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SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING

JANUARY 14, 2014

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*

III. **PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS**

D PLEDGE OF ALLEGIANCE

E CLOSED SESSION REPORT (if any)

IV. **SUPERINTENDENT'S REPORT**

- Acknowledgement:
 - Athletes - Football

- Updates:
 - State Budget
 - Winter Session Enrollment
 - Board's Audit Task Force

V. **PUBLIC COMMENTS**

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IX. **CONSENT AGENDA – Pulled Recommendations**

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

X. **REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

XI. **BOARD COMMENTS AND REQUESTS**

XII. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Tuesday, February 4, 2014** 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.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 14, 2014

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1

SUBJECT: **NOTICE OF PUBLIC HEARING, ADOPT RESOLUTION FOR ENERGY SERVICES CONTRACTS AND APPROVE ENERGY SERVICES CONTRACTS FOR ENERGY RELATED IMPROVEMENTS TO SANTA MONICA COMMUNITY COLLEGE DISTRICT**

SUBMITTED BY: Vice President, Business and Administration

REQUESTED ACTION: It is requested that the Board of Trustees conduct a (A) Public Hearing, (B) Adopt a Resolution for Energy Services Contracts and (C) Approve Energy Services Contracts for the purpose of designing, supplying and installing energy conservation and alternative energy measures.

1-A Public Hearing

- Public Hearing Opened:
- Public Comments:
- Public Hearing Closed:

1-B Adopt a resolution and approve an energy services contracts in accordance with California Government Code Section 4217.10-4217.18 for the purpose of designing, supplying and installing the following energy conservation and alternative energy measures:

- Science Building Lab Exhaust Modification
- Drescher Rooftop Exhaust Chase Flashing
- Airport Campus lighting retrofit
- Boiler replacements for Student Activities, Library, Bundy

1-C Authorize the Vice President, Business and Administration to sign the energy services contracts for the following energy conservation and alternative energy measures:

- Science Building Lab Exhaust Modification
- Drescher Rooftop Exhaust Chase Flashing
- Airport Campus lighting retrofit
- Boiler replacements for Student Activities, Library, Bundy

RECOMMENDATION NO. 1-A

SUBJECT: **PUBLIC HEARING**

PUBLIC HEARING OPENED:

PUBLIC COMMENTS:

PUBLIC HEARING CLOSED:

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 14, 2014

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1-B

SUBJECT: **RESOLUTION FOR ENERGY SERVICES CONTRACTS**

SUBMITTED BY: Vice President, Business and Administration

RESOLUTION: WHEREAS, California Government Code Section 4217.10 to 4217.18, authorizes the Board of Trustees to enter into an Energy Services Contract for the implementation of energy related improvements if the Board of Trustees finds that it is in the best interest of the District to enter into such Energy Services Contract and that the anticipated cost to the District for thermal or electrical energy or conservation services provided by the energy conservation facility under the contract will be less than the anticipated marginal cost to the District of thermal, electrical, or other energy that would have been consumed by the District in absence of those purchases; and

Now, therefore, the Board of Trustees adopts the following resolution:

The Board of Trustees finds that (1) it is in the best interest of the Santa Monica Community College District to enter into an Energy Services Contract with Compass Energy Solutions and with Johnson Controls, Inc. for the implementation of certain energy related improvements to College facilities, and (2) the anticipated cost to District for thermal or electrical energy or conservation services provided by the energy conservation facility under the contract will be less than the anticipated marginal cost to the District of thermal, electrical, or other energy that would have been consumed by the District in absence of those purchases. Therefore, the Board of Trustees hereby authorizes the District to execute the Energy Services Contract by and between Santa Monica Community College District and (1) Compass Energy Solutions Company and (2) Johnson Controls, Inc. for the implementation of certain energy related improvements to College facilities in accordance with these findings and California Government Code Section 4217.10 to 4217.18.

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 14, 2014

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1-C

SUBJECT: **ENERGY SERVICES CONTRACTS**

SUBMITTED BY: Vice President, Business and Administration

REQUESTED ACTION: It is recommended that the Board of Trustees authorize the District to enter into the following Energy Services Contracts:

(1) **Compass Energy Solutions** in the amount of \$680,644 for the following services:

- Science Building Lab Exhaust Modification
- Drescher Rooftop Exhaust Chase Flashing
- Airport Campus Lighting Retrofit

Comment: Compass Energy Solutions is highly recommended by other community colleges in the State of California for its performance, timely project delivery, and quality results. Compass has recently worked with College of the Canyons, Santa Barbara City College, Mt. San Jacinto College, and Victor Valley College.

(2) **Johnson Controls, Inc.** in the amount of \$571,506 for the following services:

- Boiler Replacements for Student Activities, Library, Bundy

Comment: Johnson Controls, Inc. is highly recommended by other community colleges in the State of California for its performance, timely project delivery, and quality results. Johnson Controls has recently worked with the following districts: Los Angeles, San Jose Evergreen, Foothill De Anza, and North Orange County.

FUNDING SOURCE Measure AA; State Proposition 39 Grant; and Utility Incentives

COMMENT: These projects are part of the District’s ongoing efforts to conserve energy. California Government Code Section 4217.10 to 4217.18, authorizes the Board of Trustees to enter into an Energy Services Contract for the implementation of energy related improvements. Compass Energy Solutions and Johnson Controls, Inc. are energy services companies that will provide the District with "turn-key" operations that include evaluation, design, engineering, project management, construction, and rebate redemptions for the energy conservation projects.

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

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	January 14, 2014

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM NO. 2

SUBJECT: **GLOBAL CITIZENSHIP INITIATIVE ANNUAL REPORT, 2012-2013**

SUBMITTED BY: Superintendent/President

SUMMARY: The Global Citizenship Committee (GCC) conducted its standard business during the Spring 2013 semester. This included a review of proposals for Global Citizenship mini-grants, both for Spring 2013, and a separate round covering the 2013-2014 academic year. The GCC also reviewed proposals made by applicants to the college’s second summer travel-study program in Beijing.

After guiding the selection, in Fall 2012, of the 2013-2014 annual theme, “Peace and Security”, the GCC chose Helena Cobban’s *The Moral Architecture of World Peace* (Univ. of Virginia Press, 2000) as its common read in support of that theme. Cobban is a veteran global-affairs correspondent and the recent founder of a boutique publisher focused on global peace and social justice studies, “Just World Books”. In *Moral Architecture*, Cobban tells the story of eight Nobel Peace Prize recipients, who participated in a landmark conference at the University of Virginia in 1998. While global geopolitics have shifted significantly in the subsequent fifteen years, the stories and the insights of the likes of Desmond Tutu, Aung San Suu Kyi, Rigoberta Menchu, and the Dalai Lama continue to resonate with today’s world. Covering a diverse range of issues, personalities, and geographic locales, the book is ideal for provoking discussion on peace-and-conflict issues among our students and our colleagues.

For the fourth consecutive year, the hallmark event of the Spring 2013 semester was the annual student research symposium, held on the last Friday of classes before final exams. The event attracted entries from a wide and growing variety of academic disciplines: 90 entries in total, spread across six categories, including for the first time, an academic poster session. This last addition reflects the event’s evolution toward a hybrid showcase/symposium that is designed to engage students in an advanced, interactive display of their research, and other original works investigating or celebrating global citizenship. The event retains a competition element too, per its original incarnation as a “tournament”, and the SMC Foundation again generously provided a total prize pool of \$2,500, which was distributed among 33 award-winning entries. The GCC continues to refine the design of this event, with an eye toward facilitating its continuing growth and accommodating as many different programs as possible, in the most appropriate ways.

Beyond conducting its standard business, the GCC discussed a pair of initiatives during the Spring 2013 semester. The first of these initiatives involved revisiting an older idea and refining it for presentation to the Academic Senate’s Executive Committee, where it was enthusiastically received. With an eye toward encouraging deeper student involvement in global citizenship, and to cultivating a sense of “membership” among interested students, the GCC developed a proposal for a new designation of globally oriented academic achievement and service. Specifically, the GCC is proposing that students be invited to earn the designation of “Global Scholar-Citizen” by completing a checklist of requirements. These would include:

- coursework in a non-native language
- additional coursework in areas satisfying the college’s existing Global Citizenship A.A. degree requirement
- participation in a study-abroad program or recognized service-intensive activity
- completion of a faculty-directed capstone project

Informed by similar designations offered by other colleges, such as UC-Irvine's Global Leadership Certificate and the Howard CC and Baltimore County Maryland CC's Global Distinction programs, the goal of the GCC's proposal is to create a designation that would be stringent enough to be a true mark of achievement, but also not so challenging that only a small handful of students reasonably could achieve it in any given year. By the end of the semester, the GCC had settled upon a consensus final draft of the designation's specifications, but the proposal remains stalled by questions concerning its most appropriate administrative form. Should a new Global Scholar-Citizen designation be acknowledged as a formal transcript notation comparable to conventional academic honors—which was the GCC's initial vision—or would another non-transcripted recognition be more appropriate?

The second area of discussion was the development of a method for assessing SMC's work in global citizenship. After reviewing a variety of existing models, such as the Braskamp Global Perspective Inventory, the EdSteps Global Competence Matrix, and Oxfam's Curriculum for Global Citizenship, the GCC developed a set of preliminary guidelines for a pilot assessment effort. These guidelines include the following:

- **What to assess?** Using a Development Evaluation approach, the GCC recommends assessing a combination of knowledge, attitudes, and behaviors. The last of these concepts is especially of interest, as we seek evidence of demonstrated *actions* of global citizenship, including relevant experiences and acquired skills.
- **Whom to assess?** The primary focus would be SMC students, but all campus groups, faculty, and staff included would be of interest. Ideally, large enough samples would be studied to allow meaningful comparison across multiple statistical cohorts—the usual categories such as age, sex, and ethnicity, but also groups defined by specific SMC Global Citizenship initiatives. For example, is there a demonstrated difference in knowledge, attitudes, and behaviors between students who have taken a Global Studies course at SMC, or who have participated in study abroad, and the rest of the student body?
- **How to assess?** The assessments likely would be built around self-reporting surveys, but a core task for the GCC will be to work with Institutional Research to identify any already available data that might be useful.
- **When to assess?** To facilitate the comparisons suggested above, we would seek to conduct surveys both before and after significant global experiences, such as study abroad and professional development abroad. Otherwise, periodic surveys ideally would be conducted at an interval that allows meaningful comparisons over time (biannually? triennially?). In the long run, some mechanism for tracking SMC alumni also would be desirable.

Fall 2013 Global Council Activities

Professional Development: Four Santa Monica College faculty attended the *Global Conflict and Peacebuilding Seminar* on October 12-15, 2013 at Montgomery College, Maryland. The seminar brought together academic scholars from across the country, joined with representatives of national and international political and humanitarian organizations to explore global issues of conflict, peace, war, nonviolence, and humanitarian assistance amongst others. The seminar emphasis was on developing proactive strategies of peace-building as a means to create a culture of peace and democracy for all peoples. Field trips to the Washington DC offices of the Red Cross and the Organization of American States (OAS) culminated the workshop. The SMC faculty who participated in this seminar will present this information to the college at large in a workshop at the 2014 Spring Flex Day.

Study Abroad: SMC continues to move in the direction of the development of study abroad experiences for participants that provide academically rigorous courses complemented by an immersion experience with the host culture and community through service learning and/or other strategies that may promote this goal.

Through the partnership with the Beijing Center for Chinese Studies for the professional development program, a comprehensive yet cost effective program for Beijing, China was developed for a Summer 2013 program. Though the minimum number of 25 students was not met, the program did generate lots of interest, with a total of 18 students signed up with deposits. The program was two weeks at SMC followed by a four-week study abroad program in China, with study at The Beijing Center for Chinese Studies, and the historical cities of Beijing, Xi'an, and Wudang. The Beijing program was to combine a solid background in the history and culture of China, as students would experience firsthand the places studied in the Chinese History and Music Appreciation courses offered with planned visits to the Great Wall, the Temple of Heaven, and Wudang Mountain. Students were to develop a deep understanding of China's history and its people, thus gaining a richer sense of the growth and development of one of the world's largest and most dynamic nations. In the process, examining the way that China is viewed by the western world, exploring the crossroads of where East meets West, and to build bridges between our two cultures. Students who successfully completed the program would earn 6 units of SMC credit that is IGETC/UC Transferrable.

The plan is to offer the Beijing program in Summer 2014 (pending faculty applications) with a lower minimum number of participants (18) and a program of three weeks at SMC, three weeks in China. Other programs are under development, following the annual center model, in South Africa (Winter 2015) and Istanbul, Turkey (Summer 2014). These programs are pending the selection of faculty leaders that will take place in mid-January 2014.

Additional enhancements during the 2012/13 year for study abroad:

- Meetings with foreign air carriers (China Air, South African Airlines, and Turkish Airlines) to discuss group and discounted student fares.
- Comprehensive Travel & Health Insurance policies negotiated with iNext for study abroad and professional development programs abroad for faculty and staff.
- Establishment of Study Abroad scholarships from the District Global Citizenship fund with a scholarship committee consisting of representation from past participants of the Beijing Professional Development Program and the SMC Financial Aid office.
- Site visits to prospective host institutions for a program in Istanbul, Turkey.
- Informational sessions, SMC web promotion, SMC closed circuit TV ads, and announcements on Corsair Connect to generate interest for upcoming programs for 2014/15.

In addition to the development of the Study Abroad Centers in China, South Africa, and Turkey, the Global Council, along with International Education discussed the idea of shorter term (e.g. one week) in-broad and Spring Break study abroad experiences. Many SMC students due to cost constraints, or work and family commitments, are unable to participate in the traditional 2-4 week SMC study abroad programs, and therefore, these shorter term programs may be able to provide Global Citizenship experiences to this section of the SMC student body. These shorter term experiences would complement the longer term study abroad experiences designed for the three international study abroad centers.

To this end, in the Fall 2013 semester, SMC faculty initiated discussions with representatives from Montgomery College to develop a short term in-broad experience capitalizing on Montgomery College's connections with political and humanitarian organizations in the Washington DC area (including, but not limited to, the International Red Cross, the US Institute of Peace, and the Organization of American States). Other possible shorter term in-broad experiences include opportunities such as field studies courses in the biological and earth sciences (e.g. marine biology, botany, California geography, etc.). Given that SMC is a Hispanic serving institution with a Hispanic student population of over 30 %, and the historical interdependence of California with Latin America, shorter term Spring Break study abroad programs in Latin America should be explored. Initiation of these shorter term in-broad and Spring Break study abroad programs could begin in early 2015.

Increasing Student Participation with Global Citizenship: One of the important goals of the Global Council for the 2013/14 academic year is an emphasis on increasing student participation with Global Citizenship. In the Fall 2013 semester, Global Council members reached out to multiple Associated Student Clubs and spoke at on the ground SMC classes to recruit students to take a more active campus role in Global Citizenship. As a result, the Associated Students Board of Directors appointed a student AS representative to attend Global Council meetings. Other SMC students have agreed to become part of the planning and implementation committee for the annual Spring Global Citizenship Research Symposium.

SMC Global Citizenship highlights also include a number of annual events from 2012/13 such as:

- SMC faculty Bill Selby and Nancy Grass-Hemmert, in partnership with the IEC, tour several of the Los Angeles region's distinctive ethnic neighborhoods every fall and spring for the popular LA Cultural Tour. Domestic students, F-1 international students, SMC staff and faculty are invited to attend this trip. Participants learn about the city's historical richness and get a chance to taste the cultural diversity by stopping in to some of the city's best eateries.
- International Education collaborates with the Global Council and departments across campus for the annual International Education Week - an intercultural celebration, including Global Citizenship Day, which works toward one of our major goals for the year—increased student awareness and involvement in global citizenship while enjoying international foods, music, dance performances, and campus departments.
- Global Film Initiative offers a wide array of films each year as part of their "Global Lens" series. In 2013, Santa Monica College purchased the 2012 and 2013 series as part of the Global Citizenship initiative, to add to the 2010 and 2011 series already on file at the Library. Each set contains ten films, from ten different countries, featuring stories made by filmmakers from a variety of backgrounds. The "Global Lens" series encourages the SMC community to view cinema from around the globe, learning more about different regions, cultures, and customs in the process. These films are screened as part of the Film Studies courses taught by Josh Kanin, and are kept on file at the Library.
- Professional Development Abroad: SMC & The Beijing Center for Chinese Studies: Over the course of two summers, 32 SMC faculty and staff participated in the SMC Beijing Center for Chinese Studies Professional Development program to introduce the lands and peoples of China to our largest F-1 population at SMC, highlighting present-day issues and trends against the region's deep historical backdrop. Participants attended lectures and seminars led by the Beijing Center faculty, explored Beijing and its surroundings, and took a weekend trip to Inner Mongolia (2012) and Xi'an (2013).

Upon their return, participants will contribute to the Global Citizenship initiative equipped with a greater understanding of our trans-Pacific neighbors and the challenges and opportunities presented by China's rising profile on the global stage. This program also supports infusion of global perspectives into SMC's curriculum and campus life, as well as plans for an annual study abroad center in Beijing. Recipients of the professional development programs are required to do a follow-on project including a group presentation during flex day; faculty developing a module within their General Education course to bring global perspectives into curriculum, and classified staff to participate in campus Global Citizenship activities such as International Education Week, serve on the Research Symposium, or assist with the District Global Citizenship scholarship for study abroad.

- Global Citizenship Mini Grants - Funding supported a variety of selected projects (speakers, field trips, professional development, campus events, and more), which centered on a variety of topics related to the idea or practice of global citizenship. This includes, but is not limited to the annual academic-year Global Citizenship theme. Some examples of funded proposals included:

Salvador Carrasco (Media): An Evening with Film Director Christine Choy

- As part of the "An Evening with a Distinguished Filmmaker" series and as the closing event of the Global Citizenship's International Week, excerpts were shown from Ms. Choy's latest film, which deals with the hardships that immigrant workers from Shanghai experience in Beijing, followed by a Q & A session in HSS 165.

Aned Muniz (Modern Languages): "The More Languages You Speak, The More Lives You Will Lead"

- A short film showcasing the expansive diversity of languages and cultures at Santa Monica College. The project was made to illustrate this through interviewing students in their native languages, and having them speak about their personal history with language(s) and their cultural backgrounds.

Sri Susilowati and Raquel Ramirez (Dance): "Asociacion Nacional de Grupos Folkloricos"

- A trip to visit the "Asociacion Nacional de Grupos Folkloricos" conference. This project allowed "Global Motion" dance students to work with dance troupes from Mexico and learn the history, meaning, and differences between dance cultures around the world.

Genevieve Bertone (Sustainability): Plastics and the Environment Panel

- A panel on plastics and its effect on the environment during Sustainability Week. This project included hosting a variety of speakers from different backgrounds (from activists to scientists) to speak about the effects of plastics and pollution on the ecosystem.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 14, 2014

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3

SUBJECT: **2014-2015 NONRESIDENT TUITION RATE**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees adopt and establish the 2014-2015 nonresident tuition rate as follows:

- a. Non-resident tuition rate shall be \$255 per semester unit.
- b. The capital outlay recovery surcharge shall be \$24 per semester unit

BACKGROUND: Education Code Section 76140 requires each district governing board to establish the nonresident tuition fee not later than February 1 for the succeeding fiscal year. Seven options are provided for calculation of the non-resident tuition rate, as represented in the following chart.

Option 1	Statewide Average Cost Calculation	\$193
Option 2	District Average Cost Calculation	\$197
Option 3	Average Cost Calculation for District with 10% or more noncredit FTES	N/A
Option 4	Contiguous District (proposed fees not yet reported)	N/A
Option 5	No more than District Average Cost, no less than Statewide Average Cost	N/A
Option 6	Highest Statewide Average Statewide Average Cost Calculation 2007-2008 through 2012-2013	\$193
Option 7	No more than 12 Comparable States' Average Tuition	\$388 Maximum

For 2014-2015, the lowest possible nonresident tuition rate for SMC is \$193 per semester unit, and the highest possible nonresident tuition rate is \$388 per semester unit. Option 7 was used to determine SMC's 2014-2015 nonresident tuition rate of \$255 per semester unit. (This represents an increase of \$16 from the 2013-2014 rate of \$239 per semester unit.)

Education Code Section 76141 also authorizes districts to charge a capital outlay recovery surcharge so that districts may recover a prorated share of their capital outlay expenditures. (The recommended capital outlay recovery surcharge for 2014-2015 of \$24 per semester unit constitutes a \$6 per unit decrease from the 2013-2014 capital surcharge.)

	Current	Proposed	Change
Nonresident Tuition	\$239	\$255	+\$16
Capital Outlay Surcharge	\$30	\$24	-\$6
State Enrollment Fee for Resident and Nonresident Students	\$46	\$46	-0-
Total	\$315	\$325	+\$10

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 14, 2014

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 4

SUBJECT: **FILLING THE VACANCY ON THE BOARD OF TRUSTEES**

SUBMITTED BY: Chair, Board of Trustees

REQUESTED

ACTION #1: It is recommended that the Board of Trustees fill the vacancy on the Board of Trustees by appointing a person to serve as trustee until the next regularly scheduled election (November, 2014).

SUMMARY: David Finkel submitted his resignation from the Board of Trustees, effective January 14, 2014. The Los Angeles County Office of Education was notified and responded with options for filling the vacancy, which included a provisional appointment within 60 days of filing of the resignation.

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

REQUESTED

ACTION #2: is recommended that the Board of Trustees proceed with filling the vacancy in accordance with the following schedule:

January 15, 2014	Publicize the position and recruit candidates Post announcement and application* on website
January 15-24	Accept applications in the District Office
January 27-February 4	Applications are reviewed by SMC Board of Trustees
February 4	Appoint Trustee at regular Board of Trustees Meeting

*The application will require name, address, contact information, education, and employment history and include the following suggested questions:

1. Please state why you are seeking appointment to the Santa Monica Community College District Board of Trustees and the skills, abilities, and experiences you bring to the work of the Board of Trustees.
2. Describe the public service and community involvement you've had in Santa Monica and Malibu that would inform your work on the Board of Trustees.

3. What is your understanding of the mission and purpose of the California community colleges system?
4. What is the role of the Board of Trustees in relation to its constituencies - (1) the communities of Santa Monica and Malibu, and (2) the students, administrators, faculty, and staff of the college?
5. What do you see as the major issues currently facing Santa Monica College?

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 14, 2014

VIII. 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 #5-#19.

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

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

IX. 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.

X. REPORTS FROM DPAC CONSTITUENCIES

- Associated Students
- CSEA
- Faculty Association
- Management Association

RECOMMENDATION NO. 5 APPROVAL OF MINUTES

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

December 10, 2013 (Regular Board of Trustees Meeting)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 14, 2014

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 6 NEW COURSES, FALL 2013

Requested Action: Approval/Ratification

Reviewed by: Georgia Lorenz, Dean, Academic Affairs

Approved by: Jeff Shimizu, Vice President, Academic Affairs

New Courses – Credit

- ASTRONOMY 7: Cosmology
- COMMUNICATION STUDIES 9: Introduction to Communication Studies
- DANCE 38: Intermediate Pointe
- KINESIOLOGY PE 14B: Intermediate Cross Country

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 14, 2014

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 7 ACCEPTANCE OF GRANT AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification

Reviewed by: Laurie McQuay-Peninger, Director, Grants

Approved by: Randal Lawson, Executive Vice President

Title of Grant: ASPIRE /“CARES Plus” Stipend PROGRAM

Granting Agency: LAUP (Los Angeles Universal Preschool)

Award Amount: \$5,814

Matching Funds: Not applicable

Performance Period: September 1, 2013 – June 30, 2014

Summary: Santa Monica College- Early Childhood Education department will provide ONE advisor (“advisor”) for participants (“advisees”) in the ASPIRE Stipend program. The Advisor will offer advisement sessions in order to guide Early Childhood Education advisees in the selection of appropriate coursework, the completion of program requirements, and the incorporation of elements of the CLASS Observation Tool into daily classroom or child-care practice. LAUP will assign a LAUP staff member to Advisors to act as an advisor liaison during the contract term.

Budget: Restricted Fund 01.3

Revenue (2013-2014)		
8800	Local	\$5,814
Expenditures		
1000	Academic Salaries	\$4,558
5000	Other Operating Expenditures	452
7000	Other Outgo	804
Total		\$5,814

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 14, 2014

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 8 RATIFICATION OF CONTRACTS AND CONSULTANTS

Requested Action: Ratification

Approved by: Chui L. Tsang, Superintendent/President

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

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

Approved by Board of Trustees: 9/8/08

Reference: Education Code Sections 81655, 81656

Provider/Contract	Term/Amount	Service	Funding Source
A The Career Ladders Project	<u>Amendment</u> May 2013 –June 2014 Not to Exceed \$45,000	The Board of Trustees previously approved this service on May 7, 2013. The end of the term of service has been extended from December 2013 to June 2014 with no change in the total amount.	Perkins IV (CTEA) and CTE – SB 70
<i>Requested by: Patricia Ramos, Dean, Workforce and Economic Development</i>			
<i>Approved by: Jeff Shimizu, Vice President, Academic Affairs</i>			
B George Silano (Filmmaker/ Cinematographer)	February 26 – March 1, 2014 Amount: \$3,000	Premier of Martin Luther King Jr. documentary, speaking engagement, questions and answers.	Global Citizenship Account (00222)
<i>Requested by: Kelley Brayton, Dean, International Education</i>			
<i>Approved by: Teresita Rodriguez, Vice President, Enrollment Development</i>			

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 14, 2014

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9 ACADEMIC PERSONNEL

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

SABBATICALS, 2014-2015

Diane Engelmann, English - Spring 2015
 Oriana Kim-Rajab, Life Sciences - Fall 2014
 Makoto Nishikawa, Modern Languages and Cultures - Fall 2014
 Lisette Rabinow-Palley, Counseling - Spring 2015

ESTABLISH

Associate Dean, Instructional and Student Programs

EFFECTIVE DATE

ABOLISH

Project Manager, Employment Training Panel (ETP)

LATERAL TRANSFER/RETITLE

Ron Furuyama, Associate Dean, Instructional and Student Programs 02/01/2014

TEMPORARY APPOINTMENTS

Frank Dawson, Acting Associate Dean, Career Technology Education 02/01/2014
 Sasha King, Acting Director, Small Business Development Center 01/14/2014
 Gita Runkle, Acting Associate Dean, Emeritus College 01/14/2014

ELECTION

Gartner, Gabriel, Life Science Zoology Fall 2014
 Lor, Pinsopearui, Disabled Students Program and Services (DSPS) Counselor Spring 2104
 Sanchez, Roxanna, Disabled Students Program and Services (DSPS) Counselor Spring 2014

ADJUNCT FACULTY

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 14, 2014

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 10 MEMORANDUM OF UNDERSTANDING WITH CSEA CHAPTER #36 REGARDING WINTER SESSION, 2014

Requested Action: Approval/Ratification
Reviewed by: Robert Myers, Campus Counsel
Approved by: Marcia Wade, Vice-President, Human Resources

It is recommended that the Board of Trustees ratify the Memorandum of Understanding between the Santa Monica Community College District and the California School Employees Association (CSEA) Chapter #36 regarding assignment of classified employees during the Winter Session 2014.

Memorandum of Understanding

This Memorandum of Understanding (“MOU”) is entered into by and between the Santa Monica Community College District (the “District”) and the California School Employees Association Chapter 36 (“CSEA”) as of this 31st day of October, 2013.

WHEREAS, the Santa Monica College has a reduced Winter session for 2014 because of cuts in State funding; and

WHEREAS, the hours and locations of certain classified employees must change because of the reduction of hours for Winter session since no work would exist for certain employees if current schedules and locations were maintained;

WHEREAS, CSEA and the District have met and conferred concerning this matter and have reached an agreement to implement schedule changes for the Winter session,

NOW, THEREFORE, the District and CSEA agree as follows:

1. The hours and locations of the employees listed in Exhibit “A” attached hereto may be changed as set forth therein during the period from January 2, 2014, to February 13, 2014 (“Winter Session”). The hours and locations for these employees shall return to the schedule in effect prior to the change at the beginning of the Spring Semester on February 18, 2014. In the event that such a schedule change results in an unfair hardship to an employee, District and CSEA shall meet and confer to try to find a mutually agreed alternative to the change in schedule.
2. Any stipend that an employee is receiving pursuant to the collective bargaining agreement between CSEA and the District shall continue to be paid during the Winter Session notwithstanding the temporary change in working hours. It is the intent of the parties that any employee who works the revised schedule shall not suffer a loss of pay as result of this Agreement.
3. During the Winter Session, Parking Enforcement Officers shall be provided with communication equipment when working by themselves and, if working together, at least one of them shall have communication equipment.

4. Upon request, the District agrees to approve an Unpaid Leave of Absence during Winter Session for any employee whose hours are being changed from an evening shift to a daytime shift as set forth in Exhibit A. Notwithstanding Section 7.10.2 of the collective bargaining agreement, the District will pay the full premium for health insurance benefits during such unpaid leave. Notwithstanding any other provision of the collective bargaining agreement, any employee who takes such an Unpaid Leave of Absence during the Winter Session shall be deemed in paid status for purpose of calculating seniority and longevity.
5. Upon request, the District will consider approving an Unpaid Leave of Absence for all or part of the Winter Session for any employee not set forth in Exhibit A. Notwithstanding Section 7.10.2 of the collective bargaining agreement, the District will pay the full premium for health insurance benefits during such unpaid leave. Notwithstanding any other provision of the collective bargaining agreement, any employee who takes such an Unpaid Leave of Absence during the Winter Session shall be deemed in paid status for purpose of calculating seniority and longevity.
6. In the event there is insufficient work within the job classification during the Winter Session, any such employee shall be reassigned to job duties that are consistent with his or her abilities as determined by the Vice President of Human Resources after consultation with CSEA. If there is insufficient work available in any classification, the work that is available shall be assigned on a seniority basis. The District shall not contract with any private shuttle service during the period covered by this MOU if the District's shuttle drivers have been assigned non-shuttle work.
7. In the event the District makes a request to change the schedule of any employee who is not set forth in Exhibit "A," such schedule change shall require the approval of CSEA and the employee. In the event that either CSEA or the employee do not agree to the schedule change, the employee shall perform work during his or her normal schedule.
8. It is the intent of this agreement that all employees have the right to work the same number of hours during the Winter Session as they currently work. In the event the exhibits attached hereto are in error, the District and CSEA shall by mutual agreement adjust the hours to correct the error.
9. Any employee who has indicated an intention to take vacation time or a leave of absence may elect to work by cancelling the scheduled vacation time or the leave of absence in accordance with established District policies.

Comment: The MOU was ratified by CSEA on October 31, 2013.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 14, 2014

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11 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. The following positions will be established/abolished in accordance with district policies and salary schedules.

ABOLISH

- | | |
|--|----------|
| Custodial Operations Supervisor (1 position)
Operations, 12 mos, 40 hrs/NS-II | 01/14/14 |
| Custodian (1 position)
Operations, 12 months, 20 hours/Day | 01/02/14 |
| Student Services Specialist- Admission and Records, (1 position)
Admissions and Records, 12 mos, 40 hrs | 01/14/14 |
| Sign Language Interpreter- III (1 position)
DSC, 12 months, 40 hours/Varied Hours | 01/14/14 |
| Sr. Student Services Specialist- International (1 position)
ISC, 12 months, 40 hours | 01/14/14 |
| Student Services Specialist (1 position)
Matriculation, 12 months, 40 hours | 01/14/14 |

ESTABLISH

- | | |
|--|----------|
| Custodial Operations Supervisor (1 position)
Operations, 12 mos, 40 hrs/day | 01/14/14 |
| Custodian (1 position)
Operations, 12 months, 40 hours/Day | 01/02/14 |
| Custodian (2 positions)
Operations, 12 months, 40 hours/NS-1 | 01/02/14 |
| Sign Language Interpreter- III (1 position)
DSC, 11 months, 40 hours/Varied Hours | 01/14/14 |

ELECTIONS

EFFECTIVE DATE

PROMOTION

Reyes, Arnulfo 12/10/13
From: Programmer Analyst III, MIS
To: Programmer Analyst IV, MIS

VOLUNARY TRANSFER (CSEA/DISTRICT AGREEMENT)

CHANGE IN WORK SHIFT/PERMANENT

Frazier, Marvlynn 01/02/14
From: Custodian, Operations, 12 mos, 40 hrs/ NS-2
To: Custodian, Operations, 12 mos, 40 hrs/ Day

Garcia, Kathleen 01/02/14
From: Custodian, Operations, 12 mos, 40 hrs/ NS-2
To: Custodian, Operations, 12 mos, 40 hrs/ Day

Hernandez, Edward 01/02/14
From: Custodian, Operations, 12 mos, 40 hrs/ NS-2
To: Custodian, Operations, 12 mos, 40 hrs/ Day

Raby, Emily 01/02/14
From: Custodian, Operations, 12 mos, 20 hrs/ Day
To: Custodian, Operations, 12 mos, 40 hrs/ Day

Oseguera-Malone, Ismenia 01/02/14
From: Custodian, Operations, 12 mos, 40 hrs/ Day/Weekend
To: Custodian, Operations, 12 mos, 40 hrs/ NS-2/Weekend

Turner, Kelvin 01/02/14
From: Custodian, Operations, 12 mos, 40 hrs/ NS-2
To: Custodian, Operations, 12 mos, 40 hrs/ NS-1/Weekend

VOLUNTARY REDUCTION IN HOURS/TEMPORARY

Lemons, Bradley 02/18 – 06/10/14
From: Lab. Tech. - Broadcasting/Electronic Media, Comm. 11 mos, 40 hrs, VH-1
To: Lab. Tech. - Broadcasting/Electronic Media, Comm. 11 mos, 36 hrs, VH-1

SEPARATION

LEAVES OF ABSENCE- UNPAID

Kolbly, Joseph, Instructional Assistant - Mathematics 01/06/14 – 02/13/14
Schelbert, Barbara, Instructional Assistant - English 01/02/14 – 02/14/14
Gothold Julia, Administrative Assistant I, Counseling 01/13/14 – 05/30/14
Gothold Julia, Administrative Assistant I, Counseling 08/18/14 – 12/24/14

RESIGNATION

Gomez, Nina, Student Services Specialist-Fin. Aid, Financial Aid 01/15/14

RETIREMENT

LAST DAY OF PAID SERVICE

Lemke, Connie, Student Services Specialist- Admissions and Records (13+ years) 12/30/13
Webb, Elliott Sr., Custodian, Operations (15+ years) 11/21/13

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 14, 2014

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 12 CLASSIFIED PERSONNEL – LIMITED DURATION

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.

ELECTIONS

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

Mackey, Eugene A., Student Services Clerk, Bursar’s Office	12/16/13-12/20/13 01/02/14-01/17/14 02/18/14-02/28/14
Meserve, Pamela D., Student Services Clerk, Bursar’s Office	12/16/13-12/20/13 01/02/14-01/17/14 02/18/14-02/28/14
Pananen, Kathryn, Instructional Assistant Learning Disabilities, DSC	01/08/14-06/18/14
Taylor, Eidra L., Student Services Clerk, Bursar’s Office	12/16/13-12/20/13 01/02/14-01/17/14 02/18/14-02/28/14
Thompson, Shannon L., Student Services Clerk, Bursar’s Office	12/16/13-12/20/13 01/02/14-01/17/14 02/18/14-02/28/14
Winn, Aja, Student Services Clerk, Bursar’s Office	12/16/13-12/20/13 01/02/14-01/17/14 02/18/14-02/28/14

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.

Graham-Howard, Kimi K., Student Services Clerk, Bursar’s Office	12/16/13-12/20/13 01/02/14-01/17/14 02/18/14-02/28/14
Itani, Wadad K., Student Services Clerk, Bursar’s Office	12/16/13-12/20/13 01/02/14-01/17/14 02/18/14-02/28/14
Noble, Robert, Student Services Assistant, Counseling	01/07/14-07/03/14
Orcutt, Joseph M., Student Services Clerk, Bursar’s Office	12/16/13-12/20/13 01/02/14-01/17/14 02/18/14-02/28/14

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 14, 2014

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 12 CLASSIFIED PERSONNEL – LIMITED DURATION *(continued)*

LIMITED TERM:

Stuck, Jennifer J., Student Services Clerk, Bursar’s Office	12/16/13-12/20/13 01/02/14-01/17/14 02/18/14-02/28/14
Williams, Juanita N., Human Resources Tech, Human Resources	01/06/14-01/10/14 02/18/14-03/14/14
Williams, LaShondra E., Student Services Clerk, Bursar’s Office	12/16/13-12/20/13 01/02/14-01/17/14 02/18/14-02/28/14

SUBSTITUTE/ ON CALL

Berteloot, Amber, Sign Language Interpreter II, DSC	02/18/14-06/30/14
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RECOMMENDATION NO. 13 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/hour (STHP)	8
College Work-Study Student Assistant, \$8.00/hour (FWS)	29

SPECIAL SERVICE

Community Services Specialist I, \$35/hour	4
Community Services Specialist II, \$50/hour	16
Recreation Leader Director II, \$10.59/hour	3

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 14, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 FACILITIES

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

14-A CHANGE ORDER NO. 2 – REFURBISHMENT OF 919 SANTA MONICA BLVD. OFFICES

Change Order No. 2 – CONCEPT CONSULTANT, INC. on the Refurbishment of 919 Santa Monica Blvd. Offices project in the amount of \$2,760.

Original Contract Amount	\$267,500
Previously Approved Change Orders	\$ 15,177
Change Order No. 2	<u>\$ 2,760</u>
Revised Contract Amount	\$285,437

This change order results in no change to the contract length.

Funding Source: Measure AA

Comment: Change Order No. 2 provides for the labor and material cost to install auxiliary hardware units to cover the existing holes after the removal of the existing door hardware, and to connect the existing magnetic locks at the lobby double doors to the new access control system.

14-B CHANGE ORDER NO. 6 – ACADEMY OF ENTERTAINMENT AND TECHNOLOGY RELOCATION

Change Order No. 6 – FAST TRACK CONSTRUCTION on the AET Relocation project in the amount of \$9,057.

Original Contract Amount	\$2,303,600
Previously Approved Change Orders	\$ 480,808
Change Order No. 6	<u>\$ 9,057</u>
Revised Contract Amount	\$2,793,465

This change order results in no change to the contract length.

Funding Source: Measure AA

Comment: Change Order No. 6 provides for the labor, material and equipment cost to add additional data outlets to the Edit Bays and Tech Support office, provide new meter pedestal for DWP connection to panel “MSB” at the Bundy campus to include added concrete pad, bollards, and rerouting of irrigation lines as necessary, extend the duration of temporary power feed at the Bundy campus, and install 1/2" x 1/2" thin gauge aluminum angles at modular ramps attached with stainless steel fasteners and adhesive to the narrow tiles to minimize tile movement at Airport and Bundy modular building ramps.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 14, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 FACILITIES

14-C CHANGE ORDER NO. 1 – BUNDY PARKING LOT 2

Change Order No. 1 – PUB CONSTRUCTION on the Bundy Parking Lot 2 project in the amount of \$8,736.

Original Contract Amount	\$1,128,000
Previously Approved Change Orders	\$ 0
Change Order No. 1	\$ 8,736
Revised Contract Amount	\$1,136,736

This change order results in no change to the contract length.

Funding Source: Measure AA

Comment: Change Order No. 1 includes labor, material, and equipment cost to relocate security kiosk, installation of concrete pad for emergency phone towers, and auger dry wells for increased percolation at tree locations.

14-D PROJECT CLOSE OUT – ENERGY SERVICES CONTRACT

Subject to completion of punch list items by COMPASS ENERGY SOLUTIONS authorize the District Representative without further action of the Board of Trustees, to accept the project described as ENERGY SERVICES CONTRACT – Boiler Replacements Science and Drescher Hall, Campus-wide Exterior and Interior Lighting Retrofit, Energy Improvements for the Center for Environmental and Urban Studies, as being complete. Upon completion of punch list items by COMPASS 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.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 14, 2014

RECOMMENDATION NO. 15 BUDGET TRANSFERS

Requested by: Veronica Díaz, Acting Director, Fiscal Services
Approved by: Robert G. Isomoto, Vice President, Business/Administration
Requested Action: Approval/Ratification

15-A FUND 01.0 – GENERAL FUND - UNRESTRICTED
 Period: November 27, 2013 to December 20, 2013

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	-295
4000	Supplies	25,000
5000	Contract Services/Operating Exp	19,680
6000	Sites/Buildings/Equipment	-15,085
7000	Other Outgo/Student Payments	-29,300
Net Total:		0

15-B FUND 01.3 – GENERAL FUND - RESTRICTED
 Period: November 27, 2013 to December 20, 2013

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	10,000
2000	Classified/Student Salaries	-10,000
3000	Benefits	0
4000	Supplies	-514
5000	Contract Services/Operating Exp	-7,244
6000	Sites/Buildings/Equipment	7,758
7000	Other Outgo/Student Payments	0
Net Total:		0

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 14, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 COMMERCIAL WARRANT REGISTER

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

November 1 – November 30, 2013 5770 – 5802 \$ 10,980,575.77

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

RECOMMENDATION NO. 17 PAYROLL WARRANT REGISTER

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

November 1 – November 30, 2013 C1D – C2E \$7,322,532.46

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

RECOMMENDATION NO. 18 REISSUANCE OF STALE WARRANTS

Requested by: Ian Fraser, Payroll Manager
Approved by: Randy Lawson, Executive Vice-President
Requested Action: Approval/Ratification

BARGHANDAN, MOHSEN	04/10/08	W8765828	\$108.00
BRECK, AYERS L	06/10/11	W6407556	\$56.00
BRECK, AYERS L	05/25/11	W6388912	\$112.00
BRAZINA, MIYUKI	10/25/11	W6599344	\$40.00
BRAZINA, MIYUKI	10/07/11	W6569908	\$56.00
GARCIA, VERONICA P	04/08/11	W6307707	\$192.35
HOYO, RODOLFO J	08/10/11	W6502403	\$124.00
MONTES, CARLOS R	11/22/11	W6649274	\$36.00
TESIC, DANIEL L	01/08/10	W5557498	\$72.00
TESIC, DANIEL L	12/22/09	W5537167	\$56.00
TRIPURANENI, BHARATH	07/08/11	W6460995	\$40.00
YI, UNICE Y	07/08/11	W6461032	\$56.00

Comment: Warrants not presented to the county treasurer within six (6) months after being issued are void; therefore, it is requested that LACOE draw new warrants to replace them.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 14, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 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

It is recommended that the following Auxiliary Operations payments and Purchase Orders be ratified. All purchases and payments were made in accordance with Education Code requirements and allocated to approved budgets in the Bookstore, Trust and Other Auxiliary Funds.

	Payments	Purchase Orders
December 1 – December 31, 2013	\$654,573.69	\$69,461.28

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 14, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 20 PURCHASING

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

20-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 approved budgets. Lists of vendors on file in the Purchasing Department.

November 2013 (11/1/13 – 11/27/13)	\$3,172,048.03
December 2013 (12/2/13 – 12/23/13)	\$1,762,113.87

20-B AWARD OF CONTRACTS

Contracts #1 and #2 were needed for repair work on the Math Complex and adjacent West Restroom Building on Main Campus over the holidays.

- #1 Provider: Duke Builders Corp.
Amount: \$18,750
Term: December 23 – 27, 2013
Funding Source: General Fund and Capital Outlay Fund
Summary: Emergency repair Demolish and haul away existing wood decking, skirting, metal handrails from Math Complex and adjacent West Restroom Building on Main Campus.

- #2 Provider: Quick-Deck, Inc.
Amount: \$198,016.84
Term: December 23, 2013 – January 31, 2014
Funding Source: General Fund and Capital Outlay Fund
Summary: Fabricate, deliver, and install decking, skirting, and metal handrails at Math Complex and adjacent West Restroom Building on Main Campus.

- #3 Provider: System Technology Associates (STA)
Amount: \$664,345.01
Term: April 2014
Funding Source: 2013- 2014 Measure AA Funds
Summary: Award of Bid #I20520I300ICM SMC Main Data Center Enterprise Storage Area Network Project

- #4 Provider: Golden Star Technology (GST)
Amount: \$77,133.08 (correction of previously approved amount of \$65,553.59)
Term: January 2-31, 2014
Funding Source: 2013-2014 Capital Outlay Fund 40
Summary: The Board of Trustees previously approved the award of bid #I3I400ISF to this vendor for Projector Replacement and Installation for 48 classrooms on December 10, 2013. The amount has been amended to correct an error in the previously approved item.

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 14, 2014

XI. BOARD COMMENTS AND REQUESTS

XII. ADJOURNMENT

The meeting will be adjourned in memory of **Art Marshburn**, retired SMC of Science.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, February 4, 2014** at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

The agenda for the next meeting will include the following:

1. Appointment of Trustee
2. Receipt of Audit Reports
3. 2013-2014 Quarterly Budget Report and 3 I I Q Report
4. Information: Citizens' Bond Oversight Meeting, January 22, 2014