

A G E N D A



SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

REGULAR MEETING
DECEMBER 6, 2011

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

Board Room (Business Building Room 117)

6:00 p.m.– Closed Session
7:00 p.m. – Public Meeting

The complete agenda may be accessed on the
Santa Monica College website:
<http://www.smc.edu/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.

PUBLIC PARTICIPATION ADDRESSING THE BOARD OF TRUSTEES

Members of the public may address the Board of Trustees by oral presentation **concerning any subject that lies within the jurisdiction of the Board of Trustees** provided the requirements and procedures herein set forth are observed:

1. Individuals wishing to speak to the Board at a Board of Trustees meeting during Public Comments or regarding item(s) on the agenda must complete an information card with name, address, name of organization (if applicable) and the topic or item on which comment is to be made.

Five minutes is allotted to each speaker per topic. If there are more than four speakers on any topic or item, the Board reserves the option of limiting the time for each speaker. A speaker's time may not be transferred to another speaker.

Each speaker is limited to one presentation per specific agenda item before the Board, and to one presentation per Board meeting on non-agenda items.

General Public Comments and Consent Agenda

- The card to speak during Public Comments or on a Consent Agenda item must be submitted to the recording secretary at the meeting **before** the Board reaches the Public Comments section in the agenda.
- Five minutes is allotted to each speaker per topic for general public comments or per item in the Consent Agenda. The speaker must adhere to the topic. Individuals wishing to speak during Public Comments or on a specific item on the Consent Agenda will be called upon during Public Comments.

Major Items of Business

- The card to speak during Major Items of Business must be submitted to the recording secretary at the meeting **before** the Board reaches that specific item in the Major Items of Business in the agenda.
- Five minutes is allotted to each speaker per item in Major Items of Business. The speaker must adhere to the topic. Individuals wishing to speak on a specific item in Major Items of Business will be called upon at the time that the Board reaches that item in the agenda.

Exceptions: This time allotment does not apply to individuals who address the Board at the invitation or request of the Board or the Superintendent

2. Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting of the Board of Trustees by uttering loud, threatening, or abusive language or engaging in disorderly conduct shall, at the discretion of the presiding officer or majority of the Board, be requested to be orderly and silent and/or removed from the meeting.

No action may be taken on items of business not appearing on the agenda

Reference: Board Policy Section 1570
Education Code Section 72121.5
Government Code Sections 54954.2, 54954.3, 54957.9

A G E N D A

A meeting of the Board of Trustees of the Santa Monica Community College District will be held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Tuesday, December 6, 2011.

6:00 p.m. Call to Order
 Closed Session
 7:00 p.m. Public Meeting

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

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

Dr. Andrew Walzer, Chair
 Dr. Margaret Quiñones-Perez, Vice-Chair
 Dr. Susan Aminoff
 Judge David Finkel (Ret.)
 Dr. Nancy Greenstein
 Louise Jaffe
 Rob Rader
 Joshua Scuteri, Student Trustee

C PUBLIC COMMENTS ON CLOSED SESSION ITEMS**II. CLOSED SESSION****CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)**

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

Employee Organization: Santa Monica College Faculty Association

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

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

Employee Organization: Santa Monica College Police Officers Association

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Government Code Section 54957)**III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS****D PLEDGE OF ALLEGIANCE****E CLOSED SESSION REPORT (if any)****F PUBLIC COMMENT**

IV. **SUPERINTENDENT'S REPORT**

- Management Association Report
- Recognition:
 - Southern California Convention of the Journalism Association of Community Colleges - Awards to SMC Corsair Newspaper
 - 2011 Faculty of the Year Award: Amber Katherine and Dan Nannini
- Updates:
 - Winter and Spring 2011 Enrollment
 - Review of the SMC Task Force Response to the Board of Governors Student Success Task Force Recommendations
 - Holiday Greetings
 - Holiday Luncheon on December 15, 2011
 - Holiday Dinner on December 16, 2011 for night crew

V. **ACADEMIC SENATE REPORT**

VI. **MAJOR ITEMS OF BUSINESS**

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VII. **CONSENT AGENDA**

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

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VIII. **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.

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X. **BOARD COMMENTS AND REQUESTS**

XI. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Tuesday, January 10, 2012** at 7 p.m. (5:30 p.m. if there is a closed session) Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	December 6, 2011

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM G

SUBJECT: **REPORT: SMCCD ACTUARIAL STUDY OF RETIREE HEALTH LIABILITIES**

SUBMITTED BY: Superintendent/President

SUMMARY: Santa Monica Community College District engaged Total Compensation Systems, Inc. (TCS) to analyze liabilities associated with its current retiree health program as of June 30, 2011 (the valuation date). The numbers in this report are based on the assumption that they will first be used to determine accounting entries for the fiscal year ending June 30, 2011. If the report will first be used for a different fiscal year, the numbers will need to be adjusted accordingly.

This report does not reflect any cash benefits paid unless the retiree is required to provide proof that the cash benefits are used to reimburse the retiree's cost of health benefits. Costs and liabilities attributable to cash benefits paid to retirees are reportable under Governmental Accounting Standards Board (GASB) Standards 25/27.

This actuarial study is intended to serve the following purposes:

- To provide information to enable Santa Monica Community College District to manage the costs and liabilities associated with its retiree health benefits.
- To provide information to enable Santa Monica Community College District to communicate the financial implications of retiree health benefits to internal financial staff, the Board, employee groups and other affected parties.
- To provide information needed to comply with Governmental Accounting Standards Board Accounting Standards 43 and 45 related to "other postemployment benefits" (OPEB's)

This actuarial report includes several estimates for Santa Monica Community College District's retiree health program.

Supplement to Agenda: SMCCD Actuarial Study of Retiree Health Liabilities

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	December 6, 2011

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM H

SUBJECT: **INFORMATION TECHNOLOGY RELOCATION PROJECT UPDATE**

SUBMITTED BY: Superintendent/President

SUMMARY: Morris Architects will present an update on the planning and design of the Information Technology Relocation project. The project is designed to consolidate campus technology resources in one location and provide the proper infrastructure for future growth.

The Information Technology department was relocated into its current space in Drescher Hall immediately following the 1994 Northridge Earthquake. The previous space, in the old Science building was declared to be unsafe. The space they now occupy was originally designed as faculty offices and a tutoring center. The space was quickly reconfigured but never had the proper infrastructure for data processing equipment. Further growth has strained electrical and cooling systems. The current computer server room has no fire protection system.

The plan is to consolidate the campus media and technology resources in one location including the IT department, networking, telecommunications, media and faculty/staff computer training resources. A new building will be built on the current location of the Library Village temporary buildings (just south of the Media Center). The building will connect to the current Media Center and the Media Center will be reconfigured as part of the project.

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	December 6, 2011

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM I

SUBJECT: **TRANSFER PROGRAM**

SUBMITTED BY: Superintendent/President

SUMMARY: The presentation on the SMC Transfer Program by Dan Nannini, Transfer Center Faculty Leader, will provide some of the most recent transfer statistics, along with some analysis on how the state budget crisis might affect the transfer in the future, particularly for SMC students wanting to attend the UC and CSU.

SMC continues to be the number one transfer institution to the University of California. SMC transferred 1,008 students in 2010-11, with the next community college transferring 699 students. UCLA continues to be the favorite destination, with 505 students transferring there. SMC transferred the most Hispanic and African-American students to the University of California in 2010-11, sending 117 Hispanic students and 25 African-American students.

The University of California reduced freshman admission in 2010-11, but increased transfer spots by 500. The University of California continued Transfer Admission Guarantees (TAG) online for 2012. Whereas last year, students could apply for unlimited TAG's, the UC restricted the number to one TAG for 2012. For 2011 admission, 609 SMC students submitted 2,185 TAG's. In 2012, 665 students submitted one TAG each.

The CSU system returned to a bit of normalcy in 2010-11, by admitting transfer students in Spring 2011, for a total of 56,959 students. In 2009-10, CSU admitted 37,647, mainly because they did not accept any transfers in Spring 2010 due to budget cuts. SMC transferred 780 students in 2009-10, and transferred 1054 students in 2010-11, with most of our student attending CSU Northridge. For the CSU, in 2009-10, SMC sent 55 African-Americans and 177 Mexican-American and other Latinos. In 2010-11, SMC sent 66 African-Americans and 271 Mexican-Americans and other Latinos.

Progress continues with the implementation of SB 1440, the Student Achievement Transfer Reform Act. This bill guarantees a place for a CCC transfer student in the CSU system if the student earns a Associate of Arts in for transfer (AA-T) or Science (AS-T) at a California community college with a 2.0 GPA. The AA-T or AS-T degree consists of 60 CSU transferable semester units and completion of either the CSU GE or IGETC and a minimum of 18 units in the major. SMC has one AS-T approved in Mathematics by the CCC Chancellors Office. Although Dan Nannini no longer serves on the SB 1440 Implementation and Oversight Committee, he was invited to offer testimony to Senator Alex Padilla, the author of SB 1440, in July 2011, offering suggestions to improve the implementation of SB 1440. SMC faculty continues discussing AA-T and AS-T degrees for future consideration by the Chancellor's Office.

SMC transferred 168 students to USC in Fall 2011, while the second place institution sent 62 students. SMC also sent the most to Loyola Marymount University.

SMC offered 52 transfer related workshops this Fall 2011, with the following titles:

- How to Transfer to CSU's
- How to Transfer to UC's
- Best Schools for Business and Economics
- How to Transfer to Elite Private Universities
- How to Complete the UC and CSU Application
- How to Write the UC Personal Statement
- Using the Web for Transfer Information-Secret Websites

The College Fair, held twice a year, continues to be one of the largest in the state, if not the largest, hosting more than 130 institutions. The representatives from those institutions that travel to most fairs up and down the state, say the SMC Fair is the largest that they see, and by far, the most well attended.

In addition, there are four-year representatives visiting the campus on a regular basis, meeting with students individually or in workshops. UCLA, Irvine, Berkeley, LMU, USC, Northridge, Dominguez Hills, CSULA are the "regulars", with unique visits from institutions like the City University of London, University of Queensland, Australia, and the Massachusetts College of Art and Design.

The backbone of a healthy transfer culture is articulation. Complete, detailed and up-to-date articulation agreements allow students to take courses that will 'count'. Our Articulation Officer, Estela Narrie, has created and updates articulation agreements with online degree programs, international universities, 17 out-of-state institutions, 35 private California universities, 9 UC's and 23 CSU's. These articulation efforts give students and counselors the confidence and assurance that they are taking what they need to transfer and graduate in a timely manner.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 6, 2011

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1

SUBJECT: **RESOLUTION IN SUPPORT OF SENATE
CONSTITUTIONAL AMENDMENT (SCA) 5**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the following resolution in support of Senate Constitutional Amendment (SCA) 5 sponsored by Senator Joe Simitian to reduce the two-thirds vote requirement on parcel taxes to 55 percent.

WHEREAS, Senate Constitutional Amendment 65 (SCA 5 – Simitian), which reduces the two-thirds vote requirement on parcel taxes, will be acted on by the California State Legislature; and

WHEREAS, reductions in the state General Fund revenue have led to reduced school funding; and

WHEREAS, state General Fund revenue is unstable and erratic, which results in unpredictable funding levels for school districts and county offices of education; and

WHEREAS, parcel tax revenue can provide a stable, predictable source of school revenue; and

WHEREAS, passage of SCA 5 will empower local voters to invest in their schools based on the needs of their communities by requiring a tough, but fair, 55 percent vote to pass local parcel taxes, while protecting taxpayers and homeowners with accountability provisions that will ensure that funds generated from parcel taxes are not wasted or mismanaged; and

WHEREAS, revenue from parcel taxes can be spent according to local priorities and are not subject to state control; and

WHEREAS, the two-thirds vote requirements results in minority rule by requiring two “yes” votes to cancel out one “no” vote; and

WHEREAS, passage of SCA 5 will allow local voters to decide to make investments in their neighborhood schools and community colleges in addition to state funding;

THEREFORE, BE IT RESOLVED that the Santa Monica Community College District Board of Trustees strongly urges the California State Legislature to support and adopt SCA 5.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 6, 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 #2-#18

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

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

VIII. CONSENT AGENDA – Pulled Recommendations

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

RECOMMENDATION NO. 2 APPROVAL OF MINUTES

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

November 1, 2011 (Regular Board of Trustees Meeting)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 6, 2011

CONSENT AGENDA: ACADEMIC AFFAIRS

RECOMMENDATION NO. 3 NEW COURSES, CERTIFICATES AND ASSOCIATE DEGREES

Requested Action: Approval/Ratification

Reviewed by: Georgia Lorenz, Dean, Academic Affairs

Approved by: Jeff Shimizu, Vice President, Academic Affairs

New Courses – Credit

- Anthropology 19: The Culture of Food
- Astronomy 6: Archaeoastronomy
- Cosmetology 14A: Curly Hair Techniques 1
- Cosmetology 14B: Curly Hair Techniques 2
- Cosmetology 46: Nail Care 4/Manicuring 4
- Computer Science 30: MATLAB Programming
- Computer Science 53A: iOS Development with Objective-C
- Computer Science 53B: iOS Mobile App Development
- Computer Science 53C: iOS Advanced Mobile App Development
- Photography 30: Introduction – Techniques of Lighting

Courses Approved for Distance Education

- Computer Science 30: MATLAB Programming
- Computer Science 53A: iOS Development with Objective-C
- Computer Science 53B: iOS Mobile App Development
- Computer Science 53C: iOS Advanced Mobile App Development

Courses Meeting the Global Citizenship Requirement

- Anthropology 19: The Culture of Food
- Astronomy 6: Archaeoastronomy

Associate Degrees

- Associate in Arts for Transfer – Art History (AA-T Art History)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 6, 2011

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 4 AMENDMENT TO ANNUAL CONTRACT FOR KCRW

Requested by: Jennifer Ferro, Director, KCRW

Approved by: Don Girard, Government Relations/Institutional Communications

The following amended annual contract for KCRW is funded by CPB Grant money and KCRW donations.

Provider	Service	Amount
Public Radio International	Institutional Affiliation fee (membership)	Payable upon billing; not to exceed \$95,550 (increase of \$5,000)
	Program Acquisition	Not to exceed \$93,050 (increase of \$3,000)

RECOMMENDATION NO. 5 EXTENSION OF AGREEMENTS FOR AANAPII PROJECT

Provider/ Contract	Term/Amount	Service	Funding Source
Santa Monica College Foundation	Extension of current contract through September 30, 2012 (The agreement was originally approved by the Board of Trustees on May 4, 2010 in the amount of \$130,000.)	The District contracted with the SMC Foundation to develop and implement an alumni program to serve the campus community, as a component of the Asian American and Pacific Islander Achievement Project.	U.S. Department of Education/Asian American and Native American Pacific Islander-serving Institutions Grant (AANAPISI)/ Asian American and Pacific Islander Achievement Project
UCLA's Center for Community College Partnerships (CCCP)	Extension of current contract through September 30, 2012 (The agreement was originally approved by the Board of Trustees on May 4, 2010 and extended on July 5, 2011 in the amount of \$250,000.)	The District contracted with UCLA's Center for Community College Partnerships (CCCP), as a component of the Asian American and Pacific Islander Achievement (AAPIA) Project.	U.S. Department of Education/ Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI) Grant
<p>Comment: The Department of Education granted the AANAPISI program a 12-month no-cost extension to allow additional time to complete any unfinished grant activities and to close any unpaid invoices. The extensions to the two sub-awards will be used specifically to pay outstanding invoices for summer programs and alumni association activities that have already been carried out. No additional monies will be requested or budgeted and no new activities will be established</p>			
<p>Requested by: Regina Jennings, Project Manager, Asian American & Pacific Islander Achievement (AAPIA) Project Approved by: Jeff Shimizu, Vice-President, Academic Affairs</p>			

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 6, 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	Sean McFarland Tom DeWit	December 9, 2011 February 16, 2012 February 17, 2012 April 20, 2012 Not to exceed \$6,400	The consultants will conduct ongoing Acceleration in Context (AIC) staff development workshops for faculty as part of the Basic Skills Initiative. Faculty will explore their disciplines, designing and developing effective practices in the classroom based on an acceleration model. To supplement these on-site events, they will also provide access to AIC materials, the AIC website, webinars, the AIC network, and 24/7 technical support.	Basic Skills Initiative (100%)

Requested by: Roberto Gonzalez, Associate Dean, Student Success Initiatives

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

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7 ACADEMIC PERSONNEL

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

ELECTIONS

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

NEW FULL-TIME FACULTY, SPRING 2012

Louie, Walt, Digital Post Production 02/13/12

REASSIGNMENT OF PROJECT MANAGER

Demorst, Wendy, Project Manager
 To: TRIO- Student Support Services Grant 01/09/12 – 06/30/12
 From: HIT Recruitment/Job Placement

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	December 6, 2011

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 8 CLASSIFIED PERSONNEL - REGULAR

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

ESTABLISH/ABOLISH POSITIONS

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

	<u>EFFECTIVE DATE</u>
<u>ABOLISH</u>	
Athletic Activities Assistant (1 position) Athletics/Physical Education, 11 months/40 hours/Varied Hours	01/01/12
Administrative Assistant I - Latino Center (12 months, 40 Hours a week)	12/07/11
<u>ESTABLISH</u>	
Athletic Equipment Specialist (1 position) Athletics/Physical Education, 11 months/40 hours/Varied Hours	12/07/11
Student Services Assistant - Black Collegians and the Latino Center (12 months, 40 Hours a week)	12/07/11
<u>ELECTIONS</u>	
All personnel assigned into authorized positions will be elected to employment (merit system) in accordance with district policies and salary schedules.	
<u>PROBATIONARY</u>	
Ciciora, Jeanette, Student Services Clerk, Pico Partnership	11/21/11
<u>PROMOTION</u>	
Pena, Brian	11/08/11
From: Programmer Analyst II, MIS	
To: Information Systems Support Specialist, MIS	
<u>REASSIGNMENT OF PERMANENT EMPLOYEE</u>	
Murray, Shanita,	01/02/12
From: Administrative Secretary, AAPIA Project	
To: Administrative Secretary, Upward Bound	
<u>VOLUNTARY TRANSFER (CSEA/DISTRICT AGREEMENT)</u>	
Yu, Michelle	11/28/11
From: Administrative Clerk, Human Resources, 12 mos, 40 hours	
To: Administrative Clerk, Superintendent/President's Office, Community Relations, 12 mos, 40 hours	

WORKING OUT OF CLASSIFICATION

Moss, Lisa, Career Services Advisor, 100%
for 90 working days or until incumbent returns (whichever comes first)

12/05/11

SEPARATIONS

UNPAID LEAVES OF ABSENCE

Agard, Cheryl, Administrative Assistant I, Campus Police
Kolbly, Joseph, Instructional Assistant – Math, Mathematics Department

11/01/11 -11/18/11
01/03/12 - 02/09/12

RETIREMENT

Gomez, Clara, Student Services Specialist – F. A., Financial Aid (31 +)
Ponce, Robert F., Skilled Maintenance Worker, Maintenance (27+ years)
Williams, Don A., Skilled Maintenance Worker, Maintenance (21+ years)

12/30/11
12/29/11
12/30/11

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 6, 2011

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9 CLASSIFIED PERSONNEL – LIMITED DURATION

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

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

ELECTIONS

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

Brown, Carla, Cash Receipts Clerk, Bursar’s Office	11/28/11-01/13/12
Cruse, Mitchell, Shuttle Driver, Transportation	08/10/11-09/23/11
Gerhold, Thomas, Accompanist-VOICE, Emeritus	01/03/11-06/19/11
Goodarzania, H. John, Cash Receipts Clerk, Bursar’s Office	11/28/11-01/13/12
Gountoumas, Kasiani, Registered Nurse, Health Services	11/01/11-01/25/12
Marcus, Liza, Administrative Assistant I, Bundy Campus	11/07/11-06/29/12
Note: On Call Assignment - Bundy Campus	
Rubin, Cynthia D, Cash Receipts Clerk, Bursar’s Office	11/28/11-01/13/12
Solomon, Taiesha, Cash Services Clerk, Bursar’s Office	11/28/11-01/13/12
Vega, Carmen, Registration Info Clerk, Bursar’s Office	05/16/11-06/10/11

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.

Chase, Gerald, Registration/ Information Clerk, Bursar’s Office	12/12/11-01/13/12
Adebowale, Lena, Cash Receipts Clerk, Bursar’s Office	12/12/11-01/13/12
Abdulhafiz, Meymuna, Bookstore Clerk/Cashier, Bookstore	12/12/11-01/13/12
Abel, Teneka, Bookstore Clerk/Cashier, Bookstore	01/03/12-01/13/12
Arenas, Leyla, Bookstore Clerk/Cashier, Bookstore	12/12/11-01/13/12
Ashby, Deanna, Bookstore Clerk/Cashier, Bookstore	12/12/11-01/13/12
Banks, Nichole, Bookstore Clerk/Cashier, Bookstore	12/12/11-01/13/12
Baskin, Patricia, Bookstore Clerk/Cashier, Bookstore	12/12/11-01/13/12
Benvenuto, Arlene, Cash Receipts Clerk, Bursar’s Office	12/12/11-01/13/12
Calman, Cilo, Bookstore Clerk/Cashier, Bookstore	12/12/11-01/13/12
Cannon, Ameenah, Bookstore Clerk/Cashier, Bookstore	12/12/11-01/13/12
Chang, Tony, Bookstore Clerk/Cashier, Bookstore	12/12/11-01/13/12
Davis, Melinda, Bookstore Clerk/Cashier, Bookstore	12/12/11-01/13/12
Dear, Kathleen, Bookstore Clerk/Cashier, Bookstore	12/12/11-01/13/12
Devine Jr, Robert, Bookstore Clerk/Cashier, Bookstore	12/12/11-01/13/12
Friedland, Shane, Bookstore Clerk/Cashier, Bookstore	12/12/11-01/13/12
Garcia, Lucy, Bookstore Clerk/Cashier, Bookstore	12/12/11-01/13/12
Godlock, Yadira, Bookstore Clerk/Cashier, Bookstore	12/12/11-01/13/12
Grau, Donald, Bookstore Clerk/Cashier, Bookstore	12/12/11-01/13/12
Hardister III, Harold, Bookstore Clerk/Cashier, Bookstore	12/12/11-01/13/12

Hassen, Nuritu, Bookstore Clerk/Cashier, Bookstore	12/12/11-01/13/12
Harris, Renee, Bookstore Clerk/Cashier, Bookstore	01/03/12-01/13/12
Hrast, Tanja, Bookstore Clerk/Cashier, Bookstore	01/03/12-01/13/12
Juarez, Jorge, Bookstore Clerk/Cashier, Bookstore	12/12/11-01/13/12
Lam, Albert, Bookstore Clerk/Cashier, Bookstore	12/12/11-01/13/12
Liu, Diana, Bookstore Clerk/Cashier, Bookstore	01/03/12-01/13/12
Lopez, Jose, Bookstore Clerk/Cashier, Bookstore	12/12/11-01/13/12
Mehary, Mehret, Bookstore Clerk/Cashier, Bookstore	12/12/11-01/13/12
Micas, Donna, Bookstore Clerk/Cashier, Bookstore	01/03/12-01/13/12
Miles, Shadae, Bookstore Clerk/Cashier, Bookstore	12/12/11-01/13/12
Nwonwu, Vergie, Bookstore Clerk/Cashier, Bookstore	12/12/11-01/13/12
Omerigbo, Dibiansi, Bookstore Clerk/Cashier, Bookstore	12/12/11-01/13/12
Pabst, Ester, Bookstore Clerk/Cashier, Bookstore	12/12/11-01/13/12
Pacheco, Wendy, Bookstore Clerk/Cashier, Bookstore	12/12/11-01/13/12
Ponce, Robert, Bookstore Clerk/Cashier, Bookstore	12/12/11-01/13/12
Sanchez, Oscar, Bookstore Clerk/Cashier, Bookstore	12/12/11-01/13/12
Santamaria, Bladimir, Bookstore Clerk/Cashier, Bookstore	12/12/11-01/13/12
Shine, Kevin, Cash Receipts Clerk, Bursar's Office	12/12/11-01/13/12
Smith, Roya, Bookstore Clerk/Cashier, Bookstore	01/03/12-01/13/12
Sutton, Bobbi, Bookstore Clerk/Cashier, Bookstore	12/12/11-01/13/12
Thielking, Alan, Bookstore Clerk/Cashier, Bookstore	12/12/11-01/13/12
Valadez, Jorge, Bookstore Clerk/Cashier, Bookstore	12/12/11-01/13/12
Walker, Terence, Bookstore Clerk/Cashier, Bookstore	12/12/11-01/13/12
Yapkowitz, David, Bookstore Clerk/Cashier, Bookstore	12/12/11-01/13/12
Yogi, Nancy, Bookstore Clerk/Cashier, Bookstore	12/12/11-01/13/12

RECOMMENDATION NO. 10 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)	36
College Work-Study Student Assistant, \$8.00/hour (FWS)	26

SPECIAL SERVICES

Art Models, \$18/hour	23
Community Services Specialist 2, \$50.00/hour	36

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 6, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 AUTHORIZATION OF SIGNATURES FOR CONTRACTS FOR PICO PROMISE TRANSFER ACADEMY

Requested Action: Approval/Ratification for fiscal year 2011-2012
Requested by: Roberto Gonzalez, Associate Dean, Student Success Initiatives
Approved by: Robert Isomoto, Vice-President, Business/Administration

Name/Title	Contracts and Contract Exhibits	Program Documents/ Status Reports	Budgetary Documents/ Fiscal Status Reports
Dr. Chui L. Tsang Superintendent/President	X	X	X
Michael Tuitasi Vice-President, Student Affairs		X	
Robert Isomoto Vice-President, Business and Administration	X		X

Comment: The City of Santa Monica Human Services Grants Program requires the Board of Trustees to authorize individuals to execute contracts, contract amendments, program plans, budgets, budget modification requests, program status reports and/or fiscal status reports on behalf of the College for the Pico Promise Transfer Academy during fiscal year 2011-2012.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 6, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 FACILITIES

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

12-A AMENDMENT OF CONTRACT FOR NEW CARPET TILES

Provider/Contract	Term/Amount	Service	Funding Source
Reliable Floor Covering	Increase of \$17,572 (originally approved on October 4, 2011 for the amount of \$75,788)	Amend the contract for carpet tile for 2714 Pico Blvd. to include carpet installation at Airport Arts Campus Change Order 1	General Fund, Fund 40

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 6, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 BUDGET TRANSFERS

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

13-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: October 20, 2011 to November 17, 2011

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	-839
3000	Benefits	0
4000	Supplies	6,125
5000	Contract Services/Operating Exp	4,449
6000	Sites/Buildings/Equipment	3,265
7000	Other Outgo/Student Payments	-13,000
Net Total:		0

13-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: October 20, 2011 to November 17, 2011

Budget Transfers:

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-3,208
2000	Classified/Student Salaries	39,806
3000	Benefits	-17,732
4000	Supplies	-61,661
5000	Contract Services/Operating Exp	52,836
6000	Sites/Buildings/Equipment	-10,041
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	December 6, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 BUDGET AUGMENTATION

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

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

14 -A BOARD FINANCIAL ASSISTANCE PROGRAM (BFAP)

Granting Agency:	State of California	
Appropriated Funding:	\$ 5,000	
Matching Funds:	None	
Performance Period:	July 1, 2011 – June 30, 2012	
Summary	The District qualifies for an additional \$5,000 in BFAP funding per the Advance Apportionment report issued by the Chancellor's Office.	
Budget Augmentation:	Revenue:	
	8000 State Revenue	\$5,000
	Expenditures:	
	1000 Academic Salary	\$5,000

RECOMMENDATION NO. 15 PAYROLL WARRANT REGISTER

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

October 1 – October 31, 2011 CIC – C2D \$9,813,033.12

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

RECOMMENDATION NO. 16 COMMERCIAL WARRANT REGISTER

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

October 1 – October 31, 2011 4744 – 4782 \$7,927,393.51

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 6, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 DIRECT, BENEFIT AND STUDENT GRANT PAYMENTS

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

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

October 1 – October 31, 2011	
D000348 – D000592	\$ 367,180.95
B000263 – B000343	\$ 153,558.04
ST00001 – ST00025	\$ 1,688.00

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

RECOMMENDATION NO. 18 AUXILIARY PAYMENTS AND PURCHASE ORDERS

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

	Payments	Purchase Orders
October 1 – October 31, 2011	\$1,058,831.32	\$35,736.61

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	December 6, 2011

ORGANIZATIONAL FUNCTIONS

RECOMMENDATION NO. 20

SUBJECT: AUTHORIZED SIGNATURE RESOLUTION

REQUESTED ACTION: It is recommended that the Board of Trustees authorize the following Santa Monica College administrators to sign District documents as indicated.

Name/Title	Warrants	Orders for Salary Payment	Notices of Employment	Contracts	Auxiliary Warrants	Purchase Orders
Dr. Chui L. Tsang Superintendent/President	X	X	X	X	X	X
Randal Lawson Executive Vice-President	X	X	X	X	X	X
Robert Isomoto Vice-President, Business and Administration	X	X		X	X	X
Marcia Wade Vice-President, Human Resources			X	X		
Christopher Bonvenuto Director, Fiscal Services	X	X		X	X	X
George Prather Director of Auxiliary Services				X	X	X
Cynthia Moore Director of Purchasing				X		X

It is further recommended that the "Certification of Signatures" be completed and filed with the County Superintendent of Schools. The signatures shall be considered valid for the period of December 8, 2011 through December 31, 2012.

COMMENT: The County Superintendent of Schools requires that the Certification of Signatures be approved at the annual organizational meeting of the Board of Trustees which is held within a 15-day period that commences with the date upon which a governing board member elected takes office.

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	December 6, 2011

ORGANIZATIONAL FUNCTIONS

RECOMMENDATION NO. 21

SUBJECT: **ELECTION OF OFFICERS OF THE BOARD OF TRUSTEES FOR 2012**

21-A REQUESTED ACTION: It is recommended that the election be held for Chair of the Board of Trustees of the Santa Monica Community College District.

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

21-B REQUESTED ACTION: It is recommended that the election be held for Vice-Chair of the Board of Trustees of the Santa Monica Community College District.

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

21-C REQUESTED ACTION: It is recommended that Superintendent/President Chui L. Tsang be elected Secretary to the Board of Trustees; Executive Vice-President Randal Lawson, be elected Assistant Secretary to the Board of Trustees; and Coordinator, District/Board of Trustees Office Lisa Rose, be elected Recording Secretary to the Board of Trustees.

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

COMMENT: In accordance with Board Policy 1170, the officers and auxiliary personnel of the Board of Trustees of the Santa Monica Community College District shall consist of a chair, vice-chair, secretary, assistant secretary and recording secretary.

ORGANIZATIONAL FUNCTION J

SUBJECT: **SEATING ARRANGEMENT OF THE BOARD OF TRUSTEES**

The Board of Trustees will be seated according to Board Policy 1260 with the Board Chair in the middle, the Vice-Chair to the left of the Chair, the Superintendent to the right of the Chair, and the Student Trustee in the designated Student Trustee position. Seating arrangement of other trustees will be determined by the drawing of numbers.

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 6, 2011

X. **BOARD COMMENTS AND REQUESTS**

XI. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, January 10, 2012** at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

Regular Meeting - January 10, 2012

- Report: Legislative Update
- 2012-2013 Non Resident Tuition Rate

Regular Meeting - February 7, 2012

- Report: Enrollment Priorities
- Budget Report/Receipt of Quarterly Budget Report
- Receipt of Audit Report
- Information: CBOC Quarterly Meeting

Board Study Session – February 21, 2012

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