SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING

TUESDAY,
JANUARY 12, 2010

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

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

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

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

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

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

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

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

**General Public Comments and Consent Agenda**

- The card to speak during Public Comments or on a Consent Agenda item must be submitted to the recording secretary at the meeting **before** the Board reaches the Public Comments section in the agenda.

- Five minutes is allotted to each speaker per topic for general public comments or per item in the Consent Agenda. The speaker must adhere to the topic. Individuals wishing to speak during Public Comments or on a specific item on the Consent Agenda will be called upon during Public Comments.

**Major Items of Business**

- The card to speak during Major Items of Business must be submitted to the recording secretary at the meeting **before** the Board reaches that specific item in the Major Items of Business in the agenda.

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

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

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

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

**Reference:**  
- Board Policy Section 1570  
- Education Code Section 72121.5  
- Government Code Sections 54954.2, 54954.3, 54957.9
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, January 12, 2010.

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

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

I. ORGANIZATIONAL FUNCTIONS

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

II. CLOSED SESSION

CONFERENCES 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

CONFERENCES 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

CONFERENCES 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 and Charlie Yen  
City of Santa Monica’s Representative:  
Lamont Ewell, City Manager
III. **PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS** (Scheduled for 7:00 p.m.)
   D Pledge of Allegiance
   E Closed Session Report (if any)
   F Public Comments

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

V. **ACADEMIC SENATE REPORT**

VI. **MAJOR ITEMS OF BUSINESS**

G Presentation: Academic of Entertainment and Technology 7
#1 2010-2011 Non Resident Tuition Rate 8
#2 Nomination for CCCT Board of Directors 9
#3 Second Reading – Board Policy Section 4135, FERPA 10
#4 Second Reading – Board Policy Section 2480, Zero Waste Events 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**
#5 Approval of Minutes: December 8, 2009 (Regular Meeting) 13

**Grants and Contracts**
#6 Acceptance of Grants and Budget Augmentation 14
#7 Ratification of Contracts and Consultants 15
#8 Organizational Memberships, 2009-10 17
#9 New Courses and Certificates 18

**Human Resources**
#10 Academic Personnel 19
#11 Classified Personnel – Regular 20
#12 Classified Personnel – Limited Duration 23
#13 Classified Personnel – Non Merit 25

**Facilities and Fiscal**
#14 Budget Transfers 26
#15 Commercial Warrant Register 27
#16 Payroll Warrant Register 27
#17 Auxiliary Payments and Purchase Orders 27
#18 Direct, Benefit and Student Grant Payments 28
#19 Purchasing
   A Award of Purchase Orders 28
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

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

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)
Agency designated representatives: Marcia Wade, Vice-President, Human Resources
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CONFERENCE WITH LABOR NEGOTIATORS  
(Government Code Section 54957.6)
Agency designated representatives: Marcia Wade, Vice-President, Human Resources
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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 and Charlie Yen
City of Santa 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
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.
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:
SECONDED BY:
STUDENT ADVISORY:
AYES:
NOES:
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:
SECONDED BY:
STUDENT ADVISORY:
AYES:
NOES:
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:
SECONDED BY:
STUDENT ADVISORY:
AYES:
NOES:
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:
SECONDED BY:
STUDENT ADVISORY:
AYES:
NOES:
## 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:

<table>
<thead>
<tr>
<th>MOTION MADE BY:</th>
<th>SECONDED BY:</th>
<th>STUDENT ADVISORY:</th>
<th>AYES:</th>
<th>NOES:</th>
</tr>
</thead>
</table>

## 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. 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

| Income (2009-2010) |  
|-------------------|-------------------|
| 8120 Federal      | $111,008          |

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>Amount</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>
</tr>
<tr>
<td>4000 Books, Supplies, Materials</td>
<td>8,200</td>
</tr>
<tr>
<td>5000 Contracted Services/Travel</td>
<td>1,490</td>
</tr>
<tr>
<td>7000 Indirect Costs</td>
<td>10,092</td>
</tr>
<tr>
<td>Total</td>
<td>$111,008</td>
</tr>
</tbody>
</table>
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-</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>San Diego, LLC</td>
<td>hereafter for duration of existing agreement</td>
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<tr>
<td></td>
<td>$615.86 monthly; with increases per agreement.</td>
<td></td>
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</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></td>
<td>$8,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Life Signs, Inc.</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>(Amendment)</td>
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15
CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 7   RATIFICATION OF CONTRACTS AND CONSULTANTS  
(continued)

<table>
<thead>
<tr>
<th>Provider/Contract</th>
<th>Term/Amount</th>
<th>Service</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheila Kuehl</td>
<td>January 1, 2010 through June 30, 2010</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.</td>
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<tr>
<td></td>
<td></td>
<td>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></td>
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<tr>
<td></td>
<td>5,000 per month, plus reimbursable expenses</td>
<td></td>
<td>SMC Foundation; SMC Government Relations and Institutional Communications budget</td>
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<td>Private support has been secured for 50% of the start-up costs. Additional fundraising efforts are ongoing.</td>
</tr>
</tbody>
</table>

SMC Foundation; SMC Government Relations and Institutional Communications budget
CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 8  ORGANIZATIONAL MEMBERSHIPS, 2009-2010

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

District
American Association of Hispanics in Higher Education, Inc. (AAHHE)
American Association for Higher Education and Accreditation (AAHEA), previously approved as American Association for Higher Education (AAHE)
National Asian Pacific Islander Council, previously approved as Asian Pacific Islander Council

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.

CHANGE OF TITLE

<table>
<thead>
<tr>
<th>Title:</th>
<th>Dean of Grants and Resource Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change to:</td>
<td>Dean of Resource and Program Development</td>
</tr>
</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. (List on file in the Office of Human Resources)

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

<table>
<thead>
<tr>
<th>ABOILISH</th>
<th>EFFECTIVE DATE</th>
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</thead>
<tbody>
<tr>
<td>Administrative Assistant I, (1 position) ESL, 11 mos, 35hrs</td>
<td>01/13/10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ESTABLISH</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant I, (1 position) ESL, 11 mos, 17.5 hrs</td>
<td>01/13/10</td>
</tr>
<tr>
<td>Administrative Assistant I, (1 position) Dance, 11 mos, 17.5 hrs</td>
<td>01/13/10</td>
</tr>
</tbody>
</table>

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

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

ELECTIONS

PROBATIONARY
Ratnaransy, Vannaphon, Human Resources Analyst – Leaves & Benefits, H.R. 01/19/10
CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11  CLASSIFIED PERSONNEL – REGULAR (continued)

PROMOTIONS

Jenkins, Lisa 01/01/10
Fr: Personnel Analyst, Personnel Commission, 12 mos, 40 hrs
To: Supervising Personnel Analyst, Personnel Commission, 12 mos, 40 hrs

Iles, Dwayne 01/01/10
Fr: Custodian-NS-II, Operations, 12 mos, 40 hrs
To: Lead Custodian-NS-II, Operations, 12 mos, 40 hrs

Reza, Jennifer 01/01/10
Fr: Student Services Clerk, Financial Aid, 12 mos, 40 hrs
To: Student Services Specialist-Financial Aid, Financial Aid, 12 mos, 40 hrs

CHANGE IN WORK SHIFT/TEMPORARY

Pena, Brian (ext.) 01/01/10 – 03/31/10
From: Programmer Analyst II, Information Management, 12 mos, 40 hrs/Day
To: Programmer Analyst II, Information Management, 12 mos, 40 hrs/VH-I

TRANSFER (Per CSEA Agreement, Article 6) 01/16/10

Ong, Maria
Fr: Student Services Clerk, ISC, 12 mos, 40 hrs
To: Student Services Clerk, Financial Aid, 12 mos, 40 hrs

PERMANENT EMPLOYEE WITH PROVISIONAL ASSIGNMENT

Williams, Torrance 01/01/10 - until position is filled
From: Student Services Clerk, Admissions and Records
To: Student Services Assistant, Admissions and Records
Percentage: 100%

PERMANENT EMPLOYEE WITH LIMITED TERM ASSIGNMENT

Rodriguez, Rogelio 12/14/09 - until position is filled
From: Groundskeeper, Grounds Department
To: Gardener – Equipment Operator, Grounds Department
Percentage: 100%

EMPLOYEES WITH CHANGES IN WINTER ASSIGNMENT UNDER MOU AGREEMENT

VOLUNTARY REDUCTION IN HOURS/TEMPORARY 01/04/10 – 02/12/10

Mirsky, Ann,
Fr: Media Resources Assistant, Media Center, 11 mos, 26 hrs
To: Media Resources Assistant, Media Center, 11 mos, 17 hrs
CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11  CLASSIFIED PERSONNEL – REGULAR (continued)

SEPARATIONS

**LEAVE OF ABSENCE WITHOUT PAY W/BENEFITS**
Courtney, Marguerite, Lab Technician Photography, Photography Dept. 01/04/10 – 02/12/10

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

**RETIREMENT**
Vargas, Frank, Community College Police Dispatcher, Campus Police (5 yrs) 02/13/10
Walsh, Sheila, Instructional Assistant - English, English (18 yrs/3 mos) 01/21/10
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.

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.

Abdulhafi, Meymuna, Bookstore Clerk/Cashier, Bookstore  01/04/10-01/15/10
Al Abd-Allah, Ibrahim S, Instructional Assistant–English, English  08/31/09-09/30/09
Alvarez, Ana, Bookstore Clerk/Cashier, Bookstore  01/04/10-01/15/10
Aviles, Wendy, Bookstore Clerk/Cashier, Bookstore  01/04/10-01/15/10
Barajas, Jr, Octavio, Bookstore Clerk/Cashier, Bookstore  12/07/09-01/15/10
Baskin, Patricia, Bookstore Clerk/Cashier, Bookstore  01/04/10-01/15/10
Boon, Amelia, Bookstore Clerk/Cashier, Bookstore  12/07/09-01/15/10
Cadena, Allison, Bookstore Clerk/Cashier, Bookstore  01/04/10-01/15/10
Campagna, Victoria, Bookstore Clerk/Cashier, Bookstore  01/04/10-01/15/10
Cannon, Ameenah, Bookstore Clerk/Cashier, Bookstore  01/04/10-01/15/10
Chang, Tony, Bookstore Clerk/Cashier, Bookstore  01/04/10-01/15/10
Dacost, Richard, Bookstore Clerk/Cashier, Bookstore  01/04/10-01/15/10
Davis, Denise J, Bookstore Clerk/Cashier, Bookstore  12/07/09-01/15/10
Dear, Kathleen, Bookstore Clerk/Cashier, Bookstore  12/07/09-01/15/10
Devine Jr., Robert L, Bookstore Clerk/Cashier, Bookstore  01/04/10-01/15/10
Fayyaz, Kashif, Bookstore Clerk/Cashier, Bookstore  01/04/10-01/15/10
Friedland, Shane, Bookstore Clerk/Cashier, Bookstore  01/04/10-01/15/10
Gebremichael, Rebecca, Bookstore Clerk/Cashier, Bookstore  01/04/10-01/15/10
Getachew, Bisrate, Bookstore Clerk/Cashier, Bookstore  01/04/10-01/15/10

Bernaert, Angelica, Theatre Tech Specialist, SMC Performing Arts  11/17/09-04/07/10
Busch, Jenny, Cash Receipts Clerk, Bursar’s Office  12/07/09-01/15/10
Outwater, Hildur, Theatre Tech Specialist, SMC Performing Arts  12/14/09-04/30/10
Ribeiro, Ricardo, Cash Receipts Clerk, Bursar’s Office  12/07/09-01/15/10
Ruebsamen, Kyle, Theatre Tech Specialist, SMC Performing Arts  12/07/09-04/23/10
Saldivia, Stefan, Cash Receipts Clerk, Bursar’s Office  12/07/09-01/15/10
St. Amand, Constance, Cash Receipts Clerk, Bursar’s Office  12/07/09-01/15/10
Stoeber, Denise, Accounting Specialist II, Campus Events  02/01/10-06/09/10
Vega, Carmen, Cash Receipts Clerk, Bursar’s Office  12/07/09-01/15/10
Winn, Jocelyn, Administrative Assistant II, Latino Center  01/04/10-05/12/10
Grau, Donald, Bookstore Clerk/Cashier, Bookstore 01/04/10-01/15/10
Gutierrez, Alex, Bookstore Clerk/Cashier, Bookstore 01/04/10-01/15/10
Harge, Ronyee, Bookstore Clerk/Cashier, Bookstore 01/04/10-01/15/10
Harris, Yolanda, Bookstore Clerk/Cashier, Bookstore 01/04/10-01/15/10
Hassen, Nuritu, Bookstore Clerk/Cashier, Bookstore 01/04/10-01/15/10
Hrast, Tanja, Bookstore Clerk/Cashier, Bookstore 01/04/10-01/15/10
Juarez, Jorge, Bookstore Clerk/Cashier, Bookstore 01/04/10-01/15/10
Kitagawa, Brent, Bookstore Clerk/Cashier, Bookstore 12/07/09-01/15/10
Lam, Albert, Bookstore Clerk/Cashier, Bookstore 12/07/09-01/15/10
Landsberg, Maria, Instructional Assistant-ESL, ESL 02/16/10-08/16/10
Libman, Leonid, Bookstore Clerk/Cashier, Bookstore 01/04/10-01/15/10
Lockhart, Brandi, Bookstore Clerk/Cashier, Bookstore 12/07/09-01/15/10
Marcus, Liza, Instructional Assistant-ESL, ESL 01/04/10-07/31/10
Martinez, Debra, Bookstore Clerk/Cashier, Bookstore 12/07/09-01/15/10
McIntosh, Bryan, Bookstore Clerk/Cashier, Bookstore 01/04/10-01/15/10
Medina, Liliana, Bookstore Clerk/Cashier, Bookstore 12/07/09-01/15/10
Mehary, Mehret, Bookstore Clerk/Cashier, Bookstore 01/04/10-01/15/10
Micas, Donna, Bookstore Clerk/Cashier, Bookstore 01/04/10-01/15/10
Miles, Shadae, Bookstore Clerk/Cashier, Bookstore 01/04/10-01/15/10
Moges, Aster, Bookstore Clerk/Cashier, Bookstore 01/04/10-01/15/10
Murray, Jake, Bookstore Clerk/Cashier, Bookstore 01/04/10-01/15/10
Navarro, Maria, Bookstore Clerk/Cashier, Bookstore 01/04/10-01/15/10
Omerigbo, Dibiansi, Bookstore Clerk/Cashier, Bookstore 12/07/09-01/15/10
Pabst, Ester, Bookstore Clerk/Cashier, Bookstore 12/07/09-01/15/10
Perkins Jr, Paul, Bookstore Clerk/Cashier, Bookstore 01/04/10-01/15/10
Pettway-Karou, Donna, Bookstore Clerk/Cashier, Bookstore 12/07/09-01/15/10
Popadynetz, Wendy, Bookstore Clerk/Cashier, Bookstore 12/07/09-01/15/10
Samuels, Nahalia, Bookstore Clerk/Cashier, Bookstore 12/07/09-01/15/10
Simpson, Derek, Bookstore Clerk/Cashier, Bookstore 12/07/09-01/15/10
Solis, Beatrice, Bookstore Clerk/Cashier, Bookstore 12/07/09-01/15/10
Thielking, Alan, Bookstore Clerk/Cashier, Bookstore 01/04/10-01/15/10
Zavala, Margarita, Bookstore Clerk/Cashier, Bookstore 01/04/10-01/15/10

**SUBSTITUTE – LIMITED TERM:** Positions established to replace temporarily absent employees. Substitutes 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 02
- College Student Assistant, $8.00/hr (STHP) 26
- College Work-Study Student Assistant, $8.00/hr (FWS) 71

SPECIAL SERVICE
- Art Model, without costume, $18.00/hr 19
- Community Services Specialist I, $35/hr 02
- Community Services Specialist II, $50/hr 84
**CONSENT AGENDA: FACILITIES AND FISCAL**

**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>
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<tr>
<td>4000</td>
<td>Supplies</td>
<td>-1,975</td>
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<tr>
<td>5000</td>
<td>Contract Services/Operating Exp</td>
<td>210,122</td>
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<tr>
<td>6000</td>
<td>Sites/Buildings/Equipment</td>
<td>-4,089</td>
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<tr>
<td>7000</td>
<td>Other Outgo/Student Payments</td>
<td>-1,202,549</td>
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</tbody>
</table>

Net Total: 0

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>-4,046</td>
</tr>
<tr>
<td>4000</td>
<td>Supplies</td>
<td>-26,121</td>
</tr>
<tr>
<td>5000</td>
<td>Contract Services/Operating Exp</td>
<td>1,601</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>
</tbody>
</table>

Net Total: 0

Comment: The Adopted Budget needs to be amended to reflect the totals of the departmental budgets. The current system of the Los Angeles County Office of Education requires Board approvals each month for budget adjustments. Only the net amount of the transfers in or out of the object codes is shown. In addition to the budget adjustments, transfers result from requests by managers to adjust budgets to meet changing needs during the course of the year.
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</td>
</tr>
<tr>
<td>December 1 – December 31, 2009</td>
<td>$1,364,624.12</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

The meeting will be adjourned in memory of 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)