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**SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

REGULAR MEETING

**MONDAY,
JANUARY 8, 2007**

**Santa Monica College
1900 Pico Boulevard
Santa Monica, California**

**5:30 p.m. – Closed Session
Board Room (Business Building Room 117)**

**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/>

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.

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 Monday, January 8, 2007.

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 FUNCTIONSPage No.

- A Call to Order
- B Roll Call

I

II. CLOSED SESSION (Scheduled for 5:30 p.m.)

- Conference with Labor Negotiators (Government Code Section 54957.6)
*Agency Designated Representatives: Sherri Lee-Lewis, Associate Vice-President, Human Resources
 Ellen Shadur, District Counsel
 Employee Organization: CSEA Chapter 36*
- Conference with Legal Counsel - Existing Litigation (Government Code Section 54956.9)
*Santa Monica College Faculty Association vs. SMCCD
 Unfair Labor Practice Charge No. LA-CE-5017-E*
- Conference with Legal Counsel - Anticipated Litigation (Government Code Section 54956.9)
Potential initiation of litigation – one case
- Real Property (Government Code Section 54956.8)
*Property: 2909 Exposition Blvd., Santa Monica
 Agency Negotiator: Chui L. Tsang, Superintendent/President
 Negotiating Parties: Chui L. Tsang, Superintendent/President, and Verizon
 Under Negotiation: Price and terms of payment*

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS (Continued)

- C Pledge of Allegiance
- #1 Approval of Minutes: December 11, 2006 (Regular Meeting)

IV. SUPERINTENDENT'S REPORT

- Management Association Update/Classified Staff Recognition Award
- Vocational Education Update
- CCLC Legislative Conference
- Full-Time Faculty Hiring
- DPAC: Strategic Planning
- Winter 2007 Enrollment Update

V. **PRESENTATIONS AND BOARD DISCUSSION**

- Big Blue Bus

VII. **ACADEMIC SENATE REPORT**

VIII. **COMMUNICATIONS OR PUBLIC COMMENTS**

IX. **CONSENT AGENDA** *(All items considered in one motion unless pulled for discussion or questions)*

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XII. **BOARD POLICY**

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#22	First Reading of Board of Trustees Policies, Section 5000, Curriculum/Instruction, Policy 5525 –Open Courses	31

XIII. **BOARD COMMENTS AND REQUESTS**

XIV. **ADJOURNMENT:** The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, February 12, 2007 at 7 p.m. (5:30 p.m. if there is a closed session) Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

BOARD OF TRUSTEES**REGULAR MEETING**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

January 8, 2007

I. ORGANIZATIONAL FUNCTIONS

- A. CALL TO ORDER – 5:30 p.m.
- B. ROLL CALL
 Dr. Susan Aminoff, Chair
 Rob Rader, Vice-Chair
 Judge David Finkel (Ret.)
 Dr. Nancy Greenstein
 Louise Jaffe
 Dr. Margaret Quiñones-Perez
 Dr. Andrew Walzer
 Brittany Salone, Student Trustee

II. CLOSED SESSION

- Conference with Labor Negotiators (Government Code Section 54957.6)
Agency Designated Representatives: Sherri Lee-Lewis, Associate Vice-President, Human Resources Employee Organization: CSEA Chapter 36
- Conference with Legal Counsel - Existing Litigation (Government Code Section 54956.9)
*Santa Monica College Faculty Association vs. SMCCD
 Unfair Labor Practice Charge No. LA-CE-5017-E*
- Conference with Legal Counsel - Anticipated Litigation (Government Code Section 54956.9)
Potential initiation of litigation – one case
- Real Property (Government Code Section 54956.8)
 - Property: 2909 Exposition Blvd., Santa Monica*
 - Agency Negotiator: Chui L. Tsang, Superintendent/President*
 - Negotiating Parties: Chui L. Tsang, Superintendent/President, and Verizon*
 - Under Negotiation: Price and terms of payment*

 - Property: 23519 W. Civic Center Way, Malibu*
 - Agency Negotiator: Chui L. Tsang, Superintendent/President*
 - Negotiating Parties: Chui L. Tsang, Superintendent/President, and the County of Los Angeles*
 - Under Negotiation: Price and terms of payment*

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

- C. PLEDGE OF ALLEGIANCE

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 8, 2007

RECOMMENDATION NO. 1

APPROVAL OF MINUTES

Approval of the minutes from the regular meeting of the Santa Monica Community College District Board of Trustees held on December 11, 2006.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 8, 2007

CONSENT AGENDA

RECOMMENDATION: The Board of Trustees take the action requested on Consent Agenda Recommendations #2-#15.

Recommendations pulled for separate action:

Action on Consent Agenda

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	January 8, 2007

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 2 CONTRACTS AND CONSULTANTS

Requested Action: Approval/Ratification

2-A SMALL BUSINESS DEVELOPMENT CENTER

Title of Contract: Small Business Development Center (SBDC)
Contracting Agency: Long Beach City College – SBDC Network
Amount of Award: \$250,000 (second year funding)
 (\$200,000 from SBA and \$50,000 from the Chancellor’s Office)
Performance Period: January 1, 2007 – December 31, 2007

Summary: This will be the second year of funding for the SMC SBDC. Funds will be received from the Small Business Administration (SBA) and the CA Chancellor’s Office to support the delivery of entrepreneurial workshops and business start-up services. The goal of the center is to upgrade the potential of success for new and small-size businesses primarily in the Westside. The Westside region includes the cities of Santa Monica, Beverly Hills, Malibu, Culver City and West Los Angeles sections such as Venice, Mar Vista, Century City, Brentwood, and Pacific Palisades. Services will also be provided to other parts of Los Angeles including the Topanga, Sherman Oaks and Hollywood areas.

The center will offer workshops on topics such as, but not limited to, business plan writing, accessing capital, sales and marketing. All will be provided under a short-term format in order to accommodate the special needs of current and future business owners. Other topics include customer service, financial planning, accounting/bookkeeping, employer/employee relationships, and Internet-based applications. The entire contract will last 12 months and is renewable upon successful completion of the contract’s performance measurements. During 2006, SMC’s SBDC received over 1,530 inquiries with 1,490 people participating in the center’s workshops. These results exceeded the year’s contractual goals by 378% and 75%, respectively.

Of the center’s participant base, 294 were from the Westside region with business ventures ranging from manufacturing and technical service to retail and food distribution.

The project will be administered by SMC’s Workforce and Economic Development Office. The SBDC will receive in-kind support from the City of Santa Monica in the form of facilities and standard overhead charges. A total of 1100 square feet will be dedicated along with utility charges provided at a cost of \$1 dollar per year. The SBDC will continue to be located at 3400 Airport Avenue near the Santa Monica Airport. Additional funding from the California Chancellor’s Office, amounting to \$50,000, is also being committed to SMC in order to assure the success of the SBDC project.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	January 8, 2007

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 2 CONTRACTS AND CONSULTANTS (continued)

Requested Action: Approval/Ratification

2-A SMALL BUSINESS DEVELOPMENT CENTER (continued)

Budget:	Income	
	8000	\$250,000
	Expenditures	
	1000 Salaries	\$95,832
	2000 Classified Salaries	72,500
	3000 Benefits	52,395
	4000 Supplies	7,558
	5000 Other	4,215
	6000 Equipment	0
	7000 Other out go	17,500

2-B CONSULTANT FOR TITLE V GRANT

Provider:	Dr. William Scroggins
Amount:	\$1,000
Term of Contract:	February 2, 2007
Funding Source:	Title V Grant
Summary:	

The SLO (Student Learning Outcomes) Task Force recommended that Dr. William Scroggins, a statewide expert on SLOs, share his professional expertise with SMC academic department chairs as they work to create program level SLOs. The handbooks used at SMC to guide work on SLOs are derived from his work. Dr. Scroggins will also meet with program leaders from various student service areas to give them guidance and answer any questions they have at this time. The half-day retreat is designed to provide both academic and student service representatives with direction and feedback on the SLO process.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	January 8, 2007

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 2 **CONTRACTS AND CONSULTANTS** (continued)

2-C CONTRACT FOR TESTING IN SCIENCE LABORATORIES

Provider: California Laboratories and Development Inc.
Contract Amount: Not to exceed \$14,000
Performance Period: 2006-2007
Services Provided: Testing and hygiene certification for fume hoods in science laboratories to achieve federal and state compliance.
Funding Source: 2006-2007 Risk Management Budget

2-D AMENDMENT TO AUDIT SERVICE AGREEMENT

Provider: Vicente Lloyd Stutzman
Contract Amount: Previously approved: \$122,700
Additional amount for Data Collection form 420
Total: \$123,120
Performance Period: Contract year 2005-06, ending June 30, 2006
Funding Source: 2006-2007 Fiscal Services Budget
Comment: The District is required to file a Data Collection form regarding federal programs. This is outside the scope of the current audit contract with Vicente Lloyd Stutzman; therefore an amendment is necessary to add this service to the contract. The District will provide all the information required for the preparation of a complete and accurate form. The fee of \$420 is based on an estimated preparation and completion time of 4 hours.

2-E ORGANIZATIONAL MEMBERSHIP, 2006-2007

Organization: California Community College Early Childhood Educators (\$40)
Comment: The annual list of organizational memberships is approved by the Board of Trustees in June. Additional memberships that are requested are submitted for approval in January. The list of organizational memberships is on file in the Office of the Superintendent and Fiscal Services.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	January 8, 2007

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 2 **CONTRACTS AND CONSULTANTS** (continued)

2-F ADVERTISING CONTRACT (Amendment)

Provider: LA Weekly Newspaper

Contract Amount: Increased amount of \$8,084
The total contract will increase from \$65,120 approved June 12, 2006 to a new total of \$73,168.

Performance Period: 2006-2007

Funding Source: 2006-2007 Marketing, Matriculation and Financial Aid budgets

Comment: The College has not typically marketed the Winter Session to new students, relying exclusively on communicating the offering to continuing and returning students. However, by the end of November 2006, tracking results for the Winter 2007 Session indicated a significant lag in enrollment. Additional efforts coordinated through Enrollment Development – including targeted emails, targeted phone messages, staff follow-up, two direct mail communications, increased KCRW promotions, and newspaper advertisements – reversed the trend and produced a positive outcome. This Board action authorizes an internal adjustment of previously budgeted funds.

2-G GOVERNMENT RELATIONS AND ADVOCACY SERVICES

Provider: Strategic Education Services (SES)

Contract Amount: Not to exceed \$4,000 per month

Performance Period: January 9 – June 30, 2007

Services Provided: SES will provide lobbying and advocacy services to the District. SES has a working understanding of complex policy issues, state and local electoral politics, and most importantly, an ability to work with newly elected members of the legislature and statewide constitutional officeholders.

Funding Source: 2006-2007 District Budget

BOARD OF TRUSTEES	Action
Santa Monica Community College District	January 8, 2007

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 2 CONTRACTS AND CONSULTANTS (continued)

2-H MEDIATION SERVICES

Provider: Sunrise Consulting Service, Inc.
 Contract Amount: \$2,800
 Performance Period: December 15, 2006
 Services Provided: Mediation services provided to the Human Resources Office to assist with a dispute between two college employees.
 Funding Source: 2006-2007 Human Resources Budget

2-I CONSULTANT SERVICES FOR PERSONNEL COMMISSION

Provider: Teri Black and Company
 Contract Amount: \$20,000, plus reimbursement of directly related expenses, not to exceed \$8,000
 Performance Period: Effective upon commencement of work and continue until all services are completed.
 Services Provided: Teri Black and Company is an executive search firm who will assist with the recruitment of the Director of Classified Personnel
 Funding Source: 2006-2007 Personnel Commission Budget

BOARD OF TRUSTEES	Action
Santa Monica Community College District	January 8, 2007

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 3 APPROVAL OF NEW COURSES AND CERTIFICATE

Requested Action: Approval/Ratification

The following courses and certificate were approved by the Curriculum Committee and the Academic Senate:

New Courses:

- Anthropology 22: Magic, Religion, and Witchcraft
- Art 75: Contemporary Art (1945 – Present)
- ASL 02: American Sign Language
- CIS 39: MS Outlook—Comprehensive Course
- Communication 02: Reading Media: Acquiring Media Literacy
- CS 43: Windows Network Administration
- CS 75: Network Protocols and Analysis
- CS 78: Secure Server Installation and Administration
- Dance 19: Ballroom Dance
- Dance 37: Beginning Pointe
- ECE 30: Children with Challenging Behaviors
- ECE 47: Developing Family Childcare
- ECE 52: Documentation: Making Learning Visible
- KIN PE 49D: Basic Scuba
- Math 26: Functions and Modeling for Business and Social Science
- Speech 22: Introduction to Forensics
- Theatre Arts 53: Production for the Younger Audience

Distance Education Courses:

- Accounting 21: Business Bookkeeping
- Art 08: Western Art History IV
- Business 06: Advanced Business Law
- Business 22: Introduction to Advertising
- Business 24: Creative Selling
- CIS 39: MS Outlook—Comprehensive Course
- Counseling 20: Student Success Seminar
- ECE 04: Language and Literacy for Young Children
- ECE 30: Children with Challenging Behaviors
- ECE 47: Developing Family Childcare
- English 15: Shakespeare
- History 01: History of Western Civilization, 1
- History 02: History of Western Civilization, 2
- History 11: United States History through Reconstruction
- Nutrition 07: Food and Culture in America
- Physiology 03: Human Physiology – Hybrid Course
- Psychology 16: Mind and Metabolism
- Sociology 01: Introduction to Sociology
- Speech 22: Introduction to Forensics
- Theatre Arts 53: Production for the Younger Audience

Certificate:

- Networking Certificate of Completion

BOARD OF TRUSTEES	Action
Santa Monica Community College District	January 8, 2007

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 4 ACADEMIC PERSONNEL

Requested Action: Approval/Ratification

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

EFFECTIVE DATE

ELECTIONS

ADJUNCT

(List on file in the Office of Human Resources - Academic)

CONTRACT

Boosheri, Sara, Developmental Math Instructor 02/12/07

ADMINISTRATIVE

Cajayon, Felicito

To: Acting Dean, Workforce Development 01/02/07
 From: Project Manager, Employment Training Panel Grant

LeBlanc, Erica 01/02/07

To: Dean, Academic Affairs and Continuing Education
 From: Associate Dean, Continuing Education

SEPARATIONS

RESIGNATION

Nagatsuka, Jacqueline Director of Institutional Research 01/05/07

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	January 8, 2007

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 5 CLASSIFIED PERSONNEL – REGULAR

Requested Action: Approval/Ratification

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

ELECTIONS

PROBATIONARY

Haydl, Colleen	Cosmetology Assistant, Cosmetology	01/02/07
Wheeler, D. Brennan	Laboratory Technician-Art, Art	12/14/06
Wolt, Irene	Alternative Media Specialist, DSC	01/02/07

PROMOTIONS

Casillas, Joshua	Assessment Services Specialist, A & R	12/11/06
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INCREASE IN ASSIGNMENT/PERMANENT

Williams, Joel A.		01/02/07
Fr:	Parking Security Officer/NS-I, Campus Police, 11 mos, 20 hrs	
To:	Parking Security Officer/NS-I, Campus Police, 11 mos, 40 hrs	

VOLUNTARY REDUCTION IN HOURS/TEMPORARY

Goodrich, Marilyn		01/01/07 - 06/30/07
Fr:	Administrative Assistant I, Student Judicial Affairs, 12 mos, 40 hrs	
To:	Administrative Assistant I, Student Judicial Affairs, 12 mos, 35 hrs	

ADVANCED STEP PLACEMENT

(The employee listed has met the standards for Advanced Step Placement. Salary advance payment is retroactive to initial hire date)

Sydney, Karen, Admissions and Records Clerk II, A & R	Step C	11/13/06
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WORKING OUT OF CLASSIFICATION

Jones, Tiffani		12/31/06 - 01/30/07
Fr:	Personnel Specialist I, Personnel Commission, 12 mos, 40 hrs	
To:	Acting Personnel Analyst (50%), Personnel Commission, 12 mos, 40 hrs	

SEPARATIONS

RETIREMENT

Griffiths, Morris	Parking Security Officer, Campus Police	01/02/07
Nezey, Elizabeth E.	Financial Aid Technician, Financial Aid	12/30/06

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	January 8, 2007

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 6 CLASSIFIED PERSONNEL – LIMITED TERM

Requested Action: Approval/Ratification

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

ELECTIONS

PROVISIONAL

Acquista, Andrew, Accompanist-Percussion, Program Development	01/02/07 - 06/30/07
Badaro, Luiz, Accompanist-Percussion, Program Development	01/02/07 - 06/30/07
Blanchard, Keith, Stage Construction Technician, Theatre Arts	01/02/07 - 06/30/07
Blickensderfer, James, Stage Construction Technician, Theatre Arts	12/18/06 - 12/21/06
Blickensderfer, James, Stage Construction Technician, Theatre Arts	01/02/07 - 06/30/07
Cummings, Kahul, Accompanist-Percussion, Program Development	01/02/07 - 06/30/07
Donaldson, Frank, Stage Construction Technician, Theatre Arts	01/02/07 - 06/30/07
Fishman, Valerie, Instructional Assistant, Learning Disabilities	11/01/06 - 12/31/06
Gervais, Jennifer, Stage Construction Technician, Theatre Arts	01/02/07 - 06/30/07
Gragg, David, Stage Construction Technician, Theatre Arts	01/02/07 - 06/30/07
Harrison, Hubert, Vocational Inst Assist-Cosmetology, Cosm	01/02/07 - 06/30/07
Krawczyk, Shelly, Stage Construction Technician, Theatre Arts	01/02/07 - 06/30/07
Malolli, Fatmira, Accompanist-Dance, Program Development	01/02/07 - 06/30/07
McDonald, Alonzo, Stage Construction Technician, Theatre Arts	01/02/07 - 06/30/07
Mitchell, Ian, Stage Construction Technician, Theatre Arts	01/02/07 - 06/30/07
Ory, Robert, Stage Construction Technician, Theatre Arts	01/02/07 - 06/30/07
Robinson, Dewain, Stage Construction Technician, Theatre Arts	01/02/07 - 06/30/07
Root, Jerrold, Stage Construction Technician, Theatre Arts	01/02/07 - 06/30/07
Williams, Donnie, Vocational Inst Asst-Cosmetology, Cosm	01/02/07 - 06/30/07

LIMITED TERM

Arias, Estela, Registration Information/Clerk, Program Development	01/02/07 - 06/30/07
Duran, Mia, Counseling Aide, EOP & S	01/02/07 - 06/30/07
Edwards, Olivia Reg. Information/Clerk, Program Development	01/02/07 - 06/30/07
Erickson, Dela, Art Gallery Installer, Art	01/02/07 - 06/30/07
Evans, Vernon, Counseling Aide, EOP & S	01/02/07 - 06/30/07
Fletcher, Gerald Reg. Information/Clerk, Program Development	01/02/07 - 06/30/07
Franke-Hoff, Isolde, Counseling Aide, Disabled Students Center	11/06/06 - 12/21/06
Garcia, Irene, Reg. Information/Clerk, Program Development	01/02/07 - 06/30/07
Gomez, Rachel, Registration/Information Clerk, Admissions & Rec	12/04/06 - 06/30/07
Gomez, Tiffany, Reg. Information/Clerk, Program Development	01/02/07 - 06/30/07
Gutierrez, Veronica, Counseling Aide, Counseling	01/02/07 - 06/30/07
Jackson, Jesse, Counseling Aide, African American Center	01/02/07 - 06/30/07
Jackson, Sherilynn, Reg. Information/Clerk, Program Development	01/02/07 - 06/30/07

BOARD OF TRUSTEES	Action
Santa Monica Community College District	January 8, 2007

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7 CLASSIFIED PERSONNEL - NON MERIT

Requested Action: Approval/Ratification

All personnel assigned to non-merit employment will be elected on a limited term basis to be used as needed in accordance with District policies and salary schedules.

ELECTIONS

STUDENT EMPLOYEES

CalWORKS	03
\$8.00/hr	
College Student Assistant	11
\$8.00/hr	
College Work-Study Student Assistant	08
\$8.00/hr	

SPECIAL SERVICES

Art Model	59
\$18.00/hr	
Community Services Specialist I	5
\$27.40/hr	
Community Services Specialist II	46
\$38.00/hr	

List(s) available in the Human Resources Office and attached to permanent minutes.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	January 8, 2007

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 8 FACILITIES

8-A CHANGE ORDERS NO. 31 AND 32 – NEW MUSIC AND PERFORMING ARTS COMPLEX (MADISON)

Change Order No. 31, in the amount of \$28,664 and Change Order No. 32 in the amount of \$60,328 -- FTR INTERNATIONAL on the New Music and Performing Arts Complex, Madison Campus.

Original Contract Amount	\$30,780,000
Previously approved Change Orders 1 – 30	1,562,536
Change Order No. 31	28,664
Change Order No. 32	<u>60,328</u>
Revised Contract Amount	\$32,431,528
Original Contract Time	670 days
Previous Time Extensions	<u>0 days</u>
Revised Contract Time	670 days
Time Extension Change Orders No. 31 and 32	<u>0 days</u>
Current Revised Contract Time	670 days

Funding Source: Measure U

Comment: Change Order No. 31 provides for labor and materials to perform miscellaneous changes in Renovation Building resulting from existing site conditions, revisions to framing connection detail at existing joists between new Rehearsal Hall ceiling and existing lower roof.

Change Order No. 32 provides for labor and materials to revise the metal deck support at balcony over door 118, changes to the curtain wall glass per shop drawing review/coordination and revised detail for concrete bench at east side of GL B/6-8.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	January 8, 2007

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 8 **FACILITIES** *(Continued)*

8-B **CHANGE ORDER NO. 8 – LIBERAL ARTS NORTH BUILDING**

Change Order No. 8 – PINNER CONSTRUCTION COMPANY on the Liberal Arts North Building Project in the amount of \$ 97,006.

Original Contract Amount	\$9,951,000
Previously Approved Change Orders 1 – 7	58,312
Change Order No. 8	<u>97,006</u>
Revised Contract Amount	\$ 10,106,318
Original Contract Time	425 days
Current Contract Time	425 days

Funding Source: Measure U

Comment: Change Order No. 8 provides for the addition of w8x10 beams, pipe posts, TS hangers and angles at Tutorial Room Clearstory with sloped ceiling, revisions to details at steel canopy for the Classroom building, miscellaneous steel revisions at the roof for curtain wall support, revisions to flooring specifications in rooms numbers 313, 314 and 315 since the specified product was not available, miscellaneous framing to fur out toilet walls to enclose plumbing piping, revisions to plumbing specs accommodate new metering, flow restrictors to augment HVAC filters to achieve LEEDs rating; extend new underground electrical conduits to point of connection outside existing electrical vault as existing as-built conditions were not per available documentation, replace telecommunication vault with new larger vault to accommodate new building and provide capacity for future additions.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	January 8, 2007

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 9 BUDGET TRANSFERS

Requested Action: Approval/Ratification

9-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period of November 17, 2006 – December 15, 2006

Budget Transfers:

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	9,000
3000	Benefits	0
4000	Supplies	-900
5000	Contract Svcs/Operating Exp	-11,100
6000	Sites/Bldgs/Equipment	3,000
7000	Other Outgo/Student Payments	0
Net Total:		0

9-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period of November 17, 2006 – December 15, 2006

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-13,758
2000	Classified/Student Salaries	-30,000
3000	Benefits	-7,593
4000	Supplies	36,505
5000	Contract Svcs/Operating Exp	7,698
6000	Sites/Bldgs/Equipment	274
7000	Other Outgo/Student Payments	6,874
Net Total:		0

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	January 8, 2007

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10 BUDGET AUGMENTATION

Requested Action : Approval/Ratification

10-A STATE MANDATED COSTS REIMBURSEMENTS

Granting Agency:	State of California	
Appropriated Funding:	\$714,191	
Matching Funds:	not applicable	
Performance Period:	not applicable	
Summary:	Unexpected receipt of reimbursements for State Mandated Costs covering fiscal year 1997-1998 thru fiscal year 2005-2006	
Budget Augmentation:	Revenue:	
	8600 State Revenue	\$714,191
	Expenditures:	
	7900 Contingency Reserve	\$714,191

10-B PROFESSIONAL DEVELOPMENT INSTITUTE FOR EARLY CHILDHOOD EDUCATORS (FIRST 5, PROP-10)

Granting Agency:	Los Angeles County	
Appropriated Funding:	\$37,651	
	(The grant amount is amended from \$431,419 to \$469,070)	
Matching Funds:	Not Applicable	
Performance Period:	July 1, 2006 – Aug 31, 2007	
Summary:	The County of Los Angeles has approved an increase in the 2006-07 funding by an additional \$37,651.	
Budget Augmentation:	Income:	
	8000 Income	\$ 37,651
	Expenditures:	
	4000 Supplies	\$ 3,326
	5000 Other Operating Expenditures	26,200
	6000 Capital Outlay	8,125

BOARD OF TRUSTEES	Action
Santa Monica Community College District	January 8, 2007

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 **COMMERCIAL WARRANT REGISTER**

Requested Action: Approval/Ratification

December 1 – December 31, 2006 2326-2396 \$7,191,742.91

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

RECOMMENDATION NO. 12 **PAYROLL WARRANT REGISTER**

Requested Action: Approval/Ratification

December 1 – December 31, 2006 C1E-C2F \$11,444,678.30

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

RECOMMENDATION NO. 13 **AUXILIARY PAYMENTS & PURCHASE ORDERS**

Requested Action: Approval/Ratification

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

	Payments	Purchase Orders
December 1 - December 31, 2006	\$1,370,952	\$8,504

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

RECOMMENDATION NO. 14 **DIRECT, BENEFIT & STUDENT GRANT PAYMENTS**

Requested Action: Approval/Ratification

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.

December 1 – December 31, 2006	D000515 – D000659	\$82,165.49
	B000286 – B000352	\$1,846,844.94
	ST00041 – ST00053	\$486.00

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	January 8, 2007

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 PURCHASING

Requested Action: Approval/Ratification

15-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

December 1 – December 31, 2006

\$258,295.70

15-B PARTICIPATION IN PURCHASING AGREEMENT

Authorize the use of the following competitively bid purchase agreement and the award of purchase orders as follows:

- (1) Glendale Unified School District bid P13-03/04 extended until December 2007, with Apple Computer products (The Apple Store) for computer products, services and related components. This contract allows for public education entities in the State of California to place orders under this competitively bid contract and obtain additional educational customer discounts.
- (2) Award purchase orders to Apple Computer Products (The Apple Store) for a total amount not to exceed \$155,000 for computers to be utilized at the Academy of Entertainment and Technology.

Funding Source: Career and Technical Education Act Grant

Comment: Public Contracts Code §20652 allows the District to purchase through other public agencies without advertising for bid. There are significant cost savings to the District by utilizing bids and agreements solicited by other public agencies.

15-C DECLARATION AND DONATION OF SURPLUS COMPUTER EQUIPMENT

- (1) Declare as surplus miscellaneous computers and monitors and authorize the District to donate the computers to the Riordan Foundation because they have been determined to be of insufficient value to defray the cost to sell.

Comment: This action is in accordance with SMC Board Policy 6531 and Education Code section 81452.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 8, 2007

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 16

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

SUBMITTED BY: Chair, Board of Trustees

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

BACKGROUND: Nominations for membership on the CCCT Board of Directors will be accepted in the CCLC office from January 1 through February 15, 2007. 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, 2007. Ten persons will be elected to the board this year; the ten candidates to receive the most votes will serve two-year terms. The election results will be announced at the CCCT annual conference in May, 2007, and newly elected members of the board will assume their responsibilities at the conclusion of the annual conference, May 6, 2007.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 8, 2007

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 17

SUBJECT: **2007-2008 NONRESIDENT TUITION RATE**

SUBMITTED BY: Superintendent/President

RECOMMENDATION: The Board of Trustees adopt the rate of \$155 per unit per semester for nonresident tuition for 2007-2008. This is the same nonresident tuition rate as 2006-07 and is below the statewide average rate of \$173 per unit.

It is further recommended that the Board of Trustees adopt a \$30 per semester unit capital outlay recovery surcharge to be charged to nonresident students who are both citizens and residents of a foreign country. This represents a \$5 per semester unit increase for the capital outlay surcharge from the 2006-2007 approved surcharge but is significantly below the \$59 per semester unit rate that the District is approved to charge under the California Community Colleges Chancellor's Office calculation.

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

With the reduction in the state enrollment fee from \$26 to \$20 per semester unit, the total nonresident tuition rate is actually \$1 below the tuition rate in effect at the beginning of 2006-07.

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	January 8, 2007

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 18

SUBJECT: **PUBLIC HEARING - CSEA CHAPTER 36 INITIAL COLLECTIVE BARGAINING PROPOSAL, 2007**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a public hearing to provide the public an opportunity to respond to the initial proposal of the CSEA Chapter 36, for 2007.

SUMMARY: The CSEA Initial Collective Bargaining proposal, 2007, was received by the Board of Trustees at its meeting on October 9, 2006. According to the Educational Employment Relations Act, the Board must allow for the public to respond prior to the Board adopting its initial proposal.

PUBLIC HEARING CONVENED:

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

PUBLIC COMMENTS:

PUBLIC HEARING CLOSED:

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 8, 2007

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 19

SUBJECT: **APPROVAL OF ONE-TIME BONUS FOR ACADEMIC ADMINISTRATORS, CLASSIFIED MANAGERS AND CLASSIFIED CONFIDENTIAL EMPLOYEES**

SUBMITTED BY: Superintendent/President

RECOMMENDATION: The Board of Trustees approve a one-time, off-schedule bonus payment calculated on the basis of 3 percent of each employee’s 2005-06 earnings for all academic administrators, classified administrators, classified managers, and classified confidential employees.

SUMMARY: This is equivalent to the one-time, off-schedule bonus payments approved for faculty by the Board of Trustees in its ratification of the 2004-07 faculty contract at the October 2006 meeting and for all classified employees represented by CSEA Chapter 36. Faculty and classified employees represented by CSEA received the one-time bonus prior to the end of 2006.

FUNDING SOURCE: 2006-2007 District Unrestricted General Fund Budget

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 8, 2007

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 20

SUBJECT: **RESOLUTION THAT SMC LOBBY FOR AN AMENDMENT TO THE PUBLIC RECORDS ACT OF TITLE 5**

SUBMITTED BY: Trustee David Finkel

RECOMMENDATION: The Board of Trustees approve the following resolution that Santa Monica College lobby for an amendment to the Public Records Act of Title 5.

WHEREAS SMC has received demands from a private company for the public disclosure of faculty aggregate grades.

WHEREAS, because many community college students want to transfer to a second academic institution after studying at a community college, students with access to such information may seek to enroll in courses because they are taught by those who are perceived to be lenient graders, thereby making it difficult for community colleges to spread the student population among courses in a manner that maximizes the best use of college's faculty and facilities.

WHEREAS other California colleges and universities appear to be struggling with the same problem. Santa Monica College shares the concerns of other California public academic institutions about the wisdom of making student grades by any particular faculty member, in the aggregate, public.

WHEREAS all faculty hires should be made on the basis of quality and merit. All faculty should be competent to teach the courses for which they are hired. Once hired, and subject to established peer review, the principles of academic freedom should be deemed central to successful teaching.

THEREFORE the Board of Trustees resolves that Santa Monica College should support efforts being made by colleague community college institutions to seek an amendment to the Public Documents Act of Title 5 of the California Administrative Code exempting aggregate and other forms of student grading from being included in those public documents that may be required to be produced for public examination.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 8, 2007

BOARD POLICY

RECOMMENDATION NO. 21

SUBJECT: **FIRST READING OF BOARD OF TRUSTEES POLICIES – SECTION 4000, STUDENT SERVICES POLICY 4112, ENROLLMENT PRIORITIES**

SUBMITTED BY: Superintendent/President

RECOMMENDATION: The Board of Trustees conduct a first reading of the Board of Trustees policy Section 4000, Student Services - revised Policy 4112, Enrollment Priorities.

BP 4112 Enrollment Priorities

Enrollment priorities will be assigned to facilitate students’ timely completion of degree, certificate or transfer requirements using unit completion as the primary determinant. The District will extend priority consideration to students with special needs, including but not limited to, students participating in approved programs authorized through the California Education Code and Title 5 regulations to receive “support services”.

Detailed procedures will be maintained in Admissions and Records.

Reference: Title 5, Sections 58108
Education Code Sections 70901 and 84500

Adopted: 5/7/2001

SUMMARY: The proposed revision to Board Policy 4112 was approved by the Academic Senate Joint Student Affairs Committee and the Academic Senate.

BACKGROUND: The SMCCD is a member of the California Community College League (CCLC) Board Policy and Administrative Procedure service which provides updates that address changes resulting from new laws and regulations and subscribers requests. Recommended revisions and new policies are reviewed, incorporated, and approved by the appropriate Academic Senate and/or administrative committees before they are presented to the Board of Trustees for approval.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 8, 2007

BOARD POLICY

RECOMMENDATION NO. 22

SUBJECT: **FIRST READING OF BOARD OF TRUSTEES POLICIES – SECTION 5000, CURRICULUM/ INSTRUCTION, POLICY 5525 – OPEN COURSES**

SUBMITTED BY: Superintendent/President

RECOMMENDATION: The Board of Trustees conduct a first reading of the Board of Trustees policy Section 5000, Student Services - new Policy 5525, Open Courses.

BP 5525 Open Courses

The policy of the Santa Monica Community College District is that, unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the District shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to regulations contained in Title 5.

The statement of policy adopted by the Board shall be published in the official catalog and schedule of classes for which full-time equivalent students (FTEs) is reported for state apportionment.

Reference: Title 5, Section 51006

SUMMARY: The practice of the District regarding open courses consistent with Title 5 regulations is printed in the schedule of classes. To comply with requirements of the Title 5, Section 51006 (b), it needs to be adopted as an official policy.

BACKGROUND: The SMCCD is a member of the California Community College League (CCLC) Board Policy and Administrative Procedure service which provides updates that address changes resulting from new laws and regulations and subscribers requests.

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

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 8, 2007

XIII. ADJOURNMENT

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Monday, February 12, 2007 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.