

AGENDA



SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

**TUESDAY,
AUGUST 4, 2009**

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

5:00 p.m. – Call to Order
Closed Session

7:30 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

III.	PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS <i>(Scheduled for 7:30 p.m.)</i>	
	D Pledge of Allegiance	
	E Closed Session Report (if any)	
	F Public Comments	
IV.	SUPERINTENDENT'S REPORT	
	• Management Association Update	
	• Updates:	
	Budget	
	Fall 2009 Enrollment	
	Salzburg Global Seminar/Pacifica Institute	
V.	ACADEMIC SENATE REPORT	
VI.	MAJOR ITEMS OF BUSINESS	
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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. **INFORMATION**

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X. **BOARD COMMENTS AND REQUESTS**

XI. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Tuesday, September 8, 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.

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 4, 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
Seth Smith, Student Trustee

C PUBLIC COMMENTS ON CLOSED SESSION ITEMS

II. CLOSED SESSION

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

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

Employee Organization: CSEA, Chapter 36

Public Employee Discipline/Dismissal/Release (*Government Code Section 54957*)

Conference with Legal Counsel – Existing Litigation (*Government Code Section 54956.9(a)*)

1. Name of Case: PERB Case No. LA-SV-160-E
2. Name of Case: Hendricks v. Santa Monica Community College District,
Los Angeles Superior Court, Case No. BC 396797

Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to subdivision (b) of *Government Code Section 54956.9*: One case.

Real Property (*Government Code Section 54956.8*)

Property Address: 919 Santa Monica Blvd., Santa Monica, California 90404
Under Negotiation: Due Diligence Investigation
College Negotiators: Chui L. Tsang and Charlie Yen
Owner of Record: Steve Wiseman, CBRE

Property Address: 2909 Exposition Blvd., Santa Monica
Under Negotiation: Price and Terms
College Negotiators: Chui L. Tsang and Charlie Yen
Owner of Record: CBRE

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

D PLEDGE OF ALLEGIANCE

E CLOSED SESSION REPORT (if any)

F PUBLIC COMMENTS

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 4, 2009

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1

SUBJECT: **FIRST READING – BOARD POLICY SECTION 2163**
CONFLICT OF INTEREST CODE DESIGNATED POSITIONS

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a first reading of revised Board Policy Section 2631 – Conflict of Interest Code Designated Positions.

SUMMARY: The Los Angeles County Board of Supervisors approved the amended Conflict of Interest and Disclosure Code for the Santa Monica Community College District, effective June 10, 2009. It is necessary for the amended list of designated positions be included in the Board Policy 2163.

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

BP 2163 Conflict of Interest Code Designated Positions *(revised)*

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Member of the Board of Trustees	1, 2, 3
Superintendent /President	1, 2, 3
Campus Counsel	1, 2, 3
Executive Vice President	1, 2, 3
Vice President, Academic Affairs	4
Vice President, Business and Administration	1, 2, 3
Vice President, Enrollment Development	4
Vice President, Human Resources	2, 3
Vice President, Planning & Development	4
Vice President, Student Affairs	4
Senior Director, Government Relations/Institutional Communications	4
Dean, Academic Affairs	4
Dean, Campus Security, Student Health and Safety	4
Dean, Counseling and Retention	4
Dean, International Education	4
Dean, Information Technology	4
Dean, Institutional Research	4
Dean, Learning Resources	4
Dean, Student Services	4
Dean, Workforce Development/Occupational Education	4
Associate Dean, Enrollment Services	4
Associate Dean, Financial Aid/Scholarships	4
Associate Dean, Health Sciences	4
Associate Dean, International Education	4
Associate Dean, On-Line Services Support	4
Associate Dean, Outreach and Recruitment	4
Associate Dean, Student Life	4
Chief Director, Facilities/Maintenance	4
Director, Athletics	4
Director, Auxiliary Services	2, 3
Director, Campus Operations	4
Director, Events and Contracts	4
Director, Facilities and Planning	4
Director, Facilities Programming	4
Director, Fiscal Services	4
Director, Grants	4
Director, Maintenance	4
Director, Purchasing	2, 3
Assistant Director, Financial Aid	4
Bookstore Manager	4
Admissions and Records Supervisor	4
Risk Manager	4
Consultant	5

COMMENT: Descriptions of the Conflict of Interest Code Categories are included in Board Policy 2162, as follows:

- Category 1: Persons in this category shall disclose all interests in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency. Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.
- Category 2: Persons in this category shall disclose all investments and business positions.
- Category 3: Persons in this category shall disclose all income and business positions.
- Category 4: Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.
- Category 5: Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 4, 2009

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

SUBJECT: **FIRST READING – BOARD POLICY SECTION 623I**
ACTION ON CLAIMS AGAINST THE DISTRICT

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a first reading of new Board Policy Section 623I – Action on Claims Against the District.

SUMMARY: This policy allows the Superintendent/President to proceed in a timely manner with appropriate action related to the claims filed against the District.

BP 623I Action on Claims Against the District *(new)*

The Board of Trustees authorizes the Superintendent/President, or designee, to take the following action on behalf of the Santa Monica Community College District in connection with any claim filed against the District under Board Policy 6230:

1. Give notice of insufficiency of the claim as authorized by Government Code Section 910.8.
2. Give notice that the claim was filed late and return the claim without further action as authorized by Government Code Section 911.3.
3. Reject the claim as authorized by Government Code Section 912.6.

Reference: Government Code Section 935.4.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 4, 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 #3-#18

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. 3 APPROVAL OF MINUTES

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

July 7, 2009 (Regular Board of Trustees Meeting)

BOARD OF TRUSTEES	Action
Santa Monica Community College District	August 4, 2009

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 4 ANNUAL CONTRACTS AND CONSULTANTS

Requested Action: Approval/Renewal of the following annual contracts for the period of July 1, 2009 through June 30, 2009, unless otherwise indicated.

4-A STUDENT AFFAIRS

Approved by: Mike Tuitasi, Vice-President, Student Affairs

	Provider	Service	Amount	Funding Source
1	Peak Medical	Perform athletic pre-participation physical screenings throughout the academic year which will include: reviewing of the student athlete health survey, conducting the physical screening and completing the physical examination form, authorizing physician clearance of student athletes and referral of students back to SMC Health Services for final processing, providing referrals when physician clearance is withheld and making referrals for off-campus diagnostic or consultation with specialist.	\$80 per physical screening, not to exceed 150 screenings	2009-2010 District Budget/Athletics
2	Peak Medical	One licensed physician to act as medical director for the College's Student Health Services; up to 10 hours per week of licensed physician services to provide for the examination and treatment of students in the Health Services Office; Health Services staff access to a physician for consultation and advice during Health Services Office operating hours; and a provision for administrative meetings, as needed, with Health Services staff.	\$2,000 monthly stipend for medical director services and \$120 per hour for patient care and related administrative meeting attendance	2009-2010 District Budget/Health Services
Comment: These contracts are recommended at the same amounts as 2008-09 (no increase).				

BOARD OF TRUSTEES	Action
Santa Monica Community College District	August 4, 2009

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 3 **ANNUAL CONTRACTS AND CONSULTANTS** *(continued)*

4-B **MARKETING, COMMUNITY OUTREACH AND RECRUITMENT**

Approved by: Don Girard, Senior Director, Government Relations/Institutional Communications

1	KPWR 105.9 FM Radio	Fall 2009, Spring 2010, Summer 2010 radio advertising and internet/text messaging for student recruitment	Not to exceed \$180,000	2009-2010 Marketing Budget
2	KROQ 106.7 FM Radio	Fall 2009, Spring 2010, Summer 2010 radio advertising and internet/text messaging for student recruitment	Not to exceed \$220,000	2009-2010 Marketing Budget

Comment:

The District had increased radio advertising beginning in 2004-05, in order to recover from the effects of the course offering reductions of 2003-04. The District achieved full recovery in 2008-09. The above budget returns District radio advertising to the 2002-03 level (with an adjustment for inflation). As a two-year college, Santa Monica College must recruit at least half of its total number of students every year in order to maintain a stable student population. Three-fourths of the units attempted by SMC students are taken by students under 25 years of age. KROQ and KPWR are number 1 and number 2 in the appropriate demographics. Radio is able to specifically target this age group and can reach the necessary number of people needed for SMC to sustain its offering.

The radio advertising budget in 2006-07 was \$640,000; in 2007-08 was \$610,000; and in 2008-09 was \$610,000 (reductions were made in other media in order to maintain radio advertising at this level). Based on direction from the Superintendent/President, the proposed budget for 2009-10 presented at the June Board meeting was \$475,000 (a reduction of 22%). Based on direction from the June Board meeting, the proposed budget for 2009-10 is \$400,000 (a reduction of about 35%). The proposed budget is roughly equivalent to the radio budget for 2002-03, the final year of the District's long growth cycle beginning in 1995-96, adjusted for comparable buying power (that is, for inflation).

The proposed budget is believed sufficient to meet the District's needs at this time to maintain enrollment, which is now the highest ever in District history. However, it is possible that the State will continue to raise student per unit fees, given the large increases at CSU and UC, and the continuing State revenue shortfalls. Any large increase in student fees will present a significant challenge to the District with respect to maintaining enrollment, and the District may need to adjust its strategy accordingly.

During 2009-10, SMC will develop messages aimed at strengthening and developing Santa Monica College's brand recognition, especially with regard to its service to community, and to communicate with students regarding availability of services and changes in conditions affecting their success.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	August 4, 2009

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 3 ANNUAL CONTRACTS AND CONSULTANTS *(continued)*

4-C RISK MANAGEMENT

Requested by: Al Vasquez, Dean, Campus Security/Student Health & Safety

Approved by: Mike Tuitasi, Vice-President, Student Affairs

	Provider	Service	Amount	Funding Source
1	Santa Monica Bay Physicians	Industrial injury medical services to District employees	Not to exceed \$2,000	2009-2010 Risk Management Budget
2	Paradise Consulting	Tabulation services of the annual Average Vehicle Riders (AVR) survey as required by the City of Santa Monica as part of the District's Emissions Reduction Plan	Not to exceed \$4,000	2009-2010 Risk Management Budget
3	American Scientific Laboratories	Wastewater sampling and testing twice a year as a required by the City of Santa Monica	Not to exceed \$15,000	2009-2010 Risk Management Budget
4	Keenan and Associates	Property and Casualty Claims Administration Services Agreement: Claims management services for the District's self-insured property and liability insurance program.	Not to exceed \$25,000	2009-2010 Risk Management Budget
5	Keenan and Associates	Loss Control Services Agreement: Consolidate and provide several services to the District which were previously contracted out to various vendors.	Not to exceed \$38,000	2009-2010 Risk Management Budget
6	North State Environmental	Hazardous Waste Removal Agreement: Monthly collection and transportation of hazardous waste; inspection and documentation of hazardous waste storage areas, sump, and clarifier pumper and hauling.	Not to exceed \$80,000	2009-2010 Risk Management Budget
7	Willdan Homeland Solutions	FEMA Documentation for Business Services: To prepare for the financial cost recovery of a disaster while working with FEMA and the Office of Emergency Services.	Not to Exceed \$4,000	2009-2010 Risk Management Budget
Comment: The contracts for Risk Management were reviewed and consolidated, resulting in a reduction of three contracts and a savings of \$90,000 from 2008-09.				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 4, 2009

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 5 **ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION**

Requested Action: Approval/Ratification
Requested by: Laurie McQuay-Peninger, Director, Grants
Approved by: Jeff Shimizu, Vice President, Academic Affairs

Title of Grant: Scholarships for Disadvantaged Students

Granting Agency: U.S. Department of Health and Human Services/ Health Resources and Services Administration

Award Amount: \$4,818

Matching Funds: Not applicable

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

Summary: The Scholarships for Disadvantaged Student Program will help SMC's Nursing Program address the financial concerns of students enrolled in the Nursing Program. Eligible students include those for whom the cost of attendance would constitute a severe financial hardship and/or students who are otherwise low-income and/or educationally disadvantaged. Students will work with Nursing Program counselors and the Financial Aid Office to access these funds. (Note: The amount of this award was based in part by the number of documented educationally and economically disadvantaged students enrolled in the Nursing Program.)

Budget Augmentation: Restricted fund 01.3

Income	
8000 Federal	\$ 4,818
Expenditures	
7690 Student Aid Other	\$ 4,818

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 4, 2009

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 6 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
Bryden Electrical, Inc.	Electrical installation for "Smart Classrooms" in the Business Building, Drescher Hall, Bundy, campus, Math complex and Madison site. Installation includes electrical outlets, switches, and wiring.	August 1 – December 31, 2009 Not to exceed \$28,000	BSI/CAHSEE Grant/VATEA/Facilities Department
Backgrounds Unlimited	Background Services will conduct background investigations and prepare written evaluations for each candidate applying for the positions of Police Officer, Community College Police Officer, Community College Police Trainee for an amount not to exceed \$3,500 plus expenses	Amendment for 2008-09 \$4,700, plus expenses (amendment to previously approved amount of \$3,500)	Human Resources Budget

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 4, 2009

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7 ACADEMIC PERSONNEL

Submitted by: Chair and Vice-Chair, Board of Trustees

Requested Action: Approval/Ratification

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

Consideration of Amendment to Superintendent/President's Contract – Term of Agreement

The Board of Trustees may consider an amendment to the Superintendent/President's Contract, Section 2 – Term of Agreement.

Comment: The Board of Trustees is conducting the annual evaluation of the Superintendent/President on August 1, 2009. The Board may recommend an amendment to the Superintendent/President's contract to be presented at the August 4, 2009 meeting.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 4, 2009

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 8 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.

ESTABLISH

EFFECTIVE DATE

Accompanist – Performance (2 positions)
 Music, 8 mos, 20 hours/VH

08/05/09

ESTABLISH NEW CLASSIFICATION/POSITION

Deaf and Hard of Hearing Services Supervisor (1 position)
 Disabled Students Center
 Salary allocation: M17

08/05/09

ELECTIONS

PROBATIONARY

Roberts, Michael S., Journeyman Trade – Plumber, Maintenance

08/10/09

ADVANCE STEP PLACEMENT

McCowan, Terry, Custodian NS-II, Operations Step C

04/21/08

CHANGE IN WORK SHIFT/TEMPORARY

Garcia, Kathleen
 From: Custodian, Operations, 12 mos, 40 hrs/NS-II
 To: Custodian, Operations, 12 mos, 40 hrs/Day

07/13/09 – 09/28/09

Pena, Brian (ext.)

07/01/09 – 12/31/09

From: Programmer Analyst II, Information Management, 12 mos, 40 hrs/Day
 To: Programmer Analyst II, Information Management, 12 mos, 40 hrs/VH-I

WORKING OUT OF CLASSIFICATION

McCowan, Terry
 From: Custodian, Operations, 12 mos, 40 hrs/NS-II
 To: Lead Custodian, Operations, 12 mos, 40 hrs/Day

06/22/09 – 07/17/09

STIPEND

Cadena, Ruben, CC Police Officer, College Police Comment: Safety and Security Systems Officer Duties	+5.0%	08/01/09 - 12/31/09
Champagne, Michael CC Police Officer, College Police Comment: Inspector Duties	+5.0%	05/01/09 - 06/30/09
Champagne, Michael CC Police Officer, College Police Comment: Inspector Duties	+5.0%	07/01/09 - 08/31/09
Echeverria, Alberto, CC Police Officer, College Police Comment: Motor Officer	+5.0%	06/01/09 - 06/30/09
Echeverria, Alberto, CC Police Officer, College Police Comment: Motor Officer	+5.0%	07/01/09 - 12/31/09
Kessler, Mark, CC Police Officer, College Police Comment: Training Officer Duties	+5.0%	05/01/09 - 06/30/09
Kessler, Mark, CC Police Officer, College Police Comment: Training Officer Duties	+5.0%	07/01/09 - 12/31/09
Malone, Willie, CC Police Officer, College Police Comment: Range Master Duties	+5.0%	05/01/09 - 06/30/09
Malone, Willie, CC Police Officer, College Police Comment: Range Master Duties	+5.0%	07/01/09 - 12/31/09
Romano, Jere, CC Police Sgt, College Police Comment: Safety and Security Systems Officer Duties	+5.0%	05/01/09 - 06/30/09
Romano, Jere, CC Police Sgt, College Police Comment: Safety and Security Systems Officer Duties	+5.0%	07/01/09 - 07/31/09
Ruetz, Russell, CC Police Officer, College Police Comment: Inspector Duties	+5.0%	09/01/09 - 12/31/09

LEAVES OF ABSENCE WITHOUT PAY

PERSONAL

Drinot, Luz Maria, Administrative Assistant I, Latino Center (ext.)	07/13/09 – 12/31/09
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SEPARATIONS

RESIGNATION

Reza, Linda, Student Services Sr. Spec., A & R	07/24/09
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RELEASED FROM PROBATION

Monique, Zaviaire, Administrative Assistant II, Madison Theater	07/20/09
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RETIREMENT

Bice, Paul (Dennis), Warehouse and Mail Supervisor, Purchasing (31 years)	10/01/09
Le, Tri, Student Services Specialist, Financial Aid (23 years)	08/11/09

DECEASED

Wolt, Irene, Alternate Media Specialist, DSC	07/21/09
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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 4 2009

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9 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.

Angelfire, Zang, Theatre Technical Specialist, SMC Performing Arts	07/20/09-11/24/09
Auld, James R, Theatre Technical Specialist, SMC Performing Arts	07/23/09-12/01/09
Awad, Elain, Registration/Info Clerk, Matriculation	07/21/09-11/25/09
Casillas, Veronica, Student Services Clerk, Financial Aid	07/23/09-12/01/09
Geller, Frances, Theatre Technical Specialist, SMC Performing Arts	07/23/09-12/01/09
Guerrero, Gloria, Student Services Clerk, Trio	07/20/09-11/24/09
Ledezma, Antonio F, Student Services Clerk, TRIO	06/30/09-11/04/09
Makonnen, Martha, Registration/Information Clerk, Matriculation	07/13/09-11/17/09
Segura, Paola, Student Services Clerk, African-American Ctr	07/20/09-11/24/09
Terry, Rudo, Student Services Clerk, EOP&S	07/22/09-11/30/09
Thai, Lisa, Registration/Information Clerk, Matriculation	06/01/09-09/28/09

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.

Hardister III, Harold, Bookstore Clerk/Cashier, Bookstore	07/27/09-01/27/10
Jimenez, Arles Jose, Bookstore Clerk/Cashier, Bookstore	07/21/09-01/21/10
Melton, Brandi N, Administrative Assistant, LRC	07/01/09-08/12/09
Miles, Erik, Bookstore Clerk/Cashier, Bookstore	07/27/09-01/27/10
Santamaria, Bladimir, Bookstore Clerk/Cashier, Bookstore	07/27/09-01/27/10
Walker, Terrence, Bookstore Clerk/Cashier, Bookstore	07/27/09-01/27/10

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 4 2009

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 10 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 7
\$8.00/hr

College Student Assistant 229
\$8.00/hr (STHP)

College Work-Study Student Assistant 4
\$8.00/hr (FWS)

SPECIAL SERVICE

Art Model 3
\$18.00/hr

Community Services Specialist I 6
\$35.00/hr

Community Services Specialist II 2
\$50.00/hr

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 4, 2009

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 CLAIM FOR DAMAGES

Requested by: Risk Management
 Approved by: Michael Tuitasi, Vice-President, Student Affairs
 Requested Action: Approval/Ratification

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

<u>Claimant</u>	<u>Date Filed</u>	<u>Amount of Claim</u>
James Giggans	June 24, 2009	\$500-\$1,000

Comment: The claimant alleged that his parked car was backed into and damaged by a Santa Monica Police Officer.

RECOMMENDATION NO. 12 RESOLUTION TO DESIGNATE REPRESENTATIVES TO JPA MEETINGS

Requested by: Risk Management
 Approved by: Michael Tuitasi, Vice-President, Student Affairs
 Requested Action: Approval/Ratification

WHEREAS, the Santa Monica Community College District is a member of the Southern California Community College Districts' Self-Funded Workers' Compensation Agency, and is therefore entitled to representation on this Joint Powers Authority's Board of Directors.

NOW, therefore, be it resolved that the Board of Trustees designates Dr. Albert Vasquez, College Representative, and Mike Tuitasi, Alternate College Representative, to the Southern California Community College Districts' Self-Funded Workers' Compensation Agency.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 4, 2009

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 FACILITIES

Requested by: Greg Brown, Director, Facilities and Planning
 Approved by: Robert G. Isomoto, Vice-President, Business/Administration
 Requested Action: Approval/Ratification

13-A CHANGE ORDER NO. 5 – REVISED BUNDY NORTHEAST DRIVEWAY

Change Order No. 5 – PIMA CORPORATION on the Revised Bundy Northeast Driveway project in the amount of \$17,901:

Original Contract Amount	\$2,464,600
Previously Approved Change Orders	127,018
Change Order No. 5	<u>17,901</u>
Revised Contract Amount	\$2,609,519
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. 5 provides for saw cutting existing masonry wall footing in order to resolve conflict between light pole foundations and CMU wall footing adjacent to the foundations as well as Bond Processing for offsite construction work (Permit B). Also provides additional landscaping on the east hillside and splash blocks on North wall opening.

13-B PROJECT CLOSE OUT – EARTHQUAKE REPLACEMENT - LIBERAL ARTS SOUTH

Subject to completion of punch list items by PINNER CONSTRUCTION authorize the Executive Vice President, without further action of the Board of Trustees, to accept the project described as EARTHQUAKE REPLACEMENT - LIBERAL ARTS SOUTH as being complete upon completion of punch list items by PINNER CONSTRUCTION. The Executive Vice President shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance disbursement of the final payment is authorized.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 4, 2009

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 **FACILITIES** *(continued)*

13-C CHANGE ORDER NO. 2 – INTERNATIONAL EDUCATION TEMPORARY FACILITY
(Correction)

Change Order No. 2 – TRIMAX CONSTRUCTION CORP. on the International Education Temporary Facility project in the amount of \$17,699:

Original Contract Amount	\$188,000
Previously Approved Change Orders	2,701
Change Order No. 2	<u>17,699</u>
Revised Contract Amount	\$208,400
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: Correction of amount approved by the Board of Trustees on May 4, 2009.

13-D AMENDMENT #3 TO AGREEMENT FOR ARCHITECTURAL SERVICES – STUDENT SERVICES

Amend the agreement with STEINBERG ARCHITECTS for the Student Services & Administration building for \$282,000 plus reimbursable expenses.

Original Contract	\$7,851,300
Amendment #1	70,000
Amendment #2	142,434
Amendment #3	<u>282,000</u>
Total to Date	\$8,345,734

Funding Source: Measure S

Comment: New seismic safety codes have been implemented by the Division of State Architect (DSA). Accordingly, the District asked the architect to review and redesign several areas in the building to comply with the stricter design criteria.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 4, 2009

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 **FACILITIES** *(continued)*

13-E AMENDMENT #2 TO AGREEMENT FOR ARCHITECTURAL SERVICES – CORSAIR FIELD RENOVATION

Amend the agreement with CO ARCHITECTS for the Corsair Field Renovation project for \$40,300 plus reimbursable expenses.

Original Contract	\$320,000
Amendment #1	194,000
Amendment #2	<u>40,300</u>
Total to Date	\$554,300

Funding Source: Measure S

Comment: The original contract for the architect was titled “Corsair Field Renovation” which included a new artificial field surface, track, lighting and gymnasium bleachers. The bleachers are the last part to be completed and are currently under construction. Amendment #1, previously approved by the Board, included additional work to break out the field lighting into a separate drawing package because it required Division of State Architect (DSA) approval, and to increase the scope of the gymnasium package to include fire sprinklers and fire alarm upgrades as required by DSA. Amendment #2 is for additional structural analysis required by DSA for hanging of the fire sprinkler pipes and the connection of the bleachers to the building structure. In addition, once work commenced it was discovered that parts of the Gymnasium floor would need to be replaced.

13-F QUARTERLY POOL PAYMENTS UNDER JOINT USE FACILITIES AGREEMENT

Payment to:	City of Santa Monica
Amount:	\$162,310.49
For the Period:	July 1, 2008 – December 31, 2008
Funding Source:	2008-2009 District General Fund
Comment:	Under the terms of the Joint Use of Facilities Agreement with the City of Santa Monica, the District pays a pro rata share of maintenance and operation costs of the pool based on the number of hours the College uses the pool compared to the total hours of pool use by all parties.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 4, 2009

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 BUDGET TRANSFERS

Requested by: Chris Bonvenuto, Director, Fiscal Services
Approved by: Robert G. Isomoto, Vice-President, Business/Administration
Requested Action: Approval/Ratification

14-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: June 29 thru June 30, 2009

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	-12,000
3000	Benefits	0
4000	Supplies	-6,679
5000	Contract Services/Operating Exp	12,324
6000	Sites/Buildings/Equipment	6,355
7000	Other Outgo/Student Payments	0
Net Total:		0

14-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: June 23 thru June 30, 2009

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	226,794
2000	Classified/Student Salaries	383,917
3000	Benefits	-80,604
4000	Supplies	52,181
5000	Contract Services/Operating Exp	-427,372
6000	Sites/Buildings/Equipment	-148,692
7000	Other Outgo/Student Payments	-6,224
Net Total:		0

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 4, 2009

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 BUDGET TRANSFERS *(continued)*

14-C FUND 42.2 – BOND FUND: MEASURE U

Period: June 30, 2009

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	0
5000	Contract Services/Operating Exp	484,365
6000	Sites/Buildings/Equipment	-484,365
7000	Other Outgo/Student Payments	0
Net Total:		0

14-D FUND 42.3 – BOND FUND: MEASURE S

Period: June 30, 2009

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	0
5000	Contract Services/Operating Exp	131,268
6000	Sites/Buildings/Equipment	-131,268
7000	Other Outgo/Student Payments	0
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	August 4, 2009

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 COMMERCIAL WARRANT REGISTER

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

June 1 – June 30, 2009 3588 – 3630

\$6,081,032.54

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

RECOMMENDATION NO. 16 AUXILIARY PAYMENTS & PURCHASE ORDERS

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

	Payments	Purchase Orders
June 1 – June 30, 2009	\$1,810,282.18	\$14,014.55

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

RECOMMENDATION NO. 17 DIRECT, BENEFIT & STUDENT GRANT PAYMENTS

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

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

June 1 – June 30, 2009	
D002124 – D002370	\$2,721,757.06
B000663 – B000745	\$1,332,111.35
ST00140 – ST00145	\$ 187.00

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 4, 2009

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 18 PURCHASING

Requested by: Keith Webster, Director, Purchasing
 Approved by: Robert G. Isomoto, Vice-President, Business/Administration
 Requested Action: Approval/Ratification

18-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

June 1 – June 30, 2009

\$1,141,561.96

18-B PURCHASING AGREEMENT AND AUTHORIZATION OF PURCHASE ORDERS

State of Minnesota (WSCA), Contract #A63307-AMD.5 with Dell Marketing L.P. to 8/31/09 for Computer Equipment, Software, Peripherals and Service

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	August 4, 2009

INFORMATION ITEM G

CITIZENS' BOND OVERSIGHT COMMITTEE MEETING – JULY 15, 2009

A meeting of the Santa Monica Community College District Citizens' Bond Oversight Committee was held on Wednesday, July 15, 2009 at the Santa Monica College Bundy Campus, 3171 S. Bundy Drive, Los Angeles, California.

1. CALL TO ORDER - 8:07 a.m.

2. ROLL CALL

Sylvia Rose, Chair – Present
 Ben Allen – Present
 Deborah Arvesen – Present
 Clarence Chapman - Present
 Ralph Erickson – Absent
 Paul Leoni – Present
 Bruce Sultan - Present
 Christine Thornton - Present

Others Present:

Chris Bonvenuto, Director, Fiscal Services
 Greg Brown, Director of Facilities and Planning
 Don Girard, Senior Director, Government Relations/Institutional Communications
 Bob Isomoto, Vice-President, Business and Administration
 Lee Paul, LPI Inc.
 Lisa Rose, Committee Coordinator
 Charlie Yen, Director, Events and Contracts

3. APPROVAL OF MINUTES – April 22, 2009

Motion was made by Paul Leoni and seconded by Clarence Chapman to approve the minutes of April 22, 2009). *Unanimously approved, with one abstention (Bruce Sultan)*

4. REAPPOINTED AND NEW MEMBERS

At its meeting on July 7, 2009, the SMCCD Board of Trustees appointed the following members to the Citizens' Bond Oversight Committee, for a two-year term, 2009-11:

Deborah Arvesen (incumbent) – Local community (Sunset Park), local business*
 Clarence Chapman (previous member) – Taxpayer's organization, local community (Malibu)
 Paul Leoni (incumbent) – Local business*
 Bruce Sultan – Local business, SMC support organization (Associates)

*Reappointed for a second two-year term, 2009-2010

Note: The SMC Associated Students will appoint a student representative in September.

5. ELECTION OF OFFICERS

Sylvia Rose was re-elected Chair for a one-year term (2009-10).

Bruce Sultan was elected Vice-Chair for a two-year term (2009-2011).

6. REPORTS and DISCUSSION

Proposition 39 General Obligation Bonds Financial and Performance Audits.

Chris Bonvenuto, Director of Fiscal Services, provided information in response to a question at the last meeting related to the presentation of the Financial and Performance Audits. He explained that the first issuance of Measure S bonds on May 1, 2005 was in the amount of \$58,000,000. A refunding of those bonds resulted in a gross savings to the taxpayers in the amount of approximately \$10,000,000 by lowering interest rates and shortening maturity periods. The District was able to bring in \$8.5 million more during the refunding, which was placed back into funds for Measure S projects. Unfortunately, the Attorney General for the State of California has since ruled that this type of refunding is no longer an option for the California Municipal Bond market in the future.

Bond Sales/Expense Report

- The District will be looking into issuing \$11 of Measure U bonds and the first issue of Measure AA bonds in January, 2010.
- Measure U and S budgets and expenditure reports were included with the agenda.
- Pie charts depicting Measure U and S budgets were distributed.
- Measure AA projects will be initiated using Measure S funds, to be reimbursed.
- \$460,000 of Measure U funds and \$6.1 Measure S funds were expended during the last quarter

Project Update

- Most Measure U projects are completed. The major project in progress is the Student Services Building which will be completed in 2013.
- Measure S projects include the Bundy driveway which is close to completion; parking, grounds and equipment for the Student Services Building; and on-going energy efficient projects.
- Measure AA projects over the next six to eight years include a central plant (part of the energy efficiency programs); relocation of Information Technology to the south end of the Library; a Media and Technology complex at the Academy of Entertainment and Technology (including radio station KCRW, communications department and a parking structure); replacement of Health, Fitness, Physical Education building; remodel of Drescher Hall (east end of third floor, and first floor to include bookstore and classrooms); replacement of Math and Science extension building; seismic upgrade at Madison and Corsair Stadium; Career Opportunity Center; Malibu Center; Business and Facilities Infrastructure; Master Planning; and on-going energy efficiency projects.
- The property at Pico Blvd. and 14th Street is being used as a temporary lot for parking displaced by construction.

- It was reported that the Santa Monica City Council took action on Tuesday, July 14, 2009 that puts Santa Monica College at risk of losing the lot at Exposition and Olympic to the Expo Authority to be used as a maintenance facility. The proposal approved by the City Council did not include compensation to the college for the property. It was established that this would be a loss to the college and that the City should assist in finding an appropriate replacement. This is property acquired with bond funds, so the use has to fit within the legal requirements as defined in the bond measure

Chair Sylvia Rose asked if members of the Citizens' Bond Oversight Committee (as citizens) could do anything to influence the City's decision. Don Girard responded that he would keep members informed on this topic and let them know what they can do.

8. SCHEDULE OF MEETINGS, 2009-2010

Wednesdays at 8 a.m.

October 21, 2009

January 20, 2010

April 21, 2010

9. PUBLIC COMMENTS – None

10. ADJOURNMENT: 8:57 a.m.

The next meeting of the Citizens' Bond Oversight Committee will be held on Wednesday, October 21, 2009 at 8 a.m. at a Santa Monica College location.

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 4, 2009

X. **BOARD COMMENTS AND REQUESTS**

XI. **ADJOURNMENT**

The meeting will be adjourned in memory of **Frances Caranza**, mother of Christine Tigner, Accounting Specialist II; **Jessie Eaglin**, mother of Vivian-Rankin-Scales, Program Coordinator, Emeritus College; **Herman Rader**, grandfather of Trustee Rob Rader; and **Irene Wolt**, SMC's Alternate Media Specialist in the Center for Students with Disabilities.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, September 8, 2009** at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

The agenda for the next meeting will include the following:

- Report: Workforce Development/Career Tech Pathways
- Adoption of 2009-10 Budget
- Schedule of B/T Meetings, 2010 (Information)