

# MINUTES



## SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

TUESDAY, MARCH 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/>

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including for auxiliary aids or services that are needed in order to participate  
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Superintendent/President as soon in advance of the meeting as possible.*

**BOARD OF TRUSTEES**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

**REGULAR MEETING**

March 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, March 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 – 5:30 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  
Michael Song, Student Trustee - Present (for public session)

**C PUBLIC COMMENTS ON CLOSED SESSION ITEMS**

Douglas Forsyth  
Darrell Heximer  
Karen Lehman  
Bernie Rosenloecher  
Jeanne Laurie  
Pamela Nemeth  
Connie Lemke

**II. CLOSED SESSION - 5:45 p.m.****CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)**

Agency designated representatives: *Marcia Wade, Vice-President, Human Resources*

*Robert Myers, Campus Counsel*

Employee Organization: *CSEA, Chapter 36*

**CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)**

Agency designated representatives: *Marcia Wade, Vice-President, Human Resources*

*Robert Myers, Campus Counsel*

Employee Organization: *Santa Monica College Faculty Association*

**CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)**

Agency designated representatives: *Marcia Wade, Vice-President, Human Resources*

*Robert Myers, Campus Counsel*

Employee Organization: *Santa Monica College Police Officers Association*

## II. **CLOSED SESSION** (continued)

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

In accordance with Government Code Section 54954.2(b)(2), the following item was added to the closed session agenda based on the determination that there is a need to take immediate action and that the need for action came to the attention of the District subsequent to the agenda being posted:

#### CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: One Case

MOTION MADE BY:	Andrew Walzer
SECONDED BY:	Susan Aminoff
STUDENT ADVISORY:	Absent
AYES:	5
NOES:	0
ABSENT:	2 (Greenstein, Rader)

## III. **PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS**

D Pledge of Allegiance

E Closed Session Report

I. In accordance with Education Code Section 87609, the Board of Trustees voted to not employ a probationary third year employee as a tenured employee. Prior to making this determination, and in accordance with Education Code Section 87607, the Board of Trustees determined:

1. The employee has been evaluated in accordance with the evaluation standards and procedures established in accordance with the provisions of Education Code Sections 87660-87683.
2. The Board of Trustees has received statements of the most recent evaluations.
3. The Board of Trustees has received recommendations of the Superintendent/President.
4. The Board of Trustees considered the statement of evaluation and the recommendations at its lawful meeting on March 1, 2011.
5. The Board of Trustees directed that, in accordance with Education Code Section 87610, written notice of its decision and the reasons therefore shall be given to the employee on or before March 15, 2011.

Motion Made By:	Andrew Walzer
Seconded By:	Susan Aminoff
Ayes:	5 (Aminoff, Finkel, Greenstein, Jaffe, Walzer)
Noes:	1 (Quiñones-Perez)
Absent:	1 (Rader)

E Closed Session Report (*continued*)

2. The Board of Trustees, in closed session, voted to release one academic administrator and authorized the Superintendent/President, or his designee, to provide the academic administrator with notice on or before March 15, 2011, that the administrator will not be reemployed by appointment or contract upon the conclusion of the 2010-2011 fiscal year.

Motion Made By: David Finkel  
Seconded By: Susan Aminoff  
Ayes: 6 (Aminoff, Finkel, Greenstein, Jaffe, Quiñones-Perez, Walzer)  
Noes: 0  
Absent: 1 (Rader)

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: February 1, 2011 (Regular Meeting)  
February 15, 2011 (Study Session)

**Grants and Contracts**

- #5 Increase in Contract for Online Curriculum Development (CurricUNET)  
#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 Facilities  
A Agreement for Roof Consultant – Administration Building  
B Project Close Out – 1734 Pearl Street Roof  
#12 Budget Transfers  
#13 Budget Augmentation  
#14 Payroll Warrant Register  
#15 Commercial Warrant Register  
#16 Direct, Benefit and Student Grant Payments  
#17 Auxiliary Payments and Purchase Orders  
#18 Purchasing  
A Award of Purchase Orders  
B Purchasing Agreements  
C Declaration of Surplus Audio-Visual Equipment  
D Declaration and Donation of Surplus Computers and Monitors

VIII. **CONSENT AGENDA – Pulled Recommendations**

IX. **BOARD COMMENTS AND REQUESTS**

X. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Tuesday, April 5, 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.

**ADDENDUM A:** Community Relations and Government Relations

<b>BOARD OF TRUSTEES</b>	<b>REGULAR MEETING</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 1, 2011

#### **IV. SUPERINTENDENT'S REPORT**

- Recognition
  - Men's Basketball Team: Coach Jerome Jenkins and three members of the team—Deshawn Stevens, AJ Harris and Everett Brown—named to the Men's Basketball Western State Conference First-Team
- Updates:
  - Spring Semester 2011 Opening Week: Communication with students, faculty and staff was greatly increased before the start of the spring semester regarding parking, busses, and classes. Effective management of the traffic on Pico Blvd. made a huge impact on the entire traffic flow. There were a few complaints from neighbors, so, in the future, communications with the neighbors will be expanded. Also, students will be encouraged to use the off-site locations.
  - Board of Trustees Study Session – February 15, 2011: The Board discussed its Budget Objectives and Principles, and a draft incorporating the Board's suggestions was shared with DPAC and the Budget Planning Subcommittee. The Budget Planning Subcommittee's discussion resulted in two recommendations forwarded to DPAC. There were several motions and suggestions made by DPAC that were forwarded to the Superintendent/President, completing the cycle of consultation and input. The Superintendent/President considered the recommendations and suggestions forwarded by DPAC and submitted his recommendation which is included in the agenda (see Recommendation No. 1).
  - State Budget: It is day 51 since Governor Brown has called the extraordinary session to deal with the State budget crisis, and it is expected that the conference committee will finish up work this week and move to a budget vote on the floor of both houses soon after. Ten more days remain until March 10, which is the drop dead date to give election officials enough time to prepare for a June 7th special election.

Last week the Legislative Analyst Office (LAO) issued a letter outlining additional options for reducing the state budget by another \$13.5 billion. It was essentially an all cuts budget. Included in these options, was an additional reduction of \$685 million for the community colleges, which would mean that community colleges would be cut over \$1 billion for the next fiscal year. Santa Monica College revenues would be reduced by \$15.3 million and would lose approximately 9,865 students. This scenario would be a disaster and would come with an increased workload reduction, further downsizing SMC.

- Institutional Flex Day – March 17, 2011: The theme of Flex Day is community service and global thinking and will include guest speaker Jeff Borden, panels, interactive discussions/workshops, lunch and a community service resource fair.

#### **V. ACADEMIC SENATE REPORT** – Eric Oifer, President

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	March 1, 2011

## MAJOR ITEMS OF BUSINESS

### **INFORMATION ITEM G**

**SUBJECT:** **SANTA MONICA COLLEGE AND SANTA MONICA-MALIBU  
UNIFIED SCHOOL DISTRICT COLLABORATIONS – SPRING  
2011 UPDATE**

**SUBMITTED BY:** Superintendent/President

### **SUMMARY:**

The Santa Monica-Malibu Educational Collaborative was developed in 2007. The collaborative meets monthly to provide SMC and SMMUSD administrators and staff an opportunity to develop partnerships, work together on sharing resources, as well as execute the objectives of the Memorandum of Understanding (MOU) which the two districts entered into in May 2007. Following are the key elements of the MOU.

1. The establishment of a Pre-K-14 Collaborative to ensure curricular articulation in English Language Arts and Mathematics and future collaboration in other disciplines.
2. The offering of college curriculum and courses at both the college and high school campuses based on identified individual school site needs in both core and elective programs;
3. The provision of summer program for high school students through concurrent and dual enrollment;
4. The shared use of facilities that benefits both districts in terms of classroom and athletic spaces;
5. The collaboration and articulation of career and technical educational programs between the school district and the college district;
6. The development and anticipated implementation of the High School Transfer Academy (a middle college model) which provides the high school 11<sup>th</sup> and subsequently 12<sup>th</sup> grade students the opportunity to participate in the collegiate curriculum which will enable students to complete high school curriculum to meet graduation requirements as well as the transfer curriculum at Santa Monica College; and the Early College High School Program to be offered to the SMMUSD students from grades 9 through 12.

Along with collaborating on the objectives of the MOU, the group works to enhance existing programs, create new opportunities for students, as well as offer professional development opportunities for the counselors and staff through various CTE grants.

### **Dual Enrollment and SMMUSD**

The Dual Enrollment Program offers high school students an opportunity to take college-level courses at their high schools. The project manager works with SMMUSD high schools to ensure that the program supports their needs. The program provides outreach material, enrollment services and a program orientation to all participating students in addition to supporting SMC instructors who teach at these high schools. Currently the program is offering three courses at Santa Monica High School and one course at Malibu High School. These specific courses are outlined as follows:

## **Fall 2010**

### **Santa Monica High School**

Music 78- Jazz Ensemble

Music 84A- Guitar I

Music 84B- Guitar II

### **Malibu High School**

Music 59- Chamber Choir

## **Spring 2011**

### **Santa Monica High School**

Music 78- Jazz Ensemble

Music 84B- Guitar II (2 sections)

### **Malibu High School**

Music 59- Chamber Choir

## **Matriculation and Enrollment Priorities**

The Enrollment Management workgroup is currently reviewing student success in relation to completion of the college matriculation process (application, assessment, orientation, and counseling). A recommendation will be forwarded to the Board of Trustees this Spring on an updated enrollment priority policy for new and continuing students.

## **SMMUSD Young Collegians Program**

The goal of the program is to offer Santa Monica and Malibu high school students the opportunity to obtain a high school diploma and accrue college units simultaneously. The targeted population is comprised of students who have traditionally been underrepresented in postsecondary education, students who have not had access to the academic preparation needed to meet college readiness standards, students for whom the cost of college is prohibitive, students of color, English Language Learners, and first-generation college attendees.

As a cohort, the Young Collegians participate in concurrent enrollment classes at SMC during the summer and are given the opportunity to individually take additional classes in the fall and spring semesters. The aim of the program is for a Young Collegian to successfully complete at least 14 SMC college units by the time they graduate from high school. The summer courses that the Young Collegians participate in are:

Year 1 - Speech 5, Interpersonal Communication and Counseling I, Developing Skills

Year 2 - Music 36, History of Rock Music and Library I, Library Research Methods

Year 3 - CIS 4, Introduction to Computers, Business Applications and Communication I,  
Survey of Mass Media Communications

Along with the SMC summer classes, the Young Collegians are also expected to attend student success workshops, which provide tutoring opportunities, team building exercises, career exploration, presentations from inspirational speakers, in addition to computer workshops.

During the school year, the group is brought together once a month for additional student success workshops that are designed to provide additional skills that reinforce their high school curriculum. These workshops support the techniques that the Young Collegians learn during the summer and continue to provide them with study skills tools, career exploration exercises, college readiness discussions and strategies, college tours and one-on-one conferences.

This is a very exciting year for the Young Collegians program. The hard work of Cohort I has paid off and all 15 students will be graduating high school and will have at least 14 college credits on their SMC transcripts. The students have all applied to at least one four-year school and Young Collegians who choose to attend SMC as a full time student will be awarded \$500 dollars by the SMC Foundation. Their success will be celebrated at a banquet on June 9, 2011.

The second cohort has seventeen students who started the program in summer 2009. As the years pass the program is gaining interest and the cohorts are getting larger. Cohort 3 has 34 students who started the program last summer, and it is anticipated that Cohort 4 will have over 40 students starting the program summer 2011.

### **Career Technical Education and SMMUSD**

Fall Counselor Day took place on November 19, 2010 with over 65 SMMUSD and LAUSD counselors in attendance. The agenda covered an in depth look at CTE programs at the college as well as introductions to online and print resources that are available to counselors who are working with trying to determine their future paths. The Spring Counselor Day is planned for April 8, 2011. The counselors from the high schools will be given the opportunity to have a firsthand account of the steps that are required of a new student who will be enrolling at SMC and will be given a brief overview of the many student support services at the college. New CTE programs approved during the fall semester will also be presented to the counselors.

Workforce and Economic Development through its Career Technical Education (CTE) grant is one of the sponsors of the 2011 SMC Latina/o Youth Conference. The conference is set for March 26, 2011, with a Career Technical Education emphasis, inviting junior/senior SAMOHI, other local high school and SMC students to attend.

CTE in collaboration with Tech Prep and BSI is presenting a Professional Development Day on March 25, 2011 presented by Michele Serros, an SMC alumnus. Ms. Serros was hailed as one of Newsweek's "Women to Watch for the New Century." She is also the author of Honey Blonde Chica, Chicana Falsa, and How to Be a Chicana Role Model. Michele was a featured contributor for the Los Angeles Times children's fiction section and was a writer for The George Lopez Show. Ms. Serros will talk about the foundation that needs to be laid to support students in career pathways for the 21<sup>st</sup> century. The presentation will take place on Friday, March 25, 2011.

CTE collaborated with the SMMUSD "Connect for Success, a transition program from middle to high school, and the Young Collegians Program that took place on Tuesdays and Thursdays in July 2010. There were four sessions consisting of two days, three hours of activities. The first day involved the introduction to career pathways and technical careers available at SMC with an emphasis on sustainable careers and a tour of the SMC Sustainable House and CTE departments. The second day involved an online preview of the "Who Do U Want 2 Be" website at the computer lab, career assessment testing with results discussion, and a tour of SMC's Nursing Lab and Simulation classroom for a total of 226 students.

CTE established a new collaboration with the Boys and Girls Club of Santa Monica and the Community Corporation of Santa Monica. SMC CTE assisted and presented CTE Pathway assessments and orientation sessions to the first two cohorts of the Youth Empowerment Group in the club sites at John Adams Middle School, Lincoln Middle School, Lincoln Main site, the Centinela Avenue and the Pacific Apartments, which took place in March, June, and December 2010. The presentations consisted of one-hour activities involving the introduction to the career technical programs available at SMC and Who Do U Want 2 Be initiative. There were 215 at-risk 7<sup>th</sup> and 8<sup>th</sup> grade youth that participated.

In the Fall 2010, CTE in collaboration with the SMC Small Business Development Center counseled and trained Santa Monica High School students in the ROP SAGE program in building small business acumen in preparation for the Spring 2011 business plan competition.

## **Santa Monica College- Malibu Program**

The Malibu site at Webster Elementary School is gaining interest and the word is getting out to the Malibu residents that SMC is in their neighborhood. City residents were made aware of the program through a marketing campaign with a flyer mailed to all Malibu residents and displayed at local city vendors. Comments are very positive and interested individuals are excited to see SMC in Malibu. The SMMUSD school staff and district staff have been very supportive and accommodating of the program. The classes are held in portable rooms at the east end of the Webster campus. Individual calls were made to each registered student to ensure that students were aware of the location of classes prior to the start of the semester. The specific courses offered at Malibu are outlined below.

### **Fall 2010**

Art 30A, Watercolors  
English I, Reading and Composition  
Envrn 7 /Geography 7, Intro to Environmental Studies  
History I I, History of the US through Reconstruction  
Math 54, Elementary Statistics

### **Spring 2011**

Anthropology 2, Cultural Anthropology  
Art 30A/B, Watercolors  
ESL 973, Intermediate, Idioms, Prepositions and Vocabulary  
Photography I, Introduction to Photography  
Pol Sci I, National and California Government  
Psych I, General Psychology

## **Early Assessment Program**

The Santa Monica College Student Success committee, Assessment Center, Outreach and Recruitment, and SMMUSD partnered to create an Early Assessment Program (EAP). The purpose of EAP is to help students understand and prepare for the SMC placement test. Recent research has pointed to a need for colleges to more explicitly communicate to incoming students the importance of the assessment test. This lack of information regarding placement exams leads many students to not prepare for placement tests and thus perform poorly. This lack of preparation has serious consequences for a student's educational future. Students from SMMUSD high schools and SMC feeder high schools will be given an opportunity to participate in a series of workshops designed to get students prepared to take the assessment test at SMC. The first workshop will give students a general idea of what to expect on the test and expose them to some resources to help them study. Workshop two will be a math review workshop for students who would like more directed assistance on how to study for the math portion of the test. Workshop three will be the actual assessment test with a diagnostic portion. Students will get a score on the assessment test as well as some pointers on what to study to improve their test score. A second assessment review session for math will be offered to those students who feel they did not do well on the math portion.

### **Public Comments**

Karen Gardner  
Paula Goodman  
William Wolf

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	March 1, 2011

## MAJOR ITEMS OF BUSINESS

### **INFORMATION ITEM H**

**SUBJECT:** **COMMUNITY RELATIONS AND GOVERNMENT RELATIONS**

**SUBMITTED BY:** Superintendent/President

**SUMMARY:** The Office of Public Programs and Community Relations is an accessible source of information, community linkages, community members to serve on various departmental advisory boards, and funding support through the SMC Associates. A report on Community Relations for the 2010-11 year is included in Addendum A.

Santa Monica College has a long history of state legislation sponsorship and advancement. Such efforts have been focused on achieving symmetry for community colleges with regard to the other two branches of public higher education, and parity within the 72 districts of the community college system. A report on past, recent, and proposed legislation is included in Addendum A.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	March 1, 2011

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 1**

**SUBJECT:** **ADOPTION OF STRATEGIC BUDGET PLAN ELEMENTS – OBJECTIVES AND PRINCIPLES**

**SUBMITTED BY:** Superintendent/President

**RECOMMENDATION:** It is recommended that the Board of Trustees adopt the following Strategic Budget Plan Elements – Objectives and Principles.

**COMMENT:** The Strategic Budget Plan Elements – Objectives and Principles were originally adopted by the Board of Trustees in April, 2007 and reaffirmed in June, 2009. They were updated for the Board's review and discussion at its Study Session on February 15, 2011. The following draft that incorporates the Board's comments and suggestions has been shared with DPAC and the Budget Planning Subcommittee.

Public Comments  
Bernie Rosenloecher  
Howard Stahl

*This draft incorporates the Board of Trustees' comments and suggestions  
made at the Study Session on February 15, 2011*

Santa Monica Community College District  
**Strategic Budget Plan Elements**  
As of February 16, 2011

Objectives

1. Develop a budget plan that brings available ongoing revenues and expenditures into balance effective with the adoption budget for 2012-2013.
2. Going forward from the 2011-2012 budget maintain benchmarks that will help guide budget decisions for the College.
3. Protect the College's ongoing operation by maintaining a fund balance that equals one month of salary for the District of 7.5% or more going forward from 2011-2012.

As it works to accomplish these objectives, the College will do so consistent with the following set of principles. These principles are intended to influence the decision making and budget development process. Some may be considered shorter term, meaning the next two to three budget cycles, while others will have an impact beyond the immediate circumstance.

Principles

- A. The College is committed to student access and success and service to the community.
- B. Ensure that enrollment targets are consistent with the state-funded FTES cap, and, to the degree that they are the basis for revenue projections, can realistically be achieved within the fiscal limitations of the College.
- C. Maintain course offerings that are responsive to student needs and consistent with the State priorities of transfer, career technical, and basic skills education.
- D. Programs will not be eliminated or reduced without careful review.
- E. Establish and maintain an acceptable cost effective level of learning resources and student support services based on comparative performance data as determined by the College.
- F. Develop expenditure reduction strategies that are spread across a variety of budget categories.
- G. Expedite changes that may produce lower costs over time such as energy saving retrofits, alternative energy sources, reduction or consolidation of facility usage, etc.
- H. Where possible and practicable, use staff attrition and/or existing vacancies as one means of reaching budget targets.
- I. To avoid layoffs of permanent employees, seek salary freezes, furloughs, salary reductions, and other adjustments.

- J. Assure that all employee groups share in cost reductions and solicit from each group suggestions on ways to distribute reductions within the group.
- K. Continue to seek external sources of funding, such as grants, to support the College's core missions, but avoid those with matching, management, or reporting requirements that demand significant college resources.
- L. Establish priorities for Unrestricted General Fund support of activities or programs outside of the core mission of the College.
- M. Develop a budget process that manages the growth of expenditures based on: analysis of program need (rather than historical allocations); realistic expectations of revenues; updated market information; and performance measurements.
- N. In light of the current State-imposed funding reductions, review ongoing and future planning initiatives in terms of their long term advantages to the College in meeting public demand for services, improving student success outcomes, or to provide new revenues. Modify, defer, or abandon as appropriate those for which the costs outweigh their potential for furthering the College's core missions and goals.
- O. Make effective use of the College's established planning structures and processes to recommend specific actions to reach the stated objectives, following the principles listed above. The College President shall clarify how these recommendations will be evaluated and the timelines necessary to arrive at a set of final recommendations for any particular budget cycle.
- P. Benchmarks will be used as a guide to inform the decision-making process.

Revisions suggested by Trustee Susan Aminoff

Santa Monica Community College District  
**Strategic Budget Plan Elements**  
**2011-2012 Board of Trustees Budget Objectives and Principles**

Objectives

- ~~1. Develop a budget plan that brings available ongoing revenues and expenditures into balance effective with the adoption budget for 2012-2013.~~
- ~~2. Going forward from the 2011-2012 budget maintain benchmarks that will help guide budget decisions for the College.~~
1. Develop a budget plan guided by benchmarks that brings available ongoing revenue and expenditures into balance, effective with the adoption budget for 2013-2014.
2. Protect the College's ongoing operation by maintaining a fund balance that equals one month of salary for the District of 7.5% or more going forward from 2011-2012.

~~As it works to accomplish these objectives, the College will do so consistent with the following set of principles. These principles are intended to influence the decision making and budget development process. Some may be considered shorter term, meaning the next two to three budget cycles, while others will have an impact beyond the immediate circumstance.~~

In a time of State mandated limits on resources, the following are the Board's guiding principles.

Motion Made by:	David Finkel
Seconded by:	Rob Rader
Student Advisory:	Aye
Ayes:	6
Noes:	1 (Quiñones-Perez)

The Board considered the Principles by groups and individually, as follows (revisions are indicated):

Principles A-D

- A. The College is committed to student access and success and service to the community.
- B. Ensure that enrollment targets are consistent with the state-funded FTES cap, and, to the degree that they are the basis for revenue projections, can realistically be achieved within the fiscal limitations of the College.
- C. Maintain course offerings that are responsive to student needs and consistent with the State priorities of transfer, career technical, and basic skills education.
- D. Programs will not be eliminated or reduced without careful review.

Motion Made By: David Finkel  
Seconded by: Rob Rader  
Student Advisory: Aye  
Ayes: 7  
Noes: 0

Principles E-H

- E. Establish and maintain an acceptable cost effective level of learning resources and student support services based on comparative performance data as determined by the College.
- F. Develop a variety of expenditure reduction strategies. ~~expenditure reduction strategies that are spread across a variety of budget categories~~
- G. Expedite changes that may produce lower costs over time such as energy saving retrofits, alternative energy sources, reduction or consolidation of facility usage, etc.
- H. Where possible and practicable, use staff attrition and/or existing vacancies as one means of reaching budget targets.

Motion Made By: Margaret Quiñones-Perez  
Seconded by: Nancy Greenstein  
Student Advisory: Aye  
Ayes: 7  
Noes: 0

### Principle I

- I. Seek to spread cost reductions equitably.

Motion Made By: Louise Jaffe  
Seconded by: Susan Aminoff  
Student Advisory: Aye  
Ayes: 6  
Noes: 1 (Quiñones-Perez)

### Principle J

- J. ~~To Avoid layoffs of permanent employees.~~ Seek salary freezes, furloughs, salary reductions, and other temporary or ongoing adjustments.

Motion Made By: Louise Jaffe  
Seconded by: Susan Aminoff  
Student Advisory: Aye  
Ayes: 5  
Noes: 2 (Greenstein, Quiñones-Perez)

### Principle K

- ~~K. Assure that all employee groups share in cost reductions and solicit from each group suggestions on ways to distribute reductions within the group.~~

Motion Made By: Louise Jaffe  
Seconded by: Susan Aminoff  
Student Advisory: Aye  
Ayes: 6  
Noes: 0  
Abstain: 1 (Rader)

### Principles K - P

- K. Continue to seek external sources of funding, such as grants, to support the College's core missions, but avoid those with matching, management, or reporting requirements that demand significant college resources.
- L. Establish priorities for Unrestricted General Fund support of activities or programs outside of the core mission of the College.
- M. Develop a budget process that manages the growth of expenditures based on: analysis of program need (rather than historical allocations); realistic expectations of revenues; updated market information; and performance measurements.

- N. In light of the current State-imposed funding reductions, review ongoing and future planning initiatives in terms of their long term advantages to the College in meeting public demand for services, improving student success outcomes, or to provide new revenues. Modify, defer, or abandon as appropriate those for which the costs outweigh their potential for furthering the College's core missions and goals.
- O. Make effective use of the College's established planning structures and processes to recommend specific actions to reach the stated objectives, following the principles listed above. The College President shall clarify how these recommendations will be evaluated and the timelines necessary to arrive at a set of final recommendations for any particular budget cycle.
- P. Benchmarks will be used as a guide to inform the decision-making process.

Motion on Principles K-P

Motion Made By: Nancy Greenstein  
Seconded by: David Finkel

Principle L Deleted

Motion Made By: Louise Jaffe  
Seconded by: Margaret Quiñones-Perez

Motion on Principles K, M-P (Principle L deleted)

Student Advisory: Aye  
Ayes: 6  
Noes: 1 (Finkel) (solely for the reason of deleting Principle L)

Santa Monica Community College District  
**Board of Trustees 2011-2012 Budget Objectives and Principles**  
Adopted March 1, 2011

Objectives

1. Develop a budget plan guided by benchmarks that brings available ongoing revenues and expenditures into balance effective with the adoption budget for 2013-2014.
2. Protect the College's ongoing operation by maintaining a fund balance that equals one month of salary for the District of 7.5% or more going forward from 2011-2012.

In a time of state-mandated limits on resources, the following are the Board's guiding principles.

Principles

- A. The College is committed to student access and success and service to the community.
- B. Ensure that enrollment targets are consistent with the state-funded FTES cap, and, to the degree that they are the basis for revenue projections, can realistically be achieved within the fiscal limitations of the College.
- C. Maintain course offerings that are responsive to student needs and consistent with the State priorities of transfer, career technical, and basic skills education.
- D. Programs will not be eliminated or reduced without careful review.
- E. Establish and maintain an acceptable cost effective level of learning resources and student support services based on comparative performance data as determined by the College.
- F. Develop a variety of expenditure reduction strategies.
- G. Expedite changes that may produce lower costs over time such as energy saving retrofits, alternative energy sources, reduction or consolidation of facility usage, etc.
- H. Where possible and practicable, use staff attrition and/or existing vacancies as one means of reaching budget targets.
- I. Seek to spread cost reductions equitably.
- J. Avoid layoffs of permanent employees. Seek salary freezes, furloughs, salary reductions, and other temporary or ongoing adjustments.
- K. Continue to seek external sources of funding, such as grants, to support the College's core missions, but avoid those with matching, management, or reporting requirements that demand significant college resources.

- L. Develop a budget process that manages the growth of expenditures based on: analysis of program need (rather than historical allocations); realistic expectations of revenues; updated market information; and performance measurements.
- M. In light of the current State-imposed funding reductions, review ongoing and future planning initiatives in terms of their long term advantages to the College in meeting public demand for services, improving student success outcomes, or to provide new revenues. Modify, defer, or abandon as appropriate those for which the costs outweigh their potential for furthering the College's core missions and goals.
- N. Make effective use of the College's established planning structures and processes to recommend specific actions to reach the stated objectives, following the principles listed above. The College President shall clarify how these recommendations will be evaluated and the timelines necessary to arrive at a set of final recommendations for any particular budget cycle.
- O. Benchmarks will be used as a guide to inform the decision-making process.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	March 1, 2011

## MAJOR ITEMS OF BUSINESS

### **RECOMMENDATION NO. 2**

**SUBJECT:** **SMCCD INITIAL COLLECTIVE BARGAINING PROPOSAL TO THE SMCCD POLICE OFFICERS ASSOCIATION (SMCCDPOA)**

**SUBMITTED BY:** Superintendent/President

**RECOMMENDATION:** It is recommended that the Board of Trustees present the Santa Monica Community College District initial collective bargaining proposal to the Santa Monica Community College District Police Officers Association (SMCCDPOA).

Pursuant to Section 3547(a) of the Government Code, Board Policy 3134 and the establishment of the Santa Monica Community College District Police Officers Association (SMCCDPOA), the District proposes the following for a collective bargaining agreement with the SMCCDPOA and that a public hearing be held at the next regular Board of Trustees meeting for the public to have an opportunity to comment on this proposal prior to commencing negotiations. The District reserves the right to add items to this initial proposal.

Article 1 – Agreement, Designation of Parties and Length of Agreement  
Article 2 – Recognition  
Article 3 – Hours of Employment  
Article 4 – Performance Evaluation  
Article 5 – Safety Conditions of Employment  
Article 6 – Leaves of Absence  
Article 7 – Holidays  
Article 8 – Vacation  
Article 9 – Grievance Procedure  
Article 10 – Compensation  
Article 11 – Health and Welfare Benefits  
Article 12 – Disciplinary Action  
Article 13 – Layoff and Re-Employment  
Article 14 – Rights of the SMCCDPOA  
Article 15 – Contracting Out  
Article 16 – Rights of the District  
Article 17 – Organizational Security  
Article 18 – Negotiating Procedures  
Article 19 – Separability and Savings  
Article 20 – Entire Agreement

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	March 1, 2011

## MAJOR ITEMS OF BUSINESS

### **RECOMMENDATION NO. 3**

**SUBJECT:** **SMCCD POLICE OFFICERS ASSOCIATION INITIAL COLLECTIVE BARGAINING PROPOSAL**

**SUBMITTED BY:** Superintendent/President

**RECOMMENDATION:** It is recommended that the Board of Trustees acknowledge receipt of the Santa Monica Community College District Police Officers Association (SMCCDPOA) initial collective bargaining proposal.

**COMMENT:** The SMCCDPOA requests the following items to be discussed at the bargaining table.

2. District paying employee's contribution towards PERS
3. Donning/Doffing on duty
4. Exclusive parking in rear of station
5. Class A uniform or equivalent annually
6. Provide increase in uniform allowance
7. Adding Police Officer Bill of Rights (POBOR) language in contract
8. Increase in pay totaling 4% over life of agreement
9. Updating the locker room
10. No contracting out POA work for any event using college facilities where security is needed
11. Add dispatching to college officer duties
12. Establish a POA office in the squad room
13. Maintain all other benefits currently enjoyed; no changes in benefits

A public hearing will be held at the next regular Board of Trustees meeting for the public to have an opportunity to comment on this proposal prior to commencing negotiations.

**MOTION MADE BY:** Margaret Quiñones-Perez  
**SECONDED BY:** David Finkel  
**STUDENT ADVISORY:** Aye  
**AYES:** 7  
**NOES:** 0

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 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-#18.

Recommendations pulled for separate action and discussed in  
Section VIII, Consent Agenda – Pulled Recommendations: #4, #6

### **Action on Consent Agenda, excluding Recommendations #4, #6**

MOTION MADE BY: Rob Rader  
 SECONDED BY: David Finkel  
 STUDENT ADVISORY: Aye  
 AYES: 6  
 NOES: 0  
 ABSENT: 1 (Quiñones-Perez)

## **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. 4– Approval of Minutes, February 1, 2011 (Regular Meeting)**

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

### **Recommendation No. 4– Approval of Minutes, February 15, 2011 (Study Session)**

MOTION MADE BY: Louise Jaffe  
 SECONDED BY: David Finkel  
 STUDENT ADVISORY: Aye  
 AYES: 5  
 NOES: 0  
 ABSTAIN: 2 (Greenstein, Rader)

### **No. 6 – Ratification of Contracts and Consultant**

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	March 1, 2011

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 5**      **INCREASE IN CONTRACT FEE FOR ONLINE CURRICULUM DEVELOPMENT**

Requested Action:      Approval/Ratification  
 Requested by          Katharine Muller, Dean, External Programs  
 Approved by:          Jeff Shimizu, Vice President, Academic Affairs

Provider                  Governet, provider of CurricUNET to SMC for online curriculum and program development and maintenance

Amount of Contract:	\$ 28,000	Increase for year one (July 2, 2010-July 1, 2011)
	3,000	Increase for year two (July 2, 2011-July 1, 2012)
	<u>3,000</u>	Increase for year three (July 2, 2012-July 1, 2013)
	\$ 34,000	Total increase
	<u>\$ 70,500</u>	Original amount of contract
	\$104,500	Total of amount of amended contract

Term of Contract:      July 1, 2010 - July 1, 2013 (renewable after a three-year period)

Funding Source:      District Budget (savings generated by renegotiated contract with eCollege, see Recommendation No. 14, Board of Trustees agenda, June 1, 2010)

Summary:              The proposed contract was presented to and approved by the Board of Trustees on June 1, 2010. The contract fee has since increased by a one-time program review module and support fee of \$28,000; and \$3000 for support of the program review module for contract years two and three thereafter – a total increase of \$34,000 from the originally approved amount of \$70,500. The Academic Senate Joint S/ILO Committee recommends that the college purchase the CurricUNET Program Review module as an addition to the CurricUNET curriculum module. This cost effective solution will support institutional planning by providing an on-line template to facilitate creation and ongoing historical documentation of both the six-year program review and annual updates in a format that links to data resources as well as curriculum and SLO documentation. These capabilities will significantly enhance progress toward compliance with statewide outcomes assessment and accreditation standards.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	March 1, 2011

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 6     RATIFICATION OF CONTRACTS AND CONSULTANTS**

Approved by: Chui L. Tsang, Superintendent/President

Requested Action: Ratification

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

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

Approved by Board of Trustees: 9/8/08

Reference: Education Code Sections 81655, 81656

Provider/Contract	Term/Amount	Service	Funding Source
Requested by: Roberto Gonzalez, Director, Student Success Initiatives Approved by: Jeff Shimizu, Vice-President, Academic Affairs			
A	Adrienne Ellis  March 18, 2011  Not to exceed \$600	Ms. Ellis, a seasoned ECE teacher, trainer and motivational speaker will conduct a workshop for ECE students. The workshop, "Taking the Fear Out of Math – How to Become the Ideal College Math Student," will address how to overcome the fear of math by using good study skills, implementing the best ways to take a test and taking effective notes – illustrated through hands on activities that are specific to each participant.	CDC (Child Development Careers) WORKs (100%)
Requested by: Laura Manson, Department Chair, ECE Approved by: Jeff Shimizu, Vice-President, Academic Affairs			
B	Yunte Huang  March 24, 2011  Not to exceed \$750	Yunte Huang recently published a study of Charlie Chan: The Untold Story of the Honorable Detective (Norton 2010). Prof. Huang will discuss his work in a public lecture and visit to literature class.	Global Citizenship  AAPIA (Asian American Pacific Islander Achievement) Grant
Requested by: Georgia Lorenz, Dean, Instructional Services Approved by: Jeff Shimizu, Vice-President, Academic Affairs			

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	March 1, 2011

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 6**     **RATIFICATION OF CONTRACTS AND CONSULTANTS**

(Continued)

C	Dr. Garay Manicucci	April 1, 2011  Not to exceed \$250	Dr. Manicucci is professor and Director of International Student programs at UC Santa Barbara, and has developed a program geared specifically to international transfer students. He will speak to SMC faculty and staff on how the college can better prepare its international students for the rigors of university life.	Global Citizenship Initiative (100%)
<i>Requested by: Georgia Lorenz, Dean, Instructional Services</i> <i>Approved by: Jeff Shimizu, Vice-President, Academic Affairs</i>				
D	Jennifer Bloom	April 27, 2011  Not to exceed \$2,250	Ms. Bloom will conduct an interactive workshop based on the book "The Appreciating Advising Revolution" which she co-authored. Participants will learn how to apply appreciative advising to basic skills and other at-risk populations and how it may enhance student success.	Basic Skills Initiative (100%)
<i>Requested by: Roberto Gonzalez, Director, Student Success Initiatives</i> <i>Approved by: Jeff Shimizu, Vice-President, Academic Affairs</i>				

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	March 1, 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*

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

ELECTION

EFFECTIVE DATE

Scott, John, Project Manager

FIPSE Center of Excellence for Veteran Students

(date change) 02/14/11 – 06/30/11

Adjunct

Approval/ratification of the hiring of adjunct faculty.

(List on file in the Office of Human Resources)

SEPARATIONS

REDUCED WORKLOAD/LIMITED RETIREMENT

Morgan, Dana. Instructor, English – 50%

07/01/11

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	March 1, 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*

Approval/ratification of the establishment of classified positions, and other actions involving classified personnel including hiring, promoting, changing work shifts, working out of classification, and advanced step placements. All personnel assigned into authorized positions will be elected to employment (Merit System) in accordance with District policies and salary schedules.

ELECTIONS

EFFECTIVE DATE

PROBATIONARY

Toomey, Kathy, Sign Language Interpreter III, DSC

02/14/11

ADVANCED STEP PLACEMENT

Toomey, Kathy, Sign Language Interpreter III, DSC, Step C

02/14/11

CHANGE IN WORK SHIFT/TEMPORARY

Kagan, William

03/01/11 - 06/30/11

From: Community College Parking Enforcement Officer, Campus Police, 11 mos, 40 hrs/NS-I

To: Community College Parking Enforcement Officer, Campus Police, 11 mos, 40 hrs/Day

VOLUNTARY REDUCTION IN HOURS/TEMPORARY

Ramos, Angelita

02/07/11 – 03/18/11

From: Administrative Assistant II, Adm/Rec, 12 mos, 40 hrs

To: Administrative Assistant II, Adm/Rec, 12 mos, 35 hrs

SEPARATIONS

RESIGNATION

Barclift, Nicolas, Instructional Assistant – English, English

02/25/11

Hayton, Brian, Student Services Clerk, EOP&S

02/03/11

Zimmerman, Adrienne, Shuttle Driver, Transportation (date change)

02/11/11

RETIREMENT

Luu, Trang H., Custodian, Operations (12+ years)

(date change) 02/23/11

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	March 1, 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. No limited term assignment shall exceed 120 working days per fiscal year.

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

Allie, Sharon, Instructional Assistant-ESL, ESL	01/03/11-03/11/11
Amari, Elaine, Instructional Assistant-ESL, ESL	01/03/11-03/11/11
O'Keefe, Jaclyn, Sign Language Interpreter III, DSC	01/03/11-02/24/11
Romero, Edith, Tutoring Coordinator, Business	02/14/11-06/14/11
Sykes, Cecilia, Sign Language Interpreter III, DSC	01/03/11-02/24/11
Schlesinger, Cynthia, Sign Language Interpreter Trainee, DSC	01/03/11-02/24/11
Spilny, Valerie, Accompanist - Dance, Dance	01/03/11-06/30/11
Toomey, Jaclyn, Sign Language Interpreter III, DSC	01/03/11-02/11/11
Sudbury, James, Accompanist - Dance, Dance	02/14/11-06/30/11

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.

Rangey, Jeanette, Student Services Clerk, Financial Aid	02/28/11-07/04/11
Williams, LaShondra, Student Services Clerk, EOPS	02/28/11-07/28/11

SUBSTITUTE – LIMITED TERM: Positions established to replace temporarily absent employees. Substitute limited-term appointment may be made for the duration of the absence of a regular employee but need not be for the full duration of the absence.

Franke, Sandra, Buyer II, Purc/Rec/Mail	12/14/10-06/02/11
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<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	March 1, 2011

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 10    CLASSIFIED PERSONNEL - NON MERIT**

*Requested Action:    Approval/Ratification*

*Reviewed by:        Sherri Lee-Lewis, Dean, Human Resources*

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

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

STUDENT EMPLOYEES

CalWORKS, \$8.00/hr	1
College Student Assistant, \$8.00/hr (STHP)	35
College Work-Study Student Assistant, \$8.00/hr (FWS)	67

SPECIAL SERVICE

Recreation Director II, \$10,50/hr	1
Art Model, without costume, \$18.00/hr	60
Art Model, with costume, \$21 hr	38
Community Services Specialist I, \$35/hr	30
Community Services Specialist II, \$50/hr	14

Correction to list presented February 1, 2011: Student Employees and Special Service

STUDENT EMPLOYEES

College Student Assistant, \$8.00/hr (STHP)	37
College Work-Study Student Assistant, \$8.00/hr (FWS)	24

SPECIAL SERVICE

Community Services Specialist II, \$50/hr	7
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<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	March 1, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 11    FACILITIES**

*Requested Action:    Approval/Ratification*

*Requested by:        Greg Brown, Director of Facilities and Planning  
                             J.C. Saunders-Keurjian, Chief Director, Facilities/Maintenance*

*Approved by:         Robert Isomoto, Vice President of Business and Administration*

**11-A    AGREEMENT FOR ROOF CONSULTANT – ADMINISTRATION BUILDING**

Agreement for Roof Consultant (Design, Construction and Inspection Services) for Administration Building, 2714 Pico Boulevard to Base Architecture, Planning and Engineering Services, Inc. for an amount not to exceed \$38,670 (base bid and added alternates) plus reimbursable expenses.

**Funding Source:**    Capital Outlay Fund

**Comment:**            This project is required to address the aging roof and to determine the underlying causes and damage to the building.

A Request for Proposal (RFP) was issued for the Building Envelop Project consisting of Architectural Roof Design, Construction Management and Inspection. Four responses were received. After evaluation of the proposal responses and determining the best value to the District, Base Architecture, Planning and Engineering Services, Inc. was selected at the most responsive, responsible proposer.

**11- B    PROJECT CLOSE OUT – 1734 PEARL STREET ROOF**

Subject to completion of punch list items by ADH Enterprises, Inc. DBA Wetmore Roofing authorize the District Representative, without further action of the Board of Trustees, to accept the project described as 1734 Pearl Street Roof as being complete upon completion of punch list items by ADH Enterprises, Inc. DBA Wetmore Roofing. 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.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	March 1, 2011

**CONSENT AGENDA: FACILITIES AND FISCAL**

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

**RECOMMENDATION NO. 12**      **BUDGET TRANSFERS**

**12-A FUND 01.0 – GENERAL FUND - UNRESTRICTED**

Period: January 19, 2011 to February 16, 2011

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	13,914
3000	Benefits	0
4000	Supplies	5,990
5000	Contract Services/Operating Exp	35,148
6000	Sites/Buildings/Equipment	6,862
7000	Other Outgo/Student Payments	-61,914
Net Total:		0

**12-B FUND 01.3 – GENERAL FUND - RESTRICTED**

Period: January 19, 2011 to February 16, 2011

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	32,672
2000	Classified/Student Salaries	23,732
3000	Benefits	5,227
4000	Supplies	6,014
5000	Contract Services/Operating Exp	-488,413
6000	Sites/Buildings/Equipment	4,040
7000	Other Outgo/Student Payments	416,728
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	March 1, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 13      BUDGET AUGMENTATION**

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

The 2010-2011 adopted Budget will be amended to reflect the following budget augmentations

**13-A    DISABLED STUDENTS PROGRAM & SERVICES (DSP&S)**

Granting Agency: State of California  
 Appropriated Funding: \$169,293  
 Matching Funds: \$ 25,950  
 Performance Period: July 1, 2010 – June 30, 2011  
 Summary: The District has an increase of \$169,293 in DSP&S funding per the Midyear 2010-11 College Allocation report issued by the Chancellor's Office.

DSPS – Student Program & Services	\$ 64,167
DSPS – Print & Electronic Information	\$ 1,328
DSPS - Deaf & Hard of Hearing (25% Match)	\$103,798

Budget Augmentation: Revenue:	
8000 State Revenue	\$169,293
Expenditures:	
1000 Counselor	64,167
2000 Non-Instructional	1,328
5000 Consultants	103,798

**RECOMMENDATION NO. 14      PAYROLL WARRANT REGISTER**

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

January 1 – January 31, 2011	CIF – C2G	\$8,136,679.14
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Comment: The detailed payroll register documents are on file in the Accounting Department.

**RECOMMENDATION NO. 15      COMMERCIAL WARRANT REGISTER**

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

January 1 – January 31, 2011	4366 – 4404	\$9,778,379.27
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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	March 1, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 16      DIRECT, BENEFIT & 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 approve budgets. List on file in Business Office.

January 1 – January 31, 2011	
D000857 – D001109	\$4,070,823.58
B000335 – B000412	\$1,467,149.23
ST00044 – ST00063	\$      2,891.00

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

**RECOMMENDATION NO. 17      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
January 1 – January 31, 2011	\$1,846,510.02	\$104,112.77

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	March 1, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 18      PURCHASING**

Requested by: Cynthia Moore, Director of Purchasing

Approved by: Robert Isomoto, Vice President

Requested Action: Approval/Ratification

18-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

January 1 – January 31, 2011                      \$1,256,080.52

18-B      PURCHASING AGREEMENTS

Authorize the awards of purchase orders from approved department budgets using the E&I Cooperative Purchasing Agreement, competitively bid contract awarded to Office Max CNRO1270 for office supplies, technology, equipment to December 15, 2015 with one (1) five (5) year renewal option not to exceed the legal dollar threshold limits.

18-C      DECLARATION OF SURPLUS AUDIO-VISUAL EQUIPMENT

Declare as surplus miscellaneous audio-visual equipment (VCRs, video projectors, OHPs, cassette recorders, etc) and authorize the District to dispose/recycle the equipment because it is outdated and inoperable and has been determined to be of insufficient value to defray the cost to sell.

Comment: This action is in accordance with SMC Board Policy 6531 and Education Code Section 81452

18-D      DECLARATION AND DONATION OF SURPLUS COMPUTERS AND MONITORS

Declare as surplus miscellaneous computer and monitors and authorize the District to donate the computers to SMMUSD because they have been determined to be of insufficient value to defray the cost to sell.

Comment: This action is in accordance with SMC Board Policy 6531 and Education Code section 81452.

<b>BOARD OF TRUSTEES</b>	<b>REGULAR MEETING</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 1, 2011

IX. **BOARD COMMENTS AND REQUESTS**

X. **ADJOURNMENT** – 11:03 p.m.

The meeting was adjourned in memory of **Mohsen Zamani**, son of SMC Mathematics Professor Sara Boosheri.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, April 5, 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:

- Resolution for Community College Month
- CCCT Board of Directors Election
- Reports:
  - Special Programs
  - Flex Day Follow Up

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	March 1, 2011

## ADDENDUM A

### **INFORMATION ITEM H**

#### **SUBJECT: COMMUNITY RELATIONS AND GOVERNMENT RELATIONS**

#### **Community Relations 2010-2011**

Coming up on its 30<sup>th</sup> year of unbroken college support the *SMC Associates* continues to fund activities across the spectrum of campus disciplines and interests:

For the second year (with plans for a third in 2011-2012), the *Associates* has funded a collaboration between the *SMC Art Department* and the Otis Art Institute as the institutions come together to present cutting-edge voices in the art world at the Broad Stage; Underwriting exhibit-related speakers in the college Art Gallery is another way in which the *Associates* has supported the Art Department.

This year the *Associates* provided substantial support for the 2011-2012 Master Classes at the Broad Stage for artists such as Lynn Harrell and Lee Ritenour, programs of the Broad Stage. They will be sponsoring the Mother's Day weekend concert that combines the talents of the SMC Music and Dance Departments in two public Broad Stage performances with a playful "Food" theme, expressed in both movement and music.

On May 1<sup>st</sup>, in a significant partnership with KCRW, the *Associates* will be offering "Global Street Food", a weekend morning program also at the Broad Stage with food show host Evan Kleiman and guest chefs, and the opportunity for the audience to sample food from on-site food trucks after the program.

Five speaker series have consistently been funded by the *SMC Associates* and continue strong to enrich the campus experience of a wide spectrum of students:

- *Distinguished Scientists*, the first speaker series instituted at SMC and now finishing an amazing 11<sup>th</sup> year, still well-attended with richly varied presentations of physical, life, and earth scientists drawn from all over the West. A very popular program "How the Environment Causes Obesity and What We Can Do About It" started off the series in the fall with lively discussion and a full house.
- *Literary Lectures*, an impressive line-up of writers includes the recent Poet Laureate of California; This series now enjoys the broad support of the English Department and beyond since it has been very successful in showcasing culturally rich and diverse authors.
- *Global Connections*, created as the first step in the college's Global Citizenship commitment is now in its fourth year and in 2010-2011 features prominent speakers on the Israeli-Palestine conflict, the new social enterprise model for doing business, disaster relief in Haiti, global earthquake forecasting, the conflict in Sudan;
- *Masters of Dance* gives SMC dance students the opportunity to participate in master classes led by experts from the many worlds of dance.
- *Semi-annual U C Press Lecture* brings to the campus experts in a variety of fields whose work has been published by the university press. Members of the U C Press Associates in Southern California are invited to these presentations.

In close collaboration with the City of Santa Monica for the fourth year, the college will be a prominent partner in the S M Airport Art Walk in March, featuring mentored college art students at work as well as the ever-popular SMC ceramics arts studio demonstrations.

In another active sharing of resources and venues with the SMMUSD, an SMC Youth Soccer Tournament is being planned to be hosted at the college in the late summer for invited local school and community soccer clubs.

*The SMC General Advisory Board* is actively growing while the average age of the membership is declining. We have been able to bring on younger business and professional members of the community with their own set of networks and more active engagement styles.. This year some GAB members also hosted international students in their homes for the Thanksgiving holiday, a program that will continue next year with the active support and involvement of the International Education Center.

A very well-received breakfast meeting this winter allowed the members to experience the SMC Digital Learning Studio; as a result of that event and subsequent word of mouth from GAB members we were asked to offer an additional demonstration to several outside groups of educators from both public and private institutions (SMMUSD, Wildwood School, LA Police Orientation Preparation Program/ LA Police Academy Magnet School, SPARK).

To encourage community service involvement for our SMC faculty and staff, we are creating a community resource fair at the Spring 2011 Flex Day in March, inviting a number of diverse organizations to attend. While they will be there to offer volunteer opportunities and other information, the agencies in turn will also have an opportunity to learn more about the college.

A growing number of campus departments and groups are finding their own enrichment programs opening up more and more occasions for collaboration with the Office of Public Programs and Community Relations. The office is perceived as an accessible source of information, community linkages, community members to serve on various departmental advisory boards, and funding support (through the *SMC Associates*).

## **Santa Monica College and State Legislation**

Following a short summary of enacted and currently proposed state legislation advanced or sponsored by Santa Monica College. These acts are largely in response to issues related to the 1978 Prop 13 shifting of community college funding from the local to the state level. Such legislation from Santa Monica College is infrequent; the current activity is unusual in that regard.

**1987 – “Free Flow” – AB 2061 (Hayden) and SB 1416 (Beverly).** Both acts allow students to attend any college in the state regardless of the District in which they reside, effective January 1, 1988. The senate bill was first introduced in 1985, but met with strong resistance from LACCD. At that time, 25,000 Los Angeles students were attending colleges in other districts, while only 6,000 “suburban” students were attending Los Angeles colleges. SMC served Los Angeles students by contract with LACCD. Renewal of the contract was often contentious and sometimes disadvantageous to SMC. Free flow and the reforms enacted by AB 1725 in 1988 furthered the effort to position community colleges as a component of the state’s higher education system.

**1993 – “Parking Fees” – SB 889 (Rosenthal).** This act specifically allows Santa Monica College to raise parking fees to a maximum of \$60 per semester (up from a maximum of \$40) and not to exceed the cost of constructing on-campus parking. Pasadena City College had previously received legislative authority for this purpose.

**1998 – “Parking Fees” – AB 2812 (Committee on Higher Education).** Among many items addressed in this 1998 omnibus act is a clean-up of the parking exceptions granted to Pasadena CC, SMC, Glendale CC, and others. New language allows any community college to raise parking fees to the level necessary to fund on-campus parking facilities if the college had a parking shortage more severe than the state-wide average and a cost of land more expensive than the state-wide average.

**2004 – “Equalization” – Adopted State Budget.** This was the first of three consecutive state budgets that addresses the unequal per FTES funding among community college districts stemming from the effects of Prop 13. (A 1985 *Los Angeles Times* article on the inequity noted that LACCD received \$2,599 for every FTES, compared with \$2,132 at El Camino College and \$2,052 at Santa Monica College.) SMC received \$4.6 million additional in ongoing funding as a result of equalization, with most of the funds starting in 2004-05 and the rest in 2005-06.

**2008 – “Alcohol Beverages” – AB 3071 (Committee on Governmental Organization).** This act addresses the regulation of alcoholic beverages on public premises. One provision of this act extends to Santa Monica College and other qualifying community colleges an ability to accommodate the use and sale of alcoholic beverages pursuant to a license or permit obtained for special events.

**2009 – “Nonresident Capital Fees” – AB 947 (Brownley).** This act permits community college districts to charge all nonresident students an additional fee based on the District’s prior year capital outlay by deleting the condition that the nonresident be a citizen and resident of a foreign country. The act provides SMC with additional capital funds to provide for equipment purchases, deferred maintenance, and other capital needs.

**2010 – “Nonresident Tuition” – AB 2297 (Brownley).** This act authorizes the governing board of community college districts to adopt a nonresident tuition fee that is no greater than the average of the nonresident tuition fees of public community colleges of no less than twelve states with comparable cost of living. This act provides SMC with needed flexibility in setting nonresident tuition fees to meet general fund operating costs.

**2011 (Introduced) – “Extension Credit Programs” – AB 515 (Brownley).** This proposed legislation would authorize the governing board of a community college district to establish and maintain an extension program offering credit courses. Such authority would not require the approval of the board of governors. The bill would state the intent of the legislature in enacting the bill, to include providing local communities additional flexibility to meet community needs in areas such as advanced technology and workforce development; providing members of the public access to credit programs offered under contracted arrangements with other agencies and companies; addressing existing limitations in access to extension programs due to geographical distance or time of travel; augmenting use of local community college facilities authorized by community investments in local elections subsequent to the passage of Proposition 39 in 2001; and providing other benefits, both tangible and intangible.