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SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING

TUESDAY,
JANUARY 12, 2010

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

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

*The complete agenda may be accessed on the
Santa Monica College website:*

<http://www.smc.edu/admin/trustees/meetings/>

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

PUBLIC PARTICIPATION ADDRESSING THE BOARD OF TRUSTEES

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

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

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

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

General Public Comments and Consent Agenda

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

Major Items of Business

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

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

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

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

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

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 12, 2010

A G E N D A

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

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

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

- | | | |
|-----------|---|-----------------|
| I. | ORGANIZATIONAL FUNCTIONS | <u>Page No.</u> |
| | A Call to Order – 5:30 p.m. | 6 |
| | B Roll Call | |
| | C Public Comments on Closed Session Items | |

II. CLOSED SESSION

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

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

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

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

REAL PROPERTY (Government Code Section 54956.8)
 Property Address: Santa Monica College Olympic Shuttle Lot/3400-3500 Airport Ave.
 Under Negotiation: Terms and Conditions of Land Swap with City of Santa Monica
 College Negotiators: Dr. Chui Tsang and Charlie Yen
 City of Santa of Monica's Representative: Lamont Ewell, City Manager

III.	PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS (Scheduled for 7:00 p.m.)	
	D Pledge of Allegiance	
	E Closed Session Report (if any)	
	F Public Comments	
IV.	SUPERINTENDENT'S REPORT	
	• Management Association Update	
	• Updates:	
	– Winter Session - Enrollment/Budget	
	– State Budget	
V.	ACADEMIC SENATE REPORT	
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	#1 2010-2011 Non Resident Tuition Rate	8
	#2 Nomination for CCCT Board of Directors	9
	#3 Second Reading – Board Policy Section 4135, FERPA	10
	#4 Second Reading – Board Policy Section 2480, Zero Waste Events	12
VII.	CONSENT AGENDA	
	<i>Any recommendation pulled from the Consent Agenda will be held and discussed in Section VIII, Consent Agenda – Pulled Recommendations</i>	
	<u>Approval of Minutes</u>	
	#5 Approval of Minutes: December 8, 2009 (Regular Meeting)	13
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	#14 Budget Transfers	26
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	#19 Purchasing	
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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**

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

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

I. ORGANIZATIONAL FUNCTIONS

- A CALL TO ORDER
- B ROLL CALL
 Judge David Finkel (Ret.), Chair
 Dr. Andrew Walzer, Vice-Chair
 Dr. Susan Aminoff
 Dr. Nancy Greenstein
 Louise Jaffe
 Dr. Margaret Quiñones-Perez
 Rob Rader
 Seth Smith, Student Trustee
- C PUBLIC COMMENTS ON CLOSED SESSION ITEMS

II. CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

Agency designated representatives: *Marcia Wade, Vice-President, Human Resources*
Robert Myers, Campus Counsel
 Employee Organization: *CSEA, Chapter 36*

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

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CONFERENCE WITH LABOR NEGOTIATORS

(Government Code Section 54957.6)

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

REAL PROPERTY (Government Code Section 54956.8)

Property Address: *Santa Monica College Olympic Shuttle Lot/3400-3500 Airport Ave.*
 Under Negotiation: *Terms and Conditions of Land Swap with City of Santa Monica*
 College Negotiators: *Dr. Chui Tsang and Charlie Yen*
 City of Santa of Monica's Representative: *Lamont Ewell, City Manager*

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

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

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	January 12, 2010

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM G

SUBJECT: **PRESENTATION: ACADEMY OF ENTERTAINMENT AND TECHNOLOGY UPDATE**

SUBMITTED BY: Superintendent/President

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

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

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

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

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

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

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

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 12, 2010

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1

SUBJECT: **2010-2011 NONRESIDENT TUITION RATE**

SUBMITTED BY: Superintendent/President

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

Nonresident tuition shall be the higher of:

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

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

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

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 12, 2010

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

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

SUBMITTED BY: Chair, Board of Trustees

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

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

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

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

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 12, 2010

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3

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

SUBMITTED BY: Superintendent/President

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

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

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

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

A first reading of Board Policy Section 4135 was held on December 8, 2009.

BP 4135 Compliance with Family Educational Rights and Privacy Act (FERPA)

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

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, 2010

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 4

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

SUBMITTED BY: Superintendent/President

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

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

BP 2480 Zero Waste Events

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

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

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 12, 2010

VII. CONSENT AGENDA

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

RECOMMENDATION:

The Board of Trustees take the action requested on Consent Agenda Recommendations #5-#19.

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

- 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 8, 2009 (Regular Board of Trustees Meeting)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 12, 2010

CONSENT AGENDA: GRANTS AND CONTRACTS

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

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

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

Granting Agency: California Community Colleges Chancellor's Office

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

Matching Funds: \$228,608

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

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

Budget Augmentation: Restricted fund 01.3

Income (2009-2010)		
8120 Federal		\$111,008
Expenditures		
1000 Instructional Salaries		\$ 61,270
2000 Non-Instructional Salaries		10,000
3000 Benefits		19,956
4000 Books, Supplies, Materials		8,200
5000 Contracted Services/Travel		1,490
7000 Indirect Costs		10,092
Total		\$111,008

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 12, 2010

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
Richland Tower-San Diego, LLC	January 1, 2010 hereafter for duration of existing agreement \$615.86 monthly; with increases per agreement.	Amendment to and Assignment and Assumption of Antenna Site Lease Schedule #180300775N0086, by and among Pinnacle Towers LLC, Richland Tower and KCRW/SMCCD	KCRW Donations
Jeff Earmer	January 13 – February 26, 2010 \$8,500	The professional consultant will design and create a new website for the Athletic Department.	District Budget/ Athletic Department
Life Signs, Inc. (Amendment)	July 1, 2009 – June 30, 2010 This is an amendment to the contract with for an additional amount of \$3,200, total contract not to exceed \$10,000 per year. Sign language interpreters will be provided at a rate not to exceed \$65 per hour for a single, \$65 per hour per interpreter for teams (\$65x2), \$75 per hour for requests with less than 48 hrs notice, \$75 per hour for assignments between the hours of 5 p.m. and 7:30 a.m. The total amount is not to exceed \$10,000.	Life Signs, Inc. provides sign language interpreter services to deaf students. The contract was previously approved by the Board for an amount not to exceed \$6,800. An increase to the not to exceed amount of \$10,000 is necessary because of the need for additional sign language interpreters with specialized skills and specific availability for emergency situations.	2009-2010 Budget/ Disabled Students Program and Services

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 12, 2010

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 7 RATIFICATION OF CONTRACTS AND CONSULTANTS

(continued)

Provider/Contract	Term/Amount	Service	Funding Source
Sheila Kuehl	January 1, 2010 through June 30, 2010 5,000 per month, plus reimbursable expenses	<p>Consultant Services: Program design and development of SMC Public Policy Institute; establish first-year goals; plan future program self-sufficiency; assist with SMC institutional advancement.</p> <p>Comment: This recommendation is the result of a number of positive efforts to create a public policy presence at SMC. As a leading community college, Santa Monica College is well positioned to make use of its own expertise and to call on expertise within its region to explore, analyze, and act as a catalyst for involvement in issues of relevance within the local region. Integrating a Public Policy Institute into the community college setting will have a great benefit for SMC students and the community.</p> <p>Sheila Kuehl is a former California Senator, a current resident of Santa Monica, and is uniquely qualified to lead this project. In developing the program, efforts will be focused on ways to foster public engagement and critical thinking for voters; outreach to those in local government to determine if there are similar needs in their organization for public engagement; and outreach to the academic community to determine ways to engage students in and out of the classroom on issues of public policy.</p>	<p>SMC Foundation; SMC Government Relations and Institutional Communications budget</p> <p>Private support has been secured for 50% of the start-up costs. Additional fundraising efforts are ongoing.</p>

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 12, 2010

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 8 ORGANIZATIONAL MEMBERSHIPS, 2009-2010

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

Requested Action: *Ratification*

District

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

KCRW

- Public Radio Exchange
- The Recording Academy/MARAS Inc.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 12, 2010

CONSENT AGENDA: ACADEMIC AFFAIRS

RECOMMENDATION NO. 9 NEW COURSES AND CERTIFICATES

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

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

New Courses:

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

Distance Education Courses:

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

Global Citizenship:

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

Certificates:

CSUGE Certificate of Achievement
 IGETC Certificate of Achievement
 Medical Administrative Assistant Certificate of Achievement
 Professional Accountant Certificate of Achievement
 School-Age Intervention Assistant Department Certificate

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 12, 2010

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 10 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.

CHANGE OF TITLE

EFFECTIVE DATE

Title: Dean of Grants and Resource Development
Change to: Dean of Resource and Program Development

ELECTIONS

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

CONTRACT

Administrative

Patricia Ramos, Dean of Workforce Development

1/13/2010

Adjunct

Approval/ratification of the hiring of adjunct faculty.
(List on file in the Office of Human Resources)

SEPARATIONS

RETIREMENT

Harvey Stromberg, Professor - History Dept. (26+ years)
Esther Hugo – Outreach Counselor (13+ years)

6/15/2010
12/22/2009

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 12, 2010

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11 CLASSIFIED PERSONNEL – REGULAR

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

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

<u>POSITION RESTRUCTURE</u>	<u>EFFECTIVE DATE</u>
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ABOLISH

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

Administrative Assistant I, (1 position) ESL, 11 mos, 17.5 hrs	01/13/10
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Administrative Assistant I, (1 position) Dance, 11 mos, 17.5 hrs	01/13/10
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Comment: The establishment of the two-17.5 hour positions does not create a vacancy. The positions will be filled by the same individual.

ESTABLISH NEW CLASSIFICATION/POSITION(S)

Assistant Director of Human Resources (1 position) Human Resources, 12 mos, 40 hrs Salary Allocation: Range 29 on the Management Salary Schedule	01/13/10
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Human Resources Analyst – Employee and Labor Relations (Confidential) (2 positions) Human Resources, 12 mos, 40 hrs Salary Allocation: Range 41 on the Confidential Salary Schedule	01/13/10
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ELECTIONS

PROBATIONARY

Ratnaransy, Vannaphon, Human Resources Analyst – Leaves & Benefits, H.R.	01/19/10
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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 12, 2010

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11 **CLASSIFIED PERSONNEL – REGULAR** *(continued)*

PROMOTIONS

Jenkins, Lisa	01/01/10
Fr: Personnel Analyst, Personnel Commission, 12 mos, 40 hrs	
To: Supervising Personnel Analyst, Personnel Commission, 12 mos, 40 hrs	
Iles, Dwayne	01/01/10
Fr: Custodian-NS-II, Operations, 12 mos, 40 hrs	
To: Lead Custodian-NS-II, Operations, 12 mos, 40 hrs	
Reza, Jennifer	01/01/10
Fr: Student Services Clerk, Financial Aid, 12 mos, 40 hrs	
To: Student Services Specialist-Financial Aid, Financial Aid, 12 mos, 40 hrs	

CHANGE IN WORK SHIFT/TEMPORARY

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

TRANSFER (Per CSEA Agreement, Article 6)

Ong, Maria	01/16/10
Fr: Student Services Clerk, ISC, 12 mos, 40 hrs	
To: Student Services Clerk, Financial Aid, 12 mos, 40 hrs	

PERMANENT EMPLOYEE WITH PROVISIONAL ASSIGNMENT

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

PERMANENT EMPLOYEE WITH LIMITED TERM ASSIGNMENT

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

EMPLOYEES WITH CHANGES IN WINTER ASSIGNMENT UNDER MOU AGREEMENT

VOLUNTARY REDUCTION IN HOURS/TEMPORARY

Mirsky, Ann,	01/04/10 – 02/12/10
Fr: Media Resources Assistant, Media Center, 11 mos, 26 hrs	
To: Media Resources Assistant, Media Center, 11 mos, 17 hrs	

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 12, 2010

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11 **CLASSIFIED PERSONNEL – REGULAR** *(continued)*

SEPARATIONS

LEAVE OF ABSENCE WITHOUT PAY W/BENEFITS

Courtney, Marguerite, Lab Technician Photography, Photography Dept. 01/04/10 – 02/12/10

RESIGNATION

Ashlock, Justin, Instructional Assistant – Learning Disabilities, DSC 12/17/09

Burdick, Tron, Gardener/Equipment Operator, Grounds 12/11/09

RETIREMENT

Vargas, Frank, Community College Police Dispatcher, Campus Police (5 yrs) 02/13/10

Walsh, Sheila, Instructional Assistant - English, English (18 yrs/3 mos) 01/21/10

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 12, 2010

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 12 CLASSIFIED PERSONNEL – LIMITED DURATION

Requested Action: *Approval/Ratification*
Reviewed by: *Sherry 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.

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

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

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

Grau, Donald, Bookstore Clerk/Cashier, Bookstore	01/04/10-01/15/10
Gutierrez, Alex, Bookstore Clerk/Cashier, Bookstore	01/04/10-01/15/10
Harge, Ronyee, Bookstore Clerk/Cashier, Bookstore	01/04/10-01/15/10
Harris, Yolanda, Bookstore Clerk/Cashier, Bookstore	01/04/10-01/15/10
Hassen, Nuritu, Bookstore Clerk/Cashier, Bookstore	01/04/10-01/15/10
Hrast, Tanja, Bookstore Clerk/Cashier, Bookstore	01/04/10-01/15/10
Juarez, Jorge, Bookstore Clerk/Cashier, Bookstore	01/04/10-01/15/10
Kitagawa, Brent, Bookstore Clerk/Cashier, Bookstore	12/07/09-01/15/10
Lam, Albert, Bookstore Clerk/Cashier, Bookstore	12/07/09-01/15/10
Landsberg, Maria, Instructional Assistant-ESL, ESL	02/16/10-08/16/10
Libman, Leonid, Bookstore Clerk/Cashier, Bookstore	01/04/10-01/15/10
Lockhart, Brandi, Bookstore Clerk/Cashier, Bookstore	12/07/09-01/15/10
Marcus, Liza, Instructional Assistant-ESL, ESL	01/04/10-07/31/10
Martinez, Debra, Bookstore Clerk/Cashier, Bookstore	12/07/09-01/15/10
McIntosh, Bryan, Bookstore Clerk/Cashier, Bookstore	01/04/10-01/15/10
Medina, Liliana, Bookstore Clerk/Cashier, Bookstore	12/07/09-01/15/10
Mehary, Mehret, Bookstore Clerk/Cashier, Bookstore	01/04/10-01/15/10
Micas, Donna, Bookstore Clerk/Cashier, Bookstore	01/04/10-01/15/10
Miles, Shadae, Bookstore Clerk/Cashier, Bookstore	01/04/10-01/15/10
Moges, Aster, Bookstore Clerk/Cashier, Bookstore	01/04/10-01/15/10
Murray, Jake, Bookstore Clerk/Cashier, Bookstore	01/04/10-01/15/10
Navarro, Maria, Bookstore Clerk/Cashier, Bookstore	01/04/10-01/15/10
Omerigbo, Dibiansi, Bookstore Clerk/Cashier, Bookstore	12/07/09-01/15/10
Pabst, Ester, Bookstore Clerk/Cashier, Bookstore	12/07/09-01/15/10
Perkins Jr, Paul, Bookstore Clerk/Cashier, Bookstore	01/04/10-01/15/10
Pettway-Karou, Donna, Bookstore Clerk/Cashier, Bookstore	12/07/09-01/15/10
Popadynetz, Wendy, Bookstore Clerk/Cashier, Bookstore	12/07/09-01/15/10
Samuels, Nahalia, Bookstore Clerk/Cashier, Bookstore	12/07/09-01/15/10
Simpson, Derek, Bookstore Clerk/Cashier, Bookstore	12/07/09-01/15/10
Solis, Beatrice, Bookstore Clerk/Cashier, Bookstore	12/07/09-01/15/10
Thielking, Alan, Bookstore Clerk/Cashier, Bookstore	01/04/10-01/15/10
Zavala, Margarita, Bookstore Clerk/Cashier, Bookstore	01/04/10-01/15/10

SUBSTITUTE – LIMITED TERM: Positions established to replace temporarily absent employees. Substitute limited-term appointment may be made for the duration of the absence of a regular employee but need not be for the full duration of the absence.

Melton, Brandi, Administrative Clerk, LRC	11/16/09-12/22/09
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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 12, 2010

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 13 CLASSIFIED PERSONNEL - NON MERIT

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

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

STUDENT EMPLOYEES

CalWORKS, \$8.00/hr	02
College Student Assistant, \$8.00/hr (STHP)	26
College Work-Study Student Assistant, \$8.00/hr (FWS)	71

SPECIAL SERVICE

Art Model, without costume, \$18.00/hr	19
Community Services Specialist I, \$35/hr	02
Community Services Specialist II, \$50/hr	84

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 12, 2010

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 BUDGET TRANSFERS

Requested Action: *Approval/Ratification*

Requested by: *Chris Bonvenuto, Director, Fiscal Services*

Approved by: *Robert G. Isomoto, Vice-President, Business/Administration*

14-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period of: November 21, 2009 thru December 17, 2009

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	416,065
2000	Classified/Student Salaries	391,551
3000	Benefits	190,875
4000	Supplies	-1,975
5000	Contract Services/Operating Exp	210,122
6000	Sites/Buildings/Equipment	-4,089
7000	Other Outgo/Student Payments	-1,202,549
Net Total:		0

14-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period of: November 21, 2009 thru December 17, 2009

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	69,826
2000	Classified/Student Salaries	-48,880
3000	Benefits	-4,046
4000	Supplies	-26,121
5000	Contract Services/Operating Exp	1,601
6000	Sites/Buildings/Equipment	190
7000	Other Outgo/Student Payments	7,430
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, 2010

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 COMMERCIAL WARRANT REGISTER

Requested Action: Approval/Ratification
Requested by: Robin Quaile, Accounts Payable Supervisor
Approved by: Robert G. Isomoto, Vice-President, Business/Administration

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

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

RECOMMENDATION NO. 16 PAYROLL WARRANT REGISTER

Requested Action: Approval/Ratification
Requested by: Ian Fraser, Payroll Manager
Approved by: Robert G. Isomoto, Vice-President, Business/Administration

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

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

RECOMMENDATION NO. 17 AUXILIARY PAYMENTS & PURCHASE ORDERS

Requested Action: Approval/Ratification
Requested by: George Prather, Director of Auxiliary Services
Approved by: Robert G. Isomoto, Vice-President, Business/Administration

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

	Payments	Purchase Orders
November 1 – November 30, 2009	\$ 679,911.37	\$ 4,672.73
December 1 – December 31, 2009	\$1,364,624.12	\$15,141.41

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 12, 2010

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 18 DIRECT, BENEFIT & STUDENT GRANT PAYMENTS

Requested Action: *Approval/Ratification*
 Requested by: *Robin Quail, Accounts Payable Supervisor*
 Approved by: *Robert G. Isomoto, Vice-President, Business/Administration*

Payments were authorized upon delivery and acceptance of the items ordered, or performance of the service. All payments were made in accordance with Education Code requirements and allocated to approved budgets. List on file in Business Office.

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

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

RECOMMENDATION NO. 19 PURCHASING

Requested Action: *Approval/Ratification*
 Requested by: *Charlie Yen, Acting Director, Purchasing*
 Approved by: *Robert G. Isomoto, Vice-President, Business/Administration*

19-A AWARD OF PURCHASE ORDERS

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

November 1 – November 30, 2009	\$226,483.55
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BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 12, 2010

IX. **BOARD COMMENTS AND REQUESTS**

X. **ADJOURNMENT**

The meeting will be adjourned in memory of **Docia Zavitkovsky**, retired SMC Early Childhood Education faculty member.

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

The agenda for the next meeting will include the following:

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