

# M I N U T E S



## SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

TUESDAY, DECEMBER 6, 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.*

## 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, December 6, 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  
 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 – Amber Katherine
- E CLOSED SESSION REPORT The Board of Trustees voted to accept a recommendation from the/Superintendent/Superintendent to suspend one classified employee without pay for a period of 3 days (24 hours). This suspension will be implemented beginning December 7, 2011.  
  
 AYES        6  
 NOES        0  
 ABSENT:    1 (Finkel)

III. **PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS** *(continued)*

F PUBLIC COMMENT

Harrison Wills  
David Burak

IV. **SUPERINTENDENT'S 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
  - Vice-Chair Margaret Quinones-Perez has been reappointed as an Associate member of the 2011-2012 ACCT Finance and Audit Committee
  - Santa Monica College was selected for the 2011 Economic Excellence Award by the Santa Monica Chamber of Commerce
- Updates:
  - Winter and Spring 2011 Enrollment
  - Review of the SMC Task Force Response to the Board of Governors Student Success Task Force Recommendations
  - Budget Update
  - 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**

- G Report: SMCCD Actuarial Study of Retiree Health Liabilities
- H Information Technology Relocation Project Update
- I Report: Transfer Program
- #1 Resolution in Support of Senate Constitutional Amendment (SCA) 5

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**

- #2 Approval of Minutes: November 1, 2011 (Regular Meeting)  
November 15, 2011 (Special Meeting)

**Academic Affairs**

- #3 New Courses, Certificates and Associate Degrees

VII. **CONSENT AGENDA** (continued)

**Grants and Contracts**

- #4 Amendment to Annual Contract for KCRW
- #5 Extension of Agreements for AANAPII Project
- #6 Ratification of Contracts and Consultants

**Human Resources**

- #7 Academic Personnel
- #8 Classified Personnel – Regular
- #9 Classified Personnel – Limited Duration
- #10 Classified Personnel – Non Merit

**Facilities and Fiscal**

- #11 Authorization of Signatures for Contracts for Pico Promise Transfer Academy
- #12 Facilities
  - A Amendment of Contract for New Carpet Tiles
- #13 Budget Transfers
- #14 Budget Augmentation
- #15 Payroll Warrant Register
- #16 Commercial Warrant Register
- #17 Direct, Benefit and Student Grant Payments
- #18 Auxiliary Payments and Purchase Orders
- #19 Purchasing
  - A Award of Purchase Orders
  - B Disposal of Surplus Audio-Visual Equipment

VIII. **CONSENT AGENDA – Pulled Recommendations**

IX. **ORGANIZATIONAL FUNCTIONS**

- #20 Authorized Signature Resolution
- #21 Election of Officers of the Board of Trustees for 2012
  - J Seating Arrangement of the Board of Trustees

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.

**IV. SUPERINTENDENT'S REPORT**

- Recognition:
  - Southern California Convention of the Journalism Association of Community Colleges: The Board of Trustees presented certificates of recognition to many of the student newspaper Corsair staffers in recognition of the 24 awards the paper received in the 2011 Southern California Convention of the Journalism Association of Community Colleges.
  - 2011 Faculty of the Year Awards: The Board of Trustees presented certificates of recognition to philosophy professor Amber Katherine and Transfer Center Faculty Leader Dan Nannini for being selected 2011 Co-Faculty of the Year by the SMC Academic Senate.
  - Vice-Chair Margaret Quinones-Perez has been reappointed as an Associate member of the 2011-2012 ACCT Finance and Audit Committee
  - Santa Monica College was selected for the 2011 Economic Excellence Award given by the Santa Monica Chamber of Commerce. The award, which will be officially presented January 26, 2012 to the college at the Chamber's annual State of the City, recognizes organizations that have served as a driving economic force through employment, stability and overall community participation.
- Updates:
  - Winter and Spring 2011 Enrollment: Five days into the enrollment period, the Winter 2012 session, which is larger than the 2011 session, is already 48 percent full, and Spring 2012 classes are at 34 percent capacity. Enrollment activity is "very robust," and not all students have even yet been given access to sign up for classes in winter or spring.
  - Review of the SMC Task Force Response to the Board of Governors Student Success Task Force Recommendations: SMC's detailed response to the widely debated California Community Colleges' Board of Governors Student Success Task Force Recommendations were presented. . The issue sparked "lively debate" in the college's Student Success Task Force co-chaired by Executive Vice-President Randy Lawson and Academic Senate President Janet Harclerode, but a consensus was reached on the state's recommendations, many of which SMC already practices. The SMC Task Force response is posted at:  
[http://www.smc.edu/ACG/Documents/Board%20of%20Trustees%20Meetings/Board\\_of\\_Trustees\\_Meetings/2011/SSTF%20Response%20Task%20Force%20Recommendations.pdf](http://www.smc.edu/ACG/Documents/Board%20of%20Trustees%20Meetings/Board_of_Trustees_Meetings/2011/SSTF%20Response%20Task%20Force%20Recommendations.pdf)

**IV. SUPERINTENDENT'S REPORT** *(continued)*

- Budget Update: It is still unclear whether mid-year state budget cuts will be triggered, but the Legislative Analyst's Office recently projected that revenues will be down by \$3.4 billion this fiscal year. Under the terms of the 2011-12 state budget, mid-year cuts can be triggered by a number of factors, including a revenue shortfall of \$2 billion or more. However, the LAO has said its estimate could be as much as \$2 billion off. Meanwhile, Governor Jerry Brown and other organizations in the state have started petition drives to put on the state ballot next fall various measures that would increase taxes. In addition, Governor Brown will be unveiling his proposed 2012-13 state budget on January 10, 2012.
- Holiday Greetings
  - Holiday Luncheon on December 15, 2011
  - Holiday Dinner on December 16, 2011 for night crew

**V. ACADEMIC SENATE REPORT** – Janet Harclerode, President

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
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.

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
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 presented 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.

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
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, provided 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.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
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:                       Susan Aminoff  
 SECONDED BY:                            David Finkel  
 STUDENT ADVISORY:                    Aye  
 AYES:                                        7  
 NOES:                                       0

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
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: #8

Action on Consent Agenda excluding Recommendation No. 8

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

**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. #8 – Classified Personnel

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

**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)
- November 15, 2011 (Special Board of Trustees Meeting)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
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)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
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 (CCCCP)	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 (CCCCP), 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. <b>No additional monies will be requested or budgeted and no new activities will be established</b></p>			
<p>Requested by: Regina Jennings, Project Manager, Asian American &amp; Pacific Islander Achievement (AAPIA) Project Approved by: Jeff Shimizu, Vice-President, Academic Affairs</p>			

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
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%)
<i>Requested by: Roberto Gonzalez, Associate Dean, Student Success Initiatives</i>				
<i>Approved by: Jeff Shimizu, Vice-President, Academic Affairs</i>				
B	Cannon Corp	December 1, 2011 – June 30, 2012  Not to exceed 49,955	The consultant will provide professional land surveying services in support of planned projects at Santa Monica College, specifically identifying the position and alignment of underground utilities.	Measure AA
<i>Requested by: Greg Brown, Director, Facilities Planning</i>				
<i>Approved by: Robert Isomoto, Vice President, Business and Administration</i>				

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	December 6, 2011

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 7      ACADEMIC PERSONNEL**

*Requested Action: Approval/Ratification*

*Reviewed by: Sherri 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

From: HIT Recruitment/Job Placement

01/09/12 – 06/30/12

ADJUNCT FACULTY

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	December 6, 2011

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 8 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 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 (1 position) (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 (1 position) (12 months, 40 Hours a week)	12/07/11
<b><u>ELECTIONS</u></b>	
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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
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.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
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.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
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.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
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 Quail, 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.



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
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: Rob Rader  
 SECONDED BY: Louise Jaffe  
 STUDENT ADVISORY: Aye  
 AYES: 7  
 NOES: 0

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
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 Margaret Quiñones-Perez be elected Chair of the Board of Trustees of the Santa Monica Community College District.

MOTION MADE BY: Nancy Greenstein  
 SECONDED BY: Andrew Walzer  
 STUDENT ADVISORY: Aye  
 AYES: 7  
 NOES: 0

21-B REQUESTED ACTION: It is recommended that Nancy Greenstein be elected Vice-Chair of the Board of Trustees of the Santa Monica Community College District.

MOTION MADE BY: Susan Aminoff  
 SECONDED BY: Rob Rader  
 STUDENT ADVISORY: Aye  
 AYES: 7  
 NOES: 0

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: David Finkel  
 SECONDED BY: Rob Rader  
 STUDENT ADVISORY: Aye  
 AYES: 7  
 NOES: 0

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.

<b>BOARD OF TRUSTEES</b> Santa Monica Community College District	<b>Action</b> December 6, 2011
---	-----------------------------------

ORGANIZATIONAL FUNCTIONS

**ORGANIZATIONAL FUNCTION J**

**SUBJECT:**

**SEATING ARRANGEMENT OF THE BOARD OF TRUSTEES**

The Board of Trustees was 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 was determined by the drawing of numbers.

**BOARD OF TRUSTEES**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

**REGULAR MEETING**

December 6, 2011

**X. BOARD COMMENTS AND REQUESTS****XI. ADJOURNMENT – 10:32 p.m.**

The meeting was adjourned in memory of **Sharmi Doshi**, SMC alumna, and **Ruth Mount**, a long-time college supporter and member of the SMC Associates.

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*