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SANTA MONICA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

REGULAR MEETING  
AUGUST 2, 2011

Santa Monica College  
1900 Pico Boulevard  
Santa Monica, California

Board Room (Business Building Room 117)

6:00 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:

- I. 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*



II. **CLOSED SESSION** (continued)

REAL PROPERTY (Government Code Section 54956.8)

Property Address: 1660 Stewart Street, Santa Monica, CA 90404

Under Negotiation: Lease Buyout Terms for Cellular Tower

College Negotiators: Dr. Chui L. Tsang and Greg Brown

Property Representative: Jon Silva, TowerCo

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

(Government Code Section 54956.9 (b))

Significant exposure to litigation: One Case

III. **PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS**

D PLEDGE OF ALLEGIANCE

E CLOSED SESSION REPORT (if any)

F PUBLIC COMMENT

IV. **SUPERINTENDENT'S REPORT**

- Updates:
  - State Budget
  - Transportation: Big Blue Bus, Parking
  - Los Angeles Times Readers Survey: Santa Monica College – Best Community College
  - Faculty Exchange - Zhejiang Vocational Academy of Art, Binjiang District
  - Fall 2011
    - New Faculty Orientation – August 23, 2011
    - Opening (Flex) Day – August 25, 2011
    - VIP Welcome Day – August 26, 2011

V. **ACADEMIC SENATE REPORT**

VI. **MAJOR ITEMS OF BUSINESS**

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VII. **CONSENT AGENDA**

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

**Approval of Minutes**

#3	Approval of Minutes: July 5, 2011 (Regular Meeting)	13
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VII. **CONSENT AGENDA** (continued)

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VIII. **CONSENT AGENDA – Pulled Recommendations**

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

IX. **BOARD COMMENTS AND REQUESTS**

X. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Tuesday, September 6, 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.

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• Construction Projects Approval Process	
• SMC Central Plant Feasibility Report	

APPENDIX B: Enrollment Development 2010-2011 Summary	32
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<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	August 2, 2011

MAJOR ITEMS OF BUSINESS

**INFORMATION ITEM G**

**SUBJECT:**                    **UPDATE: SMC FACILITIES/CONSTRUCTION PROJECTS**

**SUBMITTED BY:**            Superintendent/President

**A.        PROJECT APPROVAL PROCESS**

A variety of governmental approvals are required during the planning and construction of bond projects. The various steps in the process will be presented.

**B.        SANTA MONICA COLLEGE CENTRAL PLANT PROJECT**

The estimate of the probable construction cost for the central plant includes all the mechanical equipment, the TES Tank, underground pipe work, and the connections and modifications to the individual buildings. The underground pipe cost to service all buildings, both the existing and proposed buildings and any new mechanical equipment needed in the existing buildings for central plant operations were also estimated. The central plant project will reduce the energy consumption of the campus and also provide a major renovation to the building mechanical systems.

A central plant is a part of the utility infrastructure on most college and university campuses and provides centralized chilled water generation for campus wide cooling. Producing chilled water in a large scale cooling plant is far more efficient than individual cooling units on each building. Substantial savings are made in energy usage, electrical rates, maintenance and emissions. The SMC central plant was first introduced to the voters as part of Measure U in 2002. More recently it was approved in the SMC Career and Educational Facilities Master Plan 2010 Update. It is also an element in the college’s Climate Action Plan as part of the American College & University President’s Climate Commitment.

The project would build the central plant as part of the Health, PE, Fitness and Dance complex since it is centrally located on the main campus. An underground chilled water loop would connect existing buildings and all new construction would be connected as it comes on line. Although it is difficult to construct a chilled water loop on an existing campus, the following community colleges have recently completed or are in the process of building new central plants as part of their bond program: Cerritos, Citrus, Crafton Hills, LA Harbor, LA Southwest, LA Valley, College of Marin, Mesa, Miramar, Rancho Santiago, San Bernardino, San Diego City, Southwestern, and Yuba.

- Appendix A: Update: SMC Facilities/Construction Projects*
- *Construction Projects Approval Process*
  - *SMC Central Plant Feasibility Report*

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	August 2, 2011

MAJOR ITEMS OF BUSINESS

**INFORMATION ITEM H**

**SUBJECT:** **ENROLLMENT DEVELOPMENT 2010-2011 SUMMARY**

**SUBMITTED BY:** Superintendent/President

**SUMMARY:** Santa Monica College continues to see record student demand. The annual Enrollment Development report will discuss the areas, such as Admissions, Assessment and Financial Aid, most significantly impacted by said demand. Additionally, overall enrollment data will be presented. Institutional Research projects related to some of the major college initiatives are also highlighted. The report will also share the preliminary results of the Contract Education for international students that was piloted in 2010-2011.

*Appendix B: Enrollment Development 2010-2011 Report*

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 2, 2011

MAJOR ITEMS OF BUSINESS

**DISCUSSION ITEM I**

**SUBJECT:**                    **BOARD OF TRUSTEES SELF-ASSESSMENT**

SUBMITTED BY:            Chair, Board of Trustees

DISCUSSION:              The Board of Trustees will conduct its Self-Assessment for 2010-2011.

**RECOMMENDATION NO. I**

**SUBJECT:**                    **BOARD OF TRUSTEES GOALS AND PRIORITIES, 2011-2012**

SUBMITTED BY:            Chair, Board of Trustees

REQUESTED ACTION:      It is recommended that the Board of Trustees approve its Goals and Priorities, 2011-2012.

SUMMARY:                    The Board of Trustees discussed and drafted its Goals and Priorities, 2011-2012 at the Summer Study Session on July 19, 2011. A draft is presented for discussion and approval.

MOTION MADE BY:  
 SECONDED BY:  
 STUDENT ADVISORY:

# BOARD OF TRUSTEES GOALS AND PRIORITIES

## 2010-2011-2012

### **Goal 1—Educational Advancement and Quality**

- ~~Strengthen institutional research to measure and improve institutional effectiveness.~~ Create an enhanced “culture of evidence” based on data by completing development of the “institutional report card” to reflect and monitor institutional effectiveness and student progress.
- Improve student achievement with particular emphasis on addressing basic skills education; document improvements in course completion, retention, persistence, and other measures for all student populations. Develop and implement coursework and programs to accelerate progress in acquiring basic skills. Institutionalize initiatives that are proven effective in improving student success.
- ~~strengthen~~ Strengthen, expand, and promote workforce/career technical programs and provide basic skills support.
- Infuse global citizenship into faculty instructional practices and student learning.

### **Goal 2—Community and Government Relationships and Funding Opportunities (Local/State/National)**

- Foster community and government relationships and partnerships in fulfillment of SMC mission and goals.
- Develop a plan to ensure the continued success of the Emeritus College program for older adults.
- Strengthen and expand programs and partnerships that serve Santa Monica and Malibu students.
- Strengthen and expand the fundraising capacity of the SMC Foundation. Pursue and obtain federal funds as well as other grant opportunities.
- ~~Pursue and obtain federal funds as well as other grant opportunities.~~

### **Goal 3—Facilities and Sustainability**

- ~~Continue~~ Continue advocacy on the local, state and national level for mass transit solutions including a Santa Monica College station for Expo and continuation of the “Any Line, Any Time” program.
- Maintain progress on all SMC facilities planning and construction projects, including all campus projects and the Civic Center ECE and Malibu centers.
- Continue to adopt sustainability designs and practices for construction, ~~and maintain~~ effective staffing for maintenance, and operations of facilities.
- Expand public use of college facilities and maximize revenue-generation.

### **Goal 4—Internal Operations and Relations**

- Ensure the financial health of the College through enrollment development, budget discipline, grants, enterprise opportunities and other revenue-generating and cost-saving initiatives.
- Ensure inclusiveness in the budget development process and transparency in budget communication efforts.

**Goal 5—Campus Relations**

- ~~Promote professional relationships and e~~Encourage respect among all members of the campus community and promote professional development activities for all classified and academic staff and their associations, representatives, organizations and unions. Implement intermediate and long-term plans to increase the number of full-time faculty members and continue to move toward parity for adjunct faculty.

**Goal 6—Leadership and Articulating a Vision**

- Continue planning the development and implementation of a vision for the future of the college.
- ~~Implement appropriate strategies and initiatives to address the recommendations of the ACCJC following the evaluation team's visit in March 2010.~~

**Goal 7—Effectiveness and Efficiency of Board Operations**

- Provide periodic reports from the Superintendent/President to the Board on key initiatives, issues, and items of concern to the Board members.

*Reviewed and discussed by the Board of Trustees: 7/19/2011*

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 2, 2011

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 2-A**

**SUBJECT:** **EMERGENCY RESOLUTION FOR ALTERATIONS TO THE AIRPORT ARTS CAMPUS**

**SUBMITTED BY:** Superintendent/President

**REQUESTED ACTION:** The Board of Trustees hereby unanimously resolves that an emergency exists because of the loss of student parking wherein certain alterations, work, or improvements are necessary to permit the use of the facility or to avoid danger to life or property, as described below:

Construction of parking facilities at the Airport Arts Campus. The estimated cost is approximately (to be presented at the meeting).

The Board of Trustees will make contracts on behalf of the District for the performance of labor and furnishing of materials or supplies for the purpose without advertising for or inviting bids.

**FUNDING SOURCE:** Measure AA

**SUMMARY:** The District was recently notified that the City of Santa Monica has begun imposing a new preferential parking district south of Ocean Park Boulevard extending south to the City limits. As this project is now underway, there will no longer be on-street parking available within a safe distance of the college. Students have relied on on-street parking to maintain access to College programs. The college will also soon be facing the loss of the Olympic Shuttle Lot due to the construction of the light rail maintenance yard. In late July, the District reached an agreement with the City of Santa Monica to better utilize the parking at the Airport Arts Campus. The above action is necessary in order to assure that parking is available for students on the first day of the Fall semester and that students are able to attend their classes. Public Contract Code §20654 authorizes the Board of Trustees to take this emergency action.

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 2, 2011

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 2-B**

**SUBJECT:**                    **AGREEMENT FOR EMERGENCY ALTERATIONS TO THE AIRPORT ARTS CAMPUS**

SUBMITTED BY:            Superintendent/President

REQUESTED ACTION:    It is recommended that the Board of Trustees authorize the District to enter into an agreement for the construction of parking facilities at the Airport Arts Campus in the amount not to exceed (to be presented at the meeting).

FUNDING SOURCE:        Measure AA

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 2, 2011

**VII. CONSENT AGENDA**

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

**RECOMMENDATION:**

The Board of Trustees take the action requested on Consent Agenda Recommendations #3-#7

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:

- July 5, 2011 (Regular Board of Trustees Meeting)
- July 19, 2011 (Board of Trustees Study Session)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 2, 2011

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 4      ACCEPTANCE OF GRANT AND BUDGET AUGMENTATION**

*Requested Action: Approval/Ratification*  
*Requested by: Laurie McQuay Peninger, Director, Grants*  
*Approved by: Jeff Shimizu, Vice President, Academic Affairs*

**Title of Grant:**                      **Scholarships for Disadvantaged Students**

Granting Agency:                      U.S. Department of Health and Human Services/Health Resources and Services Administration

Award Amount:                         \$41,674

Matching Funds:                        Not applicable

Performance Period:                    July 1, 2011 – June 30, 2012

**Summary:**                              The Scholarships for Disadvantaged Students Program will help SMC’s Nursing Program address the financial concerns of students enrolled in the Nursing Program. In 2009-10, the college received \$27,000. Last year, we were only funded for \$5000. The number of students that will benefit from the scholarship will vary based on program qualifications. Eligible students include those for whom the cost of attendance would constitute a severe financial hardship and/or students who are otherwise low-income and/or educationally disadvantaged. Students will work with Nursing Program counselors and the Financial Aid office to access these funds.

**Budget Augmentation:**              Restricted fund 01.3

Revenue

8100 Federal                              \$ 41,674

Expenditures

7690 Student Aid Other                \$ 41,674

**RECOMMENDATION NO. 5      2011-2012 ANNUAL CONTRACTS FOR KCRW**

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

Provider	Service/Amount	Funding Source
List of providers on file at KCRW	Broadcast site rentals/lease Not to exceed \$300,000	KCRW Donations

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 2, 2011

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 6      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	Greg Marsello (LERN)	Not to exceed \$12,000  September 1, 2011 – December 31, 2011	The LERN Program Review will be a comprehensive review of Workforce/Economic Development and Community Education Programs. This request is a recommendation from the 2010-2011 review and a priority for the Division's strategic planning. LERN will perform an audit of the area for staff training that will result in recommendations for program marketing, organizational structure and strategic growth for Community and Contract Education.	Community Services (100%)
<i>Requested by: Patricia G. Ramos, Dean, Workforce &amp; Economic Development</i>				
<i>Approved by: Jeff Shimizu, Vice President, Academic Affairs</i>				
B	Scholars In Progress	July 5, 2011 – August 12, 2011  \$5,421.60 (36 hours)	The consultant will provide a six week course (36 hours) in SAT test preparation.	TRIO/Upward Bound
C	Jessica Magallanes	September 1, 2011- June 30, 2012  \$12, 500 (20 hours per week)	The consultant is a doctoral student in clinical psychology at Pepperdine University, who will serve as a consultant to assist the Pico Promise Program providing a variety of psychological services including, individual and group psychotherapy, and psycho-educational workshops to students, and training and consultation to program staff.	Student Affairs – Pico Promise
<i>C and D</i>				
<i>Requested by: Roberto Gonzalez, Associate Dean, Student Success Initiatives</i>				
<i>Approved by Mike Tuitasi, Vice President, Student Affairs</i>				

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 2, 2011

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 7    ACADEMIC PERSONNEL**

**AMENDMENT TO SUPERINTENDENT/PRESIDENT'S CONTRACT – TERM OF AGREEMENT**

The Board of Trustees approves the following amendment to the Superintendent/President's Contract, Section 2 – Term of Agreement.

Section 2. The term of the agreement is extended for one year, through June 30, 2015.

Comment:     The Board of Trustees conducted the annual evaluation of the Superintendent/President on July 19, 2011 and recommended the amendment to the Superintendent/President's contract.

**ESTABLISH**

Senior Director, Institutional Advancement/Foundation Director 08/03/11

**ELECTIONS**

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

**NEW FULL-TIME FACULTY**

Robinson, Janet L, Counseling, Health Sciences 08/29/11

**ADJUNCT FACULTY**

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 2, 2011

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 8 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

Costume Designer (1 position) 08/02/11  
 Theatre Arts, 11 months/20 hours/Varied Hours

CC Police Dispatcher (1 position) 08/02/11  
 Campus Police, 12 months/30 hours

Student Services Clerk (1 position) 07/01/11  
 CalWORKs/Counseling, 12 months/20 hours

ESTABLISH

Administrative Assistant II (1 position) 08/02/11  
 Workforce and Economic Development/CBJT, 12 months/40 hours

Costume Designer (1 position) 08/02/11  
 Theatre Arts, 11 months/30 hours/Varied Hours

CC Police Dispatcher (2 positions) 08/02/11  
 Campus Police, 12 months/40 hours/Varied Hours

SALARY ALLOCATION

Web Content and Digital Marketing Facilitator 07/06/11

Range 16 on the Management Salary Schedule

Comment: The salary allocation for this position was omitted from the action previously approved by the Board of Trustees on July 5, 2011.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 2, 2011

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 8**      **CLASSIFIED PERSONNEL – REGULAR** *(continued)*

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

**ELECTIONS**

EFFECTIVE DATE

PROBATIONARY

Yahnian, Vanan, Administrative Clerk, Cosmetology Department	07/12/11
Mejia Leiva, Cesar, Lead Laboratory Technician – Chemistry, Physical Science	07/19/11

ADMINISTRATIVE TRANSFER

Davis-Ludlow, Eloisa	07/01/11
From: Student Services Clerk, CalWORKs/Counseling, 12 months/20hours	
To: Student Services Clerk, TRIO, 12 months/20 hours	

APPROVAL OF WORKING OUT OF CLASS ASSIGNMENT

Yu, Michelle, Human Resources Specialist (50%)	07/18/11–for 90 working days
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EXTENSION OF PROVISIONAL WORKING OUT OF CLASS ASSIGNMENT

Kessler, Mark, Community College Police Sergeant (100%)	03/20/11-09/28/11
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**SEPARATIONS**

UNPAID LEAVE OF ABSENCE

Williams, Paul, Tutoring Coordinator, Math	08/01/11 – 06/30/11
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RESIGNATION

Chapa, Eric, Lead Laboratory Technician – Chemistry, Physical Science	06/30/11
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RETIREMENT

Banders, Leonore A., Registered Nurse – Health Services, Health Services (23+ years)	07/30/11
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<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 2, 2011

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 9 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.

Albair, Colleen, Administrative Assistant I, Music	07/14/11-11/18/11
Auld, James, Theatre Tech Specialist, SMC Performing Arts	07/01/11-06/30/12
Baker, Mark, Theatre Tech Specialist, SMC Performing Arts	07/01/11-06/30/12
Berneart, Angelica, Theatre Tech Specialist, SMC Performing Arts	07/01/11-06/30/12
Bowen, Breece, Theatre Tech Specialist, SMC Performing Arts	07/01/11-06/30/12
Brummer, Allison, Theatre Tech Specialist, SMC Performing Arts	07/01/11-06/30/12
Cummings, Kahlil, Accompanist-Dance, Dance	08/29/11-12/20/11
Duron, Renne, Theatre Tech Specialist, SMC Performing Arts	07/01/11-06/30/12
Eshenbaugh, Stephen, Theatre Tech Specialist, SMC Performing Arts	07/01/11-06/30/12
Ferguson, Eric, Theatre Tech Specialist, SMC Performing Arts	07/01/11-06/30/12
Geller, Frances, Theatre Tech Specialist, SMC Performing Arts	07/01/11-06/30/12
Iliev, Emil, Accompanist-Dance, Dance	08/29/11-12/20/11
Inatsugu, Barbara, Administrative Asst III, Personnel Commission	07/01/11-06/30/12
Kinn, Danielle, Theatre Tech Specialist, SMC Performing Arts	07/01/11-06/30/12
Maas, Benjamin, Theatre Tech Specialist, SMC Performing Arts	07/01/11-06/30/12
Neal, Kimberly, Theatre Tech Specialist, SMC Performing Arts	07/01/11-06/30/12
O’Keefe Jaclyn, Sign Language Interpreter III, DSC	07/01/11-06/30/12
Osborne, Christopher, Theatre Tech Specialist, SMC Performing Arts	07/01/11-06/30/12
Palmer, John, Theatre Tech Specialist, SMC Performing Arts	07/01/11-06/30/12
Reed, Thadeus, Theatre Tech Specialist, SMC Performing Arts	07/01/11-06/30/12
Robinson, Dwaine, Theatre Tech Specialist, SMC Performing Arts	07/01/11-06/30/12
Root, Jerrold, Theatre Tech Specialist, SMC Performing Arts	07/01/11-06/30/12
Rudolph, Robert, Theatre Tech Specialist, SMC Performing Arts	07/01/11-06/30/12
Ruebsamen, Kyle, Theatre Tech Specialist, SMC Performing Arts	07/01/11-06/30/12
Schlesinger, Cynthia, Sign Language Interpreter I, DSC	07/01/11-06/30/12
Smith, Ferman, Theatre Tech Specialist, SMC Performing Arts	07/01/11-06/30/12
Snyder, John, Theatre Tech Specialist, SMC Performing Arts	07/01/11-06/30/12
Sow, Malik, Accompanist-Dance, Dance	08/29/11-12/20/11
Sykes, Cecelia, Sign Language Interpreter III, DSC	07/01/11-06/30/12
Thomas, Adrian, Theatre Tech Specialist, SMC Performing Arts	07/01/11-06/30/12
Tittle, Toby, Theatre Tech Specialist, SMC Performing Arts	07/01/11-06/30/12
Trenholm, John, Theatre Tech Specialist, SMC Performing Arts	07/01/11-06/30/12
Tyler, Lauren, Theatre Tech Specialist, SMC Performing Arts	07/01/11-06/30/12
Wending, Andrew, Theatre Tech Specialist, SMC Performing Arts	07/01/11-06/30/12
Zibalese, David, Theatre Tech Specialist, SMC Performing Arts	07/01/11-06/30/12
Zimmerman, Eric, Theatre Tech Specialist, SMC Performing Arts	07/01/11-06/30/12

**LIMITED TERM:** Positions established to perform duties not expected to exceed 6 months in one Fiscal Year or positions established to replace temporarily absent employees; all appointments are made from eligibility lists or former employees in good standing.

Abdulhafiz, Meymuna, Bookstore Clerk/Cashier, Bookstore	08/15/11-09/16/11
Abel, Teneka, Bookstore Clerk/Cashier, Bookstore	08/15/11-09/16/11
Arenas, Leyla, Bookstore Clerk/Cashier, Bookstore	08/15/11-09/16/11
Arevalo, Mat, Bookstore Clerk/Cashier, Bookstore	08/15/11-09/16/11
Ashby, Deanna, Bookstore Clerk/Cashier, Bookstore	08/15/11-09/16/11
Baker, Anthony, Bookstore Clerk/Cashier, Bookstore	08/15/11-09/16/11
Banks, Nichole, Bookstore Clerk/Cashier, Bookstore	08/15/11-09/16/11
Baskin, Patricia, Bookstore Clerk/Cashier, Bookstore	08/15/11-09/16/11
Caceres, Karla, Bookstore Clerk/Cashier, Bookstore	08/15/11-09/16/11
Cannon, Ameenah, Bookstore Clerk/Cashier, Bookstore	08/15/11-09/16/11
Chang, Tony, Bookstore Clerk/Cashier, Bookstore	08/15/11-09/16/11
Chase, Gerald, Registration Info Clerk, Bursar's Office	07/25/11-08/12/11
Daugherty, Grady, Shuttle Driver, Transportation	07/01/11-01/01/12
Dear, Kathleen, Bookstore Clerk/Cashier, Bookstore	08/15/11-09/16/11
Devine Jr, Robert, Bookstore Clerk/Cashier, Bookstore	08/15/11-09/16/11
Dittmar, James, Bookstore Clerk/Cashier, Bookstore	08/31/11-09/16/11
Friedland, Shane, Bookstore Clerk/Cashier, Bookstore	08/31/11-09/16/11
Garcia, Lucy, Bookstore Clerk/Cashier, Bookstore	08/31/11-09/16/11
Godlock, Yadira, Bookstore Clerk/Cashier, Bookstore	08/31/11-09/16/11
Grau, Donald Bookstore Clerk/Cashier, Bookstore	08/31/11-09/16/11
Hardister III, Harold, Bookstore Clerk/Cashier, Bookstore	08/31/11-09/16/11
Harge, Ronyee, Bookstore Clerk/Cashier, Bookstore	08/31/11-09/16/11
Hassen, Nuritu, Bookstore Clerk/Cashier, Bookstore	08/31/11-09/16/11
Hrast, Tanja, Bookstore Clerk/Cashier, Bookstore	08/31/11-09/16/11
Juarez, Jorge, Bookstore Clerk/Cashier, Bookstore	08/31/11-09/16/11
Lam, Albert, Bookstore Clerk/Cashier, Bookstore	08/31/11-09/16/11
McIntosh, Bryan, Bookstore Clerk/Cashier, Bookstore	08/31/11-09/16/11
Medina, Liliana, Bookstore Clerk/Cashier, Bookstore	08/31/11-09/16/11
Mehary, Mehret, Bookstore Clerk/Cashier, Bookstore	08/31/11-09/16/11
Mejia, Cesar, Lead Lab Technician-Chemistry, Physical Science	07/13/11-07/20/11
Micas, Donna, Bookstore Clerk/Cashier, Bookstore	08/31/11-09/16/11
Moges, Aster, Bookstore Clerk/Cashier, Bookstore	08/31/11-09/16/11
Murray, Jake, Bookstore Clerk/Cashier, Bookstore	08/31/11-09/16/11
Nwonwu, Vergie, Bookstore Clerk/Cashier, Bookstore	08/31/11-09/16/11
Omerigbo, Dibiansi, Bookstore Clerk/Cashier, Bookstore	08/31/11-09/16/11
Pabst, Ester, Bookstore Clerk/Cashier, Bookstore	08/31/11-09/16/11
Pacheco, Wendy, Bookstore Clerk/Cashier, Bookstore	08/31/11-09/16/11
Ponce, Robert, Bookstore Clerk/Cashier, Bookstore	08/31/11-09/16/11
Santamaria, Bladimir, Bookstore Clerk/Cashier, Bookstore	08/31/11-09/16/11
Smith, Roya, Bookstore Clerk/Cashier, Bookstore	08/31/11-09/16/11
Sutton, Bobbi, Bookstore Clerk/Cashier, Bookstore	08/31/11-09/16/11
Swaim, Nancy, Bookstore Clerk/Cashier, Bookstore	08/31/11-09/16/11
Thielking, Alan, Bookstore Clerk/Cashier, Bookstore	08/31/11-09/16/11
Valadez, Jorge, Bookstore Clerk/Cashier, Bookstore	08/31/11-09/16/11
Walker, Terence, Bookstore Clerk/Cashier, Bookstore	08/31/11-09/16/11
Yapkowicz, David, Bookstore Clerk/Cashier, Bookstore	08/31/11-09/16/11

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 2, 2011

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 10 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)	209
College Work-Study Student Assistant, \$8.00/hr (FWS)	5

SPECIAL SERVICE

Art Models, \$18.00/hr	68
Community Services Specialist 1, \$35.00/hr	10
Community Services Specialist 2, \$50.00/hr	12

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 2, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 11 FACILITIES**

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

11-A QUARTERLY POOL PAYMENT UNDER JOINT USE FACILITIES AGREEMENT

Payment to: City of Santa Monica  
 Amount: \$107,755.67  
 For the Period: January 1, 2011 – March 31, 2011 (3 months)  
 Funding Source: 2010-2011 District General Fund

Comment: Under the terms of the Joint Use of Facilities Agreement with the City of Santa Monica, the District pays a pro rata share of maintenance and operation costs of the pool based on the number of hours the College uses the pool compared to the total hours of pool use by all parties. College paid the City of Santa Monica \$113,145.41 for the same period last year.

11-B CHANGE ORDER NO. 8 – STUDENT SERVICES AND ADMINISTRATION BUILDING PHASE I

Change Order No. 8 – MINCO CONSTRUCTOIN on the Student Services and Administration, Phase I project in the credit amount of (- \$97,410).

Original Contract Amount	\$7,977,000
Previously Approved Change Orders	40,274
Change Order No. 8	<u>(-97,410)</u>
Revised Contract Amount	\$7,919,864
Original Contract Time	406days
Previous Time Extensions	<u>0 days</u>
Revised Contract Time	406 days
Time Extension this Change Order	<u>0 days</u>
Current Revised Contract Time	406 days

Funding Source: Measure U

Comment: Change Order No. 8 - Provides for testing and inspection costs from Inspection Lab for inspection during construction of corrective shoring work, and for the cost of the design revisions by Steinberg Architects to the perimeter concrete walls at the below grade parking levels resulting from shoring encroachment. Also provides for the cost incurred by Santa Monica College for additional project management and project coordination.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 2, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 11**    **FACILITIES** *(continued)*

11-C AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – STUDENT SERVICES AND ADMINISTRATION BUILDING

Amend the agreement with STEINBERG ARCHITECTS for the Student Services and Administration Building for \$74,598.

Original Contract Amount	\$7,851,300
Amendment # 1	\$70,000
Amendment # 2	\$142,434
Amendment # 3	\$282,000
Amendment # 4	<u>\$74,598</u>
Total to Date	\$8,420,332

Funding Source: Measure S

Comment: This Amendment is necessary to pay for additional design services for the Student Services and Administration Building project. The installed shoring was not installed per specification thus encroaching into the footprint of the new Student Services Building up to three (3) inches in various locations, as a result of this encroachment the design of the perimeter concrete walls at the below grade parking levels will need to be modified.

The scope consists of redesigning the perimeter structural system at the P1, P2 and P3 levels to accommodate the encroachment of the as-built shoring. The design team will perform a review of a current shoring survey to determine and provide a recommendation regarding the necessary modifications. These modifications could include moving perimeter walls, jogging walls, moving perimeter concrete moment frame, etc.

Amendment Number 4 will be funded from the credit to the college in Change Order No. 8 from the contractor, Minco Construction.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 2, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 11**    **FACILITIES** *(continued)*

11-D    CHANGE ORDER NO. 2 – STUDENT SERVICES ENTRY GARDEN RE-BID

Change Order No. 2 – SOUTHBAY LANDSCAPING, INC. on the Student Services Entry Garden Re-Bid project in the amount of \$2,780.

Original Contract Amount	\$225,000
Previously Approved Change Orders	1,112
Change Order No. 2	<u>2,780</u>
Revised Contract Amount	\$228,892
Original Contract Time	91 days
Previous Time Extensions	<u>0 days</u>
Revised Contract Time	91 days
Time Extension this Change Order	<u>0 days</u>
Current Revised Contract Time	91 days

Funding Source: Measure S

Comment:    Change Order No. 2 - Provides labor and material for additional excavation for storm water cistern which was necessary after discovering an existing gas line in conflict with proposed location. Final location had to be hand dug to avoid damaging existing gas and electrical lines in close proximity.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 2, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 12 BUDGET TRANSFERS**

12-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: June 23, 2011 to June 30, 2011

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	125,574
2000	Classified/Student Salaries	57,267
3000	Benefits	4,646
4000	Supplies	-18,121
5000	Contract Services/Operating Exp	-172,919
6000	Sites/Buildings/Equipment	3,553
7000	Other Outgo/Student Payments	0
Net Total:		0

12-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: June 23, 2011 to June 30, 2011

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-23,147
2000	Classified/Student Salaries	75,336
3000	Benefits	17,276
4000	Supplies	-62,282
5000	Contract Services/Operating Exp	-40,160
6000	Sites/Buildings/Equipment	36,600
7000	Other Outgo/Student Payments	-3,623
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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 2, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 13      PAYROLL WARRANT REGISTER**

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

June 1 – June 30, 2011                      CIK – C2L                      \$10,367,954.08

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

**RECOMMENDATION NO. 14      COMMERCIAL WARRANT REGISTER**

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

June 1 – June 30, 2011                      4572 – 4614                      \$5,845,216.47

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

**RECOMMENDATION NO. 15      DIRECT, BENEFIT AND 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.

June 1 – June 30, 2011	
D001713 – D001876	\$ 479,222.55
B000714 – B000845	\$1,484,350.62
ST00072 – ST00101	\$ 4,378.75

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 2, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 16    AUXILIARY PAYMENTS AND 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
June 1 – June 30, 2011	\$902,815.48	\$30,950.80

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. 17    PURCHASING**

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

17-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

June 1 – June 30, 2011	\$1,146,095.78
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17-B    PURCHASING AGREEMENT

Authorize the award of purchase orders from approved department budgets against the competitive bid agreement GSA Schedule, GS-07F-0396M to Simplex Grinnell for Fire Alarm Testing/Security. This is a three-year agreement with a target end June 30, 2013, with two one year options.

<b>BOARD OF TRUSTEES</b>	<b>REGULAR MEETING</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 2, 2011

X. **BOARD COMMENTS AND REQUESTS**

XI. **ADJOURNMENT**

The meeting will be adjourned in memory of Juan **Carlos Franco, Jr.**, son of SMC groundskeeper Carlos Franco; **Donald Jameson**, retired SMC electronics professor; and **Marcello Vasquez**, grandson of student services clerk Martha Whitfield.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, September 6, 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: Global Citizenship
2. Adoption of 2011-2012 Budget
3. Information: Schedule of Board of Trustees Meetings, 2012

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	August 2, 2011

APPENDIX A

**DISCUSSION ITEM G**

**SUBJECT: CONSTRUCTION PROJECTS APPROVAL PROCESS**

Facilities planning and construction requires a number of approvals from governmental agencies and public utilities. The following is an outline of the approval process:

- I. Entitlements
  - a. Master Plan
  - b. CEQA Environmental Review
  - c. Chancellor's Office
    - i. State funding approvals
    - ii. Approval of site, college and center status
  - d. Coastal Commission
    - i. For projects within ¼ mile of shoreline
  - e. California Department of Transportation
    - i. For projects that border state highways, railroads, or introduce public transportation onto the site.
  - f. Federal Aviation Administration (FAA)
    - i. Projects near airports
  
2. Design and Construction Approvals and Permits
  - a. Division of State Architect (DSA)
    - i. Structural, access, fire and life safety plan review
    - ii. Inspection
  - b. Southern California Air Quality Management District
    - i. Dust and airborne pollutants during construction
    - ii. Discharges by completed project
  - c. California State Water Resources Control Board
    - i. Storm water runoff permits
  - d. Local Cities and Counties
    - i. Projects which connect with city and/or county road, curb, walkways, or other systems.
    - ii. Projects which conduct storm water off-site.
  - e. Local Fire Department
    - i. Coordination of hydrants, sprinklers and other fire systems and emergency access for fire vehicles.
  - f. State Department of Industrial Relations
    - i. Labor compliance
    - ii. Prevailing wages
  
3. Utility Approvals and Coordination
  - a. Water district
  - b. Electric power
  - c. Sanitary Sewer
  - d. Natural Gas
  - e. Telecommunications

**SUBJECT:                    SANTA MONICA COLLEGE CENTRAL PLANT PROJECT**  
**FEASIBILITY REPORT**

**Cost/Benefit Analysis**

Introduction

The new central plant for Santa Monica College (SMC) will provide chilled water service to all major campus buildings for cooling purposes. The central plant will consist of two 600-ton electric centrifugal chillers, two cooling towers, four chilled water pumps and condenser water pumps. The plant will have an 8,400-Ton Hr chilled water thermal energy storage tank (TES). The TES will store enough chilled water to cool the campus during the 7-hour peak electrical period on the hottest days; from 11am to 6pm. The chilled water will be distributed to the campus through a chilled water piping system. The entire plant will be designed with variable volume flow. The chillers will have variable speed drives (VDF). Two of the chilled water pumps will be distribution pumps for the campus, the other two chilled water pumps will be used to move water through the chillers to the TES tank. Both sets of chilled water pumps will have VFD's. The condenser water pumps are used to move water between the chillers and cooling towers.

Heating of the buildings will remain internal and dedicated to each building. There is no benefit to have a centralized heating system at SMC considering the size of the campus and the required heating loads are considered. The smaller boilers that are located in each building have high efficiencies that match (or be better) of larger boilers. Some buildings have existing boilers that will remain in use, and other buildings will need new boilers. Another important consideration is the fact that underground hot water heating piping tends to be maintenance intensive and the life costs are undesirable.

The daily operation of the central plant will be to provide chilled water to cool the campus buildings to meet demand. The chilled water will be produced at night, stored in the TES, and then distributed to the campus buildings during the operating hours of the campus. The entire plant design is variable flow and the chilled water pumps utilize pump energy as required by the campus. Energy will be conserved through the variable volume design. The chillers will only operate during off-peak hours and preferably at night when the outside air temperature is the coolest and electrical rates are the lowest. The objective of the plant is to produce the chilled water with the least amount of energy and cost as possible, and to seamlessly meet the campus cooling loads.

Construction Cost and Utility Incentives

The estimate of the probable construction cost for the central plant includes all the mechanical equipment, the TES Tank, underground pipe work, and the connections and modifications to the individual buildings. The underground pipe cost to service all buildings, both the existing and proposed buildings and any new mechanical equipment needed in the existing buildings for central plant operations were also estimated. The central plant project will reduce the energy consumption of the campus and also provide a major renovation to the building mechanical systems.

The cost of the chiller plant is detailed below. To determine the net cost of the plant, the work that would need to be done if the plant is not constructed is deducted, since that work would be required without a plant. Utility incentives and rebates are estimated at today's values, however, they change yearly and cannot be reliably estimated for the future.

Cost of Central Plant, Campus Piping and Building Retrofits	\$10,042,000
Less Cost of Individual Chiller Equipment for Each New Building <sup>1</sup>	( 2,256,900)
Less Cost of Needed Upgrades for Existing Buildings <sup>2</sup>	(1,356,430)
Net Cost of Central Plant	\$6,428,670

Estimated Federal, State, and Utility Incentive Program Rebates (909,264)

Net Cost Less Rebates **\$ 5,519,406**

Projected Utility Cost Savings

Annual Energy Cost Savings, Existing Buildings	\$117,238
Estimated Annual Energy Cost Savings, New Buildings	\$ 65,568
Total Annual Energy Cost Savings, Year One <sup>3</sup>	<b>\$182,806</b>

Total Annual Energy Cost Savings, Year 20<sup>4</sup> \$276,412

Projected Utility Savings, 20 Years<sup>4</sup> \$4,531,247

Projected Annual Carbon Offset: 1,135 Metric Tons of CO<sub>2</sub>

Notes:

1. If the Central Plant was not constructed, each new building would need individual chiller equipment to be purchased and installed (Student Services, Math/Science, Health/PE/Fitness/Dance, Information Technology).
2. If the Central Plant was not constructed several existing buildings would need equipment upgrades in the next five years (Business, Drescher Hall).
3. Does not include savings in maintenance costs. The annual maintenance cost for the Central Plant would be offset by the reduction in maintenance to individual building systems, resulting in a slightly lower overall maintenance cost.
4. Includes projected increase in cost of energy at an average of 2.2% per year in today's dollars. Source: U.S. Energy Information Administration, Annual Energy Outlook, April 2011.

Conclusion

The central plant will result in significant operational cost savings in the campus utility payments from the first day of operation. With the rising cost of energy those savings are projected to increase in each future year. The Central Plant will also make a significant contribution in the college's effort to reduce greenhouse gas emissions. It will also be an instructional tool with the facility being set up so the students can view the operations and see real-time energy savings on a digital display.

Contributors: P2S Engineering, ME Engineers, LPI, Inc.

This report contains a brief summary of some of the noteworthy 2010-2011 accomplishments of the Enrollment Development units, including some statistical information on student enrollment demographics.

## Admissions and Records

### *Application Tallies*

Application numbers provide an early indicator of student demand and are often used as a preliminary tool for enrollment. Table 1 shows continued high student demand for admission, but for the first time in three years is showing signs of slowing. The growth in applications was nearly 15% from 2007-08 to 2008-09, nearly 16% from 2008-09 to 2009-10, and is just over 5% between 2009-10 and 2010-11.

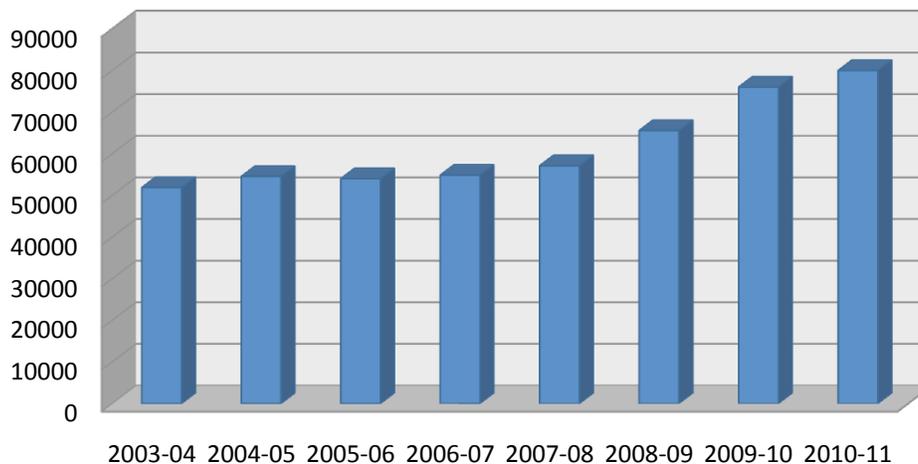
While it is too early to predict final application tallies for 2011-12, the current intake of applications is running approximately 4.5% over this time last year, which is further evidence of a slowing in the rate of growth.

Still, it must be highlighted that in the eight years presented in Table 1, the growth is over 54% and, while slowing, the data continues to show demand growth.

**Table 1**

Annual	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11
Application Tallies	51906	54575	54038	54877	57163	65609	76061	80025

### Annual Applications Processed



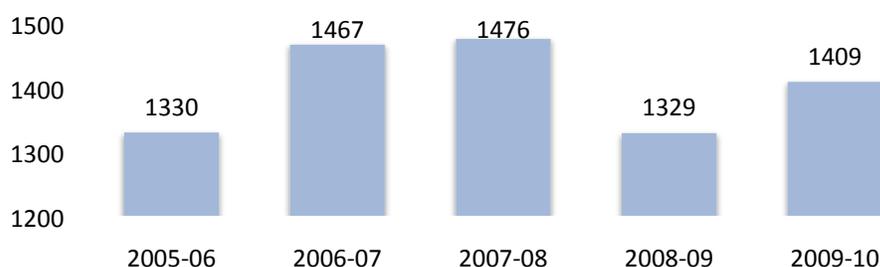
## Degrees

The number of AA degree candidates is on the rise which shows the college’s commitment to helping our students reach their academic goals in a timely fashion. Our students do not typically complete their AA requirements in 2 years, but rather often take longer. However with the increased challenges associated with getting classes, it is encouraging to see that our students are petitioning and being awarded their AA degrees in increasing numbers.

**Table 2: Associate of Arts Degrees Awarded, 2006-2010**

2005-06	2006-07	2007-08	2008-09	2009-10
1330	1467	1476	1329	1409

*Source: Chancellor’s Office Data: Institutional Research Website*



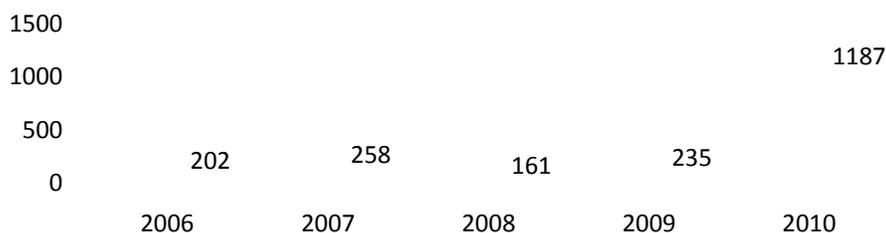
## Certificates

In Spring 2010, students were able to petition for an IGETC/CSU/GE Certificate of Achievement. This created an increase of 5 times the amount of certificates that were awarded in 2009 and allowed the college to recapture some of the students who would have typically petitioned for a Transfer AA before the Title V change. To simplify the process, any student who requested an IGETC/CSU/GE certification is automatically awarded the Certificate of Achievement as well (unless they chose to opt out). The Admissions office worked closely with Academic Affairs and MIS to ensure that the process was well thought out and documented appropriately for the Chancellor’s office. The marked increase is documented in Table 3 below.

**Table 3: Certificates of Achievement Awarded, 2006-2010**

Year	2006	2007	2008	2009	2010
Totals	202	258	161	235	1187

*Source: Degree Audit, ISIS 2011*



*Full-Time Equivalent Students (FTES)*

**Table 4: Full-Time Equivalent Students**

	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11
<b>Credit FTES</b>	20,627.99	21,327.90	18,112.86	22,859.59	22,545.99	21,902.48
<b>Non-Credit FTES</b>	687.60	745.79	730.26	802.41	897.22	642.80
<b>TOTAL FTES</b>	21,315.59	22,073.69	18,843.12	23,662.00	23,443.21	22,545.28

Source: 320 Reports

*Non-Resident FTES*

**Table 5: Non-Resident FTES**

2005-06	2006-07	2007-08	2008-09	2009-10	2010-11
4,337.76	4,779.05	5,071.84	4,592.20	4,522.48	4,567.34

Source: 320 Reports

*Enrollment by Student Type*

Table 6 below shows enrollment headcount by student type. On average, New Students make up approximately 25%, Returning Students 12% and Continuing Students 63% of the total enrollment headcount. In 2010-11, with the reduction in course offerings (most significantly in the Winter term), we see the most significant decline (14% from the previous year) in the New Student headcount.

**Table 6: Enrollment Headcount by Student Type**

<b>Annual (Duplicated) Headcount by Student Type</b>				
	<b>New</b>	<b>Returning</b>	<b>Continuing</b>	<b>Total</b>
<b>2004-2005</b>	20859	11812	59355	92026
<b>2005-2006</b>	22195	11316	61017	94528
<b>2006-2007</b>	23281	11319	61427	96027
<b>2007-2008</b>	25552	11930	62653	100135
<b>2008-2009</b>	27997	13105	66753	107855
<b>2009-2010</b>	27878	12080	65106	105064
<b>2010-2011</b>	24020	11362	66918	102300

Source: ISIS

## Assessment

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Once again, student traffic data show that the center broke records last year: 21,354 students came through the Assessment Center doors in 2007 and 31,235 in 2010 (full year statistics). This represents an overall increase of 46% in just 5 years. In 2010-11, the Assessment Center:

- Administered 15,983 math tests, 13,564 English tests, and 3,319 ESL tests.
- Received and processed 749 waiver requests (between June and April), resulting in over 800 individual waivers issued.
- Received and processed a total of 547 requests for remote testing (eCOMPASS) —an increase in excess of 33% over 2009; and
- Administered 290 independent proctoring requests in 2010—an increase of 32% over 2009.

## Contract Education

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In August 2010, SMC entered into a contract with AC College Associates to offer a small offering of for-credit courses. AC College specified that the courses would be offered exclusively to international students studying at SMC on F1 visas. A small pilot program of six class sections was offered in Fall 2010. Fall 2010 enrollments were lower than desired, but at a level sufficient to cover costs. With the lessons learned from the Fall, a larger contract for 13 sections was approved for Spring 2011 and was met with greater success. As a result, approximately \$260,000 will be contributed to the general fund as of the close of the 2010-11 year. That number includes the reimbursement for instructional costs covered by the District.

## Early Alert

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In Spring 2011, a preliminary research study was conducted on early alert; looking at course success and persistence of Early Alert students. While the study produced more questions than answers, the initial findings, summarized here, are being used as the basis to refine the study and ask more probing research questions.

The Early Alert system is a web-based notification tool through which instructors can notify students that they might be in danger of failing a course. The tool permits instructors to select what concerns they have regarding the student's performance and to make recommendations for counseling or workshops related to study skills, time management, and other necessary skills. This report summarizes usage data from the spring 2008 term through the fall 2010 term and assesses whether success and persistence outcomes differ for Early Alert students who heed the advice of their instructors and seek counseling compared to their peers who do not.

The following bullet points provide a summary of the findings of the study:

- Between spring 2008 and fall 2010...
  - 5,341 Early Alerts were issued in 1,224 class sections to a total of 5,195 unique students.
  - Counseling was recommended in 1,224 (22.9%) of the 5,341 alerts.
  - A workshop was recommended in 1,991 (37.3%) of the alerts.
- The majority of counseling recommendations were for study skills assistance (60.5%) and notable minority were for educational planning (21.9%).
- The most recommended workshops topics were: study techniques (26.5%), time management (22.1%), and exam strategies (19.4%).
- Students visited a counselor in 825 of 1,630, or 50.6%, of instances where counseling was recommended.
- Students who went to counseling succeeded at a rate of 34.4% and those students who did not go to counseling succeeded at a rate of 24.1%.
- Students who received counseling persisted to the following regular term at a higher rate (75.2%) than students who did not receive counseling (57.0%).
- Students who visited a counselor persisted to the following year at a higher rate (58.7%) than students who did not visit a counselor (41.6%).

## Financial Aid

The Financial Aid Office is in its third consecutive year of substantial and unprecedented growth. Without question, the national economic downturn is driving an ever increasing number of students (and parents) to apply for federal assistance at SMC and elsewhere. Here at SMC, the numbers, are truly amazing—with over 32,000 federal aid applicants for the 2010-11 academic year. For a college that “historically” would see 14,000 to 17,000 federal aid applicants, this dramatic increase in applications reflects the high unemployment, shrinking family resources, and the general economic uncertainty in the country. The following series of table show the remarkable growth.

### *Financial Aid Applications*

Table 7 shows the astounding number of Federal Aid Applications, which as of July 26, 2011 totaled 32,426 for 2010-11—up from 26,920 in 2009-10; 20,392 in 2008-09; and 16,171 in 2007-08.

**Table 7: Federal Aid Applications (2005-06 through 2010-11)**

School Year	Aid Applicants (Unduplicated)
2010-11	32,215*
2009-10	26,920
2008-09	20,392
2007-08	16,171
2006-07	15,546
2005-06	18,033

\* As of 5/17/2011

### *Total Financial Aid Recipients*

Table 8 depicts the total number of students receiving some form of financial assistance. As of mid-May aid had been distributed to over 17,397 students in 2010-11—which is 37% of all credit students. This is up from 16,092 students (32%) in 2009-10; 14,051 students (27.7%) in 2008-09; and 12,293 students (26%) in 2007-08.

**Table 8: Aid Recipients (2005-06 through 2010-11)**

Academic Year	Total Aid Recipients	% of SMC Students Receiving Aid
2010-11	17,397*	37.0%*
2009-10	16,092	32.4%
2008-09	14,051	27.7%
2007-08	12,293	26.0%
2006-07	11,255	24.5%
2005-06	10,877	23.7%

\*As of 5/17/2011

## Total Financial Aid Awarded

Table 9 below illustrates the magnitude of the total aid dollars disbursed to students. The total is expected to exceed \$38,000,000 in 2010-11—up from \$33.5 million in 2009-10, \$24.4 million in 2008-09, and \$20 million in 2007-08.

**Table 9: Total Aid (2005-06 through 2010-11)**

Academic Year	Total Aid
2010-11	\$38,000,000 +
2009-10	\$33,533,842
2008-09	\$24,403,380
2007-08	\$20,085,514
2006-07	\$18,423,845
2005-06	\$18,027,843

## Pell Grants

SMC’s major federal aid program, the Pell Grant, has reached new heights. In 2008-09, the Pell Grant Program exceeded the \$15 million mark for the first time. In 2009-10, the Pell Grant program exceeded \$21 million dollars. In 2010-11, the Pell Grant Program will surely exceed \$25 million.

In addition, the number of Pell recipients has increased by dramatically over the past three years—with 7459 students already receiving a Pell Grant in 2010-11, as demonstrated in Table 10 below. This represents a 79% increase over the number of recipients in 2007-08. Summer Pell grants will come in at an additional \$1,000,000 not reflected below.

**Table 10: Pell Grants (2005-06 through 2010-11)**

Academic Year	Number of Students	Amount Paid
2010 / 2011	7459*	\$24,826,930*

2009 / 2010	6448	\$21,320,224
2008 / 2009	5052	\$14,574,877
2007 / 2008	4160	\$10,957,399
2006 / 2007	3733	\$9,255,219
2005 / 2006	4144	\$9,643,904

\*As of 7/26/2011

### BOG Enrollment Fee Waivers

The BOG Enrollment Fee Waiver program also continues to grow—seeing an increase of 42% over the past three years, as depicted in Table 11 below. For 2010-11, the total number of students with fees waived by the BOG Waiver Program has grown to 17088 students—although over 25,000 applicants received BOG awards [the difference represents those who applied and were awarded a BOG waiver, but did not enroll].

**Table 11: BOG Fee Waivers (2005-06 through 2010-11)**

Academic Year	Number of Students Awarded	Number of Students who had Fees Waived	Total Dollars Waived
2010 / 2011	25303	17088	\$7,360,418*
2009 / 2010	22331	15790	\$6,460,966
2008 / 2009	18375	13747	\$4,575,640
2007 / 2008	15518	12017	\$4,036,700
2006 / 2007	14475	11053	\$4,306,968
2005 / 2006	11761	10653	\$4,675,255

\* As of 05/17/2011

Looking forward to the 2011-12 year, the big news is that as of July 26, 2011 financial aid applications had already exceeded 30,000. Last year at this time, we had 22,760—on our way to 33,000. This is an increase of almost 32% when compared to last year at this time.

## Institutional Research

In 2010-11, the Office of Institutional Research conducted nearly 150 research projects, ranging from simple data requests to larger research studies. Among those was the design and implementation of several studies related to student success, including Supplemental Instruction, Faculty Conversation, Basic Skills Migration, Tutoring Centers, Early Alert, Online Orientation, and the Digital Learning Studio. Additionally, the office supported the campus' SLO effort by working with programs on the development of outcomes statements and assessment instruments; and provided support in the analysis of ILO pilot data.

Over two dozen studies related to Basic Skills, Career Technical Education, student and academic support services and programs, and equity were conducted in 2010-11. The following provides a highlight of the work of IR in the named areas:

- The IR Office has worked with the Career Technical Education committee and the Workforce and Economic Development Office to conduct an industry scan, including educational gap and employment and growth analyses, for current SMC CTE programs. The IR Office primarily provided the institutional data section of the industry report, providing information about course enrollment, course section offerings, student demographic, and course success and retention rates in CTE programs. The purpose of the institutional data was to 'take stock' of current programs and answer questions such as, "Who are CTE students?", "What courses do they enroll in?", and "How do CTE students fare in the programs?" The data was shared with Department Chairs at the first CTE Retreat and was used for department planning and developing additional research questions.
- The IR Office has worked directly with the English, ESL, and math departments to conduct five studies related to basic skills students.
  1. For English, the IR Office conducted two studies that answered the following research questions, "Do students who skip the B level English courses in the AB sequence fare better or worse in the subsequent course when compared with students who completed both the A and B level courses?" and "What is the impact of receiving an English Waiver on course performance?". The data was used to support department planning and curriculum changes, including informing the decision to reorganize the English course sequence.
  2. The IR Office conducted two studies related to ESL that sought to answer the following research questions, "What is the current success of ESL students?" and "How are international students different than domestic students in terms of placement, persistence, and transfers?" The first report was designed to acquaint ESL faculty with data about their students, including a demographic profile, course completion rates in ESL courses and non-ESL courses, impact of concurrent enrollment in support courses, migration from noncredit ESL to credit ESL, and success in ENGL 1. For many faculty, this was the first time they saw 'real' data about their program. The second report was used by the department to formulate new research questions and plan for support services for their diverse population.
  3. The IR Office conducted one study in math examining the research question, "Are students who enroll in MATH 31 sections with common grading rubrics and final exams more successful in the subsequent courses than students enrolled in MATH 31 sections

without the common grading and final?” The findings revealed that disproportionately more students in the MATH 31 sections with common grading and final exam were successful in their subsequent math courses than students in other MATH 31 sections. The study was a pilot; therefore, the math faculty have not used the information for decision-making and planning. However, the study findings have informed the research questions for a follow-up study that is being conducted now.

- In addition to working with the English, ESL, and math departments, the IR Office has produced several reports related to basic skills as a program. For example, the IR Office conducted a study examining the course progression patterns through basic skills disciplines according to where students began their sequence. The data revealed that students who begin in the lower courses are less likely to migrate through the sequence. The data has been used by the Basic Skills Initiative/Student Success Committee to develop follow-up research questions. Committee members plan to conduct qualitative research in the upcoming academic year to answer the ‘why’ questions (why are students not progressing, what are the barriers?).
- The IR Office has conducted studies examining the impact of various student and academic support services, including career services, counselor visitation program, writing center, tutoring centers, online orientation, early alert, and supplemental instruction on various student indicators, including persistence and course success. Essentially, all research questions asked in this area were “Does program or service X have an impact on student success?” Findings from the study reveal that career services, writing center, tutoring, early alert, and supplemental instruction positively impact student success. The data was used to support the need for those services. The online orientation data was used to assess student learning outcomes and change a component of the new online orientation. In the case of the counselor visitation program, the data was used to formulate new research questions. The office is currently working on a follow-up study for the counseling department.
- While the office has not conducted studies directly studying student equity, nearly all studies related to student success have included data disaggregated by ethnicity/race. The college is planning to update the Student Equity Plan in 2011-12.

In response to the increasing demand for college information by campus constituents, the IR Office redesigned the Institutional Research website and added over two dozen new data reports related to student demographic, achievement, and course enrollment information.

Of note in 2010-11, the Office of Institutional Research produced the college’s first report of Institutional Effectiveness and engaged in many activities to disseminate the information and promote discussion of data.

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## International Education

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The International Education Center at Santa Monica College provides support services to over 3000 F1 status students coming from more than 100 countries, and to domestic students participating in the College’s Study Abroad programs each year. In 2010-11, the California budget crisis and our efforts to assist students with challenges caused by that crisis shaped many of the activities and initiatives that occupied the IEC staff. Of particular note were efforts to assist students to enroll in a full course of study in spite of reduced course offerings. Not all the department’s efforts stemmed from the budget, however. The IEC continued its efforts to make SMC a high quality destination for students from around the globe by growing its Activities program and improving communication with students. The department was also supportive of students in need, in particular after the earthquake and tsunami that struck Japan in March 2010.

Continued growth in the F1 population in the past year along with efforts to support F1 enrollment resulted in a 5.1% increase in enrollment in the Fall 2010 semester, and a 3.76% increase in the Spring 2011 semester in spite of reduced course offerings. Table 12 shows the growth by total credit units for the international student population.

**Table 12: International Student – Units Enrolled**

# of units enrolled	2008	2009	2010	2011
Fall semester	36341.0	36619.5	38482.0	In Progress
Spring semester	35583.0	38603.0	39022.5	40491.5

As mentioned, focus was placed this year in improving programming and enhancing the international student experience. Of note, the following program improvements were made in 2010-11:

- **Hybrid Orientation** - Development and implementation of a hybrid orientation program for international students. The comprehensive online orientation program is coupled with a newly redesigned on-ground information seminar. The new model features an experiential learning exercise which is student-centered and interactive.
- **Intensive English Program** - The IEP was restructured in spring 2010 through collaboration with administration, ESL Department Chair and ESL faculty member. In summer 2010, three courses of Intensive English 1 (IE1) were offered under the new model; this was expanded to four courses and two levels (i.e., 2 courses each of IE1 and IE2) in fall and spring 2011, with a winter 2011 intersession offering of 3 courses. Feedback from the ESL Department has been positive: faculty report that students are coming into the credit ESL courses better prepared than under the previous model.
- **International Education Peer Mentor Program** - a new program to provide peer-level support to international students from the moment they first contact SMC as prospective students through their matriculation and graduation. Peer Mentors are the liaisons between International Education and our international student population and act as empathetic and knowledgeable “buddies” to students in need.
- **International Student Activities** - The IEC implemented an initiative to offer a variety of social and cultural programs and services in which students could connect with and contribute to the SMC community and the city of Santa Monica. These activities ranged from a “Welcome BBQ Social” to a trip to the Getty Museum.

- ***On-line application and FSA Atlas*** – collaboration with IT on the further development of an SMC on-line application for international students and FSA Atlas, an immigration data processing program that integrates the SMC on-line application, ISIS and the Department of Homeland Security SEVIS Database. FSA Atlas went “live” recently along with the on-line application, which is being used as a model for a prospect database for domestic students.

SMC’s F1 students come from over 100 countries around the world. Our top feeder countries are listed in the table below (as of spring semester 2011).

**Table 13: International Student – Top 5 Producing Countries**

Rank	Country	# Students
1	South Korea	816
2	China	623
3	Sweden	383
4	Japan	351
5	Hong Kong	163

## Orientation

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A total of 65,089 students completed the online orientation 80,851 times between January 1, 2008 and November 30, 2010. The data shows that nearly nine in ten first-time-freshmen take the orientation by their first term. The new interactive, more robust, online orientation was launched in December 2010.

## Website

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The SMC Website has been redesigned and migrated to a new platform – Sharepoint. Testing and training for end-users is currently underway. The planned launch date is August 15, 2011.