A G E N D A

SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING

JULY 5, 2011

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

Board Room (Business Building Room 117)

5:30 p.m.– Closed Session
7:00 p.m. – Public Meeting

The complete agenda may be accessed on the
Santa Monica College website:
http://www.smc.edu/admin/trustees/meetings/

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

PUBLIC PARTICIPATION
ADDRESSING THE BOARD OF TRUSTEES

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

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

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

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

    General Public Comments and Consent Agenda

    *   The card to speak during Public Comments or on a Consent Agenda item must be submitted to the recording secretary at the meeting **before** the Board reaches the Public Comments section in the agenda.

    *   Five minutes is allotted to each speaker per topic for general public comments or per item in the Consent Agenda. The speaker must adhere to the topic. Individuals wishing to speak during Public Comments or on a specific item on the Consent Agenda will be called upon during Public Comments.

    Major Items of Business

    *   The card to speak during Major Items of Business must be submitted to the recording secretary at the meeting **before** the Board reaches that specific item in the Major Items of Business in the agenda.

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

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

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

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

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

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BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 5, 2011

A GENDA

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

5:30 p.m.	*Call to Order*
	Closed Session
7:00 p.m.	*Public Meeting*

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

A   <u>CALL TO ORDER</u>

B   <u>ROLL CALL</u>
Dr. Andrew Walzer, Chair
Dr. Margaret Quiñones-Perez, Vice-Chair
Dr. Susan Aminoff
Judge David Finkel (Ret.)
Dr. Nancy Greenstein
Louise Jaffe
Rob Rader
Joshua Scuteri, Student Trustee

C   <u>PUBLIC COMMENTS ON CLOSED SESSION ITEMS</u>

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)

PUBLIC EMPLOYEE – EVALUATION, pursuant to Government Code Section 54957
Evaluation of the Superintendent/President

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

    D   *<u>PLEDGE OF ALLEGIANCE</u>*

    E   *<u>CLOSED SESSION REPORT</u> (if any)*

    F   *<u>PUBLIC COMMENT</u>*

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

- Acknowledgements
  - Promising Outcomes Work and Exemplary Research (POWER) Award for Outstanding General Education Assessment
- Management Association Update
- Graduation/Celebrate America
- Santa Monica Youth Resource Team
- Updates:
  - State Budget
  - GASB 54 Designated Reserve/GASB 45
  - Assembly Bill 515

V. ***ACADEMIC SENATE REPORT***

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

VII. ***CONSENT AGENDA***
Any recommendation pulled from the Consent Agenda will be held and discussed in Section VIII, Consent Agenda – Pulled Recommendations

<u>Approval of Minutes</u>

<u>Annual Recommendations, 2011-2012</u>

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***

A Board of Trustees Study Session will be held on Tuesday, July 19, 2011 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 2, 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.

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM G

SUBJECT: **OVERVIEW OF 2010-2011 GRANT-FUNDED PROJECTS**

SUBMITTED BY: Superintendent/President

SUMMARY: In 2010-2011, SMC managed approximately $6.2 million through 23 grant projects funded by local, state, and federal agencies, all of which are supportive of the college's mission. This included 11 new awards, valued at about $10.8 million in total additional revenue over the next 3 to 5 years, with nearly $3.5 million to benefit 2010-2011 directly. 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 total, the college submitted 22 proposals to support the 2010-2011 academic year, achieving a success rate of 50 percent. While the majority of these grants were written by the Grants Office in collaboration with the programs and/or departments that would directly manage and implement them, the TRIO/Pico Office and the Office of Workforce and Economic Development were also actively involved in grant development and management. In fact, two of the largest grants awarded, Student Support Services and the Employment Training Panel grants, were written by the TRIO/Pico Program and the Office of Workforce and Economic Development, respectively. By working collaboratively with other departments across campus, the Grants Office is able to increase the overall number of grants submitted to support the college's mission and its students.

The full report is included in Appendix A

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MAJOR ITEMS OF BUSINESS

INFORMATION ITEM H

SUBJECT: **CURRICULUM**

The 2010-2011 Curriculum Committee Annual Report prepared by Guido L. Davis Del Piccolo, Curriculum Committee Chair, and Georgia Lorenz, Curriculum Committee Vice-Chair is submitted for information.   The detailed report (Appendix B) includes the following topics:

- Student Transfer Achievement Reform Act (SB 1440)
- Career Technical Education
- New Program, Ideas, Approaches and Courses
- Program Review
- A Look Ahead

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 7, 2011

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1

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

SUBMITTED BY: Chair Andrew Walzer

REQUESTED ACTION: It is recommended that the Board of Trustees approve the appointment of members to the Citizens' Bond Oversight Committee, for two-year terms, 2011-2013.

Four applications received will be reviewed and discussed by the Board of Trustees.

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

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

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

BOARD OF TRUSTEES	**ACTION**
Santa Monica Community College District	July 5, 2011

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

SUBJECT: **LONG-TERM CARE INSURANCE PROGRAM**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees allow TransAmerica Service Group to offer a voluntary long-term care insurance option to benefit eligible full-time and part-time employees who work a minimum of 20 hours per week.

SUMMARY: A Voluntary Long Term Care Insurance Program (VLTCIP), vetted by the Collegewide Benefits Committee, will be offered to all full-time and part-time employees who work a minimum of 20 hours/week. Group discount rates will apply for all benefits-eligible employees. The District will not incur any cost for this insurance program; all costs will be borne by the employees who sign up for the insurance coverage. The Broker will meet individually with applicants to discuss their options prior to the end of the 90-day enrollment period. Program announcement and education efforts shall be via email, home mailing and on campus workshops.

It is anticipated that the enrollment period will begin August 25, 2011 and end mid-November 2011. Employees will make arrangements to pay for this coverage out of their own personal accounts. The effective date of insurance will be approximately four weeks after close of enrollment period.

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

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-#23.

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

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

VIII.   *CONSENT AGENDA – Pulled Recommendations*

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

RECOMMENDATION NO. 3   APPROVAL OF MINUTES

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

June 7, 2011 (Regular Board of Trustees Meeting)

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 5, 2011

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 4   2011-2012 ANNUAL CONTRACTS AND CONSULTANTS

Requested Action: Approval/Renewal of the following annual contracts for the period of July 1, 2011
through June 30, 2012, unless otherwise indicated.

For fiscal year 2011-2012, the District has budgeted a 15% reduction, which will bring the expenditures for annual contracts and consultants down to fiscal year 2007-2008 levels. During the past two years, the District has been successful in achieving projected savings in this category. Despite rising costs, expenditures for contracts and consultants have remained the same in 2009-2010 and 2010-2011.

These are primarily renewals of existing contracts. Several large contracts have been significantly reduced (eCollege) or suspended (KROQ, KPWR). A few new contracts are replacements of the provider for the same service in 2010-2011.

4A   ACADEMIC AFFAIRS
Approved by: Jeff Shimizu, Vice-President, Academic Affairs

The following contracts for Academic Affairs are all renewals of existing contracts

DISTANCE EDUCATION

Provider	Service	Amount	Funding Source
1. Pearson eCollege	To provide services to SMC's Distance Education Program. This four-year contract (July 1 2010 through June 30, 2014) replaces an existing three-year contract approved on June 1, 2010. This agreement reflects a 15 percent reduction from the current base amount of $775,000 for the length of the existing contract. The total savings over the length of the new contract is $462,750.	July 1, 2010- June 30, 2011 $775,000 July 1, 2011 – June 30, 2012 $648,750 July 1, 2012 – June 30, 2013 $648,750 July 1, 2013 – June 30, 2014 $648,750	2011-2012 Budget/ Distance Education

4-A   ACADEMIC AFFAIRS *(continued)*

FACILITIES FOR INSTRUCTION

2. 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	2011-2012 District Budget/ Emeritus College
3 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	2011-2012 District Budget/ Health Sciences

LIBRARY VENDOR

Provider	Service	Amount	Funding Source
4. Baker and Taylor	Provider of library books without taking estimates or advertising for bids as permissible under Public Contract Code 20118.3 and Education Code 81651.	Not to exceed $150,000	2011-2012 California State Lottery Grant

MALBIU CENTER

Provider	Service	Amount	Funding Source
5. SMMUSD Webster Elementary School	Reimbursement to SMMUSD for personnel services needed for SMC classes at Webster Elementary School	Not to exceed $6,000	2011-2012 District Malibu Center

WORK STUDY AGREEMENTS

Provider	Service	Amount	Funding Source
6. Work Study Agreements with UCLA and CSUN.	These are renewal agreements that allow university work-study students to be placed at Santa Monica College. The District pays the percentage of the students' wages as indicated. Tutors have worked 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.	2011-2012 Budget/Academic Affairs (District's share)

4-B   AUXILIARY SERVICES
Requested by: *George Prather, Director of Auxiliary Services*
Approved by: *Robert Isomoto, Vice President of Business and Administration*

The following contracts for Auxiliary Services are all renewals of existing contracts

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	2011-2012 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

4-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*

The following contracts for Construction/Facilities Services are all renewals of existing contracts for services. During this fiscal year, these consultants will be working on the following projects: Student Services and Administration Building Ph 11 (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 purchasing, testing, investigations and surveys, plus project management, inspections and testing during construction.

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. ARC	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

4-C   CONSTRUCTION/FACILITIES SERVICES

4. Lea Associates Property Economics	Property Appraisal Services	Appraisal services not to exceed $7,000 plus reimbursable expenses and any additional services not to exceed $375 per hour	Measure AA and District Capital Funds

The following agreements are for three years with the consultant firms to provide services for the following projects: Student Services and Administration Building Ph 11 (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 purchasing, testing, investigations and surveys, plus project management, inspections and testing during construction.

Provider	Services	Amount	Funding Source
5. LCP Tracker	LCP Tracker is a web-based software used to collect, verify and manage contractors and subcontractors prevailing wage certified payrolls and related labor compliance documentation.	Not to exceed $11,760 per year	State Construction Grants/Measure AA, U or S/District Capital Funds
6. Geolabs – Westlake Village	Geotechnical Services	$75 to $160 per hour, Special tests $18 to $3,925 per test & up to $500 per report, not to exceed $330,000 in 3 fiscal years, plus reimbursable expenses and test reports.	State Construction Grants/Measure AA, U or S/District Capital Funds
7. BTC Labs	Construction material testing and special inspection services	$75 to $160 per hour, Special tests $18 to $3,925 per test & 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

4-D   CONTINUING AND COMMUNITY EDUCATION

Requested by: Patricia Ramos, Dean, Workforce Development
Approved by: Jeff Shimizu, Vice-President, Academic Affairs

The following contract for Continuing and Community Education (C&CE) are mostly renewals of existing contracts and 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	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. 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.	Revenue generated by registration fees charged by the C&CE program.
2. Gatlin Education	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. Comment: Gatlin Services offers online certification programs and provides the course contents and instructors. All programs have been reviewed with the respective department chairs.	Revenue generated by registration fees charged by the C&CE program
3. Education Fitness Solutions (EFS)	Agreement for the provision of an online professional certification in personal fitness training in exchange for a percentage of the enrollment fees generated. 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 that has been reviewed with SMC's KDR department chair and athletics director.	Revenue generated by registration fees charged by the C&CE program
4. 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.

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

Provider	Service/Amount	Funding Source
5. 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
6. 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
7. 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
8. 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
9. We Search Research	Editorial copywriting; information research and verifications Not to exceed $5,000.	Revenue generated by the C&CE program
10. Augusoft, Inc.	Annual maintenance agreement for Lumens Software used by Continuing and Community Education for online registration and Paypal for credit card transactions. Not to exceed $20,000 *(increase of $10,000 from 2010-2011)*	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

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

Provider	Service	Funding Source
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
14. NABCEP	$300 annual fee to be a certified testing provider for the NABCEP (North American Board of Certified Energy Practitioners) exam. *(New contract)*	Revenue generated by the C&CE program

4-E   ENROLLMENT DEVELOPMENT
Approved by: Teresita Rodriguez, Vice-President, Enrollment Development

The following contracts for Enrollment Development are all renewals of existing contracts and services.

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. The system also serves as the District emergency communication system. August 15, 2011 – August 14, 2012.	$27,200 for 154,000 message units (including support fee)	2011-2012 District Budget/ Enrollment Development
4. Global Agendas	The company will provide services for typesetting, compiling and reproduction of the Student Handbook and Planner.	Not to exceed $40,000	2011-2012 Matriculation & District Budget
5. Regent Education, Inc.	Maintenance and support agreement for student financial aid processing software from July 2011 – June 2012. (Year four of five-year contract.)	$70,000	2011-2012 BFAP Budget
6. Viatron	Imaging software maintenance agreement (20% discount negotiated)	$21,213	2011-2012 BFAP Budget

4-E   ENROLLMENT DEVELOPMENT *(continued)*

Provider	Service	Amount	Funding Source
7. Work Study Agreement with Santa Monica-Malibu Unified School District. (Five year contract expires June 30, 2013.)	SMCCD will provide students eligible for the Federal Work Study Program to work as reading/math tutors at three of the SMMUSD schools – Grant Elementary School, Will Rogers learning Community, and pre-kindergarten child care facility and sixth graders at John Adams Middle School.	The rate of compensation is $8.00 per hour, which is the current rate of pay for student workers.	Federal Work Study Program
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	2011-2012 District Budget/ Institutional Research
9. Survey Gizmo	Web-based survey tool service.	$1,431	2011-2012 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 $72.00 per month for insurance coverage.	Student Insurance Fees
11. 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 educational advertising contracts not to exceed $325,000 (one-time costs of $500-$900 per enrolled student in good standing)	2011-2012 District Budget/ International Education
12. Sector Point, Inc.	Website Content Conversion and Design Improvement: To provide content conversion, design improvements, web authoring, and training for the SMC website. July 1, 2011 – June 30, 2012.	Not to exceed $50,000	2011-2012 District Budget/ Enrollment Development

4-E   ENROLLMENT DEVELOPMENT *(continued)*

Provider	Service	Amount	Funding Source
13. Center for Community College Student Engagement (CCCSE)	The company will provide services related to the administration and analysis of the Community College Survey of Student Engagement (CCSSE) and the Community College Faculty Survey of Student Engagement (CCFSSE) to be administered in spring 2012.	Not to exceed $15,000.	2011-2012 District Budget/ Enrollment Development
14.	SMC International Education Center Advertising		2011-2012 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	Print ad and web banner	$1,200	
Petersen's	Print/Web Advertisement	$6,000	
Study in the USA	Print and web ads/profiles	$36,750	
US Journal	Print profile	$1,100	
ViaTRON	Document Scanning	$5,000	

RECOMMENDATION NO. 4   2011-2012 ANNUAL CONTRACTS AND CONSULTANTS

4-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

The following contracts for Fiscal/Advocacy are all renewals of existing contracts.

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 $20,000 per calculation/report	Measure S, T, U, AA, the Capital Outlay Fund and the General Fund
2. CLM Financial Consultants, Inc.	Mandated Cost Claim services; provide assistance in the process of data collection and State filing of mandated cost claims.	Not to exceed $20,000 plus expenses.	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	2011-2012 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 $62,000 plus expenses.	2011-2012 District/Fiscal Services Budget
5. School Services of California, Inc	Provide current resources in the form of bi-weekly updates on State financial and legislative matters, to assist the District with budget and cash flow analysis and projection. Includes 15 hours of business research and planning services.	May 1, 2011 – June 30, 2012 $285 per month, plus expenses, not to exceed $4,420 annually	District Budget/ Business/ Administration
6. 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 and other governmental agencies.	Not to exceed $60,000 plus expenses.	2011-2012 District Budget/ Transportation Funds

RECOMMENDATION NO. 4   20101-2012 ANNUAL CONTRACTS AND CONSULTANTS

4-F   FISCAL/ADVOCACY (*continued)*

Provider	Service	Amount	Funding Source
7. 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
8. 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.	2011-2012 District Budget
9. 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.	2011-2012 District/Fiscal Services Budget
10. 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	2011-2012 District/Fiscal Services Budget
11. 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.	2011-2012 District/ Transportation Budget with an offset provided by the Associated Students (approximately 50 percent)

RECOMMENDATION NO. 4   2011-2012 ANNUAL CONTRACTS AND CONSULTANTS

4-G   GOVERNMENT RELATIONS AND INSTITUTIONAL COMMUNICATIONS
Requested by: *Don Girard, Senior Director, Government Relations/Institutional Communications*
Approved by: *Chui Tsang, Superintendent/President*

The following contracts for Government Relations and Institutional Communications are all renewals of existing contracts.

Provider	Service	Amount	Funding Source
1. 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	2011-2012 SMC Government Relations and Institutional Communications budget; private donations
2. Walch Consulting, LLC	Walch Consulting will assist the District in an executive recruitment process to lead SMC's development efforts and to serve as the executive director of the SMC Foundation.	$10,500	2011-2012 SMC Government Relations and Institutional Communications budget
3. HR&A Advisors, Inc.	To assist the District in exploring possibilities and strategies for student housing	$6,000	2011-2012 District Budget/SMC Government Relations and Institutional Communications

4-H   HUMAN RESOURCES/PERSONNEL COMMISSION
Requested by: *Sherri Lee-Lewis, Dean, Human Resources*
Approved by: *Marcia Wade, Vice-President, Human Resources*

The following contracts for Human Resources are all renewals of existing contracts and services. There is a reduction of three contracts from 2010-2011.

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.	2011-2012 District Budget/Human Resources
2. 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	2011-2012 District Human Resources Budget
3. People Admin	To provide software on fully hosted basis to automate the acceptance and processing of employment applications	$22,000 Annual Maintenance Fee	2011-2012 District Budget/Human Resources
4. 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 retiree who is enrolled in the District's health care benefit program and all reasonable out of pocket expenses. Not to exceed $48,500.	2011-2012 District Budget/ Human Resources
5. LawRoom	Second installment due for Classroom Central License for 500 seat training for period July 1, 2011 – December 31, 2011.	$4,085	2011-2012 District Budget/Human Resources

4-H   HUMAN RESOURCES/PERSONNEL COMMISSION *(continued)*

Provider	Service	Amount	Funding Source
6. Los Angeles County Office of Education (LACOE)	Employee Assistance program (EASE) for eligible Santa Monica College employees.	The cost of the program is based on the number of eligible employees in the District who may potentially use the service. Estimated cost not to exceed $11,000	2011-2012 District Budget/Human Resources
7. SCCCD ERC (Liebert Cassidy Whitmore)	Southern California Community College Districts Employment Relations Consortium –training workshops to member institutions July 1, 2011 – June 30, 2012.	$2,500	2011-2012 District Budget/Human Resources
8. Santa Monica-UCLA Medical Center & Orthopaedic Hospital	Chest X-rays for employees	For payment of outstanding invoices at $52/each X-ray; not to exceed $500	2011-2012 District Budget/Human Resources
9. ViaTRON Systems, Inc.	Scanning of inactive and active personnel files	$Not to exceed $10,100	2011-2012 District Budget/Human Resources
10. Identix, Inc.	Annual Maintenance of LiveScan Fingerprinting System in use by Campus Police	$2,694	2011-2012 District Budget/Human Resources
11. Reiss-Woznak Medical Clinic	Provide all medical duties, functions & services requested by District performed hereunder as an independent Contractor	Xrays to be charged at $47.50 per employee and total of all payment not to exceed $20,000.	2011-2012 District Budget/Human Resources
12. Michael Prihar, Esq.	Hearing officer to be used to hear the appeal of a classified employee, review records and prepare reports	$1,300 per day plus expenses	2011-2012Personnel Commission Budget

<u>4-H   HUMAN RESOURCES/PERSONNEL COMMISSION</u> *(continued)*

13. Keenan and Associates	Keenan & Associates will act as Broker in securing one or more group annuity contracts for District's HRA; conduct periodic meetings to review the status of its HRA; inform the District of any changes affecting the program, assist the District with the implementation of the HRA; provide on-going consultation to District with respect to the HRA; and will assist the District in providing educational programs about the HRA to employees.	This is the second year of this agreement and the carrier shall pay a renewal commission of 0.75% on the deposits, and an "asset trailer" of 0.9% accumulated assets in the group annuity contract. Keenan and MidAmerica shall receive half of the total commissions paid by the annuity carrier. Keenan shall also receive $2.00 per active employee per quarter of the Administrative Fee ($7.00 per active Employee per quarter) paid by the District to MidAmerica. Estimated cost: 110 employees per quarter, not to exceed $8,000.	2011-2012 District Budget/Fiscal Services
14. MidAmerica Administrative Solutions, Inc.	MidAmerica, is the exclusive provider of administrative services and technical support for the Keenan HRA Program. The District engaged MidAmerica to provide technical support and administrative services in conjunction with its HRA Program.	Administrative Fee: $7.00 per active Employment per quarter. Distribution Fee: $7.00 for each claim processed up to an annual maximum of $42.00 (Paid by the Employer) January 1 – December 31, 2011, and shall continue year to year thereafter unless and until terminated by either party upon written notice.	2011-2012 District Budget/Fiscal Services

4-1   KCRW
Requested by: Cheryl Gee, Radio Station Services Assistant
Approved by: Don Girard, Government Relations/Institutional Communications

The following contracts for KCRW are all renewals of existing contracts and are funded by CPB Grant money and KCRW Donations.

Provider	Service	Amount
1. American Public Media	Institutional membership; Program Acquisition; Studio usage/ISDN lines/engineering time for various KCRW programs.	Payable upon billing; Not to exceed $11,000 for membership; Not to exceed $93,222 for program acquisition; Not to exceed $8,000 for Studio usage/ISDN lines/engineering time.
2. National Public Radio	Institutional membership; Program Acquisition; Annual one-time Interconnect fee (for access) Monthly Interconnect; Studio usage/ISD lines/engineering time for various KCRW programs.	Payable upon billing; Not to exceed $13,800 for membership; Not to exceed $1,012,335 for program acquisition; Not to exceed $9,000 for Annual Interconnect fee; Not to exceed $40,800 for monthly Interconnect fees; Not to exceed $10,000 for studio usage/ISDN lines/engineering time.
3. Public Radio International	Institutional Affiliation fee (membership); Program Acquisition Audiographic Report(s)	Payable upon billing; Not to exceed $90,520 For affiliation fee; Not to exceed $90,011 for program acquisition; Not to exceed $4,000 for Audience Reports.
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

4-I   KCRW (*continued)*

Funding Source: The following are funded by KCRW Donations

Provider	Service	Amount
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 - July 30, 2011	Annual usage fee $2,500 Variable fee, for maintenance And repair; not to exceed $7,500
6. Point Broadcasting, Owner/Rincon Broadcast, LLC, Site Manager	Term #2 of 3 term agreement; Rental, K295AH Goleta site. Period: January 1, 2009 - December 31, 2011	Payable at: January 1, 2009 through December 31, 2009: $579.63/month

Jan 1, 2010 through Dec 31, 2010: $597.02/month

Jan 1, 2011 through Dec 31, 2013: $614.93/month |
| 7. List of providers on file at KCRW | Other Contract/ Consultant services

Program services, including guest host;

Design and artwork services, including Art direction, design, production supervision | Payment is authorized as stated on the list on file at KCRW

$63,000

$14,000 |
| 8. 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 - May 31, 2011 | Donation valued at $6,732.35 |
| 9. Corporation for Public Broadcasting | Acceptance of grant monies. Period of July 1, 2011 - June 30, 2013. | Not to exceed $1,190,000 |

ACCEPTANCE OF DONATIONS

Donor	Service	Amount
10. 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, 2011 - June 30, 2012.	Annual fee to be determined
11. Marina Del Rey	KCRW/SMC acceptance of Equipment donation: 1997 Toyota Tacoma, 4WD Vin: 4TAWN74N8VZ224156	Donation valued at $8,416.93

4-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*

The following contracts for Legal Services are all renewals of existing contracts and services. A reduction of two contracts reduces the budget by $100,000 from 2010-2011. The District uses the legal firms for personnel, facilities, fiscal issues; bond counsel, risk management, and legal services required by the Board on an as-needed basis.

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	2011-2012 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	2011-2012 Human Resources Budget
3. Harding, Larmore, Mullen, Jakle, Kutcher and Kozal	Municipal, land use and CEQA issues	$200 to $325 per hour plus expenses	2011-2012 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	2011-2012 Business and Administration Budget; Bond Measures AA, U and S funds; District Capital Outlay Fund

4-J   <u>LEGAL SERVICES</u> *(continued)*

Provider	Service	Amount	Funding Source
5. 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
6. 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	2011-2012 Business and Administration Capital Outlay Fund Bond Measures U and S funds
7. Fagen Friedman & Fulfrost	Provide legal advice and representation pursuant to direction of the Board of Trustees.	$220 per hour for senior partner; $210 per hour for partner/senior attorney; $200 per hour for senior associate; $190 per hour for associate; $150 per hour for education consultant; $130 per hour for law clerk/senior paralegal; $110 per hour for paralegal; plus costs and expenses in performing legal services.	2011-2012 District Budget/Board of Trustees
8. Carpenter Rothans & Dumont	Legal defense for District's self-insured liability program	Not to exceed $30,000	2011-2012 Risk Management Budget

RECOMMENDATION NO. 4   2010-2011 ANNUAL CONTRACTS AND CONSULTANTS

4-K   MARKETING, COMMUNITY OUTREACH AND RECRUITMENT
Requested by: Don Girard, Senior Director, Government Relations/Institutional Communications
Approved by: Chui Tsang, Superintendent/President

The following contracts for Marketing, Community Outreach and Recruitment are all renewals of existing contracts and services.

The suspended use of radio for student recruitment and the reduction of three other contracts results in a total savings of approximately $228,000 from 2010-2011. A separate budget will be put forward in August to support the marketing of a self-funded winter session. The following efforts provide for Fall 2011 and Spring 2012 outdoor institutional branding at 2009-2010 levels; provide for a maintenance of effort for institutional advancement including alumni development; and provide for community outreach at 2009-2010 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	2011-2012 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 $40,000 plus reimbursable expenses	2011-2012 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	2011-2012 Marketing Budget
5. We Search Research	Editorial copywriting; information research & verification for schedule of classes and college catalog	Not to exceed $27,000 plus reimbursable expenses	2011-2012 Marketing Budget
6. SantaMonica Closeup.com	Media services (Brochure photography, including pre-production and art direction)	Not to exceed $6,000 plus reimbursable expenses	2011-2012 Marketing Budget
7. Santa Monica Daily Press	2011-2012 print advertising for college advancement; student recruitment, and community outreach	Not to exceed $35,000	2011-2012 Marketing Budget

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

Provider	Service	Amount	Funding Source
8. Varis Photography	2011-2012 Media services (Brochure photography, including pre-production and art direction)	Not to exceed $5,000 plus reimbursable expenses	2011-2012 Marketing Budget
9. Theo Jemison	2012 graduation webcast, photo booth, and highlight video services, for alumni development	Not to exceed $33,000 plus reimbursable expenses	2011-2012 Marketing Budget
10. La Opinión newspaper	2011-2012 print advertising for student recruitment	Not to exceed $15,000	2011-2012 Marketing Budget
11. Los Angeles Sentinel	2010-2012 print advertising for student recruitment	Not to exceed $5,000	2011-2012 Marketing Budget
12. SurfSanta Monica.com	2010-2012 advertising for student recruitment	Not to exceed $9,000	2010-2011 Marketing Budget
13. Big Blue Bus	2011-2012 outdoor advertising for student recruitment	Not to exceed $50,000	2010-2011 Marketing Budget
14. CBS Outdoor	2011-2012 outdoor advertising for student recruitment (CBS Outdoor is the provider for the MTA bus system)	Not to exceed $50,000	2011-2012 Marketing Budget
15. Facebook	2011-2012 web advertising (banner) for student recruitment	Not to exceed $15,000	2011-2012 Marketing Budget
16. Google	2011-2012 web advertising (search) for student recruitment	Not to exceed $20,000	2011-2012 Marketing Budget
17. Andrew Tonkovich	2011-2012 editorial, publicity and related professional services to produce Santa Monica Review twice yearly	Not to exceed $10,000 plus reimbursable expenses	2011-2012 Auxiliary Budget, Santa Monica Review Program Revenues
18. Douglas Wadle	Establish a master calendar for events at the SMC Performing Arts Center.	Not to exceed $20,000 plus reimbursable expenses	2011-2012 Auxiliary Budget, SMC Performing Arts Center Program Revenues

4-L   RISK MANAGEMENT
Requested by: *Cozetta Wilson-Carlton, Risk Manager*
Approved by: *Robert Isomoto, Vice-President, Business and Administration*

The following contracts for Risk Management are all renewals of existing contracts and services.

Provider	Service	Amount	Funding Source
1. Santa Monica Bay Physicians	Industrial injury medical services to District employees for injuries pre-dating Reiss-Woznack as front line provider	Not to exceed $2,000	2011-2012 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	2011-2012 Risk Management Budget
3. Weck Labs	Environmental sampling and analysis as required by local, state and Federal regulations	Not to exceed $7,500	2011-2012 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 $30,000	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	2011-2012 Risk Management Budget
6. EORM	Provides environmental management for various programs, in addition to other EHS duties as needed	Not to exceed $14,000	2011-2012 Risk Management Budget
7. ERM	Provides EHS auditing services and other duties as needed	Not to exceed $12,500	2011-2012 Risk Management Budget
8. Clean Harbors	Provides hazardous waste management and disposal services.	Not to exceed $80,000	2011-2012 Risk Management Budget
9 Reiss-Woznak Medical	Industrial injury medical services for new claims and other medical employment related services as needed.	Not to Exceed $10,000	2011-2012 Risk Management Budget
10. Dr. Maureen Sassoon	To provide Industrial Hygiene consultation services to includ training, surveys and written r	Not to Exceed $10,000	2011-2012 Risk Management **Budget**

4-M   STUDENT AFFAIRS
Approved by: Mike Tuitasi, Vice-President, Student Affairs
*   Randal Lawson, Executive Vice-President*

The following contracts for Student Affairs are all renewals of existing contracts and services.

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 $125,000.	2011-2012 District Budget/Disabled Students
2. 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 .50 ½ cents per mile for mileage. Total amount not to exceed $125,000	2011-2012 District Budget/Disabled Students
3. LIFESIGNS Sign Language Interpreting Services	Sign language interpreters	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 hours notice, $75 per hour for assignments between the hours of 5 p.m. and 7:30 a.m. The total amount is not to exceed $8,500	2011-2012 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.

4-M   STUDENT AFFAIRS *(continued)*

CHILD CARE AND RELATED SERVICES

Provider	Service	Amount	Funding Source
4 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
5. 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>2011-2012</u> $114,750	<u>2011-2012</u> District Budget
6. Child Care Providers (list on file in the office of the Director of Child Care Services)	To provide child care services for CCAMPIS Grant recipients. Comment: Students are required to be Pell Grant eligible, Full-Time student, GPA 2.0 minimum. Each contract is determined by the age of the child.	<u>2011-2012</u> $108,132 The reimbursement rate is a sliding scale based on the students Pell Grant	<u>2011-2012</u> CCAMPIS Grant

PROFESSIONAL SERVICES – CAREER SERVICES CENTER

Provider	Service	Amount	Funding Source
7. 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

4-M   STUDENT AFFAIRS *(continued)*

PROFESSIONAL SERVICES – STUDENT HEALTH SERVICES

Provider	Service	Amount	Funding Source
8. Peak Medical	Services of one or more physicians who are specialists in Family Practice and who are uniquely qualified to provide comprehensive personal health care to college students. Provision of one licensed Medical Doctor (MD) for maximum 15 hrs. per week and/or one licensed Nurse Practitioner (NP) maximum 20 hrs. per week to provide medical and preventive health services to the student s of the college.	College will pay $120/hour of patient care scheduled for the physician, and $90/hour for the nurse practitioner. Contractor will invoice for hours on a monthly basis and College will remit payment within 30 days. A monthly stipend of $2,000/month as remuneration for the medical directorship in addition to the hourly patient care services fee.	2011-2012 District Budget/Health Services
9. 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 200 screenings Peak Health Medical Group agrees to supply a minimum of 1 MA (Medical Assistant) and 1 MD to perform these screenings, at a rate of $1600 per 4-hour block of time scheduled. At the discretion of both parties, an additional provider (MD or FNP) may be added for an additional $600 per 4-hour block (total $2200/4 hours). The anticipated rate of screening is 6 students/hour per MD/FNP.	2010-2011 District Budget/ Athletics

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 5, 2011

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 5   NEW COURSES, CERTIFICATES AND ASSOCIATE DEGREES

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

New Courses - Credit
- English 20: Reading and Writing 2
- Broadcasting 21: Short-form Visual Media Production

New Courses -Non-Credit
- HUMDEV E26: Healthy Aging for Older Adults

Associate Degrees
- Associate in Science for Transfer (AS-T), Chemistry
- Associate in Arts for Transfer (AA-T), Political Science

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 5, 2011

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 6   **RESOLUTION ADOPTING TRAFFIC AND PARKING REGULATIONS AND ESTABLISHING PENALTIES FOR VIOLATION**

Requested Action: *Approval/Ratification*
Reviewed by: *Campus Police*
Approved by: *Mike Tuitasi, Vice President, Student Affairs*

WHEREAS , California Vehicle Code Section 21113 authorizes the governing board of a community college district to adopt regulations for driving, stopping, parking, or leaving standing any vehicle upon the driveways, paths, parking facilities, or grounds of any public school; and

WHEREAS, California Vehicle Code Section 40203.5 authorizes the governing board of a community college district to establish penalties for violations of its parking regulations;

Now, therefore, the Board of Trustees of the Santa Monica Community College District does resolve as follows:

1. The Traffic and Parking Regulations set forth in Exhibit 1 attached hereto are hereby adopted.

2. The Schedule of Parking Penalties set forth in Exhibit 2 attached hereto is hereby adopted.

COMMENT: The Santa Monica College Police Department requests, not only the parking fines to be increased reflecting the state imposed surcharges but also an additional $2.50 dollars to cover the added expense associated with operating a newly created administrative review process conversion in a web based format.

       Since 1993 the California State Legislature has increased the legislative surcharge three separate times totaling $12.50. There is speculation that the State Assembly will approve yet another $4.00 dollar increase before the end of the 2011 calendar year. During this time, the Santa Monica College Police Department has not increased District parking fines, absorbing the additional imposed surcharges resulting in less than cost effective citation management practices up to and including loss of revenue.

       The new proposed fee schedule will allow for the Santa Monica College Police Department to support a needed structural operating mechanism in order to preserve a standard level of police and safety services to the college community.

Traffic and Parking Rules

It is important to understand that parking enforcement within the Santa Monica Community College District is a necessary part of the overall parking management system. Enforcement of parking rules at Santa Monica College is the responsibility of the SMC Police and Safety Services Department. Parking enforcement ensures that students and employees will have a reasonable opportunity for parking and that individuals without appropriate authority or who have parked in an inappropriate area will be cited.

The Santa Monica Community College District Police and Safety Department receives its authority to enforce traffic and parking regulations from the California Penal Code, the California Vehicle Code, and provisions established by the Santa Monica Community College District Board of Trustees.

Traffic rules and regulations were adopted by the Santa Monica Community College District Board of Trustees to facilitate vehicular movement and parking, while providing for the safety of all persons using the campuses.

The following regulations are enforced on all Santa Monica College campuses pursuant to Section 21113 of the California Vehicle Code.

Article I–General Traffic Regulations

SECTION 1:
No person shall fail to obey any sign or signal erected or maintained to carry out these regulations or the California Vehicle Code.

SECTION 2:
The driver of a vehicle shall yield the right of way to a pedestrian crossing the roadway.

SECTION 3:
No driver approaching from the rear of a vehicle which is yielding the right of way to a pedestrian shall overtake or pass that vehicle.

SECTION 4:
No person shall drive any vehicle in willful, wanton or reckless disregard for the safety of persons or property.

SECTION 5:
No person shall drive or ride a motor driven scooter, motorcycle, skateboard, roller skates, rollerblades or bicycle on any campus sidewalk.

SECTION 6:
No person shall walk on a campus road which is paralleled by a sidewalk.

SECTION 7:
No person shall drive or park a motor vehicle on any sidewalk, unpaved pathway, or on any lawn or landscaped area except emergency or maintenance vehicles.

SECTION 8:
No person shall drive his vehicle into campus parking areas except by using roadways and drive lanes, and all vehicles must travel in the direction of directional arrows in the parking lot drive lanes.

Article II–Speed Regulations

SECTION 1:
No person shall drive a vehicle at a speed greater than 15 miles per hour.

SECTION 2:
No person shall drive a vehicle at a speed greater than is reasonable or prudent.

Article III–Parking Regulations

SECTION 1:
All vehicles parked on the District property must display a valid SMC parking permit or have license plate registered with SMCPD unless they are parked in metered parking stalls or time controlled zones.

SECTION 2:
All vehicles must park with all wheels resting within the boundaries of the parking spaces as indicated by the painted lines or other markers.

SECTION 3:
Head in parking is strictly prohibited at all times. All vehicles shall be parked facing into parking stalls. Vehicles backed into or facing out of parking stalls are illegally parked.

SECTION 4:
Parking at an expired pay-by-space stall or posted sign.

SECTION 5:
Any alarm device or horn activated within the vehicle, whether continuously or intermittently and repeatedly activated and no owner of the vehicle is located within 20 minutes from the time of arrival at the vehicle's location by SMC Police personnel and the alarm device or horn has not been completely silenced prior to removal.

SECTION 6:
No person shall stop, park, or leave standing any vehicle, whether attended or unattended, except when necessary to avoid conflict with other traffic or in compliance with the directions of a peace officer or official traffic control device along the edge of any highway, at any curb, or in any location in a publicly or privately owned or operated off-street parking facility, designated as a fire lane by the fire department or fire district with jurisdiction over the area in which the place is located.

SECTION 7:
Painted curbs are an indication of restricted parking. Red Zone indicates no stopping, standing or parking, whether the vehicle is attended or not.

SECTION 8:

a. The use, display or possession of any permit that has been marked upon in an improper manner or altered in any way is prohibited. The SMC Police may open the vehicle to secure the altered permit.

b. The use, display or possession of a lost permit is prohibited. The SMC Police may open the vehicle to secure the lost permit.

c. The use, display or possession of a stolen permit is prohibited. The SMC Police may open the vehicle to secure the stolen permit.

SECTION 9:
The use, display or possession of a counterfeit permit is prohibited. The SMC Police may open the vehicle to secure the counterfeit permit.

SECTION 10:
The zone in which a vehicle parks must be consistent with the parking privileges authorized by the parking permit displayed.

SECTION 11:
Current registration tags must be displayed or vehicle will receive a citation.

SECTION 12:

    a. Only those individuals who possess a valid disabled parking placard are authorized to park in disabled parking spaces.
    b. No person shall impede the access in or out of a designated disabled space or area.
    c. It is prohibited to park in the blue crosshatch at any time.

SECTION 13:

A person using a distinguishing placard issued or a special license plate issued shall, upon request of a peace officer or person authorized to enforce parking laws, ordinances, or regulations, present identification and evidence of the issuance of that placard or plate to that person, or that vehicle for which that plate was issued.

SECTION 14:

No person shall leave any vehicle on District property overnight for personal use or college business without proper authorization from SMC Police. Vehicles parked overnight must display a permit. For areas that utilize a permit less system, vehicles must have license plate registered with SMC Police.

SECTION 15:

No person shall abandon, or leave standing, any vehicle on the campus or college property for 72 or more consecutive hours. Vehicles left on campus over a prolonged period of time will be cited and will be towed.

SECTION 16:

Two license plates must be displayed at all times. Non-compliance will result in citation.

SECTION 17:

No person shall stop, park or leave standing any vehicle, whether attended or unattended, except in compliance with the directive of an officer or official traffic control device.

SECTION 18:

    a. No object may obstruct a license that may prevent clear visibility of license plate. Non-compliance will result in citation.
    b. A vehicle parked on campus that has the VIN number covered will result in citation.
    c. A vehicle that does not have a license plate, temporary operating permit, or temporary registration displayed will result in citation.

SECTION 19:

No person shall stop, park or leave standing any vehicle, whether attended or unattended, except when necessary to avoid conflict with other traffic or in compliance with the directive of an officer or official traffic control device.

SECTION 20:

Handbrake must be set at all times when leaving vehicle in parked position.

SECTION 21:

No person shall leave a bicycle lying on its side on any sidewalk, or shall park a bicycle on a sidewalk in any other position, so that there is not an adequate path for pedestrian traffic.**Article IV– Enforcement**

SECTION 1:

The Santa Monica College Police and Safety Department provides security, law and traffic enforcement for the Santa Monica Community College District.

Article VI–Fines

SECTION 1:

It is important that individuals who receive parking citations take appropriate action to either pay the fine or file an appeal through the SMC Police Office. Individuals who receive parking citations and neglect to pay appropriate fines may not be able to register their vehicles.

SECTION 2:

All complaints regarding parking enforcement should be directed to the SMC Police Headquarters for appropriate review and response through the appeals process.

Article VII– Appeals

SECTION 1:

Within 21 calendar days of issuance of a citation, pick up an Administrative Review Form in person at the Santa Monica College Police and Safety Services Department located at 1718 Pearl Street, and mail completed form to Parking Citation Service Center. After the appeal form is received, an Administrative Review Officer will review the appeal and decide whether to uphold or dismiss the citation.

Article VIII–Parking Permit Refunds

SECTION 1:

Parking fees can only be refunded in full for the first three weeks of the Fall and Spring semesters and for the first two weeks of the Winter and Summer sessions. The permit and receipt must be presented at the Auxiliary Services Office. Refunds will not be made for lost or stolen permits.

SMC Parking Violation Definitions

EFFECTIVE AUGUST 2011

On January 1, 2009, the California legislature passed Senate Bill 1407 that increases the Courthouse Construction Fund. The tax paid to the county from $4.50 per citation to $9.50 per citation for all citations issued in California.

On October 8, 2010, the California legislature passed Senate Bill 867 (Sen. Bill 857; Stats. 2010, ch.720.) that imposes a $3 penalty on every fine for a parking infraction violation committed on or after January 1, 2011 (Government Code section 76000.3). Effective August 1, 2011, citation penalties will reflect this increase.

Section 21113a of the California Vehicle Code authorizes the College to issue parking citations and to establish penalty amounts.

ARTICLE III - PARKING REGULATIONS			
Section	**Violation**	**Amount**	**Definition**
01	No Permit Displayed	$53.00	All vehicles parked on the District property must display a valid SMC parking permit or have license plate registered with SMCPD unless they are parked in metered parking stalls or time controlled zones.
02	Parked Outside Stalls	$53.00	All vehicles must park with all wheels resting within the boundaries of the parking spaces as indicated by the painted lines or other markers.
03	Head in Parking Only	$53.00	Head in parking is strictly prohibited at all times. All vehicles shall be parked facing into parking stalls. Vehicles backed into or facing out of parking stalls are illegally parked.
04	Overtime Limit/Violation	$53.00	Parking at an expired pay by space stall or posted sign.
05	Alarm Violation	$53.00	Any alarm device or horn activated within the vehicle, whether continuously or intermittently and repeatedly activated and no owner of the vehicle is located within 20 minutes from the time of arrival at the vehicle's location by SMCPD personnel, and the alarm device or horn has not been completely silenced prior to removal.
06	Fire Lane/Zone	$64.00	No person shall stop, park, or leave standing any vehicle, whether attended or unattended, except when necessary to avoid conflict with other traffic or in compliance with the directions of a peace officer or official traffic control device along any curb, or the edge of any highway, at any curb, or in any location in a publicly or privately owned or operated off-street parking facility, designated as a fire lane by the fire department or fire district with jurisdiction over the area in which the place is located.
07	Red Curb	$64.00	Painted curbs are an indication of restricted parking. Red Zone indicates no stopping, standing or parking, whether the vehicle is attended or not.
08A	Altered Permit	$240.00	The use, display or possession of any permit that has been marked upon in an improper manner or altered in any way is prohibited. The SMC Police may open the vehicle to secure the altered permit.
08B	Lost Permit	$240.00	The use, display or possession of a lost permit is prohibited. The SMC Police may open the vehicle to secure the lost permit.
08C	Stolen Permit	$240.00	The use, display or possession of a stolen permit is prohibited. The Supervising Enforcement Officer or the SMC Police may open the vehicle to secure the stolen permit.
09	Counterfeit Permit	$360.00	The use, display or possession of a counterfeit permit is prohibited. The SMC Police may open the vehicle to secure the counterfeit permit.
10	Unauthorized Area	$53.00	The zone in which a vehicle parks must be consistent with the parking privileges authorized by the parking permit displayed.
11	No Valid Lic Tab Visible	$60.00	Current registration tags must be displayed or vehicle will receive a citation.
12A	Disabled Placard Not Displayed	$399.00	Only those individuals who possess a valid disabled parking placard are authorized to park in disabled parking spaces.
12B	Block Disabled Access	$399.00	No person shall impede the access in or out of a designated disabled space or area.
12C	Parked In/On DP Crosshatch	$399.00	It is prohibited to park in the blue crosshatch at any time.
13	Misuse Of Disabled Placard	$508.00	A person using a distinguishing placard issued or a special license plate issued shall, upon request of a peace officer or person authorized to enforce parking laws, ordinances, or regulations, present identification and evidence of the issuance of that placard or plate to that person, or that vehicle for which that plate was issued.
14	Overnight Parking Prohibited	$53.00	No person shall leave any vehicle on District property overnight for personal use or college business without proper authorization from SMCPD. Vehicles parked overnight must display a permit. For areas that utilize a permitless system, vehicles must have license plate registered with SMCPD.
15	Abandoned Vehicle Over 72 HR	$108.00	No person shall abandon, or leave standing, any vehicle on the campus or college property for 72 or more consecutive hours. Vehicles left on campus over a prolonged period of time will be cited and will be towed.
16	Failure To Display Both Plates	$35.00	Two license plates must be displayed at all times. Non-compliance will result in citation.
17	Bus/Shuttle Zone	$304.00	No person shall stop, park or leave standing any vehicle, whether attended or unattended, except in compliance with the directive of an officer or official traffic control device.
18A	License Plate Obstruction	$53.00	No object may obstruct a license that may prevent clear visibility of license plate. Non-compliance will result in citation.
18B	Vin Covered	$53.00	A vehicle parked on campus that has the VIN number covered will result in citation.
18C	No Registration Displayed	$53.00	A vehicle that does not have a license plate, temporary operating permit, or temporary registration displayed will result in citation.
19	Fire Hydrant Within 15 FT	$53.00	No person shall stop, park or leave standing any vehicle, whether attended or unattended, except when necessary to avoid conflict with other traffic or in compliance with the directive of an officer or official traffic control device.
20	Failure To Set Handbrake	$20.00	Handbrake must be set at all times when leaving vehicle in parked position.
21	Bicycle Impound Fee	$10.00	No person shall leave a bicycle lying on its side on any sidewalk, or shall park a bicycle on a sidewalk in any other position, so that there is not an adequate path for pedestrian traffic.

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 7   **AGREEMENT FOR SMC AND UCLA CENTER FOR COMMUNITY COLLEGE PARTNERSHIPS (CCCP) ACADEMIC COLLABORATIVE**

Requested Action: Approval/Ratification
Requested by Regina Jennings, Project Manager, AANAPISI Program
Approved by: Jeff Shimizu, Vice-President, Academic Affairs
                   Mike Tuitasi, Vice President, Student Affairs

Provider: UCLA's Center for Community College Partnerships (CCCP)

Term: June 1, 2010 – September, 30, 2011 (original contract expired September 30, 2010)

Amount: Not to exceed $250,000

Funding Source: U.S. Department of Education/Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI) Grant

Summary: This is an extension of the contract for the AAPIA project originally approved on May 4, 2010. One of the goals of the AAPIA Project, is to retain, graduate, and/or transfer program participants within three years. Major components of the project include: empowering learning through the development of smart classroom technology; support services and academic skills development for students; the development of an alumni association; and Asian American library resources.

                         The purpose is to plan and organize a two-year collaborative focusing on persistence, retention, and transfer of participants in the Asian American and Pacific Islander Achievement (AAPIA) Project. Activities include a six-day summer residential program as well as activities and events throughout the year. These activities are related to the following program objectives:

                         Provide advising activities for academic and career development to assist the participants in making successful and timely academic progress toward their education and career goals.

                         Provide cultural and diversity development activities to assist the AAPI and other low-income students in their personal growth and to increase college community understanding of cultural diversity.

                         The goal is to achieve transfer compatibility with the rate of the general college population for AAPI students who identify transfer as their specific educational goal.

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CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 8   ACCEPTANCE OF GRANTS

Requested by: *Mike Tuitasi, Vice-President, Student Affairs*
Approved by: *Robert G. Isomoto, Vice-President, Business/Administration*
Requested Action: *Approval/Ratification*

Title of Grant: **California Emergency Management Agency- Community Emergency Response Team-CERT**

Granting Agency: California Community Colleges Chancellor's Office/
                    California Emergency Management Agency

Appropriated Funding: $1,500

Performance Period: July 1 2011- June 30, 2012

Summary: This grant will be used for supplies, equipment and instructor fees for Emergency Preparedness. This grant is funded through the college's continued partnership with the California Emergency Management Agency and has been awarded to supplement the CERT initiatives in the district. This grant may be used for supplies, equipment, and instructor fees, may not be used for administrative overhead. The funds shall be expended in 2011-2012 and the district will submit a report and pictures showcasing the CERT program that can be shared in the Chancellor's Office Emergency Preparedness Newsletter.

Budget Augmentation:

    Revenue:
       8000 Revenue $1,500
    Expenditures:
       15 Emergency Preparedness packs for C-CERT Team ($100 each)

Title of Grant: **Disaster Resistance for California Community Colleges (DRCCC)**

Granting Agency: California Community Colleges Chancellor's Office

Appropriated Funding: $3,800

Performance Period: January 2, 2011- July 30, 2011

Summary: The DRCCC had additional funding to support the Emergency Preparedness efforts for several community colleges. This grant will be used to implement some of the activities recommended by the District's Emergency Preparedness Committee. These activities include 1) Marketing: Create informational items to distribute to students, faculty, and staff about the importance of Emergency Preparedness, 2) Training and Education, and 3) Emergency Equipment: purchase several EP Kits on campus to demonstrate the items needed for home and school disaster preparedness.

Budget Augmentation:

    Revenue:
       8000 Revenue $3,800

	BOARD OF TRUSTEES	ACTION
	Santa Monica Community College District	July 5, 2011

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 9   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	Ms. Hyun Kyung Lee	August 30, 2011 – August 2012

Payment will be made on a monthly basis, for a total amount not to exceed $25,000 for the term of the contract. | Ms. Hyun Kyung Lee, a doctoral student in counseling psychology at the University of Minnesota, Minneapolis, will serve as SMC's second 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 doctoral 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. Lee will be fulfilling the requirement through this internship. She has significant experience working in a college setting, is bi-lingual, and has worked with international students. The stipend amount is typical for post doctoral internships in this field. | Student Health Fees |
| | *Requested by: Brenda Benson, Dean, Counseling/Retention* | | | |
| | *Approved by: Mike Tuitasi, Vice-President, Student Affairs* | | | |
| B | Jennifer Jeanne Jones | September 2011- June 2012

Not to exceed $1,500 | Ms. Jones will provide artistic scenic design and creation for Theatre Arts productions | District Budget/Theatre Arts Department |
| | *Requested by: Perviz Sawoski, Chair, Theatre Arts Department* | | | |
| | *Approved by: Jeff Shimizu, Vice-President, Academic Affairs* | | | |

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 9   RATIFICATION OF CONTRACTS AND CONSULTANTS
(continued)

	Provider/Contract	Term/Amount	Service	Funding Source
C	Sustainable Works	June 1, 2011 – June 30, 2013 Green Business Workshops $6,100 Green Business Program $27,980	This is a service agreement between Santa Monica College Small Business Development Center (SMC/SBDC) and Sustainable Works. Sustainable Works will develop and conduct eight two-hour green business workshops in the SMC/SBDC service area, and develop an SBDC Green Business Program for 30 small business participants over a two-year period.	SBDC Small Business Jobs Act (SBJA)
	Requested by: Michelle King, Director, SBDC *Approved by: Jeff Shimizu, Vice-President, Academic Affairs*			
D	Vincenti, Lloyd and Stutzman LLP	July 1, 2011 – June 30, 2012 (first year of a three year contract) $14,800 (amendment)	Amendment to agreement for audit services. The amendment to this contract includes additional services that are required to provide complete and comprehensive audit services. The additional services include Financial and Bond audit, Data Collection and Associated Students Federal and State Tax returns.	District Budget/Fiscal Services
	Requested by: Chris Bonvenuto, Director of Fiscal Affairs *Approved by: Robert Isomoto, Vice-President, Business/Administration*			
E	GreenTech Ventures California	May 31, 2011 – September 30, 2011 $10,000	The Consultant shall provide Sustainable Marketplace, Energy Efficiency/Weatherization, Green Building Review, Energy Efficiency (General) and Solar PV training sessions. This training will result in 152 hours of review over a five month period. The training sessions are designed to foster the development and expansion of green/clean technology industry sector in California and keeping with the program goals of ARRA.	Clean Energy Workforce Training Program Grant
	Requested by: Cynthia Moore, Director of Purchasing *Approved by: Robert Isomoto, Vice-President, Business/Administration*			

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 10   ACADEMIC PERSONNEL – ADMINISTRATIVE RESTRUCTURE

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

ADMINISTRATIVE RESTRUCTURE

ABOLISH
Associate Dean, Enrollment Services	07/01/11
Associate Dean, Student Life	07/01/11
Dean, Student Services	07/01/11
Director, Student Success Initiatives	07/01/11
Director, TRIO/Pico Partnership	07/01/11
Project Manager, Sustainability Coordination	07/01/11

ESTABLISH
Associate Dean, Student Success Initiatives	07/01/11
Dean, Enrollment Services	07/01/11
Dean, Student Life	07/01/11
Director, Sustainability Coordination	07/01/11
Project Manager, TRIO/Student Services Support Grant	07/01/11

REASSIGNMENT OF DUTIES AND RESPONSIBILITIES WITH TITLE CHANGES

Bertone, Genevieve
From: Project Manager, Sustainability Coordination
To: Director, Sustainability Coordination   07/01/11

Crawford, Leonard   07/01/11
From: Dean, Special Programs (Acting)
To: Dean, Special Programs

Elliott, Kiersten   07/01/11
From: Associate Dean, Enrollment Services
To: Dean, Enrollment Services

Gonzalez, Roberto   07/01/11
From: Director, Student Success Initiatives
To: Associate Dean, Student Success Initiatives

Hearn, Deyna   07/01/11
From: Associate Dean, Student Life
To: Dean of Student Life

Comment: The reorganizational recommendations above reflect broad reassignments of academic administrative duties and responsibilities to streamline administrative functions. The District's organizational hierarchy of academic administrator positions was reviewed and restructured to remove excessive layers of supervision, generate appropriate spans of control for supervisors; and to ensure internal equity. This is being accomplished by abolishing one position vacated through a retirement, leaving several other unfilled positions vacant, and reassigning essential duties of these positions to existing managers who are reclassified to handle additional duties. The estimated cost savings is equal to approximately 6.71% of the 2010-2011 projected unrestricted general fund expenditures for academic managers.

BOARD OF TRUSTEES	**ACTION**
Santa Monica Community College District	July 5, 2011

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11   ACADEMIC PERSONNEL *(continued)*

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

NEW FULL-TIME FACULTY
Chou, Lin San, Music (Piano)   08/29/11
Menachekanian, Emin, Physics   02/13/12
Tower, Jeanette, Biology   08/29/11

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

PROJECT MANAGER
Jenkins, Jerome, Men's Basketball (75%)   07/1/011 - 06/30/12

SEPARATION

RESIGNATION
Sanchez, Sandra, Project Manager, Workforce Development   07/15/11

RETIREMENT
Garate, Elena, Instructor, ESL (15 years)   06/30/11
Lanum, Jackie, Instructor, Behavioral Studies (18 years)   08/30/10

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 12   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.

ABOLISH   EFFECTIVE DATE
   Academic Secretary (1 position)   07/05/11
   Music Department, 11 months/40 hours

   Costume Designer (1 position)   07/05/11
   Theatre Arts, 12 months/20 hours

ESTABLISH
   Administrative Assistant I (1 position)   07/06/11
   Music Department, 11 months/40 hours

   Costume Designer (1 position)   07/06/11
   Theatre Arts, 11 months/20 hours

   Web Content and Digital Marketing Facilitator (1 position)   07/06/11
   Enrollment Development, 12 mos, 40 hrs

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

   PROBATIONARY
   Dinalli, Fariba, Administrative Assistant II, Library   07/11/11
   Franke, Sandra, Buyer II, Purchasing/Receiving/Mail   06/20/11

   PROMOTION
   Silva, Juan   07/01/11
   From: Student Services Clerk, A & R, 12 mos, 40 hrs
   To: Student Services Assistant, A & R, 12 mos, 40 hrs

   ADVANCED STEP PLACEMENT
   Franke, Sandra, Buyer II, Purchasing/Receiving/Mail   Step C   06/20/11
   Dinalli, Fariba, Administrative Assistant II, Library   Step B   07/11/11

PERMANENT EMPLOYEE WITH WORKING OUT OF CLASS ASSIGNMENT
Carolyn Dammer   06/01/11
From: Student Services Specialist –Financial Aid, Financial Aid   not to exceed 90 working days
To: Financial Aid Supervisor (100%)
(Assignment will end prior to 90 working days upon return of incumbent)

VOLUNTARY REDUCTION IN HOURS/TEMPORARY
Lewis, Marcia A.   07/01/11 – 06/30/12
From: Career Services Advisor, Career Center, 12 mos, 40 hrs
To: Career Services Advisor, Career Center, 12 mos, 35 hrs

CHANGE IN WORK SHIFT/PERMANENT
Schelbert, Barbara   07/01/11
Fr: Instructional Assistant –English, English Department, 11 mos, 20 hrs/ NS-1
To: Instructional Assistant –English, English Department, 11 mos, 20 hrs/ Day

Yudell, Janice   07/01/11
Fr: Instructional Assistant –English, English Department, 11 mos, 20 hrs/ NS-1
To: Instructional Assistant –English, English Department, 11 mos, 20 hrs/ Day

STIPENDS
Becerra, Cesar, Ruben, CC Police Officer, College Police   +5.0%   07/01/11 - 06/30/12
Comment: Rangemaster Officer Duties

Cadena, Ruben, CC Police Officer, College Police   +5.0%   07/01/11 - 06/30/12
Comment: Safety and Security Systems Officer Duties

Echeverria, Alberto, CC Police Officer, College Police   +5.0%   07/01/11 - 06/30/12
Comment: Motor Officer

Kessler, Mark, CC Police Officer, College Police   +5.0%   07/01/11 - 06/30/12
Comment: Training Officer Duties

SEPARATIONS

RETIREMENT
Ornelas, Louie, Community College Police Officer, Campus Police (15+ years)   07/27/11

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 5, 2011

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 13   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.

Blanco, Saul, Art Gallary Installer, Art	07/01/11-12/12/11
Cvar, Sandy, Art Gallary Installer, Art	07/01/11-12/12/11
Badaro,Luiz, Accompanist-Dance, Dance	07/01/11-12/22/11
Badaro,Luiz, Accompanist-Percussion, Dance	07/01/11-12/22/11
Bonner, Gary, Accompanist-Dance, Dance	07/01/11-12/22/11
Brundage, Kirk, Accompanist-Dance, Dance	07/01/11-12/22/11
Brundage, Kirk, Accompanist-Percussion, Dance	07/01/11-12/22/11
Doran-Sheeran, Patrick, Accompanist-Dance, Dance	07/01/11-12/22/11
Gerhold, Thomas, Accompanist-Voice, Emeritus	06/20/11-12/20/11
Harris, Yolanda, Registration Info Clerk, Matriculation	06/06/11-10/06/11
Logvinsky, Leon, Accompanist-Dance, Dance	07/01/11-12/22/11
Moore II, Kevin, Accompanist-Dance, Dance	07/01/11-12/22/11
Moore II, Kevin, Accompanist-Percussion, Dance	07/01/11-12/22/11
Nathalie, George, Art Gallary Installer, Art	07/01/11-12/12/11
Nears, Pamela, Recycling Program Specialist, Grounds	06/13/11-10/18/11
Osipova, Yelena, Accompanist-Dance, Dance	07/01/11-12/22/11
Plotkin, Alla, Accompanist-Dance, Dance	07/01/11-12/22/11
Spilny, Valerie, Accompanist-Dance, Dance	07/01/11-12/22/11
Sudbury, James, Accompanist-Dance, Dance	07/01/11-12/22/11
Sweeney, Te'Amir, Accompanist-Dance, Dance	07/01/11-12/22/11
Sweeney, Te'Amir, Accompanist-Percussion, Dance	07/01/11-12/22/11
Walker, Frederick, Accompanist-Dance, Dance	07/01/11-12/22/11
Walker, Frederick, Accompanist-Percussion, Dance	07/01/11-12/22/11
Watkins, Deanna, Accompanist-Dance, Dance	07/01/11-12/22/11

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.

Adebowale, Lena, Cash Receipts Clerk, Bursar's Office	05/16/11-06/10/11
Benvenuto, Arlene, Cash Receipts Clerk, Bursar's Office	05/16/11-06/10/11
Chase, Gerald, Registration Info Clerk, Bursar's Office	05/16/11-06/10/11
Gharibeh, Issa P, Receiving, Stockroom Delivery Clerk, Bookstore	06/20/11-12/20/11
Luthi, Christopher, Accompanist-Voice, Music	06/21/11-07/30/11
Shine, Kevin, Cash Receipts Clerk, Bursar's Office	05/16/11-06/10/11
Vega, Carmen, Registration Info Clerk, Bursar's Office	05/16/11-06/10/11

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 5, 2011

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 14   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)   4
     College Work-Study Student Assistant, $8.00/hr (FWS)   1

SPECIAL SERVICE
     Art Models, $18.00/hr   68
     Community Services Specialist 1, $35.00/hr   53
     Community Services Specialist 2, $50.00/hr   23

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 15   CREATION OF NEW BANK ACCOUNT –
                                    STAFF PARKING FEE COLLECTIONS**

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

Ratification of the creation of a new bank account with Union Bank for the purpose of receiving cash receipts from Staff Parking Fees. Signers on the account are Dr. Chui L. Tsang, Randal Lawson, Robert Isomoto and Christopher Bonvenuto.

Comment: Prior to the creation of this account, receipts related to staff parking were maintained in the General Auxiliary bank account with a variety of other receipts and transferred to the District. The creation of this account allows for more accurate and efficient processing of Staff Parking Fee receipts by maintaining the receipts in a District banking account separate from other revenues.

**RECOMMENDATION NO. 16   AMENDMENT TO AGREEMENT FOR CREDIT
                                    CARD PROCESSING**

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

Provider: Official Payment Corporation (OPS)

Amount: 2.25% of charged or debited transactions

Term of Contract: Amendment: Contract extended until a new Request for Proposal RFP is developed and awarded in October, 2011.

Summary: Official Payments Corporation (OPS) is the District's provider of credit card processing services.   The contract with OPS expired December 31, 2010 and remains in effect until termination is issued by SMC. A Request for Proposal RFP is developed with an anticipated award date in July and fully integrated by October 2011. OPS has worked closely with District staff over the years to ensure smooth processing of online and telephone payments for both students and District. The evaluation process will include the vendor's capability to provide PL/SQL based integration tools/API to ensure the seamless integration with our online enrollment transaction. Assessment will also include their security readiness, uptime and back office online tools.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 5, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17   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*

17-A CHANGE ORDER NO. 1 – STUDENT SERVICES ENTRY GARDEN RE-BID

Change Order No. 1 – SOUTHBAY LANDSCAPING, INC. on the Student Service Entry Garden Re-Bid project in the amount of $1,112:

Original Contract Amount	$225,000
Previously Approved Change Orders	0
Change Order No. 1	1,112
Revised Contract Amount	$226,112
Original Contract Time	91 days
Previous Time Extensions	0 days
Revised Contract Time	91 days
Time Extension this Change Order	0 days
Current Revised Contract Time	91 days

Funding Source: Measure S

Comment: Change Order No. 1 – Change order for unforeseen conditions. Provides labor and material for the removal and replacement of the existing storm line that was clogged and damaged by tree roots. The proposed storm drain is to connect to the existing line and needs to be replaced in order to allow for proper drainage.

17-B   PROJECT CLOSE OUT – ENERGY SERVICES CONTRACT – SOLAR PANELS AND ENERGY RELATED RETROFITS

Subject to completion of punch list items by CHEVRON ENERGY SOLUTIONS authorize the District Representative, without further action of the Board of Trustees, to accept the project described as ENERGY SERVICES CONTRACT – SOLAR PANELS AND ENERGY RELATED RETROFITS as being complete upon completion of punch list items by CHEVRON ENERGY SOLUTIONS. The District Representative shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance disbursement of the final payment is authorized.

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 **FACILITIES** (continued)

17-C CHANGE ORDER NO. 1 – BUNDY CLASSROOM COMPLETION

Change Order No. 1 – WAISMAN CONSTRUCTION on the Bundy Classroom Completion project in the amount of $17,712:

Original Contract Amount	$1,860,00
Previously Approved Change Orders	0
Change Order No. 1	17,712
Revised Contract Amount	$1,877,712
Original Contract Time	246 days
Previous Time Extensions	0 days
Revised Contract Time	246 days
Time Extension this Change Order	0 days
Current Revised Contract Time	246 days

Funding Source: Measure AA

Comment: Change Order No. 1 – Change order for unforeseen conditions. Provides labor and material for the capping of abandoned pipes not shown on original drawings, for the installation of Emergency Shunt Relays on the 4th floor and for a Rub Rail at the suspended ceiling in the First Floor Classroom 119 folding partition to protect the suspended ceiling from damage during closing of partition. This Change Order also provides labor and material for a smoke detector in Storage 121A due to the conversion of the space from storage to AV Closet and provides conductors from the distribution board to the existing panel, which were shown as existing on original drawings but were not installed.

17-D AMENDMENT TO AGREEMENT FOR ROOFING CONSULTANT – ADMINISTRATION BUILDING

Provider: Base Architecture Planning & Engineering
Amount: $19,593
Term of Contract: March 4, 2011 – September 30, 2011
Summary: This contract for design, construction and inspection services for the Administration Building, 2714 Pico Boulevard, was approved on March 1, 2011 in the amount of $38,670. The project was required to address the aging roof and determine the underlying causes and damage to the building. The amendment to this contract includes expansion of original Scope of Work to add additional design services to include replacement of the HVAC units. The work shall include specifications for the HVAC units and additional drawings for the structural support and the utilities.   Consultant will also complete the Title 24 reporting requirements.

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 18   BUDGET TRANSFERS

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

18-A   FUND 01.0 – GENERAL FUND - UNRESTRICTED
Period: May 26, 2011 to June 22, 2011

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	12,613
3000	Benefits	0
4000	Supplies	13,287
5000	Contract Services/Operating Exp	610
6000	Sites/Buildings/Equipment	-1,045
7000	Other Outgo/Student Payments	-25,465
Net Total:		0

18-B   FUND 01.3 – GENERAL FUND - RESTRICTED
Period: May 26, 2011 to June 22, 2011

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	10,482
2000	Classified/Student Salaries	-10,308
3000	Benefits	13,225
4000	Supplies	1,455
5000	Contract Services/Operating Exp	-8,566
6000	Sites/Buildings/Equipment	-17,061
7000	Other Outgo/Student Payments	10,773
Net Total:		0

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

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19   PAYROLL WARRANT REGISTER
Requested by: *Ian Fraser, Payroll Manager*
Approved by: *Robert G. Isomoto, Vice-President, Business/Administration*
Requested Action: *Approval/Ratification*

          May 1 – May 31, 2011   C1J – C2K $10,256,478.44

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

RECOMMENDATION NO. 20   COMMERCIAL WARRANT REGISTER
Requested by: *Robin Quaile, Accounts Payable Supervisor*
Approved by: *Robert G. Isomoto, Vice-President, Business/Administration*
Requested Action: *Approval/Ratification*

          May 1 – May 31, 2011   4530 – 4570 $7,037,670.77

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

RECOMMENDATION NO. 21   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.

          May 1 – May 31, 2011
          D001562 –D001712 $2,127,489.49
          B000639 – B000713 $1,400,083.70
          ST00071 – ST00071 $ 16.00

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 5, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 22   AUXILIARY PAYMENTS & PURCHASE ORDERS

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

	Payments	Purchase Orders
May 1 – May 31, 2011	$1,463,616.62	$41,332.02

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

RECOMMENDATION NO. 23   PURCHASING

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

23-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, 2011 $2,859,048.31

23-B   PURCHASING AGREEMENT

Authorize the award of purchase orders from approved department budgets using competitively
bid strategic sourcing agreement Oracle America, Inc OLSA-119279401-MAR-2011-1 for
technical support services for all Oracle Software licenses deployed by the district.

X.   BOARD COMMENTS AND REQUESTS

XI.   ADJOURNMENT

The meeting will be adjourned in memory of **Bernie Malitsky**, retired adjunct math professor who taught at SMC for nearly 40 years.

A Board of Trustees Study Session will be held on Tuesday, July 19, 2011 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 2, 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: Enrollment and Enrollment Development
2.   Information Item: Citizens' Bond Oversight Committee report (July meeting)

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM G

SUBJECT: **OVERVIEW OF 2010-2011 GRANT-FUNDED PROJECTS**

In 2010-2011, SMC managed approximately $6.2 million through 23 grant projects funded by local, state, and federal agencies, all of which are supportive of the college's mission. This included 11 new awards, valued at about $10.8 million in total additional revenue over the next 3 to 5 years, with nearly $3.5 million to benefit 2010-2011 directly.   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 total, the college submitted 22 proposals to support the 2010-2011 academic year, achieving a success rate of 50 percent.   While the majority of these grants were written by the Grants Office in collaboration with the programs and/or departments that would directly manage and implement them, the TRIO/Pico Office and the Office of Workforce and Economic Development were also actively involved in grant development and management.   In fact, two of the largest grants awarded, Student Support Services and the Employment Training Panel grants, were written by the TRIO/Pico Program and the Office of Workforce and Economic Development, respectively.   By working collaboratively with other departments across campus, the Grants Office is able to increase the overall number of grants submitted to support the college's mission and its students.

While the Grants Office strives for a success rate of 60 percent or greater, a success rate of 50 percent is disappointing. While there are many factors that one might attribute to this outcome, one of the greatest disappointments this grant cycle was the loss of funding from the Chancellor's Office to support career/technical education and workforce development. In the Spring of 2010, SMC submitted four grants to the Chancellor's Office as part of the annual distribution of career/technical dollars. Unlike years past, the Chancellor's Office changed the distribution process of these funds and lumped all of these grants together, increasing competition while decreasing the total number of awards. Unfortunately, none of these grants was funded, which was not expected and a setback for the college. In years past, the college would normally have received at least one, if not more, of these grants, and this had an impact on the overall success.

However, while the college did not fare so well at the state level, it did achieve significant success at both the private and federal level as compared to years past. The following table identifies the success rate of the various funding sources pursued by the college to support the 2010-2011 academic year.

Source of Funds	Grants Submitted	Grants Awarded	Success Rate
Federal Govt.	11	6	54.5%
State Govt.	7	3	42.9%
Local Govt.	0	0	0.0%
Private	4	2	50.0%
Total	22	11	50.0%

One of the primary goals of the Grants Office is to assure that each grant submitted for consideration by a local, state, or national entity is aligned to one or more of the college's Institutional Learning Outcomes, Supporting Goals, and/or Strategic Initiatives. The following table provides a general overview of grants submitted and awarded to support 2010-2011 and their relation to institutional goals and objectives. Many of the grants submitted support more than one outcome, and thus the total adds to more than the number of awards.

Area of Focus	Number of Grants Submitted/Awarded by Funding Source							
	Private		State		Federal		Total	
	Submitted	Awarded	Submitted	Awarded	Submitted	Awarded	Submitted	Awarded
ILO #1: Personal Attributes	1	0	1	0	5	3	7	3
ILO #2: Academic Skills	1	1	1	1	4	1	6	3
ILO #3: Global Citizenship	0	0	0	0	1	0	1	0
ILO #4: Sustainability	0	0	1	1	2	1	3	2
Supporting Goal #1: Innovative and Responsive Learning Environment	2	1	5	1	5	3	12	5
Supporting Goal #2: Supportive Learning Environment	1	1	2	2	6	4	9	7
Strategic Initiative #1: Basic Skills	0	0	0	0	0	0	0	0
Strategic Initiative #2: Global Citizenship	0	0	0	0	1	0	1	0
Strategic Initiative #3: Sustainable Campus	0	0	0	0	1	1	1	1
Strategic Initiative #4: CTE	1	0	6	2	3	2	10	4
TOTAL (duplicated)	6	3	16	7	28	15	50	25

In addition to supporting the Institutional Learning Outcomes, Supporting Goals, and Strategic Initiatives, all of the 2010-2011 grant funded projects address the Board of Trustee's Goal 1: Educational Advancement and Quality. The following list provides a summary of 2010-2011 grant-funded projects and how they relate to Goal 1: Educational Advancement and Quality. Corresponding Institutional Learning Outcomes, Supporting Goals, and/or Strategic Initiatives, as well as the annual award total, the funding source, and the principal investigator/project director, 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.

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. (This grant ends September 30, 2011. The Project Team includes Fran Manion and John Quevedo from Math, Susan Sterr and Gary Todd from English, and Cynthia Lopez from Supplemental Instruction.)

Student Retention –U.S. Veterans
- **NEW for 2010-2011** – FIPSE Center of Excellence for Veteran Student Success ($113,643, funded by the U.S. Department of Education): Through this grant, SMC will expand the capacity of SMC's emerging Veterans Resource Center to include tutoring, mentoring, on-site Financial Aid and Career Services workshops, transfer advising and collocated DSPS services. (This three year grant, which will continue through 2013, also supports ILO #1 and Supporting Goal 2. Linda Sinclair and John Scott comprise the Project Team.)

- **NEW for 2010-2011** – Veterans Resource Center Project (California Community Colleges Chancellor's Office/High Tech Center Training Unit): While this grant does not have a cash award, SMC will receive technical assistance and support from the High Tech Center Training Unit, including assistive technology and hardware, to support SMC's student veterans. (This grant also supports Supporting Goal 2. Linda Sinclair and John Scott oversee this initiative.)

Student Retention/Special Populations—Asian/Pacific Islander Students
- Asian American and Native American Pacific Islander Serving Institutions Program ($1,027,702, 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 ends September 30, 2011. Regina Jennings is the Project Director for the AAPIA Project.)

Student Retention/Special Populations—Low Income, First Generation Students
- **NEW for 2010-2011** – Student Support Services ($290,515—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 project supports ILO #1 and Supporting Goal 2. Roberto Gonzalez is currently serving as the Project Director for this program, which will continue through 2015.)

- **NEW for 2010-2011** – Child Care Access Means Parents in School ($108,132—U.S. Dept. of ED): This grant provides child care assistance for low-income, Pell-eligible students enrolled at SMC so that low-income parents may continue to attend classes without worry over the care of their children. (This 4-year project also supports Supporting Goal 2. Jenny Trickey is the Project Director.)

- **NEW for 2010-2011** – CDC Works! ($16,700, funded by the Foundation for California Community Colleges): The purpose of this grant was to provide supportive services and financial resources to assist Cal Works recipients as they pursue education and careers in Early Childhood Education. Unfortunately, this program was cancelled mid-year due to the state's financial woes; however, it is included here as a success and to recognize the efforts of Laura Manson, former chair of the Education/ECE, and Jenny Trickey from Student Affairs, in supporting the needs of their students. (This project also supported Supporting Goal 2.)

- 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. SMC was recently awarded a new contract with the City of Santa Monica for the 2011-2012 academic year, expanding and enhancing the existing Pico Program. Roberto Gonzalez is the Project Director for the Pico Program.)

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. This grant will continue in 2011-2012, and the college is preparing to re-submit for a new 5-year contract in Fall 2011. The Project Director for Upward Bound is Bonita Cooper.)

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 (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. Tricia Ramos is the Project Director for this Collaborative.)

- 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. Tricia Ramos also serves as the Project Director for this project.)

Green Technology
- **NEW for 2010-2011** – Community Based Job Training Grant ($1,476,130, funded by the U.S. Department of Labor): Through this grant, SMC will partner with Irvine Valley College, Golden West College, and the California Resource and Recycling Association to develop an education and career path for individuals interested in recycling and resource management. This project will yield a nationally recognized curriculum that includes industry-approved certificates, state-granted educational certificates, and associate degrees. (This project also supports ILO #4, Supporting Goal 1, and Strategic Initiative 3. The project team includes Genevieve Bertone, Laina Long, and Tricia Ramos. This project will continue through 2013.)

- **NEW for 2010-2011** – Employment Training Panel ($353,638, funded by the California Office of Economic and Workforce Development): The purpose of this grant is to provide training in green/clean technology as part of the Clean Energy Workforce Training Program in partnership with the California Energy Commission. (This one year grant also supports ILO #4, Supporting Goal 1, and Strategic Initiative #4. Tricia Ramos is the Project Director.)

- SB70 Workforce Innovations Project Grant (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. This grant was set to end in 2010, but was carried over into 2010-2011. Tricia Ramos is the Project Director.)

Early Childhood Education/Education
- **NEW for 2010-2011** – Early Start Pathway ($328,834, 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 is an expansion of a grant previously funded by LAUP, but reduced due to budget cuts. This new award is a five year award that will bring approximately $1.6 million to SMC's ECE Program. This project also supports ILO #2 and Supporting Goal 1. Laura Manson is the principal on this project.)

Health Sciences (including Nursing and Allied Health)
- **NEW for 2010-2011** – Enrollment Growth for ADN to RN Programs ($160,937— Chancellor's Office): The purpose of this grant is to increase student enrollment in SMC's Nursing Program by 15 students, including 10 students in the traditional program and 5 in the LVN advanced standing program, and improve student retention rates through an array of instructional and student support services. (This grant also supports Student Retention, ILOs #1 & 2 and Supporting Goal 2 and will continue through June 2012. Ida Danzey is the Project Director.)

- Funds for Allied Health Training Programs ($100,000 – 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 ends in June 2011. Ida Danzey and Dawn Murphy lead project activities.)

- 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 ends June 2011. Ida Danzey and Dawn Murphy comprise the project team.)

- ADN to MSN Collaborative (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 was supposed to end June 2010, but a no cost extension was granted to complete project activities. Ida Danzey is the Project Director.)

<u>Entrepreneurship</u>

- 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 2011-2012. Michelle King is the Project Director.)

<u>STEM/Computer Science</u>
- **NEW for 2010-2011** – Curriculum Improvement Partnership Award for the Integration of Research ($147,362, funded by NASA): This project will strengthen STEM curricula, both at the career technical and transfer level, through a two-pronged interdisciplinary approach designed to raise faculty and student awareness of NASA's mission, programs, and career opportunities, while supporting the development of skills needed by the NASA workforce. Funds will support faculty externships and student internships at JPL and the development of new courses that will support NASA workforce needs. (This multi-year grant also supports ILO #1 & 2 and Supporting Goals 1 & 2. Jinan Darwiche is the Principal Investigator on this project.)

- **NEW for 2010-2011** – Community College Consortium to Educate Information Technology Professionals in Health Care ($341,122, funded by the U.S. Department of Health and Human Services): Through this subaward with Los Rios Community College District, SMC will adopt nationally developed, modularized curriculum in support of the emerging Health Information Technology career sector and recruit and train more than 200 individuals for careers in Health Information Technology. (This grant, which will continue in 2011-2012, also supports Supporting Goal 1. Jinan Darwiche is the Project Director.)

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

- 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. (This grant is set to end August 2011, although SMC will request a no cost extension from the federal government to complete grant activities, specifically the evaluation of grant activities. Kelley Brayton and Georgia Lorenz are the Project Directors.)

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 did assist the Theater Arts Department in successfully writing and submitting a Margin of Excellence grant to the SMC Foundation. This $5,000 grant supported the purchase of new lighting equipment that mirrors what students will utilize in the workplace.

Use Data to Measure Institutional Effectiveness

SMC did not receive any grants to support Institutional Research directly. However, the Grants Office continues to allocate grant funds as appropriate 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 2011-2012 academic year will fund a part-time research position.

<u>MAJOR ITEMS OF BUSINESS</u>

<u>INFORMATION ITEM H</u>

<u>SUBJECT:</u> **<u>CURRICULUM</u>**

2010-11 ANNUAL REPORT
CURRICULUM COMMITTEE
Submitted by:
Guido L. Davis Del Piccolo, Curriculum Committee, Chair
Georgia Lorenz; Curriculum Committee, Vice Chair

STUDENT TRANSFER ACHIEVEMENT REFORM ACT (SB 1440)

<u>What SB 1440 means for Santa Monica College</u>

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) was signed by Gov. Schwarzenegger on September 29, 2010. The Curriculum Committee spent much time on the issues surrounding the meaning, potential impact, and implementation of this in regards to the SMC curriculum and our students.

The Curriculum Committee's interpretation of SB1440 is to facilitate transfer for students by creating Associate Degrees for Transfer (AA-T and AS-T) which indicate a completion of the lower division requirements for a major/area of emphasis. We do not see these degrees as "terminal" or "stand alone" Associate Degrees, as SMC's other degrees should be seen.

In constructing SMC's Associate for Transfer degrees, we looked at the lower division major requirements of all CSU campuses, in particular those of CSUN, CSULA, and CSUDH (which are the SB1440 relevant "local CSU" and the destinations of over 85% of our CSU transfers).

The Curriculum Committee's position is that our Associate for Transfer Degrees should not require more lower division coursework in the major/area of emphasis than is required by the CSU.

Several SMC faculty members provided feedback in the construction phase of the Transfer Model Curriculums (TMC) for various disciplines. Additional participation and advocacy on statewide and local committees has been done by Dan Nannini (Statewide Implementation Committee), Eric Oifer (Academic Senate Area meetings and statewide plenary), Estela Narrie (Region 7 Articulation Officers) and Guido Davis Del Piccolo (Faculty Discipline Review Group, Sociology) to name a few.

<u>Mathematics AS-T</u>
The discipline faculty and the Curriculum Committee approved a Mathematics AS-T based on the TMC. This degree has been approved by the CCCCO.

Sociology AA-T in (Region 7 Alternatives to the TMC)

The discipline faculty and the Curriculum Committee were disappointed with the finalized TMCs in Psychology and Sociology as they each required lower division coursework in the discipline that is not required by the CSU. Therefore, in conjunction with the our Region 7 transfer destinations (CSUN, CSULA, and CSUDH) and other Region 7 Community Colleges (LACCD, Glendale, Pasadena, El Camino), we developed a "Region 7 Sociology AA-T" and "Region 7 Psychology AA-T" which require only the lower division courses in the discipline required by the CSU. The Region 7 CSUs agreed, in writing, to accept our Region 7 Sociology AA-T and our Region 7 Psychology AA-T (forthcoming) as they have agreed to accept the AA-Ts based on the TMCs. The Sociology AA-T has been submitted for approval to the CCCCO.

AS-T in Chemistry and AA-T in Political Science

The discipline faculty and the Curriculum Committee have also approved a Chemistry AS-T (based on the TMC) and a Political Science AA-T (not based on the TMC).

Local Requirements (Global Citizenship) and SB 1440

Associate Degrees for Transfer must be free of any "Local Graduation Requirements". Therefore, SMC's Global Citizenship Degree Requirement does not apply to any Associate Degree for Transfer. However, the Global Citizenship requirement continues to apply to all other Associate Degrees.

CAREER TECHNICAL EDUCATION

Bridging the Disciplines: Transfer and CTE

In the area of Career Technical Education (CTE), the Curriculum Committee did a significant amount of work developing and revising curriculum as well as helping to create a bridge between our traditionally "transfer-focused" areas and our "vocationally-focused" areas. This bridging is most apparent in the development of our Medical Laboratory Technician (MLT) curriculum and our Recycling and Resource Management program (RRM).

Medical Laboratory Technician (Life Science)

Acting as the lead faculty member from SMC, Valarie Narey worked in conjunction with local area hospitals to develop 4 courses (16 units) for a forthcoming Medical Laboratory Technician degree and certificate. This program represents a valuable bridge between our traditionally transfer-oriented Life Science faculty and curriculum and a new CTE opportunity. The four 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)

Recycling and Resource Management (Earth Science)

Another bridging was accomplished through the work of our Earth Science department, led by Vicki Drake, and our Sustainability Coordinator, Genevieve Bertone. In collaborating with faculty at Irvine Valley College and Golden West College, as well as industry partners, we designed an Associate Degree and Certificate of Achievement in Recycling and Resource Management. This is part of a major Community-Based Job Training Grant by the Department of Labor involving emerging "green occupations" and it is meant to become a national model for a credit-based certification program. The program also reflects our general 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)

Also noteworthy in this regard is a change the Curriculum Committee made to our Ecological Literacy category of the Global Citizenship Degree Requirement. We have added a 4th option (practical application of environmental technologies) through which a course may qualify for the Global Citizenship designation. As a result of this change, RRM 1 was approved as a course which can satisfy the Global Citizenship requirement.

Keeping up with Technological Changes
The Curriculum Committee approved some significant revisions in our Animation Certificate of Achievement and Degree as well as new Department Certificates in the area of Entertainment Technology. New courses developed in this area include:
- ET 17: "Advanced 3D Level Design" (CSU)
- ET 25C: "3D Rigging" (CSU)
- ET 26: "3D Rendering" (CSU)

Course revisions include:
- ET 13: "2D Game Prototyping" (formerly "Game Prototyping")
- ET 15: "Beginning 3D Level Design" (formerly 3D Game Prototyping")
- ET 18: "Advanced 2D Animation" (formerly "2D Animation II")
- ET 19A: "Beginning 2D Animation" (formerly "2D Animation I")
- ET 19B: "Beginning 2D Animation" (formerly "2D Animation II")
- ET 23: "2D Character Animation" (formerly "Character Animation")
- ET 25: "3D Modeling" (formerly "3D Modeling and Rigging")
- ET 72: "Career Development" (formerly "Career Exploration")

New/Revised Department Certificates:
- 2D Animation (new)
- 3D Animation (new)
- 3D Modeling (new)
- 3D Rendering (new)
- Game Design (revised)
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In addition the CSIS department developed two new courses which will give students important skills related to development for mobile devices.
- CIS 65: "Flash Catalyst" (CSU)
- CS 86: "Android Development" (CSU)

Revised Business Certificates
The discipline faculty of Business brought forward revisions to many of the Business Degrees and Certificates of Achievement. The revisions involved making the "core" of each more relevant to the area of study. The following Certificates and/or Degrees were revised:
- Business Administration (Associate Degree)
- Entrepreneurship (Certificate of Achievement)
- International Business (Certificate of Achievement)
- Logistics (Certificate of Achievement & Associate Degree)
- Management/Leadership (Certificate of Achievement & Associate Degree)
- Marketing (Certificate of Achievement)
- Merchandising (Certificate of Achievement & Associate Degree)

<u>Coaching Certificate</u>

The Kinesiology/Physical Education faculty took proactive measures to reshape the field's curriculum in the face of potential apportionment reductions from the state for "activity courses" and created a new Athletic Coaching Certificate. This Certificate will be presented to the Los Angeles/Orange County Workforce Development Leaders (LOWDL) in the next cycle. As part of this certificate, three new courses were also created:

- Kinesiology Professional Course 7: "Coaching of Soccer" (UC-pending/CSU)
- Kinesiology Professional Course 8: "Coaching of Basketball" (UC-pending/CSU)
- Kinesiology Professional Course 9: "Coaching of Volleyball" (UC-pending/CSU)

<u>Broadcasting: Promo Pathways</u>

The Promo Pathway program (not yet approved) developed out of a partnership between SMC's Communication Department, led by Frank Dawson, and the South Bay Center for Counseling. The program is the first of its kind in the nation. It has sparked innovation and course development in Broadcasting leading to two new courses:

- Broadcasting 20: "Introduction to Writing and Producing Short-Form Media" (CSU)
- Broadcasting 21: "Short-Form Visual Media Production" (CSU)

<u>Revised Journalism Associate Degree and Certificate</u>

The discipline faculty of Communications brought forward revisions to the Journalism Degree and Certificate of Achievement. The revisions involved "modernizing" the area of emphasis given the expansion of online experiences.

- Journalism (Certificate of Achievement & Associate Degree) (revised)

NEW PROGRAMS, IDEAS, APPROACHES, AND COURSES

<u>Public Policy: New Program</u>

Through the efforts of an interdisciplinary team of faculty led by Richard Tahvildaran-Jesswein, SMC's Public Policy AA and Certificate of Achievement were developed. This academic outcome of the Public Policy Institute represents a local interest and need, while simultaneously preparing students well for transfer into fields related to Public Policy. Central to this new program are two new courses:

- Political Science 31: "Introduction to Public Policy" (UC & IGETC-pending/CSU)
- Political Science 95: "Public Policy—Experiential Learning" (UC-pending/CSU)
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<u>English Basic Skills: New Idea</u>

As a result of unrelenting research and efforts by both the Basic Skills Committee and the English Department faculty, a new approach will be launched in the hopes of streamlining the pathway from "C-level English" to "transfer level English". English 85 (C-level) is a new 5-unit course combining both reading and writing. English 20 (B-level) is also 5-units and has a similar joining of reading and writing. It is hoped that as a result of these two new courses, students will move from the C-level to English 1 in a more speedy and successful manner. The success of combining reading and writing has been demonstrated through the experimental efforts of faculty member Ed Markarian. The new courses are:

- English 85: "Reading and Writing 1" (intended to replace ENGL 81A & 83A)
- English 20: "Reading and Writing 2" (intended to replace ENGL 21A & 22)

<u>Emeritus: New Approach</u>

The Curriculum Committee approved 10 New Noncredit Courses for the Emeritus College. Being proactive in a climate of potential reduced apportionment for "activity courses", the Emeritus College (through the work of Ron Furuyama and Erica LeBlanc) revised the curriculum of several of our more popular Emeritus courses to demonstrate their academic basis and importance in the area of health and safety. All of the courses submitted have been approved by the CCCCO. One additional course will be submitted for approval this summer.

- Health E30: "Fall Prevention for Older Adults" (CCCCO approved)
- Health E34: "Stress Reduction for Older Adults" (CCCCO approved)
- Health E38: "Joint Health and Mobility for Older Adults" (CCCCO approved)
- Health E63: "Stroke Recovery for Older Adults" (CCCCO approved)
- Health E21: "Yoga Health and Safety Principles and Practices for Older Adults" (CCCCO approved)
- Health E22: "Chi Gong Health and Safety Principles and Practices for Older
- Adults" (CCCCO approved)
- Health E23: "T'ai Chi Health and Safety Principles and Practices for Older
- Adults" (CCCCO approved)
- Health E24: "Physical Fitness Principles and Practices for Older Adults" (CCCCO approved)
- Health E25: "Strength and Stamina Training Principles and Practices for Older
- Adults" (CCCCO approved)
- Human Development E26: "Healthy Aging for Older Adults" (to be submitted to the CCCCO after Board approval)

<u>New Courses</u>

In addition to those previously mentioned, the Curriculum Committee approved the following new courses:

- Dance 75 / ECE 75: "Dance for Children: Creative Dance in the Pre-K and Elementary Classroom" (CSU)
- Energy 02: "Residential Building Science" (CSU)
- Film 33: "Directing the Short Film" (UC-pending/CSU)
- Philosophy 20 / Environmental Studies 20: "Environmental Ethics" (UC & IGETC-pending/CSU; Global Citizenship)
- Psychology 40 / Environmental Studies 40: "Environmental Psychology" (UC/CSU; IGETC/CSUGE-pending; Global Citizenship)
- Turkish 1: "Elementary Turkish" (UC/CSU; IGETC/CSUGE)

PROGRAM REVIEW

The Curriculum Committee reviewed the revisions/updates submitted by the Departments who went through the Program Review process. Most of our departments did an outstanding job in updating their curriculum. These departments include:

- Earth Science
- English
- Mathematics

The ESL and CSIS Departments should also be recognized for their diligence in maintaining up-to-date curriculums.

A LOOK AHEAD

- We have submitted the following degrees and certificates to the CCCCO and are awaiting final approval:
    - o Global Studies (Certificate of Achievement and Associate Degree)
    - o Public Policy (Certificate of Achievement and Associate Degree)

- We have been working with CurricUNET to prepare for full implementation of the online program sometime in the Fall of 2011.

- We expect more developments surrounding SB 1440.

- We will be exploring the ramifications of relying solely on "content review" as an option in the justification of prerequisites.

- We expect to continue our work with the Emeritus College in the hopes of preserving this valuable service to our community.

- We hope to continue our "pro-active" approach toward curriculum as well as promoting and facilitating a collaborative and interdisciplinary approach to our work.