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SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING

TUESDAY,
MARCH 6, 2012

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

5:30 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/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, March 6, 2012.

5:30 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 FUNCTIONSPage No.**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)**PUBLIC EMPLOYEE – EVALUATION, pursuant to Government Code Section 54957**

Evaluation of the Superintendent/President

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS (Scheduled for 7:00 p.m.)

D Pledge of Allegiance

E Closed Session Report (if any)

F Public Comments

IV. **SUPERINTENDENT'S REPORT**

- Updates:
 - Kennedy Center American College Theater Festival
 - Spring Semester 2012 Opening Week
 - Institutional Flex Day – March 15, 2012
 - State Budget

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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- Associated Students
- CSEA
- Faculty Association
- Management Association

IX. **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.

X. **BOARD COMMENTS AND REQUESTS**

XI. **ADJOURNMENT**

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 6, 2012

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. I

SUBJECT: **GUIDING PRINCIPLES FOR OPEN-ENROLLMENT CONTRACT EDUCATION PROGRAMS**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is requested that the Board of Trustees direct staff to implement open-enrollment contract education programs based on the following guiding principles:

- Course offerings in these programs will always be established above and beyond the level of course offerings funded by the State of California. To provide increased access, the programs will supplement, not supplant.
- State apportionment funds will not be used to support these programs.
- Revenue from these programs will be used to increase access to the College's regular educational programs and services and maintain their quality.
- Flexibility will be built into the design of these programs to allow for expansion and contraction of the additional course offerings as state apportionment revenues change from year to year.
- The programs will be implemented in consultation with the appropriate college constituent groups through the College's existing planning and governance structures.
- Faculty and staff will be assigned in accordance with existing collective bargaining agreements.
- The College will develop scholarship opportunities and promote the use of financial aid to facilitate access to these programs for continuing resident students.
- The Board of Trustees will be regularly updated as the programs are developed and implemented.

BACKGROUND: Diminished State funding is forcing SMC to dramatically reduce course offerings despite strong student demand. Since 2008-2009, funding for the state community college system has decreased more than 13 percent system-wide. In the current year, SMC has lost more than \$11 million dollars in funding. The current state budget makes \$217 million of the community college budget dependent on a tax initiative on the November ballot. If that initiative fails, California community colleges face a further 5 ½ percent cut in funding, and SMC will lose an additional \$5 - \$5.5 million during the 2012-2013 budget year.

This loss in funding has corresponded to a 15.4% reduction in SMC's course offerings. In 2008-2009, SMC offered 7,430 credit sections. In 2011-2012, this number has fallen to 6,288, a reduction of 1,142 credit sections. If the November ballot initiative fails, and SMC's funding falls as predicted, a corresponding reduction in credit sections would result in a 23% reduction in course offerings since 2008-2009. In order to address student demand, the College dug into its reserve to support a significant number unfunded FTES each year at SMC. For 2010-2011, unfunded FTES was about 500; for 2011-2012, it is projected to be over 900. However, this simply cannot be sustained."

It is impossible to provide a specific count of the number of students SMC has turned away during this period, or to quantify the financial and personal costs to the many students who have been involuntarily under-enrolled or unable to enroll in the classes they need to make degree progress. But the system-wide estimates indicate that hundreds of thousands of students have been turned away from California community colleges since 2008-2009. The Community College League of California estimates that without the passage of the November tax initiative, California community colleges will be forced to turn away between 148,000 and 241,500 additional students in the 2012-2013 academic year.

SUMMARY:

The Board of Trustees discussed the concept of open-enrollment contract education programs at its Study Session on February 21, 2012. Santa Monica College is confronted with the greatest budget crisis ever to face higher education in California. The State continues to slash funding while more and more students need the education SMC provides, and SMC is unable to provide sufficient educational access in this time of unprecedented need. The college is obligated to find additional methodologies through which it can fully utilize its physical and human resources to fulfill its mission and commitment to students. These guiding principles will be followed by the Board of Trustees and the Santa Monica College community in creating such alternatives.

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 6, 2012

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

SUBJECT: **OPEN-ENROLLMENT CONTRACT EDUCATION PROGRAM**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is requested that the Board of Trustees direct the administration to proceed with plans to develop a program to provide open-enrollment contract education to all students, both resident and nonresident. The program will be developed according to the guiding principles for open-enrollment contract education programs in Recommendation No. 1.

SUMMARY: The Board of Trustees discussed the concept of a program of open-enrollment contract education at its Study Session on February 21, 2012. The concept paper describes SMC's capacity to deliver high quality education to more Californians than the state is willing to fund. SMC would utilize that excess capacity, thereby increasing total seats available, while simultaneously easing the intensity of competition for state-funded seats. It would provide a pathway to degrees, certificates, transfer, and economic opportunity.

The Board of Trustees informally directed staff to further examine the concept and draft a set of principles. This recommendation is now being presented for official action by the Board.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 6, 2012

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3

SUBJECT: APPOINTMENT TO CITIZENS' BOND OVERSIGHT COMMITTEE

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the appointment of Heather Anderson to represent the community of Malibu on the Citizens' Bond Oversight Committee, for a two-year term (April 2012 through June, 2013).

SUMMARY: The bylaws state that the Citizens' Bond Oversight Committee shall consist of a minimum of seven (7) members appointed by the Board of Trustees as required by Government Code Sections 54950-54962 and Education Code Sections 15278, 15280 and 15282, with at least:

Category

1. one representative of the business community within the District
2. one person active in a senior citizens' organization
3. one person active in a bona fide taxpayers' organization
4. one student who is currently enrolled at SMC
5. one person active in the support and organization of the District
6. additional appointees to represent the communities of Santa Monica and Malibu

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 6, 2012

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 4

SUBJECT: FACILITIES RELOCATIONS, 2012-2014

SUBMITTED BY: Superintendent/President

SUMMARY:

During 2012 and 2013, the District will begin several major construction projects funded by the bond program. The District will also gain the use of 919 Santa Monica Boulevard during this period. The projects that result in the need for relocations are the Information Technology project on the main campus and the reconstruction of the Academy of Entertainment and Technology site (AET). There is little or no existing space available either at the main campus or the AET site to relocate staff or classes.

INFORMATION TECHNOLOGY PROJECT

The Information Technology project will be constructed on the site of the Library Village, which is a temporary structure. All tenants of the Library Village, which is located just south of the Library/Media Center, will need to move before the end of the calendar year. There are about 30 faculty and staff members who need to be relocated from the Library Village, including the Career Center and the Scholars Program. Without available permanent office space on the main campus, the plan is to bring in at least two portable office buildings to provide housing for the people and programs displaced.

ACADEMY OF ENTERTAINMENT AND TECHNOLOGY

As part of the reconstruction of the AET campus, there will be a new academic building and a new building for radio station KCRW. Once the new buildings are completed, the existing building will go under an extensive renovation. During the renovation, some classes, faculty and staff will move into the new building. However, the new building is not large enough to handle all the relocations, so additional temporary facilities are required.

The original plan was to place temporary facilities at the east end of the Olympic Shuttle Lot on Stewart Street, but the cooperative arrangement with the City and the MTA asks the College to turn over the lot for construction of a light rail maintenance facility. In turn, the College will obtain land at the Airport, but that site will not be available in time. Because of this, the District will be requesting permission from the City to place some portable classroom buildings on the site at the Airport Arts Campus.

919 SANTA MONICA BOULEVARD

With the addition of 919 Santa Monica Boulevard (SMB), the District is examining the consolidation of facilities to provide more efficient service and to save costs. Many administrative, fiscal and personnel offices are now located at 2714 Pico Boulevard. That facility is now full and has no room for expansion. The building at 919 SMB is larger and is next to the Performing Arts Campus. By moving functions out of 2714 Pico over the next two years, the District can vacate the building and lease or sell the facility. Lease income is estimated at \$250,000 per year and a sale could bring over \$6 million dollars. Maintenance, operations, and security costs would also be reduced.

It is recommended that an architect be contracted to start planning for the uses of 919 SMB. The current tenant will move out by November of this year. If planning starts now, the renovation could start soon after the building becomes vacant.

The preliminary planning has the Broad Stage management team moving from temporary trailers into permanent offices in the building. The SMC Foundation would move from their temporary location at 1516 Pico so all of major fundraising efforts would be consolidated in the building. Business and administrative functions such as Fiscal Services, Accounts Payable, Purchasing and Risk Management would move from 2714 Pico.

To further vacate 2714 Pico, Human Resources, the Personnel Commission and Payroll Services will move into the complex at 1510/1516 Pico. The buildings are adjacent the main campus and make it more convenient for faculty and staff to utilize those services.

REQUESTED ACTION: It is recommended that the Board of Trustees approve the following agreements for facilities related to relocations outlined above.

- A AGREEMENT FOR ARCHITECTURAL SERVICES – RENOVATION OF 919 SANTA MONICA BOULEVARD.

Agreement with GWYNNE PUGH URBAN STUDIO not to exceed \$433,000. plus reimbursable expenses for architectural and engineering services for the Renovation of 919 Santa Monica Boulevard.

Funding Source: Measure AA

Comment: Gwynne Pugh is a Santa Monica based architect who recently formed his own firm after 22 years at Pugh+Scarpa where he won 17 national architectural awards, including three “Top Green Project” awards. The firm was awarded the national Architecture Firm of the Year award in 2010. This project will consist of code required structural improvements and reconfiguration of the office space to better suit college needs.

-B AWARD OF BID – 1510 PICO BLVD. RENOVATION

Award the bid to the lowest responsive bidder for the 1510 PICO BLVD. RENOVATION project.

<u>Bidder</u>	<u>Amount</u>
REC+S, Inc..	\$219,250
AJ Stevens	\$256,000
Trimax Construction	\$377,900

Funding Source: Measure AA

Comments: This project renovates the former Wise building at 1510 Pico Boulevard to make the building suitable for use as college offices.

-C CHANGE ORDER No. 2 – TEMPORARY OFFICES FOR BROAD STAFF

Change Order No. 2 – TRIMAX CONSTRUCTION on the Temporary Offices for Broad Staff project in the amount of \$14,029:

Original Contract Amount	\$276,600
Previously Approved Change Orders	\$21,006
Change Order No. 2	<u>\$14,029</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: Change Order No. 2 – Provides carpet and rubber base replacement to sheet vinyl and rubber base, a second electrical conduit for the new temporary office trailer, installation of security system, and exterior painting.

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 6, 2012

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 5

SUBJECT: RESOLUTION IN SUPPORT OF COMMUNITY COLLEGE SYSTEM BUDGET PRIORITIES AND THE GOVERNOR'S NOVEMBER BALLOT INITIATIVE

SUBMITTED BY: Superintendent/President

WHEREAS, community colleges have taken extensive cuts to funding over recent years, while trying to educate the largest high school graduating classes in California history and need funding to provide the programs and services necessary to increase the number of successful degree and certificate holders;

WHEREAS, community colleges have been forced to turn away as many as 130,000 potential students in a single year due to the need to reduce course sections, generally from 5 to 15 percent annually per district;

WHEREAS, community colleges have carried an estimated 252,000 students over the last five years (2007-2008 to 2011-2012) for whom they have not received any apportionment, categorical, or student support funding;

WHEREAS, community colleges are operating with \$996 million (23%) less in total programmatic support in 2011-2012 than in 2007-08, including cuts to both apportionment and categorical funding;

WHEREAS, community colleges have operated on per-student funding which has been reduced from \$5,659 in 2007-08 to \$5,115 in 2011-2012, a loss of 9.6% over this five-year period, while the unfunded cost-of-living (2008-2009 to 2011-2012) has increased by a compounded 20.5%;

WHEREAS, the changes to the Cal Grant B and Cal Grant Community College Transfer Entitlement programs which would require a higher grade point average under the governor's proposal, would eliminate an estimated 30% of Cal grant entitlement recipients; and the governor's proposed caps on grants for those transferring to independent, nonprofit institutions would primarily affect community college students who are disproportionately African-Americans and Latinos, with an average parental income of \$19,184, and who receive the grants to buy books and assist with necessary living expenses;

WHEREAS, the Legislature has increased fees from \$600 annually in 2008-2009 to \$1,380 for the 2012 - 2013 school year, while the majority of community college students have incomes so low that they are eligible for the Board of Governors' (BOG) Fee Waiver;

WHEREAS, the California community colleges are essential for providing higher education opportunity for over two million Californians annually;

WHEREAS, California community colleges are essential for providing students with the skills to be economically success in the California economy,

WHEREAS, without the "Temporary Taxes to Fund Education" Initiative, community colleges and other segments of education in California are likely to have funding curtailed for years;

THEREFORE, the Board of Trustees of the Santa Monica Community College District supports the passage of the Governor's initiative, which has the official title, "Temporary Taxes to Fund Education. Guaranteed Local Public Safety Funding," is proposed to be placed on the November 2012 ballot, and will limit the cuts which would otherwise be made to community college and K-12, while providing budget stability from the temporary increases in sales and personal income taxes for four years.

THEREFORE, the Board of Trustees of the Santa Monica Community College District also:

Opposes the reduction of general fund moneys for assumed redevelopment revenues until increased revenue from the wind-down of redevelopment materializes and other deficits are addressed;

Supports development of an alternative to the proposed deferral buy-down that would include a positive trigger with some funds for debt buy-down as well as funds for access focused on job training, student success, and veterans' issues;

Opposes the apportionment and categorical language in the budget bill which provides increased flexibility to the Chancellor's Office and Board of Governors;

Opposes cuts to the Cal Grants that disproportionately impact community college students, both before and after transfer.

Opposes cuts to the CalWORKs and child care programs that will limit educational opportunity in community colleges for parents transitioning from welfare-to-work.

Opposes any re-characterization of general obligation bond debt from non-Proposition 98 to Proposition 98, and will work to support other solutions that mitigate non-Proposition 98 general fund cuts.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	March 6, 2012

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM G

SUBJECT: **SANTA MONICA COLLEGE AND SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT COLLABORATIONS – SPRING 2012 UPDATE**

SUBMITTED BY: Superintendent/President

SUMMARY:

The Santa Monica-Malibu Educational Collaborative was developed in 2007. The collaborative meets monthly to provide SMC and SMMUSD administrators and staff an opportunity to develop partnerships, work together on sharing resources, as well as execute the objectives of the Memorandum of Understanding (MOU) which the two districts entered into in May 2007.

Below are the key elements of the MOU.

1. The establishment of a Pre-K-14 Collaborative to ensure curricular articulation in English Language Arts and Mathematics and future collaboration in other disciplines.
2. The offering of college curriculum and courses at both the college and high school campuses based on identified individual school site needs in both core and elective programs;
3. The provision of summer program for high school students through concurrent and dual enrollment;
4. The shared use of facilities that benefits both districts in terms of classroom and athletic spaces;
5. The collaboration and articulation of career and technical educational programs between the school district and the college district;
6. The development and anticipated implementation of the High School Transfer Academy (a middle college model) which provides the high school 11th and subsequently 12th grade students the opportunity to participate in the collegiate curriculum which will enable students to complete high school curriculum to meet graduation requirements as well as the transfer curriculum at Santa Monica College; and the Early College High School Program to be offered to the SMMUSD students from grades 9 through 12.

Along with collaborating on the objectives of the MOU, the group works to enhance existing programs, create new opportunities for students, as well as offer professional development opportunities for the counselors and staff through various CTE grants.

SMC Pledge

SMC Pledge, a new program at SMC, started spring 2012. The program was developed to help SMMUSD graduating seniors' transition to SMC with the tools that they need to be successful college students. The program requires graduating seniors who are planning on attending SMC to enroll in Counseling 11-Orientation to Higher Education and Counseling 12- Career Planning during the spring semester of their senior year. The program also requires the student to complete the SMC online orientation as well as prepare for and take the math and English assessment tests. The expectation is that if a student successfully completes the two classes and the matriculation process, they will improve their success at SMC. The students will also be able to obtain a more desirable enrollment date for their summer/fall enrollment once they have completed the program. Currently, the program has over 65 students from SMMUSD participating in the counseling classes.

Career Technical Education and SMMUSD

Fall Counselor Day took place on October 14, 2011, with over 75 SMMUSD and LAUSD counselors in attendance. The agenda included a look into the new CTE programs and career pathways as well as preparation of high school students for success in assessment testing and the transition process from high school to SMC. The Spring Counselor Day is planned for March 9, 2012. The counselors from the high schools will be given an in depth look at the various career technical careers housed at the Academy of Entertainment and Technology. SMC CTE faculty will engage the high schools counselors with hands-on projects and presentation of SMC student work.

Workforce and Economic Development through its Career Technical Education (CTE) grant is one of the sponsors of the 2012 SMC Latina/o Youth Conference. The conference is set for March 17, 2012, with a Career Technical Education emphasis. Juniors/seniors from SAMOHI and other local high schools as well as SMC students will be invited to attend. The keynote speaker, Raquel Cordova, is a radio personality for LATINO radio FM 96.3, and will tell her story of her career in broadcasting.

CTE collaborated with the SMMUSD “Connect for Success” (C4S), a transition program from middle to high school, and the Young Collegians (YC) Program in July 2011. For the YC students, there were weekly career assessments and exercises that promoted self-awareness, setting career goals, organizational skills, and career readiness. The use of on-line tools such as “Road Trip Nation” and the “Who Do U Want 2 Be” websites were utilized which were very instrumental. For the C4S students, three groups of students were transported to the SMC Bundy campus twice a week for six hours. The groups completed career assessments, set career goals utilizing on-line tools, learned strategies for self-promotion and took a tour of SMC’s Nursing Lab and Simulation classroom. There were a total of 216 students that participated.

CTE is collaborating with the City of Santa Monica and Santa Monica Chamber of Commerce in the annual SAMOHI Career Day on March 12, 2012. SMC will be presenting two panels highlighting our SMC CTE faculty, Allied Health Careers – highlighting our respiratory therapy, medical lab technician and nursing programs, and TV/Film Production – highlighting Promo-Pathway and Film studies.

CTE and Basic Skills formed a research collaborative committee of SMC faculty to conduct research and have discussions regarding the improvement of student success with the development of instructional practices that include student-centered models, peer group support, accelerated courses, and contextualized courses that teach basic skills for occupational skills training. The research is on the understanding that all of the emerging career technical programs offered at SMC require college level Math and English skills, and students are entering SMC with below college level skills limiting their participation in CTE classes.

Assessment Mobile Application Project

The Enrollment Development, Workforce Development/CTE, Student Affairs, Academic Affairs, and Management Information Systems departments are working collaboratively to develop an assessment app for incoming SMC students. The app is a response to discussions amongst the SMC/SMMUSD Education Collaborative, the CTE Academic Senate Committee, and Basic Skills regarding innovative approaches to improving student success in K-14.

The purpose of the project is the following: (1) To communicate to new students the importance of the assessment test; (2) To consolidate math, English, and ESL review materials into one central location; (3) To include math, English, and ESL review materials to help students gauge their college readiness; (4) Appropriate English and Math placements so that students can enter CTE certificate programs and transfer courses quicker. The app will be available to students through multiple platforms. Students will be able to access the app using smart phones, personal computers, tablets, and laptops.

Currently, the ESL department has created a set of sample questions for students. The English department chair has identified four faculty to assist with the creation of sample questions. The English faculty will begin working on questions this Spring 12 term. Lastly, the Math department chair will identify math faculty to help develop sample questions in Math.

Dual Enrollment and SMMUSD

The Dual Enrollment Program offers high school students an opportunity to take college-level courses at their high schools. The administrator works with SMMUSD high schools to ensure that the program supports their needs. The program provides outreach material, enrollment services and a program orientation to all participating students in addition to supporting SMC instructors who teach at these high schools. Currently, the program is offering three courses at Santa Monica High School and one course at Malibu High School. These specific courses are outlined as follows:

Fall 2011

Santa Monica High School

Music 78- Jazz Ensemble
Music 84A- Guitar I
Music 84B- Guitar II

Malibu High School

Music 59- Chamber Choir

Spring 2012

Santa Monica High School

Music 78- Jazz Ensemble
Music 84B- Guitar II

Malibu High School

Music 59- Chamber Choir

SMMUSD Young Collegians Program

The goal of the program is to offer Santa Monica and Malibu high school students the opportunity to obtain a high school diploma and accrue college units simultaneously. The targeted population is comprised of students who have traditionally been underrepresented in postsecondary education, students who have not had access to the academic preparation needed to meet college readiness standards, students for whom the cost of college is prohibitive, students of color, English Language Learners, and first generation college attendees.

As a cohort, the Young Collegians participate in concurrent enrollment classes at SMC during the summer and are given the opportunity to individually take additional classes in the fall and spring semesters. The aim of the program is for a Young Collegian to successfully complete at least 14 SMC college units by the time they graduate from high school. The summer courses that the Young Collegians participate in are:

Year 1 - Speech 5, Interpersonal Communication and Counseling I, Developing Learning Skills

Year 2 - Music 36, History of Rock Music and Library I, Library Research Methods

Year 3 - CIS 4, Introduction to Computers, Business Applications and
Communication I, Survey of Mass Media Communications

Along with the SMC summer classes, the Young Collegians are also expected to attend student success workshops that provide tutoring opportunities, team building exercises, career exploration, presentations from inspirational speakers, in addition to computer workshops.

During the school year, the group is brought together once a month for additional student success workshops which are designed to provide additional skills that reinforce their high school curriculum. These workshops support the techniques that the Young Collegians learn during the summer and continue to provide them with study skills tools, career exploration exercises, college readiness discussions and strategies, college tours and one-on-one conferences.

Currently, 8 out of the 15 students in cohort 1 are first year students at SMC. The program coordinator is working with each of them to make certain that they are all on task and progressing toward their goal.

The hard work of Cohort 2 has paid off and all 12 students will be graduating high school and will have at least 14 college credits on their SMC transcripts. The students have all applied to at least one four year school, and Young Collegians who choose to attend SMC as a full time student will be awarded \$500 dollars by the SMC Foundation. The college will be celebrating their success at a banquet on June 4, 2012.

This summer the Young Collegians program will have about 100 Young Collegians participating in the program. This is the largest number of students to be participating since its inception. As the years pass, the program is gaining interest and the cohorts are getting larger. Below is a breakdown of ethnicity for the current Young Collegians.

Ethnicity	Number of Students	Percentage
Asian	2	2%
Black	11	13%
Hispanic	48	59%
Multi-race	15	18%
White	6	7%
Total	82	

Santa Monica College- Malibu Program

The Malibu site at Webster Elementary School is gaining interest and the word is getting out to Malibu residents that SMC is in their neighborhood. City residents were made aware of the program through a marketing campaign which mailed a flier to all Malibu residents and fliers were displayed at local city vendors. Comments are very positive and interested individuals are excited to see SMC in Malibu. The SMMUSD school staff and district staff have been very supportive and accommodating of the program. The classes are held in portable rooms at the east end of the Webster campus. Individual calls were made to each registered student to ensure that students were aware of the location of classes prior to the start of the semester. The specific courses offered at Malibu are outlined below.

Fall 2011

- Business 1- Introduction to Business
- Music 32- Appreciation of Music
- Political Science 2- Comparative Government and Politics
- Speech 7- Intercultural Communication

Spring 2012

- Art History 11- Art Appreciation: Introduction to Global Visual Culture
- Astronomy 2- Planetary Astronomy
- Communication 1- Survey of Mass Media Communication
- Economics 2- Principals of Macroeconomics

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	March 6, 2012

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM H

SUBJECT: COMMUNITY RELATIONS AND GOVERNMENT RELATIONS

SUBMITTED BY: Superintendent/President

COMMUNITY RELATIONS 2011-2012

The *SMC Associates* continues to fund activities across the spectrum of campus disciplines and interests.

For the third year the *Associates* funded a collaboration between the *SMC Art Department* and the *Otis Art Institute*. The institutions came together to present the cutting-edge art historian and critic Dr. Rhea Anastas, hosting a packed house of students, faculty and community at the *Broad Stage*. Gallery talks by artists were also underwritten by the *Associates* to add depth to the on-going scheduled exhibitions.

The *Associates* again this year worked with the *Broad Stage* and its *Arts Outreach* program to provide substantial support for the 2011-2012 *Master Classes*. These offer students the unique opportunity to work with renowned artists right on stage be it in voice, single instrument or dance and movement.

In September, Allen Drucker, the popular author and outspoken advocate for the disabled came to speak in a compelling assessment of how the disabled are doing in education and the work place and how they are portrayed in the media. In October, the *Associates* presented the festive “*Glory of Gershwin*” evening at the *Broad stage*, featuring London-based author, musician and historian Rodney Greenberg in an evening of music, images and narrative about the charismatic composer’s life and music. For *Black History Month* in early in February, the *Associates* funded another moving presentation by one of the “:Lost Boys” from the genocides in Sudan to a riveted audience.

Six *Associates*-sponsored speaker series are now a recurring feature of *SMC* life, attracting diverse sets of students across the college and enriching the campus:

- *Distinguished Scientists*, the first lecture series instituted at *SMC* in 1999 is now in its 12th year. It remains well-attended with highly diverse speakers from physical, life, and earth sciences. The speakers are identified in close collaboration with the faculty to ensure their relevance and value to students.
- *Literary Lectures*, an impressive line-up of writers includes the recent reading by Aimee Bender, the well-received author of *The Particular Sadness of Lemon Cake*. These talks and readings now enjoy the broad support of the English Department, ESL and beyond, showcasing culturally diverse authors.
- *Global Connections Series*, created as the first step in the college’s *Global Citizenship* commitment is now in its fifth year and this year has featured speakers on comparative education in Asia and USA; how new technologies and the use of social media in the office is affecting workplace behavior and employment law; and foreign films in the global community, their impact and evolution, by popular film critic Kenneth Turan.
- *Masters of Dance* continues to give *SMC* dance students exposure to master classes and talks led by experts from the many worlds of dance.

- *U C Press Lectures*, in collaboration with the Berkeley-based U C Press, brings to the campus experts in a variety of fields whose work has been published by the university press. Members of the U C Press Associates in Southern California are also invited to these presentations. The fall brought the dynamic Dr. Antronette Yancey, part of Michelle Obama's advisory team for her "Let's Move" campaign and a leading researcher in chronic disease prevention in underserved communities. The spring, U C Press lecture will feature Dr. Rakesh Sarin of UCLA who has conducted ground-breaking research on happiness for over a decade and authored "Engineering Happiness: A New Approach for Building a Joyful Life."
- The popular and well-attended *Rocky Young Lecture* annually presents an outstanding SMC faculty member along the template of "Best Lecture" on a diversity of topics, followed by a reception. On April 27th at 7 p.m. Dr. Christine Schultz will address "*The Millennials: The Most Consequential Generation?*"

For the fifth year, on March 4th the college will participate in the Unity Resource Festival at Virginia Avenue Park and on March 17th will again be a prominent partner in the S M Airport Art Walk in March, featuring the always-popular ceramics arts studio demonstrations as well as SMC mentored students in a studio setting with their works on display and available for purchase.

The *SMC General Advisory Board* is actively growing and the average age of the membership going down. We have been able to bring on younger business and professional members of the community with their own set of networks and more active engagement styles. This year, GAB members again hosted international students in their homes for the Thanksgiving holiday, a program that will continue and hopefully expand with the active support and involvement of the International Education Center. This past fall, the program was also opened up to include faculty, managers and staff at the college in the invitation to host.

A very well-received GAB breakfast meeting on the main campus this winter allowed the members to tour the sustainable learning garden and also to hear from KCRW's manager Jennifer Ferro about the evolving programming and the upcoming building at the AET campus. Guided by continuous feedback from the membership, the programs feature areas of the college that interest the members.

A growing number of campus departments are developing their own enrichment programs, continuing to offer expanded opportunities for collaboration with the Office of Public Programs and Community Relations. The office is perceived as an accessible source of information, community linkages, community members to serve on various departmental advisory boards, and funding support (through the *SMC Associates*).

SANTA MONICA COLLEGE GOVERNMENT RELATIONS

The essential task of Government Relations is to provide the District with additional avenues for institutional advancement. Current efforts are focused on transportation, particularly in the areas of bus, light rail, and bicycle; funding, primarily at the State level; and joint use projects, at the local level. Here is a brief overview of current efforts:

AB 515. Santa Monica College sponsored AB 515, authored by Assembly members Brownley and Smyth, for the 2011-2013 California legislative session. The bill would amend Education Code and establish a pilot credit extension program available to community college districts. The bill was approved by the Assembly in 2011 and has been placed on hold in the Senate by the authors. The bill has stimulated much discussion, as it provides an opportunity to increase access immediately, rather than waiting for the State to recover before providing the open access envisioned in the Master Plan.

Redevelopment. Santa Monica College is a local agency impacted by redevelopment (SMC is an “affected taxing agency,” to use the language of the State statute). Government Relations has kept the Board informed on the relevance to SMC of the various amendments to and nullifications of redevelopment law this past year.

Joint Use Project – Early Childhood Development Center. This project, identified as a District priority in 2004, is actively underway as the District and the City of Santa Monica have adopted a memorandum of understanding that establishes a work action plan and a timeline.

Joint Use Project – Malibu Campus. This project, also identified as a District priority in 2004, is actively underway. The project is a coordinated effort by the District, the City of Malibu, and the County of Los Angeles. The campus site will house instructional programs and a County of Los Angeles Sheriff Department sub-station.

Strategic Education Services (SES). The District retains and works with SES for advisory and advocacy purposes at the State level. The firm provides the District with a monthly update of the current legislative environment, the status of bills that particularly affect community colleges, information regarding pension reform proposals, analysis of K-14 funding proposals, including tax initiatives, and selected State committee reports. SES has been active in assisting SMC with various sponsored bills, including the passage of AB 3071 (alcohol beverage at public events) in 2008, AB 947 (capital surcharges for out-of-state nonresident students) in 2009, and AB 2297 (amending the calculation for nonresident tuition) in 2010; and the efforts to date on AB 515 (a pilot credit extension program) in 2011. The principal of SES is Dr. Dale Shimasaki.

Urban Dimensions. The District retains and works with Urban Dimensions for advisory and advocacy purposes, primarily for transportation issues, at the local, County of Los Angeles, and State levels. Priorities include assistance in maintaining the affordability of the SMC and Associated Students “Any Line Any Time” transit program; the safe design of the 17th Street light rail station and its connection to the main campus; the building of support for a major bicycle center at the station; and monitoring legislation that could be helpful to SMC in meeting these goals. The firm provides the District with a monthly update. The principal of Urban Dimensions is Dennis Zane.

Expo Light Rail and Land Swap. The District is working directly with the City of Santa Monica and indirectly with the Expo Construction Authority to construct the Expo Light Rail line connecting downtown Los Angeles to Santa Monica. Components include a land swap of the Olympic Shuttle Lot, owned by the District, with City of Santa Monica Airport property adjacent to the Bundy Campus. Both agencies have approved the terms of the swap, and draft agreements have been prepared. The swap is timed to meet the needs of three agencies. An additional component is the circulation element between the 17th and Colorado station and SMC’s main campus. SMC is working with Big Blue Bus, City Planning, and the City Manager on bus, bicycle, and pedestrian linkages.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 6, 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 #6-#23.

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

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

VIII. REPORTS FROM DPAC CONSTITUENCIES

- Associated Students
- CSEA
- Faculty Association
- Management Association

IX. 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. 6 APPROVAL OF MINUTES

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

- February 7, 2012 (Regular Board of Trustees Meeting)
- February 21, 2012 (Board of Trustees Study Session)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 6, 2012

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 7 **AMENDMENT TO SUBCONTRACTUAL AGREEMENT WITH REGENTS OF THE UNIVERSITY OF CALIFORNIA**

Requested Action: Approval/Ratification

Requested by: Laurie McQuay-Peninger, Director, Grants/Title V Math Cooperative

Approved by: Jeff Shimizu, Vice President, Academic Affairs

Subcontractor: **The Regents of the University of California**

Contract Amount: \$80,578 (Amended amount, increase of \$1,500)
 \$79,078 (Approved by Board of Trustees on February 7, 2012)

Matching Funds: None

Funding Source: U.S. Department of Education/Hispanic Serving Institutions (HSI) STEM (Science, Technology, Engineering and Mathematics) and Articulation Grant

Performance Period: January 1, 2012 – September 30, 2012

Summary: SMC is amending its contract with the Regents of the University of California, specifically UCLA, with regard to the HSI STEM and Articulation Cooperative Grant, which was approved by the Board of Trustees on February 7, 2012.

This amendment will increase the contract by \$1,500 to include funds to allow staff to attend the 4th Annual HSI Best Practices conference in San Antonio, Texas. This conference will serve as the Project Directors’ meeting for 2012 and will provide staff and faculty new to the Title V Hispanic Serving Institutions program an orientation to Title V and Title III/Title V funded grants. UCLA is not a Hispanic Serving Institution, so participation at this event will be very beneficial.

Attendance on the part of UCLA staff at this conference was proposed in the original grant application, but the financial resources to support the cost of attendance was included in the Project Management budget rather than the UCLA budget. This was appropriate given the nature of the conference with regard to program management. However, SMC cannot reimburse UCLA staff directly and thus these funds must be moved to the UCLA budget.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 6, 2012

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 8 ACCEPTANCE OF GRANT – CTE TRANSITIONS

Requested Action: Approval/Ratification

Requested by: Maral Hyeler, Associate Director, Dual Enrollment/Instructional Services

Approved by: Jeff Shimizu, Vice President, Academic Affairs

Title of Grant: Career Technical Education (CTE) Transitions

Granting Agency: California Community Colleges Chancellor's Office

Award Amount: \$46,970 (fiscal year 2011-2012)

Performance Period: July 1, 2011 to June 30, 2012

Matching Funds: None

Summary: The CTE Transitions grant focuses on informing and updating high schools regarding the various CTE programs being offered at Santa Monica College as well as providing career exploration tools. The grant also focuses on educating students about SMC articulation at their high schools and encouraging students to complete the articulation process.

Budget Augmentation: Restricted Fund 01.3

Revenue:

8100	Federal	\$46,970
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Expenditures:

1000	Instructional Salaries	\$34,625
3000	Employee Benefit	\$9,839
4000	Supplies and Materials	\$300
5000	Other Operating Expenses	\$400
7000	Indirect Costs	\$1,806
	Total Expenditures:	\$46,970

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 6, 2012

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 9 **ACCEPTANCE OF GRANT – CTE COMMUNITY COLLABORATIVE PROGRAM**

Requested Action: Approval/Ratification
Requested by: Maria Leon-Vazquez, Program Manager, CTE Programs
Approved by: Jeff Shimizu, Vice President, Academic Affairs

Title of Grant: **Career Technical Education Community Collaborative Program**

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

Appropriated Funding: \$348,000

Matching Funds: \$34,800

Performance Period: February 1, 2012 – February 28, 2014

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

Budget Augmentation: **Restricted fund 01.3**

Revenue :		
8600	State	\$348,000
Expenditures:		
1000	Instructional Salaries	\$101,486
2000	Non-Instructional Salaries	\$118,069
3000	Employees Benefits	\$33,670
4000	Supplies & Materials	\$15,925
5000	Contracted Services	\$56,715
6000	Equipment	\$8,750
7000	Indirect Costs	\$13,385
	Total Expenditures:	\$348,000

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 6, 2012

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 10 STATE OF CALIFORNIA, EMPLOYMENT TRAINING PANEL WORKFORCE TRAINING GRANT/CONTRACT

Requested Action: Approval/Ratification

Requested by: Patricia G. Ramos, Dean - Workforce & Economic Development

Approved by: Jeff Shimizu, Vice President, Academic Affairs

Title of Grant/Contract: ETP (Employment Training Panel) Workforce Training Program

Granting/Contracting Agency: State of California, Employment Training Panel

Amount: \$438,120

Terms of Contract: March 15, 2012= 0 March 14, 2014

Summary: Santa Monica College is approved for funding for contract training of incumbent workers as outlined below. This is the sixth ETP-funded project proposed by SMC to provide customized, job specific training for business and workers through ETP. SMC is eligible for ETP funding as a training agency. The participating employers must demonstrate out-of-state competition. This multiple-employer retraining project is to provide training to employees of companies in a variety of industries involved in manufacturing, distribution, construction and services. Training will enable participating companies to increase their competitive edge and remain viable within the state.

Budget Augmentation:	Restricted Fund 01.3	
	Revenue	
	8600 State	\$438,120
	Expenditures:	
	2000 Non Instructional Salaries	\$289,000
	3000 Employee Benefits	\$63,360
	4000 Supplies & Materials	\$10,000
	5000 Other (Mileage/Contract)	\$54,897
	7000 Indirect Costs	\$20,863
	Total Expenditures:	\$438,120

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 6, 2012

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
<i>Approved by: Marcia Wade, Vice-President, Human Resources</i>			
A Westchester Medical Group Center for Heart & Health	Fiscal year 2011-2012 Amount: \$195 Basic fee, not to exceed \$10,000	Medical Services as requested by the District as follows: Provide full service consulting with regard to job-related employee examinations for the District and will include return of work examinations and fitness for duty examinations and other services related to the District's employment related examinations. Westchester Medical Group for Heart & Health replaces Reiss-Woznack Medical Center for all job-related employee examinations for the District.	2011-2012 District Budget/Human Resources
<i>Approved by: Marcia Wade, Vice-President, Human Resources</i>			
B The Works Consultant	October 2011 – June, 2012 <u>Amended amount:</u> Additional amount of \$900 for a total of \$3,000 (The contract was approved on October 4, 2011 for the amount of \$2,100)	The consultant was previously approved to provide five professional development workshops for faculty and staff and provide all workshop materials. This addition is for specialized team-building training for the Theater Arts Department.	Grants Office Budget (for the additional \$900)
<i>Requested by: Sandy Chung, Assistant Director of Human Resources</i>			
<i>Approved by: Marcia Wade, Vice-President, Human Resources</i>			

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 6, 2012

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 11 RATIFICATION OF CONTRACTS AND CONSULTANTS

(continued)

Provider/Contract	Term/Amount	Service	Funding Source	
C	Matthew Cotton Maria R. D'Orsogna Elham Ebisa Adam Holt Myesha Jones Van Jones	Not to exceed: \$200 (March 22, 2012) \$150 (March 22, 2012) \$130 (March 8, 2012) \$100 (March 8, 2012) \$100 (March 8, 2012) \$585 (April 24, 2012)	The consultants are guest lecturers for the Recycling and Resource Management (RRM) program, providing industry expertise to RRM students. The consultants will provide real world perspectives on RRM curriculum and connect students to industry professionals.	Department of Labor Community Based Job Training (CBJT) Grant (100%)
<i>Requested by: Genevieve Bertone, Director, Sustainability</i> <i>Approved by: Jeff Shimizu, Vice-President, Academic Affairs</i>				
D	David King March 27, 2012 \$600	David King is the founder of SLOLA (Seed Library of Los Angeles). His lecture "Seeds: It All Starts Here" will offer students information about the importance of seeds and seed saving both locally and globally. He will also address historical, social, and cultural issues related to the ancient practice of seed saving.	Global Citizenship Initiative	
<i>Requested by: Kelley Brayton, Dean, International Education</i> <i>Approved by: Teresita Rodriguez, Vice-President, Enrollment Development</i>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 6, 2012

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 12 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

Adams, Robert, Assistant Director

03/05/12 – 04/05/12

Adjunct

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

SEPARATION

RETIREMENT

Cerovic-Bernbaum, Katarina, Instructor, Mathematics (17+ years)	06/12/12
Davis-Culp, Gayle, Instructor, English (22+ years)	02/29/12
Semere, Mario G., Instructor, Art (50+ years)	06/12/12

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 6, 2012

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 13 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

Gountoumas, Kasiani, Registered Nurse, Health Services	03/05/12
Comment: Accelerated hiring rate at step E approved on October 4, 2011	
Vanderwest, Valerie, Student Services Specialist- International Students, ISC	02/24/12
Williams, Jeremiah B., Community College Police Sergeant, Campus Police	03/01/12
Pargett, Francis, Custodial Operations. Supervisor	01/03/12

PROMOTION

Mosher, Judith	02/08/12
From: Instructional Assistant – Math	
To: Tutoring Coordinator – Math	
Taylor, Tyrone	02/21/12
From: Custodian - NS-2, Operations	
To: Lead Custodian – NS2, Operations	

WORKING OUT OF CLASSIFICATION

Daniel, Adrienne	01/09/12
Assignment: Risk Manager, 100%	
Not to exceed 90 working days or until Risk Manager returns (whichever comes first)	

EXTENSION OF PROVISIONAL WORKING OUT OF CLASSIFICATION

Mosher, Judith	
Assignment: Tutoring Coordinator – Math, 100%	01/19/12 – 02/07/12
Extension: 36 additional days	

LEAVES OF ABSENCE

VOLUNTARY REDUCTION IN HOURS/TEMPORARY

Vigil, Nani	02/06/12 – 03/31/12
From: Sign Language Interpreter III, DSC, 11 mos, 30 hrs	
To: Sign Language Interpreter III, DSC, 11 mos, 20 hrs	

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 6, 2012

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 13 CLASSIFIED PERSONNEL – REGULAR (continued)

SEPARATIONS

RESIGNATION

Colman, Maria, Tutoring Coordinator – Business, LRC 02/16/12

RETIREMENT

Saffren, Bernie, Skilled Maintenance Worker, Maintenance (11 years) 04/30/12

Sierra, Peter, Tutoring Coordinator – Modern Language, LRC (10+ years) 02/29/12

RECOMMENDATION NO. 14 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.

Arsene, Cristina, Tutoring Coordinator-Foreign Language, LRC 02/16/12-06/12/12

Deitch, Marna, Sign Language Interpreter III, DSC 02/27/12-08/13/12

Stinnett, Nikkianna, Sign Language Interpreter III, DSC 02/21/12-08/13/12

Thomason, Matthew, Art Gallery Installer, Art 01/03/12-02/09/12

CORRECTION:

Rescind approval at the Board of Trustees meeting on February 7, 2012 of the following employee as Accompanist – Voice, Emeritus Department and approve as Accompanist – Voice, Music Department:

Preponis, Andreas, Accompanist-Voice, Music 02/13/12-06/12/12

LIMITED TERM: Positions established to perform duties not expected to exceed 6 months in one Fiscal Year or positions established to replace temporarily absent employees; all appointments are made from eligibility lists or former employees in good standing.

Cherubin, Jan, Instructional Assistant-English 02/13/12-06/08/12

Daubenspeck, Gregory, Instructional Assistant-English 02/13/12-05/25/12

Jacobsen, Nancy, Instructional Assistant-English 02/13/12-05/25/12

Marcus, Lynn, Instructional Assistant-English 02/21/12-05/25/12

McInerney, Elizabeth, Student Services Clerk, Admissions & Records 02/09/12-02/23/12

Pennington, Ginger, Instructional Assistant-English 02/13/12-05/25/12

Pritchard, Lee, Instructional Assistant-English 02/13/12-05/25/12

Spielberg, Barbara, Student Services Clerk, Int'l Educ Center 02/21/12-05/17/12

Timlin, Terri, Instructional Assistant-English 02/13/12-06/08/12

Williams, Juanita N, Human Resources Technician, Human Resources 02/14/12-03/15/12

Woldt, Lisa, Instructional Assistant-English 02/21/12-05/25/12

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 6, 2012

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 15 CLASSIFIED PERSONNEL - NON MERIT

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

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

STUDENT EMPLOYEES

CalWORKS, \$8.00/hr	1
College Student Assistant, \$8.00/hr (STHP)	47
College Work-Study Student Assistant, \$8.00/hr (FWS)	23

SPECIAL SERVICE

Art Model, without costume, \$18.00/hr	43
Art Model, with costume, \$21 hr	43
Community Services Specialist I, \$35/hr	31
Community Services Specialist II, \$50/hr	8

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 6, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 FACILITIES

16-A PROJECT CLOSE OUT – TEMPORARY OFFICES FOR BROAD STAGE STAFF

Authorize the District representative, without further action of the Board of Trustees, to accept the project described as TEMPORARY OFFICES FOR BROAD STAGE STAFF as being completed by TRIMAX CONSTRUCTION. The District representative has Final Completion and Final Acceptance of the project in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, of the final payment is being requested for authorization.

16-B AGREEMENT FOR PROJECT INSPECTION SERVICES

Agreement with JKL INSPECTION for inspection services at \$90 per hour per inspector plus reimbursable expenses, total amount not to exceed \$189,000, for the period of March 12, 2012 to June 30, 2013 for DSA certified Class I inspection services.

Funding Source: Measure AA

Comment: This firm will provide DSA certified Class I inspection services for the Academy of Entertainment and Technology Parking Structure project and various other projects during the term of the contract.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 6, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 BUDGET TRANSFERS

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

17-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: January 26, 2012 to February 22, 2012

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	12,000
3000	Benefits	0
4000	Supplies	26,611
5000	Contract Services/Operating Exp	-15,389
6000	Sites/Buildings/Equipment	-16,562
7000	Other Outgo/Student Payments	-6,660
Net Total:		0

17-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: January 26, 2012 to February 22, 2012

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-4,261
2000	Classified/Student Salaries	8,089
3000	Benefits	0
4000	Supplies	1,047
5000	Contract Services/Operating Exp	-3,376
6000	Sites/Buildings/Equipment	2,329
7000	Other Outgo/Student Payments	-3,828
Net Total:		0

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 6, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 18 BUDGET AUGMENTATION

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

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

18-A EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

Granting Agency: State of California
 Appropriated Funding: \$8,849
 Matching Funds: None
 Performance Period: July 1, 2011 – June 30, 2012
 Summary: The District qualifies for an additional \$8,849 in EOPS funding per 11-12 EOPS Special Textbook Augmentation issued by the Chancellor’s Office.
 Budget Augmentation: Revenue:
 8600 State Revenue \$ 8,849
 Expenditures:
 7000 Student Aid \$ 8,849

RECOMMENDATION NO. 19 PAYROLL WARRANT REGISTER

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

January 1 – January 31, 2012 CIF – C2G \$8,341,216.72

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

RECOMMENDATION NO. 20 COMMERCIAL WARRANT REGISTER

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

January 1 – January 31, 2012 4860 – 4896 \$6,823,593.79

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 6, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 21 REISSUE OF COMMERCIAL WARRANTS

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

Warrants not presented to the county treasurer within six (6) months after being issued are void; therefore, it is requested that LACOE draw new warrants to replace void warrants:

- No. 15473867 in the amount of \$150.00 for student Williamson Philip VI (deceased)
- No. 16572931 in the amount of \$65.00 to Peter Pak
- No. 13666976 in the amount of 895.00 to Brandon Cohen

Comment: The warrants are beyond the four (4) year limitation.

RECOMMENDATION NO. 22 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

	<u>Payments</u>	<u>Purchase Orders</u>
January 1 – January 31, 2012	\$941,305.35	\$41,168.75

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. 23 PURCHASING

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

23-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

January 1 – January 31, 2012	\$2,292,449.16
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23-B PURCHASING AGREEMENT AND AUTHORIZATION OF PURCHASE ORDERS

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

- 1) California State University Contract, 90105 for eWaste disposal until June 30, 2012 .

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 6, 2012

IX. **BOARD COMMENTS AND REQUESTS**

X. **ADJOURNMENT**

The meeting will be adjourned in memory of Dr. Loring Emile, retired SMC counselor and coordinator of the university transfer program.

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

The agenda for the next meeting will include the following:

- Ballot for CCCT Board of Directors
- Resolution for Community College Month
- Reports:
 - Special Programs
 - Emeritus College Program