

A G E N D A



SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

**TUESDAY,
JULY 7, 2009**

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

5:30 p.m. – Call to Order
Closed Session

7:00 p.m. – Public Meeting
Board Room (Business Building Room 117)

*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

V. **ACADEMIC SENATE REPORT**

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VII. **CONSENT AGENDA**

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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.

IX. **BOARD COMMENTS AND REQUESTS**

X. **ADJOURNMENT**

The Board will hold a Study Session on Saturday, August 1, 2009 at the SMC Bundy Campus.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Tuesday, August 4, 2009** at 7 p.m. (5:30 p.m. if there is a closed session) Santa Monica College Board Room, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

BOARD OF TRUSTEES**REGULAR MEETING**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

July 7, 2009

I. ORGANIZATIONAL FUNCTIONSA CALL TO ORDERB ROLL CALL

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

C PUBLIC COMMENTS ON CLOSED SESSION ITEMS**II. CLOSED SESSION**Conference with Labor Negotiators (*Government Code Section 54957.6*)

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

Employee Organization: *CSEA, Chapter 36*

Public Employee Discipline/Dismissal/Release (*Government Code Section 54957*)Real Property (*Government Code Section 54956.8*)

Property Address: 919 Santa Monica Blvd., Santa Monica, California 90404

Under Negotiation: 45 days of Due Diligence Period, 15 days of escrow from the end of
 the Due Diligence Period

Owner of Record: Per Public Record

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONSD PLEDGE OF ALLEGIANCEE CLOSED SESSION REPORT (if any)F PUBLIC COMMENTS

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	July 7, 2009

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM G

SUBJECT: **OVERVIEW OF 2008-2009 GRANT-FUNDED PROJECTS**

SUBMITTED BY: Superintendent/President

SUMMARY: In 2008-2009, SMC managed approximately \$5 million in 28 grant projects funded by local, state, and federal agencies (not including carry over funds). This total includes any project that is proposal driven, performance or outcome-based, and competitive. It does not include such categorically-funded programs as EOPS or Disabled Students Programs and Services. It also does not include Tech Prep, Dual Enrollment, or the various fee-for-service workforce training contracts awarded to Workforce and Economic Development.

In 2008-2009, the college received 12 new awards, valued at about \$3.6 million in new money, with \$1.8 million to benefit 2008-2009 directly. These projects were developed and written by the Grants Office, Workforce and Economic Development, and/or the TRIO Program. In total, the college submitted 21 proposals, achieving a success rate of 57 percent; however, this included three applications to private funding sources that were not funded. SMC's public grant success rate was 67%. One of the goals of the Grants Office is to increase private grant making in an effort to reduce reliance on public funds, decrease the amount of time spent of accountability and compliance, and increase the diversity of projects funded through grants. Private grants will enable the college to pursue smaller, more targeted projects to address our strategic initiatives.

The attached report prepared by Laurie McQuay-Peninger, Director of Grants, (see Addendum A) provides an overview of the 2008-2009 grant-funded projects by Institutional Learning Outcome, Strategic Initiative, and/or Supporting Goal, as well as the annual award total and the funding source.

BOARD OF TRUSTEES Santa Monica Community College District	INFORMATION July 7, 2009
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MAJOR ITEMS OF BUSINESS

INFORMATION ITEM H

SUBJECT: **TRANSFER PROGRAM**

SUBMITTED BY: Superintendent/President

SUMMARY: The presentation on the SMC Transfer Program will provide some of the most recent transfer statistics, along with some analysis on how the budget crisis might affect the transfer in the future, particularly for SMC students wanting to attend the UC and CSU. A comparison will be provided with the budget crisis of 2003, and how that crisis affected transfer numbers.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 7, 2009

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1

SUBJECT: **CONTRACT WITH BIG BLUE BUS**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve a contract with the Big Blue Bus for 2009-10.

SUMMARY: At its April 14, 2008 meeting, the Board of Trustees approved a recommendation to endorse the Associated Students, Santa Monica College, and Big Blue Bus Transportation Initiative. This program provides a system-wide pass for all current SMC students and staff with ID to ride the Big Blue Bus “any time, any line” at no charge. The program replaces SMC’s former shuttle service and incorporates the line improvements to SMC’s campuses that have been added in recent years, including the Crosstown Ride, the Sunset Ride, the new Line 6 to Mar Vista, and an extension of Line 1 from UCLA to the main campus. The Board approved entering into a contract with Big Blue Bus for the amount of \$1,219,480.

In approving the contract, the Board relied on a commitment from the Associated Students to contribute \$428,051 to the program, made available by an Associated Students action to increase the voluntary A.S. membership fee. The Board also endorsed a plan to adjust the Student ID fee and the Student parking fee to provide \$371,429 to offset the balance of the increased cost. Lastly, the Board endorsed a maintenance of effort amount of \$420,000 from SMC’s General Fund to provide the remaining funding. The cost for the 2009-10 BBB program is unchanged, at \$1,219,480.

Within the past few weeks, representatives from the Associated Students have indicated interest in providing an additional amount for the program, up to \$200,000, to assist the college with the budget crisis. The A.S. will next meet in August.

Following is a summary of the funding sources and costs:

\$371,429	SMC 2009-10 General Fund – Offset by ongoing SMC revenue from ID & parking
\$428,051	SMC 2009-10 General Fund – Offset by A.S. maintenance of effort payment
\$420,000	SMC 2009-10 General Fund – Maintenance of Effort (May be reduced by A.S. contribution)
\$1,219,480	Total for 2009-2010 BBB “Any Line, Any Time” Program

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 7, 2009

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

SUBJECT: **APPOINTMENTS TO CITIZENS' BOND OVERSIGHT COMMITTEE**

SUBMITTED BY: Trustee Nancy Greenstein

REQUESTED ACTION: It is recommended that the Board of Trustees approve the appointment of members to the Citizens' Bond Oversight Committee, for two-year terms, 2009-2011.

Deborah Arvesen (incumbent) – Local community (Sunset Park), local business

Clarence Chapman (previous member) – Taxpayer's organization, local community (Malibu)

Paul Leoni (incumbent) – Local business

Bruce Sultan – Local business, SMC support organization (Associates)

SUMMARY: The bylaws state that the Citizens' Bond Oversight Committee shall consist of a minimum of seven (7) members appointed by the Board of Trustees as required by Government Code Sections 54950-54962 and Education Code Sections 15278, 15280 and 15282, with at least:

Category

1. one representative of the business community within the District
2. one person active in a senior citizens' organization
3. one person active in a bona fide taxpayers' organization
4. one student who is currently enrolled at SMC
5. one person active in the support and organization of the District
6. additional appointees to represent the communities of Santa Monica and Malibu

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 7, 2009

ORGANIZATIONAL FUNCTIONS

RECOMMENDATION NO. 3

SUBJECT: **AUTHORIZED SIGNATURE RESOLUTION**

SUBMITTED BY: Superintendent/President

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

Name/Title	Warrants	Orders for Salary Payment	Notices of Employment	Contracts	Auxiliary Warrants	Purchase Orders
Robert Isomoto Vice-President, Business and Administration	X	X		X	X	X

It is further recommended that this revised "Certification of Signatures" be completed and filed with the County Superintendent of Schools. The signatures shall be considered valid through December 31, 2009.

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 7, 2009

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 4

SUBJECT: **SECOND READING AND APPROVAL**
BOARD POLICY SECTIONS
3123, WORKPLACE/CAMPUS VIOLENCE AND
ANTI-BULLYING
3124, ANTI-NEPOTISM

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a second reading and approval of the following Board Policy Sections:

- A 3123, Workplace/Campus Violence and Anti-Bullying Policy
- B 3124, Anti-Nepotism

COMMENT: Revisions suggested during the first reading at the June 2nd Board of Trustees meeting have been incorporated.

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

#4-A

BP 3123 Workplace/Campus Violence and Anti-Bullying (Revision)

Santa Monica College prohibits workplace and campus violence and strongly promotes civility in the workplace. The District is committed to maintaining a safe, collegial environment in which fear, intimidation and bullying will not be tolerated. Treating others with civility and respect and refusing to perpetuate or tolerate bullying behavior are expected performance standards of administrators, management, faculty, staff, volunteers and students as well as vendors, independent contractors and visitors to the College.

Verbal, written and/or emotional or physical abuse, threats, intimidation, or violence against others will be considered a violation of the community of mutual respect ~~and an ethical lifestyle that are~~ as an integral part of the goals, objectives and mission of the Santa Monica Community College District.

“Bullying” is any habitually cruel, hostile behavior perpetrated upon individuals or groups for the purpose of intimidation. This behavior may result in physical and/or emotional distress to the target of such acts and has the potential to lead to violent outcomes.

Passive bystander support of bullying will not be tolerated. Employee witnesses to acts of bullying must take responsible action to report such acts to the District. Other witnesses should take responsible action to report such acts to the District.

Complaints should be forwarded to the Superintendent/ President or Designee. Upon conclusion of an investigation of a complaint, and if the complaint is found to be valid, the District will ensure that remedial action is taken. Anyone who files a complaint in which he/she knowingly makes a false accusation may be subject to appropriate discipline.

This policy will be published in college publications (e.g. Website, catalog).

#4-B

BP 3124 Anti-Nepotism (New)

The Santa Monica Community College District's standards for employment decisions such as hiring, promoting, reappointing, evaluating, awarding salary, disciplining, and terminating employees are based upon an individual's qualifications for the position, ability, and performance. The District attempts to avoid favoritism, the appearance of favoritism, and conflicts of interest in employment, and reserves the right to take action in accordance with existing employee collective bargaining agreements when relationships or associations of employees negatively affect the District's mission and goals.

Employees and applicants for employment shall not be denied employment or advancement opportunities because of their status as a family or household member of another employee. However, no person shall be employed, promoted, or transferred to a position in a department where ~~they~~ he/she would be the immediate supervisor of or receive direct supervision from a:

- spouse, domestic partner, or co-habitant;
- child, including adopted, in-laws and step- or half-parent;
- grandchild, including adopted, in-laws and step- or half-grandparent;
- sibling, including in-laws and step- or half-; or
- any other member of the employee's household whether or not related by blood or marriage;
- children and family members of siblings and spouses.

A person serving in a supervisory position may not participate in decisions regarding hiring, reappointment, placement, scheduling, evaluation, rate of pay, salary increases, promotion, monetary awards, or other personal interest for a relative or household member employed by the District, even when the supervisor is not in the direct line of authority. For purposes of this policy, an elected position such as department chair, faculty leader or faculty coordinator shall be considered a "supervisory position".

To avoid the risk of sexual harassment or any appearance of impropriety, employees shall not be allowed to retain supervisory responsibilities over subordinate employees whom they are dating.

A supervisor who becomes involved in a relationship covered by this policy shall notify the Superintendent/President or designee within 10 working days after the start of this relationship.

Upon receiving notification of such a relationship, the Superintendent/President or Designee shall take action to remedy the situation. Such action may include reassignment, transfer or acceptance of voluntary resignation for one of the parties.

Reference:

California Education Code Section 70902

SMC Rules and Regulations of Classified Service Merit Rule 7.1.4

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 7, 2009

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 #5-#22

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

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

VIII. CONSENT AGENDA – Pulled Recommendations

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

RECOMMENDATION NO. 5 APPROVAL OF MINUTES

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

- June 2, 2009 (Regular Board of Trustees Meeting)
- June 23, 2009 (Special Meeting)

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 7, 2009

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 6 ANNUAL CONTRACTS AND CONSULTANTS

Requested Action: Approval/Renewal of the following annual contracts for the period of July 1, 2009 through June 30, 2009, unless otherwise indicated.

Summary: The budget planning process for 2009-2010 started with the goal of reducing contract budgets by 10 percent. As the financial situation worsened, that goal was increased to 15 percent. The list of annual contracts was carefully reviewed and, where possible, contracts were consolidated or discontinued, resulting in a net reduction of 16 contracts from 2008-2009 with a savings of approximately \$260,000. In addition, some contracts for professional services have been renegotiated for 2009-2010 and the hourly rates and “not to exceed” rates have been reduced (the reduced amounts are indicated in **bold**), resulting in a savings of approximately \$315,000. The combined savings resulting from changes from 2008-2009 and reducing rates for 2009-2010 is approximately \$575,000, which contributes significantly toward achieving the goal of reducing contract budgets by 15 percent.

The following contracts presented for approval are part of the total contracts that the college awards every year. Similar efforts for cost savings will be made with other contracts so that the District can achieve the goal of saving \$1.5 million through the overall 15% reduction. Some of the contracts included are “pass-throughs” for grant funds or are funded directly through earned revenue. These are not subject to the 15 percent reduction.

6-A ACADEMIC AND STUDENT AFFAIRS

*Approved by: Mike Tuitasi, Vice-President, Student Affairs
 Jeff Shimizu, Vice-President, Academic Affairs
 Randal Lawson, Executive Vice-President*

I	Sandi Eisenberg, dba Total Recall Captioning	To provide real-time captioning services on an as-needed basis to non-signing deaf students during the period of July 1, 2009 through June 30, 2010,	Not to exceed \$60 per hour for single on-site service provider, \$110 per hour for on-site team service providers; \$60 per hour for remote captioning. Total amount not to exceed \$148,750.	2009-2010 District Budget/Disabled Students
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BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 7, 2009

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 6 ANNUAL CONTRACTS AND CONSULTANTS

6-A ACADEMIC AND STUDENT AFFAIRS *(continued)*

2	PeopleSupport/ RapidText	Provide real-time captioning services on an as-needed basis to non-signing deaf and hard of hearing students for the period of July 1, 2009 through June 30, 2010	Not to exceed \$65 per hour for ongoing classes and \$85 per hour for occasional classes. Total amount not to exceed \$3,188.	2009-2010 District Budget/Disabled Students
3	People Support/Rapidtext Transcription	Provide VHS and digital captioning services for videos and DVD's on an as-needed basis for the period of July 1, 2009 through June 30, 2010.	The total amount not to exceed \$3,188.	2009-2010 District Budget/Disabled Students
4	Quick Caption	Provide real-time captioning services on an as-needed basis to non-signing deaf and hard of hearing students for the period of July 1, 2009 through June 30, 2010	Not to exceed \$60 per hour for onsite; \$55 per hour for remote, \$120 per hour for onsite team, \$110 per hour for team remote. Total amount not to exceed \$5,100	2009-2010 District Budget/Disabled Students
5	Accommodating Ideas	Sign language interpreters on an as-needed basis for an influx of deaf students at the beginning of each semester and for an on-going need for emergency substitutes during the period of July 1, 2009 through June 30, 2010,	Not to exceed \$60 per hour daytime; \$65 per hour nights and weekends, \$70 per hour emergencies/ less than 24 hours notice; \$110 per hour for team service interpreters and .50½ cents per mile for mileage. Total amount not to exceed \$148,750.	2009-2010 District Budget/Disabled Students

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 7, 2009

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 6 ANNUAL CONTRACTS AND CONSULTANTS

6-A ACADEMIC AND STUDENT AFFAIRS *(continued)*

6	Links Sign Language Interpreting Services/Goodwill Industries	Sign language interpreters for an influx of deaf students at the beginning of each semester and for an on-going need for emergency substitutes	Not to exceed \$62 per hour for daytime, \$62 per hour per interpreter for teams (\$62x2), \$79 per hour emergencies/less than 48 hours notice, \$79 per hour for assignments between the hours of 5pm and 8am, \$100 for emergencies (medical, legal) and .50½ cents per mile for mileage. Total amount is not to exceed \$8,500.	2009-2010 District Budget/Disabled Students
7	LIFESIGNS Sign Language Interpreting Services	Sign language interpreters for an influx of deaf students at the beginning of each semester and for an on-going need for emergency substitutes	Rate not to exceed \$65 per hour for a single, \$65 per hour per interpreter for teams (\$65x2), \$75 per hour for requests with less than 48 hrs notice, \$75 per hour for assignments between the hours of 5pm and 7:30am. The total amount is not to exceed \$6,800	2009-2010 District Budget/Disabled Students

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 7, 2009

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 6 ANNUAL CONTRACTS AND CONSULTANTS

6-A ACADEMIC AND STUDENT AFFAIRS *(continued)*

8	Other Sign Language Providers	Sign language interpreters from other agencies may be needed during the 09-10 academic year to provide services to deaf students who are participating in intercollegiate athletics. PROVIDER: A list of sign language providers throughout the state will be on file in the Disabled Students Center and will be kept current. SERVICE: Sign language interpreters, as needed, for deaf students who are participating in college athletic games throughout California.	The total amount is not to exceed \$4,250.	2009-2010 District Budget/Disabled Students
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COMMENT: The College must meet the needs of deaf students by providing sign language interpreters in a timely manner. Although the college has increased the number of staff interpreters, an influx of deaf students at the beginning of the semester creates a need for additional interpreters.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 7, 2009

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 6 ANNUAL CONTRACTS AND CONSULTANTS

6-A ACADEMIC AND STUDENT AFFAIRS *(continued)*

9	Child Care Providers (list on file in the office of the Director of Child Care Services)	To provide child care services for CalWORKS and Pico Partnership recipients. Comment: Students are required to be enrolled in at least 6 units for fall and spring, and 3 units for winter and summer. Each contract is determined by the number of units a student is enrolled in, if they are working, and the age of the child. They may select from a list of licensed providers, select their own licensed provider, use a relative exempt provider, or a non-relative provider. Or a non-relative Trustline provider.	The reimbursement ceiling rate is consistent with the Regional Market rate.	CalWORKS, City of Santa Monica/ Chancellor's Office (Pico Partnership)
10	Santa Monica-Malibu Unified School District	Provide child care services for up to five (5) Santa Monica College students who have children ages birth to 36 months and who are participating in the Pico Partnership On-the-Move Program, dependent on space available.	\$1,050 per month for infants (birth to 18 months); \$750 per month for toddlers (19 to 36 months). Note: The rates of reimbursement reflect rates mandated by the State of California.	\$41,216 from the City of Santa Monica
11	City of Santa Monica Community Program Division	Rental of Clover Park Sports Facilities for SMC Athletics Department	Not to exceed \$2,000	2009-2010 District Budget/Athletics

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 7, 2009

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 6 ANNUAL CONTRACTS AND CONSULTANTS

6-A ACADEMIC AND STUDENT AFFAIRS *(continued)*

12	Work Study Agreements with CSUN, UCLA and LMU	These are renewal agreements which allow university work-study students to be placed at Santa Monica College. The District pays the percentage of the students' wages as indicated. Tutors may work in English, Social Science, Math, Modern Language or Science.	CSUN – 25% of the students' earnings paid by SMC and 20% administrative fee; UCLA – 50% of students earnings paid by SMC, small share of Workers Comp (under 1%), 5% Administrative fee; LMU – 50% of student earnings paid by SMC.	2009-2010 Budget/Academic Affairs (District's share)
13	Work Study Agreement with Santa Monica-Malibu Unified School District	SMCCD will provide students eligible for the Federal Work Study Program to work as reading/math tutors at three of the SMMUSD schools – Grant Elementary School, Will Rogers Learning Community, and pre-kindergarten child care facility and sixth graders at John Adams Middle School.	The rate of compensation is \$8.00 per hour, which is the current rate of pay for student workers.	Federal Work Study Program
14	List of providers on file in the office of Emeritus College	Off-campus facilities for Emeritus College	Payment per class is authorized as stated on the list	2009-2010 District Budget/Emeritus College

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 7, 2009

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 6 ANNUAL CONTRACTS AND CONSULTANTS

6-A ACADEMIC AND STUDENT AFFAIRS (continued)

15	List of providers on file in the Health Sciences office	Affiliation agreements between the Santa Monica College and the providers for the use of health facilities by SMC students in connection with the District's nursing program. Following is the list of facilities: Berkeley East Convalescent Hospital Culver West Convalescent Exodus Recovery, Inc. Fireside Convalescent Hospital Kindred Hospital Saint John's Health Center Vista Del Sol Long Term Supportive Care Wise and Healthy Aging	Payment per class is authorized as stated on the list	2009-2010 District Budget/Health Sciences
16	Career Services Central ASP	Provide functionality to collect, enter and approve job postings, search resumes, and refer them to prospective employers and to generate reports about students, alumni, employers and job postings.	\$1,000	District Budget/ Career Services Center
17	Kathleen Milnes	Kathleen Milnes serves as the subject matter expert and coordinator of the Arts, Media and Entertainment (AME) industry Sector Leadership Project. She has served in this capacity since the project's inception in 2004 and will update and expand the statewide roster, supervise the expansion of the mapping process and the requisite technical support, research and disseminate information, and organize and facilitate regional meetings.	2009-2010 Not to exceed \$66,000 plus expenses	California Department of Education Arts, Media and Entertainment Industry Sector Leadership Project

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 7, 2009

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 6 ANNUAL CONTRACTS AND CONSULTANTS

6-A ACADEMIC AND STUDENT AFFAIRS *(continued)*

18	Placebase	Placebase hosts the map showing where all the programs are located and their descriptions. They will also created a content management system to allow easy additions and edits to the program by the project team.	Not to exceed \$12,000	California Department of Education Arts, Media and Entertainment Industry Sector Leadership Project
19	Imagistic	Imagistic is designing the project web page and creating navigation and linkages to other relevant sites across the state to increase the information available for users from different sectors.	2009-2010 Not to exceed \$16,500 2009-2010 Not to exceed \$16,000	California Department of Education Arts, Media and Entertainment Industry Sector Leadership Project
20	Bridges.com (site license)	Choices Explorer and Choices Planner, online career exploration	2009-2010 \$1,700	District Funds/ Career Services
21	Collegcentral.com (site license)	Online employment and internship website for SMC students of contract. (Year two of three-year contract)	2009-2010 \$1,000	District Funds/ Career Services

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Santa Monica Community College District	July 7, 2009

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 6 ANNUAL CONTRACTS AND CONSULTANTS

6-B AUXILIARY SERVICES

Requested by: George Prather, Director of Auxiliary Services

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

	Provider	Service	Amount	Funding Source
1	Norton Medical Industries	Drug testing services to transportation employees pursuant to Board Policy 3116	Not to exceed \$1,000	2009-2010 Auxiliary Budget
2	Deidre Weaver	Advertising consulting services including the sale of advertising space in the Corsair and special advertising supplements	25 percent of revenues received	2009-2010 Auxiliary Budget
3	Coast Professional	Debt collection service	25 to 35% on all amounts collected	Amounts collected
4	Credentials Solutions	The company will provide services for the online ordering and shipping of student parking decals as well as the printing of all parking decals sold on campus.	Fees include \$2.50 per decal ordered mailed to student (including printing, processing and mailing); \$.65 for printed decals sold on campus.	2009-2010 District Budget

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RECOMMENDATION NO. 6 ANNUAL CONTRACTS AND CONSULTANTS

6-C CONSTRUCTION/FACILITIES SERVICES

Requested by: *Greg Brown, Director of Facilities and Planning*
J.C. Saunders-Keurjian, Chief Director, Facilities/Maintenance
 Approved by: *Robert Isomoto, Vice President of Business and Administration*

During this fiscal year, these consultants will be working on the following projects: Student Services Phase I, Student Services Phase II, Bundy Driveway, Gym Bleachers, Media & Technology at AET, Central Plant, planning for all Measure AA projects and investigation of properties the district is considering for purchase. The services include pre-construction planning, testing, investigations and surveys, plus project management, inspections and testing during construction. This fiscal year, in addition to starting the planning for several of the Measure AA projects, the District will be beginning the largest construction project ever done, the Student Services Phase II, building and parking garage.

	Provider	Services	Amount	Funding Source
1	Geolabs-Westlake Village	Geotechnical services	\$75 to \$200 per hour and up to \$500 per final report, not to exceed \$150,000 plus reimbursable expenses	State Construction Grants/ Measure AA, U or S/ District Capital Funds
2	Ellis Environmental	Hazardous material monitoring & testing	\$40 to \$200 for on-site services and up to \$500 per laboratory test and report, not to exceed \$60,000 plus reimbursable expenses	State Construction Grants/ Measure AA, U or S/ District Capital Funds
3	Twining Labs	Construction material testing, special inspection services & geotechnical services	\$75 to \$175 per hour & up to \$500 per laboratory report, not to exceed \$165,000, plus reimbursable expenses and test report	State Construction Grants/ Measure AA, U or S/ District Capital Funds

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RECOMMENDATION NO. 6 ANNUAL CONTRACTS AND CONSULTANTS

6-C CONSTRUCTION/FACILITIES SERVICES (continued)

4	Child Education Center	Facility planning for Early Childhood Education Center	Not to exceed \$10,000, plus reimbursable expenses	Measure S
5	Gensler	Campus Planning, CEQA/EIR Support	\$65 to \$350 per hour, not to exceed \$120,000, plus reimbursable expenses	State Construction Grants/ Measure AA, U or S/ District Capital Funds
6	LPI, Inc.	Construction management, project management, labor compliance monitoring & DSA inspection services; second year of two-year agreement.	\$75 to \$150 per hour, not to exceed \$1,200,000 plus reimbursable expenses; \$5,560 per month for Project Management Software development and support	State Construction Grants / District Capital Funds/ Measure AA, U or S Funds
7	Peak Surveys	Site topographical surveys	\$52 to \$290 per hour, not to exceed \$62,000 plus reimbursable expenses	State Construction Grants/ Measure AA, U or S/ District Capital Funds
8	IVA Solutions	Security consulting (mechanical systems)	\$55 to \$135 per hour plus reimbursable expenses, not to exceed \$90,000	State Construction Grants/Measure AA, U or S/ District Capital Funds
9	Foundation for California Community Colleges	Annual license fee for State facilities planning program	Not to exceed \$20,000	District Capital Funds
10	IVA	Fire alarm monitoring services for Madison Campus	Not to exceed \$1,200	Maintenance Department Budget

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RECOMMENDATION NO. 6 ANNUAL CONTRACTS AND CONSULTANTS

6-C CONSTRUCTION/FACILITIES SERVICES *(continued)*

11	gkkworks	Capital outlay planning, funding requests and reports required by the Chancellor's Office including the Five-Year Construction Plan and Space Inventory	Not to exceed \$100,000 plus reimbursable expenses	Measure AA, U or S/ District Capital Funds
12	Blair Graphics	Reprographic Services for large format building plans and construction documents	Not to exceed \$20,000	State Construction Grants/Measure AA, U or S/District Capital Funds

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RECOMMENDATION NO. 6 ANNUAL CONTRACTS AND CONSULTANTS

6-D CONTINUING AND COMMUNITY EDUCATION

Requested by: Erica LeBlanc, Dean, Academic Affairs

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

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Contracts for Community Education are fully-funded by revenues generated through class enrollments. The contracts are needed to support infrastructure needs (e.g., the program's web-based registration system and off-site locations) as well as content providers (e.g., Institute for Reading Development).

	Provider	Service	Revenue
1	Institute of Reading Development	<p>Agreement with the Institute of Reading Development for the rental of classroom space at Santa Monica College in exchange for a percentage of the enrollment fees generated.</p> <p>Comment: The institute of Reading Development offers reading programs for children and adults. The program will be publicized in the Continuing and Community Education schedule of classes; however, all enrollments are done through IRD.</p>	Revenue generated by registration fees charged
2	Gatlin Education	<p>Agreement for online classes to be offered through SMC's Continuing and Community Education Program in exchange for a percentage of the enrollment fees generated.</p> <p>Comment: Gatlin Services offers online certification programs and provides the course contents and instructors. All programs have been reviewed with the respective department chairs.</p>	Revenue generated by registration fees charged
3	Education Fitness Solutions (EFS)	<p>Agreement for the provision of an online professional certification in personal fitness training in exchange for a percentage of the enrollment fees generated.</p> <p>Comment: EFS is an outgrowth of a collaboration between San Diego State University's College of Extended Studies, faculty members, industry experts, internship affiliated, colleges/universities, national organizations and its Board of Advisors. SMC will offer the program which has been reviewed with SMC's KDR department chair and athletics director.</p>	Revenue generated by registration fees charged

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6-D CONTINUING AND COMMUNITY EDUCATION *(continued)*

4	Ed2Go	Agreement to offer online classes through SMC's Continuing and Community Education program in exchange for a percentage of the enrollment fees generated.	Revenue generated by registration fees charged by the C&CE program
5	Collette Vacations	Approval of agreement with Collette Vacations for advertising educational tour packages in the Continuing and Community Education schedule of classes. Collette Vacations will pay SMC 10% of the tour fare.	Revenue generated by registration fees charged by the C&CE program
6	West Los Angeles College, Westside Extension	Agreement to offer joint community education classes through SMC's Continuing and Community Education program in exchange for a percentage of the enrollment fees charged.	Revenue generated by registration fees charged by the C&CE program
7	We Search Research	Editorial copywriting; information research & verification	Revenue generated by registration fees charged by the C&CE program. Not to exceed \$11,000 plus reimbursable expenses
8	Augusoft, Inc.	Approval of annual maintenance agreement for Lumens Software, used by Continuing and Community Education for online registration and Paypal for credit card transactions.	Revenue generated by registration fees charged by the C&CE program. Not to exceed \$9,000.
9	List of providers on file in the office of Continuing/Community Education	Facilities for Continuing and Community Education courses Seminars and courses for SMC Continuing and Community Education courses	Revenue generated by registration fees charged by the C&CE Program. Payment per class is authorized as stated on the list.

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6-E ENROLLMENT DEVELOPMENT

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

	Provider	Service	Amount	Funding Source
1	Credentials Solutions	The company will provide services for the automated processing of online transcript ordering, including detailed communication with students and a 24 hour helpline.	Online transcript ordering, are optional services at no cost to the District. A small convenience fee (\$2 - \$6 depending on how many copies ordered) charged to the requestor in addition to the District fee for the generation of the transcript*.	User fees
2	National Student Clearinghouse	The company will provide services for the automated processing of Enrollment and Degree Verifications and online transcript ordering.	Online enrollment (\$4.50) and degree verifications (\$8.00 – \$9.50), are optional services at no cost to the District. A small convenience fee charged to 3 rd party requesters (eg. Insurance companies or employers).	User Fees
3	Blackboard Connect Ed	Renewal of the service that enables staff to record, schedule, send, and track thousands of voice and text messages. The service has improved student communication throughout the enrollment management process, providing opportunities to improve outreach and retention services through targeted messages, by telephone, to students. August 15, 2009 – August 14, 2010.	\$32,000 for 180,000 message units (including support fee)	2009-2010 District Budget/Enrollment Development

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RECOMMENDATION NO. 6 ANNUAL CONTRACTS AND CONSULTANTS

6-E ENROLLMENT DEVELOPMENT *(continued)*

4	Premier Agendas, Inc.	The company will provide services for typesetting, compiling and reproduction of the Student Handbook and Planner.	\$38,605	2009-2010 Matriculation & District Budget
5	Regent Education, Inc.	License agreement for student financial aid processing software from July 2009 – June 2010. Year two of five-year contract.	\$70,000	2009-2010 BFAP Budget
6	Viatron	Imaging software maintenance agreement (20% discount negotiated)	\$20,900	2009-2010 BFAP Budget
7	Chancellor's Office of the California Community Colleges (COCCC)	To facilitate compliance by community college districts with the information reporting requirements of the Student-Right-To-Know Act (SRTK). Enables online submission of mandatory reporting.	\$3,900	2009-10 District Budget/Institutional Research

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6-E ENROLLMENT DEVELOPMENT *(continued)*

		SMC International Education Center Advertising		2009-10 District Budget/International Education
8	AACC	Print ads and web ads	\$2,750	
9	ALC Press, Japan	Print ads	\$2,000	
10	CJR Education	Print ad, Student web video profile	\$1,500	
11	Destination California	Web ad, banner, landing page, search engine optimization	\$5,000	
12	EI Group	Web Banners	\$2,000	
13	Hobson's International	Print and web ads/profiles	\$16,000	
14	InterStudy Korea, Inc.	Print ad and web banner	\$1,200	
15	Spindle	Print ads	\$12,000	
16	Study in the USA	Print and web ads/profiles	\$36,750	
17	US Journal	Print profile	\$1,100	
18	International Education Advising Centers in U.S., Finland, France, Hong Kong, Japan, Korea, Kuwait, Indonesia, Netherlands, Sweden, Spain, Taiwan, Turkey, and Vietnam (full list of 87 Educational Advising partners on file in the IEC.	Introduce SMC to prospective students, hold college fairs, arrange seminars for visiting SMC staff to meet prospective students, help prepare applications, collect and remit fees from students to SMC	The total for 87 contracts not to exceed \$300,000 (a one-time cost of \$500-\$900 per enrolled student in good standing)	2009-10 District Budget/International Education

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RECOMMENDATION NO. 6 ANNUAL CONTRACTS AND CONSULTANTS

6-E ENROLLMENT DEVELOPMENT *(continued)*

19	Renaissance Agencies	Accident/Illness insurance for F-1 status students, including on-campus training to students and staff, support in providing health care and coverage to students.	\$24,000 Revenue For 2009-10, the fee is \$390 per student for one intersession and one regular session, e.g. Summer/Fall or Winter/Spring	Student Insurance Fees
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6-F EVENTS

Requested by: *Charlie Yen, Director, Events and Contracts*
 Approved by: *Robert Isomoto, Vice President of Business and Administration*

	Provider	Service	Amount	Funding Source
1	James Mahon	Weekday School Planetarium Lectures, Friday Night Planetarium lecture series Comment: There is average of 80 weekday school planetarium lectures per year (not including Friday night lectures).	\$75 per lecture not to exceed \$12,000	2009-2010 District Budget Costs completely covered by ticket sales (no cost to District)
2	Nick Read	Back-up for Friday Night Planetarium lecture series	\$75 per lecture not to exceed \$3,000	2009-2010 District Budget Costs completely covered by ticket sales (no cost to District)

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RECOMMENDATION NO. 6 ANNUAL CONTRACTS AND CONSULTANTS

6-G FISCAL/ADVOCACY

Requested by: *Chris Bonvenuto, Director, Fiscal Services*
Don Girard, Senior Director, Government Relations/Institutional Communications

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

	Provider	Service	Amount	Funding Source
1	Bond Logistix	Perform arbitrage rebate calculations and issue arbitrage rebate reports on all general obligation bonds and Certificates of Participation as is required by the Internal Revenue Service	Not to exceed \$15,000 per calculation/report	Measure S, T, U, AA and the General Fund
2	CLM Financial Consultants, Inc.	Mandated Cost Claim services; provide assistance in the process of data collection for mandated cost claims	Not to exceed \$20,000	State Mandated Cost Program Reimbursement
3	Los Angeles County Office of Education	PeopleSoft Financial System and HRS System; i.e., general ledger, accounts payable, employee database, inventory, purchasing, 1099 reporting, payroll, retirements, PC budget, training and downloadable reports.	Not to exceed \$250,000	2009-2010 District/Fiscal Services budget
4	Strategic Education Services (SES)	Lobbying and advocacy services on budget issues, legislation affecting the District, issues before the CCC Chancellor's Office and Board of Governors, and represent the district with the Governor's Office, and other state agencies that work with postsecondary educational institutions.	Not to exceed \$4,750 per month, plus reimbursable expenses, not to exceed \$57,000.	2009-2010 District/Fiscal Services Budget
5	Urban Dimensions	Urban Dimensions will (1) continue to provide advocacy to identify additional transportation funds at state and federal levels; and (2) assist the college with business activities and relations with the City of Santa Monica,	\$4,250 per month. Total not to exceed \$51,000, plus expenses	2009-2010 District Budget/Transportation Funds

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6-G FISCAL/ADVOCACY *(continued)*

6	The California Statewide Delinquent Tax Finance Authority	This is a joint powers authority that finances delinquent taxes owed the District allowing for the District to receive the revenue from those taxes before they are collected from the taxpayer.	Fees are paid from the financing of the taxes and are not passed on to the District	Fees are paid from the financing of the taxes and are not passed on to the District
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6-H HUMAN RESOURCES/PERSONNEL COMMISSION SERVICES

Requested by: Dori MacDonald, Director of Classified Personnel

Pat Brown, Dean, Human Resources

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

	Provider	Service	Amount	Funding Source
1	Victoria J. Havassy, Ph.D.	To administer psychological tests to Community College Police Officer candidates and provide the District with a written evaluation of each candidate within ten working days after the administration of each test	Pre-employment \$380 per candidate; interviews \$300 per employee; Testing \$150 per employee; telephone consultation – no charge. Not to exceed \$2,500.	2009-2010 District Budget/Human Resources
2	The Baron Center, Incorporated	The Baron Center will provide investigative and training services to the District, as needed, to intervene and assist in the areas of workplace violence awareness and prevention, risk assessment, anger management and interventions.	2009-2010 Not to exceed \$21,250	2009-2010 Budget/Human Resources

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6-H HUMAN RESOURCES/PERSONNEL COMMISSION SERVICES *(continued)*

3	Background Unlimited	Background Services will conduct background investigations and prepare written evaluations for each candidate applying for the positions of Police Officer, Community College Police Officer, Community College Police Trainee for an amount not to exceed \$3,500 plus expenses	Not to exceed \$3,500 plus expenses	2009-2010 Human Resources Budget
4	Los Angeles County Office of Education	Employee Assistance program for eligible Santa Monica College employees.	The cost of the program is based on the number of eligible employees in the District who may potentially use the service. Estimated cost not to exceed \$11,000	2009-2010 District Budget/Human Resources
5	Esquire Deposition Services	Hearing recorders to record and transcribe disciplinary and/or investigative hearings held by Personnel Commission	\$300 for half days; \$500 for full days; \$6.58 per page; \$3.15 per page certified copies.	2009-2010 Personnel Commission Budget
6	Michael Prihar, Esq.	Hearing officer to be used to hear the appeal of a classified employee, review records and prepare reports	\$1,100 per day plus expenses	2009-2010 Personnel Commission Budget

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CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 6 ANNUAL CONTRACTS AND CONSULTANTS

6-H HUMAN RESOURCES/PERSONNEL COMMISSION SERVICES *(continued)*

7	People Admin	To provide software on fully hosted basis to automate the acceptance and processing of employment applications	\$22,000 Annual Maintenance Fee	2009-10 District Budget/Human Resources
8	Ray Craemer, M.D. Scott Halderman, M.D. Jeffrey Hirsch, M.D. Stuart Gold, M.D. Martin Levine, M.D. Harry Marinow, M.D. Dr. Sherry Mendelsohn Myron Nathan, M.D.	Provide fitness for duty assessment reports to the Vice-President, Human Resources on an as-needed basis	Not to exceed \$2,500 each doctor for the period July 1, 2009 through June 30, 2010	2009-2010 District Budget/Human Resources

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SANTA MONICA COMMUNITY COLLEGE DISTRICT

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CONSENT AGENDA: ANNUAL RECOMMENDATIONS**RECOMMENDATION NO. 6 ANNUAL CONTRACTS AND CONSULTANTS****6-1 KCRW**

Requested by: Cheryl Gee, Radio Station Services Assistant

Approved by: Don Girard, Government Relations/Institutional Communications

	Provider	Service	Amount
1	American Public Media	Institutional membership; Program Acquisition; Studio usage/ISDN lines/engineering time for various KCRW programs.	Payable upon billing; Not to exceed \$10,000 for membership; Not to exceed \$83,000 for program acquisition; Not to exceed \$8,000 for Studio usage/ISDN lines/engineering time.
2	National Public Radio	Institutional membership; Program Acquisition; Annual one-time Interconnect fee (for access) Monthly Interconnect; Studio usage/ISD lines/engineering time for various KCRW programs.	Payable upon billing; Not to exceed \$11,000 for membership; Not to exceed \$1,200,000 for program acquisition; Not to exceed \$8,000 for Annual Interconnect fee; Not to exceed \$38,000 for monthly Interconnect fees; Not to exceed \$10,000 for studio usage/ISDN lines/engineering time.
3	Public Radio International	Institutional Affiliation fee (membership); Program Acquisition Audiographic Report(s)	Payable upon billing; Not to exceed \$110,000 For affiliation fee; Not to exceed \$110,000 for program acquisition; Not to exceed \$3,000 for Audience Reports.
4	Corporation for Public Broadcasting	Acceptance of grant monies. Period of July 1, 2009 through June 30, 2011.	Not to exceed \$1,439,980

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SANTA MONICA COMMUNITY COLLEGE DISTRICT

July 7, 2009

CONSENT AGENDA: ANNUAL RECOMMENDATIONS**RECOMMENDATION NO. 6 ANNUAL CONTRACTS AND CONSULTANTS**6-1 KCRW (continued)

	Provider	Service	Amount
5	Santa Monica City Council	Acceptance of monthly payments of approx. \$6,355.00 to KCRW for broadcast of Santa Monica City Council meetings. Period: July 1, 2009 through June 30, 2010.	Annual fee: \$76,260
6	City of Los Angeles/Dept of Water and Power	Continuing agreement for usage of Department's Briarcrest water tank site for KCRW to maintain and operate a radio antenna facility. Period: May 1, 2010 through April 30, 2011.	Annual usage fee, not to Exceed \$1,000
7	Richard E. King	Usage, access and maintenance Of private road leading to KCRW's transmitter site at South Mountain, above Santa Paula, Ventura County. Period: July 31, 2009 through July 30, 2010	Annual usage fee \$2,500 Variable fee, for maintenance And repair; not to exceed \$7,500
8	Point Broadcasting, Owner/Rincon Broadcast, LLC, Site Manager	Term #2 of 3 term agreement; Rental, K295AH Goleta site. Period: January 1, 2009 through December 31, 2011	Payable at: January 1, 2009 through December 31, 2009: \$546.36/month Jan 1, 2010 through Dec 31, 2010: \$562.75/month Jan 1, 2011 through Dec 31, 2011: \$579.63/month
9	List of providers on file at KCRW	Other Contract/ Consultant services	Payment is authorized as stated on the list on file at KCRW
10	List of providers on file at KCRW	Program services, including guest host; Program Acquisition Program support, including editing and producer services.	\$850,500

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CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 6 ANNUAL CONTRACTS AND CONSULTANTS

6-1 KCRW (continued)

	Provider	Service	Amount
11	List of providers on file at KCRW	Design and artwork services, including art direction, design, production supervision	\$300,000
12	List of providers on file at KCRW	Other services needed to support the operation of KCRW, including legal services, broadcast feasibility studies, engineering services, Web programming services, Miscellaneous management services.	\$945,000 Legal: Not to exceed \$45,000; Broadcast studies: Not to exceed \$40,000; Broadcast Eng: Not to exceed \$60,000. Web services: Not to exceed \$650,000; Misc Mgmt: NTE \$150,000.
13	Anne Litt AMENDMENT #B	Program host	April 1, 2009 through June 30, 2009 Payable at \$300 per show; \$40 for re-purposing her weekend shows; varying rates for other shows, not to exceed: \$30,000
14	Blue State Digital	Re-design email campaign for fundraising and non-fundraising purposes. Including, but not limited to Membership/Music Library/Good Food news letters. Also, to re-design email system to further marketing.	April 1, 2009 through June 30, 2009 Payable, upon billing; grand total, not to exceed: \$51,775.
15	KCRW Foundation, Inc	KCRW/SMC acceptance of equipment donation; including but not limited to: Emergency/spare Klotz consoles for studios; Vadio Fiber IO card; computer for KCRW's Dalet workstation in music library for cd/lp digitizing project.	July 1, 2008 through May 31, 2009 Donation valued at \$11,622.89

Funding Source: For Items 1 through 3: CPB Grant money and KCRW Donations

Funding Source: For Items 4 thru 5: Acceptance of Grant money from CPB and Santa Monica City Council

Funding Source: For Items 6 thru 8: KCRW Donations

Funding Source: For Items 9 thru 14: KCRW Donations

Funding Source: For item #15: Not applicable

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6-J LEGAL SERVICES

Requested by: *Greg Brown, Director, Facilities and Planning*
Don Girard, Senior Director, Government Relations/Institutional Communications
Bob Myers, District Counsel
Marcia Wade, Vice-President, Human Resources
Chui Tsang, Superintendent/President

Approved by: *Randal Lawson, Executive Vice-President*

	Provider	Service	Amount	Funding Source
1	Liebert, Cassidy, Whitmore	Personnel training, advice to Director of Classified Personnel	\$160 to \$290 per hour for attorney services; \$100 to \$130 per hour for paralegal services; plus expenses	2009-2010 Human Resources Budget
2	Parker Covert, LLP	Legal services for investigations, harassment orders, and disciplinary hearings.	\$195 per hour for partners, \$185 for senior associates, \$165 per hour for associates, \$95 per hour for paralegals; plus expenses	2009-2010 Human Resources Budget
3	Harding, Larmore, Mullen, Jakle, Kutcher & Kozal	Municipal, land use & CEQA issues	\$200 to \$325 per hour plus expenses	2009-2010 Business & Administration Capital Outlay Fund Bond Measures U and S funds
4	Newman, Aaronson, Vanaman	Robert Myers of Newman Aaronson Vanaman is providing the services of campus counsel. The responsibilities of campus counsel include coordinating of all litigation against the College, overseeing regulatory compliance, coordinating and reducing all outside legal services, and providing day-to-day legal services to the College to reduce legal exposure and liability.	\$200 to \$375 per hour plus expenses	2009-2010 Business & Administration Capital Outlay Fund Bond Measures U and S funds

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RECOMMENDATION NO. 6 ANNUAL CONTRACTS AND CONSULTANTS

6-J LEGAL SERVICES (continued)

5	Fulbright and Jaworski, LLP	(1) Provide legal services associated with real property acquisition and Joint Powers Authority (JPA) agreement between the District and the City of Malibu. (2) Provide bond counsel (3) Provide legal counsel for facilities contract related issues	\$225 to \$650 per hour, plus reimbursement of actual and necessary expenses	2009-2010 Business and Administrative Budget; Bond Measures U and S funds; District Capital Outlay Fund
6	Jeffer, Mangels Butler and Marmaro, LLP	Provide legal counsel for assistance in contracting, performing due diligence phases of property acquisition, and analyzing various potential scenarios.	\$225 to \$750 per hour, plus reimbursement of actual and necessary expenses	Capital Outlay Fund Bond Measures U and S funds; 2008-2009 District Budget/ Business and Administration
7	Orbach, Huff & Suarez, LLP	Provide facilities and construction legal services.	\$225 to \$250 per hour for attorneys; \$125 per hour for paralegals; and \$25 per hour for clerks plus reimbursable expenses	Measures U and S; District Capital Funds

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CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 6 ANNUAL CONTRACTS AND CONSULTANTS

6-j LEGAL SERVICES (continued)

8	Fagen Friedman & Fulfrost	Provide legal advice and representation pursuant to direction of the Board of Trustees.	\$220 per hour for senior partner; \$210 per hour for partner/senior attorney; \$200 per hour for senior associate; \$190 per hour for associate; \$150 per hour for education consultant; \$130 per hour for law clerk/senior paralegal; \$110 per hour for paralegal; plus costs and expenses in performing legal services.	2009-2010 District Budget/Board of Trustees
9	Carpenter Rothans & Dumont	Legal defense for District's self-insured liability program	Not to exceed \$30,000	2009-2010 Risk Management Budget
10	McCune & Harber, LLP	Legal defense for District's self-insured liability program	\$160 per hour for attorney services; \$75 per hour for paralegal services; plus expenses	2009-2010 Risk Management Budget

Comment: The college uses the legal firms listed above for personnel, facilities, and fiscal issues; bond counsel; and legal services required by the Board on an as-needed basis.

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CONSENT AGENDA: ANNUAL RECOMMENDATIONS

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6-K MARKETING, COMMUNITY OUTREACH AND RECRUITMENT

Requested by: Don Girard, Senior Director, Government Relations/Institutional Communications

Approved by: Chui Tsang, Superintendent/President

The following recommended contracts represent an overall reduction of 20 percent from the 2008-09 marketing budget, however the online component is increased 10 percent. This will assist the District in enhancing brand awareness among new students and District residents, and to further establish District branding in the online environment.

In particular, these contracts represent a decrease of 22 percent for radio, a decrease of 11 percent for outdoor transit, a decrease of 35 percent for print media, and an increase of 10 percent for online. The printing of the schedule of classes will be awarded in August, with an anticipated decrease of 15 percent.

	Provider	Service	09-10 Amount	Funding Source
1	Randy Bellous Productions	Media services (Brochure photography, including pre-production and art direction)	Not to exceed \$22,000 plus reimbursable expenses	2009-2010 Marketing Budget
2	Golden Cane Advertising	Advertising services (radio, print, and outdoor production; media placement; electronic media production and supervision)	Not to exceed \$45,000 plus reimbursable expenses	2009-2010 Marketing Budget
3	Will Lewis Associates	Advertising services (Strategic and creative direction; copywriting)	Not to exceed \$40,000 plus reimbursable expenses	2009-2010 Marketing Budget
4	Sergio Ortiz	Media services (Brochure photography, including pre-production and art direction)	Not to exceed \$8,000 plus reimbursable expenses	2009-2010 Marketing Budget
5	Peevers Creative Services	Editorial copywriting, photography for student profiles used in print, web and cable media	Not to exceed \$22,000 plus reimbursable expenses	2009-2010 Marketing Budget

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 7, 2009

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 6 ANNUAL CONTRACTS AND CONSULTANTS

6-K MARKETING, COMMUNITY OUTREACH AND RECRUITMENT (continued)

6	We Search Research	Editorial copywriting; information research & verification for schedule of classes and college catalog	<u>2008-09</u> Amendment to contract in the amount of \$4,790, for a total of \$29,790 (original contract amount was \$25,000) <u>2009-2010</u> Not to exceed \$25,000 plus reimbursable expenses	2008-2009 Marketing, Matriculation & Financial Aid budgets 2009-2010 Marketing, Matriculation & Financial Aid budgets
6	We Search Research	Editorial copywriting; information research & verification for schedule of classes and college catalog	Not to exceed \$25,000 plus reimbursable expenses	2009-2010 Marketing Budget
7	SantaMonica Closeup.com	Media services (Brochure photography, including pre-production and art direction)	Not to exceed \$4,000 plus reimbursable expenses	2009-2010 Marketing Budget
8	KPWR 105.9 FM Radio	Fall 2009, Spring 2010, Summer 2010 radio advertising and internet/text messaging for student recruitment	Not to exceed \$210,000	2009-2010 Marketing Budget
9	KROQ 106.7 FM Radio	Fall 2009, Spring 2010, Summer 2010 radio advertising and internet/text messaging for student recruitment	Not to exceed \$265,000	2009-2010 Marketing Budget
10	LA Weekly newspaper	2009-2010 print advertising for student recruitment	Not to exceed \$43,000	2009-2010 Marketing Budget
11	Santa Monica Daily Press	2009-2010 print advertising for college advancement and student recruitment	Not to exceed \$17,000	2009-2010 Marketing Budget

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 7, 2009

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 6 ANNUAL CONTRACTS AND CONSULTANTS

6-K MARKETING, COMMUNITY OUTREACH AND RECRUITMENT *(continued)*

12	La Opinión newspaper	2009-2010 print advertising for student recruitment	Not to exceed \$13,700	2009-2010 Marketing Budget
13	Los Angeles Sentinel	2009-2010 print advertising for student recruitment	Not to exceed \$4,500	2009-2010 Marketing Budget
14	Korean Directory	2009-2010 print advertising for student recruitment	Not to exceed \$1,500	2009-2010 Marketing Budget
15	Barbara Jacobs	Program coordinating services for Academy of Entertainment & Technology outreach speaker series	Not to exceed \$9,000	2009-2010 Marketing Budget
16	SurfSantaMonica.com	2009-2010 advertising for student recruitment	Not to exceed \$6,000	2009-2010 Marketing Budget
17	Big Blue Bus	2009-2010 outdoor advertising for student recruitment	Not to exceed \$62,000	2009-2010 Marketing Budget
19	Facebook	2009-2010 web advertising (banner) for student recruitment	Not to exceed \$4,000	2009-2010 Marketing Budget
20	Google	2009-2010 web advertising (search) for student recruitment	Not to exceed \$25,000	2009-2010 Marketing Budget
21	Fluid Design	2009-2010 online design and branding for student recruitment and institutional advancement (alumni)	Not to exceed \$30,000	2009-2010 Marketing Budget

The following two contracts are funded from earned revenues and not from the General Fund.

22	Andrew Tonkovich	2009-2010 Editorial, Publicity & Related Professional Services to Produce Santa Monica Review Twice Yearly	Not to exceed \$10,000 plus reimbursable expenses	2009-2010 Auxiliary Budget, Santa Monica Review Program Revenues
23	Douglas Wadle	2009-2010 Data Management for Broad Stage Master Calendar and for Event Tracking	Not to exceed \$20,000 plus reimbursable expenses	2009-2010 Auxiliary Budget, SMC Performing Arts Center Program Revenues

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 7, 2009

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 6 ANNUAL CONTRACTS AND CONSULTANTS

6-L RISK MANAGEMENT

Requested by: *Cozetta Wilson-Carlton, Risk Manager*

Approved by: *Mike Tuitasi, Vice-President, Student Affairs*

	Provider	Service	Amount	Funding Source
1	Santa Monica Bay Physicians	Industrial injury medical services to District employees	Not to exceed \$2,000	2009-2010 Risk Management Budget or Safety Credit Fund
2	Paradise Consulting	Tabulation services of the annual Average Vehicle Riders (AVR) survey as required by the City of Santa Monica as part of the District's Emissions Reduction Plan	Not to exceed \$4,000	2009-2010 Risk Management Budget or Safety Credit Fund
3	American Scientific Laboratories	Wastewater sampling and testing twice a year as a required by the City of Santa Monica	Not to exceed \$15,000	2009-2010 Risk Management Budget or Safety Credit Fund
4	Dr. Alex Charish	Perform ergonomic assessments and reports; supply training material; recommend ergonomic equipment and other related ergonomic tasks as needed	Not to exceed \$17,000	2009-2010 Risk Management Budget or Safety Credit Fund
5	GEM	Collection and transportation of hazardous waste management; inspection and documentation of hazardous waste storage areas	Not to exceed \$25,500	2009-2010 Risk Management Budget or Safety Credit Fund
6	3E Company	Campus-wide chemical inventory, Online database of chemical materials safety data sheets and HMIS access for labels	Not to exceed \$38,250	2009-2010 Risk Management Budget or Safety Credit Fund
7	Maureen Sassoon	Safety consulting services to include training, air monitoring, lab pick-up, chain-of-custody, lab fees, inspections and written reports as necessary to investigate health and safety issues.	Not to Exceed \$23,800	2009-2010 Risk Management Budget or Safety Credit Fund

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 7, 2009

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 6 ANNUAL CONTRACTS AND CONSULTANTS

6-L RISK MANAGEMENT (continued)

8	Pro-Active SCAQMD/Environmental Consultants	Conduct SCAQMD and environmental audit and report findings and/or implement corrective actions	Not To Exceed \$25,000	2009-2010 Risk Management Budget or Safety Credit Fund
9	Patriot Environmental Services	Collection and transportation of hazardous waste management; inspection and documentation of hazardous waste storage areas	Not to exceed \$61,200	2009-2010 Risk Management Budget or Safety Credit Fund

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 7, 2009

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 7 **ORGANIZATIONAL MEMBERSHIPS, 2009-2010**

Requested Action: Approval

Accreditation

- Accrediting Commission for Community and Junior Colleges (WASC)
- American Medical Association
- Commission on Allied Health, Education and Accreditation
- Council for Higher Education Accreditation (CHEA)
- National League of Nursing (NLN)
- National League for Nursing Accrediting Commission (NLNAC)

Board Organizations

- American Association of Community Colleges
- Association of Community College Trustees
- California Association of African American Community College Trustees (CAAACCT)
- California Association of Latino Community College Trustees (CALCCT)
- Community College League of California
- Consortium of Under-Funded Districts
- National Association of Latino Elected Officials (NALEO)

District-Wide Organizations

- Academic Senate for California Community Colleges
- Affirmative Action, Diversity & Equity Consortium-So. Region (AADEC-SR)
- Affirmative Action Officers Association (AAOA)
- American Association of Collegiate Registrars and Admissions Officers
- American Association of Higher Education (AAHE)
- American Association of University Women (AAUW)
- American Council of Education (ACE)
- American Mathematical Association of Two-Year Colleges
- American Psychological Association
- American Society of Composers, Authors and Publishers
- AMIDEAST
- Arts Advocates
- Asian Pacific Americans in Higher Education (APAHE)
- Asian Pacific Islander (API) Council
- Associate Degree Nursing Program, Southern California Directors (COADN)
- Association of Chief Human Resources Officers/Equal Opportunity Officers (ACHRO)
- Association of Departments of Foreign Languages (ADFL), *a division of the Modern Language Association*
- Association of Community and Continuing Education (ACCE)
- Association for the Advancement of Sustainability in Higher Education ((AASHE)
- Association for Institutional Research (AIR)
- Association of International Education Administrators (AIEA)
- Association of Performing Arts Presenters
- Beverly Hills Chamber of Commerce
- Broadcast Education Association (BEA)
- Broadcast Music, Inc. (BMI)

California Arts Advocates
 California Association of Institutional Research
 California Association of Public Purchasing Officers, Inc. (CAPPO)
 California Association of School Business Officers (CASBO)
 California Association of Student Financial Aid Administrators
 California Campus Environmental Health and Safety Association
 California Colleges for International Education (CCIE)
 California Community College Association for Occupational Education (CCCAOE)
 California Community College Chief Instructional Officers (CCCCIO)
 California Community College Chief Student Services Administrators Association
 California Community Colleges Classified Senate (CCCCS)
 California Community Colleges Counselors Association (CCCCA)
 California Community College Early Childhood Educators
 California Community Colleges Registrars and Admissions Officers (CACCRAO)
 California Community College Student Affairs Association (CCCSAA)
 California Community College Transfer Center Director's Association
 California Community Colleges Student Financial Aid Administrators Association
 California Cooperative Education Association
 California Fashion Association
 California Heritage Museum
 California Information System Office Association (CISOA)
 California Newspaper Publishers Association
 California Placement Association
 California Presenters
 California Resource Recovery Association
 California Space Authority
 California Transit Association
 Career Planning and Adult Development Network
 CMJ New Music Report
 The College Board
 College Consortium for International Studies
 Color Association of the United States
 Communicators for Higher Education
 Community College Facility Coalition
 Community College Instructional Network
 California Community College Statewide CB Database Project (CCLC-OCB)
 Community College Public Relations Organization
 Consortium for North American Higher Education Collaboration (CONAHEC)
 Consortium of Southern California Colleges & Universities (CSCCU)
 Council for Advancement and Support of Education (CASE)
 Council for Adult and Experiential Learning
 Council of Chief Librarians
 Council for Opportunity in Education (COE)
 Council for Resource Development (CRD)
 Culver City Chamber of Commerce
 Creative LA
 Directors of Educational Technology/California Higher Education (DETCHE)
 Education Mandated Cost Network
 English Council of California Two-Year Colleges
 Equal Employment Diversity and Equity Consortium/Southern Region)
 Fulbright Association

Health Services Association of California Community Colleges
 Hispanic Association of Colleges and Universities
 Honors Transfer Council
 Institute of International Education (IIE)
 Institute for Supply Management
 International Animated Film Society (ASIFA-Hollywood)
 International Association for Continuing Education and Training (IACET)
 International Personnel Management Association
 International Society for the Performing Arts Foundation
 Journalism Association of Community Colleges
 KCET-TV
 KOCE-TV
 LA Press Club
 LAX Coastal Chamber of Commerce
 Latin Business Association
 Latina Leadership Network
 League for Innovation
 Learning Resources Network
 Liebert, Cassidy, Whitemore/Employment Relations Consortium (ERC)
 Los Angeles Area Chamber of Commerce
 Los Angeles World Affairs Council
 Los Angeles Economic Development Corporation (LAEDC)
 Malibu Chamber of Commerce
 Metropolitan Cooperative Library System
 Music Association of California Community Colleges (MACCC)
 NAFSA Association of International Educators
 National Association for Asian and Pacific American Education (NAAPAE)
 National Association for the Advancement of Color People (NAACP)
 National Association of College Admission Counselors
 National Association of Educational Buyers
 National Association of Foreign Student Admissions Officers
 National Association of Student Employment Administrators (NASEA)
 National Association of Student Financial Aid Administrators
 National Association of Women Business Owners
 National Association for the Education of Young Children
 National College Fairs Advisory Committee (NACAC)
 National Communication Association
 National Community College Hispanic Council
 National Council for Marketing and Public Relations
 National Council on Research and Planning (NCRP)
 National Endowment for the Arts (NEA)
 National Endowment for Humanities (NEH)
 National Institute for Staff & Organizational Development (NISOD)
 National Orientation Director's Association (NODA)
 Network of California Community College Foundation
 Pacific Association of Community College Registrars and Admissions Officers
 Pacific Coast College Health Association
 Pacific Council on International Policy
 The Presidential Summit (An Association of Community Colleges and Public Universities)
 Recording for the Blind and Dyslexic
 Research and Planning Group for California Community Colleges
 Santa Monica Chamber of Commerce

Santa Monica Business Roundtable
Santa Monica Sister City Association
SESAC (license for public performance of music works)
Society for Human Resource Management
South Bay Police Training Committee
Southern California Consortium for International Studies
Southern California Football Association
Southern California Regional Transit Training Consortium
Southern California CCD ERC
Southern California Intersegmental Articulation Council (SCIAC)
Southern 30 Information Exchange Consortium
Vernon Chamber of Commerce
West Hollywood Chamber of Commerce
Western Alliance of Arts Administrators
Western Arts Alliance
Western Association of College Admissions Counselors
Western Association of Educational Opportunity Personnel (WESTOP), Southern California Chapter
Women in Animation
Women in Higher Education

Funding Source: 2009-2010 Departmental Budgets

It is further recommended that the Board of Trustees approve the following 2009-2010 organizational memberships for KCRW:

American Public Media
California Broadcasters Association
California Public Radio
Development Exchange, Inc.
Los Angeles Press Club
National Association of Broadcasters
National Public Radio
Public Broadcasting Management Association
Public Radio International
Public Radio Program Directors
Society of Professional Journalists
Southern California Broadcasters Association

Funding Source: 2009-10 Budget/KCRW
Grants and donations

It is further recommended that the Board of Trustees approve the following 2009-2010 organizational memberships for the Personnel Commission:

California School Personnel Commissioners Association (CSPCA)
Cooperative Organizations for the Development of Employee Selection Procedures (CODESP)
International Public Management Association (IPMA-HR)
International Public Management Association Assessment Council (IPMAAC)
Personnel Commissioners Association of Southern California (PCASC)
Personnel Testing Council (PTC)
Southern California Public Management Association (SCPMA-HR)
Society for Human Resource Management (SHRM)
Western Regional Intergovernmental Personnel Assessment Council (WRIPAC)
Western Region Item Bank (WRIB)

Funding Source: 2009-2010 Budget/Personnel Commission

It is further recommended that the Board of Trustees approve the following 2009-2010 organizational memberships for Athletics:

California Community College Athletic Academic Advisors Association
California Community College Athletic Directors Association
California Community College Athletes Training Association
California Community College Cross Country + Track & Field Coaches Association
California Community College Fastpitch Softball Coaches Association
California Community College Football Coaches Association
California Community College Men's Basketball Coaches Association
California Community College Soccer Coaches Association
California Community College Swimming & Diving Coaches Association
California Community College Tennis Coaches Association
California Community College Women's Basketball Coaches Association
Commission on Athletics
Intercollegiate Tennis Association
National Association of Collegiate Directors of Athletics
National Association of Academic Advisors for Athletics
National Athletes Training Association
Western States Conference

Funding Source: 2009-2010 Budget/Athletics

COMMENT: Total District funds expended for 2008-2009 were approximately \$110,000 (excluding KCRW). The same amount is budgeted for 2009-2010. This action is for authorization of organizational memberships, although not all memberships are renewed.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 7, 2009

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 8 **ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION**

Requested Action: Approval/Ratification
Requested by: Darrell Goode, Director, TRIO/Pico Partnerships
Approved by: Mike Tuitasi, Vice President, Student Affairs

8-A UPWARD BOUND

Granting Agency: U.S. Department of Education
Amount: \$800 Budget Augmentation
Term of Contract: September 1, 2007 – August 31, 2011
Funding Source: U.S. Department of Education
Comment: The District qualifies for an additional \$800 in Upward Bound funding for a workshop.

8-B TRIO STUDENT SUPPORT SERVICES

Granting Agency: U.S. Department of Education
Amount: \$14,069 Budget Augmentation
Term of Contract: September 1, 2008 – August 31, 2009
Funding Source: U.S. Department of Education
Comment: The District qualifies for an additional \$14,069 in TRIO Student Support Services funding.

8-C PICO PARTNERSHIP ON THE MOVE PROGRAM

Granting Agency: City of Santa Monica Community Development Program
Amount: \$153,750 (2009-2010 is year 3 of a 4 year cycle)
Term of Contract: July 1, 2009 – June 30, 2010
Funding Source: City of Santa Monica

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 7, 2009

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 9 CONTRACTS AND CONSULTANTS

9-A PICO PARTNERSHIP ON THE MOVE PROGRAM

Requested by: *Darrell Goode, Director, TRIO/Pico Partnerships*
Approved by: *Mike Tuitasi, Vice President, Student Affairs*
Requested Action: *Approval/Ratification*

Provider: Santa Monica-Malibu Unified School District
Fees: The subcontractor charges a flat fee rate of \$1,801 for infants and \$1,337 for toddlers during the SMC Summer Session from June 29-August 7, 2009. Each month thereafter, the subcontractor charges \$1,050 per month for infants from birth to 18 months; \$750 per month for toddlers from 19 to 36 months. Rates of reimbursement are mandated by the State of California.
Term of Contract: July 1, 2009 – June 30, 2010
Funding Source: Santa Monica-Malibu Unified School District/Pico Partnership
Service Provided: Provide child care services for up to five (5) Santa Monica College students who have children ages birth to 36 months and who are participating in the Pico Partnership On-the-Move Program, dependent on space available.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 7, 2009

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 10 RATIFICATION OF CONTRACTS AND CONSULTANTS

Approved by: Chui L. Tsang, Superintendent/President

Requested Action: Ratification

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

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

Approved by Board of Trustees: 9/8/08

Reference: Education Code Sections 81655, 81656

Provider/Contract	Service	Term/Amount	Funding Source
Ken Cloke (revision)	Mediation Services	May 21 – June, 10, 2009 Additional amount of \$750, for a total of \$2,000 (augmentation to original contract amount of \$1,250 needed to complete the service.)	District Budget/ Board of Trustees
The National Sustainable Building Advisory Program (NaSBAP), a non profit corporation, based in Washington State, founded for the purpose of offering the Sustainable Building Advisor Program through local educational providers.	From this fee-based program, students will be able to: identify and articulate key sustainable building practices; apply Leadership in Energy and Environmental Design (LEED) standards and become aware of other relevant criteria and guidelines pertinent to the creation of environmentally-friendly structures. Santa Monica College's Community Services Department will offer this program under a fee-based format. The program will consist of 9 months of specialized training (120 classroom and 75 outside classroom hours) to be held at the Bundy Campus.	September 1, 2009 – June 30, 2010 \$2,500 non-refundable deposit The registration fee will be \$1,950 per student.	SMC Continuing and Community Education Department revenues
Mandla Kaise, New World Education	Consultant will provide a series of workshops and one-on-one follow up for 1 st year students in the Black Collegians Program.	June 25 – July 15, 2009 \$1,650	Black Collegians Program
William B. Clark and Associates	Independent program file audit and consultation in compliance with Department of Education rules and regulations.	July 2009 (one day each) \$2,000 \$2,000	TRIO Upward Bound TRIO Student Support Services

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 7, 2009

CONSENT AGENDA: ACADEMIC AFFAIRS

RECOMMENDATION NO. 11 2009-10 and 2010-11 SMCCD CALENDARS

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

Requested Action: Approval/Ratification

The 2009-10 and 2010-11 Santa Monica Community College District calendars are presented for approval.

Comment: The revision to the 2009-10 calendar indicates that the Monday of Spring Break, April 12, 2010, is Cesar Chavez Holiday, campus closed.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 7, 2009

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 12 ACADEMIC PERSONNEL

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

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

ELECTION

Ron Furuyama, Associate Dean, Emeritus College 7/8/09

EXTENSION - Project Managers Contracts

Genevieve Bertone, Sustainability Coordinator (75%)	7/1/09 – 12/31/09
Bonita Cooper, Upward Bound	7/1/09 – 12/31/09
Wendy Demorst, CAHSEE	7/1/09 – 12/31/09
Nathan Durdella, Grants Research	7/1/09 – 8/18/09
Ron Furuyama, Dual Enrollment/Tech Prep	7/1/09 – 12/31/09
Maral Hyeler, Dual Enrollment/Tech Prep	7/1/09 – 12/31/09
Regina Jennings, CAHSEE	7/1/09 – 12/31/09
Maria Leon-Vasquez, Workforce Development	7/1/09 – 12/31/09
Cynthia Lopez, Supplemental Instruction	7/1/09 – 12/31/09
Dawn Murphy, Nursing Initiatives	7/1/09 – 12/31/09
Hazel Peters, Nursing Skills Lab	7/1/09 – 12/31/09
Sandra Sanchez, Workforce Development	7/1/09 – 12/31/09

Comment: Since the 2009-2010 funding level for state grants and categorical programs is currently uncertain, the District is limiting contracts for project managers to six months at this time.

Jerome Jenkins, Men's Basketball Coach (75%) 7/1/09 – 6/30/10

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 7, 2009

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 13 CLASSIFIED PERSONNEL – REGULAR

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

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

<u>ESTABLISH</u>	<u>EFFECTIVE DATE</u>
Administrative Assistant I (1 position) Psychological Services, 12 mos, 40 hrs	07/01/09
Director of Management Information Systems (1 position) Management Information Systems	07/08/09

ELECTIONS

PROBATIONARY

Castagnola, Michael A, Student Services Clerk, Admissions and Records	06/01/09
Lewis, Angela, Laboratory Technician – Life Science, Life Science	06/08/09
Shabazz, Ishmael, Network Administrator/VH, Network Services	06/29/09
Velasco, Ulises, Administrative Clerk, Personnel Commission	07/01/09
Wong, Matthew, Telecommunications Technician I, Telecommunications	07/06/09

REEMPLOYMENT

Harris, James, Custodian/NS-II, Operations	06/01/09
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ADVANCE STEP PLACEMENT

Shabazz, Ishmael, Network Administrator/VH, Network Services	Step C 06/29/09
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SPECIAL SALARY INCREMENT (M.R. 12.2.6)

Wu, Cheng Szu (Frank), Director of MIS, Information Management	Step E 07/01/09
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CHANGE IN WORK SHIFT-PERMANENT

Casillas, Joshua	07/01/09
Fr: Student Services Specialist/NS-I, Matriculation, 12 mos, 40 hrs	
To: Student Services Specialist/Day, Matriculation, 12 mos, 40 hrs	
Dawson, Kerry	07/01/09
Fr: Athletic Activities Asst/Day, Athletics, 11 mos, 40 hrs	
To: Athletic Activities Asst/VH, Athletics, 11 mos, 40 hrs	
Garcia, Renay	07/01/09
Fr: Student Services Assistant/NS-I, A &R, 12 mos, 40 hrs	
To: Student Services Assistant/Day, A &R, 12 mos, 40 hrs	

Moses, Kathleen 07/01/09
Fr: Athletic Activities Asst/Day, Athletics, 11 mos, 40 hrs
To: Athletic Activities Asst/VH, Athletics, 11 mos, 40 hrs

Pant, Poonam 07/01/09
Fr: Student Services Specialist/NS-I, A &R, 12 mos, 40 hrs
To: Student Services Specialist/Day, A &R, 12 mos, 40 hrs

Reza, Linda 07/01/09
Fr: Student Services Senior Specialist/NS-I, A &R, 12 mos, 40 hrs
To: Student Services Senior Specialist/Day, A &R, 12 mos, 40 hrs

Sydney, Karen 07/01/09
Fr: Student Services Specialist/NS-I, A &R, 12 mos, 40 hrs
To: Student Services Specialist/Day, A &R, 12 mos, 40 hrs

RESCIND - CHANGE IN WORK SHIFT-TEMPORARY

Saldana, Jorge (Rescinded from action taken on 6/2/09) 06/07/09 – 06/30/09
Fr: Custodian/Day, Operations, 12 mos, 40 hrs
To: Custodian/VH, Operations, 12 mos, 40 hrs
(Mr. Saldana has rescinded his change in work schedule. He will return to his day shift.)

INCREASE IN HOURS-PERMANENT

Conlin, Sean 07/01/09
Fr: Stage Constructions Technician – Lighting/VH, Theatre Arts, 12 mos, 20 hrs
To: Stage Constructions Technician – Lighting/VH, Theatre Arts, 12 mos, 27 hrs

Rutledge, Gregory 07/01/09
Fr: Stage Constructions Technician – Sound/VH, Theatre Arts, 12 mos, 20 hrs
To: Stage Constructions Technician – Sound/VH, Theatre Arts, 12 mos, 27 hrs

VOLUNTARY REDUCTION IN HOURS/TEMPORARY

Goodrich, Marilyn 07/01/09 - 06/30/10
Fr: Administrative Assistant I, Student Judicial Affairs, 12 mos, 40 hrs
To: Administrative Assistant I, Student Judicial Affairs, 12 mos, 32 hrs

LEAVES OF ABSENCE WITHOUT PAY

CHILD CARE LEAVE

Michelle Melendez, Switchboard Operator, Telecomm 06/23/09 – 11/02/09

PERSONAL

Bradney, James, Journeyman Trade –HVAC, Facilities 05/11/09 – 05/29/09
Lewis, Angela, Laboratory Technician – Life Science, Life Science 06/15/09 – 07/02/09
Vasquez, Romano, Academic Comp. Inst. Spec., Academic Computing 04/14/09 – 06/11/09

SEPARATIONS

RESIGNATION

Carlson, Ingrid, Disabled Student Services Assistant, DSC 06/12/09
Castagnola, Michael A, Student Services Clerk, Admissions and Records 06/25/09
Puyear, Billie, Sign Lang Interpreter III/VH, DSC 07/16/09
Stein, Jacob, Instructional Assistant – Learning Disabilities, DSC 07/02/09

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 7, 2009

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 14 CLASSIFIED PERSONNEL – LIMITED DURATION

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

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

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

Doran-Sheeran, Patrick, Accompanist-Dance, Dance	06/18/09-12/23/09
Fonseca, Dylan, Student Services Clerk, Interdisciplinary Office	07/01/09-11/05/09
Franco, Edson, Registration/Info Clerk, Matriculation	05/26/09-09/30/09
Menjivar, Raul, Student Services Clerk, EOPS	07/01/09-11/05/09

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.

Acayan, Pio, Bookstore Clerk/Cashier, Bookstore	06/18/09-12/22/09
Aviles, Herminio, Bookstore Clerk/Cashier, Bookstore	07/01/09-12/23/09
Baker, Anthony, Bookstore Clerk/Cashier, Bookstore	06/18/09-12/22/09
Barnes, Shannon, Bookstore Clerk/Cashier, Bookstore	06/18/09-12/23/09
Banks, Nichole, Bookstore Clerk/Cashier, Bookstore	06/16/09-12/22/09
Blanchard, Samantha, Bookstore Clerk/Cashier, Bookstore	07/01/09-12/23/09
Brazier, Quiniece R, Bookstore Clerk/Cashier, Bookstore	07/01/09-12/23/09
Caceres, Karla, Bookstore Clerk/Cashier, Bookstore	06/16/09-12/22/09
Cayetano, Jimena, Bookstore Clerk/Cashier, Bookstore	06/24/09-12/23/09
Chim, William, Bookstore Clerk/Cashier, Bookstore	06/15/09-12/22/09
Cleveland, Dekina, Administrative Clerk, ISC	07/01/09-12/23/09
Cupp, Amanda Marie, Bookstore Clerk/Cashier, Bookstore	06/24/09-12/23/09
Flaherty, Karen, Administrative Clerk, ISC	06/01/09-12/01/09
Gevov, Lisa, Bookstore Clerk/Cashier, Bookstore	06/15/09-12/22/09
Godlock, Yadira, Bookstore Clerk/Cashier, Bookstore	06/16/09-12/22/09
Graham-Howard, Kimi, Bookstore Clerk/Cashier, Bookstore	06/18/09-12/22/09
Guerra, Viridiana, Bookstore Clerk/Cashier, Bookstore	06/18/09-12/22/09
Jackson, Sheldon, Bookstore Clerk/Cashier, Bookstore	06/16/09-12/22/09
Khakshooy, Sally, Bookstore Clerk/Cashier, Bookstore	06/15/09-12/22/09
Kim, Jeanette, Bookstore Clerk/Cashier, Bookstore	06/24/09-12/23/09
Lim, Theresa, Bookstore Clerk/Cashier, Bookstore	06/24/09-12/23/09
Mckenzie, Darren, Bookstore Clerk/Cashier, Bookstore	06/18/09-12/22/09
Nwonwu, Vergie, Bookstore Clerk/Cashier, Bookstore	07/01/09-12/23/09
Pacheco, Wendy E, Bookstore Clerk/Cashier, Bookstore	06/15/09-12/22/09
Padilla, Omar, Registration/Information Clerk, Matriculation	05/21/09-11/20/09
Petty, Matthew, Bookstore Clerk/Cashier, Bookstore	06/22/09-12/23/09
Reisenfield, Daniel, Bookstore Clerk/Cashier, Bookstore	06/18/09-12/22/09

Rogers, George, Cash Receipts Clerk, Bursar's Office	06/15/09-12/15/09
Rubin, Cynthia D., Bookstore Clerk/Cashier, Bookstore	06/24/09-12/23/09
Rudrapatna, Chandrika, Bookstore Clerk/Cashier, Bookstore	06/24/09-12/23/09
Sands, Christopher, Bookstore Clerk/Cashier, Bookstore	06/18/09-12/22/09
Shine, Kevin, Cash Receipts Clerk, Bursar's Office	06/15/09-12/15/09
Smith, Roya, Bookstore Clerk/Cashier, Bookstore	06/24/09-12/23/09
Sutton, Bobbi, Bookstore Clerk/Cashier, Bookstore	06/24/09-12/23/09
Swaim, Nancy, Bookstore Clerk/Cashier, Bookstore	06/16/09-12/22/09
Valadez, Jorge, Bookstore Clerk/Cashier, Bookstore	07/01/09-12/23/09
Velasco, Ulises, Administrative Clerk, ISC	06/01/09-12/01/09
Ware, Mervin, Bookstore Clerk/Cashier, Bookstore	07/01/09-12/23/09
Watson-Delgado, Joy W, Bookstore Clerk/Cashier, Bookstore	06/24/09-12/23/09

RECOMMENDATION NO. 15 CLASSIFIED PERSONNEL - NON MERIT

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

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

STUDENT EMPLOYEES

CalWORKS \$8.00/hr	01
College Student Assistant \$8.00/hr (STHP)	36
College Work-Study Student Assistant \$8.00/hr (FWS)	20

SPECIAL SERVICE

Art Model \$18.00/hr	66
Art Models with Costumes \$21.00/hr	31
Community Services Specialist I \$35.00/hr	65
Community Services Specialist II \$50.00/hr	12
Recreation Director II \$10.59	01

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 7, 2009

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 FACILITIES

Reviewed by: Greg Brown, Director of Facilities and Planning

Approved by: Randal Lawson, Executive Vice-President

Requested Action: Approval/Ratification

16-A CHANGE ORDER No. 4 – STUDENT SERVICES AND ADMINISTRATION BUILDING – PHASE I – SITE PREPARATION

Change Order No. 4 – MINCO CONSTRUCTION on the Student Services and Administration Building Phase I – Site Preparation project in the amount of \$13,992:

Original Contract Amount	\$7,977,000
Previously Approved Change Orders	11,563
Change Order No. 4	<u>13,992</u>
Revised Contract Amount	\$8,002,555
Original Contract Time	406 days
Previous Time Extensions	<u>0 days</u>
Revised Contract Time	406 days
Time Extension this Change Order	<u>0 days</u>
Current Revised Contract Time	406 days

Funding Source: Measure U

Comment: Change Order No. 4 provides for painting striping at southeast fence to allow a car turn around at the North end of Lot 1 and paint striping and installation of ADA related items for (2) ADA parking spaces near the Arts Complex. Also adds extra 8 LF of construction fencing to avoid existing utilities and changes the location of the utility cap and adds (2) valves. Also provides for additional connection to Art Complex for domestic water.

16- B PROJECT CLOSE OUT – EARTHQUAKE REPLACEMENT - LIBERAL ARTS NORTH

Subject to completion of punch list items by PINNER CONSTRUCTION authorize the Executive Vice President, without further action of the Board of Trustees, to accept the project described as EARTHQUAKE REPLACEMENT - LIBERAL ARTS NORTH as being complete upon completion of punch list items by PINNER CONSTRUCTION. The Executive Vice President 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	July 7, 2009

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 **FACILITIES** (Continued)

16-C AGREEMENT FOR CONSULTING SERVICES – PERFORMING ARTS CENTER

Agreement with L.N. ROSS ENGINEERING COMPANY for consulting on the project closeout for the New Performing Arts Center not exceed \$9,650.

Funding Source: Measure S

Comment: This consultant was one of the experts retained by the District to help bring the FTR litigation to a successful conclusion."

16-D AGREEMENT FOR ARCHITECTURAL SERVICES – STUDENT ACTIVITIES FEASIBILITY STUDY

Agreement with CLIVE WILKINSON ARCHITECTS for a feasibility study of the Student Activities Building including the Cafeteria and Cayton Center not exceed \$35,000.

Funding Source: District Capital Funds, Associated Students

Comment: The District has a current project to renovate the student dining room. At the same time, the Associated Students would like to renovate some or all of the Cayton Center structure, including the basement. The feasibility study would review the entire Student Activity building structure and mechanical systems to determine the options and costs of a potential renovation. The students have approved funding for \$17,500 toward the \$35,000 cost.

16-D CHANGE ORDER NO. 13 – LIBERAL ARTS (HSS) SOUTH BUILDING (Correction)

Change Order No. 13 – PINNER CONSTRUCTION on the Liberal Arts (HSS) South Building project in the amount of \$91,516.

Original Contract Amount	\$13,195,000
Previously approved Change Orders	408,243
Change Order No. 13	<u>91,516</u>
Revised Contract Amount	\$13,694,759

Original Contract Time	300 days
Previous Time Extensions	<u>0 days</u>
Revised Contract Time	300 days
Time Extension this Change Order	<u>0 days</u>
Current Revised Contract Time	300 days

Funding Source: Measure U

Comment: Correction of amount approved by the Board of Trustees on June 2, 2009.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 7, 2009

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 BUDGET TRANSFERS

Requested by: Chris Bonvenuto, Director, Fiscal Services
 Approved by: Randal Lawson, Executive Vice-President
 Requested Action: Approval/Ratification

17-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: May 19 thru June 19, 2009

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	-731
3000	Benefits	-769
4000	Supplies	-13,529
5000	Contract Services/Operating Exp	15,029
6000	Sites/Buildings/Equipment	0
7000	Other Outgo/Student Payments	0
Net Total:		0

17-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: May 19 thru June 19, 2009

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-36,672
2000	Classified/Student Salaries	11,000
3000	Benefits	-8,545
4000	Supplies	-20,208
5000	Contract Services/Operating Exp	57,464
6000	Sites/Buildings/Equipment	-4,339
7000	Other Outgo/Student Payments	1,300
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	July 7, 2009

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 18 COMMERCIAL WARRANT REGISTER

Requested by: *Robin Quaile, Accounts Payable Supervisor*

Approved by: *Randal Lawson, Executive Vice-President*

Requested Action: *Approval/Ratification*

May 1 – May 31, 2009 3548 – 3586 \$ 8,638,234.36

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

RECOMMENDATION NO. 19 PAYROLL WARRANT REGISTER

Requested by: *Ian Fraser, Payroll Manager*

Approved by: *Randal Lawson, Executive Vice-President*

Requested Action: *Approval/Ratification*

May 1 – May 31, 2008 CIJ – C2K \$10,236,703.33

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

RECOMMENDATION NO. 20 REISSUE OF PAYROLL WARRANT

Warrants not presented to the county treasurer within six (6) months after being issued are void; therefore, it is requested that LACOE draw new warrants to replace the following expired void warrants for adjunct faculty Josephine R Kidd:

<u>Warrant #</u>	<u>Date</u>	<u>Amount</u>
6253565	5/31/05	\$ 83.31
5710328	10/29/04	\$123.64
5391932	5/28/04	\$ 78.01

Comment: The warrants are beyond the four (4) year limitation.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 7, 2009

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 21 AUXILIARY PAYMENTS & PURCHASE ORDERS

Requested by: *George Prather, Director of Auxiliary Services*
 Approved by: *Randal Lawson, Executive Vice-President*
 Requested Action: *Approval/Ratification*

It is recommended that the following Auxiliary Operations payments and Purchase Orders be ratified. All purchases and payments were made in accordance with Education Code requirements and allocated to approve budgets in the Bookstore, Trust and Other Auxiliary Funds.

	Payments	Purchase Orders
May 1 – May 31, 2009	\$1,541,327.76	\$62,619.41

Comment: The detailed Auxiliary payment documents are on file in the Auxiliary Operations Office.

RECOMMENDATION NO. 22 PURCHASING

Requested by: *Keith Webster, Director, Purchasing*
 Approved by: *Randal Lawson, Executive 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

May 1 – May 31, 2009	\$946,867.10
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22-B DECLARATION OF SURPLUS AUDIO-VISUAL EQUIPMENT

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

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

22-C DECLARATION AND DONATION OF SURPLUS COMPUTERS AND MONITORS

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

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 7, 2009

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 22 PURCHASING (continued)

Reviewed by: Keith Webster, Director of Purchasing
 Approved by: Randal Lawson, Executive Vice-President
 Requested Action: Approval/Ratification

22-D PURCHASING AGREEMENTS AND AUTHORIZATION OF PURCHASE ORDERS

Authorize the awards of purchase orders from approved department budgets against the following competitively bid agreements not to exceed legal dollar threshold limits;

- 1) Glendale Unified School District, Contract # P-13 08/09 with Apple Computers to 11/05/2013 for Computer Equipment, Software, Peripherals and Service
- 2) State of California (CMAS), Contract # 3-94-70-0012 with Dell Marketing L.P. to 6/30/11 for Computer Equipment, Software, Peripherals and Service
- 3) State of California (CMAS), Contract # 3-03-70-0011A with Hewlett Packard Company to 12/31/09 for Computer Equipment, Software, Peripherals and Service
- 4) State of California (CMAS), Contract # 3-94-70-0032 with IBM Corporation to 12/31/2012 for Computer Equipment, Software, Peripherals and Service
- 5) U.S Communities for the County of Fairfax VA. Contract # RQ09-997736-42B to 4/30/13 with Insight Public Sector, Inc. for Technology Products/Equipment, Section A and Technology Services/Solutions
- 6) U.S. Communities for the County of Fairfax VA. Contract # RQ09-997736-42C to 4/30/13 with Tech Depot for Technology Products/Equipment, Section A
- 7) State of California (CMAS), Contract # 3-03-70-2023A with Commercial Data System, Inc. to 5/31/2012 for Oracle Corporation for Software, License Support and Maintenance
- 8) State of California (CMAS), Contract # 3-08-70-0612V to 5/31/2010 with Western Blue Corp. for McAfee computer security and antivirus software
- 9) Ed Buy for the Los Angeles County Office of Education (LACOE), Contract # PEPPM 518983 to 12/31/2009 with Plato Inc. for educational and instructional technology for teaching
- 10) State of California (CMAS), Contract # 3-07-70-0803G to 8/31/2012 to CCS Presentation Systems Inc. for Classroom Audio – Visual Equipment and Mitsubishi Brand included
- 11) U.S. Communities for the County of Los Angeles, Contract # MA-IS- 43272-6 with Graybar Electric Company, Inc. to 1/31/2011 for Electrical Heating, Ventilation and supplies
- 12) Western States Contracting Alliance (WSCA) for the State of Nevada, Contract # 7066 to 11/30/2009 with Grainger Industrial Supplies for Industrial Supplies and Equipment, Janitorial Supplies and Equipment

- 13) U.S. Communities for the County of Maricopa, AZ., Contract # 5091 to 11/30/2011 with Home Depot Supply, Inc, for Maintenance and Hardware Supplies
- 14) Western States Contracting Alliance (WSCA) for the State of Oregon, Contract # 7560 to 7/30/2010 with Waxie Sanitary Supply for Toilet Paper
- 15) U.S. Communities for Dallas County TX., Master Agreement 2007-118-3034 to 12/31/2009 with (d/b/a Zep Manufacturing) Acuity Specialty Products Inc. for Janitorial and Maintenance Products
- 16) U.S. Communities for the Wichita School District, Contract 08-44-685 to 1/31/2011 with Virco Inc. for Classroom Furniture and Equipment
- 17) U.S. Communities for the County of Fairfax, VA., Contract # RQ07-878957-20A to 12/31/2009 with Knoll Inc. for Office Furnishings Systems, seating, files and Architectural Interiors
- 18) U.S. Communities for the County of Fairfax, VA., Contract # RQ07-878957-20B to 12/31/2009 with Herman Miller Inc., for Office Furnishings Systems, seating, files and Architectural Interiors
- 19) State of California (CMAS), Contract # 4-09-0087A to 12/31/2013 with ALLSTEEL Inc. for Office Furnishings Systems, seating, files and Architectural Interiors
- 20) State of California (CMAS), Contract # 4-06-01-0098B to 12/31/10 with KI (Krueger Commercial Inc.) for Office Furnishings Systems, seating, files and Architectural Interiors
- 21) State of California (CMAS), Contract # 4-09-71-0091A to 3/31/2013 with Contract Office Group Inc. for Haworth Office Furnishing Systems, seating, files and Architectural Interiors
- 22) Foundation for California Community College, Contract bid #05-001 to 9/21/2010 with Office Depot for Office and Classroom Supplies
- 23) EdBuy for the Los Angeles County Office of Education (LACOE), Contract # 08/09-1383 to 4/13/2010 with Corporate Express for Office Supplies
- 24) Western States Contracting Alliance (WSCA) for the State of CA, Contract # 7-08-99-5 to 11/13/20012 with Pitney Bowes Inc. for Mailroom Equipments and Maintenance
- 25) Western States Contracting Alliance (WSCA) for the State of Utah, Contract #MA 454 to 8/27/10 with FedEx Worldwide Services (USA) for Small Packages – Intrastate, Interstate and International
- 26) Western States Contracting Alliance (WSLA) for the State of Utah, Contract #MA-454/MSA5-06-99-04 to 5/31/2010 with Nexus IS, Inc. for network communication equipment and maintenance

Comment: The Public Contracts Code Section 20652 allows for public education entities in the State of California to place orders under these competitively bid contracts without advertising. There are significant cost savings to the District by joining in purchasing agreements with other agencies.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 7, 2009

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. **PURCHASING** *(continued)*

22-E AWARD OF SERVICE AGREEMENT

Contract: Nexus Inc.
Service: To provide Professional Engineering Support for the upgrade and expansion of SMC phone network system.
Amount: Not-to-exceed \$154,000
Funding Source: Measure U
Summary: Award of this service agreement is in compliance with Public Contracts Code 20651(c)

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 7, 2009

X. **BOARD COMMENTS AND REQUESTS**

XI. **ADJOURNMENT**

The Board will hold a Study Session on Saturday, August 1, 2009 at the SMC Bundy Campus.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, August 4, 2009** 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:

Acknowledge Receipt of Quarterly Budget Report and 311Q

Information: Citizens' Bond Oversight Committee Report (July meeting)

**Board of Trustees Meeting
July 7, 2009**

Addendum A

**SANTA MONICA COLLEGE
Overview of 2008/2009 Grant-Funded Projects**

In 2008-2009, SMC managed approximately \$5 million in 28 grant projects funded by local, state, and federal agencies (not including carry over funds). This total includes any project that is proposal driven, performance or outcome-based, and competitive. It does not include such categorically-funded programs as EOPS or Disabled Students Programs and Services. It also does not include Tech Prep, Dual Enrollment, or the various fee-for-service workforce training contracts awarded to Workforce and Economic Development.

In 2008-2009, the college received 12 new awards, valued at about \$3.6 million in new money, with \$1.8 million to benefit 2008-2009 directly. These projects were developed and written by the Grants Office, Workforce and Economic Development, and/or the TRIO Program. In total, the college submitted 21 proposals, achieving a success rate of 57 percent; however, this included three applications to private funding sources that were not funded. SMC's public grant success rate was 67%. One of the goals of the Grants Office is to increase private grant making in an effort to reduce reliance on public funds, decrease the amount of time spent of accountability and compliance, and increase the diversity of projects funded through grants. Private grants will enable the college to pursue smaller, more targeted projects to address our strategic initiatives.

The following list provides an overview of the 2008-2009 grant-funded projects by Institutional Learning Outcome, Strategic Initiative, and/or Supporting Goal, as well as the annual award total and the funding source.

Foster Global Citizenship (Institutional Learning Outcome #3 and Strategic Initiative #2)

- *NEW for 08/09* California College—Opportunities for Education Abroad Institutional Grant (\$6,500—California Colleges for International Education/College of the Canyons with funding from the Department of State): This planning grant will help establish a Latin American Study Abroad Center in Merida, Mexico, while at the same time expanding SMC's study abroad initiatives in CTE programs, specifically public health/Health Sciences. (This grant also supports the Vocational outcome.)

Promote Sustainability and Ethical Practices (Institutional Learning Outcome #4 and Strategic Initiative #3)

- *NEW for 08/09* World Water Forum College Grant (\$10,000, from the Metropolitan Water District of Southern California): This grant will increase the awareness of the campus community for the need for water conservation and management through student-developed public service announcements, highlighting the diversity of perspectives within the SMC community by including international students in grant activities.

Improve Basic Skills Programming (Strategic Initiative #1)

- *NEW for 08/09* CAHSEE Project (\$127,000—Chancellor’s Office): This project provides academic assistance to high school students from the Classes of 2006, 2007, and 2008 who have not yet passed the CAHSEE with the hope that they will pass the CAHSEE and obtain their high school diploma. (These funds are in addition to funds received in 2006-2007 and 2007-2008 to support the same program.)
- Title V Math/English Cooperative Grant with El Camino College (\$700,000—shared with ECC, U.S. Dept. of ED): The purpose of this grant is to increase student success in pre-college math and English classes by improving instructional quality, student support resources, and faculty collaboration. (This grant will continue in 2009-2010.)

Strengthen and Expand Career Technical Education (Strategic Initiative #4)

Multidisciplinary CTE Initiatives

- *NEW for 08/09* SB70 Career Technical Education Community Collaborative Project #1 (\$250,000—Chancellor’s Office): This grant will increase awareness of new, emerging, and viable career pathways, enhance understanding of industry trends among counselors and educators, create a pipeline of future workers, and initiate actions that will result in higher perceived values toward career technical education, focusing on Green Technology, New Energy/Environmental Technology, Logistics, Allied Health, Entertainment Technology, and Information Technology. (This grant also addresses the Sustainability outcome; it will continue in 2009-2010.)
- *NEW for 08/09* SB70 Career Technical Education Community Collaborative Project #2 (\$100,000—Chancellor’s Office): This grant will increase the effectiveness of CTE pathways from secondary to postsecondary systems, focusing on four key priorities: Increasing awareness of future career pathways, enhancing the understanding of industry trends, creating a pipeline of future workers, and initiating actions that result in higher perceived values toward CTE. This project will unite the region’s educational and workforce development resources by focusing on six industry sectors, as well as Green initiatives and entrepreneurship, while enhancing student, teacher, and counselor knowledge of career technical education. (This grant also addresses the Sustainability outcome; it will continue in 2009-2010.)
- Small Business Development Center (\$250,000—Chancellor’s Office/Small Business Administration): This project provides small business development services, such as business planning development, financial planning, workshops, and other individual assistance to new and emerging small business owners in west Los Angeles County. (This grant will continue in 2009-2010.)

Early Childhood Education/Education

- Child Development Training Consortium Grant (\$10,000—state-funded): This ongoing project provides tuition, books, mentoring, and professional development activities for ECE students.
- Title V Teacher Academy Cooperative with El Camino College (\$275,000—U.S. Dept. of ED): The purpose of this project is to increase the number of students pursuing education careers. Highlights include counseling, career advising, partnerships with the baccalaureate programs, and cohort courses for future teachers that provide additional assistance in historically difficult courses, such as the sciences. (This grant will end Fall 2009.)

- Copernicus Project (\$92,000, funded by U.S. Dept. of ED through a partnership agreement with UC Riverside): This project works to identify prospective science teachers early in their educational careers, provide them with a solid foundation in both the sciences and best practice teaching strategies, and mentor them through their early years of teaching. (This grant will end Fall 2009.)
- Early Start Pathway (\$125,000, funded by Los Angeles Universal Preschool): The purpose of this project is to develop a 2+2+2 program in Early Childhood Education in partnership with SMMUSD and CSU Dominguez Hills with the intent to increase the number of qualified early childhood education professionals with a baccalaureate degree. (This grant will continue in 2009-2010. Funding for 08/09 was initially set at \$400,000, but budget cuts within First 5 and LAUP reduced the award to \$125,000.)

Health Sciences/Nursing

- *NEW for 08/09* Enrollment Growth for ADN to RN Programs (\$221,000—Chancellor’s Office): This grant will help the Nursing Program significantly expand its enrollment capacity by adding faculty and counseling time. (This grant was renewed with a new contract in 2008-2009 and will continue in 2009-2010.)
- *NEW for 08/09* ADN to MSN Collaborative (\$56,098—Chancellor’s Office): This partnership effort with CSU Dominguez Hills will establish an ADN to MSN educational pathway that will assist recent graduates, as well as already employed nurses, to pursue a Master’s Degree in Nursing with an emphasis on Nurse Education, thus addressing the a need for additional Nursing faculty throughout the country. (This grant will continue in 2009-2010.)
- Fostering Student Success (\$219,702—federal WIA funds passed through the Chancellor’s Office): The purpose of this grant is to improve the retention and completion rates of the ADN Program by providing tutoring, counseling, and skills lab services, including simulation. (This grant will continue in 2009-2010.)
- Community-Based Job Training Grant (U.S. Dept. of Labor): The purpose of this grant is to increase institutional capacity to train registered nurses by putting the LVN to ADN Program online and by providing additional services to support faculty and students. (This grant will end Fall 2009. SMC received a no-cost extension in 08/09 in order to complete grant objectives and expect the remaining funds; as such, there is no funding specifically awarded to support the 08/09 year.)
- Equipment for Nursing and Allied Health Programs (Chancellor’s Office): This grant will allow the college to purchase equipment and materials to improve retention, promote the use of simulation, and increase utilization of distance technology to support all nursing students, including those in pre-nursing courses. (Funds were expended in 2007-2008, and staff will complete grant objectives by Fall 2009.)

Computer Science/Information Services

- Curriculum Improvement Partnership Award (\$124,997, funded by NASA with a grant to the United Negro College Fund Special Programs Corporation): This project developed two new CSIS programs, including Robotics/Artificial Intelligence and Network Security, partnering with local industry to ensure relevance to workforce needs. (This grant ended in December 2008.)

Logistics

- *NEW for 08/09* Employment Training Program grant (\$250,000—California Employment Development Department): The goal of this project is to provide training for individuals in the manufacturing and logistics sector. (This grant ends June 30, 2009.)
- Strengthening Career Technical Education Grant (\$125,000—Chancellor’s Office): The purpose of this project is to develop a 2+2+2 curriculum in Logistics in partnership with SMMUSD and CSU Dominguez Hills with the goal of increasing the number of students prepared to enter this emerging workforce. (This grant ends June 30, 2009.)

Green Technology

- *NEW for 08/09* Job Development Incentive Fund grant (\$300,000—California Chancellor’s Office): The Office of Workforce and Economic Development will provide training and employment resources for unemployed and underemployed adults interested in careers in the environmental technology/green construction field. (This project also addresses the Sustainability outcome; it will continue in 2009-2010.)
- *NEW for 08/09* Governor’s 15% Fund grant (\$250,000--California Employment Development Department): Through this project, SMC will provide short-term, site specific workshops to train displaced workers for Green Technology construction jobs. (This project also addresses the Sustainability outcome; it will continue in 2009-2010.)
- *NEW for 08/09* SB70 Workforce Innovations Project Grant (\$75,000—California Chancellor’s Office): This project will expand and enhance SMC’s CTE curriculum for the next generation of environmental and energy technologies in advanced transportation that will be used to build hybrid, plug-in hybrid, and electric vehicles (This project also addresses the Sustainability outcome; it will continue in 2009-2010.)

Supportive Learning Environment (Supporting Goal #2)

Innovative and Responsive Academic Environment

- Minority Biomedical Research Talent in Psychology (\$25,000—U.S. Department of Health and Human Services via a subcontract with the National Institute of General Medical Sciences and the American Psychological Association): Continuation of a previously funded partnership with American Psychological Association, CSU Dominguez Hills, and UCLA to increase the number of students of color interested in pursuing biomedical research careers in psychology and improve these students' rates of retention.

Provide access to comprehensive and innovative student support services

- Title V Institutional Grant (\$550,000—U.S. Dept. of ED): This grant focuses on the success of first-time college students. Key initiatives include the development and implementation of the Welcome Center, the First Year Experience (summer bridge program), and other student support resources. (This grant will end in Fall 2009.)

Special Populations—College Success and Transfer

- *NEW for 08/09* Pico Partnership on the Move (\$153,750, funded by the City of Santa Monica): This continuing project provides instructional and student support assistance to low-income students from the Santa Monica-Malibu School District, specifically the Pico Neighborhood. (This grant was renewed in 2008-2009 for two years and will continue into 2009-2010.)
- Student Support Services (\$260,181—U.S. Dept. of ED): This TRIO grant targets low income, first generation college students and provides them with the skills and resources that they need to successfully complete their SMC studies and transfer to a baccalaureate program. (This grant was set to end in Fall 2009, but the Dept. of ED has granted a one-year extension, while they establish a new application process for the 2010-2011 competition.)

Special Populations—High School Outreach/College Prep and Access

- Upward Bound (\$250,000—U.S. Dept. of ED): This TRIO grant targets low-income, potential first generation college students from Venice and Crenshaw high schools, providing academic assistance, college planning and assistance, and counseling/mentoring support. (This grant will continue in 2009-2010.)