

A  
G  
E  
N  
D  
A



SANTA MONICA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

REGULAR MEETING

TUESDAY,  
APRIL 5, 2011

Santa Monica College  
1900 Pico Boulevard  
Santa Monica, California

6:00 p.m. – Closed Session  
7:00 p.m. – Public Meeting  
Board Room (Business Building Room 117)

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

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

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

**PUBLIC PARTICIPATION**  
**ADDRESSING THE BOARD OF TRUSTEES**

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

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

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

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

General Public Comments and Consent Agenda

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

Major Items of Business

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

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

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

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

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

<b>BOARD OF TRUSTEES</b>	<b>REGULAR MEETING</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 5, 2011

## **A G E N D A**

A meeting of the Board of Trustees of the Santa Monica Community College District will be held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Tuesday, April 5, 2011.

6:00 p.m. – Closed Session  
7:00 p.m. – Public Meeting

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

**I. ORGANIZATIONAL FUNCTIONS**

Page No.

**A CALL TO ORDER**

**B ROLL CALL**

Dr. Andrew Walzer, Chair  
Dr. Margaret Quiñones-Perez, Vice-Chair  
Dr. Susan Aminoff  
Judge David Finkel (Ret.)  
Dr. Nancy Greenstein  
Louise Jaffe  
Rob Rader  
Michael Song, Student Trustee

**C PUBLIC COMMENTS ON CLOSED SESSION ITEMS**

**II. CLOSED SESSION**

**CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)**

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

Employee Organization: *CSEA, Chapter 36*

**CONFERENCE WITH 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.	<b>PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS</b> (Scheduled for 7:00 p.m.)	
	D Pledge of Allegiance	
	E Closed Session Report (if any)	
	F Public Comments	
IV.	<b>SUPERINTENDENT'S REPORT</b>	
	• Management Association Update	
	• Updates:	
	– Budget	
	– AB 515	
	– Flex Day Follow-Up	
	– Pell, ACG and Cal Grants	
	– Associated Students Report	
V.	<b>ACADEMIC SENATE REPORT</b>	
VI.	<b>MAJOR ITEMS OF BUSINESS</b>	
	G Report: Special Santa Monica College Programs	6
	H Update: Performing Arts Center East Wing Project	7
	I Update: Enrollment Priorities	8
	#1 Public Hearing: SMCCD Initial Collective Bargaining Proposal to the SMCCD Police Officers Association and SMCCD Police Officers Association Initial Collective Bargaining Proposal	9
	#2 Adoption of SMCCD Initial Collective Bargaining Proposal to the SMCCD Police Officers Association and Receipt of the SMCCD Police Officers Association Initial Collective Bargaining Proposal	10
	#3 Resolution for Community College Month	11
	#4 Ballot for CCCT Board of Directors	12
VII.	<b>CONSENT AGENDA</b>	
	<i>Any recommendation pulled from the Consent Agenda will be held and discussed in Section VIII, Consent Agenda – Pulled Recommendations</i>	
	<b><u>Approval of Minutes</u></b>	
	#5 Approval of Minutes: March 1, 2011 (Regular Meeting)	13
	<b><u>Academic Affairs</u></b>	
	#6 New Courses and Certificates, March 2011	14
	#7 Application for “Apple on Campus” Program	15
	<b><u>Grants and Contracts</u></b>	
	#8 Acceptance of Grant and Budget Augmentation	16
	#9 Agreement for Auditing Services	17
	#10 Contracts for Marketing – Reductions to Existing Contracts, 2010-2011	18
	#11 Ratification of Contracts and Consultants	19

**Human Resources**

#12	SMCCCD Calendar, 2011-2012	20
#13	Long-Term Care Insurance Program	21
#14	Academic Personnel	21
#15	Classified Personnel – Regular	22
#16	Classified Personnel – Limited Duration	23
#17	Classified Personnel – Non Merit	23

**Facilities and Fiscal**

#18	Facilities	
	A Agreement for Building Commissioning Services for LEED Certification of Information Technology Relocation Project	24
	B Award of Bid – Temporary Office for Broad Stage Staff	24
	C Award of Bid – Bundy West Building Completion	25
	D Reject all Bids – Student Services Entry Garden	25
#19	Budget Transfers	26
#20	Budget Augmentations	27
#21	Payroll Warrant Register	29
#22	Commercial Warrant Register	29
#23	Direct, Benefit and Student Grant Payments	29
#24	Auxiliary Payments and Purchase Orders	30
#25	Purchasing	
	A Award of Purchase Orders	30
	B Purchasing Agreements	30
	C Award of Contract – Upgrade Audio Visual Equipment	31
	D Declaration of Surplus Vehicle	31

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

IX. **BOARD COMMENTS AND REQUESTS**

X. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Tuesday, May 3, 2011** 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.

Appendix A: Special Programs

- Veterans Resource Center
- Asian American Pacific Islander Achievement Program
- Promo Pathway Program

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	April 5, 2011

MAJOR ITEMS OF BUSINESS

**INFORMATION ITEM G**

**SUBJECT:**                    **UPDATE: SPECIAL SANTA MONICA COLLEGE PROGRAMS**

**SUBMITTED BY:**            Superintendent/President

**SUMMARY:**                    The Board of Trustees received a written report on special Santa Monica College programs. The report at the meeting will focus on the following three programs:

- Veterans Resource Center
- Asian American Pacific Islander Achievement Program
- Promo Pathway Program

Detailed reports are included as Appendix A

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	April 5, 2011

MAJOR ITEMS OF BUSINESS

**INFORMATION ITEM H**

**SUBJECT:**                    **UPDATE: PERFORMING ARTS CENTER EAST WING PROJECT**

SUBMITTED BY:                Superintendent/President

SUMMARY:                    At its May 2010 meeting, the Board awarded an architectural contract for the Performing Arts Campus East Wing project to DLR Group WWCOT, a Santa Monica-based firm. Work has proceeded rapidly during the programming and design planning phases, with the involvement of the music department, the performing arts center staff, and the Broad Stage foundation staff. The planned new wing replaces the existing east wing, damaged in the 1933 Long Beach earthquake and never properly upgraded. Funding is from Measure AA. The major space in the new wing will be a rehearsal and performance multi-purpose hall, with attached instrument storage, food preparation, and equipment storage rooms; additional storage on a mezzanine level; and two specially designed instructional classrooms on the second floor.

The Board’s recently adopted 2010 Facilities Master Plan for the campus includes a future underground parking structure and a future building on the site. Planning for the East Wing takes these future improvements into account. To preserve the many special views of the Broad Stage that can be enjoyed from both the south and east, offices for the Broad Stage foundation staff will be provided in a temporary modular structure on a portion of the Arizona Avenue side of the campus and not in the new East Wing project.

These temporary offices will be relocated to a future building on the site at a future date. This move will also free up some more surface parking immediately. The environmental approval by the Board for this project and the future building included additional parking; staff is exploring interim parking arrangements, which may include the lease or purchase of nearby property. A recommendation for the Board of Trustees to approve the installation of temporary offices is included on this agenda (see *Recommendation No. 18-B*).

Design plans for the East Wing project will be presented for Board comment. Following Board comment, staff will present the plans for School District review, as required by our lease agreement, and will prepare and distribute an informational handout to the immediate neighbors.

MAJOR ITEMS OF BUSINESS**INFORMATION ITEM I****SUBJECT:**                    **REPORT: ENROLLMENT PRIORITY CHANGES****SUBMITTED BY:**            Superintendent/President**SUMMARY:**

At a time when student demand for enrollment is at an all-time high, we have made some adjustments to our enrollment priority system. The changes, outlined below, are designed to promote student success and goal completion, preserve access and equity, and align with statewide priorities. These changes will go into effect for the Summer/Fall 2011 enrollment cycle which begins next month.

Decisions for the priority changes were made in consultation with Academic Affairs, Student Affairs, and Enrollment Development. Input was solicited from the Counseling Department and many of their suggestions are implemented in the new policy. A campaign to inform students, both new and continuing, is planned beginning next week to inform students of the new policy and how they can effectively improve their priority by meeting their obligations.

1. For summer 2011, students will be limited to 5 units (or 1 class), as a way to provide access to more students.
2. Adelante and Black Collegians are added to the list of special programs that are afforded enrollment priority as a way to further promote equity.
  - a. First priority goes to the Title 5 mandated programs of DSPS, EOP&S, and Veterans
  - b. The Adelante and Black Collegians programs have been added to the second group of programs (Scholars, TRIO/PICO, and Athletes) to further promote equity. Scholars, TRIO/PICO, and Athletes remain unchanged from the status they have been assigned over 20 years ago.
3. Effective Summer/Fall 2011, priority will be given to new students who have completed the orientation and assessment process. They will run parallel to continuing students, after the special programs. This change should promote success for our new students by starting them off on the right foot.
4. Effective Summer/Fall 2011, continuing students who have met their obligations (paying their fees and clearing holds) by the time enrollment priorities are generated, will receive earlier priority. Enrollment priority was formerly decided by unit completion alone.
5. Students having completed more than 90 units will receive the lowest priority for continuing students. This aligns our policy with the state's priorities.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 5, 201

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 1**

**SUBJECT:**                   **PUBLIC HEARING ON THE SMCCD INITIAL PROPOSAL TO THE SMCCD POLICE OFFICERS ASSOCIATION AND THE SMCCD POLICE OFFICERS ASSOCIATION INITIAL COLLECTIVE BARGAINING PROPOSAL**

SUBMITTED BY:               Superintendent/President

REQUESTED ACTION:       It is recommended that the Board of Trustees conduct a public hearing to receive comments on the Santa Monica Community College District's initial collective bargaining proposal to the Santa Monica Community College District Police Officers Association (SMCCDPOA) and the Santa Monica Community College District Police Officers (SMCCDPOA) initial collective bargaining proposal to the Santa Monica Community College District.

PUBLIC HEARING:           Open Public Hearing:  
 Motion Made By:  
 Seconded By:  
 Student Advisory:  
 Ayes:  
 Noes:

Public Comments:

Close Public Hearing:  
 Motion Made By:  
 Seconded By:  
 Student Advisory:  
 Ayes:  
 Noes:

COMMENT:                   The Santa Monica Community College District's initial proposal for a collective bargaining agreement with the SMCCD Police Officers Association was presented on March 1, 2011 pursuant to Government Code Section 3547(a), Board Policy 3134, and the establishment of the SMCCD Police Officers Association. The District reserved the right to add items to the initial proposal.

- Article 1 – Agreement, Designation of Parties and Length of Agreement
- Article 2 – Recognition
- Article 3 – Hours of Employment
- Article 4 – Performance Evaluation
- Article 5 – Safety Conditions of Employment
- Article 6 – Leaves of Absence
- Article 7 – Holidays
- Article 8 – Vacation
- Article 9 – Grievance Procedure

- Article 10 – Compensation
- Article 11 – Health and Welfare Benefits
- Article 12 – Disciplinary Action
- Article 13 – Layoff and Re-Employment
- Article 14 – Rights of the SMCCDPOA
- Article 15 – Contracting Out
- Article 16 – Rights of the District
- Article 17 – Organizational Security
- Article 18 – Negotiating Procedures
- Article 19 – Separability and Savings
- Article 20 – Entire Agreement

The SMCCD Police Officers Association initial proposal for a collective bargaining agreement with the Santa Monica Community College District was presented on March 1, 2011 pursuant to Government Code Section 3547(a), Board Policy 3134, and the establishment of the SMCCD Police Officers Association. The SMCCDPOA requested the following items to be discussed at the bargaining table.

1. District paying employee's contribution towards PERS
2. Donning/Doffing on duty
3. Exclusive parking in rear of station
4. Class A uniform or equivalent annually
5. Provide increase in uniform allowance
6. Adding Police Officer Bill of Rights (POBOR) language in contract
7. Increase in pay totaling 4% over life of agreement
8. Updating the locker room
9. No contracting out POA work for any event using college facilities where security is needed
10. Add dispatching to college officer duties
11. Establish a POA office in the squad room
12. Maintain all other benefits currently enjoyed; no changes in benefits

**RECOMMENDATION NO. 2**

**SUBJECT:** **ADOPTION OF SMCCD INITIAL PROPOSAL TO THE SMCCD POLICE OFFICERS ASSOCIATION AND RECEIPT OF THE SMCCD POLICE OFFICERS ASSOCIATION INITIAL COLLECTIVE BARGAINING PROPOSAL**

**SUBMITTED BY:** Superintendent/President

**REQUESTED ACTION:** It is recommended that the Board of Trustees adopt the Santa Monica Community College District initial collective bargaining proposal to the Santa Monica Community College District Police Officers Association (SMCCDPOA) and receive the Santa Monica Community College District Police Officers Association (SMCCDPOA) initial collective bargaining proposal to the Santa Monica Community College District.

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 5, 2011

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 3**

**SUBJECT:**                    **RESOLUTION FOR COMMUNITY COLLEGE MONTH**

**SUBMITTED BY:**            Superintendent/President

**REQUESTED ACTION:**    It is recommended that the Board of Trustees adopt the following resolution in recognition of Community College month in light of the current financial struggle that community colleges are facing.

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

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

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

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

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

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

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

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

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

WHEREAS, Santa Monica College has been a proud part of this tradition since 1929, being a stellar institution of higher education; and

THEREFORE BE IT RESOLVED that the Santa Monica Community College District observe and celebrate National Community College Month during the month of April, 2011.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 5, 2011

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 4**

**SUBJECT:**                    **BALLOT FOR CCCT BOARD OF DIRECTORS**

SUBMITTED BY:                Chair, Board of Trustees

REQUESTED ACTION:        It is recommended that the Board of Trustees prepare its ballot for the California Community College Trustees (CCCT) Board of Directors.

Following are the candidates including the number of votes cast by trustees:

- Tina Park, Los Angeles CCD (4)
- Jim Morena, Coast CCD (3)
- David Wheeler, Yuba CCD
- Stephen Castellanos, San Joaquin Delta CCD (2)
- Laura Casas Frier (incumbent), Foothill-DeAnza CCD (4)
- Nancy Chadwick, Palomar CCD
- Mary Figueroa (incumbent), Riverside CCD (5)
- Robert Jones, Los Rios CCD (3)
- Michael Davenport, Gavilan CCD
- Paul Gomez (incumbent) Chaffey CCD (4)
- Greg Vonaccosi, Ohlone CCD (1)
- Pauline Larwood, Kern CCD (3)

COMMENT:                      There are eight three-year vacancies on the CCCT Board of Directors. Each member community college has one vote for each of the eight vacancies.

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 5, 2011

**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-#25.

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

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

**VIII. CONSENT AGENDA – Pulled Recommendations**

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

**RECOMMENDATION NO. 5      APPROVAL OF MINUTES**

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

March 1, 2011 (Regular Board of Trustees Meeting)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 5, 2011

CONSENT AGENDA: ACADEMIC AFFAIRS

**RECOMMENDATION NO. 6 NEW COURSES AND CERTIFICATES, MARCH, 2011**

Requested Action: *Approval/Ratification*  
 Requested by: *Georgia Lorenz, Dean, Instructional Services*  
 Approved by: *Jeff Shimizu, Vice President, Academic Affairs*

The following courses and certificates were approved by the Curriculum Committee on March 2, 2011 and by the Academic Senate on March 15, 2011:

New Courses – Credit

- Broadcasting 20A: Introduction to Writing and Producing Short-Form Media
- Film Studies 33: Directing the Short Film
- CIS 65: Flash Catalyst
- CS 86: Android Development
- PRO CR 7: Coaching of Soccer
- PRO CR 8: Coaching of Basketball
- PRO CR 9: Coaching of Volleyball

Comment: Broadcasting 20A is part of the Promo Pathway program currently under development which is a series of courses aimed at training students to write and produce promotions for various media platforms including “webisodes.” Film Studies 33, developed by new faculty member Salvador Carrasco will be a capstone film production class and unique among community colleges. CIS 65 and CS 86 are both responsive to workforce needs, providing students with the skills needed to do development for mobile devices across platforms. The new coaching classes were developed for the career technical certificate in Athletic Coaching. Given the scrutiny of the state legislature on “activity courses,” the department has created these courses and certificates to offer classes that take advantage of the skills and knowledge of faculty while offering students training to secure jobs in the community.

New Courses – Non-Credit

- Health E21: Yoga Health and Safety Principles and Practices for Older Adults
- Health E22: Chi Gong Health and Safety Principles and Practices for Older Adults
- Health E23: T’ai Chi Health and Safety Principles and Practices for Older Adults
- Health E24: Physical Fitness Principles and Practices for Older Adults
- Health E25: Strength and Stamina Training Principles and Practices for Older Adults

Comment: These five Emeritus College physical education courses have been developed in response to the College’s concerns regarding the state’s decision to no longer fund the health and conditioning classes at Emeritus and are being converted from the current curriculum to other noncredit categories. These courses will be submitted to the state Chancellor’s office for consideration of approval.

Certificate

Athletic Coaching Certificate

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 5, 2011

CONSENT AGENDA: ACADEMIC AFFAIRS

**RECOMMENDATION NO. 7 APPLICATION FOR “APPLE ON CAMPUS” PROGRAM**

*Requested Action: Approval/Ratification*

*Requested by: Al DeSalles, Manager, Media Center/Reprographics*

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

**Requested Action:** Approval of the application and implementation for an “Apple on Campus” Revenue-Generating Program

**Effective Date:** April 5, 2011, month-to-month

**Terms of Agreement:** “Apple on Campus” is one of the pilot plans requested as a result of the District wide request to consider entrepreneurial programs. This is a revenue-generating program for higher education institutions that have a charter to serve their campus community through communicating the benefits of Apple products in the academic environment. Under the terms of the agreement with Apple, Santa Monica College will refer eligible customers to Apple’s online store to purchase Apple products.

Upon acceptance into the program, Affiliate Development Funds (ADF) of two to four percent will be provided to SMC from Apple for referred online sales made through the Apple Store for Education. Two and three percent ADF is earned through the placement and execution of active links from the SMC website to the Apple Store for Education. One percent additional ADF can be obtained by hosting an approved Demo Station on campus. Based on 2009-10 data, SMC would have been eligible for up to \$60,000 revenue from SMC student/employee sales of Apple computers.

Apple higher education discounts apply to most qualifying purchases made by SMC faculty, staff, students and their parents. Qualifying purchases for ADF include desktop, Mac mini and notebook computers, displays and software. No discount applies to I-Pads, I-Phones and I-Pods and these products do not qualify as ADF purchases.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 5, 2011

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 8**      **ACCEPTANCE OF GRANT AND BUDGET AUGMENTATION**

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

**Title of Grant:**            **California State Funding of SBDC AB1632**

**Granting Agency:**        California State/L. A. Regional SBDC/Long Beach Community College District

**Award Amount:**            \$225,000

**Matching Funds:**        This additional award offsets the District match required by the SBA grant (\$300,000) approved by the Board of Trustees in February, 2011

**Performance Period:**    January 1, 2011 – June 30, 2011

**Summary:**                    The purpose of the funding from this grant is to serve as the local cash match for the Small Business Development Center program.

The Santa Monica College SBDC in collaboration with LBCC will deploy short-term training activities and small business one-on-one free counseling that will enable individuals to learn entrepreneurship. The SMC SBDC's services are 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.

<b>Budget Augmentation:</b>	<b>Restricted fund 01.3</b>	
	Revenue	
	8600 State	\$225,000
	Expenditures	
	2000 Non-instructional Salaries	170,600
	3000 Benefits	20,400
	5000 Others Services & Expenses	19,000
	6000 Equipment	15,000

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 5, 2011

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 9    AGREEMENT FOR AUDITING SERVICES**

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

Provider:                    VICENTI, LLOYD & STUTZMAN LLP

Term of Agreement:    Three (3) years with two (2) one-year options and shall begin on July 1, 2010.

Amount:	\$95,000	Year 1 – 2010-11
	\$96,670	Year 2 – 2011-12
	\$98,900	Year 3 – 2012-13
	\$100,900	Year 4 Optional – 2013-14
	\$102,900	Year 5 Optional – 2014-15

Services Provided:    The agreement covers the District’s requirements for audits for the District’s basic operations, grants, federal financial aid programs, and KCRW radio station for the Corporation of Public Broadcasting. The fees for auditing services for fiscal years 2010- 2011, 2011- 2012, and 2012-2013 are as follows:

Funding Source:        District General Fund and KCRW Donations

Summary:                Four respondent proposals were received in response to the SMC’s Request for Proposal (RFP). The proposals were then reviewed by the evaluation team who awarded points for qualifications, project approach, value added services, technical capability and pricing. The proposal that most closely met the criteria was awarded the highest number of points.

No proposals were eliminated. However, Vicenti, Lloyd & Stutzman was selected as the most responsive, responsible respondent receiving a cumulative score of 91 points. Additionally, Vicenti, Lloyd & Stutzman presented the lowest overall price, had the strongest technical capabilities in delivering auditing services to community college districts and a history of delivering quality services.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 5, 2011

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 10      CONTRACTS FOR MARKETING – REDUCTIONS TO EXISTING CONTRACTS, 2010-2011**

*Requested Action: Approval/Ratification*

*Requested by: Donald Girard, Senior Director, Government Relations/Institutional Communications*

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

The following items reflect a reduction of \$180,000 in existing contracts for radio advertising for student recruitment:

	Provider/Contract	Term/Amount	Service	Funding Source
A	KPWR 105.9 FM Radio	Reduce contract amount approved July 6, 2010 for 2010-2011 from \$100,000 to \$0. New amount reflects savings from cancelling Summer 2011 radio advertising.	Fiscal year 2010-2011 radio advertising and internet/text messaging for student recruitment	2010-2011 Marketing Budget
B	KROQ 106.7 FM Radio	Reduce contract amount approved July 6, 2010 for 2010-2011 from \$80,000 to \$0. New amount reflects savings from cancelling Summer 2011 radio advertising.	Fiscal year 2010-2011 radio advertising and internet/text messaging for student recruitment	2010-2011 Marketing Budget

Comment: Santa Monica College uses radio, print, and outdoor advertising to support student recruitment. This approach has been effective in meeting District growth FTES targets and, more recently, in achieving recovery. In 2008-09, Santa Monica College established a total FTES target of 22,343 FTES, which included 3,230 FTES of recovery and 261 FTES of growth. The adopted radio (KROQ and KPWR) and general circulation print (LA Weekly) budget for 2008-09 was \$680,000, of which \$657,253 was actually spent. In 2009-10, the state reduced funded FTES by 3.6%, or 802 FTES. The adopted radio and general circulation print budget for 2009-10 was \$443,000, of which \$293,099 was actually spent. In 2009-10, the District also served 1,797 unfunded FTES. In 2010-11 (the current year), the state funded 450 FTES to restore prior year workload reduction. The adopted radio and general circulation print budget for 2010-11 was \$180,000. At this time, it is clear the District will meet its target. With this action, the actual expenditure for 2010-11 will be \$0. For 2011-12, the District anticipates that at best the state will reduce funded FTES by 5.2%, or 1,243 FTES, as a result, advertising for Summer 2011 is unnecessary.

In summary, the District incurred the following expenses for KROQ, KPWR, and LA Weekly combined:

Fiscal Year	Adopted	Actual
2008-09	\$680,000	\$657,253
2009-10	\$443,000	\$293,099
2010-11	\$180,000	\$0

The District will continue to use outdoor advertising (bus) for brand awareness and revenue production.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 5, 2011

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 11 RATIFICATION OF CONTRACTS AND CONSULTANTS**

Approved by: Chui L. Tsang, Superintendent/President

Requested Action: Ratification

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

Authorization: Board Policy Section 6255, Delegation to Enter Into and Amend Contracts

Approved by Board of Trustees: 9/8/08

Reference: Education Code Sections 81655, 81656

Provider/Contract	Term/Amount	Service	Funding Source
A Ruth Seymour	March 1 – May 31, 2011  \$3,000 per month, not to exceed \$9,000	To review District branding and to identify qualified vendors in order to maximize District efforts currently underway for recruiting students (international and out-of-state); and in enterprises such as KCRW, Broad Stage, Emeritus, and others.	SMC Marketing 2010-11 Budget
<i>Requested by: Donald Girard, Senior Director, Government Relations/Institutional Communications</i>			
B Joyce Kaufman	January 1 – December 31, 2011  Not to exceed \$5,000	SMC will consult with Joyce Kaufman to serve as the external evaluator of the college's Title VIA grant, which focuses on the expansion of the college's Global Citizenship Initiative and more specifically, the internationalization of the curriculum. An external evaluation of this grant is required by the funding source, and Dr. Kaufman was recommended to project staff by the U.S. Department of Education.	U.S. Department of Education/Title VIA: Undergraduate International Studies and Foreign Languages
<i>Requested by: Jeff Shimizu, Vice-President, Academic Affairs</i>			
C Dr. Jan Frodesen  Dr. Lia Kamhi-Stein	May 6, 2011  Not to exceed \$500 (each)	Dr. Frodesen (UC Santa Barbara) and Dr. Kamhi-Stein (CSU Los Angeles) will be keynote speakers at the <i>English Language Learner/Basic Skills Colloquium: Academic Writing Across the Curriculum</i> at SMC's Bundy Campus.	Basic Skills Initiative (100 percent)
<i>Requested by: Jeff Shimizu, Vice-President, Academic Affairs</i>			

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 5, 2011

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 12 SMCCD CALENDAR, 2011-2012**

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

Requested Action: *Approval/Ratification*

Approval of the following Santa Monica Community College District Calendar, 2011-2012.



**SANTA MONICA COMMUNITY COLLEGE DISTRICT CALENDAR 2011 - 2012**

JUNE 2011							JULY 2011							AUGUST 2011						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4	3	4	5	6	7	8	9	7	8	9	10	11	12	13
5	6	7	8	9	10	11	10	11	12	13	14	15	16	14	[15]	[16]	[17]	[18]	[19]	20
12	13	14	[15]	[16]	[17]	18	17	18	19	20	21	22	23	21	[22]	[23]	[24]	[25]	[26]	27
19	20	21	22	23	24	25	24	25	26	27	28	29	30	28	29	30	31			
26	27	28	29	30			31													

  

SEPTEMBER 2011							OCTOBER 2011							NOVEMBER 2011						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3						1				1	2	3	4	5
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	[11]	[12]
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	[24]	[25]	[26]
25	26	27	28	29	30		23	24	25	26	27	28	29	[27]	28	29	30			
							30	31												

  

DECEMBER 2011							JANUARY 2012							FEBRUARY 2012						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	[10]	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	[21]	[22]	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31	29	30	31					26	27	28	29			

  

MARCH 2012							APRIL 2012							MAY 2012							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					[2]	3	1	2	3	4	5	6	7				1	2	3	4	5
4	5	6	7	8	9	10	8	9	[10]	[11]	[12]	[13]	[14]	6	7	8	9	10	11	12	
11	12	13	14	[15]	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	
25	26	27	28	29	30	31	29	30						[27]	[28]	29	30	31			

  

JUNE 2012							JULY 2012							AUGUST 2012						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	[13]	[14]	[15]	16	15	16	17	18	19	20	21	12	[13]	[14]	[15]	[16]	[17]	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	[20]	[21]	[22]	[23]	[24]	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	

**LEGEND**

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

**SEMESTER DATES 2011 - 2012**

<p><b>*Summer Break or Session 2011*</b></p> <p>*6-week Summer Session: Jun. 20 - Jul. 29, 2011</p> <p>*8-week Summer Session: Jun. 20 - Aug. 12, 2011</p> <p>*Late Start Summer Session: Jul. 05 - Aug. 12, 2011</p> <p style="text-align: center;"><b>Fall 2011</b></p> <p>16-week Fall Semester: Aug. 29 - Dec. 20, 2011</p> <p>1st 8-week Session: Aug. 29 - Oct. 21, 2011</p> <p>12-week Session: Sept. 19 - Dec. 09, 2011</p> <p>2nd 8-week Session: Oct. 24 - Dec. 16, 2011</p> <p style="text-align: center;"><b>*Winter Break or Session 2012*</b></p> <p>*6-week Winter Session: Jan. 03 - Feb. 09, 2012</p> <p><b>* If offered</b></p>	<p style="text-align: center;"><b>Spring 2012</b></p> <p>16-week Spring Semester: Feb. 13 - Jun. 12, 2012</p> <p>1st 8-week Session: Feb. 13 - Apr. 06, 2012</p> <p>12-week Session: Mar. 05 - Jun. 01, 2012</p> <p>2nd 8-week Session: Apr. 16 - Jun. 08, 2012</p> <p style="text-align: center;"><b>*Summer Break or Session 2012*</b></p> <p>*6-week Summer Session: Jun. 18 - Jul. 27, 2012</p> <p>*8-week Summer Session: Jun. 18 - Aug. 10, 2012</p> <p>*Late Start: Jul. 02 - Aug. 10, 2012</p> <p style="text-align: center;"><b>Graduation Day 2012</b></p> <p>Graduation Day: Jun. 12, 2012</p>
---	---

**LEGAL HOLIDAYS**

<p style="text-align: center;"><b>Legal Holidays June - December 2011</b></p> <ul style="list-style-type: none"> <li>• Independence Day: July 4, 2011</li> <li>• Labor Day: September 5, 2011 [1st Monday in Sept.]</li> <li>• Veterans' Day: November 11, 2011</li> <li>• Thanksgiving Day: November 24, 2011 [4th Thursday in Nov.]</li> <li>• Admission's Day: Nov. 25, 2011 [in lieu of Sept. 15, 2011]</li> <li>• Christmas Day: December 26, 2011 [observed]</li> </ul>	<p style="text-align: center;"><b>Legal Holidays January - September 2012</b></p> <ul style="list-style-type: none"> <li>• New Year's Day: January 02, 2012 [observed]</li> <li>• Martin Luther King Day: January 16, 2012 [3rd Monday in Jan.]</li> <li>• Lincoln's Birthday: February 10, 2012 [observed]</li> <li>• Presidents' Day: February 20, 2012 (observed) [3rd Monday in Feb note: Presidents' Day is also Washington's Birthday (observed)]</li> <li>• Memorial Day: May 28, 2012 (observed) [last Monday in May]</li> <li>• Independence Day: July 4, 2012</li> <li>• Cesar Chavez Holiday: <ul style="list-style-type: none"> <li>12-Month Employees: April 09, 2012</li> <li>11-Month Employees: To Be Determined</li> </ul> </li> </ul>
---	---

**SPECIAL DATES 2011 - 2012**

<p style="text-align: center;"><b>Flex Dates 2011</b></p> <p>Flex Days: Departmental Aug 24, 2011 Aug. 26, 2011</p> <p>Flex Days: Individual Aug. 23, 2011</p> <p>Flex Day: Fall Opening Day Aug. 25, 2011</p>	<p style="text-align: center;"><b>Flex Dates 2012</b></p> <p>Flex Days: Departmental Mar. 02, 2012 Aug. 22, 2012 Aug. 24, 2012</p> <p>Flex Days: Individual Apr. 11 - 13, 2012 Aug. 21, 2012</p> <p>Flex Day: Institutional Mar. 15, 2012</p> <p>Flex Day: Fall Opening Day Aug. 23, 2012</p>
--	---

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 5, 2011

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 13      LONG TERM CARE INSURANCE PROGRAM**

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

Requested Action: *Approval/Ratification*

Provider:                      TransAmerica Service Group

Amount:                        N/A

Summary:                      A Voluntary Long Term Care Insurance Program (VLTCIP), vetted by the Collegewide Benefits Committee, will be offered to all full-time and part-time employees who work a minimum of 20 hours/week. The District will not incur any cost for this insurance program; all costs will be borne by the employees(s) who sign up for the insurance coverage. Program announcement and education efforts shall be via email, home mailing and on campus workshops. The Broker will meet individually with applicants prior to the end of the enrollment period.

It is anticipated that the enrollment period will begin April 6, 2011 and end on June 30, 2011. Payments for employee coverage shall be by payroll deduction. The effective date of insurance will be approximately 4 weeks after close of enrollment period.

**RECOMMENDATION NO. 14      ACADEMIC PERSONNEL**

Requested Action: *Approval/Ratification*

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

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

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

ELECTION

EFFECTIVE DATE

Adjunct

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

SEPARATIONS

RETIREMENT

Robinson, Richard, Instructor, Earth Science (40+ years)	06/15/11
Feldman, Gilda, Instructor, English (17+ years)	06/15/11

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 5, 2011

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 15 CLASSIFIED PERSONNEL – REGULAR**

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

Approval/ratification of the establishment of classified positions, and other actions involving classified personnel including hiring, promoting, changing work shifts, working out of classification, and advanced step placements. All personnel assigned into authorized positions will be elected to employment (Merit System) in accordance with District policies and salary schedules.

ELECTIONS EFFECTIVE DATE

PROBATIONARY

Ma, Felix, Laboratory Technician – Life Science, Life Science	03/07/11
Rogers, George, Student Services Clerk, ISC	03/29/11

ADVANCED STEP PLACEMENT

Berumen, Daniel, Research Analyst, Institutional Research (date correction) Step B	01/27/11
--	----------

CHANGE IN WORK SHIFT/TEMPORARY

Kagan, William (correction)	03/01/11 - 06/30/11
From: Community College Parking Enforcement Officer, Campus Police, 11 mos, 32 hrs/NS-I	
To: Community College Parking Enforcement Officer, Campus Police, 11 mos, 32 hrs/Day	

PERMANENT EMPLOYEE WITH PROVISIONAL ASSIGNMENT

(Working Out of Classification)

Joseph, Mia	02/14/11 – 6/17/11
From: Administrative Clerk, Superintendent/President & Community Relations	
To: Administrative Assistant I, Institutional Development	
Percentage: 100%	

VOLUNTARY REDUCTION IN HOURS/TEMPORARY

Cohanne, Jonathan (correction)	03/25/11 – 05/31/11
From: Student Services Specialist, A&R, 12 mos, 40 hrs	
To: Student Services Specialist, A&R, 12 mos, 35 hrs	

Ramos, Angelita	03/21/11 – 04/30/11
From: Administrative Assistant II, A &R, 12 mos, 40 hrs	
To: Administrative Assistant II, A&R, 12 mos, 35 hrs	

SEPARATIONS

RESIGNATION

Jenkins, Lisa, Supervising Personnel Analyst, Personnel Commission	04/01/11
Pierson, Antoinette, Student Services Clerk, Scholars Program	03/11/11

REJECT REQUEST FOR INDUSTRIAL DISABILITY RETIREMENT

Bays, Charles, Retired SMC Police Officer  
 Comment: Charles Bays retired effective December 31,2010

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 5, 2011

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 16 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. No limited term assignment shall exceed 120 working days per fiscal year.

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

Basile, Frank, Accompanist - Voice, Music	03/21/11-07/22/11
Chon, Jane, Instructional Assistant-English, English	03/07/11-09/07/11
Colman, Maria E, Tutoring Coordinator, Business	03/28/11-08/02/11
Dawson, Rebecca, Cash Receipts Clerk, Bursar's Office	02/22/11-03/03/11
Gottesman, Judy, Accompanist - Voice, Music	02/14/11-06/14/11
Hamada, Mik J, Instructional Assistant-English, English	03/07/11-09/07/11
McAlpine, Barbara, Instructional Assistant-English, English	03/03/11-09/03/11
Pritchard, Lee, Instructional Assistant-English, English	03/07/11-09/07/11
Preponis, Andreas, Accompanist - Performance, Music	02/14/11-06/14/11
Sudbury, James, Accompanist - Dance, Dance	03/28/11-08/11/11
Thomason, Matthew, Art Gallery Installer, Art	12/16/10-12/31/10

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.

Brown, Lauren, Instructional Assistant-ESL, ESL	03/28/11-09/27/11
Cano, Carol, Administrative Clerk, Athletics	03/28/11-09/27/11
Knight, Takisha, Instructional Assistant-English, English	03/28/11-09/27/11
Mann, Deric R, Student Services Clerk, TRIO/ PICO Partnership	04/04/11-10/04/11
Stenhouse, Brent, Accompanist - Voice, Music	03/01/11-09/01/11
Thatte, Victoria, Instructional Assistant-ESL, ESL	03/28/11-09/27/11
Winn, Kristin D, Student Services Clerk, TRIO/ PICO Partnership	04/04/11-10/04/11
Yenser, Stephen, Instructional Assistant-ESL, ESL	04/04/11-10/04/11

**RECOMMENDATION NO. 17 CLASSIFIED PERSONNEL - NON MERIT**

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

STUDENT EMPLOYEES

CalWORKS, \$8.00/hr	1
College Student Assistant, \$8.00/hr (STHP)	70
College Work-Study Student Assistant, \$8.00/hr (FWS)	38

SPECIAL SERVICE

Art Model, without costume, \$18.00/hr	31
Community Services Specialist I, \$35/hr	3
Community Services Specialist II, \$50/hr	13

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 5, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 18 FACILITIES**

*Requested Action: Approval/Ratification*

*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*

**18-A AGREEMENT FOR BUILDING COMMISSIONING SERVICES FOR LEED CERTIFICATION OF INFORMATION TECHNOLOGY RELOCATION PROJECT**

Agreement with P2S Engineering, Inc. not to exceed \$39,200 for Building Commissioning Services for the Information Technology Relocation project.

Funding Source: Measure AA

Comment: All projects applying for LEED certification need to have an independent third party building commissioning agent. The building commissioning includes testing, verification and adjustment of building mechanical system. To select the final candidate a request for proposals was issued, proposals were reviewed and the final candidates were interviewed by a selection committee.

**18-B AWARD OF BID – TEMPORARY OFFICES FOR BROAD STAGE STAFF**

Award the bid to the lowest responsive bidder for the Temporary Offices for Broad Stage Staff.

<u>Bidder</u>	<u>Amount</u>
Trimax Construction Corp.	\$276,600
AJ Stevens, Inc.	\$310,551
Chap	\$414,000
Minco Construction	\$437,000

Funding Source: Measure AA

Comment: The upcoming renovation of the Performing Arts Campus East Wing may cause additional impacts on parking and traffic circulation. The Broad Stage staff currently occupies a modular office trailer located over existing parking spaces. To help address the traffic and parking concerns, the proposed new facility will relocate to a new area that will free up parking spaces and provide additional office space for the program. This is a long-term temporary solution and these offices will be relocated to the Performance Arts Center campus at a future date.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 5, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 18 FACILITIES**

**18-C AWARD OF BID – BUNDY WEST BUILDING COMPLETION**

Award the bid to the lowest responsive bidder for the Bundy West Completion

<u>Bidder</u>	<u>Amount</u>
Waisman Construction, Inc.	\$1,860,000
Trimax Construction Corp.	\$1,943,000
PacWest Corp.	\$1,987,000
SBS	\$2,009,529
Novus Construction	\$2,195,000
2H Construction	\$2,196,000
USS Cal Builders	\$2,196,000
Shefir Construction	\$2,679,000

Funding Source: Measure AA

Comment: This project includes two vacant areas on the first and fourth floors of the west Building at the Bundy Campus to be converted into additional classroom and office space for programs that will need to be relocated during the construction process of Measure AA projects on the main campus. The college should be able to add five new classrooms and about 1,000 square feet of office space in the building.

**18-D REJECT ALL BIDS – STUDENT SERVICES ENTRY GARDEN**

Reject all bids for the Student Services Entry Garden.

Comment: Bids came in over project budget. The District will perform some value engineering to attempt to lower the costs and will extend outreach to additional contractors to increase the pool of bidders. The project is expected to be brought back to the Board at the June meeting

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 5, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 19 BUDGET TRANSFERS**

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

19-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: February 17, 2011 to March 23, 2011

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	-2,000
3000	Benefits	0
4000	Supplies	4,572
5000	Contract Services/Operating Exp	-68,559
6000	Sites/Buildings/Equipment	95,987
7000	Other Outgo/Student Payments	-30,000
Net Total:		0

19-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: February 17, 2011 to March 23, 2011

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-4,119
2000	Classified/Student Salaries	35,813
3000	Benefits	-30,247
4000	Supplies	-4,685
5000	Contract Services/Operating Exp	7,070
6000	Sites/Buildings/Equipment	-4,282
7000	Other Outgo/Student Payments	450
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	April 5, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 20      BUDGET AUGMENTATION**

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

The 2010-2011 Adopted Budget will be amended to reflect the following budget augmentations:

**20-A    PELL/ACG GRANT 2010-2011**

Granting Agency:      Federal Government (administered by the US Dept. of Education)  
 Appropriated Funding: \$5,578,000  
 Matching Funds:      None  
 Performance Period: July 1, 2010 - June 30, 2011  
 Summary:              The District qualifies for an additional \$5,578,000 in federal appropriation of Pell and ACG Grants due to an increase in students who are qualified for these Grants.

Budget Augmentation: Revenue:  
    8000 Federal Revenue                              \$5,578,000  
 Expenditures:  
    7000 Student Financial Aid                              \$5,578,000

**20-B    CAL GRANT 2010-2011**

Granting Agency:      State of California (administered by the CSAC- California Student Aid Commission)  
 Appropriated Funding: \$150,000  
 Matching Funds:      None  
 Performance Period: July 1, 2010 - June 30, 2011  
 Summary:              The District qualifies for an additional \$150,000 in Cal Grant Grants due to an increase in students who are qualified for this Grant.

Budget Augmentation: Revenue:  
    8000 State Revenue                                      \$150,000  
 Expenditures:  
    7000 Student Financial Aid                              \$150,000

**20-C    BASIC SKILLS RE-APPROPRIATION 2010-2011**

Granting Agency:      State of California  
 Appropriated Funding: \$22,458  
 Matching Funds:      None  
 Performance Period: July 1, 2010 - June 30, 2011  
 Summary:              The District qualifies for an additional \$22,458 in Basic Skills funding per the First Principal Apportionment report issued by the Chancellor's Office date 03/21/11.

Budget Augmentation: Revenue:  
    8000 State Revenue                                      \$22,458  
 Expenditures:  
    1000 Academic Salaries                                      \$22,458

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 5, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 20**      **BUDGET AUGMENTATION** *(continued)*

**20-D MATRICULATION CREDIT**

Granting Agency: State of California  
Appropriated Funding: \$ 34,900  
Matching Funds: \$104,700  
Performance Period: July 1, 2010 - June 30, 2011  
Summary: The District qualifies for an additional \$34,900 in Matriculation Credit funding per the First Principal Apportionment report issued by the Chancellor's Office dated 03/21/11.

Budget Augmentation: Revenue:  
8000 State Revenue \$34,900  
Expenditures:  
1000 Academic Salaries \$34,900

**20-E MATRICULATION (NON-CREDIT)**

Granting Agency: State of California  
Appropriated Funding: \$1,098  
Matching Funds: \$1,098  
Performance Period: July 1, 2010 – June 30, 2011  
Summary: The District qualifies for an additional \$1,098 in Matriculation (Non-Credit) funding per the First Apportionment report issued by the Chancellor's Office dated 03/21/11.

Budget Augmentation: Revenue:  
8000 State Revenue \$1,098  
Expenditures:  
5000 Contracted Services \$1,098

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 5, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 21      PAYROLL WARRANT REGISTER**

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

February 1 – February 28, 2011      CIG – C2H      \$9,026,924.75

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

**RECOMMENDATION NO. 22      COMMERCIAL WARRANT REGISTER**

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

February 1 – February 28, 2011      4406 – 4440      \$10,622,334.47

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

**RECOMMENDATION NO. 23      DIRECT, BENEFIT & STUDENT GRANT PAYMENTS**

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

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

February 1 – February 28, 2011  
 D001110 – D001130      \$ 264,827.48  
 B000413 – B000485      \$1,356,670.12  
 ST00064 – ST00066      \$      230.25

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 5, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 24      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
February 1 – February 28, 2011	\$2,393,212.45	\$65,282.27

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. 25      PURCHASING**

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

25-A      AWARD OF PURCHASE ORDERS

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

February 1 – February 28, 2011	\$646,462.63
--------------------------------	--------------

25-B      PURCHASING AGREEMENTS

- 1) Authorize the award of purchase orders from approved department budgets using Los Angeles County competitively bid contract awarded MA-IS-1140053-2 to Staples for office supplies, technology equipment to December 13, 2013.
- 2) Authorize the award of purchase orders from approved department budgets using competitively bid strategic sourcing agreement University of California and the Department of General Services contract DGS 05-07-36-02 for multifunctional color copiers and maintenance.
- 3) Authorized the award of purchase orders from approved department budgets using competitively bid strategic sourcing agreement University of California (708/OP/0039) and the Department of General Services contract DGS 05-08-36-03 for digital black and white copiers for the following options: Purchase, Lease, Rental, Cost per Copy, Time and Material Price List and Supplies.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 5, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 25**     **PURCHASING** (continued)

25-C     AWARD OF CONTRACT – UPGRADE AUDIO VISUAL EQUIPMENT

Provider:             Digital Networks Group  
Amount:               \$84,057  
Funding Source:     AAPIA Grant  
Summary:             Award of Contract Upgrade Audio visual equipment in Lecture Hall HSS-165 to Digital Networks Group. Four bidders downloaded the bid documents from PlanetBids and three (3) attended the mandatory job walk. Two bids (2) were received; Digital Networks Group was the lowest, responsive, responsible bidder.

25-D     DECLARATION OF SURPLUS VEHICLE

Declare the following police motorcycle as surplus vehicle and authorize the District to sell the vehicle for an amount of \$10,500.

2007 Harley Davidson  
VIN # IHD1FHM127Y665447  
CA License Plate: 3001811

Comment:            The vehicle is of no longer of use to the police department. This action is in accordance with SMC Board Policy 6531 and Education Code Section 81452

<b>BOARD OF TRUSTEES</b>	<b>REGULAR MEETING</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 5, 2011

**IX. BOARD COMMENTS AND REQUESTS**

**X. ADJOURNMENT**

The meeting will be adjourned in memory of **Regina Mingleton Melton**, mother of Marcia Wade, Vice-President of Human Resources.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, May 3, 2011** at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

The agenda for the next meeting will include the following:

- Report: Basic Skills
- Classified Employees Week
- Annual Authorization of Privileges for Student Trustee
- Process to Appoint Members to the Citizens' Bond Oversight Committee
- Acknowledge Receipt of the Personnel Commission Budget
- Acknowledge Receipt of the Quarterly Budget Report and 311Q
- Information: Meeting of Citizens' Bond Oversight Committee (April meeting)

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	April 5, 2011

APPENDIX A

**SUBJECT:**                    **UPDATE: SPECIAL SANTA MONICA COLLEGE PROGRAMS**

**VETERANS' RESOURCE CENTER**

Due to an increase in student veterans from the new G.I. Bill, in 2009, the Veterans Resource Center (VRC) was created to encourage more veterans to attend college. The VRC is one of three pilot programs in the U.S. called Outside the Wire. Three years ago, the program served 165 students, and this semester, over 450 students are receiving benefits.

Within the past 2 years, the Veterans Resource Center has expanded and is now located in a larger office in the Liberal Arts Building, Room 135. The additional space has allowed the program to expand its services to include additional counseling, Post Traumatic Stress (PTS) workshops, and a small computer lab, which is funded by a High Tech Center Grant from the Chancellor's Office. Most importantly, the new VRC space serves as a safe and welcoming environment in which student veterans can meet and interact with other veterans.

In fall 2010, Santa Monica College (SMC) was one of fifteen campuses nationwide to receive a Fund for Empowering Post Secondary Education (FIPSE) grant for being a Center of Excellence for the Veteran Student Success (CEVSS) Program. One of the grant's objectives is to track the persistence of student veterans and determine what is needed to increase their success rates. This 3-year grant has allowed the center to hire a fulltime certifying official and a part time project manager in addition to providing counseling services. The grant also provides funding to train faculty and staff on how to better assist veterans returning to school.

The VRC also host a variety of veteran-serving organizations. These organizations assist veterans with personal and family counseling; identify housing, medical issues, referrals and other VA related concerns. Both the staff and services in the VRC have proven to be important factors in the success rates for student veterans.

**AAPIA PROGRAM**

The AAPIA (Asian American & Pacific Islander Achievement) Project is a two-year, Title III AANAPISI program designed to increase the retention, graduation, and transfer rates of Asian American, Pacific Islander, and low income students who have had significant challenges in their scholastic and personal experiences. There are currently 306 participants in AAPIA who have received services to strengthen their academic skills so they will graduate from Santa Monica College and/or transfer to a four-year college or university within three years. Students receive academic counseling and advising, peer mentorship, supplemental instruction and tutoring in basic skills classes, as well as career planning.

Major project activities include upgrades and improvements to campus classrooms. The Digital Learning Studio (DLS) LS 152 is a space that functions as both a classroom for regular instruction as well as a place for faculty to be trained using the latest technologies. The DLS has supported the development of expanded curriculum, particularly in math and English, and has encouraged faculty in creating and

redefining pedagogy for students at all levels of their academic development. The use of SMART Board technology is significantly more sophisticated than the current audio/visual enabled classrooms. Apple iPads were purchased to enhance the development of “hands-on” learning tools and there are currently 13 sections taught in the DLS (math, English, communications, speech, and ESL). Several of the course sections have been modified and designed for AAPIA participants, which has given them the first access to this extremely enhanced learning environment. The DLS includes SMART Response Clickers, modular furniture, and high definition Blu-ray projector. Other enhanced classrooms and meeting spaces include: LS 106, 110, & 119, Business 111, and Drescher 300 (loft).

Other significant project activities include the SMC AAPIA – UCLA Academic Collaborative. The purpose of the partnership is to teach students how to navigate the community college system; complete the appropriate coursework; and maximize their time in order to make a smooth and successful transition to a University of California or other four-year college or university campus. AAPIA participants attended the Summer Intensive Transfer Experience (SITE), a six-day residential program that provided them with information and the motivation to pursue transfer to a four-year institution. Students are receiving year-round peer mentorship from UCLA students, who themselves transferred from community college. They also participate in workshops, symposia, mini-conferences and other personal development and career path activities that will support every aspect of the AAPIA students’ path towards college. At monthly “Saturday Academies” students also get assistance writing their personal statements, applying for financial aid and scholarships, as well as academic advising from UCLA admissions staff and other UC representatives.

The AAPIA Program has solidified a partnership with the Santa Monica College Foundation to develop an alumni association, which is also one of the objectives of the grant. On-going activities include: developing an interactive website to reach out to alumni; collecting information for “friend-raising,” networking and social interaction, as well as identifying potential vehicles and activities for engagement of alumni including programming for affinity groups (Asian American & Pacific Islander, Hispanic, African American, Native American, athletes, etc.); assisting in developing and providing leadership to an alumni association council and other association committees; helping to expand the SMC Foundation’s events structured around alumni (i.e. Sports Hall of Fame, Distinguished Alumni, etc.); and developing programming to introduce current students and young alumni to the opportunities afforded them as alumni of SMC.

The AAPIA Project also works very closely with other campus retention programs such as the Black Collegians Program, Adelante/The Latino Center, the Global Citizenship Initiative, the SMC Associates Program, Basic Skills Initiative, and others to foster understanding of cultural diversity and inclusivity. AAPIA has sponsored and co-sponsored speakers such as writers, cultural activists, college professors, and other individuals and/or groups from myriad professions and backgrounds to assist in supporting the program’s mission.

Upcoming projects include a spring conference for Pacific Islander students, expansion of the summer programs with UCLA, and the development of an Asian American & Pacific Islander library collection, which will include reference materials such as books, periodicals, journals, relevant databases, as well as film, DVDs, and other media.

## **PROMO-EDITOR PROGRAM** **CAREERS IN TV, FILM PROMOS**

The new Promo Pathway program launched January 3, 2011 at SMC. The program, still in pilot form as it undergoes curriculum and state certificate approval, began with funding from contract education. It is believed that the training and certificate is the first of its kind in the nation. Our partners include the South Bay Center for Counseling (SBCC), and PromaxBDA, an association of broadcast promotion and marketing professionals. The program targets students from diverse backgrounds, particularly creative at-risk students.

Each of the students has received full scholarships to cover not only the fees, but also equipment, transportation, child care and more. Twenty five students have been selected for the first cohort-the 2011 program. The students, 14 of whom are already at SMC, come from as far as Compton, Wilmington, and East Los Angeles.

At the end of the one-year-25 unit-for-credit program, the graduates will earn an industry recognized, promotion writer/producer/editor certificate (while SMC is undergoing state approval process for the Certificate of Achievement). The program includes two internships, an assigned industry mentor, and concludes with an entrepreneur boot camp, contextualized for the marketing and creative services industry.

The program grew out of a desire by PromaxBDA – a nonprofit, membership-driven association for promotion and marketing professionals working in broadcast media – to recruit a more diverse workforce and particularly wanted to focus on young people from high at-risk areas of Los Angeles into the field. Using the national Career Pathways Program as its model, PromaxBDA pulled together an advisory board of top professionals in broadcast media and entertainment and studied the feasibility of starting such a program. PromaxBDA then turned to SBCC, which secured funding from Every Child Foundation and a state grant. The two organizations started looking for a college that could provide the training and found a perfect match in SMC. Frank Dawson had the professional background, and he and Dean Patricia Ramos, along with Workforce staff, went to work to get the program off the ground in just a few months.

In terms of Career Technical Education (CTE) program development, it is ideal to develop programming with industry and community based partners. Television network executives from Fox, NBC, CBS, CNN, BET, Disney and more along with PromaxBDA, served as industry advisors and worked closely with Frank Dawson to review the curriculum. Altogether, the program received 308 applications, and the final group was chosen based on interviews and a portfolio review.

The program is divided into four terms. The first term – a six-week session that ended February 10 – featured basic math and English workshops that were contextualized toward the entertainment media industry. The remaining terms will cover a wide range of skills, including principles of project management, digital video fundamentals, and promo writing and production. Industry internships are a key component of the program.

For the first two years, SMC will run this as a closed contract education project. We will be in partnership with SBCC and PromaxBDA, who will maintain primary responsibility for the recruitment of Promo Pathway program participants. After that, the program would be open to all SMC students, but without the full scholarships.