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SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING

MONDAY,
JANUARY 8, 2007

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

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

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

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

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

MINUTES

A meeting of the Board of Trustees of the Santa Monica Community College District was held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Monday, January 8, 2007.

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

I. ORGANIZATIONAL FUNCTIONS

- A Call to Order
- B Roll Call

II. CLOSED SESSION

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

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS (Continued)

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

IV. SUPERINTENDENT'S REPORT

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

V. PRESENTATIONS AND BOARD DISCUSSION

- Big Blue Bus

VI. **ACADEMIC SENATE REPORT**

VII. **COMMUNICATIONS OR PUBLIC COMMENTS**

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

Grants and Contracts

- #2 Contracts and Consultants
 - A Small Business Development Center (SBDC)
 - B Consultant for Title V Grant
 - C Contract for Testing in Science Laboratories
 - D Amendment to Audit Service Agreement
 - E Organizational Membership, 2006-07
 - F Advertising Contract (Amendment)
 - G Government Relations and Advocacy Services
 - H Mediation Services
 - I Consultant for Personnel Commission

Academic and Student Affairs

- #3 Approval of New Courses and Certificate

Human Resources

- #4 Academic Personnel
- #5 Classified Personnel – Regular
- #6 Classified Personnel – Limited Term
- #7 Classified Personnel – Non Merit

Facilities and Fiscal

- #8 Facilities
 - A Change Orders No. 30 and 31 – Music and Performing Arts Complex, Madison
 - B Change Order No. 8 – Liberal Arts Building
- #9 Budget Transfers
- #10 Budget Augmentation
- #11 Commercial Warrant Register
- #12 Payroll Warrant Register
- #13 Auxiliary Payments and Purchase Orders
- #14 Direct, Benefit and Student Grant Payments
- #15 Purchasing
 - A Award of Purchase Orders
 - B Participation in Purchasing Agreement
 - C Declaration and Donation of Surplus Computer Equipment

IX. **CONSENT AGENDA – Pulled Items**

X. **MAJOR ITEMS OF BUSINESS**

- #16 Nomination to CCCT Board of Directors
- #17 2007-08 Nonresident Tuition Rate
- #18 Public Hearing – CSEA chapter 36 Initial Collective Bargaining Proposal, 2007
- #19 Approval of One-Time Bonus for Academic Administrators, Classified Managers, and Classified Confidential Employees
- #20 Resolution that SMC Lobby for an Amendment to the Public Records Act (TABLED)

XI. **BOARD POLICY**

- #21 First Reading of Board of Trustees Policies, Section 4000 - Student Services, Policy 4112 – Enrollment Priorities
- #22 First Reading of Board of Trustees Policies, Section 5000, Curriculum/Instruction, Policy 5525 –Open Courses

XII. **BOARD COMMENTS AND REQUESTS**

- XIII. **ADJOURNMENT:** The Board of Trustees will hold a special meeting/closed session on Monday, January 22, 2007 at 6 p.m. in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

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

I. ORGANIZATIONAL FUNCTIONS

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

II. CLOSED SESSION

- Conference with Labor Negotiators (Government Code Section 54957.6)
Employee Organization: CSEA Chapter 36
Agency Designated Representatives:
Sherri Lee-Lewis, Associate Vice-President, Human Resources
Ellen Shadur, District Counsel/Negotiator
- Conference with Legal Counsel - Existing Litigation (Government Code Section 54956.9)
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- Real Property (Government Code Section 54956.8)
Property: 2909 Exposition Blvd., Santa Monica
Agency Negotiator: Chui L. Tsang, Superintendent/President
Negotiating Parties: Chui L. Tsang, Superintendent/President, and Verizon
Under Negotiation: Price and terms of payment

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

BOARD OF TRUSTEES

SANTA MONICA COMMUNITY COLLEGE DISTRICT

REGULAR MEETING

January 8, 2007

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONSC. PLEDGE OF ALLEGIANCE – Student Trustee Brittany Salone**RECOMMENDATION NO. I****APPROVAL OF MINUTES**

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

MOTION MADE BY:	David Finkel
SECONDED BY:	Nancy Greenstein
STUDENT ADVISORY:	Aye
AYES:	6
NOES:	0
ABSENT:	1 (Margaret Quiñones-Perez)

IV. SUPERINTENDENT'S REPORT

Management Association Update/Classified Staff Recognition Award: SMC Management Association President Al DeSalles presented the Classified Staff Recognition Award for January to Lucita Remonde, who has worked in the SMC Auxiliary Services for over 12 years.

Vocational Education: Two managers have been promoted to fill the vacancy left by John Gonzalez, Dean of Instructional Services and Occupational Education, who has taken a position at Monterey Peninsula College. Erica LeBlanc was promoted to Dean of Academic Affairs and Continuing Education. Felicito Cajayon is now the acting Dean of Workforce Development.

CCLC Legislative Conference in Sacramento, January 28-29, 2007: Arrangements will be made for several trustees who are attending this conference to visit with key legislators to discuss a variety of important community college issues.

Faculty Hires for Fall 2007: Based on recommendations from the Academic Senate and projected faculty retirements this year, Superintendent/President Chui Tsang has approved 12 full-time, tenure-track faculty hires for fall 2007 in the following disciplines: accounting, anatomy/physiology, basic skills-reading, basic skills-writing (two positions), cosmetology, counseling, communication, dance, library, developmental math, and nursing. In addition, he is approving a one-year counseling position, funded by Title V federal money, once the college receives confirmation that the funding is in place.

Strategic Planning: The District Planning and Advisory Council (DPAC) has undertaken a strategic planning process that will be done in three phases: identifying three to five primary issues to be addressed; identifying strategies for each of the issues; and developing specific action plans for each of the areas. DPAC plans to accomplish one phase each semester, beginning in the spring semester.

Winter 2007 Enrollment: As of opening day, winter session 2007 enrollment is up approximately three percent from the same session last year. The increase marked a major turnaround for the college, which was experiencing a significant enrollment lag in early December. The college launched an aggressive marketing push in December that included email blasts, phone calls and postcards to current and prospective students, newspaper print ads; and an internal campaign to encourage faculty and other employees to get students to sign up for classes.

V. PRESENTATIONS AND BOARD DISCUSSION

SMC Transportation Initiative: SMC and Big Blue Bus officials outlined a plan that will both enhance existing bus lines and provide new bus connections to SMC's Main Campus and satellite campuses from throughout the Westside and within Santa Monica. The plan could begin as early as Spring 2007 with an extension of Line 13 through Palms and Mar Vista (areas that have high concentrations of SMC students) and on to the Bundy campus and the Main Campus. Line 13 currently comes from downtown Los Angeles and ends at the Westside Pavilion. At the same time, the plan proposes enhancing Line 11 (a north-south Santa Monica route that stops at the college) by increasing the frequency from every half hour to every 15 minutes with the intent to improve connection to the Metro buses that travel east-west on Wilshire and Santa Monica Boulevards.

Beginning in Fall 2007, the plan proposes to add a new route that directly connects UCLA and areas of West Los Angeles to the SMC Main Campus (Line 1).

Also in Fall 2007, the plan proposes a new circulator route through the eastside of Santa Monica that will connect the main campus to the Bundy campus and the Academy of Entertainment and Technology. This route will also serve Santa Monica residential and business communities, with stops along the route.

Lastly, the plan proposes the introduction of Rapid 7 service on Pico Boulevard, with a new eastward extension to the Metro Subway in Spring 2008.

The proposed plan is a component of SMC's overall transportation strategy, with the intent to reduce parking demand and neighborhood traffic congestion, to improve traffic flow on major boulevards, to reduce air and noise pollution, and to increase the convenience of attending SMC.

VI. ACADEMIC SENATE REPORT

Richard Tahvildaran-Jesswein

VII. COMMUNICATIONS OR PUBLIC COMMENTS

Tron Burdick
Peggy Shannon
Lesley Kawaguchi

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

CONSENT AGENDA

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

Recommendations pulled for questions and/or comments and returned to Consent Agenda: #2-A, #2-G, #2-H, #3, #10-B, #11, #12, #13

Action on Consent Agenda

MOTION MADE BY: David Finkel
 SECONDED BY: Nancy Greenstein
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Margaret Quiñones-Perez)

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

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 2 CONTRACTS AND CONSULTANTS (continued)

Requested Action: Approval/Ratification

2-A SMALL BUSINESS DEVELOPMENT CENTER (continued)

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

2-B CONSULTANT FOR TITLE V GRANT

Provider:	Dr. William Scroggins
Amount:	\$1,000
Term of Contract:	February 2, 2007
Funding Source:	Title V Grant
Summary:	The SLO (Student Learning Outcomes) Task Force recommended that Dr. William Scroggins, a statewide expert on SLOs, share his professional expertise with SMC academic department chairs as they work to create program level SLOs. The handbooks used at SMC to guide work on SLOs are derived from his work. Dr. Scroggins will also meet with program leaders from various student service areas to give them guidance and answer any questions they have at this time. The half-day retreat is designed to provide both academic and student service representatives with direction and feedback on the SLO process.

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

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 2 CONTRACTS AND CONSULTANTS (continued)

2-F ADVERTISING CONTRACT (Amendment)

Provider: LA Weekly Newspaper

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

Performance Period: 2006-2007

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

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

2-G GOVERNMENT RELATIONS AND ADVOCACY SERVICES

Provider: Strategic Education Services (SES)

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

Performance Period: January 9 – June 30, 2007

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

The scope of services will include:

- Information and advocacy on the budget issues;
- Advocacy on legislation affecting the District;
- Advocacy on issues before the CCC Chancellor’s Office and the Board of Governors;
- Represent the District on issues with the Governor’s Office, the Secretary of Education, the Department of Finance, the Office of the Legislative Analyst and other state agencies that work with postsecondary educational institutions.

Funding Source: 2006-2007 District Budget

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

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 2 CONTRACTS AND CONSULTANTS (continued)

2-H MEDIATION SERVICES

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

2-I CONSULTANT SERVICES FOR PERSONNEL COMMISSION

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

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

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 3 APPROVAL OF NEW COURSES AND CERTIFICATE

Requested Action: Approval/Ratification

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

New Courses:

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

Distance Education Courses:

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

Certificate:

- Networking Certificate of Completion

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

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 4 ACADEMIC PERSONNEL

Requested Action: Approval/Ratification

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

EFFECTIVE DATE

ELECTIONS

ADJUNCT

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

CONTRACT

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

ADMINISTRATIVE

Cajayon, Felicito

To: Acting Dean, Workforce Development 01/02/07

From: Project Manager, Employment Training Panel Grant

LeBlanc, Erica 01/02/07

To: Dean, Academic Affairs and Continuing Education

From: Associate Dean, Continuing Education

SEPARATIONS

RESIGNATION

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

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

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

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 5 **CLASSIFIED PERSONNEL – REGULAR**

Requested Action: Approval/Ratification

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

ELECTIONS

PROBATIONARY

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

PROMOTIONS

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

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

VOLUNTARY REDUCTION IN HOURS/TEMPORARY

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

ADVANCED STEP PLACEMENT

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

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

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

SEPARATIONS

RETIREMENT

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

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

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

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 6 CLASSIFIED PERSONNEL – LIMITED TERM

Requested Action: Approval/Ratification

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

ELECTIONS

PROVISIONAL

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

LIMITED TERM

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

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

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7 CLASSIFIED PERSONNEL - NON MERIT

Requested Action: Approval/Ratification

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

ELECTIONS

<u>STUDENT EMPLOYEES</u>	
CalWORKS \$8.00/hr	03
College Student Assistant \$8.00/hr	11
College Work-Study Student Assistant \$8.00/hr	08
<u>SPECIAL SERVICES</u>	
Art Model \$18.00/hr	59
Community Services Specialist I \$27.40/hr	5
Community Services Specialist II \$38.00/hr	46

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

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

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 8 FACILITIES

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

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

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

Funding Source: Measure U

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

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

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

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 8 FACILITIES (Continued)

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

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

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

Original Contract Time	425 days
Current Contract Time	425 days

Funding Source: Measure U

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

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

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 9 BUDGET TRANSFERS

Requested Action: Approval/Ratification

9-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period of November 17, 2006 – December 15, 2006

Budget Transfers:

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

9-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period of November 17, 2006 – December 15, 2006

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

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

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

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10 BUDGET AUGMENTATION

Requested Action : Approval/Ratification

10-A STATE MANDATED COSTS REIMBURSEMENTS

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

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

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

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

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 **COMMERCIAL WARRANT REGISTER**

Requested Action: Approval/Ratification

December 1 – December 31, 2006	2326-2396	\$7,191,742.91
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Comment: The detailed Commercial Warrant documents are on file in the Accounting Department.

RECOMMENDATION NO. 12 **PAYROLL WARRANT REGISTER**

Requested Action: Approval/Ratification

December 1 – December 31, 2006	C1E-C2F	\$11,444,678.30
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Comment: The detailed payroll register documents are on file in the Accounting Department.

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

Requested Action: Approval/Ratification

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

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

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

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

Requested Action: Approval/Ratification

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

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

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

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

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 PURCHASING

Requested Action: Approval/Ratification

15-A AWARD OF PURCHASE ORDERS

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

December 1 – December 31, 2006

\$258,295.70

15-B PARTICIPATION IN PURCHASING AGREEMENT

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

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

Funding Source: Career and Technical Education Act Grant

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

15-C DECLARATION AND DONATION OF SURPLUS COMPUTER EQUIPMENT

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

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

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

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 16

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

SUBMITTED BY: Chair, Board of Trustees

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

BACKGROUND: Nominations for membership on the CCCT Board of Directors will be accepted in the CCLC office from January 1 through February 15, 2007. Each district may nominate members of its board, but only one trustee per district may serve on the board.

The election of members of the CCCT Board will take place between March 10 and April 25, 2007. Ten persons will be elected to the board this year; the ten candidates to receive the most votes will serve two-year terms. The election results will be announced at the CCCT annual conference in May, 2007, and newly elected members of the board will assume their responsibilities at the conclusion of the annual conference, May 6, 2007.

MOTION MADE BY: Rob Rader
 SECONDED BY: Louise Jaffe

APPROVED BY ACCLAMATION

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

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 17

SUBJECT: 2007-2008 NONRESIDENT TUITION RATE

SUBMITTED BY: Superintendent/President

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

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

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

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

MOTION MADE BY: David Finkel
 SECONDED BY: Nancy Greenstein
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Margaret Quiñones-Perez)

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

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 18

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

SUBMITTED BY: Superintendent/President

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

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

PUBLIC HEARING CONVENED: 9:19 p.m.

MOTION MADE BY: Nancy Greenstein
 SECONDED BY: Rob Rader
 APPROVED BY ACCLAMATION

PUBLIC COMMENTS: None

PUBLIC HEARING CLOSED: 9:20 p.m.

MOTION MADE BY: Rob Rader
 SECONDED BY: Nancy Greenstein
 APPROVED BY ACCLAMATION

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

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 19

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

SUBMITTED BY: Superintendent/President

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

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

FUNDING SOURCE: 2006-2007 District Unrestricted General Fund Budget

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

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

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 20

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

SUBMITTED BY: Trustee David Finkel

RECOMMENDATION: The Board of Trustees approve the following resolution that Santa Monica College lobby for an amendment to the Public Records Act of Title 5. (*The following revised resolution was submitted at the meeting*)

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

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

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

WHEREAS, to the extent that excessive leniency in grading by some faculty members in order to avoid cancellation of classes tends to deprive students of a creative and intellectually stimulating experience at Santa Monica College;

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

NOW THEREFORE, the Santa Monica Community College District Board of Trustees resolves to urge the Chancellor of the California Community Colleges, the California Community College Trustees (CCCT) Board of Directors, and all other interested governing boards of California community colleges and state universities to propose, support, and lobby for legislation by the California State Legislature and the Governor of the State of California to amend the Public Documents Act to exempt aggregate and other forms of student grading issued by individual faculty members of California public college and universities from the public disclosure requirements of the Public Records Act.

PUBLIC COMMENT

Lesley Kawaguchi

MOTION TO TABLE RECOMMENDATION

MOTION MADE BY:	Nancy Greenstein
SECONDED BY:	Louise Jaffe
STUDENT ADVISORY:	Aye
AYES:	4 (Aminoff, Greenstein, Jaffe, Rader)
NOES:	2 (Finkel, Walzer)
ABSENT:	1 (Margaret Quiñones-Perez)

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

BOARD POLICY

RECOMMENDATION NO. 21

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

SUBMITTED BY: Superintendent/President

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

BP 4112 Enrollment Priorities

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

Detailed procedures will be maintained in Admissions and Records.

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

Adopted: 5/7/2001

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

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

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

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

BOARD POLICY

RECOMMENDATION NO. 22

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

SUBMITTED BY: Superintendent/President

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

BP 5525 Open Courses

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

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

Reference: Title 5, Section 51006

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

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

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

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

XIII. **ADJOURNMENT** – 10:03 p.m.

The meeting was adjourned in memory of retired electrician and adjunct physical science professor Ray Langlois and custodian Al Quinn.

The Board of Trustees will hold a special meeting/closed session on Monday, January 22, 2007 at 6 p.m. in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

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