

M I N U T E S



SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

TUESDAY, NOVEMBER 1, 2011

Santa Monica College
Board Room (Business Building Room 117)
1900 Pico Boulevard
Santa Monica, California

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

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

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

BOARD OF TRUSTEES

SANTA MONICA COMMUNITY COLLEGE DISTRICT

REGULAR MEETING

November 1, 2011

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, November 1, 2011.

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

I. ORGANIZATIONAL FUNCTIONS

- A CALL TO ORDER - 6 p.m.

- B ROLL CALL
Dr. Andrew Walzer, Chair - Present
Dr. Margaret Quiñones-Perez, Vice-Chair - Present
Dr. Susan Aminoff - Present
Judge David Finkel (Ret.) - Present
Dr. Nancy Greenstein - Present
Louise Jaffe - Present
Rob Rader – Present (arrived at 7:50 p.m.)
Joshua Scuteri, Student Trustee – present (for public session)

- C 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: Santa Monica College Faculty Association

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

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

Employee Organization: Santa Monica College Police Officers Association

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE(Government Code Section 54957)**III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS**

- D PLEDGE OF ALLEGIANCE

- E CLOSED SESSION REPORT- None

- F PUBLIC COMMENT
Connie Lemke
Harrison Wells

IV. **SUPERINTENDENT'S REPORT**

- Management Association Report
- Updates:
 - Emergency Preparation
 - Athletics Program Review
 - Student Success Task Force

V. **ACADEMIC SENATE REPORT**

VI. **MAJOR ITEMS OF BUSINESS**

- #1 Acceptance of Title III, Part F, Hispanic Serving Institutions STEM (Science, Technology Engineering and Mathematics) and Articulation Grant
 - G Report: Master Plan for Education, 2011-2012
 - H Report: Institutional Effectiveness Data and ARCC Report
- #2 Appointment of Personnel Commissioner
- #3 2011-2012 Quarterly Budget Report

VII. **CONSENT AGENDA**

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

Approval of Minutes

- #4 Approval of Minutes: October 4, 2011 (Regular Meeting)

Grants and Contracts

- #5 Reduction of 2011-2012 Perkins IV, Title I-C Allocation
- #6 Ratification of Contracts and Consultants

Human Resources

- #7 Resolution to Approve New Kaiser Permanente 2012 Rate for Plan 1156
- #8 Academic Personnel
- #9 Health Reimbursement Arrangement (HRA) for Adoption Agreement
- #10 Classified Personnel – Regular
- #11 Classified Personnel – Limited Duration
- #12 Classified Personnel – Non Merit

Facilities and Fiscal

- #13 Facilities
 - A Change Order No. 3 – Bundy Classroom Completion
 - B Project Close Out – Student Services Entry Garden Re-Bid
 - C Amendment to Agreement for Architectural Services – Health/PE/Fitness/Dance and Central Plant
 - D Amendment to Agreement for Project Consulting Services – Malibu Campus
- #14 Budget Transfers
- #15 Budget Reduction/Augmentation
- #16 Payroll Warrant Register
- #17 Commercial Warrant Register
- #18 Direct, Benefit and Student Grant Payments
- #19 Auxiliary Payments and Purchase Orders
- #20 Purchasing
 - A Award of Purchase Orders
 - B Purchase Agreements and Authorization of Purchase Orders

VIII. **CONSENT AGENDA – Pulled Recommendations**

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

IX. **INFORMATION**

I Citizens' Bond Oversight Committee Meeting, October 19, 2011

X. **BOARD COMMENTS AND REQUESTS**

XI. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Tuesday, December 6, 2011** at 7 p.m. (5:30 p.m. if there is a closed session) Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

APPENDIX A: 2011-2012 Quarterly Budget Report/311Q

SUPPLEMENT TO THE AGENDA: Institutional Effectiveness Data
Accountability Reporting for Community Colleges (ARCC) Report

IV. SUPERINTENDENT'S REPORT

- Management Association Report: Management Association President Judy Neveau reported that Deyna Hearn, Katharine Muller and Lisa Rose have been appointed to represent the Management Association on the newly formed SMC Strategic Planning Task Force.

- Updates:
 - Student Success Task Force: The newly formed Student Success Task Force co-chaired by Executive Vice-President Randy Lawson and Academic Senate President Janet Harclerode is off to a strong start. The task force was formed in response to a report issued in late September by the California Community Colleges Task Force on Student Success that outlines draft recommendations for a plan to significantly improve the success rates of students. The SMC task force plans to have a completed response to each of the draft recommendations, which the State Chancellor's Office calls "sweeping in their scope," by the beginning of December.

 - Athletics Program Review: Just three years after SMC Athletics was marked by internal conflict and the football team was put on probation for residency violations, the department has made a dramatic – and what the Western States Conference calls an "extremely successful" – turnaround. Athletics Project Manager Joe Cascio reported that WSC officials, who recently conducted a program review, were impressed with the changes made in Athletics over the past two years. In other Athletics news, SMC will begin offering a men's soccer program in fall 2012 and the football team not only is undefeated in conference play, but could host a postseason bowl game. The eligibility issues have been resolved by moving eligibility processing from Athletics to Admissions and Records.

 - Emergency Preparation: The SMC Police Department has been coordinating earthquake and other emergency preparedness drills on campus and has conducted classes in which more than 200 individuals have been trained in emergency preparedness.

V. ACADEMIC SENATE REPORT – Janet Harclerode, President

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 1, 2011
<u>MAJOR ITEMS OF BUSINESS</u>	

RECOMMENDATION NO. I

SUBJECT: **ACCEPTANCE OF TITLE III, PART F, HISPANIC SERVING INSTITUTIONS STEM (SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS) AND ARTICULATION GRANT**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees accept the Title III, Part F, Hispanic Serving Institutions STEM (Science, Technology, Engineering and Mathematics) and Articulation Grant in the amount of \$5.8 million over a five-year period awarded by the United States Department of Education.

Title of Grant: **Title III, Part F, Hispanic Serving Institutions STEM (Science, Technology, Engineering and Mathematics) and Articulation Grant**

Granting Agency: United States Department of Education

<u>Award Periods/ Amount:</u>	October 1, 2011 – September 30, 2012	\$1,192,468
	October 1, 2012 – September 30, 2013	\$1,179,500
	October 1, 2013 – September 30, 2014	\$1,181,911
	October 1, 2014 – September 30, 2015	\$1,183,606
	October 1, 2015 – September 30, 2016	\$1,184,592

Budget Augmentation: Restricted Fund 01.3

Revenue:
8100 Federal: \$1,192,468

Expenditures:	
1000 Instructional Salaries	\$229,493
2000 Classified Salaries	\$65,000
3000 Benefits	\$82,458
4000 Books, Supplies, Materials	\$69,750
5000 Contracted Services/Travel	\$177,578
6000 Equipment	\$568,189
Total	\$1,192,468

SUMMARY: In a huge boost to getting more underrepresented students into the fields of science, technology, engineering and math, Santa Monica College has been awarded a \$5.8 million federal grant with UCLA to recruit such students, educate them and give them guidance and support.

The five-year Science, Technology, Engineering, and Mathematics (STEM) Grant was awarded by the U.S. Department of Education. The SMC-UCLA grant was one of 34 such awards to California community colleges, all Hispanic-Serving institutions, totaling \$37 million statewide.

The grant is considered particularly important as the U.S. strives to be globally competitive in the science-related professions and as it seeks to improve the percentages of underrepresented minorities – in this case, Latinos, African Americans, Native Americans and women – in these fields.

Studies show that underrepresented minorities account for only about 18 percent of the science and engineering baccalaureates awarded and represent only about 28 percent of those in science and engineering occupations.

Funds will be used for a wide variety of strategies and activities to get students interested in science-related degrees and careers and guide them toward baccalaureate and graduate degrees. They include recruiting students, providing counseling and workshops, introducing students to formal research principles and practices, updating equipment and instruments, and offering summer bridge programs.

Santa Monica College will develop a STEM Scholars Program that will enroll 100 students per year to serve as the focal point for those interested in the sciences.

Studies have shown that organizing students into such groups, or cohorts, greatly increases the chances of success for them.

MOTION MADE BY:	Rob Rader
SECONDED BY:	Louise Jaffe
STUDENT ADVISORY:	Aye
AYES:	7
NOES:	0

MAJOR ITEMS OF BUSINESS**INFORMATION ITEM G****SUBJECT: MASTER PLAN FOR EDUCATION, 2011-2012****SUBMITTED BY:** Superintendent/President

SUMMARY: In 1997, the College adopted its first formal *Master Plan for Education*, and the plan has been reviewed and updated in each subsequent year. In accordance with the College's planning process, the document is extensively revised every five years as part of the long-term strategic planning process. This includes a review of the College's Vision, Mission, and Goals statements as well as the identification of long-term strategic initiatives to inform the annual identification of institutional objectives. In Fall 2011, the College will again engage in the long-term strategic planning process, and the results will be reflected in the 2012-2013 *Master Plan for Education Update*.

A review of the College's Vision, Mission, and Goals statements during the last strategic planning effort (which began in 2006) resulted in a substantive revision through which the four Institutional Learning Outcomes have become the central focus of institutional goals. Additionally, four strategic initiatives—Basic Skills, Global Citizenship, Sustainable Campus, and Career Technical (Vocational) Education—were identified.

This 2011-2012 update incorporates all of the efforts initiated over the last two years to more clearly document linkages within the overall institutional planning process—mapping each institutional objective to one or more of the Institutional Learning Outcomes Supporting Goals in an effort to make planning and decision-making more transparent and to communicate the connection between the mission statement and specific actions; including, as appropriate for each objective, references to strategic initiatives and action plans, program review recommendations, Board of Trustees Priorities, Academic Senate Objectives, accreditation recommendations and self-identified plans, and other planning documents; identifying an estimated cost and funding source (with a descriptive budget narrative) for each institutional objective; and describing methods to accomplish each specific objective and anticipated outcomes.

This update includes documentation of DPAC's evaluation of the responses to the 2010-2011 institutional objectives, categorizing each as Completed, Substantially Completed, Addressed, or Not Addressed. (78.5% of the fourteen 2010-2011 institutional objectives were judged to be either Completed [57.1%] or Substantially Completed [21.4%], and the remaining three objectives were categorized as Addressed.) Finally, in an effort to make this planning document more complete and a more useful reference, a number of related planning documents are being included as references:

- Strategic Initiatives and Action Plans
- Program Review Annual Report
- Board of Trustees Priorities
- Accreditation 2010 Recommendations
- Accreditation 2010 Self-Study Planning Agenda
- Academic Senate Objectives
- DPAC Annual Report Summary
- *Master Plan for Technology Annual Update*
- *Master Plan for Facilities Executive Summary*

In preparation for formulating institutional objectives for 2011-2012, the District Planning and Advisory Council reviewed the major planning documents referenced above and developed numerous draft institutional objectives from the recommendations in these documents. The college vice presidents consulted with appropriate faculty and staff within their divisions prior to preparing a draft of objectives to be reviewed by the District Planning and Advisory Council (DPAC). All constituent groups represented on DPAC were also asked to submit proposed objectives for consideration, and DPAC's discussion of the draft document resulted in a refinement of the combined list, with a particular emphasis upon limiting the number of objectives to those that are truly institutional in scope, measurable, and focused upon specific outcomes.

This final document was reviewed by the District Planning and Advisory Council and recommended to the Superintendent/President.

BOARD OF TRUSTEES

Santa Monica Community College District

INFORMATION

November 1, 2011

MAJOR ITEMS OF BUSINESS**INFORMATION ITEM H****SUBJECT: INSTITUTIONAL EFFECTIVENESS DATA AND ARCC REPORT****SUBMITTED BY:** Superintendent/President

SUMMARY: Institutional Effectiveness (IE) is the systematic and continuous process of measuring the extent to which a college achieves its mission, as expressed through the goals developed in a strategic or educational master plan. The current report provides longitudinal data for the set of performance indicators identified as appropriate measures of institutional effectiveness for Santa Monica College (SMC) in 2010-2011. Last year's report on institutional effectiveness focused on the inventory of performance indicators to track and report institutional effectiveness that were readily available. The current document describes a more refined set of performance indicators, a result of the extensive dialogue that took place around the data with user groups, the Institutional Effectiveness Committee, and campus leaders in the last year. The performance indicators described in this document will be used to develop a report of institutional effectiveness that assesses the college's progress toward target goals that are being established. Future reports will aim to monitor progress towards the target goals and document the work that occurs to address gaps in performance.

The ultimate purpose of the institutional effectiveness process is to build and sustain college effectiveness. Institutional effectiveness identifies and prioritizes the college areas that need critical attention and improvement. Institutional effectiveness supports the process of collaborative inquiry among campus constituents by prompting questions and sparking robust discussion around college performance; it aims to drive evidence-based college planning and decision-making processes.

Institutional effectiveness involves the work and commitment of campus groups; therefore, the dialogue of key participatory groups and campus leadership drive the process of identifying the appropriate indicators and target goals. Through this process, a total of 32 performance indicators were developed to assess the major areas of the college.

The data of the performance indicators can be found in the Supplement to the agenda. The discussions related to setting targets for each indicator are currently underway. Once targets are established and vetted through the various campus bodies, a final report will be produced later this academic year. The report should serve as a point from which to conduct further analyses of performance indicators and engage the college community in further inquiry to identify ways to improve institutional effectiveness.

ARCC

Accountability Reporting in the Community Colleges (ARCC) contains seven measures of student progress and achievement as they relate to the broad mission of the California Community Colleges to support transfer, degree and certificate completion, and basic skills. The measures developed for ARCC reflect a refinement of some of the measures from previous accountability initiatives, such as the Partnership for Excellence (PFE), as well as an expansive consultation process with education scholars and community college practitioners from the field. The legislation for Accountability Reporting in the Community Colleges (ARCC) requires that a college's local Board of Trustees annually review the college's ARCC report. No action is required by the Board; review of the narrative, and the selection of material contained in Supplement to the agenda fulfills this legislative requirement.

Teresita Rodriguez, Vice President of Enrollment Development and Hannah Alford, Director of Institutional Research, will present the Institutional Effectiveness data, as well as an overview of the Accountability Reporting for Community Colleges (ARCC).

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 1, 2011

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

SUBJECT: **APPOINTMENT OF PERSONNEL COMMISSIONER**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees affirm the reappointment of Barbara Greenstein to the SMC Personnel Commission for a three-year term that commences December 1, 2011 and expires November 30, 2014.

SUMMARY: The process of filling a position on the Personnel Commission requires that two members be appointed by Board of Trustees; two members be appointed by the classified employees of the District; and the fifth member is appointed by the four appointed commissioners. The vacancy now created by the expiration of term provided the opportunity for CSEA Chapter 36 to reappoint Barbara Greenstein to the Personnel Commission.

MOTION MADE BY: Louise Jaffe
 SECONDED BY: Rob Rader
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 1, 2011

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3

SUBJECT: **2011-2012 QUARTERLY BUDGET REPORT**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: Acknowledge receipt of the 2011-2012 Quarterly Budget Report and 311 Quarterly State Financials, as of September 30, 2011 (Appendix A).

COMMENT: The Board of Trustees is presented on a quarterly basis with a set of financial statements for the general fund along with the quarterly 311Q report required by the Chancellor's Office.

MOTION MADE BY: Margaret Quiñones-Perez
 SECONDED BY: Rob Rader
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 1, 2011

VII. CONSENT AGENDA

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

RECOMMENDATION:

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

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #6-D

Action on Consent Agenda Excluding #6-D

MOTION MADE BY: Rob Rader
 SECONDED BY: David Finkel
 STUDENT ADVISORY: Absent
 AYES: 7
 NOES: 0

VIII. CONSENT AGENDA – Pulled Recommendations

Recommendation No. #6 – Ratification of Contracts and Consultants

Motion to Table #6-D

MOTION MADE BY: Nancy Greenstein
 SECONDED BY: David Finkel
 STUDENT ADVISORY: Absent
 AYES: 6
 NOES: 1 (Quiñones-Perez)

RECOMMENDATION NO. 4 APPROVAL OF MINUTES

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

October 4, 2011 (Regular Board of Trustees Meeting)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 1, 2011

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 5 REDUCTION IN 2011-2012 PERKINS IV, TITLE I-C ALLOCATION

Requested Action: Approval/Ratification
Requested by: Patricia G. Ramos, Dean, Workforce & Economic Development
Approved by: Jeff Shimizu, Vice-President, Academic Affairs

Title of Grant: Perkins IV, Title I-C

Granting Agency: California Community Colleges Chancellor's Office

Reduction in funding: \$7,231

Matching Funds: \$0

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

Summary: On October 17, 2011, the District received notification that there would be a state mandated reduction in Perkins funding. This reduction to the 2011-2012 fiscal year funding is due to a continuing resolution recently passed by Congress, which includes a reduction of 1.3% to the current year's Perkins funds. The reduction to the statewide grant allocation total amount is \$643,274. District allocations are to be reduced by 1.27% from the Final Allocations released in May, 2011. Thus, SMC's Perkins allocation will be reduced by \$7,231.

The Chancellor's Office will apply the reduction to the allocations and the second quarter budgets.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 1, 2011

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 6 RATIFICATION OF CONTRACTS AND CONSULTANTS

Requested Action: Ratification

Approved by: Chui L. Tsang, Superintendent/President

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

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

Approved by Board of Trustees: 9/8/08

Reference: Education Code Sections 81655, 81656

	Provider/Contract	Term/Amount	Service	Funding Source
A	GreenTech Ventures	November 9 – December 30, 2011 Not to exceed \$5,000	The Consultant shall provide training in Computer Fundamentals and MS Office 2003 Fundamentals. This training is for the contract with New Direction and will result in 72 training hours at the VA Building where 16-32 veteran students will be trained for 12 days of three-hour sessions. The training curriculum is designed to give educational experience learning about computers and its various programs and capabilities.	Workforce Consolidated Contract Education (100%)
<i>Requested by: Patricia G. Ramos, Dean, Workforce & Economic Development</i>				
<i>Approved by: Jeff Shimizu, Vice-President, Academic Affairs</i>				
B	Iron Mountain	November 1, 2011 – October 31, 2014 \$7,000	Iron Mountain provides off-site storage for the College's mission critical data backup media as a disaster recovery measure in case of all local resources are destroyed or inaccessible. This is a new three-year agreement for data protection and recovery for Information Technology. This agreement reduced costs by 30% and maintains increases until year three of the contract at 3 percent.	General Fund
<i>Requested by: Jocelyn Chang, Director of Information Technology</i>				
<i>Approved by: Randy Lawson, Executive Vice President</i>				

C	Jill Klein, Esquire	February 1, 2012 – June 30, 2012 \$10,000	This consultant shall serve as an additional source as a Hearing Officer for Classified Personnel.	General Fund
Requested by: <i>Dori Mac Donald, Director of the Classified Personnel</i> Approved by: <i>Marcia Wade, Vice President, Human Resources</i>				
Recommendation No. 6-D was tabled				
D	Jonathan Fantroy	January 3, 2012 – June 30, 2012 \$50 per hour (not to exceed 20 hours per week), total \$22,000	The consultant will provide supplemental instruction and tutoring to Upward Bound participants in math and science.	TRIO/Upward Bound Grant
Requested by: <i>Roberto Gonzalez, Associate Dean, Student Success Initiatives</i> Approved by: <i>Mike Tuitasi, Vice-President, Student Affairs</i>				
E	Kathleen Soto-Gomez	January 3, 2012 – June 30, 2012 \$35 per hour (not to exceed 25 hours per week), total \$19,250	The consultant will serve as an Upward Bound advisor, will visit the target high schools weekly and conduct workshops during the academic year.	TRIO/Upward Bound Grant
Requested by: <i>Roberto Gonzalez, Associate Dean, Student Success Initiatives</i> Approved by: <i>Mike Tuitasi, Vice-President, Student Affairs</i>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 1, 2011

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7 RESOLUTION TO APPROVE NEW KAISER PERMANENTE 2012 RATE FOR PLAN 1156

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

As per Article 10.5 – Hourly Employees in the agreement between the Santa Monica Community College District and the Faculty Association, the District shall contribute an amount equal to the single party Kaiser Health Maintenance Plan premium not under PERS. Effective January 1, 2012, the single party Kaiser Health Maintenance Plan premium will increase by 6.8%. The annual dollar change will be \$144,593. The District contribution shall be as follows:

\$473.70 per month (\$710.55 per month eighthly), effective January 1, 2012.

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*

ESTABLISH

Effective Date

Director, STEM Initiatives

11/2/11

Comment: This position will provide administrative leadership for the recently awarded Department of Education Science, Technology, Engineering, and Mathematics (STEM) Grant. This is a five-year, \$5.8 million federal award in conjunction with UCLA to recruit and provide support for underrepresented students in STEM areas of study.

ELECTIONS

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

ADJUNCT FACULTY

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 1, 2011

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 9 HEALTH REIMBURSEMENT ARRANGEMENT
(HRA) ADOPTION AGREEMENT**

Requested Action: Approval/Ratification

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

Establish a Health Reimbursement Arrangement (HRA) Adoption Agreement for SMCCD Classified Employees represented by California School Employees Association, Chapter 36 ("CSEA"). This Health Reimbursement Arrangement Adoption Agreement with Keenan and Associates will include classified employees as an additional class of employees. This class is listed as "Class C" (Classified) and is effective January 1, 2012.

The negotiated Agreement between the District and CSEA was ratified by the Board of Trustees at its October 4, 2011 meeting and by CSEA membership on October 12, 2011. Article 12 of this Agreement contains a provision which adds classified employees as an employment category eligible for a Health Reimbursement Arrangement which meets the requirements of Section 105 of the Internal Revenue Service Code of 1986, as amended.

The District presently has a service agreement contract with Keenan and Associates and with MidAmerica Administrative Solutions, Inc. ("MidAmerica") which will add the classified employees category to its Health Reimbursement Adoption Agreement for inclusion of classified employees represented by CSEA, Local 36. An additional 451 classified employees will be offered the HRA. There will be a one-time deposit of \$641,225.00 made by the District for the additional HRAs. The funds will be held in a group annuity contract. The one-time breakdown of the HRA options are for classified employees with the following health benefits plans as of December 31, 2011:

Health Maintenance Organization:	\$1,000.00
PersChoice:	\$1,000.00
PersCare (single person)	\$2,000.00
PersCare (two-party):	\$3,000.00
PersCare (Family – 3 and above):	\$4,000.00

The District will pay to the provider, each quarter, \$7.00 per active participant.

Part time employees shall receive pro-rated payment of the applicable benefit equal to the percentage of the part-time employees full time equivalency.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 1, 2011

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 10 CLASSIFIED PERSONNEL - REGULAR

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

ESTABLISH/ABOLISH

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

ABOLISH

Costume Designer (1 position) Theatre Arts, 12 months/20 hours/Varied Hours	10/10/11
C C Police Dispatcher (1 position) Campus Police, 12 mos, 30 hours, NSII	11/01/11

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

ELECTIONS

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

PROBATIONARY

Geller, Lori, Administrative Assistant I, Music Department	10/24/11
Johnson, Gail, Administrative Assistant II, Madison Theatre	10/03/11

VOLUNTARY TRANSFER (CSEA/DISTRICT AGREEMENT)

Rogers, George From: Student Services Clerk, ISC, 12 mos, 40 hours To: Student Services Clerk, Matriculation, 12 mos, 40 hours	11/01/11
Rutledge, Kristie From: Costume Designer, Theatre Arts, 12 mos, 20 hours, Varied Hours To: Costume Designer, Theatre Arts, 11 mos, 30 hours, Varied Hours	10/10/11

EDUCATIONAL PAY DIFFERENTIAL

Echeverria, Alberto, C. C. Police Officer, Campus Police	.75%	11/01/11
Goldsmith, Christine, Switchboard Operator, Telecomm	1.5%	11/01/11
Pierce, Courtney P., Lead Custodian, Operations	1.5%	11/01/11
Yu, Michelle, Administrative Clerk, Human Resources	.75%	11/01/11

VOLUNTARY TRANSFER (CSEA/DISTRICT AGREEMENT)

Levin, Simon From: C C Police Dispatcher, Campus Police, 12 mos, 30 hours, NSII To: C C Police Dispatcher, Campus Police, 12 mos, 40 hours, Varied Hours	11/01/11
--	----------

SEPARATIONS

RESIGNATION

Joseph, Mia, Administrative Clerk, Community Relations	10/28/11
Rojas, Louis, Custodial Operations Supervisor, Operations	10/26/11

RETIREMENT

Levine, Stephen E., Media Services Coordinator, Media Services (17+ years)	12/31/11
McKeever, Kathlyne, Program Coordinator – Continuing and Community Ed (18+ years)	12/31/11
Ybarra, Robert, Lead Custodian, Operations (35+ years)	12/31/11

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 1, 2011

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11 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.

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

Blair, Lauren E, Costume Designer, Theatre Arts	10/05/11-12/31/11
Dunham, Leonard, Theatre Tech Specialist, SMC Performing Arts	10/18/11-06/30/12
Durra, John L, Accompanist-VOICE, Music	09/26/11-12/31/11
Martin, Esteban, Shuttle Driver, TRIO	10/15/11-12/25/11
Jimenez Oaxaca, Jose, Shuttle Driver, TRIO	09/17/11-12/25/11
Sammons, Michael, Theatre Tech Specialist, SMC Performing Arts	09/23/11-06/30/12
Spielberg, Barbara, Student Services Clerk, Pico Partners	09/26/11-12/31/11

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.

Lagunas, Crystal, Sign Language Interpreter II, Disabled Students	08/01/11-08/31/11
Lui, Diana Y R, Student Services Clerk, Financial Aid	10/17/11-12/20/11
Myers, Valerie W, Student Services Clerk, Financial Aid	10/17/11-12/20/11

RECOMMENDATION NO. 12 CLASSIFIED PERSONNEL - NON MERIT

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

STUDENT EMPLOYEES

College Student Assistant, \$8.00/hour (STHP)	69
College Work-Study Student Assistant, \$8.00/hour (FWS)	115
CalWorks, \$8.00/hour	3

SPECIAL SERVICES

Community Services Specialist 2, \$50.00/hour	1
---	---

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 1, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 FACILITIES

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

13-A CHANGE ORDER NO. 3 – BUNDY CLASSROOM COMPLETION

Change Order No. 3 – WAISMAN CONSTRUCTION on the Bundy Classroom Completion project in the amount of \$15,689:

Original Contract Amount	\$1,860,000
Previously Approved Change Orders	21,418
Change Order No. 3	<u>15,689</u>
Revised Contract Amount	\$1,897,107
Original Contract Time	246 days
Previous Time Extensions	<u>0 days</u>
Revised Contract Time	246 days
Time Extension this Change Order	<u>0 days</u>
Current Revised Contract Time	246 days

Funding Source: Measure AA

Comment: Change Order No. 3 – Provides labor and material for the installation of a new frame at the 1st floor, the installation and re-routing of a new vent and cold and hot water lines on the 4th floor, the installation of 8”x8” access panel into existing chase on the South wall of Classroom 415 to provide access for future maintenance and the conduit to provide power to the combination fire smoke damper at the 4th floor along the west wall of Hall 426. Also provides for the testing required to be done at the roof and for relocation of existing conduits in Room 121 to improve existing aesthetic conditions.

13-B PROJECT CLOSE OUT – STUDENT SERVICES ENTRY GARDEN RE-BID

Subject to completion of punch list items by SOUTH BAY LANDSCAPE, INC. authorize the District Representative without further action of the Board of Trustees, to accept the project described as STUDENT SERVICES ENTRY GARDEN RE-BID as being complete upon completion of punch list items by SOUTH BAY LANDSCAPE, INC. The District Representative shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance disbursement of the final payment is authorized.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 1, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 FACILITIES *(continued)*

13-C AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES - HEALTH/PE/FITNESS/DANCE AND CENTRAL PLANT

Amend the agreement with GENSLER for the Health/PE/Fitness/Dance and Central Plant Building for \$675,000.

Original Contract Amount	\$3,589,000
<u>Amendment # 1</u>	<u>675,000</u>
Total to Date	\$4,264,000

Funding Source: Measure S, AA

Comment: The scope of the project has changed during the planning process which has resulted in additional work for the architect. Most of the effort has been to redesign underutilized space in the existing Gymnasium building for part of the program instead of adding more expensive new construction. The resulting design changes have increased the amount of usable space available to the programs in the building without increasing the overall construction cost. Additions to the project also include new landscaping between Parking Structure 3 and HSS as well as between the Gym and the Library.

13-D AMENDMENT TO AGREEMENT FOR PROJECT CONSULTING SERVICES – MALIBU CAMPUS

Amend the agreement approved by the Board of Trustees on October 4, 2011 with MASOUD MAHMOUD to m2 STRATEGIC, in an amount not to exceed \$50,000 plus reimbursable expenses.

Funding Source: Measure S

Comment: The consultant requested that the contract be in the name of the business. All the other terms of the agreement are the same.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 1, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 BUDGET TRANSFERS

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

14-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: September 21, 2011 to October 19, 2011

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	-2,892
3000	Benefits	0
4000	Supplies	3,955
5000	Contract Services/Operating Exp	531,854
6000	Sites/Buildings/Equipment	-16,435
7000	Other Outgo/Student Payments	-516,482
Net Total:		0

14-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: September 21, 2011 to October 19, 2011

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-8,000
2000	Classified/Student Salaries	-18,976
3000	Benefits	-2,790
4000	Supplies	-7,050
5000	Contract Services/Operating Exp	27,779
6000	Sites/Buildings/Equipment	9,037
7000	Other Outgo/Student Payments	0
Net Total:		0

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 1, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 BUDGET REDUCTION/AUGMENTATION

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

The 2011-2012 adopted Budget will be amended to reflect the following budget reduction/ augmentation.

15-A LAUP WORKFORCE INITIATIVE: FORGING COLLABORATIONS, REMOVING BARRIERS, CREATING PATHWAYS

Granting Agency: Los Angeles Universal Preschool (LAUP)
 Appropriated Funding: \$ (35,446)
 Matching Funds: \$ 0
 Performance Period: July 1, 2011 – June 30, 2012
 Summary: The District has a decrease of \$ (35,466) in Early Start Pathway (LAUP) funding per the Advance Disbursement notification letter for FY2012, the total award for the current year mirrors last year's award amount. The adopted amount of \$364,300 was an estimate. The amended amount is based on actual information just received from the granting agency.

Budget Augmentation: Revenue:
 8000 Local Revenue \$ (35,466)
 Expenditures:
 1000 Certificated Salaries \$ (19,360)
 3000 Benefits \$ (9,600)
 7000 Student Aid \$ (6,506)

15-B CURRICULUM IMPROVEMENT PARTNERSHIP AWARD FOR THE INTEGRATION OF RESEARCH INTO THE UNDERGRADUATE CURRICULUM (CIPAIR)

Granting Agency: National Aeronautics and Space Administration (NASA)
 Appropriated Funding: \$149,951
 Matching Funds: \$ 0
 Performance Period: July 1, 2011 – June 30, 2013
 Summary: The District has an increase of \$149,951 in CIPAIR / NASA funding for year two with the purpose of bridging SMC STEM Education with the NASA mission.

Budget Augmentation: Revenue:
 8000 Federal Revenue \$ 149,951
 Expenditures:
 1000 Certificated Salaries \$ 30,000
 2000 Classified Salaries \$ 15,360
 3000 Benefits \$ 12,700
 4000 Supplies \$ 1,350
 5000 Contracted Services \$ 23,400
 7000 Student Aid \$ 67,141

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 1, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 PAYROLL WARRANT REGISTER

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

September 1 – September 30, 2011 C1B – C2C \$9,020,773.50

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

RECOMMENDATION NO. 17 COMMERCIAL WARRANT REGISTER

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

September 1 – September 31, 2011 4702 – 4742 \$4,543,094.86

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

RECOMMENDATION NO. 18 DIRECT, BENEFIT AND STUDENT GRANT PAYMENTS

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

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

September 1 – September 30, 2011
 D000331 –D000347 \$ 114,044.86
 B000197 – B000262 \$1,303,124.04

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

RECOMMENDATION NO. 19 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
August 1 – August 31, 2011	\$2,458,731.28	\$40,933.79
September 1 – September 30, 2011	\$1,149,195.93	\$41,728.23

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	November 1, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 20 PURCHASING

Requested by: Cynthia Moore, Director of Purchasing

Approved by: Robert Isomoto, Vice President

Requested Action: Approval/Ratification

20-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

September 1 – September 30, 2011 \$7,204,529.53

20-B PURCHASE AGREEMENT AND AUTHORIZATION OF PURCHASE ORDERS

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

- 1) California State University Contract, Contract 2723 and 2724, for Steelcase products for office furniture and ancillary products to October 31, 2015.

INFORMATION ITEM I**SUBJECT: CITIZENS' BOND OVERSIGHT COMMITTEE MEETING**

A meeting of the Santa Monica Community College District Citizens' Bond Oversight Committee was held on Wednesday, October 19, 2011 in Drescher Hall Room 300-E (the Loft) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

1. CALL TO ORDER - 8:04 a.m.**2. ROLL CALL**

Bruce Sultan, Chair – Present
Todd Flora – Absent
Corin Kahn – Present
Nimish Patel – Present
Barry Snell - Present
Christine Thornton – Present
Harrison Wills – Present

Others Present:

Greg Brown, Director of Facilities and Planning
Don Girard, Senior Director, Government Relations/Institutional Communications
Lee Paul, LPI Inc.
Lisa Rose, Committee Coordinator
Charlie Yen, Director, Contracts

3. APPROVAL OF MINUTES – April 20, 2011

Motion was made by Bruce Sultan and seconded by Christine Thornton to approve the minutes of Citizen's Bond Oversight Committee meeting on April 20 2011.

Ayes: 5
Noes: 0
Absent: 1 (Todd Flora)
Abstention 1 (Barry Snell)

4 PUBLIC COMMENTS - None**5. INTRODUCTION OF REAPPOINTED AND NEW MEMBERS**

At its meeting on July 5, 2011, the SMCCD Board of Trustees appointed the following members to the Citizens' Bond Oversight Committee, for a two-year term, 2011-2013:

Clarence Chapman (*resigned in August 2011*)
Barry Snell (*first term*)
Bruce Sultan (*second term*)

At its meeting on October 4, 2011, the SMCCD Board of Trustees appointed Harrison Wills as the student representative for a one-year term, 2011-2012.

6. CITIZENS' BOND OVERSIGHT COMMITTEE ANNUAL REPORT, 2010-2011

Motion was made by Christine Thornton and seconded by Harrison Wills to approve the Annual Report 2010-2011. *Unanimously approved.*

7. REPORTS and DISCUSSION

A schedule of bond construction projects was distributed by Lee Paul, construction program manager. The schedule is arranged by campus sites and includes renderings of the projects that are still in the design phase. The last page shows the construction schedule of all the bond projects, 2012-2017.

Reports Submitted

Measure U

- Project Schedule
- Budget
- Expenditures

Measure S

- Project Schedule
- Budget
- Expenditures

Measure AA

- Project Schedule
- Budget
- Expenditures

Bond Sales/Expenses Report

Highlights of Bond Construction Projects

- The design approval process for the Student Services project experienced significant delay in the Los Angeles Office of the Department of the State Architect (DSA). The entire project has now been transferred to the San Diego Office where they have a better understanding of the project. It is hoped that DSA approval will be granted by February or March 2012 and construction will begin by Summer 2012.
- AET Campus: DSA approval of the parking structure is expected this week, and the District will be going to out to bid immediately for construction to start in January 2012.
- Performing Arts Center East Wing (Measure AA): The planning process is close to completion and construction will begin in 2012.
- Information Technology Relocation: The design phase is close to completion, the project will go to DSA for approval, and construction will begin in 2012.
- Math/Science Building (Measure AA): 40 percent of this project was to be funded by the State. However, the State is not preparing a construction priority list for next year's budget. Therefore, the District will need to look other ways to fund this project and/or restructure the prioritization of bond construction projects within the confines of the bond language. The history of bonds is that funds run out, projects are reprioritized, and/or nothing happens for awhile. The District can shift funds from project to project, but not necessarily from bond to bond. The information from the state was just received four days ago, and it will take awhile to reprioritize the projects. The financial calculations on the Math/Science project will need to be redone since the initial estimates were made when construction costs were very high and have since decreased. All constituencies will need to be consulted. The planning process will take up to two years.

Financial Report

- The Bond Sales/Expenses report includes the 2010-2011 final report and first quarter 2011-2012 report. At this time, most construction projects are in the planning stage. Expenses will increase when construction projects begin.
- Tax-exempt bonds are issued as the need is projected and unspent funds are held by L.A. County and earn interest. Interest earned on funds not spent within three years may be subject to arbitrage calculations. In general, arbitrage is earned when the gross proceeds of an issue earn an investment yield that is materially higher than the yield on the bonds of the issue. In order to keep the bonds tax-exempt status a rebate of the excess interest income may be required to be made to the U.S. Department of the Treasury.
- The audit reports will be presented to the CBOC at the January 2012 meeting.

Articles on Los Angeles Community College District Bond Construction Program

The Los Angeles Times published another article on problems experienced by Los Angeles Community College District Bond Construction Program. There are various investigations taking place, and an audit released by the State Controller is critical of certain procedures by the LACCD. In addition, several of their major construction contracts are being cancelled.

There are numerous differences on how the SMCCD approaches its bond projects, compared to LACCD. Staff reported on the District's practices that result in a successful, positive and transparent bond construction program.

8. SCHEDULE OF MEETINGS, 2011-2012

Wednesdays at 8 a.m.
January 18, 2012
April 18, 2012

9. ADJOURNMENT - 9:11 a.m.

The next meeting of the Citizens' Bond Oversight Committee will be held on Wednesday, January 18, 2012 at 8 a.m. (*location to be determined*).

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 1,, 2011

X. **BOARD COMMENTS AND REQUESTS**

XI. **ADJOURNMENT:** 10:51 p.m.

The meeting was adjourned in memory of **Judith Montgomery**, Emeritus College English literature instructor.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, December 6, 2011** at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

The agenda for the next meeting will include the following:

1. Report: Transfer
2. Report: Total Compensation Systems Actuarial Study of Retiree Health Liabilities (OPEB)
3. Resolution to Support SCA 5 (Simitian)
4. Board Organizational Meeting: Election of Officers for 2012, Seating, Authorization of Signatures