

M - I N U T E S



SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

REGULAR MEETING
TUESDAY, JANUARY 12, 2016

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 | January 12, 2016 |

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 12, 2016.

I. ORGANIZATIONAL FUNCTIONS

- A CALL TO ORDER – 5:30 p.m.

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

- C PUBLIC COMMENTS ON CLOSED SESSION ITEMS – None

II. CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)
 Agency designated representatives: Marcia Wade, Vice-President, Human Resources
 Robert Myers, Campus Counsel
 Employee Organization: CSEA, Chapter 36

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)
 Agency designated representatives: Marcia Wade, Vice-President, Human Resources
 Robert Myers, Campus Counsel
 Employee Organization: SMC Faculty Association

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

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (Government Code Section 54956.9)
 C.W. Driver Inc. v. Santa Monica Community College District, Los Angeles Superior Court Case No. BC567227
 SMC Faculty Association v. Santa Monica Community College District, Court of Appeal, Case No. B262360

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

- PLEDGE OF ALLEGIANCE – Dr. Kathryn E. Jeffery

- **CLOSED SESSION REPORT**

The Board of Trustees authorizes the Superintendent/President's recommendation to enter into a settlement agreement between the Santa Monica Community College District and C.W. Driver, Inc. to resolve certain construction related claims in the amount of \$912,140.

Ayes: 5 (Aminoff, Greenstein, Jaffe, Rader, Walzer)
Noes: 1 (Quiñones-Perez)
Abstain: 1 (Snell)

- **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: Barry Snell
SECONDED BY: Andrew Walzer
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Rader)

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

- Updates:
 - State Budget
 - Winter Session Enrollment
 - Full-Time Faculty Hiring Plan
 - Accreditation 2016

V. ***ACADEMIC SENATE REPORT***

VI. ***REPORTS FROM DPAC CONSTITUENCIES***

- Associated Students
- CSEA
- Faculty Association
- Management Association

VII. ***PUBLIC COMMENTS***

VIII. ***MAJOR ITEMS OF BUSINESS***

- #1 Nomination to CCCT Board of Directors
- 2 Report: SMC Transfer Program, 2014-2015
- 3 SMCCD Capital Outlay Program
- #4 Award of Bid – Connection of Existing Facilities to Central Plant Loop
- #5 2016-2017 Nonresident Tuition Rate

IX. ***CONSENT AGENDA***

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

Approval of Minutes

#6 Approval of Minutes: December 1, 2015 (Regular/Adjourned Meeting)

Academic and Student Affairs

#7 New Courses and Degrees, Spring 2016

Contracts and Consultants

#8 Contracts for KCRW

#9 Ratification of Contracts and Consultants

Human Resources

#10 Academic Personnel

#11 Classified Personnel – Regular

#12 Classified Personnel – Limited Duration

#13 Classified Personnel – Non Merit

Facilities and Fiscal

#14 Acceptance of Grants and Budget Augmentation

#15 Facilities

A Change Order No. 14 and Change Order No. 11 – AET Campus and Parking Structure

B Change Order No. 18 – Information Technology Relocation

C Change Order No. 8 – Performing Arts Center, East Wing

D Amendment No. 9 to Agreement for Architectural Services – IT Relocation

E Amendment No. 4 to Agreement for Architectural Services – Student Services Building

F Amendment to Agreement for Architectural Services – AET

G Owner Controlled Insurance Program Extension – IT Relocation

#16 Budget Transfers

#17 Commercial Warrant Register

#18 Payroll Warrant Register

#19 Auxiliary Payments and Purchase Orders

#20 Reissue of Stale Dated Checks

#21 Organizational Memberships, 2015-2016

#22 Providers for Community and Contract Education

#23 Purchasing

A Award of Purchase Orders

#24 Authorized Signature Resolution

#25 Authorization of Signatures to Approve Invoices, 2015-2016

X. ***CONSENT AGENDA – Pulled Recommendations***

XI. ***BOARD COMMENTS AND REQUESTS***

XII. ***ADJOURNMENT***

There will be a special meeting of the Board of Trustees on Wednesday, January 13, 2016 at 6:30 p.m. in the Malibu City Hall Council Chambers, 23825 Stuart Ranch Road, Malibu.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Tuesday, February 2, 2016** 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 | January 12, 2016 |

IV. SUPERINTENDENT'S REPORT

- State Budget
 - On Thursday, January 7, 2016, Governor Brown presented his initial budget proposal for the 2016-17 fiscal year. Because the state economy is still expanding, revenues have exceeded estimates, and unemployment has dropped, it was anticipated that the proposed budget might be equal or better than the 2015-16 proposed budget. While the outlook and funding for community colleges is positive, the proposed budget falls well short of last year's standard. The proposed increase for community colleges is 4.4%, while last year the increase was 19.9%
 - The total state General Fund revenues for 2016-17 are estimated at \$124.2 billion, up from a revised base of \$120.2 billion budgeted for 2015-16.
 - The Proposition 98 minimum guarantee is estimated at \$71.6 billion which is up \$3.2 billion over last year.
 - For the community colleges, the governor proposes growth at 2% and a COLA of .47%. This reflects approximately \$1.5 million for SMC. This would be the total for *on-going unrestricted* monies. Not proposed are any on-going funding for adjustment to the base or for full-time faculty. Both of these items were included in last year's budget.
 - There is \$76.3 million proposed for Mandated Costs Reimbursement Payments which would give SMC \$1.4 million in *one-time unrestricted* monies. Last year the amount for Mandated Costs Reimbursement Payments was \$12 million.
 - There are large increases in one-time restricted funding for 2016-17.
 - Although the state revenue outlook continues to improve, Governor Brown emphasized
 - At this point, many of the Governor's proposals are not completely fleshed out. Next week there will be a budget workshop for the community college system, and towards the end of the month, the Department of Finance should draft the budget bill language. There will be more budget information and clarification for the February board meeting.
 -
- Winter Session Enrollment: The District is concerned about the softening of enrollment having an impact on FTES. Enrollment is about 3.3% behind last spring. Enrollment Development will be analyzing the data and will be planning the summer and fall schedules for a major push in enrollment.
- Full-Time Faculty Hiring Plan: An ad hoc committee from Academic Affairs and the Academic Senate has been meeting since the fall semester to address the issue of full-time faculty hiring at Santa Monica College. This work has been guided by the Master Plan for Education 2015-2016 as well as the Board of Trustees Goals and Priorities. The District is currently implementing a hiring plan for 23 new full-time faculty for Fall 2016. The Academic Senate conducted a survey of full-time faculty in order to estimate the number of retirements which will occur over the next five years. Draft models have been developed which project the number of full-time faculty that the District would have to hire in order to reach particular percentages each year. The Committee will need to consider costs and budget implications as well as process issues before finalizing a model and presenting the plan to DPAC.
- Accreditation Update: The Steering Committee is reviewing Standard III-C. Laurie McQuay-Peninger is doing an outstanding job of developing a unified voice for the self-study. The Board will receive drafts of the standards as they are finalized. The Accreditation Committee will be engaging with the college community during flex days and brown bag lunch meetings.

| | |
|---|------------------|
| BOARD OF TRUSTEES | ACTION |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | January 12, 2016 |

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1

SUBJECT: **NOMINATION TO CCCT BOARD OF DIRECTORS**

SUBMITTED BY: Chair, Board of Trustees

REQUESTED ACTION: It is recommended that the Board of Trustees nominate Louise Jaffe for election to the California Community College Trustees (CCCT) Board of Directors.

BACKGROUND: Louise Jaffe was appointed to the CCCT Board of Directors in November 2009, elected in 2010 and re-elected in 2013 for three-year terms.

Nominations for membership on the CCCT Board of Directors will be accepted in the CCLC office from January 1 through February 15, 2016. Each district may nominate members of its board, but only one trustee per district may serve on the board.

The election of members of the CCCT Board will take place between March 10 and April 25, 2016. Eight persons will be elected to the board this year. The election results will be announced at the CCCT annual conference, and the newly elected members of the board will assume their responsibilities at the conclusion of the annual conference on May 1, 2016.

MOTION MADE BY: Rob Rader
 SECONDED BY: Andrew Walzer
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

| | |
|---|--------------------|
| BOARD OF TRUSTEES | INFORMATION |
| Santa Monica Community College District | January 12, 2016 |

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM NO. 2

SUBJECT: **SMC TRANSFER PROGRAM, 2014-2015**

SUBMITTED BY: Vice-President, Student Affairs

In 2014-2015, SMC sent the most transfers to the University of California, and the most African American and Latino/Chicano students to the UC. When combining UC and CSU, SMC is back to the number one pole position in the state. The top CSU feeder, Northridge, was not open for Spring 2015 admission, except for students that completed the AA-T and AS-Transfer degrees (collectively called ADT's-Associate Degrees for Transfer). The college continues to add ADT's to its offerings. A very important reason to add these is to give students more options for admission during Winter and Spring admission cycles. Although the creation of these degrees was not supposed limit options for transfer, CSU's, like Northridge, very often discriminate to only allowing admission to students with ADT's in non-Fall terms.

A very important reason the total numbers increased to CSU was the 54% increase to CSULA in 2014-15. They have been aggressively admitting students year round in preparation to shift from the quarter to the semester system.

| Year | SMC Transfers to CSULA |
|---------|------------------------|
| 2009-10 | 91 |
| 2010-11 | 146 |
| 2011-12 | 162 |
| 2012-13 | 107 |
| 2013-14 | 149 |
| 2014-15 | 229 |

CSULA did not admit in the Winter 2016 and Spring 2016. CSU Northridge, while admitting a robust number of transfers Fall 2015 (5700), announced that for Fall 2016, they plan on enrolling 4400 transfer students. This goal, coupled with CSULA's not admitting Winter and Spring 2016, affects overall transfer numbers in the future.

SMC is in the second year of employing a part-time completion counselor, who reports to the transfer center faculty leader. In Spring 2015, she communicated directly with several thousand students that could have been getting ready to apply to transfer Spring and Fall 2016. Activities include intrusive and pointed emails about application deadlines and the supporting workshops to complete the applications for UC and CSU. Whereas, the college normally sends large eblasts, these emails are sent in smaller batches with her name and number on the signature, so they can call to ask questions and follow up. In addition, she calls students and holds transfer workshops on weekends. Perhaps not coincidentally, the transfer Fall 2015 workshops had attendance topping 3,000 students, whereas in Fall 2014, those numbers were just above 2000 attendees.

From last year's report:

"Estela Narrie, our Articulation Officer, and I (Dan Nannini), continue on the advisory board for the redesign and upgrade to the website, ASSIST.ORG, aptly titled "ASSIST-Next Generation". ASSIST stands for Articulation System Stimulating Interinstitutional Student Transfer, and is the cornerstone for providing information to students and counselors statewide on the appropriate coursework to take for transfer and graduating in a timely manner. The roll out was scheduled for January 2015, but has been postponed until June 2015."

All is still true, except the roll out is now 2016.

Dan Nannini will continue on the advisory board for the Transfer Counselor Website (www.ccctransfer.org), a tool for counselors statewide to have transfer information centrally located so they can better help counsel students. This website is sponsored by the CCC Chancellor's Office, and the grant and host for this site is at Butte College.

The new Transfer Faculty Leader is Janet Robinson. Ms. Robinson has been at SMC for 6 ½ years, and agreed to this new assignment last Spring 2015. She spent the Fall getting trained to assume this position in the Winter/Spring 2016. Dan Nannini will continue to support her transition, as needed.

Current and historical transfer data is available on SMC's website at <http://www.smc.edu/StudentServices/TransferServices/Pages/Transfer-Statistics.aspx>

| | |
|---|--------------------|
| BOARD OF TRUSTEES | INFORMATION |
| Santa Monica Community College District | January 12, 2016 |

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM NO. 3

SUBJECT: **SMCCD CAPITAL OUTLAY PROGRAM**

SUBMITTED BY: Vice-President, Business and Administration

SUMMARY: The college's current construction projects funded by the bond program are the AET/KCRW project, the Health, PE, Fitness and Dance project on the main campus, and the East Wing of the Performing Arts Campus. The District has received Division of the State Architect (DSA) approval for the Malibu Campus and is presenting the Environmental Impact Report for approval on Wednesday, January 13, 2016. The DSA plan check comments on the Student Services project have been received and the architect is making the DSA required changes to the plan now. The District plans to go out to bid on the project next month. The plans for the Early Childhood Education Center are being completed and will soon be sent to DSA for review.

A PowerPoint presentation will be made showing recent construction photos and renderings of projects in design.

See Appendix A for complete report.

| | |
|---|------------------|
| BOARD OF TRUSTEES | ACTION |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | January 12, 2016 |

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 4 AWARD OF BID – CONNECTION OF EXISTING FACILITIES TO CENTRAL PLANT LOOP

SUBMITTED BY: Vice-President, Business/Administration

REQUESTED ACTION: It is recommended that the Board of Trustees award the bid to the lowest responsive bidder for the Connection of Existing Facilities to the Central Plant Loop project.

| <u>Bidder</u> | <u>Amount</u> |
|-----------------------------------|---------------|
| SJ AMOROSO CONSTRUCTION CO., INC. | \$8,087,000 |
| BERNARDS BROS. | \$8,986,000 |
| PINNER CONSTRUCTION | \$9,947,000 |

FUNDING SOURCE: Measure AA

COMMENT: This project is the second phase of the Central Plant project. The first phase is constructing a central plant on the lower level of the Health, PE, Fitness and Dance building along with a chilled water pipe loop that will circle the campus. This second phase will connect individual buildings to the loop and retrofit or replace air conditioning equipment to be able to use the chilled water from the plant. Some buildings, such as Library and Science, require retrofits while others such as Business require a complete replacement of the air conditioning system. The Humanities and Social Science (HSS) currently only has heating and ventilation and will be converted to a fully air conditioned building. The project also has additional work on some of these buildings that may include roof replacement, painting, Energy Management System and fire protection upgrades. This project does not include any permanent or temporary solutions for buildings that are not currently air-conditioned other than HSS.

Both of the phases of the Central Plant project will result in significant energy savings and reductions in our operational and maintenance costs.

MOTION MADE BY: Rob Rader
SECONDED BY: Susan Aminoff
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

| | |
|---|------------------|
| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 12, 2016 |

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 5

SUBJECT: 2016-2017 NONRESIDENT TUITION RATE

SUBMITTED BY: Vice-President, Enrollment Development

REQUESTED ACTION: It is recommended that the Board of Trustees adopt the Board adopt the nonresident tuition rate of \$265 per unit and the nonresident capital outlay surcharge of \$24 per unit for 2016-2017. For 2016-2017, the lowest possible nonresident tuition rate for SMC is \$211 per semester unit, and the highest possible nonresident tuition rate is \$397 per semester unit. Option 7 was used to determine SMC's 2015-2016 nonresident tuition rate of \$265 per semester unit. This represents no change from the 2015-2016 rate.

| | Current | Proposed | Change |
|--|--------------|--------------|------------|
| Nonresident Tuition | \$265 | \$265 | -0- |
| Capital Outlay Surcharge | \$24 | \$24 | --0- |
| State Enrollment Fee for Resident and Nonresident Students | \$46 | \$46 | -0- |
| Total | \$335 | \$335 | -0- |

The recommendation to have non-resident fees remain the same was made largely due to the strengthening of the U.S. dollar and the corresponding slowing of demand. Below is a brief comparison of area community colleges and what they currently charge. SMC remains the most costly of comparable California Community Colleges.

| | NR Tuition | Capital Outlay | Enrollment Fee | Total Per Unit | Annual Total (24 semester units or 36 quarter units) | |
|-------------------------------|------------|----------------|----------------|----------------|--|----------------|
| Santa Monica College | \$ 265.00 | \$ 24.00 | \$ 46.00 | \$ 335.00 | \$ 8,040.00 | |
| Santa Barbara City College | \$ 266.00 | | \$ 46.00 | \$ 312.00 | \$ 7,488.00 | |
| East LA College | \$ 222.00 | \$ 25.00 | \$ 46.00 | \$ 293.00 | \$ 7,032.00 | |
| LA Harbor College | \$ 222.00 | \$ 22.00 | \$ 46.00 | \$ 290.00 | \$ 6,960.00 | |
| El Camino College | \$ 242.00 | | \$ 46.00 | \$ 288.00 | \$ 6,912.00 | |
| Irvine Valley College | \$ 200.00 | \$42.00 | \$ 46.00 | \$ 288.00 | \$ 6,912.00 | |
| Foothill-DeAnza | \$ 152.00 | | \$ 31.00 | \$ 183.00 | \$ 6,588.00 | Quarter System |
| Mt. San Antonio | \$ 227.00 | | \$ 46.00 | \$ 273.00 | \$ 6,552.00 | |
| LA City College | \$ 222.00 | | \$ 46.00 | \$ 268.00 | \$ 6,432.00 | |
| LA Pierce College | \$ 222.00 | | \$ 46.00 | \$ 268.00 | \$ 6,432.00 | |
| City College of San Francisco | \$ 211.00 | \$ 7.00 | \$ 46.00 | \$ 264.00 | \$ 6,336.00 | |
| Orange Coast College | \$ 200.00 | \$31.00 | \$ 46.00 | \$ 277.00 | \$ 6,648.00 | |
| Pasadena City College | \$ 200.00 | \$30.00 | \$ 46.00 | \$ 276.00 | \$ 6,624.00 | |
| Glendale CC | \$ 195.00 | \$ 10.00 | \$ 46.00 | \$ 251.00 | \$ 6,024.00 | |

MOTION MADE BY: Susan Aminoff
 SECONDED BY: Barry Snell
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSTAIN: 1 (Rader)

| | |
|---|------------------|
| BOARD OF TRUSTEES | ACTION |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | January 12, 2016 |

VIII. CONSENT AGENDA

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

RECOMMENDATION:

The Board of Trustees take the action requested on Consent Agenda Recommendations #6-#25.

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #9-A

MOTION MADE BY: Barry Snell
 SECONDED BY: Rob Rader
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

IX. CONSENT AGENDA – Pulled Recommendations

Recommendation No. 9-A: Ratification of Contracts and Consultants – Transamerica Life Insurance Company

MOTION MADE BY: Susan Aminoff
 SECONDED BY: Barry Snell
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

RECOMMENDATION NO. 6 APPROVAL OF MINUTES

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

December 1, 2015 (Regular Meeting/Adjourned Meeting on December 15, 2015)

| | |
|---|------------------|
| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 12, 2016 |

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 7 NEW COURSES AND DEGREES: SPRING 2016

Requested Action: Approval/Ratification

Requested by: Curriculum Committee

Approved by: Georgia Lorenz, Vice-President, Academic Affairs

New Courses

ECE 54 Documentation: Making Learning Visible

ECE 55 Environment As The Third Teacher

New Courses: Upper Division

IXD 410 Project Management for Design

IXD 450 Interaction Design Portfolio

IXD 470 Interaction Design Senior Studio

IXD 490A Interaction Design Internship

IXD 490B Interaction Design Internship

IXD 490C Interaction Design Internship

| | |
|---|------------------|
| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 12, 2016 |

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 8 CONTRACTS AND DONATIONS - KCRW

Requested by: Jennifer Ferro, Director, Radio Station KCRW

Approved by: Don Girard, Senior Director, Government Relations/Institutional Communications

Requested Action: Approval/Ratification

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

| Provider | Service | Amount |
|-------------------------------|---|---|
| Vertical Bridge CC FM LLC | Assumption of iHeart Media/Clear Channel site Lease Agreement #ASR-1013828, for 2555 Briarcrest Road, Hollywood Hills, CA: housing KCRW's transmitter site. Now Identified as: VB Site ID #US-CA-5016 VB Site Name: LAX-053-FM Period: December 1, 2015 through June 30, 2016 | Monthly Rate: \$8,995.33 Not to exceed: \$62,968 Unplanned for, various fees not to exceed \$16,800 |
| Acceptance of Donation | | |
| KCRW Foundation, Inc. | KCRW/SMC acceptance of equipment Donations; including, but not limited to: Dyson Air multiplier tower fans; iLoks and Pro Tools licenses; audio adapters; desk; 2 replacement microwave transmitters; replacement Apple MacBook Air+applecare contract; 2 wireless access points for WIFI; 4 PC monitors; and replacement USB drive recorders for Digital audio tap and CDR recorders in various studios | October 2015 \$10,331.93 |

| | |
|---|------------------|
| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 12, 2016 |

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 9 RATIFICATION OF CONTRACTS AND CONSULTANTS

Requested Action: Ratification

Approved by: Jeff Shimizu, Interim 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 | Transamerica Life Insurance Company | The cost to District should only include those associated with issuing monthly premium remittance checks and staff hours in maintaining payroll deduction entries and issuing payments. | A voluntary, Long-Term Care Insurance Program will be offered to all full-time and part-time employees who work a minimum of 20 hours/week. Group discount rates will apply for all benefits-eligible employees. The District will not incur any cost for this insurance program, except costs associated with issuing monthly premium remittance checks and resulting staff work related to maintaining payroll deductions. All other costs will be borne by the employees who sign up for the insurance coverage. The Broker will meet individually with applicants to discuss their options prior to the end of the 60-day enrollment period. Program announcement and education efforts shall be via email, home mailing and on-campus workshops. | None |
| <i>Requested by: Sherri Lee-Lewis, Dean, Human Resources</i> | | | | |
| <i>Approved by: Marcia Wade, Vice-President, Human Resources</i> | | | | |
| B | Stephen Camargo Productions | January 1 – June 30, 2016 Not to exceed \$2,500 | Stephen Camargo Productions will assist the Public Information Office in creating short marketing or informational videos for the College, and services will include creative concept, screenwriting and pre- to post-production. | Public Affairs, District Budget (100%) |
| <i>Requested by: Grace Smith, Public Information Officer</i> | | | | |
| <i>Approved by: Don Girard, Senior Director, Government Relations & Institutional Communications</i> | | | | |

| | |
|---|------------------|
| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 12, 2016 |

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

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

| Provider/Contract | Term/Amount | Service | Funding Source | |
|--|--|---|---|---|
| C | Ralph Andersen & Associates | February 20, 2016 \$4,000, plus expenses | Ralph Andersen & Associates will facilitate a special meeting/closed session of the Board of Trustees to establish the goals and process by which the Superintendent/President will be evaluated. | District Budget (Board of Trustees) |
| <i>Requested by: Board of Trustees</i> | | | | |
| D | Instructure Canvas | January 12 through June 30, 2016 Not to exceed \$30,000 | On-Campus training support services for Canvas Integration. Includes integration guidance and training for MIS staff, Distance Education Staff and faculty training sessions. | District Budget/ Distance Education Lottery Funds |
| <i>Requested by: Julie Yarrish, Associate Dean, Online Services and Support</i> <i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i> | | | | |
| E | MVP Strategies | March 17-18, 2016 Not to exceed a total of \$7,500 | Consultant (Dr. Jackson Katz) will provide a series of workshops to students and the community regarding Men and Violence. Several of his workshops will include resources for management, faculty, and staff. | 2015-2016 District Budget/ Associated Students |
| <i>Requested by: Associated Students</i> <i>Approved by: Mike Tuitasi, Vice-President, Student Affairs</i> | | | | |
| F | WestEd/ Strategic Literacy Initiative Nika Hogan & Kate Meissert | February 16 – March 25, 2016 Not to Exceed: \$45,000 (2 online courses of 30 faculty members, i.e. \$750 (60)) | The consultant will conduct two 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. | Student Equity |
| <i>Requested by: Roberto Gonzalez, Dean of Student Success under Title V, Center for Teaching Excellence</i> <i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i> | | | | |

| | |
|---|------------------|
| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 12, 2016 |

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

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

| Provider/Contract | Term/Amount | Service | Funding Source |
|--|---|---|----------------|
| G Mary Anne Anthony-Smith Lynn Marie Marecek | February 19, 2016 Not to Exceed: \$750 | Professor Lynn Marecek’s study skills book is utilized in at least five SMC basic skills mathematics courses. The Mathematics department has identified Professors Marecek and Anthony Smith for professional development regarding teaching practices. Professors Marecek and Anthony Smith will instruct on the following: 1. How to incorporate study skills within a mathematics class with an emphasis on basic skills 2. Why it is important for math faculty to implement study skills within their courses 3. How to incorporate study skills books effectively in the classroom. (Study skills training for faculty) 4. And best practices when using math manipulatives. | Title V |

Requested by: Roberto Gonzalez, Dean of Student Success under Title V, Center for Teaching Excellence
Approved by: Georgia Lorenz, Vice-President, Academic Affairs

| | | | |
|--|---|---|----------------|
| H Veronica Neal, De Anza College, Director, Office of Equity Social Justice and Multicultural Education | January 29, 2016 Not to exceed \$10,000 | Dr. Neal will be the keynote speaker for the second annual Equity Summit. She will lead faculty and staff in a day long training on developing an equity mindset across all instructional programs and services in order to remove obstacles to student success. She will also help participants to develop tools for “courageous conversations” about student equity. This professional development will enhance the effectiveness and impact of the activities that are part of the Student Equity Plan. In addition Dr. Neal will be invited back to SMC for follow-up training. | Student Equity |
|--|---|---|----------------|

Requested by: Melanie Bocanegra, Associate Dean of Student Equity and STEM Programs
Approved by: Georgia Lorenz, Vice-President, Academic Affairs

| | |
|---|------------------|
| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 12, 2016 |

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

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

| Provider/Contract | Term/Amount | Service | Funding Source | |
|---|--|---|---|------------------------------|
| I | HTA-SMC Employer Vocational ESL Program – Concourse Hotel (at LAX) | December 2, 2015 to January 28, 2016 Not to Exceed \$3,700 | The HTA-SMC Employer Vocational ESL (VESL) Program is a customized Vocational ESL Program for employees at The Concourse Hotel (at LAX) delivered in 16, 2-hour classes at the employer site. The Hospitality Training Academy (HTA) is the employee development arm of the largest hospitality union in Los Angeles, UNITE HERE Local 11. HTA has hired SMC WED to deliver VESL to labor union employees at The Concourse Hotel. This contract will be processed fiscally through WED’s consolidated/contract education account. | Hospitality Training Academy |
| <p><i>Requested by: Patricia G. Ramos, Dean of Workforce & Economic Development</i> <i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i></p> | | | | |
| J | Resources Global Professionals (RGP) Contact: Anne Jacoby | January 29, 2016 Not to exceed \$600 | Kiffany Hoover (MA, MBA, and PhD in Organizational Leadership) and Karolynn Bayaca (experienced Project Manager, PMP certified) will co-present to SMC faculty on the following: <ul style="list-style-type: none"> • Mindset required to become more efficient and productive • Microsoft Suite best practices, specifically around use of Outlook and tips for organizing email • Meeting coordination and use of Doodle • Prioritization of the to-do list • Project management tips • Delegation best practices and tools | Title V |
| <p><i>Requested by: Roberto Gonzalez, Dean of Student Success under Title V, Center for Teaching Excellence</i> <i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i></p> | | | | |

| | |
|---|------------------|
| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 12, 2016 |

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

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

| | Provider/Contract | Term/Amount | Service | Funding Source |
|---|-------------------------------------|--|---|---|
| K | Goodwin Simon Strategic Research | Not to exceed \$30,700 plus reimbursable expenses | Public Opinion Survey | 2015-2016 District/ Auxiliary Funds |
| L | Goodwin Simon Strategic Research | Not to exceed \$16,780 plus reimbursable expenses | Public Opinion Focus Group Interviews | 2015-2016 District/ Auxiliary Funds |
| M | Jared Boigon/ TBWB Strategies | Not to exceed \$25,000 | SMC Institutional Communication Strategies | 2015-2016 District Funds |
| <i>Requested by: Don Girard, Senior Director, Government Relations/Institutional Communications</i> <i>Approved by: Jeff Shimizu, Interim Superintendent/President</i> | | | | |

| | |
|---|------------------|
| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 12, 2016 |

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 10 ACADEMIC PERSONNEL

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

SABBATICALS, 2016-2017

| | |
|-------------------------|-------------|
| George Davison, English | Fall 2016 |
| Andrew Nestler, Math | Fall 2016 |
| Yulia Kozlova, Music | Spring 2017 |

ELECTIONS

| | |
|--|------------------------------------|
| King, Sasha, Director, Business Development | <u>EFFECTIVE DATE</u> 1/13/2016 |
| Chauderlot, Fabienne, Dean, Learning Resources | 2/29/2016 |

FULL-TIME FACULTY

| | |
|---|-------------|
| Jordison, Shawn, Disabled Students Programs Services (HTTC) | Spring 2016 |
|---|-------------|

ADJUNCT FACULTY

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

REDUCED ASSIGNMENT

| | |
|--|-------------|
| Smith, Heather, Instructor, Communications (60%) | Spring 2016 |
|--|-------------|

SEPARATIONS

RETIREMENT

| | |
|---|------------|
| Nishikawa, Makoto, Instructor, Modern Languages (22 years of service) | 12/22/2015 |
| Cano, Daniel, Instructor, English (28 years of service) | 12/24/2015 |

| | |
|---|------------------|
| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 12, 2016 |

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11 CLASSIFIED PERSONNEL - REGULAR

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

| <u>ESTABLISH</u> | <u>EFFECTIVE DATE</u> |
|---|-----------------------|
| Campus Safety Officer (6 positions) Campus Police, 12 months, 40 hours, Varied Hours | 01/12/16 |

Administrative Assistant II (one position)
Facilities Programming, 12 months, 40 hours

Administrative Assistant I (one position)
Campus and Alumni Relations, 12 months, 40 hours
Comment: The position was previously approved as an Administrative Assistant II

Student Services Clerk, EOP&S (1 position)
EOP&S, 12 months, 40 hours

| | |
|---|----------|
| Administrative Assistant I (1 position) Earth Science, 11 months, 20 hours | 01/12/16 |
|---|----------|

| | |
|---|----------|
| Health Assistant I (1 position) Health Office, 11 months, 20 hours | 01/12/16 |
|---|----------|

| | |
|--|----------|
| Instructional Assistant - Math (2 positions) Mathematics, 11 months, 20 hours | 01/12/16 |
|--|----------|

| <u>ABOLISH</u> | |
|---|----------|
| Administrative Assistant I (1 position) Earth Science, 11 months, 15 hours | 01/12/16 |

| | |
|---|----------|
| Administrative Assistant II (1 position) Campus and Alumni Relations 12 months, 40 hours | 01/12/16 |
|---|----------|

| | |
|---|----------|
| Health Assistant I (1 position) Health Office, 11 months, 25 hours | 01/12/16 |
|---|----------|

| <u>CLASSIFICATION RE-TITLE AND SALARY RE-ALLOCATION</u> | |
|--|----------|
| From: Telecommunications Supervisor Range 13 on the Classified Management Salary Schedule | 12/02/15 |

To: Network Communications Manager
Range 20 on the Classified Management Salary Schedule

ELECTIONS

PROBATIONARY/ADVANCE STEP PLACEMENT

| | |
|---|----------|
| Ariass, Glaurys, Administrative Assistant II, Purchasing/Rec/Mail (Step B) | 01/04/16 |
| Chen, Shihong (Steve), Chief Director of Information Technology (Step D, classified administrator salary schedule) | 01/13/16 |
| Jester, Dominic, CC Police Officer, Campus Police (Step C) | 01/25/16 |
| Rudolph, Robert, Production Manager, Facilities Programming (Step B) | 12/14/15 |
| Sanchez, Antonio D., Painter, Maintenance (Step B) | 01/04/16 |
| Trautwein, Paul M., Web Services Coordinator, Web/Social Media (Step C) | 01/11/16 |
| Valdiviezo, Raymond, Administrative Clerk, Cosmetology Dept. 50% (Step C) | 12/08/15 |
| Valdiviezo, Raymond, Student Services Clerk, Scholar's Program 50% (Step C) | 12/08/15 |

RECLASSIFICATION (PERSONNEL COMMISSION PROCESS)

| | |
|--|----------|
| Engfer, Mark From: Telecommunications Supervisor, Telecomm To: Network Communications Manager, Telecomm | 01/13/16 |
| Martin, Raymond From: Network Communications Technician II, Telecomm, 12 mos, 40 hrs To: Network Communications Technician III, Telecomm, 12 mos, 40 hrs | 01/01/16 |
| Torres, Valente From: Network Communications Technician I, Telecomm, 12 mos, 40 hrs To: Network Communications Technician II, Telecomm, 12 mos, 40 hrs | 01/01/16 |
| Wong, Matthew From: Network Communications Technician I, Telecomm, 12 mos, 40 hrs To: Network Communications Technician II, Telecomm, 12 mos, 40 hrs | 01/01/16 |
| Wong, Wai From: Network Communications Technician II, Telecomm, 12 mos, 40 hrs To: Network Communications Technician III, Telecomm, 12 mos, 40 hrs | 01/01/16 |

VOLUNTARY TRANSFER (CSEA/DISTRICT AGREEMENT)

| | |
|---|----------|
| Sheppherd, Devina To: Student Services Clerk, A & R, 12 mos., 40 hrs. From: Student Services Clerk, Matriculation, 12 mos., 40 hrs. | 01/19/16 |
|---|----------|

WORKING OUT OF CLASSIFICATION (PROVISIONAL)

| | |
|---|-------------------------------------|
| Casborn, Edgar To: Lead Custodian, Day, 100% From: Custodian, Day Comment: not to exceed 90 working days | 11/23 - 12/23/15 & 01/04 - 04/01/16 |
|---|-------------------------------------|

| | |
|---|------------------|
| Chan, Jessica To: Accountant, Fiscal, 100% From: Accounting Specialist II, Fiscal Comment: not to exceed 90 working days | 01/04 - 05/06/16 |
|---|------------------|

| | |
|--|------------------|
| Carter, Thomas To: Theatre Technical Director, 100% From: Lead Events Technician Comment: not to exceed 90 working days | 11/23 - 02/05/16 |
|--|------------------|

WORKING OUT OF CLASSIFICATION (PROVISIONAL) EXTENSION

| | |
|---|------------------|
| Dawson, Kerry To: Athletic Equipment Specialist, 100% From: Athletic Activities Assistant, 40 hours, varied | 01/04 - 03/02/16 |
| Roberts, Michael To: Construction Systems Supervisor, 100% From: Journeyman Trade-Plumbing | 01/04 - 01/29/16 |
| Thomas, Lori To: Human Resources Specialist, 100% From: Administrative Clerk Comment: Date adjustment from 12/1/15 meeting | 01/04 - 02/19/16 |

STIPEND

| | |
|---|------------------|
| Cadena, Ruben, CC Police Officer, Campus Police + 2.5% Comment: Field Training Officer | 12/01 – 06/30/16 |
| Echeverria, Alberto, CC Police Officer, Campus Police + 2.5% Comment: Field Training Officer | 12/21 – 06/30/16 |
| Champagne, Michael, CC Police Officer, Campus Police +5% Comment: Field Training Officer | 01/01 – 06/30/16 |
| Samano, Summer, CC Police Officer, Campus Police + 2.5% Comment: Field Training Officer | 01/01 – 06/30/16 |
| Wilson, Bryan, CC Police Officer, Campus Police + 2.5% Comment: Field Training Officer | 01/01 – 06/30/16 |

Comment: The above listed Community College Police Officers will be receiving the noted additional pay for rotating hours assigned as Field Training Officers. In accordance with the collective bargaining agreement, if an employee has more than one special assignment, the maximum stipend shall be 7.5%

Correction to Board Action on October 6, 2015

LONGEVITY PAY

Effective January 1, 2016, classified administrators and managers shall receive an additional two-range increase (5 percent) upon completion of thirty-five (35) years of satisfactory and continuous service. This increase will become effective at the beginning of the thirty-sixth year.

Comment: The Board of Trustees approved an additional two-range increase (5 percent) for classified managers on October 6, 2015. It was intended to apply to classified administrators. However, classified administrators are on a separate salary schedule and, therefore, approval of the two-range increase is necessary for classified administrators to receive the longevity increment.

VOLUNTARY REDUCTION IN HOURS/TEMPORARY

| | |
|---|------------------|
| Lemons, Bradley To: Lab. Tech.-Broadcasting/Electronic Media, Communications, 11 mos, 36 hrs From: Lab. Tech.-Broadcasting/Electronic Media, Communications, 11 mos, 40 hrs | 02/16 – 06/07/16 |
|---|------------------|

LEAVES OF ABSENCE- UNPAID

Bedworth, Sheila, Instructional Assistant - English
Kolbly, Joseph, Instructional Assistant - Mathematics

01/04 – 02/12/16

01/04 – 02/11/16

SEPARATION

LAST DAY OF PAID SERVICE

RESIGNATION

Aharonian, Ani, Research Analyst, Institutional Research

01/18/16

Brown, Reginald, Student Services Clerk, Outreach

12/16/15

King, Delmar, Custodian, Operations

12/01/15

Kuykendall, Alan, Human Resources Specialist, HR

01/08/16

Mintie, Ann, Laboratory Technician- Life Science

12/21/15

Thomas-Green, Rachelle, Administrative Assistant I, EOP's 01/29/16

RETIREMENT

Trager, Phyllis, Admin. Asst. I, Earth Science & Health Asst. (34 years)

12/22/15

Comment: date correction from 11/1/15

Zimmerman, Frederick, Electric Repair Technician, Media Center (20 years)

12/30/15

| | |
|---|------------------|
| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 12, 2016 |

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 12 CLASSIFIED PERSONNEL – LIMITED DURATION

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

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

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

| | |
|--|----------------------|
| Johnson, Marcellas, Custodian, Operations | 12/8/2015-2/19/2016 |
| Santana, Ricardo, Groundskeeper/Gardener | 12/3/2015-5/2/2016 |
| Ly, Philloon, Electronic Equipment Technician, Media Center | 12/2/2015-6/30/2016 |
| Delaney, Sydney, Instructional Assistant – Learning Disabilities | 12/2/2015-6/30/2016 |
| Onwudachi, Austin, Buyer II, Purchasing | 12/7/2015-5/16/2016 |
| Lee, Carla, Buyer II, Purchasing | 12/7/2015-6/17/2016 |
| Brzechwa-White, Jaimee, Cash Receipts Clerk, Bursars Office | 12/14/2015-1/15/2016 |
| Luna, Eduardo, Cash Receipts Clerk, Bursars Office | 12/14/2015-1/15/2016 |
| Conlin, Sean, Theatre Tech Specialist, PAC | 12/7/2015-6/30/2016 |
| Lucio, Carlos, Theatre Tech Specialist, PAC | 12/9/2015-6/30/2016 |
| Marcial, Christina, Administrative Assistant I, LRC | 11/18/2015-2/10/2016 |
| Brown, Carla, Student Services Clerk, Bursars Office | 12/14/2015-1/15/2016 |
| Chavel, Sean, Student Services Clerk, Bursars Office | 12/14/2015-1/15/2016 |
| Lemke, Connie, Student Services Clerk, Bursars Office | 12/14/2015-1/15/2016 |
| Lopez, Vanessa, Student Services Clerk, Bursars Office | 12/14/2015-1/15/2016 |
| Meserve, Pamela, Student Services Clerk, Bursars Office | 12/14/2015-1/15/2016 |
| Monzon, Ana, Student Services Clerk, Bursars Office | 12/14/2015-1/15/2016 |

PROVISIONAL EXTENDED

| | |
|--|----------------------|
| Ganelis, Inna, Accompanist – Performance, Music | 1/1/2016-6/30/2016 |
| Gonzalez, Arturo, Groundskeeper/Gardener, Grounds | 12/24/2015-2/28/2016 |
| Brown, Stacey, Administrative Assistant I, TRIO | 12/1/2015-12/23/2015 |
| Nesteruk, Gary, Accompanist – Voice, Emeritus | 1/1/2016-6/30/16 |
| Gerhold, Thomas, Accompanist – Voice, Emeritus | 1/1/2016-6/30/16 |
| Martinez, Ricardo, Athletic Trainer, Campus Police | 11/14/2015-1/4/2016 |
| Ozello, Anne, Athletic Trainer, Campus Police | 11/14/2015-1/4/2016 |
| Basile, Frank, Accompanist – Voice, Music | 1/1/2016-6/30/2016 |
| Ganelis, Inna, Accompanist – Voice, Music | 1/1/2016-6/30/2016 |
| Gluck, Ferris, Accompanist – Voice, Music | 1/1/2016-6/30/2016 |
| Stern, Valerie, Accompanist – Voice, Music | 1/1/2016-6/30/2016 |
| Berent, Richard, Accompanist – Voice, Music | 1/1/2016-6/30/2016 |
| McNaughton Joellen, Accompanist – Voice, Music | 1/1/2016-6/30/2016 |
| Abrahamyan, Levon, Accompanist – Dance, Dance | 1/1/2016-6/30/2016 |
| Brundage, Kirk, Accompanist – Dance, Dance | 1/1/2016-6/30/2016 |
| Carbone, John, Accompanist – Dance, Dance | 1/1/2016-6/30/2016 |
| Doran-Sheeran, Patrick, Accompanist – Dance, Dance | 1/1/2016-6/30/2016 |
| Muradyan, Ruzan, Accompanist – Dance, Dance | 1/1/2016-6/30/2016 |

| | |
|---|--------------------|
| Osipova, Yelena, Accompanist – Dance, Dance | 1/1/2016-6/30/2016 |
| Plotkin, Alla, Accompanist – Dance, Dance | 1/1/2016-6/30/2016 |
| Soro, Gnenemon, Accompanist – Dance, Dance | 1/1/2016-6/30/2016 |
| Sow, Malik, Accompanist – Dance, Dance | 1/1/2016-6/30/2016 |
| Spilny, Valerie, Accompanist – Dance, Dance | 1/1/2016-6/30/2016 |
| Walker, Frederick, Accompanist – Dance, Dance | 1/1/2016-6/30/2016 |

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.

| | |
|--|-----------------------|
| Ariass, Glaurys, Administrative Assistant I, Dual Enrollment/Photo Fashion | 11/30/2015-1/3/2016 |
| Baker Jr, Dale, Bookstore Sales Clerk | 12/11/2015-3/11/2016 |
| Exum, Ellen, Bookstore Sales Clerk | 12/11/2015-3/11/2016 |
| Klayinamura, Firmin, Bookstore Sales Clerk | 12/11/2015-3/11/2016 |
| Nelli, Maria, Cash Receipts Clerk, Bursars Office | 12/14/2015-12/23/2015 |
| Shine, Kevin, Cash Receipts Clerk, Bursars Office | 12/14/2015-12/23/2015 |
| Starr, Stephanie, Cash Receipts Clerk, Bursars Office | 12/14/2015-12/23/2015 |
| Wilks, Susan, Cash Receipts Clerk, Bursars Office | 12/14/2015-12/23/2015 |
| Austin, Harald, Student Services Clerk, Bursars Office | 12/14/2015-12/23/2015 |
| Graham-Howard, Kimi, Student Services Clerk, Bursars Office | 12/14/2015-12/23/2015 |
| Morrow, Kristi, Student Services Clerk, Bursars Office | 12/14/2015-12/23/2015 |
| Stuck, Jennifer, Student Services Clerk, Bursars Office | 12/14/2015-12/23/2015 |
| Tolentino, Casimiro, Student Services Clerk, Bursars Office | 12/14/2015-12/23/2015 |
| Vo, Thea, Student Services Clerk, Bursars Office | 12/14/2015-12/23/2015 |
| Abdulhafiz, Meymuna, Bookstore Clerk/Cashier | 12/1/2015-1/15/2016 |
| Ashby, Deanna, Bookstore Clerk/Cashier | 12/1/2015-1/15/2016 |
| Bae, Daniel, Bookstore Clerk/Cashier | 12/1/2015-1/15/2016 |
| Baskin, Patricia, Bookstore Clerk/Cashier | 12/1/2015-1/15/2016 |
| Baza, Paul, Bookstore Clerk/Cashier | 12/1/2015-1/15/2016 |
| Camp, Monique, Bookstore Clerk/Cashier | 12/1/2015-1/15/2016 |
| Chang, Tony, Bookstore Clerk/Cashier | 12/1/2015-1/15/2016 |
| Eichen, John, Bookstore Clerk/Cashier | 12/1/2015-1/15/2016 |
| Garcia, Lucy, Bookstore Clerk/Cashier | 12/1/2015-1/15/2016 |
| Grau, Donald, Bookstore Clerk/Cashier | 12/1/2015-1/15/2016 |
| Harge, Ronyee, Bookstore Clerk/Cashier | 12/1/2015-1/15/2016 |
| Hunter, Jennifer, Bookstore Clerk/Cashier | 12/1/2015-1/15/2016 |
| Jones, Jennifer, Bookstore Clerk/Cashier | 12/1/2015-1/15/2016 |
| Juarez Jr, Jorge, Bookstore Clerk/Cashier | 12/1/2015-1/15/2016 |
| Lam, Albert, Bookstore Clerk/Cashier | 12/1/2015-1/15/2016 |
| Lemon, Curly, Bookstore Clerk/Cashier | 12/1/2015-1/15/2016 |
| Lopez, Jose, Bookstore Clerk/Cashier | 12/1/2015-1/15/2016 |
| Lopez, Veronica, Bookstore Clerk/Cashier | 12/1/2015-1/15/2016 |
| Mehrazar, Saman, Bookstore Clerk/Cashier | 12/1/2015-1/15/2016 |
| Mehary, Mehret, Bookstore Clerk/Cashier | 12/1/2015-1/15/2016 |
| Micas, Donna, Bookstore Clerk/Cashier | 12/1/2015-1/15/2016 |
| Navarro, Yadira, Bookstore Clerk/Cashier | 12/1/2015-1/15/2016 |
| Naylor, Marisa, Bookstore Clerk/Cashier | 12/1/2015-1/15/2016 |
| Nwonwu, Vergie, Bookstore Clerk/Cashier | 12/1/2015-1/15/2016 |
| Pabst, Ester, Bookstore Clerk/Cashier | 12/1/2015-1/15/2016 |
| Pacheco, Wendy, Bookstore Clerk/Cashier | 12/1/2015-1/15/2016 |
| Portillo, William, Bookstore Clerk/Cashier | 12/1/2015-1/15/2016 |
| Shaw, Phyllis, Bookstore Clerk/Cashier | 12/1/2015-1/15/2016 |

| | |
|---|---------------------|
| Thielking, Alan, Bookstore Clerk/Cashier | 12/1/2015-1/15/2016 |
| Thomas, Gabrielle, Bookstore Clerk/Cashier | 12/1/2015-1/15/2016 |
| Torrence, Antoinette, Bookstore Clerk/Cashier | 12/1/2015-1/15/2016 |
| Yogi, Nancy, Bookstore Clerk/Cashier | 12/1/2015-1/15/2016 |

LIMITED TERM EXTENDED

| | |
|---|--------------------|
| Basile, Frank, Accompanist – Performance, Music | 1/1/2016-6/30/2016 |
|---|--------------------|

RECOMMENDATION NO. 13 CLASSIFIED PERSONNEL - NON MERIT

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

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

STUDENT EMPLOYEES

| | |
|--|----|
| College Student Assistant, \$10.00/hour (STHP) | 23 |
| College Work-Study Student Assistant, \$10.00/hour (FWS) | 22 |

SPECIAL SERVICE

| | |
|--|----|
| Art Model, \$23.00/hour | 30 |
| Community Services Specialist I, \$35.00/hour | 1 |
| Community Serviced Specialist II, \$50.00/hour | 25 |

| | |
|---|------------------|
| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 12, 2016 |

CONSENT AGENDA: FACILITIES AND FISCAL

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: Workforce Innovation and Opportunity Act, Title II (WIOA):
Adult Education and Family Literacy Act

Granting Agency: California Department of Education (bypass for U.S. Department of Education)

Augmentation Amount: \$6,217 (Amended Award: \$185,263)

Matching Funds: NA

Performance Period: July 1, 2015 – June 30, 2015

Summary: The District qualifies for an additional funding amount of \$6,217, increasing the award from \$179,046 to \$185,263 per the Grant Award Notification Web Posting List dated September 30, 2015. Santa Monica College (SMC) has received Adult Education and Family Literacy Act (AEFLA) funding to strengthen the college’s non-credit English as a Second Language (ESL) Program and improve student outcomes, including transition from non-credit ESL to for-credit coursework. With these funds, SMC will develop and implement a state-recognized assessment system that will help faculty and students monitor student progress and offer counseling support to ensure that students have access to the resources they need to be successful. SMC will also explore options to increase the use of technology, including distance learning, to deliver non-credit ESL coursework. Lastly, the college will work with its community partners to explore options for offering Vocational English as a Second Language (VESL) classes in west Los Angeles County.

Budget Augmentation: Restricted Fund 01.3

| | | |
|---------------------|------------------------------|-----------------|
| Revenue | | |
| 8100 | Federal | \$ 6,217 |
| Expenditures | | |
| 1000 | Academic Salaries | \$ (13,745) |
| 2000 | Non-Academic Salaries | \$ 15,712 |
| 3000 | Employee Benefits | \$ 1,461 |
| 4000 | Supplies & Materials | \$ (2,900) |
| 5000 | Other Operating Expenditures | \$ 5,689 |
| 6000 | Capital Outlay | \$ 0 |
| 7000 | Other Outgo | \$ 0 |
| | Total | \$ 6,217 |

| | |
|---|------------------|
| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 12, 2016 |

CONSENT AGENDA: FACILITIES AND FISCAL

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

Title of Grant: Temporary Assistance for Needy Families (TANF)
Granting Agency: State of California
Augmentation Amount: \$9 (Amended Allocation \$61,717)
Matching Funds: Not applicable
Performance Period: July 1, 2015 – June 30, 2016
Summary: The District qualifies for an additional \$9 in FY 15-16 funding per the final allocation letter issued by the California Community College Chancellor's Office on November 6, 2015.

Budget Augmentation: Restricted Fund 01.3

Revenue

| | | | |
|------|-------|----|---|
| 8600 | State | \$ | 9 |
|------|-------|----|---|

Expenditures

| | | | |
|------|------------------------------|----|---------|
| 1000 | Academic Salaries | \$ | (913) |
| 2000 | Non-Academic Salaries | \$ | 0 |
| 3000 | Employee Benefits | \$ | 2,329 |
| 4000 | Supplies & Materials | \$ | 0 |
| 5000 | Other Operating Expenditures | \$ | 0 |
| 6000 | Capital Outlay | \$ | 0 |
| 7000 | Contingency Reserve | \$ | (1,407) |

| | | | |
|--------------|--|-----------|----------|
| Total | | \$ | 9 |
|--------------|--|-----------|----------|

| | |
|---|------------------|
| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 12, 2016 |

CONSENT AGENDA: FACILITIES AND FISCAL

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

Title of Grant: Adult Education Block Grant (AEBG)
Granting Agency: California Community College Chancellor’s Office –
(Santa Monica Unified School District as Fiscal Agent for Regional Consortium)
Award Amount: \$375,000
Matching Funds: Not applicable
Performance Period: July 1, 2015 – June 30, 2016

Summary: In order to achieve the vision set forth through the AB86 planning stage and resulting Santa Monica Regional Consortium three-year plan, the Santa Monica Regional Consortium for Adult Education will embark on an aggressive implementation plan for the program year 2015-2016 supported by the Adult Education Block Grant (established through AB104 legislation). The first priority for implementation will be seen in the growth of the consortium footprint in the community. Program growth and expansion at both consortium member institutions will enable the regional system of adult education to gain necessary visibility and garner a larger pool of potential students for pre-existing course offerings and in order to establish strong enrollment for new Adult Education programming. The college will strengthen the existing noncredit ESL program as well as establish new noncredit course sequences addressing Career Development and College Preparation. In support of creating highly effective noncredit programs the project will provide professional development for instructional and supportive services. Alignment and seamless transition through and between regional services will also be a priority for the project. To this end, the college will lead a concerted effort in creating seamless pathways for adult learners into its programs and/or the workforce.

Budget: Restricted Fund 01.3

| | | |
|---------------------|------------------------------|-------------------|
| Revenue | | |
| 8600 | State | \$ 375,000 |
| Expenditures | | |
| 1000 | Academic Salaries | \$ 195,684 |
| 2000 | Non-Academic Salaries | \$ 45,108 |
| 3000 | Employee Benefits | \$ 58,579 |
| 4000 | Supplies & Materials | \$ 19,850 |
| 5000 | Other Operating Expenditures | \$ 42,379 |
| 6000 | Capital Outlay | \$ 13,400 |
| 7000 | Other Outgo | \$ 0 |
| Total | | \$ 375,000 |

| | |
|---|------------------|
| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 12, 2016 |

CONSENT AGENDA: FACILITIES AND FISCAL

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

Title of Grant: Disabled Student Program and Services (DSPS)
 Augmentation Amount: \$653,252 (Amended Award: \$2,349,484)
 Matching Funds: NA
 Performance Period: July 1, 2015 – June 30, 2016
 Summary: The District qualifies for additional FY 15-16 funding in the amount of \$653,252 increasing the award from \$1,696,232 to \$2,349,484 per the P1 Allocation letter sent from the California State Chancellor’s Office on December 14, 2015.

Budget Augmentation: Restricted Fund 01.3

| | | |
|---------------------|------------------------------|-------------------|
| Revenue | | |
| 8600 | State | \$ 653,252 |
| Expenditures | | |
| 1000 | Academic Salaries | \$ 357,471 |
| 2000 | Non-Academic Salaries | \$ 150,874 |
| 3000 | Employee Benefits | \$ 100,000 |
| 4000 | Supplies & Materials | \$ 1,725 |
| 5000 | Other Operating Expenditures | \$ 41,882 |
| 6000 | Capital Outlay | \$ 1,300 |
| 7000 | Other Outgo | \$ 0 |
| Total | | \$ 653,252 |

Title of Grant: CalWORKS
 Granting Agency: State of California
 Augmentation Amount: \$2,686 (Amended Allocation \$267,669)
 Matching Funds: Not applicable
 Performance Period: July 1, 2015 – June 30, 2016
 Summary: The District qualifies for an additional \$2,686 in FY 15-16 funding per the final allocation letter issued by the California Community College Chancellor’s Office on November 6, 2015.

Budget Augmentation: Restricted Fund 01.3

| | | |
|---------------------|------------------------------|-----------------|
| Revenue | | |
| 8600 | State | \$2,686 |
| Expenditures | | |
| 1000 | Academic Salaries | \$ 1,500 |
| 2000 | Non-Academic Salaries | \$ (932) |
| 3000 | Employee Benefits | \$ 2,708 |
| 4000 | Supplies & Materials | \$(1,829) |
| 5000 | Other Operating Expenditures | \$ 171 |
| 6000 | Capital Outlay | \$ 0 |
| 7000 | Financial Aid | \$ 1,068 |
| Total | | \$ 2,686 |

| | |
|---|------------------|
| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 12, 2016 |

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 FACILITIES

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

15-A CHANGE ORDER NO. 14 and CHANGE ORDER NO. 11 – AET CAMPUS AND PARKING STRUCTURE A
 Change Order No. 14 – C.W. Driver on the AET Campus portion of the project in the amount of \$381,556 and Change Order No. 11 on the Parking Structure A portion of the project in the amount of \$30,063.

| | |
|---|------------------|
| Original Contract Amount | \$59,160,000 |
| Previously Approved Change Orders (AET Campus) | \$ 262,654 |
| Previously Approved Change Orders (AET Parking Structure A) | \$ 489,266 |
| Change Order No. 14 – AET Campus | \$ 381,556 |
| <u>Change Order No. 11 – AET Parking Structure A</u> | <u>\$ 30,063</u> |
| Revised Contract Amount | \$60,323,539 |

Change Order 14 and Change Order 11 for the AET Campus & Parking Structure A project may result in a change to the contract length.

Funding Source: Measure AA

Change Order No. 14 and Change Order No. 11 for the AET Campus and Parking Structure A project may result in a change to the contract length.

Funding Source: Measure AA

Comment: Change Order No. 14 for AET Campus includes labor and material to place additional concrete for pile shafts with increased diameters created by rebar and concrete obstructions encountered during drilling activities, to demolish existing raceway and to remove all existing fire alarm annunciators on the first and second floor of Building D, to furnish and install self-adhered flashing, 8" backer plate, hemmed edges, weather barrier sealants, and sealant beds as directed per submittal comments from the waterproofing consultant, to furnish and install added primer, AESS and intumescent paint in Buildings B & C, to furnish and install duct and mechanical piping roof supports at Building C, and for miscellaneous electrical work to include the removal of a watt transducer, transformers and circuit breakers in Building D north wall, install 20 amp 2 pole circuit breaker, conduit, and disconnect switch to energize eye wash station at the Utility Yard, and install two (2) 4" conduit between the existing Verizon vault, and the new telecommunication vault. Change Order No. 11 for AET Parking Structure A includes labor and material cost to place slurry at pile shafts where rebar and concrete obstructions were encountered during drilling activities. Once piles were stabilized with slurry they were subsequently redrilled.

| | |
|---|------------------|
| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 12, 2016 |

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO.15 FACILITIES (continued)

15-B CHANGE ORDER NO. 18 – INFORMATION TECHNOLOGY RELOCATION

Change Order No. 18 – BERNARDS BROS. on the Information Technology Relocation project in the amount of \$350,000.

| | |
|-----------------------------------|--------------|
| Original Contract Amount | \$12,392,000 |
| Previously Approved Change Orders | \$ 2,287,673 |
| Change Order No. 18 | \$ 350,000 |
| Revised Contract Amount | \$15,029,673 |

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

Funding Source: Measure AA

Comment: Change Order No. 18 is for General Contractor extended performance costs due to project extension, including extended supervision and administrative costs.

15-C CHANGE ORDER NO. 8 – PERFORMING ARTS CENTER – EAST WING

Change Order No. 8 – BERNARDS BROS. on the Performing Arts Center – East Wing project in the amount of \$66,761.

| | |
|-----------------------------------|---------------|
| Original Contract Amount | \$ 18,378,000 |
| Previously Approved Change Orders | \$ 189,819 |
| Change Order No. 8 | \$ 66,761 |
| Revised Contract Amount | \$ 18,634,580 |

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

Funding Source: Measure AA

Comment: Change Order No. 8 provides labor and material for revised welding details, an additional roof beam for elevator post connections, additional metal stud framing and additional steel supports for the monument sign and building exterior Door 112.

| | |
|---|------------------|
| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 12, 2016 |

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO.15 FACILITIES *(continued)*

15-D AMENDMENT NO. 9 TO AGREEMENT FOR ARCHITECTURAL SERVICES – IT RELOCATION
 Amend agreement with MORRIS ARCHITECTS for the Information and Technology Relocation project for \$63,748.

| | |
|--------------------------|------------------|
| Original Contract Amount | \$1,114,124 |
| Amendment No. 1 | \$ 63,765 |
| Amendment No. 2 | \$ 35,025 |
| Amendment No. 3 | \$ 99,450 |
| Amendment No. 4 | \$ 80,420 |
| Amendment No. 5 | \$ 25,268 |
| Amendment No. 6 | \$ 4,450 |
| Amendment No. 7 | \$ 66,000 |
| Amendment No. 8 | \$ 3,080 |
| <u>Amendment No. 9</u> | <u>\$ 63,748</u> |
| Revised Contract Amount | \$1,555,330 |

Funding Source: Measure AA

Comment: Amendment No. 9 provides for eight months of extended architect construction administration due to project extension. The project time was extended for several reasons including the discovery and relocation of undocumented underground utilities and the redesign of the faculty computer lab into the Center for Teaching Excellence after construction was underway.

15-E AMENDMENT NO. 4 TO AGREEMENT FOR ARCHITECTURAL SERVICES – STUDENT SERVICES BUILDING
 Amend agreement with MORRIS ARCHITECTS for the STUDENT SERVICES BUILDING project for \$59,230 plus reimbursable expenses.

| | |
|--------------------------|------------------|
| Original Contract Amount | \$3,825,500 |
| Amendment No. 1 | \$ 150,896 |
| Amendment No. 2 | \$ 2,680 |
| Amendment No. 3 | \$ 620,000 |
| <u>Amendment No. 4</u> | <u>\$ 59,230</u> |
| Revised Contract Amount | \$4,658,306 |

Funding Source: Measure AA

Comment: Amendment No. 4 provides for architectural and engineering services to add the Chilled Water Loop scope of work to the Student Services Building project. Included is the coordination of the chilled water loop route and vault locations with the college and chilled loop architect, review and validate existing conditions at the proposed site and utilize it in the preparation of the design documents and provide all necessary consulting services for the project.

| | |
|---|------------------|
| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 12, 2016 |

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 FACILITIES *(continued)*

-F AMENDMENT TO AGREEMENT FOR CONSULTING SERVICES – ACADEMY OF ENTERTAINMENT AND TECHNOLOGY

Amend the agreement with Cumming Corporation for consulting services for the Academy of Entertainment and Technology for the amount of \$294,000 plus reimbursable expenses for the period of December 20, 2015 through June 30, 2016.

| | |
|--------------------------|-------------------|
| Original Contract Amount | \$ 115,000 |
| Amendment #1 | <u>\$ 179,000</u> |
| Revised Contract Amount | \$ 294,000 |

Funding Source: Measure AA

Comment: Cumming Corporation has been assisting the project team in various aspects of the project. During the initial 10-week period we have had some success in working with the contractor on schedule, payment requests and potential change orders.

15-G OWNER CONTROLLED INSURANCE PROGRAM EXTENSION – INFORMATION TECHNOLOGY RELOCATION

Change the agreement for the Owner Controlled Insurance Program (OCIP) for the IT Relocation project from ARTHUR J. GALLAGHER & CO. INSURANCE BROKERS OF CALIFORNIA, INC. to ALLIANCE OF SCHOOLS FOR COOPERATIVE INSURANCE PROGRAMS (ASCIP) for an amount not to exceed \$50,000.

Funding Source: Measure AA

Comment: The agreement was approved at the October 6, 2015 Board of Trustees meeting but the wrong insurance broker's name was listed. The agreement should be with the insurance provider.

| | |
|---|------------------|
| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 12, 2016 |

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 BUDGET TRANSFERS

16-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: November 19, 2015 thru December 22, 2015

| Object Code | Description | Net Amount of Transfer |
|-------------|---------------------------------|------------------------|
| 1000 | Academic Salaries | 0 |
| 2000 | Classified/Student Salaries | 176,753 |
| 3000 | Benefits | 0 |
| 4000 | Supplies | 20,185 |
| 5000 | Contract Services/Operating Exp | 94,969 |
| 6000 | Sites/Buildings/Equipment | 80,547 |
| 7100-7699 | Other Outgo/Student Payments | 0 |
| 7900 | Contingency Reserve | -372,454 |
| Net Total: | | 0 |

16-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: November 19, 2015 thru December 22, 2015

| Object Code | Description | Net Amount of Transfer |
|-------------|---------------------------------|------------------------|
| 1000 | Academic Salaries | -39,583 |
| 2000 | Classified/Student Salaries | -11,071 |
| 3000 | Benefits | -74,397 |
| 4000 | Supplies | 28,881 |
| 5000 | Contract Services/Operating Exp | 20,280 |
| 6000 | Sites/Buildings/Equipment | 1,000 |
| 7000 | Other Outgo/Student Payments | 74,890 |
| Net Total: | | 0 |

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

| | |
|---|------------------|
| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 12, 2016 |

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

Commercial Warrant Register
November 1 - 30, 2015 6754 through 6784 \$14,378,062.77

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

Payroll Warrant Register
November 1 – November 30, 2015 C1D – C2E \$12,305,559.66

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

| | |
|---|------------------|
| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 12, 2016 |

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 AUXILIARY PAYMENTS AND PURCHASE ORDERS

Requested by: *Mitch Heskel, Dean (Interim), Educational Enterprise*
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.

Auxiliary Operations Payments and Purchase Orders

November 1 – 30, 2015

| | |
|-----------------------------------|---------------------|
| Bookstore fund Payments | \$236,778.04 |
| Other Auxiliary Fund Payments | \$67,534.77 |
| Trust and Fiduciary Fund Payments | \$164,406.51 |
| TOTAL | <u>\$468,719.32</u> |

| | |
|-------------------------------|--------------|
| <u>Purchase Orders issued</u> | \$ 52,087.05 |
| November 1 – 30, 2015 | |

Auxiliary Operations Payments and Purchase Orders

December 1 – 31, 2015

| | |
|-----------------------------------|---------------------|
| Bookstore fund Payments | \$455,734.39 |
| Other Auxiliary Fund Payments | \$112,170.25 |
| Trust and Fiduciary Fund Payments | \$233,671.49 |
| TOTAL | <u>\$801,576.13</u> |

| | |
|-------------------------------|-------------|
| <u>Purchase Orders issued</u> | \$ 6,161.47 |
| December 1 – 31, 2015 | |

Comment: All purchases and payments were made in accordance with Education Code requirements and allocated to approved budgets in the Bookstore, Trust and Auxiliary Funds.

| | |
|---|------------------|
| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 12, 2016 |

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 20 REISSUE OF STALE DATED WARRANTS

Requested by: Christopher Bonvenuto Chief Director, Business Services
Approved by: Robert Isomoto, Vice President of Business and Administration
Requested Action: Approval/Ratification

Authorization of the reissuance of the following stale dated warrants made payable to Brian Pena. As these warrants are over two years old, Board approval is required.

| Warrant | Dated | Amount |
|----------|----------|--------|
| 11729971 | 4/8/14 | 25.00 |
| 11905351 | 6/4/04 | 25.00 |
| 13146019 | 7/21/05 | 25.00 |
| 16343928 | 7/11/08 | 500.00 |
| 17423989 | 8/21/09 | 25.00 |
| 17530270 | 10/6/09 | 25.00 |
| 17308468 | 6/26/09 | 25.00 |
| 17392980 | 8/4/09 | 25.00 |
| 17603220 | 11/3/09 | 25.00 |
| 18099130 | 5/27/10 | 25.00 |
| 18158988 | 6/23/10 | 25.00 |
| 18223695 | 7/22/10 | 25.00 |
| 18416317 | 10/20/10 | 25.00 |
| 19160894 | 9/9/11 | 25.00 |
| 19998440 | 9/14/12 | 25.00 |
| 20124692 | 11/2/12 | 25.00 |
| 20190340 | 12/5/12 | 25.00 |
| 20255811 | 1/11/13 | 25.00 |
| 20350046 | 2/21/13 | 25.00 |
| 20459150 | 4/2/13 | 25.00 |
| 20657496 | 7/3/13 | 25.00 |
| 20704070 | 7/31/13 | 25.00 |
| 20742360 | 8/22/13 | 25.00 |
| 20974697 | 11/25/13 | 30.00 |
| 20828722 | 9/30/13 | 25.00 |
| 22161048 | 5/15/15 | 30.00 |

Comment: These are warrants were issued for alternate transportation that have not but were not cashed. The warrant for \$500 is reimbursement for attendance at a conference.

| | |
|---|------------------|
| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 12, 2016 |

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 21 ORGANIZATIONAL MEMBERSHIPS, 2015-2016

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

Organizational Memberships, 2015 – 2016

| | | |
|-----------------|-----------------------|----------|
| January 1, 2016 | Number of Memberships | Amount |
| | 4 | \$11,870 |

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 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.

RECOMMENDATION NO. 23 PURCHASING

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

AWARD OF PURCHASE ORDERS

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

November 1 – 30, 2015 \$45,274,851.47

| | |
|---|------------------|
| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 12, 2016 |

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 24 AUTHORIZED SIGNATURE RESOLUTION

Requested by: Christopher Bonvenuto Chief Director, Business Services
Approved by: Robert Isomoto, Vice President of Business and Administration
Requested Action: Approval/Ratification

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

| Name/Title | Warrants | Orders for Salary Payment | Notices of Employment | Contracts | Auxiliary Warrants | Purchase Orders |
|---|----------|---------------------------|-----------------------|-----------|--------------------|-----------------|
| Kathryn Jeffery Superintendent/President | X | X | X | X | X | X |

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 February 8, 2016 through December 15, 2016.

RECOMMENDATION NO. 25 AUTHORIZATION OF SIGNATURES TO APPROVE INVOICES, 2015-2016

Requested by: Christopher Bonvenuto Chief Director, Business Services
Approved by: Robert Isomoto, Vice President of Business and Administration
Requested Action: Approval/Ratification

Authorization of signatures the following managers/staff to sign District documents are indicated for 2015-2016.

| Name/Title | Invoices |
|--|----------|
| Jenna Gausman, Project Manager, Grants (25%) | X |
| Jacklyn Johnson, Assistant Director, Athletics | X |
| Stephanie Schlatter, Director Disabled Students Program and Services (DSPS) | X |

Comment: To comply with Education Code Sections 85232 and 85233 and the Los Angeles County Office of Education (LACOE), the Board of Trustees is required to authorize signatures of those persons who approve invoices. The auditing system at LACOE reviews each phase of the payment process including the authorized signatures approved by the Board.

| | |
|---|------------------------|
| BOARD OF TRUSTEES | REGULAR MEETING |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | January 12, 2016 |

XI. BOARD COMMENTS AND REQUESTS

XII. ADJOURNMENT – 10:15 p.m.

The meeting was adjourned in memory of **Betty Lou Brayton**, mother of Kelley Brayton, Dean of International Education; **Thurman C. Johnson**, father of SMC counselor Sherri Bradford, and **Richard L. Moore**, former SMC Superintendent/President.

There will be a special meeting of the Board of Trustees on Wednesday, January 13, 2016 at 6:30 p.m. in the Malibu City Hall Council Chambers, 23825 Stuart Ranch Road, Malibu.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, February 2, 2016** 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. 2015-2016 Quarterly Budget Report and 311Q Report
3. Information: Citizens' Bond Oversight Meeting, January 20, 2016

| | |
|---|--------------------|
| BOARD OF TRUSTEES | INFORMATION |
| Santa Monica Community College District | January 12, 2016 |

APPENDIX A

INFORMATION ITEM NO. 3

SUBJECT: **CAPITAL OUTLAY PROGRAM**

Introduction

The District’s capital outlay program consists of larger non-maintenance projects that are generally over \$100,000, typically financed by local taxpayer approved bonds. The capital projects include new buildings, replacement buildings, renovations, property acquisition, parking, site work, landscaping, infrastructure, security, and technology.

Over the last several decades, Santa Monica and Malibu voters have approved four safety and modernization bond measures in support of the college’s career and academic programs:

| | | |
|---------------|------|---------------|
| Proposition T | 1992 | \$ 23,000,000 |
| Measure U | 2002 | \$160,000,000 |
| Measure S | 2004 | \$135,000,000 |
| Measure AA | 2008 | \$295,000,000 |

By way of background, local bonds financed the original Main Campus, built in the 1950s and 1960s. However, in subsequent years until 1992, the District depended primarily on limited state funding, so only a few large projects were built. After the 1994 Northridge Earthquake and the extensive damage to the Main Campus, the District received federal FEMA support for rebuilding which started the current era of major construction on the campus.

In addition to the local bonds listed above, there has been significant financial support from federal, state and city sources along with the District’s own capital funds.

The 1998 Facilities Master plan was a major effort in guiding the modernization and development of the Main Campus after the Northridge earthquake. Additional facility assessments were conducted in 2001, 2002, and 2003. In 2007, a master plan was added for the development of the Bundy Campus. In 2010, an update of the Facilities Master Plan was completed to address other safety and modernization improvements on the Main Campus and to incorporate the satellite campuses.

A new 2016 Facilities Master Plan Update will be prepared during Spring 2016 to guide to determine the need for future projects.

Highlights of the completed projects include the purchase of the Bundy Campus and Emeritus College, and the construction of the Theatre Arts, Broad Stage, HSS Building, Campus Quad and Information Technology. Projects currently in planning or construction include a new Child Development Center, a Malibu Campus, a Health, PE, Fitness and Dance Complex, Student Services, and a redeveloped Academy of Entertainment & Technology Campus with new facilities for KCRW.

Bond Program Overview

| Project | Funding Source | Total Cost | Status 6/30/13 |
|---|----------------------|---------------|--------------------|
| Purchase of Bundy Site | U | \$30,280,878 | Completed 2002 |
| Emeritus College | U, SMC Foundation | \$9,603,782 | Completed 2003 |
| Purchase of 1738 Pearl Street | U | \$749,208 | Completed 2003 |
| Library Renovation & Expansion | T, State, FEMA | \$23,600,000 | Completed 2003 |
| PE/Dance/Athletics Office Relocation | U | \$2,797,033 | Completed 2004 |
| Math Complex | U | \$1,458,690 | Completed 2004 |
| Bundy Campus West Building | U | \$23,291,387 | Completed 2005 |
| Malibu Storm Water Infrastructure P-I | S | \$2,500,000 | Completed 2005 |
| Renovation of Theatre Arts | U | \$19,544,314 | Completed 2006 |
| Music Complex - Performing Arts | U | \$4,623,547 | Completed 2007 |
| HSS North/South | U, State, FEMA, City | \$29,240,945 | Complete 2006/7 |
| Shuttle Parking Acquisition & Constr. | U | \$18,969,509 | Completed 2007 |
| Malibu Storm Water Infrastructure P-II | S | \$2,500,000 | Completed 2008 |
| Broad Stage - Performing Arts | S, SMC Foundation | \$40,690,201 | Completed 2008 |
| Athletic Fields - John Adams | S | \$2,969,807 | Completed 2008 |
| Main Campus Quad | U | \$11,388,463 | Completed 2008 |
| Bundy New Driveway & Signal | S | \$3,825,841 | Completed 2009 |
| Athletic Fields - Corsair Field | S | \$4,440,065 | Completed 2009 |
| Pico Phase I - Lot 6 & Structures | S | \$1,018,009 | Completed 2009 |
| Infrastructure & Safety Phase I | U | \$4,003,084 | Completed 2010 |
| Purchase of 1516 Pico Blvd. | AA | \$1,748,667 | Completed 2010 |
| Purchase of 1510 Pico Blvd. | AA | \$4,009,228 | Completed 2011 |
| Purchase of 919 Santa Monica Blvd. | AA | \$9,029,287 | Completed 2011 |
| Bundy/Airport Classroom Relocations | AA | \$3,162,183 | Completed 2012 |
| Library Village Relocation & Bike Park | AA | \$1,448,275 | Completed 2013 |
| Bundy/Airport Parking | AA | \$2,035,375 | Completed 2013 |
| Information Technology | AA | \$23,978,879 | Completed 2015 |
| Media & Technology – Academy Site | AA | \$92,544,456 | Under Construction |
| East Wing - Performing Arts Center | AA | \$23,107,323 | Under Construction |
| Health, PE, Fitness, Dance, Cent. Plant | S, AA | \$51,643,399 | Under Construction |
| Security and Fire Alarm Upgrade | AA | \$9,570,794 | Under Construction |
| Central Plant Loop Connections | AA | \$9,486,271 | Bids Received |
| Child Development Center | AA, City | \$13,176,578 | In Design |
| Malibu Campus | S, AA | \$26,775,991 | DSA Approved |
| Student Services | U, S, AA | \$109,862,122 | DSA Review |
| Drescher/Pico Promenade | AA | \$2,258,878 | Future Project |
| Math and Science | AA, State | \$87,944,336 | Future Project |

Projects Under Construction

Center for Media & Design (Academy Campus)

Project Description: This project includes the construction of a new 440-space Parking Structure. Also includes major renovation of the existing 50,000 SF AET building, a new 30,000 SF addition to the existing AET building, a new 33,000 SF building for the KCRW radio station, a new central courtyard, and new landscaping.

Current Progress: Construction on the parking structure is almost complete. Interior framing is near complete on the new additions with plumbing, electrical and ventilation systems in progress.

Project Schedule: In Construction, estimated completion August 2016

Estimated Project Cost: \$92,544,456

Funding Sources: Measure AA, KCRW Foundation

East Wing Earthquake Renovation – Performing Arts Campus

Project Description: Replacement of the seismically deficient East Wing of the Madison Building with a new facility for the Music Department including a Music Hall for rehearsals, performances and special events; a piano teaching lab; and a classroom for voice and choir instruction. Project includes new plaza and entry to the Edye Second Space.

Current Progress: Building roof completed and exterior walls in progress, interior framing compete with plumbing, electrical and ventilation work underway.

Project Schedule: In Construction, estimated completion July 2016

Estimated Project Cost: \$23,107,323

Funding Sources: Measure AA

Replacement Health, Fitness, Dance, and PE Building plus Central Plant (Main Campus)

Project Description: The project consists of the demolition of the existing 1958 Locker Room building and replacing it with a new three-story 66,000 SF complex. The new building consists of athletic facilities, fitness center with climbing wall, fitness studios and dance studios.

Since this building is located in the center of campus, it is an ideal location for the central cooling plant which is an energy efficiency project designed to generate chilled water for efficiently for air cooling in buildings throughout the main campus.

Current Progress: The steel framing is being completed and the chilled water loop for the central plant is underway throughout the campus.

Project Schedule: In Construction, estimated completion December 2016

Estimated Project Cost: \$51,643,399

Funding Sources: Measure S, AA, State and Utility Energy Incentives

Security and Fire Alarm

Project Description: To better protect student and staff during emergency situations the college is upgrading all its security systems, including access control, video surveillance, and intrusion alarms as well as its fire alarm and mass notification systems to newer digital technologies.

Project Schedule: In Construction, estimated completion Spring 2016

Estimated Project Cost: \$9,570,794

Funding Sources: Measure AA

Projects in Pre-Construction Phase

Central Plant Building Connections

Project Description: To connect and retrofit individual buildings to the chilled water loop from the Central Plant. Buildings include Business, HSS, Library and Science.

Project Schedule: Bids received, construction starts Spring 2016

Estimated Project Cost: \$9,486,271

Funding Sources: Measure AA

Projects in Division of State Architect (DSA) Review

Malibu Site Campus

Project Description: In the 1970s and early 1980s, Santa Monica College offered about 70 general education classes and several non-credit classes in Malibu throughout a semester. Today, the program is limited to a few classes offered in school district buildings.

The recommended site acquisition and facility will be a classroom facility to provide general education classes, science, art and Emeritus College classes. There is also an interpretive center to highlight natural environment and history of Malibu and a Sheriff's sub-station. The District has worked cooperatively with the City of Malibu and the County of Los Angeles in planning a site at the Malibu Civic Center.

Current Progress: DSA approval received. Environmental Impact Report completed and approval expected in January 2016. Additional approvals from the City of Malibu and the County of Los Angeles expected in Spring 2016.

Project Schedule: Construction start in Fall 2016

Estimated Project Cost: \$26,775,991

Funding Sources: Measure S, AA

Student Services Building

Project Description: The new Student Services building will facilitate the centralization of all Student Services operations that are presently dispersed throughout the campus and housed in temporary buildings. This project provides office and service space for approximately 25 Student Services functions. The new building will be sited near the Pico Boulevard main entrance to the SMC campus and thereby provide immediate access for students and members of the college community.

This proposed project also includes accommodation for vehicular access/egress, and underground parking, all in compliance with the Master Plan goal to provide more below grade vehicle parking at the main campus.

Current Progress: DSA review comments have been received and are being addressed by the architectural team. We expect to go to bid with the project in early spring.

Project Schedule: Construction start in Spring 2016.

Estimated Project Cost: \$109,862,122

Funding Sources: Measure S, U and AA

Projects in Active Planning Phases

Early Childhood Development Lab & Replacement Childcare Center

Project Description: SMC currently has no dedicated childcare facility and offers lab instruction through various local childcare providers. The District lacks a teaching laboratory facility in Early Childhood Education available at many other community colleges. This project provides for a childcare center for the community plus college instructional facilities. The City of Santa Monica is a partner in this project, providing the site at the Civic Center and a portion of the building funds.

Current Progress: Construction drawings are being completed.

Project Schedule: Received City of Santa Monica Approvals; DSA submittal Spring 2016; Construction Spring 2017

Estimated Project Cost: \$13,176,578

Funding Sources: Measure S with City of Santa Monica

Future Projects

Replacement Math and Science Extension Building (Main Campus)

Project Description: The math department is currently operating in a temporary facility that is nearing the end of its life cycle. The current facility lacks the infrastructure to support modern classroom technology. The Earth, Life, and Physical Sciences programs are operating in spaces that are insufficient for the programs. The new building will have classrooms, labs, faculty offices and a planetarium. The district has submitted a request to the Chancellor's Office for state assistance in funding this project.

Drescher Hall: Academic Facilities Modernization, Pico Promenade

Project Description: A current project includes the transformation of the Pico Boulevard side of the campus. One component of this project is a remodel of Drescher Hall, built in the 1960s for the teaching of vocational trades. The building lacks modern infrastructure and is not easily accessible on the first floor. The project will modernize the building and provide for more instructional space.

This project would also make improvements to the college frontage on Pico including a transit plaza to serve the increasing number of students that take advantage of public transportation.