

# A G E N D A



## SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

REGULAR MEETING  
JANUARY 10, 2012

Santa Monica College  
1900 Pico Boulevard  
Santa Monica, California

Board Room (Business Building Room 117)

5:30 p.m.– Closed Session  
7:00 p.m. – Public Meeting

The complete agenda may be accessed on the  
Santa Monica College website:  
<http://www.smc.edu/ACG/Pages/Trustees-Meeting-Information.aspx>

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

**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, January 10, 2012.

5:30 p.m. Call to Order  
Closed Session  
7:00 p.m. Public Meeting

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

**I. ORGANIZATIONAL FUNCTIONS****A CALL TO ORDER****B ROLL CALL**

Dr. Margaret Quiñones-Perez, Chair  
Dr. Nancy Greenstein, Vice-Chair  
Dr. Susan Aminoff  
Judge David Finkel (Ret.)  
Louise Jaffe  
Rob Rader  
Dr. Andrew Walzer  
Joshua Scuteri, 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: 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)****CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION**

(Government Code Section 54956.9 (b))

Application for Leave to Present Late Claim by Marcia Himmelstein.

III. **PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS**

- D PLEDGE OF ALLEGIANCE
- E CLOSED SESSION REPORT (if any)
- F PUBLIC COMMENT

IV. **SUPERINTENDENT'S REPORT**

- Recognition:
  - Theater Arts – Kennedy Center American College Theater Festival
- Updates:
  - Winter Session Enrollment
  - State Budget
  - District Audit

V. **ACADEMIC SENATE REPORT**

VI. **MAJOR ITEMS OF BUSINESS**

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

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### VIII. **CONSENT AGENDA – Pulled Recommendations**

*Recommendations pulled from the Section VII. Consent Agenda to be discussed and voted 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, February 7, 2012** 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.



<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	January 10, 2012

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 1**

**SUBJECT:**                    **NEW FACULTY POSITIONS, FALL 2012**

**REQUESTED ACTION:**    It is recommended that the Board of Trustees approve the following new faculty positions for Fall 2012:

- Communication
- Dance
- English – Developmental/Transfer
- ESL
- Geology
- Interior Architectural Design
- Korean
- Medical Lab Technician
- Nursing
- Photography

**SUMMARY:**                    Over the past five years, 54 new faculty members have been added to the full-time staff. Despite the College’s budget challenges, the commitment to hiring new faculty members continues to be a major priority. The Academic Senate Joint New Faculty Position Ranking Committee is to be commended for their hard work and thoughtful recommendations.

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

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	January 10, 2012

MAJOR ITEMS OF BUSINESS

**INFORMATION ITEM G**

**SUBJECT: UPDATE: BRAND STRATEGY/SMC VISUAL IDENTITY PROJECT**

SUBMITTED BY: Superintendent/President

SUMMARY: In March of last year, the Office of the Superintendent/President, in coordination with senior staff from Enrollment Development and from Institutional Communications, began a review of District branding. With Board approval, in May 2011, the District retained AdamsMorioka, a design firm of the highest quality, to provide their services for SMC brand explanation, creative strategy, and implementation of a comprehensive visual identity system. In doing so, the Board took notice of the following:

- The College now competes in an intensely competitive marketplace for fee-paying international and out-of-state students. The current state budget crisis has heightened competition.
- With the passage of AB 2297 in 2010, the College can price its offering to fee-paying students as “added value,” with the potential for improved revenue.
- The College participates in an incredibly active and proliferating digital media landscape, but lacks the visual identity system necessary to communicate its brand efficiently.
- The College has a number of enterprises and programs with separate identities that can benefit from a visual system that contains elements that can improve coordination and cross-branding.
- The College requires a visual identity system that can accommodate new enterprises.

In October 2011, AdamsMorioka reported to the Board on its findings and recommendations regarding brand strategy. As expected, the research confirmed that Santa Monica College begins with strong assets, and that there is widespread agreement on what these assets are. A prepared document provided the results of the research and discovery process, including interviews and comparisons. The research captured current perceptions, and identified how best to editorially position SMC, setting it apart from cohort institutions and setting it on a path with aspirational institutions. The document provided a recommended brand platform.

The brand strategy has been expanded based on additional interviews conducted in November 2011. A final report entitled “Go. Boldly. Inspiring a Stronger Brand for Santa Monica College” was prepared in December 2011 and is now available. Thereport provides the College with recommendations regarding visual identity.

Implementation of these recommendations will begin shortly. With the intent to conserve resources, the first efforts will be digital (electronic business forms, electronic letterhead, and web site for example) and paper materials will be updated as new materials are ordered. Signage will be incorporated into the upcoming building projects reflective of the new identity.

Presenting for AdamsMorioka will be the principals, Sean Adams and Noreen Morioka.



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	January 10, 2012

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 2**

**SUBJECT:** **2012-2013 NONRESIDENT TUITION RATE**

**SUBMITTED BY:** Superintendent/President

**REQUESTED ACTION:** It is recommended that the Board of Trustees adopt and establish the 2012-2013 nonresident tuition rate as follows:

- a. Non-resident tuition rate shall be \$230 per semester unit.
- b. The capital outlay recovery surcharge shall be \$19 per semester unit

**BACKGROUND:** Education Code Section (ECS) 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	\$179
Option 2	District Average Cost Calculation	\$179
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 2006-2007 through 2011-2012	\$190
Option 7	No more than 12 Comparable States' Average Tuition	\$331 Maximum

Options 6 and 7 were established as a result of the recent approval of AB 2297 (Brownley). For 2012-2013, the lowest possible nonresident tuition rate for SMC is \$179 per semester unit, and the highest possible nonresident tuition rate is \$331 per semester unit. Option 7 was used to determine SMC's 2012-2013 nonresident tuition rate of \$230 per semester unit. (This represents an increase of \$13 from the 2011-2012 rate of \$217 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 2012-2013 constitutes a \$3 per unit decrease from the 2011-2012 capital surcharge.)

Using the new Option 7 enables SMC to calculate the tuition rate in conjunction with the capital outlay surcharge (which fluctuates from year to year) so that the focus can be upon the total cost for students rather than its individual components. The total of the recommended nonresident tuition rate and capital surcharge represents a net increase in the cost of attendance of 4.2 percent per semester unit. When added to the \$10 increase in state enrollment fee, the total combined fee for non-resident students goes from \$275 to \$295 per semester unit; a net increase in the total cost of attendance of \$20 (7.3 percent) per semester unit.

	Current	Proposed	Change
Nonresident Tuition	\$217	\$230	+\$13
Capital Outlay Surcharge	\$22	\$19	-\$3
State Enrollment Fee for Resident and Nonresident Students	\$36	\$46	+\$10
Total	\$275	\$295	+\$20

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	January 10, 2012

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 3**

**SUBJECT:**                               **INCREASE OF STUDENT HEALTH FEE**

**SUBMITTED BY:**                       Superintendent/President

**REQUESTED ACTION:**               It is recommended that the Board of Trustees approve an increase to the Student Health Fee as follows: \$2.00 per semester/intersession effective Summer semester 2012. Summer 2012 fees will increase from \$13 to \$15; Spring 2012 and Fall 2012 fees will increase from \$16 to \$18.

**SUMMARY:**   The Health Services staff provides cost effective primary health care services to currently enrolled students that have paid the California State mandated health fee. Emphasis is placed on health promotion and education through information dissemination; illness prevention and treatment through advocacy; and the mental and physical overall well being of the student by encompassing a holistic approach to empower the student in to making sound health care decisions.

The services provided to enrolled and health fee paid students include:

- Emergency/first aid treatment
- Medical care and intervention
- Nursing assessment and intervention
- Vital signs screening (blood pressure, temperature, respiration, oxygen saturation)
- Tuberculin (Mantoux) skin test
- Finger stick blood sugar check
- Over the counter (OTC) medication
- Immunization/Vaccinations at cost
- Blood Mobile Donation
- Health related pamphlets and literature
- Condoms
- HIV testing and counseling administered by Common Ground Clinic
- STD/STI screening and referrals to clinics
- Gynecological services and STD/STI screening (limited) conducted by Westside Family Health Clinic (WFHC)
- Information on optional student medical and dental insurance. Brochures available at the front counter in Health Services.

Education Code Section 76355 provides the governing board of a community college district the option of increasing the student health services fee by the same percentage as the increase in the Implicit Price Deflator for State and Local Government Purchase of Goods and Services. Whenever that calculation produces an increase of one dollar above the existing fee, the fee may be increased by \$1.00.

Based on calculations by the Financial, Economic, and Demographic Unit in the Department of Finance, the Implicit Price Deflator index has now increased enough since the last fee increase of 2007 to support a one dollar increase in the student health fees.

Effective with the Summer Session of 2012, districts may begin charging a maximum fee of \$18.00 per semester, \$15.00 for summer session, \$15.00 for each intersession of at least four weeks, or \$15.00 for each quarter.

The District proposes to increase in the Student Health Fee to meet the growing need and demand for Student Health and Psychological services.

YEAR	MAXIMUM ALLOWABLE FEE		SMC STUDENT HEALTH FEE	
	Fall/Spring	Winter/Summer	Fall/Spring	Winter/Summer
Fall 2007	\$17	\$14	\$14	\$11
Winter 2011	\$17	\$14	\$16	\$13
Summer 2012	\$18	\$15	\$18	\$15

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 10, 2012

**VII. CONSENT AGENDA**

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

**RECOMMENDATION:**

The Board of Trustees take the action requested on Consent Agenda Recommendations #4-#19

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. 4 APPROVAL OF MINUTES**

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

December 6, 2011 (Regular Board of Trustees Meeting)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	January 10, 2012

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

**RECOMMENDATION NO. 5    APPROVAL OF NEW COURSES**

*Requested Action: Approval/Ratification*

*Reviewed by: Georgia Lorenz, Dean, Academic Affairs*

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

**New Courses – Credit**

Anthropology 10: Forensic Anthropology

Entertainment Technology 33: Advanced Digital Compositing

Comment: This is an advanced animation course focusing on techniques such as color correction, digital paint, and camera projection. The development of this course is emblematic of the dynamic and responsive nature of SMC's Entertainment Technology program so that SMC students are prepared for and competitive in the workplace. An update on SMC's technology programs will be part of the February Board of Trustees meeting.

Graphic Design 75: Mobile Design I

Interior Architectural Design 29: Computer Skills for Interior Architectural Design

Mathematics 85: Arithmetic and Pre-Algebra

Comment: The Mathematics department created Math 85, which combines Math 81 and 84, to help students accelerate through the basic skills math sequence. Rather than taking two, 3 unit courses (81 and 84), students will have the option to take Math 85, a 5 unit course, and proceed directly to Math 31. This shortens the time to college level math by one semester. This change parallels the recently developed English 85 which combines English 81A and English 84W.

**Addition of Prerequisite**

Mathematics 31: Change of prerequisite from "Math 84" to "Math 84 or Math 85"

**Distance Education Courses**

Business 50: Introduction to International Business

Interior Architectural Design 29: Computer Skills for Interior Architectural Design

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	January 10, 2012

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 6      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	American Heart Classes, CPR 3G, L.L.C	January 20 – March 31, 2012  Not to exceed \$5,600	The consultant will conduct two sessions of an Advanced Cardiac Life Support (A.C.L.S.) Initial Provider two-day course as part of the RN Post Licensure grant project. The course will be provided to currently enrolled third and fourth semester SMC Nursing Students and recently licensed graduates of the SMC Nursing Program.	RN Specialty Grant (100%)
Requested by: <i>Dawn Murphy, Project Manager, Health Sciences</i> Approved by: <i>Jeff Shimizu, Vice-President, Academic Affairs</i>				
B	Nexus Integration Services	January 3, 2012 – June 12, 2012  Not to exceed \$9,120	Nexus IS, Inc. will serve as a supplemental technical resource by providing consulting services to assist the College's Information Technology staff in an E-mail services upgrade/migration from the 2003 version to the 2010 version of Microsoft Exchange Server. The consulting services will include validation of already developed internal implementation plans and support in dealing with potential pre/post- migration issues	District General Fund/ Information Technology
Requested by: <i>Jocelyn Chong, Dean, Information Technology</i> Approved by: <i>Randy Lawson, Executive Vice-President</i>				
C	Jonathan Fantroy	January 3, 2012 – June 30, 2012  \$50 per hour (not to exceed 20 hours per week), total \$22,000	The consultant will serve as a mentor to Upward Bound participants in math and science.	TRIO/Upward Bound Grant
Requested by: <i>Roberto Gonzalez, Associate Dean, Student Success Initiatives</i> Approved by: <i>Mike Tuitasi, Vice-President, Student Affairs</i>				

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	January 10, 2012

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 7      SMCCD CALENDARS, 2011-2012 AND 2012-2013**

*Requested Action: Approval/Ratification*

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

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

- I. Revision to SMCCD Calendar 2011-2012
  - February 18, 2012 on the previously approved calendar was shown incorrectly as having no classes. The calendar has been revised to indicate that classes will be held on February 18, 2012.
  - The “ Faculty” has been added to “Flex Dates” for both 2011 and 2012.
2. Approval of SMCCD Calendar 2012-2013

See Appendix A for SMCCD Calendars 2011-2012 and 2012-2013



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	January 10, 2012

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 8      ACADEMIC PERSONNEL**

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

**SABBATICALS, 2012-2013**

Sherri Bradford, Fall 2012  
Thomas Chen, Fall 2012  
Suellen Gauld, Fall 2012  
Peter Morse, Spring 2013  
Mario Padilla, Fall 2012  
Xiaozhou Wu, Spring 2013

**ELECTIONS**

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

EXTENSION OF MANAGEMENT ASSIGNMENT

Potts, Charles  
Interim Director, Institutional Advancement 01/01/12 – 4/30/12

REASSIGNMENT OF PROJECT MANAGER

Murphy, Dawn, Project Manager 01/3/12 – 6/30/12  
To:    Medical Lab Technician (MLT), Allied Health Initiatives (75%)  
From:    Nursing Initiatives

CORRECTION - REASSIGNMENT OF PROJECT MANAGER (Change of Date underlined)

Demorst, Wendy, Project Manager  
To:    TRIO- Student Support Services Grant 01/03/12 – 06/30/12  
From: Health Information Technology (HIT) Recruitment/Job Placement

ACTING PROJECT MANAGER

Penchansky, Audra , Acting Project Manager, Health Information Technology (HIT) Grant 01/3/12 - 7/31/12  
Comment: Replacement for Wendy Demorst who was assigned to Project Manager, TRIO Programs

ADJUNCT FACULTY

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	January 10, 2012

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 9      CLASSIFIED PERSONNEL - REGULAR**

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

**ESTABLISH/ABOLISH POSITIONS**

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

	<u>EFFECTIVE DATE</u>
<u>ABOLISH</u> Administrative Assistant I- <u>Bilingual</u> (correction) (1 position) Latino Center, 11 months/40 hours	01/01/12

<u>ESTABLISH</u> Student Services Assistant- <u>Bilingual</u> (correction) (1 position) Black Collegians and Latino Center, 11 months/40 hours	01/01/12
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TITLE CHANGE

From: Program Coordinator, Continuing and Community Education  
To: Program Coordinator, Community and Contract Education  
Salary: No Change

**ELECTIONS**

All personnel assigned into authorized positions will be elected to employment (merit system) in accordance with district policies and salary schedules.

PROBATIONARY

Pargett, Francis G., Custodial Operations Supervisor, Operations	01/03/12
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PROMOTION

Fong, Yim (Fai) 12/07/11  
From: Programmer Analyst II, MIS  
To: Programmer Analyst III, MIS

PROBATIONARY VOLUNTARY TRANSFER (CSEA/DISTRICT AGREEMENT)

Marjanen, Michael G. From: Cash Receipts Clerk, Bursar's Office, 11 mos, 20 hours/NS-1 To: Student Services Clerk, ISC, 12 mos, 40 hours/Day	01/03/12
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Vasquez, Olga From: Payroll Specialist, Fiscal Services, 12 mos, 40 hours To: Administrative Clerk, Human Resources, 12 mos, 40 hours	01/09/12
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VOLUNTARY TRANSFER (CSEA/DISTRICT AGREEMENT)

Bruce III, Raymond From: Lead Custodian, Operations, 12 mos, 40 hours/NS-2 To: Lead Custodian, Operations, 12 mos, 40 hours/Day	01/03/12
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LEAVES OF ABSENCE

UNPAID LEAVE OF ABSENCE

Schelbert, Barbara, Instructional Assistant – English, English Department

01/03/12 – 02/10/12

SEPARATIONS

RETIREMENT

Taylor, Burnell, Custodian, Operations (17+ years)

01/02/12

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	January 10, 2012

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 10 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.

ELECTIONS

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

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.

Dawson, Rebecca, Cash Receipts Clerk, Bursar’s Office	12/12/11-01/13/12
Diaz, Mark A, Student Services Clerk, Latino Center	01/03/12-04/30/12
Ganzon, Emmanuelle, Bookstore Clerk/Cashier, Bookstore	12/12/11-01/13/12
Hunter, Jennifer, Bookstore Clerk/Cashier, Bookstore	01/03/12-01/13/12
Iannone, John, Bookstore Clerk/Cashier, Bookstore	01/03/12-01/13/12
Jacobo, Alba, Bookstore Clerk/Cashier, Bookstore	12/12/11-01/13/12
Laurance, Marisa, Bookstore Clerk/Cashier, Bookstore	01/03/12-01/13/12
Palacio, Dee Dee, Bookstore Clerk/Cashier, Bookstore	12/12/11-01/13/12
Saiganji, Misao, Bookstore Clerk/Cashier, Bookstore	12/12/11-01/13/12
Sebastian-Abad, Desiree, Bookstore Clerk/Cashier, Bookstore	12/12/11-01/13/12
Seya, Thizier, Cash Receipts Clerk, Bursar’s Office	12/12/11-01/13/12
Snelling, John, Bookstore Clerk/Cashier, Bookstore	01/03/12-01/13/12
Thomas, Gabrielle, Bookstore Clerk/Cashier, Bookstore	12/12/11-01/13/12
Wilks, Susan, Bookstore Clerk/Cashier, Bookstore	12/12/11-01/13/12

**RECOMMENDATION NO. 11 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.

SPECIAL SERVICES

Community Services Specialist 1, \$50.00/hour	16
Recreation Director 2, \$10.59/hour	3

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	January 10, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 12    FACILITIES**

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

12-A AWARD OF BID – BUNDY WEST BUILDING CLASSROOM AUDIO-VISUAL INSTALLATION

Award the bid to the lowest responsive bidder for the Bundy West Building Classroom Audio-Visual Installation project.

<u>Bidder</u>	<u>Amount</u>
Spinitar	\$188,230.93
CCS Presentation Systems	\$200,672.90
Digital Networks	\$227,571.86

Funding Source: Measure AA

Comment:       This project consists of installation of audio-visual equipment for five new classrooms on the SMC Bundy Campus. The equipment includes projectors, interactive whiteboards, wall-mounted flat-panel LCD displays, wireless touchscreen control panels, wireless microphones and amplifiers. It also includes one year of service and maintenance."

12-B CHANGE ORDER NO. 1 – TEMPORARY OFFICES FOR BROAD STAFF

Change Order No. 1 – TRIMAX CONSTRUCTION on the Temporary Offices for Broad Staff project in the amount of \$35,035:

Original Contract Amount	\$276,600
Previously Approved Change Orders	0
Change Order No. 1	<u>\$35,035</u>
Revised Contract Amount	\$311,635
Original Contract Time	86 days
Previous Time Extensions	<u>0 days</u>
Revised Contract Time	86 days
Time Extension this Change Order	<u>0 days</u>
Current Revised Contract Time	86 days

Funding Source: Measure AA

Comment:       In order to clear underground high pressure natural gas line, the new modular building location needed to be changed. Change Order No. 1 provides labor and material for the upgrading of the end wall rating of the new modular building, a sewage pump and sewer pit needed due to a gravity sewer connection not being feasible, extending underground utility lines as needed and the removal of trees to allow for new location. It also provides for the floor finish change from carpet to sheet vinyl due to user allergies, a required secondary electrical conduit, as well as a new security system for the new modular building.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	January 10, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

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

12-C CHANGE ORDER NO. 4 – BUNDY CLASSROOM COMPLETION

Change Order No. 4 – WAISMAN CONSTRUCTION on the Bundy Classroom Completion project in the amount of \$5,342:

Original Contract Amount	\$1,860,000
Previously Approved Change Orders	37,107
Change Order No. 4	<u>5,342</u>
Revised Contract Amount	\$1,902,449
Original Contract Time	246 days
Previous Time Extensions	<u>0 days</u>
Revised Contract Time	246 days
Time Extension this Change Order	<u>0 days</u>
Current Revised Contract Time	246 days

Funding Source: Measure AA

Comment:     Change Order No. 4 provides for one desktop computer and one laptop computer to meet system requirements for the upgraded building Energy Management System. It also provides for changing the first floor classroom speaker model because the specified speakers were not appropriate for the intended application.

12-D PROJECT CLOSE OUT – EMERGENCY ALTERATIONS TO AIRPORT ARTS CAMPUS

Subject to completion of punch list items by TRIMAX CONSTRUCTION authorize the District Representative without further action of the Board of Trustees, to accept the project described as EMERGENCY ALTERATIONS TO AIRPORT ARTS CAMPUS as being complete upon completion of punch list items by TRIMAX CONSTRUCTION The District Representative shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance disbursement of the final payment is authorized.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	January 10, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

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

12-E    REJECT ALL BIDS – ACADEMY OF ENTERTAINMENT AND TECHNOLOGY PARKING STRUCTURE

Reject all bids for the Academy of Entertainment and Technology Parking Structure and authorize the project to be re-bid.

Comment: Several errors and omissions were found in the bid packages submitted. The bid instructions will be clarified to prevent similar errors in the re-bid.

12-F    AWARD OF CONTRACT FOR REMOVAL OF ASBESTOS, MOLD AND LEAD ABATEMENT

Award of contract to Asbestos Instant Response, Inc. not to exceed \$29,000 for the removal of asbestos, mold and lead abatement at the Airport Arts Complex.

Funding Source: Facilities/Maintenance Operations

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	January 10, 2012

**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. 13 BUDGET TRANSFERS**

**13-A FUND 01.0 – GENERAL FUND - UNRESTRICTED**

Period: November 18, 2011 to December 21, 2012

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	29,250
2000	Classified/Student Salaries	-30,450
3000	Benefits	0
4000	Supplies	700
5000	Contract Services/Operating Exp	500
6000	Sites/Buildings/Equipment	0
7000	Other Outgo/Student Payments	0
Net Total:		0

**13-B FUND 01.3 – GENERAL FUND - RESTRICTED**

Period: November 18, 2011 to December 21, 2012

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	4,577
3000	Benefits	-1,174
4000	Supplies	5,291
5000	Contract Services/Operating Exp	-8,694
6000	Sites/Buildings/Equipment	0
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.



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	January 10, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 14 BUDGET AUGMENTATION**

The 2011-2012 adopted Budget will be amended to reflect the following budget augmentations

CalWORKs

Granting Agency: California Community Colleges Chancellor's Office  
 Appropriated Funding: \$ 18,407  
 Matching Funds: \$ 0  
 Performance Period: July 1, 2011 – June 30, 2012

Summary The District has an increase of \$18,407 in CalWORKs funding per California Community Colleges CalWORKs Allocation for Fiscal Year 2011-12.

Budget Augmentation: Revenue:  
                                   8000 Local Revenue                                   \$ 18,407

Expenditures:  
                                   1000 Certificated Salaries                                   \$ 1,271  
                                   2000 Classified Salaries                                   \$ 10,552  
                                   3000 Benefits   \$ 6,584

**RECOMMENDATION NO. 15 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, 2011   CID – C2E   \$7,267,338.50

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

**RECOMMENDATION NO. 16 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, 2011   4784 – 4818   \$19,938,120.21

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	January 10, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 17      DIRECT, BENEFIT AND STUDENT GRANT PAYMENTS**

Requested by:      *Robin Quaille, 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.

November 1 – November 30, 2011	
D000593 – D000610	\$9,462,652.00
B000344 – B000430	\$1,437,658.66
ST00026 – ST00044	\$ 23,267.00

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

**RECOMMENDATION NO. 18      AUXILIARY PAYMENTS AND 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, 2011	\$493,572.18	\$49,437.89

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

November 1 – November 30, 2011	\$8,416,752.56
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<b>BOARD OF TRUSTEES</b>	<b>REGULAR MEETING</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 10, 2012

X. **BOARD COMMENTS AND REQUESTS**

XI. **ADJOURNMENT**

The meeting will be adjourned in memory of **John Scholl**, father of Teresa Huber, SMC Library Assistant.

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

Regular Meeting - February 7, 2012

- Report: Multi-Media Program
- Budget Report/Receipt of Quarterly Budget Report
- Receipt of Audit Report
- Information: Citizens' Bond Oversight Committee Meeting, January 18, 2012

Board Study Session – February 21, 2012

- Discussion of the next steps for the *College of the Future*

Regular Meeting – March 6, 2012

- Report: Community Relations and Government Relations
- Report: SMC and SMMUSD Collaborations



**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			1	2	3	4	5	6
5	6	7	8	9	10	11	10	11	12	13	14	15	16	7	8	9	10	11	12	13			
12	13	14	[15]	[16]	[17]	18	17	18	19	20	21	22	23	14	[15]	[16]	[17]	[18]	[19]	20			
19	20	21	22	23	24	25	24	25	26	27	28	29	30	21	[22]	23	24	25	26	27			
26	27	28	29	30			31							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	3	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 boxes denotes 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

**SEMESTER DATES 2011 - 2012**

<p><b>Summer 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><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><b>Winter Session 2012</b></p> <p>6-week Winter Session: Jan. 03 - Feb. 09, 2012</p>	<p><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><b>Summer 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><b>Graduation Day 2012</b></p> <p>Graduation Day: Jun. 12, 2012</p>
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**LEGAL HOLIDAYS**

- |   |   |
|---|---|
| <p><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. 09, 2011]</li> <li>• Christmas Day: December 26, 2011 [observed]</li> </ul> | <p><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: April 09, 2012</li> <li>12-Month Employees: Float*</li> <li>11-Month Employees: *To be taken Mar. 31-Dec. 31, 2012</li> </ul> |
|---|---|

**SPECIAL DATES 2011 - 2012**

<p><b>Faculty 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><b>Faculty 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>
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Approved by Board of Trustees 05.03.2011  
 Approved by Board of Trustees  
 Revised 05.19.2011: Dec. 01-03, 2011  
 Revised 12.05.2011: February 2012 & Faculty Flex Dates



SANTA MONICA COMMUNITY COLLEGE DISTRICT CALENDAR 2012 - 2013

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	

  

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

  

DECEMBER 2012							JANUARY 2013							FEBRUARY 2013							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1				1	2	3	4	5						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
16	17	18	[19]	[20]	[21]	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28			
30	31																				

  

MARCH 2013							APRIL 2013							MAY 2013							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					[1]	2							1							1	2
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					26	27	28	29	30	31		
31																					

  

JUNE 2013							JULY 2013							AUGUST 2013								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
						1							1							1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10		
9	10	11	[12]	[13]	[14]	15	14	15	16	17	18	19	20	11	[12]	[13]	[14]	[15]	[16]	17		
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	[20]	[21]	[22]	[23]	24		
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31		
30																						

**LEGEND**

	First day of session		Campus Closed: Date in box denotes classes not in session/campus closed
	Finals Schedule		Faculty Flex Day: Date in red double box - see below for more information on Flex Days
	Legal Holiday- Date in broken boxes, bold & red;	[ ]	No Classes/Campus OPEN: Dates in brackets denotes classes not in session/campus open
	Classes not in session/campus closed		

**LEGAL HOLIDAYS**

June - December 2012		January - August 2013	
Independence Day:	Jul. 04, 2012	New Year's Day:	Jan. 01, 2013
Labor Day:	Sept. 03, 2012	Martin Luther King Day:	Jan. 21, 2013
Veterans' Day:	Nov. 12, 2012	Lincoln's Birthday:	Feb. 08, 2013
Thanksgiving Day:	Nov. 22, 2012	Presidents' Day:	Feb. 18, 2013
Admission's Day (In lieu of Sept. 10)	Nov. 23, 2012	Memorial Day:	May 27, 2013
Christmas Day:	Dec. 25, 2012	Independence Day:	Jul. 04, 2013
		Cesar Chavez Day (12-Month Classified):	April 08, 2013
		Cesar Chavez Day (11-Month Classified):	Float*

\*To be taken between Mar. 31 and Dec. 31, 2013

**SEMESTER DATES 2012 - 2013**

Summer 2012		Special Dates	
6-week Session:	Jun. 18 - Jul. 27, 2012	Graduation Day 2012:	Jun. 12, 2012
8-week Session:	Jun. 18 - Aug. 10, 2012	Graduation Day 2013:	Jun. 11, 2013
Late Start Session:	Jul. 02 - Aug. 10, 2012		
Fall 2012		Faculty Flex Days 2012	
Regular Session:	Aug. 27 - Dec. 18, 2012	Departmental:	Aug. 22, 2012
1st 8-week Session:	Aug. 27 - Oct. 19, 2012		Aug. 24, 2012
12-week Session:	Sept. 17 - Dec. 07, 2012	Fall 2012 Opening Day:	Aug. 23, 2012
2nd 8-week Session:	Oct. 22 - Dec. 14, 2012	Individual:	Aug. 21, 2012
Winter 2013		Faculty Flex Days 2013	
6-week Session:	Jan. 02 - Feb. 07, 2013	Departmental:	Mar. 01, 2013
Spring 2013			Aug. 21, 2013
Regular Session:	Feb. 11 - Jun. 11, 2013		Aug. 23, 2013
1st 8-week Session:	Feb. 11 - Apr. 05, 2013	Fall 2013 Opening Day:	Aug. 22, 2013
12-week Session:	Mar. 04 - May 31, 2013	Individual:	Apr. 10, 2013
2nd 8-week Session:	Apr. 15 - Jun. 07, 2013		Apr. 11, 2013
Summer 2013			Apr. 12, 2013
6-week Session:	Jun. 17 - Jul. 26, 2013		Aug. 20, 2013
8-week Session:	Jun. 17 - Aug. 09, 2013	Institutional:	Mar. 12, 2013
Late Start:	Jul. 01 - Aug. 09, 2013		

Approved by the Board of Trustees:

12/05/2011