

M I N U T E S



SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING

APRIL 2, 2013

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

Closed Session
(Business Building Room 111)

Regular Public Meeting
Board Room (Business Building Room 117)

The complete minutes may be accessed on the
Santa Monica College website:
<http://www.smc.edu/admin/trustees/meetings/>

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 2, 2013

MINUTES

A meeting of the Board of Trustees of the Santa Monica Community College District was held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Tuesday, April 2, 2013.

I. ORGANIZATIONAL FUNCTIONS

- CALL TO ORDER – 5:34 p.m.

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

- PUBLIC COMMENTS ON CLOSED SESSION ITEMS - None

II. CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)
 Agency designated representatives: Marcia Wade, Vice-President, Human Resources
 Robert Myers, Campus Counsel
 Employee Organization: CSEA, Chapter 36

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)
 Agency designated representatives: Marcia Wade, Vice-President, Human Resources
 Robert Myers, Campus Counsel
 Employee Organization: Santa Monica College Faculty Association

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)
 Agency designated representatives: Marcia Wade, Vice-President, Human Resources
 Robert Myers, Campus Counsel
 Employee Organization: Santa Monica College Police Officers Association

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

CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION (Government Code Section 54956.9 (4)(d))
 Initiation of litigation: One case

II. **CLOSED SESSION** (continued)

REAL PROPERTY (Government Code Section 54956.8)

Property Address: Santa Monica College Olympic Shuttle Lot/3400-3500 Airport Ave.
Under Negotiation: Terms and Conditions of Land Swap with City of Santa Monica
College Negotiators: Dr. Chui L. Tsang, Robert M. Myers, and Don Girard
City of Santa of Monica's Representative: Rod Gould, Joseph Lawrence

PUBLIC EMPLOYEE – EVALUATION (Government Code Section 54957)

Evaluation of the Superintendent/President

III. **PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS** – 7:13 p.m.

- PLEDGE OF ALLEGIANCE – Steven Johnson
- CLOSED SESSION REPORT - None

IV. **PUBLIC COMMENTS**

Howard Stahl

V. **SUPERINTENDENT'S REPORT**

- Updates:
 - The RP Group Award Winner – Louise Jaffe
 - Expo Light Rail
 - Governor's Proposed Policy Issues

VI. **ACADEMIC SENATE REPORT**

VII. **MAJOR ITEMS OF BUSINESS**

- #1 Resolution for Community College Month
- #2 Public Hearing on the CSEA Chapter #36 Initial Collective Bargaining Proposal to SMCCD
- #3 Public Hearing and Adoption of the SMCCD Initial Proposal to CSEA Chapter #36
- #4 Public Hearing on the SMC Faculty Association Initial Collective Bargaining Proposal
- #5 SMCCD Initial Collective Bargaining Proposal to the SMC Faculty Association
- #6 Memorandum of Understanding with SMC Police Officers Association
- #7 Resolution for the Classification of 919 Santa Monica Boulevard
- #8 Ballot for CCCT Board of Directors
- 9 Information: Community and Government Relations

VIII. **CONSENT AGENDA**

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

Approval of Minutes

- #10 Approval of Minutes: March 5, 2013 (Regular Meeting)

Academic and Student Affairs

#11 New Courses and Certificates, Fall 2012

Grants and Contracts

#12 Amendment to Contracts for Professional Services: Real Time Captioning, Sign Language Interpreters

#13 Ratification of Contracts and Consultants

Human Resources

#14 Academic Personnel

#15 Classified Personnel – Regular

#16 Classified Personnel – Limited Duration

#17 Classified Personnel – Non Merit

Facilities and Fiscal

#18 Facilities

A Award of Bid – Bundy Parking Lot 2

B Agreement for Relocation Expenses – Bundy Parking Lot 2

C Change Order No. 3 –Temporary Modular Facilities and Bike Parking

#19 Budget Augmentation

#20 Budget Transfers

#21 Payroll Warrant Register

#22 Commercial Warrant Register

#23 Auxiliary Payments and Purchase Orders

#24 Purchasing

A Award of Purchase Orders

B Purchasing Agreement and Authorization of Purchase Order

IX. ***CONSENT AGENDA – Pulled Recommendations***

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

X. **REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

XI. **BOARD COMMENTS AND REQUESTS**

XII. **ADJOURNMENT**

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

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 2, 2013

IV. SUPERINTENDENT'S REPORT

- Updates
 - The RP Group Award: Trustee Louise Jaffe received the RP Group Award for Excellence in Thesis/Dissertation: Mathematics from High School to Community College: Preparation, Articulation, and College Un-readiness.
 - Expo Light Rail: The 17th Street/Colorado station has been named “17th Street/Santa Monica College. The Board and District staff thanked the District’s representative on the Metro and Expo Boards and many others - Mayor Pam O’Connor, Chair Nancy Greenstein, Don Girard, and Denny Zane - for making sure that this item was on everyone’s radar.
 - Governor’s Proposed Policy Issues: The Assembly Budget Committee rejected the Governor’s proposal on adult education. The Senate has not acted on this policy proposal yet. The May Revise will be issued around May 14th or 15th. The State budget is in flux and there may be some one-time funding for this year’s budget. Another major proposal is that there be additional funding to the higher education system for online education. The three segments of higher education are submitting proposals on how the funds would be used. The amount for community colleges would be about \$16.9 million. Other major policy proposals have to do with local control, mandatory FAFSA applications for BOG waivers, a, 90-unit cap, and apportionment funding based upon completion of courses. The Legislative Analyst’s Office is looking into all the proposals.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 2, 2013

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1

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 and cultural opportunities to the college community because of the excellence of its faculty and staff, and the support of its community; and

WHEREAS, Santa Monica College has been a proud part of this tradition since 1929, being recognized locally and internationally as an outstanding 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, 2013.

MOTION MADE BY: Louise Jaffe (as amended)
 SECONDED BY: Susan Aminoff
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Rader)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 2, 2013

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

SUBJECT: **PUBLIC HEARING ON THE CSEA CHAPTER 36 INITIAL COLLECTIVE BARGAINING PROPOSAL TO SANTA MONICA COMMUNITY COLLEGE DISTRICT**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a public hearing to receive comments on the California School Employees Association (CSEA), Chapter 36 initial collective bargaining proposal to the Santa Monica Community College District.

PUBLIC HEARING:

<u>Open Public Hearing:</u>	7:40 p.m.
Motion Made By:	Susan Aminoff
Seconded By:	David Finkel
Student Advisory:	Aye
Ayes:	6
Noes:	0
Absent:	1 (Rader)

Public Comments: None

<u>Close Public Hearing:</u>	7:41 p.m.
Motion Made By:	David Finkel
Seconded By:	Susan Aminoff
Student Advisory:	Aye
Ayes:	6
Noes:	0
Absent:	1 (Rader)

COMMENT: The California School Employees Association Chapter 36 initial proposal for a collective bargaining agreement with the Santa Monica Community College District was presented on March 5, 2013 pursuant to Government Code Section 3547(a) and Board Policy 3134.

CSEA Chapter 36 Initial Collective Bargaining Proposal

Article 3 – Hours of Employment

- 1) Compensation for employees assigned to work overtime from home.
- 2) Compensation for any member required to be on call.
- 3) A second meal break for any member working a shift over ten hours in accord with labor law.
- 4) Provision for interrupted meal breaks in accord with labor law.
- 5) Compensation for overtime in accord with labor law.

Article 5 - Safety Conditions of Employment

District to provide required safety equipment and training for all affected employees.

Article 7 – Leaves of Absence

- 1) Bring FMLA language into compliance with Federal Law.
- 2) Procedures for returning to work after a leave of absence.
- 3) Clarification of leave for doctor's appointments.

Article 8 – Holidays – Revisit.

Article 9 – Vacation

Agreement on form for buy back of unused vacation.

Article 10 - Grievances

- 1) Equal timelines for District and CSEA. .
- 2) Equity in timelines with other campus groups.

Article 11 – Wages

- 1) On-schedule wage increases.
- 2) Clarify 'Working Out of Class' language.
- 3) Definition of work week for employees receiving a pay differential for variable hours.

Article 12 – Health and Welfare Benefits –

Increase in dental benefits.

Article 13 – Discipline

- 1) Written notice from supervisor of any meeting which may lead to discipline.
- 2) No progressive discipline without just cause.

Article 14 – Personnel Files

Inclusion of log listing date and name of anyone who has reviewed the file similar to faculty protocol.

Article 16 – Association Rights

- 1) Release time equal to other District groups.
- 2) Transferability of officer release time to other bargaining unit members.

Article 17 – Contracting Out

- 1) Establish requirements to be met by contractor.
- 2) Delineate documentation from contractor which demonstrates compliance with those requirements.

CSEA reserves the right to augment this proposal by opening additional articles, Memoranda of Understanding, or appendices upon notice to the District.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 2, 2013

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3

SUBJECT: **PUBLIC HEARING AND ADOPTION OF THE SMCCD INITIAL PROPOSAL TO CSEA CHAPTER 36**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a public hearing to receive comments on the Santa Monica Community College District’s initial collective bargaining proposal to California School Employees Association (CSEA), Chapter 36.

PUBLIC HEARING:

<u>Open Public Hearing:</u>	7:41 p.m.
Motion Made By:	Susan Aminoff
Seconded By:	Louise Jaffe
Student Advisory:	Aye
Ayes:	6
Noes:	0
Absent:	1 (Rader)

Public Comments: None

<u>Close Public Hearing:</u>	7:42 p.m.
Motion Made By:	David Finkel
Seconded By:	Susan Aminoff
Student Advisory:	Aye
Ayes:	6
Noes:	0
Absent:	1 (Rader)

REQUESTED ACTION: It is recommended that the Board of Trustees adopt the Santa Monica Community College District initial collective bargaining proposal to CSEA Chapter 36.

COMMENT: The Santa Monica Community College District’s initial proposal to CSEA Chapter 36 for a collective bargaining agreement was presented on March 5, 2013 pursuant to Government Code Section 3547(a) and Board Policy 3134.

MOTION MADE BY: David Finkel
SECONDED BY: Louise Jaffe
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Rader)

SMCCD Initial Collective Bargaining Proposal to CSEA Chapter 36

Article 1: Agreement, Designation of Parties, and Length of Agreement

- Revise dates in sections 1.1, 1.3, and 1.4 to incorporate a three-year agreement.

Article 3: Hours of Employment

- Revise Article 3 to allow District to adjust schedules prior to each semester or intercession to align work schedules with academic program. Better define terms and clarify language pertaining to work week, assignment of overtime and to make contract consistent with CA laws in sections 3.1.1, 3.4.1, and 3.7.1.
- Amend 3.7.2 to include 10 month employment option.

Article 4: Evaluations

- Add language in section 4.7.1 to clarify that the ending date of an evaluation period may be extended if the employee or the employee's immediate supervisor is on leave during the evaluation period.

Article 6: Transfers

- Add language in section 6.2.1 which will allow for online and paper transfer requests. This will allow for conformance with the applicant tracking process used by the Personnel Commission.

Article 7: Leaves of Absence

- Revise language to provide for better means of absence verification and consistent application and tracking of employees absences in sections 7.18, 7.26, 7.28, 7.2.8.1, 7.3.1, 7.5.1, and 7.13.1-7.13.4.

Article 8: Holidays

- Review all applicable sections to ensure clarity and consistent application.

Article 9: Vacation

- Add clarifying language to section 9.2 which pertains to timing of vacations in relation to winter recess and spring recess.
- Add provisions to ensure that employees do not accumulate large vacation balances.

Article 11: Wages

- Present annual salary proposal language for a three year Agreement in sections 11.1.1- 11.1.3.
- Add clarifying language to sections 11.4.1, 11.8.2, 11.8.3 and 11.12.
- Reduce longevity pay for new hires.

Article 12: Health and Welfare Benefits

- Update language to include changes from Memoranda of Understanding since last agreement and new law pertaining to pension reform.
- Add language to require contribution for retirement medical benefits and increase service requirements to be eligible for supplemental medical benefits.
- Establish benefits package based on total benefit costs.

Article 15: Layoff and Re-employment

- Clarify language in section Article 15 concerning layoff procedures and conform language to recent changes in law.

Add New Articles or Sections pertaining to:
Outside Employment

Seniority Lists

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 2, 2013

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 4

SUBJECT: **PUBLIC HEARING ON THE SMC FACULTY ASSOCIATION INITIAL COLLECTIVE BARGAINING PROPOSAL**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION; It is recommended that the Board of Trustees conduct a public hearing to receive comments on the SMC Faculty Association's initial collective bargaining proposal to the Santa Monica Community College District.

PUBLIC HEARING:

<u>Open Public Hearing:</u>	7:42 p.m.
Motion Made By:	David Finkel
Seconded By:	Susan Aminoff
Student Advisory:	Aye
Ayes:	6
Noes:	0
Absent:	1 (Rader)

Public Comments: None

<u>Close Public Hearing:</u>	7:43 p.m.
Motion Made By:	Susan Aminoff
Seconded By:	David Finkel
Student Advisory:	Aye
Ayes:	6
Noes:	0
Absent:	1 (Rader)

COMMENT: The SMC Faculty Association's initial proposal for a collective bargaining agreement with the Santa Monica Community College District was presented on March 5, 2013 pursuant to Government Code Section 3547(a) and Board Policy 3134.

SMC Faculty Association's Initial Collective Bargaining Proposal

In order to comply with Section 3547 of the California Education Code and current PERB guidelines, the Faculty Association presents the following items for the 2013 contract negotiations, for the contract period beginning August 20, 2013.

1. Reorganization of contract form and correction of language for clarity; incorporation of all language settled upon since the prior contract, including but not limited to all Memoranda of Understanding
2. Compensation
 - a. Adjustment and modification of all existing salary schedules for all faculty to incorporate across-the-board salary increases and equal pay for equal work provisions
 - b. Increased reassigned time and compensation for all faculty performing leadership positions, department chair and/or additional tasks and duties
 - c. Adjustment and clarification of step and group advancement policies for all faculty
 - d. Office hour compensation for all faculty during intersessions
 - e. Expand the eligibility for part-time faculty to perform office hours
3. Benefits
 - a. Improve benefits offered by the District dental plans
 - b. Improve benefits offered by the District life insurance plan
 - c. Offer PERS medical insurance plans to those part-time faculty who elect to participate in them
4. Assignment and Load
 - a. Reduction in faculty loads, particularly in vocational, technology and other areas of inequity
 - b. Increase and clarification of course load factors, particularly in vocational, technology and other areas of inequity
 - c. Distance Education and Contract Education
 - d. Calendar
 - e. Inclusion of all reassigned time and stipends in the contract
 - f. Class size including but not limited to the definition and/or reduction in stated sizes
 - g. Expand eligibility provisions for Associate Faculty
 - h. First consideration to in-house applicants for full-time faculty positions
 - i. Library Faculty Leader Duties and Responsibilities
 - j. Increase and clarification of athletic coaching compensation and added responsibility stipends
 - k. Scheduling
5. Professional Development
 - a. Sabbaticals, fellowships, conference attendance and related professional activities
 - b. Ancillary Service Fund to compensate part-time faculty for their participation in shared governance and departmental activities and tasks
6. Working Conditions
 - a. On-Campus Parking
 - b. Campus health and safety conditions
 - c. Clarification of the process and notification of faculty investigations

7. Leave
 - a. Clarification, expansion and improvement of language and policies governing all leaves
8. Association Rights
 - a. Increase District-paid reassigned time
 - b. Increase Association office space
 - c. Official Faculty Association participation in the Board of Trustees meetings
9. Grievance Procedure
 - a. Enhance grievance process time period
10. Replacement and New Faculty Positions
11. Any additional subjects within the scope of EERA.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 2, 2013

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 5

SUBJECT: **SMCCD INITIAL COLLECTIVE BARGAINING PROPOSAL TO SMC FACULTY ASSOCIATION**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees present the Santa Monica Community College District initial proposal for negotiations to the Santa Monica College Faculty Association.

Pursuant to Section 3547(a) of the Government Code, Board Policy 3134 and the collective bargaining agreement between the Santa Monica Community College District and the SMC Faculty Association, the District proposes the following for a successor collective bargaining agreement with the Faculty Association and that a public hearing be held for the public to have an opportunity to comment on this proposal prior to commencing negotiations.

The District reserves the right to add items to this initial proposal.

SMCCD Initial Collective Bargaining Proposal to Faculty Association

The District proposes extending the term of the Agreement between the Santa Monica College Faculty Association and Santa Monica Community College District for two years to August 24, 2015 without modification. In the event the District receives a COLA from the State for the 2013-14 fiscal year, the District agrees that for academic year 2013-14, all salary schedules shall be increased by a percentage equal to the actually-received COLA in the adopted budget less 1.5%. In the event the District receives a COLA from the State for the 2014-15 fiscal year, the District agrees that for academic year 2014-15, all salary schedules shall be increased by a percentage equal to the actually-received COLA in the adopted budget less 1.5%.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 2, 2013

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 6

SUBJECT: **MEMORANDUM OF UNDERSTANDING WITH SANTA MONICA COLLEGE POLICE OFFICERS ASSOCIATION**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION; It is recommended that the Board of Trustees approve a Memorandum of Understanding (MOU) between the Santa Monica Community College District and the Santa Monica Police Officers Association dated January 30, 2013 and adopt the salary schedules for the SMC Police Officers Association members, effective January 1, 2013.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 2, 2013

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 7

SUBJECT: **RESOLUTION FOR THE CLASSIFICATION OF 919 SANTA MONICA BOULEVARD**

SUBMITTED BY: Vice-President, Business/Administration

REQUESTED ACTION; It is recommended that the Board of Trustees approve the following resolution regarding the classification of 919 Santa Monica Boulevard:

WHEREAS, the Santa Monica Community College District has purchased an office building at 919 Santa Monica Boulevard, which is adjacent to the Performing Arts Campus; and

WHEREAS, the District wishes to remodel the office building at 919 Santa Monica Boulevard for District-wide administrative use; and

WHEREAS, California Administrative Code Title 24, Part 4-314 and Education Code Sections 81130-81149 define the types of school buildings which are under the jurisdiction of the Department of General Services, Division of the State Architect (DSA); and

WHEREAS, Title 24, Part 1, Section 4-314 also defines certain types of buildings that are not subject to the Field Act requirements and therefore need not be submitted to DSA for structural or life safety review, including District-wide administration buildings; and

BE IT FURTHER RESOLVED, the building at 919 Santa Monica Boulevard is classified as a District-wide administration building and will not have any classroom, instructional facilities, student services or student activities; and

BE IT FURTHER RESOLVED, that the Santa Monica Community College District intends to have the structure at 919 Santa Monica Boulevard constructed and inspected per code requirements.

COMMENT: Title 24, Part 1, Section 4-314 requires the Board to pass a resolution stating that a building is being exempted from DSA review as an administrative building and it is not intended for instructional use. It is planned that the building will house the SMC Foundation, the Madison Project, Fiscal Services, Purchasing and Facilities Programming.

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 2, 2013

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 8

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

SUBMITTED BY: Trustees Margaret Quiñones-Perez and Andrew Walzer

REQUESTED ACTION: It is recommended that the Board of Trustees prepare its ballot for the California Community College Trustees (CCCT) Board of Directors. Names listed in **bold** are recommended by the Board’s CCCT Board of Directors Election ad hoc committee.

- Dianne B. McKay, Ventura CCD
- Howard Rudd, Sierra Joint CCD
- Adrienne Grey, West Valley-Mission CCD
- *Cy Gulassa, Peralta CCD**
- *Louise Jaffe, Santa Monica CCD**
- *Isabel Barreras, State Center CCD**
- Sally W. Biggins, Redwoods CCD
- Greg Bonaccorsi, Ohlone CCD
- Susan M Keith, Citrus CCD**
- Garrett Yee, Ohlone CCD**
- Loren Steck, Monterey Peninsula CCD
- *Jerry D. Hart, Imperial CCD**
- Brent Hastey, Yuba CCD
- Jeffrey Lease, San Jose-Evergreen CCD**
- Linda S. Wah, Pasadena CCD

* Incumbent

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

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

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	April 2, 2013

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM 9

SUBJECT: **COMMUNITY AND GOVERNMENT RELATIONS**

SUBMITTED BY: Senior Director, Government Relations/Institutional Communications

COMMUNITY RELATIONS 2012-2013

The *SMC Associates* continues to fund activities across the spectrum of campus disciplines and interests through its membership dues and donations.

Barrett Art Gallery talks by artists were again underwritten by the *Associates* to add depth to the on-going scheduled exhibitions. Especially successful was the gallery talk and reception for the Kinsey Collection of important African-American art and original historical documents. The *Associates* again supported the 4th joint lecture of SMC and Otis Art Institute, funding distinguished guest lecturer Diedrich Diedrichsen, professor of the Arts in the Academy of Fine Arts in Vienna, Austria, speaking at the Bing Auditorium of the Los Angeles County Museum of Art.

As last year, the *Associates* again worked with the Broad Stage and its Arts Outreach program to provide substantial support for the 2012-2013 Master Classes. These offer SMC students the unique opportunity to work with renowned artists right on stage be it in voice, single instrument or dance and movement.

In September, together with the Veterans’ Resource Center, the *Associates* welcomed Congressional candidate, outspoken advocate for veterans and Purple Heart recipient Lt. Co. Tammy Duckworth. In October, Dr. Jaana Juvonen spoke to a riveted audience of students and faculty about “*The Power of Bullying*” and its implications for the development of youth. For Black History Month in February the *Associates* funded a visit by Dr. Benjamin Bowser speaking on “*Gangsta Rap and Its Social Costs*” to an overflowing audience.

Aside from a number of one-of-a-kind special events, six *Associates*-sponsored speaker series are by 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 14th year. The speakers are identified in close collaboration with the faculty to ensure their relevance and value to our student audience. The college is able to attract speakers of very high caliber based on the series’ longevity and its roster of distinguished past presenters. This year has seen outstanding speakers on antibiotic resistance, robotic surgery, animal parasites and more.
- *The Literary Lectures*, a series of readings and discussions on the craft of writing with Southern California authors enjoys the broad support of the English Department, ESL and beyond, showcasing culturally diverse authors and engendering cross-discipline conversations.

- *Global Connections Series*, created as the first step in the college's Global Citizenship commitment is now in its 6th year and in 2012-13 has featured speakers on subjects as diverse as "On-Line Piracy as the Current Battleground for Intellectual Property on the Internet", to "State Capitalism in China's Auto Industry", "The World in 2050", and "How Countries Rise from the Ashes of Conflict: Lessons from the Life of a UN Diplomat".
- *Masters of Dance* continues to give SMC dance students exposure to master classes and talks led by experts from the many worlds of dance, such as all parts of Africa, the Middle East, the classical European traditions, as well as American modern dance techniques, and tap and hip-hop.
- *UC Press Lectures*, in collaboration with the Berkeley-based UC Press, brings to the campus experts in a variety of fields, published by the Press. Members of the UC Press Associates in Southern California are specifically invited to SMC to all presentations. Dr. Julie Guthman of UC Santa Cruz challenged the taken-for-granted assumptions about the "obesity epidemic" in the fall lecture, and the spring talk features Pulitzer Prize winning author and journalist Dale Maharem from the Columbia School of Journalism, addressing "Tales From the New Great Depression."
- The popular and well-attended *Rocky Young Lecture* annually presents an outstanding SMC faculty member following the template of "Best Lecture" on a diversity of topics. On May 10th at 7 p.m. Dr. Jennifer Merlic will address "The Power and the Beauty of the Molecular World: A Brief Tour" in an interactive and stimulating talk followed by a reception. Former SMC vice-president and LACCD Chancellor Darroch "Rocky" Young has confirmed he will be in attendance.

For the seventh year, on March 16th, the college participated in the Santa Monica Airport Art Walk, featuring the always-popular ceramic arts studio demonstrations as well as SMC's mentored arts students in a studio setting and with their works available for purchase. For this event the college opens the Bundy campus for convenient public parking.

For the second year of its newest campus collaboration, the *SMC Associates* will be funding speakers and receptions for SMC's Public Policy Week. Working with the Commission on the Status of Women and the League of Women Voters, the Associates also hosted a special evening with former State Senator Sheila Kuehl on "Women at the Political Table: Set It or Sit at It?" Its Women's History Month programming also included a presentation by Dr. Robin Garrell, a distinguished scientist working to develop "laboratories on a chip", about medical information delivery on a droplet scale.

The SMC General Advisory Board continues to be active and to experience growth in younger members from the local business and professional community, with their own set of networks and more active engagement style. The program presentations are guided by the executive committee that gives continuous feedback and suggestions.

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. Past reports have provided a comprehensive look at the legislative, local governmental, and joint-use efforts that are ongoing. This report intends to provide a chronological “look back” on a single (though multi-faceted) effort by the college that has resulted in a new light rail station, proposed to be named the “17th Street/Santa Monica College” station, and a tri-party land swap that adds an additional 3.1 acres of property to SMC’s Bundy Campus.

This will both memorialize the effort—the naming and the land swap are expected to be complete by early May—and provide some insight into the length and complexity of multi-agency projects.

- SB 504 establishes Exposition Metro Line Construction Authority (“Expo”) in 2003 to construct a light rail line connecting downtown Los Angeles with Santa Monica.
- The project is divided into two phases and construction begins on Phase 1 to Culver City in 2006.
- An environmental study for Phase 2 to Santa Monica begins in 2007. The study proposes several alternate routes. The route corresponding to the one currently in construction includes six stations including downtown Santa Monica and Bergamot, but no station in between.
- In February 2007, the City of Santa Monica’s Planning Commission urges the City Council to advocate for a seventh station near 17th Street and Colorado. In March, the Council supports the concept in its letter to Expo. Also in March, SMC provides Expo with data developed by the Big Blue Bus that analyzes student home addresses and existing bus routes (Big Blue Bus concludes that the rail line “should prove to be a veritable funnel for SMC students and staff”) and requests that Expo study the additional station.
- Measure R passes in November 2008. The Los Angeles County measure approves an increase in sales tax to support transportation improvements. The new funding accelerates the timeline for Expo Phase 2. Santa Monica College funds an independent survey of Los Angeles County registered voters prior to the decision to place Measure R on the ballot and makes the results of the survey available to Metro decision-makers.
- Expo releases the Draft Environmental Impact Report (“DEIR”) in January 2009. The report includes a seventh station in its study, as an alternative to be considered. SMC students attend multiple meetings, including at the Civic Auditorium and at the County Board of Supervisors, to advocate for the inclusion of the seventh station. In March 2009, Expo announces that it will include the new station at 17th and Colorado as part of the basic plan—the decision is made!
- The DEIR also includes a light rail maintenance facility to be located in Santa Monica. The identified site is the Verizon property adjacent to SMC’s Olympic Shuttle Lot. This is an unexpected event, and for much of 2009, the City and Expo explore alternative site configurations for the facility that interface better with the surrounding community, however these alternatives negatively impact SMC’s property. The City and Expo commit to finding a solution that works for SMC.
- By October 2009, in an effort to retain a sizable residential buffer, City staff and SMC formulate the possibility of a three party land exchange among Expo, SMC and the City, which allows for using the SMC parking lot as part of the maintenance facility plan. Talks begin about a replacement parking site for SMC on property adjacent to SMC’s Bundy Campus.
- Construction on Expo Phase 2 begins in September 2011.
- Expo Phase 1 opens partially in April 2012 and to Culver City in June 2012.

- Efforts begin in 2012 regarding naming consideration for SMC at the 17th Street station. In December 2012, Board of Trustees Chair Nancy Greenstein formally requests City of Santa Monica support on behalf of Santa Monica College. In January 2013, the City Council formally requests the Metro Board to consider SMC among its naming recommendations.
- On March 21, 2013, an Executive Committee of the Metro Board unanimously approves the official and operational names of the seven stations. The official name of the 17th Street station is “17th Street/ Santa Monica College” and the operational name is “17th St/SMC”. The entire Metro Board is expected to take the final vote at its meeting in May.
- The final documents for the tri-party land swap are being prepared, and the Board of Trustees anticipates hearing the matter at its May meeting. The exchange adds an additional 3.1-acre parcel to the Bundy Campus.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 2, 2013

VIII. CONSENT AGENDA

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

RECOMMENDATION:

The Board of Trustees take the action requested on Consent Agenda Recommendations #10-#24.

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #12, #13, #15, #17

Action on Consent Agenda excluding #12, #13, #15, #17

MOTION MADE BY: David Finkel
 SECONDED BY: Michelle Olivarez
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Rader)

IX. CONSENT AGENDA – Pulled Recommendations

Recommendation #12 – Amendment to Contracts for Professional Services: Real Time

MOTION MADE BY: David Finkel
 SECONDED BY: Michelle Olivarez
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Rader)

Recommendation #13 – Ratification of Contracts and Consultants

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

Recommendation #15 – Classified Personnel - Regular

MOTION MADE BY: Louise Jaffe
 SECONDED BY: Michelle Olivarez
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Rader)

IX. CONSENT AGENDA – Pulled Recommendations (continued)

Recommendation #17 – Classified Personnel – Non Merit

MOTION MADE BY: David Finkel
SECONDED BY: Louise Jaffe
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Rader)

X. REPORTS FROM DPAC CONSTITUENCIES

- Associated Students
- CSEA
- Faculty Association
- Management Association

RECOMMENDATION NO. 10 APPROVAL OF MINUTES

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

March 5, 2013 (Regular Board of Trustees Meeting)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 2, 2013

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 11 NEW COURSES AND CERTIFICATES, FALL 2012

Requested Action: Approval/Ratification

Reviewed by: Georgia Lorenz, Dean, Academic Affairs

Approved by: Jeff Shimizu, Vice President, Academic Affairs

New Courses – Credit

- CIS 70 (Computer Applications): Social Media Applications
- History 14/Environmental Studies 14: US Environmental History
- History 32/Environmental Studies 32: Global Environmental History
- Photography 32: Photographing People: Advanced
- Music 79A: Jazz Improvisation

New Department Certificate

- Solar Photovoltaic Installation: Department Certificate (12 units)
 Comment: This is in addition to Certificate of Achievement (19 units) and A.S. degree in Solar Photovoltaic Installation

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 2, 2013

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 12 AMENDMENT TO CONTRACTS FOR PROFESSIONAL SERVICES: REAL TIME CAPTIONING, SIGN LANGUAGE INTERPRETERS

Requested Action: Approval/Ratification

Approved by: Mike Tuitasi, Vice President, Student Affairs

The following annual contracts for 2012-2013 approved by the Board of Trustees on July 17, 2012 are amended to include a cancellation clause and a two-hour minimum not included in the original contract. These are industry standards that the District has been observing, however the exact terms were not specified in the contracts. All other terms of the contracts previously approved remain the same.

Provider	Service	Addition to Contract	Funding Source
1. Total Recall Real-time Captioning	Provides real-time captioning services on an as-needed basis to non-signing deaf students.	Cancellations with less than 24 hours' notice the College will be billed for the scheduled time. A two-hour minimum will be charged for all assignments scheduled for less than two hours in duration.	2012-2013 District Budget/Disabled Students
2. Quick Caption	Provides real-time captioning services on an as needed basis to non-signing deaf students.	Cancellation with less than 24 hours' notice the College will be billed for the scheduled time. A two-hour minimum will be charged for all assignments scheduled for less than two hours in duration.	2012-2013 District Budget/Disabled Students
3. Life Signs, Inc.	Sign Language Interpreter	Cancellation with less than 24 hours' notice the College will be billed for the schedule time. A two-hour minimum will be charged for all assignments scheduled for less than two hours in duration.	2012-2013 District Budget/Disabled Students
4. Purple Language Services	Sign Language Interpreter	Cancellation with less than 24 hours' notice the College will be billed for the scheduled time. A two-hour minimum will be charged for all assignments scheduled for less than two hours in duration.	2012-2013 District Budget/Disabled Students

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 2, 2013

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 13 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 The Hair Shop	April 1, 2013 Total cost \$3,000 The breakdown of costs for this offered course is \$207 per person for instruction and \$93 per person for tools, totaling \$300 per person.	The Hair Shop offered a custom-tailored hair extension application course that covered three of the most popular hair extension methods. This was an intensive one-day course with detailed hands-on training for ten Santa Monica College faculty in the methods of application and removal of different types of hair extensions. This training is needed in order to meet the demands of global customers.	Global Citizenship Fund
Requested by: Kelley Brayton, Dean, International Education Approved by: Teresita Rodriguez, Vice-President, Enrollment Development			
B Paul Grossman	March 12, 2013 \$1,000	Paul Grossman is a nationally recognized authority on disability and higher education, who spent 30 years as Chief Regional Attorney of the San Francisco office of the US Department of Education, Office for Civil Rights. He spoke to the campus community at the Institutional Flex Day on March 12, 2013. He hosted a session with faculty from Disabled Student Services providing training and consultation on how to better serve students with disabilities.	Professional Development Fund - District
Requested and Approved by: Jeff Shimizu, Vice-President, Academic Affairs			

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 2, 2013

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 13 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

Provider/Contract		Term/Amount	Service	Funding Source
C	Lee Johnston	April 1 – June 30, 2013 Not to exceed \$22,500	Lee Johnston, Director of Management Information Systems, has resigned effective March 29, 2013. His services are necessary to assist with ongoing technology projects until the Director position is filled.	District Funds
<i>Requested and Approved by: Randy Lawson, Executive Vice-President</i>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 2, 2013

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 14 ACADEMIC PERSONNEL

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

ESTABLISH

Director, Supplemental Instruction and Tutoring

Comment: The current Project Manager, Supplemental Instruction position ends on June 30, 2013. The establishment of the Director, Supplemental Instruction and Tutoring institutionalizes the position and supports the District’s commitment to student success as discussed at the Board of Trustees Study Session.

ELECTION

ADJUNCT FACULTY

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

LIMITED RETIREMENT

McGrath, Marilyn, Instructor, ECE Fall 2013

Comment: Limited Retirement – increased from 50% to 60% assignment (February 5, 2013)

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 2, 2013

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 15 CLASSIFIED PERSONNEL - REGULAR

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

ESTABLISH EFFECTIVE DATE

Administrative Secretary, TLC Grant, 11 mos, 20 hours per week
 Funding Source: Department of Education Title V grant

Community College Police Dispatcher 04/02/13
 Campus Police, 12 mos, 40 hrs, VH1

ABOLISH

Community College Police Dispatcher 04/02/13
 Campus Police, 12 mos, 30 hrs, NS1

PROMOTION

Memarian, Heather, Employee Benefits Support Technician, Human Resources 03/26/13

WORKING OUT OF CLASS ASSIGNMENT

Botello, Mary
 Lead Custodian (Provisional), 100% 3/4/13-6/30/13

Gobrial, Samya
 Accountant (Career Laddering-Provisional), 100% 05/01/13 - 07/31/13

Vanderwest, Valerie
 Senior Student Services Specialist – International Education (Provisional), 100% 3/4/13-5/6/13

LEAVES OF ABSENCE - UNPAID

Luthi, Christopher, Accompanist- Performance, Music 02/11/2013 -06/30/13

RESCIND LEAVES OF ABSENCE - UNPAID

Sheaffer, Carl J., Skilled Maintenance Worker, Maintenance 03/18/2013-06/18/13

Comment: Mr. Sheaffer has requested that the leave of absence approved at the March 2, 2013 Board of Trustees meeting be rescinded.

SEPARATION - RESIGNATION

LAST DAY OF PAID SERVICE

Bonvenuto, Christopher M., Director, Fiscal Services	04/15/13
Johnston, Dexter (Lee), Director, Management Information Systems	03/29/13
Padilla, Omar, Student Services Assistant, Latino & African American Center	07/31/13
Samel, Kascia, Student Services Clerk, Scholars Program	03/28/13

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 2, 2013

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 16 CLASSIFIED PERSONNEL – LIMITED DURATION

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

All personnel assigned to limited term employment (Merit System) will be elected in accordance with District policies and salary schedules.

ELECTIONS

EFFECTIVE DATE

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

Brown, Stacey D., Administrative Clerk, Human Resources	04/02/13-05/31/13
Kellogg, Jan C., Dance Production Specialist, Dance	03/18/13-06/30/13
Critchlow, Adam, Theater Technical Specialist, SMC Performing Arts	04/01/13-06/30/13
Jones, Chauncey, Theater Technical Specialist, SMC Performing Arts	03/22/13-06/30/13
Neumeister, Eric, Theater Technical Specialist, SMC Performing Arts	03/20/13-06/30/13
Woodbury, Mark Theater Technical Specialist, SMC Performing Arts	03/22/13-06/30/13

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

England, Stephanie, Student Services Clerk, Financial Aid	03/18/13-09/18/13
---	-------------------

RECOMMENDATION NO. 17 CLASSIFIED PERSONNEL - NON MERIT

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

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

STUDENT EMPLOYEES

College Student Assistant, \$8.00/hour (STHP)	47
College Work-Study Student Assistant, \$8.00/hour (FWS)	66

SPECIAL SERVICE

Art Models, \$18.00/hour	1
Community Services Specialist II, \$50hour	3

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 2, 2013

CONSENT AGENDA: FACILITIES AND FISCAL

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

RECOMMENDATION NO. 18 FACILITIES

18-A AWARD OF BID – BUNDY PARKING LOT 2

Award the bid to the lowest responsive bidder for the Bundy Parking Lot 2 project:

<u>Bidder</u>	<u>Amount</u>
Pub Construction	\$1,128,000
Icon West	\$1,172,264
Amtek Construction	\$1,216,152
Matt	\$1,288,655
Minako dba Minco	\$1,337,770

Funding Source: Measure AA

Comment: Additional student parking is required as part of the relocation of the Academy of Entertainment and Technology to the Bundy and Airport Campuses. The City of Santa Monica is making available the car storage lot at 3500 Airport Avenue for college parking. This project involves site improvements on the Bundy Campus that include reconfiguration of the drive aisle from College Drive to provide an entry to the parking area, demolition of one small building, re-grading and re-stripping of existing parking areas and providing new signage.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 2, 2013

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 18 FACILITIES *(continued)*

18-B AGREEMENTS FOR RELOCATION EXPENSES – BUNDY PARKING LOT 2

- (1) Agreement with TASKUS for an amount not to exceed \$33,500 for expenses relocating from 3400 Airport Avenue, Building D.

Comment: The District has agreed to pay for the relocation expenses for this move.

- (2) Agreement with CITY OF SANTA MONICA for an amount not to exceed \$125,000 for expenses relocating from 3400 Airport Avenue, Building D.

Comment: Since the building at 3400 Airport will no longer be generating rent, the District has agreed to reimburse the City for loss of rental income due to the demolition. In addition, the District has agreed to reimburse the City for the differential in rent between the two properties.

Funding Source: Measure AA

Comment: Additional student parking is required as part of the relocation of the Academy of Entertainment and Technology to the Bundy and Airport Campuses. The City of Santa Monica is making available the car storage lot at 3500 Airport Avenue for college parking. Building D at 3400 Airport Avenue is in the path of the entry driveway from the Bundy Campus to the new parking lot and must be demolished. TaskUs currently is leasing the building from the City of Santa Monica through June of 2015 and the City has arranged the relocation to 3233 Donald Douglas Loop South, Suite C on the Airport property.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 2, 2013

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 18 FACILITIES (continued)

18-C CHANGE ORDER NO. 3 –TEMPORARY MODULAR FACILITIES AND BIKE PARKING

Change Order No. 3 – MINCO CONSTRUCTION on the Temporary Modular Facilities and Bike Parking project in the amount of \$17,886.

Original Contract Amount	\$1,337,700
Previously Approved Change Orders	\$60,494
Change Order No. 3	<u>\$17,886</u>
Revised Contract Amount	\$1,416,080

This change order results in no change to the contract length

Funding Source: Measure AA

Comment: Change Order No. 3 provides for asbestos removal and abatement at the existing modular building at the Facilities site, power receptacles at Liberals Arts site modular building and installation of tags at all valves and quick couplers identifying water as non-potable.

Change Order No. 3 also provides for the labor and material for addition of color mix to concrete at slough walls, installation of additional bike racks, upgrading the irrigation controller, removing existing sidewalk pole light, sign and associated concrete footing, cosmetically patching with non-shrink grout and repainting entire existing wall at site.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 2, 2013

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 BUDGET AUGMENTATION

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

The 2012-2013 Adopted Budget will be amended to reflect the following budget augmentations

19-A BASIC SKILLS 2012-2013

Granting Agency: State of California
Appropriated Funding: \$13,796
Matching Funds: None
Performance Period: July 1, 2012 - June 30, 2013
Summary: The District qualifies for an additional \$13,796 in Basic Skills funding per the First Principal Apportionment report issued by the Chancellor's Office date February 21, 2013.

Budget Augmentation: Revenue:
8600 State Revenue \$13,796
Expenditures:
1000 Academic Salaries \$13,796

19-B CALWORKS-CHILD CARE

Granting Agency: California Community College Chancellor's Office
Appropriated Funding: \$29,889
Matching Funds: None
Performance Period: July 1, 2012- June 30, 2013
Budget Period: July 1, 2012- June 30, 2013
Summary: SMC received an additional \$29,889 in Cal Works-Child Care funding per the first Principal Apportionment report issued by the Chancellor's Office on February 20, 2013.

Budget Increase: Revenue:
8600 State Revenue \$29,889
Expenditures:
2000 Classified and Other Nonacademic Salaries \$ 3,800
7000 Other Outgo/Student Aid \$26,089

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 2, 2013

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 BUDGET AUGMENTATION (continued)

19-C CALWORKS-PROGRAM AND WORK STUDY

Granting Agency: California Community College Chancellor's Office
Appropriated Funding: \$12,377
Matching Funds: Yes
Performance Period: July 1, 2012 - June 30, 2013
Budget Period: July 1, 2012 - June 30, 2013
Summary: SMC received an additional \$12,377 in Cal Works-Program & Work Study funding per the First Principal Apportionment report issued by the Chancellor's Office on February 20, 2013.

Budget Increase: Revenue:

8600 State Revenue	\$12,377
--------------------	----------

Expenditures:

1000 Academic Salaries	\$5,716
2000 Classified and Other Nonacademic Salaries	\$5,726
3000 Employee Benefits	\$935

19-D CALWORKS-TANF

Granting Agency: U.S. Department of Health and Human Services/Pass through from CCCCO
Appropriated Funding: \$5,098
Matching Funds: None
Performance Period: July 1, 2012 - June 30, 2013
Budget Period: July 1, 2012 - June 30, 2013
Summary: SMC received an additional \$5,098 in Cal Works-TANF funding per the First Principal Apportionment report issued by the Chancellor's Office on February 20, 2013.

Budget Increase: Revenue:

8100 Federal Revenue	\$5,098
----------------------	---------

Expenditures:

2000 Classified and Other Nonacademic Salaries	\$5,098
--	---------

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 2, 2013

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 BUDGET AUGMENTATION (continued)

19-E CCAMPIS: Child Care Access Means Parents in School Program

Granting Agency: U.S. Department of Education
Appropriated Funding: \$209
Matching Funds: None
Performance Period: October 1, 2010 – September 30, 2014
Budget Period: October 1, 2012 – September 30, 2013
Summary: SMC received an additional \$209 in CCAMPIS funding per the Grant Award Notification from the U.S. Department of Education issued on September 14, 2012.

Budget Increase: Revenue:
8100 Federal Revenue \$209
Expenditures:
7000 Other Outgo/Student Aid \$209

19-F CIPAIR-NASA:

Granting Agency: NASA
Appropriated Funding: \$149,388
Matching Funds: None
Performance Period: October 1, 2010 – September 30, 2013
Budget Period: October 1, 2012– September 30, 2013
Summary: The District has been awarded a third year of funding for the CIPAR grant. This augmentation represents the third and final year of funding for the grant which will end in the 2013-2014 fiscal year.

Budget Increase: Revenue:
8100 Federal Revenue 149,388
Expenditures:
1000 Academic Salaries 75,000
2000 Classified Salaries and Other
Nonacademic Salaries 20,480
3000 Employee Benefits 13,294
4000 Supplies and Materials 1,000
5000 Other Operating Expenditures 16,900
7000 Other Outgo 22,714

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 2, 2013

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 20 BUDGET TRANSFERS

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

20-A FUND 01.0 – GENERAL FUND – UNRESTRICTED

Period: February 21, 2013 to March 20, 2013

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	9,850
3000	Benefits	100,150
4000	Supplies	10,861
5000	Contract Services/Operating Exp	5,089
6000	Sites/Buildings/Equipment	-25,950
7000	Other Outgo/Student Payments	-100,000
Net Total:		0

20-B FUND 01.3 – GENERAL FUND – RESTRICTED

Period: February 21, 2013 to March 20, 2013

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	7,667
2000	Classified/Student Salaries	-5,771
3000	Benefits	-31,685
4000	Supplies	-24,349
5000	Contract Services/Operating Exp	16,913
6000	Sites/Buildings/Equipment	29,604
7000	Other Outgo/Student Payments	7,621
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 2, 2013

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 21 PAYROLL WARRANT REGISTER

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

February 1 – February 28, 2013 C1G– C2H \$8,721,084.79

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

RECOMMENDATION NO. 22 COMMERCIAL WARRANT REGISTER

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

February 1 – February 28, 2013 5392 – 5426 \$13,247,702.04

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

RECOMMENDATION NO. 23 AUXILIARY PAYMENTS AND PURCHASE ORDERS

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

	Payments	Purchase Orders
February 1 – February 28, 2013	\$2,016,371.04	\$39,829.43

Comment: All purchases and payments were made in accordance with Education Code requirements and allocated to approved budgets in the Bookstore, Trust and Other Auxiliary Funds. The detailed Auxiliary payment documents are on file in the Auxiliary Operations Office.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 2, 2013

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 24 PURCHASING

Requested by: Cynthia Moore, Director of Purchasing

Approved by: Robert Isomoto, Vice President

Requested Action: Approval/Ratification

24-A AWARD OF PURCHASE ORDERS

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

February 1 – February 28, 2013 \$ 11,085,532.46

24-B PURCHASING AGREEMENT AND AUTHORIZATION OF PURCHASE ORDER

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

Educational and Institutional Cooperative Purchasing, Contract CNR-01239, with Steris Corp through April 2013, for Science and Health Laboratory Supplies/Equipment

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 2, 2013

XI. BOARD COMMENTS AND REQUESTS

XII. ADJOURNMENT – 9:01 p.m.

The meeting was adjourned in memory of **Fay Kanin**, mother of Josh Kanin, SMC Communications professor; **Clifton Dobbs II**, father of Clif Dobbs, counselor at the Academy of Entertainment and Technology.

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

The agenda for the next meeting will include the following:

- 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: Institutional Effectiveness/ARCC
- Report: Bond Construction Projects
- Information: Citizens’ Bond Oversight Committee meeting, April 17, 2013