

M I N U T E S



SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING

TUESDAY, MARCH 3, 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/>

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 3, 2015

III. **PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS** (continued)

- CLOSED SESSION REPORT

Recommendation #1

The Board of Trustees voted in closed session to accept a recommendation from the Superintendent/President to terminate and dismiss the employment of one classified employee, effective March 4, 2015.

Roll Call Vote

Susan Aminoff	Aye
Nancy Greenstein	Aye
Louise Jaffe	Aye
Margaret Quiñones-Perez	Absent
Rob Rader	Aye
Barry Snell	Aye
Andrew Walzer	Aye

Recommendation #2

In accordance with Education Code Section 87608.5, the Board of Trustees voted not to enter into a contract for the following academic year for a contract employee working on a second year contract.

Prior to making this determination, and in accordance with Education Code Section 87607, the Board of Trustees determined:

1. The employee has been evaluated in accordance with the evaluation standards and procedures established in accordance with the provisions of Education Code Section 87660-87683.
2. The Board of Trustees has received statements of the most recent evaluations.
3. The Board of Trustees has received the recommendations of the Superintendent/President.
4. The Board of Trustees considered the statement of evaluation and the recommendations at its lawful meeting on March 3, 2015.
5. The Board of Trustees directed that, in accordance with Education Code Section 87610, written notice of its decision and the reasons therefore shall be given to the employee on or before March 15, 2015.

Roll Call Vote

Susan Aminoff	Aye
Nancy Greenstein	Aye
Louise Jaffe	Aye
Margaret Quiñones-Perez	Absent
Rob Rader	Aye
Barry Snell	Aye
Andrew Walzer	Aye

BOARD OF TRUSTEES	REGULAR MEETING
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III. **PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS** *(continued)*

- CLOSED SESSION REPORT *(continued)*

Recommendation #3

In accordance with Education Code Section 87609, the Board of Trustees voted not to employ as a tenured employee a probationary employee who is employed under a third consecutive contract.

Prior to making this determination, and in accordance with Education Code Section 87607, the Board of Trustees determined:

1. The employee has been evaluated in accordance with the evaluation standards and procedures established in accordance with the provisions of Education Code Section 87660-87683.
2. The Board of Trustees has received statements of the most recent evaluations.
3. The Board of Trustees has received the recommendations of the Superintendent/President.
4. The Board of Trustees considered the statement of evaluation and the recommendations at its lawful meeting on March 3, 2015.
5. The Board of Trustees directed that, in accordance with Education Code Section 87610, written notice of its decision and the reasons therefore shall be given to the employee on or before March 15, 2015.

Roll Call Vote

Susan Aminoff	Aye
Nancy Greenstein	Aye
Louise Jaffe	Aye
Margaret Quiñones-Perez	Absent
Rob Rader	Aye
Barry Snell	Aye
Andrew Walzer	Aye

- 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: Louise Jaffe
 SECONDED BY: Susan Aminoff
 STUDENT ADVISORY: 5
 AYES: 0
 NOES: 2 (Quiñones-Perez, Walzer)

BOARD OF TRUSTEES	REGULAR MEETING
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IV. ***SUPERINTENDENT'S REPORT***

- Updates:
 - Black History Month
 - Baccalaureate Degree
 - LA HITECH Initiative
 - Spring 2015 Enrollment
 - State Budget

V. ***PUBLIC COMMENTS***

VI. ***ACADEMIC SENATE REPORT***

VII. ***MAJOR ITEMS OF BUSINESS***

- 1 Information: MyEdPlan
- 2 Information: Update on Strategic Initiative - GRIT
- #3 First Reading – Board Policy Section 6116, Debt Issuance
- #4 Superintendent/President Search: Authorization to Develop and Issue a Request for Proposal for a Search Consultant
- #5 Appointment of Interim Superintendent/President
- 6 Information: Campus Signage

VIII. ***CONSENT AGENDA***

Approval of Minutes

- #7 Approval of Minutes: February 3, 2015 (Regular Meeting)

Grants and Contracts

- #8 Acceptance of Grant and Budget Augmentation
- #9 Agreement for Educational Services
- #10 Ratification of Contracts and Consultants

Human Resources

- #11 Academic Personnel
- #12 Classified Personnel – Regular
- #13 Classified Personnel – Limited Duration
- #14 Classified Personnel – Non Merit

Facilities and Fiscal

- #15 Facilities
 - A Change Oder No. 1 – Health, PE, Fitness, Dance & Central Plant
 - B Change Order No. 2 – Performing Arts Center, East Wing
 - C Change Order No. 2 – 14th Street Warehouse Project
 - D Project Closeout – 14th Street Warehouse Project
 - E Amend Consulting Contract – Malibu Campus
 - F Change Orders No. 5 and 6 – AET Campus and Parking Structure A

BOARD OF TRUSTEES	REGULAR MEETING
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Facilities and Fiscal (continued)

- #16 Acceptance of Grant and Budget Augmentation
- #17 Budget Transfers
- #18 Commercial Warrant Register
- #19 Payroll Warrant Register
- #20 Auxiliary Payments and Purchase Orders
- #21 Organizational Memberships, 2014-2015
- #22 Providers for Community and Contract Education
- #23 Purchasing
 - A Award of Purchase Orders
 - B Award of Contract

IX. *CONSENT AGENDA – Pulled Recommendations*

X. *REPORTS FROM DPAC CONSTITUENCIES*

- Associated Students
- CSEA
- Faculty Association
- Management Association

XI. *BOARD COMMENTS AND REQUESTS*

XII. *ADJOURNMENT*

The Board of Trustees will hold a Study Session on Tuesday, March 17, 2015 at 5:30 p.m. at the Performing Arts Center Annex, 919 Santa Monica Boulevard, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Tuesday, April 7, 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.

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 3, 2015

IV. SUPERINTENDENT'S REPORT

Updates

- Black History Month
Numerous activities took place during a two-week period in February in celebration of Black History Month. There was a program on the SMC Quad -- a lecture "Healing the Wounds of American Slavery's Relationships" lead by Payge Hopper; a talk by LMU Professor of African American Studies Dr. Angela James; a lecture by CSU East Bay Professor Emeritus Dr. Benjamin Bower entitled "It Is Bigger Than Ferguson"; and a talk "Notes on Failure" by Tameka Norris, SMC alum and renowned artist.
- Baccalaureate Degree
A list of potential Interaction Design Advisory Board members has been created and invitations have been sent to the first meeting of the Interaction Design Advisory Board scheduled for March 27, 2015. Pam Walker, Vice Chancellor of Academic Affairs for the California Community Colleges will visit SMC Wednesday, March 4th discuss the degree. Vice-President of Academic Affairs Georgia Lorenz has been in communication with ACCJA regarding the substantive change report.

The annual conference of the CCBA I(Community College Baccalaureate Association) is being held in Boston. Two break out sessions have been scheduled to discuss California's Pilot project, and several others from the California Community College system will also be in attendance, both from the Chancellor's Office and from other participating colleges.

The Chancellor's Office has informed the District that the proposal for the Interaction Design baccalaureate degree will be forwarded to the Board of Governor's for consideration at its meeting in May. By law, the Chancellor's Office needs to consult with the CSU and UC before submitting the degree to the Board of Governors for approval.

- LA HITECH Initiative: SMC is part of an eight community college, 40 high school and industry consortium called LA HITECH which is receiving a total of \$15 million over three years to collaborate in preparing students for careers in the emerging field of Information and Communications Technology (ICT). The program was launched at Venice and Pacific Palisades High Schools with a Media 1 (Survey of Mass Media) course for a total enrollment of 107 students. It is hoped that the number of students will be doubled and more classes in Graphic Design 18 (Introduction to Graphic Design Applications) will be offered in the fall at Venice High, Palisades High and Santa Monica High School.
- Spring 2015 Enrollment:
The softening of enrollment demand for community colleges continues to be a statewide trend continues. The first snapshot of census data showed enrollment at three percent less than last year at this time. SMC still expects to meet its goals of capturing planned growth restoration funding, but it is unlikely that SMC will qualify to capture very much in additional funding should the state choose to provide funding to college with unfunded FTES.

- State Budget

An analysis of the Governor's 2015-16 Higher Education Budget released by the Legislative Analyst's Office (LAO) predicts lower enrollment demand for UCs, CSUs and community colleges and recommends that the Chancellor's office revise the new "growth rate" since more than half of the districts are currently not meeting the targeted 2.75 percent growth. General fund revenues for the state are tracking well ahead of the state budget projections, driven by a lowering in the unemployment rate and the continuing improvement of the state economy. The LAO report also identified \$170 million in unallocated Proposition 98 funds that will be designated by the Governor at the May revision of the budget. With regard to the current year SMC budget, SMC received an additional amount in one-time funding based on the recalculation for 2013-2014, offset by a reduction in funding at P1 for the current year (2014-15), as a result of an increase in the current year deficit factor. When all monies are netted out, it is anticipated that the college will receive only \$148,000 more than planned in the current year budget rather than the \$682,000 additional that was projected at Second Quarter Budget this past February. Nonetheless, since there is more actual state revenue this year, it is very likely that SMC will receive more one-time money for 2014-15 at next year's recalculation in 2015-16.

PUBLIC COMMENTS

David Burak

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	March 3, 2015

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM 1

SUBJECT: **MYEDPLAN**

SUBMITTED BY: Vice-President, Enrollment Development

SUMMARY: MyEdPlan is an online, interactive, wizard driven student educational planning program designed for student and counselor use. MyEdPlan has been a collaborative effort between Management Information Systems, Counseling, and Enrollment Development departments. MyEdPlan provides academic planning guidance to students and seamlessly integrates a real-time Degree Audit program and highly sophisticated prerequisite engine system.

Between May 2014 and February 11, 2015, MyEdPlan has been used by over 12,000, who have produced over 13,000 education plans on their own. Although MyEdPlan was released to counselors only on October 22, 2014, counselors from across all counseling programs have utilized MyEdPlan to create an additional 4,500 education plans. Taken together, 17,500 education plans have been created in MyEdPlan since May 2014 by new (33%), continuing (59%), and returning students (8%). It is anticipated this number will grow significantly over the course of the spring semester and summer term as MyEdPlan moves toward full institutionalization. This will be aided by mandatory education plan development by first-time college students starting SMC in summer/fall 2015.

Students are continuously encouraged to meet with a counselor throughout their use of the MyEdPlan program. A proactive counselor validation process began in winter 2015 which involves reviewing comprehensive educational plans submitted by first-time college students and providing online counselor follow-up with detailed feedback.

The full MyEdPlan report is available at:
http://www.smc.edu/ACG/Documents/Board%20of%20Trustees%20Meetings/Board_of_Trustees_Meetings/2015/MyEdPlan%20Report.pdf

Service Learning

Service learning and community service programs involve students in activities that help them gain a sense of agency while emboldening them to address community needs, and developing their academic skills. Service learning can be applied across the curriculum and used in all disciplines and levels of coursework, from introductory basic skills courses to career training courses to transfer level course. Done properly, it can advance racial, ethnic, and cultural understanding, meet unmet community needs, provide contextualized learning, and encourage student empowerment. For example, a 2000 study done by the Higher Education Research Institute at UCLA, titled “How Service Learning Affects Students”, found significant positive academic performance (GPA, writing skills, critical thinking skills), values (commitment to activism and to promoting racial understanding), self-efficacy, leadership (leadership activities, self-rated leadership ability, interpersonal skills), choice of a service career, and plans to participate in service after college. Benefits associated with course-based service were strongest for the academic outcomes, especially writing skills. Additionally, a 2001 study done by faculty at the Vanderbilt Peabody College of Education, titled “At a Glance: What We Know about The Effects of Service Learning on College Students, Faculty, Institutions and Communities, 1993-2000: Third Edition”, supported the UCLA findings, and found that service-learning has a positive effect on reducing stereotypes and facilitating cultural and racial understanding, and it has a positive effect on sense of social responsibility and citizenship skills.

- Objective 9 in the 2014-15 Master Plan for Education update tasked the GRIT Workgroup with developing infrastructure to support experiential/service learning. During the summer and fall, the workgroup conceptualized and sought to institutionalize this infrastructure. The GRIT workgroup recommended that a Service Learning and Community Service Office be housed within the Career Services Office. This new office would support two types of activities: volunteer service engagement, and classroom-based service and civic engagement.
- The workgroup determined that to run this program, the office would need a full-time classified Learning/Community Service Advisor and a faculty leader. The classified advisor would have responsibilities both external and internal to the College. Externally, this person would build community relationships, maintain contracts with sites and do site visits, develop letters of agreement, and meet with advisory boards. Internally, this person would maintain documentation and relevant paperwork for placements, provide student guidance and advisement on placement, and prepare a campus volunteer fair, as well as workshops and speakers presentations. The faculty leader would liaison with faculty members using service learning, provide professional development for faculty members wanting to use service learning, do classroom presentations and orientations, provide student guidance and advisement, and help support the development of learning objectives and outcomes.
- The classified position has been approved by the Personnel Commission. GRIT sought funding for the classified position through Equity Funds. However, the request was not funded. The GRIT Work Group continues to pursue possible alternative funding sources.

Professional Development

During the Spring 2015 flex day, GRIT will be offering a workshop titled “Producing Authentic Engagement”. Attendees will hear what some of their colleagues are doing to help students become authentically engaged in ways defined by the competencies under ILO #5 (spelled out above). Presentations will be followed by a discussion with those in attendance seeking ways to do this themselves. At the time of this writing, presenters were being finalized. However, the types of things to be presented might include things like History students doing historical research and using a variety of media to tell those communities stories, or Environmental Ethics students putting ethical principles into practice by writing papers in which they reflect upon their service opportunities.

Mini-grants

During winter, the workgroup initiated GRIT mini-grants, intended to financially support projects that are designed to help students be authentically engaged in their education. Awards will be given to support collaboration with students to create an activity, experience, or project that will do at least one of the following: a) motivate people to address a real-world problem (e.g. a public health campaign), b) help others see or think about the world in a new way (e.g. poetry slam, public information campaign), c) offer something beautiful or fascinating to inspire others to see themselves and the world differently (e.g. art installation, musical performance), d) help others get through challenges they face in college and/or life (e.g. students offer tutoring or peer mentoring in their communities).

Proposals are being accepted on a rolling basis. Thus far, six grants have awarded. Nick Mata will use funds to support an experiential learning excursion for EOPS students at the UCLA Challenge Course. With another mini-grant, Paul Wissman will work with the Physical and Life Science Departments' Art Committees, and the Art Department to acquire and display art in the Sciences building with the intention of motivating and inspiring students with the beauty and wonder of nature on the microscopic and planetary level. David Burak, working with Black Collegians, the English Department, and Film Studies will use a mini-grant to organize a screening and discussion of *Fruitvale Station*. With his mini-grant, Hari Vishwanada will organize a weeklong, campus-wide celebration of Shakespeare, highlighted by Salty Shakespeare's performances of scenes at various campus locations and Sonnet Man's hip hop performance of several sonnets. Melanie Klein and Kaya Foster will use their mini-grant to help fund the 2nd Annual Global Ecofeminism Conference and to support collaboration between SMC students and the LA Chapter of GlobalGirl Media to make a film for International Women's Day that will be screened at the conference. Finally, Steven Kaufman will use his mini-grant to purchase reading and literacy materials for a Reading Mentors partnership with the Santa Monica Public Library. Philosophy students will earn service-learning credit for serving as reading mentors to children ages 4-12. The GRIT Workgroup supported each of these projects will help students more deeply engage their educational experiences and connect those experiences to the world beyond the classroom.

Social Support

SuccessNavigator and 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 Counseling 20, as well as students in the following programs – Black Collegians, Adelante, TRIO SSS, and CEUS. By the end of fall, 1444 students had taken the instrument and received non-cognitive domain scores. An adjunct GRIT counselor has been hired to administer the tool, interpret results for Counseling 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.
- Students who are found to have a "low" score in one or more domains, Academic, Self-Management, or Social Support, and who have identified themselves as a first-generation college student will be invited through the GRIT Initiative to participate in the You + 1 coaching program in spring 2015.

- 399 students qualified and were asked to participate. They received a mailed letter from Dr. Tsang, followed by an email inviting them to an orientation and kickoff event on February 19. At this event, students heard moving stories about the benefits of coaching from Vice President Lorenz and Dr. Tsang, as well as Edna Chavarry and Bobby Simmons. As of the submission of this written report, students were still being recruited and enrolled. We will use this pilot to consider new recruitment strategies and ways to grow participation in the program.
- For those students who could not name a coach from their lives we found them SMC faculty and staff willing to serve as coaches. YOU+1 will send weekly emails throughout the semester to coaches, sharing suggestions in the forms of videos, articles and helpful messages about how to support the student throughout the semester. Coaches are able to choose to receive the messages in English or Spanish. Additionally, coaches receive a meal gift card with a message suggesting they take their student out for a meal.

Professional Development

During Fall 2014 Opening Day Daniel Cano, Eric Oifer, and Esau Tovar twice offered a breakout sponsored by GRIT titled “Why Should SMC Help Students Feel Validated and Connected and How Can We Do It?” This workshop provided attendees some sample classroom activities and student services that can improve student learning and positively impact the equity gap by helping students feel connected and validated. Additionally, those attending this session were given some questions to consider as they seek to help their students learn and feel like they matter.

Research in higher education has found that if students feel connected to the campus community and have their capacity to learn validated they will feel that they matter to the institution and be more likely to reach their goals. For example, Dr. Tovar’s 2013 dissertation, titled "A Conceptual Model on the Impact of Mattering, Sense of Belonging, Engagement/Involvement, and Socio-Academic Integrative Experiences on Community College Students’ Intent to Persist", demonstrated a causal effect between institutional commitment to students and perceptions of mattering. Mattering, in turn, exerted an influence on engagement/involvement, socio-academic integrative experiences, sense of belonging, and impacted student persistence. In a 2006 article on the state of research on college student persistence for National Postsecondary Education Cooperative, Vincent Tinto and Brian Pusser explain the research finds that institutions that are committed to the goal of increasing student success, especially among low-income and underrepresented students and find a way to invest in resources to achieve that end enhance student success. In his 1999 article published in the *Journal of College Student Development*, Alexander W. Astin argues that the greater the student’s involvement in college, the greater amount of learning and development; that the effectiveness of any educational policy or practice is directly related to its capacity to increase student involvement.

Looking Ahead

On January 22, 2015, Vice President Lorenz sponsored a luncheon and discussion with faculty and staff involved in some of the major campus efforts – Student Equity Plan, The Center for Teaching Excellence, contextualized/experiential learning and pathways, and GRIT. This was a great opportunity to discuss the relationship between these various endeavors. Those working on GRIT look forward to helping integrate key aspects of this strategic initiative, particularly work supporting authentic engagement and social support, with the work of the various groups represented that day.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 3, 2015

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3

SUBJECT: **FIRST READING – BOARD POLICY SECTION 6116, DEBT ISSUANCE**

SUBMITTED BY: Vice-President, Business and Administration

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a first reading of new Board Policy Section 6116, Debt Issuance.

ARTICLE 6100: FINANCIAL MANAGEMENT

BP 6116 Debt Issuance

The Board of Trustees, prior to issuance, must authorize issuance of any of the following debt obligations of the District:

- General obligation bonds (“G.O. Bonds”)
- Bond anticipation notes (“BANs”)
- Lease-purchase agreements (“Leases”)
- Certificates of participation (“COP”)
- Tax and revenue anticipation notes (“TRANS”)
- Other issuance that constitutes debt under the California constitution

Compliance with State and Federal Law. The District shall maintain strict compliance at all times with State and Federal law applicable to its debt instruments.

Post Closing. The District shall take such actions and maintain such records regarding the District’s debt issues as may be required pursuant to the Tax Code and pertinent regulations, including, without limitation, information required to calculate arbitrage rebate due to the Department of the Treasury, and to insure compliance with the District’s continuing disclosure obligations incurred pursuant to Rule 15c2-12 of the Securities and Exchange Commission.

BACKGROUND: In the past few years, the Securities and Exchange Commission (“SEC”) has greatly increased its enforcement activities in the area of municipal finance. The SEC recently made an announcement indicating that such enforcement activities will intensify. In March, the SEC unveiled a new, broad-ranging enforcement program focused directly on municipal issuers. The SEC has pledged to examine closely the past continuing disclosure filings of bond issuers to determine whether such filings were accurate and otherwise legally sufficient. The SEC is particularly concerned about instances where the issuer stated in an official statement that it was in compliance with its continuing disclosure obligations when in fact it was not.

The Board Policy and corresponding administrative regulation were developed by District staff in order to meet the disclosure requirements of the Securities and Exchange Commission and the Internal Revenue Service tax requirements. They were reviewed by the District's bond counsel prior to submission.

The new Board Policy and administrative regulation will demonstrate to the SEC that the District intends to fully comply with all regulations. In addition, the college is planning to schedule training, developed by bond counsel, on the regulations. The adoption of a Debt Issuance Policy by the Board is also viewed favorably by bond rating agencies.

MOTION MADE BY:	Susan Aminoff
SECONDED BY:	Andrew Walzer
STUDENT TRUSTEE:	Aye
AYES:	6
NOES:	0
ABSENT:	1 (Quiñones-Perez)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 3, 2015

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 4

SUBJECT: **AUTHORIZATION TO DEVELOP AND ISSUE REQUEST FOR PROPOSAL FOR SEARCH CONSULTANT FOR SUPERINTENDENT/PRESIDENT SEARCH**

SUBMITTED BY: Chair, Board of Trustees

REQUESTED ACTION: It is recommended that the Board of Trustees authorize the District to develop and issue a Request for Proposal (RFP) for a consultant to assist with the search process for the selection of a Superintendent/President.

The Request for Proposal will be sent to prospective search consultants to solicit proposals to assist the District with the search process (recruiting, development of timeline and materials, screening, reference checking and interviewing, final negotiations). The following necessary qualifications and characteristics will be included in the RFP:

The following services are indicative of what will be required of the search firm:

- assist with development of timeline and process
- support and assist the search committee throughout all phases of the search and selection process;
- support and assist in the development of desirable qualifications;
- contact leaders and colleagues in and out of state to identify and recruit a diverse and sufficiently large pool of applications from which to make a selection
- support and assist search committee on the development and advertisement of the position announcement, website and print ad development;
- perform screening for minimum qualifications and compile packets for paper screening;
- coordinate the paper screening for the search committee;
- coordinate interview day and schedule interview meetings for job candidates;
- support and assist the search committee during all interviews and site visits, as required;
- conduct in-depth reference checks of final candidates;
- attend final search committee meeting to discuss final selection;
- assist the Board of Trustees as requested to conduct final interviews;
- assist the Board of Trustees as requested in final negotiations with selected candidate

Search consultants who meet the criteria will be invited to attend a special Board of Trustees meeting to make a presentation to the Board of Trustees. The presentation will be made by the person(s) who would be providing services to the District. Following the presentations, the Board will award the contract for the search consultant. The Board will schedule a workshop with the search consultant at a subsequent meeting to provide input and give direction regarding the search for the Superintendent/President.

MOTION MADE BY: Andrew Walzer
 SECONDED BY: Susan Aminoff
 STUDENT TRUSTEE: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Quiñones-Perez)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 3, 2015

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 5

SUBJECT: **APPOINTMENT OF INTERIM SUPERINTENDENT/PRESIDENT**

SUBMITTED BY: Chair, Board of Trustees

REQUESTED ACTION: It is recommended that the Board of Trustees appoint Jeffery Shimizu as Interim Superintendent/President with terms of the contract, as follows:

Period: Beginning July 1, 2015 until either the position of Superintendent/President is filled or January 1, 2016, whichever is shorter

Salary: Same base salary as retiring Superintendent/President

COMMENT: The Board of Trustees discussed appointment of an Interim Superintendent/President in closed session.

MOTION MADE BY: Barry Snell

SECONDED BY: Louise Jaffe

Approved by Acclamation

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	March 3, 2015

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM 6

SUBJECT: **CAMPUS SIGNAGE**

SUBMITTED BY: Vice-President, Business/Administration

SUMMARY: Most large college campuses have a unified signage system to provide information and directions to first time students and visitors. Inconsistent signs can detract from a campus environment, leading to sign clutter on campus while risking confusion of campus visitors. This project is designed to formalize a family of signs to enhance the campus and improve wayfinding. The sign design responds to the character of the main campus and provides an effective yet “low-key” presence in the landscape. Components of the program are designed to be applied flexibly to a variety of installation conditions including campus identity, building identification, pedestrian wayfinding, vehicular wayfinding and parking. Sign colors, typeface and layout have been designed for easy identification and readability. The signage program includes new and replacement signs on campus and design specifications for future building projects.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 3, 2015

VIII. CONSENT AGENDA

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

RECOMMENDATION: Approve Consent Agenda, Recommendations #7-#23.

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: None

MOTION MADE BY: Susan Aminoff
 SECONDED BY: Andrew Walzer
 STUDENT TRUSTEE: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Quiñones-Perez)

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. 7 APPROVAL OF MINUTES

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

February 3, 2015 (Regular Board of Trustees Meeting)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 3, 2015

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 8 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification

Requested by: Patricia Ramos, Dean, Workforce & Economic Development

Approved by: Georgia Lorenz, Vice President, Academic Affairs

Title of Grant: LA HITECH

Granting Agency: California Career Pathway Trust (AB 86)
California Department of Education (CDE)

Augmentation Amount: \$300,000 (Amended Allocation \$1,925,000)

Matching Funds: \$0 (Amended Match \$0)

Performance Period: July 1, 2014 – June 30, 2018

Summary: The District has received Letter of Announcement from Pasadena City College dated February 12, 2015 for a LA HI-TECH, funding increase for executive council and government relations lead.

Budget: Restricted Fund 01.3

Revenue		
8600	State	\$ 300,000
Expenditures		
1000	Academic Salaries	\$ (7,320)
2000	Non-Academic Salaries	67,624
3000	Employee Benefits	(7,362)
4000	Supplies and Materials	43,252
5000	Other Operating Expenditures	203,806
6000	Capital Outlay	\$0
7000	Other Outgo	\$0
Total		\$ 300,000

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 3, 2015

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 9 AGREEMENT FOR EDUCATIONAL SERVICES

Requested Action: Approval/Ratification

Requested by: Patricia Ramos, Dean, Workforce & Economic Development

Approved by: Georgia Lorenz, Vice President, Academic Affairs

Name of Agency: National University

Performance Period: February 1, 2015 – January 30, 2017 (two-year agreement)

Summary: This is a continuation of an agreement with National University to offer the following academic program to Santa Monica College students at the Bundy Campus, 3171 S. Bundy Drive, Los Angeles: Bachelor of Arts in Early Childhood Education.

National University’s general catalog in effect at the time each student enrolls will govern all program requirements for students, including, but not limited to, required courses. National University shall have exclusive control over all academic issues which includes selection of course content and required textbooks; delivery of instructional programs; selection and approval of faculty; admission, registration and retention of students; evaluation of students’ prior education; evaluation of students’ progress; scheduling courses; awarding academic credit; and conferring degrees. Santa Monica College will make classroom space and equipment necessary to deliver the program at the facility.

Santa Monica College students, employees and alumni will be eligible to receive a ten percent discount on the cost of National University tuition for all National courses taken online or at any site other than SMC campuses. National University will also extend its *Transfer to Success Scholarship* program to transfer students from SMC who enroll in National University courses offered at SMC.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 3, 2015

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 10 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 Global Printing AND Packaging	2014-2015 Not to exceed \$40,000	The company will provide services for typesetting, compiling and reproduction of the Student Handbook and Planner.	2014-2015 Student Success and Support Program and District Budget
<i>Requested by: Delores Akins Raveling, Faculty Leader, Student Success and Support Program</i>			
<i>Approved by: Teresita Rodriguez, Vice-President, Enrollment Development</i>			
B NCHERM Group Facilitator: Brian Van Brunt	March 19 and 20, 2015 Total: \$13,400	The NCHERM Group will provide the college with one day of threat assessment training for the Crisis Prevention Team, and one day of training for faculty and staff related to addressing disruptive and dangerous student behavior in the classroom and in the front office.	Professional Development Committee Classified Professional Development Committee The Center for Teaching Excellence District Budget: Legal Services
<i>Requested by: Brenda Benson, Dean, Counseling/Retention</i>			
<i>Approved by: Mike Tuitasi, Vice-President, Student Affairs</i>			

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 3, 2015

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 10 RATIFICATION OF CONTRACTS AND CONSULTANTS *(continued)*

Provider/Contract	Term/Amount	Service	Funding Source
C Augusoft	December 1, 2014 – December 31, 2015 Not to exceed \$16,000	Subscription fees for Augusoft’s Lumens Registration system for Community Education. This is a continuance of the service that handles registration for the program.	Community Education Department Budget
<i>Requested by: Michelle King, Director, Career and Contract Education</i> <i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i>			
D Loyola Marymount University	February 3, 2015 – September 30, 2015 Increase budget by \$12,580; not to exceed: \$29,580	This is for the SMC/LMU Undergraduate Research Scholar Academy (URSA) summer program (including preparation). <ul style="list-style-type: none"> • \$6,500 LMU English Faculty Research Mentors; 50 hours at \$65/hour for two positions • \$4,580 Student Services Clerk; 250 hours at \$18.32 • \$1,500 Student Instructional Books and Supplies 	Student Equity Plan Funds
<i>Requested by: Melanie Bocanegra, Associate Dean, STEM and Student Equity Initiatives</i> <i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i>			
E @ONE via Mt. San Jacinto College (CCCCO TTIP)	May 4, 2015- May 29, 2015 Not to exceed: \$2,200	Facilitate online course “Introduction to Online Teaching and Learning” Foundation class covering principles and best practices in online teaching. Tuition for SMC online class for 30 SMC faculty participants/seats to be provided to online, hybrid and future online faculty.	District Funds
<i>Requested by: Julie Yarrish, Associate Dean, Online Services & Support</i> <i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i>			

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 3, 2015

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 10 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

	Provider/Contract	Term/Amount	Service	Funding Source
F	Azusa Pacific University Noel Strengths Academy	March 19, 2015 Not to exceed: \$1,200	The Noel Strengths Academy aims to further research and dissemination of strengths-based approaches to teaching, learning and leading. It will present a series of workshops for classified staff on Professional Development Day.	Classified Professional Development Committee
<i>Requested by: Classified Professional Development Committee</i>				
<i>Approved by: Mike Tuitasi, Vice-President, Student Affairs</i>				
G	Paul Grossman, J.D. [Post-secondary Disability Law Consultant; Retired, Chief Regional Attorney, US Dept. of Education, OCR San Francisco]	Training sessions shall be scheduled between March 23, 2015 and June 30, 2015. Daily fee - \$1,500 plus allowed travel expenses; not to exceed \$15,000.	Provide customized training to Disabled Student Center and Veterans Center staff and faculty regarding current post-secondary disability law, reasonable accommodations and qualification standards complying with Section 504 of the Rehabilitation Act of 1973 and Title II of the amended Americans with Disabilities Act (ADAAA), implementation of state and federal regulations.	2014-2015 District Budget/Human Resources (Categorical/EEO Funding)
<i>Requested by: Sherri Lee-Lewis, Dean, Human Resources</i>				
<i>Approved by: Marcia Wade, Vice-President, Human Resources</i>				
H	Nance Rosen	April 7, 2015 \$2,000.00	Nance Rosen, MBA is author of Speak Up! & Succeed: How to get everything you want in meetings, presentations and conversations, and she is on the faculty of the UCLA Extension, Business and Management Programs. She will present a half-day lecture/panel with class participation on being on the ground in overseas countries during international crises, and share over 30 years of international business experience. She will also speak on other issues of marketing, being a "serial entrepreneur" and the psychology of selling.	Global Citizenship Account Mini-Grant
<i>Requested by: Kelley Brayton, Dean, International Education</i>				
<i>Approved by: Teresita Rodriguez, Vice-President, Enrollment Services</i>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 3, 2015

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11 ACADEMIC PERSONNEL

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

ESTABLISH

Executive Director, Performing Arts Center 03/14/15
Range 6 on the Academic Administrator Salary Schedule.

Special Assistant to Superintendent/President 07/01/15
Range 11, Step 6 on the Academic Administrator Salary Schedule

ADMINISTRATIVE SALARY RANGE ADJUSTMENT 03/01/15

Executive Vice-President
From: Salary Range 14, Step 2
To: Salary Range 14, Step 6

ELECTIONS

FULL-TIME FACULTY

Dong, Timothy, Chemistry Fall 2015
Nasser, Dana, Instructor, Business Law Fall 2015
Pecorelli, Travis, Chemistry Fall 2015

REASSIGNMENT

Muller, Katharine
Special Assistant to Superintendent/President 07/01/15

ADJUNCT FACULTY

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

SEPARATIONS

RESIGNATION

Bertone, Genevieve, Director, Sustainability 03/31/15

RETIREMENT

Franzen, Dale, Special Assistant to the President (30 years of service) 03/31/15
Kraut, Deborah, Instructor, Communications (35 years of service) 06/16/15
Randall, Toni, Department Chair, ESL (26 years of service) 07/31/15
Tucker, Joy, Department Chair, Business (18 years of service) 06/30/15

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 3, 2015

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 12 CLASSIFIED PERSONNEL - REGULAR

Requested Action: Approval/Ratification

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

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

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

<u>ESTABLISH</u>	<u>EFFECTIVE DATE</u>
Student Services Clerk (1 position) EOP&S, 12 months, 40 hours	03/04/15

Telecomm Technician I (1 position) Telecomm 12 months, 40 hours	03/04/15
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<u>ABOLISH</u>	<u>EFFECTIVE DATE</u>
Student Services Clerk (1 position) EOP&S, 12 months, 20 hours	03/04/15

Tutoring Coordinator – Business, LRC (1 position) LRC, 11 months, 20 hours	03/04/15
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ELECTIONS

VOLUNTARY TRANSFER (CSEA/DISTRICT AGREEMENT)

CHANGE IN WORK SHIFT/PERMANENT

Banks Jr., Joe N. From: Custodian, Operations, 12 mos, 40 hrs/NS-2 To: Custodian, Operations, 12 mos, 40 hrs/NS-1	02/02/15
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Baumgartner, Aline From: Tutoring Coordinator – Business, LRC, 11 mos, 20 hrs To: Tutoring Coordinator – Business, LRC, 11 mos, 40 hrs	03/02/15
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Carter, Pam From: Custodian, Operations, 12 mos, 40 hrs/NS-1, Weekend To: Custodian, Operations, 12 mos, 40 hrs/Day	02/11/15
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Go, Christine From: Instructional Assistant – Learning Disabilities, 11 mos, 20 hrs To: Instructional Assistant – Learning Disabilities, 11 mos, 40 hrs	03/09/15
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Tan, Evelyn From: Custodian, Operations, 12 mos, 40 hrs/NS-1 To: Custodian, Operations, 12 mos, 40 hrs/NS-2	03/02/15
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Turner, Kelvin 02/02/15
From: Custodian, Operations, 12 mos, 40 hrs/NS-1, Weekend
To: Custodian, Operations, 12 mos, 40 hrs/NS-2

CHANGE IN WORK SHIFT/TEMPORARY

Henriquez, Wendy 01/02 – 06/30/15
From: Custodian, Operations, 12 mos, 40 hrs/Day
To: Custodian, Operations, 12 mos, 40 hrs/Swing

PROMOTION

Guzman, Jose 02/25/15
From: Personnel Specialist, Personnel Commission
To: Personnel Technician, Personnel Commission

John, Joshi 03/04/15
From: Computer Lab Supervisor
To: Instructional Technology Services Manager, IT

PROBATIONARY/ADVANCE STEP PLACEMENT

Barton, Cleve, Student Services Assistant, Admissions and Records (Step C) 03/09/15
Kennard, Melvin, Student Services Assistant, Veteran's Center (Step C) 02/17/15
Li, KeYang, Instructional Assistant – Math, Math Department (Step C) 02/17/15
Rodriguez, Olinka, Administrative Assistant II, Personnel Commission (Step C) 02/17/15
Zugic, Irena, Student Services Specialist – Educ. Planning & Curriculum (Step B) 02/23/15

PROBATIONARY

Van Norton, Brian C., Disabled Student Services Assistant, DSC 02/17/15
Swanson, Donnell A. Custodian, Operations 03/02/15

WORKING OUT OF CLASSIFICATION (PROVISIONAL)

Cardenas, Sergio 02/17 – 06/5/2015
To: Gardener-Equipment Operator, Grounds 100%
From: Groundskeeper/Gardener

Carter, Thomas 02/02 – 6/05/15
To: Theatre Technical Director, 100%
From: Lead Events Technician, Campus Events

Glusman, Karen 02/17 – 06/17/2015
To: Accounting Specialist II, Fiscal Services 100%
From: Accounting Specialist I, Fiscal Services

Heximer, Brent 2/17 – 6/22/15
To: Administrative Assistant II, 100%
From: Administrative Clerk, Personnel Commission

Romano, Martha 02/17 – 06/30/2015
To: Sr. Student Services Specialist –Veteran's Program 100%
From: Student Services Specialist –Veteran's Program

Vu, Nina 07/01 – 10/25/2013 (Ratification)
To: Accounting Technician, 100%
From: Accounting Specialist II, Auxiliary Services

Vu, Nina 01/05 – 5/13/15
To: Accounting Technician, 100%
From: Accounting Specialist II, Auxiliary Services

Yahnian, Vanan 03/02 – 06/30/2015
To: Student Services Specialist, SMC/UCLA STEM 100%
From: Administrative Assistant I, SMC/UCLA STEM

PERSONAL LEAVE
Fierro, Yolanda, CC Parking Enforcement Officer, Campus Police 02/02 – 02/16/15

SEPARATION LAST DAY OF PAID SERVICE

39-MONTH REEMPLOYMENT
Hudson, Felicia, Custodian, Operations 02/04/2015

RESIGNATION
Hynds, Kamilah, Administrative Clerk, Media Services 02/26/15
Acosta, Dennis, Skilled Maintenance Worker, Maintenance 04/01/15

(Date correction from January Agenda)

RETIREMENT
Prather George, Director of Auxiliary Services (15 years) 03/31/15

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 3, 2015

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 13 CLASSIFIED PERSONNEL – LIMITED DURATION

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

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

Guerrero, Gloria, Administrative Asst I, TRIO	02/03/15-04/01/15
Cruz, Isabel, Student Services Clerk, Bursar’s Office	02/11/15-02/23/15
Lopez, Vanessa, Student Services Clerk, Bursar’s Office	02/09/15-02/23/15
Marcial, Christina, Student Services Clerk, Bursar’s Office	02/09/15-02/23/15
Ramirez, America, Administrative Asst I, A & R	02/09/15-03/13/15
Santiago, Wendy, Student Services Clerk, Bursar’s Office	02/09/15-02/23/15
Sally, Georgiana, Student Services Clerk, Bursar’s Office	02/09/15-02/23/15

PROVISIONAL EXTENDED

Dossett, Kathy, HR Analyst – Employee and Labor Relations, Human Resources	02/14/15-03/31/15
Hudson Sr, Michael, Assistant Director of Human Resources	02/01/15-04/03/15
Martin, Esteban, Shuttle Driver, TRIO	01/01/15-06/30/15
Martinez, Jose, Admin Clerk, Kinesiology	02/13/15-02/20/15

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.

Smachetti, Chelsea, Instructional Assistant – English, English	01/06/15-06/30/15
Woldt, Lisa, Instructional Assistant – English, English	01/06/15-06/30/15
Lemke, Connie, Student Services Clerk, Bursar’s Office	02/09/15-02/23/15
Cooney, Ani, Instructional Assistant – English, English	02/17/15-06/30/15
Fiesta, Melissa, Instructional Assistant – English, English	02/17/15-06/30/15
Karp, Clifford, Instructional Assistant – English, English	02/17/15-06/30/15
Thomas, Jessica, Instructional Assistant – English, English	02/17/15-06/30/15

RECOMMENDATION NO. 14 CLASSIFIED PERSONNEL - NON MERIT

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

STUDENT EMPLOYEES

College Student Assistant, \$10.00/hour (STHP)	49
College Work-Study Student Assistant, \$10.00/hour (FWS)	29
Cal WORKS, \$10/hour	5

SPECIAL SERVICE

Art Models, \$18.00/hour	6
Community Services Specialist I, \$35.00/hour	56
Community Serviced Specialist II, \$50.00/hour	10

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 3, 2015

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 FACILITIES

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

15-A CHANGE ORDER NO. 1 – HEALTH, PE, FITNESS, DANCE AND CENTRAL PLANT

Change Order No. 1 – BERNARDS BROS. on the Health, PE, Fitness, Dance and Central Plant project in the amount of \$83,260.

Original Contract Amount	\$39,556,000
Previously Approved Change Orders	0
Change Order No. 1	<u>83,260</u>
Revised Contract Amount	\$39,639,260

This change order results in no change to the contract length

Funding Source: Measure S, AA

Comment: Change Order No. 1 for the Health, PE, Fitness, Dance and Central Plant project provides labor and material cost to provide additional conduit and wire to reconnect to HSS-S1 loads due to the additional parallel feeder discovered during construction and the cost to test the existing transformer.

15-B CHANGE ORDER NO. 2 – PERFORMING ARTS CENTER – EAST WING

Change Order No. 2 – BERNARDS BROS. on the Performing Arts Center –East Wing project in the amount of \$4,337. Change Order No. 2 is being processed as a Unilateral Change Order.

Original Contract Amount	\$ 18,378,000
Previously Approved Change Orders	74,813
Change Order No. 2	<u>4,337</u>
Revised Contract Amount	\$18,457,150

This change order results in no change to the contract length

Funding Source: Measure AA

Comment: Change Order 2 for the Performing Arts Center – East Wing provides labor and material cost for repair of unforeseen existing deficient waterproofing on the Broad Stage north basement wall discovered during grading, re-paving and striping of 16 parking stalls as requested by owner and changes to the fire alarm manufacturer to match upcoming changes to the existing classroom building system. It also includes credit to the owner for costs of inspections that were conducted outside a one hundred (100) mile radius of the site.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 3, 2015

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 FACILITIES *(continued)*

15-C CHANGE ORDER NO. 2 – 14th STREET WAREHOUSE PROJECT

Change Order No. 2 – Hoffman Management and Construction on the 14th St. Warehouse project in the credit amount of (\$18,965).

Original Contract Amount	\$ 386,563
Previously Approved Change Orders	4,132
Change Order No. 2	<u>(18,965)</u>
Revised Contract Amount	\$ 371,730

This change order results in no change to the contract length

Funding Source: District Capital Funds

Comment: Change Order No. 2 for the 14th Street Warehouse provides labor and material cost to enlarge fence post footings and for the repair at asphalt to concrete joints due to elevation difference. Also provides credit to the owner for Security System equipment and installation scope removed from the project per Owner’s Request and for difference in cost of original specified water closet to substituted water closet due to existing field conditions.

15-D PROJECT CLOSE OUT – 14th STREET WAREHOUSE PROJECT

Subject to completion of punch list items by Hoffman Management and Construction authorize the District Representative without further action of the Board of Trustees, to accept the project described as 14th Street Warehouse as being complete. Upon completion of punch list items by Hoffman 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.

15-E AMEND CONSULTING CONTRACT – MALIBU CAMPUS

Amend the contract with M2 Strategic for consulting on the Malibu Campus project to change the company name to M6 Consulting, Inc.

Comment: The name of the company has changed; all other terms of the contract are the same.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 3, 2015

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 FACILITIES (continued)

15-F CHANGE ORDERS NO. 5 AND 6 – AET CAMPUS AND PARKING STRUCTURE A

Change Order No. 6 – C.W. Driver on the Academy of Entertainment and Technology Campus portion of the project in the credit amount of (\$110,668) and Change Order No. 5 on the AET Parking Structure portion of the project in the amount of \$34,319.

Original Contract Amount	\$ 59,160,000
Previously Approved Change Orders (AET Campus)\$	22,550
Previously Approved Change Orders (AET Parking Structure A)	131,625
Change Order No. 6 – AET Campus	(110,668)
<u>Change Order No. 5 – AET Parking Structure A</u>	<u>34,319</u>
Revised Contract Amount	\$59,237,826

These change orders may result in a change to the contract length. The impact of changes to the critical path of the project will continue to be evaluated and monitored and an extension to the contract length, if warranted, will be determined at the end of the project.

Funding Source: Measure AA

Comment: Both Change Orders No. 5 for AET Campus and Change Order No. 6 for AET Parking Structure A are being processed as Unilateral Change Orders. It also includes credit to the owner for costs of inspections that were conducted outside a one hundred (100) mile radius of the site.

Change Order No.6 for the AET Campus includes labor and material to remove and salvage cable tray for future use, install conduit and wire for exterior lighting, 3-way and 4-way switching for corridor lighting and added conductors to facilitate lighting zones. Also includes installation of dedicated circuits for Building D HVAC system, provides additional ductwork to drop below ceiling space in copy/pantry room in Building B and installation of access panels at Building B Studio Balcony area and for the installation of permeable membrane sheet barrier in lieu of specified product for better performance. It also includes credit to the owner for costs of inspections that were conducted outside a one hundred (100) mile radius of the site from October – December 2014. Inspections of steel fabrication were conducted in Texas, Kansas and Oklahoma.

Change Order No. 5 for the Parking Structure A includes labor and material to install additional conduits, breaker and sleeves required for power and data from the main electrical room to the telecommunications rooms including sleeves through the floor decks to the antenna locations, the installation of additional conduit and stub-out for future generator, conduit and wire for parking control system, material cost for change in vapor permeable membrane barrier and costs to extend support posts and revise connections at Stair 2 location. The change order includes associated credits for reduction in hangers and original specified materials as applicable.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 3, 2015

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 ACCEPTANCE OF GRANT AND BUDGET AUGMENTATION

Requested by: Laurie McQuay-Peninger, Associate Director, Grants
Approved by: Robert G. Isomoto, Vice-President, Business/Administration
Requested Action: Approval/Ratification

Title of Grant: Advanced Topics in Solar Photovoltaics Mini-Grant
Granting Agency: Stanford Transportation Group (with US Department of Energy funds)
Award Amount: \$17,100
Matching Funds: Not applicable
Performance Period: January 1 – June 30, 2015

Summary: Santa Monica College’s Sustainable Technologies Program will develop and pilot four (4) not-for-credit classes to be offered to students and to the broader public through Community Education. The topics selected include Federal and State Policies Affecting Photovoltaics, Time Value of Energy and Photovoltaics, Coupling Photovoltaics and Electric Vehicles, and Coupling PV & Energy Storage. Pilot classes are to be completed and taught by June 30, 2015.

Budget Augmentation: Restricted fund 01.3

Revenue (2014 - 2015)		
8100	Federal	\$ 17,100.00
Expenditures		
1000	Academic Salaries	\$ 9,750.00
2000	Non-Academic Salaries	\$ 0.00
3000	Employee Benefits	\$ 1,950.00
4000	Supplies and Materials	\$ 500.00
5000	Other Operating Expenditures	\$ 4,900.00
6000	Capital Outlay	\$ 0.00
Total		\$ 17,100.00

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 3, 2015

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 BUDGET TRANSFERS

Requested by: Chris Bonvenuto, Chief Director of Business Services

Approved by: Robert G. Isomoto, Vice-President, Business/Administration

Requested Action: Approval/Ratification

17-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: January 22, 2015 thru February 18, 2015

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	-225
5000	Contract Services/Operating Exp	70,681
6000	Sites/Buildings/Equipment	8,741
7000	Other Outgo/Student Payments	-79,197
Net Total:		0

17-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: January 22, 2015 thru February 18, 2015

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-10,698
2000	Classified/Student Salaries	0
3000	Benefits	-21,195
4000	Supplies	-7,906
5000	Contract Services/Operating Exp	18,084
6000	Sites/Buildings/Equipment	6,843
7000	Other Outgo/Student Payments	14,872
Net Total:		0

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 3, 2015

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 18 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:

<u>Commercial Warrant Register</u>		
January 1 – 31, 2015	6334 – 6372	\$4,914,314.53

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

RECOMMENDATION NO. 19 PAYROLL WARRANT REGISTER

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

<u>Payroll Warrant Register</u>		
January 1 – January 31, 2015	C1F – C2G	\$9,563,625.61

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

RECOMMENDATION NO. 20 AUXILIARY PAYMENTS & PURCHASE ORDERS

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

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.

<u>Auxiliary Operations Payments and Purchase Orders</u>		
January 1 – 31, 2015	Payments	Purchase Orders
	\$1,439,302.19	\$24,457.78

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.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 3, 2015

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

<u>Organizational Memberships, 2014 – 2015</u>		
January 1- 31, 2015	Number of Memberships	Amount
	1	\$200.00

Funding Sources: Departmental Budgets

Comment: The list of organizational memberships is 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 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.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 3, 2015

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 23 PURCHASING

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

23-A AWARD OF PURCHASE ORDERS

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

January 1 – January 31, 2015 \$13,024,612.84

23-B AWARD OF CONTRACT

Provider: TourCoach Charter and Tours
Amount: \$2,520 Increase to existing contract for additional route (2/17/15 – 2/26/15)
Funding Source: General Fund Transportation Budget
Summary: To add a route between main campus and performing arts campus for 7 days under bid 1314003SF for Shuttle Transportation Services

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 3, 2015

X. REPORTS FROM DPAC CONSTITUENCIES

- Associated Students
- CSEA
- Faculty Association
- Management Association

XI. BOARD COMMENTS AND REQUESTS

XII. ADJOURNMENT – 10:47 p.m.

The meeting was adjourned in memory of Terry Tigner, husband of Christine Tigner, SMC Accounting Specialist II in Fiscal Services.

The Board of Trustees will hold a Study Session on Tuesday, March 17, 2015 at 5:30 p.m. at the Performing Arts Center Annex, 919 Santa Monica Boulevard, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, April 7, 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. Screening of Proposals for Superintendent/President Search Consultant
2. Resolution for Community College Month
3. Ballot for CCCT Board of Directors
4. Report: Community and Government Relations
5. Report: Global Citizenship