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SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

MONDAY,
APRIL 6, 2009

Santa Monica College
Board Room (Business Building Room 117)
1900 Pico Boulevard
Santa Monica, California

*The complete minutes 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.

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, April 6, 2009.

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
- C Public Comments on Closed Session Items

II. CLOSED SESSION

- Conference with Legal Counsel – Existing Litigation
(Subdivision (a) of Government Code Section 54956.9)
Name of case: *Hendricks v. Santa Monica Community College District*, Los Angeles Superior Court, Case No. BC 396797
- Conference with Legal Counsel – Initiation of Litigation
(Subdivision (c) of Government Code Section 54956.9) (One potential case)
- Public Employee Discipline/Dismissal/Release (Government Code Section 54957)
- Real Property (Government Code Section 54956.8)
Property Address: 2909 Exposition Blvd., Santa Monica, CA 90404
Under Negotiation: 90 days of Due Diligence Period, 30 days escrow from the end of the Due Diligence Period
Owner of Record: Verizon California Inc., a California corporation
- Conference with Legal Counsel-Existing Litigation
(Subdivision (a) of Government Code Section 54956.9)
Name of case: PERB Case No. LA-SV-160-E
- 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*
- Public Employee – Evaluation, pursuant to Government Code Section 54957
Evaluation of the Superintendent/President

III. **PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS**

- D Pledge of Allegiance
- E Closed Session Report (if any)
- F Public Comments

IV. **SUPERINTENDENT'S REPORT**

- Management Association Update
- Updates:
 - Sustainable Quality Award
 - Latino Youth Conference
 - UCLA Chancellor Gene Block Visit to SMC

V. **ACADEMIC SENATE REPORT**

VI. **MAJOR ITEMS OF BUSINESS**

- G Information item: Enrollment and Enrollment Development
- H Budget Update
- I Information Item: District Investments
- #1 Full-Time/Part-Time Faculty Ratio Target
- #2 Ballot for CCCT Board of Directors
- #3 Resolution: Community College Month
- #4 Achieving a Community Vision: Support for the Active Living and Creative Capital Components of the Santa Monica High School and Civic Auditorium Campus Master Plans
- #5 First Reading – Board Policy Sections 2200 and 2250
- #6 First Reading – Board Policy Section 6115, Investment Policy
- #7 Second Reading – Board Policy Sections 2100, 2621, 6223, and 6230

VII. **CONSENT AGENDA**

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

Approval of Minutes

- #8 Approval of Minutes: February 2, 2009 (Recommendation No. 5-D)
March 2, 2009 (Regular Meeting)

Grants and Contracts

- #9 Acceptance of Grants and Budget Augmentation
- #10 Contracts and Consultants
 - 10-A Sign Language Interpreters
 - 10-B Food Vendor Contract
- #11 Ratification of Contracts and Consultants

Human Resources

- #12 Academic Personnel
- #13 SMCCD Calendar, 2009-2010
- #14 Classified Personnel – Regular
- #15 Classified Personnel – Limited Duration
- #16 Classified Personnel – Non Merit

Facilities and Fiscal

- #17 Resolution – Temporary Interfund Cash Borrowing
- #18 Resolution – Cash Borrowing from the L.A. County Treasury
- #19 Facilities
 - 19-A Change Order No. 11 – Re-Bid Campus Quad
 - 19-B Change Order No. 2 – Student Services and Administration Building
Phase I – Site Preparation
 - 19-C Change Order No. 2 – Revised Bundy Northeast Driveway
 - 19-D Change Order No. 5 – Parking Structure A Improvements
 - 19-E Change Order No. 1 – International Education Temporary Facility
 - 19-F Award of Bid – Gym Bleacher Replacement
 - 19-G Amendment to Agreement for Construction Management & Inspection
 - 19-H Agreement for Use of Property for Transit Stop Improvements
 - 19-I Amendment to Agreement for Architectural Services – Parking Structure A
- #20 Budget Transfers
- #21 Budget Augmentation/Reduction
- #22 Claims for Damages
- #23 Commercial Warrant Register
- #24 Direct, Benefit and Student Grant Payments
- #25 Payroll Warrant Register
- #26 Auxiliary Payments and Purchase Orders
- #27 Purchasing
 - 27-A Award of Purchase Orders
 - 27-B Declaration and Donation of Surplus Property

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 **Monday, May 4, 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

April 6, 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**

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(Subdivision (a) of Government Code Section 54956.9)
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- Public Employee – Evaluation, pursuant to Government Code Section 54957
Evaluation of the Superintendent/President

BOARD OF TRUSTEES**REGULAR MEETING**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

April 6, 2009

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

D PLEDGE OF ALLEGIANCE – Richard Tahvildaran-Jesswein

E CLOSED SESSION REPORT - None

F PUBLIC COMMENTS

Dennis Frisch
Therese Attias
Lesley Kawaguchi

IV. SUPERINTENDENT'S REPORT

Management Association Update: Management Association President Kiersten Elliott acknowledged Regina Jennings for organizing the second beach clean-up. The next one is scheduled for June 6th. The Above and Beyond Recipient at the March meeting was Maggie Hall, Associate Dean of Emeritus College, who will be retiring this spring. Plans are underway for graduation and managers are working hard.

Updates:

- Sustainable Quality Award: Santa Monica College was awarded the *Excellence in the Environment Award* from the City of Santa Monica in the category of *Stewardship of the Natural Environment*. Genevieve Bertone presented the award to the Board of Trustees.
- The 20th Annual Latina/o Youth Conference held on March 22, 2009 was very successful and attended by 780 participants with over 200 parents. Alfred Herrera, Assistant Vice-Provost at UCLA, was the keynote speaker and he brought excitement and hope to all the promising students. Maria Martinez and her staff were commended for organizing this successful event.
- UCLA Chancellor Gene Block Visit to SMC: On Wednesday, March 25, 2009, Santa Monica College hosted an afternoon visit from UCLA Chancellor, Dr. Gene Block and UCLA senior administrators. Chancellor Block and his staff confirmed their commitment to community college transfer and diversity. Following the presentation, students were able to talk individually with Chancellor Block and members of his staff. Santa Monica College's partnership is very strong and over 800 students applied to UCLA this semester. It was a great event to further strengthen the ties with UCLA.

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	April 6, 2009

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM G

SUBJECT: **ENROLLMENT AND ENROLLMENT DEVELOPMENT**

SUBMITTED BY: Superintendent/President

SUMMARY: Teresita Rodriguez, Vice-President of Enrollment Development, presented a report on enrollment and enrollment development activities at Santa Monica College.

INFORMATION ITEM H

SUBJECT: **BUDGET UPDATE**

SUBMITTED BY: Superintendent/President

SUMMARY: Jeanine Hawk, Vice-President, Business/Administration, presented a budget update (see next page).

Public Comments

Howard Stahl

Richard Tahvildaran-Jesswein

INFORMATION ITEM I

SUBJECT: **DISTRICT INVESTMENTS**

SUBMITTED BY: Superintendent/President

SUMMARY: Jeanine Hawk, Vice-President, Business/Administration, presented a report on District investments.

TENTATIVE BUDGET - FOR THE FISCAL YEARS 2009-2010 AND 2010-2011

Prepared : March 17, 2009 12:00 P.M.

	2008-2009		2009-2010		2010-2011	
	Q2 Projection	Tentative Assumptions	Alternative Scenario	Tentative Assumptions	Alternative Scenario	
Beginning Fund Balance	18,797,976	11,068,496	11,068,496	8,760,156	2,994,640	
Revenues						
Federal	125,012	125,012	125,012	125,012	125,012	
State	93,141,070	94,748,525	90,788,729	96,834,551	90,788,729	
Local	39,664,352	42,353,549	42,149,502	42,512,512	42,104,300	
Transfer In	188,791	188,791	188,791	188,791	188,791	
Total Revenues	133,119,225	137,415,877	133,252,034	139,660,866	133,206,832	
Expenditures						
Academic Salaries	66,421,285	66,739,788	67,105,360	67,346,822	67,850,927	
Academic Vacancies	128,324	128,324	-	-	-	
Classified and Other Nonacademic Salaries	28,443,002	28,871,472	29,612,372	29,706,687	29,943,083	
Classified Vacancies	626,730	626,730	-	-	-	
Employee Benefits	26,039,658	27,449,647	27,622,035	28,926,348	29,015,254	
Benefits Related to Vacancies	151,011	151,011	-	-	-	
Supplies	933,019	923,689	942,349	914,452	951,773	
Contracts and Services	14,864,168	13,948,700	15,002,260	13,456,530	15,458,306	
Capital Outlay	783,256	626,605	783,256	501,284	783,256	
Other Outgo (Financial Aid)	258,252	258,252	258,252	258,252	258,252	
Total Expenditures	138,648,705	139,724,217	141,325,890	141,110,374	144,260,851	
Ending Fund Balance Prior to Designated Reserve	13,268,496	8,760,156	2,994,640	7,310,647	(8,059,379)	
Fund Balance Ratio to Total Expenditures and Transfers	9.57%	6.27%	2.12%	5.18%	-5.59%	
Designated Reserves For:						
Global Education Initiative 2009-2010	200,000	-	-	-	-	
Unfunded Retiree Benefits	2,000,000	-	-	-	-	
Undesignated Ending Fund Balance	11,068,496	8,760,156	2,994,640	7,310,647	(8,059,379)	
Undesignated Ending Fund Balance Ratio	7.86%	6.27%	2.12%	5.18%	-5.59%	

Assumptions:

	2009-2010		2010-2011	
	Tentative Assumptions	Alternative Scenario	Tentative Assumptions	Alternative Scenario
Credit FTES Growth (100% Funded)	2.1%	0.0%	2.1%	0.0%
COLA	0.0%	0.0%	0.0%	0.0%
Deficit Factor	-1.24%	-3.0%	-1.24%	-3.0%
Interest Revenue	-5.0%	-10.0%	-5.0%	-10.0%
Non-Resident Tuition Fee	+15.9%	+15.9%	0.0%	0.0%
Vacancy per Q2 Projection	Hire 12 of 24	Hire 24	Hire remaining 12 of 24	-
Academic Hourly Non-Instruction	0.0%	+6.74%	0.0%	+6.74%
Classified Hourly Instruction	0.0%	+13.25%	0.0%	+13.25%
Health and Welfare	+7.73%	+7.73%	+7.73%	+7.73%
Health and Welfare - Retiree	+11.12%	+11.12%	+11.12%	+11.12%
Workers' Compensation	+6.19%	+6.19%	+6.19%	+6.19%
Supplies	-1.0%	1.0%	-1.0%	1.0%
Contracts/Services	-10.0%	0.0%	-10.0%	0.0%
Insurance/Utilities	+10.21%	+10.21%	+10.21%	+10.21%
Capital Outlay	-20.0%	0.0%	-20.0%	0.0%
Others:				

Assumes all step/column and contractual increases.

Deferred positions not reflected; assumes hiring in later years - 18 positions.

Academic salaries adjusted for increased productivity : -7.5% Summer 09 and -5.0% Fall 2009.

Expenditures increases are based on averages from actual years 05-06, 06-07, and 07-08.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 6, 2009

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1 FULL-TIME/PART-TIME FACULTY RATIO TARGET

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees accept the following target and guiding principles for the future hiring of full-time faculty. This incorporates elements of the discussion at the February 28, 2009 Board Study Session. A timeline and implementation will be developed as the economic situation improves.

Target

While the College is compelled to follow the principle of the system goal of 75%:25% (full-time faculty to part-time faculty), it is recognized that 60 percent is an achievable intermediate target for Santa Monica College.

Guiding Principles

1. Full-time faculty separations need to be clearly identified and measured through a process that relies upon a firm calendar when making such measurements. Therefore, physical head counts will be used for counting separations. Any full-time faculty member separation that occurs in advance of the first day of the fall semester will be counted.
2. New faculty hires should be made, at a minimum, to equal the number of separations.
3. Although implementation timing is still to be determined, the College will commit itself to a specific number of additional hires each year to make progress toward 60 percent.
4. The Fall 2008 AB 1725 FTEF Report (335.33 full-time to 390.64 part-time or 46.19 percent) will be used as the base from which progress will be measured.
5. Benchmarks, thresholds, and triggers will continue to be discussed in good faith.
6. The College is committed to hiring full-time faculty who reflect the cultural diversity of the college community.
7. The College will encourage new faculty to meet the highest standards of involvement and engagement with students as demonstrated by the college faculty leadership

MOTION MADE BY: Margaret Quiñones-Perez
 SECONDED BY: Andrew Walzer
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

BOARD OF TRUSTEES

SANTA MONICA COMMUNITY COLLEGE DISTRICT

ACTION

April 6, 2009

MAJOR ITEMS OF BUSINESS**RECOMMENDATION NO. 3 RESOLUTION FOR COMMUNITY COLLEGE MONTH**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees adopt the following resolution in recognition of Community College month.

WHEREAS, the month of April has been proclaimed National Community College Month in recognition of the vital role the nation's community colleges play in providing broad access to higher education, serving nearly half of the nation's college students; and

WHEREAS, Santa Monica College serves students with a broad array of educational services including transfer education, two-year degree programs, career preparation, basic skills education, continuing education and lifelong learning in a variety of delivery methods including on-line education; and

WHEREAS, Santa Monica College, as an institution of higher education, provides for the understanding and learning needed to foster a livable and sustainable world; and

WHEREAS, Santa Monica College provides for the formation of global citizenship through knowledge of people, customs, and cultures in regions of the world beyond one's own; and

WHEREAS, Santa Monica College supports the diversity of its students, faculty and staff; and

WHEREAS, Santa Monica College enjoys a special partnership with business, industry and government that benefits the regional economy by providing educational opportunities for new and current employees; and

WHEREAS, Santa Monica College is devoted to positive community relations and is a rich resource for the community including cultural programming, educational and career counseling and special events; and

WHEREAS, Santa Monica College has demonstrated that daily it fulfills its vision of "Changing Lives in the Global Community through Excellence in Education;" and

WHEREAS, Santa Monica College realizes its success in providing educational, vocational and cultural opportunities to the college community because of the excellence of its faculty and staff, and

WHEREAS, Santa Monica College has been a proud part of this tradition since 1929, earning a reputation as a caring, quality institution of higher education; and

THEREFORE BE IT RESOLVED that the Santa Monica Community College District observe and celebrate National Community College Month during the month of April, 2009.

MOTION MADE BY: Susan Aminoff
SECONDED BY: Rob Rader
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 6, 2009

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 4

SUBJECT: **ACHIEVING A COMMUNITY VISION: SUPPORT FOR THE ACTIVE LIVING AND CREATIVE CAPITAL COMPONENTS OF THE SANTA MONICA HIGH SCHOOL AND CIVIC AUDITORIUM CAMPUS MASTER PLANS**

SUBMITTED BY: Superintendent/President
Chair and Vice-Chair, Board of Trustees

REQUESTED ACTION: It is recommended that the Board of Trustees consider making a recommendation to the community redevelopment agency that supports the proposed joint use plans for facilities at Santa Monica High School and the Civic Auditorium campus and encourages giving the projects a high priority to ensure their timely completion.

SUMMARY: Santa Monica College has experienced first-hand the benefits that a comprehensive facilities master plan can provide for students and staff. Today’s campus is the result of a master plan drawn up after the 1994 earthquake and of the community support in subsequent years that has provided most of the financing.

Over the past several years, the City of Santa Monica and the Santa Monica-Malibu Unified School District have been preparing and refining a proposal to provide an integrated set of community enhancements to the Civic Auditorium campus and to the Samohi campus. If realized, these improvements would achieve an extraordinary community vision that transforms the Civic Center heart of Santa Monica and embodies the community goals of active living, creative capital, lifelong learning, and sustainability.

BACKGROUND: The City of Santa Monica has been preparing plans for the Civic Auditorium site in connection with its overall Civic Center planning. This is the site for the planned Santa Monica College early childhood development lab school. The site is also adjacent to the high school.

During this time period, Measure BB, a bond measure for facility improvements for the Santa Monica-Malibu Unified School District, received voter approval (November 2006). In mid-2007, the Board of Education allocated \$57 million to campus improvements at Santa Monica High School.

Throughout the first half of 2008, staff from the City, the SMMUSD, and Santa Monica College has been working collaboratively with City consultants and with Samohi architects to explore possible shared use opportunities between the Civic Auditorium and Samohi campuses. This came about because of the unique joint use potential inherent in the concurrent development of these two campuses and focused on possible shared use in the areas of cultural linkages (the Civic Auditorium, Samohi’s Barnum Hall and Greek Theatre), open space & recreation (fields, gymnasiums, courts), education (childcare, cultural classes), mobility and access (for vehicles, buses, pedestrians and bicycles) and the character of the surrounding streets.

The Samohi architectural team has prepared site studies to refine the long-term master plan vision for the Samohi campus including providing alternative approaches for improvements utilizing the Measure BB bond funding.

Key to this planning are a number of joint use opportunities on the Samohi campus. These joint use facilities are eligible for community redevelopment agency funding.

Both the City Council and the Board of Education have conducted multiple study sessions and public participation meetings regarding these potential joint use projects. The projects include an extraordinary wealth of community enhancements, including athletic facilities (replacement gyms, a new pool, replacement tennis and basketball courts, a relocated football/soccer field with stadium, a new soccer field, and a replacement baseball/softball field); cultural facilities (upgrades to the Greek Theater); campus walkways (two new pedestrian and bicycle pathways through the campus); and parking.

During 2009, the City will be adopting its redevelopment agency Five-Year Implementation Plan through 2014. The joint use facilities at the Samohi campus could be included for funding in the Implementation Plan.

As part of the adoption of the Implementation Plan, the City of Santa Monica's Community Redevelopment Agency will consider priorities and trade-offs among projects (i.e. parks, community facilities, corridor revitalization, joint-use amenities, transportation facilities, and infrastructure) that are eligible for redevelopment funding.

Community opinion on the goals and priorities for the Five-Year Plan, to be adopted later in 2009, will be heard by the Santa Monica community redevelopment agency at its meeting on April 14, 2009.

DISCUSSION:

The Board of Trustees may wish to communicate support for the shared use plan for the Civic Auditorium and the Samohi campuses to the redevelopment agency for the following reasons:

- This is a unique opportunity that will provide the community with the tangible benefits arising from the long-term visioning efforts of the City of Santa Monica and the School District
- These transformational projects will provide significant access to improved cultural, athletic, recreational, and educational facilities in the heart of Santa Monica
- Community revitalization is a main goal of the community redevelopment agency
- Agency funding is an efficient use of community resources. Unlike bond funding, there is no interest expense incurred as a result of the cooperative agreement that would be used to finance these joint use facility improvements
- Commitment of funding at this time is appropriate. The agency may not add projects after the year 2014. The Five-Year Plan to be adopted in 2009 will be the principal guide to the final list of projects
- Agency funding for the joint use athletic, cultural, and transportation projects at Samohi preserves community bond capacity for future educational facility projects, including, in a future time, bond capacity for Santa Monica College projects
- Santa Monica High School will be celebrating its 100th year on Prospect Hill (its current site) in 2013. Modern facilities and community support are crucial components of student success

MOTION MADE BY: Nancy Greenstein
SECONDED BY: Rob Rader
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 6, 2009

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 5

SUBJECT: **FIRST READING – BOARD POLICY SECTIONS 2220 and 2250**

SUBMITTED BY: Superintendent/President

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

- A. BP 2200 Participatory Governance
Classified Staff
- B. BP 2250 Participatory Governance
District Planning and Advisory Council

COMMENT: The Classified Senate no longer exists; therefore Board policy sections 2200 and 2220 related to classified staff's role in participatory governance need to be revised to reflect current practice. Both policies have been reviewed and approved by the District Planning and Advisory Council.

MOTION MADE BY: Rob Rader
SECONDED BY: David Finkel
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSTAIN: 1 (Quiñones-Perez)

#5-A

ARTICLE 2200: PARTICIPATORY GOVERNANCE

Santa Monica College is a community composed of students, faculty, staff, administration and the Board of Trustees who are committed to the implementation of the Participatory Governance Policy (AB 1725). The Board of Trustees honors the concept of participatory governance in all areas defined by State laws and regulations as policy of the Santa Monica Community College District, while retaining its own rights and responsibilities as the ultimate authority.

The Board of Trustees has adopted the following participatory governance policies developed by the Academic Senate, Classified Senate Staff, Associated Students and Management Association.

Revised: 11/15/2004

ARTICLE 2200: PARTICIPATORY GOVERNANCE

BP 2220 Classified Staff

The Board recognizes and endorses the rights and responsibilities assigned to non-management classified staff by Title 5 Section 51023.5. Classified staff includes permanent non-management, non-confidential, full-time and part-time non-academic employees. Further, the Board recognizes the technical, professional and skilled expertise of the classified staff whose functions are critical to the successful operation of the District and to the success of the faculty and students.

Participation

In view of the management structure of the District as it pertains to classified staff, and pursuant to Title 5, Section 51023.5 subsection 4, classified staff shall be afforded opportunities to participate in the formation and development of District and college policies and procedures, and in processes which have or will have a significant effect on classified staff.

When a classified staff representative is to serve on a District task force, committee, or other governance group, California School Employees Association (CSEA) Chapter 36, the exclusive representative of classified employees of the District, shall appoint the representative for the respective bargaining unit members. The exclusive representative of the classified employees and the Board of Trustees may mutually agree to an alternative appointment process through a memorandum of understanding.

Scope of Regulations

Nothing in this Classified Staff Participatory Governance Policy shall be construed to impinge upon the due process rights of non-management classified staff, nor to detract from any negotiated agreements between collective bargaining representatives and the Board of Trustees.

Reference: Title 5 Sections: 51023.5, 70901.2

Reviewed and Adopted: 5/1/2000

ARTICLE 2200: PARTICIPATORY GOVERNANCE

BP 2220 Classified Senate

~~The Board recognizes and endorses the rights and responsibilities assigned to non-management classified staff by Assembly Bill 1725 (1988). Further, the Board recognizes the technical, professional and skilled expertise of the classified staff whose functions are critical to the successful operation of the District and to the success of the faculty and students. In order that classified staff may have formal and effective procedures for participating in the formation and implementation of District policies on professional, technical and skilled matters, a Classified Senate is hereby established at Santa Monica College.~~

~~The Board recognizes the Classified Senate as the body which represents classified staff in collegial governance not within the scope of collective bargaining. The President of the Classified Senate or designee shall be accorded an opportunity to address the Board regarding the Classified Senate's concerns and the concerns of the classified staff exclusive of collective bargaining issues as a regular agenda item. The Board of Trustees shall consider and respond to the views and recommendations of the Classified Senate.~~

Formation, Procedures, Membership

~~Classified staff represented by the Classified Senate shall include permanent non-management, non-confidential, full-time and part-time non-academic employees.~~

~~The Board of Trustees of the Santa Monica Community College District hereby authorizes the classified staff of the college to:~~

- ~~1. Fix and amend by vote of the classified staff the composition, structure, and procedures of the Classified Senate.~~
- ~~2. Provide for the selection, in accordance with accepted democratic election procedures, of the members of the Classified Senate and to the extent possible, ensure that the composition of the Senate be representative of all segments of the permanent classified staff.~~

Professional Matters

Board of Trustees

~~The Board shall give consideration to the advice and professional judgment of the Classified Senate in the following areas:~~

- ~~1. Classified staff roles and involvement in accreditation process, including self-study.~~
- ~~2. The assessment of classified staff professional development.~~
- ~~3. The assessment of technology needs for the classified staff as a whole.~~
- ~~4. District policies affecting classified employees not within the scope of collective bargaining.~~

Administration

~~In view of the management structure of the District as it pertains to classified staff, and pursuant to AB 1725 (Title 5, Section 51023.5 subsection 4), classified staff shall be afforded opportunities to participate in the formation and development of District and college policies and procedures, and in processes which have or will have a significant effect on classified staff.~~

Participation

~~The process of participatory governance shall be used for all professional, technical and skilled matters on which classified staff have expertise and shall occur through the representation on college-wide committees exclusive of collective bargaining issues. This includes participation in the formulation and development of all District policies and procedures which have or will have a significant effect on classified staff.~~

- ~~1. Except in unforeseeable emergency situations, the Board of Trustees shall not take action on matters affecting classified staff until it has provided classified staff an opportunity to participate in the formulation and development of recommendations regarding those matters through appropriate structures and procedures referred to herein.~~
- ~~2. In developing and carrying out policies and procedures necessary to facilitate this policy, the Board of Trustees shall ensure that its actions do not dominate or interfere with the formulation or administration of any employee organization, or in any way encourage employees to join any organization in preference to another.~~
- ~~3. The Superintendent/President or designee will meet with the President or Vice President at the beginning of each academic year or upon creation of a new college-wide committee, to discuss/review appropriate representation.
 - ~~A. To ensure that the recommendations and opinions of classified staff are given every reasonable consideration, advisory committees should be composed of representative members from each campus group (i.e. classified, faculty, administration and students).~~
 - ~~B. Non-management classified staff will be afforded a fair opportunity to serve as chairs of college-wide committees.~~~~

- ~~4. The classified staff may assume such responsibilities and perform such functions as may be requested of it by the administration or by the Board of Trustees.~~

~~When a classified staff representative is to serve on a District task force, committee, or other governance group, the exclusive representative of classified employees of the District shall appoint the representative for the respective bargaining unit members. The exclusive representative of the classified employees and the Board of Trustees may mutually agree to an alternative appointment process through a memorandum of understanding.~~

Scope of Regulations

~~Nothing in this Classified Participatory Governance Policy shall be construed to impinge upon the due process rights of non-management classified staff, nor to detract from any negotiated agreements between collective bargaining representatives and the Board of Trustees.~~

~~It is the intent of the Board of Trustees to respect agreements made known to the District between the Classified Senate and the exclusive bargaining representative of the classified employees as to how they will consult, collaborate, share or delegate among themselves the responsibilities that are or may be delegated to the Classified Senate pursuant to these regulations.~~

~~Reference: Title 5 Sections: 51023.5, 70901.2~~

~~Reviewed and Adopted: 5/1/2000~~

#5-B

BP 2250 District Planning and Advisory Council

The Board of Trustees establishes the District Planning and Advisory Council. The Board recognizes the Council as the body primarily responsible for making recommendations to the Superintendent/President on matters that are not otherwise the primary responsibility of the Academic Senate (BP 2210), Classified ~~Senate~~ Staff (BP 2220), Associated Students (BP 2230) or the Management Association (BP 2240). Issues include, but are not limited to, District budget, facilities, human resources, instruction, student services and technology planning. Discussion of these issues by the Council will not supplant the collective bargaining process.

The District Planning and Advisory Council shall comprise representatives of the faculty (Academic Senate and Faculty Association), classified staff (~~Classified Senate~~ and CSEA Chapter 36), students (Associated Students) and management (Administration/Management Association), who shall mutually agree upon the numbers, privileges, and obligations of Council members. The District Planning and Advisory Council shall establish its own procedures in conformity with the law.

Adopted: 1/10/05

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 6, 2009

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 6

SUBJECT: **FIRST READING – BOARD POLICY SECTION 6115 – INVESTMENT POLICY**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a first reading of Board Policy Section 6115, Investment Policy

COMMENT: The Vice-President of Business and Administration is requesting a revision to the current policy on District Investments.

MOTION MADE BY: Margaret Quiñones-Perez
 SECONDED BY: David Finkel
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

Board Policy 6115 – Investment Policy

~~The investment policy of the Santa Monica Community College District shall be one appropriate for an institution of higher learning in the State of California and as such will comply with state and local laws, regulations and other policies concerning the investment of public funds.~~

All funds of the Santa Monica Community College District, which are not required for the immediate needs of the District, are invested in accordance with California Government Code Sections 53600 through 53609. The investments of the District shall be made in accordance with the following objectives:

1. The investment program must consider the safety of invested funds, minimize risk and regard the preservation of principal as of primary importance;
2. The investment program must provide liquidity and remain sufficiently flexible to meet cash flow requirements.

The Vice-President, Business & Administration, shall be responsible for the District’s investment program, including having authority to invest funds and shall develop and maintain written administrative procedures and internal controls to ensure that all investments meet the stated objectives.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 6, 2009

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 7

SUBJECT: **SECOND READING AND APPROVAL – BOARD POLICY SECTIONS 2100, 2621, 6223 and 6230**

SUBMITTED BY: Superintendent/President

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

- A. BP 2100 Santa Monica Community College District
New policy, legally advised
- B. BP 2621 Alcoholic Beverages at Public Events
Revision of existing policy to reflect change in legislation
- C. BP 6223 Personal Use of District Property
New policy, legally advised
- D. BP 6230 Claims Against the District
Revision of existing policy, legally advised

MOTION MADE BY: Margaret Quiñones-Perez
 SECONDED BY: Rob Rader
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

#7-A

BP 2100 Santa Monica Community College District

The District has been named the Santa Monica Community College District and uses the name "Santa Monica College."

These names are the property of the District. No person shall, without the permission of the Board, use these names or the names or other facilities of the District, or any abbreviation of them, to imply, indicate or otherwise suggest that an organization, product or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the District.

Reference: *Education Code Section 72000(b)*

#7-B

BP 2621 Alcoholic Beverages at Public Events

Alcoholic beverages may be served pursuant to a license or permit obtained for special events held at the facilities of the Santa Monica Community College District. Special events include festivals, shows, private parties, concerts, theatrical productions and other events held on the premise of Santa Monica College, pursuant to a license or permit, and for which the principal attendees are members of the general public or invited guests and not students of the College.

Reference: Business and Professions Code Section 25608

Reviewed and Adopted: 5/1/2000

#7-C

BP 6223 Personal Use of District Property (new)

District property, including vehicles, tools, equipment, materials, supplies and recyclable/discardable items, may not be used for personal use. Incidental personal use of telephones, copiers, fax machines and related equipment is permitted so long as it is shall be kept to a minimum. Use of District computers is addressed in Board Policy Section 2512, Administrative Regulation 2515, and the Faculty Association collective bargaining agreement.

- No District employee shall use the District or College names, facilities, property or staff position in selling a commercial product or in promoting service to gain financial or material advantage.
- The use of District facilities or property for the sale of any publications or merchandise, or for the conduct of business ventures of any kind to the benefit of any individual, group, or organization not under direct control of the College, shall be prohibited unless specifically authorized by the Board of Trustees.
- District property shall not be loaned to persons not employed by, contracted with, or enrolled in the District.
- District property shall only be removed from District premises with proper authorization.

Reference: Education Code Section 70902

#7-D

BP 6230 Claims Against the District (revised)

Any claims against the District for money or damages, which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with Title I, Division 3.6, Part 3, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of the California Government Code.

Claims must be presented according to this policy as a prerequisite to filing suit against the District.

Claims that are subject to the requirements of this policy include, but are not limited to, the following:

1. Claims for money or damages relating to a cause of action for death or for injury to person, personal property or growing crops shall be presented to the Governing Board not later than six (6) months after the accrual of the cause of action. (Government Code Sections 905, 911.2)
2. Claims for money or damages as authorized in Government Code Section 905 and not included in paragraph 1 above shall be filed not later than one year from the date the cause of action accrues. (Government Code Sections 905, 911.2)
3. Claims for money or damages specifically excepted from Government Code Section 905, including, but not limited to, claims by public employees for fees, salaries, wage, mileage or other expenses and allowances, shall be filed not later than six months after the accrual of the cause of action. (Government Code Sections 905, 911.2, 935)

The designated place for service of claims, lawsuits or other types of legal process upon the District is: Recording Secretary to the Board of Trustees, 2714 Pico Boulevard, Suite 320, Santa Monica, California 90405.

The Vice-President of Business and Administration is authorized to settle claims for an amount not to exceed \$10,000.

Reference: Education Code Section 72502; Government Code Sections 900 et seq.

BOARD OF TRUSTEES**ACTION**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

April 6, 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 #8-#27.

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #9, #10-A, #10-B, #11, #12, #14, #17, #18, #19-G

Consent Agenda excluding recommendations pulled for separate action

MOTION MADE BY: David Finkel
SECONDED BY: Andrew Walzer
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

VIII. CONSENT AGENDA – Pulled Recommendations**Recommendation No. 9: Acceptance of Grants and Budget Augmentation**

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

Recommendation No. 10-A: Sign Language Interpreters

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

Recommendation No. 10-B: Food Vendor Contract

MOTION MADE BY: Nancy Greenstein
SECONDED BY: David Finkel
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

BOARD OF TRUSTEES**ACTION**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

April 6, 2009

VIII. CONSENT AGENDA – Pulled Recommendations (continued)Recommendation No. 11: Ratification of Contracts and Consultants

MOTION MADE BY: David Finkel
SECONDED BY: Andrew Walzer
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

Recommendation No. 12: Academic Personnel

MOTION MADE BY: Rob Rader
SECONDED BY: Andrew Walzer
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

Recommendation No. 14: Classified Personnel - Regular

MOTION MADE BY: Margaret Quiñones-Perez
SECONDED BY: Andrew Walzer
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

Motion was made by David Finkel and seconded by Andrew Walzer to recall the vote on Recommendation No. 14.

Ayes: 7
Noes: 0

Motion was made Rob Rader and seconded by David Finkel to approve Recommendation No. 14, excluding the revision submitted at the meeting (resignation).

Ayes: 7
Noes: 0

Recommendation No. 17: Resolution – Temporary Interfund Cash Borrowing

MOTION MADE BY: David Finkel
SECONDED BY: Andrew Walzer
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

Recommendation No. 18: Resolution – Cash Borrowing from the L.A. County Treasury

MOTION MADE BY: David Finkel
SECONDED BY: Andrew Walzer
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

Recommendation No. 19-G: Facilities – Amendment to Agreement for Construction Management and Inspection

MOTION MADE BY: Andrew Walzer
SECONDED BY: Susan Aminoff
STUDENT ADVISORY: Aye
AYES: 5
NOES: 0
ABSTAIN: 1 (Rader)
ABSENT: 1 (Quiñones-Perez)

RECOMMENDATION NO. 8 **APPROVAL OF MINUTES**

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

February 2, 2009 – Recommendation No. 5-D
March 2, 2009 (Regular Board of Trustees Meeting)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 6, 2009

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 9 **ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION**

Reviewed by: *Tricia Ramos, Acting, Dean, Workforce and Economic Development*
 Approved by: *Jeff Shimizu, Vice-President, Academic Affairs*
 Requested Action: *Approval/Ratification*

Title of Grant: Workforce Innovations Project

Granting Agency: Chancellor’s Office California Community Colleges

Appropriated Funding \$249,908

Matching Funds: \$12,000 Santa Monica Lexus Toyota
 \$13,000 SBA

Performance Period: February 1, 2009 – June 30, 2010

Summary: Advanced technology and fuel alternatives for automotive transportation will continue to grow in use, including the commercialization of plug-in hybrid vehicles. Currently, no courses focusing on the diagnosis and repair of these new vehicle technologies exist in the West Los Angeles region. The Workforce Innovation Partnership grant will expand and enhance the SMC CTE curriculum for the next generation of environmental and energy technologies of advanced transportation to include hybrid, plug-in hybrid, and electric vehicles.

Budget:	State Revenue:	
	8000	\$249,908
	Expenditures:	
	1000 Instructional Salaries	\$102,700
	2000 Non-instructional Salaries	29,300
	3000 Employee Benefits	40,047
	4000 Supplies and Materials	9,150
	5000 Other Operating Expenses	29,500
	6000 Capital Outlay	29,600

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 6, 2009

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 9 **ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION** *(continued)*

Title of Grant: **CTE COMMUNITY COLLABORATIVE**
Granting Agency: Chancellor’s Office California Community Colleges

Appropriated Funding: \$399,890

Matching Funds: \$25,000 WIA Workforce Grant
 \$15,000 SBA Grant

Performance Period: February 1, 2009 – June 30, 2010

Summary: To increase the effectiveness of CTE pathways from secondary to post-secondary systems, this project will focus on four key priorities: increase awareness of future career pathways, enhance the understanding of industry trends, create a pipeline of future workers, and initiate actions that result in higher perceived values toward career technical education.

This project unites the region's educational/workforce development resources with focus on six sectors industries, Green initiatives, and entrepreneurship, while enhancing student, teacher, and counselor knowledge of career technical education.

Budget:	State Revenue:	
	8000	\$399,890
	Expenditures:	
	1000 Instructional Salaries	\$121,242
	2000 Non-instructional Salaries	159,522
	3000 Employee Benefits	44,388
	4000 Supplies & Materials	7,248
	5000 Other Operating Expenses	51,600

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 6, 2009

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 9 **ACCEPTANCE OF GRANTS AND BUDGET**
AUGMENTATION *(continued)*

Title of Grant: **Entrepreneurship Career Pathways Project**

Granting Agency: Chancellor’s Office California Community Colleges

Appropriated Funding: \$50,000

Matching Funds: \$0

Performance Period: December 1, 2008 – November 30, 2009

Summary: The purpose of the new Career Pathways Project is to replace misconceptions about career technical education and increase awareness and aspirations to self-employment as a legitimate lifetime career path providing reliable living wages.

The initiative offers \$50,000 for preparation and implementation of creative entrepreneurial education projects. The projects’ target audience is youth and young adults, ideally, those enrolled in feeder high schools and SMC, with special emphasis on minority populations. The activities aim to:

- Increase participant’s business management skills
- Revitalize interest in career technical education
- Develop bridges to enable ease of movement between high schools and community colleges

Budget:	State Revenue:	
	8000	\$50,000
	Expenditures:	
	2000 Non-instructional Salaries	38,000
	3000 Benefits	1,900
	4000 Supplies	1,500
	5000 Other	3,600
	7000 Other outgo	3,000

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 6, 2009

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 10 CONTRACTS AND CONSULTANTS

10-A SIGN LANGUAGE INTERPRETERS (Amendment)

Approved by: *Mike Tuitasi, Vice-President, Student Affairs*
Requested Action: *Approval/Ratification*

Provider: Accommodating Ideas

Amount: \$40,000 (Augmentation to current contract for a total amount not to exceed \$130,000)

Effective dates: 2008-2009

Funding Source: Disabled Students Program Services and Deaf and Hard-of-Hearing Block Grant

Service: The contract was previously approved by the Board for an amount not to exceed \$90,000. An increase is necessary because of the need for additional sign language interpreters. The number of deaf students has unexpectedly increased this spring semester.

10-B FOOD VENDOR CONTRACT

Requested by: *Charlie Yen, Director of Contract Services*
 Keith Webster, Director of Purchasing

Approved by: *Jeanine Hawk, Vice President, Business/Administration*
Requested Action: *Approval/Ratification*

Vendor: Eatology

Amount: Monthly fixed fee of \$8,888.88 plus 1% the monthly gross sales

Term of Contract: 5 years from signing of contract

Funding Source: N/A

Summary: Based on the criteria set in the RFP, the highest possible score was 28. The total points scored for each vendor is as follows in order of ranking:

1. Eatology	24.35
2. Campus Kitchen	21.65
3. Sophies Produce	19.45
4. Fresh & Natural	16.95

The Selection Committee paid site visits and conducted further capacity testing of the three (3) highest ranked Proposers. The Selection Committee recommends that the contract for International Cuisine Food Service Vending be awarded to Eatology based on above ranking. Menu prices will range from \$3 to \$8.

Company Ownership: "Eatology", is a joint venture between Hannah An and Soo Pak. Hannah An, has run various food service locations for the last 21 years. Ms. An has directed the property acquisition, food and physical concept design, menu development and staffing of most of the company restaurants. Soo Pak, has also spent her career dedicated to food service. Soo has dedicated 16 years of service to the students and faculty of Santa Monica College as Owner/Manager of the "Bread Factory".

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 6, 2009

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 11 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
Dr. Mark Lamont Hill	May 2, 2009 Not to exceed \$3,000	To provide the keynote speech at the 4 th Annual Black Student Conference and do a follow-up workshop for students attending the conference.	2008-09 Global Citizenship
Pyro Spectaculars – Fireworks	June 27, 2009 \$17,500	Fireworks for Celebrate America, 2009	Sponsorships and Donations
Derek Bordeaux	June 27, 2009 \$1,500	Music entertainment for Celebrate America, 2009	Sponsorships and Donations
STM Music, Inc.	June 27, 2009 \$400	Music entertainment for Celebrate America, 2009	Sponsorships and Donations
The Distance Learning Company, Inc.	Effective April 6, 2009; will terminate at either party's request with 30-day notice DLC will pay SMC \$10 for each enrollment in Traffic School Online Course and \$40 for each enrollment in the Drivers Ed Online Course.	DLC will provide instruction on two online classes. SMC, through the Continuing and Community Education Program, will advertise the classes on the SMC website, catalog and provide communications to prospective course enrollees.	Not applicable
Patty Briles	May 2008 – June 2009 Not to exceed \$5,000	To provide set design and scenic painting for Theater Arts productions.	2008-09 District Budget/ Theater Arts Department

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 6, 2009

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 11 RATIFICATION OF CONTRACTS AND CONSULTANTS

(Continued)

Alston Chase	April 23, 2009 Not to exceed \$2,500	The consultant will lead three session for the Distinguished Education Lecture Series	Welcome Center/ Title V
Total Compensation Systems, Inc.	2008-2009 Not to exceed \$4,000	GASB 45 Actuarial Evaluation Report and Presentation	2008-09 District Budget/ Business and Administration
Gilbane Building Company	March 24, 2009 \$45,000	Plan review for constructability, interdisciplinary review, and estimate validation for Student Services and Administration Building. Deliverables are comments to architects and owners based on plan review of 60% CD set.	Measure S
People Admin	April 15, 2009 for a term of 12 months to automatically renew for subsequent 12 month periods \$7,500 Implementation fee; \$22,000 Annual Maintenance Fee	To provide software on fully hosted basis to assist in automating the acceptance and processing of employment applications	2008-09 District Budget/Human Resources
Acteva.com	April 7 – June 30, 2009 \$400 set up cost; Acteva.com will issue a revenue check to SMC. after collection of fees.	On-line registration and collection of payments by credit card for Workforce and Development training workshops	Workforce Development

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 6, 2009

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 12 ACADEMIC PERSONNEL

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

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

ELECTION

Administrative
 Simmons, Gregory -Director, Athletics and Kinesiology 05/01/09

SEPARATIONS

RETIREMENTS

Barbara Baird, Professor, Communications Department (20 years of service) 6/16/09
 Marilyn Hall, Associate Dean, Emeritus College (33 years of service) 6/30/09

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

RECOMMENDATION NO. 13 SMCCD CALENDAR, 2009-2010

Approved by: *Marcia Wade, Vice-President, Human Resources*
 Requested Action: *Approval/Ratification*

Approval of the following Santa Monica Community College District Calendar, 2009-2010.



SANTA MONICA COMMUNITY COLLEGE DISTRICT CALENDAR 2009-2010

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

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

DECEMBER 2009							JANUARY 2010							FEBRUARY 2010						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2							
6	7	8	9	10	11	12	[3]	4	5	6	7	8	9	7	8	9	10	11	[12]	[13]
13	14	15	16	17	18	19	10	11	12	13	14	15	16	[14]	[15]	16	17	18	19	20
20	[21]	[22]	[23]	24	25	26	[17]	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28						
							31													

MARCH 2010							APRIL 2010							MAY 2010							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
		1	2	3	4	[5]						1	2	3							
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	
14	15	16	17	[18]	19	20	11	[12]	[13]	[14]	[15]	[16]	17	9	10	11	12	13	14	15	
21	22	23	24	25	26	27	[18]	19	20	21	22	23	24	16	17	18	19	20	21	22	
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	
														[30]	31						

JUNE 2010							JULY 2010							AUGUST 2010							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
		1	2	3	4	5						1	2	3							
6	7	8	9	10	11	12	[4]	5	6	7	8	9	10	8	9	10	11	12	13	14	
13	14	15	[16]	[17]	[18]	19	11	12	13	14	15	16	17	15	[16]	[17]	[18]	[19]	[20]	21	
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	[23]	[24]	[25]	[26]	[27]	28	
27	28	29	30				25	26	27	28	29	30	31	29	30	31					

LEGEND

- First day of session
- Finals Schedule
- Dates in bold & red denote Legal Holiday - Classes not in session/campus closed
- Dates in boxes denotes classes not in session/campus closed
- Dates in double boxes denote Faculty Flex Days- see below for more information on Flex Days
- [] Dates in brackets denotes classes not in session/campus open

SEMESTER DATES 2009-2010

Summer 2009		Spring 2010	
6-week Summer Session:	Jun. 22 - July 31, 2009	16-week Spring Semester:	Feb. 16 - Jun. 15, 2010
8-week Summer Session:	Jun. 22 - Aug. 14, 2009	1st 8-week Session:	Feb. 16 - Apr. 09, 2010
Late Start Summer Session:	July 06 - Aug. 14, 2009	12-week Session:	Mar. 08 - Jun. 04, 2010
		2nd 8-week Session:	Apr. 19 - Jun. 11, 2010
Fall 2009		Summer 2010	
16-week Fall Semester:	Aug. 31 - Dec. 22, 2009	6-week Summer Session:	Jun. 21 - Jul. 30, 2010
1st 8-week Session:	Aug. 31 - Oct. 23, 2009	8-week Summer Session:	Jun. 21 - Aug. 13, 2010
12-week Session:	Sept. 21 - Dec. 11, 2009	Late Start:	Jul. 06 - Aug. 13, 2010
2nd 8-week Session:	Oct. 26 - Dec. 18, 2009		
Winter Session 2010		Graduation Day 2010	
6-week Winter Session:	Jan. 04 - Feb. 11, 2010	Graduation Day:	Jun. 15, 2010

LEGAL HOLIDAYS

- | Legal Holidays June 2009-December 2009 | Legal Holidays January 2010-September 2010 |
|--|---|
| <ul style="list-style-type: none"> • Independence Day: July 3, 2009 (observed) • Labor Day: September 7, 2009 [1st Monday in Sept] • Veterans' Day: November 13, 2009 • Thanksgiving Day: November 26, 2009 [4th Thursday in Nov] • Christmas Day: December 25, 2009 [Dec. 25 every year] | <ul style="list-style-type: none"> • New Year's Day: January 01, 2010 [Jan. 1 every year] • Martin Luther King Day: January 18, 2010 [3rd Monday in Jan.] • Lincoln's Birthday: February 12, 2010 • Presidents Day: February 15, 2010 (observed) [3rd Monday in Feb.] note: Presidents Day is also Washington's Birthday (observed) • Memorial Day: May 31, 2010 (observed) [last Monday in May] • Independence Day: July 5, 2010 [observed] • Cesar Chavez Holiday: <ul style="list-style-type: none"> 12-Month Employees: April 12, 2010 11-Month Employees: To Be Determined |

SPECIAL DATES 2009-2010

Faculty Dates 2009		Faculty Dates 2010	
Flex Days: Individual	August 25, 2009	Flex Days: Departmental	March 05, 2010
Flex Day: Fall Opening Day (Institutional)	August 27, 2009		August 25, 2010
	August 28, 2009		August 27, 2010
Flex Day: Departmental	August 26, 2009	Flex Day: Institutional	March 18, 2010
	August 28, 2009	Flex Days: Individual	April 14-16, 2010
			August 24, 2010
		Flex Day: Fall Opening Day	August 26, 2010

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 6, 2009

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 14 CLASSIFIED PERSONNEL – REGULAR

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

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.

<u>ABOLISH</u>	<u>EFFECTIVE DATE</u>
Administrative Assistant I, (1 position) Upward Bound Program, 12 mos, 40 hrs	04/06/09

Administrative Assistant I, (1 position) Supt/Pres & Community Relations, 12 mos, 40 hrs	04/06/09
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<u>ESTABLISH</u>	
Administrative Assistant I, (1 position) Upward Bound Program, 12 mos, 40 hrs/ VH	04/07/09

Administrative Clerk, (1 position) Supt/Pres & Community Relations, 12 mos, 40 hrs	04/07/09
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ELECTIONS

<u>PROBATIONARY</u>	
Camacho Jr., Carlos, Groundskeeper/Gardener, Grounds	04/02/09
Crumbley, Sandra, Switchboard Operator, Telecommunications	04/01/09
Dinkins, Janet, Administrative Assistant I, Communications	03/16/09
Dinkins, Janet, Administrative Assistant I, Psychology	03/16/09
Fung, Kei, Instructional Assistant –Math, Mathematics	03/30/09
Gutierrez, Hector, Groundskeeper/Gardener, Grounds	04/02/09
Wyban, Bruce, Mech. Sys. & Energy Mgt. Supervisor, Maintenance	03/23/09

<u>PROMOTION</u>	
Meyering, Alice, Administrative Assistant II, Community Relations	03/01/09
Jauregui, Luis, Student Services Assistant, Continuing and Community Ed.	04/01/09

<u>ADVANCE STEP PLACEMENT</u>	
Wyban, Bruce, Mech. Sys. & Energy Mgt. Supv, Maintenance	Step C
	03/23/09

PERMANENT EMPLOYEE WITH PROVISIONAL ASSIGNMENT

Fierro, Damon 12/17/08 – 05/07/09
From: Custodian-NS-I, Operations, 12 mos, 40 hrs
To: Lead Custodian-NS-I, Operations, 12 mos, 40 hrs

Jones, Jennifer 11/18/08 – 04/06/09
From: Administrative Secretary, Campus Police, 12 mos, 40 hrs
To: Administrative Assistant I, Campus Police, 12 mos, 40 hrs

CHANGE IN WORK SHIFT/TEMPORARY

Ferrill, Matthew 02/11/09
From: Library Assistant/NS-I, Library, 11 mos, 40 hrs
To: Library Assistant/Day, Library, 11 mos, 40 hrs

EDUCATIONAL PAY DIFFERENTIAL

Webster, Keith, Director of Purchasing, Business and Administration .75% 03/01/09

LEAVES OF ABSENCE WITHOUT PAY

CHILD CARE LEAVE (ext)

Pekerol, Shirstan, C C Parking Enforcement Officer, Campus Police 02/17/09 – 03/01/09

OPPORTUNITY

Karim, Aziz, CC Parking Enforcement Officer, Campus Police 03/17/09 – 03/17/10

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 6, 2009

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 15 CLASSIFIED PERSONNEL – LIMITED DURATION

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

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

PROVISIONAL: Temporary personnel who meet minimum qualifications and are assigned to work 90 working days; who have not come from an eligibility list.

Dolarin, Mitsuko M, Accompanist-Performance, Music	03/16/09-07/20/09
Ganelis, Inna, Accompanist-Voice, Music	03/26/09-07/31/09
Gountoumas, Kasiani, Registered Nurse, Health Services	02/23/09-04/06/09
Maas, Benjamin, Theatre Technical Specialist, SMC Performing Arts	02/05/09-06/16/09
O'Brien, Conlin, Counseling Aide, DSC	02/16/09-06/16/09
Park, Ko Eun, Accompanist-Performance, Program Development	02/16/09-03/30/09
Prouty, Eric, J, Counseling Aide, Job Development	03/03/09-06/30/09

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.

Berent, Richard, Accompanist-Voice, Music	03/03/09-09/03/09
Crutchfield, Cleo, Disabled Student Services Assistant, DSC	03/05/09-09/05/09
Daugherty, Grady R, Shuttle Driver, Transportation	02/20/09-08/20/09
Kyas, Jirina, Disabled Student Services Assistant, DSC	03/09/09-09/09/09
Luthi, Christopher, Accompanist, Performance, Program Development	02/16/09-06/30/09
Medina, Maibe, Counseling Aide, EOP&S	01/02/09-06/30/09
Navarro, Elizabeth, Counseling Aide, EOP&S	01/02/09-06/30/09
Smith, Katherine, Counseling Aide, Interdisciplinary Office, Comp	02/02/09-03/13/09

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.

Hunter, Nadia C, Switchboard Operator, Telecommunications	03/19/09-11/27/09
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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 6, 2009

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 16 CLASSIFIED PERSONNEL - NON MERIT

Reviewed by: *Sherrri Lee-Lewis, Dean, Human Resources*

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

Requested Action: *Approval/Ratification*

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 05
\$8.00/hr

College Student Assistant 52
\$8.00/hr (STHP)

College Work-Study Student Assistant 47
\$8.00/hr (FWS)

Art Models
\$18.00/hr 06

Art Models w/costume
\$21.00/hr 01

Community Services Specialist II 02
\$50.00/hr

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 6, 2009

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 RESOLUTION – TEMPORARY INTERFUND CASH BORROWING

Requested by: Christopher M. Bonvenuto, Director of Fiscal Services
 Approved by: Jeanine Hawk, Vice President, Business and Administration
 Requested Action: Adoption of Resolution

WHEREAS, Sufficient cash is needed to pay obligations for current operating requirements lawfully incurred in the fiscal year, and;

WHEREAS, Temporary transfer of cash between District funds is permitted by Education Code Section 42603, and;

WHEREAS, The following restrictions apply to this authorization:

- 1) Maximum amount of authorized borrowing: \$30,000,000
- 2) For Fiscal Year 2009-2010.
- 3) Shall not exceed 75 percent of any moneys held in any fund.
- 4) Funds borrowed shall not be available for appropriation or considered income to the borrowing fund.
- 5) Borrowing shall occur only when the fund receiving the money will earn sufficient income during the current fiscal year. The amount borrowed shall be repaid either in the same fiscal year or in the following fiscal year if the borrowing takes place within the final 120 calendar days of a fiscal year.

NOW THEREFORE, The Board of Trustees of the Santa Monica Community College District hereby approves this blanket resolution to authorize the use of an aggregate cash balance in all district funds if the need arises. The maximum amount that is allowable in the borrowing would be \$30,000,000.

Comment: In February 2009 the Legislature passed a State Budget Act that defers General Apportionment payments, in part, from the months of January, February, March and April to the following fiscal year. This action coupled with the \$200 million dollar General Apportionment deferral authorized in Assembly Bill 1802 could result in the community colleges not receiving an adequate cash payment from the State in five of the twelve months of the fiscal year. While Santa Monica College is in a fairly solid cash position, Fiscal Services believes it is prudent to pass this resolution to ensure that all financial responsibilities and obligations of the District can be meet during the 2009-2010 fiscal year.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 6, 2009

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 18 **RESOLUTION – CASH BORROWING FROM THE L.A. COUNTY TREASURY**

Requested by: *Christopher M. Bonvenuto, Director of Fiscal Services*
 Approved by: *Jeanine Hawk, Vice President, Business and Administration*
 Requested Action: *Adoption of Resolution*

WHEREAS, Sufficient cash is needed to pay obligations for current operating requirements lawfully incurred in the fiscal year, and;

WHEREAS, Article XVI, Section 6, of the California Constitution allows for borrowing from the Los Angeles County Treasurer, and;

WHEREAS, The following restrictions apply to this authorization:

- 6) Maximum amount of authorized borrowing: \$50,000,000.
- 7) For Fiscal Year 2009-2010.
- 8) Shall not exceed 85 percent of the anticipated revenues accruing to the District.
- 9) Shall not be made prior to the first day of the fiscal year not after the last Monday in April of the 2009-2010 fiscal year.
- 10) Shall be replaced from revenues accruing to the District before any other obligation of the District is met from such revenue.

NOW THEREFORE, The Board of Trustees of the Santa Monica Community College District hereby approves this resolution to authorize the request to the Los Angeles County Treasurer to make temporary transfer of funds if so deemed appropriate during the 2009-2010 fiscal year by the Superintendent/President to ensure that the District can meet its financial obligations.

Comment: In February 2009 the Legislature passed a State Budget Act that defers General Apportionment payments, in part, from the months of January, February, March and April to the following fiscal year. This action coupled with the \$200 million dollar General Apportionment deferral authorized in Assembly Bill 1802 could result in the community colleges not receiving an adequate cash payment from the State in five of the twelve months of the fiscal year. While Santa Monica College is in a fairly solid cash position, Fiscal Services believes it is prudent to pass this resolution to ensure that all financial responsibilities and obligations of the District can be met during the 2009-2010 fiscal year.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 6, 2009

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 FACILITIES

Requested by: Greg Bown, Director, Facilities and Planning
 Approved by: Jeanine Hawk, Vice-President, Business and Administration
 Requested Action: Approval/Ratification

19-A CHANGE ORDER NO. 11 – RE- BID CAMPUS QUAD

Change Order No. 11 - TRIMAX CONSTRUCTION CORP. on the Re-Bid Campus Quad project in the amount of (\$564):

Original Contract Amount	\$8,709,500
Previously approved Change Orders 1-10	1,078,909
Change Order No. 11	<u>(564)</u>
Revised Contract Amount	\$9,787,845
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. 11 provides for the cost to pressure wash the PE Building and a credit for concrete, rebar and landscaping not installed per punch list items 145 and 125.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 6, 2009

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 FACILITIES (continued)

19-B CHANGE ORDER NO. 2 – STUDENT SERVICES AND ADMINISTRATION BUILDING PHASE I - SITE PREPARATION

Change Order No. 2 – MINCO CONSTRUCTION on the Student Services and Administration Building Phase I – Site Preparation project in the amount of \$1,683:

Original Contract Amount	\$7,977,000
Previously Approved Change Orders	4,961
Change Order No. 2	<u>1,683</u>
Revised Contract Amount	\$7,983,644
Original Contract Time	406 days
Previous Time Extensions	<u>0 days</u>
Revised Contract Time	406 days
Time Extension this Change Order	<u>0 days</u>
Current Revised Contract Time	406 days

Funding Source: Measure U

Comment: Change Order No. 2 provides for the salvage and relocation of an existing fiberglass information booth from Lot 1 to a new location near the Business Building per Bulletin 2, and credit for the deleted portion of the construction fence and demolition of asphalt per Bulletin 1.

19-C CHANGE ORDER NO. 2 – REVISED BUNDY NORTHEAST DRIVEWAY

Change Order No. 2 – PIMA CORPORATION on the Revised Bundy Northeast Driveway project in the amount of \$63,369:

Original Contract Amount	\$2,464,600
Previously approved Change Orders	46,524
Change Order No. 2	<u>63,369</u>
Revised Contract Amount	\$2,574,493
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. 2 provides for the removal and replacement of 16,714 square feet of existing asphalt per Bulletin 1.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 6, 2009

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 FACILITIES (continued)

19-D CHANGE ORDER NO. 5 – PARKING STRUCTURE A IMPROVEMENTS

Change Order No. 5 - TRIMAX CONSTRUCTION CORP. on the Parking Structure A Improvements project in the amount of \$8,759:

Original Contract Amount	\$858,300
Previously approved Change Orders 1-4	16,342
Change Order No. 5	<u>8,759</u>
Revised Contract Amount	\$883,401
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. 5 provides for the installation of skate stoppers and bollards per Bulletin I.

19-E CHANGE ORDER NO. 1 – INTERNATIONAL EDUCATION TEMPORARY FACILITY

Change Order No. 1 - TRIMAX CONSTRUCTION CORP. on the International Education Temporary Facility project in the amount of \$2,701:

Original Contract Amount	\$188,000
Previously approved Change Orders	0
Change Order No. 1	<u>2,701</u>
Revised Contract Amount	\$190,701
Original Contract Time	36 days
Previous Time Extensions	<u>0 days</u>
Revised Contract Time	36 days
Time Extension this Change Order	<u>0 days</u>
Current Revised Contract Time	36 days

Funding Source: Measure U

Comment: Change Order No. 1 provides for the removal and relocation of a storage facility, fencing and windscreen.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 6, 2009

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 FACILITIES (continued)

19-F AWARD OF BID – GYM BLEACHER REPLACEMENT

Award of bid for the Gym Bleacher Replacement project to the lowest responsive bidder:

<u>Bidder</u>	<u>Bid Amount</u>
A.J. Stevens Construction, Inc.	\$540,642
Trimax Construction	\$685,421
Moment Construction, Inc.	\$947,000

Funding Source: Measure S

Comment: This project provides for renovations to the Gymnasium including but not limited to the removal of existing wood bleacher systems, installation of motorized bleacher system and associated electrical work, removal and replacement of interior emergency lighting fixtures, upgrade and installation of fire alarm equipment, and connections to existing equipment, design and installation of automatic fire sprinkler system, installation of structural supports and installation of miscellaneous signage.

19-G AMENDMENT TO AGREEMENT FOR CONSTRUCTION MANAGEMENT & INSPECTION

Amend the agreement with LPI, Inc. for Construction Management and Inspection to revise the not to exceed amount for the 2009-10 fiscal year from \$900,000 to \$1,200,000.

Funding Source: Measure S, U, District Capital Funds

Comment: The District has requested additional services and resources now that the Student Services project is underway.

BOARD OF TRUSTEES Santa Monica Community College District	ACTION April 6, 2009
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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 FACILITIES *(continued)*

19-H AGREEMENT FOR USE OF PROPERTY FOR TRANSIT STOP IMPROVEMENTS

Agreement with The City of Santa Monica Big Blue Bus for the use of college property on Pico Boulevard for an enhanced transit stop.

Funding Source: City of Santa Monica Big Blue Bus

Comment: The Big Blue Bus is proposing to make improvements to the current main bus stop on Pico Boulevard to allow for additional passenger services and amenities, including but not limited to passenger shelters, real time information signage and trip planning information. These amenities would then be relocated in the future when the college completes the “Pico Promenade” project.

19-I AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – PARKING STRUCTURE A

Amend the agreement with Steinberg Architects for the Parking Structure A Improvements project to extend the contract end date from December 31, 2008 to June 30, 2009. There are no additional fees.

Funding Source: Measure S

Comment: This project has not yet been officially closed and the architects services are still required to complete the closeout documents.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 6, 2009

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 20 BUDGET TRANSFERS

Requested by: Chris Bonvenuto, Director, Fiscal Services
 Approved by: Jeanine Hawk, Vice-President, Business and Administration
 Requested Action: Approval/Ratification

20-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: February 12, 2009 thru March 23, 2009

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	-12,064
3000	Benefits	0
4000	Supplies	52,768
5000	Contract Services/Operating Exp	-30,050
6000	Sites/Buildings/Equipment	2,046
7000	Other Outgo/Student Payments	-12,700
Net Total:		0

20-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: February 12, 2009 thru March 23, 2009

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-13,942
2000	Classified/Student Salaries	48,338
3000	Benefits	-29,873
4000	Supplies	0,240
5000	Contract Services/Operating Exp	41,655
6000	Sites/Buildings/Equipment	-70,799
7000	Other Outgo/Student Payments	14,381
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	April 6, 2009

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 21 BUDGET AUGMENTATIONS/REDUCTIONS *(continued)*

TRANSFER & ARTICULATION 2008-09

Granting Agency:	State of California	
Appropriated Funding:	\$3,000	
Matching Funds:	None	
Performance Period:	July 1, 2008 - June 30, 2009	
Summary	The District qualifies for an additional \$3,000 in Transfer and Articulation funding per the PI report issued by the Chancellor's Office.	
Budget Augmentation:	Revenue:	
	8000 State Revenue	\$3,000
	Expenditures:	
	4000 Supplies	\$500
	5000 Contracted Services	\$2,500

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

Granting Agency:	State of California	
Appropriated Funding:	\$7,000	
Matching Funds:	None	
Performance Period:	July 1, 2008 – June 30, 2009	
Summary	The District applied for and received an additional \$7,000 in EOPS funding to be used as Direct Student Aid.	
Budget Augmentation:	Revenue:	
	8000 State Revenue	\$ 7,000
	Expenditures:	
	7000 Student Aid	\$ 7,000

The 2008-2009 adopted Budget will be amended to reflect the following budget augmentations

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 6, 2009

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 21 BUDGET AUGMENTATIONS/REDUCTIONS *(continued)*

DISABLED STUDENTS PROGRAM & SERVICES (DSP&S)

Granting Agency: State of California
Appropriated Funding: \$26,927
Matching Funds: None
Performance Period: July 1, 2008 - June 30, 2009
Summary: The District qualifies for an additional \$26,927 in DSP&S funding per the PI report issued by the Chancellor's Office.
Budget Augmentation: Revenue:
8000 State Revenue \$26,927
Expenditures:
4000 Supplies \$2,927
5000 Consultants \$24,000

DISABLED STUDENTS PROGRAM & SERVICES (DSP&S)

Granting Agency: State of California
Appropriated Funding: \$32,020
Matching Funds: None
Performance Period: July 1, 2008 – June 30, 2009
Summary: The District qualifies for an additional \$32,020 in DSP&S funding per the PI report issued by the Chancellor's Office.
Budget Augmentation: Revenue:
8000 State Revenue \$32,020
Expenditures:
1000 Certificated Salaries \$28,200
3000 Benefits \$3,820

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 6, 2009

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 22 CLAIMS FOR DAMAGES

- 1. Reject the following claims and refer the claim to the District’s claims management firm:
Requested by: Cozetta Wilson-Carlton, Risk Manager
Approved by: Randal Lawson, Executive Vice-President
Requested Action: Approval/Ratification

<u>Claimant</u>	<u>Date Filed</u>	<u>Amount of Claim</u>
Michael Geyer	February 19, 2009	\$1,349.15

Comment: The Claimant, a Hewlett Packard engineer employee, laptop was stolen from the Information Technology printer/production room while he was working in the data center.

- 2. Reject the following claim and refer the claim to the District’s claims management firm:
Requested by: Risk Management
Approved by: Michael Tuitasi, Vice-President, Student Affairs
Requested Action: Approval/Ratification

<u>Claimant</u>	<u>Date Filed</u>	<u>Amount of Claim</u>
Melissa Dixon	March 2, 2009	\$5,945.76

Comment: The claimant alleged that her vehicle was struck by a Santa Monica College Shuttle Bus while she entered the Madison Campus parking lot from Santa Monica Blvd.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 6, 2009

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 23 COMMERCIAL WARRANT REGISTER

Requested by: Robin Quaile, Accounts Payable Supervisor
 Approved by: Jeanine Hawk, Vice-President, Business and Administration
 Requested Action: Approval/Ratification

	February 1 – February 28, 2009	3424 – 3458	\$ 8,458,465.23
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Comment: The detailed Commercial Warrant documents are on file in the Accounting Department.

RECOMMENDATION NO. 24 DIRECT, BENEFIT & STUDENT GRANT PAYMENTS

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.

February 1 – February 28, 2009	
D001306 – D001494	\$ 247,551.21
B000399 – B000462	\$1,253,211.70

D – Direct Payments
 B – Benefit Payments (Health Insurance, Retirement, etc.)

RECOMMENDATION NO. 25 PAYROLL WARRANT REGISTER

Requested by: Ian Fraser, Payroll Manager
 Approved by: Jeanine Hawk, Vice-President, Business and Administration
 Requested Action: Approval/Ratification

	January 1 – January 31, 2009	CIF – C2G	\$ 6,384,223.50
	February 1 – February 28, 2009	CIG – C2H	\$10,509,968.35

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

RECOMMENDATION NO. 26 AUXILIARY PAYMENTS & PURCHASE ORDERS

Requested by: George Prather, Director of Auxiliary Services
 Approved by: Jeanine Hawk, Vice-President, Business and Administration
 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 approve budgets in the Bookstore, Trust and Other Auxiliary Funds.

February 1 – February 31, 2009	Payments \$2,013,305.74	Purchase Orders \$83,876.05
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Comment: The detailed Auxiliary payment documents are on file in the Auxiliary Operations Office.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 6, 2009

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 27 PURCHASING

Requested by: Keith Webster, Director, Purchasing
 Approved by: Jeanine Hawk, Vice-President, Business and Administration
 Requested Action: Approval/Ratification

27-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

February 1 – February 28, 2009 \$361,312.58

27-B DECLARATION AND DONATION OF SURPLUS PROPERTY

Declare as surplus miscellaneous the following grounds keeping operational and non-operational property.

Operational

1. Toyota pickup, License #E1054912
2. Toyota pickup, License #E420063
3. Dodge Cust 150, License #E707516
4. Ford 250 w/racks, License #E707515
5. Chev Bus, License #E958155
6. Ford Bus, License #E343839
7. Chev Van Astro, License #E498233
8. Dodge Ram 350, License# E379662
9. VW Quantum, License #E400840
10. Dodge Van, License #E459008

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

BOARD OF TRUSTEES

SANTA MONICA COMMUNITY COLLEGE DISTRICT

REGULAR MEETING

April 6, 2009

X. BOARD COMMENTS AND REQUESTS**XI. ADJOURNMENT** – 10:55 p.m.

The meeting was adjourned in memory of **Bill Evans**, a retired anthropology and geography professor who taught at SMC for 17 years, and **Nancy Vogt**, retired administrative assistant for physical education and athletics for 17 years.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Monday, May 4, 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: Student Achievement, Basic Skills, Student Retention and Research
- Staff Report Related to Institutional Accountability, Necessary Staffing for Facility Maintenance and Upkeep, and Revised Contracting Procedures to Address Issues Raised by Board Subcommittee on Contracting Out
- Preview of Tentative Budget
- Resolution for Classified Employees Week
- Annual Authorization of Privileges for Student Trustee
- Appointment of Members to Citizens' Bond Oversight Committee
- Acknowledge Receipt of Personnel Commission Budget
- Acknowledge Receipt of Quarterly Budget Report and 311Q
- Information Item: CBOC Report (April meeting)