

MINUTES



SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

TUESDAY,
APRIL 6, 2010

Santa Monica College
Board Room (Business Building Room 117)
1900 Pico Boulevard
Santa Monica, California

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

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

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

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 6, 2010

MINUTES

A meeting of the Board of Trustees of the Santa Monica Community College District was held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Tuesday, April 6, 2010.

The agenda included the following items: (Items for action - recommendations - are listed numerically; items for information are listed alphabetically).

I. ORGANIZATIONAL FUNCTIONS

- A Call to Order – 5:30 p.m.
- B Roll Call
- 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*

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

Agency designated representatives: *Marcia Wade, Vice-President, Human Resources*
Robert Myers, Campus Counsel
Employee Organization: *Santa Monica College Faculty Association*

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

Agency designated representatives: *Marcia Wade, Vice-President, Human Resources*
Robert Myers, Campus Counsel
Employee Organization: *Santa Monica College Police Officers Association*

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

REAL PROPERTY (Government Code Section 54956.8)

Property Address: Santa Monica College Olympic Shuttle Lot/3400-3500 Airport Ave.
Under Negotiation: Terms and Conditions of Land Swap with City of Santa Monica
College Negotiators: Dr. Chui Tsang
City of Santa of Monica's Representative: Rod Gould, City Manager

REAL PROPERTY (Government Code Section 54956.8)

Property Address: 1510 Pico Boulevard, Santa Monica, CA 90405
College Negotiators: Dr. Chui Tsang and Charlie Yen
Property Representative: Grace Cheng Braun, WISE & Health Aging

III. **CLOSED SESSION** (continued)

REAL PROPERTY (Government Code Section 54956.8)

Property Address: 1516 Pico Boulevard, Santa Monica, CA 90405

College Negotiators: Dr. Chui Tsang and Charlie Yen

Property Representative: Robert Kronovet, Kronovet Realty Company

III. **PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS**

- D Pledge of Allegiance
- E Closed Session Report (if any)
- F Public Comments

IV. **SUPERINTENDENT'S REPORT**

- Management Association Update
- Updates:
 - State Budget
 - Big Blue Bus
 - AB 2297
 - Institutional Flex Day – March 18, 2010
- Acknowledgements

V. **ACADEMIC SENATE REPORT**

VI. **MAJOR ITEMS OF BUSINESS**

- #1 Resolution in Support of the SMMUSD's Quality Public Schools Preservation Act
- G Report: Financial Aid Program
- #2 Agreement for Architectural Services – Health/PE/Fitness/Dance and Central Plant Project
- #3 Initial Collective Bargaining Proposals
- #4 Board of Trustees Support for Nomination of Trustee Margaret Quiñones-Perez to ACCT Board of Directors and the ACCT Diversity Committee
- #5 Ballot for CCCT Board of Directors
- #6 First Reading: Board Policy Sections 2240, 3410, 3420, and 3430
- #7 Resolution for Community College Month

VII. **CONSENT AGENDA**

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

Approval of Minutes

- #8 Approval of Minutes: March 2, 2010 (Regular Meeting)

Grants and Contracts

- #9 Acceptance of Grant
- #10 Certificates and A.A. Degree
- #11 Ratification of Contracts and Consultants

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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 next regular meeting of the Santa Monica Community College District Board of Trustees will be **Tuesday, May 4, 2010** at 7 p.m. (5:30 p.m. if there is a closed session) Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

ADDENDUM A: Report - Financial Aid Program

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 6, 2010

I. ORGANIZATIONAL FUNCTIONS

- A CALL TO ORDER - 5:35 p.m.

- B ROLL CALL
 Judge David Finkel (Ret.), Chair - Present
 Dr. Andrew Walzer, Vice-Chair - Present
 Dr. Susan Aminoff - Present
 Dr. Nancy Greenstein - Present
 Louise Jaffe - Present
 Dr. Margaret Quiñones-Perez - Present
 Rob Rader - Present
 Seth Smith, Student Trustee – Present for Public Session

C PUBLIC COMMENTS ON CLOSED SESSION ITEMS

II. CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

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Property Representative: Robert Kronovet, Kronovet Realty Company

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS – 7:22 p.m.

D PLEDGE OF ALLEGIANCE – *Ralph Mechur*

E CLOSED SESSION REPORT

The Board of Trustees authorized the District to purchase the real property located at 1516 Pico Boulevard in the City of Santa Monica for the amount of \$1,775,000 plus customary costs, and authorize the Los Angeles County Office of Education to transfer funds into escrow for the maximum amount of \$1,786,000. Upon the close of escrow, the Board of Trustees accepts title to said property.

Funding Source: Measure AA

Ayes: 6 (Aminoff, Finkel, Greenstein, Jaffe, Rader, Walzer)

Noes: 0

Absent: 1 (Quiñones-Perez)

F PUBLIC COMMENTS

Ida Danzey

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 6, 2010

IV. SUPERINTENDENT'S REPORT

Management Association Update: SMC Management Association President Erica LeBlanc reported that EOPS Director Leonard Crawford and his team won the "Applause Award" for March.

-
- Updates:
 - State Budget: The latest forecasts from Sacramento indicate that the projected state budget deficit for 2010-11 might not be as severe as originally thought. The latest projection is the deficit will be at \$10 billion rather than the \$20 billion forecast earlier this year. A clearer financial picture will emerge after the April 15th tax deadline and when Governor Arnold Schwarzenegger releases his revised 2010-11 state budget in early May. At this point, the college is still working under the assumption that it faces a \$5 million budget shortfall in 2020-11.
 - Big Blue Bus: The City of Santa Monica is considering a fare increase for the municipally owned Big Blue Bus – an increase that would likely cost the college more in its subsidies of the "Any Line, Any Time" free student and employee bus rides. However, city officials have told SMC that any increased cost for the college would likely not occur until 2011-12.
 - AB 2297: On Tuesday the state Assembly Higher Education Committee unanimously passed a bill that would change the state formula for the amount of community college tuition charged to nonresident students. The net effect of Assembly Bill 2297, by Assemblymember Julia Brownlee of Santa Monica, would be to allow colleges to charge more than they do under the current formula. Superintendent/President Chui Tsang is hopeful the bill will eventually pass the Legislature and be signed into law by Governor Arnold Schwarzenegger.
 - Professional Development Day – March 18, 2010: The opening session, held at the Pavilion and attended by hundreds of SMC employees and trustees, provided great information and helped to get employees to start thinking of ways to set a vision for the college in the next decade. The highlight was a clever and well performed "musical tribute" to accreditation, written by Erica LeBlanc, sung by SMC theater arts students, and danced by members of the Accreditation Self-Study committee, as well as faculty and others from the Theatre Arts Department.
- Acknowledgements
 - The SMC Center for Environmental and Urban Studies will honor the SMC Board of Trustees on April 21st for its visionary leadership and commitment to sustainability.
 - Director of Contracts Charlie Yen will be honored as a "Community Hero" by the City of Santa Monica Human Relations Council.

V. ACADEMIC SENATE REPORT

Eric Oifer, Academic Senate President

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 6, 2010

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1

SUBJECT: **RESOLUTION IN SUPPORT OF THE SMMUSD's
QUALITY PUBLIC SCHOOLS PRESERVATION ACT**

SUBMITTED BY: Members of the Board of Trustees

REQUESTED ACTION: It is recommended that the Board of Trustees adopt the following resolution in support of the Santa Monica-Malibu Unified School District's Quality Public Schools Preservation Act.

Whereas, the Santa Monica Community College District Board of Trustees encourages measures to support high quality educational programs for children in the community; and

Whereas, Santa Monica and Malibu students receive an exceptional education in our local public schools that prepares them for the 21st Century and provides the skills needed for college and today's careers; and

Whereas, over 70 percent of local school funding comes from the State of California and the State's budget crisis has already reduced education funding by an average of \$10 million each year over the last two fiscal years from funds owed to Santa Monica and Malibu schools with additional education funding shortfalls from the State expected next year and for at least five years; and

Whereas, the SMMUSD projects that without additional sources of revenue, it will be forced to lay off up to 75 of 580 District teachers, increase class sizes by up to 30 percent, reduce the number of school instructional days, cut counselors and librarians, close school libraries, reduce programs in reading, writing, science, art and music; and

Whereas, the SMMUSD has and will continue to engage in a variety of efforts to generate additional funds for its education program, including advocating in the State Legislature, the creative use of surplus District real estate, local fundraising efforts and continuing funding agreements with the cities of Santa Monica and Malibu; and

Whereas, despite other efforts to generate additional funds, a local funding measure for SMMUSD schools is the only new revenue source that has the potential to provide immediate budget relief on a scale that would prevent serious harm to local public education; and

Whereas, these new revenues are critically necessary to help protect the high quality of our local schools and the strong academic that have resulted in rising test scores; and

Whereas, the Santa Monica-Malibu Unified School District Board of Education has voted to place a local funding measure, equaling \$198 per parcel per year, with a senior citizen exemption, on a special May 25, 2010 all-mail election in order to offset a portion of the State funding loss and provide a minimum amount of stable financial support over the next five years, enabling the SMMUSD to prevent a serious decline in the quality of its schools; and

Whereas, despite the fact that this local funding measure will not alleviate the need to make some budget cuts for 2010-2011, these revenues are critically necessary to protect our community's excellent schools, prevent widespread layoffs of teachers and other personnel, maintain reasonable class size, protect academic achievement in math, science, technology, arts, music, and reading programs, and sustain school libraries; and

Whereas, the measure requires an independent audit and review by an independent citizens' oversight committee with annual public reports to ensure all funds are spent as promised; and

Whereas, by law, none of these local revenues can be taken away by the State, none of these funds can be spent on administrator salaries, and every dollar must be spent to support our local Santa Monica and Malibu schools.

Therefore be it resolved that the Santa Monica Community College District Board of Trustees supports the SMMUSD Local School Funding Measure A.

Comments

Ralph Mecher

Rochelle Lewis Fanali

MOTION MADE BY: Louise Jaffe

SECONDED BY: Rob Rader

STUDENT ADVISORY: Aye

AYES: 7

NOES: 0

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	April 6, 2010

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM G

SUBJECT: **FINANCIAL AID AND SCHOLARSHIPS UPDATE**

SUBMITTED BY: Superintendent/President

REPORT: Teresita Rodriguez, Vice-President, Enrollment Development, and Steve Myrow, Associate Dean of Financial Aid and Scholarships, presented the following the Financial Aid and Scholarships update (full written report in Addendum A).

EXECUTIVE SUMMARY

This report is divided into five main sections. The first section is an overview of Financial Aid and Scholarships—which (historically) provides assistance to over 25% of SMC students. The second section looks at student demographics and financial aid awards. Section three addresses the substantial changes and improvements in the financial aid operation over the past five years. The fourth section looks at financial aid during the current economic recession. The final section addresses changes in financial aid for 2010 and beyond.

Overview

Financial Aid and Scholarships oversees 19 different aid programs and will provide over \$30,000,000 of assistance in 2009-10. This aid not only helps students pay for fees, books, supplies, transportation, child care, and living expenses—it significantly contributes to student academic success.

Financial Aid Student Profile

Financial Aid students include every segment of the overall SMC population—including residents, non-residents, and international students (scholarships and occasional loans only). Average award packages have grown in recent years, with our highest need students now receiving grant packages of \$7,000 to \$8,000. Single (independent) students are now eligible for Pell Grants if their income is \$19,000 or less.

Financial Aid at SMC: A Recent History

The Financial Aid Office has made substantial improvements in every aspect of its operation. The most obvious changes involve the early packaging of awards and the early delivery of grant checks to students. Over the past five years, SMC’s two largest aid programs—Pell Grants and Board of Governor Enrollment Fee Waivers—have grown dramatically in both the number of recipients and in total program dollars. In addition to noting the improvements in the delivery of aid, this section also looks at the many technological changes and electronic solutions which have helped in the processing of aid.

Economic Downturn

Financial Aid has seen a large increase in aid applicants over the past three years, with the number of federal aid applicants rising to over 20,000 in 2008-09 and 26,000 for 2009-10. The Financial Aid Office responded to these increases last year and set new high-marks for “total aid” in 2008-09—with \$24,403,380. For 2009-10, Financial Aid will again set a new high-mark—with “total aid” anticipated to exceed \$30,000,000.

Financial Aid Changes for 2010 and Beyond

As the Financial Aid Office looks to the future, two new changes in Federal Aid will take effect over the next 6 to 8 months. First, SMC will implement the new “Year Round Pell” provision—which will allow students in an accelerated program to receive up to two years worth of Pell Grant in a single year. The second change will be the move to the Direct Loan Program from the traditional bank guaranteed Stafford Loan Program. From a state aid perspective, there is concern that the Cal Grant B competitive grants will again face cuts in the upcoming budget negotiations. At SMC, Financial Aid and Information Management are working on “phase 2” of the financial aid software implementation—which will feature a new “self service portal.”

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 6, 2010

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

SUBJECT: **AGREEMENT FOR ARCHITECTURAL SERVICES – HEALTH/PE/FITNESS/DANCE AND CENTRAL PLANT PROJECT**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the contract with GENSLER for the programming, planning, design and construction administration of the Health/PE/Fitness/Dance and Central Plant project for \$3,589,000 plus reimbursable expenses.

FUNDING SOURCE: Measure AA

SUMMARY: This project will create a new fitness complex on the location of the current PE Locker Room Building. The project also includes a new central plant facility to serve the entire campus.

When the main campus was being constructed in the 1950s, all junior college students were required to take physical education classes and SMC had significant open space dedicated to physical education and athletics. A large single level locker room building was constructed to accommodate all the students participating in these activities. The college continues to support a full Men’s and Women’s Athletic Program, and in the 1970s dance was added to the programs offered in the complex.

The current locker room building has only received a few updates over the last 52 years. The building systems are in poor condition and in need of immediate replacement.

A new building is planned to support the health, fitness, dance and athletic needs of future students and the community. It will be flexible enough to be adaptable to changing trends in fitness education. The plan will work the existing gymnasium building into a cohesive new complex with easy access to the campus and community. In addition to specialized labs and facilities, a number of general use classrooms will also be provided. These classrooms will be large enough to convert to exercise and fitness facilities should the need arise in the future.

Separately, as part of its sustainability planning, the college has been investigating the use of a central plant to provide chilled water for air-cooling in existing and future buildings. The plant will reduce energy usage through better operating efficiency and by reducing peak energy demand.

The chillers will only operate during off-peak hours and preferably at night when the outside air temperature is the coolest and electrical rates are the lowest. The chilled water will then be stored in thermal energy storage (TES) underground tanks and pumped out during the warmer times of the day. The objective of the plant is to produce the chilled water with the least amount of energy and cost possible, and to seamlessly meet the campus cooling loads.

The cooling plant will have several benefits to SMC. The energy efficiency of the chillers will be a big improvement over any existing air conditioning equipment on campus. The current method of cooling the campus buildings is a combination of air-cooled package units and air-cooled chillers. The new machines will be water-cooled centrifugal chillers and will have much better energy efficiency. The energy required to provide cooling will be reduced from 1.25kW/ton to 0.75kW/ton with the installation of the new central plant. The central plant chillers will last longer because they will start and stop less often. This is because they only come on once per day to charge the TES tank during peak design days, but during the cooler months they will often only operate a couple of times per month. The greatest wear on a chiller is when it is started, and reducing the number of “starts” will help extend the life of the chiller. The fully charged TES tank will last two weeks or more in the winter. The process of making chilled water off peak will reduce the campus electrical costs. The electrical demand charges will be lower, because the electrical demand during the day is not increased by the operation of the chillers. Electrical consumption is lower as well because the chillers are more efficient.

For best efficiency, a central plant must be in a central location on the campus. Since the college is unable to give up open space to construct a plant, it has been decided to incorporate the plant within the footprint of the Health, PE, Fitness and Dance complex.

Gensler is a global architecture, design and planning firm with specialized practice areas in both education and sports/recreation. The team of individuals working on this project has extensive sports experience including renovations of Dodger Stadium and the Los Angeles Memorial Coliseum as well as sports and recreation complexes at Pepperdine University, UCLA, Humboldt State, Loyola Marymount, Biola University and West LA College.

As the District’s master planning architect, Gensler has knowledge of the campus that will be invaluable in planning the extensive underground utility infrastructure necessary for the central plant.

The process to solicit architects began with mailings to 115 local firms, newspaper advertisements and web announcements. The District received 72 architect proposals, which is a record number. The initial submittals were screened and 24 firms were deemed qualified. Then a screening committee of faculty, classified staff and administrators selected four architects as finalists to be interviewed. The final selection panel consisted of faculty and staff from Kinesiology, Athletics, Dance and Facilities.

Local Economic Impact: This contract will have a significant impact on the local economy. The architectural and construction community has been severely impacted by the recent recession. Gensler has a major Santa Monica office and all architectural work on this project will be staffed locally.

Public Comments

Judith Douglas

MOTION MADE BY:

Susan Aminoff

SECONDED BY:

Margaret Quiñones-Perez

STUDENT ADVISORY:

Aye

AYES:

7

NOES:

0

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 6, 2010

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3

SUBJECT: **INITIAL COLLECTIVE BARGAINING PROPOSALS**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees receive the initial proposal from the Santa Monica College Faculty Association, sunshine the District’s initial proposal, and schedule a hearing to receive public comments prior to the adoption of the District’s initial proposal.

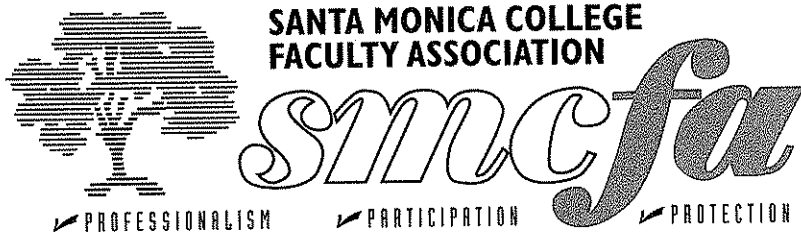
It is recommended the that Board of Trustees:

- Acknowledge receipt of the Santa Monica College Faculty Association’s initial collective bargaining proposal for a successor contract, effective August 23, 2010.
- Sunshine the District’s initial proposal for a successor contract with the Santa Monica College Faculty Association, effective August 23, 2010.
- Schedule a hearing on May 4, 2010 for the purpose of receiving public comments on the initial proposals and to consider adoption of the District’s initial proposal for a successor contract with the Santa Monica College Faculty Association, effective August 23, 2010.

COMMENT: The Santa Monica Community College District’s initial proposal for a successor collective bargaining agreement with the Santa Monica College Faculty Association is presented pursuant to Government Code Section 3547(a), Board Policy 3134, and Article I of the collective bargaining agreement between the SMCCD and the SMC Faculty Association.

Public Comments
Howard Stahl

MOTION MADE BY: Rob Rader
 SECONDED BY: Andrew Walzer
 STUDENT ADVISORY: Absent
 AYES: 7
 NOES: 0



March 16, 2010

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

Dear Members of the Board,

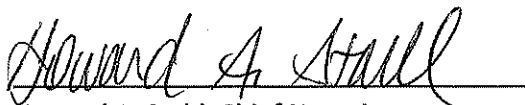
In order to comply with Section 3547 of the California Education Code and current PERB guidelines, the Faculty Association presents the following items for the 2010 contract negotiations, for the contract period beginning August, 2010.

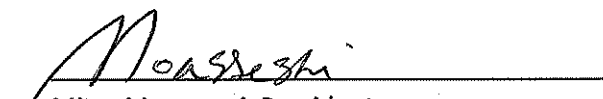
1. Reorganization of contract form and correction of language for clarity; incorporation of all language settled upon since the prior contract, including but not limited to all Memoranda of Understanding
2. Compensation
 - a. Adjustment and modification of all existing salary schedules for all faculty to incorporate across-the-board salary increases and equal pay for equal work provisions
 - b. Increased reassigned time and compensation for all faculty performing leadership position, department chair and/or additional tasks and duties
 - c. Adjustment and clarification of step and group advancement policies for all faculty
 - d. Office hour compensation for all faculty during intersessions
 - e. Expand the eligibility for part-time faculty to perform office hours
3. Benefits
 - a. Enrollment of all part-time faculty into the California State Disability Insurance plan
 - b. The inclusion of Social Security as an available retirement option to those part-time faculty who elect to participate in it
4. Assignment and Load
 - a. Reduction in faculty loads, particularly in vocational, technology and other areas of inequity
 - b. Increase and clarification of course load factors, particularly in vocational, technology and other areas of inequity
 - c. Distance Education and Contract Education

- d. Calendar
 - e. Inclusion of all reassigned time and stipends in the contract
 - f. Class size including but not limited to the definition and/or reduction in stated sizes
 - g. Expand eligibility provisions for Associate Faculty
 - h. First consideration to in-house applicants for full-time faculty positions
 - i. Library Faculty Leader Duties and Responsibilities
5. Professional Development
- a. Sabbaticals, fellowships, conference attendance and related professional activities
 - b. Adjustment and clarification of the Peer Evaluation process and related forms
 - c. Adjustment and clarification of the Student Evaluation process and related forms
 - d. Ancillary Service Fund to compensate part-time faculty for their participation in shared governance and departmental activities and tasks
6. Working Conditions
- a. On-Campus Parking
 - b. Academic Freedom
 - c. Contracting out bargaining unit work
 - d. Weingarten Rights
 - e. Campus health and safety conditions
7. Leave
- a. Clarification, expansion and improvement of language and policies governing all leaves
8. Association Rights
- a. Increase District-paid reassigned time
 - b. Increase Association office space
 - c. Official Faculty Association participation in the Board of Trustees meetings
9. Any additional subjects within the scope of EERA.

We are looking forward to productive and mutually satisfying negotiations.

Sincerely,


Howard A. Stahl, Chief Negotiator


Mitra Moassessi, President

SANTA MONICA COMMUNITY COLLEGE DISTRICT'S
INITIAL BARGAINING PROPOSAL TO THE
SANTA MONICA COLLEGE FACULTY ASSOCIATION

Article 1: Agreement

Term of Agreement.

Proposal: The District proposes a 3-year term with no reopeners during each year of the term.

Article 5: Authorized Association Absences

Article 5.2

Proposal: The District proposes adjusting the language from submitting requests at least one week prior to the date of proposed absence to at least ten days in advance so that it is consistent with what is required of all faculty attending conferences.

Article 6: Faculty Assignment and Load

General

Proposal: The District proposes that language be clarified.

Article 6.1 – Duties of Assignment.

Proposal: The District proposes that job description language be more specific and include job duties performed by instructional faculty, counselors, librarians, non-credit education faculty, and faculty leaders.

Article 6.2.2 – Work Week

Proposal: The District proposes that the impact of using a compressed calendar be explained in the calculation of minimum work hours per week in a regular college year for counselors, librarians and other non-instructional faculty.

Article 6.3 - Work Year

Proposal: The District proposes that a section be added that better defines the work week for Librarians and is more specific regarding student contact hours.

Article 6.4.1 – Office Hours

Proposal: The District proposes that English faculty also be required to spend one hour per week in the lab, the same as Math faculty. Currently this provision applies to Math faculty only.

Article 6.5.1 – Part-Time Faculty

Proposal: The District proposes amending language to reflect that Part-time faculty assignments may not exceed 67% of a full time assignment.

Article 6.6 – Associate Faculty

Proposal: The District proposes that the language in this section be clarified.

Article 6.6.2 – Associate Faculty Eligibility

Proposal: The District proposes that language be updated and eligibility be clarified pertaining to faculty teaching non-credit and credit courses.

Article 6.6.3 – Associate Faculty List

Proposal: The District proposes reducing the break in service from two or more Fall/Spring cycles to two consecutive semesters and that the Associate Faculty list shall be updated for each department by the Academic Affairs Office at the end of the 10th week of spring semester.

Article 6.6.6 (b) – Right of Assignment

Proposal: The District proposes that the language be revised to clarify Associate Faculty who teach in multiple disciplines in relation to bumping rights.

Article 6.6.7 – Associate Faculty Status Renewal

Proposal: The District proposes that base assignments be clarified by Lecture Hour Equivalent (LHE) and that the March 31st date be changed to “the end of 10th week of the spring semester” for consistency.

Proposal: The District proposes to clarify the process for termination of Associate Faculty Status.

Articles 6.14 – 6.16 Athletic Coach Assignments

Proposal: The District proposes reviewing the structure of hiring and payment practices of coaches and to measure faculty status based on performance, coaching ability and success or failure with their sport rather than by time of employment. Currently coaches who are removed from assignment are able to move into a Physical Education course when not hired to be the instructor for the class.

Proposal: The District proposes that some coaching assignments, such as Head Coach of Basketball, be designated as a management position.

Article 7: Evaluation

Articles 7.1, 7.2, 7.8, 7.9, and Appendices M, N, and O.

Proposal: The District proposes updating the evaluation procedures and forms for probationary and temporary contract faculty, tenured faculty and for part-time faculty to include process for evaluation of on-ground and on-line instruction.

Proposal: The District proposes to ensure evaluation process is consistent with applicable administrative regulations (AR 4115a, 4115b and 4120.4a) and incorporated into the collective bargaining agreement. Upon completion, abolish the aforementioned administrative regulations.

Proposal: The District proposes to negotiate a more effective evaluation process for non-credit faculty which will include the appropriate administrator.

Proposal: The District proposes to include an evaluation process for coaches.

Article 8: Salary and Placement

Article 8.1 – Salary Schedules

Proposal: The District proposes to update language.

Article 9: **Interession, Assignments, Loads and Compensation**

Article 9.5.3 – Examples, 9.5.4

Proposal: The District proposes to update the example used for librarian to six weeks, 30 hours per week.

Proposal: The District proposes to review, update and clarify the language.

Article 10: **Benefits**

Proposal: The District proposes to add a health benefits cost containment process and prepare other ways to reduce costs yet maintain a full range of benefits.

Article 11: **Calendar**

Article 11.1

Proposal: The District proposes to update and clarify the language.

Article 18: **Safety, Health and Welfare and Working Conditions**

Article 18.4 Parking

Proposal: The District proposes to discuss the costs associated with on campus parking.

Article 20: **Distance Education**

Article 20.1

Proposal: The District proposes to update the language.

Article 20.3, 20.4, 20.8, 20.9

Proposal: The District proposes to review Distance Education stipends and the approval process.

Article 21: **Banking of Assigned Load**

Article 21.2, 21.3

Proposal: The District proposes to clarify language and to specify limits.

Article 22: **Department Chairs and Other Departmental Faculty Leaders**

Article 22.1 - Department Chairs

Proposal: The District proposes to discuss institutional changes recommended by SMC Program Review Committee and CA Community College Athletic Association’s Commissioner’s Program Review of the SMC Athletic Department to facilitate more appropriate reporting relationships and compliance.

Article 22.2 – Departmental faculty leaders

Proposal: The District proposes to better define faculty leader – library responsibilities and to discuss establishment of faculty lead for NC ESL Courses.

Article 23: **Personal Safety**

Article 23.1, 23.2

Proposal: The District proposes that the contents of this article be combined with Article 18: Safety, Health and Welfare and Working Conditions.

Article 24: Team Teaching

Article 24.5.1

Proposal: The District proposes to correct the LHE for Biol 21, 22, 23.

Article 26: Intellectual Property

Proposal: The District proposes to include language about Distance Education course shells.

Appendices M,N,O: Administration Regulations 4115-a, 4115b, and 4120-4a

Proposal: These appendices pertain to faculty evaluations, which is a negotiable issue. The District proposes to abolish these administrative regulations after incorporation into the Agreement.

Appendix Q: Duties and Responsibilities of Department Chairs

Proposal: The District proposes that descriptions be identified and/or updated for faculty leaders in DSPS and other student support programs

The District reserves the right to add additional items to its initial proposal.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 6, 2010

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 5

SUBJECT: **BALLOT FOR CCCT BOARD OF DIRECTORS**

SUBMITTED BY: Chair, Board of Trustees

REQUESTED ACTION: It is recommended that the Board of Trustees prepare its ballot for the California Community College Trustees (CCCT) Board of Directors, as follows:

- Louise Jaffe, Santa Monica CCD (*incumbent*)
- Isabel Barreras, State Center CCD (*incumbent*)
- Donald L. Singer, San Bernardino CCD (*incumbent*)
- Walter G. Howald, Coast CCD (*incumbent*)

COMMENT: There are seven three-year vacancies on the CCCT Board of Directors. Each member community college has one vote for each of the seven vacancies. The Board resolved to vote for Louise Jaffe and the other incumbents.

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 6, 2010

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 6

SUBJECT: **FIRST READING – BOARD POLICY SECTIONS**
2240, MANAGEMENT ASSOCIATION
3410, CLASSIFIED CONFIDENTIAL EMPLOYEES
3420, CLASSIFIED MANAGERS
3430 ACADEMIC ADMINISTRATORS

SUBMITTED BY: Superintendent/President

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

Section 2000 – General District

Article 2200, Participatory Governance

- BP 2240, Management Association (proposed revisions)

Section 3000 – Human Resources

Article 3400 – Academic Administrators, Classified Administrators and Managers and Confidential Employees

- BP 3410, Classified Confidential Employees (new)
- BP 3420, Classified Managers (new)
- BP 3430, Academic Administrators (new)

COMMENT: The proposed revision and new Board policies were developed by a subcommittee of the Management Association, reviewed and approved by senior administrative staff and endorsed by the Management Association.

MOTION MADE BY: Andrew Walzer
SECONDED BY: Margaret Quiñones-Perez
STUDENT ADVISORY: Absent
AYES: 7
NOES: 0

ARTICLE 2200: PARTICIPATORY GOVERNANCE

BP 2240 Management Association

The Board recognizes the Santa Monica College Management Association as a professional organization chartered to promote the success and provide professional development ~~of~~ to all academic administrators, classified administrators and managers, and confidential staff. The goal is to assist and support managers and confidential employees in developing their skills to promote professional achievement and support student success. Through mentoring and professional development, the goal and objectives further the college's mission and vision statements. This provision does not confer any collective bargaining rights.

Formation and Membership

Members of the Management Association are comprised of academic administrators (Superintendent/President, Vice-Presidents, ~~Associate Vice-President~~, Deans, Associate Deans, Assistant Deans, Senior Director, Directors, ~~and~~ Assistant Directors and Project Managers and classified administrators, managers, and confidential employees.

The officers of the SMC Management Association are: president, ~~vice-president-elect~~, a secretary and a treasurer. The officers are nominated by the managers at large and elected by a majority vote to serve a term of one year. Elections shall be held in May of each year for the following fiscal year.

Participation

The process of participatory governance shall be used for all professional matters on which managers have expertise and shall occur through the representation on collegewide committees exclusive of collective bargaining issues.

The appointment of managers and confidential employees to represent the Management Association on the District Planning and Advisory Council (DPAC) and its planning subcommittees shall be made by the Management Association after consultation with the Superintendent/ President or designee.

The Management Association may present proposals to the Superintendent/President regarding policies, administrative regulations and procedures.

The Management Association may assume such responsibilities and perform such functions as may be requested by the Superintendent/President.

Reference: Government Code Section 3540.1 (c)

Adopted: 11/15/2004

ARTICLE 3400: ACADEMIC ADMINISTRATORS, CLASSIFIED ADMINISTRATORS AND MANAGERS,
AND CONFIDENTIAL EMPLOYEES

BP 3410 Classified Confidential Employees

Classified confidential employees are those who are required to develop or represent management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions. The fact that an employee has access to confidential or sensitive information shall not in and of itself make the employee a confidential employee.

A determination whether a position is a confidential one shall be made by the Board of Trustees in accordance with applicable law and with the regulations of the California Public Employment Relations Board.

Confidential employees are not eligible for inclusion in a collective bargaining unit that represents the District's classified non-confidential employees.

Classified confidential employees are employed in the same manner as the other members of the classified service. Employment shall be consistent with provisions of the District Merit System regarding employment of classified employees.

Reference: Government Code Section 3540.1 (c)

BP 3420 Classified Managers

Classified Managers are managers who are not employed as academic administrators. Classified managers have responsibilities for formulating District policies or administering District programs other than the educational programs of the District. Classified managers have responsibility to assign work to and direct other classified employees and have authority to hire, transfer, suspend, recall, promote, discharge, assign, or discipline them.

Classified managers are not eligible for inclusion in a collective bargaining unit that represents the District's classified non-management employees.

Classified managers are employed in the same manner as the other members of the classified service. Employment shall be consistent with provisions of the District Merit System regarding employment of classified employees.

Reference: Government Code Section 3540.1 (g) and (m)
 Education Code Section 72411

BP 3430 Academic Administrators

Academic administrators are employed in supervisory or management positions to exercise direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services programs of the District.

Academic administrators shall be employed by individual contracts which shall not exceed four years duration. Compensation shall be set by the Board of Trustees upon recommendation by the Superintendent/President. Academic administrators shall further be entitled to health and welfare benefits made available by action of the Board of Trustees upon recommendation by the Superintendent/President.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 6, 2010

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 7

SUBJECT: **RESOLUTION FOR COMMUNITY COLLEGE MONTH**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees adopt the following resolution in recognition of Community College month.

WHEREAS, the month of April has been proclaimed National Community College Month in recognition of the vital role the nation's community colleges play in providing broad access to higher education, serving nearly half of the nation's college students; and

WHEREAS, Santa Monica College serves students with a broad array of educational services including transfer education, two-year degree programs, career preparation, basic skills education, continuing education and lifelong learning in a variety of delivery methods including on-line education; and

WHEREAS, Santa Monica College, as an institution of higher education, provides for the understanding and learning needed to foster a livable and sustainable world; and

WHEREAS, Santa Monica College provides for the formation of global citizenship through knowledge of people, customs, and cultures in regions of the world beyond one's own; and

WHEREAS, Santa Monica College supports the diversity of its students, faculty and staff; and

WHEREAS, Santa Monica College enjoys a special partnership with business, industry and government that benefits the regional economy by providing educational opportunities for new and current employees; and

WHEREAS, Santa Monica College is devoted to positive community relations and is a rich resource for the community including cultural programming, educational and career counseling and special events; and

WHEREAS, Santa Monica College has demonstrated that daily it fulfills its vision based upon "Changing Lives in the Global Community through Excellence in Education;" and

WHEREAS, Santa Monica College realizes its success in providing educational, vocational and cultural opportunities to the college community because of the excellence of its faculty and staff, and

WHEREAS, Santa Monica College has been a proud part of this tradition since 1929, being a stellar institution of higher education; and

THEREFORE BE IT RESOLVED that the Santa Monica Community College District observe and celebrate National Community College Month during the month of April, 2010.

MOTION MADE BY: Andrew Walzer
 SECONDED BY: Margaret Quiñones-Perez
 STUDENT ADVISORY: Absent
 AYES: 7
 NOES: 0

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 6, 2010

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 #8-#26.

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

#11-A, #11-H, #11-I, #11-K, #11-L, #12, #18, #19-A, #19-B, #19-C, #19-D

Action on Consent Agenda, excluding Recommendations #11-A, #11-H, #11-I, #11-K, #11-L, #12, #18, #19-A, #19-B, #19-C, #19-D

MOTION MADE BY: Louise Jaffe
 SECONDED BY: Nancy Greenstein
 STUDENT ADVISORY: Absent
 AYES: 7
 NOES: 0

VIII. CONSENT AGENDA – Pulled Recommendations

Recommendation No. 11 Ratification of Contracts and Consultants

#11-A – Kathryn St. Amant

MOTION MADE BY: Nancy Greenstein
 SECONDED BY: Louise Jaffe
 STUDENT ADVISORY: Absent
 AYES: 7
 NOES: 0

#11-H – Cynosure New Media, Inc.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 6, 2010

VIII. CONSENT AGENDA – Pulled Recommendations (continued)

#11-I – DSC Consulting

MOTION MADE BY: Louise Jaffe
 SECONDED BY: Andrew Walzer
 STUDENT ADVISORY: Absent
 AYES: 7
 NOES: 0

#11-K – Total Compensation Systems, Inc.

MOTION MADE BY: Andrew Walzer
 SECONDED BY: Rob Rader
 STUDENT ADVISORY: Absent
 AYES: 7
 NOES: 0

#11-L – Reiss-Woznack Medical Clinic

MOTION MADE BY: Louise Jaffe
 SECONDED BY: Andrew Walzer
 STUDENT ADVISORY: Absent
 AYES: 7
 NOES: 0

Recommendation No. 12 Academic Personnel

MOTION MADE BY: Andrew Walzer
 SECONDED BY: Louise Jaffe
 STUDENT ADVISORY: Absent
 AYES: 6
 NOES: 0
 ABSTAIN: 1 (Quiñones-Perez)

Recommendation No. 18 Quarterly Pool Payment

MOTION MADE BY: Rob Rader
 SECONDED BY: Andrew Walzer
 STUDENT ADVISORY: Absent
 AYES: 7
 NOES: 0

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 6, 2010

VIII. CONSENT AGENDA – Pulled Recommendations (continued)

Recommendation No. 19 Facilities

#19-A – Amendment to Agreement for Architectural Services – AET Parking Structure

MOTION MADE BY: Nancy Greenstein
 SECONDED BY: Louise Jaffe
 STUDENT ADVISORY: Absent
 AYES: 6
 NOES: 0
 ABSTAIN: 1 (Rader)

#19-B – Agreement for Architectural Services – Signage Master Plan

MOTION MADE BY: Susan Aminoff
 SECONDED BY: Margaret Quiñones-Perez
 STUDENT ADVISORY: Absent
 AYES: 7
 NOES: 0

#19-C – Agreement for Architectural Services – Digital Learning Studio

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

#19-D – Amendment to Agreement for Architectural Services – 2010 Facilities Master Plan
 Environmental Impact Report

MOTION MADE BY: Louise Jaffe
 SECONDED BY: Andrew Walzer
 STUDENT ADVISORY: Absent
 AYES: 7
 NOES: 0

RECOMMENDATION NO. 8 **APPROVAL OF MINUTES**

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

March 2, 2010 (Regular Board of Trustees Meeting)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 6, 2010

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 9 ACCEPTANCE OF GRANT

Requested Action: Approval/Ratification

Requested by Michelle King, Acting Director, Small Business Development Center

Approved by: Jeff Shimizu, Vice President, Academic Affairs

Title of Grant: Entrepreneurship Career Pathways Project

Granting Agency: Chancellor’s Office California Community Colleges

Appropriated Funding: \$35,000

Matching Funds: \$0

Performance Period: January 1– June 30, 2010

Summary: The purpose of the new Career Pathways Project is to replace misconceptions about career technical education and increase awareness and aspirations to self-employment as a legitimate lifetime career path providing reliable living wages.

The initiative offers \$35,000 for preparation and implementation of creative entrepreneurial education projects. The projects’ target audience is youth and young adults, ideally, those enrolled in feeder high schools and SMC, with special emphasis on minority populations. The activities aim to:

- Increase participant’s business management skills
- Revitalize interest in career technical education
- Develop bridges to enable ease of movement between high schools and community colleges

Budget:	State Revenue:	
	8000	\$35,000
	Expenditures:	
	2000 Non-instructional Salaries	30,800
	3000 Benefits	4,200

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 6, 2010

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 10 CERTIFICATES AND A.A. DEGREE

Requested Action: Approval/Ratification

Requested by: Georgia Lorenz, Dean, Instructional Services

Approved by: Jeff Shimizu, Vice President, Academic Affairs

The following certificates and A.A. Degrees have been approved by the Curriculum Committee and the Academic Senate:

Department Certificates

- Business Merchandising Department Certificate
- Business Entrepreneurship Department Certificate
- Business International Department Certificate
- Business Management Department Certificate
- Business Logistics Department Certificate
- Business Marketing Department Certificate
- Early Childhood Education (ECE) Core Department Certificate

Certificates of Achievement

- Early Childhood Education (ECE) Certificate of Achievement
- Early Childhood Education (ECE) Master Teacher Certificate of Achievement
- Fashion Design Certificate of Achievement

Associate in Arts Degree:

- Early Childhood Education (ECE) Master Teacher
- Fashion Merchandising

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 6, 2010

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 11 RATIFICATION OF CONTRACTS AND CONSULTANTS

Approved by: Chui L. Tsang, Superintendent/President

Requested Action: Ratification

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

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

Approved by Board of Trustees: 9/8/08

Reference: Education Code Sections 81655, 81656

	Provider/Contract	Term/Amount	Service	Funding Source
A	Kathryn St. Amant	March 2 – June 10, 2010 Not to exceed \$15,000	Development and production of instructional videos to be used in the presentation of the Auto 50 online course. Videos will also be used in outreach and recruitment efforts for the Advanced Transportation program to high schools.	2009-2010 CTE Collaborative and Perkins IV-VTEA
Requested by: Patricia Ramos, Dean, Workforce and Economic Development Approved by: Jeff Shimizu, Vice-President, Academic Affairs				
B	Next Vista for Learning	March 2 – June 10, 2010 Not to exceed \$1,900	Provide a one day training for an audience of online and classrooms instructors highlighting GOOGLE tools to enhance a college classroom Including: Training on free tools for enhancing college coursework, Search, Docs, Sites, Maps and includes handouts and other related documents.	2009-2010 Perkins IV-VTEA
Requested by: Patricia Ramos, Dean, Workforce and Economic Development Approved by: Jeff Shimizu, Vice-President, Academic Affairs				
C	NABCEP North American Board Certified Energy Practitioners	January 1- December 31, 2010 Not to exceed \$400	This is a an annual membership fee for SMC's Photovoltaics/Energy Efficiency Sustainable Technologies programs. SMC is a NABCEP certified education/training provider. Membership is required for this certification.	Workforce and Economic Development
Requested by: Patricia Ramos, Dean, Workforce and Economic Development Approved by: Jeff Shimizu, Vice-President, Academic Affairs				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 6, 2010

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 11 RATIFICATION OF CONTRACTS AND CONSULTANTS

(continued)

	Provider/Contract	Term/Amount	Service	Funding Source
D	Hands on Solar	August 30, 2009 – June 10, 2010 Not to exceed \$14,000	A contract with Hands On Solar Inc. is being established to obtain assistance in the development of career technical education courses in alternative energy. These courses will extend and leverage resources from SMC's workforce and Economic Development green technology grant programs in order to support the vocational program expansion goals of the institution.	2009-2010 Job Development Incentive Fund (JDIF)
Requested by: Patricia Ramos, Dean, Workforce and Economic Development Approved by: Jeff Shimizu, Vice-President, Academic Affairs				
E	Calvin Macy	April 2 – June 30, 2010 Not to exceed \$5,000	To provide SWOT (strengths, weaknesses, opportunities and threats) analysis of existing career transportation program to assist with planning.	2009-2010 CTE Workforce Innovations Project
Requested by: Patricia Ramos, Dean, Workforce and Economic Development Approved by: Jeff Shimizu, Vice-President, Academic Affairs				
F	Crown Castle International	April 1, 2010 – March 31, 2015 \$864 per month, not to exceed \$10,368 per year	Renewal of site license #47713, 20973 Songbird Road, Mojave, California for KCRW's transmitter equipment.	KCRW Donations
Requested by: Cheryl Gee, Radio Station Services Assistant Approved by: Don Girard, Government Relations/Institutional Communications				
G	University of Southern California Department of Occupational Science and Occupational Therapy	January 1, 2011 – December, 2015 No cost	Memorandum of Understanding with USC to extend the term of the original agreement for five additional years. Under the terms of the agreement, SMC provides fieldwork placement for USC students.	Not applicable
Requested by: Sandra Burnett, Disabled Students Center Approved by: Mike Tuitasi, Vice-President, Student Affairs				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 6, 2010

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 11 RATIFICATION OF CONTRACTS AND CONSULTANTS

(continued)

	Provider/Contract	Term/Amount	Service	Funding Source
H	Cynosure New Media, Inc.	January 4 – April 19, 2010 Not to exceed \$49,817	Cynosure New Media is a San Diego-based communications company specializing in media based training development, digital content production, and custom software applications. SMC is entering into a contract with Cynosure to develop an innovative and engaging online interactive orientation program for new students that will be launched in summer 2010. The end result will make use of a substantial amount of video and animation that will help new students understand the enrollment process, student services, as well as the educational planning process. Upon completing the new online orientation program, first-year students will be directed to the Welcome Center for further support and assistance.	Basic Skills Initiative
<i>Requested by: Brenda Benson, Dean, Counseling and Retention</i> <i>Approved by: Mike Tuitasi, Vice-President, Student Affairs</i>				
I	DSC Consulting	April 1 – June 30, 2010 Not to exceed \$5,000	DSC Consulting will develop an e-brochure, including interactive campus map, for us in International Education Center marketing efforts.	District Budget/ International Education
<i>Requested by: Kelley Brayton, Dean, International Education</i> <i>Approved by: Teresita Rodriguez, Vice-President, Enrollment Development</i>				
J	School Services of California, Inc	March 1, 2010 – February 28, 2011 \$285 per month, plus expenses, not to exceed \$4,420 annually	Provide current and up-to-date resources in the form of bi-weekly updates on State financial and legislative matters, to assist the District with budget and cash flow analysis and projection. Includes 15 hours of business research and planning services.	District Budget/ Business/ Administration
<i>Requested by: Chris Bonvenuto, Director, Fiscal Services</i> <i>Approved by: Robert Isomoto, Vice-President, Business/Administration</i>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 6, 2010

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 11 RATIFICATION OF CONTRACTS AND CONSULTANTS

(continued)

	Provider/Contract	Term/Amount	Service	Funding Source
K	Total Compensation Systems, Inc.	April 1, 2010 – March 30, 2011 \$7,200 flat fee for actuarial/GASB45 report, \$1,600 per on site presentation	GASB requires a comprehensive actuarial evaluation of retiree benefits be performed every two years; the last full evaluation was performed May 1, 2008. Total Compensation Systems, Inc. (TCS) has specialized in health benefit actuarial services for California school employers for more than twenty years. During that time, they have performed retiree health evaluations for more than 350 districts and municipalities.	District Budget/ Business/ Administration
<i>Requested by: Chris Bonvenuto, Director, Fiscal Services</i> <i>Approved by: Robert Isomoto, Vice-President, Business/Administration</i>				
L	Reiss-Woznack Medical Clinic	April 6, – June 30, 2010 Not to exceed \$5,500	Provides front-line medical care and first aid, physical examinations, mandated vaccinations, and respirator fittings for District employees. This replaces an existing contract.	District Budget/ Risk Management
<i>Requested by: Cozetta Wilson, Risk Management</i> <i>Approved by: Robert Isomoto, Vice-President, Business/Administration</i>				
M	Santa Monica Malibu Unified School District	February 16, – June 30, 2010 Not to exceed \$3,000	Reimbursement to SMMUSD for personnel overages (custodial services) at Webster Elementary School.	District Budget/ Malibu Center
<i>Requested by: Katharine Muller, Dean, External Programs</i> <i>Approved by: Jeff Shimizu, Vice-President, Academic Affairs</i>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 6, 2010

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 13 **MEMORANDUM OF UNDERSTANDING BETWEEN SMCCD AND SMC POLICE OFFICERS ASSOCIATION**

Requested Action: Approval/Ratification

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

1. This agreement is made and entered into the 26th day of February, 2010 between the Santa Monica Community College District and the Santa Monica College Police Officers Association ("SMCPOA").
2. In recognition of the establishment of the SMCPOA as the exclusive collective bargaining unit for community college police officers and community college police officer trainees of the Santa Monica College Police Department under the Educational Employment Relations Act, California Government Code Section 3540, et seq., District and the SMCPOA ("Parties") enter into this memorandum of understanding as an interim collective bargaining agreement pending the negotiation of a full agreement.
3. Pending completion of the initial collective bargaining agreement between the Parties, the Parties agree to, and incorporate herein by reference as though set forth in full, all terms and conditions set forth in the collective bargaining agreement ("Contract") between the District and California School Employees Association, SMC Chapter 36 ("CSEA") effective for the period beginning January 1, 2007. Whenever reference is made to CSEA in such Contract, it shall be deemed a reference to SMCPOA.

This agreement shall become effective upon ratification by the SMCPOA membership and the Santa Monica College Board of Trustees.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 6, 2010

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 14 **MEMORANDUM OF UNDERSTANDING**
BETWEEN SMCCD AND CSEA CHAPTER 36,
CESAR CHAVEZ DAY

Requested Action: Approval/Ratification
Requested by: Bernie Rosenloecher, CSEA Chapter 36 President
Approved by: Marcia Wade, Vice-President, Human Resources

This Memorandum of Understanding (“MOU”) is entered into by and between the Santa Monica Community College District (the “District”) and the California School Employees Association Chapter 36 (“CSEA”) as of this 3rd day of March 2010.

WHEREAS, Article 8 – Holidays -- of the collective bargaining agreement between the parties provides a list of paid holidays to be granted to bargaining unit employees;

WHEREAS, Article 8.I.1 further provides that the District provides one additional paid holiday to be called “Cesar Chavez Day” and that for eleven month employees, the Cesar Chavez Day holiday shall be the District flex day in May;

WHEREAS, the District moved the Flex Day from May to March in order to better meet the District’s academic mission; and

WHEREAS, the parties have met and conferred over the change;

NOW THEREFORE, in consideration of mutual agreements set forth herein, the parties agree as follows:

1. For eleven (11) month employees who were employed by the District on or before Cesar Chavez Day (March 31), the holiday shall be taken as a floating holiday between March 31st and December 31st of each year, with the exact date to be scheduled by mutual agreement between each 11-month employee and his or her immediate supervisor.
2. This Memorandum of Understanding shall expire upon ratification of a successor collective bargaining agreement.
3. This Memorandum of Understanding shall be subject to ratification by both parties.

COMMENT: The MOU was unanimously ratified with 97 votes on March 25, 2010.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 6, 2010

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 15 CLASSIFIED PERSONNEL

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

ESTABLISH/ABOLISH

The following positions will be established/abolished in accordance with District policies and salary schedules.

<u>ABOLISH</u>	<u>EFFECTIVE DATE</u>
Administrative Secretary, (1 position) TRIO, 12 mos, 40 hrs/VH	04/07/10
Groundskeeper/Gardener (1 position) Grounds, 12 mos, 40 hrs/VH	04/07/10

ESTABLISH

Administrative Assistant I (1 position) Health Science, 11 mos, 30 hrs	04/07/10
Administrative Secretary, Bilingual (1 position) TRIO, 12 mos, 40 hrs/VH	04/07/10
Groundskeeper/Gardener (1 position) Grounds, 12 mos, 40 hrs	04/07/10

ESTABLISH CLASSIFICATION/POSITION

Professional Development Coordinator (1 position) Human Resources, 12 mos, 40 hrs	04/07/10
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ELECTIONS

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

PROBATIONARY

Karpman, Yuriy, Information Systems Administrator, Network Services	03/08/10
Gheorghiu, Alice, Programmer Analyst I, MIS,VH	04/01/10

PROMOTIONS

Dickson, Christopher	03/16/10
From: Student Services Clerk, ISC, 12 mos, 40 hrs	
To: Student Services Assistant, ISC, 12 mos, 40 hrs	
Johnson, Glenda	03/16/10
From: Student Services Clerk, ISC, 12 mos, 40 hrs	
To: Student Services Assistant, ISC, 12 mos, 40 hrs	

PROMOTIONS (continued)

Rodriguez, Rogelio 03/08/10
Fr: Groundskeeper/Gardener, Grounds, 12 mos, 40 hrs/VH
To: Gardener/Equipment Operator, Grounds, 12 mos, 40 hrs/VH

Ruezga, Estela 03/16/10
From: Student Services Clerk, A&R, 12 mos, 40 hrs
To: Student Services Assistant, A&R, 12 mos, 40 hrs

TRANSFER (Per CSEA Agreement, Article 6)

Ghasami, Nilofar 03/08/10
From: Student Services Clerk, EOP's, 12 mos, 25 hrs
To: Student Services Clerk, Financial Aid, 12 mos, 40 hrs

PERMANENT EMPLOYEE WITH PROVISIONAL ASSIGNMENT

MacBriar, Susan 03/01/10 –
From: Employee Benefits Clerk, Human Resources not to exceed 90 working days
To: Employee Benefits Support Technician, Human Resources
Percentage: 100%

Velasco, Ulises 03/01/10 –
From: Administrative Clerk, Personnel Commission not to exceed 77 working days
To: Personnel Specialist, Personnel Commission
Percentage: 100%

ADVANCED STEP PLACEMENT

Moore, Cynthia, Director of Purchasing, Purchasing/Receiving/Mailroom Step B 03/1/10
Gheorghiu, Alice, Programmer Analyst I, MIS Step C 04/01/10

CLASSIFICATION TITLE CHANGE

From: Employee Benefits Coordinator 04/07/10
To: Employee Benefits Support Technician
Salary: No Salary Change

VOLUNTARY REDUCTION IN HOURS/TEMPORARY

Esmaeili, Akram 02/16/10 – 06/18/10
From: Instructional Assistant – Math, Math, 11 mos, 30 hrs
To: Instructional Assistant – Math, Math, 11 mos, 20 hrs

Jackson, Wendy 02/16/10 – 06/15/10
From: Library Assistant, Library, 11 mos, 40 hrs
To: Library Assistant, Library, 11 mos, 35 hrs

STIPEND

Cadena, Ruben, CC Police Officer, College Police Comment: Safety and Security Systems Officer Duties	+5.0%	01/01/10 - 6/30/10
Champagne, Michael CC Police Officer, College Police Comment: Inspector Duties	+5.0%	01/01/10 - 06/30/10
Echeverria, Alberto, CC Police Officer, College Police Comment: Motor Officer	+5.0%	01/01/10 - 06/30/10
Kessler, Mark, CC Police Officer, College Police Comment: Training Officer Duties	+5.0%	01/01/10 - 06/30/10
Malone, Willie, CC Police Officer, College Police Comment: Range Master Duties	+5.0%	01/01/10 - 06/30/10
Ruetz, Russell, CC Police Officer, College Police Comment: Inspector Duties	+5.0%	01/01/10 - 06/30/10

SEPARATIONS – Rescinded from March 2, 2010 Board of Trustees Meeting
39-MONTH REEMPLOYMENT LIST (Medical)

Brown, Theodore, Custodian, Operations	11/30/09
Esparza, Transito, Custodian, Operations	01/11/10

SEPARATIONS

LEAVE OF ABSENCE WITHOUT PAY

PERSONAL LEAVE

Brown, Theodore, Custodian, Operations	11/30/09 – 04/02/10
Esparza, Transito, Custodian, Operations	01/11/10 – 04/02/10
Fierro, Yolanda, CC Parking Enforcement Officer, Campus Police.	03/01/10 – 03/31/10

RESIGNATION

Diaz, Mark A., Human Resources Specialist, Human Resources	03/31/10
Dinkins, Janet L., Administrative Assistant I, Communication/Psychology	06/04/10
Karim, Aziz, Community College Parking Enforcement Officer, Campus Police	03/16/10

RETIREMENT

Greene, William G., Custodian, Operations/NS-II (13+ yrs)	03/26/10
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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 6, 2010

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 16 CLASSIFIED PERSONNEL – LIMITED DURATION

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

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

ELECTIONS

EFFECTIVE DATE

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

Casey, Kathryn N, Administrative Clerk, Human Resources	03/16/10-07/21/10
Chase, Gerald, Student Services Clerk, Bursars Office	02/01/10-03/05/10
Coley McKinney, Ailia, Student Services Clerk, ISC	03/15/10-07/16/10
Cruse, Mitchell, Van Driver, Transportation	09/16/09-06/30/10
Dancygier, Lindsey, Sign language Interpreter II, DSC	03/03/10-07/14/10
Gallegos, Monica, Student Services Clerk, Financial Aid	02/09/10-04/01/10
Heidarpourmaleki, Soroush, Student Services Clerk, Outreach	02/16/10-06/22/10
Heximer, Brent G, Administrative Clerk, Personnel Commission	03/16/10-08/09/10
McKinney, Tia, Student Services Clerk, Student Services	03/22/10-06/30/10
O’Keefe, Jaclyn M, Sign Language Interpreter II, DSC	03/03/10-07/14/10
Omer, Sozit, Instructional Assistant-Learning Disabilities, DSC	03/01/10-06/30/10
Padilla, Omar, Student Services Clerk, Admissions & Records	03/05/10-04/23/10
Sykes, Cecelia C, Sign Language Interpreter III, DSC	03/03/10-07/14/10
Yu, Michelle C, Employee Benefits Clerk, Human Resources	03/15/10-07/20/10

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.

Arevalo, Mat, Bookstore Clerk/Cashier, Bookstore	03/08/10-03/19/10
Aviles, Wendy, Bookstore Clerk/Cashier, Bookstore	03/08/10-03/19/10
Barajas, Octavio, Bookstore Clerk/Cashier, Bookstore	03/08/10-03/19/10
Baskin, Patricia, Bookstore Clerk/Cashier, Bookstore	03/08/10-03/19/10
Cadena, Allison, Bookstore Clerk/Cashier, Bookstore	03/08/10-03/19/10
Cannon, Ameenah, Bookstore Clerk/Cashier, Bookstore	03/08/10-03/19/10
Chang, Tony, Bookstore Clerk/Cashier, Bookstore	03/08/10-03/19/10
Colton, Patricia, Instructional Assistant-English, English	02/16/10-06/04/10
Daugherty, Grady, Van Driver, Transportation	09/16/09-06/30/10
Dear, Kathleen, Bookstore Clerk/Cashier, Bookstore	03/08/10-03/19/10
Devine Jr, Robert, Bookstore Clerk/Cashier, Bookstore	03/08/10-03/19/10
Getachew, Lily, Bookstore Clerk/Cashier, Bookstore	03/08/10-03/19/10
Grau, Donald, Bookstore Clerk/Cashier, Bookstore	03/08/10-03/19/10
Gutierrez, Alex, Bookstore Clerk/Cashier, Bookstore	03/08/10-03/19/10

Harris, Yolanda, Bookstore Clerk/Cashier, Bookstore	03/08/10-03/19/10
Holmblad, Kristi, Instructional Assistant-English, English	02/16/10-06/04/10
Juarez, Jorge, Bookstore Clerk/Cashier, Bookstore	03/08/10-03/19/10
Kitagawa, Brent, Bookstore Clerk/Cashier, Bookstore	03/08/10-03/19/10
Lam, Albert, Bookstore Clerk/Cashier, Bookstore	03/08/10-03/19/10
Lockhart, Brandi, Bookstore Clerk/Cashier, Bookstore	03/08/10-03/19/10
Martinez, Debra, Bookstore Clerk/Cashier, Bookstore	03/08/10-03/19/10
McIntosh, Bryan, Bookstore Clerk/Cashier, Bookstore	03/08/10-03/19/10
Mehary, Mehret, Bookstore Clerk/Cashier, Bookstore	03/08/10-03/19/10
Micas, Donna, Bookstore Clerk/Cashier, Bookstore	03/08/10-03/19/10
Miles, Shadae, Bookstore Clerk/Cashier, Bookstore	03/08/10-03/19/10
Moges, Aster, Bookstore Clerk/Cashier, Bookstore	03/08/10-03/19/10
Nason, Nancy, Instructional Assistant-English, English	02/16/10-06/04/10
Navarro, Maria, Bookstore Clerk/Cashier, Bookstore	03/08/10-03/19/10
Omerigo, Dibiansi, Bookstore Clerk/Cashier, Bookstore	03/08/10-03/19/10
Pabst, Ester, Bookstore Clerk/Cashier, Bookstore	03/08/10-03/19/10
Perkins Jr, Paul, Bookstore Clerk/Cashier, Bookstore	03/08/10-03/19/10
Ponce, Robert A, Bookstore Clerk/Cashier, Bookstore	03/08/10-03/19/10
Popadynetz, Wendy, Bookstore Clerk/Cashier, Bookstore	03/08/10-03/19/10
Samuels, Nahalia, Bookstore Clerk/Cashier, Bookstore	03/08/10-03/19/10
Spencer, Everett, Bookstore Clerk/Cashier, Bookstore	03/08/10-03/19/10
Stenhouse, Brent, Instructional Assistant-English, English	03/04/10-06/04/10
Thielking, Alan, Bookstore Clerk/Cashier, Bookstore	03/08/10-03/19/10
Zavala, Margarita, Bookstore Clerk/Cashier, Bookstore	03/08/10-03/19/10

RECOMMENDATION NO. 17 CLASSIFIED PERSONNEL - NON MERIT

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

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

STUDENT EMPLOYEES

CalWORKS, \$8.00/hr	04
College Student Assistant, \$8.00/hr (STHP)	75
College Work-Study Student Assistant, \$8.00/hr (FWS)	93

SPECIAL SERVICE

Art Models, \$18/hr	05
Art Models w/Costume, \$21/hr	01
Community Services Specialist I, \$35/hr	05
Community Services Specialist II, \$50/hr	04

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 6, 2010

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 18 QUARTERLY POOL PAYMENT

Requested Action: Approval/Ratification

Requested by: Charlie Yen, Director, Contracts

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

Payment To: City of Santa Monica
 Amount: \$157,868.68
 For the Period: July 1, 2009 – December 31, 2009
 Funding Source: 2009 – 2010 District General Fund
 Comment: Under the terms of the Joint Use of Facilities Agreement with the City of Santa Monica, the District pays a pro rata share of maintenance and operation costs of the pool based on the number of hours the College uses the pool compared to the total hours of pool use by all parties.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 6, 2010

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 FACILITIES

Requested Action: Approval/Ratification
Requested by: Greg Brown, Director, Facilities Planning
JC Keurjian, Chief Director, Facilities Management
Approved by: Robert G. Isomoto, Vice-President, Business/Administration

19-A AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – AET PARKING STRUCTURE

Amend the agreement with Clive Wilkinson Architects for working drawings and construction administration for the Academy of Entertainment and Technology Parking Structure for \$496,000 plus reimbursable expenses.

Original Agreement	\$5,550,000
This Amendment	<u>496,000</u>
Total to Date	\$6,046,000

Funding Source: Measure AA

Comment: The college is currently in the “design-development” process with the AET/KCRW project at the Stewart Street site. The AET/KCRW project will consist of 4 building projects plus site work:

- A new 430 space parking structure.
- A new addition to the AET building.
- A renovation of the existing AET building.
- A new building for KCRW.

The parking garage is the first project to be constructed due to the fact the other projects will be built on the current surface parking lot. The District originally planned to use an alternative building method, design-build, to build the structure. Clive Wilkinson Architects (CWA) has prepared preliminary drawings that would then be packaged into a request for proposals for design-build entities. The original reason for design-build was to save time and costs.

Due to the use of the newer Building Information Modeling (BIM) software on this project, the District was able to prepare more detailed preliminary plans for the structure more quickly and efficiently than anticipated. At this point, it would actually take more time for a new design-build group to get up to speed on the project.

The recommendation is to continue with Clive Wilkinson Architects and amend their contract to complete the working drawings and construction administration phase for the parking structure. The additional architectural fees to CWA will be less than those allocated to the design-build architect since CWA is already familiar with the project and already has all the documentation in their CAD systems.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 6, 2010

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 **FACILITIES** *(continued)*

19-B **AGREEMENT FOR CONSULTING SERVICES – SIGNAGE MASTER PLAN**

Agreement with APCO Graphics Inc. for a Signage Master Plan for \$36,500 plus reimbursable expenses.

Funding Source: Measure S

Comment: The District currently lacks a plan for campus signage and in the past signs have been done on an individual building project basis with no consistency between buildings. Over the years, there have been comments from students and the community about the absence of wayfinding and informational signs on the campus. There have also been comments on the difficulty in identifying some of the satellite campus sites from the street.

The project team will visit the sites to become familiar with the architecture and character of the college. Vehicular and pedestrian traffic flow will be observed and studied. General locations for exterior directional signs will be identified. Site conditions and travel speed will be studied to determine optimal mounting heights, sign and letter size. The design team will meet with college staff including the marketing and graphics department to discuss the use of logos, typestyles, colors and finishes.

A plan will be developed with sign types and locations for the following signs:

- Vehicular Directional Signs
- Pedestrian Directional Signs
- Building Identification
- Entrance Identification
- Traffic Regulatory Signs
- Informational Signs
- Directories with Maps

The completed Signage Master Plan will be available to the District’s architects and contractors as a guide to use for new projects. In addition to new buildings, the District will use the sign plan to contract with APCO or other providers to install new signs as needed throughout the campus. Final design of the signs will conform to the overall college planned specifications.

To select this consultant, the District has been interviewing signage design firms for the last three years. Other design firms have been used on a limited basis for specific projects, but until now the District has not been able to find the right firm to do a master plan at a reasonable cost.

APCO has been providing sign solutions in the United States and throughout the world for over 40 years and has a proven track record of managing the most complex projects. They have extensive experience in designing signage plans for major colleges and universities as well as hospitals, government facilities, airports and corporate sites. Another advantage with APCO is they offer signage systems that can easily be changed. With all the new construction on campus over the next few years, a system is needed that can easily be changed or reconfigured by District staff if necessary.

This contract will not preclude using other signage designers as necessary in the future for specialty signage. Another design firm is currently working on an electronic sign for the Performing Arts Campus.

19-C AGREEMENT FOR ARCHITECTURAL SERVICES – DIGITAL LEARNING STUDIO

Agreement with Ralph Mechur Architects for planning, design and construction administration for the Digital Learning Studio for \$4,500 plus reimbursable expenses.

Funding Source: US Department of Education Grant

Comment: Letters and Science room 152 has been selected as a site development location for a Digital Learning Studio as part of the Asian American and Pacific Islander Achievement project. The two-year pilot project is grant funded through the U.S. Department of Education's Asian American and Native American Pacific Islander Serving Institutions Program. AAPIA serves 300 students and is designed to increase the retention, graduation, and transfer rates of Asian American, Pacific Islander, and low-income students who have had significant challenges in their scholastic and personal experiences. This two-year pilot project includes six major components: 1) Assessment and Placement; 2) General Education and Academic Skills Development; 3) Student Support Services; 4) Asian Library Resources Development; 5) Empowering Learning through Smart Classroom Technology; and 6) Faculty Development.

The Digital Learning Studio is an environment that will be created to allow instructors and students the opportunity to use interactive technologies (SMART interactive boards, remote clickers and videoconferencing), employ collaborative seating arrangements and explore new pedagogical methods. The goal of the project will be to enhance student engagement and improve learning success for Basic Skills students.

This project was recently brought to Facilities and must be completed by mid-July to qualify for funding so a modified selection process was used. In November 2009, the process to solicit architects began with mailings to 115 local firms, newspaper advertisements and web announcements. The District received 72 architect proposals. Architects were screened and pre-qualified. This architect was selected from a group that had pre-qualified for a project of this type. Ralph Mechur is a Santa Monica based architect who is familiar with the needs of educational facilities.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 6, 2010

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 **FACILITIES** *(continued)*

19-D AMENDMENT TO AGREEMENT FOR CONSULTING SERVICES – 2010 FACILITIES MASTER PLAN ENVIRONMENTAL IMPACT REPORT

Amend the agreement with Christopher A. Joseph & Associates for the completion of the 2010 Facilities Master Plan Environmental Impact Report for \$70,000 plus reimbursable expenses.

Original Agreement (Phase 1)	\$ 90,000
This Amendment (Phase 2)	<u>\$ 70,000</u>
Total to Date	\$160,000

Funding Source: Measure U

Comment: This contract was broken into two phases since it would not be possible to estimate the cost for the completion of the Environmental Impact Report (EIR) until the master plan was nearly completed and the full scope of all the projects could be determined.

Christopher A. Joseph & Associates (CAJA) is currently under contract with SMC to provide environmental analyses services for the 2010 Facilities Master Plan Update. The existing contract with SMC (approved by the SMC Board of Trustees on July 7, 2008) was approved for a fee not to exceed \$90,000, plus necessary reimbursable expenses. CAJA's scope of services included reviewing and documenting the environmental baseline conditions within the SMC Campus System and providing environmental site constraints analyses services to assist SMC planning staff in formulating a Facilities Master Plan. CAJA has completed tasks associated with the services described above and has already initiated out of scope services associated with preparation of the Draft EIR. The Notice of Preparation (NOP) for the EIR was circulated for public review on September 24, 2009. Additionally, a partial screencheck Draft EIR has been submitted to the planning team for internal review, including air quality and noise modeling analyses.

The budget amendment increase covers time and materials associated with costs for completing the screencheck Draft EIR for administrative review and for future tasks associated with delivering a completed Final EIR to the Board of Trustees for approval.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 6, 2010

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 20 BUDGET TRANSFERS

Requested Action: Approval/Ratification

Requested by: Chris Bonvenuto, Director, Fiscal Services

Approved by: Robert G. Isomoto, Vice President, Business/Administration

20-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: February 18, 2010 thru March 23, 2010

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-90,522
2000	Classified/Student Salaries	-14,000
3000	Benefits	698
4000	Supplies	4,840
5000	Contract Services/Operating Exp	118,286
6000	Sites/Buildings/Equipment	-7,292
7000	Other Outgo/Student Payments	-12,010
Net Total:		0

20-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: February 18, 2010 thru March 23, 2010

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	97,029
2000	Classified/Student Salaries	-57,139
3000	Benefits	-46,536
4000	Supplies	-1,150
5000	Contract Services/Operating Exp	-19,967
6000	Sites/Buildings/Equipment	7,990
7000	Other Outgo/Student Payments	19,773
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	April 6, 2010

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 24 AUXILIARY PAYMENTS AND PURCHASE ORDERS

Requested Action: *Approval/Ratification*
Requested by: *George Prather, Director of Auxiliary Services*
Approved by: *Robert G. Isomoto, Vice-President, Business/Administration*

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 approved budgets in the Bookstore, Trust and Other Auxiliary Funds.

	Payments	Purchase Orders
February 1 – February 28, 2010	\$1,245,029.00	\$62,412.51

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

RECOMMENDATION NO. 25 DIRECT, BENEFIT AND STUDENT GRANT PAYMENTS

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

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

February 1 – February 28, 2010	
D001224 – D001372	\$190,834.13
B000398 – B000467	\$188,329.51

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

BOARD OF TRUSTEES SANTA MONICA COMMUNITY COLLEGE DISTRICT	REGULAR MEETING April 6, 2010
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X. **BOARD COMMENTS AND REQUESTS**

XI. **ADJOURNMENT:** 10:40 p.m.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, May 4, 2010** 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:

- Classified Employees Week
- Annual Authorization of Privileges for Student Trustee
- Process to Appoint Members of Citizens' Bond Oversight Committee
- Acknowledge Receipt: Personnel Commission Budget
- Acknowledge Receipt: Quarterly Budget Report and 311Q
- Information Item: CBOC Report (April meeting)
- Report: Basic Skills

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	April 6, 2010

MAJOR ITEMS OF BUSINESS

ADDENDUM A

SUBJECT: FINANCIAL AID AND SCHOLARSHIPS UPDATE

I. Introduction

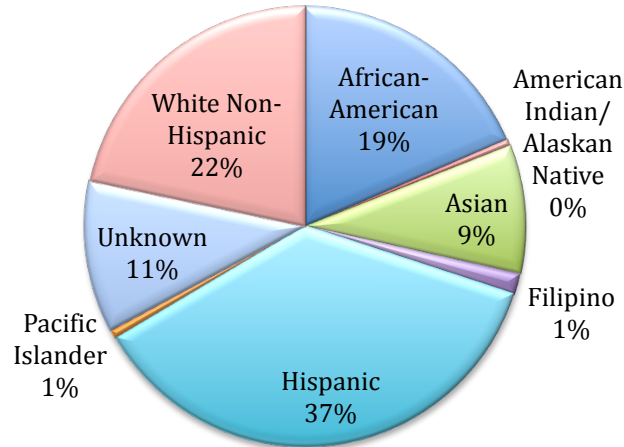
Financial Aid and Scholarships oversees 19 different aid programs—with funding provided by federal, state, institutional, and private sources. While Financial Aid and Scholarships will provide close to \$30,000,000 of assistance this year, the primary focus of the operation goes beyond the awarding and disbursing of aid. The true goal of the operation is helping students succeed in their academic endeavors. Financial aid is very important to the thousands of students that receive aid – assisting with paying for fees, books, and supplies, or helping cover transportation, child care, and living expenses. We also know, from an enrollment development perspective, that early notification of BOG Enrollment Fee Waiver awards and federal aid awards is often a factor in the decision to attend SMC.

This presentation will cover the status of Financial Aid at SMC over the past five years; will address the state of financial aid during the current economic downturn; and finally, will look at the anticipated changes in federal and state financial aid.

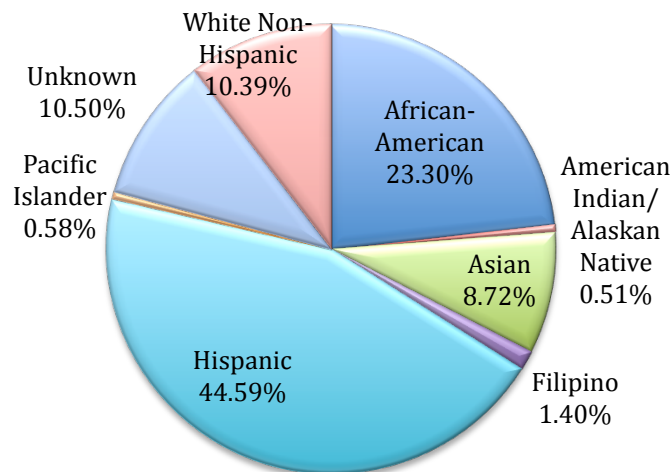
II. Financial Aid Student Profile

The size of the Financial Aid student population has grown in recent years. To date, 32.8% of all 2009-10 students have received some type of assistance. Five percent (5%) of those receiving aid are non-residents. Financial Aid students include all segments of the population, with California residents, non-California residents, and international students all receiving assistance. Students from most socio-economic segments receive financial aid—with an ever growing number of middle and upper-middle income families requesting help for their children. . While international students do not qualify for grant aid, they do receive scholarships and, for those with family in the U.S. may qualify for loans as well. In addition, a look at the demographics of last year’s Pell Grant and BOG Fee Waiver Programs also reflects the diversity of the Financial Aid student population.

BOG Tuition Waivers by Ethnicity



2008-09 Pell Grants by Ethnicity



When looking at the non-BOG waiver payments (including grants, loans, and work study) the average “paid amount” to students has been increasing in the past few years—going from \$3116 in 2004-05 to \$3,638 in 2008-09. For 2009-10 it will be close to \$4,000. Many students, though, receive considerably more than these amounts—with current Pell awards up to \$5,350, Cal Grant B awards up to \$1,530, Federal Work Study awards beginning at \$2,500, and first year “Subsidized” Stafford Loans at \$3,500. SMC students with the greatest need actually receive a total grant package of \$7,000 to \$8,000—with Pell, Cal B, SEOG, and Academic Competitive Grants. The income threshold for Pell Grant eligibility has also been gradually increasing, with \$19,000 as the current (approximate) limit for single independent students and \$57,000 as the current (approximate) parental income limit for a dependent student in a two parent/two child household.

For non-residents, Pell and Stafford Loans are almost always applied to non-resident fees and books. For California residents, federal and state aid is more likely to be used (primarily) for books/supplies, room & board, and transportation expenses.

III. Status of Financial Aid at SMC – A Recent History

Over the past five years, the SMC Financial Aid Office has substantially improved its operation. Many of these changes—which include providing grants in winter sessions, using technology to help with aid program administration, attending to long-deferred regulatory and compliance matters, and improving communication with students—are addressed later in this section. However, the office’s primary, and most visible, contribution to student success is in the awarding and distributing of student aid.

In the past student awards and grant checks had not been processed on a timely basis—impacting, especially, low income students and others with limited resources. Therefore, in Spring 2005 the entire delivery system was redesigned, electronic solutions were created, and internal verification policies were modified—resulting in expedited awards beginning Fall 2005. Financial Aid then changed the long standing SMC policy of mailing the first fall checks in the third or fourth week of the term. With the help of Business Services in August of 2005, a new check delivery process was implemented—which led to SMC students getting Pell, SEOG, and Cal Grant checks by the first week (and usually by day #1) of the semester—for the first time in SMC history. (See tables below.)

Check Disbursement Data – Fall Semesters (2003 to 2009)

	<i>1st week of Fall Check Disbursement Data</i>	<i>Fall Mid-Term “Full Payment” Disbursement Data</i>
Fall 2009	3866 grant checks* / \$2,479,186*	5642 grant checks / \$3,786,827
Fall 2008	3286 grant checks* / \$1,907,256*	4986 grant checks / \$2,753,514
Fall 2007	3032 grant checks / \$1,504,480	4741 grant checks / \$2,670,580
Fall 2006	2286 grant checks / \$1,148,255	3503 grant checks / \$2,008,303
Fall 2005	2452 grant checks / \$1,239,342	4270 grant checks / \$2,179,963
Fall 2004	No checks mailed in 1 st week. First Fall 04 disbursement in 3 rd week 1674 grant checks / \$951,944	2840 grant checks / \$1,647,366
Fall 2003	No checks mailed in 1 st week. First Fall 03 disbursement in 3 rd week. 421 grant checks / \$238,944	906 grant checks / \$504,625

* Cal Grant checks not disbursed until October: State budget impasse.

Check Disbursement Data – Spring Semesters (2004 to 2010)

	<i>1st week of Spring Check Disbursement Data</i>	<i>Spring Mid-Term “Full Payment” Disbursement Data</i>
Spring 2010	6266 grant checks / \$4,344,128	TBD (Estimate: 6000 checks / \$4M+)
Spring 2009	5271 grant checks / \$2,976,455	5188 grant checks / \$2,927,093
Spring 2008	4731 grant checks / \$2,427,367	4352 grant checks / \$2,287,607
Spring 2007	4400 grant checks / \$2,199,815	3940 grant checks / \$1,985,799
Spring 2006	4721 grant checks / \$2,290,829	4241 grant checks / \$2,167,171
Spring 2005	No checks mailed in 1 st week. First Spring 05 disbursement: 2 nd week 4028 grant checks / \$2,503,793	2840 grant checks / \$1,647,366
Spring 2004	No checks mailed in 1 st week. First Spring 04 disbursement: 2 nd week 2502 grant checks / \$238,944	2690 grant checks / \$1,426,440

In addition to highlighting the early delivery of checks to students, it is also instructive to look at the tremendous growth of SMC's two largest aid programs over the past five years: the Federal Pell Grant and the Board of Governors (BOG) Enrollment Fee Waiver Program. The tables below factor in the recent increase of aid applicants, but also reflect the host of system changes, enhancements, and electronic solutions that have contributed to dramatic increases in both the Pell and BOG Fee Waiver Programs.

Federal Pell Grant Program: 2002-03 through 2009-10

Academic Year	Number of Students	Amount Paid
2009 / 2010	5628*	\$14,746,534*
2008 / 2009	5032	\$14,574,877
2007 / 2008	4160	\$10,957,399
2006 / 2007	3733	\$9,255,219
2005 / 2006	4144	\$9,643,904
2004 / 2005	3765	\$9,011,563
2003 / 2004	2920	\$6,710,232
2002 / 2003	3346	\$7,421,141

*As of 3/19/2010. Does not include Spring '10 "second payments" or Summer '10 payments.
 Projected Total 2009-10: \$20,000,000+

BOG Enrollment Fee Waiver Program: 2002-03 through 2009-10

Academic Year	Number of Students Awarded	Number of Students who had Fees Waived	Total Dollars Waived
2009 / 2010	21857	15577	\$6,367,903*
2008 / 2009	18375	13747	\$4,575,640
2007 / 2008	15518	12017	\$4,036,700 **
2006 / 2007	14475	11053	\$4,306,968
2005 / 2006	11761	10653	\$4,675,255
2004 / 2005	10567	9660	\$4,215,999
2003 / 2004	8676	7842	\$2,280,658
2002 / 2003	9170	8323	\$1,550,208

* As of 3/12/2010

** In Spring 2008, enrollment fees dropped from \$26/unit to \$20/unit

In addition to getting money into the hands of students *early* in the term, the Financial Aid Office changed much of the internal processing system—streamlining the application process, implementing electronic solutions, creating electronic applications, and improving service to students. Other changes include using federal policy to find additional funds for students (see "winter grants" below) or finding better ways to communicate with students.

The following list delineates some of the major accomplishments of the past five years:

- *Automated Satisfactory Academic Progress (SAP) Assessment System*
In Summer 2005—with help from Information Management—the Financial Aid Office created an “automated” SAP assessment system. Previously, SAP (for the then 3000-4000 aid recipients) was assessed, manually, by six financial aid specialists. This system eliminates a vast amount of manual effort and provides a more accurate analysis of student’s SAP status.
- *Online Financial Aid Orientation*
In Fall 2005, Financial Aid created an online orientation system which provides basic information about the student’s financial aid award.
- *Off-Campus Reading & Math Tutor Program / SMMUSD*
In Spring 2006, the Financial Aid Office implemented an off-campus reading and math tutor program with Santa Monica Malibu Unified School District. (SMC is required, by Federal law to use a portion of Federal Work Study funds on reading and math tutor programs.)
- *Financial Aid Website Development*
In Fall 2006, the Financial Aid website was re-designed to be a “full-service” website with downloadable documents, FAQs, a Financial Aid Handbook, and links to the Department of Education and California Aid agencies.
- *Pell Reconciliation System*
In Fall 2006, the Pell Reconciliation System was designed and built—allowing the Financial Aid Office to reconcile the Pell Grant Program, electronically, quickly, on a monthly or weekly basis. Previously, reconciliation was a manual process and took some time to complete.
- *Winter Grant Awards*
In Winter 2007, Financial Aid and Information Management created a system which allows winter term students to receive Pell, SEOG, ACG, Cal B, and Cal C Grants.
- *System Generated BOG Waiver Awards from FAFSA Applications (Auto-BOG)*
In Spring 2007, Financial Aid and Information Management created a process where yearly BOG Waiver awards were generated at the time that SMC received the electronic record responses from the student’s federal aid application. Most students are informed by postcard or email of upcoming year BOG awards—by mid-spring.
- *Electronic Loan Submission System*
In Spring 2007, Financial Aid implemented an electronic loan processing and submission system. This system allows SMC to submit loan requests electronically. It also allows students to complete promissory notes online.
- *Online BOG Fee Waiver System (E-BOG)*
In Summer 2007, the on-line BOG Fee Waiver system was implemented. This allows students to apply for a BOG enrollment fee waiver electronically.
- *SMC Emergency Loan Program*
In Fall 2007, with funding from Associated Students, the Financial Aid Office created a “short term” Emergency Loan Program.

- *Mobile & Wired Financial Aid Station (BOG-Mobile)*
In Fall 2007, the Financial Aid Office created the BOG-Mobile—which is a mobile Financial Aid Station. The BOG-Mobile has two laptops and a small printer (all battery powered) that can roll to almost any outside location—on the main campus—and connect with SMC’s wireless system. Students can apply for BOG waivers and get help with their Federal Aid Applications at the BOG-Mobile.
- *Student Loan Default Prevention Plan*
In Spring 2008, the Financial Aid Office began implementation of its Default Prevention Plan. This plan includes a financial literacy component for all loan applicants, annual loan default-prevention workshops for loan recipients and proactive contacts with delinquent borrowers.
- *Regent Financial Aid Software System: Phase I*
In Spring 2009, the SMC Financial Aid Office implemented a new Financial Software System. This allowed SMC to dramatically improve its financial aid processing abilities—and our ability to communicate with student aid applicants. The new system permitted the elimination of all “paper” document request letters and award letters. Students could also, for the first time, submit their requested documents electronically.
- *Online Scholarship Application*
In Fall 2009, a downloadable Scholarship Application was available for the first time from the Scholarships webpage.
- *Financial Aid Outreach*
Beginning in Spring of 2005, Financial Aid significantly increased its outreach efforts—sending representatives to local high schools and community organizations. Financial Aid has also participated in the Latina/Latino Youth Conferences, the Black Student Conferences—and hosted *Cash for College* events at SMC every spring since 2005.
- *Financial Aid In-reach*
Beginning in Spring 2005, Financial Aid also increased its “in-reach” efforts on campus—sending staff to Counseling 20 classes, using counselors (and other staff) to facilitate aid for special program participants, and placing clerks at both our satellite Financial Aid Office at AET and at our mobile Financial Aid Station (also known as the BOG-Mobile.) In addition, Financial Aid has been an important participant in the SMC Study Abroad Programs, processing both federal aid and Gilman scholarships to assist with participation costs.

IV. Economic Downturn and SMC Financial Aid

Financial aid offices are often aware of an economic downturn well before the government makes its formal declaration of a recession. That was certainly the case in Spring of 2008, as Financial Aid saw an marked increase in both student contacts and in the number of federal aid applications for the upcoming 2008-2009 school year. Indeed, as the year progressed, 2008-09 proved to be a very busy year for SMC Financial Aid—with over 20,000 federal aid applicants, over 5000 Pell recipients, over 14,000 students receiving aid, and over \$24,000,000 of aid generated for SMC students.

2008-09, though, was only a precursor to the tsunami of applications and students that the national economic downturn would bring to SMC this year. As the chart below indicates, the number of federal aid applicants for 2009-10 has already exceeded the total for 2008-09 by almost 6,000 students. And looking back at 2007-08, SMC already has nearly 10,000 more applicants than the 16,171 from that year.

With more students applying for assistance, the office has responded with more awards—and more financial aid. The office is on track to pay 6,000 Pell awards in the 2009-10 school year, an increase of almost 1,000 Pell recipients over last year. More than 16,000 students have received some type of assistance—through March—and this number will rise over the next three months. In addition, Financial Aid has already set new high-marks for “total aid” and anticipates that it will exceed \$30,000,000 this year. (See second table, below.)

Federal Financial Aid Applicants: 2002-03 through 2009-10

Academic Year	Number of Federal Aid Applicants
2009 / 2010	26,042*
2008 / 2009	20,392
2007 / 2008	16,171
2006 / 2007	15,546
2005 / 2006	18,033
2004 / 2005	16,507
2003 / 2004	16,034
2002 / 2003	15,810

* Through 3/12/2010

Total Aid: 2002-03 through 2009-10

Academic Year	Total Aid
2009 / 2010	\$24,319,867*
2008 / 2009	\$24,403,380
2007 / 2008	\$20,085,514
2006 / 2007	\$18,423,845
2005 / 2006	\$18,027,843
2004 / 2005	\$16,202,508
2003 / 2004	\$13,196,229
2002 / 2003	\$12,688,418

* Through 3/12/10. Does not include second Spring '10 or Summer '10 payments.

Estimated 2009/10 total: \$30,000,000

Professional Judgment

In order to help the large number of aid applicants who have been impacted by the recession, Financial Aid has increasingly employed the use of “professional judgment.” As the Department of Education reminded financial aid administrators in April 2009, this is an effective mechanism to factor in *drops of income*, unusual expenses, and parent or student loss of employment. It also allows SMC to better gauge a family’s true ability to contribute to a student’s education and, ultimately, to provide a better aid package.

V. Financial Aid Changes for 2010 and Beyond

Federal financial aid programs are influenced by the political landscape in Washington, and as a result, we regularly see new policies and procedures, fund management rules, and changes in existing programs. For this year, we will see major changes in the Pell Grant Program and (quite likely) in the Stafford Loan Programs, as well. In addition, the Department of Education and IRS data bases will be linked—for the first time. On the State aid front, a significant change in the Cal Grant Program has been proposed. At SMC, we are moving toward implementing a new software tool which will help aid applicants better track their federal aid application, their awards, and their disbursements.

Year-Round Pell

A new Pell Grant regulation called "Year Round Pell" was recently enacted by Congress. It is geared toward students who are accelerating their academic program and actually allows Pell recipients to receive up to 200% of their regular yearly award--in one year.

At SMC and other community colleges it will primarily provide summer Pell Grants to students who had already received their yearly maximum Pell Grant award in the prior fall and spring terms. It will also allow incoming students to who are attending summer school to get a Pell Grant in summer.

Federal Direct Loan Program

In 2009, the Obama Administration announced its intent to move all Stafford Loans to the Direct Loan Program—citing potential savings of \$60-90 billion over the next ten years. Predictably, the banks (who have made billions of dollars with student loan programs) intensified their lobbying campaign to keep bank offered student loan programs in existence after June 30, 2010. However, Congress approved a Student Aid bill, which included the move to Direct Loans, on March 25.

While SMC—and most other California Community Colleges—have participated only in the bank-run student loan programs, a transition to the Direct Loan Program is not expected to introduce any major problems—however SMC would need to create some new accounting and disbursement processes to accommodate Direct Loans.

IRS / FAFSA Data Retrieval Process

For years, the Department of Education has promised to deliver a link between the applicant's FAFSA application and the student and/or parental information in the IRS data base. This would make verification of tax and income information much easier and, theoretically, shortening the processing time. Creating the connection between the two data bases (IRS and Department of Education) has taken several years—but recently became a reality.

While not all the issues have been resolved, new FAFSA applicants are now able to transfer over 2008 IRS tax information to their financial aid application. This is a beginning for the linking of IRS and FAFSA data bases and should make the verification of tax information easier for both applicants and schools.

Cal Grant B Completeive Awards

The Cal Grant B program has two types of awards. First, there are the "entitlement awards," which are geared toward recent high school graduates. In addition, there are the "competitive awards," which are granted to other applicants who are not recent high school graduates. While the "entitlement" Cal Grant B awards appears to be safe, the Governor and others have called for eliminating any new "competitive" Cal Grant B awards. For 2009-10, the "competitive" Cal Grant B grants were not cut. However, as California legislators and the Governor begin work on next year's California Budget, there are renewed concerns over potential cuts or elimination of the "competitive" Cal Grant B awards.

Financial Aid Self Service Portal

Financial Aid and Information Management have been working on "Phase 2" of the Financial Aid software implementation which will provide aid applicants access to a Financial Aid Self-Service Portal. This will allow students to see if SMC has received their FAFSA application, which documents are needed to complete their file, the student's award (once they have been packaged), and when their grants and loans have been disbursed.

VI. Conclusion

Financial Aid plays an important role in student services at Santa Monica College, annually providing aid to approximately 25% of the student population. For this year, the percentage will be even higher, as 16,000 students have already received aid from one or more of its 19 different aid programs. With 2009-10 total aid projected at over \$30,000,000—the impact of Financial Aid's efforts for students and for the college, at large, is considerable.

As the college moves forward with its Master Plan and other initiatives, the Financial Aid Office continues to proactively seek strategies to meet student demand and help students succeed.