

A G E N D A



SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

**TUESDAY,
JUNE 2, 2009**

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

5:30 p.m. – Photo Show Awards

6 p.m. – Call to Order
Closed Session

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

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

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

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

PUBLIC PARTICIPATION ADDRESSING THE BOARD OF TRUSTEES

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

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

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

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

General Public Comments and Consent Agenda

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

Major Items of Business

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

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

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

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

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

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 2, 2009

A G E N D A

A meeting of the Board of Trustees of the Santa Monica Community College District will be held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Tuesday, June 2, 2009.

5:30 p.m. *Public Session*

30th Annual Student Photography Awards
Professor Larry Jones
 Natsumi Miyawaki - Best of Show
 Shelley Rudd – Best Color
 Joshua Bornstein - Best Black and White
 Holly Ballard, Best Photo I
 Jeff Friesen, Best Experimental Technique

6 p.m. *Call to Order*
 Closed Session

7:00 p.m. *Public Meeting*

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

I. ORGANIZATIONAL FUNCTIONS

Page No.

- A Call to Order – 6 p.m.
- B Roll Call
- C Public Comments on Closed Session Items

I

II. CLOSED SESSION

Conference with Labor Negotiators (*Government Code Section 54957.6*)

Agency designated representatives: *Marcia Wade, Vice-President, Human Resources*
Robert Myers, Campus Counsel

Employee Organization: *CSEA, Chapter 36*

Conference with Legal Counsel-Existing Litigation (*Subdivision (a) of Government Code Section 54956.9*)

Names of cases:

- CSEA, Chapter 36 vs. Santa Monica Community College District
- PERB Case No. LA-SV-160-E
- Santa Monica Community College District vs. FTR International (Arbitration Proceeding and related cases)

III. **PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS** (Scheduled for 7:00 p.m.)

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

IV. **SUPERINTENDENT'S REPORT**

- Management Association Update
- Updates:
 - AB 947
 - Accreditation
 - Graduation Activities

V. **ACADEMIC SENATE REPORT**

VI. **MAJOR ITEMS OF BUSINESS**

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

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

IX. **BOARD COMMENTS AND REQUESTS**

X. **ADJOURNMENT**

There will be a special meeting of the Board of Trustees on **Tuesday, June 23, 2009** at 5:30 p.m. The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Tuesday, July 7, 2009** at 7 p.m. (5:30 p.m. if there is a closed session) Santa Monica College Board Room, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

APPENDIX A: 2009-10 Tentative Budget (Restricted Funds)

APPENDIX B: Agreement to Prefund Other Post Employment Benefits (OPEB) through CalPERS

BOARD OF TRUSTEES**REGULAR MEETING**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

June 2, 2009

I. ORGANIZATIONAL FUNCTIONSA CALL TO ORDERB 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
Seth Smith, Incoming Student Trustee

C PUBLIC COMMENTS ON CLOSED SESSION ITEMS**II. CLOSED SESSION**

Conference with Labor Negotiators (*Government Code Section 54957.6*)

Agency designated representatives: *Marcia Wade, Vice-President, Human Resources*
Robert Myers, Campus Counsel

Employee Organization: *CSEA, Chapter 36*

Conference with Legal Counsel-Existing Litigation (*Subdivision (a) of Government Code Section 54956.9*)

Names of cases:

- CSEA, Chapter 36 vs. Santa Monica Community College District
- PERB Case No. LA-SV-160-E
- Santa Monica Community College District vs. FTR International (Arbitration Proceeding and related cases)

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONSD PLEDGE OF ALLEGIANCEE CLOSED SESSION REPORT (if any)F INSTALLATION OF STUDENT TRUSTEE

Board Chair Louise Jaffe will administer the Oath of Allegiance to Seth Smith and install him as Student Trustee.

G PUBLIC COMMENTS

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	June 2, 2009

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM H

SUBJECT: **GLOBAL CITIZENSHIP**

SUBMITTED BY: Superintendent/President

SUMMARY: Santa Monica College continues to be a pioneer in global education. Over 2900 international students enrolled at SMC this spring, third highest among community colleges in the country. Our commitment to global citizenship is embodied in our curriculum: to receive an Associate of Arts degree, students must complete a course that satisfies a global citizenship requirement, a rarity in higher education. Over the past year we sent students abroad to study on innovative programs to Europe, Latin America, South Africa and China. We made strides educating our faculty and staff, so that they in turn could better educate our students to become global citizens.

Underlying Philosophy

In fall of 2007 the Academic Senate Joint Presidents' Task Force on Global Citizenship and the Academic Senate approved a definition of global citizenship.

To be a global citizen, one:

- is knowledgeable of peoples, customs and cultures in regions of the world beyond one's own;
- understands the interdependence that holds both promise and peril for the future of the global community; and
- is committed to combining one's learning with a dedication to foster a livable, sustainable world.

Events sponsored by the Global Citizenship Initiative and discussion at the Global Council and Academic Senate have advanced an underlying philosophy that informs decision-making. To promote global citizenship, we strive to:

- Build capacity.
- Promote depth of knowledge and understanding
- Promote skills and
- Promote re-examination of values and attitudes

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	June 2, 2009

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM I

SUBJECT: **UPDATE – STATE BUDGET/LOCAL IMPACT**

SUBMITTED BY: Superintendent/President

SUMMARY: Jeanine Hawk, Vice-President of Business/Administration, will provide an update on the State’s Budget and its impact on Santa Monica College.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 2, 2009

RECOMMENDATION NO. I

SUBJECT: **2009-2010 TENTATIVE BUDGET – GENERAL FUND RESTRICTED**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees adopt the 2009-2010 Tentative Budget General Fund Restricted (Appendix A).

COMMENT: The 2009-2010 Tentative Budget – General Fund Restricted is based on the same information as the Tentative Budget – General Fund Unrestricted portion approved by the Board on May 4, 2009, which was developed prior to the release of the Governor’s May Revise. The Board is required to adopt a tentative budget by June 30th in order to continue expending funds. These budgets need to be revised to reflect the budget situation as it unfolds.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 2, 2009

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

SUBJECT: **PUBLIC HEARING - SMCCD AND CSEA INITIAL COLLECTIVE BARGAINING PROPOSALS**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a public hearing on the initial proposals submitted by the Santa Monica Community College District and California School Employees Association, Chapter 36 (CSEA) for a successor collective bargaining agreement and at the conclusion of the public hearing adopt the District's initial proposal.

At the May 4, 2009, meeting, the Board of Trustees received the initial proposals of both the District and CSEA and scheduled a public hearing on the proposals for the June 2, 2009, meeting. The purpose of the public hearing is to give the public an opportunity to comment on this proposal prior to commencing negotiations. The proposals of the District and CSEA are on the following pages.

Upon conclusion of the public hearing, it is recommended that the Board of Trustees adopt the initial proposal of District. No action should be taken on the CSEA proposal; it was received at the May 4, 2009, meeting.

PUBLIC HEARING OPENED:
MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY:
AYES:
NOES:

PUBLIC COMMENT:

PUBLIC HEARING CLOSED:
MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY:
AYES:
NOES:

REQUESTED ACTION: It is recommended that the Board of Trustees adopt the District's Initial Proposal.

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

**SMCCD INITIAL COLLECTIVE BARGAINING PROPOSAL
TO CSEA CHAPTER 36**

Article/Paragraph	Proposal
Article 1 – Agreement, Designation of Parties	
1.1 1.3 1.4	Revise dates.
Article 2 - Recognition	
	Update as necessary based on peace officers' severance request.
2.2	Update to conform to existing practice.
2.3	Revise to require semi-annual reporting; revise categories to conform to legal requirements regarding privacy rights.
Article 3 – Hours of Employment	
3.1	Allow greater flexibility in establishment of work schedules.
3.2, 3.3, 3.4	Allow greater flexibility in assignment of overtime.
	Address remedy for inadvertent mistake in assignment of overtime.
	Provide for use of comp time within same fiscal year.
3.7.1	Meet and confer regarding calendar in lieu of negotiation.
Article 4 - Evaluation	
4	Remove initial paragraph.
4.2.1	Add that evaluator may consider input from classified and academic managers and staff.
4.3	Indicate that if employee does not attend scheduled evaluation conference, evaluation can be mailed to employee's address of record with the opportunity to file a written response.
	Substitute reference to "lead" for supervisor.
4.3.3	Add that, if no agreement as to goals and objectives, lead/supervisor shall determine.
4.5.1	Amend reference to 130 "paid days" to read "days of paid service" consistent with Ed. Code section 88120.
4.7	Re special evaluation, add, "or when any form of progressive discipline is deemed necessary."
4.9.2	Provide for written response only without meeting.
Article 6 - Transfers	
6.3.1	Delete last two sentences regarding use of Peer Resolution Committee (expires by terms of contract).
Article 7 – Leaves of Absence	
	Update to conform to law.
Article 8 – Holidays	
8.1.1	Address Cesar Chavez holiday.

Article 9 - Vacation	
9.2.7	Revise buy-back language to update, simplify and provide greater flexibility.
Article 10 – Grievance Procedure	
10.2.3	Remove language regarding peer resolution committee. (Expires by CBA terms on June 30, 2009.)
10.3.10	Move and clarify harassment paragraph; amend to include employee on employee.
Article 11 – Wages	
11.6	Reduce future longevity increments.
11.8.6	Adjust parking rate for classified staff parking.
Article 12 – Health & Welfare Benefits	
	Check language for currency; update.
Article 13 – Disciplinary Action	
13.1.2	Delete language regarding no disciplinary action for any cause arising prior to employee becoming permanent; clarify application of time extension for concealment.
13.2	Update language on grounds for discipline.
[New]	Recognition of Skelly Rights.
13.6	Move and clarify right of access to personnel files; delete language preventing reliance on any formal complaint not contained in personnel file.
Article 16 – Contracting Out	
16.1	Clarify types of work for which notice is required.
16.3	Delete provision that District will not contract out work during CSEA’s request(s) to bargain.
16.8	Clarify scope of assignments that are negotiable.
General	Correct typos.
[New]	Establish a new miscellaneous or general article/section to acknowledge impact of staff “Parking” to working conditions.

CSEA INITIAL COLLECTIVE BARGAINING PROPOSAL FOR SUCCESSOR NEGOTIATIONS

Article 1 – Agreement, Designation of Parties, and Length of Agreement

- CSEA has an interest in a three-year successor agreement.

Article 2 – Recognition

- CSEA has an interest in modifying the composition of the bargaining unit.

Article 3 – Hours of Employment

- CSEA has an interest in updating language regarding changes of schedule to conform with PERB rulings regarding negotiability.
- CSEA has an interest in clarifying overtime compensation language.

Article 6 – Transfers

- CSEA has an interest in improving and clarifying language regarding transfers of current employees.
- CSEA has an interest in establishing which District Department has authority and responsibility for Administrative Transfers.

Article 7 – Leaves of Absence

- CSEA has an interest in improving language regarding Jury Duty Leave.

Article 8 – Holidays

- CSEA has an interest in clarifying and improving overtime compensation language.
- CSEA has an interest in modification to the Cesar Chavez Flex day for 11-month employees

Article 9 – Vacation

- CSEA has an interest in enhancements to vacation earnings in order to reach parity with other bargaining units.
- CSEA has an interest in clarifying and enhancing language regarding the ability to cancel vacation plans as well as conversion to sick leave if a bargaining unit member falls ill while on vacation.

Article 10 – Grievance Procedure

- CSEA has an interest in enhancing language regarding the appeal of grievances at Step 2 to ensure that all information is presented and examined in the appeal at the same time.

Article 11 – Wages

- CSEA has an interest in a fair and equitable salary schedule increase based on available resources and income received by Santa Monica College.
- CSEA has an interest in language that ensures that should any other bargaining unit, individual management employee, or Personnel Commission employee receive increased compensation above what is received for our bargaining unit that our bargaining unit receives the same.
- CSEA has an interest in clarifying and improving language regarding Working Out of Classification.
- CSEA has an interest in clarifying language to ensure that bargaining unit member receive the Internal Revenue Service (IRS) mileage reimbursement rate.
- CSEA has an interest in clarifying language regarding advanced salary step placement.

Article 13 – Disciplinary Action

- CSEA has an interest in further defining progressive discipline.
- CSEA has an interest in modification to language regarding personnel files.
- CSEA has an interest in establishing which District Department has authority regarding paid administrative leaves.
- CSEA has an interest in establishing a neutral appeal process for Letters of Reprimand, Warnings, Conference Summaries, Evaluations (content), and the like.

Article 14 – Layoff and Reemployment

- CSEA has an interest in improving language regarding layoffs and displacement rights.
- CSEA has an interest in establishing language regarding order of layoffs and reductions.

Article 15 – Association Rights

- CSEA has an interest in clarifying language regarding the use of District communications.

Appendices

- CSEA has an interest in updating any and all appendices to the Agreement.

CSEA reserves the right to amend its initial proposal as necessary or raise other issues of interest as the negotiations process occurs. Remaining portions of the Collective Bargaining Agreement shall be considered to remain unchanged and status quo.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 2, 2009

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3

SUBJECT: **FIVE-YEAR CONSTRUCTION PLAN 2011-2012**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the filing of the Five Year Construction Plan, 2011-2012 including Initial Project Proposals and Final Project Proposals, with the State Chancellors Office.

Five Year Plan Priority Listing: See following page

Initial Project Proposals (IPP): Health, PE, and Fitness, Career Advancement and Opportunity Center, Madison East Wing Seismic Renovation

Final Project Proposal (FPP): Early Childhood Education Center

COMMENT: The Five-Year Construction plan identifies all potential future project, especial those that may be eligible for state matching funds. The District selects projects that are expected to have the greatest possibility of state funding to be developed into IPP or initial project proposal. If the state approves the IPP, then the project can be developed into a FPP or final project proposal the following year.

The projects are listed in order of priority for the state funding purposes only. Projects that are more likely to receive state funding are ranked higher. This does not necessarily reflect the District’s priority rankings for these projects. All of these projects also have local funding available through bond proceeds.

The Chancellor’s Office requires the Board of Trustees to approve the plan annually before submittal.

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

Santa Monica CCD

No.	Project Occupancy	Schedule of Funds					
ASF	Total Cost Source	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
1 Student Services and Administration Building							
16,118	2012/2013	(C)	(E)	Status: FPP Approved			
	\$17,256,000 State	\$15,935,000	\$ 453,000				
	\$78,207,595 Non-State	\$57,717,597	\$3,911,000				
2 Replacement Math and Science Extension Building							
29,831	2014/2015	(P)(W)	(C)(E)	Status: FPP Approved			
	\$40,134,000 State	\$2,756,000	\$37,378,000				
	\$68,259,000 Non-State	\$4,731,000	\$63,528,000				
3 Early Childhood Education Center							
11,399	2014/2015	(P)(W)	(C)(E)	Status: FPP Submitting			
	\$4,422,000 State	\$357,000	\$4,065,000				
	\$4,422,000 Non-State	\$357,000	\$4,065,000				
4 Madison Site East Wing Seismic Upgrade							
6,820	2015/2016	(P)(W)	(C)	(E)	Status: IPP Submitting		
	\$6,146,000 State	\$480,166	\$5,512,767	\$153,391			
	\$6,146,000 Non-State	\$480,166	\$5,512,767	\$153,391			
5 Career Opportunity and Advancement Center – Bundy Campus							
18,931	2014/2015	(P)(W)	(C)(E)	Status: IPP Submitting			
	\$12,007,000 State	\$1,564,718	\$10,441,665				
	\$32,384,000 Non-State	\$1,564,718	\$30,819,000				
6 Replacement Health, Fitness, P.E. Building							
18,616	2012/2013	(W)	(C)	(E)			
	\$32,593,088 Non-State	\$1,407,266	\$27,797,098	\$2,300,000			
7 Media and Technology Complex – Academy Site							
	2013/2014	(W)	(C)	(E)			
	\$57,480,824 Non-State	\$2,276,010	\$50,367,682	\$3,000,000			
8 Environmental Performance – Central Plant							
	2012/2013	(W,C,E)					
	\$15,119,000 Non-State	\$14,892,000					
9 Technology – Information Technology Relocation							
	2013/2014	(P)	(W)	(C, E)			
	\$10,618,000 Non-State	\$464,000	\$683,000	\$9,471,000			
10 Drescher Hall - Academic Modernization, Bookstore Relocation and Modernization, Pico Promenade and Transit Plaza							
	2014/2015	(P)	(W)	(C)	(E)		
	\$44,904,844 Non-State	\$1,188,520	\$1,677,324	\$39,639,040	\$2,400,000		
11 Corsair Stadium Seismic Upgrade							
	2014/2015	(P)(W)	(C)	(E)			
	\$11,203,000 Non-State	\$1,038,000	\$10,120,000	\$45,000			
12 Malibu Center							
	2014/2015	(P)	(W)	(C)	(E)		
	\$23,141,100 Non-State	\$649,000	884,100	\$19,908,000	\$1,700,000		

A – PROPERTY ACQUISITION; P – PRELIMINARY PLANS; W – WORKING DRAWINGS; C – CONSTRUCTION; E – EQUIPMENT

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 2, 2009

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 4

SUBJECT: **ACCEPTANCE OF PROPOSITION 39 GENERAL OBLIGATION BONDS FINANCIAL AND PERFORMANCE AUDITS, 2005-2009**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees accept the Proposition 39 General Obligations Bonds (Measure U and Measure S) Financial and Performance Audits, 2005-2008.

SUMMARY: The Financial and Performance Audits have been done on an annual basis, and were presented to the Citizens’ Bond Oversight Committee and accepted on April 22, 2009. The Board is required to accept these separately from the general District audit.

All Financial Audits included the auditor’s statement on page one “the financial statements referred to above present fairly, in all material respects, the financial position and results of operations for the Bond Building Fund. . .” This is an unqualified opinion which is the highest opinion offered by the auditor.

All Performance Audits included the auditor’s statement on age one “the Santa Monica Community College District complied, in all material respects, with the aforementioned requirements for the fiscal year. . . This is an unqualified opinion which is the highest opinion offered by the auditor.”

The 2004 Financial Audit included a finding regarding an accounting and reporting discrepancy. The problem was addressed and there were no exceptions noted in the Financial Audits for 2005 through 2008.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 2, 2009

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 5

SUBJECT: **AGREEMENT TO PREFUND OTHER POST EMPLOYMENT BENEFITS (OPEB) THROUGH CALPERS**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: To implement the action of the Board of Trustees participate in the Prefunding Plan to pay for health care costs or other post-employment benefits in accordance with the terms of the District’s plan, the Board of Trustees adopts the Agreement with the California Employer’s Retiree Benefit Trustees Program (Appendix B) and filing with the CalPERS Board.

SUMMARY: This action implements action taken by the Board of Trustees on March 10, 2008 to establish an irrevocable trust to pre-fund other post employment benefits.

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 2, 2009

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 6

SUBJECT: **FIRST READING – BOARD POLICY SECTIONS**
3123, WORKPLACE/CAMPUS VIOLENCE AND
ANTI-BULLYING
3124, ANTI-NEPOTISM

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 3123, Workplace/Campus Violence and Anti-Bullying Policy
- B 3124, Anti-Nepotism

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

#6-A

BP 3123 Workplace/Campus Violence and Anti-Bullying (Revision)

~~Santa Monica College will maintain a safe environment in which to fulfill our mission. A climate of fear or intimidation will not be tolerated.~~

~~Any verbal or written abuse, threats, harassment, intimidation, or violence against person or property will be considered a violation of the principles of community that are an integral part of the focus, goals, and mission of the Santa Monica Community College District.~~

Santa Monica College prohibits workplace and campus violence and strongly promotes civility in the workplace. The District is committed to maintaining a safe, collegial environment in which fear, intimidation and bullying will not be tolerated. Treating others with civility and respect and refusing to perpetuate or tolerate bullying behavior are expected performance standards of administrators, management, faculty, staff, volunteers and students as well as vendors, independent contractors and visitors to the College.

Verbal, written and/or emotional or physical abuse, threats, intimidation, or violence against others will be considered a violation of the community of mutual respect and an ethical lifestyle that are integral parts of the goals, objectives and mission of the Santa Monica Community College District.

“Bullying” is any habitually cruel, hostile behavior perpetrated upon individuals or groups for the purpose of intimidation. This behavior may result in physical and/or emotional distress to the target of such acts and has the potential to lead to violent outcomes.

Passive bystander support of bullying will not be tolerated. Witnesses to acts of bullying must take responsible action to report such acts to the District.

Complaints should be forwarded to the Superintendent/ President or Designee. Upon conclusion of an investigation of a complaint, and if the complaint is found to be valid, the District will ensure that remedial action is taken. Anyone who files a complaint in which he/she knowingly makes a false accusation may be subject to appropriate discipline.

This policy will be published in college publications (e.g. Website, catalog).

#6-B

BP 3124 Anti-Nepotism (New)

The Santa Monica Community College District's standards for employment decisions such as hiring, promoting, reappointing, evaluating, awarding salary, disciplining, and terminating employees are based upon an individual's qualifications for the position, ability, and performance. The District attempts to avoid favoritism, the appearance of favoritism, and conflicts of interest in employment, and reserves the right to take action in accordance with existing employee collective bargaining agreements when relationships or associations of employees negatively affect the District's mission and goals.

Employees and applicants for employment shall not be denied employment or advancement opportunities because of their status as a family or household member of another employee. However, no person shall be employed, promoted, or transferred to a position in a department where they would be the immediate supervisor of or receive direct supervision from a:

- spouse, domestic partner, or co-habitant;
- child, including adopted, in-laws and step- or half-parent;
- grandchild, including adopted, in-laws and step- or half-grandparent;
- sibling, including in-laws and step- or half-; or
- any other member of the employee's household whether or not related by blood or marriage.

A person serving in a supervisory position may not participate in decisions regarding hiring, reappointment, placement, scheduling, evaluation, rate of pay, salary increases, promotion, monetary awards, or other personal interest for a relative or household member employed by the District, even when the supervisor is not in the direct line of authority. For purposes of this policy, an elected position such as department chair, faculty leader or faculty coordinator shall be considered a "supervisory position".

To avoid the risk of sexual harassment or any appearance of impropriety, employees shall not be allowed to retain supervisory responsibilities over subordinate employees whom they are dating.

A supervisor who becomes involved in a relationship covered by this policy shall notify the Superintendent/President or designee within 10 working days after the start of this relationship.

Upon receiving notification of such a relationship, the Superintendent/President or Designee shall take action to remedy the situation. Such action may include reassignment, transfer or acceptance of voluntary resignation for one of the parties.

Reference:

California Education Code Section 70902
SMC Rules and Regulations of Classified Service Merit Rule 7.1.4

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 2, 2009

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 7

SUBJECT: **SECOND READING AND APPROVAL –
BOARD POLICY SECTIONS
2115, INSTITUTIONAL ACCOUNTABILITY
6250, CONTRACTS FOR MATERIALS AND SERVICES**

SUBMITTED BY: Superintendent/President

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

- A 2115, Institutional Accountability (new)
- B 6250, Contracts for Materials and Services (revised)

SUMMARY: New Board Policy 2115 on Institutional Accountability was developed in response to the Board Subcommittee’s recommendation that “that a clear statement of the principles that the Board adopts and articulates will be a good first step.” This new Board policy clearly states that everyone – from the Board of Trustees on down – share responsibility for ensuring that the mission of the College is accomplished.

Revised Board Policy 6250 sets forth the dollar threshold for competitive bidding. Public Contracts Code Section 20651(a) requires competitive bidding for an expenditure of an amount determined annually by the Board of Governors for the purchase of equipment, materials or supplies furnished, sold, or leased to the College, services (except for construction services, professional services, and insurance services), and “[r]epairs, including maintenance as defined in Section 20656, that are not a public project as defined in subdivision (c) of Section 22002.” The bid threshold is adjusted annually by the Board of Governors of the California Community Colleges and is currently \$76,700.

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

#7-A

BP 2115 Institutional Accountability

The Board of Trustees recognizes its responsibility to ensure accountability to the public for the performance of the Santa Monica Community College District. The Board of Trustees shall regularly review the effectiveness of the District's programs, personnel, and fiscal operations, with a focus on the district's effectiveness in accomplishing its mission and goals. The Board of Trustees shall establish systems and processes to monitor results and to evaluate the District's progress toward accomplishing the District's mission and goals.

The Board of Trustees and the Superintendent shall agree upon appropriate areas of District accountability and shall establish a schedule for providing regular reports to the Board and the public regarding District progress.

All District employees shall abide by all District policies and regulations. The District has the following expectations:

- All policies and regulations will be promptly distributed upon their adoption.
- All policy and regulation changes will be reviewed with administrators upon adoption of the policy or regulation.
- All administrators will be familiar with policy and regulations and will communicate them to those they supervise.
- All administrators will ensure that those they supervise follow District policy and regulations.
- All employees are expected to follow District policy and regulations.

Reference: Education Code Section 72000(b)

#7-B

BP 6250 Contracts for Materials and Services

To the full extent authorized by law, the Board shall from time to time (but not less than every four years) by written resolution or resolutions delegate to one or more ~~officers or employees~~ administrators or managers of the District the authority to purchase supplies, materials, apparatus, equipment and services, subject to any restrictions and requirements of Education Code Sections 81656 and 88003.1 and Public Contract Code Sections 20650-20660.

Such purchases shall be at the lowest reasonable available competitive price consistent with the highest quality and highest level of service desired and written District specifications, and in the best interest of the District.

Such purchases shall be subject to the following limitations:

- a. No officer or employees are authorized to make any purchase involving expenditure by the District in excess of the amount specified by section 20651 of the Public Contract Code. The amount set forth in subdivision (a) of section 20651 of the Public Contract Code shall be the amount as is annually adjusted by the Board of Governors of the California Community Colleges.
- b. The delegation shall prescribe the limits of the delegation as to time, money and subject matter.
- c. All transactions entered into by the officer or employee shall be in writing, and shall be reviewed by the Board within ninety days, or as otherwise provided by law.
- d. In the event of malfeasance in office, the District officer or employee who entered into the contract shall be personally liable for any and all monies that the District paid out as a result of his or her malfeasance.

Reference: Education Code Section 81656 & 88003.1; Public Contract Code Sections 20650-20660

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 2, 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-#32

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

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

VIII. CONSENT AGENDA – Pulled Recommendations

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

RECOMMENDATION NO. 8 APPROVAL OF MINUTES

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

May 4, 2009 (Regular Board of Trustees Meeting)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 2, 2009

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 9 ELECTION OF PERSONNEL

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

Requested Action: *Approval of the following annual elections/re-elections, effective July 1, 2009*

Academic Personnel: Declare salary schedules indefinite for 2009-2010 and place academic personnel to the appropriate place on their respective salary schedules for the 2009-2010 fiscal year.

1. Contract and Regular Academic Personnel
2. Academic Hourly, Adult Education, Emeritus College and Substitutes

Classified Personnel: Declare salary schedules indefinite for 2009-2010 and place classified personnel to the appropriate place on their respective 2008 salary schedules for the period such salary schedules are effective.

Academic Management and Classified Management and Confidential employees other unrepresented personnel except those with individual employment contracts: Declare salary schedules indefinite for 2009-2010 and place unrepresented personnel to the appropriate place on their respective 2009 salary schedules.

Academic Management with individual employment contracts: Employment of all current academic administrators with individual employment contracts in the following positions, effective July 1, 2009.

- Executive Vice-President
- Vice-President
- Senior Director, Government Relations/Institutional Communications
- Dean
- Associate Dean
- Director

Comment: Lists on file in the Human Resources office and attached to the permanent minutes. All academic and classified personnel (including managers and confidentials), are required by the Los Angeles County Office of Education re-elected for the upcoming fiscal year for budgetary reasons and payroll processing.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 2, 2009

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 10 RESOLUTION – DECLARATION OF INDEFINITE SALARIES

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

RESOLUTION: As a result of financial uncertainties, negotiations, legislation and other factors, the governing board hereby declares that all management, confidential and other unrepresented employee’s salaries are declared indefinite for 2009-2010.

Comment: This resolution is required to comply with the California Constitution, Article II, and Section 10, which prohibits employees from receiving additional compensation for services already rendered unless salaries are deemed legally indefinite by the governing board.

It is not necessary for the governing board to take action to declare salaries indefinite for represented employees in advance if a bargaining agreement expires on a fixed date.

Since there is currently no funded state COLA for 2009-10, this provision may be necessary for individual contract adjustments such as reclassifications.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 2, 2009

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 11 **RESOLUTION FIXING THE EMPLOYER'S CONTRIBUTION UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT**

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

WHEREAS, (1) Government Code Section 22892(a) provides that a contracting agency under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22892(b)(1) of the Act, and

WHEREAS, (2) SANTA MONICA COLLEGE, hereinafter referred to as Special District is a contracting agency under the Act for participation by members of the Board of Trustees now, therefore be it

RESOLVED, That the employer's contribution for each employee, retiree, or survivor shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of his/her family members in a health benefits plan up to a maximum of \$530.51 per month, plus administrative fees and Contingency Reserve Fund Assessments.

Comment: The base medical benefit amount is to be increased annually in accordance with the benefits article in the contract agreements with CSEA and the SMC Faculty Association, and by Board Resolution covering the Special Districts.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 2, 2009

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 12 DESTRUCTION OF CLASS 3 RECORDS

Approved by: Randal Lawson, Executive Vice-President
Teresita Rodriguez, Vice-President, Enrollment Development
Marcia Wade, Vice-President, Human Resources

Requested Action: Approval

Approve the destruction of class 3 records (older than three years) stored for Admissions and Records, Financial Aid, Business Services, Human Resources and Personnel Commission.

Comment: This is an annual recommendation for class 3 records which are disposable records that have been maintained for at least three years. This classification includes such items as enrollment cards, add-drop cards, purchase orders, periodic reports, and attendance records. This also includes such items for the Human Resources and the Personnel Commission as recruitment and examination records for classified personnel. All data from these source documents has been recorded on a higher classification record that is stored.

RECOMMENDATION NO. 13 YEAR-END APPROPRIATIONS TRANSFERS

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

In accordance with the provisions of Section 85201 of the Education Code, authorize the County Superintendent of Schools to make appropriate transfers necessary at the close of the fiscal year 2009-2010 to permit the payment of obligations of the district incurred during the year.

Comment: This action is a recurring practice of the County Superintendent of Schools which permits the processing of warrants and liabilities for the District during the closing of the financial records for the fiscal year.

RECOMMENDATION NO. 14 DISPOSAL OF SURPLUS PROPERTY

Approved by: Randal Lawson, Executive Vice-President
Requested Action: Approval

Disposal of surplus equipment through public auction, private sale (if under \$2,500) or other means deemed appropriate as required during fiscal year 2009-2010.

Comment: Education Code Section 81450 defines surplus equipment as equipment no longer required or suitable for college use or equipment that should be disposed of for the purpose of replacement. Surplus equipment is stored in the District warehouse which has limited space. The District periodically needs to dispose of equipment that is in disrepair or is obsolete and is no longer needed.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 2, 2009

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 15 AUTHORIZATION OF SIGNATURES, 2009-2010

Approved by: Randal Lawson, Executive Vice-President

Requested Action: Approval

I. Union Bank

Authorization of the following Santa Monica Community College District employees to be the designated signatories for the District on Union Bank accounts for 2008-09 as indicated:

District Clearing Account:

Chui L. Tsang
Randal Lawson
Christopher M. Bonvenuto

Community Services Account:

Chui L. Tsang
Randal Lawson
Christopher M. Bonvenuto

Bursar's Office Cash Account:

Chui L. Tsang
Randal Lawson
Christopher M. Bonvenuto

Bursar's Office Credit Card Account:

Chui L. Tsang
Randal Lawson
Christopher M. Bonvenuto

Authorization for the District to use a stamp signature for Chui L. Tsang when two signatures are required. Two signatures are required on all checks that are more than \$500.

Authorization that Randal Lawson be designated as the primary contact for Union Bank.

Comment: Union Bank requires specific action to designate signatories instead of the previous blanket authorization.

2. U.S. Bank

Authorization of the following Santa Monica Community College District employees to be the designated signatories for the District on U.S. Bank accounts for 2009-2010as indicated:

Revolving Cash Account:

Chui L. Tsang
Randal Lawson
Christopher M. Bonvenuto

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 2, 2009

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 16 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification
Requested by: Maria Leon-Vazquez, Program Manager, The Copernicus Project
Approved by: Jeff Shimizu, Vice President, Academic Affairs

Title of Grant: ARCHES Aurora Project

Granting Agency: University of California, Riverside, through an MOU with Foothill-DeAnza Community College District

Appropriated Funding: \$3,000

Matching Funds: Not applicable

Performance Period: March 1, 2009 – June 30, 2009

Summary: The Aurora Project will work closely with SMC's existing Copernicus Project to address the critical need for qualified, credentialed math and science teachers. Through a subaward from UCR, SMC faculty will develop a science and education learning community that includes fieldwork experience, team teaching and student collaboration at Will Rogers Elementary School, an SMMUSD school. The students recruited to participate in the learning community will be graduates from the Copernicus Project.

Budget Augmentation: Restricted fund 01.3

Budget:

Income			
	8000	State	\$ 3,000

Expenditures			
	1000	Instructional Salaries	\$ 1,500
	3000	Benefits	300
	4000	Equipment & supplies	420
	5000	Student scholarships/incentives	780

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 2, 2009

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 17 CONTRACTS AND CONSULTANTS

17-A JOINT AGREEMENT FOR EDUCATIONAL PROGRAM WITH NATIONAL UNIVERSITY

Requested by: *Georgia Lorenz, Director, Academic Affairs*
Approved by: *Jeff Shimizu, Vice President, Academic Affairs*

Provider: National University

Term of Contract: Effective as of June 15, 2009. The term of this Agreement shall be two (2) years, commencing on the date first set forth above, provided that either party may terminate this Agreement, without cause, at any time, upon thirty (30) days prior written notice to the other party. If the agreement is terminated or if the programs are discontinued due to low enrollment, students may complete the program(s) at any university campus or center at the standard, full tuition rate.

Funding Source: Not Applicable

Summary: This agreement is between National University and the Santa Monica Community College District. National University will offer a Bachelor of Arts in Early Childhood Education to Santa Monica College students at the Santa Monica College campus.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 2, 2009

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 18 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	Service	Term/Amount	Funding Source
Mark Roberge Professor, San Francisco State University	The consultant will lead a six-hour workshop and lecture on the topic of working with immigrants and ESL students across the curriculum.	October 23, 2009 Not to exceed \$1,200	Basic Skills English/ESL
Ken Cloke	Mediation Services	May 21 – June, 10, 2009 \$1,250	District Budget/ Board of Trustees

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 2, 2009

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 19 APPROVAL OF COURSES

Requested by: Georgia Lorenz, Director, Academic Affairs
 Approved by: Jeff Shimizu, Vice President, Academic Affairs
 Requested Action: Approval/Ratification

The following courses have been approved by the Curriculum Committee and the Academic Senate:

New Courses

- Business 15: Introduction to Insurance Code with Ethics
- Business 16: Personal Insurance
- Business 17: Property and Liability Insurance
- Business 18: Commercial Insurance
- CIS 66: Flex
- ECE 17: Introduction to Curriculum
- ECE 19: Teaching in a Diverse Society
- ECE 70: The Hanen Language Program
- Fashion 18: Computer Assisted Fashion Illustration and Design
- Fashion 19: Fashion Marketing
- Fashion 20: Window Display for Fashion
- Geology 35 A-Z Field Classes
- INTARC 54: Universal Design for Interiors
- INTARC 49: Introduction to Green Design
- KIN PE 46: Performance Cheerleading
- Math 54: Elementary Statistics
- Nursing 60: Multicultural Health and Healing Practices
- Photography 29: Video Production for Still Photographers
- PV 01: Introduction to Solar Energy Systems
- PV 02: Intermediate Solar Photovoltaic System Installation
- PV 03: Advanced Solar Photovoltaic Installation
- Women's Studies 30: Women and Popular Culture

Distance Education Courses:

- Business 15: Introduction to Insurance with Code and Ethics
- Business 16: Personal Insurance
- Business 17: Property and Liability Insurance
- Business 18: Commercial Insurance
- CIS 66: Flex
- CS 08: Systems Analysis and Design
- ECE 17: Introduction to Curriculum
- ECE 19: Teaching in Diverse Society
- ECE 70: The Hanen Language Program
- ET 03: Principles of Project Management
- ET 38: Digital Imaging for Design 2
- Psychology 03: Personality—Dynamics and Development

Global Citizenship:

ECE 11: Child, Family and Community
ECE 19: Teaching in a Diverse Society
Nursing 60: Multicultural Health and Healing Practices

Certificates:

Environmental Studies – Certificate of Achievement
Environmental Science – Certificate of Achievement
Ethnic Studies – Certificate of Achievement
Insurance Professional – Department Certificate of Achievement
Insurance Specialist – Department Certificate
Photovoltaic Installation Certificate of Achievement
Web Design – Department Certificate

AA Degree:

Liberal Arts – Arts and Humanities
Liberal Arts – Social and Behavioral Science

Continuing Education-Noncredit:

BUS E08: Financial Management Software for Older Adults
Health E73: Moving to Music for Older Adults
HME EC E08: Plot Gardening for Older Adults
OCC E22: Living and Learning Online
OCC E24: Web Page Design

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 2, 2009

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 20 ACADEMIC PERSONNEL

Reviewed by: *Sherrí 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

EFFECTIVE DATE

Robert Isomoto, Vice-President, Business/Administration, Step 3	06/29/09
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SEPARATIONS

RESIGNATION

Hawk, Jeanine, Vice-President, Business/Administration	06/19/09
Manchik, Victor, Director, Matriculation Research	05/20/09

RETIREMENT

Cavener, Mary Denise, Instructor, Life Science (33 years)	06/16/09
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The Board hereby accepts immediately the resignation/retirement of the above listed personnel to be effected as indicated.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 2, 2009

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 21 CLASSIFIED PERSONNEL – REGULAR

Reviewed by: *Sherrí 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.

ESTABLISH

Student Services Assistant, (2 positions) EOP&S, 12 mos, 20 hrs	06/02/09
Alternate Media Specialist, (1 position) DSC, 12 mos, 40hrs	06/02/09

ELECTIONS

PROBATIONARY

Smith, Grace, Administrative Clerk, Supt/Pres & Comm. Relations	05/18/09
Abou El Seoud, Mohamed, Lead Library Assistant, Library	05/26/09

PERMANENT EMPLOYEE WITH PROVISIONAL ASSIGNMENT

Acosta, Dennis Fr: Skilled Maintenance Worker, Maintenance To: Journeyman Trade-Carpentry, Maintenance	05/26/09 – 09/30/09
Brundige, Emily Fr: Disabled Student Services Assistant To: Alternate Media Specialist, DSC	05/18/09 – 09/23/09

PERMANENT EMPLOYEE WITH LIMITED TERM ASSIGNMENT - SUBSTITUTE

Rodriguez, Rogelio Fr: Groundskeeper/Gardener, Grounds To: Gardener- Equipment Operator, Grounds	04/20/09 – until incumbent returns
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PROMOTION

Diaz, Veronica, Accounting Manager, Accounting	Step B	05/18/09
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ADVANCE STEP PLACEMENT

Abou El Seoud, Mohamed, Lead Library Assistant, Library	Step C	05/26/09
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VOLUNTARY DEMOTION

Kato, Rosie 05/18/09
Fr: Administrative Assistant III, Personnel Commission
To: Administrative Assistant I, Student Services

LEAVES OF ABSENCE WITHOUT PAY - PERSONAL

Gettleman, Carl, Academic Computing Inst. Spec., Academic Computing 05/04/09 – 05/27/09

SEPARATIONS

DISMISSED

Chung, Leslie, Student Services Assistant, ISC 05/08/09

RETIREMENT

Hyman, Andrea, Administrative Assistant II, AET (13 years) 06/01/09

RECOMMENDATION NO. 22 CLASSIFIED PERSONNEL - NON MERIT

Reviewed by: Sherri 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 \$8.00/hr	05
College Student Assistant \$8.00/hr (STHP)	32
College Work-Study Student Assistant \$8.00/hr (FWS)	25

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 2, 2009

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 23 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. No limited term assignment shall exceed 120 working days per fiscal year.

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

Berent, Richard, Accompanist-Voice, Music	03/03/09-06/16/09
Caldas, Gustavo, Accompanist-Percussion, Dance	03/01/09-05/29/09
Fitzpatrick, Meghan, Counseling Aide,, Interdisciplinary Office	03/23/09-06/19/09
Jose, Julienne, Counseling Aide, Title V	04/20/09-08/24/09
Maloney, Kevin, Accompanist-Performance, Music	05/01/09-06/30/09
Thai, Lisa, Registration/Information Clerk, Matriculation	05/21/09-09/29/09

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.

French-Myerson, Darcy, Sign Language Interpreter II, DSC	04/20/09-10/20/09
Gomez, Monica, Registration/Information Clerk, Matriculation	05/20/09-11/20/09
Melton, Brandi, Administrative Clerk, LRC	05/13/09-11/13/09
Mitchell, Ricky, Sign Language Interpreter III, DSC	04/29/09-10/29/09
Rubio, Mary, Student Services Clerk, Admissions & Records	05/01/09-05/29/09
Walker, Frederick, Accompanist-Percussion, Dance	03/16/09-06/30/09

