

A G E N D A



SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

REGULAR MEETING

MARCH 5, 2013

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

Board Room (Business Building Room 117)

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

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

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

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

PUBLIC PARTICIPATION
ADDRESSING THE BOARD OF TRUSTEES

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

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

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

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

General Public Comments and Consent Agenda

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

Major Items of Business

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

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

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

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

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

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 5, 2013

A G E N D A

A meeting of the Board of Trustees of the Santa Monica Community College District will be held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Tuesday, March 5, 2013.

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

I. *ORGANIZATIONAL FUNCTIONS*

- CALL TO ORDER

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

- PUBLIC COMMENTS ON CLOSED SESSION ITEMS

II. *CLOSED SESSION*

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

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

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

III. **PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS**

- PLEDGE OF ALLEGIANCE
- CLOSED SESSION REPORT (if any)

IV. **PUBLIC COMMENTS**

V. **SUPERINTENDENT'S REPORT**

- Recognition of SMC Associated Students for Contribution to 2013 Winter Session
- Updates:
 - Spring 2013 Enrollment
 - State Budget

VI. **ACADEMIC SENATE REPORT**

VII. **MAJOR ITEMS OF BUSINESS**

#1	Accreditation Mid-Term Report and Student Learning Outcomes Implementation Report	6
#2	CSEA Chapter #36 Initial Collective Bargaining Proposal for Successor Negotiations	7
#3	SMCCD Initial Collective Bargaining Proposal to CSEA Chapter #36 for Successor Agreement	10
#4	Faculty Association Initial Collective Bargaining Proposal for Successor Negotiations	12
5	Update on Strategic Initiative - GRIT (Growth/Resilience/Integrity/Tenacity)	15
6	Actuarial Study of Retiree Health Benefits, 2012 Update	17
#7	Award of Bid – Information Technology Relocation	18
#8	Contracts for Marketing, Community Outreach and Recruitment	19

VIII. **CONSENT AGENDA**

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

Approval of Minutes

#9	Approval of Minutes: February 5, 2013 (Regular Meeting)	21
	February 19, 2013 (Board of Trustees Study Session)	

Grants and Contracts

#10	Contracts for the Study Abroad and Professional Development Program – The Beijing Center for Chinese Studies	22
-----	--	----

Human Resources

#11	SMCCD Calendars, 2013-2014, 2014-2015, and 2015-2016	24
#12	Academic Personnel	24
#13	Classified Personnel – Regular	25
#14	Classified Personnel – Limited Duration	26
#15	Classified Personnel – Non Merit	26

Facilities and Fiscal

#16	Facilities	
A	Change Order No. 2 – 1510 Pico Facilities Department Relocation	27
B	Project Close Out – 1510 Pico Facilities Relocation	27
C	Project Close Out – Energy Service Contract, CEUS Building	28
D	Agreement for Bond Counsel	28
E	Pool Payments Under Joint Use Facilities Agreement	28
#17	Budget Augmentation	29
#18	Budget Transfers	30
#19	Payroll Warrant Register	31
#20	Commercial Warrant Register	31
#21	Auxiliary Payments and Purchase Orders	31
#22	Purchasing	
A	Award of Purchase Orders	32
B	Award of Contract – Document Reprocessors	32

IX. ***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.

X. **REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

XI. **ORGANIZATIONAL FUNCTIONS**

#23	Designation of Board of Trustees Representative to the KCRW Foundation Board of Directors	33
-----	--	----

XII. **BOARD COMMENTS AND REQUESTS**

XIII. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Tuesday, April 2, 2013** at 7 p.m. (5:30 p.m. if there is a closed session) Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 5, 2013

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1

SUBJECT: **ACCREDITATION MID-TERM REPORT AND STUDENT LEARNING OUTCOMES IMPLEMENTATION REPORT**

SUBMITTED BY: Executive Vice-President

REQUESTED ACTION: It is recommended that the Board of Trustees accept the Accreditation Mid-Term Report and Student Learning Outcomes Implementation Report.

SUMMARY: A Midterm Report is required by the Accrediting Commission at the halfway point between comprehensive accreditation visits, and, for the first time, the Commission is requiring all institutions to submit a Student Learning Outcomes Implementation Report this year. For Santa Monica College, both reports are due March 15, 2013.

The Board of Trustees received a preview of these documents at its Study Session on February 19, 2013. The Accreditation Mid-Term report includes the responses to the recommendations of the 2010 visiting accreditation team, and the College is required to report briefly on the status of all self-initiated plans included in the 2010 Institutional Self-Study. There is also a Reference Materials section for the report. This Student Learning Outcomes Report provides a brief narrative analysis and quantitative and qualitative evidence demonstrating the status of Student Learning Outcome (SLO) implementation. The narrative responses for the SLO Report were developed by the Academic Senate Joint Institutional Effectiveness Committee.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 5, 2013

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

SUBJECT: **CSEA INITIAL COLLECTIVE BARGAINING PROPOSAL FOR SUCCESSOR NEGOTIATIONS**

SUBMITTED BY: California School Employees Association (CSEA), Chapter 36

REQUESTED ACTION: It is recommended that the Board of Trustees acknowledge receipt of the following initial proposal for successor negotiations submitted by California School Employees Association (CSEA), Chapter 36:

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



CSEA Chapter 36
Santa Monica College
1900 Pico Blvd.
Santa Monica, CA 90405

January 22, 2013

Chui Tsang, President, and the Board of Trustees
Santa Monica College
1900 Pico Blvd
Santa Monica, CA 90405

Re: Initial proposal for successor contract

California School Employees Association and its Santa Monica College Chapter 36, hereby submit the following proposal for negotiations over the collective bargaining agreement between CSEA and the District. (That contract ran from July 1, 2009 to June 30, 2012, and was extended by Memorandum of Understanding to June 30, 2013.)

CSEA proposes the following:

Article 3 – Hours of Employment

- 1) Compensation for employees assigned to work overtime from home.
- 2) Compensation for any member required to be on call.
- 3) A second meal break for any member working a shift over ten hours in accord with labor law.
- 4) Provision for interrupted meal breaks in accord with labor law.
- 5) Compensation for overtime in accord with labor law.

Article 5 - Safety Conditions of Employment

District to provide required safety equipment and training for all affected employees.

Article 7 – Leaves of Absence

- 1) Bring FMLA language into compliance with Federal Law.
- 2) Procedures for returning to work after a leave of absence.
- 3) Clarification of leave for doctor's appointments.

Article 8 – Holidays – Revisit.

Article 9 – Vacation

Agreement on form for buy back of unused vacation.

Article 10 - Grievances

- 1) Equal timelines for District and CSEA. .
- 2) Equity in timelines with other campus groups.

Article 11 – Wages

- 1) On-schedule wage increases.
- 2) Clarify 'Working Out of Class' language.
- 3) Definition of work week for employees receiving a pay differential for variable hours.

Article 12 – Health and Welfare Benefits –
Increase in dental benefits.

Article 13 – Discipline

- 1) Written notice from supervisor of any meeting which may lead to discipline.
- 2) No progressive discipline without just cause.

Article 14 – Personnel Files

Inclusion of log listing date and name of anyone who has reviewed the file similar to faculty protocol.

Article 16 – Association Rights

- 1) Release time equal to other District groups.
- 2) Transferability of officer release time to other bargaining unit members.

Article 17 – Contracting Out

- 1) Establish requirements to be met by contractor.
- 2) Delineate documentation from contractor which demonstrates compliance with those requirements.

CSEA reserves the right to augment this proposal by opening additional articles, Memoranda of Understanding, or appendices upon notice to the District.

For the Chapter,

Robert Villanueva
Acting President

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 5, 2013

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3

SUBJECT: **SMCCD INITIAL COLLECTIVE BARGAINING PROPOSAL TO CSEA CHAPTER 36**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees present the Santa Monica Community College District initial proposal for successor negotiations to California School Employees Association (CSEA), Chapter 36.

Pursuant to Section 3547(a) of the Government Code, Board Policy 3134 and Article 18 of the collective bargaining agreement between the Santa Monica Community College District and California School Employees Association, Local 36, the District proposes the following for a successor collective bargaining agreement with CSEA and that a public hearing be held 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.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

The District submits the following initial proposals to modify the Agreement between CSEA and the District which expired on June 30, 2012:

Article 1: Agreement, Designation of Parties, and Length of Agreement

- Revise dates in sections 1.1, 1.3, and 1.4 to incorporate a three-year agreement.

Article 3: Hours of Employment

- Revise Article 3 to allow District to adjust schedules prior to each semester or intercession to align work schedules with academic program. Better define terms and clarify language pertaining to work week, assignment of overtime and to make contract consistent with CA laws in sections 3.1.1, 3.4.1, and 3.7.1.
- Amend 3.7.2 to include 10 month employment option.

Article 4: Evaluations

- Add language in section 4.7.1 to clarify that the ending date of an evaluation period may be extended if the employee or the employee's immediate supervisor is on leave during the evaluation period.

Article 6: Transfers

- Add language in section 6.2.1 which will allow for online and paper transfer requests. This will allow for conformance with the applicant tracking process used by the Personnel Commission.

Article 7: Leaves of Absence

- Revise language to provide for better means of absence verification and consistent application and tracking of employees absences in sections 7.18, 7.26, 7.28, 7.2.8.1, 7.3.1, 7.5.1, and 7.13.1-7.13.4.

Article 8: Holidays

- Review all applicable sections to ensure clarity and consistent application.

Article 9: Vacation

- Add clarifying language to section 9.2 which pertains to timing of vacations in relation to winter recess and spring recess.
- Add provisions to ensure that employees do not accumulate large vacation balances.

Article 11: Wages

- Present annual salary proposal language for a three year Agreement in sections 11.1.1- 11.1.3.
- Add clarifying language to sections 11.4.1, 11.8.2, 11.8.3 and 11.12.
- Reduce longevity pay for new hires.

Article 12: Health and Welfare Benefits

- Update language to include changes from Memoranda of Understanding since last agreement and new law pertaining to pension reform.
- Add language to require contribution for retirement medical benefits and increase service requirements to be eligible for supplemental medical benefits.
- Establish benefits package based on total benefit costs.

Article 15: Layoff and Re-employment

- Clarify language in section Article 15 concerning layoff procedures and conform language to recent changes in law.

Add New Articles or Sections pertaining to:

Outside Employment

Seniority Lists

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 5, 2013

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 4

SUBJECT: **FACULTY ASSOCIATION INITIAL COLLECTIVE BARGAINING PROPOSAL FOR SUCCESSOR NEGOTIATIONS**

SUBMITTED BY: SMC Faculty Association

REQUESTED ACTION: It is recommended that the Board of Trustees acknowledge receipt of the following initial proposal for successor negotiations submitted by California School Employees Association (CSEA), Chapter 36:

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



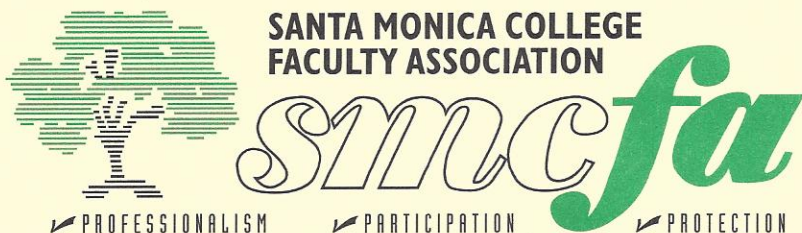
February 28, 2013

Board of Trustees
Santa Monica College
1900 Pico Boulevard
Santa Monica, CA 90405

Dear Members of the Board,

In order to comply with Section 3547 of the California Education Code and current PERB guidelines, the Faculty Association presents the following items for the 2013 contract negotiations, for the contract period beginning August 20, 2013.

1. Reorganization of contract form and correction of language for clarity; incorporation of all language settled upon since the prior contract, including but not limited to all Memoranda of Understanding
2. Compensation
 - a. Adjustment and modification of all existing salary schedules for all faculty to incorporate across-the-board salary increases and equal pay for equal work provisions
 - b. Increased reassigned time and compensation for all faculty performing leadership positions, department chair and/or additional tasks and duties
 - c. Adjustment and clarification of step and group advancement policies for all faculty
 - d. Office hour compensation for all faculty during intersessions
 - e. Expand the eligibility for part-time faculty to perform office hours
3. Benefits
 - a. Improve benefits offered by the District dental plans
 - b. Improve benefits offered by the District life insurance plan
 - c. Offer PERS medical insurance plans to those part-time faculty who elect to participate in them
4. Assignment and Load
 - a. Reduction in faculty loads, particularly in vocational, technology and other areas of inequity



- b. Increase and clarification of course load factors, particularly in vocational, technology and other areas of inequity
 - c. Distance Education and Contract Education
 - d. Calendar
 - e. Inclusion of all reassigned time and stipends in the contract
 - f. Class size including but not limited to the definition and/or reduction in stated sizes
 - g. Expand eligibility provisions for Associate Faculty
 - h. First consideration to in-house applicants for full-time faculty positions
 - i. Library Faculty Leader Duties and Responsibilities
 - j. Increase and clarification of athletic coaching compensation and added responsibility stipends
 - k. Scheduling
- 5. Professional Development
 - a. Sabbaticals, fellowships, conference attendance and related professional activities
 - b. Ancillary Service Fund to compensate part-time faculty for their participation in shared governance and departmental activities and tasks
- 6. Working Conditions
 - a. On-Campus Parking
 - b. Campus health and safety conditions
 - c. Clarification of the process and notification of faculty investigations
- 7. Leave
 - a. Clarification, expansion and improvement of language and policies governing all leaves
- 8. Association Rights
 - a. Increase District-paid reassigned time
 - b. Increase Association office space
 - c. Official Faculty Association participation in the Board of Trustees meetings
- 9. Grievance Procedure
 - a. Enhance grievance process time period
- 10. Replacement and New Faculty Positions
- 11. Any additional subjects within the scope of EERA.

Looking forward to a productive and mutually satisfying negotiations. Sincerely,


Howard A. Stahl, Chief Negotiator


Mitra Moassessi, President

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	March 5, 2013

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM 5

SUBJECT: **UPDATE ON STRATEGIC INITIATIVE – GRIT (Growth/Resilience/Integrity/Tenacity)**

SUBMITTED BY: Executive Vice-President

SUMMARY:

The [GRIT](#) (Growth, Resilience, Integrity, Tenacity) Initiative was developed during the College's 2011-2012 Strategic Planning process, and launched on the Fall 2012 Opening Day. A case for GRIT can be found [here](#). Its goal for 2012-2013 is to develop a plan to infuse GRIT into the work of the College and a plan to assess the impact of the initiative.

The GRIT Initiative facilitates student achievement. By fostering students' perseverance, sense of purpose, connection and engagement, the GRIT Initiative enhances a student's capacity to flourish academically and personally. The initiative focuses students on their non-cognitive skills like help-seeking, their metacognitive skills like the ability to think about their own thinking, and their sense of place and purpose. The initiative recognizes and develops students' strengths and competencies rather than their deficits.

Currently, the initiative has been organized into two strands: 1) resiliency and 2) purpose.

Resiliency

We seek to foster resiliency among our students as a way to enhance their completion of courses, programs and degrees. This strand will be supported by two efforts: a) Coaching Corps and b) valuing process over product. The first would be a new program at SMC. The latter would involve alterations to some of our existing college processes.

[Coaching Corps](#) is a program currently being piloted at Cerritos College. The program is made up of student-identified volunteers who are trained to support students through the challenges of college. Cerritos created a manual that serves to train and guide coaches in how best to help students, providing an overview of the college experience, ways to help keep students motivated, techniques for helping students over key hurdles, and some useful activities coaches can use. For some of us, our parents or a sibling may have served in this role. However, many of our students may not have anyone in their lives who would know how to do this. This highly scalable program will provide that training. We are seeking to develop and adapt the [attached manual](#) for use at Santa Monica College.

Currently educational research indicates that rewarding students for their efforts (process), not just their grades (products) will enhance their capacities to achieve their goals. For instance, if students are assured that, even very late into the semester, they can still get an A or a B if they keep doing the work and applying themselves, they are more likely to persevere. On the other hand, if students find that a bad grade on the first test dooms them to a C or worse, they are very likely to drop the class. We are seeking to encourage all faculty members to embrace pedagogical values consistent with the first scenario rather than the second. We are using flex day presentations to provide models for best practices. For instance,

during flex day in March 2012 we will offer a breakout called “GRIT in the Curriculum”. This breakout will feature some of SMC’s best teachers, Terry Green, Janet Robinson, Christine Schultz and Muriel Walker Waugh, discussing how they integrate principles of resiliency and perseverance into the curriculum and classroom to enhance their students’ academic and personal achievement. Second, we are seeking to integrate the values of resiliency and perseverance into the curriculum by including related questions in forms used for the Curriculum and Program Review processes. For example, we may include a new “check-off” for new and revised courses that addresses whether course structure and methods of assessment teach and reward resiliency and perseverance.

Purpose

We recognize that when students know why they are in college or a particular course, they are better able to overcome challenges and take on the long-term process that is college. Like resiliency, a personal vision or purpose will enhance a student’s completion of courses, programs and degrees. This strand will be supported by the effort to incorporate a new competency under ILO #1. In support of this goal, faculty may, for instance, run a brief pre- and post-class survey, asking students why they are taking a class or what it is for. For example, Christine Schultz and Eric Oifer piloted a potential question in the Winter 2013 classes. Students were asked to respond to the following question: “Some students know exactly why they are taking a particular class while other students may have little or no idea why they are taking it. What about you? In terms of your bigger life picture, what is this class for? Because an honest statement is what is being sought here, please feel free to answer in any way you want and saying that you do not know how this class fits into your larger life picture is an option.” Dr. Schultz and Dr. Oifer will bring this idea to the Department Chairs for a discussion of a larger pilot.

Additionally, as with the resiliency strand, the purpose strand may be supported with a new Curriculum “check-off” for new and revised courses that addresses whether course objectives include helping students identify the purpose for studying the course material.

Related Instrument

Coincident with the launching of SMC’s GRIT Initiative, the Educational Testing Service piloted a new tool it developed to measure non-cognitive skills. In fall of 2012, this instrument, called SuccessNavigator, was administered to students enrolled in COUNS 20 classes. Participating faculty and administrators met prior to the beginning of the Spring 2013 semester to discuss the results. A summary of the report is linked [here](#). Thirteen Counseling 20 faculty members are continuing to use SuccessNavigator this spring. This data on non-cognitive skills will be used to shape future course content. Also, broader discussions of this instrument will continue with the goal of determining whether and how it can be useful to SMC as we seek to infuse GRIT and enhance student success.

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	March 5, 2013

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM 6

SUBJECT: **ACTUARIAL STUDY OF RETIREE HEALTH LIABILITIES, 2012 UPDATE**

SUBMITTED BY: Vice-President, Business/Administration

SUMMARY: In accordance with the Governmental Accounting Standards Board (GASB) Statements No. 43 and 45, the District has identified its future liabilities for Other Post-Employment Benefits (OPEB) expenses through an analysis by an independent actuary. The District engaged Total Compensation Systems, Inc. (TCS) to analyze liabilities associated with its current retiree health program as of June 30, 2011. Geoff Kischuk, TCS, will provide a summary and information on the actuarial study, including the various assumptions for mortality rates, inflation, interest rates, service period, etc. According to most recent actuarial report, the District's Actuarial Accrued Liability (AAL) as of June 30, 2011 is \$88,692,776. GASB No. 43 and 45 do not require full funding of the OPEB liability; however, GASB No. 43 and 45 do require that the District recognize the liability on its financial statement. Currently, the District's assets in an irrevocable trust are \$2,160,732.

In addition to GASB 43/45, the Accrediting Commission for Community and Junior Colleges (ACCJC) Standard III.D.3.c requires that an "institution plans for and allocates appropriate resources for the payments of liabilities and future obligations, including OPEB...." A survey of other community college districts shows a tremendous variance on their OPEB funding situations. Some districts are fully funded, others have no monies set aside for their OPEB liability, while the majority of colleges have set some monies aside. To fund the OPEB liability, most colleges have either budgeted a level percentage of salaries, taken a percentage of COLA, transferred a lump sum from the general fund or reserves, and/or calculated a "total compensation" package. There is also a wide variance on the amount of the total OPEB liability due to the different number of employees and the different health benefit plans. The colleges with the larger OPEB liabilities have the more generous health benefit plans.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 5, 2013

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 7

SUBJECT: **AWARD OF BID – INFORMATION TECHNOLOGY RELOCATION**

SUBMITTED BY: Vice-President, Business/Administration

REQUESTED ACTION: It is recommended that the Board of Trustees award the bid to the lowest responsive bidder for the Information & Technology Relocation project.

<u>Bidder</u>	<u>Amount</u>
Bernards Brothers, Inc.	\$12,392,000
Pinner Construction	\$13,377,000

FUNDING SOURCE: Measure AA

COMMENT: The Information Technology Department is currently located on the third floor of Drescher Hall. After the 1994 Northridge Earthquake, the Information Technology Department was quickly relocated from a damaged building. The infrastructure necessary for a facility with multiple computer servers was not possible and proper facilities are not available to house the many servers that the college relies on. Meanwhile all the college's other technology resources have been located at the south end of the Library in the Media Center. This project will consolidate all the technology in one location at the south end of the Library and open up the third floor of Drescher Hall for future academic use.

The project will consist of 14,858 square feet of new construction and 11,229 square feet of remodeling of the existing Media Center. Some of the Media Center functions that are most used by faculty and staff will move to the new building. A new area for faculty development, the Teaching/Learning Center, will also be housed in the new building. The project will have rooftop solar panels and is expected to be LEED certified at the Gold level.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 5, 2013

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 8

SUBJECT: **CONTRACTS FOR MARKETING, COMMUNITY OUTREACH AND RECRUITMENT**

SUBMITTED BY: Senior Director, Government Relations/Institutional Communications

REQUESTED ACTION: It is recommended that the Board of Trustees approve contracts for Marketing, Community Outreach and Recruitment for 2012-2013.

SUMMARY: SMC has used radio and outdoor advertising for student recruitment continuously since 1986. However, for the last three years, SMC has suspended its on-air recruitment due the State-mandated course offering reduction and the resulting student demand for the reduced number of seats. Prior to the suspension of on-air recruitment, contracts for radio advertising had been reduced from \$600,000 to \$300,000. A \$200,000 expenditure is recommended to support 2013-2014 student recruitment. Internet/social media services are now central to the contracts with KPWR and KROQ Multimedia.

Traditionally, SMC recruits both internally (continuing students) and externally (new and returning students). For Fall 2012, 60 percent of SMC's credit students were continuing students.

SMC is now at a historical high in terms of relying on internal recruitment. Fall 2012 reflects the highest percentage of continuing students for at least the past 21 years (the Chancellor's Data Mart only goes back to Fall 1991) and this is likely the highest percentage ever for SMC. For a recent comparison, 51 percent of SMC's credit students were continuing students in Fall 2007.

Along the same lines, the number of new students in Fall 2012 (9,728) is the lowest total in the last 15 years since 1998, when SMC had 4,000 fewer students. For a recent comparison, 11,020 students were new in Fall 2007.

Of additional concern, overall student demand is declining. For Spring 2013, the class seat fill rate is about 94 percent. This compares to a fill rate of just above 100 percent two years ago and a fill rate of about 90 to 91 percent in the years just prior to the state funding crisis.

Lastly, expectations are that SMC's workload requirement (the number of students to serve, as measured by FTES) will increase by two percent in 2013-2014.

To meet Summer 2013 and Fall 2013 enrollment targets, SMC will need to maintain a high class seat fill rate (in order to achieve a balanced budget) and will also need to recruit more new and returning students than are currently enrolling. SMC proposes to resume on-air and Internet/social media student recruitment along with associated outdoor advertising.

Provider	Service	Amount	Funding Source
1. KPWR 105.9 FM Multimedia	Summer 2013 and Fall 2013 on-air advertising with digital and social media components for student recruitment	Not to exceed \$90,000	2012-2013 Marketing Budget
2. KROQ 106.7 FM Multimedia	Summer 2013 and Fall 2013 on-air advertising with digital and social media components for student recruitment	Not to exceed \$110,000	2012-2013 Marketing Budget

Comment: Only radio can deliver large segments of the 18-24 year-old demographic in a geo-targeted manner. Now, each station provides digital and social components, as well as street teams to accompany the on-air message. Power and KROQ remain two of the top branded stations in the market reaching this demo. Their live events literally sell out in minutes and both have worldwide name recognition, which gives them a leg up in all social engagement.

Provider	Service	Amount	Funding Source
3. Big Blue Bus	2012-2013 outdoor advertising for student recruitment including Summer 2013 and Fall 2013	Not to exceed \$145,500 (this is an increase of \$55,500 above the contract for \$90,000 approved by the Board on July 17, 2012)	2012-2013 Marketing Budget
4. CBS Outdoor	2012-2013 outdoor advertising for student recruitment including Summer 2013 and Fall 2013 (CBS Outdoor is the provider for the MTA bus system)	Not to exceed \$110,000 (this is an increase of \$10,000 above the contract for \$100,000 approved by the Board on July 17, 2012)	2012-2013 Marketing Budget

Comment: Outdoor advertising (advertising on the sides and backs of buses) is an important component of SMC's student recruitment efforts. These budget augmentations allow SMC to maintain this program for the Summer 2013 and Fall 2013 sessions.

Provider	Service	Amount	Funding Source
5. Golden Cane Advertising (Gregg Lewis)	Advertising services (radio, print, and outdoor production; media placement; electronic media production and supervision; strategic and creative direction; copywriting); online design and branding for institutional advancement (alumni)	Not to exceed \$60,000 plus reimbursable expenses (this is an increase of \$20,000 above the contract for \$40,000 approved by the Board on July 17, 2012)	2012-2013 Marketing Budget

Comment: This provides for the creative services needed to resume on-air recruitment and associated outdoor advertising.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 5, 2013

VIII. 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 #9-#22.

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

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

IX. 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.

X. REPORTS FROM DPAC CONSTITUENCIES

- Associated Students
- CSEA
- Faculty Association
- Management Association

RECOMMENDATION NO. 9 APPROVAL OF MINUTES

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

February 5, 2013 (Regular Board of Trustees Meeting)

February 19, 2013 (Board of Trustees Study Session)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 5, 2013

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 10 CONTRACTS FOR THE STUDENT STUDY ABROAD AND PROFESSIONAL DEVELOPMENT PROGRAM – THE BEIJING CENTER FOR CHINESE STUDIES

Requested Action: Approval/Ratification

Reviewed by: Kelley Brayton, Dean, International Education

Approved by: Teresita Rodriguez, Vice-President, Enrollment Development

Santa Monica College's commitment to foster Global Citizenship continues with a new initiative for a student study abroad experience and staff professional development opportunity hosted by The Beijing Center for Chinese Studies (TBC). The following contracts (A and B) are for services to be provided by The Beijing Center for Chinese Studies – (A) for the Professional Development Program and (B) for the Student Study Abroad Program - and (C) with Air China for the required deposit for airfare for the Student Study Abroad program.

Provider/Contract		Term/Amount	Service	Funding Source
A	The Beijing Center for Chinese Studies (TBC)	June 17-29, 2013 Not to exceed \$50,000 which covers in-country travel, housing, lectures, and meals	The Beijing Center for Chinese Studies will host a new initiative for professional development. The program will introduce a team of 17 SMC faculty and staff to the lands and people of China, highlighting present-day issues and trends against the region's deep historical backdrop. Participants will attend lectures and seminars led by TBC faculty and explore Beijing and its surroundings. Upon their return, participants are expected to contribute to the Global Citizenship Initiative equipped with greater understanding of the challenges and opportunities presented by China's rising profile on the global stage.	Global Citizenship Fund
B	The Beijing Center for Chinese Studies (TBC)	June 30 – July 27, 2013 Not to exceed \$65,000 which covers in-country travel, housing, lectures, and meals	Four-week student study abroad program in China during Summer 2013. 25-26 students will study at The Beijing Center for Chinese Studies and the historical cities of Beijing, Xi'an, and Wudang. The Beijing program combines a solid background in the history and culture of China and students will experience first-hand the places studied in the Chinese and Music Appreciation courses offered. Successfully completing the program earns 6 units of SMC credit that is transferrable.	Program fees paid by participants. Scholarships in the amount of \$500 - \$3,000 will be available.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 5, 2013

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 10 CONTRACTS FOR THE STUDENT STUDY ABROAD AND PROFESSIONAL DEVELOPMENT PROGRAM – THE BEIJING CENTER FOR CHINESE STUDIES *(continued)*

Provider/Contract		Term/Amount	Service	Funding Source
C	Air China	\$2,800 deposit for 28 tickets - Airfare for Student Study Abroad Program. This deposit is fully refundable if the program is cancelled.	Deposit for Round trip LAX to Beijing airfare for group of 25-26 SMC students for the annual summer study abroad program in Beijing China led by SMC faculty	Global Citizenship Fund

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 5, 2013

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11 SMCCD CALENDARS, 2013-2014, 2014-2015, and 2015-2016

Requested Action: Approval/Ratification

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

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

Approval of SMCCD Calendars 2013-2014, 2014-2015, and 2015-2016

(Calendars included in Appendix A)

Comment: The calendars have been approved by the Calendar Committee that comprises representatives of the Faculty Association and CSEA.

RECOMMENDATION NO. 12 ACADEMIC PERSONNEL

Requested Action: Approval/Ratification

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

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

ELECTIONS

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	March 5, 2013

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 13 CLASSIFIED PERSONNEL - REGULAR

Requested Action: Approval/Ratification

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

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

EFFECTIVE

ELECTIONS

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

PROBATIONARY

Wolcott, Helen M., Laboratory Technician-Life Science, Life Science 02/14/13

Williams, Monet, CC Police Dispatcher, Campus Police 02/20/13

ADVANCE STEP PLACEMENT

Wolcott, Helen M., Laboratory Technician-Life Science, Life Science Step B 02/14/13

VOLUNTARY REDUCTION IN HOURS/TEMPORARY

Gever, Diyanna 02/11 – 07/11/13

From: Instructional Assistant – English, 11 months, 20 hours

To: Instructional Assistant – English, 11 months, 16.5 hours

WORKING OUT OF CLASS ASSIGNMENT

Jones, Jennifer, Administrative Assistant I, Campus Police, 100%

Length of Assignment: 1/25/13 - 90 working days or until incumbent returns, whichever comes first

LIMITED TERM ASSIGNMENT

Memarian, Heather, Employee Benefits Support Technician, 100%

Length of Assignment: 1/2/13-4/1/13 or until the establishment of eligible list, whichever comes first.

CLASSIFICATION TITLE CORRECTION

From: Database Administrator

To: Information Systems Database Administrator

From: Internship Program Coordinator

To: Senior AET Program Advisor

Comment: The above classifications were reviewed and approved by the Personnel Commission during the 2006-2007 Hay Study.

SEPARATIONS

LAST DAY OF PAID SERVICE

RESIGNATION

Barnes, Doreen, Library Assistant, Library 02/22/13

RETIREMENT

Roberts Jr., Phil, Custodian, Operations (23+ years) 02/18/13

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 5, 2013

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 14 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.

Mavromati, Anna C., Instructional Assistant - English, English 02/20/13-06/27/13

Phillips, Tamika, Administrative Assistant I, Stem/Supplemental Instruction 02/21/13-06/28/13

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.

Colton, Patricia, Instructional Assistant - English, English 02/11/13-06/30/13

Evenhuis, John, Instructional Assistant - ESL, ESL 02/21/13-08/21/13

Fox, Ronda, Instructional Assistant - ESL, ESL 02/20/13-08/20/13

Griffy, Walker J., Instructional Assistant - English, English 02/11/13-06/30/13

McGee, Robyn M., Instructional Assistant - English, English 02/14/13-06/30/13

Miller, Nicole, Instructional Assistant - English, English 02/11/13-06/30/13

Williams, Juanita, Human Resources Technician, Human Resources 02/14/13-03/13/13

RECOMMENDATION NO. 15 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

College Student Assistant, \$8.00/hour (STHP) 18

College Work-Study Student Assistant, \$8.00/hour (FWS) 33

SPECIAL SERVICE

Art Models, \$18.00/hour 15

Art Models with costume, \$21.00/hour 2

Community Services Specialist I, \$35/hour 63

Community Services Specialist II, \$50/hour 8

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 5, 2013

CONSENT AGENDA: FACILITIES AND FISCAL

Requested by: Greg Brown, Director, Facilities Planning

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

Requested Action: Approval/Ratification

RECOMMENDATION NO. 16 FACILITIES

16-A CHANGE ORDER NO. 2 – 1510 PICO FACILITIES DEPARTMENT RELOCATION

Change Order No. 2 – Real Estate Consulting & Services, Inc. on the 1510 Pico – Facilities Department Relocation project in the amount of \$13,555.

Original Contract Amount	\$219,250
Previously Approved Change Orders	(625)
Change Order 2	<u>13,555</u>
Revised Contract Amount	\$232,180

This change order results in no change to the contract length

Funding Source: Measure AA

Comment: Change Order 2 provides for a network connection for fire alarm panel reporting between the panel at 1510 Pico and the Fire Works control station at the Police Dispatch via the campus Ethernet network and the labor and material for installation of new solex tempered safety glass into existing frame curtain wall system and.

16-B PROJECT CLOSE OUT – 1510 PICO FACILITIES RELOCATION

Subject to completion of punch list items by REAL ESTATE CONSULTING & SERVICES, INC. authorize the District Representative without further action of the Board of Trustees, to accept the project described as 1510 Pico – Facilities Relocation as being complete. Upon completion of punch list items by REAL ESTATE CONSULTING & SERVICES, INC. the District Representative shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance disbursement of the final payment is authorized.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 5, 2013

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 FACILITIES *(continued)*

16-C PROJECT CLOSE OUT – ENERGY SERVICE CONTRACT - CEUS BUILDING

Subject to completion of punch list items by COMPASS ENERGY SOLUTIONS, authorize the District Representative without further action of the Board of Trustees, to accept the project described as ENERGY SERVICE CONTRACT – CEUS BUILDING as being complete upon completion of punch list items by COMPASS ENERGY SOLUTIONS. 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.

16-D AGREEMENT FOR BOND COUNSEL

Agreement with Nixon Peabody, LLP to provide bond counsel and related services.
\$225 to \$650 per hour, plus reimbursement of actual and necessary expenses.

Funding Source: 2012-2013 Business and Administration Budget;
Bond Measures AA, U and S funds; District Capital Outlay Fund

Comment: The District wishes to retain the expertise of its current bond counsel, Lisalee Anne Wells, Bond Counsel who was formerly with Fulbright and Jaworski, LLP, and has moved to Nixon Peabody, LLP.

16-E POOL PAYMENTS UNDER JOINT USE FACILITIES AGREEMENT

Payment to:	City of Santa Monica
Amount:	\$41,893.44
For the Period:	July 1, 2012 –September 30, 2012 (3 months)
Funding Source:	2012-2013 District General Fund

Comment: Under the terms of the Joint Use of Facilities Agreement with the City of Santa Monica, the District pays a pro rata share of maintenance and operation costs of the pool based on the number of hours the College uses the pool compared to the total hours of pool use by all parties. College paid the City of Santa Monica \$42,471.53 for the same period last year.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 5, 2013

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. 17 BUDGET AUGMENTATION

The 2012-2013 Adopted Budget will be amended to reflect the following budget augmentations:

17 -A BOARD FINANCIAL ASSISTANCE PROGRAM (BFAP)

Granting Agency: State of California

Appropriated Funding: \$22,142

Matching Funds: None

Performance Period: July 1, 2012 – June 30, 2013

Summary: The District qualifies for an additional \$22,142 in BFAP funding per the First Principal Apportionment report issued by the Chancellor's Office dated January 1, 2013.

Budget Augmentation: Revenue:

8600 State Revenue \$22,142

Expenditures:

5000 Contracted Services \$22,142

17-B SOUTHERN CALIFORNIA E-BUSINESS FORUM (SCEBIZ4M)

Granting Agency: Southern California e-Business Forum/Southern California EDI Roundtable, Inc.

Appropriated Funding: \$239

Matching Funds: None

Performance Period: July 1, 2012 – June 30, 2013

Summary: The District accepted a mini-grant in the amount of \$3,278.97 in July 2012 to develop a certificate in Social Media. Additional funds in the amount of \$239 have been awarded by the granting agency for a new total award amount of \$3,518.

Budget Augmentation: Revenue:

8800 Contribution, Gift, Grant \$ 239

Expenditures:

4000 Supplies & Materials \$4

5000 Other Operational Expenses \$4

6000 Capital Outlay \$ 221

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 5, 2013

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 18 BUDGET TRANSFERS

18-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: January 23, 2013 to February 20, 2013

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	4,750
3000	Benefits	0
4000	Supplies	-2,624
5000	Contract Services/Operating Exp	39,250
6000	Sites/Buildings/Equipment	-40,376
7000	Other Outgo/Student Payments	-1,000
Net Total:		0

18-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: January 23, 2013 to February 20, 2013

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	12
2000	Classified/Student Salaries	-11
3000	Benefits	1,483
4000	Supplies	-2,301
5000	Contract Services/Operating Exp	2,353
6000	Sites/Buildings/Equipment	63
7000	Other Outgo/Student Payments	-1,599
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	March 5, 2013

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 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, 2013 C1F – C2G \$8,175,656.40

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

RECOMMENDATION NO. 20 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, 2013 5350 – 5390 \$4,787,444.21

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

RECOMMENDATION NO. 21 AUXILIARY PAYMENTS & 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, 2013	\$678,203.98	\$96,110.43

Comment: All purchases and payments were made in accordance with Education Code requirements and allocated to approved budgets in the Bookstore, Trust and Other Auxiliary Funds. The detailed Auxiliary payment documents are on file in the Auxiliary Operations Office.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 5, 2013

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 22 PURCHASING

Requested by: Cynthia Moore, Director of Purchasing

Approved by: Robert Isomoto, Vice President

Requested Action: Approval/Ratification

22-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

January 1 – January 31, 2013 \$7,576,399.02

22-B AWARD OF CONTRACT – DOCUMENT REPROCESSORS

Provider: Document Reprocessors
Amount: \$64,500
Funding Source: General Fund
Summary: Package, drying and re-boxing of Fiscal Service Business Materials.
This service is required due to basement flood at Airport Campus.

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 5, 2013

XI. ORGANIZATIONAL FUNCTIONS

RECOMMENDATION NO. 23 DESIGNATION OF BOARD OF TRUSTEES REPRESENTATIVE TO THE KCRW FOUNDATION BOARD OF DIRECTORS

It is recommended that the Board of Trustees designate a SMCCD Board of Trustees representative to the KCRW Foundation Board of Directors.

COMMENT: The KCRW Foundation has amended its bylaws to provide for one voting member of the KCRW Foundation Board of Directors, who shall be a member of the Board of Trustees of the District and shall be selected by the District Board of Trustees.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

XII. BOARD COMMENTS AND REQUESTS

XIII. ADJOURNMENT

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, April 2, 2013** at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room, 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
- Ballot for CCCT Board of Directors
- Report: Community and Government Relations



DRAFT 2013-2014

SANTA MONICA COMMUNITY COLLEGE DISTRICT CALENDAR 2013 - 2014

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
						1		1	2	3	4	5	6					1	2	3
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																				
SEPTEMBER 2013							OCTOBER 2013							NOVEMBER 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7														
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30
DECEMBER 2013							JANUARY 2014							FEBRUARY 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7														
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	[18]	[19]	[20]	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	[23]	[24]	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	
MARCH 2014							APRIL 2014							MAY 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1														
2	3	4	5	6	[7]	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	[15]	[16]	[17]	[18]	19	11	12	13	14	15	16	17
16	17	[18]	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			
JUNE 2014							JULY 2014							AUGUST 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7														
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	[18]	[19]	[20]	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	[18]	[19]	[20]	[21]	[22]	23
29	30						27	28	29	30	31			24	[25]	[26]	[27]	[28]	[29]	30

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

LEGAL HOLIDAYS

June - December 2013	
Independence Day:	Thursday, July 4, 2013
Labor Day:	Monday, Sept. 2, 2013
Veterans' Day:	Monday, Nov. 11, 2013
Thanksgiving Day:	Thursday, Nov. 28, 2013
Admission's Day	*Fri., Nov. 29, 2013
Christmas Day:	Wednesday, Dec. 25, 2013
*In lieu of Sept. 10	

January - August 2014	
New Year's Day:	Wednesday, Jan. 1, 2014
Martin Luther King Day:	Monday, Jan. 20, 2014
Lincoln's Birthday:	Friday, Feb. 14, 2014
Presidents' Day:	Monday, Feb. 17, 2014
Memorial Day:	Monday, May 26, 2014
Independence Day:	Friday, July 4, 2014
Cesar Chavez Day (12-Mo. Class.):	Mon., Apr. 14, 2014
Cesar Chavez Day (11-Mo. Class.):	Float*
*To be taken between Mar. 31 and Dec. 31, 2013	

SEMESTER DATES 2013 - 2014

Summer 2013	
6-week Session:	Jun. 17-Jul. 26, 2013
8-week Session:	Jun. 17-Aug. 09, 2013
Fall 2013	
Regular Session:	Aug. 26-Dec. 17, 2013
1st 8-week Session:	Aug. 26-Oct. 18, 2013
12-week Session:	Sept. 16-Dec. 06, 2013
2nd 8-week Session:	Oct. 21-Dec. 13, 2013
Winter 2014	
6-week Session:	Jan. 06-Feb. 13, 2014
Spring 2014	
Regular Session:	Feb. 18-Jun. 17, 2014
1st 8-week Session:	Feb. 18-Apr. 11, 2014
12-week Session:	Mar. 10-Jun. 06, 2014
2nd 8-week Session:	Apr. 21-Jun. 13, 2014
Summer 2014	
6-week Session:	Jun. 23-Aug. 01, 2014
8-week Session:	Jun. 23-Aug. 15, 2014

Special Dates	
Graduation Day 2013:	Jun. 11, 2013
Graduation Day 2014:	Jun. 17, 2014
Spring Break 2014:	Apr. 14-18, 2014
Faculty Flex Days 2013 - 2014	
Aug. 20, 2013	Individual
Aug. 21, 2013	Departmental
Aug. 22, 2013	Fall 2013 Opening Day
Aug. 23, 2013	Departmental
Mar. 07, 2014	Departmental
Mar. 18, 2014	Institutional
Apr. 16, 2014	Individual
Apr. 17, 2014	Individual
Apr. 18, 2014	Individual
Faculty Flex Days Fall 2014	
Aug. 26, 2014	Individual
Aug. 27, 2014	Departmental
Aug. 28, 2014	Fall 2014 Opening Day
Aug. 29, 2014	Departmental
See District Calendar 2014-2015 for complete list of Faculty Flex Days for 2014-2015	

Approved by the Board of Trustees: 00/00/0000



DRAFT 2014-2015

SANTA MONICA COMMUNITY COLLEGE DISTRICT CALENDAR 2014 - 2015

JUNE 2014							JULY 2014							AUGUST 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9
8	9	10	11	12	13	14	15	14	15	16	17	18	19	10	11	12	13	14	15	16
15	16	17	[18]	[19]	[20]	21	20	21	22	23	24	25	26	17	[18]	[19]	[20]	[21]	[22]	23
22	23	24	25	26	27	28	27	28	29	30	31			24	[25]	[26]	[27]	[28]	[29]	30
29	30													31						
SEPTEMBER 2014							OCTOBER 2014							NOVEMBER 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	5	6	7	8	9	10	11	2	3	4	5	6	7	8
7	8	9	10	11	12	13	12	13	14	15	16	17	18	9	10	11	12	13	14	15
14	15	16	17	18	19	20	19	20	21	22	23	24	25	16	17	18	19	20	21	22
21	22	23	24	25	26	27	26	27	28	29	30	31		23	24	25	26	[27]	[28]	[29]
28	29	30												30						
DECEMBER 2014							JANUARY 2015							FEBRUARY 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	4	5	6	7	8	9	10	1	2	3	4	5	6	7
7	8	9	10	11	12	13	11	12	13	14	15	16	17	8	9	10	11	12	[13]	[14]
14	15	16	17	18	19	20	18	19	20	21	22	23	24	15	16	17	18	19	20	21
21	22	23	[24]	[25]	26	27	25	26	27	28	29	30	31	22	23	24	25	26	27	28
28	29	30	31																	
MARCH 2015							APRIL 2015							MAY 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	[6]	7	5	6	7	8	9	10	11	3	4	5	6	7	8	9
8	9	10	11	12	13	14	12	13	[14]	[15]	[16]	[17]	18	10	11	12	13	14	15	16
15	16	17	18	[19]	20	21	19	20	21	22	23	24	25	17	18	19	20	21	22	23
22	23	24	25	26	27	28	26	27	28	29	30			24	[25]	26	27	28	29	30
29	30	31												31						
JUNE 2015							JULY 2015							AUGUST 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	5	6	7	8	9	10	11	2	3	4	5	6	7	8
7	8	9	10	11	12	13	12	13	14	15	16	17	18	9	10	11	12	13	14	15
14	15	16	[17]	[18]	[19]	20	19	20	21	22	23	24	25	16	[17]	[18]	[19]	[20]	[21]	22
21	22	23	24	25	26	27	26	27	28	29	30	31		23	[24]	[25]	[26]	[27]	[28]	29
28	29	30												30	31					

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

LEGAL HOLIDAYS

June - December 2014	
Independence Day:	Friday, July 4, 2014
Labor Day:	Monday, Sept. 1, 2014
Veterans' Day:	Tuesday, Nov. 11, 2014
Thanksgiving Day:	Thursday, Nov. 27, 2014
Admission's Day	*Friday, Nov. 28, 2014
Christmas Day:	Thursday, Dec. 25, 2014
* In lieu of Sept. 10	

January - August 2015	
New Year's Day:	Thursday, Jan 01, 2015
Martin Luther King Day:	Monday, Jan. 19, 2015
Lincoln's Birthday:	Friday Feb. 13, 2015
Presidents' Day:	Monday, Feb. 16, 2015
Memorial Day:	Monday, May 25, 2015
Independence Day:	Friday, July 3, 2015
Cesar Chavez Day (12-Month Classified):	April 13, 2015
Cesar Chavez Day (11-Month Classified):	Float*
*To be taken between Mar. 31 and Dec. 31, 2013	

SEMESTER DATES 2014-2015

Summer 2014	
6-week Session:	Jun. 23-Aug. 01, 2014
8-week Session:	Jun. 23-Aug. 15, 2014
Fall 2014	
Regular Session:	Sept. 02-Dec. 23, 2014
1st 8-week Session:	Sept. 02-Oct. 24, 2014
12-week Session:	Sept. 22-Dec. 12, 2014
2nd 8-week Session:	Oct. 27-Dec. 19, 2014
Winter 2015	
6-week Session:	Jan. 5-Feb. 12, 2015
Spring 2015	
Regular Session:	Feb. 17-Jun. 16, 2015
1st 8-week Session:	Feb. 17-Apr. 10, 2015
12-week Session:	Mar. 9-Jun. 5, 2015
2nd 8-week Session:	Apr. 20-Jun. 12, 2015
Summer 2015	
6-week Session:	Jun. 22-July 31, 2015
8-week Session:	Jun. 22-Aug. 14, 2015

Special Dates	
Graduation Day 2014:	Jun. 17, 2014
Graduation Day 2015:	Jun. 16, 2015
Spring Break 2015:	Apr. 13-17, 2015
Faculty Flex Days 2014-2015	
August 26, 2014	Individual
August 27, 2014	Departmental
August 28, 2014	Fall 2014 Opening Day
August 29, 2014	Departmental
March 06, 2015	Departmental
March 19, 2015	Institutional
April 15, 2015	Individual
April 16, 2015	Individual
April 17, 2015	Individual
Faculty Flex Days Fall 2015	
August 25, 2015	Individual
August 26, 2015	Departmental
August 27, 2015	Fall 2015 Opening Day
August 28, 2015	Departmental
See District Calendar 2015-2016 for complete list of Faculty Flex Days for 2015-2016	

Approved by the Board of Trustees: 00/00/0000



DRAFT 2015-2016

SANTA MONICA COMMUNITY COLLEGE DISTRICT CALENDAR 2015 - 2016

JUNE 2015							JULY 2015							AUGUST 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6						3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	[17]	[18]	[19]	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	[17]	[18]	[19]	[20]	[21]	22
28	29	30					26	27	28	29	30	31		23	[24]	[25]	[26]	[27]	[28]	29
														30	31					
SEPTEMBER 2015							OCTOBER 2015							NOVEMBER 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
														1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					
DECEMBER 2015							JANUARY 2016							FEBRUARY 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	[23]	[24]	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28	29					
MARCH 2016							APRIL 2016							MAY 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
6	7	8	9	10	11	12	3	4	5	6	7	8	9	1	2	3	4	5	6	7
13	14	[15]	16	17	18	[19]	10	11	[12]	[13]	[14]	[15]	16	8	9	10	11	12	13	14
20	21	22	23	24	25	26	17	18	19	20	21	22	23	15	16	17	18	19	20	21
27	28	29	30	31			24	25	26	27	28	29	30	22	23	24	25	26	27	28
JUNE 2016							JULY 2016							AUGUST 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	[15]	[16]	[17]	18	10	11	12	13	14	15	16	14	[15]	[16]	[17]	[18]	[19]	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	[22]	[23]	[24]	[25]	[26]	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			

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

LEGAL HOLIDAYS

June - December 2015	
Independence Day:	Friday, July 3, 2015
Labor Day:	Monday, Sept. 7, 2015
Veterans' Day:	Wednesday, Nov. 11, 2015
Thanksgiving Day:	Thursday, Nov. 26, 2015
Admission's Day	*Friday, Nov. 27, 2015
Christmas Day:	Friday, Dec. 25, 2015
* In lieu of Sept. 10	

January - August 2016	
New Year's Day:	Friday, Jan 01, 2016
Martin Luther King Day:	Monday, Jan. 18, 2016
Lincoln's Birthday:	Friday Feb. 12, 2016
Presidents' Day:	Monday, Feb. 15, 2016
Memorial Day:	Monday, May 30, 2016
Independence Day:	Monday, July 4, 2016
Cesar Chavez Day (12-Month Classified):	April 11, 2016
Cesar Chavez Day (11-Month Classified):	Float*
*To be taken between Mar. 31 and Dec. 31, 2013	

SEMESTER DATES 2015 - 2016

Summer 2015	
6-week Session:	Jun. 22-July 31, 2015
8-week Session:	Jun. 22-Aug. 14, 2015
Fall 2015	
Regular Session:	Aug. 31-Dec. 22, 2015
1st 8-week Session:	Aug. 31-Oct. 23, 2015
12-week Session:	Sept. 21-Dec. 11, 2015
2nd 8-week Session:	Oct. 26-Dec. 18, 2015
Winter 2016	
6-week Session:	Jan. 4-Feb. 11, 2016
Spring 2016	
Regular Session:	Feb. 16-Jun. 14, 2016
1st 8-week Session:	Feb. 16-Apr. 08, 2016
12-week Session:	Mar. 07-Jun. 3, 2016
2nd 8-week Session:	Apr. 18-Jun.10, 2016
Summer 2016	
6-week Session:	Jun. 20-July 29, 2016
8-week Session:	Jun. 20-Aug. 12, 2016

Special Dates	
Graduation Day 2015:	Jun. 16, 2015
Graduation Day 2016:	Jun. 14, 2016
Spring Break 2016:	Apr. 11-15, 2016
Faculty Flex Days 2015-2016	
August 25, 2015	Individual
August 26, 2015	Departmental
August 27, 2015	Fall 2015 Opening Day
August 28, 2015	Departmental
March 04, 2016	Departmental
March 15, 2016	Institutional
April 13, 2016	Individual
April 14, 2016	Individual
April 15, 2016	Individual
Faculty Flex Days Fall 2016	
August 23, 2016	Individual
August 24, 2016	Departmental
August 25, 2016	Fall 2016 Opening Day
August 26, 2016	Departmental
See District Calendar 2016-2017 for complete list of Faculty Flex Days for 2016-2017	

Approved by the Board of Trustees: 00/00/0000