

M I N U T E S



SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

TUESDAY,
JULY 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.

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, July 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***

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

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

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

- Acknowledgements
 - Chris Bonvenuto, 2010 Outstanding Manager of the Year
- Updates:
 - State Budget
 - Enrollment, Summer and Fall, 2010
 - Accreditation

V. ***ACADEMIC SENATE REPORT***

VI. ***MAJOR ITEMS OF BUSINESS***

- G Report: Facilities Master Plan Update
- #1 Cooperative Work Experience Education Plan
- H Report: Overview of 2009-2010 Grant Funded Projects
- #2 Appointments to Citizens' Bond Oversight Committee
- #3 First Reading – Board Policy Sections 3120 and 3121

VII. **CONSENT AGENDA**

Approval of Minutes

#4 Approval of Minutes: June 1, 2010 (Regular Meeting)

Annual Recommendations, 2010-2011

- #5 Annual Contracts and Consultants
 - A Academic Affairs
 - B Auxiliary Services
 - C Construction/Facilities Services
 - D Continuing and Community Education
 - E Enrollment Development
 - F Fiscal/Advocacy
 - G Government Relations and Institutional Communications
 - H Human Resources/Personnel Commission Services
 - I KCRW
 - J Legal Services
 - K Marketing, Community Outreach and Recruitment
 - L Risk Management
 - M Student Affairs

Academic Affairs

#6 Approval of New Courses, Certificates and A.A. Degrees

Contracts and Consultants

#7 Ratification of Contracts and Consultants

Human Resources

- #8 Academic Personnel
- #9 Classified Personnel – Regular
- #10 Classified Personnel – Limited Duration
- #11 Classified Personnel – Non Merit

Facilities and Fiscal

- #12 Facilities
 - A Quarterly Pool Payment Under Joint Use Facilities Agreement
 - B Release of Retention – Business Building Restroom Renovation
 - C Project Close out – Business Building Restroom Renovation
 - D Agreements for Student Services Entry Garden
- #13 Budget Transfers
- #14 Resolution – Assignment of Delinquent Taxes
- #15 Commercial Warrant Register
- #16 Payroll Warrant Register
- #17 Auxiliary Payments and Purchase Orders
- #18 Direct, Benefit and Student Grant Payments
- #19 Purchasing
 - A Award of Purchase Orders

VIII. **CONSENT AGENDA – Pulled Recommendations**

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

X. **BOARD COMMENTS AND REQUESTS**

XI. **ADJOURNMENT**

A Board of Trustees Study Session will be held on Tuesday, July 20, 2010 at 5:30 p.m. (closed session), 6:30 p.m. (public session), in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Tuesday, August 3, 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.

APPENDIX A: Cooperative Work Experience Education Plan

APPENDIX B: 2009-2010 Grant Funded Projects

BOARD OF TRUSTEES**REGULAR MEETING**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

July 6, 2010

I. ORGANIZATIONAL FUNCTIONS

A CALL TO ORDER: 5:30 p.m.

B ROLL CALL

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

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

Employee Organization: *CSEA, Chapter 36*

CONFERENCE WITH LABOR NEGOTIATOR (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 NEGOTIATOR (Government Code Section 54957.6)

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

Employee Organization: *Santa Monica College Police Officers Association*

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

CONFERENCE WITH LEGAL COUNSEL – Existing Litigation (Government Code Section 54956.9)

Name of Case: Richards v. Santa Monica Community College District, Los Angeles Superior Court Case No. SC103740

CONFERENCE WITH LEGAL COUNSEL – Existing Litigation (Government Code Section 54956.9)

Name of Case: Appeal of Title 5 Complaint Determination

II. CLOSED SESSION *(continued)*

REAL PROPERTY (Government Code Section 54956.8)

Property Address: Santa Monica College Olympic Shuttle Lot/3400-3500 Airport Avenue
Under Negotiation: Terms and Conditions of Land Swap with City of Santa Monica
College Negotiators: Dr. Chui L. Tsang
Property 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 L. Tsang
Property Representative: Grace Cheng Braun, WISE & Healthy Aging

PUBLIC EMPLOYEE – EVALUATION (Government Code Section 54957)

Evaluation of the Superintendent/President

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS – 7:01 p.m.

D PLEDGE OF ALLEGIANCE – Janet Harclerode

E CLOSED SESSION REPORTS

1. In accordance with Section 59338 of Title 5 of the California Code of Regulations, the Board of Trustees considered an appeal of an Administrative Determination dated February 16, 2010, issued in response to an Unlawful Discrimination Complaint. The Board reviewed the original complaint, the investigative report, the administrative determination, and appeal. Motion was made by Rob Rader and second by Susan Aminoff to affirm the Administrative Determination.

AYES: 5 (Aminoff, Finkel, Greenstein, Jaffe, Rader)

NOES: 0

ABSENT: 2 (Quiñones-Perez, Walzer)

2. Motion was made by Rob Rader and second by Susan Aminoff to approve a settlement agreement authorizing payment of \$140,000 to settle a personal injury lawsuit entitled Richards vs. Santa Monica Community College District, Los Angeles Superior Court Case No. SC103740.

AYES: 5 (Aminoff, Finkel, Greenstein, Jaffe, Rader)

NOES: 0

ABSENT: 2 (Quiñones-Perez, Walzer)

F PUBLIC COMMENT

Harvey Eder

BOARD OF TRUSTEES

SANTA MONICA COMMUNITY COLLEGE DISTRICT

REGULAR MEETING

July 6, 2010

IV. SUPERINTENDENT'S REPORT

- Acknowledgements
 - Chris Bonvenuto , 2009-2010 Outstanding Manager of the Year
- Updates
 - State Budget: Community colleges will experience increased financial challenges without a state budget in place. SMC will be able to get through the summer, but may need to borrow money if the state budget is delayed until the fall. The Budget Committee will continue to review the budget situation and address the operating deficit.
 - Enrollment, Summer and Fall 2010: Summer session is running as expected and late start summer classes started today. Fall enrollment is running as expected, and it is anticipated that the college will be fully enrolled by the start of the Fall semester as enrollment demand continues to be at an all-time high.
 - Accreditation: The college received a letter from the Accrediting Commission stating that its accreditation has been reaffirmed through 2016 with a follow-up report required in October, 2010 to address two of the nine recommendations – institutional planning and institutional research. In addition to the recommendations, the college received many commendations.

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

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM G

SUBJECT: **FACILITIES MASTER PLAN UPDATE**

SUBMITTED BY: Superintendent/President

SUMMARY: The report was presented by Marty Borko from the architecture and planning firm Gensler.

The Facilities Master Plan was last updated in 1998. The plan consisted of a set of goals and objectives for future facility needs. With the passage of Measure U in 2002 and Measure S in 2004 the funding necessary to start the implementation of the 1998 plan was made available. The plan detailed several major projects that have since been completed including the Municipal Pool, Replacement of Parking Structure B and below grade Auto Court, Replacement of Liberal Arts Building (Humanities and Social Science), Library Expansion, and Campus Quad. Still in progress from the 1998 plan is the Student Services Complex.

With the planning starting for a 2008 bond issue, Gensler was brought on in May of 2008 to start the master planning process for the next set of projects. The need for many of the projects developed for Measure AA were already well defined. In fact some projects were “carryovers” that could not be fully funded from the previous bond issues due to a period of rapid inflation of construction costs.

Gensler assisted the college in developing a group of projects into a master plan for the next 5 to 10 years of construction. At the same time Gensler is working with the District’s environmental consultants concurrently to prepare documents for the Final Environmental Impact Report.

A number of master plan meetings, presentations and town halls have been held including presentations to the DPAC and the DPAC Facilities committees. One campus-wide meeting was dedicated to the subject of sustainability. Three separate community meetings were also held.

The full draft Facilities Master Plan is available at www.smc.edu/facilities_masterplan, Appendix I under the EIR.

A detailed staff report along with the final Facilities Master Plan and the Environmental Impact Report will be presented to the Board for approval at the meeting on August 3, 2010. The EIR will include responses that were submitted by community members.

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

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1

SUBJECT: **COOPERATIVE WORK EXPERIENCE EDUCATION PLAN**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the Cooperative Work Experience Education Plan for the Santa Monica Community College District.

The Board of Trustees for Santa Monica Community College District, acting under the authority of the California Education and Administrative Codes and Regulations adopted by the Board of Governors of California Community Colleges pertaining to cooperative education in Community College, does hereby adopt the Cooperative Work Experience Education Plan for the Santa Monica Community College District.

In addition, the Board of Trustees authorizes and directs Superintendent/President Chui L. Tsang to forward copies of this adopted plan over his signature to the Chancellor's office for approval and entitlement for the District to receive appropriate state funds for aid in operation of the cooperative education plan.

FUNDING SOURCE: State Funds

SUMMARY: The Cooperative Work Experience Education is a District-initiated an District-controlled program of education consisting of (1) general work experience education which is intended to assist students in acquiring desirable work habits, attitudes and career awareness; and (2) occupational work experience education extending classroom based occupational learning at an on-the-job learning station relating to the students' educational or occupational goal.

The District shall provide sufficient services for initiating and maintaining on-the-job learning stations, coordinating the program, supervising students and providing guidance services. In addition, the District shall be responsible for maintaining student records, consultation(s) in person with the employer and evaluating with the employer the student's learning experience.

Through Cooperative Work Experience, a productive union is achieved blending educational preparation and practical work experience. On-the-job learning which is related to classroom instruction is an ideal means of mastering academic subjects for many students. It gives the academic part of education real meaning.

Cooperative Work Experience (aka “internship” and “work based learning”) provides on-the-job training to students at Santa Monica College. Any college department, allied campus and counseling divisions may offer internship classes in which students gain first-hand experience working in a chosen field or a field of general interest.

The District has had a Cooperative Work Experience Education Plan in place, but changes in Title 5 regulations now require official approval by the Board of Trustees. The Plan is included in Appendix A.

MOTION MADE BY:	Susan Aminoff
SECONDED BY:	Louise Jaffe
STUDENT ADVISORY:	Aye
AYES:	5
NOES:	0
ABSENT:	2 (Quiñones-Perez, Walzer)

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

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM H

SUBJECT: **OVERVIEW OF 2009-2010 GRANT-FUNDED PROJECTS**

SUBMITTED BY: Superintendent/President

SUMMARY: The 2009-2010 academic year was a closeout year for several of SMC’s large federally funded grants, including the Title V Institutional Grant, administered by Roberto Gonzalez as part of the Student Success Initiative, and the Title V Cooperative Grant with El Camino College to improve teacher education programming. Both of these grants formally ended September 30, 2009. However, despite the loss of this revenue, in 2009-2010, SMC still managed approximately \$5.5 million in 28 grant projects funded by local, state, and federal agencies. This total includes any project that is proposal driven, performance or outcome-based, and competitive. It does not include such categorically-funded programs as EOPS or Disabled Students Programs and Services. It also does not include VTEA, Tech Prep, or the various fee-for-service workforce training contracts awarded to Workforce and Economic Development.

In 2009-2010, the college received 6 new awards, valued at about \$3 million in new money, with \$1.5 million to benefit 2009-2010 directly. These projects were developed and written by the Grants Office and the TRIO Program. In total, the college submitted 16 proposals to support the 2009-2010 academic year, achieving a success rate of 37.5 percent. However, as in years past, one of the goals of the Grants Office is to increase private grant making, and as such, 4 of these 16 proposals were to private entities. Unfortunately, none of these applications was funded. As such, the public grant success rate was 50 percent. Private grants are much more difficult to obtain and generally smaller. However, they are less restrictive and will allow the college to support smaller, more targeted initiatives.

All of the 2009-2010 grant funded projects address the Board of Trustees’ Goal 1: Educational Advancement and Quality. The list provides an overview of each of the 2009-2010 grant-funded projects as they relate to the various outcomes within Goal #1. Corresponding Institutional Learning Outcomes and/or Strategic Initiatives, as well as the annual award total and the funding source, are also listed.

The full report is included in Appendix B

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

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

SUBJECT: APPOINTMENTS TO CITIZENS’ BOND OVERSIGHT COMMITTEE

SUBMITTED BY: Chair David Finkel
Trustee Rob Rader

REQUESTED ACTION: It is recommended that the Board of Trustees approve the appointment of the following applicants to the Citizens’ Bond Oversight Committee, for two-year terms, 2010-2012.

- Todd Flora
- Corin Kahn
- Nimish Patel
- Christine Thornton, incumbent

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

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

Eight applications were received to fill the vacancies on the Citizens’ Bond Oversight Committee. Trustee Rob Rader reviewed the applications and presented the recommendations to the Board for consideration.

Trustee Louise Jaffe suggested the additional appointment of applicant Herb Rose.

Motion was made to approve the list as submitted with the understanding that additional appointments will be considered in the fall, 2010, which will include but not be limited to the student representative.

MOTION MADE BY: Nancy Greenstein
 SECONDED BY: David Finkel
 STUDENT ADVISORY: Aye
 AYES: 4 (Aminoff, Finkel, Greenstein, Rader)
 NOES: 1 (Jaffe)
 ABSENT: 2 (Quiñones-Perez, Walzer)

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

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3

SUBJECT: **FIRST READING – BOARD POLICY SECTIONS 3120 AND 3121**

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 3000 – Human Resources

Article 3100 – General Provisions All Personnel

3120 - Equal Employment Opportunity (new)

3121 - Diversity (new)

COMMENT: The proposed new Board Policy sections 3120, Equal Employment Opportunity, and 3121, Diversity, replace former outdated Board Policy section 3120, Diversity/Affirmative Action. These policies were developed by the DPAC Human Resources Planning Subcommittee, approved by DPAC, and reviewed and approved by senior administrative staff.

Board Policy 3120

MOTION MADE BY: Susan Aminoff
 SECONDED BY: Rob Rader
 STUDENT ADVISORY: Aye
 AYES: 5
 NOES: 0
 ABSENT: 2 (Quiñones-Perez, Walzer)

Board Policy 3121

BP 3121 will be reviewed, revised and resubmitted for Board consideration

ARTICLE 3100 GENERAL PROVISIONS ALL PERSONNEL

BP 3120 Diversity/Affirmative Action

~~The Santa Monica Community College District believes that academic quality, evidenced in both teaching and learning, demonstrated by the instructional, library, counseling, and support staff members, and an administration dedicated to quality in teaching and learning, must be the goal of the college as an academic institution. In accomplishing this goal of quality teaching and learning, the college must have a diverse staff and student body reflective of our pluralistic society, for such diversity is an essential component of the learning environment. Diversity within the academic environment provides daily opportunity to foster cultural awareness, knowledge, and sensitivity, to challenge ingrained stereotypes, and to promote mutual understanding and respect. Lessons concerning democratic principles and the richness that ethnic and cultural diversity bring to our national heritage can best be taught by the presence of a diverse staff and student body working toward a common goal.~~

~~AB 1725 sets as a goal that by the year 2005, the faculty and staff of the California Community Colleges shall reflect proportionately the state's adult population. Realization of these goals will require the creative imagination, unflagging commitment, and uncompromising effort of every member of the Santa Monica College community, beginning with the Board of Trustees and the Superintendent/President and continuing throughout the administration, faculty, and staff.~~

~~The District is committed to a work and learning environment conducive to open discussion and free of intimidation, harassment, or unlawful discrimination, whether purposeful or inadvertent. The Board commits the District to vigorous affirmative action in all aspects of its employment program, including recruitment, selection, assignment, retention, promotion, and transfer, and with respect to all position classifications.~~

~~With reference to equal opportunity, the Board also assures that all employees and applicants for employment will be treated equally regardless of race, color, religion, gender, national origin, age, disability, status as a Vietnam-era veteran, sexual orientation, or marital status.~~

~~The Board of Trustees, in approving the Diversity/Affirmative Action policy, assumes overall responsibility for the success or failure of the District's effort to achieve its diversity/affirmative action goals. The Board delegates to the Superintendent/President the responsibility for implementing this policy consistent with all applicable provisions of the Education Code and Title 5.~~

~~Reviewed and Adopted: 7/9/2001~~

BP 3120 Equal Employment Opportunity (new)

The Santa Monica Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. All qualified applicants for employment and employees shall have full and equal access to employment opportunity. No person shall be subjected to discrimination in any program or activity of the District on the basis of ethnic group identification, race, color, national origin, religion, age, gender, disability, ancestry, sexual orientation, language, accent, citizenship status, transgender, parental status, marital status, economic status, veteran status, or medical condition. No person shall be subject to discrimination on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Board commits the District to vigorous equal employment opportunity in all aspects of its academic and classified employment programs, including recruitment, selection, assignment, retention, promotion, and transfer. The District will strive to achieve a workforce that reflects the diversity of the state's adult population and is welcoming to men, women, persons with disabilities and individuals from all ethnic and other groups as specified in the preceding paragraph to ensure the District provides an inclusive educational environment. Such an environment fosters cooperation, acceptance, democracy and free expression of ideas.

The Board of Trustees shall approve the Equal Employment Opportunity Plan, and assume overall responsibility for the success or failure of the Plan. The Board delegates to the Superintendent/President the responsibility for implementing this policy consistent with all applicable provisions of the Education Code and Title 5. The Equal Employment Opportunity Plan will be maintained to ensure principles that conform to federal and state laws.

Reference: Education Code 87100, et seq., Title 5, 53000, et seq
Approved by DPAC: 2/10/10

BP 3121 Diversity (new)

The Santa Monica Community College District is committed to building an inclusive and diverse environment. Diversity within the college environment provides opportunity to foster mutual awareness, knowledge, and sensitivity, to challenge ingrained stereotypes, and to promote mutual understanding and respect. Achieving these goals will require the creative imagination, unflagging commitment, and uncompromising effort of every member of the college community. The District is committed to a work and learning environment conducive to open discussion and the free exchange of ideas. Global awareness and exploring the diversity of the local communities served by the college are both important components of the College's commitment to diversity. Promoting and celebrating diversity will inspire innovative ideas, practical solutions, and team-building as we recognize our shared goal of professional and educational excellence.

Approved by DPAC: 6/9/10

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 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 #4-#19.

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #5-B-3, #5-E-3, #5-F-1, #5-F-7, #5-J-8, #5-M-1-7, #12-A, #14

Vote on Consent Agenda, excluding #5-B-3, #5-E-3, #5-F-1, #5-F-7, #5-J-8, #5-M-1-7, #12-A, #14

MOTION MADE BY: Nancy Greenstein
 SECONDED BY: Rob Rader
 STUDENT ADVISORY: Aye
 AYES: 5
 NOES: 0
 ABSENT: 2 (Quiñones-Perez, Walzer)

VIII. CONSENT AGENDA – Pulled Recommendations

Annual Contracts and Consultants

#5-B (Auxiliary Services)-3, Coast Professional

MOTION MADE BY: Louise Jaffe
 SECONDED BY: David Finkel
 STUDENT ADVISORY: Aye
 AYES: 4
 NOES: 1 (Rader)
 ABSENT: 2 (Quiñones-Perez, Walzer)

#5-E (Enrollment Development)-3, Blackboard Connect Ed

MOTION MADE BY: Rob Rader
 SECONDED BY: Louise Jaffe
 STUDENT ADVISORY: Aye
 AYES: 5
 NOES: 0
 ABSENT: 2 (Quiñones-Perez, Walzer)

#5-F (Fiscal/Advocacy)-1, Bond Logistix

MOTION MADE BY: Louise Jaffe
 SECONDED BY: Rob Rader
 STUDENT ADVISORY: Aye
 AYES: 5
 NOES: 0
 ABSENT: 2 (Quiñones-Perez, Walzer)

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

VIII. CONSENT AGENDA – Pulled Recommendations (continued)

#5-F (Fiscal/Advocacy)-7, Credentials Solutions

MOTION MADE BY: Louise Jaffe
 SECONDED BY: David Finkel
 STUDENT ADVISORY: Aye
 AYES: 4
 NOES: 0
 ABSTAIN: 1 (Rader)
 ABSENT: 2 (Quiñones-Perez, Walzer)

#5-J (Legal Services)-8, Fagan, Friedman & Fulfroost

MOTION MADE BY: Rob Rader
 SECONDED BY: Louise Jaffe
 STUDENT ADVISORY: Aye
 AYES: 5
 NOES: 0
 ABSENT: 2 (Quiñones-Perez, Walzer)

#5-M (Student Affairs)-1-7, Professional Services: Sign Language Interpreters

MOTION MADE BY: Rob Rader
 SECONDED BY: Louise Jaffe
 STUDENT ADVISORY: Aye
 AYES: 5
 NOES: 0
 ABSENT: 2 (Quiñones-Perez, Walzer)

#12-A Facilities – Quarterly Pool Payment Under Joint Use Facilities Agreement

MOTION MADE BY: Rob Rader
 SECONDED BY: Louise Jaffe
 STUDENT ADVISORY: Aye
 AYES: 5
 NOES: 0
 ABSENT: 2 (Quiñones-Perez, Walzer)

#14 – Resolution – Assignment of Delinquent Taxes

MOTION MADE BY: Rob Rader
 SECONDED BY: Louise Jaffe
 STUDENT ADVISORY: Aye
 AYES: 5
 NOES: 0
 ABSENT: 2 (Quiñones-Perez, Walzer)

RECOMMENDATION NO. 4 APPROVAL OF MINUTES

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

June 1, 2010 (Regular Board of Trustees Meeting)

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 6, 2010

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 5 2010-2011 ANNUAL CONTRACTS AND CONSULTANTS

Requested Action: Approval/Renewal of the following annual contracts for the period of July 1, 2010 through June 30, 2011, unless otherwise indicated.

The District's 2009-2010 efforts to reduce expenditures for contracts and consultants were successful in achieving a projected expenditure reduction of over 10 percent as compared to 2008-2009. Wherever possible, individual contract amounts for 2010-2011 continue to reflect the 15 percent reductions implemented in 2009-2010. (This budget category includes certain fixed expenses, such as lease payments, for which this strategy is not appropriate.) The goal for 2010-2011 is to contain expenditures in this category to the 2009-2010 level despite the rising costs of some services.

5-A ACADEMIC AFFAIRS

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

FACILITIES FOR INSTRUCTION

1. List of providers on file in the office of Emeritus College	Off-campus facilities for Emeritus College	Payment per class is authorized as stated on the list	2010-2011 District Budget/ Emeritus College
2. List of providers on file in the Health Sciences office	Affiliation agreements between the Santa Monica College and the providers for the use of health facilities by SMC students in connection with the District's nursing program. The list is on file in the Health Sciences Office.	No charge to the District	2010-2011 District Budget/ Health Sciences
3. List of providers on file in the office of Continuing/ Community Education	Facilities for Continuing and Community Education courses; Seminars and courses for SMC Continuing and Community Education courses.	Payment per class is authorized as stated on the list	Revenue generated by registration fees charged by the Continuing and Community Education Program.
4. City of Santa Monica Community Program Division	Rental of Clover Park Sports Facilities for SMC Athletics Department	Not to exceed \$2,000	2010-2011 District Budget/ Athletics

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 6, 2010

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 5 ANNUAL CONTRACTS AND CONSULTANTS

5-A ACADEMIC AFFAIRS *(continued)*

WORK STUDY AGREEMENTS

Provider	Service	Amount	Funding Source
5. Work Study Agreements with UCLA and CSUN.	These are renewal agreements which allow university work-study students to be placed at Santa Monica College. The District pays the percentage of the students' wages as indicated. Tutors may work in English, Social Science, Math, Modern Language or Science.	CSUN – 25% of the students' earnings paid by SMC and 20% administrative fee; UCLA – 50% of students earnings paid by SMC, small share of Workers Comp (under 1%), 5% Administrative fee.	2010-2011 Budget/Academic Affairs (District's share)

5-B AUXILIARY SERVICES

Requested by: George Prather, Director of Auxiliary Services

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

Provider	Service	Amount	Funding Source
1. Norton Medical Industries	Drug testing services to transportation employees pursuant to Board Policy 3116	Not to exceed \$1,000	2010-2011 Auxiliary Budget
2. Teresa Raschilla	Advertising consulting services including the sale of advertising space in the Corsair and special advertising supplements	25 percent of revenues received	Revenues generated by advertising in the Corsair
3. Coast Professional	Debt collection service	25 to 35 percent on all amounts collected	Amounts collected

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 6, 2010

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 5 2010-2011 ANNUAL CONTRACTS AND CONSULTANTS

5-C CONSTRUCTION/FACILITIES SERVICES

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

During this fiscal year, these consultants will be working on the following projects: Student Services Phase II, Media & Technology at AET, Health/PE/Fitness/Dance/Central Plant, IT Relocation, Performing Arts East Wing, Bundy Classroom Completion and planning for other future Measure AA projects and investigation of properties the district is considering for purchase.

Provider	Services	Amount	Funding Source
1. IVA Solutions	Security Systems Consulting	\$55 to \$135 per hour plus reimbursable expenses, not to exceed \$90,000	State Construction Grants/Measure AA, U or S/ District Capital Funds
2. Blair Graphics	Reprographic Services for large format building plans and construction documents	Not to exceed \$70,000	State Construction Grants/Measure AA, U or S/ District Capital Funds
3. Foundation for California Community Colleges	Annual license fee for State facilities planning program	Not to exceed \$20,000	District Capital Funds

BOARD OF TRUSTEES	Action
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RECOMMENDATION NO. 5 2010-2011 ANNUAL CONTRACTS AND CONSULTANTS

5-C CONSTRUCTION/FACILITIES SERVICES (continued)

The following agreements are for three years with the consultant firms to provide services for the following projects: Student Services and Administration Building Phase II (Building and Parking Garage), Academy of Entertainment and Technology, IT Relocation, Central Plant and Replacement of Health/PE/Fitness. Planning for all Measure AA projects and investigation of properties the district is considering for purchase. The services include pre-construction planning, testing, investigations and surveys, plus project management, inspections and testing during construction.

Provider	Services	Amount	Funding Source
4. Twining Labs	Construction material testing and special inspection services.	\$75 to \$160 per hour & up to \$500 per report, not to exceed \$1,800,000 in 3 fiscal years, plus reimbursable expenses and test reports.	State Construction Grants/Measure AA, U or S/District Capital Funds
5. Ellis Environmental	Hazardous material monitoring and testing	\$40 to \$120 for on site services & up to \$450 per report, not to exceed \$150,000 in 3 fiscal years, plus reimbursable expenses	State Construction Grants/Measure AA, U or S/District Capital Funds
6. Twining Labs	Geotechnical Services	\$75 to \$160 per hour & up to \$500 per report, not to exceed \$330,000 in 3 fiscal years, plus reimbursable expenses	State Construction Grants/Measure AA, U or S/District Capital Funds
7. Peak Surveys	Site Topographical Surveys	\$52 to \$180 per hour, not to exceed \$250,000 in 3 fiscal years, plus reimbursable expenses	State Construction Grants/Measure AA, U or S/District Capital Funds

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5-D CONTINUING AND COMMUNITY EDUCATION

Requested by: Erica LeBlanc, Dean, Academic Affairs

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

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

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

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RECOMMENDATION NO. 5 2010-2011 ANNUAL CONTRACTS AND CONSULTANTS

5-D CONTINUING AND COMMUNITY EDUCATION (continued)

Provider	Service	Funding Source
4. Ed2Go	Agreement to offer online classes through SMC's Continuing and Community Education program in exchange for a percentage of the enrollment fees generated.	Revenue generated by registration fees charged by the C&CE program
5. Collette Vacations	Approval of agreement with Collette Vacations for advertising educational tour packages in the Continuing and Community Education schedule of classes. Collette Vacations will pay SMC 10% of the tour fare.	Revenue generated by registration fees charged by the C&CE program
6. West Los Angeles College, Westside Extension	Agreement to offer joint community education classes through SMC's Continuing and Community Education program in exchange for a percentage of the enrollment fees charged.	Revenue generated by registration fees charged by the C&CE program
7. FRESHi Films	Agreement with FRESHi Films to provide Kids Camps for a per student fee at an SMC site. Continuing Education will receive a portion of the per student fee. Comment: FRESHi Films offers camps for kids in Digital Filmmaking, Game Design, Stop Motion and Music Mixing. The program will be publicized in the Continuing and Community Education schedule of classes.	Revenue generated by registration fees charged by the C&CE program
8. Atlantis Maritime Academy, Inc. Deleted	Agreement with Atlantis Maritime Academy (AMA) to provide classroom training to students seeking an Operator of Uninspected Passenger Vessel (OUPV) license issued by the U.S. Coast Guard (USCG). The class will take place at a SMC site and Continuing Education will receive a portion of the per student fee. Comment: Students completing this certificate program will be qualified to work as crewmembers on research vessels, merchant ships, tugs, charter and passenger vessels and commercial fishing vessels. The program will be publicized in the Continuing and Community Education schedule of classes.	Revenue generated by registration fees charged by the C&CE program

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RECOMMENDATION NO. 5 2010-2011 ANNUAL CONTRACTS AND CONSULTANTS

5-D CONTINUING AND COMMUNITY EDUCATION (continued)

Provider	Service	Funding Source
9. Distance Learning Company	Agreement for online classes to be offered through SMC's Continuing and Community Education Program in exchange for a percentage of the enrollment fees generated.	Revenue generated by registration fees charged by the C&CE program
10. Distance Learning Company	Agreement for online classes to be offered through SMC's Continuing and Community Education Program in exchange for a percentage of the enrollment fees generated.	Revenue generated by the C&CE program
11. List of providers on file in the office of Continuing and Community Education	Fees for use of external facilities for Continuing and Community Education courses. Payment per class is authorized as stated on the list.	Revenue generated by the C&CE program
12. List of providers on file in the office of Continuing and Community Education	Payment for delivery of seminars and courses for SMC Continuing and Community Education courses. Payment per class is authorized as stated on the list.	Revenue generated by the C&CE program
13. The National Sustainable Building Advisor Program (NaSBAP)	NaSBAP, a non-profit, will provide the use of its instructional materials as well as up to five hours of technical and ancillary support in the delivery of educational service focusing on the creation of environmentally-friendly structures geared toward architects, developers, contractors and other building professionals. Registration fee will be \$2,150 per student.	Revenue generated by the C&CE program

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5-E ENROLLMENT DEVELOPMENT

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

Provider	Service	Amount	Funding Source
1. Credentials Solutions	The company will provide services for the automated processing of online transcript ordering. This is an optional service for students.	No cost to the District. A small convenience fee is charged to the requestor.	User fees
2. National Student Clearinghouse	The company will provide services for the automated processing of Enrollment and Degree Verifications.	No cost to the District. A small convenience fee is charged to the requestor.	User Fees
3. Blackboard Connect Ed	Renewal of the service that enables staff to record, schedule, send, and track thousands of voice and text messages. The service has improved student communication throughout the enrollment management process, providing opportunities to improve outreach and retention services through targeted messages, by telephone, to students. August 15, 2010 – August 14, 2011.	\$32,000 for 180,000 message units (including support fee)	2010-2011 District Budget/ Enrollment Development
4. Premier Agendas, Inc.	The company will provide services for typesetting, compiling and reproduction of the Student Handbook and Planner.	Not to exceed \$40,000	2010-2011 Matriculation & District Budget
5. Regent Education, Inc.	Maintenance and support agreement for student financial aid processing software from July 2010 – June 2011. (Year three of five-year contract.)	\$70,000	2010-2011 BFAP Budget

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5-E ENROLLMENT DEVELOPMENT (continued)

Provider	Service	Amount	Funding Source
6. Viatron	Imaging software maintenance agreement (20% discount negotiated)	\$20,900	2010-2011 BFAP Budget
7. Work Study Agreement with Santa Monica-Malibu Unified School District. (Five year contract expires June 30, 2013.)	SMCCCD will provide students eligible for the Federal Work Study Program to work as reading/math tutors at three of the SMMUSD schools – Grant Elementary School, Will Rogers learning Community, and pre-kindergarten child care facility and sixth graders at John Adams Middle School.	The rate of compensation is \$8.00 per hour, which is the current rate of pay for student workers.	Federal Work Study Program
8. Chancellor’s Office of the California Community Colleges (COCCC)	To facilitate compliance by community college districts with the information reporting requirements of the Student-Right-To-Know Act (SRTK). Enables online submission of mandatory reporting.	\$3,900	2010-2011 District Budget/ Institutional Research
9. Survey Gizmo	Web-based survey tool service.	\$1,431	2010-11 District Budget/ Institutional Research
10. Renaissance Agencies	Accident/Illness insurance for F-1 visa students (mandatory) and domestic students (optional), including on-campus training for students and staff, support in providing healthcare and coverage to students.	No cost to the District. Students will pay \$68.50 per month for insurance coverage.	Student Insurance Fees

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5-E ENROLLMENT DEVELOPMENT (continued)

Provider	Service	Amount	Funding Source
11.	SMC International Education Center Advertising		2010-11 District Budget/ International Education
AACC	Print ads and web ads	\$2,750	
ALC Press, Japan	Print ads	\$2000	
CJR Education	Print ad, Student web video profile	\$1,500	
Destination California	Web ad, banner, landing page, search engine optimization	\$5,000	
DSC e-brochure	e-brochure/web advertisement	\$5,000	
InterStudy Korea, Inc.	Print ad and web banner	\$1,200	
LimeTwig	Print Advertisement	\$5,000	
Petersen's	Print/Web Advertisement	\$6,000	
Spindle	Print ads	\$12,000	
Study in the USA	Print and web ads/profiles	\$36,750	
US Journal	Print profile	\$1,100	
12. International Education Advising Centers (A full list of Educational Advising partners is available in IEC.)	Introduce SMC to prospective students, hold college fairs, arrange seminars for visiting SMC staff to meet prospective students, help prepare applications, collect and remit fees from students to SMC.	The total for the educational advising contracts not to exceed \$300,000 (one-time costs of \$500-\$900 per enrolled student in good standing)	2010-11 District Budget/ International Education

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5-F FISCAL/ADVOCACY

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

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

Provider	Service	Amount	Funding Source
1. Bond Logistix	Perform arbitrage rebate calculations and issue arbitrage rebate reports on all general obligation bonds and Certificates of Participation as is required by the Internal Revenue Service	Not to exceed \$15,000 per calculation/ report	Measure S, T, U, AA and the General Fund
2. CLM Financial Consultants, Inc.	Mandated Cost Claim services; provide assistance in the process of data collection for mandated cost claims	Not to exceed \$20,000	State Mandated Cost Program Reimbursement
3. Los Angeles County Office of Education	PeopleSoft Financial System and HRS System; i.e., general ledger, accounts payable, employee database, inventory, purchasing, 1099 reporting, payroll, retirements, PC budget, training and downloadable reports.	Not to exceed \$250,000	2010-2011 District/Fiscal Services Budget
4. Strategic Education Services (SES)	Lobbying and advocacy services on budget issues, legislation affecting the District, issues before the CCC Chancellor's Office and Board of Governors, and represent the District with the Governor's Office, and other state agencies that work with postsecondary educational institutions.	Not to exceed \$60,000 plus expenses.	2010-2011 District/Fiscal Services Budget
5. Urban Dimensions	Urban Dimensions will continue to provide advocacy to identify additional transportation funds at state and federal levels; and assist the college with business activities and relations with the City of Santa Monica,	Not to exceed \$54,900 plus expenses.	2010-2011 District Budget/ Transportation Funds

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RECOMMENDATION NO. 5 2010-2011 ANNUAL CONTRACTS AND CONSULTANTS

5-F FISCAL/ADVOCACY (continued)

Provider	Service	Amount	Funding Source
6. The California Statewide Delinquent Tax Finance Authority	This is a joint powers authority that finances delinquent taxes owed allowing for the District to receive the revenue from those taxes before they are collected from the taxpayer.	Fees are paid from the financing of the taxes and are not passed on to the District	Fees are paid from the financing of the taxes and are not passed on to the District
7. Credentials Solutions	The company will provide services for the online ordering and shipping of student parking decals as well as the printing of all parking decals sold on campus.	Fees include \$2.50 per decal ordered mailed to student (including printing, processing and mailing); \$.65 for printed decals sold on campus.	2010-2011 District Budget
8. Total Compensation Systems, Inc.	Actuarial services related to retiree benefit liability calculations as required by GASB 45.	\$7,200 flat fee for actuarial/GASB 45 report, \$1,600 per on site presentation.	2010-2011 District/Fiscal Services Budget
9. VLS (Vicente, Lloyd, Stutzman) Fraud Solutions	In accordance with auditing standard SAS 99, Fraud Risk Assessment, VLS Fraud Solutions will maintain a Fraud Alert Hotline which provides an anonymous reporting system of phone and website and provide Internal Control Advisors for Fraud Risk Assessment.	Not to exceed \$5,000	2010-2011 District/Fiscal Services Budget
10. Santa Monica Big Blue Bus	Provides a system-wide pass for all current SMC students and staff with ID to ride the Big Blue Bus any time, any line at no charge.	Not to exceed \$1,219,480.	2010-2011 District/ Transportation Budget with an offset provided by the Associated Students.

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5-G GOVERNMENT RELATIONS AND INSTITUTIONAL COMMUNICATIONS

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

Approved by: Chui Tsang, Superintendent/President

Provider	Service	Amount	Funding Source
I. Sheila Kuehl	2010-2011 Program design and development of SMC Public Policy Institute; finalize first-year goals; launch program; plan future program self-sufficiency; assist with SMC institutional advancement.	\$5,000 per month, plus reimbursable expenses	2010-2011 SMC Government Relations and Institutional Communications budget; private donations

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5-H HUMAN RESOURCES/PERSONNEL COMMISSION SERVICES

*Requested by: Dori MacDonald, Director of Classified Personnel
 Sherri Lee-Lewis, Dean, Human Resources*

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

Provider	Service	Amount	Funding Source
1. Victoria J. Havassy, Ph.D.	To administer psychological tests to Community College Police Officer candidates and provide the District with a written evaluation of each candidate within ten working days after the administration of each test	Pre-employment \$380 per candidate; interviews \$300 per employee; Testing \$150 per employee; telephone consultation – no charge. Not to exceed \$2,500.	2010-2011 District Budget/Human Resources
2. The Baron Center, Incorporated	The Baron Center will provide investigative and training services to the District, as needed, to intervene and assist in the areas of workplace violence awareness and prevention, risk assessment, anger management and interventions.	Not to exceed \$18,000	2010-2011 District Budget/Human Resources
3. Background Unlimited	Background Services will conduct background investigations and prepare written evaluations for each candidate applying for the positions of Police Officer, Community College Police Officer, Community College Police Trainee for an amount not to exceed \$3,500 plus expenses.	Not to exceed \$3,500 plus expenses	2010-2011 District Human Resources Budget
4. People Admin	To provide software on fully hosted basis to automate the acceptance and processing of employment applications	\$22,000 Annual Maintenance Fee	2010-2011 District Budget/Human Resources

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5-H HUMAN RESOURCES/PERSONNEL COMMISSION SERVICES (continued)

Provider	Service	Amount	Funding Source
5. Keygent LLC	Perform maintenance consulting services to reconcile health benefits' invoices and payroll deductions related to the District's health program.	\$2.00 per active employee listed in the District's payroll records and retirees who are enrolled in the District's health care benefit program and all reasonable out of pocket expenses. Not to exceed \$48,000.	2010-2011 District Budget/ Human Resources
6. Brainshark	Brainshark online presentation software uses easily voice-enhanced presentations available 24/7 online and will reduce the District's anticipated training costs for mandated discrimination/harassment and professional development training as well as compliance procedures. This supports the goal to increase on-line training.	Not to exceed \$10,000 total annual cost	2010-2011 District Budget/ Human Resources
7. Los Angeles County Office of Education	Employee Assistance program for eligible Santa Monica College employees.	The cost of the program is based on the number of eligible employees in the District who may potentially use the service. Estimated cost not to exceed \$10,200	2010-2011 District Budget/ Human Resources
8. HERC – Higher Education Recruitment Consortium	Online recruitment and retention program geared towards outstanding faculty, administrators and staff.	\$2,800	2010-2011 District Budget/ Human Resources

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5-H HUMAN RESOURCES/PERSONNEL COMMISSION SERVICES (continued)

Provider	Service	Amount	Funding Source
9. LawRoom	Classroom Central License to provide training for 500 participants for the period January 1, 2011- June 30, 2011	\$4,085	2010-2011 District Budget/Human Resources
10. SCCCD ERC	Southern California Community College Districts Employment Relations Consortium – training workshops to member institutions	\$2,500	2010-2011 District Budget/Human Resources
11. <u>M.D.s</u> Ray Craemer Scott Halderman Jeffrey Hirsch Stuart Gold Martin Levine Harry Marinow Myron Nathan	Provide fitness for duty assessment reports to the Vice-President, Human Resources on an as-needed basis	Not to exceed \$2,500 each doctor	2010-2011 District Budget/Human Resources
12. Keenan and Associates	Consultant Services regarding benefits administration	Not to exceed \$5,000	2010-2011 District Budget/Human Resources
13. ViaTRON Systems, Inc.	Scanning of approximately 144,000 pages of inactive personnel files; electronic upload and retrieval of information	Not to exceed \$10,080	2010-2011 District Budget/Human Resources
14. Orthopedic Institute Medical Group, Inc.	Fitness for duty assessment reports to the Vice President, office of Human Resources, on an on-going basis.	Not to exceed \$2,500	2010-2011 District Budget/Human Resources
15. Michael Prihar, Esq.	Hearing officer to be used to hear the appeal of a classified employee, review records and prepare reports	\$1,100 per day plus expenses	2010-2011 Personnel Commission Budget

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

Provider	Service	Amount	Funding Source
16. Esquire Deposition Services	Hearing recorders to record and transcribe disciplinary and/or investigative hearings held by Personnel Commission	\$300 for half days; \$500 for full days; \$6.58 per page; \$3.15 per page certified copies.	2010-2011 Personnel Commission Budget
17. Peak Medical	The District requires tuberculosis testing every 4 years and some require chest x-rays.	\$30 per chest x-ray for student/new employee or volunteer; \$60 for SMC employee.	2009-2010 District Budget/Health Services

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5-I **KCRW**

Requested by: Cheryl Gee, Radio Station Services Assistant

Approved by: Don Girard, Government Relations/Institutional Communications

Funding Source: The following are funded by CPB Grant money and KCRW Donations

Provider	Service	Amount
1. American Public Media	Institutional membership;	Payable upon billing; Not to exceed \$11,000 for membership;
	Program Acquisition;	Not to exceed \$98,547 for program acquisition;
	Studio usage/ISDN lines/engineering time for various KCRW programs.	Not to exceed \$8,000 for Studio usage/ISDN lines/engineering time.
2. National Public Radio	Institutional membership;	Payable upon billing; Not to exceed \$12,045 for membership;
	Program Acquisition;	Not to exceed \$1,188,000 for program acquisition;
	Annual one-time Interconnect fee (for access)	Not to exceed \$8,000 for Annual Interconnect fee;
	Monthly Interconnect;	Not to exceed \$39,600 for monthly Interconnect fees;
	Studio usage/ISD lines/engineering time for various KCRW programs.	Not to exceed \$10,000 for studio usage/ISDN lines/engineering time.
3. Public Radio International	Institutional Affiliation fee (membership);	Payable upon billing; Not to exceed \$102,467 For affiliation fee;
	Program Acquisition	Not to exceed \$97,803 for program acquisition;
	Audiographic Report(s)	Not to exceed \$4,000 for Audience Reports.

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5-I KCRW (continued)

Funding Source: The following are funded by KCRW Donations

Provider	Service	Amount
4. City of Los Angeles/Dept of Water and Power	Continuing agreement for usage of Department's Briarcrest water tank site for KCRW to maintain and operate a radio antenna facility. Period: May 1, 2011 through April 30, 2012.	Annual usage fee, not to Exceed \$1,000
5. Richard E. King	Usage, access and maintenance Of private road leading to KCRW's transmitter site at South Mountain, above Santa Paula, Ventura County. Period: July 1, 2010 through July 30, 2011	Annual usage fee \$3,500 Variable fee, for maintenance And repair; not to exceed \$8,500
6. Point Broadcasting, Owner/Rincon Broadcast, LLC, Site Manager	Term #2 of 3 term agreement; Rental, K295AH Goleta site. Period: January 1, 2009 through December 31, 2011	Payable at: January 1, 2009 through December 31, 2009: \$546.36/month Jan 1, 2010 through Dec 31, 2010: \$562.75/month Jan 1, 2011 through Dec 31, 2011: \$579.63/month Leave as is per Cheryl Gee
7. List of providers on file at KCRW	Other Contract/ Consultant services	Payment is authorized as stated on the list on file at KCRW
8. List of providers on file at KCRW	Program services, including guest host; Program Acquisition Program support, including editing and producer services.	\$850,500
9. List of providers on file at KCRW	Design and artwork services, including art direction, design, production supervision	\$300,000

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5-I KCRW (continued)

Provider	Service	Amount
10. List of providers on file at KCRW	Other services needed to support the operation of KCRW, including legal services, broadcast feasibility studies, engineering services, Web programming services, Miscellaneous management services.	\$1,200,000 Legal: Not to exceed \$175,000; Broadcast studies: Not to exceed \$40,000; Broadcast Eng: Not to exceed \$60,000. Web services: Not to exceed \$800,000; Misc Mgmt: Not to exceed \$125,000.
11. Fisher Wireless Services, Inc.	Continuation of site license for Indio Hills site, near Indio, California, January 1, 2010 through June 30, 2011. This is a month-to-month agreement, with a rental rate of \$1,400. This lease agreement will terminate upon activation of the agreement with Western Summit Ent, Inc.. (see #12).	Monthly rate \$1,400; not to exceed \$25,200.
12. Western Summit Ent., Inc DBA: Mountain Investments	Lease of Indio Hills site, near Indio, California Approx Coordinates: 33-48-08N 116-13-27W Term: Five years, commencing September 1, 2010 with right to extend term of agreement for 2 additional terms of 5 years each. Termination must be done in writing, at least 30 days prior to expiration of Term or Renewal Term. Note: This lease is deemed subordinate to BLM grant; actual owners of the site.	Monthly rate \$1,400; not to Exceed \$16,800; There is annual increase of 4% per year during term of this Agreement A one-time payment, not to exceed \$36,000 for site improvements

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5-I KCRW (continued)

ACCEPTANCE OF DONATIONS

Donor	Service	Amount
13. KCRW Foundation, Inc	KCRW/SMC acceptance of equipment donation; including but not limited to: two MacBook Pro's for KCRW offices. Period: July 1, 2009 through May 31, 2010	Donation valued at \$3,999.34
14. Corporation for Public Broadcasting	Acceptance of grant monies. Period of July 1, 2010 through June 30, 2012.	Not to exceed \$1,247,367
15. Santa Monica City Council	Acceptance of monthly payments of approx. \$6,355.00 to KCRW for broadcast of Santa Monica City Council meetings. Period: July 1, 2010 through June 30, 2011.	Annual fee: \$76,260

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5-j LEGAL SERVICES

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

Approved by: Randal Lawson, Executive Vice-President

Provider	Service	Amount	Funding Source
1. Liebert, Cassidy, Whitmore	Personnel training, advice to Director of Classified Personnel	\$160 to \$290 per hour for attorney services; \$100 to \$130 per hour for paralegal services; plus expenses	2010-2011 Human Resources Budget/Personnel Commission
2. Parker Covert, LLP	Legal services for investigations, harassment orders, and disciplinary hearings.	\$195 per hour for partners, \$185 for senior associates, \$165 per hour for associates, \$95 per hour for paralegals; plus expenses	2010-2011 Human Resources Budget
3. Harding, Larmore, Mullen, Jakle, Kutcher and Kozal	Municipal, land use and CEQA issues	\$200 to \$325 per hour plus expenses	2010-2011 Business & Administration Capital Outlay Fund Bond Measures AA, U and S funds
4. Fulbright and Jaworksi, LLP	(1) Provide legal services associated with real property acquisition and Joint Powers Authority (JPA) agreement between the District and the City of Malibu. (2) Provide bond counsel (3) Provide legal counsel for facilities contract related issues	\$225 to \$650 per hour, plus reimbursement of actual and necessary expenses	2010-2011 Business and Administration Budget; Bond Measures AA, U and S funds; District Capital Outlay Fund

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5-j LEGAL SERVICES (continued)

Provider	Service	Amount	Funding Source
5. Elkins, Kalt, Weintraub, Reuben, Gartside, LLP	Provide legal counsel for assistance in contracting, performing due diligence phases of property acquisition, and analyzing various potential scenarios.	\$225 to \$575 per hour, plus reimbursement of actual and necessary expenses	Capital Outlay Fund Bond Measures AA, U and S funds; 2010-2011 District Budget/ Business and Administration
6. Orbach, Huff & Suarez, LLP	Provide facilities and construction legal services.	\$225 to \$250 per hour for attorneys; \$125 per hour for paralegals; and \$25 per hour for clerks plus reimbursable expenses	Measures AA, U and S; District Capital Funds
7. Newman, Aaronson, Vanaman	Robert Myers of Newman Aaronson Vanaman is providing the services of campus counsel. The responsibilities of campus counsel include coordinating of all litigation against the College, overseeing regulatory compliance, coordinating and reducing all outside legal services, and providing day-to-day legal services to the College to reduce legal exposure and liability.	\$200 to \$375 per hour plus expenses	2010-2011 Business and Administration Capital Outlay Fund Bond Measures U and S funds

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CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 5 2010-2011 ANNUAL CONTRACTS AND CONSULTANTS

5-j LEGAL SERVICES (continued)

Provider	Service	Amount	Funding Source
8. Fagen Friedman & Fulfroost	Provide legal advice and representation pursuant to direction of the Board of Trustees.	\$220 per hour for senior partner; \$210 per hour for partner/senior attorney; \$200 per hour for senior associate; \$190 per hour for associate; \$150 per hour for education consultant; \$130 per hour for law clerk/senior paralegal; \$110 per hour for paralegal; plus costs and expenses in performing legal services.	2010-2011 District Budget/Board of Trustees
9. Carpenter Rothans & Dumont	Legal defense for District's self-insured liability program	Not to exceed \$30,000	2010-2011 Risk Management Budget
10. McCune & Harber, LLP	Legal defense for District's self-insured liability program	\$160 per hour for attorney services; \$75 per hour for paralegal services; plus expenses	2010-2011 Risk Management Budget

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 6, 2010

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 5 2010-2011 ANNUAL CONTRACTS AND CONSULTANTS

5-K MARKETING, COMMUNITY OUTREACH AND RECRUITMENT

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

Approved by: Chui Tsang, Superintendent/President

The following provides for Fall 2010 and Spring 2011 outdoor institutional branding; eliminates Fall 2010 radio and print student recruitment; provides for Summer 2011/Fall 2011 student recruitment (radio is reduced 55% from 2009-10, print is reduced 100% from 2009-10; outdoor is at 2009-10 level; online is at 2009-10 level); provides for a maintenance of effort for institutional advancement (alumni); and maintains community outreach at 2009-10 levels.

Provider	Service	Amount	Funding Source
1. Randy Bellous Productions	Media services (Brochure photography, including pre-production and art direction)	Not to exceed \$22,000 plus reimbursable expenses	2010-2011 Marketing Budget
2. Golden Cane Advertising	Advertising services (radio, print, and outdoor production; media placement; electronic media production and supervision; strategic and creative direction; copywriting); online design and branding for institutional advancement (alumni)	Not to exceed \$60,000 plus reimbursable expenses	2010-2011 Marketing Budget
3. Sergio Ortiz	Media services (Brochure photography, including pre-production and art direction)	Not to exceed \$8,000 plus reimbursable expenses	2010-2011 Marketing Budget
4. Peevers Creative Services	Editorial copywriting, photography for student profiles used in print, web and cable media	Not to exceed \$22,000 plus reimbursable expenses	2010-2011 Marketing Budget
5. We Search Research	Editorial copywriting; information research & verification for schedule of classes and college catalog	Not to exceed \$25,000 plus reimbursable expenses	2010-2011 Marketing Budget
6. SantaMonica Closeup.com	Media services (Brochure photography, including pre-production and art direction)	Not to exceed \$6,000 plus reimbursable expenses	2010-2011 Marketing Budget

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CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 5 2010-2011 ANNUAL CONTRACTS AND CONSULTANTS

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

Provider	Service	Amount	Funding Source
7. KPWR 105.9 FM Radio	Fall 2010, Spring 2011, Summer 2011 radio advertising and internet/text messaging for student recruitment	Not to exceed \$80,000	2010-2011 Marketing Budget
8. KROQ 106.7 FM Radio	Fall 2010, Spring 2011, Summer 2011 radio advertising and internet/text messaging for student recruitment	Not to exceed \$100,000	2010-2011 Marketing Budget
9. Santa Monica Daily Press	2010-2011 print advertising for college advancement and student recruitment	Not to exceed \$20,000	2010-2011 Marketing Budget
10. La Opinión newspaper	2010-2011 print advertising for student recruitment	Not to exceed \$13,700	2010-2011 Marketing Budget
11. Los Angeles Sentinel	2010-2011 print advertising for student recruitment	Not to exceed \$4,500	2010-2011 Marketing Budget
12. Korean Directory	2010-2011 print advertising for student recruitment	Not to exceed \$1,500	2010-2011 Marketing Budget
13. Barbara Jacobs	Program coordinating services for AET outreach speaker series	Not to exceed \$9,000	2010-2011 Marketing Budget
14. SurfSanta Monica.com	2010-2011 advertising for student recruitment	Not to exceed \$9,000	2010-2011 Marketing Budget
15. Big Blue Bus	2010-2011 outdoor advertising for student recruitment	Not to exceed \$70,000	2010-2011 Marketing Budget
16. CBS Outdoor	2010-11 outdoor advertising for student recruitment (CBS Outdoor is the provider for the MTA bus system)	Not to exceed \$50,000	2010-2011 Marketing Budget
17. Facebook	2010-2011 web advertising (banner) for student recruitment	Not to exceed \$4,000	2010-2011 Marketing Budget
18. Google	2010-2011 web advertising (search) for student recruitment	Not to exceed \$25,000	2010-2011 Marketing Budget

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CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 5 2010-2011 ANNUAL CONTRACTS AND CONSULTANTS

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

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

Provider	Service	Amount	Funding Source
19. Andrew Tonkovich	2010-2011 Editorial, Publicity and Related Professional Services to Produce Santa Monica Review Twice Yearly	Not to exceed \$10,000 plus reimbursable expenses	2010-2011 Auxiliary Budget, Santa Monica Review Program Revenues
20. Douglas Wadle	Establish a master calendar for events at the SMC Performing Arts Center.	Not to exceed \$20,000 plus reimbursable expenses	2010-2011 Auxiliary Budget, SMC Performing Arts Center Program Revenues

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CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 5 2010-2011 ANNUAL CONTRACTS AND CONSULTANTS

5-L RISK MANAGEMENT

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

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

Provider	Service	Amount	Funding Source
1. Santa Monica Bay Physicians	Industrial injury medical services to District employees	Not to exceed \$2,000	2010-2011 Risk Management Budget
2. Paradise Consulting	Tabulation services of the annual Average Vehicle Riders (AVR) survey as required by the City of Santa Monica as part of the District's Emissions Reduction Plan	Not to exceed \$4,000	2010-2011 Risk Management Budget
3. American Scientific Laboratories	Wastewater and Storm Water Protection sampling and analysis as a required by the local environmental agencies.	Not to exceed \$15,000	2010-2011 Risk Management Budget
4. Keenan and Associates	Property and Casualty Claims Administration Services Agreement: Claims management services for the District's self-insured property and liability insurance program.	Not to exceed \$25,000	2010-2011 Risk Management Budget
5. Keenan and Associates	To provide loss control services not included in the PIPS Workers Compensation Program.	Not to exceed \$7,500	2010-2011 Risk Management Budget
6. Proactive Consulting Group	To provide environmental services per SCAQMD, City of Santa Monica, EPA and other environmental agencies as needed.	Not to Exceed \$20,000	2010-2011 Risk Management Budget
7. Reiss-Woznak Medical	Industrial injury medical services for new claims and other medical employment related services as needed.	Not to Exceed \$20,000	2010-2011 Risk Management Budget
8. Dr. Maureen Sassoon	To provide Industrial Hygiene related consultation services include training, surveys and written reports.	Not to Exceed \$25,000	2010-2011 Risk Management Budget

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CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 5 2010-2011 ANNUAL CONTRACTS AND CONSULTANTS

5-M STUDENT AFFAIRS

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

PROFESSIONAL SERVICES: SIGN LANGUAGE INTERPRETERS

Provider	Service	Amount	Funding Source
1. Sandi Eisenberg, dba Total Recall Captioning	To provide real-time captioning services on an as-needed basis to non-signing deaf students,	Not to exceed \$60 per hour for single on-site service provider, \$110 per hour for on-site team service providers; \$70 per hour for remote captioning. Total amount not to exceed \$150,000.	2010-2011 District Budget/Disabled Students
2. PeopleSupport/ RapidText	Provide real-time captioning services on an as-needed basis to non-signing deaf and hard of hearing students.	Not to exceed \$65 per hour for ongoing classes and \$85 per hour for occasional classes. Total amount not to exceed \$3,188.	2010-2011 District Budget/Disabled Students
4. Quick Caption	Provide real-time captioning services on an as-needed basis to non-signing deaf and hard of hearing students.	Not to exceed \$60 per hour for onsite; \$55 per hour for remote, \$120 per hour for onsite team, \$110 per hour for team remote. Total amount not to exceed \$5,100.	2010-2011 District Budget/Disabled Students
5. Accommodating Ideas	Sign language interpreters on an as-needed basis for an influx of deaf students at the beginning of each semester and for an on-going need for emergency substitutes,	Not to exceed \$60 per hour daytime; \$65 per hour nights and weekends, \$70 per hour emergencies/ less than 24 hours notice; \$110 per hour for team service interpreters and .50½ cents per mile for mileage. Total amount not to exceed \$148,750.	2010-2011 District Budget/Disabled Students

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CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 5 2010-2011 ANNUAL CONTRACTS AND CONSULTANTS

5-M STUDENT AFFAIRS (continued)

PROFESSIONAL SERVICES: SIGN LANGUAGE INTERPRETERS

Provider	Service	Amount	Funding Source
6. Goodwill/SOLAC	Sign language interpreters for an influx of deaf students at the beginning of each semester and for an on-going need for emergency substitutes	Not to exceed \$62 per hour for daytime, \$62 per hour per interpreter for teams (\$62x2), \$79 per hour emergencies/less than 48 hours notice, \$79 per hour for assignments between the hours of 5pm and 8am, \$110 per hour for holidays and emergencies. Total amount is not to exceed \$8,500.	2010-2011 District Budget/Disabled Students
7. LIFESIGNS Sign Language Interpreting Services	Sign language interpreters for an influx of deaf students at the beginning of each semester and for an on-going need for emergency substitutes	Rate not to exceed \$65 per hour for a single, \$65 per hour per interpreter for teams (\$65x2), \$75 per hour for requests with less than 48 hrs notice, \$75 per hour for assignments between the hours of 5pm and 7:30am. The total amount is not to exceed \$6,800.	2010-2011 District Budget/Disabled Students

COMMENT: The College must meet the needs of deaf students by providing sign language interpreters in a timely manner. Although the college has increased the number of staff interpreters, an influx of deaf students at the beginning of the semester creates a need for additional interpreters.

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CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 5 2010-2011 ANNUAL CONTRACTS AND CONSULTANTS

5-M STUDENT AFFAIRS (continued)

CHILD CARE AND RELATED SERVICES

Provider	Service	Amount	Funding Source
8. Child Care Providers (list on file in the office of the Director of Child Care Services)	To provide child care services for CalWORKS and Pico Partnership recipients. Comment: Students are required to be enrolled in at least 6 units for fall and spring, and 3 units for winter and summer. Each contract is determined by the number of units a student is enrolled in, if they are working, and the age of the child.	The reimbursement ceiling rate is consistent with the Regional Market rate.	CalWORKS, City of Santa Monica/ Chancellor's Office (Pico Partnership)
9. Santa Monica-Malibu Unified School District	Provide child care services for up to five (5) Santa Monica College students who have children ages birth to 36 months and who are participating in the Pico Partnership On-the-Move Program, dependent on space available.	\$1,050 per month for infants (birth to 18 months); \$750 per month for toddlers (19 to 36 months). Note: The rates of reimbursement reflect rates mandated by the State of California.	\$41,216 from the City of Santa Monica
10. Santa Monica Malibu Unified School District	Provide child care services for up to five (5) Santa Monica College students who have children ages birth to 36 months and who are participating in the Pico Partnership On-the-Move Program, dependent on space available.	August 30, 2010 through June 17, 2011. The subcontractor charges a flat fee rate each month, \$1,100 per month for infants (birth to 18 months); \$790 per month for toddlers (19 to 36 months). For an amount of \$40,597.76.	City of Santa Monica

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CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 5 2010-2011 ANNUAL CONTRACTS AND CONSULTANTS

5-M STUDENT AFFAIRS (continued)

CHILD CARE AND RELATED SERVICES

Provider	Service	Amount	Funding Source
11. Participating Agencies: Santa Monica-Malibu Unified School District (SMMUSD) and Santa Monica Community College District (SMCCD)	Memorandum of Understanding (MOU) for Santa Monica Preschool Collaborative to provide staff for full day/full year child care and development services up to 108 children under the age of six. Services will be delivered in two sites: John Adams Child Development Center and Washington West Preschool. SMMUSD will be the operational agent for the Collaborative and will be responsible for staffing, management and oversight of the centers.	<u>2009-2010</u> Increase to \$150,000 from \$127,500 approved on September 15, 2009	<u>2009-2010</u> District Budget
		<u>2010-2011</u> \$127,500	<u>2010-2011</u> District Budget

PROFESSIONAL SERVICES – CAREER SERVICES CENTER

Provider	Service	Amount	Funding Source
12. Career Services Central ASP	Provide functionality to collect, enter and approve job postings, search resumes, and refer them to prospective employers and to generate reports about students, alumni, employers and job postings.	\$1,000	2010-2011 District Budget/ Career Services Center

BOARD OF TRUSTEES	Action
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CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 4 2010-2011 ANNUAL CONTRACTS AND CONSULTANTS

5-M STUDENT AFFAIRS (continued)

PROFESSIONAL SERVICES – STUDENT HEALTH SERVICES

Provider	Service	Amount	Funding Source
13. Peak Medical	Perform athletic pre-participation physical screenings throughout the academic year which will include: reviewing of the student athlete health survey, conducting the physical screening and completing the physical examination form, authorizing physician clearance of student athletes and referral of students back to SMC Health Services for final processing, providing referrals when physician clearance is withheld and making referrals for off-campus diagnostic or consultation with specialist.	\$80 per physical screening, not to exceed 150 screenings	2010-2011 District Budget/Athletics
14. Peak Medical	One licensed physician to act as medical director for the College's Student Health Services; up to 10 hours per week of licensed physician services to provide for the examination and treatment of students in the Health Services Office; Health Services staff access to a physician for consultation and advice during Health Services Office operating hours; and a provision for administrative meetings, as needed, with Health Services staff.	\$2,000 monthly stipend for medical director services and \$120 per hour for patient care and related administrative meeting attendance	2010-2011 District Budget/Health Services

PROFESSIONAL SERVICES – TRIO/UPWARD BOUND

15. William B. Clarke and Associates	Independent program file audit and consultation on compliance with Department of Education rules and regulations.	August 2010 to June 2011 (one day each program)	TRIO Upward Bound/ TRIO Student Support Services.
		\$2,000	
		\$2,000	

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: ACADEMIC AFFAIRS

RECOMMENDATION NO. 6 APPROVAL OF NEW COURSES, CERTIFICATES AND A.A. DEGREES

Requested Action: Approval/Ratification
Reviewed by: Georgia Lorenz, Dean, Instructional Services
Approved by: Jeff Shimizu, Vice-President, Academic Affairs

New Courses

Cosmetology 50B: State Board Practical
Cosmetology 50C: State Board Written
Dance 29: Middle Eastern/North African Dance
Early Childhood Education (ECE) 20: High Scope Curriculum
Early Childhood Education (ECE) 31: Communication with Families
ET 24C: Advanced 3D Character Animation
Global Studies 10: Global Issues
Global Studies 95: Global Los Angeles - Experiential Learning
INTARC 65: Digital Rendering for Interiors
Music 70C: Intermediate String Orchestra

Distance Education Courses

Early Childhood Education (ECE) 20: High Scope Curriculum
Film 01: Film Appreciation

Global Citizenship

Economics 05/Political Science 05/Global Studies 05: International Political Economy –
Introduction to Global Studies
Geography 11/Global Studies 11: World Geography - Introduction to Global Studies
Global Studies 10: Global Issues

Certificates

Early Childhood Education (ECE) Certificate of Achievement
Early Childhood Education (ECE) Master Teacher Certificate of Achievement
Global Studies Certificate of Achievement

AA Degrees

Early Childhood Education (ECE) Master Teacher Associate in Arts Degree
Global Studies Associate in Arts Degree

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 7 RATIFICATION OF CONTRACTS AND CONSULTANTS

Requested Action: Ratification

Approved by: Chui L. Tsang, Superintendent/President

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

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

Approved by Board of Trustees: 9/8/08

Reference: Education Code Sections 81655, 81656

	Provider/Contract	Term/Amount	Service	Funding Source
A	Pernilla Nathan	August 30, 2010 – August 2011 Payment will be made on a monthly basis, for a total amount not to exceed \$25,000 for the term of the contract.	Ms. Nathan, a doctoral student in clinical psychology at Pepperdine University, will serve as a full-time Post Doctoral Intern to assist the psychological services staff in working with individual students, conducting group workshops, and providing training and consultation to faculty and staff. All clinical psychology students are required to continue their training after graduation in order to accrue the necessary hours of experience to be able to take the required California state licensing exam, and Ms. Nathan will be fulfilling the requirement through this internship. She has experience working in a college setting, is trilingual, and has worked with international students as well as veterans. The contract amount is typical for post doctoral internships in this field.	Student Health Fees
<i>Requested by: Brenda Benson, Dean, Counseling/Retention</i>				
<i>Approved by: Mike Tuitasi, Vice-President, Student Affairs</i>				

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 7 RATIFICATION OF CONTRACTS AND CONSULTANTS

(continued)

	Provider/Contract	Term/Amount	Service	Funding Source
B	Cynosure New Media, Inc. (amendment)	January 4 – July 30, 2010 (amendment to term only, originally approved January 4-April 19, 2010) \$49,817 (no change, this is the contract amount approved April 6, 2010)	SMC entered 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.	Basic Skills Initiative
<i>Requested by: Brenda Benson, Dean, Counseling/Retention</i> <i>Approved by: Mike Tuitasi, Vice-President, Student Affairs</i>				

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 8 ACADEMIC PERSONNEL

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

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

ELECTIONS

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

PROBATIONARY FACULTY

Beardsley, Jason - Instructor, English, Developmental	08/30/10
Jamie Cavanaugh - Instructor, Web Design	08/30/10
DeStafano, Janelle - Instructor, Music-Voice	08/30/10
Fiddmont, Frederick (Keith) - Instructor, Music-Jazz Studies	08/30/10
Ortega, Yvonne – Instructor, Nutrition	08/30/10
Sanseri, Joshua - Instructor, Photography	08/30/10
Schwartz, Alex - Instructor, Developmental Psychology	08/30/10

ACTING ADMINISTRATOR

Hamilton, Carol - Acting Dean, Institutional Development	07/07/10
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PROJECT MANAGERS

DeMorst, Wendy --HIT Recruitment and Job Placement (50 percent)	07/01/10-6/30/11
Jenkins, Jerome - Men’s Basketball (<i>Amended to 75 percent</i>)	7/01/10–6/30/11

ADJUNCT FACULTY

Approval/ratification of the hiring of adjunct faculty.
(List on file in the Office of Human Resources)

RETIREMENT

Costello, Karin - Professor, English Dept. (hired 9/01/1989)	6/16/10
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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 6, 2010

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9 CLASSIFIED PERSONNEL - REGULAR

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

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

<u>ABOLISH</u>	<u>EFFECTIVE DATE</u>
Disabled Student Services Assistant (4 positions) DSC, 11 mos/30 hrs Comment: Four part-time positions replaced with full-time positions (see Elections/Transfer below)	07/02/10
Administrative Assistant I, (1 position) Student Judicial Affairs, 12 mos/40 hrs	07/02/10
Administrative Assistant I, (1 position) EOPS, 12 mos/40 hrs	07/02/10
Human Resources Specialist (1 position) Human Resources, 12 months, 40 hours	07/07/10
 <u>ESTABLISH</u>	
Administrative Secretary I, (1 position) EOPS 12 mos/40 hrs	07/02/10
Administrative Assistant II, (1 position) Student Judicial Affairs, 12 mos/40 hrs	07/02/10
 <u>ELECTIONS</u>	
<u>PROBATIONARY</u>	
Aviles, Wendy, Disabled Student Services Assistant, DSC	07/01/10
Gomez, Nina M., Student Services Clerk, Financial Aid	06/21/10
Merrit Williams, Marcia, Student Services Clerk, A & R	06/21/10
Murray, Shanita, Administrative Secretary, Student Services	06/14/10
Solchaga, Chayce, Student Services Clerk, Office of School Rel.	06/14/10
 <u>PROMOTION</u>	
Carter, Thomas	07/01/10
From: Events Technician, SMC Performing Arts Center, 12 mos/40 hrs/VH	
To: Lead Events Technician, SMC Performing Arts Center, 12 mos/40 hrs/VH	
 <u>TRANSFER (CSEA Article 6)</u>	
Bice, Joy	06/08/10
From: Lead Events Technician, SMC Performing Arts Center, 12 mos/40 hrs/Varied Hours	
To: Lead Events Technician, Campus Events, 12 mos/40 hrs/Varied Hours	

TRANSFER (INCREASE IN HOURS/PERMANENT)

Bobby, Betty 06/01/10
From: Disabled Student Services Assistant, DSC, 11 mos/30 hrs
To: Disabled Student Services Assistant, DSC, 11 mos/40 hrs

Green, Kennisha 06/01/10
From: Disabled Student Services Assistant, DSC, 11 mos/30 hrs
To: Disabled Student Services Assistant, DSC, 11 mos/40 hrs

Molina, Erica 06/01/10
From: Disabled Student Services Assistant, DSC, 11 mos/30 hrs
To: Disabled Student Services Assistant, DSC, 11 mos/40 hrs

Pedone, Linda 06/01/10
From: Disabled Student Services Assistant, DSC, 11 mos/30 hrs
To: Disabled Student Services Assistant, DSC, 11 mos/35 hrs

PERMANENT EMPLOYEE WITH PROVISIONAL ASSIGNMENT

Bruce, Raymond 06/15/10 – 07/15/10
From: Custodian, Operations
To: Custodial Operations Supervisor, Operations (100%)

McBriar, Susan 07/05/10 – not to exceed
36 working days
From: Employee Benefits Clerk, Human Resources
To: Employee Benefits Support Technician, Human Resources

CHANGE IN WORK SHIFT/PERMANENT

Magur, Leonard 07/01/10
From: Custodian, Operations, 12 mos/40 hrs/NS1
To: Custodian, Operations, 12 mos/40hrs/NS2

VOLUNTARY REDUCTION IN HOURS/TEMPORARY

Jackson, Wendy 06/21/10 – 07/30/10
From: Library Assistant, Library, 11 mos, 40 hrs
To: Library Assistant, Library, 11 mos, 35 hrs

SEPARATIONS

PERSONAL LEAVE

Gettleman, Carl, Academic Computing Inst. Spec., Academic Computing 06/01/10 – 06/30/10
Kolby, Joseph, Instructional Assistant-Mathematics, Math Department 06/21/10 – 07/30/10

RESIGNATION

Kremer, Andrea, Disabled Student Services Assistant, DSC 06/15/10

INDUSTRIAL DISABILITY RETIREMENT

Corson, Donald 06/25/08
Comment: Based on the findings of Agreed Medical Evaluators.

RETIREMENT

Martin, Juan Manuel, Custodian, Operations (10+ years) 06/30/10
Valenzuela, Robert M., Gardener/Equipment Operator, Grounds (36+ years) 10/16/10

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 10 CLASSIFIED PERSONNEL – LIMITED DURATION

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

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

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

Bice, Jaimee, Cash Receipts Clerk, Bursar's Office	06/15/10-07/09/10
Blanco, Saul, Art Gallery Installer, Art	05/03/10-09/08/10
Busch, Jenny, Cash Receipts Clerk, Bursar's Office	06/07/10-07/09/10
Cvar, Sandra, Art Gallery Installer, Art	03/01/10-07/06/10
Fantroy, Jonathan, Student Services Clerk, African-American Center	05/03/10-09/08/10
George, Nathalie, Art Gallery Installer, Art	05/03/10-09/08/10
Jimenez, Jose, Van Driver, TRIO	06/21/10-08/16/10
Martin, Esteban, Van Driver, TRIO	06/21/10-08/16/10
Martin, Esteban, Van Driver, Transportation	06/07/10-10/12/10
Rogers, George, Registration/Information Clerk, Matriculation	06/14/10-10/19/10
Saldivia, Stefan, Cash Receipts Clerk, Bursar's Office	06/07/10-07/09/10
Sandoval, Juan, Receiving, Stkrm. & Delivery Worker, Receiving	04/19/10-08/20/10
Steinhauer, Matther, Receiving, Stkrm. & Delivery Worker, Receiving	04/19/10-08/30/10
Vega, Carmen, Cash Receipts Clerk, Bursar's Office	06/07/10-07/09/10
Vonchul, Olha, Administrative Assistant II, Student Judicial Affairs	06/21/10-10/26/10

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.

Burns, Lisa, Cash Receipts Clerk, Bursar's Office	06/07/10-07/09/10
Dawson, Rebecca, Cash Receipts Clerk, Bursar's Office	06/07/10-07/09/10
Gerhold, Thomas, Accompanist-Voice, Emeritus	03/01/10-09/10/10
Jansen, Michael, Lab Tech-Chemistry, Physical Science	06/04/10-12/04/10
Lam, Ngoc, Cash Receipts Clerk, Bursar's Office	06/07/10-07/09/10
McCoy, Paul, Payroll Specialist, Fiscal Services	06/01/10-11/30/10
Nelli, Maria, Cash Receipts Clerk, Bursar's Office	06/07/10-07/09/10
Rogers, George, Cash Receipts Clerk, Bursar's Office	06/07/10-07/09/10
Shine, Kevin, Cash Receipts Clerk, Bursar's Office	06/07/10-07/09/10
Vasquez, Olga, Payroll Specialist, Fiscal Services	06/01/10-11/31/10
Santiago, Jessica, Payroll Specialist, Fiscal Services	06/07/10-12/07/10
Tolentino, Casimiro M, Student Services Clerk, Student Services	06/14/10-12/14/10

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

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11 CLASSIFIED PERSONNEL - NON MERIT

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

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

STUDENT EMPLOYEES

College Student Assistant, \$8.00/hr (STHP)	38
College Work-Study Student Assistant, \$8.00/hr (FWS)	12

SPECIAL SERVICE

Art Models, \$18.00/hr	87
Community Services Specialist 1, \$35.00/hr	64
Community Services Specialist 2, \$50.00/hr	27
Recreation Director II, \$10.40/hr	01

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

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 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

12-A QUARTERLY POOL PAYMENT UNDER JOINT USE FACILITIES AGREEMENT

Payment to: City of Santa Monica
Amount: \$113,145.41
Period: January 1 – March 31, 2010
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.

12-B RELEASE OF RETENTION – BUSINESS BUILDING RESTROOM RENOVATION

Release the retention amount held from KORSTON CONSTRUCTION, INC. for the Business Building Restroom Renovation.

Funding Source: District Capital Funds

Comments: The Public Contract Code allows for the release of the retention when the project is substantially complete.

12-C PROJECT CLOSE OUT – BUSINESS BUILDING RESTROOM RENOVATION

Subject to completion of punch list items by KORSTON CONSTRUCTION, INC. authorize the Vice President of Business and Administration, without further action of the Board of Trustees, to accept the project described as BUSINESS BUILDING RESTROOM RENOVATION as being complete upon completion of punch list items by KORSTON CONSTRUCTION, INC. The Vice President of Business and Administration shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance disbursement of the final payment is authorized.

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

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 FACILITIES

12-D AGREEMENTS FOR STUDENT SERVICES ENTRY GARDEN

1. Agreement with YARROW COLLINS and the Santa Monica College Associated Students for consulting work for the Student Services Entry Garden for \$3,600 plus reimbursable expenses.

Funding Source: Associated Students

Comment: The Associated Students has proposed a “Culture Garden” to showcase sustainable farming methods on campus. They have selected this consultant to assist them with developing a concept for sustainable farming. The consultant will create a two-year plan for the implementation and maintenance of the garden, including drawings of how the garden will look, the materials to be used, types of items grown, and the tools the students will use. The plan will also include a process for garden supervision and creation of a monthly implementation timelines with weekly progress reports.

2. Agreement with MELÉNDREZ landscape architects for programming, planning, working drawings and construction administration for the Student Services Entry Garden for \$24,500 plus reimbursable expenses.

Funding Source: Measure S

Comment: The District has offered to assist the Associated Students, through the regular planning and construction process, to fast track the design and provide construction plans for the Student Services Entry Garden developed by the students and their consultant Yarrow Collins (#1 above). The project is large enough to be considered a public works project. Meléndrez landscape architects are responsible for the design of the Campus Quad, Bundy Campus landscaping and are currently working on the Student Services landscaping, which borders this site.

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

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 BUDGET TRANSFERS

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

13-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: May 19, 2010 thru June 22, 2010

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	300
2000	Classified/Student Salaries	8,291
3000	Benefits	1,158
4000	Supplies	-7,327
5000	Contract Services/Operating Exp	71,384
6000	Sites/Buildings/Equipment	30,825
7000	Other Outgo/Student Payments	-104,631
Net Total:		0

13-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: May 19, 2010 thru June 22, 2010

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-18,916
2000	Classified/Student Salaries	32,815
3000	Benefits	-69,036
4000	Supplies	-13,296
5000	Contract Services/Operating Exp	54,310
6000	Sites/Buildings/Equipment	15,520
7000	Other Outgo/Student Payments	-1,397
Net Total:		0

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

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

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 RESOLUTION – ASSIGNMENT OF DELINQUENT TAXES

Requested Action: Adoption of Resolution
Requested by: Christopher M. Bonvenuto, Director of Fiscal Services
Approved by: Robert Isomoto, Vice President of Business and Administration

RESOLUTION OF THE BOARD OF TRUSTEES OF THE SANTA MONICA
COMMUNITY COLLEGE DISTRICT APPROVING ASSIGNMENT OF DELINQUENT
TAX RECEIVABLES TO THE CALIFORNIA STATEWIDE DELINQUENT TAX
FINANCE AUTHORITY FOR THE FISCAL YEARS ENDING JUNE 30 IN EACH OF
THE YEARS 2011 THROUGH 2013, AND AUTHORIZING EXECUTION AND
DELIVERY OF RELATED DOCUMENTS AND ACTIONS

WHEREAS, under Section 6516.6 of the Government Code of the State of California (the “Law”), a school district, community college district or other educational agency is authorized to sell and assign to a joint powers authority any or all of its right, title, and interest in and to the enforcement and collection of delinquent and uncollected property taxes, assessments, and other receivables that have been levied by or on behalf of the school agency for collection on the secured, unsecured, or supplemental property tax rolls in accordance with such terms and conditions as are set forth in an agreement with the joint powers authority; and

WHEREAS, the California Statewide Delinquent Tax Finance Authority (the “Authority”) has been formed as a joint powers authority for the purpose of purchasing delinquent ad valorem property taxes in accordance with the Law upon terms and conditions which are acceptable to school agencies; and

WHEREAS, under the Law the amount of property tax receipts to be reported in a fiscal year for a school agency for revenue limit purposes is equal to 100% of the school agency’s allocable share of the taxes distributed to it for the fiscal year, and any additional amounts will not be reported and will be provided directly to the school agency; and

WHEREAS, the Authority has requested the District to sell its delinquent ad valorem property tax receivables (the “Tax Receivables”) to the Authority for the fiscal years ending June 30 in each of the years 2011 through 2013 (the “Covered Fiscal Years”) at a purchase price equal to 108.5% of the amount of Tax Receivables which have been levied; and

WHEREAS, the Authority has made arrangements to issue and sell a certificate of participation for each fiscal year, representing a participation interest in all of the Tax Receivables received from the District and from other participating school agencies in the County of Los Angeles for such fiscal year, which certificate of participation will be sold to a designee of Plymouth Park Tax Services, LLC, a Delaware limited liability company (“Plymouth”); and

WHEREAS, the Board wishes at this time to approve the foregoing financing plan and authorize the execution and delivery of all related documents and actions;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Santa Monica Community College District as follows:

Section 1. Approval of Financing Plan; Sale of Tax Receivables to Authority. The Board hereby approves the financing plan presented to the Board at the meeting at which this Resolution is adopted, and as generally described in the recitals of this Resolution. The Board hereby approves and authorizes the sale of the Tax Receivables to Authority for each of the Covered Fiscal Years.

Section 2. Approval of Financing Documents. In order to implement the financing plan approved under Section 1, the Board hereby approves each of the following agreements, to be entered into for each of the Covered Fiscal Years:

- Future Tax Receivables Sales Agreement to be entered into among the Authority, Plymouth, and the District, under which the District agrees to sell its Tax Receivables to the Authority in each Covered Fiscal Year, in substantially the form on file with the Secretary.
- Purchase and Sale Agreement to be entered into between the Authority and the District with respect to the Tax Receivables, in substantially the form used on previous financings between the Authority and the District.

Each of the foregoing agreements is approved in substantially the respective forms on file with the Clerk of the Board, together with any changes therein or modifications thereof as may be approved by the President/Superintendent, Executive Vice President and/or Vice President of Business and Administration and the execution and delivery of each agreement by the District shall be conclusive evidence of the approval of all changes and modifications to said agreement. The Board hereby authorizes the delivery and performance of each of the foregoing agreements.

Section 3. Official Actions. The President/Superintendent, Executive Vice President and/or Vice President of Business and Administration, are hereby authorized and directed, for and in the name and on behalf of the District, to do any and all things and take any and all actions, including execution and delivery of any and all assignments, certificates, requisitions, agreements, notices, consents, instruments of conveyance, warrants and other documents, which they, or any of them, may deem necessary or advisable in order to consummate the sale of the Tax Receivables to the Authority for each Covered Fiscal Year. Whenever in this resolution any officer of the District is authorized to execute or countersign any document or take any action, such execution, countersigning or action may be taken on behalf of such officer by any person designated by such officer to act on his or her behalf if such officer is absent or unavailable.

Section 4. Effective Date. This resolution shall take effect from and after the date of approval and adoption thereof.

Comment: The California Statewide Delinquent Tax Finance Authority consists of 95 K-14 Districts that have joined together to assign and sell delinquent taxes and assessments, as allowed under Government Code Section 6516.6, at an 8.5% premium. Since 2002 the District has received \$437,655 in unrestricted revenue by participating in the California Statewide Delinquent Tax Finance Authority JPA.

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

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 COMMERCIAL WARRANT REGISTER

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

May 1 – May 31, 2010	4040 – 4078	\$5,029,739.09
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Comment: The detailed Commercial Warrant documents are on file in the Accounting Department.

RECOMMENDATION NO. 16 PAYROLL WARRANT REGISTER

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

May 1 – May 31, 2010	CIJ-C2K	\$10,172,013.49
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Comment: The detailed payroll register documents are on file in the Accounting Department.

RECOMMENDATION NO. 17 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.

May 1 – May 31, 2010	Payments \$918,110.20	Purchase Orders \$100,085.99
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Comment: The detailed Auxiliary payment documents are on file in the Auxiliary Operations Office.

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

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 18 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 approve budgets. List on file in Business Office.

May 1 – May 31, 2010	
D001734 – D001943	\$ 544,215.59
B000618 – B000693	\$1,390,808.60
ST00085 – ST00098	\$ 6,528.00

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

RECOMMENDATION NO. 19 PURCHASING

Requested Action: Approval/Ratification
Requested by: Cynthia Moore, Director, Purchasing
Approved by: Robert G. Isomoto, Vice-President, Business/Administration

19-A AWARD OF PURCHASE ORDERS

Establish purchase orders and authorize payments to all vendors upon delivery and acceptance of services or goods ordered. All purchases and payments are made in accordance with Education Code requirements and allocated to approve budgets. Lists of vendors on file in the Purchasing Department

May 1 – May 31, 2010	\$ 828,118.97
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19-B DECLARATION OF SURPLUS AUDIO-VISUAL EQUIPMENT

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

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

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

X. **BOARD COMMENTS AND REQUESTS**

XI. **ADJOURNMENT**

A Board of Trustees Study Session will be held on Tuesday, July 20, 2010 at 5:30 p.m. (closed session), 6:30 p.m. (public session), in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, August 3, 2010** at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

The agenda for the next meeting will include the following:

1. Report: Enrollment and Enrollment Development
2. Information Item: Citizens' Bond Oversight Committee report (July meeting)

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

APPENDIX A

RECOMMENDATION NO. I

SUBJECT: **COOPERATIVE WORK EXPERIENCE EDUCATION PLAN**

**California Community College District
Cooperative Work Experience Education Plan**

**PART I
CONTACT INFORMATION**

DISTRICT/College(s)

If you are a multiple college district, please indicate all colleges covered. Individual variations with plan details should be delineated in the appropriate sections of the plan.

Santa Monica College		

Contact information for clarification any questions, such as name/contact information for person who prepared the plan, the Chief Instructional Officer, or other individual(s) designated by District.

Please include Name, Title, District, Email, and Telephone

Name: Vicki Rothman

Title: Faculty Leader, Career Services Center

District: Santa Monica College Community College District

Email: rothman_victoria@smc.edu

Phone: (310)434-4048

**California Community College District
Cooperative Work Experience Education Plan**

**PART II
RESPONSES TO PLAN REQUIREMENTS**

This and following sections set forth a Title 5-required element, background information as appropriate, and prompts the district's required and/or optional response.

- (1) A statement that the district has officially adopted the plan, subject to approval by the State Chancellor**
(§55251)

Date plan approved by local board: _____ *(Please also attach Board minutes or other documentation.)*

Optional comments, if any, on process for Plan development (i.e., local Academic Senate review, curriculum committee deliberations, other deliberations).

ADOPTION OF THE PLAN

The Board of Trustees for Santa Monica Community College District, acting under the authority of the California Education and Administrative Codes and Regulations adopted by the Board of Governors of California Community Colleges pertaining to cooperative education in Community College, do hereby adopt the following plan for cooperative education in the District.

In addition, the Trustees authorize and direct the District Superintendent to forward copies of this adopted plan over his signature to the Chancellor's office for approval and entitlement for the District to receive appropriate state funds for aid in operation of the cooperative education plan.

RATIONALE FOR COOPERATIVE WORK EXPERIENCE

Through Cooperative Work Experience, a productive union is achieved blending educational preparation and practical work experience. On-the-job learning which is related to classroom instruction is an ideal means of mastering academic subjects for many students. It gives the academic part of education real meaning.

Cooperative Work Experience (aka "internship" and "work based learning") provides on-the-job training to students at Santa Monica College. Any college department, allied campus and counseling divisions may offer internship classes in which students gain first-hand experience working in a chosen field or a field of general interest.

**California Community College District
Cooperative Work Experience Education Plan**

(2) Specific description of (§55251):

(a) District responsibilities (§55251):

Background: Title 5 criteria and requirements

District Services. (§55255).

(a) The district shall provide sufficient services for initiating and maintaining on-the-job learning stations, coordinating the program, and supervising students. The supervision of students shall be outlined in a learning agreement coordinated by the college district under a state-approved plan. The employer and the qualified Community College Instructor/Coordinator shall share responsibility for on-the-job supervision, which shall include but not be limited to:

(1) Instructor/Coordinator consultation in person with employers or designated representatives to discuss students' educational growth on the job.

(2) Written evaluation of students' progress in meeting planned on-the-job learning objectives.

(3) Consultation with students in person to discuss students' educational growth on the job.

(b) The district shall provide the above services at least once each quarter or semester for each student enrolled in the Cooperative Work Experience Education. Qualified adjunct faculty may be hired from other institutions to develop the learning contracts and make the "in-person" consultation for a student that is out of a college's geographical region, state, or in another country. For legally indentured apprentices, the requirements of this section may be delegated to the Joint Apprenticeship Committee in order to avoid duplication of supervisory services. The responsibility for compliance with Education Code and title 5 Cooperative Work Experience Education requirements remains with the college.

(c) In certain limited situations that will be defined in guidelines issued by the Chancellor, the district may substitute approved alternatives to "in person" consultations. The guidelines will specify the types of alternatives which districts may approve and the circumstances under which they may be used. In establishing and maintaining guidelines on such alternatives, the Chancellor shall consult with, and rely primarily on the advice and judgment of, the statewide Academic Senate and shall provide a reasonable opportunity for comment by other statewide and regional representative groups.

District will comply with these requirements.

Optional: Additional comments or narrative on District Services, if any.

Alternatives to the in-person site visit are permitted in limited circumstances including 1) The worksite is a trusted, reliable entity with a proven track record, 2) The student and supervisor are repeating the work experience and the process is clear and understood by each participant, 3) Distance, when hiring adjunct faculty for ad hoc work experience education is not feasible. Efforts will be made to make permanent arrangements for distant locales for sites that are regularly used for work experience education. 4) Emergency and security of the instructor, supervisor, or student, 5) Work hours of student or supervisor and different from the instructor's, 6) Student and supervisor are working in virtual offices.

Program coordinators will be careful in approving out-of-state or out-of-country work sites that insurance and liability issues are addressed.

**California Community College District
Cooperative Work Experience Education Plan**

(a) District responsibilities

Background: Title 5 criteria and requirements

Records. (§55256).

(a) The district shall maintain records which shall include at least the following::

- (1) The type and units of Cooperative Work Experience Education in which each student is enrolled, where the student is employed, the type of job held and a statement signed and dated by an academic employee which sets forth the basis determining whether the student is qualified for Occupational or General Work Experience.
 - (2) A record of the work permit issued, if applicable, signed by the designated issuing agent.
 - (3) The employer's or designated representative's statement of student hours worked and evaluation of performance on the agreed-upon learning objectives. Work hours may be verified either by weekly or monthly time sheets or by a summary statement at the end of the enrollment period.
 - (4) New or expanded on-the-job measurable learning objectives which serve as part of the basis for determining the student's grade, signed by academic personnel, the employer or designated representative, and the student.
- (1) Instructor/Coordinator consultation in person with employers or designated representatives to discuss students' educational growth on the job.
 - (2) Written evaluation of students' progress in meeting planned on-the-job learning objectives.
 - (3) Consultation with students in person to discuss students' educational growth on the job.
- (b) Records must be maintained which are signed and dated by academic personnel documenting:
- (1) Consultation(s) in person with the employer or designated representative.
 - (2) Personal consultation(s) with the student.
 - (3) Evaluation of the student's achievement of the on-the-job learning objectives.
 - (4) The final grade.

District will comply with these requirements.

NOTE: The Chancellor's Office interprets the lack of a plural option under "type ... of Cooperative Work Experience Education..." to prohibit a student from concurrently enrolling in multiple "types" of Cooperative Work Experience Education.

Optional: Additional comments or narrative on Record Keeping, if any.

The evaluation of the students' progress in meeting the planned on-the-job learning objectives and verification of hours worked will be completed by one of the following methods: at an in-person meeting, a telephone interview, a teleconference, an e-mail, partner with instructors from other colleges, videoconference, internet, or U.S. Postal Service.

**California Community College District
Cooperative Work Experience Education Plan**

(b) Student responsibilities (§55251):

Background: Title 5 criteria and requirements

Student Qualifications (§55254).

In order to participate in Cooperative Work Experience Education students shall meet the following criteria:

- (a) Pursue a planned program of Cooperative Work Experience Education which, in the opinion of the Instructor/Coordinator, includes new or expanded responsibilities or learning opportunities beyond those experienced during previous employment.
- (b) Have on-the-job learning experiences that contribute to their occupational or education goals.
- (c) Have the approval of the academic personnel.
- (d) Meet the following condition if self-employed: Identify a person who is approved by academic personnel to serve as the designated employer representative. This representative shall agree in writing to accept the following employer responsibilities:
 - (1) Assist the student in identifying new or expanded on-the-job learning objectives.
 - (2) Assist in the evaluation of the student's identified on-the-job learning objectives.
 - (3) Validate hours worked.

Optional: Additional comments or narrative on Student responsibilities, if any.

No additional comments.

**California Community College District
Cooperative Work Experience Education Plan**

(c) Employer responsibilities (§55251):

Background: Title 5 criteria and requirements

Records. (§55256).

(a) The district shall maintain records which shall include at least the following:

- (1) The type and units of Cooperative Work Experience Education in which each student is enrolled, where the student is employed, the type of job held and a statement signed and dated by an academic employee which sets forth the basis for determining whether the student is qualified for Occupational or General Work Experience.
- (2) A record of the work permit issued, if applicable, signed by the designated issuing agent.
- (3) The employer's or designated representative's statement of student hours worked and evaluation of performance on the agreed-upon learning objectives. Work hours may be verified either by weekly or monthly time sheets or by a summary statement at the end of the enrollment period.
- (4) New or expanded on-the-job measurable learning objectives which serve as part of the basis for determining the student's grade, signed by academic personnel, the employer or designated representative, and the student.

(b) Records must be maintained which are signed and dated by academic personnel documenting:

- (1) Consultation(s) in person with the employer or designated representative.
- (2) Personal consultation(s) with the student.
- (3) Evaluation of the student's achievement of the on-the-job learning objectives.
- (4) The final grade.

Job Learning Stations. (§55257)

Job learning stations shall meet the following criteria:

- (a) Employers or designated representatives agree with the intent and purposes of Cooperative Work Experience Education for students and are given a copy of each student's approved on-the-job learning objectives.
- (b) Job learning stations offer a reasonable probability of continuous work experience for students during the current work experience enrollment term.
- (c) Employers or designated representatives agree to provide adequate supervision, facilities, equipment, and materials at the learning stations to achieve on-the-job learning objectives.
- (d) Employers agree to comply with all appropriate federal and state employment regulations.

District will comply with these requirements.

Optional: Additional comments or narrative on Employer responsibilities, if any.

**California Community College District
Cooperative Work Experience Education Plan**

(c) Employer responsibilities (§55251):

Background: Title 5 criteria and requirements

Consultation(s) in person with the employer. (§55255).

(b) The district shall provide the above services at least once each quarter or semester for each student enrolled in the Cooperative Work Experience Education. Qualified adjunct faculty may be hired from other institutions to develop the learning contracts and make the "in-person" consultation for a student that is out of a college's geographical region, state, or in another country. For legally indentured apprentices, the requirements of this section may be delegated to the Joint Apprenticeship Committee in order to avoid duplication of supervisory services. The responsibility for compliance with Education Code and title 5 Cooperative Work Experience Education requirements remains with the college.

(c) In certain limited situations that will be defined in guidelines issued by the Chancellor, the district may substitute approved alternatives to "in person" consultations. The guidelines will specify the types of alternatives which districts may approve and the circumstances under which they may be used. In establishing and maintaining guidelines on such alternatives, the Chancellor shall consult with, and rely primarily on the advice and judgment of, the statewide Academic Senate and shall provide a reasonable opportunity for comment by other statewide and regional representative groups.

The approved guidelines issued by the Chancellor for Districts to substitute approved alternatives to "in person" consultations is attached.

District will use alternatives to "Consultation(s) in person," as described in Title §55255(c).

District will not use alternatives "Consultation(s) in person," as described in Title §55255(c).

Comments on "Consultation(s) in person," if any, including criteria and limits on alternatives to "Consultation(s) in person."

Alternatives to the in-person site visit are permitted in limited circumstances including the following: 1) The worksite is a trusted, reliable entity with a proven track record, 2) The student and supervisor are repeating the work experience and the process is clear and understood by each participant, 3) Distance, when hiring adjunct faculty for ad hoc work experience education is not feasible. Efforts will be made to make permanent arrangements for distant locales for sites that are regularly used for work experience education. 4) Emergency and security of the instructor, supervisor, or student, 5) Work hours of student or supervisor and different from the instructor's, 6) Student and supervisor are working in virtual offices.

**California Community College District
Cooperative Work Experience Education Plan**

(3) Specific description of each type of CWEE (§55251):

Types of Cooperative Work Experience Education (§55252)

Cooperative Work Experience Education is a district-initiated and district-controlled program of education consisting of the following types:

Check all that will be offered at the district:

- (a) General Work Experience Education is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes and career awareness. The work experience need not be related to the students' educational goals.
- (b) Occupational Work Experience Education is supervised employment extending classroom based occupational learning at an on-the-job learning station relating to the students' educational or occupational goal.
- Minor Students in Work Experience
All laws or rules applicable to minors in employment relationships are applicable to minor students enrolled in work-experience education courses. (§55250.2).
- Work Experience Programs for Students with Developmental Disabilities. (§55250.4)
The governing board of any community college district which establishes and supervises a work experience education program in which students with developmental disabilities are employed in part-time jobs may use funds derived from any source, to the extent permissible by appropriate law or regulation, to pay the wages of students so employed.
The Board of Governors hereby finds and declares that the authority granted by the provisions of this section is necessary to ensure that the work experience education program will continue to provide a maximum educational benefit to students, particularly students with developmental disabilities, and that such program is deemed to serve a public purpose.
- Work Experience Education Involving Apprenticeable Occupations. (§55250.5)
Work-experience education involving apprenticeable occupations shall be consistent with the purposes of chapter 4 (commencing with section 3070) of division 3 of the Labor Code and with standards established by the California Apprenticeship Council.

**California Community College District
Cooperative Work Experience Education Plan**

(4) A description of HOW the district will (§55251)

(a) Provide guidance services (§55251):

Describe the specifics on how district will achieve this requirement.

Qualified district personnel will advise students throughout the CWEE program. Having found an internship opportunity, students will attend an Orientation meeting to learn the details about how the program works, the requirements, and how to set up measurable on-the-job learning objectives. Next, students will submit measurable learning objectives or new and expanded objectives and work with college staff and employers until final learning objectives are agreed upon by the college staff, the employer and each student. Once students are working on their internships, they communicate weekly online with the Internship Class instructor regarding the internship. Should students experience questions or concerns they are encouraged to discuss these matters with college CWEE faculty and staff.

(b) Assign a sufficient number of qualified certificated personnel to direct the program (§55251):

Describe the specifics on how district will achieve this requirement.

California Community College District Cooperative Work Experience Education Plan

The college has assigned a qualified certificated faculty member as well as classified staff to operate the CWEE program. The certificated faculty member manages the online CWEE class, makes the site visits, and handles the grading process. A classified staff member assists students in finding internship opportunities, handles the Internship Orientations, the enrollment process, and provides assistance in helping students create new or expanded learning objectives, monitor students' compliance with CWEE regulations and handles other paperwork and computer recordkeeping. Other classified staff members and student workers provide general information about CWEE to students, oversee the creation and updating of internship opportunity booklets and make databases of CWEE students and employers.

California Community College District Cooperative Work Experience Education Plan

(1) Initiate and maintain learning stations (§55251)

Background: Title 5 criteria and requirements

(§55250) Any program of Cooperative Work Experience Education conducted by the governing board of a community college district pursuant to this article and claimed for apportionment pursuant to sections 58051 and 58009.5 shall conform to a plan adopted by the district. The plan adopted by the district shall set forth a systematic design of Cooperative Work Experience Education whereby students, while enrolled in college, will gain realistic learning experiences through work. This plan shall be submitted to and approved by the Chancellor.

Work Experience Outside of District. (§55250.6).

The governing board of any community college district may provide for the establishment and supervision of work experience education programs providing part-time jobs for students in areas outside the district

Wages and Workers' Compensation. (§55250.7).

The governing board of any community college district providing work-experience and work-study education may provide for employment under such program of students in part-time jobs by any public or private employer. Such districts may pay wages to persons receiving such training, except that no payments may be to or for private employers. Districts may provide workers' compensation insurance for students in work experience as may be necessary.

Job Learning Stations. (§55257)

Job learning stations shall meet the following criteria:

- (a) Employers or designated representatives agree with the intent and purposes of Cooperative Work Experience Education for students and are given a copy of each student's approved on-the-job learning objectives.
- (b) Job learning stations offer a reasonable probability of continuous work experience for students during the current work experience enrollment term.
- (c) Employers or designated representatives agree to provide adequate supervision, facilities, equipment, and materials at the learning stations to achieve on-the-job learning objectives.
- (d) Employers agree to comply with all appropriate federal and state employment regulations.

Describe the specifics on how district will achieve this requirement.

Work Experience Outside of the District (55250.6)

The district may offer out of district work experience education. Credit for these out of the area work experiences may be offered on an occasional basis.

Wages and Worker's Compensation (55250.7)

Santa Monica College agrees to be considered the employer for internship or CWEE students working on an unpaid basis with public or private employers. The college will provide adequate protection through Worker's Compensation and/or liability insurance as required by law.

Job Learning Stations (55257)

Employers will be asked to sign a student learning agreement form that confirms approval of on-the-job learning objectives, agree to provide adequate supervision and support to ensure that students receive appropriate educational benefit from the experience and agree to operate without regard to race, age, sex, religion, color, national origin or handicap.

**California Community College District
Cooperative Work Experience Education Plan**

(2) Coordinate the program and supervise students (§55251)

Describe the specifics on how district will achieve this requirement.

Assist Students in Finding Work Based Learning Experiences: The CWEE program is marketed to students at the college. Students are encouraged to use district services to find worthwhile work based learning experiences. The district offers information, advice and guidance to help students identify valuable work based learning experiences. District personnel assists students with job search techniques and guidance as they seek out worthwhile workbased learning experiences and compete with other students to obtain these coveted positions.

Conduct the Enrollment Process: Having found an internship opportunity, students attend a 1-hour Orientation to learn how the program works, requirements, and how to set up measurable on-the-job learning objectives. Students are asked to submit new or expanded measurable learning objectives and work with college staff and employers until final learning objectives are agreed upon by the student, college staff, and the employer.

Supervise Students Through the Semester: Once students have begun their internships, they will use an online computer platform to keep up weekly communications with the class instructor regarding the internship. Should students experience questions or concerns they are encouraged to discuss these matters with the college CWEE faculty and staff. Students are expected to complete class assignments and submit a short reflective paper toward the end of the work based learning experience.

(3) Shared supervision with employer to include (at least once each term) (§55251)

(c) Assure on-the-job experiences are documented with written/measurable (§55251)

Describe the specifics on how district will achieve this requirement.

Once students have found their internship, they will attend an Internship Orientation where they will learn how to set up measurable on-the-job learning objectives. Attendance at the Orientation is a mandatory one-time requirement. Students are asked to submit new or expanded on-the-job measurable learning objectives for each internship and work with the college staff and employers until final learning objectives are agreed upon by students, college staff, and the employer in a written learning contract.

**California Community College District
Cooperative Work Experience Education Plan**

- (d) Evaluate with employer, student's learning experiences (§55251):

Describe the specifics on how district will achieve this requirement.

Qualified district certificated faculty will stay in touch with employers and obtain written evaluation of student progress in meeting planned on-the-job learning objectives and verifying that students have met work hour requirements. The certificated faculty will also conduct an in-person consultation with employers at least once each semester to discuss students' educational growth on the job and progress on completing the planned measurable learning objectives. Alternatives to this in-person consultation will be allowed in limited circumstances. Students will be awarded a grade (either pass/no pass, or graded a-f depending on current district policy).

- (e) **Describe basis for awarding grade and credit** (§55251)

Background: Title 5 criteria and requirements

Work Experience Credit. (§55255.5).

(a) One student contact hour is counted for each unit of work experience credit in which a student is enrolled during any census period. In no case shall duplicate student contact hours be counted for any classroom instruction and Cooperative Work Experience Education. The maximum contact hours counted for a student shall not exceed the maximum number of Cooperative Work Experience Education units for which the student may be granted credit as described in section 55253.

(b) The learning experience and the identified on-the-job learning objectives shall be sufficient to support the units to be awarded.

(c) The following formula will be used to determine the number of units to be awarded:

(1) Each 75 hours of paid work equals one semester credit or 50 hours equals one quarter credit.

(2) Each 60 hours of non-paid work equals one semester credit or 40 hours equals one quarter credit.

District will comply with these requirements.

Comments on basis for awarding grade and credit, if any.

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

APPENDIX B

INFORMATION ITEM H

SUBJECT: 2009-2010 GRANTED FUNDED PROJECTS

The 2009-2010 academic year was a closeout year for several of SMC’s large federally funded grants, including the Title V Institutional Grant, administered by Roberto Gonzalez as part of the Student Success Initiative, and the Title V Cooperative Grant with El Camino College to improve teacher education programming. Both of these grants formally ended September 30, 2009. However, despite the loss of this revenue, in 2009-2010, SMC still managed approximately \$5.5 million in 28 grant projects funded by local, state, and federal agencies. This total includes any project that is proposal driven, performance or outcome-based, and competitive. It does not include such categorically-funded programs as EOPS or Disabled Students Programs and Services. It also does not include VTEA, Tech Prep, or the various fee-for-service workforce training contracts awarded to Workforce and Economic Development.

In 2009-2010, the college received 6 new awards, valued at about \$3 million in new money, with \$1.5 million to benefit 2009-2010 directly. These projects were developed and written by the Grants Office and the TRIO Program. In total, the college submitted 16 proposals to support the 2009-2010 academic year, achieving a success rate of 37.5 percent. However, as in years past, one of the goals of the Grants Office is to increase private grant making, and as such, 4 of these 16 proposals were to private entities. Unfortunately, none of these applications was funded. As such, the public grant success rate was 50 percent. Private grants are much more difficult to obtain and generally smaller. However, they are less restrictive and will allow the college to support smaller, more targeted initiatives.

All of the 2009-2010 grant funded projects address the Board of Trustees’ Goal I: Educational Advancement and Quality. The following list provides an overview of each of the 2009-2010 grant-funded projects as they relate to the various outcomes within Goal #1. Corresponding Institutional Learning Outcomes and/or Strategic Initiatives, as well as the annual award total and the funding source, are also listed. It should be noted that many of these grants support more than one of these outcomes; for the purposes of this report, projects are listed under their primary area of emphasis. (For grants that were funded in previous years, the 2009-2010 award amount and/or remaining funds is listed.)

Improve Student Achievement, with particular emphasis on Basic Skills and Student Retention

Basic Skills (these grants also support ILO #1 and #2 and the Basic Skills Strategic Initiative)

- Title V Math/English Cooperative Grant with El Camino College (\$700,000—shared with ECC, U.S. Dept. of ED): The purpose of this grant is to increase student success in pre-college math and English classes by improving instructional quality, student support resources, and faculty collaboration. (It will continue in 2010-2011.)

- CAHSEE Project (\$180,000—Chancellor’s Office): This project provides academic assistance to high school students from the Classes of 2007 and 2008 who have not yet passed the CAHSEE with the hope that they will pass the CAHSEE and obtain their high school diploma. (These funds are carry-over funds from two previously funded grants. These grants ended June 30, 2010.)

Student Retention –General

- **New for 2009/2010** – Scholarships for Disadvantaged Students (\$6,931—U.S. Department of Health and Human Services, including a traditional award and an ARRA award): This student assistance grant provides scholarship support to low-income, educationally disadvantaged students enrolled full-time in the Nursing Program. (This grant also supports the CTE Strategic Initiative. The grant ended June 2010.)
- Title V Institutional Grant (\$100,000—U.S. Dept. of ED): This grant focuses on the success of first-time college students. Key initiatives include the development and implementation of the Welcome Center, the First Year Experience (summer bridge program), and other student support resources. (This grant supports ILO #1 and #2 and ended Fall 2009.)
- Minority Biomedical Research Talent in Psychology (\$20,000—U.S. Department of Health and Human Services via a subcontract with the National Institute of General Medical Sciences and the American Psychological Association): Continuation of a previously funded partnership with American Psychological Association, CSU Dominguez Hills, and UCLA to increase the number of students of color interested in pursuing biomedical research careers in psychology and improve these students' rates of retention. (This project also supports ILO #2 and will end in Fall 2010.)

Student Retention/Special Populations—Asian/Pacific Islander Students

- **New for 2009/2010** – Asian American and Native American Pacific Islander Serving Institutions Program (\$1,098,819, funded by the U.S. Department of Education): This 2 year grant will work to increase the retention, graduation, and transfer of underrepresented Asian/Pacific Islander students through additional supplementary instructional support, increased use of technology in the classroom, and faculty and staff professional development. In addition the goal of this program is to increase institutional capacity in general so that the college is better able to more efficiently and effectively serve all students for many years to come. To that end, this project will help develop and Alumni Association under the leadership of the Santa Monica College Foundation. (This project also supports ILO #1 and 2. This grant will continue in 2010-2011.)

Student Retention/Special Populations—Low Income, First Generation Students

- Pico Partnership on the Move (\$153,750, funded by the City of Santa Monica): This continuing project provides instructional and student support assistance to low-income students from the Santa Monica-Malibu School District, specifically the Pico Neighborhood. (This project also supports ILO #1 and 2.)
- Student Support Services (\$260,181—U.S. Dept. of ED): This TRIO grant targets low income, first generation college students and provides them with the skills and resources that they need to successfully complete their SMC studies and transfer to a baccalaureate program. This grant was set to end in Fall 2009, but the Dept. of ED granted a one-year extension, while they establish a new application process for the 2010-2011 competition. The new SSS grant is pending. (This project supports ILO #1 and 2.)

Student Retention/Special Populations—High School Outreach/College Prep and Access

- Upward Bound (\$250,000—U.S. Dept. of ED): This TRIO grant targets low-income, potential first generation college students from Venice and Crenshaw high schools, providing academic assistance, college planning and assistance, and counseling/mentoring support. (This project supports ILO #1 and 2. The grant will continue in 2010-2011.)

Strengthen and Expand Workforce/Career Technical Education Programs (all of these grants support the CTE Strategic Initiative)

Multidisciplinary CTE Initiatives

- SB70 Career Technical Education Community Collaborative Project #1 (\$100,000—Chancellor’s Office): This grant will increase awareness of new, emerging, and viable career pathways, enhance understanding of industry trends among counselors and educators, create a pipeline of future workers, and initiate actions that will result in higher perceived values toward career technical education, focusing on Green Technology, New Energy/Environmental Technology, Logistics, Allied Health, Entertainment Technology, and Information Technology. (This grant also addresses ILO #4: Sustainability and ended Spring 2010.)
- SB70 Career Technical Education Community Collaborative Project #2 (\$399,890—Chancellor’s Office): This grant will increase the effectiveness of CTE pathways from secondary to postsecondary systems, focusing on four key priorities: Increasing awareness of future career pathways, enhancing the understanding of industry trends, creating a pipeline of future workers, and initiating actions that result in higher perceived values toward CTE. This project will unite the region’s educational and workforce development resources by focusing on six industry sectors, as well as Green initiatives and entrepreneurship, while enhancing student, teacher, and counselor knowledge of career technical education. (This grant also addresses ILO #4: Sustainability and will end Summer 2010.)

Green Technology

- Job Development Incentive Fund (\$150,000—California Chancellor’s Office): The Office of Workforce and Economic Development will provide training and employment resources for unemployed and underemployed adults interested in careers in the environmental technology/green construction field. (This project also addresses ILO #4: Sustainability and will end Summer 2010.)
- Governor’s 15% Fund (\$200,000--California Employment Development Department): Through this project, SMC will provide short-term, site specific workshops to train displaced workers for Green Technology construction jobs. (This project also addresses ILO #4: Sustainability and ended in Spring 2010.)
- SB70 Workforce Innovations Project Grant (\$249,908—California Chancellor’s Office): This project will expand and enhance SMC’s CTE curriculum for the next generation of environmental and energy technologies in advanced transportation that will be used to build hybrid, plug-in hybrid, and electric vehicles. (This project also addresses ILO #4: Sustainability and will end Summer 2010.)

Early Childhood Education/Education

- **NEW for 2009-2010** – Child Development Training Consortium Grant (\$10,000—state-funded): This ongoing project provides tuition, books, mentoring, and professional development activities for ECE students. (This grant also supports student retention and ILO #1. This grant will likely be renewed in 2010-2011.)

- Early Start Pathway (\$250,000, funded by Los Angeles Universal Preschool): The purpose of this project is to develop a 2+2+2 program in Early Childhood Education in partnership with SMMUSD and CSU Dominguez Hills with the intent to increase the number of qualified early childhood education professionals with a baccalaureate degree. (This grant ended June 30, 2010. Funding for 09/10 was initially set at \$400,000, but budget cuts within First 5 and LAUP reduced the award.)
- Copernicus Project (approx. \$25,000, funded by U.S. Dept. of ED through a partnership agreement with UC Riverside): This project works to identify prospective science teachers early in their educational careers, provide them with a solid foundation in both the sciences and best practice teaching strategies, and mentor them through their early years of teaching. (This grant ended September 2009.)

Health Sciences (including Nursing and Allied Health)

- **NEW for 2009/2010** – Funds for Allied Health Training Programs (\$178,090 – Governor’s 15% Discretionary WIA Funds passed through the Chancellor’s Office): This grant will expand the Respiratory Therapy Program by increasing enrollment capacity and providing targeted support to ensure student success. The grant will also help establish the Medical Lab Technician Program. (This grant will continue in 2010-2011.)
- **NEW for 2009/2010** – Specialty Nursing Program (\$111,008 – Chancellor’s Office): SMC will work in conjunction with local health care providers and other institutions of higher education to offer a series of post-licensure courses for new, returning, and experienced nurses, as well as to recent graduates and second year nursing students, to provide skills in areas of specialty nursing, such as emergency room management, pediatrics, and geriatrics. (This grant will continue in 2010-2011.)
- Enrollment Growth for ADN to RN Programs (\$451,708—Chancellor’s Office): This grant will help the Nursing Program significantly expand its enrollment capacity by adding faculty and counseling time. The award amount listed was initially approved by the Chancellor’s Office but was reduced due to the budget crisis. (This grant also supports Student Retention and ended in June 2010.)
- ADN to MSN Collaborative (\$91,479—Chancellor’s Office): This partnership effort with CSU Dominguez Hills will establish an ADN to MSN educational pathway that will assist recent graduates, as well as already employed nurses, to pursue a Master’s Degree in Nursing with an emphasis on Nurse Education, thus addressing the a need for additional Nursing faculty throughout the country. (This grant ended June 2010.)
- Fostering Student Success (\$217,990—federal WIA funds passed through the Chancellor’s Office): The purpose of this grant is to improve the retention and completion rates of the ADN Program by providing tutoring, counseling, and skills lab services, including simulation. (This 5 year grant concluded in June 2010.)
- Community-Based Job Training Grant (\$151,233 in carry over – U.S. Dept. of Labor): The purpose of this grant is to increase institutional capacity to train registered nurses by putting the LVN to ADN Program online and by providing additional services to support faculty and students. (This grant ended Fall 2009. SMC received a no-cost extension in 08/09 in order to complete grant objectives and expend the remaining funds.)

Entrepreneurship

- Small Business Development Center (\$300,000—Chancellor’s Office/Small Business Administration): This project provides small business development services, such as business planning development, financial planning, workshops, and other individual assistance to new and emerging small business owners in west Los Angeles County. (This grant will continue in 2010-2011.)
- SB 70 Youth Entrepreneur Grant (\$50,000—Chancellor’s Office): The purpose of this grant is to address the misconceptions that many youth have regarding career technical education and increase awareness of and aspiration for self-employment as a legitimate career path providing reliable living wages. (This grant ended in Winter 2010.)

Infuse Global Citizenship into Student Learning (these grants support ILO #3 and the Global Citizenship Strategic Initiative)

- **NEW for 2009-2010** – Undergraduate International Studies and Foreign Language (\$88,500 – U.S. Department of Education): Through this project, SMC will further the efforts of the Global Citizenship Initiative, including the development of a Global Studies degree, creation of study abroad trips to Turkey and China, and increased campus involvement in activities that highlight the world’s cultures and languages. (It will continue in 2010-2011.)
- World Water Forum College Grant (\$2,000, from the Metropolitan Water District of Southern California): This grant will increase the awareness of the campus community for the need for water conservation and management through student-developed public service announcements, highlighting the diversity of perspectives within the SMC community by including international students in grant activities. (This grant also supports ILO # 4 and ended in 2009-2010.)

Expand Performing Arts Center Program Offerings

SMC did not receive any grants through the Grants Office in support of the Performing Arts Center, although the Grants Office is working with the Theater Arts Department to pursue alternative funding streams to support Theater offerings and instructional capacity.

Use Data to Measure Institutional Effectiveness

SMC did not receive any grants to support Institutional Research directly. However, the Grants Office is pursuing strategies for ensuring that grant funded projects are able to support grant-related research needs. Currently the majority of funded grants include a research component, and funds are set-aside to support that research either through the use of external consultants (including adjunct faculty) or internally through the Office of Institutional Research. One of the grants currently pending for the 2010-2011 academic year will fund a part-time research position.

