

A G E N D A



SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

REGULAR MEETING

TUESDAY,
APRIL 3, 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, April 3, 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 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

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

PUBLIC EMPLOYEE – EVALUATION (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:
 - State Budget

V. **ACADEMIC SENATE REPORT**

VI. **MAJOR ITEMS OF BUSINESS**

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VII. **CONSENT AGENDA**

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

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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.

X. **BOARD COMMENTS AND REQUESTS**

XI. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Tuesday, May 1, 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	April 3, 2012

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1

SUBJECT: **CONTRACT FOR PROMOTION-EDITOR CERTIFICATE AND DEGREE (PROMO PATHWAY) PROGRAM**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the following contract for the Promotion-Editor Certificate and Degree (Promo Pathway) Program.

Title of Contract: **Promotion Editor Certificate and Degree (Promo Pathway) Contract Education**

Organization: South Bay Center for Counseling

Requested Funding: \$299, 867 (Fiscal years 2011-2012 and 2012-2013)

Performance Period: February 7, 2012 - August 31, 2013

Summary: SMC will provide contract education to the South Bay Center for Counseling to provide the following services on this project: complete the Promotion-Editor (Promo) course curriculum; complete the 27-30 unit Promotion-Editor Certificate of Achievement; develop a new AA degree in Broadcasting to include a pathway for the Promo Certificate; develop contextualized curriculum; provide instruction, internships, books, and materials for a 25 student cohort. All student fees are to be included. The creation of this program is driven primarily by the television industry who has determined a need for merging separate jobs into one career track and offering unique employment opportunities to under-represented students to enter the technical-marketing field of television.

Budget:	Revenue	
	8800 Local Revenue	\$299, 867
	Expenditures:	
	1000 Instructional Salaries	\$140,000
	2000 Non instructional Salaries	40,707
	3000 Employee Benefits	31,200
	4000 Books & Supplies	22,000
	5000 Other Operating Expenditures	45,000
	6000 Non Capitalized Equipment	20,960

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

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	April 3, 2012

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM G

SUBJECT: SANTA MONICA COLLEGE SUMMER 2012 PROGRAMS

SUBMITTED BY: Superintendent/President

Staff will report on the different classes that Santa Monica College will be offering in Summer 2012: State Funded classes, self-funded classes through the Advance Your Dreams Program, and other collaborations.

State-Funded Classes

Many local colleges are reducing or eliminating their summer sessions. Santa Monica College is adding to its summer session in order to keep students on track towards their goals. Over 700 regular class sections are being offered.

Self-Funded Classes (Advance Your Dreams Program) – NEW

Across California, even as demand has dramatically increased, the State has reduced the number of seats available at both the four-year universities and the community colleges. As a result, many students are unable to make progress towards their goals or even in some cases unable to start their higher education pathway. To assist these students, Santa Monica College has contracted with the Santa Monica Career and Transfer Alliance, a nonprofit corporation, to provide additional courses at cost for continuing and new Santa Monica College students and students from other colleges and universities.

- Grades appear on the SMC transcript; courses are taught by SMC Faculty; classes are held on SMC campuses or through SMC Online
- Apply through the regular SMC website; enroll through a special Santa Monica Alliance website
- California residents typically pay \$540 per class. Some classes require higher fees due to additional hours of instruction. Financial aid and scholarships are available.
- Nonresidents typically pay \$840 per class. Some classes require higher fees due to additional hours of instruction.
- Enrollment begins in May 2012
- Additional classes will be added if needed, depending on availability of instructors and classrooms

Other Collaborations

- Cal Arts
- Otis College of Art and Design
- Santa Monica-Malibu Unified School District
- UCLA Extension Classes at Santa Monica College

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 3, 3012

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

SUBJECT: **SMCCD VISION, MISSION, AND GOALS STATEMENT**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the following SMCCD Mission, Vision and Goals statement.

SUMMARY: In accordance with accreditation guidelines, the College reviews and revises, as necessary, the *Vision, Mission, and Goals* statement at least once every six years. In Winter 2011, the Strategic Planning Task Force assumed the task of reviewing the statement which was last revised in 2008. The document has been reviewed and approved by all of the organizations represented on the District Planning and Advisory Council. It was approved by DPAC on March 14, 2012 and submitted to the Superintendent/President.

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



Santa Monica Community College District

Vision, Mission, and Goals

**Santa Monica College: Changing Lives in the Global Community
Through Excellence in Education**

Vision

Santa Monica College will be a leader and innovator in learning and achievement. As a community committed to open dialog and the free exchange of ideas, Santa Monica College will foster its core values: knowledge, intellectual inquiry, research-based planning and evaluation, academic integrity, ethical behavior, democratic processes, communication and collegiality, global awareness, and sustainability.

Mission

Santa Monica College provides a safe and inclusive learning environment that encourages personal and intellectual exploration, and challenges and supports students in achieving their educational goals. Students learn to contribute to the global community as they develop an understanding of their relationship to diverse social, cultural, political, economic, technological, and natural environments. The College recognizes the critical importance of each individual's contribution to the achievement of this mission.

Santa Monica College provides open and affordable access to high quality associate degree and certificate of achievement programs and participates in partnerships with other colleges and universities to facilitate access to baccalaureate and higher degrees. The College's programs and services assist students in the development of skills needed to succeed in college, prepare students for careers and transfer, and nurture a lifetime commitment to learning.

Goals

To fulfill this mission, Santa Monica College has identified the following Institutional Learning Outcomes and supporting goals.

Institutional Learning Outcomes:

Santa Monica College students will:

- Acquire the self-confidence and self-discipline to pursue their intellectual curiosities with integrity in both their personal and professional lives
- Obtain the knowledge and skills necessary to access, evaluate, and interpret ideas, images, and information critically in order to communicate effectively, reach conclusions, and solve problems.
- Respect the inter-relatedness of the global human environment, engage with diverse peoples, acknowledge the significance of their daily actions relative to broader issues and events.
- Assume responsibility for their own impact on the earth by living a sustainable and ethical life style.

Supporting Goals

Innovative and Responsive Academic Environment

- Continuously develop curricular programs, learning strategies, and services to meet the evolving needs of students and the community

Supportive Learning Environment

- Provide access to comprehensive student learning resources such as library, tutoring, and technology
- Provide access to comprehensive and innovative student support services such as admissions and records, counseling, assessment, outreach, and financial aid

Stable Fiscal Environment

- Respond to dynamic fiscal conditions through ongoing evaluation and reallocation of existing resources and the development of new resources

Sustainable Physical Environment

- Apply sustainable practices to maintain and enhance the college's facilities and infrastructure including grounds, buildings, and technology

Supportive Collegial Environment

- Employ decision making and communication processes that respect the diverse needs of the entire college community

Approved by DPAC: 3/14/2012

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 3, 2012

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3

SUBJECT: **RESOLUTION FOR COMMUNITY COLLEGE MONTH**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees adopt the following resolution in recognition of Community College month.

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

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

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

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

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

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

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

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

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

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

THEREFORE BE IT RESOLVED that the Santa Monica Community College District observe and celebrate National Community College Month during the month of April, 2012.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 3, 2012

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 4

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

SUBMITTED BY: Chair, Board of Trustees

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

Following are the candidates:

- *Janet Chaniot, Mendocino-Lake CCD
- Angela Acosta-Salazar, Rio Hondo CCD
- *Doug Otto, Long Beach CCD
- *Manny Ontiveros, North Orange County CCD
- Tina Park, Los Angeles CCD
- Ann H. Ransford, Glendale CCD
- Deborah LeBlanc, Compton CCD
- *Bernard "Bee Jay" Jones, Allan Hancock Joint CCD
- *Marcia Zableckis, Barstow CCD
- Greg Bonaccorsi, Ohlone CCD
- *Chris Stampolis, West Valley-Mission CCD

*Incumbent

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

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

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	April 3, 2012

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM H

SUBJECT: **SPECIAL SANTA MONICA COLLEGE PROGRAMS:**
VETERANS RESOURCE CENTER
PRESIDENT’S AMBASSADOR PROGRAM

SUBMITTED BY: Superintendent/President

Veterans Resource Center

The Veterans’ Resource Center (VRC) at Santa Monica College provides an array of direct and indirect services for student veteran and their families. Direct services include:

- individual and family therapy,
- academic counseling,
- verification and certification of veteran benefits through the Veterans Administration (VA),
- mentoring,
- assistive technology training,
- access to a computer lab,
- referrals to community resources such as residential programs for homeless veterans, substance abuse programs and groups, airline ticket emergency assistance, and
- serving as a liaison for veteran service organizations such as the Veterans of Foreign Wars (VFW), and the American Legion.

The mission of the Veterans’ Resource Center is to assist student veterans in transitioning to civilian and college life so that they can be successful in obtaining their educational goals.

Over the past year the Veterans’ Resource Center has focused on generating community financial support. As a result of the increased efforts the VRC created a \$5,000 emergency fund thanks to American Legion post 283, for veterans with financial need. In addition Trinity Church of Santa Monica and the VRC have created a \$500 academic scholarship for SMC veterans. The VRC has also made initiated better technology for veterans with disabilities by equipping the center with 8 desktop computers, two specifically outfitted with assistive technology for veterans with cognitive disabilities such as traumatic brain injury. In addition, the VRC has purchased 10 Livescribe smartpens to assist veterans with memory impairment, take notes during lectures. Three laptops have also been purchased for student veterans to complete coursework outside regular business hours. In addition to pursuing donations, the VRC has been actively pursuing grant funding opportunities and will be applying for the Veterans Upward Bound Grant, as well as applying for funding opportunities through the Mark S. Taper Foundation.

The VRC hosted campus tours to UCLA, USC, and Loyola Marymount for veterans that are soon to transfer. The VRC has also increased the free psychological counseling available at the center from 1 to 3 days a week. In addition to assisting veterans who are making the transition from military to academia, the VRC has conducted 5 VET NET ALLY workshops bringing awareness about unique veteran issues at the community college level to over 210 staff and faculty members. The VRC with the help of the Veterans Club raised over \$1,200 at the SMC Foundation Bowl-a-Thon on March 24, 2012. To bring more resources to the VRC, the VA has agreed to have a representative available on Mondays so students can drop in to ask questions about their VA benefits.

VA Representative: Daniel Anderson, United States Army, OIF/ OEF Veteran, Lorena Brothers United States Air Force OEF/ OIF veteran.

President's Ambassador Program

The Presidents' Ambassadors Program was established in fall 2009 to provide additional opportunities for Santa Monica College students to get involved in college life at SMC. It is a component of the Student Life Department. It is financially supported by the Associated Students (uniforms and service scholarships) and the SMC Foundation (service scholarships and annual pinning ceremony). The annual budget is approximately \$4,000.

A diverse team of ten exemplary and experienced students serve as service ambassadors to the college. These student agents of the college represent the Associated Students and the college president. Students are required to participate in a day-long training program before performing service. They are also required to attend mandatory trainings and meetings throughout the year.

The students are selected through an application and interview process. The application packet includes two letters of recommendations from college staff and an essay. The selection committee is composed of the current and incoming Associated Students presidents and a variety of college staff members who frequently request their services. Each ambassador is eligible to receive a service scholarship at the end of each semester. They earn \$12 per hour.

Following are examples of service activities:

- Campus tours
- Outreach to students such as, telephone conversations with potential and new students
- Assist outreach counselors
- Meet and greet staff and guest during college events
- Assist staff during a variety of campus activities such as Flex Day, VIP Welcome, SMC Foundation and Public Relations VIP events
- Assist the International Education Center staff with activities related to international students.
- Assist A.S. with events such as outreach activities, Homecoming and Club Row
- Interact with community representative such as the General Advisory Board
- Promote College life and academic excellence

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 3, 2012

VII. CONSENT AGENDA

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

RECOMMENDATION:

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

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

March 6, 2012 (Regular Board of Trustees Meeting)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 3, 2012

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 6 **AMENDMENT TO SUBCONTRACTUAL AGREEMENT WITH EL CAMINO COLLEGE AS PART OF THE TITLE V MATH COOPERATIVE**

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

Subcontractor: **El Camino College**

Contract Amount: \$165,000 (Fiscal year 2011-2012)

Matching Funds: None

Funding Source: U.S. Department of Education, Title V Math Cooperative Grant

Original Performance Period: October 1, 2006 – September 30, 2011

Extended Term of Contract: October 1, 2011 – September 30, 2012

Summary: In August 2011, Santa Monica College requested and received a one year no cost extension for its Title V Math Cooperative grant with El Camino College, funded by the U.S. Department of Education, to complete grant activities and achieve grant goals. As a result of this action, the end date of the grant was extended from September 30, 2011, to September 30, 2012.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 3, 2012

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 7 RATIFICATION OF CONTRACTS AND CONSULTANTS

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

Requested Action: *Ratification*

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

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

Approved by Board of Trustees: *9/8/08*

Reference: *Education Code Sections 81655, 81656*

Provider/Contract		Term/Amount	Service	Funding Source
A	Sirsidynix	August 1, 2012 – January 31, 2013 Amount: \$9,330	Contract services to migrate the library automation database to a new operating system and hardware.	2011-2012 General Fund
Requested by: <i>Jocelyn Chong, Director of Academic Computing</i> Approved by: <i>Randy Lawson, Executive Vice President of Academic Affairs</i>				
B	Mike Rose	May 4, 2012 Not To Exceed \$1,000	Mike Rose is a nationally recognized American education scholar and is noted for his significant contribution to the study of literacy and for his insights into the struggles of working-class America. He currently works as a Professor of Social Research Methodology in the UCLA Graduate School of Education and Information Studies and has written several books that focus on literacy in the areas of developmental and career education. He will lead a discussion about how faculty can help basic skills and CTE students succeed.	Basic Skills Initiative (100%)
Requested by: <i>Roberto Gonzalez, Associate Dean, Student Success Initiatives</i> Approved by: <i>Jeff Shimizu, Vice-President, Academic Affairs</i>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 3, 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

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

ELECTION

EFFECTIVE DATE

Adjunct

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

LEAVES OF ABSENCE - UNPAID

Narey, Valerie, Instructor, Life Science
Erickson, Maria, Instructor, Spanish

03/24/12 - 06/13/12
Fall Semester 2012

LIMITED RETIREMENT

Phillips, David, F/T Professor – Behavioral Studies
(Reduced Workload to 80%)

Fall 2012

SEPARATIONS

RETIREMENT

Spain, Edith A., F/T Professor – Early Childhood Education (ECE) (19 years)

6/30/12

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 3, 2012

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9 CLASSIFIED PERSONNEL – REGULAR

Requested Action: *Approval/Ratification*
 Reviewed by: *Sherry 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

PROBATIONARY

Porter, Helen, Web Content & Digital Marketing Facilitator, Enrollment Development	04/16/12
Pratt, Jeffery, Custodian, Operations	04/02/12
Schnoebelen, Paul, Custodian, Operations	04/02/12
Taboada, Natalie, Custodian, Operations	04/02/12
Turner, Kelvin, Custodian, Operations	04/02/12

PROMOTION

McKenzie, Darren	03/26/12
From: Bookstore Sales Clerk, Bookstore	
To: Student Services Clerk, Admission and Records	
Padilla, Omar	04/16/12
From: Student Services Clerk, ISC, 12 mos/40hrs	
To: Student Services Assistant, Latino & African American Centers, 11 mos/40hrs	
Taylor, Tyrone	02/20/12
From: Custodian - NS-2, Operations	(corrected start date)
To: Lead Custodian – NS-2, Operations	

ADVANCED STEP PLACEMENT

Porter, Helen	
Web Content & Digital Marketing Facilitator, Enrollment Development, Step B	04/16/12
Pratt, Jeffrey, Custodian, Operations Step C	04/02/12

WORKING OUT OF CLASS ASSIGNMENT

Daniels, Adrienne, Risk Manager, 100%	03/02/12
Length of Assignment: Not to exceed 90 working days or until Risk Manager returns (whichever comes first)	
Memarian, Heather, Employee Benefits, 100%	03/12/12
Length of Assignment: Not to exceed 90 working days or until Employee Benefits Support Technician returns (whichever comes first)	
Botello, Mary, Lead Custodian, 100%	03/12/12-05/15/12

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 3, 2012

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9 CLASSIFIED PERSONNEL – REGULAR *(continued)*

LEAVES OF ABSENCE -UNPAID

Esparza, Transito, Custodian, Operations	03/19/12 – 06/19/12
Hudson, Felicia, Custodian, Operations	02/14/12 - 03/13/12
Watts, Rassheedah, Administrative Assistant II, AET	03/01/12 – 04/04/12

VOLUNTARY REDUCTION IN HOURS/TEMPORARY

Lemons, Bradley	02/13/12 – 06/14/12
From: Laboratory Technician-Broadcasting/Electronic Media, Communications, 11 mos, 40 hrs	
To: Laboratory Technician-Broadcasting/Electronic Media, Communications, 11 mos, 36 hrs	

SEPARATIONS - 39-MONTH REEMPLOYMENT

Hudson, Felicia, Custodian, Operations	03/14/12
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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

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

Allie, Sharon, Instructional Assistant- ESL, ESL	03/01/12-08/30/12
Amari, Elaine T., Instructional Assistant-ESL,ESL	05/01/12-09/04/12
Brown, Carla, Administrative Assistant I, Music	03/22/12-03/28/12
Gorman, Alixan, Instructional Assistant-ESL,ESL	03/26/12-07/30/12
Schwartzler, Emily, Instructional Assistant-ESL,ESL	03/26/12-07/30/12

RECOMMENDATION NO. 11 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	2
College Student Assistant, \$8.00/hr (STHP)	58
College Work-Study Student Assistant, \$8.00/hr (FWS)	58

SPECIAL SERVICE

Art Model, without costume, \$18.00/hr	1
Community Services Specialist I, \$35/hr	1
Community Services Specialist II, \$50/hr	3

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 3, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 FACILITIES

Requested by: Greg Brown, Director of Facilities and Planning
 J.C. Keurjian, Chief Director of Facilities Management
 Approved by: Bob Isomoto, Vice President Business Administration
 Requested Action: Approval/Ratification

12-A CHANGE ORDER NO. 1 – BUNDY WEST BUILDING – AUDIO-VISUAL INSTALLATION

Change Order No. 1 – SPINITAR on the Bundy West Building- Audio-Visual Installation project in the amount of \$1,496

Original Contract Amount	\$188,231
Previously Approved Change Orders	0
Change Order No. 1	<u>\$1,496</u>
Revised Contract Amount	\$189,727
Original Contract Time	28 days
Previous Time Extensions	<u>0 days</u>
Revised Contract Time	28 days
Time Extension this Change Order	<u>0 days</u>
Current Revised Contract Time	28 days

Funding Source: Measure AA

Comment: Change Order No. 1 provides for the labor and installation of an amplifier in Classroom 414 to enable the ceiling mounted speakers, three (3) surface mount boxes and three (3) amplifiers to equip the owner-furnished instructor desks and PCs in classrooms 414, 415 and 416, and specialty security screws to secure AV equipment on instructor’s desk to avoid theft.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 3, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 FACILITIES *(continued)*

12-B AGREEMENT FOR ARCHITECTURAL SERVICES – MODULAR OFFICES AND CLASSROOMS

Agreement with MORRIS ARCHITECTS not to exceed \$92,000 plus reimbursable expenses for architectural and engineering services for the Modular Offices and Classrooms project.

Funding Source: Measure AA

Comment: During 2012 and 2013, the District will begin several major construction projects funded by the bond program and will also gain the use of 919 Santa Monica Boulevard. 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.

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.

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, along with 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 asked 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 of the Airport Arts Campus.

Morris Architects is currently working on the Information Technology project and is already familiar with the facilities to be relocated. (Morris submitted the lowest cost proposal for this service of the three proposals received.)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 3, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 FACILITIES *(continued)*

12-C AWARD OF CONTRACT FOR FIRE EXTINGUISHER SERVICES

Provider: National Fire Protection Inc.
Amount: \$3,800
Term: April 2012 – April 2015 (one year with two one-year options)
Funding Source: General Fund
Summary: Award of contract for fire extinguisher services and repair for Main/Satellite campuses. Nine (9) bidders downloaded the bid documents from PlanetBids and National Fire Protection was the lowest, responsive, responsible bidder.

12-D CORRECTION TO AGREEMENT FOR PROJECT INSPECTION SERVICES

The correct name for the agreement for DSA certified Class I inspection services is JL INSPECTION. The original agreement was approved for JKL INSPECTION. All other terms remain the same.

Funding Source: Measure AA

Comment: A typographic error was made in the original agreement.

12-E AGREEMENT FOR FIBER OPTIC NETWORK

Agreement with the CITY OF SANTA MONICA to provide fiber optic cable between 1510 Pico Blvd and 1900 Pico Blvd. Construction/Installation fee—not to exceed \$15,000; Connection fee—not to exceed \$2,500; Annual Service Fee—\$6,443

Funding Source: Measure AA (construction/installation/connection);
District Budget/Network Services (annual service fee)

Comment: The fiber optic cable will directly connect the new property to the SMC network and will enable high speed/low cost voice and data services.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 3, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 BUDGET TRANSFERS

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

13-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: February 23, 2012 to March 21, 2012

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	5,710
2000	Classified/Student Salaries	-79,475
3000	Benefits	1,845
4000	Supplies	17,196
5000	Contract Services/Operating Expenses	26,913
6000	Sites/Buildings/Equipment	-44,531
7000	Other Outgo/Student Payments	72,342
Net Total:		0

13-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: February 23, 2012 to March 21, 2012

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	3,251
2000	Classified/Student Salaries	8,606
3000	Benefits	-12,084
4000	Supplies	4,751
5000	Contract Services/Operating Expenses	3,679
6000	Sites/Buildings/Equipment	-8,022
7000	Other Outgo/Student Payments	-181
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	April 3, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 BUDGET AUGMENTATIONS

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:

BOARD FINANCIAL ASSISTANCE PROGRAM (BFAP)

Granting Agency: State of California
 Appropriated Funding: 5,080
 Matching Funds: None
 Performance Period: July 1, 2011 – June 30, 2012
 Summary: The District qualifies for an additional \$5,080 in BFAP funding per the First Principal Apportionment report issued by the Chancellor’s Office dated February 15, 2012.

Budget Augmentation:	Revenue:	
	8600 State Revenue	\$5,080
	Expenditures:	
	2000 Classified Salary	\$5,080

MATRICULATION CREDIT

Granting Agency: State of California
 Appropriated Funding: \$34,464
 Matching Funds: \$103,392
 Performance Period: July 1, 2011 - June 30, 2012
 Summary: The District qualifies for an additional \$34,464 in Matriculation Credit funding per the First Principal Apportionment report issued by the Chancellor’s Office dated February 15, 2012.

Budget Augmentation:	Revenue:	
	8600 State Revenue	\$34,464
	Expenditures	
	2000 Classified Salaries	\$33,649
	3000 Employee Benefits	\$ 815

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 3, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 BUDGET AUGMENTATIONS (continued)

CAL GRANT 2011-2012

Granting Agency: State of California (administered by the California Student Aid Commission)
 Appropriated Funding: \$490,000
 Matching Funds: None
 Performance Period: July 1, 2011 - June 30, 2012
 Summary: The District qualifies for an additional \$490,000 in Cal Grant due to an increase in students who are qualified for this Grant.

Budget Augmentation: Revenue:
 8600 State Revenue \$ 490,000
 Expenditures:
 7000 Student Financial Aid \$ 490,000

DIRECT LOAN 2011-2012

Granting Agency: Federal Government (administered by the US Dept. of Education)
 Appropriated Funding: \$800,000
 Matching Funds: None
 Performance Period: July 1, 2011 - June 30, 2012
 Summary: The District qualifies for an additional \$800,000 in federal appropriation of Direct Loan due to an increase in students who qualifies for Direct Loan.

Budget Augmentation: Revenue
 8100 Federal Revenue \$ 800,000
 Expenditures:
 7000 Student Financial Aid \$ 800,000

DISABLED STUDENTS PROGRAM & SERVICES (DSP&S)

Granting Agency: State of California
 Appropriated Funding: \$346,825
 Matching Funds: \$29,409
 Performance Period: July 1, 2011 – June 30, 2012
 Summary: The District received an increase of \$346,825 in DSP&S funding per the Midyear 2011-2012 College Allocation report issued by the Chancellor’s Office.

DSPS – Student Program & Services \$ 229,192
 DSPS - Deaf & Hard of Hearing (25% Match) \$ 117,633

Budget Augmentation: Revenue:
 8600 State Revenue \$ 346,825
 Expenditures:
 1000 Academic Salaries \$ 229,192
 5000 Contracted Services \$ 117,633

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 3, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 BUDGET AUGMENTATIONS (continued)

SMALL BUSINESS DEVELOPMENT CENTER (SBDC): PROGRAM INCOME

Granting Agency: Small Business Administration (SBA)
Performance Period: January 1, 2012 – December 31, 2012
Program Income: \$25,000
Summary: As mandated by the SBA Service Agreement each SBDC service center is required to generate a targeted amount of Program Income as a means of supporting the SBDC program’s operations. Program Income is gross income earned by the SBDC that is directly generated by fees collected from SBDC workshops and/or earned through award funds.
Budget Augmentation: This is an estimated budget projection for the SBDC’s Program Income (Restricted fund 01.3)

Revenue	
8800 Program Income	\$25,000
Expenditures	
2000 Non-instructional Salaries	\$19,000
3000 Employee Benefits	\$2,000
5000 Other Operating Expenditures	\$4,000

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 3, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 BUDGET DECREASE

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 decreases”

BASIC SKILLS

Granting Agency: State of California
 Appropriated Funding: (\$1,985)
 Matching Funds: None
 Performance Period: July 1, 2011 – June 30, 2012
 Summary The District has received notice for a 2011-2012 Basic Skills decrease per First Principal Apportionment Report issued by the Chancellor’s Office on February 15, 2012.

Budget Augmentation: Revenue:
 8600 State Revenue (\$1,985)
 Expenditures:
 1000 Academic Salary (\$1,985)

ACADEMIC COMPETITIVE GRANT (ACG)

Granting Agency: Federal Government (administered by the US Dept. of Education)
 Appropriated Funding: (\$478,000)
 Matching Funds: None
 Performance Period: July 1, 2011 - June 30, 2012
 Summary The District did not receive an ACG Grant for the 2011-2012 Federal appropriation due to Federal budget cuts.

Budget Augmentation: Revenue:
 8100 Federal Revenue (\$478,000)
 Expenditures:
 7000 Student Financial Aid (\$478,000)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 3, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 PURCHASING

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

19-A AWARD OF PURCHASE ORDERS

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

February 1 – February 29, 2012 \$4,194,174.81

19-B AWARD OF BID – CISCO CORE 65XX SWITCH UPGRADE

Award the bid to the lowest responsive bidder for the Core 65XX Switch Upgrade project.

<u>Bidder</u>	<u>Amount</u>
Nexus	\$617,467.97 Base Bid
Optional Maintenance	66,365.60 Year 2
	52,144.40 Year 3
	61,625.20 Year 4
	61,625.20 Year 5
Audio Intervisual Design, Inc.	\$1,233,910.11

Funding Source: Measure AA

Comments: This is for a replacement/upgrade plan for SMC core network equipment, as well as Wireless LAN upgrade. Replacement of all de-supported Cisco Gear Switches and upgrade to 10G ready technology.

19-C DONATION OF SURPLUS PROPERTY

Donation of the surplus property listed below to the Santa Monica-Malibu Unified School District:

- Lawnmower, serial number 66132-5444, date of purchase unknown
- Tractor with attachments C-009, serial number K9386, date of purchase 6/1979

Comment: The SMC Grounds Department no longer has a need for this equipment.

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 3, 2012

IX. **BOARD COMMENTS AND REQUESTS**

X. **ADJOURNMENT**

The meeting will be adjourned in memory of **Jack Michel**, former member of SMC Foundation Board of Directors and Associates Board of Directors; **Hazel Rasmussen**, mother-in-law of Lesley Kawaguchi; and **Martin Sosin**, a long-time Santa Monica College supporter and generous donor.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, May 1, 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:

- Annual Authorization of Privileges for Student Trustee
- Resolution for Classified School Employees Week
- Process to Appoint Members to the Citizens' Bond Oversight Committee
- Personnel Commission Budget
- Quarterly Budget Report and 311Q
- Report: Basic Skills
- Information: Citizens' Bond Oversight Committee meeting, April 18, 2012