

M I N U T E S



SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

TUESDAY, OCTOBER 4, 2011

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

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

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

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

BOARD OF TRUSTEES**REGULAR MEETING**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

October 4, 2011

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, October 4, 2011.

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 – 5:34 p.m.
- B ROLL CALL
 Dr. Andrew Walzer, Chair - Present
 Dr. Margaret Quiñones-Perez, Vice-Chair - Present
 Dr. Susan Aminoff - Present
 Judge David Finkel (Ret.) - Present
 Dr. Nancy Greenstein - Present
 Louise Jaffe - Present
 Rob Rader - Present
 Joshua Scuteri, Student Trustee – Present (for public session)
- C PUBLIC COMMENTS ON CLOSED SESSION ITEMS - None

II. CLOSED SESSION**CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)**

Agency designated representatives: Marcia Wade, Vice-President, Human Resources
 Robert Myers, Campus Counsel
 Employee Organization: CSEA, Chapter 36

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

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

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

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

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

III. **PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS**

- D PLEDGE OF ALLEGIANCE – Ruth Seymour
- E CLOSED SESSION REPORT - None
- F PUBLIC COMMENT
Harrison Wills

IV. **SUPERINTENDENT'S REPORT**

- Management Association Report
- Updates:
 - Performing Arts Center Report
 - SMC Branding Project
 - Diversity Report

V. **ACADEMIC SENATE REPORT**

VI. **MAJOR ITEMS OF BUSINESS**

- G Update: Career Technical Education
- #1 Agreement for Architectural and Engineering Services for Connection of Existing Facilities to Central Plant
- H Facility Design: Health, PE, Fitness, Dance Project
- I Report: Preparation of Educational Facility Planning and Environmental Documents Related to Lease of County of Los Angeles Property in Malibu Civic Center
- #2 Appointment to the Citizens' Bond Oversight Committee
- #3 Collective Bargaining Agreement with CSEA Chapter 36
- #4 Schedule of Board of Trustees Meetings, 2012
- #5 Second Reading and Approval– Board Policy Section 2405, District-Wide Code of Ethics

VII. **CONSENT AGENDA**

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

Approval of Minutes

- #6 Approval of Minutes: September 6, 2011 (Regular Meeting)

Grants and Contracts

- #7 Extension of Agreements for AANAPII Project
- #8 Ratification of Contracts and Consultants

Human Resources

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

VII. **CONSENT AGENDA** (continued)

Facilities and Fiscal

#13 Facilities

- A Contract for New Carpet Tiles
- B Change Order No. 4 – Student Services Entry Garden Project
- C Change Order No. 1 – Emergency Alterations to Airports Arts Campus
- D Agreements for Building Commissioning Services for LEED Certification of Performing Arts Center East Wing Project
- E Amendment to Agreement for Architectural Services – Student Services and Administration Building
- F Agreement for Environmental Consulting Services – Malibu Campus
- G Agreement for Project Consulting Services – Malibu Campus

#14 Budget Decreases

#15 Budget Transfers

#16 Payroll Warrant Register

#17 Commercial Warrant Register

#18 Direct, Benefit and Student Grant Payments

#19 Purchasing

- A Award of Purchase Orders
- B Award of Contract for Printing of Schedule of Classes

VIII. **CONSENT AGENDA – Pulled Recommendations**

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

IX. **BOARD COMMENTS AND REQUESTS**

X. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Tuesday, November 1, 2011** 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: Update: Career Technical Education

APPENDIX B: SMC Schedule of Classes – Malibu

SUPPLEMENT TO THE AGENDA: Collective Bargaining Agreement with CSEA Chapter 36

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 4, 2011

IV. SUPERINTENDENT’S REPORT

- Management Association Report: Management Association President Judy Neveau reported that the M.A. is gearing up for the fall semester and, among other things, has organized a training webinar for managers in November and has signed up to get an orientation for the new Organic Learning Garden.

- Updates:
 - SMC 2011 Diversity Report: The data are encouraging and SMC is clearly working toward building a culturally rich and diverse employee population. The full written report is available at <http://www.smc.edu/HumanResources/HumanResourcesDepartment/Documents/Diversity%20Report%202011%20FINAL%2010.04.2011.pdf>.

 - Performing Arts Center Year-End Report: SMC officials praised the custodial operations staff at the Broad Stage for their “herculean effort” to keep the facility clean, particularly in the face of the high usage and challenging aspects posed by this unique performance space. Appearing on behalf of the department were Anthony Barlow, Silvia Rosales and Marco Cadenas.

 - SMC Branding Project: A representative of Adams Morioka reported that the first phase of its brand strategy project has been completed to position the college and create a comprehensive visual identity system. Interviews with students, employees, alumni and others revealed that SMC has a strong culture characterized by pride and sophistication. Based on the interviews and research so far, the firm has recommended a brand platform to set SMC apart from its cohort institutions and on a path with aspirational institutions. Graphic identity options will be circulated in November. The Board hired Adams Morioka in May to create a comprehensive visual identity system for the college.

V. ACADEMIC SENATE REPORT – Janet Harclerode, President

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	October 4, 2011

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM G

SUBJECT: **UPDATE: CAREER TECHNICAL EDUCATION**

SUBMITTED BY: Superintendent/President

SUMMARY: With the growing pressure from international competition and rapid technological change, the competitive position of the Los Angeles region and the state of California in the global marketplace is largely dependent on a highly skilled workforce. As a premier educational institution in the Westside region, Santa Monica College must produce a workforce that supports the critical industries in our region, the growth of existing business, and that of emerging industries.

The Office of Workforce and Economic Development aids the District in this endeavor by applying for and managing grants that assist departments in developing new programs, securing funding for professional development and for the purchase equipment that keeps CTE programs consistent with industry standards, and piloting not-for credit, short-term training programs and contract education in emerging industry sectors to test demand before developing credit programs in a new field.

The recent institutional research findings from various studies show that there is much to learn and implement in order to improve outcomes for CTE students. However, this report will demonstrate that SMC CTE students are successful in ways besides earning a certificate and degree. It is clear that CTE plays an important role in SMC's and the state's college completion agendas. In addition to improving completion rates, strengthening the SMC CTE mission will help the College meet critical regional and state workforce goals, improve equity goals, and increase post-secondary productivity due to the significant number of students identified as CTE concentrators and large number of students taking CTE courses.

The complete report is included as Appendix A.

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BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 4, 2011

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1

SUBJECT: **AGREEMENT FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR CONNECTION OF EXISTING FACILITIES TO CENTRAL PLANT**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the agreement for Architectural Services with Kishimoto Architects not to exceed \$633,000 plus reimbursable expenses for architectural and engineering services for Connection of Existing Facilities to the Central Plant.

FUNDING SOURCE: Measure AA

COMMENT: The second phase of the central plant project will connect individual buildings to the chilled water loop. Some buildings already have equipment that can directly connect to chilled water; other buildings have equipment that is out of date or unable to directly connect and must be retrofitted.

The existing buildings included in the project are the Library, Science, Theatre Arts, Business, and Humanities and Social Science (HSS) buildings. Drescher Hall will be connected in the future during a separate modernization project.

In addition to the connection of air conditioning equipment this project also covers other infrastructure needs in these buildings including energy management, fire protection and security.

A Request for Qualifications (RFQ) was issued in March 2011. A total of eleven firms submitted a package. After a review of the submittals, three firms were invited to interview and the Kishimoto Architects team was determined to be the best fit for the project.

See next page for full scope.

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

SCOPE OF CONNECTION OF EXISTING FACILITIES TO CENTRAL PLANT

1. Library Building
 1. Connect to chilled water, convert, and retrofit or replace existing HVAC equipment to chilled water from Central Plant.
 2. Connect or convert HVAC equipment to new ALC EMS.
 3. Add power metering if possible.
 4. Change fire alarm system from Simplex to Edwards EST-360.
2. Science Building (Life & Physical Life Science Complex)
 1. Connect to chilled water, convert, and retrofit or replace existing HVAC equipment to chilled water from Central Plant.
 2. Connect or convert HVAC to new ALC EMS.
 3. Add power metering if possible.
 4. Change fire alarm system from Simplex to Edwards EST-360.
 5. Change Simplex Access Control/Alarm System to UTC Security (formerly GE Infographix).
 6. Replace or update existing security camera system.
 7. Replace hot water boilers in Penthouse to meet AQMD requirements for 2014.
 8. Paint exterior of the entire building.
3. Theater Arts
 1. Connect to chilled water, convert, and retrofit or replace existing HVAC equipment to chilled water from Central Plant.
 2. Connect or convert HVAC equipment to new ALC EMS.
 3. Add power metering if possible.
4. Business
 1. Connect to chilled water, convert, and retrofit or replace existing HVAC equipment to chilled water from Central Plant.
 2. Connect or convert HVAC equipment to new ALC EMS.
 3. Add power metering if possible.
 4. Change fire alarm system from Simplex to Edwards EST-360.
 5. Paint exterior of entire building.
5. HSS
 1. Connect to chilled water, convert, and retrofit or replace existing HVAC
 2. Equipment to chilled water from Central Plant.
 3. Connect or convert HVAC equipment to new ALC EMS.
 4. Add power metering if possible.
6. Overall Project Requirements.
 1. Connect all newly installed systems (EMS, Fire, Power Monitoring, Security, etc.) to the appropriate campus network interface.
 2. Program existing campus EMS, Fire, Security systems for the added new building systems, including graphics to include interactive building and/or system plans. Upgrade central control software and computer server systems if necessary.
 3. Conceal all new piping and/or conduit in building walls or chases that match building look.
 4. Coordinate and phase construction as to minimize disruption to campus and classes. Coordinate with Central Plant piping construction.
 5. Assist the College in preparing and submitting the paperwork for the CCIU Program for retrofit incentives as administered by Edison "Savings By Design".

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	October 4, 2011

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM H

SUBJECT: **FACILITY DESIGN - HEALTH, PE, FITNESS, DANCE PROJECT**

SUBMITTED BY: Superintendent/President

SUMMARY: The Health, PE, Fitness and Dance project will accommodate the Kinesiology, Athletics and Dance programs. The existing one-story PE locker rooms will be demolished and replaced by a three-story building that will also include the central plant equipment. The new building will include a large fitness center, weight rooms, fitness classrooms, dance studios, a climbing wall, and a variety of locker rooms. It will connect to the existing Gymnasium building.

The project has now completed the design development phase and the project architect, Gensler, will present an update on the planning and design of the building that will include 3D renderings.

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	October 4, 2011

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM I

SUBJECT: PREPARATION OF EDUCATIONAL FACILITY PLANNING AND ENVIRONMENTAL DOCUMENTS RELATED TO LEASE OF COUNTY OF LOS ANGELES PROPERTY IN MALIBU CIVIC CENTER

SUBMITTED BY: Superintendent/President

BACKGROUND:

On October 12, 2004, the Board of Trustees of the Santa Monica Community College District authorized entering into a Joint Exercise of Powers Agreement with the City of Malibu, creating the Malibu Public Facilities Authority (the "Authority"), in connection with the expenditure of General Obligation bond proceeds on projects located within the City of Malibu.

The Authority is currently active, and provides for the planning for, acquisition of, and operation of new instructional opportunities in the District intended chiefly to accommodate students from the City of Malibu, along with certain support facilities and necessary parking facilities (together, the "District Facilities"); and a related clean water facility for storm water and wastewater intended to resolve related environmental effects of the District Facilities. The District and the City of Malibu are each required to reach independent agreement as to the particulars of the appropriate properties and projects comprising the District Facilities, prior to the expenditure of up to \$25 million in funds from Measure S, approved at the District's November 2, 2004 election.

In the 1970s and early 1980s, Santa Monica College had offered a full program of about 70 general education classes and several non-credit classes in Malibu each semester. Program reduction has occurred over time primarily due to the inability to secure sites to offer classes. The new facilities would provide for a permanent instructional facility. A copy of the Fall 1980 Schedule of Classes is attached (Appendix B).

On November 7, 2005, the Board of Trustees authorized providing \$2.5 million of bond funds to the City of Malibu for the purchase of property to be used for holding storm water. On July 7, 2008, the Board of Trustees authorized providing \$2.5 million of bond funds to the City of Malibu to be used for the construction of a wastewater facility. On April 20, 2010, the Authority approved the District's leasing of certain property within the Civic Center owned by the County of Los Angeles for use as an educational center.

County of Los Angeles Lease Agreement. On April 19, 2011, the County of Los Angeles Board of Supervisors approved a request of the Chief Executive to negotiate a 25-year ground lease with the District (with 14 five-year options to renew) of approximately 128,500 square feet of land at the Malibu Civic Center at 23555 Civic Center Way for construction of an educational facility of approximately 20,000 square feet. The District would demolish the former Sheriff's Station in order to construct the educational facility.

The total cost would be \$4,369,685. The District would prepay the equivalent of the entire net present value of the leasehold, totaling \$4,369,685, by paying for and performing the demolition of the former Sheriff's Station and other County improvements on the leasehold, and additionally to pay for and perform some portion of the County's requirements for the remainder of its Malibu Civic Center property, up to the remainder of the total cost.

Any facilities built by the District must not interfere with the County's use of retained facilities, including the Library, Courthouse, Public Works offices and garage, heliport, and communications tower. The County requires that improvements be architecturally compatible with existing facilities. The County will have the opportunity to review the site plan; and the right to approve the parking and circulation concept. A reciprocal parking easement arrangement will be negotiated so that District operations do not interfere with County operations.

The property will be restricted for use only for public educational and/or governmental purposes compatible with existing Civic Center uses and such other purposes as are approved by the County.

The County will require that the District include within its building at grade level up to 5,700 square feet for a Community Sheriff's Station and Emergency Operations and Planning Center. Also, the County will require that the building include a classroom design that would facilitate conversion into an Emergency Operations Center for local emergencies.

CEQA. Should the Chief Executive Officer and the District negotiate a proposed lease agreement for recommendation to the District's Board of Trustees, appropriate environmental findings and documentation in compliance with the California Environmental Quality Act (CEQA) will be presented to the Board of Trustees at that time. The District will be the lead agency for purposes of CEQA.

Discussion. District staff recommends that the Board of Trustees proceed with the site planning, concept studies, and environmental studies necessary to negotiate the proposed lease of County of Los Angeles property for use as an educational center. These efforts will involve coordination with the City of Malibu, the County of Los Angeles, the Malibu Public Facilities Authority, and the Los Angeles County Sheriff's Department; residents and community parties of interest; adjacent and potentially affected property owners; area utilities and service providers; Caltrans; potentially the Santa Monica-Malibu Unified School District; and the Board of Trustees, among others.

Two recommendations are included in this agenda. Shane Parker, the principal of Parker Environmental Consultants, has recent project experience in Malibu preparing an environmental study for a proposed retail, commercial, and governmental office project in the Civic Center and has worked successfully with SMC on multiple environmental study projects, including most recently SMC's Student Services and Pico Boulevard Improvements project and SMC's 2010 Facility Master Plan update. Mr. Parker would prepare the environmental documents for the District. The Parker Environmental Consultant scope of work includes traffic and circulation. Masoud Mahmoud, the principal of m2 Strategic, provides project consulting and management representation for higher education, institutional, and governmental projects. As a senior member of Pepperdine University's management team for six years, he was responsible for over \$200 million of design and construction, from feasibility to delivery. He also has twelve years of experience in various divisions of the Los Angeles County Department of Public Works and is a Malibu resident. Mr. Mahmoud would provide the District with onsite representation in Malibu.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 4, 2011

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

SUBJECT: APPOINTMENT TO CITIZENS’ BOND OVERSIGHT COMMITTEE

SUBMITTED BY: Andrew Walzer, Chair
Board of Trustees

REQUESTED ACTION: It is recommended that the Board of Trustees approve the appointment of Harrison Wills as the student representative on the Citizens’ Bond Oversight Committee.

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

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

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 4, 2011

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3

SUBJECT: COLLECTIVE BARGAINING AGREEMENT WITH CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) CHAPTER 36

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees ratify the collective bargaining contract with the California School Employees Association (CSEA) Chapter 36 for a term beginning on July 1, 2009, and ending on June 30, 2012.

SUMMARY: On May 4, 2009, the District and CSEA’s initial collective bargaining agreement proposals were presented to the Board in accordance with the public disclosure requirements of Government Code Section 3547. On June 2, 2009, the Board invited the public to make comments on the proposals and thereafter adopted the District’s initial proposal.

The district’s negotiation team and the CSEA representatives concluded negotiations on September 22, 2011. This was a long and difficult negotiation process. The parties went through impasse procedures concerning the health care provisions of Article 12, concluding with the issuance of a fact-finding report on August 22, 2011.

Negotiations following issuance of the fact-finding report produced the tentative agreement that is now before the Board for ratification. CSEA members are scheduled to vote on the agreement on October 12, 2011.

The agreement is on the District’s website at:
[http://www.smc.edu/HumanResources/HumanResourcesDepartment/Documents/SMCCD-CSEA_Agreement_July_01_2009-June_30_2012_FINAL\(9-22-11\).pdf](http://www.smc.edu/HumanResources/HumanResourcesDepartment/Documents/SMCCD-CSEA_Agreement_July_01_2009-June_30_2012_FINAL(9-22-11).pdf)

A copy of the agreement is provided as a supplement to the agenda.

MOTION MADE BY: Susan Aminoff
 SECONDED BY: David Finkel

Roll Call Vote
 Susan Aminoff Aye
 David Finkel Aye
 Nancy Greenstein Aye
 Louise Jaffe Aye
 Margaret Quiñones-Perez No
 Rob Rader Aye
 Andrew Walzer Aye
 Student Advisory: Aye

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 4, 2011

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 4

SUBJECT: **SCHEDULE OF BOARD OF TRUSTEES MEETINGS, 2012**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the schedule of meetings for 2012.

SUMMARY: Regular meetings (**in bold**) are scheduled on the first Tuesday of the month, except when indicated otherwise. Generally the third Tuesday of the month is reserved for special meetings or workshops.

Winter and summer Board Study Sessions are held on a Tuesday in February and July (hold dates).

- | | |
|---|---|
| January 10, 2012 (<i>second Tuesday</i>) | July 10 (<i>second Tuesday</i>) |
| January 24 (<i>fourth Tuesday – hold</i>) | |
| February 7 | July 24 (<i>fourth Tuesday</i>) |
| | Summer Study Session |
| February 21 | August 7 |
| Winter Study Session | August 21 (<i>hold</i>) |
| March 6 | September 4 |
| March 20 (<i>hold</i>) | September 18 (<i>hold</i>) |
| April 3 | October 2 |
| April 17 (<i>hold</i>) | October 16 (<i>hold</i>) |
| May 1 | November 13 (<i>second Tuesday</i>) |
| May 15 (<i>hold</i>) | (<i>first Tuesday is election day</i>) |
| June 5 | December 4 |
| June 19 (<i>hold</i>) | (<i>may need to be rescheduled to be held after City Council meeting</i>) |
| | December 18 (<i>hold</i>) |

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 4, 2011

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 5

SUBJECT: SECOND READING AND APPROVAL - BOARD POLICY SECTION 2405, DISTRICT-WIDE CODE OF ETHICS

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a second reading and approve the proposed Board Policy Sections 2405 – District-Wide Code of Ethics.

COMMENT: Development of a District-Wide Code of Ethics was an Institutional Objective in 2010-2011 in response to the following ACCJC Visiting Team’s recommendation:

Develop a District-Wide professional code of ethics be adopted as a Board Policy that is aligned with the mission, vision and goals and reflective of activity to support continuous improvement in all instructional, operational and service areas.

The proposed new Board Policy Section 2405, District-Wide Code of Ethics, was originally prepared by the DPAC Human Resources Planning Subcommittee, then revised and approved by the District Planning and Advisory Council on August 10, 2011. Suggestions made at the first reading on September 6, 2011 have been incorporated.

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

ARTICLE 2400 DISTRICT ENVIRONMENT

BP 2405 District-Wide Code of Ethics

The Code of Ethics applies to all members of the Santa Monica College community. The college is committed to upholding the following ethical standards in carrying out its mission, vision, values and goals:

Fairness

Members of the college community will treat others fairly.

Responsibility

Members of the college community will be responsible stewards of the public trust by ensuring the proper use of public position, public resources, and college time, and by abiding by all laws and college policies.

Integrity

Members of the college community will be guided in all their activities by a high regard for the truth and committed to making decisions in the best interests of the college.

Civility

Members of the college community will show concern for others and their ideas and will create an environment of trust, care, and respect that is sensitive to the individuality and ideas of others.

References:

Ethical issues are addressed in existing Board Policies and college documents, as follows:

- *District Mission, Vision, Values and Goals*
- *Board Policy 1230, Board of Trustees Code of Ethics*
- *Board Policy 3124, Workplace and Campus Violence*
- *Board Policy 6116, Reporting Fraud, Waste or Abuse*
- *Faculty Code of Ethics*
- *Code of Ethics for Managers*

Approved by DPAC: 8/10/2011

First Reading by Board of Trustees: 9/6/2011

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 4, 2011

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 #6-#19

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #7, #8-A, #8-B, #8-C, #13-B, #13-E

Action on Consent Agenda Excluding 7, #8-A, #8-B, #8-C, #13-B, #13-E

MOTION MADE BY: Nancy Grenstein
 SECONDED BY: Rob Rader
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

VIII. CONSENT AGENDA – Pulled Recommendations

Recommendation No. #7 – Extension of Agreements for AANAPII Project

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

Recommendation No 8 - Ratification of Contracts and Consultants

#8-A: The Works Consultant

MOTION MADE BY: Nancy Greenstein
 SECONDED BY: David Finkel
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

#8-B: Bias Chana High School

MOTION MADE BY: Nancy Greenstein
 SECONDED BY: David Finkel
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

VIII. CONSENT AGENDA – Pulled Recommendations *(continued)*

Recommendation No. 13 – Facilities

#13-B: Change Order No. 4 – Student Services Entry Garden Project

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

13-3: Amendment to Agreement for Architectural Services – Student Services and Administration Building

MOTION MADE BY: Nancy Greenstein
SECONDED BY: Margaret Quiñones-Perez
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

RECOMMENDATION NO. 6 APPROVAL OF MINUTES

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

September 6, 2011 (Regular Board of Trustees Meeting)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 4, 2011

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 7 EXTENSION OF AGREEMENTS FOR AANAPII PROJECT

Requested Action: Approval/Ratification

Provider/ Contract	Term/Amount	Service	Funding Source
Santa Monica College Foundation	Extension of current contract through December 31, 2011 (The agreement was originally approved by the Board of Trustees on May 4, 2010 in the amount of \$130,000. The funding remains the same.)	The District contracted with the SMC Foundation to develop and implement an alumni program to serve the campus community, as a component of the Asian American and Pacific Islander Achievement Project.	Asian American and Native American Pacific Islander-serving Institutions Grant (AANAPISI)/ Asian American and Pacific Islander Achievement Project
UCLA's Center for Community College Partnerships (CCCP)	Extension of current contract through December 31, 2011 (The agreement was originally approved by the Board of Trustees on May 4, 2010 and extended on July 5, 2011 in the amount of \$250,000. The funding remains the same.)	The District contracted with UCLA's Center for Community College Partnerships (CCCP), as a component of the Asian American and Pacific Islander Achievement (AAPIA) Project.	U.S. Department of Education/ Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI) Grant
<p>Comment: The Department of Education granted the AANAPISI program a 12-month no-cost extension to allow additional time to complete any unfinished grant activities and to close any unpaid invoices. The extensions to the two sub-awards will be used specifically to pay outstanding invoices for summer programs and alumni association activities that have already been carried out. No additional monies will be requested or budgeted and no new activities will be established.</p>			
<p><i>Requested by: Regina Jennings, Project Manager, Asian American & Pacific Islander Achievement (AAPIA) Project</i> <i>Approved by: Jeff Shimizu, Vice-President, Academic Affairs</i></p>			

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 4, 2011

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 8 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	The Works Consultant	October 2011 – February, 2012 \$2,100	The Consultant shall provide five professional development workshops for faculty and staff and provide all workshop materials. The workshop topics include teamwork, conflict resolution, communication skills in a diverse environment, leadership, and coaching/counseling techniques.	Faculty and Staff Diversity Grant (2011-2012 and carry over from 2010-2011) and Management Association
Requested by: Sandy Chung, Assistant Director of Human Resources Approved by: Marcia Wade, Vice President, Human Resources				
B	Bais Chana High School	9/1/2011 – 6/30/2012 Not to exceed \$6,000	The Los Angeles Universal Preschool-Early Start Pathway (LAUP-ESP) grant has provided funds for SMC/Early Childhood Education (a participant in the LAUP: ESP 2+2+2 grant) to use Bais Chana High School (also a participant in the grant) premises for conducting ECE classes for high school students interested in getting an early start in ECE while still in high school; and also for outreach activities to provide opportunities for students not enrolled in ECE classes to learn about the ECE pathway.	LAUP – ESP (100%)
Requested by: Laura Manson, Department Chair, Early Childhood Education Approved by: Jeff Shimizu, Vice-President, Academic Affairs				
C	Cathy Arias	10/15/2011 – 06/30/2012 Not to exceed 25% of revenues received.	Ms. Arias will provide advertising consulting services for <i>The Corsair</i> including the sale of advertising space in <i>The Corsair</i> and special advertising supplements.	Revenues generated by advertising in <i>The Corsair</i>
Requested by: Saul Rubin, Faculty Advisor, <i>The Corsair</i> , Communication Department Approved by: Jeff Shimizu, Vice-President, Academic Affairs				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 4, 2011

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 8 RATIFICATION OF CONTRACTS AND CONSULTANTS
(continued)

	Provider/Contract	Term/Amount	Service	Funding Source
D	Acceleration in Context	Total of \$4,500	Acceleration in Context is a statewide initiative to develop accelerated courses in basic skills. Two consultants, Tom DeWit and Sean McFarland, will prepare and conduct keynote presentations, Acceleration in Content with break-out sessions to discuss the curriculum. This shall be provided in fiscal year 2011-2012 in support of Title V grant funds.	Title V Grant
<i>Requested by: Laurie McQuay-Peninger, Director of the Title V Math/English Cooperative</i> <i>Approved by: Randy Lawson, Executive Vice President</i>				
E	Ruth Seymour	September 1 – October 31, 2011 (extension) \$3,000 per month, not to exceed \$6,000	To assist with the development and implementation of the District branding project. The contract for services to create a comprehensive visual identity system with Adams Morioka was approved by the Board of Trustees at its May meeting. Ms. Seymour will assist with the completion of the first phase of the project. The goal is to maximize District efforts currently underway for recruiting students (international and out-of-state); and in enterprises such as KCRW, Broad Stage, Emeritus, and others.	SMC Marketing 2011-2012 Budget
<i>Approved by: Don Girard, Senior Director, Government Relations, Institutional Communications</i>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 4, 2011

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9 ACADEMIC PERSONNEL

ELECTIONS

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

PROJECT MANAGERS – EXTENSION

Jennings, Regina Project Manager, AAPIA	10/01/11 – 12/30/11
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Lopez, Cynthia Project Manager, Supplemental Instruction	10/01/11 – 6/30/12
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ADJUNCT FACULTY

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 4, 2011

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 10 CLASSIFIED PERSONNEL - REGULAR

Requested Action: Approval/Ratification

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

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

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

<u>ESTABLISH</u>	<u>EFFECTIVE DATE</u>
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Student Services Clerk (1 position) Pico Partnership, 12 months/20 hours	10/04/11
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Student Services Clerk (1 position) Matriculation, 12 months/40 hours	10/04/11
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Student Services Specialist-International Students (1 position) International Students, 12 months/40 hrs	10/04/11
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SALARY REALLOCATION

Community College Police Dispatcher	10/01/11
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From: Range 22 Classified Salary Schedule

To: Range 28 Classified Salary Schedule

ACCELERATED HIRING RATE

Registered Nurse – Health Services Step E on the Classified Salary Schedule

Reference Merit Rule 12.2.4 (A)

All new employees shall be appointed at the hiring rate for the class as approved by the Personnel Commission. The hiring rate shall be the first step of the schedule except for classes where recruitment efforts have indicated difficulty in recruiting at that step. An accelerated hiring rate may be set with the approval of the Board and the Personnel Commission at any step on the schedule of the class. If an accelerated hiring rate is approved, all current employees in the class shall be advanced to that rate and shall begin a new cycle of step advancement.

ELECTIONS

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

PROMOTION

Kessler, Mark D.	09/16/11
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From: Community College Police Officer, Campus Police

To: Community College Police Sergeant, Campus Police

PROBATIONARY

Long, Carol, Supervising Personnel Analyst, Personnel Commission	10/10/11
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ADVANCE STEP PLACEMENT

Long, Carol, Supervising Personnel Analyst, Personnel Commission	Step C	10/10/11
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PERMANENT EMPLOYEE WITH PROVISIONAL ASSIGNMENT

(Working Out of Classification)

Mosher, Judith

09/16/11 – for 90 working days

From: Instructional Assistant-Math, Mathematics, 11 mos, 30 hours

To: Tutoring Coordinator, Mathematics, 11 mos, 40 hours

Percentage: 100%

SEPARATIONS

UNPAID LEAVE OF ABSENCE – PERSONAL

Pekerol, Shirstan

Community College Parking Enforcement Officer, Campus Police

10/10/11 – 10/10/12

RESIGNATION

Williams, Paul, Tutoring Coordinator, Math

09/23/11

RETIREMENT

Garcia, Jesse, Custodian, Operations (16+ years)

09/27/11

Moses, Kathleen, Athletic Activities Assistant, Athletics (26+ years)

12/30/11

Spitz, Sarah, KCRW Radio Media & Public Relations Officer, KCRW (27+ years)

12/30/11

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 4, 2011

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11 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.

Arnold, Carolyn A, Sign Language Interpreter III, Disabled Students	09/15/11-02/07/12
Basile, Frank, Accompanist-Voice Music	09/06/11-12/22/11
Bugarin, Leonore, Sign Language Interpreter III, Disabled Students	09/21/11-03/05/12
Gottesman, Judith, Accompanist-Voice Music	09/08/11-12/22/11
Hill, Tamara, Sign Language Interpreter III, Disabled Students	09/06/11-03/05/12
Nesteruk, Gary, Accompanist - Voice, Emeritus	09/08/11-02/28/12
Castaneda, Leticia, Theatre Tech Specialist, SMC Performing Arts	09/15/11-06/30/12
Hale, Jeremy, Theatre Tech Specialist, SMC Performing Arts	09/15/11-06/30/12
Jahn, Lucinda, Theatre Tech Specialist, SMC Performing Arts	09/12/11-06/30/12
Jones, Samuel, Theatre Tech Specialist, SMC Performing Arts	09/19/11-06/30/12
Strawn, Cheryl, Theatre Tech Specialist, SMC Performing Arts	09/12/11-06/30/12
Workman, Paul, Theatre Tech Specialist, SMC Performing Arts	09/16/11-06/30/12
Valle, Juan, Sign Language Interpreter II, Disabled Students	09/06/11-03/05/12

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.

Ashleigh, Sarah B, Instructional Assistant-ESL, ESL	09/13/11-03/12/12
Fox, Ronda, Instructional Assistant-ESL, ESL	09/19/11-03/12/12
Johnson, Gail G., Administrative Assistant II, Madison Theater	09/06/11-12/23/11
Ramirez, Lissette, Bookstore Clerk/Cashier, Bookstore	08/22/11-09/16/11
McAlpine, Barbara, Instructional Assistant-English, English	09/06/11-12/06/11

RECOMMENDATION NO. 12 CLASSIFIED PERSONNEL - NON MERIT

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

STUDENT EMPLOYEES

College Student Assistant, \$8.00/hr (STHP)	76
College Work-Study Student Assistant, \$8.00/hr (FWS)	124
CalWorks, \$8.00/hr	4

SPECIAL SERVICES

Community Services Specialist I, \$35.00/hr	1
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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 4, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 FACILITIES

Requested by: Greg Brown, Director, Facilities Planning
 Approved by: Robert Isomoto, Vice President, Business and Administration
 Requested Action: Approval/Ratification

13-A CONTRACT FOR NEW CARPET TILES

Award of contract to Reliable Floor Covering in the amount of \$75,788 to remove existing and furnish/install new carpet tiles at 2714 Pico Boulevard, Administration Building, second and third floors.

Funding Source: General Fund, Fund 40

13-B CHANGE ORDER NO. 4 – STUDENT SERVICES ENTRY GARDEN PROJECT

Change Order No. 4 – SOUTHBAY LANDSCAPING, INC. on the Student Service Entry Garden project in the amount of \$2,310:

Original Contract Amount	\$225,000
Previously Approved Change Orders	24,250
Change Order No. 4	<u>2,310</u>
Revised Contract Amount	\$251,560
Original Contract Time	91 days
Previous Time Extensions	<u>0 days</u>
Revised Contract Time	91 days
Time Extension this Change Order	<u>0 days</u>
Current Revised Contract Time	91 days

Funding Source: Measure S

Comment: Change Order No. 4 - Provides labor and material for changing the lettering for the project entrance sign from “Organic Garden” to “Organic Learning Garden,” the installation of a spring hinge to the main entry gate to ensure the gate is closed, even when not locked, and the modification of the bench next to the sink, shortening it to provide access to the planting area.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 4, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 FACILITIES (continued)

13-C CHANGE ORDER NO. 1 – EMERGENCY ALTERATIONS TO AIRPORT ARTS CAMPUS

Change Order No. 1 – TRIMAX CONSTRUCTION on the Emergency Alterations to Airport Arts project in the amount of \$23,984:

Original Contract Amount	\$89,800
Previously Approved Change Orders	0
Change Order No. 1	<u>\$23,984</u>
Revised Contract Amount	\$113,784
Original Contract Time	14 days
Previous Time Extensions	<u>0 days</u>
Revised Contract Time	14 days
Time Extension this Change Order	<u>0 days</u>
Current Revised Contract Time	14 days

Funding Source: Measure AA

Comment: Change Order No. 1 – Provides for relocation the existing electrical transformer to create additional maneuvering space for parking cars, the relocation of the existing palm trees and additional signage in order to safeguard availability of tenant parking and signage required to provide directional parking information to students.

13-D AGREEMENT FOR BUILDING COMMISSIONING SERVICES FOR LEED CERTIFICATION OF PERFORMING ARTS CENTER EAST WING PROJECT

Agreement with GLUMAC for Building Commissioning Services for the Performing Arts Center East Wing project for an amount not to exceed \$28,800, plus reimbursable expenses.

Funding Source: Measure AA

Comments: All projects applying for LEED certification need to have an independent third party building commissioning agent. The building commissioning includes testing, verification and adjustment of building mechanical system.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 4, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 FACILITIES (continued)

13-E AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – STUDENT SERVICES AND ADMINISTRATION BUILDING

Amend the agreement with STEINBERG ARCHITECTS for the Student Services and Administration Building for \$71,480.

Original Contract Amount	\$7,851,300
Amendment # 1	\$70,000
Amendment # 2	\$142,434
Amendment # 3	\$282,000
Amendment # 4	\$74,598
<u>Amendment # 5</u>	<u>\$71,480</u>
Total to Date	\$8,491,812

Funding Source: Measure S

Comment: This Amendment is for the redesign of the mechanical system and revisions to structural, architectural, civil and landscape required due to the connection of the Student Services Building to the new Central Chiller Plant. The fee includes coordination with the Central Plant Design team and the Division of the State Architect. Connecting the Student Services and Administration Building to the Central Plant will allow for the removal of the chiller, ice storage tanks, heat exchangers, chilled water pump and appurtenances associated with the current building design which will result in an approximate savings of \$790,000 (the savings is equipment, piping, electrical and structure to hold the heavy equipment).. The original Student Services planning occurred many years ago before a central plant was contemplated for the campus.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 4, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 FACILITIES (continued)

13-F AGREEMENT FOR ENVIRONMENTAL CONSULTING SERVICES – MALIBU CAMPUS

Agreement with PARKER ENVIRONMENTAL CONSULTANTS for Environmental Consulting Services for the Malibu Campus for an amount not to exceed \$160,800 plus reimbursable expenses.

Funding Source: Measure S

Comment: As condition of the approval of a lease agreement for the Malibu Civic Center property, the County of Los Angeles requires that the CEQA (California Environmental Quality Act) process be completed. Shane Parker, the principal of Parker Environmental Consultants, has experience working in Malibu and has worked successfully with SMC on several environmental impact reports.

13-G AGREEMENT FOR PROJECT CONSULTING SERVICES – MALIBU CAMPUS

Agreement with Masoud Mahmoud for Project Consulting Services for the Malibu Campus for an amount not to exceed \$50,000 plus reimbursable expenses.

Funding Source: Measure S

Comment: This consultant will provide the district with on site representation to coordinate the planning and entitlement process in Malibu and provide a liaison with the City of Malibu and the community. Masoud Mahmoud has extensive experience in coordinating projects in the Malibu area including projects with Pepperdine University.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 4, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

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

RECOMMENDATION NO. 15 BUDGET TRANSFERS

15-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: September 1, 2011 to September 20, 2011

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	5,000
3000	Benefits	0
4000	Supplies	1,300
5000	Contract Services/Operating Exp	-8,369
6000	Sites/Buildings/Equipment	7,069
7000	Other Outgo/Student Payments	-5,000
Net Total:		0

15-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: September 1, 2011 to September 20, 2011

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	1,768
5000	Contract Services/Operating Exp	-1,768
6000	Sites/Buildings/Equipment	0
7000	Other Outgo/Student Payments	0
Net Total:		0

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 4, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 PAYROLL WARRANT REGISTER

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

August 1 – August 31, 2011 CIA – E4C \$7,804,528.63

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

RECOMMENDATION NO. 17 COMMERCIAL WARRANT REGISTER

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

August 1 – August 31, 2011 4656 – 4700 \$10,755,041.40

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

RECOMMENDATION NO. 18 DIRECT, BENEFIT & STUDENT GRANT PAYMENTS

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

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

August 1 – August 31, 2011
 D000212 –D000330 \$ 193,470.31
 B000130 – B000196 \$2,536,951.12

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 4, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 PURCHASING

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

19-A AWARD OF PURCHASE ORDERS

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

August 1 – August 31, 2011 \$4,161,036.06

19-B AWARD OF CONTRACT FOR PRINTING OF SCHEDULE OF CLASSES

Provider/Contract	Term/Amount	Service	Funding Source
Trend Offset Printing	October 6, 2011- October 5, 2012 with two (1) year options Year 1: \$138,570.18 Year 2: \$199,969.25 Year 3: \$235,162.69 Total for three years: \$573,702.12	Award of Contract #RFP06282011-001 for printing of Schedule of Classes for Continuing Education, Academic and Emeritus College	General Fund and Continuing Education

BOARD OF TRUSTEES

SANTA MONICA COMMUNITY COLLEGE DISTRICT

REGULAR MEETING

October 4, 2011

X. BOARD COMMENTS AND REQUESTS**XI. ADJOURNMENT: 10:50 p.m.**

The meeting was adjourned in memory of **Henri Blitz**, computer instructor at Emeritus College; **Carl Burdick**, father of CSEA area labor representative Tron Burdick; **Chuck Green**, retired SMC and Emeritus College professor and father of SMC math professor Terry Green; and **Shirley Saint-Leon**, retired SMC English and Cinema instructor.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, November 1, 2011** 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: Institutional Effectiveness
2. Appointment of Personnel Commissioner
3. Quarterly Budget Report and 311Q
4. Information Item: Citizens' Bond Oversight Committee, October 19, 2011 Meeting

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 4, 2011

APPENDIX A: UPDATE: CAREER TECHNICAL EDUCATION

Submitted by: Patricia Ramos, Dean Workforce & Economic Development, Vice-Chair of Career Technical Education (CTE) Committee

Report Summary

With the growing pressure from international competition and rapid technological change, the competitive position of the Los Angeles region and the state of California in the global marketplace is largely dependent on a highly skilled workforce. As a premier educational institution in the Westside region, Santa Monica College must produce a workforce that supports the critical industries in our region, the growth of existing business, and that of emerging industries.

The Office of Workforce and Economic Development aids the District in this endeavor by applying for and managing grants that assist departments in developing new programs. We secure funding for professional development and for the purchase equipment that keeps CTE programs consistent with industry standards. We pilot not-for credit, short-term training programs and contract education in emerging industry sectors to test demand before developing credit programs in a new field.

Our recent institutional research findings from various studies show that we have much to learn and implement in order to improve outcomes for CTE students. However, this report will demonstrate that SMC CTE students are successful in ways besides earning a certificate and degree. It is clear that CTE plays an important role in SMC's and the state's college completion agendas. In addition to improving completion rates, strengthening the SMC CTE mission will help the College meet critical regional and state workforce goals, improve equity goals, and increase post-secondary productivity due to the significant number of students identified as CTE concentrators and large number of students taking CTE courses.

Career Technical Education Mission at SMC

The Career Technical Education (CTE) mission of Santa Monica College is not as well understood as its transfer mission. As such, the CTE mission at Santa Monica College has only in recent years received the needed attention. This rich and complex mission can benefit from more attention and greater understanding by College stakeholders especially when viewed within a context of state and national workforce trends and economic conditions.

Motivated by the strategic priority adopted by the SMC Board of Trustees and College governance committees, the CTE Committee of the Academic Senate, and the Office of Workforce and Economic Development have dedicated the last two years to studying patterns of CTE student enrollment and progress. The Office of Institutional Research has provided the CTE Committee with vital comprehensive data analysis and has included CTE as a focus in its research agenda.

Report Contents

This Board update contains components of a broader research agenda aimed at understanding how SMC could best promote the success of students who pursue programs in occupational fields of study. This brief report will focus on efforts underway to better understand CTE at SMC and improve outcomes. Included are updates of new CTE programs. The contents of this report include:

- Career Technical Education Infrastructure
- The new CTE-BSI Research Collaborative
- Completer/Leaver Survey highlights
- NEW CTE Programs and Updates
-

Career Technical Education Infrastructure

Career Technical Education at SMC prepares students for entry-level employment opportunities, ranging from one semester to four semesters. SMC offers numerous options spanning 9 industry sectors. Credit programs include:

- 37 CTE related Associate Degrees,
- 33 Certificates of Achievement
- 22 CTE Department Certificates

Who are CTE Student Concentrators?

31138 students enrolled in fall of 2010. A total of 7506 or 24.1% of credit students are CTE concentrators (enrolled in one or more credit courses coded SAM code 'B' or 'C').

Unit Load	Non-CTE		CTE		Total	
	Count	Percent	Count	Percent	Count	Percent
Part-time	15136	64.0%	4842	64.5%	19978	64.2%
Full-time	8496	36.0%	2664	35.5%	11160	35.8%
Total	23632	100.0%	7506	100.0%	31138	100.0%

New CTE-BSI Research Collaborative

In an effort to better understand and improve CTE outcomes, Jeff Shimizu, Vice-President of Academic Affairs, formed a committee that includes CTE and Basic Skills chairs, along with initiative administrative leaders. This collaborative research project began this summer and is funded with SB70 and BSI funds.

The main goal of this committee is to explore the possibility of 1) identifying common/ basic and technological skills needed for emerging careers SMC is currently pursuing 2) to discuss developing courses that teach basic skills in the context of occupational skills training 3) discuss innovative programs and approaches which have or could increase student success in CTE areas.

Understanding barriers to completion is critical to improving outcomes. Data reviewed includes: CTE awards and degrees; time to completion of awards; Basic Skills status. We are also seeking to know how many students satisfy certificate requirements but fail to earn one and why? We also hope to better understand what levels of English and math certificates should require. What are the major barriers to completion in CTE? Could this committee contribute to intervention strategies to improve CTE outcomes? Although this committee has met only a few times, we have reviewed best practices, and analyzed research data provided. The following is a sample of some preliminary findings:

- The persistence and graduation of CTE concentrators is low
 - The persistence may be low because of the course reductions; how can we keep courses open to help the progress of students, especially in courses that are only offered once a year
- A large proportion of CTE concentrators already have degrees
 - How can we serve the professional development students or those who only come to us for courses only and not a certificate or degree?
- CTE students with degrees still enroll in basic skills courses
 - It is clear that we should still focus on math and English skills in the CTE courses as degree holders still enroll in these courses.

Implementing more effective instructional practices could mean including student-centered models, peer group support, accelerated courses, and courses that teach basic skills in the context of occupational skills training. These are all things we have done quite successfully with Promo-Pathway. However, contract funding has allowed for the unique design of services in this relatively small program (25 students). The challenge is creating programs which impact larger numbers of students.

The committee includes: Chris Fria, Frank Dawson, Fariba Bolandhemat, Vicki Drake, Laura Manson, Susan Sterr, Laura Campbell, Alan Emerson and Counseling Chair, Laurie Guglielmo. The administrators include Roberto Gonzalez, Maria Leon-Vasquez, Hannah Alford, and Tricia Ramos.

Early recommendations from the committee include exploring the feasibility of:

- Implementing an online portal to collect departmental certificates so we can count them as successes; right now, there is no systematic way to collect and store this information and it varies from department to department
- Advertising certificates via counseling
- Offering math modular courses that are self-paced and are CTE program specific. Encourage students to take these courses before or while enrolled in CTE courses in order to serve the students with varying math levels in CTE courses
- Implementing writing across the curriculum with broad CTE themes (technology, education, etc.)
- Administering a survey in the beginning of the CTE courses to capture students who just want to take one course and update contact information

Completer/Leaver Survey

Tracking employment outcomes of CTE students is critical to the success our programs and it is a major challenge for college personnel. Having this information would allow the college to better understand the impact of our educational programs in CTE. Therefore, the CTE Committee used Perkins funds to pilot a qualitative study conducted by our Office of Institutional Research. The college surveyed 1,232 former CTE students who earned a career certificate or associate degree (Completers) and those who took substantial coursework in a CTE program but did not receive an award (Leavers). Students returned 173 surveys for a response rate of 14.0%.

The following points summarize the major findings of the survey study. To view survey and findings in its entirety, visit:

http://www.smc.edu/EnrollmentDevelopment/InstitutionalResearch/Documents/Reports/Career_Technical_Education/2011CTECompletersLeaversSurvey.pdf

- About 43% of survey respondents had earned an associate or higher degree prior to enrolling at SMC. The large proportion of former CTE students who already have a degree implies that a certificate, degree, or transfer goal may not apply to all students.
- A larger proportion of Leavers (32.7%) reported that the primary reason for attending SMC was to obtain or update job-related skills or for personal enjoyment or self-improvement than Completers (9.3%). The data has implications for using award completion as the sole measure for CTE student success. Nearly one-third of Leavers indicate that their primary educational goal at SMC was not to earn a certificate, degree, or transfer but to obtain or obtain job skills or for professional or personal development. Therefore, it is important to identify other measures of student success.
- Although they left the college without earning a certificate or degree, a large majority of Leavers (84.4%) reported that they were satisfied with the education they received at SMC.
- A large majority of survey respondents reported that the courses at SMC helped them obtain their current job, advance in their current job, improve their job performance, and or improve their overall employability. Disproportionately fewer Leavers reported that SMC helped them on all four points when compared with Completers; however, the percentages of Leavers who indicated that SMC did help them were still high (64% to 76%). Although they did not earn a certificate or degree, a large majority of Leavers reported benefits of attending SMC, including obtaining or advancing in their current employment and improving their job performance and overall employability.
- On average, students reported a gain of \$5.41 in hourly wage when comparing their wages before and after attending SMC.
- Overall, with the exception of dental, survey respondents reported a gain in benefits, including medical, vision, retirement, vacation, and paid sick leave. A fewer proportion of Leavers reported having these benefits after leaving SMC when compared with before their education at SMC; however, Leavers reported a 20% gain in opportunities for pay increases and 27% gain in opportunities for promotion after leaving SMC.
- A large majority of survey respondents reported using general work, computer/technology, interpersonal, reading and writing, and math skills in their current jobs.

This finding has implications for the curriculum of CTE programs. In addition to discipline-specific knowledge and skills, survey respondents reported using soft skills in their jobs on a regular basis.

- Among the options listed for the primary reason Leavers left SMC without earning a certificate or degree, the highest proportions of students (15% each) reported that they did not have enough time for classes or transferred to another college. Twelve or 14% of the respondents indicated that they reached their goal and earned a departmental certificate.

The finding suggests that students who leave SMC may have other reasons besides academics. In addition, a large number of former students reported they left the college because they earned a departmental certificate. Although the Chancellor's Office does not recognize the departmental certificate as a formal award, students recognize it as an achievement.

Emerging CTE Program and Funding Updates

New programs are added in response to emerging industries and careers in our region. Several of these are credit programs that have already begun. Others have completed the curriculum process and will launch in the next academic year. Some have begun as contract education. Programs described below (with the exception of Resource and Recycling Management) are still in the development stage and must complete the curriculum and certificate/degree process. Two have launched in the 2010-2011 academic year and two will launch in 2011-2012. What makes these programs unique and exciting is their interdisciplinary content and design.

Promo-Pathway

The viewing audience is rapidly changing into a diverse demographic with unique social cultural realities, varied product and programming interests, and divergent ways of using technological platforms. Despite this change and diversified psychographic landscape, marketing departments at many entertainment companies and networks remain in large part ethnically and culturally homogenous, struggling to produce marketing strategies that effectively connect to diverse populations.

This unique education initiative gives young creative talent the opportunity to develop promo-editing-marketing skills. The pathway exposes students to arts education and leads into intensive program focused specifically on promo production. There exists a relative lack of diverse perspectives, experiences, and identities in on and off air, media strategy and planning, PR, communications, promo, graphic design, motion design, broadcast and interactive media. The program is focused on building a sustainable diverse talent pipeline for the media/entertainment marketing industry with strong industry collaboration. The pathway provides basic remediation skills when needed. Santa Monica College is the first institution in the nation to offer this unique degree program.

The Promo Pathway program has been developed with contract education funding provided by South Bay Center for Counseling in association with the industry trade organization Promax. Communication Department chair Frank Dawson has designed the new curriculum and program.

View a short documentary about SMC's first Promo Pathway program produced by Promax on SMC's iTunes U or use the following link: http://www.youtube.com/watch?v=WfcwOtjK_Hk

New classes include:

Broadcasting 20: "Introduction to Writing and Producing Short-Form Media" (CSU)

Broadcasting 21: "Short-Form Visual Media Production" (CSU)

Medical Laboratory Technician (MLT)

A new occupation in California has emerged whose purpose is to alleviate the clinical laboratory workforce shortage, which is by most industry estimates, in a crisis.

Recently licensed by the state of California, the Medical Laboratory Technician (MLT) is being touted as the needed middle step in the clinical laboratory career ladder— bridging the gap between the lower rung jobs of Phlebotomist and Laboratory Assistant and the high rung job of Clinical Laboratory Scientist (CLS), which is most in demand. This creates an opportunity for Santa Monica College because Medical Laboratory Technicians only require a two-year associate degree.

The MLT program has received funding from UCLA Medical Center for nearly \$400,000 for two years. It requires and has strong industry commitment (with UCLA and St. John's Hospitals). Currently only three community colleges in the state are operating an MLT program. The MLT program will be housed in the Life Sciences academic department and will launch in Fall, 2012. New courses include:

MLT 1: "Introduction to Clinical Laboratory Profession" (1 unit, CSU)

MLT 2: "Hematology, Coagulation, Urine and Body Fluid Analysis" (5 units, CSU)

MLT 3: "Blood Banking and Immunology" (5 units, CSU)

MLT 4: "Clinical Chemistry" (5 units, CSU)

Resource and Recycling Management Program

Through a Department of Labor grant, SMC is leading a consortium of community colleges and environmental advocates to provide training and education programs that supports the growth of recycling and resource management industry. The project serves both Los Angeles and Orange County. This training and education program began in July, 2010 with industry not-for-credit training and launched is much anticipated academic program this Fall, 2011. It compliments SMC's sustainable technologies program and is housed in the Earth Sciences Department.

In collaborating with faculty at Irvine Valley College and Golden West College, as well as industry partners, this Community-Based Job Training will likely become a become national model. The program demonstrates SMC's commitment to environmental and ecological responsibility. The new core courses in this program are:

RRM 1: "Introduction to Resource Management" (CSU; Global Citizenship)

RRM 2: "Culture and Zero Waste" (CSU)

RRM 3: "Resource Management and Zero Waste for Communities" (CSU)

RRM 4: "Resource Management and Zero Waste in Business" (CSU)

Homeland Security

Homeland Security is the largest agency in the federal government. Homeland Security/Emergency Management is a program that has the potential for enormous growth and variety, outside of a traditional criminal justice program.

Through the hard work and diligence of a small team of administrative staff led by Al Vasquez, Santa Monica College has been selected to participate in the Transportation Security Agency (TSA) contract training program. Though implementation of the TSA contract training program is pending further negotiations, it is indeed an honor to have been selected to train LAX's Transportation Security Officers (TSOs) as it is the largest base in the nation. TSA training will be the first focus under a larger Homeland Security program envisioned. The curriculum and new certificate of achievement program are currently under development.

The program will to every extent possible, align with existing training academies and universities that offer programs that students can articulate to. Other planned Homeland Security programming could include curriculum in cyber security, emergency management and prevention, and terrorism in a geo-political context.

BOARD OF TRUSTEES Santa Monica Community College District	ACTION October 4, 2011
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APPENDIX B: SMC SCHEDULE OF CLASSES - MALIBU



FALL '80 SCHEDULE OF CLASSES
SEP 15, 1980 - FEB 2, 1981

Santa Monica College

P. Melkonian Allan

Malibu



ACCOUNTING

ACCTG 1 PRINCIPLES OF ACCOUNTING 4 UNITS
Prerequisite: Math 23 or Bus 38.
 4016 7-8:30 TT MALIBU Ryan K S
Above Section 4016 Meets At Malibu Park Jhs Rm 5

ART HISTORY

ART 2 ART HISTORY II 3 UNITS
The Development of Western Art From the Gothic Period to the 19th Century With Emphasis Upon the Cultural, Social, Political and Economic Factors That Influenced Its Evolution.
 4075 8:30-8:30 TUES MALIBU Stothart H
Above Section 4075 Meets At J Paul Getty Museum, 17086 Pacific Coast Hwy.

ART AND CRAFTS

For All Photo Classes See Photography. For Classes in Interior Design See Either Home Economics or Construction Technology.

ART 10A DESIGN I 2 UNITS
The Principles and Elements of Design: Line, Color, Mass, Value & Texture in Two-Dimensional Applications.
 4080 6-10 TUES MALIBU Ruckler K C
Above Section 4080 Meets At Malibu Park Jhs Rm B

ART 15 LETTERING 2 UNITS
Calligraphy: the Study of Hand Written Letter Forms and Type Faces. Styles, Proportion, Lay-Out and Spacing As Applied in Personal Correspondence, Advertising, Layout & Brochures.
 1097 12-4 WED MALIBU Lorden P G
Above Section 1097 Meets At Malibu Park Jhs Rm B

ART 20B DRAWING II 2 UNITS
Prereq- Art 20a.
Continuation of Art 20: Emphasis On Composition and Development of Individual Expression, Introduction to Color and Figure Drawing. Material Fee of \$5.00 Payable At Registration.
 4118 6-10 WED MALIBU Blaisdell D C
Above Section 4118 Meets At Malibu Park Jhs Rm B

ART 21A DRAWING III, BEGINNING FIGURE 3 UNITS
Prereq- Art 20b. Recommended Art 10a.
Continuation of Art 21: Drawing the Skeletal and Muscular Structure of the Human Figure in Black & White and Color. Material Fee of \$10.00 Payable At Registration.
 1114 9-12 MW MALIBU Staff
Above Section 1114 Meets At Malibu Park Jhs Rm B

ART 30 PAINTING I, WATER COLOR 2 UNITS
Prereq- Art 10a or 20a.
Beginning Painting in Water Color, Acrylic and Collage. Color Use and Composition Applied in Still Life and Landscapes.
 1119 12-4 MON MALIBU Blaisdell D C
Above Section 1119 Meets At Malibu Park Jhs Rm B

ART 40A SCULPTURE I 2 UNITS
Material Fee of \$10.00 Payable At Registration. Formal and Special Problems in Sculpture, Emphasizing Design and Construction Techniques in Wood, Plaster, Metal and Clay.
 1133 12-4 THURS MALIBU Stothart H
Above Section 1133 Meets At Malibu Park Jhs Rm B For Its First Two Sessions. Beginning With the Second Session Class Will Meet in Open Air Amphitheatre. Theme: Stone & Wood Sculpting.

ASTRONOMY

ASTRON 3 STELLAR ASTRONOMY WITH LABORATORY 4 UNITS
Not Open For Credit For Students Who Have Completed Astronomy 1a. Material Fee of \$2.00 is Payable At Registration.
 4177 7-10 MW MALIBU Barnes L J
Above Section 4177 Meets At Malibu Park Jhs Rm B

AUTOMOTIVE TECHNOLOGY

AUTO 900 BASIC AUTO CARE 0 UNITS
Fundamental Instruction in Care and Maintenance As Well As Simple Repairs and Clay.
 7206 10-12 SAT MALIBU Strackewald J E
Above Section 7206 Meets At Malibu Park Jhs Rm B

AUTO 901 ADVANCED AUTO CARE AND REPAIR 0 UNITS
 7207 8-10 SAT MALIBU Strackewald J E
Above Section 7207 Meets At Malibu Park Jhs Rm B

BIOLOGICAL SCIENCES

Students Must be Present At First Meeting of Science Classes to be Assured of Admission. See Other Courses Under Anatomy, Botany, Microbiology, Physiology, and Zoology.

BIOL 15N MARINE BIOLOGY—NONLABORATORY 3 UNITS
 4242 7-10 WED MALIBU Perry R B
Above Section 4242 Meets At Malibu Park Jhs Rm 104.

BIOL 25 HUMAN BIOLOGY 3 UNITS
 4248 7-10 THURS MALIBU Cornett F D
Above Section 4248 Meets At Malibu Park Jhs Rm C

HORT 901 HOME GARDENING AND PLANT GROWING 0 UNITS
 7870 9-12 SAT MALIBU Ryan K S
Above Section 7870 Meets At Malibu Park Jhs Rm B & Deals With Home Gardening and Plant Growing.

NATURE STUDIES

NATURE 900 FIELD NATURE STUDIES 0 UNITS
Comparative Study of Geography, Birds, Wild Animals, Beaches, Mountains and Interest Points of Malibu and Bay Area. Will Involve Field Trips.
 8220 9-12 SAT MALIBU Foley M F
Above Section 8220 Meets At Malibu Park Jhs Rm B

Section Numbers 4000-4999 are Evering College Classes

BUSINESS

See "Law" For Course In Consumer Law.
BUS 1 INTRODUCTION TO BUSINESS 3 UNITS
 4271 7-10 WED MALIBU Staff
 Above Section 4271 Meets At Malibu Park Jhs Rm 2

CINEMA

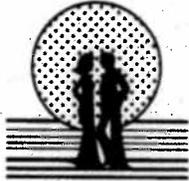
For Cinematography See Photo 25. Also See Engl 40 and Various Section of Engl 1 For Courses Which Emphasize Film.

CINEMA 2 THE POPULAR FILM GENRES (2,3) 3 UNITS
 \$8.00 Material Fee Payable At Registration.
 4377 7-10 MON MALIBU Bradley D S
 Above Section 4377 Meets At Malibu Park Jhs Rm C With the Theme: "Films of Crime and Detection." Traces Their Development With Emphasis On the Late 1930'S Through the Early 1950'S.

COMMUNICATION

COMM 9 INTRODUCTION TO SCRIPTWRITING 3 UNITS
 4390 7-10 TUES MALIBU Kaplan B D
 Above Section 4390 Meets At Malibu Park Jhs Rm C

COMM 10 ADVANCED SCRIPT WRITING 3 UNITS
 Prereq: Cms 9 or Equiv.
 4396 7-10 TUES MALIBU Kaplan B D
 Above Section 4396 Meets At Malibu Park Jhs Rm C



DANCE

DANCE 35A BEGINNING SOCIAL BALLROOM DANCE 1 UNITS
 4477 7-8-15 MON MALIBU Tholan B B
 Above Section 4477 Meets At Civic Center, 23525 Civic Center Way.

ESL-NONCREDIT ADULT EDUCATION

ENGLSH 900 ENGLISH AS A 2ND LANGUAGE-LEVEL 1-4 0 UNITS
 Register In Class—Meticulously En-La-Classe— All Enl Students Should Register In The Course. Students Will Be Placed In Their Grade Level After Registration.
 7747 7-8 TT MALIBU Wilkens F J
 Above Section 7747 Meets At Malibu Park Jhs Rm 3

ENGLISH COMPOSITION

Courses Below Open to Students in English Placement Group A. Make Appointment For Placement Test When Applying For Admission or Anytime in the Lrc Before Enrolling.

ENGL 1 READING AND COMPOSITION I 3 UNITS
 1582 9-12 THURS MALIBU Ashton A D
 Above Section 1582 Meets At Malibu Park Jhs Rm A

ENGL 30A BEGINNING CREATIVE WRITING 3 UNITS
 1654 9-12 TUES MALIBU Dodge R H
 Above Section 1654 Meets At Malibu Park Jhs Rm C

ENGL 30B ADVANCED CREATIVE WRITING 3 UNITS
 Prereq: Engl 30a
 1660 9-12 TUES MALIBU Dodge R H
 Above Section 1660 Meets At Malibu Park Jhs Rm C

Section Numbers 4000-6990 are Evening College Classes

Reading is
 to the mind
 what exercise
 is to the
 body.
 (R. Steele)

SANTA MONICA COLLEGE

Section Number	Time	Room	Instructor
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ENGLISH LITERATURE

Enrollment In Courses Below Not Recommended For Students Who Have Not MET Eligibility Requirements For English 1.

ENGL 2 READING AND COMPOSITION II 3 UNITS
 Introduction to Literature
 1607 12-3 MON MALIBU Ashton A D
 Above Section 1607 Meets At Malibu Park Jhs Rm A

ENGL 19 CHILDRENS LITERATURE 3 UNITS
 1622 3:30-6:30 MON MALIBU Purucker M I
 Above Section 1622 Meets At Malibu Park Jhs Rm C

ENGL 27C A SELECTED WRITER—MARK TWAIN 1.5 UNITS
 1648 12-3 TUES MALIBU Dodge R H
 Above Section 1648 Meets At Malibu Park Jhs Rm C For Nine Weeks Starting Sept 16

ENGL 27E A SELECTED WRITER—ERNEST HEMINGWAY 1.5 UNITS
 1650 12-3 TUES MALIBU Dodge R H
 Above Section 1650 Meets At Malibu Park Jhs Rm C For Nine Weeks Starting Nov 18

ENGL 52 LITERATURE OF BIBLE: NEW TESTAMENT. 3 UNITS
 1673 3:30-6 TUES MALIBU Reeves G N
 Above Section 1673 Meets At Malibu Park Jhs Rm C

FRENCH

Additional Hours in the Language Lab to be Arranged For French 1 and 2.

FRENCH 1N ELEMENTARY FRENCH I 5 UNITS
 4771 7-8-9 AM MALIBU Prevostat M L
 Above Section 4771 Meets At Malibu Park Jhs Rm 3

FRENCH 31A PRACTICAL FRENCH 3 UNITS
 For Basic Conversation in Professional & Travel Situations With Emphasis On Vocabulary, Set-Up Phrases and Idiomatic Expressions. Course Given General Enrollment. Receive Credit Only.
 1783 12-3 PM MALIBU Prevostat M L
 Above Section 1783 Meets At Malibu Park Jhs Rm C

GEOGRAPHY

GEOG 21 COASTAL NAVIGATION 3 UNITS
 Prereq: None
 4802 7-10 MON MALIBU Staff
 Above Section 4802 Meets At Malibu Park Jhs Rm 104

GEOLOGY

GEO 31 INTRO TO PHYSICAL OCEANOGRAPHY 3 UNITS
 4809 7-10 TUES MALIBU Yendes T
 Above Section 4809 Meets At Malibu Park Jhs Rm 206



SANTA MONICA COLLEGE

Section Number	Time	Room	Instructor
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HISTORY

HIST 11 HISTORY OF THE U.S. TO 1865			
1865	9-12 FRI	MALIBU	Stromberg H L
Above Section 1865 Meets At Malibu Park Jhs Rm C			
HIST 20 HISTORY OF CALIFORNIA			
4884	7-10 WED	MALIBU	McGrath R D
Above Section 4884 Meets At Malibu Park Jhs Rm B			

HOME ECONOMICS

HME EC 43 SEWING LABORATORY (1,1)			
4919	7-10 MON	MALIBU	Knowles C L
Formerly Home Econ 40 or Some Sewing Unit Formerly Hme Ec 10b and 11b Above Section 4919 Meets At Malibu Park Jhs Rm 101			
HME EC 60 INTERIOR DESIGN I			
1932	9-12 TT	MALIBU	Staff
Course Includes Floor Plans, Furniture, Choice of Color, Etc. Formerly Hme Ec 15 Above Section 1932 Meets At Malibu Park Jhs Rm B			
HME EC 67 HISTORY OF FURNITURE			
1940	4-6:50 TUES	MALIBU	Blenker F R
Formerly Hme Ec 6 Above Section 1940 Will Meet At the J Paul Getty Museum, 17085 Pacific Coast Hwy.			

HUMAN DEVELOPMENT AND TESTING

Four Units Maximum Credit Allowed For Human Development Courses.

HUMDEV 13 PERSONAL AND SOCIAL AWARENESS			
1893	9-11 MON	MALIBU	Sanson D F Sears K B
Unless Otherwise Noted, Meets First Eight Weeks Only in Regular Semesters. Above Section 1893 Is A Nine Week Class, Beginning Sept 15, and Meets At Malibu Park Jhs Rm A			
HUMDEV 14 ASSERTIVENESS TRAINING			
2000	9-11 MON	MALIBU	Sanson D F Sears K B
Unless Otherwise Noted, Meets First Eight Weeks Only in Regular Semesters. Above Section 2000 Is A Nine Week Class, Beginning Nov 17, and Meets At Malibu Park Jhs Rm A			



MATHEMATICS

Placement Test Required. Students Who Wish to Enroll in Math 2,7,20,23,31,311, or 64 Must Take A Math Placement Test in the Learning Center Prior to the First Class. Bring Test Score or Proof of Prerequisite to Class On First Day.

MATH 31 ELEMENTARY ALGEBRA			
5094	7-10 THURS	MALIBU	Kay K E
Placement Test Required. See Details At Beginning of Math Listings. Above Section 5094 Meets At Malibu Park Jhs Rm 7			

MUSIC

Some Performance Courses Require Auditions During First Week of Class.

MUSIC 32 APPRECIATION OF MUSIC			
2824	9-12 FRI	MALIBU	Clark M R
Malibu Park Jhs H.S. Rm-A			
MUSIC 54A POPULAR GUITAR—LEVEL I			
5202	6-8 TUES	MALIBU	Whelan J T
For Students With No Previous Experience in Guitar. Above Section 5202 Meets At Malibu Park Jhs Rm 303			
MUSIC 57B CLASSICAL GUITAR—LEVEL II			
5217	9-10 PM TUES	MALIBU	Whelan J T
Formerly Music 57a or Equivalent. Above Section 5217 Meets At Malibu Park Jhs Rm 303			

PHOTOGRAPHY

For News Photography See Journalism 21

PHOTO 1 INTRODUCTION TO PHOTOGRAPHY			
2299	9-11 FRI	MALIBU	Haldeman M V
Introduction For All Students. Camera With Manual Light Control and Focus Required. Lecture Only.			
5308	7-9 MON	MALIBU	Parackor F J
Above Section 2299 Meets At Malibu Park Jhs Rm A Above Section 5308 Meets At Malibu Park Jhs Rm 303			

PHYS EDUC - PHYSICAL FITNESS

All Phys. Ed. Courses Are Coed Unless Otherwise Indicated.

PHY ED 23W BASIC MOVEMENT FOR BODY CONDITIONING			
5268	6:45-7 MON	MALIBU	Thelen B B
A Balanced Program of Exercises For Women, Designed to Enhance Physical Fitness, A Sense of Rhythm, and Good Body Mechanics. Above Section 5268 Meets At Malibu Civic Center, 23525 Civic Center Way.			
PHY ED 58A YOGA			
2471	1-2:15 MTH	MALIBU	Devaski L
Above Section 2471 Meets At Malibu Civic Center, 23525 Civic Center Way.			
PHY ED 58B INTERMEDIATE YOGA			
2476	2:15-3:30 MTH	MALIBU	Devaski L
Above Section 2476 Meets At Malibu Civic Center, 23525 Civic Center Way.			
2477	3:30-4:45 MTH	MALIBU	Devaski L
Above Section 2477 Meets At Malibu Civic Center, 23525 Civic Center Way.			

PHYS EDUC - INDIVIDUAL SPORTS

All Phys. Ed. Courses Are Coed Unless Otherwise Indicated.

PHY ED 16A EQUESTRIAN EDUC-BEGINNING WESTERN			
2368	1-3 TUES	MALIBU	Wyllie J
2369	1-3 WED	MALIBU	Wyllie J
2370	1-3 FRI	MALIBU	Wyllie J
Fee \$85.00 Per 18 Week Semester Will Be Collected At First Meeting in Firestone Fieldhouse, Rm 124, Pepperdine Univ., Malibu.			
PHY ED 16B EQUESTRIAN EDUC-INTERMED WESTERN			
2371	1-3 TUES	MALIBU	Wyllie J
Prereq: PE 15a or Riding Test Fee \$85.00 Per 18 Week Semester Will Be Collected At First Meeting in Firestone Fieldhouse, Rm 124, Pepperdine Univ., Malibu.			
PHY ED 16C EQUESTRIAN EDUC-BEGINNING ENGLISH			
2372	1-3 WED	MALIBU	Wyllie J
Prereq: PE 15a or Riding Test Fee \$75.00 Per 8 Week Semester Session or 6 Week Summer Session. Allow 30 Minutes Travel Time to Stables.			
PHY ED 16D EQUESTRIAN EDUC-INTERM ENGLISH			
2373	1-3 FRI	MALIBU	Wyllie J
Prereq: PE 15a or Riding Test Fee \$85.00 Per 18 Week Semester Will Be Collected At First Meeting in Firestone Fieldhouse, Rm 124, Pepperdine Univ., Malibu.			
PHY ED 54A BEGINNING TENNIS, FIRST LEVEL			
2423	9-4:5-11 TT	MALIBU	Gaskins W
Students Must Provide Their Own Tennis Rackets and One Can of Tennis Balls. Above Section 2423 Meets At Malibu Riding & Tennis Club, 33805 Pacific Coast Hwy.			
PHY ED 54B BEGINNING TENNIS, SECOND LEVEL			
2433	1-2:15 TT	MALIBU	Gaskins W
Prereq: Phy Ed 54a or 3rd Consent Students Must Provide Their Own Tennis Racket and One Can of Tennis Balls. Above Section 2433 Meets At Malibu Riding and Tennis Club, 33805 Pacific Coast Hwy.			
PHY ED 54C INTERMEDIATE TENNIS			
2445	2:30-3:45 TT	MALIBU	Gaskins W
Prereq: Phy Ed 54b or 3rd Consent Students Must Provide Their Own Tennis Racket and One Can of Tennis Balls. Above Section 2445 Is For More Advanced Students and Will Meet At Malibu Riding and Tennis Club, 33805 Pacific Coast Hwy.			

POLITICAL SCIENCE

POL SC 1 NATIONAL AND CALIFORNIA GOVERNMENT			
2508	9-12 WED	MALIBU	Kochevl D
Above Section 2508 Meets At Malibu Park Jhs Rm C			
POL SC 14 MIDDLE EAST GOVERNMENT AND POLITICS			
2522	12-3 WED	MALIBU	Kochevl D
A Previous Course in Political Science or History Is Recommended. Formerly Pol Sc 20 Above Section 2522 Meets At Malibu Park Jhs Rm B			

PSYCHOLOGY

See Human Development For Courses in Educational and Vocational Planning and Personnel Awareness. See Sociology 12 or Home Economics 31 For Marriage and Family Living Courses.

PSYCH 1 GENERAL PSYCHOLOGY			
5862	7-10 WED	MALIBU	Poole K A
and Humanistic Interpretations of the Normal Human Mind and Behavior. Above Section 5862 Meets At Malibu Park Jhs Rm C			
PSYCH 14 ABNORMAL PSYCHOLOGY			
2583	12-3 WED	MALIBU	Staff
Prereq: Psych 1 Current Theories Explaining Biological, Environmental, Social and Psychological Determinants of Psychopathology and Behavioral Deviation. Above Section 2583 Meets At Malibu Park Jhs Rm A			

Section Numbers 4000-5999 are Evening College Classes

SANTA MONICA COLLEGE

Section Number	Time	Room	Instructor
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REAL ESTATE

See RI Est 16 For Continuing Education Requirement.

- RL EST 1 REAL ESTATE PRINCIPLES** 3 UNITS
 5632 7-10 TUES MALIBU Carpenter P
 Above Section 5632 Meets At Union Federal S&L, 23861 Pacific Coast Hwy.
- RL EST 5 LEGAL ASPECTS OF REAL ESTATE** 3 UNITS
 Prereq: RI Est 1
 5638 7-10 MON MALIBU Staff
 Above Section 5638 Meets At Union Federal S&L, 23861 Pacific Coast Highway.
- RL EST 9 SINGLE FAMILY APPRAISAL** 3 UNITS
 Prereq: RI Est 1
 5646 7-10 THURS MALIBU Staff
 Above Section 5646 Meets At Malibu Library, 23525 Civic Center Way.

RELIGIOUS STUDIES

- REL ST 52 LITERATURE OF BIBLE: NEW TESTAMENT.** 3 UNITS
 2626 3:30-6 TUES MALIBU Reeves G N
 Above Section 2626 Meets At Malibu Park Jhs Rm C

SPANISH

Additional Hours in the Language Lab to be Arranged For Spanish 1 and 2.

- SPAN 1N ELEMENTARY SPANISH I** 5 UNITS
 5731 7-8:30 MW MALIBU Morin J O
 Above Section 5731 Meets At Malibu Park Jhs Rm 7
- SPAN 31A PRACTICAL SPANISH** 3 UNITS
 For Basic Communication in Trade, Professional & Travel Situations With Emphasis On Vocabulary, Set-Up Phrases and Idiomatic Expressions. Course Gives General Education Elective Credit Only.
 2745 12-3 TUES MALIBU Morin J O
 Above Section 2745 Meets At Malibu Park Jhs Rm A

SPEECH

- SPEECH 1 ELEMENTS OF PUBLIC SPEAKING** 3 UNITS
 5761 7-10 TUES MALIBU Whelan M A
 Above Section 5761 Meets At Malibu Park Jhs Rm 7

THEATRE ARTS

All Students Enrolled in Any Theatre Arts Class Should Enroll Concurrently in Th Art 4—Dramatic Digest. Pre-Enrollment Auditions Are Required For Th Art 47 & 48 Production Classes.

- TH ART 2 INTRODUCTION TO THE THEATRE** 3 UNITS
 Prereq: None. Th Arts Majors Enroll In Ta 5
 Survey of the Various Facets of 'The Theatre': Stage, Television, Radio & Film. Provides A Basis For Criticism of Theatrical Productions. Students Purchase Theatre Tickets For \$15-\$20.
 5768 7-10 THURS MALIBU Staff
 Above Section 5768 Meets At Malibu Civic Center, 23525 Civic Center Way.
- TH ART 40 INTRODUCTION TO ACTING** 3 UNITS
 Prereq: None. Th Art Majors Enroll In Ta 42
 Introduction to the Fundamentals of Acting Through the Use of Body and Voice in Improvisational Exercises and Theatre Games.
 5791 7-10 THURS MALIBU Mondesire J O R
 Above Section 5791 Meets At Malibu Park Jhs Rm B
- TH ART 42 BEGINNING APPLIED ACTING** 3 UNITS
 Prereq: Pac Th Art 20,26 or 30 Concurrently
 Designed For Theatre Arts Majors, Class Stresses Acting Techniques, Character Building, Scene Performance and Analysis of Selected Plays. Formerly Ta 44.
 5795 7-10 WED MALIBU Mondesire J O R
 Above Section 5795 Meets At Malibu Civic Center, 23525 Civic Center Way.

BUSINESS

Community Service Classes.

- BUS C06 INVESTMENTS** 0 UNITS
 7326 7-10 WED MALIBU Hall D V
 Learn How to Put Your Money to Investment Growth Through Stocks and Bonds
 Above Section 7326 Meets 3 Weeks Starts 10/29 Malibu Park Jr High 30215 Morning Drive. Fee\$12.



PERSONAL DEVELOPMENT

Community Service Classes

- PERDEV C06 GREAT NEW IDEAS** 0 UNITS
 6263 7-10 WED MALIBU Staff
 Above Section 6263 Meets 4 Wednesdays Starts 10/1. Lecture Class On the Science, Statistics, And Strategies of Tennis. Fee \$17.

PHOTOGRAPHY

Community Service Classes.

- PHOTO C01 TIPS ON PHOTOGRAPHY** 0 UNITS
 A Guide to Photo Techniques As Camera, Angle, Light and Subject Matter.
 6334 7-10 TUES MALIBU Staff
 Above Section 6334 Meets 1 Tuesday 10/7. Deals With the Unusual and Special Effects That Can be Achieved With A Camera. \$5

Section Numbers 4000-6000 are Evening College Classes

