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SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING

MONDAY,
JANUARY 12, 2009

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

6:00 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

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 12, 2009

A G E N D A

A meeting of the Board of Trustees of the Santa Monica Community College District will be held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Monday, January 12, 2009.

6:00 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).

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Two cases (BC 390540 and BC 396797) | |
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III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS (Scheduled for 7:00 p.m.) | |
| D Pledge of Allegiance | |
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Any recommendation pulled from the Consent Agenda will be held and discussed in Section VIII, Consent Agenda – Pulled Recommendations

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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**

There will be a special meeting/closed session of the Santa Monica Community College District Board of Trustees on Tuesday, January 27, 2009 at 7 p.m.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Monday, February 2, 2009** at 7 p.m. (5:30 p.m. if there is a closed session) Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 12, 2009

I. ORGANIZATIONAL FUNCTIONS

A CALL TO ORDER

B ROLL CALL

Louise Jaffe, Chair

David Finkel, Superior Court Judge (Ret.), Vice-Chair

Dr. Susan Aminoff

Dr. Nancy Greenstein

Dr. Margaret Quiñones-Perez

Rob Rader

Dr. Andrew Walzer

Cameron Henton, Student Trustee

C PUBLIC COMMENTS ON CLOSED SESSION ITEMS

II. CLOSED SESSION

- Conference with Legal Counsel – Existing Litigation (Government Code Section 54956.9(a))
Two cases (BC 390540 and BC 396797)

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

D PLEDGE OF ALLEGIANCE

E CLOSED SESSION REPORT (if any)

F BOARD OF TRUSTEES NEW YEAR REFLECTIONS

G PUBLIC COMMENTS

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	January 12, 2009

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM H

SUBJECT: **PRESENTATION: ACCREDITATION 2010 INITIAL REPORT**

SUBMITTED BY: Superintendent/President

SUMMARY: Santa Monica College is making excellent progress in developing its institutional self-study in preparation for the March 2010 accreditation team visit. The primary activities during Fall 2009 were the setting up of appropriate structures and timelines to enable the standard committees and subcommittees to begin the task of writing first drafts of their assigned sections of the self-study. In 2004, SMC was a pilot institution for the radically revised and then controversial 2002 accreditation standards, and this experience has been valuable in guiding the College’s approach to the process of developing the 2010 self-study.

The current (2002) accreditation standards incorporate the expectations set forth in prior versions—evidence that basic structures and processes are in place and that appropriate resources (mission statement, president, governing board, faculty, funding, library collection, etc.) are available for operation; evidence that institutional planning processes are in place; and student achievement data to provide evidence of course completions, persistence, degree/certificate completion, transfer, job placement, and other goal areas consistent with the mission of the institution. However, the focus throughout the 2002 standards is on viewing these and all other aspects of the institution through the lens of what students have learned as a result of attending the college. Rather than just producing the traditional types of evidence that its policies and procedures are effective, an institution must instead demonstrate that they promote student learning in terms of skills, knowledge, abilities, and affective development. Rather than just producing data, an institution must demonstrate that it uses data, both quantitative and qualitative, to improve student learning.

As pilot institutions in 2004, SMC and two other community colleges were forced to approach the self-study process virtually “without a map” in terms of dealing with the new standards, and what was learned by these three institutions contributed considerably to the Accrediting Commission’s development of the helpful materials that are now available. The Accreditation 2010 Steering Committee has adopted as its primary resource the August 2008 edition of the Commission’s *Guide to Evaluating Institutions*. This useful publication provides for each section of each standard specific questions that assist in focusing the institution’s response on demonstrating that it uses its resources and processes to support student learning and its continuous assessment and that it uses available data to develop a “culture of evidence.”

The Steering Committee has encouraged the standard committees and subcommittees to use these questions as the basis for conducting interviews to gather qualitative data. For example, the Standard Four (*Leadership and Governance*) committee recently interviewed the Board of Trustees Chair and Vice Chair, the Superintendent/President, the Executive Vice President, and other college leaders from various constituencies for this purpose.

The *Guide* lists for each standard the types of quantitative and qualitative data that produce evidence that the institution makes a conscious effort to:

- Make learning its core activity;
- Support and produce student learning;
- Measure that learning;
- Assess how well learning is occurring;
- Make changes to improve student learning;
- Organize its key processes to effectively support student learning;
- Allocate its resources to effectively support student learning; and
- Improve learning as an important means for institutional improvement.

This publication also identifies and describes six themes that are threaded through the standards:

- **Institutional Commitment**—consistency between the mission statement and institutional action;
- **Evaluation, Planning, and Improvement**—focus on student achievement, student learning, and effectiveness of processes, policies, and organization and an ongoing cycle of evaluation, integrated planning, implementation, and re-evaluation;
- **Student Learning Outcomes**—measured and assessed to determine how well learning is occurring so that changes to improve learning and teaching can be made;
- **Organization** (Adequate Staff, Resources, and Organizational Structure)—identify and make public learning outcomes, evaluate program effectiveness in producing outcomes and to make improvements;
- **Dialogue**—inclusive, informed, and intentional dialogue about quality and improvement to guide institutional change; and
- **Institutional Integrity**—evidence that the institution represents itself with honesty and truthfulness to internal and external stakeholders and that it is self-reflective and honest with itself in all of its operations.

In addition to the *Guide to Evaluating Institutions*, the Accrediting Commission released in September 2008 a supplementary document *Rubric for Evaluating Institutional Effectiveness* that identifies characteristics of institutional effectiveness in three major areas—program review, planning, and student learning outcomes. An accompanying letter from President Barbara Beno clearly articulates the Commission's expectations regarding the level of implementation—awareness, development, proficiency, or sustainable continuous quality improvement—institutions should have achieved in each of these areas.

The SMC Accreditation 2010 Steering Committee has met once or twice per month throughout the fall semester and has scheduled two meetings per month for the remainder of the academic year. Led by the two accreditation self-study co-chairs, the Steering Committee includes the co-chairs for each of the four standards, the self-study co-editors, the Dean, Institutional Research, a classified staff

representative, and a student representative. (Some meetings also include the co-chairs of the three Standard Two (*Student Learning Programs and Services*) subcommittees and the co-chairs of the four Standard Three (*Resources*) subcommittees. The primary Fall 2008 activities revolved around developing the organizational structure (including creation of electronic document-sharing resources), establishing timelines, evaluating institutional research requests, and a training provided in November by Accrediting Commission Vice President Jack Pond. For Winter/Spring 2009, the focus will shift to monitoring the progress of the various standard committees and subcommittees toward developing their sections of the institutional self-study and ensuring that these documents-in-progress are consistent with the themes, types of evidence, and institutional effectiveness characteristics illustrated in the *Guide to Evaluating Institutions* and *Rubric for Evaluating Institutional Effectiveness*. Significant points in the projected timeline include an April 10 deadline for the standard committees to submit a draft to the Steering Committee to allow for a two-month review period and a June 16 deadline for the Steering Committee to deliver the document to the co-editors. The co-editors will work through the summer to prepare a document to be released to the general college community for review at the beginning of the Fall 2009 semester.

As an institution is preparing for an accreditation visit, having principal participants serve on visiting teams for other institutions is extremely valuable in providing perspective to guide the process. SMC Accreditation Steering Committee members Richard Tahvildaran-Jesswein, Randal Lawson, Lesley Kawaguchi, and Jeff Shimizu have each been appointed to serve on visiting teams during Spring 2009.

ACCREDITATION 2010 STEERING COMMITTEE

Richard Tahvildaran-Jesswein, Co-Chair
Randal Lawson, Co-Chair

Brenda Benson
David Chun
Janet Harclerode
Lesley Kawaguchi
Leroy Lauer
Erica LeBlanc
Mona Martin
Katharine Muller
Eric Oifer
Toni Randall
Caroline Sheldon
Jeff Shimizu
Sal Veas

ACCREDITATION 2010 SELF-STUDY DEVELOPMENT LEADERSHIP TEAM

Richard Tahvildaran-Jesswein and Randal Lawson, Co-Chairs
Toni Randall and Erica LeBlanc, Co-Editors

Standard One Institutional Mission and Effectiveness

Lesley Kawaguchi and Katharine Muller, Co-Chairs

Standard Two Student Learning Programs and Services

Sal Veas and Brenda Benson, Co-Chairs

Instructional Programs—Jennifer Merlic and Georgia Lorenz, Co-Chairs

Student Support Services—Tina Feiger and Leonard Crawford, Co-Chairs

Library and Learning Support Services—Patricia Burson and Judith Panchansky, Co-Chairs

Standard Three Resources

Janet Harclerode and Mona Martin, Co-Chairs

Human Resources—Eleanor Singleton and Marcia Wade, Co-Chairs

Physical Resources—Anna Collier and Don Girard, Co-Chairs

Technology Resources—Simon Balm and Jocelyn Chong, Co-Chairs

Financial Resources—Teri Bernstein and Mona Martin, Co-Chairs

Standard Four Leadership and Governance

Eric Oifer and Jeff Shimizu, Co-Chairs

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	January 12, 2009

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM I

SUBJECT: **PRESENTATION: FACILITIES MASTER PLAN UPDATE**

SUBMITTED BY: Superintendent/President

SUMMARY: SMC is currently updating the Facilities Master Plan that was first created in 1998. With the passage of Measure AA, the College has a number of new projects to plan and implement. The internationally recognized architecture and planning firm Gensler was involved in the first plan and was selected for the update. Gensler has been working with the staff for several months in gathering information on the individual projects and is currently working on an implementation plan. An update on the plans progress was presented to DPAC on December 10th and a similar presentation will be presented to the Board. Several campus and community presentations will be scheduled through early spring. A concurrent environmental assessment process is also underway.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 12, 2009

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1

SUBJECT: **2009-2010 NON RESIDENT TUITION RATE**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: The Board of Trustees adopt the rate of \$189 per unit per semester for nonresident tuition for 2009-2010. This is the minimum amount the District is permitted to charge in accordance with the California Community College Chancellor’s Office calculation guidelines and is below the \$196 per semester unit rate that the District is approved to charge under the Chancellor’s Office calculation guidelines.

It is further recommended that the Board of Trustees adopt a \$31 per semester unit capital outlay recovery surcharge for 2009. This maintains the capital surcharge at the 2008-2009 rate and is below the \$35 per semester unit rate that the District is approved to charge under the Chancellor’s Office calculation guidelines.

BACKGROUND: Education Section 76140 authorizes a district 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 so that districts may recover a prorated share of their capital outlay expenditures.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 12, 2009

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

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

SUBMITTED BY: Chair, Board of Trustees

REQUESTED ACTION: 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, 2009. 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, 2009. 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, 2009, and newly elected members of the board will assume their responsibilities at the conclusion of the annual conference on May 3, 2009.

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 12, 2009

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3

SUBJECT: **FIRST READING – BOARD POLICY SECTIONS 1230, 1410, 1514, 1590 and 6116**

SUBMITTED BY: Superintendent/President

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

BP 1230 – Code of Ethics: The Accrediting Committee for Community and Junior Colleges adopted standards that required that the Board’s Code of Ethics include a clearly defined policy for dealing with behavior that violates its code. This added language complies with the template provided through the Community College League of California (CCLC) Policy and Procedures Subscription Service.

BP 1410 – Student Trustee Qualifications: Includes a statement that the student trustee is not required to give up employment with the District. This revision complies with the template provided through the CCLC Policy and Procedures Subscription Service.

BP 1514 – Board of Trustees Study Session: Replaces “Retreat” with “Study Sessions.” Deletion of *Orientation of New Members of the Board* is deleted because the topic is fully covered in BP 1140 – *Orientation of New Members*.

BP 1590 – Recordings of Meetings: This new policy complies with the template provided through the CCLC Policy and Procedures Subscription Service.

BP 6116 – Reporting Fraud, Waste and Abuse: This policy addresses a recommendation from auditors regarding new fraud prevention audit requirements.

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

ARTICLE 1200 ROLE OF THE BOARD OF TRUSTEES

BP 1230 Code of Ethics

Santa Monica College is committed to the principle that higher education should be available to every person who can benefit. Given this basic condition, the activities and deliberations of the Board of Trustees will be guided by this code of ethics.

The Board of Trustees:

- has as its basic function the establishment of the policies by which the District is to be administered.
- holds the Superintendent/President accountable for the administration of the educational program and the conduct of District business.
- is made up of individuals who work with fellow Board members in a spirit of harmony and cooperation even when values and beliefs are divergent.
- is a unit of authority; Board members have no individual authority outside of official meetings.
- assures the orderly operation of the District by encouraging employees to make use of appropriate procedures before bringing their concerns to the Board.
- has the authority and responsibility to encourage the administration, faculty and staff to be original and creative in responding to the needs of the college community.

A Member of the Board of Trustees:

- supports and assists in fostering the most effective relations between the college and the community.
- never uses his/her position for material gain.
- Shall not use District funds, services, supplies or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the Board of Trustees.
- Shall not use or permit others to use public resources for personal purposes or any other purpose not authorized by law.
- devotes time, thought, and study for effective participation and contribution in the decision-making process of the Board.
- recognizes that deliberations in closed session are confidential and not for public discussion or disclosure.
- makes decisions only after all facts have been presented and discussed. Statements or promises as to how one will vote prior to regular meetings are inappropriate.
- abides by majority decisions of the Board.
- participates in state and national community college trustees' associations and in educational conferences, workshops, and training sessions offered by local, state, and national organizations to enhance his/her potential as a Board member.

The Superintendent/President and Board Chair are authorized to consult with legal counsel when they become aware of or are informed about actual or perceived violations of pertinent laws and regulations, including but not limited to conflict of interest, open and public meetings, confidentiality of closed session information, and use of public resources. Violations of law may be referred to the District Attorney or Attorney General as provided for in law.

Violations of the Board's Code of Ethics will be addressed by the Chair of the Board, who will first discuss the violation with the trustee to reach a resolution. If resolution is not achieved and further action is deemed necessary, the Chair may appoint an ad hoc committee to examine the matter and recommend further courses of action to the Board. Sanctions will be determined by the Board officer and may include a recommendation to the Board to censure of the trustee. If the Chair of the Board is perceived to have violated the code, the Board Vice-chair is authorized to pursue resolution.

Reference: Education Code Sections 7054, 7056; Government Code Section 8314;
Penal Code Section 424

ARTICLE 1400 STUDENT TRUSTEE

BP 1410 Qualifications

One student currently enrolled at the Santa Monica College shall be elected by the students to serve as Student Trustee. In order to serve as Student Trustee, he/she cannot hold an elected or appointed position as an Associated Students officer or director. The Student Trustee shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The Student Trustee is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session issues). The Student Trustee may have an advisory vote as authorized by the Board of Trustees on an annual basis.

The Student Trustee shall be a resident of California at the time of nomination and during the term of service, and shall be enrolled in and maintain a minimum of five semester units in the District at the time of nomination and throughout the term of service. The Student Trustee is not required to give up employment with the District. The Student Trustee shall maintain a minimum grade point average of C (2.0) throughout the term of service.

The election of the Student Trustee shall be in accordance with the procedures prescribed in the Associated Students Constitution. If the Student Trustee becomes ineligible, is recalled, cannot serve, or the position becomes vacant for reason(s) cited in Board Policy 1150 the Board of Trustees may request that the Associated Students Board of Directors conduct an election or open an application process to fill the vacancy.

The Student Trustee shall be subject to recall if a petition filed with the Superintendent/President is signed by ten percent (10%) of the students currently enrolled (spring or fall semesters only). The written petition will be submitted to the ~~Dean of Student Life~~ administrator responsible for Student Life for validation of signatures.

Reviewed and Adopted: 5/1/2000

Revised 12/1/2003

ARTICLE 1500 MEETINGS OF THE BOARD OF TRUSTEES

BP 1514 Board of Trustees Retreats Study Sessions

The Board of Trustees shall schedule two annual ~~retreats~~ study sessions; the dates to be adopted by the Board in the annual calendar of meetings. ~~The retreats may be for the following purposes:~~

~~Orientation for New Members of the Board~~

~~If there are new Board members, they will be familiarized with Board processes/procedures and presented with general college information. In addition, the Board will review the Board of Trustees Orientation Handbook so that questions and any revisions may be discussed.~~

~~Board Discussion~~

At the Study Sessions, the Board will have the opportunity to discuss individual concerns and ideas with other members of the Board and the administration. Discussion topics may include, but not be limited to, proposed administrative plans, Board policies/goals, future agenda items, agenda format, et cetera.

Reviewed and Adopted: 5/1/2000

BP 1590 Recording of Meetings (New)

If the Board of Trustees authorizes any tape or video recording of a meeting, the recording shall be subject to inspection by members of the public in accordance with the California Public Records Act. The Superintendent/President shall ensure that any such recordings are maintained for at least thirty days following the taping or recording.

Persons attending an open and public meeting of the Board of Trustees may, at their own expense, record the proceedings with an audio or video recording or a still photo camera or may broadcast the proceedings. However, if the Board finds by a majority vote that the recording or broadcast cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a persistent disruption of the proceedings, any such person shall be directed by the Board Chair to stop.

Reference: Government Code Section 6250, et seq.

ARTICLE 6100 FINANCIAL MANAGEMENT

BP 6116 Reporting Fraud, Waste or Abuse (New)

Santa Monica College is committed to the responsible stewardship of its resources and supports an internal appraisal function that includes the investigation of alleged fraud, irregularities, abuse, illegal acts and suspected misconduct of college employees. Managers, faculty, staff, students or interested citizens are encouraged to report known or suspected dishonest acts by employees, outside contractors or vendors.

Dishonest acts, either known or suspected, such as those listed below, should be reported:

- Theft or misappropriation of funds, supplies, property, or other college resources
- Forgery or alteration of documents
- Unauthorized alteration or manipulation of computer files
- Improper and/or wasteful activity
- Falsification of reports to management or external agencies
- Pursuit of a benefit or advantage in violation of the college's conflicts of interests policy
- Authorization or receipt of compensation for hours not worked

To facilitate the reporting of waste, fraud or abuse the District shall maintain an anonymous system for reporting with multiple reporting methods such as, but not limited to, telephone, website and mail.

Employees reporting suspected wrongdoing are protected under Federal and State law from retaliation by management and other employees.

Allegations are reviewed to determine the probability that the alleged act(s) could have occurred. This review will be conducted under the direction of the Executive Vice President and/or the Vice President of Human Resources, or their designee, and will include identification of losses, prevention of additional losses, application of appropriate personnel procedures, recovery of assets, and assistance with criminal investigation or prosecution. All reviews and investigations will be conducted with confidentiality.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 12, 2009

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 4

SUBJECT: **SECOND READING – BOARD POLICY SECTION 2416, EMERGENCY RESPONSE PLAN**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a second reading and approve Board Policy Section 2416 – Emergency Response Plan.

BP 2416 Emergency Response Plan

The Superintendent/President shall establish procedures that ensure that the District implements a program or plan to be activated in the event of an emergency, or when a natural disaster or hazardous condition occurs. This program or plan must comply with the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS) and should incorporate the functions and principles of the Incident Command System (ICS), the Master Mutual Aid Agreement (MMAA) and any other relevant programs. The program must incorporate NIMS and SEMS to facilitate the coordination between and among agencies in the event of an emergency or natural disaster.

Compliance with NIMS and SEMS mandates include:

- Establishing a disaster preparedness program or plan
- Completion of training sessions by college personnel in compliance with NIMS and SEMS guidelines
- Training requirements vary based on job titles or assigned roles within the emergency management program

Santa Monica College personnel must be informed that as public employees, they are also disaster service workers during national, state and local emergencies. The Superintendent/President should ensure that an ICS Team is created to carry out compliance with NIMS and SEMS mandates.

Responses to emergencies or natural disasters are organized by SEMS into five categories: field response, local government, operational areas, regions, and the state management level.

The plan or program should contain information regarding activation and chain of command responsibilities. Compliance with NIMS mandates requires planning and incorporation for all phases of emergency management including mitigation and prevention, preparedness, response, and recovery. Colleges must comply with NIMS and SEMS to receive state or federal funding.

References: Education Code Sections 35294.2, 32282, 35296, and 42140;
Homeland Security Act of 2002;
Government Code Sections 3100 and 8607(a);
National Fire Protection Association 1600;
Homeland Security Presidential Directive-5;
Executive Order S-2-05;
19 California Code of Regulations (CCR) Sections 2400-2450

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 12, 2009

VII. CONSENT AGENDA

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

RECOMMENDATION:

The Board of Trustees take the action requested on Consent Agenda Recommendations #6-#22.

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

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

VIII. CONSENT AGENDA – Pulled Recommendations

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

RECOMMENDATION NO. 5 APPROVAL OF MINUTES

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

December 15, 2008 (Regular Board of Trustees Meeting)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 12, 2009

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 6 **ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION**

Title of Grant: **Construction Talent Transfer**
Requested by: *Patricia Ramos, Acting Dean, Workforce Development*
Approved by: *Jeff Shimizu, Vice-President, Academic Affairs*
Requested Action: *Approval/Ratification*

Granting Agency: California Labor and Workforce Development Agency
Funding: \$32,533
Matching Funds: None
Performance Period: June 1, 2008 – January 30, 2010

Summary: The District is entitled to an additional \$32,533 in EDD funding for the 2008-2009 fiscal year. This is a WIA (Workforce Investment Act) funded collaborative project between SMC, Marina Del Rey One Stop, and LACCD. The funds are part of an initiative to help the California Economy in rebounding from the housing slump. SMC, through this collaborative is coordinating the re- training of displaced workers from the construction industry and retraining them for careers in Solar and other alternative energy fields. The partnership involves the recruitment of eligible participants, training, and job placement of 130 people through March 2010.

Budget Augmentation: Revenue:
8000 Revenue \$32,533
Expenditures:
5000 Consultants \$32,533

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 12, 2009

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

Provider/Contract	Term/Amount	Service	Funding Source
Robert Brown, Developmental Studies Specialist	January 30, 2009 \$650, which includes the facilitator fee, mileage reimbursement, lodging, food and miscellaneous travel expenses	Robert Brown will facilitate an interactive workshop for math instructors to explore the ways in which the language of mathematics impact a student's understanding of algebra topics. The presentation will provide participants with effective strategies to help students "see what the instructor sees" when looking at math problems.	Title V Math/English Cooperative Grant

BOARD OF TRUSTEES Santa Monica Community College District	ACTION January 12, 2009
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CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 8 ORGANIZATIONAL MEMBERSHIPS, 2008-09

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

Requested Action: *Ratification*

Following are revisions (as underlined) of previously approved organizational memberships:

Accrediting Commission for Community and Junior Colleges (ACCJC)

National Asian Pacific Islander Council

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 12, 2009

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 have been approved by the Curriculum Committee and the Academic Senate:

New Courses

- Anthropology 21: Peoples and Power in Latin America
- Art 01: Western Art History 1
- Art 02: Western Art History 2
- Chinese 09: Chinese Civilization
- Cosmetology 75A, B, C, D: Instructional Techniques in Salon
- ECE 84: Early Childhood Educator's Seminar
- ESL 10G: Multiple Skills Preparation - Listening, Speaking and Grammar
- ESL 10W: Multiple Skills Preparation - Reading and Writing
- ET 25B: 3D Character Creation
- Film 32: Advanced Digital Filmmaking
- KIN PE4: Introduction to Sport Psychology
- Korean 04: Intermediate Korean 2
- Photo 05: Fundamental Photo Digital Printing
- Photo 21: Alternative Photographic Processes
- Photography 60: Business Practices for Photography
- Sociology 01S: Introduction to Sociology (through Service Learning)
- Sociology 02S: Social Problems (through Service Learning)
- VAR PE 20V: Advanced Football for Men

Distance Education Courses:

- Art 01: Western Art History 1
- Art 02: Western Art History 2
- Art 06: Architecture History - From Ancient to 1850
- ESL 14B: Pronunciation: Rhythm and Intonation
- KIN PE 04: Introduction to Sport Psychology
- Philosophy 07: Introduction to Logic

Certificate:

Medical Billing and Coding Certificate of Achievement

Global Citizenship AA Degree Requirement Courses:

- Anthropology 21: Peoples and Power in Latin America
- Art 79: Art Appreciation - Introduction to Global Visual Culture
- Environmental Studies 7/Geography 7: Introduction to Environmental Studies
- Sociology 01s: Introduction to Sociology (through Service Learning)
- Sociology 02s: Social Problems (through Service Learning)

Continuing Education-Noncredit

English 920: Writing Center Lab

BOARD OF TRUSTEES Santa Monica Community College District	ACTION January 12, 2009
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CONSENT AGENDA: ACADEMIC AFFAIRS

RECOMMENDATION NO. 10 2008-09 SMCCD CALENDAR

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

Requested Action: Approval/Ratification

The following 2008-09 Santa Monica Community College District calendar has been revised, as follows:

- The brackets were removed from May 22, 2009, as it is an instructional day and not a faculty flex day.
- CSEA approved and the Board ratified a MOU pertaining to the 11-month employees being given a floating holiday in lieu of the faculty flex day change to March this year.



SANTA MONICA COMMUNITY COLLEGE DISTRICT 2008-2009 CALENDAR

JUNE 2008						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY 2008						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST 2008						
S	M	T	W	T	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER 2008						
S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 2008						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 2008						
S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER 2008						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2009						
S	M	T	W	T	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2009						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MARCH 2009						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2009						
S	M	T	W	T	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2009						
S	M	T	W	T	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2009						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

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

APRIL 2009						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MAY 2009						
S	M	T	W	T	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Legal/College Holidays
Summer/Fall/Winter/Spring

Reminder Dates for Classified:
 Annual Evaluations are administered
 March 15 thru May 15

Beginning/Ending of Semester/Session
 Summer Session (6wk) 06/16 - 07/25/2008
 Summer Session (8wk) 06/16 - 08/08/2008
 Fall Flex Week 08/19 - 08/22/2008
 Fall Semester 08/25 - 12/16/2008
 Winter Session 01/05 - 02/12/2009
 Spring Semester 02/17 - 06/16/2009

Classes not in session - Campus Open

College Holiday - Classes not in session - Campus Closed

Summer Session (6wk) 06/22 - 07/31/2009
 Summer Session (8wk) 06/22 - 08/14/2009

Saturday or Sunday - Classes not in session

Faculty Flex Days - Classes not in session

* California Admission Day - Legal Holiday
 (Honored 12/24/08)
 Final Exams

Legal Holiday
 If Friday is a holiday, there is no class on Saturday. If Monday is a holiday, there is no class on Sunday.

Individual - 4 Days 8/19/08 4/15-17/09
 Departmental - 3 Days 8/20 & 8/22/08, 3/6/09

Board of Trustees Approval: 01/12/2009

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 12, 2009

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11 ACADEMIC PERSONNEL

Requested Action: Approval/Ratification

Reviewed by: Sherril 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.

ESTABLISH

Project Manager, Workforce Development 01/13/09

ELECTION

Sanchez, Sandra, Acting Project Manager, Workforce Development 01/13/09

RETITLE

From: Director, Athletics

To: Director, Athletics and Kinesiology

From: Director, Police and Safety Services

To: Dean, Campus Security, Student Health and Safety

SALARY ALLOCATION

Executive Vice-President 01/01/09

From: Range 13

To: Range 14

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 12, 2009

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 12 **CLASSIFIED PERSONNEL**
ESTABLISH/ ABOLISH POSITIONS

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

<u>ESTABLISH</u>	<u>EFFECTIVE DATE</u>
Administrative Assistant I, (1 position) Upward Bound Program, 12 mos, 40 hrs	12/16/08
Community College Police Officer Trainee (3 positions) Campus Police, 12 mos, 40hrs/VHI	12/16/08
Student Services Specialist – International (1 position) International Student Center, 12 mos, 40 hrs	12/30/08
Programmer Analyst I (1 position) MIS, 12 mos, 40 hrs/NS-I mos, 40 hrs	01/13/09

ABOLISH

The following are defunct titles and/or unfunded vacant positions that the District will not be filling.

Academic Secretary (1 position) Photo/Fashion, 11 mos, 20 hrs	12/16/08
Accounting Manager (1 position) Fiscal Services, 12 mos, 40 hrs	12/16/08
Administrative Assistant I (1 position) Cosmetology, 12 mos, 40 hrs	12/16/08
Administrative Assistant I (1 position) LRC, 12 mos, 20 hrs	12/16/08
Assistant Facilities Services Administrator (1 position) Facilities, 12 mos, 40 hrs	12/16/08
Associate Vice-President Fiscal Services (1 position) Fiscal Services, 12 mos, 40 hrs	12/16/08
Computer Operator (1 position) MIS, 12 mos, 40 hrs/NS-II	12/16/08
Director of Communications and Marketing (1 position) Marketing, 12 mos, 40 hrs	12/16/08

Director of Financial Aid and Scholarships (1 position) Financial Aid, 12 mos, 40 hrs	12/16/08
Director, Mini Career Center (1 position) Student Affairs, 12 mos, 40 hrs	12/16/08
Director of Network Programs & Information Systems (1 position) MIS, 12 mos, 40 hrs	12/16/08
Director of Student Placement (1 position) Student Affairs, 12 mos, 40 hrs	12/16/08
Director of Telecommunications/Media Services (1 position) MIS, 12 mos, 40 hrs	12/16/08
Environmental Compliance Officer (1 position) Risk Management, 12 mos, 40 hrs	12/16/08
Facilities Services Administrator (1 position) Facilities, 12 mos, 40 hrs	12/16/08
KCRW Radio Media & P.R. Officer (1 position) KCRW, 12 mos, 40 hrs	12/16/08
Planetarium Coordinator (1 position) Earth Science, 11 mos, 40 hrs	12/16/08
Special Projects Specialist (1 position) Madison Theatre, 12 mos, 40 hrs/VHI	12/16/08
Student Employment Specialist (1 position) Financial Aid, 12 mos, 40 hrs	12/16/08
Student Services Specialist – International (1 position) International Student Center, 12 mos, 40 hrs/VHI	12/31/08
Technology Projects Manager (1 position) MIS, 12 mos, 40 hrs	12/16/08

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 12, 2009

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 13 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.

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

ELECTIONS EFFECTIVE DATE

PROBATIONARY

Bottenfield, Raymond, Community College Police Sergeant, Campus Police	01/12/09
Courtney, Marguerite, Laboratory Technician – Photography, Photography/Fashion	01/05/09
Sussman-Schechter, Dena, Sign Language Interpreter III, DSC	01/05/09
Vigil, Nani, Sign Language Interpreter III, DSC	01/05/09

INCREASE IN HOURS – PERMANENT

LaCosse, Naomi	01/05/09
From: Sign Language Interpreter III, DSC, 11 mos, 20 hrs	
To: Sign Language Interpreter III, DSC, 11 mos, 40 hrs	

SALARY REALLOCATION – MANAGEMENT

Director of Campus Operations
Current Range: 13, Proposed Range: 20
Comment: Salary reallocation for this classified management position was pending approval by the Personnel Commission. The Personnel Commission approved the reallocation at its meeting on December 17, 2008 and is being presented to the Board for approval.

SEPARATIONS

RESIGNATION

Ganser, Amy, Disabled Student Services Assistant, DSC	12/18/09
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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 12, 2009

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 14 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.

Silverman, Jeffrey, Accompanist-Voice, Music	12/03/08-04/21/09
Thomas, Adrian, Theatre Technical Specialist, SMC Performing Arts	11/03/08-03/25/09

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

Abdulhafiz, Meymuna, Bookstore Clerk /Cashier, Bookstore	01/05/09-06/30/09
Abdulhamid, Feryid, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Abel, Teneka, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Alonso, Luliana, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Ashby, Deanna, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Alvarez, Ana M, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Aviles, Wendy, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Baker, Stephen, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Barajas, Byanca, Counseling Aide, Latino Center	01/05/09-06/30/09
Baskin, Patricia, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Buchanan, Melody, Cash Receipts Clerk, Bursars Office	01/05/09-06/30/09
Burns, Lisa, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Campagna, Victoria, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Cannon, Ameenah, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Cason, Tracy, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Cass, Kiyoung, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Chang, Tony Wen-Tung, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Chase, Gerald, Registration/Info Clerk, Bursars Office	01/05/09-05/30/09
Contreras, Javier M, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Crawford, William, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Dacosta, Richard, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Dawson, Rebecca, Cash Receipts Clerk, Bursars Office	01/05/09-06/30/09
Devine Jr, Robert, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Dozier, Erica, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Enaiho, Patricia, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Fayyaz, Kashif, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Flores, Vanessa, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09

Friedland, Shane R, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Friha, Mohammed, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Garcia, Lucy, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Gebremichael, Hermela, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Gebremichael, Rebecca, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Gebrelul, Saba, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Getachew, Lily, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Grau, Donald, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Gutierrez, Alexis, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Hardister III, Harold, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Harge, Ronyee, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Harris, Yolanda R, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Hassen, Nuritu, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Henry, Valerie J, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Hernandez, Andrew A, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Hernandez, Sandra, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Jones, Frances, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Judana, Krishna, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Kim, Dae Ik, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Lewis, Carolyn, Sign Language Interpreter I, DSC	01/05/09-06/30/09
Libman, Leonid, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Lopez, Waleska, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Mackay, Joan, Cash Receipts Clerk, Bursars Office	01/05/09-06/30/09
Manhertz, Yvonne, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
McIntosh, Bryan, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Mehary, Mehret, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Melendez, Angeline, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Melendez, Jessica, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Micas, Donna, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Miles, Erik, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Miles, Shadae, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Moges, Aster, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Narayan, Vishal V, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Navarro, Maria, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Nelli, Maria, Cash Receipts Clerk, Bursars Office	01/05/09-06/30/09
Nnodi, Benedict, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Panghongkeow, Artee, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Perkins, Paul, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Ponce, Robert, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Ramirez, Javier, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Ramirez, Lisset, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Rhoads, Margaret, Instructional Assistant-Learning Disabilities, DSC	01/05/09-06/30/09
Richardson, Pamela L, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Runnels, Felicia, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Salinas, Eric, Cash Receipts Clerk, Bursars Office	01/05/09-06/30/09
Santamaria, Bladimir, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Smith, Nadaley, Cash Receipts Clerk, Bursars Office	01/05/09-06/30/09
Smitiwitaya, Ida, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Szesnat, Kyle, Registration/Information Clerk, Financial Aid	01/05/09-06/30/09
Thielking, Alan, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Walker, Terence, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Weldemichael, Belainesh, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Yogi, Nancy, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Young, Mary Ellen, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Zavala, Margarita, Bookstore Clerk/Cashier, Bookstore	01/05/09-06/30/09
Zheng, Jin, Registration/Information Clerk, Financial Aid	01/05/09-06/30/09

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 12, 2009

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 15 CLASSIFIED PERSONNEL - NON MERIT

Requested Action: *Approval/Ratification*
Reviewed by: *Sherrri 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 00
\$8.00/hr

College Work-Study Student Assistant 30
\$8.00/hr (FWS)

SPECIAL SERVICE

Art Model 26
\$18.00/hr

Tutorial Aide

\$10.50 02

Community Services Specialist I

\$35.00/hr 23

Community Services Specialist II

\$50.00/hr 35

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 12, 2009

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 GANN LIMIT, 2008-2009

Requested by: Chris Bonvenuto, Director, Fiscal Services

Approved by: Randy Lawson, Executive Vice-President

Requested Action: Approval/Ratification

Adopt the 2008-2009 Gann Limit for the Santa Monica Community College District as \$108,001,524 and the 2008-2009 Appropriation Subject to Limitation as \$97,025,419.

Comment: The Gann Limit figures are based on the prior year limit amended by a State formula. The Appropriation Subject to Limitation is based on the Adopted Budget for 2008-2009.

The Gann Limit is a required calculation under Prop 4 of 1979. The idea of the Gann is to limit the growth of government by only allowing expenditures that are tax driven to grow by a certain amount each year (Fund 01.0 only). There are two parts in the calculation: The Appropriations Limit and the Appropriations Subject to Limit. The Appropriations Limit is the maximum amount that the District can budget from tax driven revenue. (Essentially the Gann Limit). This is calculated based on previous years Gann Limit, growth in FTES and an inflation factor determined by the Department of Finance. For 2008-2009 the Appropriations Limit is \$108,001,524.

The second factor, the Appropriations Subject to Limit, is how much the District has budgeted that is from tax driven revenues. This essentially is all of the tax driven revenue (Apportionment, Taxes, etc) less the budget of any mandated programs. For 2008-2009 the Appropriations Subject to Limit is \$97,025,419.

As long as the Appropriations Limit is more than the Appropriations Subject to Limit, the District is in compliance. For 2008-2009 there is \$10,976,105 left in the GANN Limit. This "extra" will be transferred to other Districts in the state that are over their limit. The transfer will be handled by the CCC Chancellor's Office.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 12, 2009

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 FACILITIES

Requested Action: Approval/Ratification
 Requested by: Greg Brown, Director, Facilities and Planning
 Approved by: Randy Lawson, Executive Vice-President

17-A CHANGE ORDER NO. 2 – JOHN ADAMS MIDDLE SCHOOL FIELD RENOVATION AND LIGHTING

Change Order No. 2 – BYROM-DAVEY, INC. on the John Adams Middle School Field Renovation and Lighting project in the amount of \$30,234:

Original Contract Amount	\$1,307,243
Previously Approved Change Order 1	72,234
Change Order No. 2	<u>30,234</u>
Revised Contract Amount	\$1,409,711
Original Contract Time	120 days
Previous Time Extensions	<u>0 days</u>
Revised Contract Time	120 days
Time Extension this Change Order	<u>0 days</u>
Current Revised Contract Time	120 days

Funding Source: Measure S

Comment: Change Order No. 2 – New 42” fence with gates along the perimeter edge of the playing field.

17-B CHANGE ORDER NO. 2 – CORSAIR FIELD RENOVATION

Change Order No. 2 – BYROM-DAVEY, INC. on the Corsair Field Renovation project in the amount of (\$11,346):

Original Contract Amount	\$2,734,445
Previously Approved Change Order 1	155,254
Change Order No. 2	<u>(11,346)</u>
Revised Contract Amount	\$2,878,353
Original Contract Time	180 days
Previous Time Extensions	<u>0 days</u>
Revised Contract Time	180 days
Time Extension this Change Order	<u>0 days</u>
Current Revised Contract Time	180 days

Funding Source: Measure S

Comment: Change Order No. 2 – Relocation of electrical runs, change transformer to 277V and breakers to 480V, extend conduit to new disconnect location for event power.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 12, 2009

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 FACILITIES (continued)

17-C CHANGE ORDER NO. 8 – RE- BID CAMPUS QUAD

Change Order No. 8 - TRIMAX CONSTRUCTION CORP. on the Re-Bid Campus Quad project in the amount of \$52,747:

Original Contract Amount	\$8,709,500
Previously approved Change Orders 1-7	905,082
Change Order No. 8	<u>52,747</u>
Revised Contract Amount	\$9,667,329
Original Contract Time	360 days
Previous Time Extensions	<u>0 days</u>
Revised Contract Time	360 days
Time Extension this Change Order	<u>0 days</u>
Current Revised Contract Time	360 days

Funding Source: Measure U

Comment: Change Order No. 8 provides for installation of a curb along the paver walkway edge and mortar around trees; and extends the landscape maintenance warranty through November 15, 2009.

17-D CHANGE ORDER NO. 4 – PARKING STRUCTURE A IMPROVEMENTS

Change Order No. 4 - TRIMAX CONSTRUCTION CORP. on the Parking Structure A Improvements project in the amount of \$2,453:

Original Contract Amount	\$858,300
Previously approved Change Orders 1-3	13,889
Change Order No. 8	<u>2,453</u>
Revised Contract Amount	\$874,642
Original Contract Time	55 days
Previous Time Extensions	<u>0 days</u>
Revised Contract Time	55 days
Time Extension this Change Order	<u>0 days</u>
Current Revised Contract Time	55 days

Funding Source: Measure S

Comment: Change Order No. 4 provides for removal of existing grass on 16th Street.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 12, 2009

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 FACILITIES (continued)

17-E CHANGE ORDER NO. 1 – REVISED BUNDY NORTHEAST DRIVEWAY

Change Order No. 1 – PIMA CORPORATION on the Revised Bundy Northeast Driveway project in the amount of \$92,009:

Original Contract Amount	\$2,464,600
Previously approved Change Orders	0
Change Order No. 1	<u>92,009</u>
Revised Contract Amount	\$2,556,609
Original Contract Time	300 days
Previous Time Extensions	<u>0 days</u>
Revised Contract Time	300 days
Time Extension this Change Order	<u>0 days</u>
Current Revised Contract Time	300 days

Funding Source: Measure S

Comment: Change Order No. 1 provides for removal and replacement of existing asphalt, removal of asbestos pipe discovered during grading operations, and addition of eight car charger pedestals, signs and posts, and transformer.

17-F CHANGE ORDER NO. 52 – MADISON THEATER AND RENOVATION

Change Order No. 52 – FTR INTERNATIONAL on the New Music and Performing Arts Complex, Madison Campus in the amount of (\$113,346).

Original Contract	\$30,780,000
Previously Approved Change Orders	3,511,761
Change Order No. 52	<u>(113,583)</u>
Revised Contract Amount	\$34,178,178
Original Contract Time	670 days
Previous Time Extensions	<u>0 days</u>
Revised Contract Time	670 days
Time Extension this Change Order	<u>0 days</u>
Current Revised Contract Time	670 days

Funding Source: Measure S

Comment: Change Order No. 52 – Deducts for the following: bond premium overpayment, attorney’s fees incurred by the district in connection with defending stop notice enforcement actions (through October 31, 2008), and cleaning costs incurred by the District in August 2008.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 12, 2009

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 FACILITIES (continued)

17-G RELEASE OF PARTIAL RETENTION – CORSAIR FIELD RENOVATION

Reduce the retention amount held from BYROM-DAVEY, INC. for the Corsair Field Renovation Project from 10 percent to 5 percent.

Funding Source: Measure S

Comment: Project Completed.

17-H RELEASE OF PARTIAL RETENTION – JOHN ADAMS FIELD RENOVATION

Reduce the retention amount held from BYROM-DAVEY, INC. for the John Adams Field Renovation Project from 10 percent to 5 percent.

Funding Source: Measure S

Comment: Project Completed.

17-I RELEASE OF PARTIAL RETENTION – RE-BID CAMPUS QUAD

Release the first 5 percent retention held to TRIMAX CONSTRUCTION CORPORATION for the Re-Bid Campus Quad Project.

Funding Source: Measure U

Comment: Project Completed.

17-J RELEASE OF PARTIAL RETENTION – PARKING STRUCTURE A IMPROVEMENTS

Release the first 5 percent retention held to TRIMAX CONSTRUCTION CORPORATION for the Parking Structure A Improvements Project.

Funding Source: Measure S

Comment: Project Completed.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 12, 2009

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 FACILITIES (continued)

17-K CONSTRUCTION ESCROW AGREEMENT – STUDENT SERVICES PHASE I

Pursuant to Section 22300 of the Public Contract Code, retention due the Contractor, Minco Construction to be paid into an escrow account held by Premier Commercial Bank.

Funding Source: Measure U

Comment: Minco Construction has requested to exercise its right under the Public Contract Code to have the retention portion of their payments placed in an escrow account until principal and interest earned are released by the District.

17-L AMENDMENT TO AGREEMENT FOR CONSULTING SERVICES – CAMPUS SIGNAGE

Amend the agreement with GOLDEN CANE ADVERTISING for Campus Signage Consulting for \$120,000 plus reimbursable expenses.

Original Contract	\$120,000
Amendment #1	60,000
Amendment #2	<u>100,000</u>
Total to Date	\$ 280,000

Funding Source: Measure S

Comment: The original contract and amendment #1 covered the design of the Madison signage and the parking lot counter signs on the main campus. Amendment #2 includes the signage design related to the Student Services project. The cost for the signage will be included in the construction contract.

17-M AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – STUDENT SERVICES

Amend the agreement with STEINBERG ARCHITECTS for the Student Services project for \$497,042 plus reimbursable expenses.

Original Contract	\$7,851,300
Amendment #1	70,000
Amendment #2	<u>497,042</u>
Total to Date	8,418,342

Funding Source: Measure S

Comment: Amendment #2 covers the additional scope of landscaping and site work between the new Student Services Building and Drescher Hall. The current Student Services bungalows would be removed and a new campus entry plaza would be created.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 12, 2009

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 FACILITIES (continued)

17-N AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – EARTHQUAKE REPLACEMENT LIBERAL ARTS

Amend the agreement with GENSLER for the Earthquake Replacement Liberal Arts, North and South Building project for \$15,000 plus reimbursable expenses and extend the contract from December 31, 2008 to December 31, 2009.

Funding Source: Measure U, City of Santa Monica Earthquake Redevelopment, State of California

Comment: This extends the agreement to allow for additional time to close out the project with the Division of the State Architect (DSA).

17-O AGREEMENT FOR CONSULTING SERVICES – PERFORMING ARTS CENTER

Agreement with L.N. ROSS ENGINEERING COMPANY for consulting on the project closeout for the New Performing Arts Center not to exceed \$10,000 plus reimbursable expenses.

Funding Source: Measure S

Comment: The District is in negotiations with the contractor to settle outstanding claims on this project. This nationally recognized engineering consultant is necessary to resolve several complex issues regarding structural steel claims on the project.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 12, 2009

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 18 BUDGET AUGMENTATIONS

Requested by: Chris Bonvenuto, Director, Fiscal Services

Approved by: Randy Lawson, Executive Vice-President

Requested Action: Approval/Ratification

18-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: November 25, 2008 thru December 19, 2008

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	-8,778
3000	Benefits	0
4000	Supplies	42,760
5000	Contract Svcs/Operating Exp	21,383
6000	Sites/Bldgs/Equipment	-10,365
7000	Other Outgo/Student Payments	-45,000
Net Total:		0

18-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: November 25, 2008 thru December 19, 2008

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-76,887
2000	Classified/Student Salaries	54,824
3000	Benefits	-9,345
4000	Supplies	1,121
5000	Contract Svcs/Operating Exp	-22,920
6000	Sites/Bldgs/Equipment	53,799
7000	Other Outgo/Student Payments	-592
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 12, 2009

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 CLAIMS FOR DAMAGES

Requested by: Cozetta Wilson-Carlton, Risk Manager
 Approved by: Randal Lawson, Executive Vice-President
 Requested Action: Approval/Ratification

Reject the following claim and refer the claim to the District's claims management firm:

<u>Claimant</u>	<u>Date Filed</u>	<u>Amount of Claim</u>
Joyce Johnson	December 10, 2008	\$15,000

Comment: The claimant alleged that she was blinded by the sun while pulling into her designated parking space, which caused her to panic and loose control of her car and collide into a solid brick wall in front of her vehicle.

RECOMMENDATION NO. 20 COMMERCIAL WARRANT REGISTER

Requested by: Robin Quaile, Accounts Payable Supervisor
 Approved by: Randy Lawson, Executive Vice-President
 Requested Action: Approval/Ratification

November 1 – November 30, 2008	3312 – 3342	\$6,983,039.13
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Comment: The detailed Commercial Warrant documents are on file in the Accounting Department.

RECOMMENDATION NO. 21 PAYROLL WARRANT REGISTER

Requested by: Ian Fraser, Payroll Manager
 Approved by: Randy Lawson, Executive Vice-President
 Requested Action: Approval/Ratification

December 1 – December 31, 2008	C1E – C2F	\$9,949,790.73
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Comment: The detailed payroll register documents are on file in the Accounting Department.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 12, 2009

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 22 AUXILIARY PAYMENTS & PURCHASE ORDERS

Requested by: *George Prather, Director of Auxiliary Services*
 Approved by: *Randy Lawson, Executive Vice-President*
 Requested Action: *Approval/Ratification*

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

November 1 – November 30, 2008	Payments \$1,976,181.97	Purchase Orders \$106,421.34
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Comment: The detailed Auxiliary payment documents are on file in the Auxiliary Operations Office.

RECOMMENDATION NO. 23 DIRECT, BENEFIT & STUDENT GRANT PAYMENTS

Requested by: *Robin Quaile, Accounts Payable Supervisor*
 Approved by: *Randy Lawson, Executive Vice-President*
 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.

November 1 – November 30, 2008	
D000820 – D000964	\$ 13,954.73
B000213 – B000268	152,376.89
ST - None	0.00

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

RECOMMENDATION NO. 24 PURCHASING

Requested by: *Keith Webster, Director, Purchasing*
 Approved by: *Randy Lawson, Executive Vice-President*
 Requested Action: *Approval/Ratification*

24-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, 2008	\$192,253.86
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BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 12, 2009

IX. **BOARD COMMENTS AND REQUESTS**

X. **ADJOURNMENT**

The meeting will be adjourned in memory of **Herbert Katz**, Santa Monica City Councilmember, former Mayor, great leader and long-time friend of Santa Monica College; **Mattie Nelson-Walton**, mother of Myron Kabwe, Library Computing Support Specialist; and **Clyde Smith**, long-time member of the SMC General Advisory Board; and **Dan Henri Van Lerberg**, husband of Senior Graphic Designer Carol Ring.

There will be a special meeting/closed session of the Santa Monica Community College District Board of Trustees on Tuesday, January 27, 2009 at 7 p.m.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Monday, February 2, 2009** at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

The agenda for the next meeting will include the following:

- Report: Broad Stage at the SMC Performing Arts Center
- Acknowledge Receipt of Quarterly Budget Report
- Citizens' Bond Oversight Report (January 21, 2009 meeting)