

M I N U T E S



SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

TUESDAY, JANUARY 10, 2012

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/ACG/Pages/Trustees-Meeting-Information.aspx>

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

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 10, 2012

M I N U T E S

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, January 10, 2012.

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

CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION

(Government Code Section 54956.9 (b))

Application for Leave to Present Late Claim by Marcia Himmelstein.

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

D PLEDGE OF ALLEGIANCE – Nancy Greenstein

E CLOSED SESSION REPORT

The Board of Trustees voted to grant the application to file a late claim submitted by Marcia Himmelstein

Ayes: 6

Noes: 0

Absent: 1 (Rader)

F PUBLIC COMMENTS

Mercedes Finkelstein

Howard Meibach

IV. **SUPERINTENDENT'S REPORT**

- Recognition:
 - Theater Arts – Kennedy Center American College Theater Festival
- Updates:
 - Winter Session Enrollment
 - State Budget
 - District Audit

V. **ACADEMIC SENATE REPORT**

VI. **MAJOR ITEMS OF BUSINESS**

- #1 New Faculty Positions, Fall 2012
- G Update: Brand Strategy/SMC Visual Identity Project
- #2 2012-2013 Non Resident Tuition Rate
- #3 Increase of Student Health Fee

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: December 6, 2011 (Regular Meeting)

Academic and Students Affairs

- #5 Approval of New Courses

Grants and Contracts

- #6 Ratification of Contracts and Consultants

Human Resources

- #7 SMCCD Calendars, 2011-2012 and 2012-2013
- #8 Academic Personnel
- #9 Classified Personnel – Regular
- #10 Classified Personnel – Limited Duration
- #11 Classified Personnel – Non Merit

Facilities and Fiscal

- #12 Facilities
 - A Award of Bid – Bundy West Building Classroom Audio-Visual Installation
 - B Change Order No. 1 – Temporary Offices for Broad Staff
 - C Change Order No. 4 – Bundy Classroom Completion
 - D Project Close Out – Emergency Alterations to Airport Arts Campus
 - E Reject All Bids – Academy of Entertainment and Technology Parking Structure
 - F Award of Contract for Removal of Asbestos, Mold and Lead Abatement
- #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

VIII. CONSENT AGENDA – Pulled Recommendations

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

IX. BOARD COMMENTS AND REQUESTS

X. ADJOURNMENT

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Tuesday, February 7, 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:
 - Theatre Arts – Kennedy Center American College Theatre Festival: The Santa Monica College production of “Cesar and Ruben” has been selected for the prestigious 2012 Kennedy Center/American College Theatre Festival’s regional competition. It is one of eleven plays selected from 178 productions at 49 colleges judged throughout the western region.
 - Chamber of Commerce Award: The Santa Monica Chamber of Commerce has selected Santa Monica College for the 2012 Economic Excellence Award, which will be presented during the annual *State of The City* event to be held January 26th. SMC was cited for its large workforce, its job training programs and its top-quality education.
- Updates:
 - Winter Session Enrollment: Winter session classes started January 3, 2012 with enrollment as expected. Spring enrollment is very robust, course offerings are at the same level as spring 2011, and classes are about 92 percent filled so far. A more detailed spring enrollment report will be presented at the Board of Trustees meeting in February.
 - State Budget: Following are highlights for community colleges of the Governor’s Initial Budget Proposal:
 - No reduction in apportionment (dependent on passing of temporary tax initiative)
 - No growth monies, COLA, or categorical program restoration
 - Categorical programs will be funded in a “flexible” block grant
 - Funding increases start in 2013-14 (dependent on passing of temporary tax initiative)
 - If tax measures do not pass, mid-year “trigger cuts” of \$260 million will be implemented. SMC’s share would be approximately \$5 million.
 - District Audit: The 2010-2011 audit report was clean and unqualified for the third year and will be presented to the Board of Trustees at the meeting on February 7, 2012. Representatives of the audit firm will be present at the meeting to answer questions. Fiscal services staff was commended for their excellent work. Board Chair Margaret Quiñones-Perez announced that a Board of Trustees task force has been formed to review the audit with the auditors and share highlights with the Board at the February meeting. Trustee Rob Rader agreed to serve as chair and Trustee Louise Jaffe volunteered to also serve on the audit task force.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 10, 2012

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. I

SUBJECT: **NEW FACULTY POSITIONS, FALL 2012**

REQUESTED ACTION: It is recommended that the Board of Trustees approve the following new faculty positions for Fall 2012:

Communication
Dance
English – Developmental/Transfer
ESL
Geology
Interior Architectural Design
Korean
Medical Lab Technician
Nursing
Photography

SUMMARY: Over the past five years, 54 new faculty members have been added to the full-time staff. Despite the College's budget challenges, the commitment to hiring new faculty members continues to be a major priority. The Academic Senate Joint New Faculty Position Ranking Committee is to be commended for their hard work and thoughtful recommendations.

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

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	January 10, 2012

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM G

SUBJECT: **UPDATE: BRAND STRATEGY/SMC VISUAL IDENTITY PROJECT**

SUBMITTED BY: Superintendent/President

SUMMARY: In March of last year, the Office of the Superintendent/President, in coordination with senior staff from Enrollment Development and from Institutional Communications, began a review of District branding. With Board approval, in May 2011, the District retained AdamsMorioka, a design firm of the highest quality, to provide their services for SMC brand explanation, creative strategy, and implementation of a comprehensive visual identity system. In doing so, the Board took notice of the following:

- The College now competes in an intensely competitive marketplace for fee-paying international and out-of-state students. The current state budget crisis has heightened competition.
- With the passage of AB 2297 in 2010, the College can price its offering to fee-paying students as “added value,” with the potential for improved revenue.
- The College participates in an incredibly active and proliferating digital media landscape, but lacks the visual identity system necessary to communicate its brand efficiently.
- The College has a number of enterprises and programs with separate identities that can benefit from a visual system that contains elements that can improve coordination and cross-branding.
- The College requires a visual identity system that can accommodate new enterprises.

In October 2011, AdamsMorioka reported to the Board on its findings and recommendations regarding brand strategy. As expected, the research confirmed that Santa Monica College begins with strong assets, and that there is widespread agreement on what these assets are. A prepared document provided the results of the research and discovery process, including interviews and comparisons. The research captured current perceptions, and identified how best to editorially position SMC, setting it apart from cohort institutions and setting it on a path with aspirational institutions. The document provided a recommended brand platform.

The brand strategy has been expanded based on additional interviews conducted in November 2011. A final report entitled “Go. Boldly. Inspiring a Stronger Brand for Santa Monica College” was prepared in December 2011 and is now available. The report provides the College with recommendations regarding visual identity.

Implementation of these recommendations will begin shortly. With the intent to conserve resources, the first efforts will be digital (electronic business forms, electronic letterhead, and web site for example) and paper materials will be updated as new materials are ordered. Signage will be incorporated into the upcoming building projects reflective of the new identity.

Presenting for AdamsMorioka were the principals, Sean Adams and Noreen Morioka.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 10, 2012

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

SUBJECT: **2012-2013 NONRESIDENT TUITION RATE**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees adopt and establish the 2012-2013 nonresident tuition rate as follows:

- a. Non-resident tuition rate shall be \$230 per semester unit.
- b. The capital outlay recovery surcharge shall be \$19 per semester unit

BACKGROUND: Education Code Section (ECS) 76140 requires each district governing board to establish the nonresident tuition fee not later than February 1 for the succeeding fiscal year. Seven options are provided for calculation of the non-resident tuition rate, as represented in the following chart.

Option 1	Statewide Average Cost Calculation	\$179
Option 2	District Average Cost Calculation	\$179
Option 3	Average Cost Calculation for District with 10% or more noncredit FTES	N/A
Option 4	Contiguous District (proposed fees not yet reported)	N/A
Option 5	No more than District Average Cost, no less than Statewide Average Cost	N/A
Option 6	Highest Statewide Average Statewide Average Cost Calculation 2006-2007 through 2011-2012	\$190
Option 7	No more than 12 Comparable States' Average Tuition	\$331 Maximum

Options 6 and 7 were established as a result of the recent approval of AB 2297 (Brownley). For 2012-2013, the lowest possible nonresident tuition rate for SMC is \$179 per semester unit, and the highest possible nonresident tuition rate is \$331 per semester unit. Option 7 was used to determine SMC's 2012-2013 nonresident tuition rate of \$230 per semester unit. (This represents an increase of \$13 from the 2011-2012 rate of \$217 per semester unit.)

Education Code Section 76141 also authorizes districts to charge a capital outlay recovery surcharge so that districts may recover a prorated share of their capital outlay expenditures. (The recommended capital outlay recovery surcharge for 2012-2013 constitutes a \$3 per unit decrease from the 2011-2012 capital surcharge.)

Using the new Option 7 enables SMC to calculate the tuition rate in conjunction with the capital outlay surcharge (which fluctuates from year to year) so that the focus can be upon the total cost for students rather than its individual components. The total of the recommended nonresident tuition rate and capital surcharge represents a net increase in the cost of attendance of 4.2 percent per semester unit. When added to the \$10 increase in state enrollment fee, the total combined fee for non-resident students goes from \$275 to \$295 per semester unit; a net increase in the total cost of attendance of \$20 (7.3 percent) per semester unit.

	Current	Proposed	Change
Nonresident Tuition	\$217	\$230	+\$13
Capital Outlay Surcharge	\$22	\$19	-\$3
State Enrollment Fee for Resident and Nonresident Students	\$36	\$46	+\$10
Total	\$275	\$295	+\$20

MOTION MADE BY:	David Finkel
SECONDED BY:	Susan Aminoff
STUDENT ADVISORY:	Aye
AYES:	5
NOES:	1 (Quiñones-Perez)
ABSENT:	1 (Rader)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 10, 2012

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3

SUBJECT: **INCREASE OF STUDENT HEALTH FEE**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve an increase to the Student Health Fee as follows: \$2.00 per semester/intersession effective Summer semester 2012. Summer 2012 fees will increase from \$13 to \$15; Spring 2012 and Fall 2012 fees will increase from \$16 to \$18.

SUMMARY: The Health Services staff provides cost effective primary health care services to currently enrolled students that have paid the California State mandated health fee. Emphasis is placed on health promotion and education through information dissemination; illness prevention and treatment through advocacy; and the mental and physical overall well being of the student by encompassing a holistic approach to empower the student in to making sound health care decisions.

The services provided to enrolled and health fee paid students include:

- Emergency/first aid treatment
- Medical care and intervention
- Nursing assessment and intervention
- Vital signs screening (blood pressure, temperature, respiration, oxygen saturation)
- Tuberculin (Mantoux) skin test
- Finger stick blood sugar check
- Over the counter (OTC) medication
- Immunization/Vaccinations at cost
- Blood Mobile Donation
- Health related pamphlets and literature
- Condoms
- HIV testing and counseling administered by Common Ground Clinic
- STD/STI screening and referrals to clinics
- Gynecological services and STD/STI screening (limited) conducted by Westside Family Health Clinic (WFHC)
- Information on optional student medical and dental insurance. Brochures available at the front counter in Health Services.

Education Code Section 76355 provides the governing board of a community college district the option of increasing the student health services fee by the same percentage as the increase in the Implicit Price Deflator for State and Local Government Purchase of Goods and Services. Whenever that calculation produces an increase of one dollar above the existing fee, the fee may be increased by \$1.00.

Based on calculations by the Financial, Economic, and Demographic Unit in the Department of Finance, the Implicit Price Deflator index has now increased enough since the last fee increase of 2007 to support a one dollar increase in the student health fees.

Effective with the Summer Session of 2012, districts may begin charging a maximum fee of \$18.00 per semester, \$15.00 for summer session, \$15.00 for each intersession of at least four weeks, or \$15.00 for each quarter.

The District proposes to increase in the Student Health Fee to meet the growing need and demand for Student Health and Psychological services.

YEAR	MAXIMUM ALLOWABLE FEE		SMC STUDENT HEALTH FEE	
	Fall/Spring	Winter/Summer	Fall/Spring	Winter/Summer
Fall 2007	\$17	\$14	\$14	\$11
Winter 2011	\$17	\$14	\$16	\$13
Summer 2012	\$18	\$15	\$18	\$15

MOTION MADE BY:	Susan Aminoff
SECONDED BY:	David Finkel
STUDENT ADVISORY:	Aye
AYES:	7
NOES:	0

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 10, 2012

VII. CONSENT AGENDA

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

RECOMMENDATION:

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

Recommendations pulled for separate action and discussed in
Section VIII, Consent Agenda – Pulled Recommendations: #8, #9

Action on Consent Agenda excluding Recommendations No. 8 and 9

MOTION MADE BY: Rob Rader
SECONDED BY: Louise Jaffe
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 – Academic Personnel

MOTION MADE BY: Louise Jaffe
SECONDED BY: Susan Aminoff
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

Recommendation No. #9 – Classified Personnel - Regular

MOTION MADE BY: David Finkel
SECONDED BY: Louise Jaffe
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

RECOMMENDATION NO. 4 APPROVAL OF MINUTES

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

December 6, 2011 (Regular Board of Trustees Meeting)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 10, 2012

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 5 APPROVAL OF NEW COURSES

Requested Action: Approval/Ratification

Reviewed by: Georgia Lorenz, Dean, Academic Affairs

Approved by: Jeff Shimizu, Vice President, Academic Affairs

New Courses – Credit

Anthropology 10: Forensic Anthropology

Entertainment Technology 33: Advanced Digital Compositing

Comment: This is an advanced animation course focusing on techniques such as color correction, digital paint, and camera projection. The development of this course is emblematic of the dynamic and responsive nature of SMC's Entertainment Technology program so that SMC students are prepared for and competitive in the workplace. An update on SMC's technology programs will be part of the February Board of Trustees meeting.

Graphic Design 75: Mobile Design I

Interior Architectural Design 29: Computer Skills for Interior Architectural Design

Mathematics 85: Arithmetic and Pre-Algebra

Comment: The Mathematics department created Math 85, which combines Math 81 and 84, to help students accelerate through the basic skills math sequence. Rather than taking two, 3 unit courses (81 and 84), students will have the option to take Math 85, a 5 unit course, and proceed directly to Math 31. This shortens the time to college level math by one semester. This change parallels the recently developed English 85 which combines English 81A and English 84W.

Addition of Prerequisite

Mathematics 31: Change of prerequisite from "Math 84" to "Math 84 or Math 85"

Distance Education Courses

Business 50: Introduction to International Business

Interior Architectural Design 29: Computer Skills for Interior Architectural Design

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 10, 2012

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	American Heart Classes, CPR 3G, L.L.C	January 20 – March 31, 2012 Not to exceed \$5,600	The consultant will conduct two sessions of an Advanced Cardiac Life Support (A.C.L.S.) Initial Provider two-day course as part of the RN Post Licensure grant project. The course will be provided to currently enrolled third and fourth semester SMC Nursing Students and recently licensed graduates of the SMC Nursing Program.	RN Specialty Grant (100%)
<i>Requested by: Dawn Murphy, Project Manager, Health Sciences</i> <i>Approved by: Jeff Shimizu, Vice-President, Academic Affairs</i>				
B	Nexus Integration Services	January 3, 2012 – June 12, 2012 Not to exceed \$9,120	Nexus IS, Inc. will serve as a supplemental technical resource by providing consulting services to assist the College's Information Technology staff in an E-mail services upgrade/migration from the 2003 version to the 2010 version of Microsoft Exchange Server. The consulting services will include validation of already developed internal implementation plans and support in dealing with potential pre/post- migration issues	District General Fund/ Information Technology
<i>Requested by: Jocelyn Chong, Dean, Information Technology</i> <i>Approved by: Randy Lawson, Executive Vice-President</i>				
C	Jonathan Fantroy	January 3, 2012 – June 30, 2012 \$50 per hour (not to exceed 20 hours per week), total \$22,000	The consultant will serve as a mentor to Upward Bound participants in math and science.	TRIO/Upward Bound Grant
<i>Requested by: Roberto Gonzalez, Associate Dean, Student Success Initiatives</i> <i>Approved by: Mike Tuitasi, Vice-President, Student Affairs</i>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 10, 2012

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7 SMCCD CALENDARS, 2011-2012 AND 2012-2013

Requested Action: Approval/Ratification

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

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

I. Revision to SMCCD Calendar 2011-2012

- February 18, 2012 on the previously approved calendar was shown incorrectly as having no classes. The calendar has been revised to indicate that classes will be held on February 18, 2012.
- The “ Faculty” has been added to “Flex Dates” for both 2011 and 2012.

2. Approval of SMCCD Calendar 2012-2013

See Appendix A for SMCCD Calendars 2011-2012 and 2012-2013

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 10, 2012

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 8 ACADEMIC PERSONNEL

Requested Action: Approval/Ratification

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

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

SABBATICALS, 2012-2013

Sherri Bradford, Fall 2012

Thomas Chen, Fall 2012

Suellen Gauld, Fall 2012

Peter Morse, Spring 2013

Mario Padilla, Fall 2012

Xiaozhou Wu, Spring 2013

ELECTIONS

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

EXTENSION OF MANAGEMENT ASSIGNMENT

Potts, Charles

Interim Director, Institutional Advancement

01/01/12 – 4/30/12

REASSIGNMENT OF PROJECT MANAGER

Murphy, Dawn, Project Manager

01/3/12 – 6/30/12

To: Medical Lab Technician (MLT), Allied Health Initiatives (75%)

From: Nursing Initiatives

CORRECTION - REASSIGNMENT OF PROJECT MANAGER (Change of Date underlined)

Demorst, Wendy, Project Manager

To: TRIO- Student Support Services Grant

01/03/12 – 06/30/12

From: Health Information Technology (HIT) Recruitment/Job Placement

ACTING PROJECT MANAGER

Penchansky, Audra , Acting Project Manager, Health Information Technology (HIT) Grant 01/3/12 - 7/31/12

Comment: Replacement for Wendy Demorst who was assigned to Project Manager, TRIO Programs

ADJUNCT FACULTY

Approval/ratification of the hiring of adjunct faculty.

(List on file in the Office of Human Resources)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 10, 2012

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9 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>	
Administrative Assistant I- <u>Bilingual</u> (correction) (1 position) Latino Center, 11 months/40 hours	01/01/12

<u>ESTABLISH</u>	
Student Services Assistant- <u>Bilingual</u> (correction) (1 position) Black Collegians and Latino Center, 11 months/40 hours	01/01/12

TITLE CHANGE

From: Program Coordinator, Continuing and Community Education
To: Program Coordinator, Community and Contract Education
Salary: No Change

ELECTIONS

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

PROBATIONARY

Pargett, Francis G., Custodial Operations Supervisor, Operations	01/03/12
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PROMOTION

Fong, Yim (Fai) From: Programmer Analyst II, MIS To: Programmer Analyst III, MIS	12/07/11
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PROBATIONARY VOLUNTARY TRANSFER (CSEA/DISTRICT AGREEMENT)

Marjanen, Michael G. From: Cash Receipts Clerk, Bursar's Office, 11 mos, 20 hours/NS-I To: Student Services Clerk, ISC, 12 mos, 40 hours/Day	01/03/12
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Vasquez, Olga From: Payroll Specialist, Fiscal Services, 12 mos, 40 hours To: Administrative Clerk, Human Resources, 12 mos, 40 hours	01/09/12
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VOLUNTARY TRANSFER (CSEA/DISTRICT AGREEMENT)

Bruce III, Raymond From: Lead Custodian, Operations, 12 mos, 40 hours/NS-2 To: Lead Custodian, Operations, 12 mos, 40 hours/Day	01/03/12
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LEAVES OF ABSENCE

UNPAID LEAVE OF ABSENCE

Hudson, Felicia, Custodian, Operations

09/12/11 - 02/13/12

Schelbert, Barbara, Instructional Assistant – English, English Department

01/03/12 – 02/10/12

SEPARATIONS

RESIGNATION

Chavarry, Edna, Administrative Assistant III- Confidential, Academic Affairs

02/01/12

Murray, Shanita, K., Administrative Secretary, Upward Bound

01/20/12

RETIREMENT

Taylor, Burnell, Custodian, Operations (17+ years)

01/02/12

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 10, 2012

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 10 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.

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.

Dawson, Rebecca, Cash Receipts Clerk, Bursar's Office	12/12/11-01/13/12
Diaz, Mark A, Student Services Clerk, Latino Center	01/03/12-04/30/12
Ganzon, Emmanuelle, Bookstore Clerk/Cashier, Bookstore	12/12/11-01/13/12
Graham-Howard, Kimi, Student Services Clerk, Admissions & Records	01/03/12-02/23/12
Hunter, Jennifer, Bookstore Clerk/Cashier, Bookstore	01/03/12-01/13/12
Iannone, John, Bookstore Clerk/Cashier, Bookstore	01/03/12-01/13/12
Jacobo, Alba, Bookstore Clerk/Cashier, Bookstore	12/12/11-01/13/12
Johnson, Deonna, Bookstore Clerk/Cashier, Bookstore	12/12/11-01/13/12
Laurance, Marisa, Bookstore Clerk/Cashier, Bookstore	01/03/12-01/13/12
McKeever, Kathlyne, Prog Coord.–Contr & Comm Ed,Comm Serv	01/03/12-03/30/12
Moses, Kathy, Athletic Equipment Specialist, Athletics	01/03/12-03/30/12
Myers, Valerie, Student Services Clerk, Admissions & Records	01/03/12-02/23/12
Palacio, Dee Dee, Bookstore Clerk/Cashier, Bookstore	12/12/11-01/13/12
Saiganji, Misao, Bookstore Clerk/Cashier, Bookstore	12/12/11-01/13/12
Sebastian-Abad, Desiree, Bookstore Clerk/Cashier, Bookstore	12/12/11-01/13/12
Seya, Thizier, Cash Receipts Clerk, Bursar's Office	12/12/11-01/13/12
Snelling, John, Bookstore Clerk/Cashier, Bookstore	01/03/12-01/13/12
Thomas, Gabrielle, Bookstore Clerk/Cashier, Bookstore	12/12/11-01/13/12
Tolentino, Casimiro, Student Services Clerk, Admissions & Records	01/03/12-02/23/12
Wilks, Susan, Bookstore Clerk/Cashier, Bookstore	12/12/11-01/13/12
Williams, LaShondra, Student Services Clerk, Admissions & Records	01/03/12-02/23/12

RECOMMENDATION NO. 11 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.

SPECIAL SERVICES

Community Services Specialist 1, \$50.00/hour	16
Recreation Director 2, \$10.59/hour	3

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 10, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 FACILITIES

Requested by: Greg Brown, Director, Facilities Planning

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

Requested Action: Approval/Ratification

12-A AWARD OF BID – BUNDY WEST BUILDING CLASSROOM AUDIO-VISUAL INSTALLATION

Award the bid to the lowest responsive bidder for the Bundy West Building Classroom Audio-Visual Installation project.

<u>Bidder</u>	<u>Amount</u>
Spinitar	\$188,230.93
CCS Presentation Systems	\$200,672.90
Digital Networks	\$227,571.86

Funding Source: Measure AA

Comment: This project consists of installation of audio-visual equipment for five new classrooms on the SMC Bundy Campus. The equipment includes projectors, interactive whiteboards, wall-mounted flat-panel LCD displays, wireless touchscreen control panels, wireless microphones and amplifiers. It also includes one year of service and maintenance."

12-B CHANGE ORDER NO. 1 – TEMPORARY OFFICES FOR BROAD STAFF

Change Order No. 1 – TRIMAX CONSTRUCTION on the Temporary Offices for Broad Staff project in the amount of \$35,035:

Original Contract Amount	\$276,600
Previously Approved Change Orders	0
Change Order No. 1	<u>\$35,035</u>
Revised Contract Amount	\$311,635
Original Contract Time	86 days
Previous Time Extensions	<u>0 days</u>
Revised Contract Time	86 days
Time Extension this Change Order	<u>0 days</u>
Current Revised Contract Time	86 days

Funding Source: Measure AA

Comment: In order to clear underground high pressure natural gas line, the new modular building location needed to be changed. Change Order No. 1 provides labor and material for the upgrading of the end wall rating of the new modular building, a sewage pump and sewer pit needed due to a gravity sewer connection not being feasible, extending underground utility lines as needed and the removal of trees to allow for new location. It also provides for the floor finish change from carpet to sheet vinyl due to user allergies, a required secondary electrical conduit, as well as a new security system for the new modular building.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 10, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 **FACILITIES** *(continued)*

12-C CHANGE ORDER NO. 4 – BUNDY CLASSROOM COMPLETION

Change Order No. 4 – WAISMAN CONSTRUCTION on the Bundy Classroom Completion project in the amount of \$5,342:

Original Contract Amount	\$1,860,000
Previously Approved Change Orders	37,107
Change Order No. 4	<u>5,342</u>
Revised Contract Amount	\$1,902,449
Original Contract Time	246 days
Previous Time Extensions	<u>0 days</u>
Revised Contract Time	246 days
Time Extension this Change Order	<u>0 days</u>
Current Revised Contract Time	246 days

Funding Source: Measure AA

Comment: Change Order No. 4 provides for one desktop computer and one laptop computer to meet system requirements for the upgraded building Energy Management System. It also provides for changing the first floor classroom speaker model because the specified speakers were not appropriate for the intended application.

12-D PROJECT CLOSE OUT – EMERGENCY ALTERATIONS TO AIRPORT ARTS CAMPUS

Subject to completion of punch list items by TRIMAX CONSTRUCTION authorize the District Representative without further action of the Board of Trustees, to accept the project described as EMERGENCY ALTERATIONS TO AIRPORT ARTS CAMPUS as being complete upon completion of punch list items by TRIMAX CONSTRUCTION The District Representative shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance disbursement of the final payment is authorized.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 10, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 **FACILITIES** *(continued)*

12-E REJECT ALL BIDS – ACADEMY OF ENTERTAINMENT AND TECHNOLOGY PARKING STRUCTURE

Reject all bids for the Academy of Entertainment and Technology Parking Structure and authorize the project to be re-bid.

Comment: Several errors and omissions were found in the bid packages submitted.
 The bid instructions will be clarified to prevent similar errors in the re-bid.

12-F AWARD OF CONTRACT FOR REMOVAL OF ASBESTOS, MOLD AND LEAD ABATEMENT

Award of contract to Asbestos Instant Response, Inc. not to exceed \$29,000 for the removal of asbestos, mold and lead abatement at the Airport Arts Complex.

Funding Source: Facilities/Maintenance Operations

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 10, 2012

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. 13 BUDGET TRANSFERS

13-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: November 18, 2011 to December 21, 2012

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	29,250
2000	Classified/Student Salaries	-30,450
3000	Benefits	0
4000	Supplies	700
5000	Contract Services/Operating Exp	500
6000	Sites/Buildings/Equipment	0
7000	Other Outgo/Student Payments	0
Net Total:		0

13-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: November 18, 2011 to December 21, 2012

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	4,577
3000	Benefits	-1,174
4000	Supplies	5,291
5000	Contract Services/Operating Exp	-8,694
6000	Sites/Buildings/Equipment	0
7000	Other Outgo/Student Payments	0
Net Total:		0

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 10, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 BUDGET AUGMENTATION

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

CalWORKs

Granting Agency: California Community Colleges Chancellor's Office
Appropriated Funding: \$ 18,407
Matching Funds: \$ 0
Performance Period: July 1, 2011 – June 30, 2012

Summary The District has an increase of \$18,407 in CalWORKs funding per California Community Colleges CalWORKs Allocation for Fiscal Year 2011-12.

Budget Augmentation: Revenue:
8000 Local Revenue \$ 18,407
Expenditures:
1000 Certificated Salaries \$ 1,271
2000 Classified Salaries \$ 10,552
3000 Benefits \$ 6,584

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

November 1 – November 30, 2011 CID – C2E \$7,267,338.50

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

November 1 – November 30, 2011 4784 – 4818 \$19,938,120.21

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 10, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 DIRECT, BENEFIT AND STUDENT GRANT PAYMENTS

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

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

November 1 – November 30, 2011	
D000593 – D000610	\$9,462,652.00
B000344 – B000430	\$1,437,658.66
ST00026 – ST00044	\$ 23,267.00

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

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
November 1 – November 30, 2011	\$493,572.18	\$49,437.89

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.

RECOMMENDATION NO. 19 PURCHASING

Requested by: Cynthia Moore, Director of Purchasing
 Approved by: Robert Isomoto, Vice President
 Requested Action: Approval/Ratification

19-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 approve budgets. Lists of vendors on file in the Purchasing Department

November 1 – November 30, 2011	\$8,416,752.56
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BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 10, 2012

X. **BOARD COMMENTS AND REQUESTS**

XI. **ADJOURNMENT**

The meeting was adjourned in memory of **John Scholl**, father of Teresa Huber, SMC Library Assistant.

The Board of Trustees adjourned the meeting to Tuesday, January 31, 2012 at 6 p.m. to continue the closed session discussion (Item #1). The meeting will be held at Santa Monica College Business Building Room 111, 1900 Pico Boulevard, Santa Monica.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, February 7, 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 - February 7, 2012

- Report: Multi-Media Program
- Budget Report/Receipt of Quarterly Budget Report
- Receipt of Audit Report
- Information: Citizens' Bond Oversight Committee Meeting, January 18, 2012

Board Study Session – February 21, 2012

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

Regular Meeting – March 6, 2012

- Report: Community Relations and Government Relations
- Report: SMC and SMMUSD Collaborations

SANTA MONICA COMMUNITY COLLEGE DISTRICT CALENDAR 2011 - 2012

DRAFT



DRAFT

SANTA MONICA COMMUNITY COLLEGE DISTRICT CALENDAR 2012 - 2013

JUNE 2012							JULY 2012							AUGUST 2012						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
3	4	5	6	7	8	9	1	2	3	4	5	6	7	5	6	7	8	9	10	11
10	11	12	[13]	[14]	[15]	16	15	16	17	18	19	20	21	12	[13]	[14]	[15]	[16]	[17]	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	[20]	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	
SEPTEMBER 2012							OCTOBER 2012							NOVEMBER 2012						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	
30																				
DECEMBER 2012							JANUARY 2013							FEBRUARY 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	[19]	[20]	[21]	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28		
30	31																			
MARCH 2013							APRIL 2013							MAY 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
3	4	5	6	7	8	9	7	8	9	[10]	[11]	[12]	13	5	6	7	8	9	10	11
10	11	[12]	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				
JUNE 2013							JULY 2013							AUGUST 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	[12]	[13]	[14]	15	14	15	16	17	18	19	20	11	[12]	[13]	[14]	[15]	[16]	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	[20]	[21]	[22]	23	24
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31
30																				

LEGEND

	First day of session		Campus Closed: Date in box denotes classes not in session/campus closed
	Finals Schedule		Faculty Flex Day: Date in red double box - see below for more information on Flex Days
	Legal Holiday- Date in broken boxes, bold & red;		No Classes/Campus OPEN: Dates in brackets denotes classes not in session/campus open
	Classes not in session/campus closed		

LEGAL HOLIDAYS

June - December 2012	
Independence Day:	Jul. 04, 2012
Labor Day:	Sept. 03, 2012
Veterans' Day:	Nov. 12, 2012
Thanksgiving Day:	Nov. 22, 2012
Admission's Day (in lieu of Sept. 10)	Nov. 23, 2012
Christmas Day:	Dec. 25, 2012

January - August 2013	
New Year's Day:	Jan. 01, 2013
Martin Luther King Day:	Jan. 21, 2013
Lincoln's Birthday:	Feb. 08, 2013
Presidents' Day:	Feb. 18, 2013
Memorial Day:	May 27, 2013
Independence Day:	Jul. 04, 2013
Cesar Chavez Day (12-Month Classified):	April 08, 2013
Cesar Chavez Day (11-Month Classified):	Float*
*To be taken between Mar. 31 and Dec. 31, 2013	

SEMESTER DATES 2012 - 2013

Summer 2012	
6-week Session:	Jun. 18 - Jul. 27, 2012
8-week Session:	Jun. 18 - Aug. 10, 2012
Late Start Session:	Jul. 02 - Aug. 10, 2012
Fall 2012	
Regular Session:	Aug. 27 - Dec. 18, 2012
1st 8-week Session:	Aug. 27 - Oct. 19, 2012
12-week Session:	Sept. 17 - Dec. 07, 2012
2nd 8-week Session:	Oct. 22 - Dec. 14, 2012
Winter 2013	
6-week Session:	Jan. 02 - Feb. 07, 2013
Spring 2013	
Regular Session:	Feb. 11 - Jun. 11, 2013
1st 8-week Session:	Feb. 11 - Apr. 05, 2013
12-week Session:	Mar. 04 - May 31, 2013
2nd 8-week Session:	Apr. 15 - Jun. 07, 2013
Summer 2013	
6-week Session:	Jun. 17 - Jul. 26, 2013
8-week Session:	Jun. 17 - Aug. 09, 2013
Late Start:	Jul. 01 - Aug. 09, 2013

Special Dates	
Graduation Day 2012:	Jun. 12, 2012
Graduation Day 2013:	Jun. 11, 2013
Faculty Flex Days 2012	
Departmental:	Aug. 22, 2012
	Aug. 24, 2012
Fall 2012 Opening Day:	Aug. 23, 2012
Individual:	Aug. 21, 2012
Faculty Flex Days 2013	
Departmental:	Mar. 01, 2013
	Aug. 21, 2013
	Aug. 23, 2013
Fall 2013 Opening Day:	Aug. 22, 2013
Individual:	Apr. 10, 2013
	Apr. 11, 2013
	Apr. 12, 2013
	Aug. 20, 2013
Institutional:	Mar. 12, 2013

Approved by the Board of Trustees:

12/05/2011