zero Waste Events.

SUMMARY: A Board policy on Zero Waste Events were initiated by the Academic Senate Joint Environmental Affairs Committee, approved by the Academic Senate, and approved by DPAC on October 28, 2009. A first reading of Board Policy Section 2480 was held on December 8, 2009.

BP 2480 Zero Waste Events

The Board of Trustees recognizes and affirms the economic and environmental benefit of Zero Waste Practices in diverting food waste from landfill. Zero Waste includes recycling but goes beyond recycling by taking a whole system approach to the vast flow of resources and waste through human society. Zero Waste maximizes recycling, minimizes waste, reduces consumption and ensures that products are made to be reused, repaired or recycled back into nature or the marketplace. Industry standard for Zero Waste is 90 percent diversion of waste, allowing for minor waste generation at events.

In support of Santa Monica College's institutional commitment to sustainability, Zero Waste practices will be integrated into all college events where food and related materials are present.

MOTION MADE BY: David Finkel
SECONDED BY: Susan Aminoff
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Quiñones-Perez)
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 #5-#19.

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #7, #8, #9, #10

Action on Consent Agenda, Excluding Recommendations #7, #8, #9 and #10
MOTION MADE BY: Susan Aminoff
SECONDED BY: Andrew Walzer
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Quiñones-Perez)

VIII. CONSENT AGENDA – Pulled Recommendations

Recommendation No. 7 – Ratification of Contracts and Consultants
MOTION MADE BY: Rob Rader
SECONDED BY: Nancy Greenstein
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Quiñones-Perez)

Recommendation No. 8 – Organizational Memberships, 2009-2010
MOTION MADE BY: Louise Jaffe
SECONDED BY: Andrew Walzer
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Quiñones-Perez)

Recommendation No. 9 – New Courses and Certificates
MOTION MADE BY: Louise Jaffe
SECONDED BY: Andrew Walzer
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Quiñones-Perez)
VIII. **CONSENT AGENDA – Pulled Recommendations** (continued)

Recommendation No. 10 – Academic Personnel

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

**RECOMMENDATION NO. 5 APPROVAL OF MINUTES**

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

December 8, 2009 (Regular Board of Trustees Meeting)
CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 6  ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification
Requested by: Ida Danzey, Associate Dean, Health Sciences
Approved by: Jeff Shimizu, Vice-President, Academic Affairs

Title of Grant: Governor's 15% Workforce Investment Act Funds for Nursing Programs/ Specialty Nursing Programs for Registered or Graduate Nurses

Granting Agency: California Community Colleges Chancellor's Office

Award Amount: $222,015, including
$111,008 in 2009-2010
$111,007 in 2010-2011

Matching Funds: $228,608

Performance Period: August 1, 2009 – July 31, 2011

Summary: Through this grant, SMC’s Nursing Department will offer a series of post-licensure courses to new, returning, and experienced nurses, as well as new graduates and second year nursing students.

Budget Augmentation: Restricted fund 01.3

<table>
<thead>
<tr>
<th>Income (2009-2010)</th>
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<tr>
<td>8120 Federal</td>
<td>$111,008</td>
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<table>
<thead>
<tr>
<th>Expenditures</th>
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<tbody>
<tr>
<td>1000 Instructional Salaries</td>
<td>$61,270</td>
</tr>
<tr>
<td>2000 Non-Instructional Salaries</td>
<td>10,000</td>
</tr>
<tr>
<td>3000 Benefits</td>
<td>19,956</td>
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<tr>
<td>4000 Books, Supplies, Materials</td>
<td>8,200</td>
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<tr>
<td>5000 Contracted Services/Travel</td>
<td>1,490</td>
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<tr>
<td>7000 Indirect Costs</td>
<td>10,092</td>
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<tr>
<td>Total</td>
<td>$111,008</td>
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CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 7  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>Richland Tower- San Diego, LLC</td>
<td>January 1, 2010</td>
<td>Amendment to and Assignment and Assumption of Antenna Site Lease Schedule #180300775N0086, by and among Pinnacle Towers LLC, Richland Tower and KCRW/SMCCD</td>
<td>KCRW Donations</td>
</tr>
<tr>
<td>Jeff Earmer</td>
<td>January 13 – February 26, 2010</td>
<td>The professional consultant will design and create a new website for the Athletic Department.</td>
<td>District Budget/ Athletic Department</td>
</tr>
<tr>
<td>Life Signs, Inc. (Amendment)</td>
<td>July 1, 2009 – June 30, 2010</td>
<td>Life Signs, Inc. provides sign language interpreter services to deaf students. The contract was previously approved by the Board for an amount not to exceed $6,800. An increase to the not to exceed amount of $10,000 is necessary because of the need for additional sign language interpreters with specialized skills and specific availability for emergency situations.</td>
<td>2009-2010 Budget/ Disabled Students Program and Services</td>
</tr>
<tr>
<td>Provider/Contract</td>
<td>Term/Amount</td>
<td>Service</td>
<td>Funding Source</td>
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<tr>
<td>Sheila Kuehl</td>
<td>January 1, 2010 through June 30, 2010 5,000 per month, plus reimbursable expenses</td>
<td>Consultant Services: Program design and development of SMC Public Policy Institute; establish first-year goals; plan future program self-sufficiency; assist with SMC institutional advancement. Comment: This recommendation is the result of a number of positive efforts to create a public policy presence at SMC. As a leading community college, Santa Monica College is well positioned to make use of its own expertise and to call on expertise within its region to explore, analyze, and act as a catalyst for involvement in issues of relevance within the local region. Integrating a Public Policy Institute into the community college setting will have a great benefit for SMC students and the community. Sheila Kuehl is a former California Senator, a current resident of Santa Monica, and is uniquely qualified to lead this project. In developing the program, efforts will be focused on ways to foster public engagement and critical thinking for voters; outreach to those in local government to determine if there are similar needs in their organization for public engagement; and outreach to the academic community to determine ways to engage students in and out of the classroom on issues of public policy.</td>
<td>SMC Foundation; SMC Government Relations and Institutional Communications budget Private support has been secured for 50% of the start-up costs. Additional fundraising efforts are ongoing.</td>
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**RECOMMENDATION NO. 8  ORGANIZATIONAL MEMBERSHIPS, 2009-2010**

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

<table>
<thead>
<tr>
<th>District</th>
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<tbody>
<tr>
<td>American Association of Hispanics in Higher Education, Inc. (AAHHE)</td>
<td></td>
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<tr>
<td>American Association for Higher Education and Accreditation (AAHEA), previously approved as American Association for Higher Education (AAHE)</td>
<td></td>
</tr>
<tr>
<td>National Asian Pacific Islander Council, previously approved as Asian Pacific Islander Council</td>
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</table>

**KCRW**

Public Radio Exchange
The Recording Academy/MARAS Inc.
CONSENT AGENDA: ACADEMIC AFFAIRS

RECOMMENDATION NO. 9   NEW COURSES AND CERTIFICATES

Requested by: Georgia Lorenz, Dean, Instructional Services
Approved by: Jeff Shimizu, Vice-President, Academic Affairs
Requested Action: Ratification

The following courses were approved by the Curriculum Committee and the Academic Senate during Fall, 2009:

New Courses:
AHIS 18: Introduction to African Art History
Auto 50: Emerging and Alternative Automotive Technology
Energy 01: Introduction to Energy Efficiency
Journalism 15: Introduction to Multimedia Storytelling
Student Government 81: Student Government Leadership Seminar

Distance Education Courses:
AHIS 18: Introduction to African Art History
Auto 50: Emerging and Alternative Automotive Technology
Business 31: Business English Fundamentals
English 26/Humanities 26: Introduction to the Humanities
History 10: Ethnicity and American Cultures
INTARC 38: Advanced CAD
INTARC 40: CAD Space Planning
INTARC 45: CAD Commercial Design
INTARC 46: CAD Working Drawings
INTARC 57: 3D CAD Modeling
INTARC 70: Interior 3D Computer Rendering/Animation

Global Citizenship:
Anthropology 02: Cultural Anthropology
Anthropology 14: Sex, Gender and Culture
Music 36: History of Rock Music
Political Science 22: Environmental Politics and Policies (Global Citizenship)

Certificates:
CSUGE Certificate of Achievement
IGETC Certificate of Achievement
Medical Administrative Assistant Certificate of Achievement
Professional Accountant Certificate of Achievement
School-Age Intervention Assistant Department Certificate
CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 10  ACADEMIC PERSONNEL

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

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

<table>
<thead>
<tr>
<th>CHANGE OF TITLE</th>
<th>EFFECTIVE DATE</th>
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</thead>
<tbody>
<tr>
<td>Title: Dean of Grants and Resource Development</td>
<td></td>
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<tr>
<td>Change to: Dean of Resource and Program Development</td>
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</tbody>
</table>

ELECTIONS

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

CONTRACT

Administrative
Patricia Ramos, Dean of Workforce Development 1/13/2010

Adjunct
Approval/ratification of the hiring of adjunct faculty.

SEPARATIONS

RETIREMENT

Harvey Stromberg, Professor - History Dept. (26+ years) 6/15/2010
Esther Hugo – Outreach Counselor (13+ years) 12/22/2009
CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11  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.

POSITION RESTRUCTURE

ABOLISH
Administrative Assistant I, (1 position)
ESL, 11 mos, 35hrs
01/13/10

ESTABLISH
Administrative Assistant I, (1 position)
ESL, 11 mos, 17.5 hrs
01/13/10

Administrative Assistant I, (1 position)
Dance, 11 mos, 17.5 hrs
01/13/10

Comment: The establishment of the two-17.5 hour positions does not create a vacancy. The positions will be filled by the same individual.

ESTABLISH NEW CLASSIFICATION/POSITION(S)

Assistant Director of Human Resources (1 position)
Human Resources, 12 mos, 40 hrs
Salary Allocation: Range 29 on the Management Salary Schedule
01/13/10

Human Resources Analyst – Employee and Labor Relations (Confidential) (2 positions)
Human Resources, 12 mos, 40 hrs
Salary Allocation: Range 41 on the Confidential Salary Schedule
01/13/10

ELECTIONS

PROBATIONARY
Ratnaransy, Vannaphon, Human Resources Analyst – Leaves & Benefits, H.R.
01/19/10
## PROMOTIONS

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jenkins, Lisa</td>
<td>01/01/10</td>
<td>Personnel Analyst, Personnel Commission, 12 mos, 40 hrs</td>
<td>Supervising Personnel Analyst, Personnel Commission, 12 mos, 40 hrs</td>
</tr>
<tr>
<td>Iles, Dwayne</td>
<td>01/01/10</td>
<td>Custodian-NS-II, Operations, 12 mos, 40 hrs</td>
<td>Lead Custodian-NS-II, Operations, 12 mos, 40 hrs</td>
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<tr>
<td>Reza, Jennifer</td>
<td>01/01/10</td>
<td>Student Services Clerk, Financial Aid, 12 mos, 40 hrs</td>
<td>Student Services Specialist-Financial Aid, Financial Aid, 12 mos, 40 hrs</td>
</tr>
</tbody>
</table>

## CHANGE IN WORK SHIFT/TEMPORARY

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pena, Brian (ext.)</td>
<td>01/01/10 – 03/31/10</td>
<td>Programmer Analyst II, Information Management, 12 mos, 40 hrs/Day</td>
<td>Programmer Analyst II, Information Management, 12 mos, 40 hrs/VH-I</td>
</tr>
</tbody>
</table>

## TRANSFER (Per CSEA Agreement, Article 6)

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ong, Maria</td>
<td>01/16/10</td>
<td>Student Services Clerk, ISC, 12 mos, 40 hrs</td>
<td>Student Services Clerk, Financial Aid, 12 mos, 40 hrs</td>
</tr>
</tbody>
</table>

## PERMANENT EMPLOYEE WITH PROVISIONAL ASSIGNMENT

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Williams, Torrance</td>
<td>01/01/10 - until position is filled</td>
<td>Student Services Clerk, Admissions and Records</td>
<td>Student Services Assistant, Admissions and Records</td>
</tr>
</tbody>
</table>

Percentage: 100%

## PERMANENT EMPLOYEE WITH LIMITED TERM ASSIGNMENT

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rodriguez, Rogelio</td>
<td>12/14/09 - until position is filled</td>
<td>Groundskeeper, Grounds Department</td>
<td>Gardener – Equipment Operator, Grounds Department</td>
</tr>
</tbody>
</table>

Percentage: 100%

## EMPLOYEES WITH CHANGES IN WINTER ASSIGNMENT UNDER MOU AGREEMENT

### VOLUNTARY REDUCTION IN HOURS/TEMPORARY

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mirsky, Ann</td>
<td>01/04/10 – 02/11/10</td>
<td>Media Resources Assistant, Media Center, 11 mos, 26 hrs</td>
<td>Media Resources Assistant, Media Center, 11 mos, 17 hrs</td>
</tr>
</tbody>
</table>
CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11   CLASSIFIED PERSONNEL – REGULAR (continued)

**LEAVE OF ABSENCE WITHOUT PAY W/BENEFITS**
- Courtney, Marguerite, Lab Technician Photography, Photography Dept. 01/04/10 – 02/11/10
- Zimmerman, Adrianne, Shuttle Driver, Transportation 01/05/10 – 02/11/10

**SEPARATIONS**

**RESIGNATION**
- Ashlock, Justin, Instructional Assistant – Learning Disabilities, DSC 12/17/09
- Burdick, Tron, Gardener/Equipment Operator, Grounds 12/11/09

**RETIREMENT**
- Richardson, James, Lead Custodian, Operations (20 yrs/9 mos) 12/31/09
- Walsh, Sheila, Instructional Assistant - English, English (18 yrs/3 mos) 01/28/10
CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 12  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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bernaert, Angelica</td>
<td>Theatre Tech Specialist</td>
<td>11/17/09</td>
<td>04/07/10</td>
</tr>
<tr>
<td>Busch, Jenny</td>
<td>Cash Receipts Clerk, Bursar’s Office</td>
<td>12/07/09</td>
<td>01/15/10</td>
</tr>
<tr>
<td>Outwater, Hildur</td>
<td>Theatre Tech Specialist, SMC Performing Arts</td>
<td>12/14/09</td>
<td>04/30/10</td>
</tr>
<tr>
<td>Ribeiro, Ricardo</td>
<td>Cash Receipts Clerk, Bursar’s Office</td>
<td>12/07/09</td>
<td>01/15/10</td>
</tr>
<tr>
<td>Ruebsamen, Kyle</td>
<td>Theatre Tech Specialist, SMC Performing Arts</td>
<td>12/07/09</td>
<td>04/23/10</td>
</tr>
<tr>
<td>Saldivia, Stefan</td>
<td>Cash Receipts Clerk, Bursar’s Office</td>
<td>12/07/09</td>
<td>01/15/10</td>
</tr>
<tr>
<td>St. Amand, Constance</td>
<td>Cash Receipts Clerk, Bursar’s Office</td>
<td>12/07/09</td>
<td>01/15/10</td>
</tr>
<tr>
<td>Stoeber, Denise</td>
<td>Accounting Specialist II, Campus Events</td>
<td>02/01/10</td>
<td>06/09/10</td>
</tr>
<tr>
<td>Vega, Carmen</td>
<td>Cash Receipts Clerk, Bursar’s Office</td>
<td>12/07/09</td>
<td>01/15/10</td>
</tr>
<tr>
<td>Winn, Jocelyn</td>
<td>Administrative Assistant II, Latino Center</td>
<td>01/04/10</td>
<td>05/12/10</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abdulhafi, Meymuna</td>
<td>Bookstore Clerk/Cashier, Bookstore</td>
<td>01/04/10</td>
<td>01/15/10</td>
</tr>
<tr>
<td>Al Abd-Allah, Ibrahim S</td>
<td>Instructional Assistant–English, English</td>
<td>08/31/09</td>
<td>09/30/09</td>
</tr>
<tr>
<td>Alvarez, Ana</td>
<td>Bookstore Clerk/Cashier, Bookstore</td>
<td>01/04/10</td>
<td>01/15/10</td>
</tr>
<tr>
<td>Aviles, Wendy</td>
<td>Bookstore Clerk/Cashier, Bookstore</td>
<td>01/04/10</td>
<td>01/15/10</td>
</tr>
<tr>
<td>Barajas, Jr, Octavio</td>
<td>Bookstore Clerk/Cashier, Bookstore</td>
<td>12/07/09</td>
<td>01/15/10</td>
</tr>
<tr>
<td>Baskin, Patricia</td>
<td>Bookstore Clerk/Cashier, Bookstore</td>
<td>01/04/10</td>
<td>01/15/10</td>
</tr>
<tr>
<td>Boon, Amelia</td>
<td>Bookstore Clerk/Cashier, Bookstore</td>
<td>12/07/09</td>
<td>01/15/10</td>
</tr>
<tr>
<td>Cadena, Allison</td>
<td>Bookstore Clerk/Cashier, Bookstore</td>
<td>01/04/10</td>
<td>01/15/10</td>
</tr>
<tr>
<td>Campagna, Victoria</td>
<td>Bookstore Clerk/Cashier, Bookstore</td>
<td>01/04/10</td>
<td>01/15/10</td>
</tr>
<tr>
<td>Cannon, Ameenah</td>
<td>Bookstore Clerk/Cashier, Bookstore</td>
<td>01/04/10</td>
<td>01/15/10</td>
</tr>
<tr>
<td>Chang, Tony</td>
<td>Bookstore Clerk/Cashier, Bookstore</td>
<td>01/04/10</td>
<td>01/15/10</td>
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<tr>
<td>Dacost, Richard</td>
<td>Bookstore Clerk/Cashier, Bookstore</td>
<td>01/04/10</td>
<td>01/15/10</td>
</tr>
<tr>
<td>Davis, Denise J</td>
<td>Bookstore Clerk/Cashier, Bookstore</td>
<td>12/07/09</td>
<td>01/15/10</td>
</tr>
<tr>
<td>Dear, Kathleen</td>
<td>Bookstore Clerk/Cashier, Bookstore</td>
<td>12/07/09</td>
<td>01/15/10</td>
</tr>
<tr>
<td>Devine Jr., Robert L</td>
<td>Bookstore Clerk/Cashier, Bookstore</td>
<td>01/04/10</td>
<td>01/15/10</td>
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<tr>
<td>Fayyaz, Kashif</td>
<td>Bookstore Clerk/Cashier, Bookstore</td>
<td>01/04/10</td>
<td>01/15/10</td>
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<tr>
<td>Friedland, Shane</td>
<td>Bookstore Clerk/Cashier, Bookstore</td>
<td>01/04/10</td>
<td>01/15/10</td>
</tr>
<tr>
<td>Gebremichael, Rebecca</td>
<td>Bookstore Clerk/Cashier, Bookstore</td>
<td>01/04/10</td>
<td>01/15/10</td>
</tr>
<tr>
<td>Getachew, Bisrate</td>
<td>Bookstore Clerk/Cashier, Bookstore</td>
<td>01/04/10</td>
<td>01/15/10</td>
</tr>
<tr>
<td>Name</td>
<td>Title</td>
<td>Department</td>
<td>Start Date</td>
</tr>
<tr>
<td>-----------------------</td>
<td>---------------------------------</td>
<td>-------------</td>
<td>------------</td>
</tr>
<tr>
<td>Grau, Donald</td>
<td>Bookstore Clerk/Cashier</td>
<td>Store</td>
<td>01/04/10</td>
</tr>
<tr>
<td>Gutierrez, Alex</td>
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<td>01/04/10</td>
</tr>
<tr>
<td>Harge, Ronyee</td>
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<td>01/04/10</td>
</tr>
<tr>
<td>Harris, Yolanda</td>
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<td>01/04/10</td>
</tr>
<tr>
<td>Hassen, Nuritu</td>
<td>Bookstore Clerk/Cashier</td>
<td>Store</td>
<td>01/04/10</td>
</tr>
<tr>
<td>Hrast, Tanja</td>
<td>Bookstore Clerk/Cashier</td>
<td>Store</td>
<td>01/04/10</td>
</tr>
<tr>
<td>Juarez, Jorge</td>
<td>Bookstore Clerk/Cashier</td>
<td>Store</td>
<td>01/04/10</td>
</tr>
<tr>
<td>Kitagawa, Brent</td>
<td>Bookstore Clerk/Cashier</td>
<td>Store</td>
<td>12/07/09</td>
</tr>
<tr>
<td>Lam, Albert</td>
<td>Bookstore Clerk/Cashier</td>
<td>Store</td>
<td>12/07/09</td>
</tr>
<tr>
<td>Landsberg, Maria</td>
<td>Instructional Assistant-ESL</td>
<td>ESL</td>
<td>02/16/10</td>
</tr>
<tr>
<td>Libman, Leonid</td>
<td>Bookstore Clerk/Cashier</td>
<td>Store</td>
<td>01/04/10</td>
</tr>
<tr>
<td>Lockhart, Brandi</td>
<td>Bookstore Clerk/Cashier</td>
<td>Store</td>
<td>12/07/09</td>
</tr>
<tr>
<td>Marcus, Liza</td>
<td>Instructional Assistant-ESL</td>
<td>ESL</td>
<td>01/04/10</td>
</tr>
<tr>
<td>Martinez, Debra</td>
<td>Bookstore Clerk/Cashier</td>
<td>Store</td>
<td>12/07/09</td>
</tr>
<tr>
<td>McIntosh, Bryan</td>
<td>Bookstore Clerk/Cashier</td>
<td>Store</td>
<td>01/04/10</td>
</tr>
<tr>
<td>Medina, Liliana</td>
<td>Bookstore Clerk/Cashier</td>
<td>Store</td>
<td>12/07/09</td>
</tr>
<tr>
<td>Mehary, Mehret</td>
<td>Bookstore Clerk/Cashier</td>
<td>Store</td>
<td>01/04/10</td>
</tr>
<tr>
<td>Micas, Donna</td>
<td>Bookstore Clerk/Cashier</td>
<td>Store</td>
<td>01/04/10</td>
</tr>
<tr>
<td>Miles, Shadaz</td>
<td>Bookstore Clerk/Cashier</td>
<td>Store</td>
<td>01/04/10</td>
</tr>
<tr>
<td>Moges, Aster</td>
<td>Bookstore Clerk/Cashier</td>
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<td>01/04/10</td>
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<tr>
<td>Murray, Jake</td>
<td>Bookstore Clerk/Cashier</td>
<td>Store</td>
<td>01/04/10</td>
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<td>Navarro, Maria</td>
<td>Bookstore Clerk/Cashier</td>
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<td>01/04/10</td>
</tr>
<tr>
<td>Omerigbo, Dibiansi</td>
<td>Bookstore Clerk/Cashier</td>
<td>Store</td>
<td>12/07/09</td>
</tr>
<tr>
<td>Pabst, Ester</td>
<td>Bookstore Clerk/Cashier</td>
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<td>12/07/09</td>
</tr>
<tr>
<td>Perkins Jr, Paul</td>
<td>Bookstore Clerk/Cashier</td>
<td>Store</td>
<td>01/04/10</td>
</tr>
<tr>
<td>Pettway-Karou, Donna</td>
<td>Bookstore Clerk/Cashier</td>
<td>Store</td>
<td>12/07/09</td>
</tr>
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<td>Popadynetz, Wendy</td>
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</tr>
<tr>
<td>Samuels, Nahalia</td>
<td>Bookstore Clerk/Cashier</td>
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<tr>
<td>Simpson, Derek</td>
<td>Bookstore Clerk/Cashier</td>
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<tr>
<td>Solis, Beatrice</td>
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</tr>
<tr>
<td>Thielking, Alan</td>
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<td>01/04/10</td>
</tr>
<tr>
<td>Zavala, Margarita</td>
<td>Bookstore Clerk/Cashier</td>
<td>Store</td>
<td>01/04/10</td>
</tr>
</tbody>
</table>

**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.

Melton, Brandi, Administrative Clerk, LRC

11/16/09-12/22/09
CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 13   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
  College Student Assistant, $8.00/hr (STHP)
  College Work-Study Student Assistant, $8.00/hr (FWS)

SPECIAL SERVICE
  Art Model, without costume, $18.00/hr
  Community Services Specialist I, $35/hr
  Community Services Specialist II, $50/hr
RECOMMENDATION NO. 14  BUDGET TRANSFERS
Requested Action: Approval/Ratification
Requested by: Chris Bonvenuto, Director, Fiscal Services
Approved by: Robert G. Isomoto, Vice-President, Business/Administration

14-A   FUND 01.0 – GENERAL FUND - UNRESTRICTED
Period of: November 21, 2009 thru December 17, 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>416,065</td>
</tr>
<tr>
<td>2000</td>
<td>Classified/Student Salaries</td>
<td>391,551</td>
</tr>
<tr>
<td>3000</td>
<td>Benefits</td>
<td>190,875</td>
</tr>
<tr>
<td>4000</td>
<td>Supplies</td>
<td>-1,975</td>
</tr>
<tr>
<td>5000</td>
<td>Contract Services/Operating</td>
<td>210,122</td>
</tr>
<tr>
<td></td>
<td>Exp</td>
<td></td>
</tr>
<tr>
<td>6000</td>
<td>Sites/Buildings/Equipment</td>
<td>-4,089</td>
</tr>
<tr>
<td>7000</td>
<td>Other Outgo/Student Payments</td>
<td>-1,202,549</td>
</tr>
<tr>
<td>Net Total:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

14-B   FUND 01.3 – GENERAL FUND - RESTRICTED
Period of: November 21, 2009 thru December 17, 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>69,826</td>
</tr>
<tr>
<td>2000</td>
<td>Classified/Student Salaries</td>
<td>-48,880</td>
</tr>
<tr>
<td>3000</td>
<td>Benefits</td>
<td>-4,406</td>
</tr>
<tr>
<td>4000</td>
<td>Supplies</td>
<td>-26,121</td>
</tr>
<tr>
<td>5000</td>
<td>Contract Services/Operating</td>
<td>1,601</td>
</tr>
<tr>
<td></td>
<td>Exp</td>
<td></td>
</tr>
<tr>
<td>6000</td>
<td>Sites/Buildings/Equipment</td>
<td>190</td>
</tr>
<tr>
<td>7000</td>
<td>Other Outgo/Student Payments</td>
<td>7,430</td>
</tr>
<tr>
<td>Net Total:</td>
<td></td>
<td></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.
CONSENT AGENDA:  FACILITIES AND FISCAL

RECOMMENDATION NO. 15    COMMERCIAL WARRANT REGISTER
Requested Action: Approval/Ratification
Requested by: Robin Quaile, Accounts Payable Supervisor
Approved by: Robert G. Isomoto, Vice-President, Business/Administration

November 1 – November 31, 2009  3802 – 3834  $8,944,486.53

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

RECOMMENDATION NO. 16    PAYROLL WARRANT REGISTER
Requested Action: Approval/Ratification
Requested by: Ian Fraser, Payroll Manager
Approved by: Robert G. Isomoto, Vice-President, Business/Administration

November 1 – November 30, 2009  CID – C2E $7,366,063.13

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

RECOMMENDATION NO. 17    AUXILIARY PAYMENTS & PURCHASE ORDERS
Requested Action: Approval/Ratification
Requested by: George Prather, Director of Auxiliary Services
Approved by: Robert G. Isomoto, Vice-President, Business/Administration

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

<table>
<thead>
<tr>
<th>Payments</th>
<th>Purchase Orders</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 1 – November 30, 2009</td>
<td>$679,911.37  $4,672.73</td>
</tr>
<tr>
<td>December 1 – December 31, 2009</td>
<td>$1,364,624.12 $15,141.41</td>
</tr>
</tbody>
</table>

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

RECOMMENDATION NO. 18  DIRECT, BENEFIT & STUDENT GRANT PAYMENTS
Requested Action: Approval/Ratification
Requested by: Robin Quaile, Accounts Payable Supervisor
Approved by: Robert G. Isomoto, Vice-President, Business/Administration

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.

November 1 – November 30, 2009
D000717 – D000902 $ 616,323.35
B000248 – B000286 $ 649,344.43

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

RECOMMENDATION NO. 19  PURCHASING
Requested Action: Approval/Ratification
Requested by: Charlie Yen, Acting Director, Purchasing
Approved by: Robert G. Isomoto, Vice-President, Business/Administration

19-A  AWARD OF PURCHASE ORDERS

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

November 1 – November 30, 2009 $226,483.55
IX. BOARD COMMENTS AND REQUESTS

X. ADJOURNMENT - 8:40 p.m.

The meeting was adjourned in memory of TJ Akins, Sr., father of Delores Raveling, SMC Matriculation Coordinator; Ken Genser, Mayor of Santa Monica and longtime member of the City Council; Karen Kaye, Executive Director of Connections for Children; and Docia Zavitkovsky, retired SMC Early Childhood Education faculty member.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, February 2, 2010 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:

• Reports:
  – Broad Stage at the SMC Performing Arts Center
  – State Budget
  – Report: President Obama’s Community College Initiative
• Receipt of Audit Report
• Acknowledge Receipt of Quarterly Budget Report
• Citizens’ Bond Oversight Report (January 20, 2010 meeting)