SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING

TUESDAY, JANUARY 13, 2015

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

Closed Session
(Business Building Room 111)

Regular Public Meeting
Board Room (Business Building Room 117)

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

A meeting of the Board of Trustees of the Santa Monica Community College District was held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Tuesday, January 13, 2015.

I. ORGANIZATIONAL FUNCTIONS

A CALL TO ORDER – 5:30 p.m.

B ROLL CALL
Rob Rader, Chair - Present
Dr. Louise Jaffe, Vice-Chair - Present
Dr. Susan Aminoff - Present
Dr. Nancy Greenstein - Present
Dr. Margaret Quiñones-Perez - Present
Barry Snell - Present
Dr. Andrew Walzer - Present
Daniel Kolko, Student Trustee – Present (for public session)

C PUBLIC COMMENTS ON CLOSED SESSION ITEMS - None

II. CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL EXISTING LITIGATION (Government Code Section 54956.9)
Santa Monica Community College District v. Santa Monica College Faculty Association, Los Angeles Superior Court, Case No. 12C01228/Santa Monica College Faculty Association v. Santa Monica Community College District, Los Angeles Superior Court, Case No. SS024130.

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

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

• PLEDGE OF ALLEGIANCE – Regula Ziegler

• CLOSED SESSION REPORT - none

• REVISIONS/SUPPLEMENTAL STAFF REPORTS: A two-thirds vote of the members present is required to include revisions and/or supplemental staff reports in the agenda as submitted. These are items received after posting of the agenda and require action before the next regular meeting. (Government Code Section 54954.b.2)

MOTION MADE BY: Susan Aminoff
SECONDED BY: Barry Snell
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0
IV. **PUBLIC COMMENTS**

V. **SUPERINTENDENT’S REPORT**

VI. **ACADEMIC SENATE REPORT**

VII. **MAJOR ITEMS OF BUSINESS**
1. Report: Counseling Update
3. 2015-2016 Nonresident Tuition Rate

VIII. **CONSENT AGENDA**

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

**Approval of Minutes**
4. Approval of Minutes: December 2, 2014 (Regular Meeting)

**Contracts and Consultants**
5. New Courses and Degrees, Fall 2014
6. Contracts for KCRW
7. Contract for SMC Performing Arts Center
8. Ratification of Contracts and Consultants

**Human Resources**
9. Academic Personnel
10. Classified Personnel – Regular
11. Classified Personnel – Limited Duration
12. Classified Personnel – Non Merit

**Facilities and Fiscal**
13. Facilities
   A. Subcontractor Substitution Request – Performing Arts Center, East Wing
   B. Award of Bid – International Students Renovation Project
   C. Change Order No. 11 – Information Technology Relocation
   D. Change Order No. 1 – Performing Arts Center, East Wing
   E. Amendment No. 9 to Agreement for Architectural Services – AET
   F. Amendment No. 3 to Agreement for Architectural Services – Student Services Building
   G. Amendment No. 7 to Agreement for Architectural Services – IT Relocation
14. Acceptance of Grants and Budget Augmentation
15. Budget Transfers

**Facilities and Fiscal (continued)**
16. Authorized Signature Resolution
17. Commercial Warrant Register
18. Payroll Warrant Register
19. Auxiliary Payments and Purchase Orders
20. Providers for Community and Contract Education
22. Purchasing
   A. Award of Purchase Orders
   B. Amendment No. 1 – Elevator Repairs and Maintenance
IX. **CONSENT AGENDA – Pulled Recommendations**

X. **REPORTS FROM DPAC CONSTITUENCIES**
- Associated Students
- CSEA
- Faculty Association
- Management Association

XI. **ORGANIZATIONAL FUNCTIONS**
#23 Board of Trustees Winter Study Session 2015

XII. **BOARD COMMENTS AND REQUESTS**

XIII. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Tuesday, February 3, 2015** 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.
V. SUPERINTENDENT’S REPORT

- Updates:
  - State Budget
    Governor Jerry Brown released his 2015-2016 state budget, calling for $113 billion in proposed general fund spending, up 5.4 percent from the year due to the state's substantial economic recovery. It is a balanced budget which is consistent with the Governor’s conservative fiscal policy. The budget pays down debt, saves money and invests in California’s infrastructure and core needs. For the community colleges, Governor Brown proposes $6.9 million which represents an 8 percent increase over last year. Community colleges will receive 10.95 percent of the total Proposition 98 funding of $63.2 billion. This continues the positive theme of the past two years. The budget proposal includes significant increases for community colleges.

  - Winter Session Enrollment: Enrollment is up 43 percent for the six-week Winter 2015 session compared to Winter 2014. The results are just short of target, consistent with a statewide trend of softening enrollment demand. The Enrollment Development team was commended for its efforts and its preparation for the outreach needed to expand enrollment for spring.

  - Board’s Audit Task Force: The Board of Trustees subcommittee reported on its meeting with the District auditors to review the effectiveness of internal financial control, risk management, and compliance with laws and regulations affecting financial reporting. SMC has received the highest audit rating for its two audit reports. (The audits were rated “unqualified” which is the highest rating possible.) Overall, in areas including financial reporting and compliance, the District maintained its classification as a “low risk auditee.” The auditors will present their audit report to the full Board at the February meeting.

  - Accreditation 2016: Development of the self-evaluation is underway with broad participation by members of the college community and weekly meetings of the Steering Committee. Accreditation topics will be integrated into spring flex day on March 19th. ACCJC has realigned its schedule so that the nine Los Angeles Community College Districts will be visited in Spring 2016, which causes SMC’s site visit to be postponed until Fall 2016. The college has decided to continue with the current schedule as if the visit would be in Spring which will allow time to plan for the visit.

  - Associate Degrees for Transfer: SMC has seven active Associate Degrees for Transfer, five are awaiting approval by the Chancellor’s Office; and two additional degrees will be submitted soon. Upon approval, the college will reach its original target goal of 13 Associate Degrees for Transfer.

- Acknowledgements:
  - Professor Salvador Carrasco, recipient of the ‘Impact Award” by the Santa Monica International Film Festival
  - Bernie Rosenloecher, Retired CSEA Chapter #36 President
  - Lisa Rose, Executive Coordinator for the District and Board of Trustees, for 40 years of service to the District and to the Board
MAJOR ITEMS OF BUSINESS

INFORMATION ITEM NO. 1

SUBJECT: COUNSELING UPDATE

SUBMITTED BY: Vice-President, Student Affairs

Santa Monica College has long recognized the vital role that student support services play in helping community college students achieve their academic and career goals. The College continues to take great pride in the breadth and depth of its student services, the majority of which are counseling programs or feature counseling as a key component of the program. Counseling services are woven throughout the campus and exist within twenty-four different student services and/or counseling programs that are listed below:

- Adelante/Latino Center
- Associated Students
- Athletics
- Black Collegians/African American Collegiate Center
- Career Services Center
- CalWORKs
- Counseling/Transfer Center
- DSPS
- EOPS/CARE
- First Year Experience (FYE)
- Financial Aid
- Guardian Scholars
- Health Sciences
- International Education Counseling Center (IECC)
- Outreach
- Pico Promise
- Psychological Services
- Scholars Program
- STEM/SRI
- Student Judicial Affairs
- TRIO SSS
- TRIO Upward Bound
- Veterans Resource Center
- Welcome Center

These programs collectively record over 100,000 student contacts annually, and have recently been shown to significantly impact fall to spring and fall to fall persistence. Additionally, a longitudinal study on VIP Welcome Day was recently completed with similar findings related to the impact on student persistence.

While the SMC Counseling Department has enjoyed a vibrant statewide and institutional reputation for over two decades, the Student Success Act of 2012 has given the Department new opportunities to re-imagine its services to students to address access, success, equity and retention.
Part 1: Presentation of Data

• First Year Students and Counseling Services

At the request of the First Year Student Workgroup led by Student Affairs Vice President, Mike Tuitasi, the SMC Office of Institutional Research investigated the extent to which first-year students at Santa Monica College receive counseling services in their initial term. The following four research questions were identified by the First-Year Student Workgroup:

1. What percentage of first-time freshmen received individual academic counseling before their initial term? By the end of their initial term?
2. What percentage of reverse transfers received individual academic counseling before their initial term? By the end of their initial term?
3. Does the counseling contact rate differ by student demographic group?
4. Are first-time freshmen and reverse transfers who receive counseling more likely to persist to the subsequent spring term? More likely to persist to the subsequent fall term?

Data was collected for students enrolled in fall 2013 and included 5,843 first-time freshmen and 1,870 reverse transfer students. Individual academic counseling was defined as any activity resulting in substantial contact with an academic counselor, including participation in a special program, one-on-one counseling in a general counseling center or online, and enrollment in a Counseling 20 course. Students enrolled in Counseling 20 were counted as having received counseling services as the course offers frequent and regularly scheduled contact with a counseling faculty member and includes the development of a comprehensive educational plan.

Significant findings of the study included the following:

- A large majority of first-time freshmen (87%) and reverse transfers (76%) received counseling services by the end of their initial fall term.
- Counseling contact rate did not vary more than 4 to 7% by student ethnicity/race or basic skills status.
- First-time freshmen and reverse transfer students increase their odds of persisting to the subsequent spring and fall terms by over 200% if they met with a counselor by the end of their initial fall term.

Upon seeing these results, the First-Year Student Workgroup posed the following additional research questions for a follow-up study to be completed January 2015:

1. Which type of counseling (special program vs. general counseling vs. Counseling 20) impacts persistence the most?
2. Does counseling impact course completion ratio (% of C/P or better grades earned)?
3. Does counseling impact course retention ratio (% of W grades earned)?
4. What impact, if any, does the number of counseling sessions have on persistence, course completion and course retention?

• Impact of VIP Welcome Day on Student Outcomes

Beginning in 2005, each fall term, the campus hosts a VIP Welcome Day aimed at orienting and welcoming new students. The day includes student success workshops, a campus resource fair, campus tours and opportunities to meet with counselors and instructional faculty. This widely anticipated annual event is funded by the District, the Associated Students and the SMC Foundation.
At the request of the VIP Welcome Day Workgroup co-chaired by the Dean of Counseling and the former Dean of Enrollment Services, the SMC Office of Institutional Research investigated three major research questions regarding the differences between students who attended VIP Welcome Day and students who did not.

The following three research questions were investigated:

1. Did VIP Welcome Day attendees persist to the next spring and fall terms at greater rates than non-attendees?
2. Were VIP Welcome Day attendees more likely to be retained in their courses at greater rates than non-attendees?
3. Were VIP Welcome Day attendees more likely to successfully complete their courses at greater rates than non-attendees?

As VIP Welcome Day activities are targeted to first-time freshmen, the cohort examined in this study was limited to students identified as first-time freshmen in fall terms between 2007 and 2012.

**Significant findings of the study included the following:**

- Freshmen who participated in VIP Welcome Day activities persisted to the next spring and fall terms at significantly greater rates than those who did not participate.
- Freshmen who participated in VIP Welcome Day were retained in a significantly larger proportion of their attempted courses than non-attendees.
- Freshmen who attended VIP Welcome Day successfully completed a significantly larger proportion of their attempted courses than non-attendees.

**Part 2: Counseling Department Philosophy and New SSSP (Student Success and Support Program) Initiatives**

Since the late 1980’s, the SMC Counseling Department has held the belief that students were best served by a special program counseling approach that took into consideration the unique needs of the student population being served. Over the years the number of special counseling programs has grown with the most recent additions, within the last ten years, to include: the First Year Experience (FYE), Guardian Scholars, STEM/SRI, the Veterans Resource Center and the Welcome Center.

The Counseling Department also offers a large instructional component that includes the following course offerings:

- Couns 1, Developing Learning Skills
- Couns 11, Orientation to Higher Education
- Couns 12, Career Planning
- Couns 20, Student Success Seminar (SMC’s 2nd highest enrolled course with well over 100 sections offered annually)
- And a number of DSPS Counseling course offerings

**New Counseling Department SSSP Initiatives**

As a result of the Student Success Act of 2012, and with the subsequent infusion of SSSP funds earmarked to increase student access and success by providing students with core SSSP services (orientation, assessment, counseling and follow up activities), the SMC Counseling Department has recently engaged in a myriad of new retention and support efforts that include the following:
• **Orientation Activities**
  
  o **“Monica”**
    
    To complement the recently updated online orientation program, beginning spring 2015, all incoming students who are coded as Matriculant 1 (first time at SMC with the goal of degree, certificate, transfer or basic skills) will be directed to complete “Monica,” an avatar driven education-planning counseling/advising session with individually tailored information on educational requirements and the enrollment process.

• **Educational Planning Activities**
  
  o **MyEdPlan**
    
    Once new students complete the online orientation program and “Monica,” students will be directed to MyEdPlan, an online, interactive, wizard driven student educational planning program designed for student and counselor use. MyEdPlan has been a collaborative effort between our Management Information Systems, Counseling, and Enrollment Development departments. MyEdPlan provides academic planning guidance to students and seamlessly integrates a live Degree Audit program and a newly developed prerequisite engine system.

    Between May 2014 and November 15, 2014, MyEdPlan has been used by over 7,100 students who have produced a total of 1,266 abbreviated education plans consisting of one or two terms, and 7,796 comprehensive education plans consisting of three or more terms.

    Students are continuously encouraged to meet with a counselor throughout their use of the MyEdPlan program. As of winter 2015, we will begin a proactive counselor validation process, which will involve reviewing comprehensive educational plans submitted by first-time college students and providing online counselor follow-up with detailed feedback.
• Counseling Activities:

  o Non-Cognitive Skills/SuccessNavigator/You + 1 Coaching Program
    In fall 2012, SMC partnered with ETS (Educational Testing Service) to conduct a pilot study assessing the relationship between students’ non-cognitive skills and student outcomes, including GPA, and course credit completion rate. The study used SuccessNavigator, a non-cognitive assessment tool developed by ETS, to measure students’ skills in four non-cognitive domains: academic skills, motivation/commitment, self-management, and social support. The study found that when controlling for the impact of gender, race/ethnicity, parental education, and academic ability, non-cognitive skills positively impacted GPA and course credit success.

    During the 2014-15 academic year, SMC is administering SuccessNavigator to students enrolled in Couns 20 as well as students in the following special programs – Black Collegians, Adelante and TRIO SSS. An adjunct “GRIT” counselor has been hired to administer the tool, interpret results for Couns 20 classes and individual students, and train other counselors in the uses of the instrument and of the relevance of non-cognitive skills. This program essentially pilots a new approach to counseling that prioritizes engaging and counseling students in terms of non-cognitive skills. Additionally, students who are found to have a low score in one of the four main non-cognitive domains and who have identified themselves to be a first generation college student will be invited through the GRIT Initiative to participate in the You + 1 virtual coaching program in spring 2015.

  o Completion Counseling
    In fall 2014, an adjunct “completion counselor” was hired to proactively follow up with students who reportedly had completed 60 or more UC or CSU transferable units with a GPA of a 2.0 or higher. Students were personally invited to attend individual counseling sessions and/or group workshops to review their academic progress and receive assistance with their transfer application.

  o Enhanced Career Counseling Services
    In fall 2014, three additional adjunct career counselors were hired to help undecided students discover career and educational goals. These additional counseling faculty have allowed the Career Services Center staff to more proactively work with English faculty to design career-related curriculum, support special program students in FYE, Black Collegians and Adelante, and offer more group workshops designed to help students gain clarity about their passion and purpose.

• Follow Up Activities:

  o “Back to Success” Probationary Student Follow up
    Counseling hours are now regularly dedicated to serving this at-risk population of students. Upon getting on academic and/or progress probation in fall or spring, not only are students invited to attend a “Back to Success” workshop during the winter or summer intersession, they are encouraged to receive additional follow up counseling services in the subsequent regular term.
Approximately 1100 probationary students attend a BTS session each academic year. Recent data from winter and spring 2014 proves the indisputable efficacy of these efforts:

- Probationary students reached within their first year of attendance, are more likely to be removed from probation: 53% of winter 2014 BTS attendees who completed 0-11.5 units vs. 33% of BTS attendees who completed 30 units or more
- Student attendance at a winter 2014 BTS session significantly increased the likelihood of the student being removed from probation in the near future: 38% of BTS attendees were removed from probation at the end of winter 2014 vs. 20% of non-BTS attendees
- Student attendance at a BTS session significantly increased the likelihood of students subsequently having a successful semester (defined as a semester GPA of 2.0 or higher): 67% of winter 2014 BTS attendees earned a 2.0 GPA or higher in spring 2014 vs. 54% of non BTS attendees

- **Summer and Winter Bridge Interventions**
  Black Collegians and Adelante have recently created intersession bridge programs which target first-time freshmen as they transition to college. These programs incorporate traditional college success survival skills as well as offer workshops on math and English topics led by faculty members in these areas. Additionally, students have individual meetings with counselors who reinforce SMC’s expectations for being a successful student and engage in activities that focus on team-building and making a connection to SMC resources

- **Counselor 4C Internship Program**
  The department has now resurrected the 4C (California Community College Counselor) internship program. This intensive, highly selective program provides eight weeks of training in the SMC Counseling Department. Interns who successfully complete the program are sometimes recruited as future adjunct counselors in the department. Providing this kind of detailed, proactive training results in future adjunct counselors who are better-prepared to deliver all of the necessary SSSP mandated counseling services to our students.

**Conclusion**

Santa Monica College has long understood that for community college students to be successful inside the classroom they must receive strong support outside the classroom. And while anecdotally we’ve always known that our counseling programs and interventions were widely used and produced significant results, we now have the institutional data to confirm our hunches and guide our future efforts. Of course none of this would be possible without our outstanding counselors and exceptional special counseling program leaders who each take on tremendous responsibility outside their student caseloads. The counselors and program leaders in the SMC Counseling Department are second to none and continue to be driven by the belief that they can and do change lives.
MAJOR ITEMS OF BUSINESS

INFORMATION ITEM NO. 2

SUBJECT: SMC TRANSFER PROGRAM, 2013-2014

SUBMITTED BY: Vice-President, Student Affairs

The University of California Office of the President and the California State University Chancellor’s Office has released transfer numbers for the 2013-2014 academic year. For the 24th consecutive year, SMC maintained its status as the No. 1 transfer institution to the prestigious University of California system, sending 1,061 junior transfer students to UC campuses. SMC continues to far outrank other top feeder schools.

#1 Santa Monica College 1,061  
#2 De Anza College 756  
#3 Diablo Valley College 741  
#4 Santa Barbara City College 536

SMC was also the state leader in transferring African American and Latino students to UC. SMC sent 51 African American students to the UC system in 2013-2014, a 64% increase over the 31 students that transferred in 2012-2013. SMC sent 150 Chicano/Latino students to UC in 2013-2014. This is the fourth consecutive year that the number of Latino students transferring to UC from SMC has increased.

UCLA continues to be the top UC destination for SMC students, with 444 going to the Westwood campus. San Diego is second, with 156 transfers, followed by the Berkeley and Irvine campuses. SMC also continues to hold one of the top spots in combined University of California and California State University transfers.

#1 De Anza College 2,152  
#2 Santa Monica College 2,083  
#3 Orange Coast College 1,839  
#4 Diablo Valley College 1,833

SMC remains tops in transfers to the University of Southern California and to Loyola Marymount University for 2013-2014. SMC transfers nearly three times the number of students to USC as does the number two feeder school. Transfer numbers to Arizona State University hit 61 in 2013-2014, a 60% increase over 2012-2013.

Staff from SMC’s Transfer Center continue participating statewide on a redesign and upgrade to a statewide website that is the cornerstone for providing articulation and transfer information to students and counselors in a timely manner. Staff also serves as the Past-President for the Western Association for College Admission Counseling.

Current and historical transfer data is available on SMC’s website at http://www.smc.edu/StudentServices/TransferServices/Pages/Transfer-Statistics.aspx
MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3

SUBJECT: 2015-2016 NONRESIDENT TUITION RATE

SUBMITTED BY: Vice-President, Enrollment Development

REQUESTED ACTION: It is recommended that the Board of Trustees adopt and establish the 2015-2016 nonresident tuition rate as follows:

a. Non-resident tuition rate shall be $265 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.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>1</td>
<td>Statewide Average Cost Calculation</td>
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<tr>
<td>2</td>
<td>District Average Cost Calculation</td>
<td>$204</td>
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<tr>
<td>3</td>
<td>Average Cost Calculation for District with 10% or more noncredit FTES</td>
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<tr>
<td>4</td>
<td>Contiguous District (proposed fees not yet reported)</td>
<td>N/A</td>
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<tr>
<td>5</td>
<td>No more than District Average Cost, no less than Statewide Average Cost</td>
<td>N/A</td>
</tr>
<tr>
<td>6</td>
<td>Highest Statewide Average Cost Calculation</td>
<td>$200</td>
</tr>
<tr>
<td>7</td>
<td>No more than 12 Comparable States' Average Tuition</td>
<td>$380 Maximum</td>
</tr>
</tbody>
</table>

For 2015-2016, the lowest possible nonresident tuition rate for SMC is $200 per semester unit, and the highest possible nonresident tuition rate is $380 per semester unit. Option 7 was used to determine SMC’s 2015-2016 nonresident tuition rate of $265 per semester unit. (This represents an increase of $10 from the 2014-2015 rate of $255 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 2015-2016 of $24 per semester unit (no increase from the 2014-2015 capital surcharge.)
<table>
<thead>
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<th></th>
<th>Current</th>
<th>Proposed</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nonresident Tuition</td>
<td>$255</td>
<td>$265</td>
<td>+$10</td>
</tr>
<tr>
<td>Capital Outlay Surcharge</td>
<td>$24</td>
<td>$24</td>
<td>--0--</td>
</tr>
<tr>
<td>State Enrollment Fee for Resident and Nonresident Students</td>
<td>$46</td>
<td>$46</td>
<td>-0-</td>
</tr>
<tr>
<td>Total</td>
<td>$325</td>
<td>$335</td>
<td>+$10</td>
</tr>
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</table>

MOTION MADE BY: Susan Aminoff
SECONDED BY: Louise Jaffe
STUDENT ADVISORY: No
AYES: 6
NOES: 1 (Quiñones-Perez)
VIII. CONSENT AGENDA

RECOMMENDATION:
The Board of Trustees take the action requested on Consent Agenda Recommendations #4-#22.

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

Action on Consent Agenda, excluding #7, #8-B, and #13-F)
MOTION MADE BY: Nancy Greenstein
SECONDED BY: Susan Aminoff
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

IX. CONSENT AGENDA – Pulled Recommendations

Recommendation No. 7 Contract for Performing Arts Center
MOTION MADE BY: Nancy Greenstein
SECONDED BY: Susan Aminoff
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

Recommendation No. 8-B Ratification of Contracts and Consultants – Kirkpatrick Enterprises International
MOTION MADE BY: Barry Snell
SECONDED BY: Daniel Kolko
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

Recommendation No. 13-F Facilities: Amendment No. 3 to Agreement for Architectural Services – Students Services Building
MOTION MADE BY: Nancy Greenstein
SECONDED BY: Barry Snell
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0
X. REPORTS FROM DPAC CONSTITUENCIES

- Associated Students
- CSEA
- Faculty Association
- Management Association

RECOMMENDATION NO. 4 APPROVAL OF MINUTES

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

December 2, 2014 (Regular Board of Trustees Meeting)
CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 5 NEW COURSES AND DEGREES, FALL 2014
Requested Action: Approval/Ratification
Requested by: Curriculum Committee
Approved by: Georgia Lorenz, Vice-President, Academic Affairs

New Courses
- Communication Studies 36: Gender and Communication
- English 49: Asian Mythology
- Geology 3: Introduction to Environmental Geology
- Global Studies 35: Global Citizenship Field Study
- Graphic Design 61: User Experience Design
- Graphic Design 71B: Motion Graphics 2

Global Citizenship
- English 49: Asian Mythology

Distance Education
- English 49: Asian Mythology
- Early Childhood Education 51: The Reggio Approach
- Music 37: Music in American Culture

New Degrees
- Studio Art Associate of Arts for Transfer (AA-T)
- Journalism Associate of Arts for Transfer (AA-T)
- Dance Teacher (Pre K-grade 5) Department Certificate
**CONSENT AGENDA: CONTRACTS AND CONSULTANTS**

**RECOMMENDATION NO. 6 CONTRACTS FOR KCRW**

*Requested by:* Cheryl Gee, Radio Station Services Assistant  
*Approved by:* Don Girard, Government Relations/Institutional Communications

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

<table>
<thead>
<tr>
<th>Provider/Contract</th>
<th>Service/Term</th>
<th>Amount</th>
</tr>
</thead>
</table>
| 1. Limelight Networks | New Contract: for Streaming KCRW content. Includes volume + overage (if applicable).  
Period: January 1, 2015 through June 30, 2015 | Not to exceed $22,400. |
| 2. Rincon Broadcasting | Site for KCRW-FM’s Camino Cielo translator, call sign K295AH, located in Ventura, California  
Period: Three years, January 1, 2015 through December 31, 2017  
With renewal for 1 (one) additional term of three years.  
Renewal Option: if exercised, Rincon must be notified with KCRW’s written notice, no less than 90 days prior to end of term.  
Rates: subject to annual CPI escalator | Payable at:  
January 1, 2015 through December 31, 2015  
$750/month  
Annual total, not to exceed $9,000  
January 1, 2016 through December 31, 2016  
$750/month + CPI escalator.  
January 1, 2017 through December 31, 2017  
Rate + Annual CPI escalator |

**RECOMMENDATION NO. 7 CONTRACT FOR SMC PERFORMING ARTS CENTER**

*Requested Action:* Approval/Ratification  
*Requested By:* Linda Sullivan, Director, Facilities Planning  
*Approved By:* Don Girard, Senior Director, Government Relations/Institutional Communications

<table>
<thead>
<tr>
<th>Provider/Contract</th>
<th>Term/Amount</th>
<th>Service</th>
<th>Funding Source</th>
</tr>
</thead>
</table>
| Madison Project (dba The Broad Stage) | January 2, 2015 through June 30, 2015  
Not to exceed $200,000 | This is a reinvestment of funds to continue the development and promotion of programs offered by the college and the SMC Performing Arts Center. | Auxiliary Services Fund |
CONSENT AGENDA:  CONTRACTS AND CONSULTANTS

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

<table>
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<th>Term/Amount</th>
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<tbody>
<tr>
<td>A  NCHERM (The National</td>
<td>February 4, 2015 $6,500</td>
<td>Dr. Van Brunt is NCHERM Group Senior Vice-President for Professional</td>
<td>Auxiliary: Emergency Preparedness</td>
</tr>
<tr>
<td>Center for Higher</td>
<td></td>
<td>Program Development. He will provide an eight-hour training for members of the SMC Crisis Prevention Team. He will talk about Behavioral Intervention Team best practices, strategies for effective prevention and care (and where to draw the line), tools for threat assessment, and case management.</td>
<td>Funds</td>
</tr>
<tr>
<td>Education Risk</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Management) Group</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facilitator:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brian Van Brunt</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Requested by: Brenda Benson, Dean, Counseling/Retention
Approved by: Mike Tuitasi, Vice-President, Student Affairs

<table>
<thead>
<tr>
<th>Provider/Contract</th>
<th>Term/Amount</th>
<th>Service</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>B  Kirkpatrick Enterprises International</td>
<td>January 1 – December 31, 2015 Not to exceed $28,200</td>
<td>This is a renewal of the contract with Kirkpatrick Enterprises International (KEI) to provide specialized training to ETP (Employer Training Panel) clients who request specialized training. Classes in Manufacturing Skills (LEAN and Six Sigma) and Continuous Improvement &amp; Quality Control, are approved categories of training for ETP contractors. Scope of work and class learning outcomes are clearly outlined by the Santa Monica College ETP Program, and adhered to by KEI. This contract is the second to be executed based on the successful performance of the previous contract.</td>
<td>ETP Contract (July 2014 – June 2016)</td>
</tr>
</tbody>
</table>

Requested by: Patricia Ramos, Dean, Workforce and Economic Development
Approved by: Georgia Lorenz, Vice-President, Academic Affairs
CONSENT AGENDA: GRANTS AND CONTRACTS

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

<table>
<thead>
<tr>
<th>Provider/Contract</th>
<th>Term/Amount</th>
<th>Service</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>C EverTrue, Inc.</td>
<td>January 15, 2015 – January 14, 2018 (three years)</td>
<td>EverTrue is an alumni community mobile app that helps to build stronger relationships with alumni while capturing their most current professional and contact information. It provides a map feature, social stream and a filterable directory.</td>
<td>District Budget/Alumni Budget</td>
</tr>
<tr>
<td>D Pedro Noguera</td>
<td>March 18-19, 2015</td>
<td>Dr. Noguera, Professor of Education at New York University, will hold a 1.5 hour talk on March 18th with 90 SMC students about success in college. Additionally, Dr. Noguera will also hold a 1.5 hour talk with faculty about how to actively engage students using theories of Culturally Responsive Pedagogy in the classroom. Dr. Noguera will prepare and deliver the keynote address at the Spring Professional Development Day on March 19th that addresses closing the achievement gap and strategies that the faculty can adopt to contribute to the success of all students.</td>
<td>Title V</td>
</tr>
<tr>
<td>E Nika Hogan and Kate Meissert</td>
<td>March 30, 2015 – May 15, 2015</td>
<td>The consultant will conduct a 6 week-long online course with 20-30 SMC faculty members focused on Reading Apprenticeship, which is a research-based instructional framework. Reading Apprenticeship emphasizes students’ engagement and achievement not only in literacy, but also in learning across all academic disciplines. This section will be available to only SMC faculty. If fewer than 20 faculty members register, the faculty will be folded in to another spring RA 101 sections. The course is designed to be completed in approximately 30 hours—about 5 hours per week.</td>
<td>Title V</td>
</tr>
</tbody>
</table>

Requested by: Deirdre Weaver, Project Manager, Campus and Alumni Relations
Approved by: Mike Tuitasi, Vice-President, Student Affairs

Requested by: Roberto Gonzalez, Dean of Student Success under Title V, Center for Teaching Excellence
Approved by: Georgia Lorenz, Vice-President, Academic Affairs
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, 2015-2016
Lawrence Driscoll, English  Spring 2016
Janet Harclerode, ESL     Fall 2015
Stefan Mattessich, English Fall 2015
Walter Meyer, Art History  Fall 2015

ESTABLISH
Dean, Learning Resources, (*Open full nationwide search for replacement July 1, 2015*)
Director, DSPS  07/01/15

ELECTIONS
Gross, Kimberly, DSPS Counselor           02/17/15
Montoya, Leticia, DSPS Counselor           02/17/15

MANAGEMENT – EXTENDED ASSIGNMENT
Barajas, Byanca, Acting Assistant Athletic Director  1/1/15-2/27/15

REALIGNMENT – MANAGEMENT POSITIONS
Bocanegra, Melanie
From:  Director, STEM Initiatives
To:   Associate Dean, Student Equity and STEM Programs  01/01/15

Hyeler, Maral
From:  Associate Director, Dual Enrollment/Instructional Services
To:   Director, Instructional Services and External Programs  01/01/15

Weaver, Deirdre
From:  Project Manager, Campus and Alumni Relations
To:   Director of Student and Alumni Relations  01/01/15

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

RETIREMENT
Martin, Mona, Dean, Learning Resources  (27 years of service)  04/30/15
CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 10  CLASSIFIED PERSONNEL - REGULAR
Requested Action: Approval/Ratification
Reviewed by: Sherri Lee-Lewis, Dean, Human Resources
Approved by: Marcia Wade, Vice-President, Human Resources

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

ESTABLISH NEW CLASS DESCRIPTION AND SALARY ALLOCATION

<table>
<thead>
<tr>
<th>Position Description</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurse Practitioner (1 position)</td>
<td>01/14/15</td>
</tr>
<tr>
<td>Health Services, 12 mos, 40 hours</td>
<td></td>
</tr>
<tr>
<td>Range 64 on Classified Salary Schedule</td>
<td></td>
</tr>
<tr>
<td>Lead Events Technician (1 position)</td>
<td>01/14/15</td>
</tr>
<tr>
<td>Performing Arts Center, 12 mos, 40 hours/Varied Hours</td>
<td></td>
</tr>
<tr>
<td>Research Analyst (1 position)</td>
<td>01/14/15</td>
</tr>
<tr>
<td>Institutional Research, 12 mos, 40 hours</td>
<td></td>
</tr>
<tr>
<td>Tutoring Coordinator-Business (1 position)</td>
<td>01/14/15</td>
</tr>
<tr>
<td>Learning Resource Center, 11 mos, 40 hours</td>
<td></td>
</tr>
</tbody>
</table>

ELECTIONS

PROMOTION

Bradney, James
To: Mechanical Systems and Energy Management Supervisor
From: Journeyman Trade-HVAC

WORKING OUT OF CLASSIFICATION (PROVISIONAL) – Extension

Barboza, Star
To: Lead Custodian, NSII, 100%
From: Custodian, NSII
Comment: Not to exceed 90 working days

Guzman, Jose
To: Personnel Technician, 50%
From: Personnel Specialist
Comment: Not to exceed 90 working days

Qualey, Patrick
To: Journeyman Level – Carpentry, 100%
From: Skilled Maintenance Worker I
Comment: Not to exceed 126 working days within the 2014-2015 Fiscal Year
(90 initial working days, plus an additional 36 working days authorized following approval of recruitment process for a permanent position)

Sheaffer, Carl
12/08 - 12/19/14 and 01/03 – 01/31/15
To: Skilled Maintenance Worker II, 100%
From: Skilled Maintenance Worker I
Comment: Not to exceed 126 working days within the 2014-2015 Fiscal Year
(90 initial working days, plus an additional 36 working days authorized following approval of
recruitment process for a permanent position)

SEPARATIONS

LEAVES OF ABSENCE - UNPAID
Kolbly, Joseph, Instructional Assistant - Mathematics 01/05/15 – 02/15/15

RESIGNATION
Conlin, Sean, Events Technician, Performing Arts Center 02/01/15
Acosta, Dennis, Skilled Maintenance Worker, Maintenance 04/01/14
Bobby, Betty, Disabled Student Services Assistant, DSC 01/02/15
Toledo, David, Theatre Technical Director, SMC Performing Arts Center 02/02/15
Solodkaya, Alexandra, Library Assistant, Library 12/18/14

RETIREMENT
Martin, Julian, Gardener/Equipment Operator, Grounds (28 years) 02/15/15
Rosenloecher, Bernie, Journeyman Trade, Carpentry (34 years) 12/30/14
Tobey, Christine, Web Content Developer, Marketing/Graphics (27 years) 12/30/14
CONSENT AGENDA:  HUMAN RESOURCES

RECOMMENDATION NO. 11  CLASSIFIED PERSONNEL – LIMITED DURATION

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

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

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

- Bice, Jaimee, Cash Receipts Clerk, Bursar’s Office 12/15/14-02/27/15
- Chavel, Sean E., Student Services Clerk, Bursar’s Office 12/15/14-02/23/15
- Fein, David C., Senior Graphic Designer, Marketing 12/15/14-03/13/15
- Luna, Eduardo N., Student Services Clerk, Bursar’s Office 12/15/14-02/23/15
- Mackey, Eugene A., Student Services Clerk, Bursar’s Office 12/15/14-02/23/15
- Meserve, Pamela A., Student Services Clerk, Bursar’s Office 12/15/14-02/23/15
- Near, Pamela J., Recycling Program Specialist, Grounds 01/13/15-03/06/15
- Zarate, Zaira S., Student Services Clerk, Bursar’s Office 12/15/14-02/23/15

**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 02/02/15-03/05/15
- Abel, Teneka, Bookstore Clerk/Cashier, Bookstore 02/02/15-03/05/15
- Ashby, Deanna, Bookstore Clerk/Cashier, Bookstore 02/02/15-03/05/15
- Bae, Daniel, Bookstore Clerk/Cashier, Bookstore 01/19/15-03/05/15
- Banks, Nichole, Bookstore Clerk/Cashier, Bookstore 02/02/15-03/05/15
- Baskin, Patricia, Bookstore Clerk/Cashier, Bookstore 02/02/15-03/05/15
- Baza, Paul, Bookstore Clerk/Cashier, Bookstore 02/02/15-03/05/15
- Brazier, Quiniece, Bookstore Clerk/Cashier, Bookstore 02/02/15-03/05/15
- Callender, Shana, Bookstore Clerk/Cashier, Bookstore 02/02/15-03/05/15
- Camp, Monique, Bookstore Clerk/Cashier, Bookstore 02/02/15-03/05/15
- Cannon, Ameenah, Bookstore Clerk/Cashier, Bookstore 02/02/15-03/05/15
- Chang, Tony, Bookstore Clerk/Cashier, Bookstore 02/02/15-03/05/15
- Devine, Robert, Bookstore Clerk/Cashier, Bookstore 01/19/15-03/05/15
- Friedland, Shane, Bookstore Clerk/Cashier, Bookstore 02/02/15-03/05/15
- Garcia, Lucy, Bookstore Clerk/Cashier, Bookstore 02/02/15-03/05/15
- Grau, Donald, Bookstore Clerk/Cashier, Bookstore 01/19/15-03/05/15
- Hardister Ill, Harold, Bookstore Clerk/Cashier, Bookstore 02/02/15-03/05/15
- Harge, Ronyee, Bookstore Clerk/Cashier, Bookstore 02/02/15-03/05/15
- Harris, Yolanda, Bookstore Clerk/Cashier, Bookstore 02/02/15-03/05/15
- Hrast, Tanja, Bookstore Clerk/Cashier, Bookstore 02/02/15-03/05/15
- Hunter, Jennifer, Bookstore Clerk/Cashier, Bookstore 02/02/15-03/05/15
- Juarez Jr., Jorge, Bookstore Clerk/Cashier, Bookstore 01/19/15-03/05/15
- Lam, Albert, Bookstore Clerk/Cashier, Bookstore 02/02/15-03/05/15
- Laurence, Marissa A., Bookstore Clerk/Cashier, Bookstore 02/02/15-03/05/15
**RECOMMENDATION NO. 12   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, $10.00/hour (STHP)  
  - 14
- College Work-Study Student Assistant, $10.00/hour (FWS)  
  - 18

**SPECIAL SERVICE**

- Art Models, $18.00/hour  
  - 26
- Community Services Specialist I, $35.00/hour  
  - 3
- Community Serviced Specialist II, $50.00/hour  
  - 20
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13  FACILITIES
Requested Action: Approval/Ratification
Requested by: Greg Brown, Director, Facilities Planning
Approved by: Robert G. Isomoto, Vice-President, Business/Administration

13-A  SUBCONTRACTOR SUBSTITUTION REQUEST – PERFORMING ARTS CENTER – EAST WING
Accept Bernard Bros.’ Subcontractor Substitution Request on the Performing Arts Center – East Wing project.

<table>
<thead>
<tr>
<th>Listed Subcontractor</th>
<th>Requested Substitution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Otis Elevator Company</td>
<td>GMS Elevator Services, Inc.</td>
</tr>
</tbody>
</table>

Funding Source: Measure AA

Comment: Bernards Bros. the General Contractor for the Performing Arts Center-East Wing project, has requested to substitute their listed Subcontractor, Otis Elevator with GMS Elevator for the elevator portion of the project. Bernard Bros. stated Otis Elevator has failed to or refused to execute a written contract based on the general terms, conditions, plans and specifications of the project as grounds for the proposed Substitution. Per the general conditions of the contract the District's consent to Contractor's substitution of a listed Subcontractor shall not relieve Contractor from its obligation to complete the work within the contract time and for the contract price.

13-B  AWARD OF BID – INTERNATIONAL STUDENTS RENOVATION PROJECT
Award the bid to the lowest responsive bidder for the International Students Renovation project.

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Omega Construction</td>
<td>$37,000</td>
</tr>
</tbody>
</table>

Funding Source: District Capital Funds

Comment: Award the bid to the lowest responsive bidder, Omega Construction. The Project involves the renovation of the existing modular building, including removal of existing systems furniture, partitions and carpeting. This project also includes the installation of a new carpet, relocation of the existing electrical and data outlets and patching of suspended ceiling and painting and patching of interior surfaces.
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 FACILITIES (continued)

13-C CHANGE ORDER NO. 11 – INFORMATION TECHNOLOGY RELOCATION
Change Order No.11 – Bernard Bros. on the Information Technology Relocation project in the amount of $20,979.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Contract Amount</td>
<td>$12,392,000</td>
</tr>
<tr>
<td>Previously Approved Change Orders</td>
<td>1,577,574</td>
</tr>
<tr>
<td>Change Order No11</td>
<td>20,979</td>
</tr>
<tr>
<td>Revised Contract Amount</td>
<td>$13,988,534</td>
</tr>
</tbody>
</table>

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

Funding Source: Measure AA

Comment: Change Order No. 11 includes labor and material costs to reroute a gas line, provides for installation of new handrails at accessible ramps and stair #2 on the west end of the Information Technology Building, and modified framing at Media Center. Change Order No. 11 also includes removal and disposal of an unforeseen block of concrete between the new Information Technology Building and existing Media Center.

13-D CHANGE ORDER NO. 1 – PERFORMING ARTS CENTER – EAST WING
Change Order No. 1 – BERNARDS BROS. on the Performing Arts Center –East Wing project in the amount of $74,813.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Contract Amount</td>
<td>$18,378,000</td>
</tr>
<tr>
<td>Previously Approved Change Orders</td>
<td>0</td>
</tr>
<tr>
<td>Change Order No. 1</td>
<td>74,813</td>
</tr>
<tr>
<td>Revised Contract Amount</td>
<td>$18,452,813</td>
</tr>
</tbody>
</table>

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

Funding Source: Measure AA

Comment: Change Order No. 1 for the Performing Arts Center – East Wing provides labor and material cost for the exportation and importation of stockpiled foundation soils to provide a working area for the removal of an unforeseen underground tank, and includes slurry backfill of the tank excavation. Also provides credit to the owner for costs of tests/inspections and for tests/inspections.
**RECOMMENDATION NO. 13  FACILITIES (continued)**

13-E **AMENDMENT NO. 9 TO AGREEMENT FOR ARCHITECTURAL SERVICES – ACADEMY OF ENTERTAINMENT AND TECHNOLOGY**

Amendment No. 9 to agreement for architectural services with Clive Wilkinson Architects for the Academy of Entertainment and Technology project for $94,500 plus reimbursable expenses.

<table>
<thead>
<tr>
<th>Amendment No.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>496,000</td>
</tr>
<tr>
<td>2</td>
<td>78,868</td>
</tr>
<tr>
<td>3</td>
<td>121,095</td>
</tr>
<tr>
<td>4</td>
<td>74,500</td>
</tr>
<tr>
<td>5</td>
<td>144,126</td>
</tr>
<tr>
<td>6</td>
<td>2,925</td>
</tr>
<tr>
<td>7</td>
<td>109,585</td>
</tr>
<tr>
<td>8</td>
<td>90,585</td>
</tr>
<tr>
<td>9</td>
<td>94,500</td>
</tr>
<tr>
<td><strong>Revised Contract Amount</strong></td>
<td><strong>$6,762,184</strong></td>
</tr>
</tbody>
</table>

**Funding Source:** KCRW Foundation

**Comment:** Amendment No. 9 provides for professional design and consulting services for KCRW requested program, infrastructure, and equipment changes to include the Multipurpose Studio, Engineering and Computer Support Room, adjust color and material scheme, modify lighting design, change layout of mail room equipment, reconfigure window and angled walls for Performance Studio, and redesign to accommodate a 50% increase in staff including changes to furniture, power and data connections, and mechanical systems.
CONSENT AGENDA:  FACILITIES AND FISCAL

RECOMMENDATION NO. 13  FACILITIES (continued)

13-F  AMENDMENT NO. 3 TO AGREEMENT FOR ARCHITECTURAL SERVICES – STUDENT SERVICES BUILDING

Amendment No. 3 to agreement for architectural services with MORRIS ARCHITECTS for the Student Services Building in the amount of $620,000.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Contract Amount</td>
<td>$3,825,500</td>
</tr>
<tr>
<td>Amendment # 1</td>
<td>150,896</td>
</tr>
<tr>
<td>Amendment # 2</td>
<td>2,680</td>
</tr>
<tr>
<td>Amendment # 3</td>
<td>620,000</td>
</tr>
<tr>
<td>Total To Date</td>
<td>4,599,076</td>
</tr>
</tbody>
</table>

Funding Source: Measures U and S

Comment: Amendment No. 3 provides for architectural and engineering fees for additional building square footage added to accommodate the full student services program; changes in technical systems to provide overall cost savings; and City required changes to driveways and sidewalks along Pico Boulevard. Even with these additions the architectural costs for this project are below the standard fees for a building of this size.

13-G  AMENDMENT NO. 7 TO AGREEMENT FOR ARCHITECTURAL SERVICES – INFORMATION TECHNOLOGY RELOCATION

Amendment No. 7 to agreement for architectural services with MORRIS ARCHITECTS for the Information Technology Relocation project for $66,000 plus reimbursable expenses.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Contract Amount</td>
<td>$1,114,124</td>
</tr>
<tr>
<td>Amendment No. 1</td>
<td>63,765</td>
</tr>
<tr>
<td>Amendment No. 2</td>
<td>35,025</td>
</tr>
<tr>
<td>Amendment No. 3</td>
<td>99,450</td>
</tr>
<tr>
<td>Amendment No. 4</td>
<td>80,420</td>
</tr>
<tr>
<td>Amendment No. 5</td>
<td>25,268</td>
</tr>
<tr>
<td>Amendment No. 6</td>
<td>4,450</td>
</tr>
<tr>
<td>Amendment No. 7</td>
<td>66,000</td>
</tr>
<tr>
<td>Revised Contract Amount</td>
<td>1,488,502</td>
</tr>
</tbody>
</table>

Funding Source: Measure AA

Comment: Amendment No. 7 provides for architectural and engineering services to cover the increased project time due to unforeseen underground conditions that necessitated additional utility relocations and delayed the start of the building construction.
RECOMMENDATION NO. 14   ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification
Reviewed by: Christopher M. Bonvenuto, Chief Director, Business Services
Approved by: Bob Isomoto, Vice President, Business and Administration

Title of Grant: Partnership for Education, Articulation, and Coordination through Higher Education (PEACH)
Granting Agency: Los Angeles Universal Preschool (LAUP)
Award Amount: $14,400
Matching Funds: Not Applicable
Performance Period: July 1, 2014 – June 30, 2015

Summary: PEACH works with faculty from colleges and universities to create a BA program and credential in early care and education, establish a Ph.D. or Ed.D. in early childhood education leadership and create trainers' certification criteria. These funds will provide stipend (Fall) and class release time (Spring) to Program Developer for attending and participating in monthly PEACH meetings and subcommittee meetings and assisting in the development of a proposed annual work for the PEACH program and Implementation of the PEACH Program Scope of Work.

Budget:

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>8800 Local</td>
<td>$14,400</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 Academic Salaries</td>
<td>$11,950</td>
</tr>
<tr>
<td>2000 Non-Academic Salaries</td>
<td>0</td>
</tr>
<tr>
<td>3000 Employee Benefits</td>
<td>2,450</td>
</tr>
<tr>
<td>4000 Supplies &amp; Materials</td>
<td>0</td>
</tr>
<tr>
<td>5000 Other Operating Expenditures</td>
<td>0</td>
</tr>
<tr>
<td>6000 Capital Outlay</td>
<td>0</td>
</tr>
<tr>
<td>7000 Other Outgo</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>$14,400</td>
</tr>
</tbody>
</table>
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14  ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION (continued)

Title of Grant: Extended Opportunity Programs and Services (EOPS)
Granting Agency: State of California
Augmentation Amount: $51,034 (Amended Allocation $1,020,673)
Matching Funds: Not Applicable
Performance Period: July 1, 2014 – June 30, 2015
Summary: The District qualifies for an additional $51,034 in EOPS funding per letter from Chancellor’s Office dated August 26, 2014.
Budget Augmentation: Restricted Fund 01.3

**Revenue**
- 8600 State $51,034

**Expenditures**
- 1000 Academic Salaries 66,000
- 2000 Non-Academic Salaries (15,030)
- 3000 Employee Benefits 8,131
- 4000 Supplies & Materials 533
- 5000 Other Operating Expenditures (1,500)
- 6000 Capital Outlay (100)
- 7000 Other Outgo (7,000)
**Total** $51,034

Title of Grant: Cooperative Agencies Resources for Education (CARE)
Granting Agency: State of California
Augmentation Amount: $2,793 (Amended Allocation $55,879)
Matching Funds: Not Applicable
Performance Period: July 1, 2014 – June 30, 2015
Summary: The District qualifies for an additional $2,793 in funding for 2014-15 per letter from Chancellor’s Office dated August 26, 2014.
Budget Augmentation: Restricted Fund 01.3

**Revenue**
- 8600 State $2,793

**Expenditures**
- 1000 Academic Salaries 486
- 2000 Non-Academic Salaries 0
- 3000 Employee Benefits 0
- 4000 Supplies & Materials 0
- 5000 Other Operating Expenditures (1)
- 6000 Capital Outlay 0
- 7000 Other Outgo $2,308
**Total** $2,793
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15   BUDGET TRANSFERS

15-A  FUND 01.0 – GENERAL FUND - UNRESTRICTED
Period: November 20, 2014 thru December 23, 2014

<table>
<thead>
<tr>
<th>Object Code</th>
<th>Description</th>
<th>Net Amount of Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>Academic Salaries</td>
<td>25,224</td>
</tr>
<tr>
<td>2000</td>
<td>Classified/Student Salaries</td>
<td>1,500</td>
</tr>
<tr>
<td>3000</td>
<td>Benefits</td>
<td>5,362</td>
</tr>
<tr>
<td>4000</td>
<td>Supplies</td>
<td>-5,388</td>
</tr>
<tr>
<td>5000</td>
<td>Contract Services/Operating Exp</td>
<td>7,436</td>
</tr>
<tr>
<td>6000</td>
<td>Sites/Buildings/Equipment</td>
<td>14,523</td>
</tr>
<tr>
<td>7000</td>
<td>Other Outgo/Student Payments</td>
<td>-48,657</td>
</tr>
<tr>
<td>Net Total:</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

15-B  FUND 01.3 – GENERAL FUND - RESTRICTED
Period: November 20, 2014 thru December 23, 2014

<table>
<thead>
<tr>
<th>Object Code</th>
<th>Description</th>
<th>Net Amount of Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>Academic Salaries</td>
<td>10,566</td>
</tr>
<tr>
<td>2000</td>
<td>Classified/Student Salaries</td>
<td>9,350</td>
</tr>
<tr>
<td>3000</td>
<td>Benefits</td>
<td>-14,666</td>
</tr>
<tr>
<td>4000</td>
<td>Supplies</td>
<td>0</td>
</tr>
<tr>
<td>5000</td>
<td>Contract Services/Operating Exp</td>
<td>-2,756</td>
</tr>
<tr>
<td>6000</td>
<td>Sites/Buildings/Equipment</td>
<td>-2,094</td>
</tr>
<tr>
<td>7000</td>
<td>Other Outgo/Student Payments</td>
<td>-400</td>
</tr>
<tr>
<td>Net Total:</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 AUTHORIZED SIGNATURE RESOLUTION

REQUESTED ACTION: It is recommended that the Board of Trustees authorize the following Santa Monica College administrators to sign District documents as indicated.

<table>
<thead>
<tr>
<th>Name/Title</th>
<th>Warrants</th>
<th>Orders for Salary Payment</th>
<th>Notices of Employment</th>
<th>Contracts</th>
<th>Auxiliary Warrants</th>
<th>Purchase Orders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cristina Chavira</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Payable Supervisor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

It is further recommended that the "Certification of Signatures" be completed and filed with the County Superintendent of Schools. The signatures shall be considered valid for the period of January 1, 2015 through December 15, 2015.
CONSENT AGENDA:  FACILITIES AND FISCAL

RECOMMENDATION NO. 17  COMMERCIAL WARRANT REGISTER

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

It is recommended that the Board of Trustees approve the Commercial Warrant Register for the following period:

November 1 – 30, 2014       6262 through 6292       $13,360,566.26

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

RECOMMENDATION NO. 18  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, 2014       C1D – C2E       $11,710,943.71

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

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.

November 1 – 30, 2014       Payments       $287,827.67
                                  Purchase Orders       $20,176.63

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. 20  PROVIDERS FOR COMMUNITY AND CONTRACT EDUCATION

Requested by: Michelle King, Director, Career and Contract Education
Approved by: Georgia Lorenz, Vice-President, Academic Affairs
Requested Action: Approval/Ratification

Authorization of payment for delivery of seminars and courses for SMC Community and Contract Education. The list of providers is on file in the office of Community and Contract Education. Payment per class is authorized as stated on the list on file.
CONSENT AGENDA:  FACILITIES AND FISCAL

RECOMMENDATION NO. 21  ORGANIZATIONAL MEMBERSHIPS, 2014-2015
Requested by:  Chris Bonvenuto, Chief Director of Business Services
Approved by:  Robert Isomoto, Vice-President, Business/Administration
Requested Action:  Approval

<table>
<thead>
<tr>
<th>Month</th>
<th>Number of Memberships</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 1-31, 2014</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Funding Sources:  Departmental Budgets

Comment:  The list of organizational memberships in on file in the Offices of the Superintendent/President and Fiscal Services. The Los Angeles County Office of Education requires monthly approval of the list on file.

RECOMMENDATION NO. 22  PURCHASING
Requested by:  Cynthia Moore, Director of Purchasing
Approved by:  Robert Isomoto, Vice President, Business Administration
Requested Action:  Approval/Ratification

22-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

<table>
<thead>
<tr>
<th>Month</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 1 – November 30, 2014</td>
<td>$7,594,015.76</td>
</tr>
</tbody>
</table>

22-B  AMENDMENT NO. 1 - ELEVATOR REPAIRS AND MAINTENANCE

Provider:  ThyssenKrupp
Original Amount:  45,000
Amendment No 1:  An additional amount of $63,586, for a total of $108,596
Funding Source:  District General Fund
Summary:  The District entered into a three-year agreement with two one-year options with ThyssenKrupp on June 4, 2013 to provide elevator repairs, maintenance and upgrades for Main and Satellite campuses. If all options are exercised, the final contract end date is June 2018. The requested amendment is to complete modernization for the Cayton Center and establish a contract end date for continued repairs and maintenance.
XI. ORGANIZATIONAL FUNCTIONS

RECOMMENDATION NO. 23      BOARD OF TRUSTEES WINTER STUDY SESSION 2015

The Board of Trustees rescheduled its Winter Study Session from Tuesday, February 17, 2015 to Tuesday, March 17, 2015.

XII. BOARD COMMENTS AND REQUESTS

XIII. ADJOURNMENT – 9:59 p.m.

The meeting was adjourned in memory of Michelle Serros, former SMC student, distinguished alumni and author.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, February 3, 2015 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. Receipt of Audit Reports
2. Update: Student Services Building