



















<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 17, 2012

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 3**

**SUBJECT:** **FIRST READING – REVISIONS TO BOARD POLICY SECTIONS 6335 AND 6320**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a first reading of revisions to Board Policy Sections 6335 and 6320.

COMMENT: The revisions were proposed and approved by the DPAC Facilities Subcommittee and approved by DPAC on June 27, 2012.

ARTICLE 6300: FACILITIES

BP 6335 Facility Modification and New Construction

The Superintendent/President shall establish procedures to ensure that construction projects are implemented in a manner consistent with the educational program of the college. Efforts shall be made to schedule construction activities to minimize disruption of District service and classroom operation. The Vice-President responsible for facilities shall oversee, coordinate and approve all facility modifications and new construction to ensure compliance with District standards, architectural specifications and code compliance.

~~Facility modification is defined as any addition to, removal of, or alteration of existing facilities. Maintenance funds are not intended for funding such projects. Separate procedures and funding shall be available for facility modification and new construction.~~

~~The Associate Vice-President of Facilities shall be the liaison officer between the District, the architect and the engineers, and shall supervise all construction of new buildings and major remodeling projects from the inception of the project to the time of authorized acceptance of the completed project(s) by the Board of Trustees.~~

**Delete**  
**BP 6320** Organization of the Facilities Department

~~The Superintendent/President will appoint, with Board approval, an Associate Vice-President of Facilities, who will be responsible for the operation of Santa Monica College facilities. It shall be the duty of the Vice-President of Facilities to manage the facilities in accordance with the provisions of these policies and applicable statutes of the State of California. The Associate Vice-President of Facilities shall exercise prudent and reasonable judgment in the administration of these policies.~~

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 17, 2012

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 4**

**SUBJECT:**                    **ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION**

SUBMITTED BY:            Superintendent/President

REQUESTED ACTION:    It is recommended that the Board of Trustees accept the following grants and authorize related budget augmentations.

**Title of Grant:**            **Title V/Developing Hispanic Serving Institutions**

Granting Agency:            U.S. Department of Education

Award Amount:              \$3,241,207 over 5 years, per the following distribution plan:  
    2012-2013    \$648,450  
    2013-2014    \$649,000  
    2014-2015    \$645,092  
    2015-2016    \$649,859  
    2016-2017    \$648,806

Matching Funds:            Not applicable

Performance Period:        October 1, 2012 – September 30, 2017

Summary:            Through the Building Foundations for Academic and Career Success project, SMC will increase institutional capacity to support underprepared CTE students by training faculty to facilitate student success and provide students with the skills and resources they need to achieve their academic and career goals. This project will develop and institutionalize an array of professional development activities designed to help faculty, counselors, and instructional support staff identify and implement effective pedagogy and teaching methodologies. In doing so, SMC will improve student acquisition of math and English skills across the curriculum and increase student success in CTE programs. At the heart of this project will be SMC’s new Teaching and Learning Center (TLC), which will offer an annual Summer Institute, quarterly seminars for all faculty, departmental workshops that target career-specific improvements in math, English, and content-specific courses, and customized individual and small group support. The TLC will be faculty driven and discipline-specific and will offer departments a toolbox of effective practices from which to choose, such as contextualized learning, accelerated coursework, directed learning activities, modular classes, and intensive student support services. TLC faculty and staff will support these initiatives through training and hands-on support.

Budget Augmentation:    Restricted fund 01.3

Revenue (2012-2013)		
8120	Federal	\$ 648,450.
Expenditures		
1000	Academic Salaries	\$ 298,000
2000	Non-Academic Salaries	\$ 45,000
3000	Employee Benefits	\$ 96,040
4000	Supplies and Materials	\$ 20,700
5000	Other Operating Expenditures	\$ 20,210
6000	Capital Outlay	\$ 168,500
Total		\$ 648,450

**Title of Grant: Upward Bound**

Granting Agency: U.S. Department of Education

Award Amount: \$1,250,000 over 5 years, per the following distribution plan:

2012-2013	\$250,000
2013-2014	\$250,000
2014-2015	\$250,000
2015-2016	\$250,000
2016-2017	\$250,000

Matching Funds: Not applicable

Performance Period: September 1, 2012 – August 31, 2017

Summary: Building upon decades of collaboration and resource sharing, SMC will partner with Crenshaw High School and Venice High School to establish Upward Bound programs in each of these high schools. Through this program, SMC will serve 60 low-income and/or first generation college students who have demonstrated an academic need, but who are motivated to work diligently to complete high school and enroll in postsecondary education. The Upward Bound Program will provide an array of comprehensive academic support services to assist students in achieving their educational and career goals. The program will foster both academic and personal development and include a strong academic year and summer program. These services will guide students from entry in the program to postsecondary enrollment, using accurate and timely data to inform decision making and assure student and program success.

Budget Augmentation: Restricted fund 01.3  
Revenue (2012-2013)

8110 Federal	\$ 250,000
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Expenditures

1000 Academic Salaries	\$ 145,971
2000 Non-Academic Salaries	23,740
3000 Employee Benefits	31,389
4000 Supplies and Materials	6,500
5000 Other Operating Expenditures	37,800
6000 Capital Outlay	1,000
7600 Other Outgo	3,600
Total	\$ 250,000

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	July 17, 2012

MAJOR ITEMS OF BUSINESS

**INFORMATION ITEM G**

**SUBJECT:** **OVERVIEW OF 2011-2012 GRANT-FUNDED PROJECTS**

**SUBMITTED BY:** Superintendent/President

**SUMMARY:** In 2011-2012, SMC managed approximately \$5.5 million through 21 grant projects funded by local, state, and federal agencies, all of which are supportive of the college's mission. This included 5 new awards, valued at about \$6.8 million in additional revenue, with slightly more than \$1.7 million to benefit 2011-2012 directly. This was a difficult grant year with both the state and federal governments cancelling and/or delaying several grant competitions before or during the application process. In addition, budget reductions at both the state and federal level reduced the number of grants awarded, particularly for one of the largest federal grant programs that directly benefit Santa Monica College, the Title V Developing Hispanic Serving Institutions Program funded by the U.S. Department of Education.

In total, the college submitted 15 proposals to support the 2011-2012 academic year. In addition, the college was a cooperative partner in three other grants submitted by other institutions. Unfortunately these grants were not successful. Of the 15 proposals submitted by the college, two competitions were cancelled. Of the 13 applications that were reviewed and scored, 6 were funded; however, two of these grants were funded by the same funding source, and the college was only able to receive one of the two. As such, SMC received 5 new awards from the 12 applications that were submitted and reviewed by the readers, thus achieving a success rate of 41.7 percent.

*The full report is included in Appendix A*

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	July 17, 2012

MAJOR ITEMS OF BUSINESS

**INFORMATION ITEM H**

**SUBJECT:**                    **CURRICULUM**

The 2011-2012 Curriculum Committee Annual Report prepared by Guido L. Davis Del Piccolo, Curriculum Committee Chair, and Georgia Lorenz, Curriculum Committee Vice-Chair, is submitted for information. The detailed report (Appendix B) includes the following topics:

- Degrees and Certificates
  - Student Transfer Achievement Reform Act (SB 1440)
  - Degree and Certificate Revisions
- Career Technical Education
- New Courses
- Curricular Updates and CurricUNET
- A Look Ahead



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 17, 2012

**VII. CONSENT AGENDA**

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

**RECOMMENDATION:**

The Board of Trustees take the action requested on Consent Agenda Recommendations #5-#20.

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.*

**IX. REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

**RECOMMENDATION NO. 5 APPROVAL OF MINUTES**

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

- June 5, 2012 (Regular Board of Trustees Meeting)
- June 20, 2012 (Special Meeting/Closed Session)

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	July 17, 2012

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

**RECOMMENDATION NO. 6**      **RESOLUTION FIXING THE EMPLOYER'S CONTRIBUTION UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT**

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

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 \$654.04 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.

**RECOMMENDATION NO. 7**      **AUTHORIZATION OF SIGNATURES, 2012-2013**

*Requested Action:*    *Approval/Ratification*  
*Requested by:*        *Chris Bonvenuto, Director, Fiscal Services*  
*Approved by:*        *Bob Isomoto, Vice President, Business/Administration*

Union Bank

Authorization of the following Santa Monica Community College District employees to be the designated signatories for the District on the Union Bank "Parking" accounts for 2012-2013.

Parking Account:

- Chui L. Tsang
- Randal Lawson
- Robert Isomoto
- 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 Robert Isomoto be designated as the primary contact for Union Bank.

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



<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	July 17, 2012

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

**RECOMMENDATION NO. 8 2012-2013 ANNUAL CONTRACTS AND CONSULTANTS**

*Requested Action: Approval/Renewal of the following annual contracts for the period of July 1, 2012 through June 30, 2013, unless otherwise indicated.*

For fiscal year 2012-2013, the District continues the 15% reduction made in 2011-2012 which maintains expenditures for annual contracts and consultants at the fiscal year 2007-2008 levels. The contracts presented for Board approval are primarily renewals of existing contracts.

**8-A ACADEMIC AFFAIRS**

*Approved by: Jeff Shimizu, Vice-President, Academic Affairs*

The following contracts for Academic Affairs are all renewals of existing contracts

FACILITIES FOR INSTRUCTION

1. List of providers on file in the office of Emeritus College	Off-campus facilities for Emeritus College	Payment per class is authorized as stated on the list	2012-2013 District Budget/ Emeritus College
2. List of providers on file in the Health Sciences office	Affiliation agreements between the Santa Monica College and the providers for the use of health facilities by SMC students in connection with the District's nursing program. The list is on file in the Health Sciences Office.	No charge to the District	2012-2013 District Budget/ Health Sciences

LIBRARY VENDOR

Provider	Service	Amount	Funding Source
3. Baker and Taylor	Provider of library books without taking estimates or advertising for bids as permissible under Public Contract Code 20118.3 and Education Code 81651.	Not to exceed \$150,000	2012-2013 California State Lottery Grant

MALIBU CENTER

Provider	Service	Amount	Funding Source
4. SMMUSD Webster Elementary School	Reimbursement to SMMUSD for personnel services needed for SMC classes at Webster Elementary School	Not to exceed \$6,000	2012-2013 District Malibu Center

**RECOMMENDATION NO. 8 2012-2013 ANNUAL CONTRACTS AND CONSULTANTS**

**8-A ACADEMIC AFFAIRS** *(continued)*

**WORK STUDY AGREEMENTS**

Provider	Service	Amount	Funding Source
5. Work Study Agreements with UCLA and CSUN.	These are renewal agreements that allow university work-study students to be placed at Santa Monica College. The District pays the percentage of the students' wages as indicated. Tutors have worked in English, Social Science, Math, Modern Language or Science.	CSUN – 25% of the students' earnings paid by SMC and 20% administrative fee; UCLA – 50% of students earnings paid by SMC, small share of Workers Comp (under 1%), 5% Administrative fee.	2012-2013 Budget/Academic Affairs (District's share)

**8-B COMMUNITY AND CONTRACT EDUCATION**

*Requested by: Patricia Ramos, Dean, Workforce and Development*

*Approved by: Jeff Shimizu, Vice-President, Academic Affairs*

The contracts are needed to support infrastructure needs (e.g., the program's web-based registration system and off-site locations) as well as content providers (e.g., Institute for Reading Development). For the contracts where no dollar amount is indicated (#1-#9), the amount is based on a percentage of the enrollment fees generated.

Funding Source: Contracts for Community and Contract Education (C&CE) are fully-funded by revenues generated through class enrollments.

Provider	Service
1. Institute of Reading Development	<p>Agreement with the Institute of Reading Development for the rental of classroom space at Santa Monica College in exchange for a percentage of the enrollment fees generated.</p> <p>Comment: The Institute of Reading Development offers reading programs for children and adults. The program will be publicized in the Community and Contract Education schedule of classes; however, all enrollments are done through IRD.</p>
2. Education Fitness Solutions (EFS)	<p>Agreement for the provision of an online professional certification in personal fitness training in exchange for a percentage of the enrollment fees generated.</p> <p>Comment: EFS is an outgrowth of collaboration between San Diego State University's College of Extended Studies, faculty members, industry experts, internship affiliated, colleges/universities, national organizations and its Board of Advisors. SMC will offer the program that has been reviewed with SMC's KDR department chair and athletics director.</p>

**RECOMMENDATION NO. 8 2012-2013 ANNUAL CONTRACTS AND CONSULTANTS**

**8-B COMMUNITY AND CONTRACT EDUCATION** *(continued)*

Provider	Service/Amount
3. Collette Vacations	Approval of agreement with Collette Vacations for advertising educational tour packages in the Community and Contract Education schedule of classes. Collette Vacations will pay SMC 10% of the tour fare.
4. West Los Angeles College, Westside Extension	Agreement to offer joint community education classes through SMC's Community and Contract Education program in exchange for a percentage of the enrollment fees charged.
5. FRESHi Films	<p>Agreement with FRESHi Films to provide Kids Camps for a per student fee at an SMC site. Community &amp; Contract Education will receive a portion of the per student fee.</p> <p>Comment: FRESHi Films offers camps for kids in Digital Filmmaking, Game Design, Stop Motion and Music Mixing. The program will be publicized in the Community and Contract Education schedule of classes.</p>
6. Gatlin Education	<p>Agreement for online classes to be offered through SMC's Community and Contract Education Program in exchange for a percentage of the enrollment fees generated.</p> <p>Comment: Gatlin Services offers online certification programs and provides the course contents and instructors. All programs have been reviewed with the respective department chairs.</p>
7. Ed2Go	Agreement to offer online classes through SMC's Community and Contract Education program in exchange for a percentage of the enrollment fees generated.
8 . Distance Learning Company	Agreement for online classes to be offered through SMC's Community and Contract Education Program in exchange for a percentage of the enrollment fees generated.
9 . Market Motive	Agreement for online classes to be offered through SMC's Community and Contract Education Program in exchange for a percentage of the enrollment fees generated.
10. We Search Research	<p>Editorial copywriting; information research and verifications</p> <p>Not to exceed \$5,000</p>
11. Augusoft, Inc.	<p>Annual maintenance agreement for Lumens Software used by Community and Contract Education for online registration and Paypal for credit card transactions.</p> <p>Not to exceed \$20,000</p>

**RECOMMENDATION NO. 8 2012-2013 ANNUAL CONTRACTS AND CONSULTANTS**

**8-B COMMUNITY AND CONTRACT EDUCATION** *(continued)*

Provider	Service
12. List of providers on file in the office of Community and Contract Education	Fees for use of external facilities for Community and Contract Education courses. Payment per class is authorized as stated on the list.
13. List of providers on file in the office of Community and Contract Education	Payment for delivery of seminars and courses for SMC Community and Contract Education courses. Payment per class is authorized as stated on the list.

**8-C CONSTRUCTION/FACILITIES SERVICES**

*Requested by:* Greg Brown, Director of Facilities and Planning  
 J.C. Saunders-Keurjian, Chief Director, Facilities/Maintenance  
*Approved by:* Robert Isomoto, Vice President of Business and Administration

The following contracts for Construction/Facilities Services are all renewals of existing contracts for services. During this fiscal year, these consultants will be working on the following projects: Student Services and Administration Building, Academy of Entertainment and Technology, IT Relocation, Central Plant and Replacement of Health/PE/Fitness, Performing Arts East Wing and others. Planning for all Measure AA Projects and investigation of properties the District is considering for purchasing, testing, investigations and surveys, plus project management, inspections and testing during construction.

Provider	Services	Amount	Funding Source
1. ARC	Reprographic Services for large format building plans and construction documents	Not to exceed \$70,000	State Construction Grants/Measure AA, U or S/ District Capital Funds
2. IVA Solutions	Security Systems Consulting	\$55 to \$135 per hour plus reimbursable expenses, not to exceed \$70,000	State Construction Grants/Measure AA, U or S/ District Capital Funds
3. Foundation for California Community Colleges	Annual license fee for state facilities planning program (FUSION)	Not to exceed \$20,000	District Capital Funds

**RECOMMENDATION NO. 8 2012-2013 ANNUAL CONTRACTS AND CONSULTANTS**

**8-C CONSTRUCTION/FACILITIES SERVICES** *(continued)*

Provider	Services	Amount	Funding Source
4. Lea Associates Property Economics	Property appraisal services	Appraisal services not to exceed \$3,500 plus reimbursable expenses and any additional services not to exceed \$375 per hour	Measure AA and District Capital Funds
5. Chris Nelson & Associates	Land surveyors for new properties	\$85 to \$200 per hour and \$100 to \$310 and hour for survey crews plus reimbursable expenses not to exceed \$20,000	Measure AA and District Capital Funds

The following agreement is for three years to provide services for the following projects: Student Services and Administration Building, Academy of Entertainment and Technology, IT Relocation, Central Plant and Replacement of Health/PE/Fitness, Performing Arts East Wing, Child Care, Malibu and others. Planning for all Measure AA Projects and investigation of properties the District is considering for purchasing, testing, investigations and surveys, plus project management, inspections and testing during construction.

Provider	Services	Amount	Funding Source
I. Cannon Corp	The consultant will provide professional and land surveying services in support of planned projects at Santa Monica College, specifically identifying the position and alignment of underground utilities.	Not to exceed \$250,000 in three years.	Measure AA

**RECOMMENDATION NO. 8 2012-2013 ANNUAL CONTRACTS AND CONSULTANTS**

**8-D ENROLLMENT DEVELOPMENT**

Requested by: *Hannah Alford, Director, Institutional Research*  
*Kelley Brayton, Dean, International Education*  
*Kiersten Elliott, Dean, Enrollment Services*

Approved by: *Teresita Rodriguez, Vice-President, Enrollment Development*

The following contracts for Enrollment Development are all renewals of existing contracts and services.

Provider	Service	Amount	Funding Source
1. Credentials Solutions	The company will provide services for the automated processing of online transcript ordering. This is an optional service for students.	No cost to the District. A small convenience fee is charged to the requestor.	User fees
2. National Student Clearinghouse	The company will provide services for the automated processing of Enrollment and Degree Verifications.	No cost to the District. A small convenience fee is charged to the requestor.	User Fees
3. Blackboard Connect Ed	Renewal of the service that enables staff to record, schedule, send, and track thousands of voice and text messages. The service has improved student communication throughout the enrollment management process, providing opportunities to improve outreach and retention services through targeted messages, by telephone, to students. The system also serves as the District emergency communication system. August 15, 2012 – August 14, 2013.	Not to exceed \$27,200 for 154,000 message units (including support fee)	2012-2013 District Budget/ Enrollment Development
4. Global Agendas	The company will provide services for typesetting, compiling and reproduction of the Student Handbook and Planner.	Not to exceed \$40,000	2012-2013 Matriculation & District Budget
5. Regent Education, Inc.	Maintenance and support agreement for student financial aid processing software from July 2012 – November 2012. (End of Regent contract.)	\$29,167	2012-2013 BFAP Budget

**RECOMMENDATION NO. 8 2012-2013 ANNUAL CONTRACTS AND CONSULTANTS**

**8-D ENROLLMENT DEVELOPMENT** (continued)

Provider	Service	Amount	Funding Source
6. Viatron	Imaging software maintenance agreement (20% discount negotiated)	Not to Exceed \$25,000	2012-2013 BFAP Budget
7. Work Study Agreement with Santa Monica-Malibu Unified School District. (Five year contract expires June 30, 2013.)	SMCCD will provide students eligible for the Federal Work Study Program to work as reading/math tutors at three of the SMMUSD schools – Grant Elementary School, Will Rogers learning Community, and pre-kindergarten child care facility and sixth graders at John Adams Middle School.	The rate of compensation is \$8.00 per hour, which is the current rate of pay for student workers.	Federal Work Study Program
8. Chancellor’s Office of the California Community Colleges (COCCC)	To facilitate compliance by community college districts with the information reporting requirements of the Student-Right-To-Know Act (SRTK). Enables online submission of mandatory reporting.	\$3,900	2012-2013 District Budget/ Institutional Research
9. Survey Gizmo	Web-based survey tool service.	\$1,431	2012-2013 District Budget/ Institutional Research
10. Renaissance Agencies	Accident/Illness insurance for F-I visa students (mandatory) and domestic students (optional), including on-campus training for students and staff, support in providing healthcare and coverage to students.	No cost to the District. Students will pay \$82.00 per month for insurance coverage.	Student Insurance Fees
11. International Education Advising Centers  (A full list of Educational Advising partners is available in IEC.)	Introduce SMC to prospective students, hold college fairs, arrange seminars for visiting SMC staff to meet prospective students, help prepare applications, collect and remit fees from students to SMC.	The total for educational advising contracts not to exceed \$325,000 (one-time costs of \$500-\$900 per enrolled student in good standing)	2012-2013 District Budget/ International Education

**RECOMMENDATION NO. 8 2012-2013 ANNUAL CONTRACTS AND CONSULTANTS**

**8-D ENROLLMENT DEVELOPMENT** *(continued)*

Provider	Service	Amount	Funding Source
12. Sector Point, Inc.	Website Content Conversion and Design Improvement: To provide content conversion, design improvements, web authoring, and training for the SMC website. July 1, 2012 – June 30, 2013.	Not to exceed \$50,000	2012-2013 District Budget/ Enrollment Development
13. Center for Community College Student Engagement (CCCSE)	The company will provide services related to the administration and analysis of the Community College Survey of Student Engagement (CCSSE) and the Community College Faculty Survey of Student Engagement (CCFSSE) to be administered in spring 2013.	Not to exceed \$15,000	2012-2013 District Budget/ Enrollment Development
14.	SMC International Education Center Recruitment		2012-2013 District Budget/ International Education
AACC	Print ads and web ads	\$2,750	
DSC e-brochure	e-brochure/web advertisement	\$5,000	
Study in the USA	Print and web ads/profiles	\$36,750	
US Journal	Print profile	\$1,100	
FSA Atlas	Document Mgmt/Sevis integration	\$4,788	
ViaTRON	Document Scanning	\$5,000	



**RECOMMENDATION NO. 8 2012-2013 ANNUAL CONTRACTS AND CONSULTANTS**

**8-E FISCAL/ADVOCACY/GOVERNMENT RELATIONS/INSTITUTIONAL COMMUNICATIONS**

Requested by: *Chris Bonvenuto, Director, Fiscal Services*  
*George Prather, Director of Auxiliary Services*  
*Don Girard, Senior Director, Government Relations/Institutional Communications*

Approved by: *Robert Isomoto, Vice President of Business and Administration*

The following contracts for Fiscal/Advocacy are all renewals of existing contracts.

Provider	Service	Amount	Funding Source
1. Bond Logistix	Perform arbitrage rebate calculations and issue arbitrage rebate reports on all general obligation bonds and Certificates of Participation as is required by the Internal Revenue Service.	Not to exceed \$20,000 per calculation/report	Measure S, T, U, AA, the Capital Outlay Fund and the General Fund
2. Los Angeles County Office of Education	PeopleSoft Financial System and HRS System; i.e., general ledger, accounts payable, employee database, inventory, purchasing, 1099 reporting, payroll, retirements, PC budget, training and downloadable reports.	Not to exceed \$250,000	2012-2013 District/Fiscal Services Budget
3 Strategic Education Services (SES)	Lobbying and advocacy services on budget issues, legislation affecting the District, issues before the CCC Chancellor's Office and Board of Governors, and represent the District with the Governor's Office, and other state agencies that work with postsecondary educational institutions.	Not to exceed \$62,000 plus expenses.	2012-2013 District/ Board of Trustees Budget
4. School Services of California, Inc.	Provide current resources in the form of bi-weekly updates on State financial and legislative matters, to assist the District with budget and cash flow analysis and projection. Includes 15 hours of business research and planning services.	Not to exceed \$4,500 plus expenses	District Business Administration Budget

**RECOMMENDATION NO. 8 2012-2013 ANNUAL CONTRACTS AND CONSULTANTS**

**8-E FISCAL/ADVOCACY** (continued)

5. Urban Dimensions (Dennis Zane)	Urban Dimensions will continue to provide advocacy to identify additional transportation funds at state and federal levels; and assist the college with business activities and relations with the City of Santa Monica and other governmental agencies.	Not to exceed \$60,000 plus expenses.	2012-2013 District Transportation Budget
6. The California Statewide Delinquent Tax Finance Authority	This is a joint powers authority that finances delinquent taxes owed allowing for the District to receive the revenue from those taxes before they are collected from the taxpayer.	Fees are paid from the financing of the taxes and are not passed on to the District	Fees are paid from the financing of the taxes and are not passed on to the District
7. Credentials Solutions	The company will provide services for the online ordering and shipping of student parking decals as well as the printing of all parking decals sold on campus.	Fees include \$2.60 per decal ordered mailed to student (including printing, processing and mailing); \$.65 for printed decals sold on campus.	2012-2013 District/Parking Budget
8. Total Compensation Systems, Inc.	Actuarial services related to retiree benefit liability calculations as required by GASB 45.	Not to exceed \$9,500 per report including on site presentations if necessary.	2012-2013 District/Fiscal Services Budget
9. The Network Inc.	In accordance with Board Policy 6116, the Network Inc. will maintain a Fraud Alert Hotline which provides an anonymous reporting system of phone and website.	Not to exceed \$5,000	2012-2013 District/Fiscal Services Budget
10. Norton Medical Industries	Drug testing services to transportation employees pursuant to Board Policy 3116	Not to exceed \$1,000	2012-2013 Auxiliary Budget
11. Sheila Kuehl	2012-2013 Program design, development, and offerings of SMC Public Policy Institute; plan and establish program self-sufficiency; assist with SMC institutional advancement.	\$5,000 per month, plus reimbursable expenses	2012-2013 SMC Government Relations and Institutional Communications budget; private donations

**RECOMMENDATION NO. 8 2012-2013 ANNUAL CONTRACTS AND CONSULTANTS**

**8-F HUMAN RESOURCES/PERSONNEL COMMISSION**

Requested by: Sherri Lee-Lewis, Dean, Human Resources

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

The following contracts for Human Resources are all renewals of existing contracts and services. There is a net reduction of two contracts from 2011-2012.

Provider	Service	Amount	Funding Source
1. Victoria J. Havassy, Ph.D.	To administer psychological tests to Community College Police Officer candidates and provide the District with a written evaluation of each candidate within ten working days after the administration of each test; Provide Fitness for Duty examinations for Police Officers if necessary.	Pre-employment \$380 per candidate; Fitness for Duty \$500-\$1,500 (includes interview, testing, follow up calls, report if necessary); Debriefing \$300 per hour per event (individual or group); Telephone consultation – no charge. Not to exceed \$2,500.	2012-2013 District Budget/ Human Resources
2. Background 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.	Not to exceed \$3,500 plus expenses	2012-2013 District Budget/ Human Resources
3. People Admin	To provide software on fully hosted basis to automate the acceptance and processing of employment applications	\$22,600 Annual Maintenance Fee	2012-2013 District Budget/ Human Resources
4. Los Angeles County Office of Education (LACOE)	Employee Assistance program (EASE) for eligible Santa Monica College employees.	The cost of the program is based on the number of eligible employees in the District who may potentially use the service. Estimated cost not to exceed \$11,000	2012-2013 District Budget/ Human Resources

**RECOMMENDATION NO. 8 2012-2013 ANNUAL CONTRACTS AND CONSULTANTS****8-F HUMAN RESOURCES/PERSONNEL COMMISSION** (continued)

Provider	Service	Amount	Funding Source
5. SCCCD ERC (Liebert Cassidy Whitmore)	Southern California Community College Districts Employment Relations Consortium – training workshops to member institutions July 1, 2012 – June 30, 2013.	\$2,500	2012-2013 District Budget/ Human Resources
6. ViaTRON Systems, Inc.	Scanning of active personnel files	\$Not to exceed \$10,100	2012-2013 District Budget/ Human Resources
7. Identix, Inc.	Annual Maintenance of LiveScan Fingerprinting System in use by Campus Police	\$2,694	2012-2013 District Budget/ Human Resources
8. Reiss-Woznak Medical Clinic	Provide all medical duties, functions & services requested by District performed hereunder as an independent Contractor	Xrays to be charged at \$47.50 per employee and total of all payment not to exceed \$3,000.	2012-2013 District Budget/ Human Resources
9. Keenan and Associates	Keenan & Associates will act as Broker in securing one or more group annuity contracts for District's HRAs (for the management group and the classified group); conduct periodic meetings to review the status of its HRA; inform the District of any changes affecting the program, assist the District with the implementation of the HRA; provide on-going consultation to District with respect to the HRA; and will assist the District in providing educational programs about the HRA to employees.	The carrier shall pay a renewal commission of 0.75% on the deposits, and an "asset trailer" of 0.9% accumulated assets in the group annuity contract. Keenan and MidAmerica shall receive half of the total commissions paid by the annuity carrier. Keenan shall also receive \$2.00 per active employee per quarter of the Administrative Fee (\$7.00 per active Employee per quarter) paid by the District to MidAmerica.	2012-2013 District Budget/ Fiscal Services

**RECOMMENDATION NO. 8 2012-2013 ANNUAL CONTRACTS AND CONSULTANTS**

**8-F HUMAN RESOURCES/PERSONNEL COMMISSION** (continued)

Provider	Service	Amount	Funding Source
10. MidAmerica Administrative Solutions, Inc.	MidAmerica, is the exclusive provider of administrative services and technical support for the Keenan HRA Program. The District engaged MidAmerica to provide technical support and administrative services in conjunction with its HRA Program.	Administrative Fee: \$7.00 per active Employment per quarter. Estimated Cost: \$3,600/Qtr.  Distribution Fee: \$7.00 for each claim processed up to an annual maximum of \$42.00 Estimated Cost: \$520/Qtr.  (All fees paid by the employer) and shall continue year to year thereafter unless and until terminated by either party upon written notice. Estimated cost: \$16,500	2012-2013 District Budget/ Fiscal Services
11. Michael Prihar, Esq.	Personnel Commission hearing officer to hear classified employee discipline appeals, review records and prepare reports.	Not to exceed \$10,000	2012-2013 District Budget/ Personnel Commission Budget
12. Westchester Medical Group Center for Heart and Health	Provide full service consulting with regard to job-related employee examinations including but not limited to return to work and fitness for duty examinations.	Not to exceed \$17,000	2012-2013 District Budget/ Human Resources

**RECOMMENDATION NO. 8 2012-2013 ANNUAL CONTRACTS AND CONSULTANTS**

**8-G KCRW**

Requested by: Cheryl Gee, Radio Station Services Assistant

Approved by: Don Girard, Government Relations/Institutional Communications

The following contracts for KCRW are all renewals of existing contracts and are funded by CPB Grant money and KCRW Donations.

Provider	Service	Amount
1. American Public Media	Institutional membership;	Payable upon billing; Not to exceed \$10,914 for membership;
	Program Acquisition;	Not to exceed \$98,170 for program acquisition;
	Renewal of PIJ/PIN Partner Station Agreement: KCRW's Usage of APM's Public Insight Network database used on editorial side to find sources for show.  Period: March 1, 2013 -February 28, 2014.	Not to exceed \$6,000 for PIJ/PIN Partner Station Agreement.
	Studio usage/ISDN lines/engineering time for various KCRW programs.	Not to exceed \$8,000 for Studio usage/ISDN lines/engineering time.
2. National Public Radio	Institutional membership	Payable upon billing; Not to exceed \$15,000 for membership;
	Program Acquisition	Not to exceed \$1,000,000 for program acquisition;
	Annual one-time Interconnect fee (for access)	Not to exceed \$10,000 for Annual Interconnect fee;
	Monthly Interconnect	Not to exceed \$43,000 for monthly Interconnect fees;
	Studio usage/ISDN lines/engineering time for various KCRW programs.	Not to exceed \$10,000 for studio usage/ISDN lines/engineering time.

**RECOMMENDATION NO. 8****2012-2013 ANNUAL CONTRACTS AND CONSULTANTS****8-G KCRW** (continued)

Provider	Service	Amount
3. Public Radio International	Institutional Affiliation fee (membership);  Program Acquisition  Audiographic Report(s)	Payable upon billing; Not to exceed \$98,000 For affiliation fee;  Not to exceed \$96,000 for program acquisition;  Not to exceed \$4,000 for Audience Reports.
4. City of Los Angeles/ Department of Water and Power	Continuing usage of Department's Briarcrest water tank site for KCRW to maintain and operate a radio antenna facility.  Period: May 1, 2013 through April 30, 2014.	Annual Administrative fee, not to exceed \$1,000

Funding Source: The following are funded by KCRW Donations

Provider	Service	Amount
5. Richard E. King	Usage, access and maintenance of private road leading to KCRW's transmitter site at South Mountain, above Santa Paula, Ventura County.  Period: July 1, 2012 - July 30, 2013	Annual usage fee \$2,500 Variable fee, for maintenance and repair; not to exceed \$7,500
6. Point Broadcasting, Owner/Rincon Broadcast, LLC, Site Manager	Term #3 of three-year agreement; Rental, K295AH Goleta site. Period: January 1, 2012 - December 31, 2013  Late fees, as needed.	Payable at: January 1, 2012 – December 31, 2012: \$597.02/month  January 1, 2013 – December 31, 2013: \$614.93/month  Not to exceed \$1,000 in twelve month period.

**RECOMMENDATION NO. 8      2012-2013 ANNUAL CONTRACTS AND CONSULTANTS**

**8-G    KCRW** (continued)

Provider	Service	Amount
7. List of providers on file at KCRW	<p>Various Site rentals/road access for KCRW transmitters:</p> <p>American Tower Corp                      Borrego Springs                      Clear Channel/formerly KYSR                      Collins Communications: July/August 2012                      Crown Castle                      Lazer Broadcast                      Mountain Investments: Indio Peak                      Mountain Investments: Bald Mountain                      Richland Towers                      Snow Peak</p> <p>Collins Communications:                      Agreement ends August 31, 2012 and needs to be renegotiated.</p>	<p>Annual Totals not to exceed:</p> <p>\$17,044                      \$3,820.                      \$116,584                      \$4,186.18                      \$11,368                      \$12,203                      \$31,055                      \$13,374                      \$8,751                      \$4,456</p>
8. List of providers on file at KCRW	Other Contract/ Consultant services including but not limited to contract/agreement writing services, web services and broadcast liability insurance, miscellaneous software, equipment rental/lease purchase.	<p>Payment is authorized as stated on the list on file at KCRW:</p> <p>Not to exceed \$300,000</p>

**ACCEPTANCE OF DONATIONS**

Donor	Service	Amount
9. KCRW Foundation, Inc.	<p>KCRW/SMC acceptance of equipment donation; including but not limited to: Apple iMacs; Lemon Grove antenna; audio switchers for the various KCRW sites; Yagi antenna; Apple iPhone; serial adapters; audio cards for streaming; drive array for production staff; dual CD/MP3 player with control unit; paint for former WWLA bungalow; shelving unit for Traffic Director; two satellite receivers, etc.</p> <p>Period: July 1, 2011 - May 31, 2012</p>	\$163,392.56
10. Corporation for Public Broadcasting	<p>Acceptance of grant monies.</p> <p>Period of July 1, 2012 - June 30, 2014.</p>	To be determined at a later date
11. Santa Monica City Council	<p>Acceptance of monthly payments of approximately \$6,355.00 to KCRW for broadcast of Santa Monica City Council meetings.</p> <p>Period: July 1, 2012 - June 30, 2013.</p>	Annual fee to be determined



**RECOMMENDATION NO. 8      2012-2013 ANNUAL CONTRACTS AND CONSULTANTS**

**8-H    LEGAL SERVICES**

*Requested by:*                      *Greg Brown, Director, Facilities and Planning*  
     *Don Girard, Senior Director, Government Relations/Institutional Communications*  
     *Bob Myers, District Counsel*  
     *Chui Tsang, Superintendent/President*  
     *Marcia Wade, Vice-President, Human Resources*  
     *Charlie Yen, Director, Contracts*

*Approved by:*                      *Randal Lawson, Executive Vice-President*

The following contracts for Legal Services are all renewals of existing contracts and services. The District uses the legal firms for personnel, facilities, fiscal issues; bond counsel, risk management, and legal services required by the Board on an as-needed basis.

Provider	Service	Amount	Funding Source
1. Liebert, Cassidy, Whitmore	Personnel training, advice to Director of Classified Personnel	\$160 to \$290 per hour for attorney services; \$100 to \$140 per hour for paralegal services; plus expenses	2012-2013 Human Resources Budget/ Personnel Commission
2. Parker Covert, LLP	Legal services for investigations, harassment orders, and disciplinary hearings.	\$195 per hour for partners, \$185 for senior associates, \$165 per hour for associates, \$95 per hour for paralegals; plus expenses	2012-2013 Human Resources Budget
3. Harding, Larmore, Mullen, Jakle, Kutcher and Kozal	Municipal, land use and CEQA issues	\$200 to \$350 per hour plus expenses	2012-2013 Business & Administration Capital Outlay Fund Bond Measures AA, U and S funds
4. Fulbright and Jaworksi, LLP	(1) Provide legal services associated with real property acquisition and Joint Powers Authority (JPA) agreement between the District and the City of Malibu. (2) Provide bond counsel (3) Provide legal counsel for facilities contract related issues	\$225 to \$650 per hour, plus reimbursement of actual and necessary expenses	2012-2013 Business and Administration Budget; Bond Measures AA, U and S funds; District Capital Outlay Fund

**RECOMMENDATION NO. 8      2012-2013 ANNUAL CONTRACTS AND CONSULTANTS**

**8-H LEGAL SERVICES** (continued)

Provider	Service	Amount	Funding Source
5. Orbach, Huff & Suarez, LLP	Provide facilities and construction legal services.	\$225 to \$250 per hour for attorneys; \$125 per hour for paralegals; and \$25 per hour for clerks plus reimbursable expenses	Measures AA, U and S; District Capital Funds
6. Newman, Aaronson, Vanaman	Robert Myers of Newman Aaronson Vanaman is providing the services of campus counsel. The responsibilities of campus counsel include coordinating of all litigation against the College, overseeing regulatory compliance, coordinating and reducing all outside legal services, and providing day-to-day legal services to the College to reduce legal exposure and liability.	\$200 to \$375 per hour plus expenses	2012-2013 Business and Administration Capital Outlay Fund Bond Measures U and S funds
7. Fagen Friedman & Fulfroost	Provide legal advice and representation pursuant to direction of the Board of Trustees.	\$230 per hour for senior partner; \$220 per hour for partner/senior associate; \$210 per hour for associate; \$150 per hour for education consultant; \$130 per hour for law clerk/senior paralegal; \$110 per hour for paralegal; plus costs and expenses in performing legal services.	2012-2013 District Budget/Board of Trustees
8. Carpenter Rothans & Dumont	Legal defense for District's self-insured liability program	Not to exceed \$30,000	2012-2013 Risk Management Budget

**RECOMMENDATION NO. 8      2012-2013 ANNUAL CONTRACTS AND CONSULTANTS****8-I      MARKETING, COMMUNITY OUTREACH AND RECRUITMENT**Requested by:      *Don Girard, Senior Director, Government Relations/Institutional Communications*Approved by:      *Chui Tsang, Superintendent/President*

The following contracts for Marketing, Community Outreach and Recruitment are all renewals of existing contracts and services.

Provider	Service	Amount	Funding Source
1. Randy Bellous Productions	Media services (Brochure photography, including pre-production and art direction)	Not to exceed \$22,000 plus reimbursable expenses	2012-2013 Marketing Budget
2. Golden Cane Advertising (Gregg Lewis)	Advertising services (radio, print, and outdoor production; media placement; electronic media production and supervision; strategic and creative direction; copywriting); online design and branding for institutional advancement (alumni)	Not to exceed \$40,000 plus reimbursable expenses	2012-2013 Marketing Budget
3. Peevers Creative Services (David Peevers)	Editorial copywriting, photography for student profiles used in print, web and cable media	Not to exceed \$22,000 plus reimbursable expenses	2012-2013 Marketing Budget
4. We Search Research (Stephanie Rick)	Editorial copywriting; information research & verification for schedule of classes and college catalog	Not to exceed \$27,000 plus reimbursable expenses	2012-2013 Marketing Budget
5. SantaMonica Closeup.com	Media services (Brochure photography, including pre-production and art direction)	Not to exceed \$6,000 plus reimbursable expenses	2012-2013 Marketing Budget
6. Santa Monica Daily Press	2012-2013 print advertising for college advancement; student recruitment, and community outreach	Not to exceed \$38,000	2012-2013 Marketing Budget
7. Varis Photography	2012-2013 Media services (Brochure photography, including pre-production and art direction)	Not to exceed \$5,000 plus reimbursable expenses	2012-2013 Marketing Budget

**RECOMMENDATION NO. 8      2012-2013 ANNUAL CONTRACTS AND CONSULTANTS****8-I      MARKETING, COMMUNITY OUTREACH AND RECRUITMENT** *(continued)*

Provider	Service	Amount	Funding Source
8. Theo Jemison	2013 graduation webcast, photo booth, and highlight video services, for alumni development	Not to exceed \$33,000 plus reimbursable expenses	2012-2013 Marketing Budget
9. La Opinión newspaper	2012-2013 print advertising for student recruitment	Not to exceed \$15,000	2012-2013 Marketing Budget
10. Los Angeles Sentinel	2012-2013 print advertising for student recruitment	Not to exceed \$5,000	2012-2013 Marketing Budget
11. SurfSanta Monica.com	2012-2013 Advertising for student recruitment	Not to exceed \$9,000	2012-2013 Marketing Budget
12. Big Blue Bus	2012-2013 outdoor advertising for student recruitment	Not to exceed \$90,000	2012-2013 Marketing Budget
13. CBS Outdoor	2012-2013 outdoor advertising for student recruitment (CBS Outdoor is the provider for the MTA bus system)	Not to exceed \$100,000	2012-2013 Marketing Budget
14. Facebook	2012-2013 web advertising (banner) for student recruitment	Not to exceed \$15,000	2012-2013 Marketing Budget
15. Google	2012-2013 web advertising (search) for student recruitment	Not to exceed \$20,000	2012-2013 Marketing Budget
16. Andrew Tonkovich	2012-2013 editorial, publicity and related professional services to produce Santa Monica Review twice yearly	Not to exceed \$10,000 plus reimbursable expenses	2012-2013 Auxiliary Budget, Santa Monica Review Program Revenues
17. Douglas Wadle	Establish a master calendar for events at the SMC Performing Arts Center.	Not to exceed \$28,000 plus reimbursable expenses	2012-2013 Auxiliary Budget, SMC Performing Arts Center Program Revenues

**RECOMMENDATION NO. 8      2012-2013 ANNUAL CONTRACTS AND CONSULTANTS****8-J      RISK MANAGEMENT**Requested by:      *Risk Management Office*Approved by:      *Robert Isomoto, Vice-President, Business and Administration*

The following contracts for Risk Management are all renewals of existing contracts and services.

Provider	Service	Amount	Funding Source
1. 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	2012-2013 Risk Management Budget
2. Weck Labs	Environmental sampling and analysis as required by local, state and Federal regulations	Not to exceed \$5,000	2012-2013 Risk Management Budget
3. 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 \$30,000	2012-2013 Risk Management Budget
4. Keenan and Associates	To provide loss control services not included in the PIPS Workers Compensation Program.	Not to exceed \$28,500	2012-2013 Risk Management Budget
5. Clean Harbors	Provides hazardous waste management and disposal services.	Not to exceed \$95,000	2012-2013 Risk Management Budget
6. Reiss-Woznak Medical	Industrial injury medical services for new claims and other medical employment related services as needed.	Not to Exceed \$5,000	2012-2013 Risk Management Budget
7. Dr. Maureen Sassoon	To provide Industrial Hygiene related consultation services such as air monitoring for asbestos abatement projects, chemicals, noise levels, lab analysis, reports, training, and other health and safety issues to include training, surveys and written reports.	Not to Exceed \$6,000	2012-2013 Risk Management Budget

**RECOMMENDATION NO. 8      2012-2013 ANNUAL CONTRACTS AND CONSULTANTS**

**8-K    STUDENT AFFAIRS**

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

**PROFESSIONAL SERVICES: REALTIME CAPTIONING, SIGN LANGUAGE INTERPRETERS, MOBILITY SPECIALIST**

Provider	Service	Amount	Funding Source
1. Total Recall Real-time Captioning	To provide real-time captioning services on an as-needed basis to non-signing deaf students.	Not to exceed \$60 per hour for single on-site service provider, \$110 per hour for on-site team service providers; \$70 per hour for remote captioning. Total amount not to exceed \$72,000.	2012-2013 District Budget/ Disabled Students
2. Quick Caption	To provide real-time captioning services on an as needed basis to non-signing deaf students.	Not to exceed \$57 per hour for a single on-site service provider, \$52 per hour for a single remote captioning, \$114 per hour for teamed on-site captioning, and \$104 per hour for teamed remote captioning. Total amount is not to exceed \$72,000.	2012-2013 District Budget/ Disabled Students
3. LifeSigns, Inc.	Sign Language Interpreter	Not to exceed \$70 per hour for a single service provider, \$140 per hour for teamed service providers, and \$80 per hour for requests with less than 48 hours notice and/or for assignments between 5 p.m. and 7:30 a.m. The total amount is not to exceed \$62,500.	2012-2013 District Budget/ Disabled Students
4. Purple Language Services	Sign Language Interpreter	Not to exceed \$72 per hour for a single service provider, \$144 per hour for teamed service providers, and \$102 per two-hour minimum for less than 48 hours notice. The total amount is not to exceed \$62,500.	2012-2013 District Budget/ Disabled Students

**RECOMMENDATION NO. 8      2012 -2013 ANNUAL CONTRACTS AND CONSULTANTS**

**8-K    STUDENT AFFAIRS** *(continued)*

**PROFESSIONAL SERVICES: REALTIME CAPTIONING, SIGN LANGUAGE INTERPRETERS, MOBILITY SPECIALIST** *(continued)*

Provider	Service	Amount	Funding Source
5. Cheryl Brooks	Mobility Specialist will provide orientation and mobility training for students with visual impairments, so that they may travel safely, efficiently, and independently across the SMC campus. Training will include access to and from classroom.	Not to exceed \$55 per hour	2012-2013 District Budget/ Disabled Students

**CHILD CARE AND RELATED SERVICES**

Provider	Service	Amount	Funding Source
6. Child Care Providers (list on file in the office of the Director of Child Care Services)	To provide child care services for CalWORKS and Pico Partnership recipients.  Comment: Students are required to be enrolled in at least 6 units for fall and spring, and 3 units for winter and summer. Each contract is determined by the number of units a student is enrolled in, if they are working, and the age of the child.	The reimbursement ceiling rate is consistent with the Regional Market rate.	2012-2013 CalWORKS, City of Santa Monica/ Chancellor's Office
7. Participating Agencies: Santa Monica-Malibu Unified School District (SMMUSD) and Santa Monica Community College District (SMCCD)	Memorandum of Understanding (MOU) for Santa Monica Preschool Collaborative to provide staff for full day/full year child care and development services up to 108 children under the age of six. Services will be delivered in two sites: John Adams Child Development Center and Washington West Preschool. SMMUSD will be the operational agent for the Collaborative and will be responsible for staffing, management and oversight of the centers.	\$114,750	2012-2013 District Budget

**RECOMMENDATION NO. 8      2012 -2013 ANNUAL CONTRACTS AND CONSULTANTS**

**8-K    STUDENT AFFAIRS** *(continued)*

**CHILD CARE AND RELATED SERVICES** *(continued)*

Provider	Service	Amount	Funding Source
8. Child Care Providers (list on file in the office of the Director of Child Care Services)	To provide child care services for CCAMPIS Grant recipients  Comment: Students are required to be Pell Grant eligible, Full-Time student, GPA 2.0 minimum. Each contract is determined by the age of the child.	\$108,132 The reimbursement rate is a sliding scale based on the students' Pell Grant	2012-2013 CCAMPIS Grant District Budget/ Career Services Center

**PROFESSIONAL SERVICES – CAREER SERVICES CENTER**

9. College Central Network	Provide functionality to collect, enter and approve job postings, search resumes, and refer them to prospective employers and to generate reports about students, alumni, employers and job postings.	\$1,000	2012-2013 District Budget/ Career Services Center
10. Bridges.com	Online Career Exploration program. Helps students learn about careers, education, income and some self assessment. Helps students to both explore and plan for future careers and college majors	\$1,700	2012-2013 District Budget/ Career Services Center



**RECOMMENDATION NO. 8      2012 -2013 ANNUAL CONTRACTS AND CONSULTANTS**

**8-K    STUDENT AFFAIRS**

**PROFESSIONAL SERVICES – STUDENT HEALTH SERVICES**

Provider	Service	Amount	Funding Source
11. WellnessMart .com	Provide athletic-related pre-participation physical exams for up to 150 student athletes during the academic year 2012-2013. .	\$35.00 per physical Not to exceed \$6,000	2012-2013 District Budget/ Health Services
12. Peak Medical	Services of one or more physicians who are specialists in Family Practice and who are uniquely qualified to provide comprehensive personal health care to college students. Provision of one licensed Medical Doctor (MD) for maximum 15 hours per week and/or one licensed Nurse Practitioner (NP) maximum 20 hours per week to provide medical and preventive health services to the student s of the college.	College will pay \$120/hour of patient care scheduled for the physician, and \$90/hour for the nurse practitioner. Contractor will invoice for hours on a monthly basis and College will remit payment within 30 days. A monthly stipend of \$2,000/ month as remuneration for the medical directorship in addition to the hourly patient care services fee.	2012-2013 District Budget/Health Services

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	July 17, 2012

CONSENT AGENDA: GRANTS AND CONTRACTS

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

**Title of Grant:**                      **Student Mental Health Program/Campus Based Grant**

Granting Agency:                      California Community Colleges

Award Amount:                        \$189,646.25 over 2 years, per the following distribution plan:

2012-2013	\$94,155.50
2013-2014	\$95,490.75

Matching Funds:                      \$39,372, including time allocated to staff supervision/program oversight and Associated Students support for proposed student club.

Performance Period:                   August 1, 2012 – May 31, 2014

Summary:                                Through the Promoting Student Success through Campus-Wide Mental Health Awareness Initiative, SMC's Psychological Services will work closely with other groups on campus to raise awareness and acceptance of mental health issues and concerns and thus reduce stigma and discrimination associated with such issues. SMC will address these challenges through a three-pronged approach that incorporates faculty and staff training, peer-to-peer support, and suicide prevention. Significant activities will include year round training for faculty and staff through departmental workshops, brown bag lunches, and flex day trainings; the development of a peer-facilitated support group; updated website with self-help tools; enhance Counseling 20 curriculum to include information on mental health needs and resources; and increased communication and coordination among on campus and community groups.

Budget Augmentation:                Restricted fund 01.3

Revenue (2012-2013)		
8600	Other State Revenue	\$ 94,155.50
Expenditures		
1000	Academic Salaries	\$ 48,750.00
3000	Employees Benefits	\$ 13,650.00
4000	Supplies and Materials	\$ 9,100.00
5000	Other Operating Expenditures	\$ 16,540.00
7600	Other Outgo	\$ 6,115.50
	Total	\$ 94,155.50

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	July 17, 2012

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 10    RATIFICATION OF CONTRACTS AND CONSULTANTS**

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

The following contracts for goods, services, equipment and rental of facilities, and acceptance of grants in the amount of \$50,000 or less have been entered into by the Superintendent/President and are presented to the Board of Trustees for ratification.

*Authorization: Board Policy Section 6255, Delegation to Enter Into and Amend Contracts*  
*Approved by Board of Trustees: 9/8/08*  
*Reference: Education Code Sections 81655, 81656*

	Provider/Contract	Term/Amount	Service	Funding Source
A	Bais Chana High School	September 1, 2012– June 30, 2013  Not to exceed \$6,000	The Los Angeles Universal Preschool-Early Start Pathway (LAUP-ESP) grant has provided funds for SMC/Early Childhood Education (a participant in the LAUP: ESP 2+2+2 grant) to use Bais Chana High School (also a participant in the grant) premises for conducting ECE classes for high school students interested in getting an early start in ECE while still in high school; and also for outreach activities to provide opportunities for students not enrolled in ECE classes to learn about the ECE pathway.	LAUP – ESP (100%)
<i>Requested by: Laura Manson, Department Chair, Early Childhood Education</i> <i>Approved by: Jeff Shimizu, Vice-President, Academic Affairs</i>				
B	Hands On Solar, Inc. (Brian Hurd, President)	Not to exceed \$7,000  July 1, 2012- December 31, 2012	Hands On Solar, Inc. will provide national solar training to better assist SMC in turning out professionally-ready, certificated students in photovoltaic installation; provide assistance in applying for grant awards and foundation money and strategies to enhance SMC's renewable energy programs. Hands On Solar will also suggest strategies in the following: marketing; technical assistance for curriculum content for hybrid or online courses; student retention, etc.	Perkins IV 2012-2013 (100%)
<i>Requested by: Patricia Ramos, Dean, Workforce and Economic Development</i> <i>Approved by: Jeff Shimizu, Vice-President, Academic Affairs</i>				

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	July 17, 2012

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 10    RATIFICATION OF CONTRACTS AND CONSULTANTS**  
(continued)

	Provider/Contract	Term/Amount	Service	Funding Source
C	Jennifer Jeanne Jones	July 2012 – June 2013  Not to exceed \$1,800	Ms. Jones will provide artistic scenic design and creation for Theatre Arts productions.	District Budget/Theatre Arts Department (100%)
<i>Requested by: Perviz Sawoski, Department Chair, Theatre Arts Department</i> <i>Approved by: Jeff Shimizu, Vice-President, Academic Affairs</i>				
D	Economic Modeling Specialists Inc. (EMSI)	Not to exceed \$31,000  July 1, 2012 – June 30, 2013	EMSI will provide <i>Analyst</i> , a web-based tool for 10 users providing comprehensive sets of labor market information which includes data on industries, occupations, demographics, skills, education, and job-postings. EMSI will create a customized Career Coach site to provide students and the community with current data on wages, employment, job postings, and associated education and training relevant to Santa Monica College.	Perkins IV (CTEA) 2012-13 (\$20,000)  CTE V 2012-2013 (\$11,000)
<i>Requested by: Patricia Ramos, Dean, Workforce and Economic Development</i> <i>Approved by: Jeff Shimizu, Vice-President, Academic Affairs</i>				
E	S. Groner Associates, Inc. (Stephen Groner, President)	June 7, 2012 – <del>December 31, 2012</del> June 30, 2013  Not to exceed <del>\$5,000</del> \$20,000  (previous term of contract and amount approved by the Board of Trustees on June 5, 2012)	S. Groner Associates, Inc. will develop and implement outreach and participant recruitment strategies for the California Works Alliance Community Based Jobs Training (CBJT) Program in Recycling and Resource Management. The extension of the contract will add services including marketing coverage through multiple media outlets targeting regional business, industry and employer awareness of the program to increase the numbers of incumbent workers and students participating in the program. The grant has funds designated for this purpose.	CBJT/DOL – Jobs through Recycling (100%)
<i>Requested by: Patricia Ramos, Dean, Workforce and Economic Development</i> <i>Approved by: Jeff Shimizu, Vice-President, Academic Affairs</i>				

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	July 17, 2012

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 10    RATIFICATION OF CONTRACTS AND CONSULTANTS**  
(continued)

	Provider/Contract	Term/Amount	Service	Funding Source
F	Southern California e-Business Forum (SCEBIZ4M) Grant Program	July 1, 2012 – June 30, 2013  Award Amount: \$3,278.97 (no matching funds)	Through this Chancellor’s Office mini grant SMC’s Computer Science and Information Systems Department will address the growing field of social media through two separate, yet related, strategies to educate students for careers in this field. The department will create an inter-disciplinary certificate in Social Media in collaboration with the Business Department and augment its existing Website Software Specialist certificate.	Southern California e-Business Forum/Southern California EDI Roundtable, Inc.
Requested by: Laurie McQuay-Peninger, Director, Grants/Title V Math Cooperative Approved by: Jeff Shimizu, Vice President, Academic Affairs				
G	Dr. Paolo Torresan  (Fulbright Scholar-in-Residence Program)	August 1, 2012 – June 30, 2013  Matching Funds: \$6,200  (Fulbright Scholar Program will provide a monthly living stipend)	Santa Monica College will host Dr. Paolo Torresan, a full-year Scholar-in-Residence from Italy to support the college’s Global Citizenship initiative and strengthen the quality of SMC’s Italian Language and Culture Program. He is an internationally renowned methodologist who will bring innovation and relevance to the program.	Fulbright Scholar Program/U.S. Department of State
Requested by: Laurie McQuay-Peninger, Director, Grants/Title V Math Cooperative Approved by: Jeff Shimizu, Vice President, Academic Affairs				
H	Jonathan Mooney	August 23, 2012  \$1,000	The consultant will coordinate with the Academic Senate to present and participate in a 90-minute professional development workshop on campus.	District Funds/ Human Resources (Faculty Professional Development)
Requested by: Academic Senate and Human Resources Approved by: Marcia Wade, Vice-President, Human Resources				

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	July 17, 2012

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 10    RATIFICATION OF CONTRACTS AND CONSULTANTS**  
(continued)

	Provider/Contract	Term/Amount	Service	Funding Source
I	George E. Davis	August 29 2012- July 26, 2013, 40 hours per week  Not to exceed \$25,000	George Davis will serve as a post doctoral intern to assist the psychological services staff in working with students individually and in groups, conducting psycho- educational workshops, and providing training and consultation to faculty and staff. He received his doctorate in clinical psychology from Pepperdine University in May 2012.	Pico Promise Transfer Academy funded by the City of Santa Monica (50%)  District Funds/ Psychological Services (50%)
Requested by: Brenda Benson, Dean, Counseling/Retention Approved by: Mike Tuitasi, Vice-President, Student Affairs				
J	First Class Vending	September 1, 2012– August 31, 2013  No cost; revenue generating	Year two renewal of contract to provide and maintain food and beverage vending machines and services including microwaves and change machines	N/A
K	First Class Vending	September 1, 2012– August 31, 2013  No cost; revenue generating	Year two renewal of contract to provide and maintain soft drink and various beverage vending machines and services.	N/A
J and K Requested by: Cynthia Moore, Director of Purchasing Approved by: Bob Isomoto, Vice-President, Business/Administration				

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	July 17, 2012

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 11 ACADEMIC PERSONNEL**

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

SABBATICALS AND FELLOWSHIPS

SABBATICAL

Sara Brewer, Communications (Spring 2013)  
 Comment: Six sabbaticals for 2012-2013 were previously approved by the Board on January 10, 2012.

FELLOWSHIPS (Fall 2012)

Daniele Bolelli – History  
 Gillian Grebler – Earth Science  
 Catherine Haradon – Earth Science/Anthropology  
 Yuria Hashimoto – Modern Languages  
 Crystal Robbins – Theatre Arts  
 Odemaris Valdivia – CSIS department  
 Comment: Recipients of fellowships receive a \$1,500 stipend for projects approved by the Academic Senate Joint Sabbatical/Fellowship Committee.

AMENDMENT TO SUPERINTENDENT’S CONTRACT

It is agreed by and between the Santa Monica Community College District (District), acting through its Board of Trustees, and Chui L. Tsang, Superintendent/President (President) that the President's contract be amended as follows, effective July 1, 2012:

1. Section 2 is revised to read as follows:
  2. Term: The term of this Agreement is extended one year through June 30, 2016.
2. Section 5 is revised to read as follows:
  5. The compensation for the President effective July 1, 2012, shall be the same compensation he received in the 2011-2012 fiscal year. His salary shall be increased by \$15,000.00 effective on July 1<sup>st</sup> of each year beginning July 1, 2013, if the President receives a satisfactory evaluation from the Board. If the President receives an unsatisfactory annual evaluation in any year, any further increases to compensation from that point on must be specifically approved by the Board in advance.
3. Section 6 and Section 9(c) are deleted.
4. Section 22 is added to the Agreement to read as follows:
  22. In accordance with Government Code Section 53243.2, if the Agreement is terminated, any cash settlement related to the termination that the President may receive from the District shall be fully reimbursed to the District if the President is convicted of a crime involving an abuse of his office or position.

## ELECTIONS

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

### NEW FULL-TIME FACULTY FALL 2012 (Effective date 08/27/12)

Blackwell, Nicole, English\*  
Chu, Hencelyn, Medical Lab Technician  
Graziadei, Keith, ESL  
Hao, Josephine, Interior Architectural Design\*  
Koenig-Golombek, Lizbeth, ESL  
London, Jamar, Mathematics\*\*  
Petrocelli, Rachel, World History\*\*  
Pritchard, Lee, English\*  
Thompson, Cara, Geology\*  
Tomasic, Mark, Dance

\*Correction of effective date previously approved as 08/29/2012

\*\*Correction of effective date previously approved as 08/26/2012

### EFFECTIVE DATE

#### ADMINISTRATIVE

Bocanegra, Melanie, Director, STEM Initiatives	09/04/12
Runkle, Gita, Director, Small Business Development Center (SBDC)	08/20/12

#### EXTENSION OF MANAGEMENT ASSIGNMENT

Potts, Charles Interim Director, Institutional Advancement	08/01/12 – 09/30/12
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#### PROJECT MANAGER

King, Sasha, Employment Training Panel (ETP)	08/01/12
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#### PROJECT MANAGERS (Extension)

Cascio, Joe, Athletics	07/01/12 – 09/15/12
Jenkins, Jerome, Men's Basketball Programs (80%)	07/01/12 – 06/30/13

#### ADJUNCT FACULTY

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

#### SEPARATION

#### RESIGNATION

Scott, John, Project Manager, Veterans Resource Center	07/05/12
Gorgie, Jean, English Instructor	06/08/12



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	July 17, 2012

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 12 CLASSIFIED PERSONNEL - REGULAR**

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

The following positions will be established/abolished in accordance with district policies and salary schedules.

PROBATIONARY

Hartel, Colin, Cash Receipts Clerk, Bursar's Office	06/25/12
Leano, Kristina, Student Services Specialist – Int'l, ISC	07/09/12

PROMOTION

Reyes, Miguel, Telecomm. Technician I, Telecommunications	07/09/12
Smith, Grace, Administrative Assistant III- Confidential, Academic Affairs	06/18/12

EXTENSION OF PROVISIONAL APPOINTMENT TO WORKING OUT OF CLASS

Botello, Mary, Lead Custodian, 100%	05/15/12-06/25/12
Extension: Not to exceed 90 working days	

VOLUNTARY TRANSFER (CSEA/DISTRICT AGREEMENT)

Munoz, Andres	07/12/12
From: Student Services Clerk, EOP&S, 12 mos, 24 hours	
To: Student Services Clerk, ISC, 12 mos, 40 hours	

PERSONAL LEAVE

Esparza Torres, Transito, Custodian, Operations	06/20/12 – 07/17/12
Luthi, Christopher, Accompanist Performance, Music Department	08/27/12 – 12/18/12
Schelbert, Barbara, Instructional Assistant – English, English Department	06/15/12 – 07/27/12

VOLUNTARY REDUCTION IN HOURS/TEMPORARY

Guercio, Joanne	07/01/12 – 06/30/13
From: Administrative Assistant II, Counseling Department, 12 mos, 40 hrs	
To: Administrative Assistant II, Counseling Department, 12 mos, 32 hrs (Benefits at 100% per CSEA/District Agreement 12.5.1)	

Lewis, Marcia A.	07/01/12 – 06/30/13
From: Career Services Advisor, Career Center, 12 mos, 40 hrs	
To: Career Services Advisor, Career Center, 12 mos, 35 hrs	

SEPARATIONS

RETIREMENT

Lawrence, David B., Academic Comp. Instructional Spec., Academic Comp. (26+ yrs)	07/06/12
Marable, Ronald, Community College Police Officer, Campus Police (31+ yrs)	07/10/12

39-MONTH REEMPLOYMENT LIST

Esparza Torres, Transito, Custodian, Operations	07/18/12
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<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	July 17, 2012

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 13 CLASSIFIED PERSONNEL – LIMITED DURATION**

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

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

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

Basille, Frank, Accompanist - Voice, Music	08/27/12-12/31/12
Brown, Carla, Cash Receipts Clerk, Bursar's Office	05/28/12-06/08/12
Gluck, Ferris E., Accompanist - Voice, Music	08/27/12-12/31/12
Jimenez Oaxaca, Jose E., Shuttle Driver, TRIO	07/02/12-08/10/12
Martin, Esteban, Shuttle Driver, TRIO	07/02/12-08/10/12
McNaughton, Joellen, Accompanist - Voice, Music	08/27/12-12/31/12
Meserve, Pamela, Student Services Clerk, Admissions & Records	06/15/12-08/31/12
Nesteruk, Gary, Accompanist - Voice, Emeritus	07/11/12-12/31/12
Walsh, Carl P., Accompanist - Voice, Music	08/27/12-12/31/12

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.

Adebowale, Lena, Cash Receipts Clerk, Auxiliary Services	07/09/12-08/03/12
Adebowale, Lena, Cash Receipts Clerk, Auxiliary Services	08/24/12-08/31/12
Chase, Gerald, Registration/ Information Clerk, Bursar's Office	07/23/12-08/03/12
Chase, Gerald, Registration/ Information Clerk, Bursar's Office	08/24/12-08/31/12
Clark, Jessica L., Cash Receipts Clerk, Auxiliary Services	07/09/12-08/03/12
Clark, Jessica L., Cash Receipts Clerk, Auxiliary Services	08/24/12-08/31/12
Gaskill, Loretha, Student Services Clerk, Financial Aid	07/05/12-09/27/12
Graham-Howard, Kimi, Student Services Clerk, Admissions & Records	06/15/12-08/31/12
Jung, Jennifer, Cash Receipts Clerk, Auxiliary Services	07/09/12-08/03/12
Jung, Jennifer, Cash Receipts Clerk, Auxiliary Services	08/24/12-08/31/12
Lui, Diana, Student Services Clerk, Financial Aid	07/05/12-09/27/12
McInerney, Elizabeth, Student Services Clerk, Admissions & Records	06/15/12-08/31/12
Melendez, Jessica , Cash Receipts Clerk, Auxiliary Services	07/09/12-08/03/12
Melendez, Jessica , Cash Receipts Clerk, Auxiliary Services	08/24/12-08/31/12
Morales, Alfred, Cash Receipts Clerk, Auxiliary Services	07/09/12-08/03/12
Morales, Alfred, Cash Receipts Clerk, Auxiliary Services	08/24/12-08/31/12
Orcutt, Joseph, Student Services Clerk, Admissions & Records	06/15/12-08/31/12
Remstein, Robert, Accompanist - VOICE, Emeritus	01/18/12-02/28/12
Sims, Krysten, Student Services Clerk, Admissions & Records	06/15/12-08/31/12
Tolentino, Casimiro, Student Services Clerk, Admissions & Records	06/15/12-08/31/12

**RECOMMENDATION NO. 13 CLASSIFIED PERSONNEL – LIMITED DURATION**

(continued)

**LIMITED TERM:** (continued)

Wadad, Itani, Student Services Clerk, Admissions & Records	06/15/12-08/31/12
Wilks, Susan, Cash Receipts Clerk, Auxiliary Services	07/09/12-08/03/12
Wilks, Susan, Cash Receipts Clerk, Auxiliary Services	08/24/12-08/31/12
Williams, Juanita, Human Resources Technician, Human Resources	06/18/12-07/06/12
Williams, LaShondra, Student Services Clerk, Admissions & Records	06/15/12-08/31/12
Vriese, Denese, Cash Receipts Clerk, Auxiliary Services	07/09/12-08/03/12
Vriese, Denese, Cash Receipts Clerk, Auxiliary Services	08/24/12-08/31/12

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

Maaza, Saba M, Administrative Assistant I, TRIO	06/27/12-11/01/12
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**RECOMMENDATION NO. 14 CLASSIFIED PERSONNEL - NON MERIT**

*Requested Action:* Approval/Ratification

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

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

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

**STUDENT EMPLOYEES**

College Student Assistant, \$8.00/hour (STHP) (4/18/12-06/27/12)	72
College Work-Study Student Assistant, \$8.00/hour (FWS) (4/18/12-06/27/12)	25

**SPECIAL SERVICE**

Art Models, \$18.00/hour	1
Community Services Specialist 1, \$35.00/hour	7
Community Services Specialist 2, \$50.00/hour	40

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	July 17, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 15      FACILITIES**

*Requested Action:*      *Approval/Ratification*  
*Requested by:*          *Greg Brown, Director, Facilities Planning*  
   *JC Keurjian, Chief Director, Facilities Management*  
*Approved by:*          *Robert G. Isomoto, Vice-President, Business/Administration*

15-A    CHANGE ORDER NO. 7 – BUNDY CLASSROOM COMPLETION

Change Order No. 7 – WAISMAN CONSTRUCTION on the Bundy Classroom Completion project in the amount of \$3,240:

Original Contract Amount	\$1,860,000
Previously Approved Change Orders	(\$253,149)
Change Order No. 7	<u>\$3,240</u>
Revised Contract Amount	\$1,610,091

No change in contract time

Funding Source: Measure AA

**Comment:**      Change Order No. 7 provides for the installation of soffit around the existing beam in Room 416A, the installation of fire protective paint on structural beams and additional finish surface on existing concrete block wall to match new wall. This provides for extending the fire rating in existing mechanical shafts to meet the one-hour fire rating requirement. It also includes changing speakers in Rooms 119 and 121 to recessed in ceiling and credit for the laptop computer in Change Order No. 4 that was paid to contractor but was not provided.

15-B    PROJECT CLOSE OUT – BUNDY WEST BUILDING CLASSROOM- AUDIO-VISUAL INSTALLATION

Subject to completion of punch list items by SPINITAR authorize the District Representative without further action of the Board of Trustees, to accept the project described as BUNDY WEST BUILDING CLASSROOM- AUDIO-VISUAL INSTALLATION as being complete. Upon completion of punch list items by SPINITAR, the District Representative 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.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	July 17, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 15      FACILITIES (continued)**

15-C    CHANGE ORDER NO. 1 – 1510 PICO – FACILITIES DEPARTMENT RELOCATION

Change Order No. 1 – Real Estate Consulting & Services, Inc. on the 1510 Pico – Facilities Department Relocation project in the credit amount of (\$625).

Original Contract Amount	\$219,250
Previously Approved Change Orders	0
Change Order No. 1	<u>(\$625)</u>
Revised Contract Amount	\$218,625
No change in contract time	

Funding Source:            Measure AA

Comment:            Change Order No. 1 provides for the labor and material to replace drywall removed during mold remediation work for unforeseen mold found during demolition operations. Also includes credit for two (2) copies of Primavera Project Planner software required to be furnished by contractor but was not provided.

15-D    AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – IT RELOCATION

Amend agreement with MORRIS ARCHTIECTS for architectural and engineering services for IT Relocation project.

Original Contract Amount	\$1,114,124
Previously Approved Amendments	63,765
Amendment No. 2	<u>\$35,025</u>
Revised Contract Amount	\$1,212,914

Funding Source: Measure AA

Comment:            The chilled water piping from the Central Plant project was designed to loop around the edges of the campus. However, at the new IT building location there is not sufficient room to go around the outside of the new building so the piping needs to be redesigned to be placed under the building during construction. Additional services include the design and engineering for the installation of the Central Plant chilled water loop under both the new IT building and the new bike parking area. A similar situation also exists for telecommunications conduit.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	July 17, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 15      FACILITIES** *(continued)*

15-E    AMENDMENT TO AGREEMENT FOR SOILS MANAGEMENT SERVICES – AET CAMPUS

Amend agreement with EEG SERVICES as Soils Management Consultant for the AET Campus to revise the contract dates to April 1, 2012 to June 30, 2014.

Funding Source: Measure AA

Comment:      The dates originally submitted were incorrect.    There are no other changes to the contract.

15-F    QUARTERLY POOL PAYMENT UNDER JOINT USE FACILITIES AGREEMENT

Payment to:      City of Santa Monica

Amount:          \$146,707.98

For the Period:    January 1, 2012 – March 31, 2012 (3 months)

Funding Source:    2011-2012 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 rate 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 used by all parties. Santa Monica College paid the City of Santa Monica \$107,755.67 for the same period last year. The higher fee for this year is due to the re-plastering of both pools and repairing of concrete deck.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	July 17, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 16 BUDGET TRANSFERS**

*Requested Action: Approval/Ratification*  
*Requested by: Chris Bonvenuto, Director, Fiscal Services*  
*Approved by: Bob Isomoto, Vice President, Business/Administration*

16-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: June 19, 2012 to July 2, 2012

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	43,418
2000	Classified/Student Salaries	24,814
3000	Benefits	16,540
4000	Supplies	6,043
5000	Contract Services/Operating Exp	22,037
6000	Sites/Buildings/Equipment	-11,385
7000	Other Outgo/Student Payments	-101,467
Net Total:		0

16-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: June 19, 2012 to July 2, 2012

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	307
2000	Classified/Student Salaries	-36,942
3000	Benefits	30,227
4000	Supplies	9,806
5000	Contract Services/Operating Exp	-22,027
6000	Sites/Buildings/Equipment	10,786
7000	Other Outgo/Student Payments	7,843
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.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	July 17, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 17 PAYROLL WARRANT REGISTER**

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

May 1 – May 31, 2012                      CIJ – C2K                      \$10,267,406.01

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

**RECOMMENDATION NO. 18 COMMERCIAL WARRANT REGISTER**

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

May 1 – May 31, 2012                      5022 – 5064                      \$5,161,233.80

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

**RECOMMENDATION NO. 19 AUXILIARY PAYMENTS AND PURCHASE ORDERS**

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

	Payments	Purchase Orders
May 1 – May 31, 2012	\$488,815.02	\$31,526.55

Comment: All purchases and payments were made in accordance with Education Code requirements and allocated to approved budgets in the Bookstore, Trust and Other Auxiliary Funds. The detailed Auxiliary payment documents are on file in the Auxiliary Operations Office.

**RECOMMENDATION NO. 20 PURCHASING**

*Requested Action: Approval/Ratification*  
*Requested by: Cynthia Moore, Director of Purchasing*  
*Approved by: Robert Isomoto, Vice President*

**20-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 approve budgets. Lists of vendors on file in the Purchasing Department

May 1 – May 31, 2012                      \$3,392,801.32



<b>BOARD OF TRUSTEES</b>	<b>REGULAR MEETING</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 17, 2012

X. **BOARD COMMENTS AND REQUESTS**

XI. **ADJOURNMENT**

The meeting will be adjourned in memory of **Stanley Currey**, husband of retired trustee Carole Currey.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, August 7, 2012** 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:

1. Report: Enrollment and Enrollment Development
2. Information Item: Citizens' Bond Oversight Committee report (July meeting)

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	July 17, 2012

MAJOR ITEMS OF BUSINESS

**INFORMATION ITEM G**

**SUBJECT: OVERVIEW OF 2011-2012 GRANT-FUNDED PROJECTS**

In 2011-2012, SMC managed approximately \$5.5 million through 21 grant projects funded by local, state, and federal agencies, all of which are supportive of the college's mission<sup>1</sup>. This included 5 new awards, valued at about \$6.8 million in additional revenue, with slightly more than \$1.7 million to benefit 2011-2012 directly. This was a difficult grant year with both the state and federal governments cancelling and/or delaying several grant competitions before or during the application process. In addition, budget reductions at both the state and federal level reduced the number of grants awarded, particularly for one of the largest federal grant programs that directly benefit Santa Monica College, the Title V Developing Hispanic Serving Institutions Program funded by the U.S. Department of Education.

In total, the college submitted 15 proposals to support the 2011-2012 academic year. In addition, the college was a cooperative partner in three other grants submitted by other institutions. Unfortunately these grants were not successful. Of the 15 proposals submitted by the college, two competitions were cancelled. Of the 13 applications that were reviewed and scored, 6 were funded; however, two of these grants were funded by the same funding source, and the college was only able to receive one of the two. As such, SMC received 5 new awards from the 12 applications that were submitted and reviewed by the readers, thus achieving a success rate of 41.7 percent.

As in the past, the majority of these grants were written by the Grants Office in collaboration with the programs and/or departments that were identified to directly manage and implement them. In addition, the Student Affairs Division and the Office of Workforce and Economic Development took an active role in grant development and management. By working collaboratively with other departments across campus, the Grants Office is able to increase the overall number of grants submitted to support the college's mission and its students, while reducing duplication of effort and leveraging resources for the benefit of all programs.

The following table identifies the college's success rate by funding source of grants submitted to support the 2011-2012 academic year. This table does not include cooperative grants submitted by other institutions and competitions that were cancelled prior to award.

<b>Source of Funds</b>	<b>Grants Submitted</b>	<b>Grants Awarded</b>	<b>Success Rate</b>
Federal Govt. <sup>2</sup>	5	2	40.0%
State Govt.	4	2	50.0%
Local Govt.	1	1	100.0%
Private	2	0	0.0%
Total	12	5	41.7%

<sup>1</sup> This total includes any project that is proposal driven, performance or outcome-based, and competitive. It does not include such categorically-funded programs as EOPS or Disabled Students Programs and Services. It also does not include VTEA, Tech Prep, or the various fee-for-service workforce training contracts awarded to Workforce and Economic Development.

<sup>2</sup> As noted previously, SMC submitted two grants to the same funding source, including the HSI STEM and Articulation Program and the Asian-American/Pacific Islander Serving Program. Both of these grants were funded, but due to legislative restrictions, the college had to choose. This table does not include the AAPIA grant.

One of the primary goals of the Grants Office is to assure that each grant submitted for consideration by a local, state, or national entity is aligned to one or more of the college's Institutional Learning Outcomes, Supporting Goals, and/or Strategic Initiatives. The following table provides a general overview of grants submitted and awarded to support 2011-2012 and their relation to institutional goals and objectives. Many of the grants submitted support more than one outcome, and thus the total adds to more than the number of awards.

Area of Focus	Number of Grants Submitted/Awarded by Funding Source									
	Private		Local		State		Federal		Total (duplicated)	
	Submitted	Awarded	Submitted	Awarded	Submitted	Awarded	Submitted	Awarded	Submitted	Awarded
ILO #1: Personal Attributes	1	0	1	1	3	1	3	1	8	3
ILO #2: Academic Skills	1	0	1	1	2	1	4	1	8	3
ILO #3: Global Citizenship	0	0	0	0	1	0	0	0	1	0
ILO #4: Sustainability	1	0	0	0	0	0	1	1	2	1
Supporting Goal #1: Innovative & Responsive Learning Environment	1	0	0	0	1	0	3	1	5	1
Supporting Goal #2: Supportive Learning Environment	1	0	1	1	3	2	4	2	9	5
Strategic Initiative #1: Basic Skills	0	0	0	0	0	0	0	0	0	0
Strategic Initiative #2: Global Citizenship	0	0	0	0	0	0	0	0	0	0
Strategic Initiative #3: Sustainable Campus	1	0	0	0	0	0	1	1	2	1
Strategic Initiative #4: CTE	0	0	0	0	3	1	3	1	6	2
TOTAL (duplicated)	6	0	3	3	13	5	19	8	41	16

In addition to supporting the Institutional Learning Outcomes, Supporting Goals, and Strategic Initiatives, all of the 2011-2012 grant funded projects address the Board of Trustee's Goal 1: Educational Advancement and Quality. The submission of these grants in direct support of institutional learning outcomes, supporting goals, and strategic initiatives also helped the college's Board of Trustees achieve one aspect of its second Goal, to strengthen and expand the fundraising capacity of SMC through the pursuit of federal funds as well as other grant and resource development opportunities.

The following list provides a summary of 2011-2012 grant-funded projects and how they relate to Goal 1: Educational Advancement and Quality. Corresponding Institutional Learning Outcomes, Supporting Goals, and/or Strategic Initiatives, as well as the annual award total, the funding source, and the principal investigator/project director, are also listed. It should be noted that many of these grants support more than one of these outcomes; for the purposes of this report, projects are listed under their primary area of emphasis.

## **Board Objective 1.2: Improve Student Achievement, with particular emphasis on Basic Skills Education**

### Basic Skills (these grants also support ILO #1 and #2 and the Basic Skills Strategic Initiative)

- Title V Math/English Cooperative Grant with El Camino College (SMC/ECC received a no cost extension to complete grant goals and objectives – no new funds): The purpose of this grant is to increase student success in pre-college math and English classes by improving instructional quality, student support resources, and faculty collaboration. (The Project Team includes Fran Manion and John Quevedo from Math, Susan Sterr and Gary Todd from English, and Cynthia Lopez from Supplemental Instruction.)

### Student Achievement/Special Populations – U.S. Veterans

- FIPSE Center of Excellence for Veteran Student Success (\$141,168, funded by the U.S. Department of Education): Through this grant, SMC will expand the capacity of SMC's emerging Veterans Resource Center to include tutoring, mentoring, on-site Financial Aid and Career Services workshops, transfer advising and colocated DSPS services. (This three year grant, which will continue through 2013, also supports ILO #1 and Supporting Goal 2. Linda Sinclair and John Scott led this Project Team in 2011/2012. Mr. Scott resigned as of 6/30/2012, and thus there will be a new project manager in the Fall.)

### Student Achievement/Special Populations—Asian/Pacific Islander Students

- Asian American and Native American Pacific Islander Serving Institutions Program (SMC received a no cost extension to complete grant goals and objectives in 2011/2012; thus no new funds): Through this grant, SMC worked to increase the retention, graduation, and transfer of underrepresented Asian/Pacific Islander students through additional supplementary instructional support, increased use of technology in the classroom, and faculty and staff professional development. (This project also supports ILO #1 and 2. Regina Jennings served as the Project Manager for the AAPIA Project.)

### Student Achievement/Special Populations—Low Income, First Generation Students

- Student Support Services (\$290,515—U.S. Dept. of ED): This TRIO grant targets low income, first generation college students and provides them with the skills and resources that they need to successfully complete their SMC studies and transfer to a baccalaureate program. (This project supports ILO #1 and Supporting Goal 2. Wendi DeMorst is currently serving as the Project Manager for this program, which will continue through 2015.)
- Child Care Access Means Parents in School (\$108,648—U.S. Dept. of ED): This grant provides child care assistance for low-income, Pell-eligible students enrolled at SMC so that low-income parents may continue to attend classes without worry over the care of their children. (This 4-year project also supports Supporting Goal 2. Jenny Trickey is the Project Manager.)
- **NEW for 2011-2012** – Pico Promise (\$151,444, funded by the City of Santa Monica): This project is an expansion of the former Pico Partnership on the Move Program that was previously funded by the City of Santa Monica's Community Development Grants Program. The Pico Promise program will offer instructional and student support assistance to low-income students from the Santa Monica-Malibu School District, specifically the Pico Neighborhood, so that they may achieve their academic and/or career goals. (This project also supports ILO #1 and 2, as well as the third component of the Board of Trustee's goal #2, to strengthen and expand programs and partnerships that serve Santa Monica and Malibu students. This is a three year award; Roberto Gonzalez is the Project Director for the Pico Promise Program.)

#### Student Achievement/Special Populations—High School Outreach/College Prep and Access

- Upward Bound (\$250,000—U.S. Dept. of ED): This TRIO grant targets low-income, potential first generation college students from Venice and Crenshaw high schools, providing academic assistance, college planning and assistance, and counseling/mentoring support. (This project supports ILO #1 and 2. This project will end August 31. However, the college was recently awarded a new 5-year Upward Bound contract to begin September 1. The Project Manager for Upward Bound is Bonita Cooper.)

#### Student Achievement/Special Populations – Science, Technology, Engineering, and Mathematics (STEM)

- **NEW for 2011-2012** – HSI STEM and Articulation Program Grant (\$1,192,468, funded by the U.S. Department of Education and delivered in collaboration with the University of California, Los Angeles): The purpose of this grant is to promote STEM degrees and careers among Latino and other underrepresented student populations in STEM, including underrepresented minority students, but also women and low-income, first generation students in general. This will be accomplished through the SMC/UCLA Science and Research Initiative, which includes an array of student support and instructional services, such as counseling, advising, transfer planning, mentoring, and increased involvement in applied learning activities. This five year also supports ILO # 1, 2, and 4, Supporting Goals 1 & 2, and Strategic Initiative #3. Dr. Melanie Bocanegra will begin as Project Director in August to support a faculty and counseling team that includes Eric Minzenberg (Earth Sciences), Sehat Nauli (Physical Sciences), Mary Colavito (Life Sciences), Debbie Ostorga and Vanessa Bonilla (Counseling).

### **Board Objective 1.3: Strengthen, Expand, and Promote Workforce/Career Technical Education Programs (all of these grants support the CTE Strategic Initiative)**

#### Multidisciplinary CTE Initiatives

- **NEW for 2011-2012** – SB70 Career Technical Education Community Collaborative Project (\$342,857—Chancellor’s Office): This grant will increase the effectiveness of CTE pathways from secondary to postsecondary systems, focusing on four priorities: Increasing awareness of future career pathways, enhancing the understanding of industry trends, creating a pipeline of future workers, and initiating actions that result in higher perceived values toward CTE. This project will unite the region’s educational and workforce development resources by focusing on six industry sectors, as well as Green initiatives and entrepreneurship, while enhancing student, teacher, and counselor knowledge of career technical education. (This grant also addresses ILO #4, as well as the Board’s objective to strengthen and expand programs and partnerships that serve Santa Monica and Malibu students. Tricia Ramos and Maria de Leon Vasquez are directly involved in this project.)

#### Green Technology

- Community Based Job Training Grant (\$1,703,907, funded by the U.S. Department of Labor): Through this grant, SMC will partner with Irvine Valley College, Golden West College, and the California Resource and Recycling Association to develop an education and career path for individuals interested in recycling and resource management. This project will yield a nationally recognized curriculum that includes industry-approved certificates, state-granted educational certificates, and associate degrees. (This project also supports ILO #4, Supporting Goal 1, and Strategic Initiative 3. The project team includes Laina Long and Tricia Ramos. This project will continue through 2013.)

#### Early Childhood Education/Education

- Early Start Pathway (\$328,834, funded by Los Angeles Universal Preschool): The purpose of this project is to develop a 2+2+2 program in Early Childhood Education in partnership with SMMUSD and CSU Dominguez Hills with the intent to increase the number of qualified early childhood education professionals with a baccalaureate degree. (This five year project also supports ILO #2 and Supporting Goal 1. Laura Manson is the principal on this project.)

- Child Development Training Consortium Grant (\$10,000—state-funded): This ongoing project provides tuition, books, mentoring, and professional development activities for ECE students. (This grant also supports student retention and ILO #1. Laura Manson serves as the lead.)

#### Health Sciences (including Nursing and Allied Health)

- **NEW for 2011-2012** – Scholarships for Disadvantaged Students in Nursing (\$41,674, funded by the U.S. Department of Health and Human Services): This grant provides scholarship assistance to low-income students enrolled in SMC's ADN Nursing Program. (This project also supports ILO 2, Supporting Goal #4, and Strategic Initiative #4. Dawn Murphy served as the Project Manager.)
- Enrollment Growth for ADN to RN Programs (\$160,937—Chancellor's Office): The purpose of this grant is to increase student enrollment in SMC's Nursing Program by 15 students, including 10 students in the traditional program and 5 in the LVN advanced standing program, and improve student retention rates through an array of instructional and student support services. (This grant also supports Student Retention, ILOs #1 & 2 and Supporting Goal 2 and will continue through June 2012. Ida Danzey is the Project Director.)
- Funds for Allied Health Training Programs (SMC received a no cost extension to complete grant goals and objectives; thus no new funds awarded): This grant expanded the Respiratory Therapy Program by increasing enrollment capacity and providing targeted support to ensure student success. The grant also helped to establish the Medical Lab Technician Program. (This grant ended June 2012. Ida Danzey and Dawn Murphy led project activities.)

#### Entrepreneurship

- Small Business Development Center (\$300,000—Chancellor's Office/Small Business Administration): This project provides small business development services, such as business planning development, financial planning, workshops, and other individual assistance to new and emerging small business owners in west Los Angeles County. (Tricia Ramos provides oversight to this project.)

#### STEM/Computer Science

- Curriculum Improvement Partnership Award for the Integration of Research (\$149,951, funded by NASA): This project will strengthen STEM curricula, both at the career technical and transfer level, through a two-pronged interdisciplinary approach designed to raise faculty and student awareness of NASA's mission, programs, and career opportunities, while supporting the development of skills needed by the NASA workforce. Funds will support faculty externships and student internships at JPL and the development of new courses that will support NASA workforce needs. (This three-year grant also supports ILO #1 & 2 and Supporting Goals 1 & 2. Jinan Darwiche is the Principal Investigator on this project.)
- Community College Consortium to Educate Information Technology Professionals in Health Care (\$341,122, funded by the U.S. Department of Health and Human Services): Through this subaward with Los Rios Community College District, SMC will adopt nationally developed, modularized curriculum in support of the emerging Health Information Technology career sector and recruit and train more than 200 individuals for careers in Health Information Technology. (This grant also supports Supporting Goal 1. Jinan Darwiche is the Project Director.)

## Emergency Response

- **NEW for 2011-2012** – Community Emergency Response Team Equipment Grant (\$18,300 funded by California Community Colleges Chancellor's Office): With these funds, SMC will purchase the training tools and supplies to improve the quality of SMC's emergency response training. The Community Emergency Response Team (CERT) Program educates people about disaster preparedness for hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. Using the training learned in the classroom and during exercises, CERT members can assist others in their neighborhood or workplace following an event when professional responders are not immediately available to help. CERT members also are encouraged to support emergency response agencies by taking a more active role in emergency preparedness projects in their community. (Al Vazquez is the project director for this program.)

## **Board Objective 1.4: Infuse Global Citizenship into Faculty Instructional Practices and Student Learning (these grants support ILO #3 and the Global Citizenship Strategic Initiative)**

- Undergraduate International Studies and Foreign Language (SMC received a no cost extension to complete grant goals and objectives; thus no new funds awarded): Through this project, SMC advanced the efforts of the Global Citizenship Initiative, including the development of a Global Studies degree, creation of study abroad trips to Turkey and China, and increased campus involvement in activities that highlight the world's cultures and languages. (Kelley Brayton and Georgia Lorenz are the Project Directors.)

## **Final Notes**

It should be noted that two of the federal competitions that were closed prior to review would have supported SMC's Global Citizenship effort, and as such, the college did not submit any grants to support its Global Citizenship Strategic Initiative in 2011-2012. This is a significant change from years past when many of the grants supported global citizenship. In addition, the college did not submit any grants to specifically support the Basic Skills Initiative. This was not an intentional oversight, but a reflection of the reduced funding at the state and federal level and a prioritization on the part of many funding agencies to focus on jobs. Accordingly, CTE and sustainable living remained a priority for local, state, and federal funding agencies.

Lastly, with regard to Board Objective 1.1: Create a Culture of Evidence based on data, SMC did not receive any grants that had as their primary focus to support Institutional Research directly. However, the Grants Office continues to allocate grant funds as appropriate to support grant-related research needs. Currently the majority of funded grants include a research component, and funds are set-aside to support that research either through the use of external consultants or internally through the Office of Institutional Research. At this time, both the HSI STEM and Articulation Program grant and the recently funded Title V Developing Hispanic Serving Institutions grant include a half-time research analyst to assist with data collection, data analysis, and the use of data to determine program priorities and activities.

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	July 17, 2012

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM H

**SUBJECT:** **2011-2012 ANNUAL CURRICULUM COMMITTEE REPORT**  
Submitted by:  
Guido L. Davis Del Piccolo, Curriculum Committee Chair  
Georgia Lorenz, Curriculum Committee Vice Chair

**DEGREES AND CERTIFICATES**

**Student Transfer Achievement Reform Act (SB 1440)**

**What SB 1440 means for Santa Monica College**

The Curriculum Committee continued to spend time discussing the issues surrounding the meaning, potential impact, and implementation of SB 1440 in regards to the SMC curriculum and our students. In particular, the Committee reviewed and discussed the various “Transfer Model Curriculum” (TMC) developed via the statewide Academic Senate process. The Curriculum Committee’s position continues to be that our Associate for Transfer Degrees should not require additional lower division coursework in the major/area of emphasis than is required by the CSU. In that spirit, the Curriculum Committee approved several new degrees for transfer.

**Art History AA-T**

The discipline faculty and the Curriculum Committee approved an **Art History AA-T** which conformed to the TMC. This degree has been approved by the CCCCCO.

**Early Childhood Education AS-T**

The discipline faculty and the Curriculum Committee approved an **Early Childhood Education AS-T** which conformed to the TMC. This degree has been approved by the CCCCCO.

**Business Administration AS-T**

The discipline faculty and the Curriculum Committee approved a **Business AS-T** which conformed to the TMC. This degree has been submitted to the CCCCCO.

**History AA-T**

The discipline faculty and the Curriculum Committee approved a **History AA-T** which conformed to the TMC. This degree has been submitted to the CCCCCO.

**Sociology AA-T in (Region 7 Alternatives to the TMC)**

Our **Sociology AA-T** has not been approved (nor rejected) by the CCCCCO. This degree for transfer did not conform to the TMC, but instead was based on the lower division requirements of the Region 7 CSUs (and by all but one CSU in the state).

**Degree and Certificate Revisions**

The Committee approved changes to several degrees and certificates based on the expertise of the area faculty and the advice of the respective Advisory Boards.



- **Website Software Specialist** Certificate of Achievement (Revision)
- **Interior Architectural Design** Associate Degree and Certificate of Achievement (Revision; elimination of lower unit certificate)
- **Digital Media** Associate Degree and Certificate of Achievement (Revision; elimination of lower unit certificate)
- **Set Design and Art Direction for Film and TV** Department Certificate (Revision)
- **Digital Production and Design** Department Certificate (Revision)

## **CAREER TECHNICAL EDUCATION**

### **Medical Laboratory Technician (Life Science)**

The Committee approved the final course for the forthcoming MLT program which is **MLT 5: Clinical Practicum**. This is a 9 unit course designed in collaboration with our area hospitals which will serve as the site for this hands-on practicum.

### **Cosmetology Program**

The Committee approved several changes brought forward by the area faculty to the **Cosmetology** program including course revisions and course additions to make it more likely for our students to successfully complete the program while also maintaining our high standards.

### **Photography Program**

The Committee approved several new courses brought forward by the Photography faculty. These courses divide existing course material into more manageable divisions and also accommodate the trend toward digital photography more explicitly. Revisions to the Photography degree and certificates are forthcoming. New courses include:

- PHOTO 30: Introduction: Techniques of Lighting (CSU, 4 unit)
- PHOTO 31: Introduction: Photographing People (CSU, 4 unit)
- PHOTO 33: Techniques of Lighting: Product (CSU, 4 unit)

### **Keeping up with Technological Changes**

The Curriculum Committee approved several new courses and course revisions in the area of computer-based or computer-assisted technologies. New courses developed in this area include:

- BUS 34: Introduction to Social Media Marketing (CSU, 3 unit)
- CS 30: MATLAB Programming (CSU, 3 unit)
- CS 53A: iOS Development with Objective-C (CSU, 3 unit)
- CS 53B: iOS Mobile App Development (CSU, 3 unit)
- CS 53C: iOS Advanced Mobile App Development (CSU, 3 unit)
- CIS 67: WordPress (CSU, 3 unit)
- ET 33: Advanced Digital Compositing (CSU, 3 unit)
- GR DES 75: Mobile Design I (CSU, 3 unit)
- INTARC 29: Computer Skills for Interior Architectural Design (CSU, 3 unit)
- OFTECH 28: Electronic Health Records (CSU, 3 unit)

## **NEW COURSES**

### **Mathematics Basic Skills: New Idea**

Similar to the changes introduced last year by the English Department, the Committee approved a new approach in Mathematics. **Math 85** is a new 5-unit course combining both Arithmetic and Prealgebra.

### **New Courses**

In addition to those previously mentioned, the Curriculum Committee approved the following new courses:

- Anthropology 10: Forensic Anthropology (CSU/UC, 3 unit)
- Anthropology 19: The Culture of Food (CSU/UC, 3 unit)
- Astronomy 6: Archaeoastronomy (CSU/UC, 3 unit)
- Communication Studies 31: Research Methods for Communication Studies (CSU/UC, 3 unit)
- Dance 70: Dance Staging Technique (CSU, 3 unit)
- Nutrition 3: Introduction to the Dietetics Profession (CSU, 1 unit)
- Nutrition 8: Principles of Food Preparation (CSU, 3 unit)
- Political Science 3: Introduction to Politics: Justice, Power and Agency (CSU/UC, 3 unit)
- Varsity Physical Education 43V: Varsity Soccer For Men (CSU/UC, 3 unit)

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## **CURRICULAR UPDATES AND CURRICUNET**

The Curriculum Committee reviewed the revisions/updates submitted by several academic departments. These areas include:

- Counseling
- Earth Science Department
  - (Anthropology, Astronomy, Energy Efficiency, Geography, Geology, Solar Photovoltaic Installation)
- English as a Second Language (both Credit and Non-Credit)
- History
- Interior Architectural Design
- Mathematics
  
- The Committee approved name changes for several of our disciplines. **Speech** will now be designated as **Communication Studies**. This long awaited change brings the field in line with most 4-year institutions. **Communication** and **Broadcasting** courses will now be designated as **Media Studies** which reflects the way these fields of study are changing as well as their interdisciplinary nature.
  
- Our advanced **Physics** courses have begun computer enforcement of Physics prerequisites.

## **CurricUNET**

The Committee was pleased to officially launch our new curriculum development/management tool (CurricUNET) in Spring 2012. All course and program submissions must now be done via this new system. Faculty (and staff) trainings have been conducted and several more will be held in the coming year. As a result of CurricUNET, all official courses and programs can be viewed by the general public ([www.curricunet.com/SantaMonica](http://www.curricunet.com/SantaMonica) then “Search Course”).

## **Global Citizenship**

The Committee revised the criteria by which a course might meet the Ecological Literacy category of the Global Citizenship degree requirement. The revisions should allow for additional and varied courses to meet the criteria. Additionally, the following new courses were approved to satisfy the Global Citizenship degree requirement under the criteria of Global Studies:

- Anthropology 19: The Culture of Food
- Astronomy 6: Archaeoastronomy

## **College Level Examination Program (CLEP)**

The Committee approved a much broader acceptance of CLEP Exams as degree applicable units, course equivalency, degree/certificate requirements, and General Education credit. This broader acceptance mirrors the recommendation made by the statewide Academic Senate to accept CLEP as it is accepted by the CSU. CLEP is utilized by military personnel and, therefore, our veteran students should benefit from these changes.

## **Approved by CCCCCO**

The following programs (degrees and certificates) were approved by the Chancellor’s Office during the past twelve months:

- Global Studies (Certificate of Achievement and Associate Degree)
- Public Policy (Certificate of Achievement and Associate Degree)
- Recycling and Resource Management (Certificate of Achievement and Associate Degree)
- Early Childhood Education (Associate in Science degree for Transfer)
- Art History (Associate in Arts degree for Transfer)
- Athletic Coaching (Certificate of Achievement and Associate Degree)

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## **A LOOK AHEAD**

- We expect more developments surrounding **SB 1440**.
- We will be evaluating and strengthening our **prerequisite approval process**.
- We will be working with the departments impacted by the **new repeatability policies** in order to continue to serve our students needs as best as possible.
- We hope to continue our **“pro-active” approach** toward curriculum as well as promoting and facilitating a **collaborative and interdisciplinary approach to our work**.