

M I N U T E S



SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

REGULAR MEETING

JANUARY 15, 2013

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

Closed Session
(Business Building Room 111)

Regular Public Meeting
Board Room (Business Building Room 117)

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

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

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 15, 2013

MINUTES

A meeting of the Board of Trustees of the Santa Monica Community College District was held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Tuesday, January 15, 2013.

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

I. *ORGANIZATIONAL FUNCTIONS*

A CALL TO ORDER – 6 p.m.

B ROLL CALL

- Dr. Nancy Greenstein, Chair - Present
- Dr. Susan Aminoff, Vice-Chair - Present
- Judge David Finkel (Ret.) - Present
- Dr. Louise Jaffe - Present
- Dr. Margaret Quiñones-Perez – Absent (Excused)
- Rob Rader - Present
- Dr. Andrew Walzer - Present
- Michelle Olivarez, Student Trustee – Present (for public session)

C PUBLIC COMMENTS ON CLOSED SESSION ITEMS - None

II. *CLOSED SESSION*

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

- Agency designated representatives: Marcia Wade, Vice-President, Human Resources
Robert Myers, Campus Counsel
- Employee Organization: CSEA, Chapter 36

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

- Agency designated representatives: Marcia Wade, Vice-President, Human Resources
Robert Myers, Campus Counsel
- Employee Organization: Santa Monica College Faculty Association

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

- Agency designated representatives: Marcia Wade, Vice-President, Human Resources
Robert Myers, Campus Counsel
- Employee Organization: Santa Monica College Police Officers Association

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Government Code Section 54957)

III. **PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS – 7 p.m.**

D PLEDGE OF ALLEGIANCE – Lee Johnston

E CLOSED SESSION REPORT - None

IV. **SUPERINTENDENT'S REPORT**

- Acknowledgement:
 - \$1,025,000 Gift from Joan Dempsey Klein and Conrad Lee Klein to create the Conrad Klein Fund for Online Education
- Updates:
 - UCLA Extension
 - Winter Session Enrollment
 - State Budget
 - District Audit (Board's Audit Committee)

V. **PUBLIC COMMENTS**

Steven Contarsy
Richard Goldenson
Sina Eradat
Ana Souza
Beatrice Valenzuela
Karla Hernandez
Bradley Rava
Juliana Nelkin
Carmel Peterson
Jessica Goldbeck
Džnan Kapetanovic
Oscar Chen
Melissa Thomas
Ryan Sindon
Cartier Alderson
Marcus Johnson
Howard Stahl

VI. **ACADEMIC SENATE REPORT**

VII. **MAJOR ITEMS OF BUSINESS**

- #1 Nomination to CCCT Board of Directors
- #2 Memorandum of Understanding with CSEA Chapter #36
- #3 Salary Schedule Adjustment and Benefits Options for Classified Managers and Classified Confidential Employees and an Additional Longevity Increment for Classified Confidential Employees
- #4 Salary Schedule Adjustment and Benefits Options for Academic Administrators
- #5 2013-2014 Non Resident Tuition Rate
- F Report: Global Citizenship Initiative

VIII. **CONSENT AGENDA**

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

Approval of Minutes

#6 Approval of Minutes: December 4, 2012 (Regular Meeting)

Grants and Contracts

- #7 Acceptance of Grants
- #8 Contract for KCRW
- #9 Ratification of Contracts and Consultants

Human Resources

- #10 Academic Personnel
- #11 Classified Personnel – Regular
- #12 Classified Personnel – Limited Duration
- #13 Classified Personnel – Non Merit

Facilities and Fiscal

- #14 Facilities
 - A Subcontractor Substitution – AET Relocation
 - B Agreement for Architectural Services – Bundy Campus Parking and Circulation
 - C Award of Bid – Police Department Locker Room Renovation
- #15 Budget Transfers
- #16 Payroll Warrant Register
- #17 Commercial Warrant Register
- #18 Auxiliary Payments and Purchase Orders
- #19 Purchasing
 - A Award of Purchase Orders
 - B Award of Contract
 - C Purchase Agreement and Authorization of Purchase Orders

IX. **CONSENT AGENDA – Pulled Recommendations**

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

X. **REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

XI. **BOARD COMMENTS AND REQUESTS**

XII. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Tuesday, February 5, 2013** at 7 p.m. (5:30 p.m. if there is a closed session) Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 15, 2013

IV. SUPERINTENDENT'S REPORT

- Acknowledgement:
 - The Board of Trustees acknowledged and thanked Joan Dempsey Klein and Conrad Lee Klein for their gift to the SMC Foundation in the amount of \$1,025,000 to create the Conrad Klein Fund for Online Education [Technology Support](#). This donation is the largest gift ever received by the SMC Foundation in support of technology.

- Updates:
 - UCLA Extension: Eight UCLA extension ~~upper-division~~ courses are being offered at the ~~Academy of Entertainment and Technology~~ [Bundy Campus](#) during the Winter 2013 session. The majority of the 102 students are SMC students. Ten to twelve UCLA extension courses will be offered during the spring ~~at the Bundy campus~~ in the evening and on weekends.

 - Winter Session Enrollment: About 250 courses serving over 7,000 students are being offered during the Winter 2013 session. Classes are held Monday through Thursday, 8 a.m. to 3 p.m. on the main campus. The course schedule for Spring 2013 is smaller than last spring; enrollment is about 90 percent full. A full update on Spring enrollment will be presented at the Board meeting in February.

 - Governor’s Community College Budget Proposal for 2013-2014: Based on an optimistic forecast of higher State revenues due to the passage of Proposition 30 and an improving economy, the proposed budget includes the following ~~apportionments-funding~~ for community colleges:
 - \$196.9 million increase to base
 - \$179 million in deferral buy down
 - \$300 million for community college adult education system
 - \$15.7 million for community college apprenticeship program
 - \$16.9 million for “virtual campus”
 - \$49.5 million for energy efficiency projects and expansion of “green jobs” training

 - District Audit (Board’s Audit Committee): Trustees Louise Jaffe and Rob Rader reported that they met with the auditors to review the 2011-2012 audit reports and findings. It was a clean audit again for the seventh year in a row. ~~There were the usual concerns about the statement of assets and liabilities.~~ The auditors will be present at the Board of Trustees meeting in February.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 15, 2013

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1

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

SUBMITTED BY: Chair, Board of Trustees

REQUESTED ACTION: It is recommended that the Board of Trustees nominate Louise Jaffe for election to the California Community College Trustees (CCCT) Board of Directors.

BACKGROUND: Louise Jaffe was appointed to the CCCT Board of Directors in November 2009 and elected in 2010 for a three-year term.

Nominations for membership on the CCCT Board of Directors will be accepted in the CCLC office from January 1 through February 15, 2013. Each district may nominate members of its board, but only one trustee per district may serve on the board.

The election of members of the CCCT Board will take place between March 10 and April 25, 2013. Seven persons will be elected to the board this year. The election results will be announced at the CCCT annual conference, and the newly elected members of the board will assume their responsibilities at the conclusion of the annual conference on May 5, 2013.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 15, 2013

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

SUBJECT: **MEMORANDUM OF UNDERSTANDING WITH CSEA CHAPTER #36**

SUBMITTED BY: Chair, Board of Trustees

REQUESTED ACTION: It is recommended that the Board of Trustees approved the Memorandum of Understanding between the Santa Monica Community College District and the California School Employees Association (CSEA) Chapter #36 as of December 10, 2012:

MEMORANDUM OF UNDERSTANDING

Whereas, on October 12, 2012, the District and CSEA entered into an MOU concerning salary and benefits, and

Whereas, the MOU was ratified by the parties and became fully effective with the passage of Proposition 30; and

Whereas, the District and CSEA desire to revise the MOU as set forth below,

Now, therefore, on consideration of the mutual agreements set forth herein, the parties agree as follows:

1. Paragraph 1 of the October 12, 2012 MOU is revised to read: "The salary schedules shall be increased by a percentage equal to 1.25% effective on January 1, 2013."
2. The one-time bonus required by Paragraph 2 of the October 12, 2012 MOU may be paid early by the District during the 2012-2013 fiscal year, but shall be paid not later than July 2013.
3. All other terms of the October 12, 2012 MOU remain unchanged.

COMMENT: The MOU was ratified by CSEA on December 10, 2012.

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 15, 2013

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3

SUBJECT: **SALARY SCHEDULE ADJUSTMENT AND BENEFITS OPTIONS FOR CLASSIFIED MANAGERS AND CLASSIFIED CONFIDENTIAL EMPLOYEES AND ADDITIONAL LONGEVITY INCREMENT FOR CLASSIFIED CONFIDENTIAL EMPLOYEES**

SUBMITTED BY: Superintendent/President

RECOMMENDATION: It is recommended that the Board of Trustees approve the following salary adjustments, benefit options and additional longevity increment for classified managers and classified confidential employees:

- 1) Applicable salary schedules shall be increased by a percentage equal to 1.25% effective on January 1, 2013. The estimated cost is \$64,984 annually.
- 2) The following additional benefits shall be provided to unrepresented employees who retire on or after December 1, 2012, and are eligible to purchase or receive Medicare: The District shall pay the full cost of the premium of the dental and vision insurance care plans selected by the retiree for the retiree and his/her eligible dependents. The dental and vision insurance care plans offered to retirees shall be the same as those offered to active employees.
- 3) Classified confidential employees shall receive an additional two-range increase (5 percent) upon completion of thirty-five (35) years of satisfactory and continuous service. This increase will become effective at the beginning of the thirty-sixth year.

BACKGROUND: The Board of Trustees approved a collective bargaining agreement with the SMC Faculty Association on May 1, 2012 and an MOU with CSEA Chapter #36 providing the compensation and benefits options listed above.

To ensure District-wide equity and consistent compensation and benefit options with all benefits eligible District employees, effective January 1, 2013, the Classified Managers and Confidential Employees will receive the same salary and benefit adjustments granted to employees represented by California School Employees Association - Local 36 (CSEA). Additionally, Classified Confidential employees will receive the same longevity increments granted to employees represented by California School Employees Association - Local 36 (CSEA).

MOTION MADE BY: David Finkel
 SECONDED BY: Susan Aminoff
 STUDENT ADVISORY: Absent
 AYES: 6
 NOES: 0
 ABSENT: 1 (Quiñones-Perez)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 15, 2013

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 4

SUBJECT: **SALARY SCHEDULE ADJUSTMENT AND BENEFITS OPTIONS FOR ACADEMIC ADMINISTRATORS**

SUBMITTED BY: Superintendent/President

RECOMMENDATION: It is recommended that the Board of Trustees approve the following salary adjustments and benefit options for academic administrators:

- 1) Applicable salary schedules shall be increased by a percentage equal to 1.25% effective on January 1, 2013. The estimated cost is \$83,106 annually.
- 2) The following additional benefits shall be provided to unrepresented employees who retire on or after December 1, 2012, and are eligible to purchase or receive Medicare: The District shall pay the full cost of the premium of the dental and vision insurance care plans selected by the retiree for the retiree and his/her eligible dependents. The dental and vision insurance care plans offered to retirees shall be the same as those offered to active employees.

BACKGROUND: The Board of Trustees approved a collective bargaining agreement with the SMC Faculty Association on May 1, 2012 and an MOU with CSEA Chapter #36 providing the compensation and benefits option listed above.

To ensure District-wide equity and consistent compensation and benefit options with all benefits eligible District employees, effective January 1, 2013, the Academic Administrators will receive the same salary and benefit adjustments granted to employees represented by the SMC Faculty Association.

MOTION MADE BY: David Finkel
 SECONDED BY: Susan Aminoff
 STUDENT ADVISORY: Absent
 AYES: 6
 NOES: 0
 ABSENT: 1 (Quiñones-Perez)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 15, 2013

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 5

SUBJECT: **2013-2014 NONRESIDENT TUITION RATE**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees adopt and establish the 2013-2014 nonresident tuition rate as follows:

- a. Non-resident tuition rate shall be \$239 per semester unit.
- b. The capital outlay recovery surcharge shall be \$30 per semester unit

BACKGROUND: Education Code Section 76140 requires each district governing board to establish the nonresident tuition fee not later than February 1 for the succeeding fiscal year. Seven options are provided for calculation of the non-resident tuition rate, as represented in the following chart.

Option 1	Statewide Average Cost Calculation	\$184
Option 2	District Average Cost Calculation	\$194
Option 3	Average Cost Calculation for District with 10% or more noncredit FTES	N/A
Option 4	Contiguous District (proposed fees not yet reported)	N/A
Option 5	No more than District Average Cost, no less than Statewide Average Cost	N/A
Option 6	Highest Statewide Average Statewide Average Cost Calculation 2007-2008 through 2012-2013	\$183
Option 7	No more than 12 Comparable States' Average Tuition	\$368 Maximum

For 2013-2014, the lowest possible nonresident tuition rate for SMC is \$190 per semester unit, and the highest possible nonresident tuition rate is \$368 per semester unit. Option 7 was used to determine SMC's 2013-2014 nonresident tuition rate of \$239 per semester unit. (This represents an increase of \$9 from the 2012-2013 rate of \$230 per semester unit.)

Education Code Section 76141 also authorizes districts to charge a capital outlay recovery surcharge so that districts may recover a prorated share of their capital outlay expenditures. (The recommended capital outlay recovery surcharge for 2013-2014 constitutes an \$11 per unit increase from the 2012-2013 capital surcharge.)

	Current	Proposed	Change
Nonresident Tuition	\$230	\$239	+\$9
Capital Outlay Surcharge	\$19	\$30	+\$11
State Enrollment Fee for Resident and Nonresident Students	\$46	\$46	--0-
Total	\$295	\$315	+\$20

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

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	January 15, 2013

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM F

SUBJECT: **GLOBAL CITIZENSHIP INITIATIVE**

SUBMITTED BY: Superintendent/President

SUMMARY: In the six years since its inception as an initiative of the Superintendent/President and Academic Senate, Global Citizenship has developed into a core component of the life and identity of Santa Monica College. While there remains room to grow in terms of raising student awareness of the various programs and activities related to Global Citizenship, the ever-growing availability of such opportunities testifies to the maturation of the initiative into a staple of the college’s mission. Moreover, amidst these times of uncertain transitions in the world of higher education, and beyond, the need for Santa Monica College to continue with its mission of educating global citizens for the Twenty-First Century remains strong. As articulated in the previous report:

By raising awareness of global diversity and global connections, and by encouraging an ethic of personal responsibility toward one’s local and nonlocal communities through understanding and active participation, we strive to equip our students with the tools and the attitudes they will need to nimbly adapt to a future characterized by recurrent change. These tools include knowledge of the context and the processes by which various types of social, cultural, technological, and environmental change are occurring, as well as an ability to exploit the powerful potential of today’s high levels of personal mobility and communication—not just for one’s own selfish gain, but in service to others as well.

This report included In Appendix A summarizes the work of the Global Citizenship initiative since the last report was made in September 2011.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 15, 2013

VIII. 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 #6-#19.

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #10, #11, #14-B, #19-B

Action on Consent Agenda, Excluding #10, #11, #14-B, #19-B

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

IX. CONSENT AGENDA – Pulled Recommendations

Recommendation No. #10 – Academic Personnel

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

Recommendation No. #11 – Classified Personnel, Regular

MOTION MADE BY: David Finkel
 SECONDED BY: Louise Jaffe
 STUDENT ADVISORY: Aye
 AYES: 5
 NOES: 1 (Rader)
 ABSENT: 1 (Quiñones-Perez)

Recommendation No. #14-B – Facilities, Agreement for Architectural Services – Bundy Campus Parking and Circulation

MOTION MADE BY: Susan Aminoff
 SECONDED BY: Michelle Olivarez
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Quiñones-Perez)

IX. CONSENT AGENDA – Pulled Recommendations (continued)

Recommendation No. #19-B – Purchasing, Award of Contract

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

X. REPORTS FROM DPAC CONSTITUENCIES

- Associated Students
- CSEA
- Faculty Association
- Management Association

RECOMMENDATION NO. 6 APPROVAL OF MINUTES

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

December 4, 2012 (Regular Board of Trustees Meeting)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 15, 2013

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 7 ACCEPTANCE OF GRANTS

Requested Action: Approval/Ratification
Requested by: Gita Runkle, Director, Small Business Development Center
Approved by: Jeff Shimizu, Vice President, Academic Affairs

Title of Grant: Small Business Development Center (SBDC)

**Granting Agency: Small Business Administration (SBA)
 Long Beach Community College Lead Center (LBCC)**

Award Amount: \$322,000 (fiscal year 2012-2013)

**Matching Funds: 50% Cash Match
 50% In Kind, inclusive of donations to the SBDC**

Performance Period: January 1, 2013 – December 31, 2013

Summary: SMC has been receiving the Small Business Development Center (SBDC) Grant since 2006 and has been again awarded a one-year grant that involves the united efforts between Santa Monica College (SMC), the SBA, LBCC and local business/industry partners. The collaboration will deploy short-term training activities and small business one-on-one free consulting that will enable individuals to learn entrepreneurship and become more viable candidates for business financing. This service is available for any community member who has a business idea and needs assistance to develop small business ownership, or business owners who needs start-up or expansion assistance and consultation.

- Facilitate information exchange between the industry and education/training system
- Provide assistance and coordination support for regional recruitment and job placement activities
- Establish the platform for shared resources
- Conduct data analyses on hiring and skills trends
- Widen education menus at local community colleges
- Provide short-term training activities for job-specific competencies

Budget Augmentation: Restricted Fund 01.3

Revenue		
8100	Federal Revenue	\$322,000
Expenditures		
1000	Academic Salary	\$115,650
2000	Non-Academic Salary	147,902
3000	Employee Benefits	34,226
4000	Supplies and Materials	3,689
5000	Other Operational Expenses	5,200
7000	Other Outlay	15,533
	Total Expenditures	\$322,000

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 15, 2013

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 7 ACCEPTANCE OF GRANTS (continued)

Requested Action: Approval/Ratification
Requested by: Patricia Ramos, Dean of Workforce & Economic Development
Approved by: Jeff Shimizu, Vice President, Academic Affairs

Title of Grant: Career Technical Education Community Collaborative Program

Granting Agency: Chancellor’s Office of the California Community Colleges

Appropriated Funding: \$348,000

Matching Funds: \$34,800

Performance Period: November 1, 2012 – November 30, 2014

Summary: The Project is designed to optimize the efficiency and effectiveness of the three entities: the CTE Community Collaborative, SMC and SMMUSD with the established working relationships and the academic foundation set. The project will continue and strengthen its work in Career Exploration/ Development for middle school, Articulation, Career Ladder Pathways, Placement Services, and CTE Professional Development in seven industry sectors. The seven industry sectors include: Arts/Media/Entertainment, Energy and Utilities, Health Science/Medical Technology, Education, Information Technology, Marketing/Sales/Services and Transportation. The project will enable the development of new skills for students while providing exposure to them of emerging jobs in high growth industries and green sector technologies. The project will also increase the capacity of faculty, advisors and administrators in aligning the emerging job trends with certificate and degree programs, career planning and counseling, and workforce readiness preparation. The end result of this project is to drive awareness of trends occurring in the focus industries, green initiatives, and entrepreneurial education while enhancing student and teacher education through strategic resource implementation.

Budget: Restricted fund 01.3

Revenue		
8600	State	\$348,000
Expenditures		
1000	Academic Salaries	101,486
2000	Non-Academic Salaries	118,069
3000	Employees Benefits	33,670
4000	Supplies & Materials	15,925
5000	Other Operational Expenses	56,182
6000	Capital Outlay	8,750
7000	Other Outlay	13,918

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 15, 2013

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 7 ACCEPTANCE OF GRANTS *(continued)*

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

Title of Grant: Photovoltaic (PV) Sales and Marketing Grant Program

Granting Agency: Chancellor’s Office Grant funded through the U.S. Department of Education and administered by the Stanford Transportation Group

Award Amount: \$10,350

Matching Funds: Not applicable

Performance Period: January 1 – June 30, 2013

Summary: Santa Monica College will develop curriculum for a new course, PV4: Technical Sales and Marketing of Solar Photovoltaic Systems, to complement its existing technical PV classes. The course will be aligned with NABCEP’s PV Technical Sales Certification, addressing such areas as: 1) Qualifying the Customer; 2) Site Analysis; 3) Conceptual Design; 4) Financial Costs, Incentives and Savings; 5) Financial Benefit Analysis and Financing; 6) Non-Financial Benefit Analysis; 7) Performance Analysis; and 8) Proposal Preparation. The three-unit for credit course will be offered in an 8 week program, meeting twice a week for 3 hours each day. SMC will pilot this course in Summer 2013.

Budget Augmentation: Restricted fund 01.3

Revenue (2012 - 2013)		
8100	Federal	\$ 10,350
Expenditures		
1000	Academic Salaries	\$ 5,620
3000	Employee Benefits	630
4000	Supplies and Materials	500
5000	Other Operating Expenditures	3,600
Total		\$ 10,350

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 15, 2013

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 8 CONTRACT FOR KCRW

Requested Action: Approval/Ratification
Requested by: Jennifer Ferro, Director, KCRW Radio Station
Approved by: Don Girard, Government Relations/Institutional Communications

Provider/Contract	Term/Amount	Service	Funding Source
A Public Media Company	January 15, 2013 through July 15, 2014 Total not to exceed \$200,000 plus reimbursable expenses. Services may be discontinued with 30 days notice.	Brokerage advisory and consulting services to assist KCRW in expanding its services throughout the Los Angeles region.	KCRW Foundation

RECOMMENDATION NO. 9 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 Regent Education, Inc.	December 1, 2012- June 30, 2013 \$10,000	Extension of the contract to enable viewing access to financial aid history to verify information for current year awards. The contract is for access to 2011-2012 Financial Aid historical files which will be needed for this year's award cycle.	2012-2013 BFAP Budget

Requested by: Steve Myrow, Associate Dean, Financial Aid/Scholarships
Approved by: Teresita Rodriguez, Vice-President, Enrollment Development

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 15, 2013

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 10 ACADEMIC PERSONNEL

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

ESTABLISH POSITION

Project Manager, Teaching Learning Center Grant
 Comment: Teaching Learning Center Grant is a Title V award totaling \$3.2 million for five years. The grant will focus on Career Technical Education students and creating programs and curriculum so CTE students can obtain foundational skills in English and Math to move forward with their educational goals. The Project Manager will serve as the lead administrator. The position is 100% funded by the Title V grant.

ADJUNCT FACULTY

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

LIMITED RETIREMENT

Gunn, Karen, Instructor Psychology Fall 2013
 Comment: Limited Retirement - 50% assignment

RETIREMENT

Manion, Fran, Instructor, Mathematics 02/07/13

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 15, 2013

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11 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.

	<u>EFFECTIVE</u>
<u>ABOLISH</u>	
Accountant Fiscal Services, 12 mos, 40 hours	01/16/13
Administrative Assistant I, (1 position currently vacant) Business/CSIS, 12 mos, 40 hours	12/31/12
Community College Police Sergeant Campus Police, 12 months, 40 hours, VH1	01/16/13
<u>ESTABLISH</u>	
Accountant Auxiliary Services, 12 mos, 40 hours	01/16/13
Administrative Assistant I, (1 position) Business/CSIS, 11 mos, 40 hours	12/31/12
Community College Police Captain Campus Police, 12 months, 40 hours, VH1	01/16/13
<u>SALARY ALLOCATION</u>	
Community College Police Captain Range 31 on the Management Salary Schedule	01/16/13
<u>ELECTIONS</u>	
<u>PROBATIONARY</u>	
Everett, Joshua, Tutoring Coordinator – Modern Language, LRC	01/02/13
Maaza, Saba, Student Services Clerk, EOP&S	12/10/12
<u>RECLASSIFICATION</u>	
Ingrid Cardwell From: Academic Secretary To: Administrative Assistant I	01/01/13
Trena Johnson From: Administrative Assistant I To: Administrative Assistant II	01/01/13

APPROVAL OF WORKING OUT OF CLASS ASSIGNMENT

Karen Lehman, Assistant Bookstore Manager, 100%

11/14/2012 – 3/19/2013

CORRECTION IN WORK SHIFT/PERMANENT

Lemons, Bradley

01/01/13

From: Laboratory Technician-Broadcasting/Electronic Media, Communication, 11 mos, 40 hrs/ NS-1

To: Laboratory Technician-Broadcasting/Electronic Media, Communication, 11 mos, 40 hrs/ VH-1

RETITLING STUDENT SERVICE SPECIALIST POSITIONS

Comment: The Personnel Commission recommends that the following positions be retitled to Student Services Specialist – Admissions & Records because the duties listed in this classification are specific to the work performed in Admissions and Records.

Rachel Brideau

01/01/07

From: Student Services Specialist

To: Student Services Specialist – Admissions & Records

Jonathan Cohanne

01/01/07

From: Student Services Specialist

To: Student Services Specialist – Admissions & Records

Sandra Franco

01/01/07

From: Student Services Specialist

To: Student Services Specialist – Admissions & Records

Candee Jones

01/01/07

From: Student Services Specialist

To: Student Services Specialist – Admissions & Records

Connie Lemke

01/01/07

From: Student Services Specialist

To: Student Services Specialist – Admissions & Records

Karen Sasaki

01/01/07

From: Student Services Specialist

To: Student Services Specialist – Admissions & Records

Chris Young

01/01/07

From: Student Services Specialist

To: Student Services Specialist – Admissions & Records

SEPARATIONS

LEAVE OF ABSENCE = UNPAID WITH BENEFITS UNDER MOU AGREEMENT (10/23/12)

Padilla, Larry, Academic Computing Instructional Specialist, Academic Comp.

01/07– 02/01/13

RESIGNATION

LAST DAY OF PAID SERVICE

Ratnaransy, Vannaphone, HR Analyst – Leaves & Benefits, Human Resources

01/18/13

Sher, Brian, Information Systems Administrator, Network Services

06/03/13

Solchaga, Chayce, Student Services Clerk, Outreach

12/21/12

RETIREMENT

Ring, Carol, Sr. Graphic Designer, Marketing (15+ years)

12/28/12

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 15, 2013

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 12 CLASSIFIED PERSONNEL – LIMITED DURATION

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.

ELECTIONS

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

Brown, Carla, Registration/ Information Clerk, Bursar’s Office 12/17/12-02/22/13

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.

Abdulhafiz, Meymuna, Bookstore Clerk/Cashier, Bookstore	01/28/13-02/28/13
Abel, Teneka, Bookstore Clerk/Cashier, Bookstore	01/28/13-02/28/13
Adebowale, Lena, Cash Receipts Services Clerk, Bursar’s Office	12/17/12-02/22/13
Arenas, Leyla, Bookstore Clerk/Cashier, Bookstore	01/28/13-02/28/13
Ashby, Deanna, Bookstore Clerk/Cashier, Bookstore	01/28/13-02/28/13
Avila-Hernandez, Wendy, Disabled Student Center Assistant, DSC	01/02/13-02/08/13
Barchenko, Olga, Cash Receipts Services Clerk, Bursar’s Office	12/17/12-02/22/13
Banks, Nichole, Bookstore Clerk/Cashier, Bookstore	01/28/13-02/28/13,
Baskin, Patricia, Bookstore Clerk/Cashier, Bookstore	12/10/12-01/11/13, 01/28/13-02/28/13
Bobby, Betty, Disabled Student Center Assistant, DSC	01/02/13-02/08/13
Calman, Clio, Bookstore Clerk/Cashier, Bookstore	12/10/12-01/11/13, 01/28/13-02/28/13
Cannon, Ameenah, Bookstore Clerk/Cashier, Bookstore	12/10/12-01/11/13, 01/28/13-02/28/13
Chang, Tony, Bookstore Clerk/Cashier, Bookstore	12/10/12-01/11/13, 01/28/13-02/28/13
Chase, Gerald, Registration/ Information Clerk, Bursar’s Office	12/17/12-02/22/13
Clark, Jessica, Cash Receipts Services Clerk, Bursar’s Office	12/17/12-02/22/13
Dear, Kathleen, Bookstore Clerk/Cashier, Bookstore	12/10/12-01/11/13, 01/28/13-02/28/13
Dittmar, James, Bookstore Clerk/Cashier, Bookstore	12/10/12-01/11/13, 01/28/13-02/28/13
Friedland, Shane, Bookstore Clerk/Cashier, Bookstore	12/10/12-01/11/13, 01/28/13-02/28/13
Friha, Mohammed, Bookstore Clerk/Cashier, Bookstore	12/10/12-01/11/13, 01/22/13-02/22/13
Ganzon, Emmanuelle, Bookstore Clerk/Cashier, Bookstore	01/28/13-02/28/13
Garcia, Lucy, Bookstore Clerk/Cashier, Bookstore	12/10/12-01/11/13, 01/28/13-02/28/13
Graham-Howard, Kimi, Student Services Clerk, Bursar’s Office	12/17/12-02/22/13
Grau, Donald, Bookstore Clerk/Cashier, Bookstore	12/10/12-01/11/13, 01/22/13-02/22/13
Hardister III, Harold, Bookstore Clerk/Cashier, Bookstore	12/10/12-01/11/13, 01/28/13-02/28/13
Harge, Ronyee, Bookstore Clerk/Cashier, Bookstore	01/28/13-02/28/13
Harris, Yolanda, Bookstore Clerk/Cashier, Bookstore	01/28/13-02/28/13
Hassen, Nuritu, Bookstore Clerk/Cashier, Bookstore	01/28/13-02/28/13
Hrast, Tanja, Bookstore Clerk/Cashier, Bookstore	12/10/12-01/11/13, 01/28/13-02/28/13
Hunter, Jennifer, Bookstore Clerk/Cashier, Bookstore	12/10/12-01/11/13, 01/28/13-02/28/13
Iannone, John, Bookstore Clerk/Cashier, Bookstore	12/10/12-01/11/13, 01/28/13-02/28/13

Itani, Wadad, Student Services Clerk, Bursar's Office	12/17/12-02/22/13
Jackson, Sheldon, Bookstore Clerk/Cashier, Bookstore	12/10/12-01/11/13, 01/28/13-02/28/13
Juarez, Jorge, Bookstore Clerk/Cashier, Bookstore	12/10/12-01/11/13, 01/22/13-02/22/13
Jung, Jennifer, Cash Receipts Services Clerk, Bursar's Office	12/17/12-02/22/13
Lagunas, Crystal, Sign Language Interpreter III, DSC	01/07/13-01/11/13
Lam, Albert, Bookstore Clerk/Cashier, Bookstore	01/28/13-02/28/13
Laurance, Marisa, Bookstore Clerk/Cashier, Bookstore	12/10/12-01/11/13, 01/28/13-02/28/13
Lopez, Jose, Bookstore Clerk/Cashier, Bookstore	12/10/12-01/11/13, 01/22/13-02/22/13
Mehary, Mehret, Bookstore Clerk/Cashier, Bookstore	01/28/13-02/28/13
Melendez, Jessica, Cash Receipts Services Clerk, Bursar's Office	12/17/12-02/22/13
McInerney, Elizabeth, Student Services Clerk, Bursar's Office	12/17/12-02/22/13
Micas, Donna, Bookstore Clerk/Cashier, Bookstore	01/28/13-02/28/13
Miles, Erik, Bookstore Clerk/Cashier, Bookstore	12/10/12-01/11/13, 01/22/13-02/22/13
Miles, Shadae, Bookstore Clerk/Cashier, Bookstore	12/10/12-01/11/13, 01/28/13-02/28/13
Molina, Erica, Disabled Student Center Assistant, DSC	01/02/13-02/08/13
Nwonwu, Vergie, Bookstore Clerk/Cashier, Bookstore	12/10/12-01/11/13, 01/28/13-02/28/13
Orcutt, Joseph, Student Services Clerk, Bursar's Office	12/17/12-02/22/13
Pabst, Ester, Bookstore Clerk/Cashier, Bookstore	12/10/12-01/11/13, 01/28/13-02/28/13
Pacheco, Wendy, Bookstore Clerk/Cashier, Bookstore	12/10/12-01/11/13, 01/28/13-02/28/13
Palacio, Dee D., Bookstore Clerk/Cashier, Bookstore	01/28/13-02/28/13
Pedone-Borghese, Linda, Disabled Student Center Assistant, DSC	01/02/13-02/08/13
Perry, Nakeya, Cash Receipts Services Clerk, Bursar's Office	12/17/12-02/22/13
Ponce, Adolph, Bookstore Clerk/Cashier, Bookstore	12/10/12-01/11/13, 01/22/13-02/22/13
Ramirez, Lissette, Bookstore Clerk/Cashier, Bookstore	12/10/12-01/11/13, 01/28/13-02/28/13
Saiganji, Misao, Bookstore Clerk/Cashier, Bookstore	01/28/13-02/28/13
Samuels, Nahalia, Disabled Student Center Assistant, DSC	01/02/13-02/08/13
Sanchez, Oscar, Bookstore Clerk/Cashier, Bookstore	12/10/12-01/11/13, 01/28/13-02/28/13
Shine, Kevin, Cash Receipts Services Clerk, Bursar's Office	12/17/12-02/22/13
Swain, Nancy, Bookstore Clerk/Cashier, Bookstore	01/28/13-02/28/13
Thielking, Alan, Bookstore Clerk/Cashier, Bookstore	12/10/12-01/11/13, 01/28/13-02/28/13
Thomas, Gabrielle, Bookstore Clerk/Cashier, Bookstore	12/10/12-01/11/13, 01/28/13-02/28/13
Tolentino, Casimiro, Student Services Clerk, Bursar's Office	12/17/12-02/22/13
Vriese, Lena, Cash Receipts Services Clerk, Bursar's Office	12/17/12-02/22/13
Walker, Terence, Bookstore Clerk/Cashier, Bookstore	12/10/12-01/11/13, 01/22/13-02/28/13
Wilks, Susan, Cash Receipts Services Clerk, Bursar's Office	12/17/12-02/22/13
Williams, LaShondra, Student Services Clerk, Bursar's Office	12/17/12-02/22/13
Yapkowitz, David, Bookstore Clerk/Cashier, Bookstore	12/10/12-01/11/13, 01/28/13-02/28/13
Yogi, Nancy, Bookstore Clerk/Cashier, Bookstore	12/10/12-01/11/13, 01/28/13-02/28/13

RECOMMENDATION NO. 13 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)	16
College Work-Study Student Assistant, \$8.00/hour (FWS)	17
CalWorks, \$8.00/hour	3

SPECIAL SERVICE

Art Models, \$18.00/hour	52
Community Services Specialist 2, \$50.00/hour	10

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 15, 2013

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 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

14-A SUBCONTRACTOR SUBSTITUTION – AET RELOCATION

Accept Fast-Track Construction’s Subcontractor Substitution Request on the AET Relocation project:

<u>Listed Subcontractor</u>	<u>Requested Substitution</u>
Innovative Building Contractor’s, Inc.	Amcon Development

Funding Source: Measure AA

Comment: Fast-Track Construction, the General Contractor for the AET Relocation project, has requested to substitute their listed Subcontractor, Innovative Building Contractor’s, Inc., with Amcon Development to perform the demolition, Paving and Concrete portion of the project. Fast-Track Construction provided a letter of withdrawal from Innovative Building Contractor’s, Inc. as grounds for the proposed Substitution. A letter was mailed to Innovative Building Contractor’s, Inc. advising them of the proposed substitution on December 14, 2012 giving them five (5) working days to submit any objections per Public Contract Code §4107. Innovative Building Contractor’s, Inc. did not submit any objections. Per the General Conditions of the contract the District's consent to Contractor's substitution of a listed Subcontractor shall not relieve Contractor from its obligation to complete the Work within the Contract Time and for the Contract Price.

14-B AGREEMENT FOR ARCHITECTURAL SERVICES – BUNDY CAMPUS PARKING AND CIRCULATION

Agreement with DLR GROUP for the Bundy Campus Parking and Circulation project in the amount of \$124,035 plus reimbursable expenses.

Funding Source: Measure AA

Comment: Architectural services are needed to provide for circulation improvements related to the currently planned programming and future planned site additions at the Bundy Campus. The DLR Group worked on the Bundy Campus Master Plan. An amendment to another architect's contract was approved last month in the amount of \$74,500 that included most of these same services. That architect is no longer able to supply the personnel necessary for the project and that portion of their contract will be terminated. The scope of the project has been increased to include one additional site area for parking and circulation improvements for the Bundy Campus. The total amount is now \$124,035.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 15, 2013

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 FACILITIES *(continued)*

14-C AWARD OF BID – POLICE DEPARTMENT LOCKER ROOM RENOVATION

Award the bid to the lowest responsive bidder for the Police Department Locker Room Renovation project:

<u>Bidder</u>	<u>Amount</u>
Omega Construction	\$ 87,600
R Dependable Construction, Inc.	\$156,100
SBS Corporation	\$170,449
CTG Construction	\$175,000
Okeyness Construction	\$179,348
Fast Track Construction	\$207,030
Jenn/Matt Construction	\$230,000
R Brothers Inc.	\$213,000
Minako dba Minco Construction	\$477,000

Funding Source: District Capital Funds
Measure AA

Comment: The lowest responsive bidder is R Dependable Construction, Inc. The lowest apparent bidder, Omega Construction, has issued a letter of withdrawal citing a mathematical error in their bid submittal. The current Police Department locker room facility is undersized, in need of new equipment and lacks proper heat and ventilation.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 15, 2013

CONSENT AGENDA: FACILITIES AND FISCAL

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

RECOMMENDATION NO. 15 BUDGET TRANSFERS

15-A FUND 01.0 – GENERAL FUND - UNRESTRICTED
 Period: November 2, 2012 to December 21, 2012

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	24,455
5000	Contract Services/Operating Exp	-31,150
6000	Sites/Buildings/Equipment	6,695
7000	Other Outgo/Student Payments	0
Net Total:		0

15-B FUND 01.3 – GENERAL FUND - RESTRICTED
 Period: November 2, 2012 to December 21, 2012

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	50,000
3000	Benefits	-50,000
4000	Supplies	-3,503
5000	Contract Services/Operating Exp	17,475
6000	Sites/Buildings/Equipment	-13,972
7000	Other Outgo/Student Payments	0
Net Total:		0

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 15, 2013

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 PAYROLL WARRANT REGISTER

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

November 1 – November 30, 2012 C1D – C2E \$7,440,514.91

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

RECOMMENDATION NO. 17 COMMERCIAL WARRANT REGISTER

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

November 1 – November 30, 2012 5278 – 5312 \$10,265,150.44

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

RECOMMENDATION NO. 18 AUXILIARY PAYMENTS & PURCHASE ORDERS

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

	Payments	Purchase Orders
November 1 – November 30, 2012	\$464,109.06	\$15,528.96

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.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 15, 2013

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 PURCHASING

Requested by: Cynthia Moore, Director of Purchasing

Approved by: Robert Isomoto, Vice President

Requested Action: Approval/Ratification

19-A AWARD OF PURCHASE ORDERS

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

November 1 – November 30, 2012 \$2,494,007.23

19-B AWARD OF CONTRACT

Provider: A.J. Fistes

Amount: \$10,000

Funding Source: General Fund

Summary: Award of Contract for Lead Paint abatement for the Main campus.
Request for Proposal was issued via Planetbids and A.J. F

19-C PURCHASE AGREEMENT AND AUTHORIZATION OF PURCHASE ORDERS

Authorize the award of purchase orders from approved department budgets against the following competitive bid agreements not to exceed legal dollar threshold limits:

California State University, Agreement Number 1212 for plagiarism prevention services with IParadigms (DBA Turnitin).

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 15, 2013

XI. BOARD COMMENTS AND REQUESTS

XII. ADJOURNMENT – 10:01 p.m.

The meeting was adjourned in memory of **Lillie Bell Blakely**, mother of Nathaniel Trives; **Patricia Girard**, sister of Don Girard, ~~Senjer~~Senior Director, Government Relations/Institutional Communications; and **John Joseph**, who retired in 1992 after 42 years as SMC swim coach.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, February 5, 2013** 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. Receipt of Audit Reports
2. 2012-2013 Quarterly Budget Report and 31 IQ Report
3. Information: Citizens' Bond Oversight Meeting, January 23, 2013

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	January 15, 2013

APPENDIX A

INFORMATION ITEM F

SUBJECT: GLOBAL CITIZENSHIP INITIATIVE

In the six years since its inception as an initiative of the Superintendent-President and Academic Senate, Global Citizenship has developed into a core component of the life and identity of Santa Monica College. While there remains room to grow in terms of raising student awareness of the various programs and activities related to Global Citizenship, the ever-growing availability of such opportunities testifies to the maturation of the initiative into a staple of the college’s mission. Moreover, amidst these times of uncertain transitions in the world of higher education, and beyond, the need for Santa Monica College to continue with its mission of educating global citizens for the Twenty-First Century remains strong. As articulated in our previous report:

By raising awareness of global diversity and global connections, and by encouraging an ethic of personal responsibility toward one’s local and nonlocal communities through understanding and active participation, we strive to equip our students with the tools and the attitudes they will need to nimbly adapt to a future characterized by recurrent change. These tools include knowledge of the context and the processes by which various types of social, cultural, technological, and environmental change are occurring, as well as an ability to exploit the powerful potential of today’s high levels of personal mobility and communication—not just for one’s own selfish gain, but in service to others as well

This report summarizes the work of the Global Citizenship initiative since the last report was made in September 2011.

Annual Theme

One of the ideas brought back from the college’s participation in the Salzburg Global Seminar (2007–10), was the selection of an annual Global Citizenship theme. The goal of each year’s theme is to provide students, faculty, and staff with a common “hook” with which they can attach themselves and their work at the college to ideas and practices of global citizenship. In addition to promoting interdisciplinary connection—itself a vital skill and attitude of our global age—the themes provide tangible form to an abstract concept that often can seem remote from everyday life and study at SMC. How can one be a global citizen while studying, say, Calculus, or Cosmetology, or Organic Chemistry? With the themes and the many specific global issues they highlight, the potential connections become easier to grasp.

The Global Citizenship Council selected the first two themes: “Water” in 2009–10 and “Food” in 2010–11. In subsequent years, the Council has developed a list of nominees from which each theme has been selected by a campus-wide vote. In each instance, the voting has been close, with all of the nominated ideas enjoying considerable support. This suggests that, for many years to come, we’ll be able to continue choosing themes that are timely, non-repetitive, and of wide interest. In 2011–12, the campus selected “Health, Wellness, and the Pursuit of Happiness” as the annual theme. This year, our theme is “Poverty and Wealth, Want and Waste: The Unevenness of Globalization,” and just last month we selected our theme for 2013–14: “Peace and Security: Managing Conflict and Violence in a Turbulent World.”

Each theme is presented as an open invitation to the college community to integrate into their classes and extracurricular activities however they see fit. The Global Citizenship Council continues to explore new ways of promoting the themes and presenting resources that could facilitate the themes' integration. One idea that has proved effective for some is the adoption of a shared campus read. To support the Happiness theme, for example, the Council asked the English Department to identify a common book—and they identified two! A classic work of 20th-Century fiction (Herman Hesse's *Siddhartha*) and a recent bestselling work of non-fiction (Eric Weiner's *Geography of Bliss*). The primary impact of the common reads so far has been limited largely to the classes in which the instructor has assigned them, but energetic discussions on institutional flex days have helped increase their reach. In addition, we hosted one of the selected books' authors—Eric Weiner—who gave a pair of interesting and well-attended presentations to college and community audiences, and who also fielded numerous student and faculty questions over a catered lunch.

The Global Citizenship Council has not identified a common read for the current year's theme of "Poverty and Wealth, Want and Waste". Instead, the Council has compiled, and continues to develop, an online collection of resources in support of the theme. This collection, which is available via the Council's website¹, includes a list of several dozen recommended books and films that pertain to the theme, as well as a list of sample questions that might be explored under the theme. It also features a paragraph-length prompt that attempts to set up the theme as a set of globally significant issues, and a link to an Info@SMC newsletter feature highlighting how nearly two dozen faculty—from Art, Business, English, History, and more—are utilizing the current theme in their courses.

Curriculum and Professional Development

Curriculum and professional development remain core features of Global Citizenship at SMC. In parallel and partnership with related college initiatives, such as Sustainability and the Democracy Commitment, Global Citizenship continues to spread across the curriculum. In addition, we regularly see global-citizenship concepts incorporated into professional flex-day presentations; sabbatical, fellowship, and faculty-hiring proposals; and various campus events. Much of this work is diffuse and thus difficult to track, and devising better methods for assessing our progress is a priority for the year ahead. Nonetheless, there are several specific landmarks in curriculum and professional development during the last sixteen months that we can highlight:

- **New International Professional Development Program.** A prominent capacity-building component of the first four years of the Global Citizenship Initiative was Summer professional development abroad. Each summer, teams of SMC personnel participated in the Salzburg Global Seminar or the Pacific Institute's Turkish cultural tours. In June and July 2012, SMC initiated its latest international professional development program, a two-week introduction to Chinese culture and society hosted by the Beijing Center for Chinese Studies. Funded by the SMC Foundation and a Title VI-A grant, seventeen faculty, staff, administrators, and trustees, were introduced to the lands and peoples of China, highlighting present-day issues and trends set against the region's deep historical backdrop. Participants attended lectures and seminars led by the Beijing Center faculty, explored Beijing and its surroundings, and made a weekend trip to Inner Mongolia. Upon their return, the Beijing team gave a pair of very well-received presentations at the college's Opening Day, and we continue to build on their experiences as a foundation for further developing the trans-Pacific dimensions of Global Citizenship at SMC. This geographic focus is crucial, as not only is China the world's most populated country and an emergent global political-economic power, but it is the home country of more than 900 F-1 students at SMC—the largest international population at the college. The Beijing Center program strives, therefore, to provide SMC personnel with opportunities to learn first-hand about the diverse cultures, history, and traditions of a large and fast-growing segment of our student body, as well as to support infusion of global perspectives into SMC's curriculum and campus life, including a new annual study abroad center in Beijing.

- **New A.A. Degree Program in Global Studies.** The latest addition to SMC’s interdisciplinary curriculum, our new degree in Global Studies received word of approval from the Chancellor’s Office in April 2012. This program includes three core courses now offered under a Global Studies cross-listing: Global Studies 5 (International Political Economy), Global Studies 10 (Global Issues), and Global Studies 11 (World Geography).
- **New Turkish Language Courses.** Turkish 1 was offered for the first time during the Fall 2011 semester, and has consistently filled sections of at least 35 students. A Turkish 2 course is now under development. In addition to a USIFL grant, our nascent program in Turkish language and culture enjoys support from the Turkish faculty at UCLA and others within our local community. In April 2012, SMC held its first “Turkish Circle”—a filled-to-capacity campus event that featured the food historian Charles Perry of the *LA Times* speaking on the topic of Turkish desserts. Our Turkish students also organized a visit to the Turkish Institute to view Devrim Arabalari’s film, *The Cars of the Revolution*, and they have been active participants in the Conversation Exchange Program run by the ESL and MLC departments.
- **Addition of New Faculty Expertise in Global Studies.** In addition to new full-time faculty in ESL, Global Media, and World History, SMC added its first Fulbright Scholar-in-Residence to the campus community on 2012–13: Dr. Paulo Torresan, of Ca’ Foscari University in Venice, Italy.
- **Purchase of New Learning Tools.** The Modern Languages and Cultures department added Mango Language Systems to its Language Lab. In addition to supporting students enrolled in MLC classes, Mango’s Chinese-language-learning software was made available to the faculty, staff, administrators, and trustees who attended the Beijing Center in July 2012. Also in 2011–12, the college purchased and participated in the annual Global Film Initiative, a program designed to promote cross-cultural understanding through the medium of cinema. In addition to enhancing SMC’s Film Studies curriculum, GFI has facilitated campus and community outreach through public screenings and discussions of several of the titles.

Study Abroad

Reflecting continuing economic and budgetary woes, SMC’s study abroad programs have continued to be on hiatus during the last sixteen months. We remain committed to the value of providing international educational experiences to our students, however, and work thus has continued on developing future annual programs in both Turkey and China. These two summer programs are planned to complement a pair of winter programs in Mexico and South Africa—locations featured in our most recent study abroad offerings—as our four annual “centers” that are intended to minimize cost and maximize inclusivity (for both students and faculty). Together, we see the centers as providing a foundation for a robust, diverse, and sustainable study abroad program in the years ahead.

The U.S. Department of Education has identified both China and Turkey as priority national languages/cultures. As described above, SMC has already developed—and continues to develop—culture and language courses for both Chinese and Turkish. We will offer our first study abroad program in China in Summer 2013—to be hosted by the Beijing Center for Cultural Studies—and in 2014, we will add our first summer program in Turkey. (We continue to negotiate with potential host institutions in Istanbul.)

The college has earmarked scholarship funds to support these programs and to enhance their accessibility to students outside the affluent groups that usually participate in study abroad. Likewise, we continue to search for additional sources of scholarship funding and to discuss the possibility of discounted group or student airfares on carries such as Air China and Turkish Airlines. Early publicization is key to attracting a diverse student population, and we have used opportunities such as International Education Week in November to raise student awareness of our future programs.

Campus Events

SMC Global Citizenship continues to support numerous extracurricular events. This support includes assisting with the development and promotion of regular campus lecture series, most notably the Global Connections Lectures. It also includes sponsoring and funding through our mini-grants a range of activities designed to engage our students in the ideas and practices of global citizenship, both on and off campus. Among the events we have funded or otherwise supported during the last sixteen months are:

- a flex day presentation-discussion about international experiences by faculty members during the Winter break, including a seminar on sustainable energy development in Costa Rica, a study tour of Myanmar, and a “WOOFing” service vacation on an organic farm in New Zealand
- installation in our campus Organic Learning Garden of a mosaic made from pieces rescued from the landfill-destined waste stream
- a presentation and discussion of CLAC, a national initiative to promote the integration of Cultures and Languages Across the Curriculum
- presentation of student work in Anthropology at the annual conference of the American Ethnological Society
- screening of the film, *To Catch a Dollar*, which addresses Muhammad Yunus’s Nobel Peace Prize-winning work in microfinance as a tool for local and regional economic development
- presentation and roundtable discussion about seed banks and the preservation of agricultural biodiversity and food security by author and master gardener David King
- a panel discussion during Campus Sustainability Week on the global pollution crisis associated with plastics
- a public reception and discussion of the World War II-era internment of Japanese-Americans, to accompany the performance of Bruce Smith’s play, *Heart Mountain*
- a faculty-led cultural tour of ethnic neighborhoods in and around Los Angeles, highlighting the cultural and gastronomical diversity of the city and providing an opportunity for F-1 and domestic students to interact in a setting that is both social and educational

Each academic year continues to be anchored by two marquee Global Citizenship events. In November, SMC celebrates the nationally designated **International Education Week** (IEW) with a collection of lectures, performances, and social events, culminating in “Global Citizenship Day”—an activity-hour information fair and celebration of international food, music, and dance. Film screenings and discussions have become especially prominent during IEW the last two years. For example, on separate occasions, we have featured the Oscar-nominated Chinese director Christine Choy, our own film-making professor Salvador Carrasco, and *Los Angeles Times* and NPR film critic Kenneth Turan, all of whom have led discussions of international film as a medium for examining global citizenship.

Our other annual marquee event specifically targets student engagement: the **Global Citizenship Student Research Symposium and Tournament**. This event has grown steadily in each of its three years, with dozens of entries across multiple categories, including research papers, essays, visual art, film and multimedia presentations, informative and persuasive speeches, and performances in music and dance. More than a hundred people attended our third Symposium and Tournament in 2012, and the event continues to attract the generous support of the SMC Foundation so that we can offer cash prizes to the winning entries in each category.

Moving Ahead

Global Citizenship has become woven into the fabric of the college. As it transitions from a novel campus “initiative” into a core feature of SMC’s identity and activity, the institutional structures used to manage Global Citizenship are evolving. At the center of this evolution is the creation of a new joint Global Citizenship Committee of the Academic Senate. This committee provides a more formal place for Global Citizenship within the shared-governance structures of the college, while the older Global Citizenship Council continues to exist as a fluid forum for all interested individuals to learn about and participate in our activities. Per its official specific functions, the Global Citizenship Committee:

- Actively seeks guidance and assistance from SMC students and staff in developing and promoting programs and activities that foster global citizenship
- Solicits and reviews applications for Global Citizenship mini-grants and Global Citizenship professional development trips
- Recommends Global Citizenship Study Abroad programs and faculty to Academic Affairs and International Education, and advises on the future development of Study Abroad at SMC
- Selects the annual Global Citizenship theme through campus-wide vote or other procedures deemed appropriate by the committee
- Organizes the annual Global Citizenship student symposium and tournament
- Develops and maintains an online presence for SMC Global Citizenship (e.g., website, blogs, social media)
- Develops and administers Global Citizenship recognition awards, such as a proposed Global Leadership designation for students
- Helps develop and support experiences and activities that promote and investigate ideas and values of global citizenship
- Helps develop and support programs for SMC’s international students, especially those that integrate their experiences with the domestic student population
- Promotes the infusion of global citizenship throughout the curriculum

While the new committee gives shape to an enduring institutional structure for Global Citizenship at SMC, it does not directly address what continues to be a challenge: raising (and sustaining) student awareness of the initiative. We have not yet surveyed student awareness of, or attitudes toward, Global Citizenship in a systematic way. Based on anecdotal evidence accumulated over the last several years, combined with informal focus groups conducted with students in Fall 2012,ⁱⁱ one of the primary challenges we face is that Global Citizenship, as a “brand”, is so intangible. When students are asked to identify what Global Citizenship is at SMC, they typically think of specific concrete programs. For some, it might be Global Citizenship Day; for others, it is study abroad. Most students appear to narrowly conceive of the college as a collection of courses and academic programs, and thus if Global Citizenship is anything at SMC, then it must be the Global Citizenship A.A. degree requirement, or perhaps the new Global Studies major. When we have the opportunity to explain to individual students what Global Citizenship includes more broadly—as an educational vision and an institutional mission—we typically receive an enthusiastic response. SMC students, by and large, value the idea of global citizenship; they’re just not sure how it relates specifically to their studies at the college.

This begs the question, how much should we care about student awareness of “Global Citizenship”? Or rather, *how* should we care? Perhaps it is enough for students to be aware of the many different programs and activities we offer (e.g., the Research Symposium, the Global Connections lectures), regardless of whether they see these tied together under a common Global Citizenship heading. One of the priorities of the GCC over the next year, then, will be to develop an assessment tool that surveys students, their attitudes toward global issues, and the effectiveness of our various efforts to promote global citizenship both within and outside the classroom. In addition, we will solicit feedback from students regarding what

programs and opportunities *they* would like the college to offer—such as a Global Leadership Award or a globally-oriented internship program—in support of their own development as global citizens. If we can ensure that our efforts are relevant to students’ lives, then the question of whether we are successfully promoting a widely recognized brand among students as an overarching campus initiative perhaps becomes superfluous.

¹ <http://www.smc.edu/GlobalCitizenship/Pages/2012-13-theme.aspx>

¹ Rather than true focus groups, these included a meeting of the Global Citizenship Council where we invited a small group of students to share their thoughts about what Global Citizenship is at SMC, and what it could and should be. In addition, professor Cassie Rockwell made Global Citizenship the centerpiece of an assignment in her Business Communication classes in Fall 2012. This assignment asked her students to develop a marketing plan for SMC Global Citizenship based on original research among their peers. The recommendations made by Rockwell’s students resonated closely with what we heard from the students at our Council meeting.

ⁱ <http://www.smc.edu/GlobalCitizenship/Pages/2012-13-theme.aspx>