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SANTA MONICA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

REGULAR MEETING

MARCH 1, 2016

Santa Monica College  
1900 Pico Boulevard  
Santa Monica, California

Board Room (Business Building Room 117)

5 p.m. – Closed Session  
7 p.m. – Public Meeting

*The complete agenda may be accessed on the  
Santa Monica College website:*

<http://www.smc.edu/admin/trustees/meetings/>

*Written requests for disability-related modifications or accommodations,  
including for auxiliary aids or services that are needed in order to  
participate in the Board meeting are to be directed to the Office of the  
Superintendent/President as soon in advance of the meeting as possible.*

***PUBLIC PARTICIPATION***  
***ADDRESSING THE BOARD OF TRUSTEES***

Members of the public may address the Board of Trustees by oral presentation **concerning any subject that lies within the jurisdiction of the Board of Trustees** provided the requirements and procedures herein set forth are observed:

1. Individuals wishing to speak to the Board at a Board of Trustees meeting during Public Comments or regarding item(s) on the agenda must complete an information card with name, address, name of organization (if applicable) and the topic or item on which comment is to be made.

Five minutes is allotted to each speaker per topic. If there are more than four speakers on any topic or item, the Board reserves the option of limiting the time for each speaker. A speaker's time may not be transferred to another speaker.

Each speaker is limited to one presentation per specific agenda item before the Board, and to one presentation per Board meeting on non-agenda items.

General Public Comments and Consent Agenda

- The card to speak during Public Comments or on a Consent Agenda item must be submitted to the recording secretary at the meeting **before** the Board reaches the Public Comments section in the agenda.
- Five minutes is allotted to each speaker per topic for general public comments or per item in the Consent Agenda. The speaker must adhere to the topic. Individuals wishing to speak during Public Comments or on a specific item on the Consent Agenda will be called upon during Public Comments.

Major Items of Business

- The card to speak during Major Items of Business must be submitted to the recording secretary at the meeting **before** the Board reaches that specific item in the Major Items of Business in the agenda.
- Five minutes is allotted to each speaker per item in Major Items of Business. The speaker must adhere to the topic. Individuals wishing to speak on a specific item in Major Items of Business will be called upon at the time that the Board reaches that item in the agenda.

Exceptions: This time allotment does not apply to individuals who address the Board at the invitation or request of the Board or the Superintendent

2. Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting of the Board of Trustees by uttering loud, threatening, or abusive language or engaging in disorderly conduct shall, at the discretion of the presiding officer or majority of the Board, be requested to be orderly and silent and/or removed from the meeting.

No action may be taken on items of business not appearing on the agenda

Reference:        *Board Policy Section 1570*  
                      *Education Code Section 72121.5*  
                      *Government Code Sections 54954.2, 54954.3, 54957.9*

<b>BOARD OF TRUSTEES</b>	<b>REGULAR MEETING</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 1, 2016

## ***A G E N D A***

A meeting of the Board of Trustees of the Santa Monica Community College District will be held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Tuesday, March 1, 2016.

5 p.m.      *Call to Order*  
*Closed Session*  
7 p.m.      *Public Meeting*

**I.      *ORGANIZATIONAL FUNCTIONS***

A      CALL TO ORDER

B      ROLL CALL

Dr. Louise Jaffe, Chair  
Dr. Andrew Walzer, Vice-Chair  
Dr. Susan Aminoff  
Dr. Nancy Greenstein  
Dr. Margaret Quiñones-Perez  
Rob Rader  
Barry Snell  
Jonathan Eady, Student Trustee

C      PUBLIC COMMENTS ON ITEM D OR CLOSED SESSION ITEMS

D      SWEARING IN OF CHIEF OF POLICE JOHNNIE ADAMS

**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)

**III.    *PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS***

- PLEDGE OF ALLEGIANCE
- CLOSED SESSION REPORT (if any)

- **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:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

IV. **SUPERINTENDENT'S REPORT**

- Updates:
  - Accreditation
  - Black History Month
  - Women's Empowerment Month
  - Spring 2016 Semester Enrollment
  - State Budget

V. **PUBLIC COMMENTS**

VI. **ACADEMIC SENATE REPORT**

VII. **REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

VIII. **MAJOR ITEMS OF BUSINESS**

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| 2 | Information: Update on Strategic Initiative - GRIT                      | 7 |

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**

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

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

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

XII. ***ADJOURNMENT***

The Board of Trustees will hold a Study Session on Tuesday, March 15, 2016 at 5:30 p.m. in the Multi-Purpose Room 123 at the SMC Bundy Campus, 3171 S. Bundy Drive, Los Angeles, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Tuesday, April 5, 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.



<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	March 1, 2016

MAJOR ITEMS OF BUSINESS

**INFORMATION ITEM 1**

**SUBJECT:** **ACTUARIAL STUDY OF RETIREE HEALTH LIABILITIES, 2015 UPDATE**

**SUBMITTED BY:** Vice-President, Business/Administration

**INTRODUCTION:** In accordance with the Governmental Accounting Standards Board (GASB) Statements No. 43 and 45, the District has identified its future liabilities for Other Post-Employment Benefits (OPEB) expenses through an analysis by an independent actuary. The District engaged Total Compensation Systems, Inc. (TCS) to analyze liabilities associated with its current retiree health program as of July 1, 2015. Geoff Kischuk, TCS, will provide a summary and information on the actuarial study, including the various assumptions for mortality rates, inflation, interest rates, service period, etc.

**SUMMARY:** According to the 2015 updated actuarial report the Actuarial Present Value of Total Projected Benefits (APVTP) offered by the District to current and future retirees is \$112,152,318. The Actuarial Accrued Liability, or amount the District should have already set aside to fund past earned benefits, is \$92,553,859 of which \$88,636,033 remains unfunded. In 2013-2014 the District implemented a plan to fund the OPEB obligation to meet the requirements of ACCJC Accreditation Standard 3D, maintain a strong bond rating and guarantee the District's generous retiree health benefits for all past, current and future employees. The plan called for an annual commitment of \$500,000, starting in 2013-2014, and an additional \$500,000 each succeeding year until the Annual Required Contribution (ARC) would be met. This plan, coupled with interest earnings, has resulted in an increase in the Districts Plan Assets by \$1,841,703 or 88% and a reduction in the APVTP and Normal Cost between the July 1, 2013 and July 1, 2015 actuarial studies.

<b>History of District GASB 45 Actuarial Report Findings</b>						
	<u>November 11, 2008</u>	<u>May 1, 2010</u>	<u>June 30, 2011</u>	<u>July 1, 2013</u>	<u>July 1, 2015</u>	
APVTP:	\$ 91,757,088	\$ 110,086,569	\$ 115,057,688	\$ 115,218,650	\$ 112,152,318	
AAL:	\$ 68,668,113	\$ 83,792,387	\$ 88,692,776	\$ 89,242,676	\$ 92,553,859	
UAAL:	\$ 68,668,113	\$ 82,177,996	\$ 86,905,288	\$ 87,166,553	\$ 88,636,033	
Normal Cost:	\$ 3,414,591	\$ 3,932,927	\$ 3,940,223	\$ 4,083,480	\$ 3,342,611	
ARC:	\$ 6,456,114	\$ 7,646,719	\$ 8,122,014	\$ 8,511,480	\$ 8,999,025	
Plan Assets:	\$ -	\$ 1,614,391	\$ 1,787,488	\$ 2,076,123	\$ 3,917,826	

*APVTP: Actuarial Present Value of Total Projected Benefits*

*AAL: Actuarial Accrued Liability*

*UAAL: Unfunded Actuarial Accrued Liability*

*ARC: Annual Required Contribution*

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	March 1, 2016

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM 2

**SUBJECT:                    UPDATE ON STRATEGIC INITIATIVE - GRIT (Growth/Resilience/Integrity/Tenacity)**

SUBMITTED BY:            Vice-President, Academic Affairs

The GRIT Initiative was developed during the College’s 2011-2012 Strategic Planning process, and launched at the Fall 2012 Opening Day. GRIT is premised on the assumptions that our students are resilient and come to us with a desire to learn and succeed, and College faculty and staff bear the responsibility to help students channel their resiliency and drive into their coursework. GRIT has sought to do work based upon an equity model, meeting students where they are and capitalizing upon their strengths rather than a deficit model. The Initiative has sought ways to encourage and support the faculty and the institution in the collective effort to more fully engage all students. During 2015-2016, GRIT has been organized around four key pillars: authentic engagement, experiential learning, growth mindset, and social support.

Authentic Engagement

*Institutional Learning Outcome #5*

The outcome reads, “Upon completion of the course, a student demonstrates a level of engagement in the subject matter that enables and motivates the integration of acquired knowledge and skills beyond the classroom.” The four competencies supporting the ILO are a) Interest (enjoyment of the learning process), b) valuing the academic task beyond the task itself, c) self-efficacy/empowerment (belief in one’s ability to achieve a goal or an outcome), and d) professional relevance (application of course content to possible professional life).

In Fall 2013, the College had 12,570 course SLO assessments of ILO #5. 11,150 of those mastered the SLO (88.7%). In Fall 2014, the College had 23,692 assessments of ILO #5. 20,661 of those mastered the SLO (87.2%). In Fall 2015, the College had 27,514 assessments of ILO #5. 24,926 of those mastered the SLO (90.6%).

Since last year’s report, three additional departments mapped course SLOs to ILO #5 – Communications, Dance, and Life Science. The following 16 departments have assessed course SLOs mapped to ILO #5: Art, Business, Communications, Counseling, Dance, Earth Science, Education/ECE, English, Health Science, Life Science, Math, Music, Philosophy and Social Science, Photo/Fashion, Physical Science, Theater Arts.

*Professional Development*

GRIT and The Center for Teaching Excellence have sent out a survey to collect examples of activities and assignments used by SMC faculty members to effectively engage their students. We plan to put these examples together in the form of a toolkit that faculty members will be able to access and use to develop their own class activities and assignments. The survey can be accessed on the GRIT webpage by clicking on



the “Student Engagement in and beyond SMC Classrooms Survey” link (<http://www.smc.edu/ACG/DistrictPlanningPolicies/GRIT/Pages/Student-Engagement-in-and-beyond-SMC-Classrooms.aspx>). Those completing the survey are invited to share the activities and/or assignments students are doing in their classes. At a Spring 2016 Flex Day breakout session, GRIT and the Center will share and discuss the initial responses.

### *Mini-Grants*

In 2014-2015, GRIT initiated mini-grants intended to financially support projects designed to help students be authentically engaged in their education. Awards were given to a number of projects that were noted in the 2015 GRIT update to the Board of Trustees. Two projects were awarded support after that report. Both projects originated with the STEM program. One will be discussed here, and the other will be described in the Growth Mindset section of this report below. The DIY Engineers Club is building a custom sized prototype electric vehicle to be run on electric motors. The mini-grant is being used to acquire supplies and tools for the project. The purpose of the club and the project is enable students to gain real-world exposure to technologies used in today’s Engineering fields and to solve real world problems in a hands-on way.

### Applied Learning

Applied learning is an approach to learning that integrates classroom learning with real world experiences. Students will have the opportunity to gain experiences that complement their academic coursework and challenge them to apply what they are learning at local organizations such as non-profits, private businesses and organizations, government agencies and educational institutions. Applied learning can be used across the curriculum, in all disciplines and levels of coursework, from introductory basic skills courses to career training courses to transfer level courses. Done properly, it can advance racial, ethnic, and cultural understanding, meet unmet community needs, provide contextualized learning, and encourage student empowerment.

Objective 12 in the Master Plan for Education 2015-2016 Update tasked the GRIT committee, Academic Affairs, and Student Affairs to organize and begin operating an Applied Learning program that will expand and support applied learning experiences and volunteer opportunities for students. In partnership with the GRIT committee, The Career Services Center, and Interdisciplinary Studies, the Applied Learning coordinator will start up the office by identifying applied learning opportunities in a few key areas/course, and develop processes to track student participation and experiences, collect assessment data, and provide support for faculty members who want to offer service learning.

The Applied Learning program operates through the Career Services Center and has been preparing to provide students with educational opportunities through placement in non-profit organizations, government organizations, educational institutions and/or private businesses and corporations. The Applied Learning program, working with the GRIT committee, has been developing the structure and infrastructure for the program. The program will support faculty by doing such things as scheduling, completing administrative paperwork, and doing data collection. The program will offer class presentations and orientations, guidance for faculty members and students on appropriate placement sites, and a bank of “reflection” assignments that ask students to connect the applied learning experience to course content which faculty members can use as a resource.

This spring the program will pilot applied learning in several sections, and in the fall semester several more classes from a variety of disciplines will incorporate applied learning either as a requirement of the course curriculum, or as an option in lieu of an assignment of the same rigor. The Applied Learning program is currently developing partnerships with local organizations to build and sustain reciprocal relationships that meet the needs of the organization while also advancing the learning objectives of both the students and their instructor. The program continues to reach out to faculty members across campus to encourage participation in applied learning opportunities.

It is important to note that the Applied Learning program will collaborate with the Legal Pathways program to provide learning opportunities for its students. Those students are required to have practical experience in the field. Without the support of the Applied Learning program, SMC would face a significant challenge meeting the experiential requirements of the Legal Pathways program.

### Growth Mindset

When students and educators have a growth mindset they understand that intelligence and skills can be developed in much the same way a muscle grows stronger over time with exercise. With enough practice, anyone can draw, do math, write, etc. Students can learn if they focus on how to improve and make the effort rather than being concerned with how innately smart or talented they might be.

The following explanation of a Growth Mindset is presented on the GRIT homepage:

We all face challenges in our everyday lives: fixing a flat tire that comes at the worst possible time, missing your bus, or getting scheduled to work at the same time you're supposed to take a midterm. And we have all shown determination and hard work, what some call grit, to meet these challenges. Wouldn't it be great if we could take that same determination and apply it to the challenges we face in school, challenges like a complex math problem or a really tough reading assignment? Teachers can help students direct their grit to these tasks in a number of ways. They can make it clear how what we learn in the classroom applies to the real world. They can also encourage students to seek help in the form of counseling sessions, office hours, and tutoring. We all have grit. We just need some help in applying it where it really counts!

### *Professional Development*

In 2015, GRIT and the Center for Teaching Excellence developed a tool to help faculty members create syllabi that invite students to become “insiders” to the learning process. The document, a worksheet titled “Growth Mindset in Your Syllabus,” can be accessed on the GRIT webpage by clicking the “[Growth Mindset Syllabus](#)” link

([http://www.smc.edu/ACG/DistrictPlanningPolicies/GRIT/Documents/Faculty/GRIT\\_Growth\\_Mindset\\_Syllabus.pdf](http://www.smc.edu/ACG/DistrictPlanningPolicies/GRIT/Documents/Faculty/GRIT_Growth_Mindset_Syllabus.pdf)).

The worksheet presents a series of questions intended to help faculty members consider how their syllabi could encourage a growth mindset. Questions are organized according to a series of areas in a typical syllabus. For example, a question in the area named “Course Description” asks, “How does the description invite students into something they can accomplish?” A question in the area named Grade Scale/Grading asks, “How does the scale provide students the opportunity to recuperate from mistakes?” GRIT and the Center presented this tool during a breakout session at the Fall 2015 Opening Day and will present it again during a breakout session at the Spring 2016 Flex Day.

### *Speakers*

This year, GRIT has focused on bringing speakers whose stories align with the theme of growth mindset. Speakers are one of the many ways GRIT seeks to raise students’ awareness of the GRIT initiative and how it can help them achieve their goals. Hearing professionals in various fields recount their stories of hardship (both personal and academic), and how they overcame those difficulties in order to achieve success is a great way for students to directly see how they can apply growth mindset to their own lives and how it can help them succeed.

The SMC Associates generously co-sponsor each event, providing a luncheon where the speakers can sit down and have one-on-one conversations with students to further discuss their stories and answer questions. GRIT also seeks co-sponsorship and speaker ideas from various departments in order to reach as wide a segment of the SMC student population as possible. Additionally, in order to help expose students to the ideas of growth mindset, the Associates ask every speaker that it supports to talk about something they overcame in their life.

Here is a list of 2015-2016 speakers GRIT has helped bring to campus:

**Fall 2015: Dr. Gene Siegel, MD: Losers Can Sometimes Be Winners – A Very Personal Journey in Academia (with a side trip to a world of high paying, societally important, and deeply rewarding health care jobs that you never heard of)**

Dr. Gene Siegal – Robert W. Mowry Endowed Professor of Pathology and director of the Anatomic Pathology Division at the University of Alabama at Birmingham, UAB Health System Executive Vice-Chair of Pathology and Fellow of the Royal Society of Medicine, London – spoke about his research on bone tumors (a field where he is a recognized world authority) and related conditions, and new developments in the field of cancer biology. Co-sponsored by the SMC Earth Science, Life Science, and Physical Sciences and SMC Associates.

**Spring 2016: Illuminating Inequity: Rosa Moreno’s Quest for Justice**

Rosa Moreno—who lost both hands in a factory accident in Mexico—will provide a “front lines” perspective on some of the devastating inequities and safety issues for workers in manufacturing facilities around the world, and the way corporate policies contribute to a corroboration of the observation, “Americans lose jobs; foreign workers lose limbs.” Co-sponsored by the SMC Associates, SMC Global Citizenship, and SMC Health Services Center.

**Spring 2016: Dr. Gabe Crenshaw: The Historical and Contemporary Implications of Racism and the Impact on Modern Day Society**

Dr. Gabe Crenshaw—psychologist and gifted clinician who lectures on neuroscience at USC, on-air television and radio personality popularly known as ‘Dr. Gabe,’ and host of his digital media program “Mental Minute w/ Dr. Gabe”— will discuss his personal story of growing up with hardships and becoming a successful psychologist/clinician. Co-sponsored by the SMC Associates and SMC’s Black Collegians program.

**Spring 2016: Helena Lazaro: Beyond Survival**

Helena Lazaro—an advocate for sexual assault victims at the nonprofit Peace Over Violence, and the West Coast Director for Natasha’s Justice Project (which works to end the rape kit backlog)—shares candidly about her experiences. Through recounting the details of her abduction, cold case, and advocacy work, she addresses the importance of tenacity in times of adversity, and the ability we carry within us to not only heal from trauma, but also use it as a catalyst for growth and change. Co-sponsored by the SMC Associates and SMC’s GRIT program.

*Mini-Grants*

In Fall 2015, GRIT focused on funding speakers and professional development opportunities intended to develop students’ growth mindset. GRIT agreed to support nine faculty members who applied to attend growth mindset-related conferences and trainings.

GRIT is currently working with the STEM program to bring Mathemagician Arthur Benjamin to campus to speak to students. The mini-grant application describes Arthur Benjamin's feats as entertaining and fun, and will help promote a growth mindset. What can appear to be "magical" or a result of innate math genius results from the strategy of breaking large problems into smaller, more manageable, and less intimidating problems, as well as a lot of practice.

## Social Support

### *Messaging to Students*

GRIT has employed two approaches to educate students about one of the key concepts associated with the initiative, specifically growth mindset. First, the initiative developed a slogan, "GROW YOUR MIND. GROW YOUR LIFE" to effectively communicate the theme of growth mindset. Working with SMC's marketing department, GRIT had T-shirts with the slogan made and distributed them to students on VIP Welcome Day. Second, the initiative created and located posters around the SMC campuses. The posters focus on the Growth Mindset theme. This campaign showcases tangible behaviors and attitudes associated with being a "successful student." Using the posters to promote these concepts widely around SMC (posting in classrooms and common areas) we hope to encourage students and remind faculty members how to support student success in very simple, tangible ways.

Additionally, GRIT plans to capture student video statements to be posted on the initiative's webpage. Students will be asked to talk on video about a challenge they overcame since they have been at SMC, and how they did it. They will also be asked to talk about any SMC supports they have used. Students who are involved in a variety of groups and programs on campus such as President's Ambassadors, Black Collegians, Adelante, or Associated Students, initially will be asked to participate. We hope these videos will inspire the broader student population to contribute their own videos.

### *Non-Cognitive Counseling/SuccessNavigator*

Efforts continue to embed non-cognitive assessment and counseling into the Counseling 20 curriculum. Since Fall 2014 well over 4,000 SMC students have taken SuccessNavigator, a non-cognitive assessment tool and had their results interpreted in class by a specialized counselor. An evaluation measurement is administered immediately following the presentation and students overwhelmingly report that their results are accurate, that they intend to take steps to improve one or more of their non-cognitive skills, and that the class discussion has provided them with ideas and resources to improve their non-cognitive skill set. The administration of the tool is now being expanded beyond Counseling 20 to include students in EOPS and Guardian Scholars. A GRIT Work Group sub-committee has been formed to work with Institutional Research to determine the actual impact of the tool by conducting a control group comparison study. The results of this research will inform the GRIT Work Group about the future direction of our non-cognitive efforts.

### *GRIT Club*

Students who have served on the GRIT Committee have begun organizing a GRIT club. They have an advisor and plan to promote the club beginning in the spring semester. Though the specific work of the club will ultimately be determined by its membership, the founding students envision the club helping students liaison with GRIT, providing peer support and encouragement, recommending grit and growth mindset speakers and workshops that students would like to see offered.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 1, 2016

**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 #3-#19.

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

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

**IX. CONSENT AGENDA – Pulled Recommendations**

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

**RECOMMENDATION NO. 3 APPROVAL OF MINUTES**

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

- February 2, 2016 (Regular Board of Trustees Meeting)
- February 20, 2016 (Special Meeting/Closed Session)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	March 1, 2016

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

**RECOMMENDATION NO. 4 NEW COURSES AND DEGREES, SPRING 2016**

*Requested Action: Approval/Ratification*

*Requested by: Curriculum Committee*

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

New Courses: Upper Division

ENGL 300 Advanced Writing and Critical Thinking in the Disciplines

New Degree

Bachelor of Science in Interaction Design

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	March 1, 2016

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 5 RATIFICATION OF CONTRACTS AND CONSULTANTS**

*Requested Action: Ratification*

*Approved by: Kathryn E. Jeffery, 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 Lexmark International, Inc., Perceptive Software	Not to exceed \$15,000 in reimbursable travel expenses	The Board of Trustees, at its September 2015 meeting, approved a contract with Lexmark to allow the College to purchase perpetual software licenses and professional services to integrate the Perceptive Intelligent Capture for Transcripts. An increase to the contract by \$15,000 is needed to pay for project-related, reimbursable expenses incurred by Lexmark when traveling to Santa Monica College to meet with the implementation team to design and test the Intelligent Capture solution for the College.	Student Success and Support Program (SSSP)
<i>Requested by: Esau Tovar, Interim Dean, Enrollment Services</i>			
<i>Approved by: Teresita Rodriguez, Vice President, Enrollment Development</i>			
B <u>Amendment to previously approved contract:</u> Soapbox: Speakers Who Speak Out, inc.  Change of provider: previously approved as Anita Sarkeesian.	March 8, 2016  Global Citizenship- not to exceed \$4,000 to be paid as honorarium  Associated Students-not to exceed \$2,500 including travel expenses	This is a change in the name of the provider for payment purposes. Anita Sarkeesian is still the speaker for the event, but her billing is through the Soapbox organization.  Guest lecture to the campus community (60 minutes). Plus, one classroom and/or lunch visit focused on the Global Citizenship Annual Theme for 2015-16 "Gender Equity: Is Equity Enough?" March is also Women's Empowerment Month.	Global Citizenship  Associated Students
<i>Requested by: Kelley Brayton, Dean, International Education</i>			
<i>Approved by: Teresita Rodriguez, Vice-President, Enrollment Development</i>			

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	March 1, 2016

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 5 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)**

Provider/Contract	Term/Amount	Service	Funding Source
C	Viatron Not to exceed \$40,000	Scanning of archived Financial Aid files	2015-16 BFAP allocation.
<i>Requested by: Steven Myrow, Associate Dean, Financial Aid/Scholarships</i> <i>Approved by: Teresita Rodriguez, Vice President, Enrollment Development</i>			
D	David Ross Paterson January 16-23, 2016 Not to exceed \$550	Mr. Paterson is a professional actor who received a performance fee for participating in the Film 33 student production "One Of These Days."	Film Program
E	Alphonso Cano January 16 –24, 2016 Not to exceed \$1,000	The consultant will ensure optimal sound recording during principal photography by operating the sound mixer/recorder and supervising the use of lavalier microphones and students operating the boom pole.	Film Program
F	Brandon Henry Rodriguez January 11 –15, 2016 Not to exceed \$500	Mr. Rodriguez assisted the student producers and director in their search for actors ideal for roles in the Film 33 student production "One Of These Days." He read the script, contacted clients, and helped arrange auditions.	Film Program:
<i>D, E and F</i> <i>Requested by: Drew Davis, Production Coordinator, Film Program</i> <i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i>			
G	OMCP – Online Marketing Certified Professional March 1 2016 to June 30, 2016 Not to exceed \$4,000	Agreement to provide prepaid OMCA Exam Vouchers for SMC Community Education Students who complete Social Media Marketing Practitioner Certification through Market Motive as funded by ETPL training funds.	Community Education
H	OPICA – Optimistic People in a Caring Atmosphere April 8, 2016 to April 8, 2018 No fee	Agreement for SMC nursing students to gain clinical experience using the Healthcare Agency facilities.	N/A



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	March 1, 2016

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 5 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)**

Provider/Contract	Term/Amount	Service	Funding Source
I The Employer Training and Compliance Company	January 15, 2016 to June 30, 2016 ETP Training  Not to exceed \$15,500	The Employer Training and Compliance Company will provide specialized training to ETP (Employer Training Panel) clients who request specialized training in the area of Manufacturing Skills and Continuous Improvement. Classes in Manufacturing Skills, Hazardous Materials Handling, Continuous Improvement/Quality Control are approved categories of training for ETP clients. This contract is an extension of the previous, successfully executed contract with The Employer Training and Compliance Company.	ETP Contact
<p><i>G, H and I</i>  <i>Requested by: Patricia Ramos, Dean of Workforce and Economic Development</i>  <i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i></p>			
J Hung the Moon, Inc. Miki Shelton	July 1— April 30, 2016  Not to exceed: \$27,000	Hung the Moon, Inc., was approved as a consultant in July 2015 to provide grant writing services to the College through December 31, 2015. This change will extend her contract through April 30, 2016, and increase the amount of the original contract by \$9,000 to accommodate the increase in service. The consultant will provide grant writing assistance.	2015---2016 District Budget
<p><i>Requested by: Laurie McQuay Peninger, Director of College Advancement/Grants</i>  <i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i></p>			
K Sarah Spitz	March 2 – June 30, 2016  Not to exceed \$4,000	Consultant will provide copyediting and writing support for news, features, profiles and brochures to be used across a number of communication channels.	Public Affairs, District Budget (100%)
<p><i>Requested by: Grace Smith, Public Information Officer</i>  <i>Approved by: Don Girard, Senior Director, Government Relations &amp; Institutional Communications</i></p>			

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	March 1, 2016

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 5 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)**

Provider/Contract	Term/Amount	Service	Funding Source
L Amendment to previously approved contract with Rosa Moreno	March 10, 2016  Not to exceed \$1,000 (previously approved amount of \$3,000)	Ms. Moreno will provide a “front lines” set of perspectives regarding some of the devastating inequities of some global corporations and the ways they contribute to the observation, “Americans lose jobs, foreign workers lose limbs.”	2015-2016 District Budget: Global Citizenship (\$500)  2015-2016 Auxiliary Budget: SMC Health Services (\$500)
M Victoria Ruddy	March 10, 2016  Not to exceed \$2,500	Ms. Ruddy will be accompanying Ms. Moreno from Reynosa, Mexico to Los Angeles for the talk on March 10, 2016. Due to the nature of Ms. Moreno’s injuries, she requires a travel companion for assistance throughout the duration of the trip. Ms. Ruddy will receive an honorarium in addition to reimbursement for her out-of-pocket expenses for hotel and airfare for herself and Ms. Moreno.	2015-2016 District Budget: GRIT

L and M

*Requested by: Brenda Benson, Senior Administrative Dean, Counseling, Retention and Student Wellness*

*Approved by: Mike Tuitasi, Vice-President, Student Affairs*

N	<p><b>Third Annual Global Ecofeminism Conference</b></p> <p>Building on the activities, presentations, and workshops of previous conferences the third Annual Global Ecofeminism Conference is committed to sharing the perspectives and experiences of women around the world with the students and the campus community. Students will be involved in the promotion and execution of the event and gain experience in marketing, project management and event coordination. The Global Citizenship theme of “Gender Equity: Is Equity Enough?” suggests the huge role of gender plays in opportunity in our society. Global Ecofeminism uses perspectives and experiences of women in a variety of professions to solve problems such as climate change and the distribution of resources.</p>
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The following presenters and performers are for the Third Annual Global Ecofeminism Conference

Date: April 22, 2016

Funding source: Global Citizenship District Fund Global Grant for a total of \$10,000

Provider/Contract	Term/Amount	Service
Keynote Speaker (tbd)	\$6,500	Keynote Speaker
Jollene Levid	500	Featured Speaker representing Af3IRM
Felicia Montes	500	Featured Speaker representing Mujeres de Maiz
Temachtia Quetzalcoatl	500	Ritual Dance Performance
Mujeres de Maiz	500	Workshop
DIY Girls	500	Workshop
Global Girl Media	500	Workshop
Materials	500	Supplies

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	March 1, 2016

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 6      ACADEMIC PERSONNEL**

*Requested Action: Approval/Ratification*

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

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

ELECTIONS

FULL-TIME FACULTY

Leigh Allen, Theatre Arts - Technical Instructor 08/23/2016

ADJUNCT FACULTY

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

AMENDMENT TO CONTRACT - EXTENSION

Shimizu, Jeffery 02/08/16-03/31/16

Comment: Extension of contract to provide transitional assistance to the new Superintendent/President.

SEPARATIONS

RETIREMENT

Shimizu, Jeffery 04/01/2016

Wong, Betty, Mathematics Instructor (27 years of service) 06/14/2016

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	March 1, 2016

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 7 CLASSIFIED PERSONNEL - REGULAR**

*Requested Action: Approval/Ratification*

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

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

EFFECTIVE DATE

ESTABLISH NEW CLASS DESCRIPTION AND SALARY ALLOCATION

Network Engineer 03/01/16  
 Classified Salary Schedule – Range 55

ESTABLISH

Student Services Clerk (1 position) 03/01/16  
 TRIO/Upward, 12 months, 20 hours

Administrative Assistant I (1 position) 03/01/16  
 Psychology Department, 11 months, 20 hours

ABOLISH

Administrative Assistant I (1 position) 03/01/16  
 Communications Department, 12 months, 20 hours

Administrative Assistant I (1 position) 03/01/16  
 Psychology Department, 12 months, 20 hours

CLASSIFICATION RE-TITLE AND SALARY RE-ALLOCATION

From: Employee Benefits Support Technician, Range 38 on the Classified Salary Schedule 03/02/16  
 To: Employee Benefits Coordinator, Range 42 on the Classified Salary Schedule

SALARY REALLOCATION

Network Administrator 03/01/16  
 From: Range 50 on the Classified Salary Schedule  
 To: Range 52 on the Classified Salary Schedule

Network Services Manager 03/01/16  
 From: Range M25 on the Classified Management Salary Schedule  
 To: Range M28 on the Classified Management Salary Schedule

ELECTIONS

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

PROBATIONARY

Logan, Amanda, Custodian, Operations, NS-II 02/02/16  
 Williams, Alma, Custodian, Operations, NS-II 03/01/16

PROBATIONARY/ADVANCE STEP PLACEMENT

Adams, Johnnie, Chief of Police, Campus Police (D)	03/02/16
Arango, Maria, Registered Nurse, Health Services (E)	03/01/16
Huddleston, Donte D., Custodian, Operations, NS-II (C)	03/01/16
Manookian, Noel, IA-Math, Math Department (C)	02/16/16
Prieto, Fabio, Student Services Clerk, Outreach & Recruitment (B)	02/16/16
Rosales Rivera, Reyna, Custodian, Operations, NS-II (C)	03/01/16
Royo Sanz, Maria Del Pilar, IA-Math, Math Department (C)	02/16/16
Webb, George, Custodian, Operations, NS-II (C)	03/01/16

RECLASSIFICATION (PERSONNEL COMMISSION PROCESS)

Memarian, Heather	03/02/16
From: Employee Benefits Support Technician, Human Resources, 12 mos, 40 hrs	
To: Employee Benefits Coordinator, Human Resources, 12 mos, 40 hrs	

PROMOTION

Joseph-Locke, Debra	03/02/16
From: Senior Student Services Specialist – EOPS/CARE	
To: EOPS/CARE Supervisor	

Ramirez, Saul	02/29/16
From: Custodian, Operations, NS-II	
To: Skilled Maintenance Worker II, Maintenance	

VOLUNTARY TRANSFER (CSEA/DISTRICT AGREEMENT)

Merritt Williams, Marcia	03/01/16
From: Student Services Clerk, ISC, 12 mos, 40 hrs	
To: Student Services Clerk, EOP's, 12 mos, 40 hrs	

Rogers, George	02/18/16
From: Student Services Clerk, A & R, 12 mos, 40 hrs	
To: Student Services Clerk, Matriculation, 12 mos, 40 hrs	

VOLUNTARY TRANSFER (CSEA/DISTRICT AGREEMENT)

CHANGE IN WORK SHIFT/PERMANENT

Gallegos, Antonio	02/16/16
From: Custodian, Operations, 12 mos, 40 hrs/NS-2	
To: Custodian, Operations, 12 mos, 40 hrs/NS-1	

Sallovitz, Linda	02/19/16
From: Administrative Assistant I, Communications, 12 mos, 20 hrs	
Administrative Assistant I, Psychology, 12 mos, 20 hrs	
To: Administrative Assistant I, Communications, 12 mos, 40 hrs	

WORKING OUT OF CLASSIFICATION (PROVISIONAL) EXTENSION

Dever, David  
To: Director of Auxiliary Services, 100%  
From: Bookstore Manager  
Length of Assignment: 7/1/2015 – 12/23/2015  
Length of Extension: 2/19/2016 – 6/30/2016

Gray, I. Darryl  
To: Custodial Operations Supervisor, 100%  
From: Lead Custodian  
Length of Assignment: 1/4/2016 – 1/29/2016  
Length of Extension: 2/1/2016 – 2/29/2016

Monzon, Karen  
To: Supervising Personnel Analyst, 100%  
From: Personnel Analyst  
Length of Assignment: 8/10/2015 – 12/23/2015  
1/4/2016 – 2/11/2016  
Length of Extension: 2/16/2016 – 3/7/2016

Carter, Thomas  
To: Theatre Technical Director, 100%  
From: Lead Events Technician  
Length of Assignment: 10/5/2015 – 2/5/2016 (not to exceed 90 working days)  
Comment: Correction from 1/12/16 meeting

SEPARATION

LAST DAY OF PAID SERVICE

RESIGNATION

Borella, Jonathan, Disabled Student Services Assistant, DSPS

02/26/16

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	March 1, 2016

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 8 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.

**PROVISIONAL**

Blaisdell, Kerrie, Theatre Technical Specialist, SMC Performing Arts	02/11/16-06/30/16
Drier, Timothy, Theatre Technical Specialist, SMC Performing Arts	01/19/16-06/30/16
Price, Jamieson, Theatre Technical Specialist, SMC Performing Arts	02/02/16-06/30/16
Sperry, Adam, Theatre Technical Specialist, SMC Performing Arts	02/18/16-06/30/16
Tindell, Walter, Theatre Technical Specialist, SMC Performing Arts	02/04/16-06/30/16

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.

**LIMITED TERM**

Abdulhafiz, Meymuna, Bookstore Sales Clerk, Bookstore	02/01/2016-03/11/2016
Abel, Teneka, Bookstore Sales Clerk, Bookstore	02/01/2016-03/11/2016
Ashby, Deanna, Bookstore Sales Clerk, Bookstore	02/01/2016-03/11/2016
Bae, Daniel, Bookstore Sales Clerk, Bookstore	02/01/2016-03/11/2016
Baskin, Patricia, Bookstore Sales Clerk, Bookstore	02/01/2016-03/11/2016
Baza, Paul, Bookstore Sales Clerk, Bookstore	02/01/2016-03/11/2016
Brooke, Alanna, Administrative Assistant I, LRC	02/01/2016-08/26/2016
Camp, Monique, Bookstore Sales Clerk, Bookstore	02/01/2016-03/11/2016
Chang, Tony, Bookstore Sales Clerk, Bookstore	02/01/2016-03/11/2016
Eichen, John, Bookstore Sales Clerk, Bookstore	02/01/2016-03/11/2016
Friedland, Shane, Bookstore Sales Clerk, Bookstore	02/01/2016-03/11/2016
Garcia, Lucy, Bookstore Sales Clerk, Bookstore	02/01/2016-03/11/2016
Grau, Donald, Bookstore Sales Clerk, Bookstore	02/01/2016-03/11/2016
Harge, Ronyee, Bookstore Sales Clerk, Bookstore	02/01/2016-03/11/2016
Hunter, Jennifer, Bookstore Sales Clerk, Bookstore	02/01/2016-03/11/2016
Jones, Jennifer, Bookstore Sales Clerk, Bookstore	02/01/2016-03/11/2016
Juarez Jr., Jorge, Bookstore Sales Clerk, Bookstore	02/01/2016-03/11/2016
Lam, Albert, Bookstore Sales Clerk, Bookstore	02/01/2016-03/11/2016
Lemon, Curly, Bookstore Sales Clerk, Bookstore	02/01/2016-03/11/2016
Lopez, Jose, Bookstore Sales Clerk, Bookstore	02/01/2016-03/11/2016
Lopez, Veronica, Bookstore Sales Clerk, Bookstore	02/01/2016-03/11/2016
Mehary, Mehret, Bookstore Sales Clerk, Bookstore	02/01/2016-03/11/2016
Mehrazar, Saman, Bookstore Sales Clerk, Bookstore	02/01/2016-03/11/2016
Micas, Donna, Bookstore Sales Clerk, Bookstore	02/01/2016-03/11/2016
Miles, Erik, Bookstore Sales Clerk, Bookstore	02/01/2016-03/11/2016

Navarro, Yadira, Bookstore Sales Clerk, Bookstore	02/01/2016-03/11/2016
Naylor, Marisa, Bookstore Sales Clerk, Bookstore	02/01/2016-03/11/2016
Nwonwu, Vergie, Bookstore Sales Clerk, Bookstore	02/01/2016-03/11/2016
Pabst, Ester, Bookstore Sales Clerk, Bookstore	02/01/2016-03/11/2016
Pacheco, Wendy, Bookstore Sales Clerk, Bookstore	02/01/2016-03/11/2016
Portillo, William, Bookstore Sales Clerk, Bookstore	02/01/2016-03/11/2016
Robles Jr., Jose, Bookstore Sales Clerk, Bookstore	02/16/2016-03/11/2016
Shaw, Phyllis, Bookstore Sales Clerk, Bookstore	02/01/2016-03/11/2016
Thielking, Alan, Bookstore Sales Clerk, Bookstore	02/01/2016-03/11/2016
Thomas, Gabrielle, Bookstore Sales Clerk, Bookstore	02/01/2016-03/11/2016
Torrence, Antoinette, Bookstore Sales Clerk, Bookstore	02/01/2016-03/11/2016
Yogi, Nancy, Bookstore Sales Clerk, Bookstore	02/01/2016-03/11/2016

**LIMITED TERM (substitute)**

Mendoza, David, Administrative Assistant I, Dual Enrollment/Photo Fashion	01/04/2016-06/11/2016
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**RECOMMENDATION NO. 9 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)	33
College Work-Study Student Assistant, \$10.00/hour (FWS)	16



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	March 1, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 10 FACILITIES**

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

**10-A AUTHORIZATION OF PARTIAL PRE-PAYMENT OF RENT TO COUNTY OF LOS ANGELES FOR GROUND LEASE AT MALIBU CIVIC CENTER**

Authorization of payment of \$1,813,778.79 to the County of Los Angeles for reimbursement of its costs of capital charges for design and construction of the Wastewater Facility, to be applied as a prepayment of rent for a ground lease agreement. Payment is to be within ten days of receipt of a signed and fully executed lease agreement.

Comment: At a special meeting in Malibu on January 13, 2016 the Board of Trustees authorized the Superintendent/President to enter into an agreement with Los Angeles County for a ground lease of approximately 2.94 acres within the approximately 9.19 acre County of Los Angeles-owned and operated Malibu Civic Center Complex. SMC intends to construct and operate an educational facility, the Santa Monica College Malibu Campus, at this site.

The lease stipulates that SMC shall pay for the capital charges for the design and construction of the Wastewater Treatment Facility within 30 days. The amount is now known, and the County of Los Angeles has paid \$1,813,778.79 to the City of Malibu for both SMC's share and its share. Per a written request from the County, SMC has agreed to accelerate the reimbursement of this payment to within ten days of receipt of a signed and fully executed lease agreement and receipt of evidence of payment.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	March 1, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 10 FACILITIES** *(continued)*

10-B CHANGE ORDER NO. 16 – AET CAMPUS AND PARKING STRUCTURE A

Change Order No. 16 – C.W. Driver on the AET Campus portion of the project in the amount of \$185,157.

Original Contract Amount	\$59,160,000
Previously Approved Change Orders (AET Campus)	\$ 765,569
Previously Approved Change Orders (AET Parking Structure A)	\$ 575,606
Change Order No. 16 – AET Campus	\$ <u>185,157</u>
Revised Contract Amount	\$60,686,332

Change Order No. 16 for the AET Campus project may result in a change to the contract length.

Funding Source: Measure AA

Comment: Change Order No. 16 for AET Campus includes the following:

- Labor and material to perform additional excavation and backfill due to discovery of an unforeseen existing fuel storage tank;
- Install condensate pump drain to allow FCU -1B to properly drain due to special constraints above the ceiling;
- Additional framing and drywall to upgrade existing conditions in Building D electrical room to meet current code requirements;
- Remove existing fire alarm components, security cameras, sensors wire and cable in building D in preparation for installation of new equipment;
- Add two receptacles in Building C Room 270 and other electrical floor boxes, receptacles and circuit breakers on the second and third levels;
- Revise rail posts and stair mesh infill in Building B per Owner request;
- Revise electrical circuiting regarding the emergency power panel following design coordination changes;
- Rework fire protection and fire alarm system at Buildings B and C to coordinate design changes;
- Modify existing hollow block wall to accept site screen fencing due to unforeseen existing site condition;
- Add electrical conduit and wire for power assist door devices in Building C room 170 as required to support a design coordination change.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	March 1, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 10 FACILITIES (continued)**

10-C CHANGE ORDER NO. 8 – HEALTH, PE, FITNESS, DANCE AND CENTRAL PLANT

Change Order No. 8 – BERNARDS BROS. on the Health, PE, Fitness, Dance & Central Plant project in the amount of \$51,463.

Original Contract Amount	\$ 39,556,000
Previously Approved Change Orders	\$ 897,692
Change Order No. 8	\$ 51,463
Revised Contract Amount	\$ 40,505,155

This change order results in no change to the contract length

Funding Source: Measure AA

- Comment: Change Order No. 8 includes the following:
- Labor and material cost to intercept existing ducts at high voltage manhole and place them from the manhole south to the transformer locations;
  - Stand by time due to the malfunctioning of the existing generator ATS switch;
  - Communication line bypass existing manhole south east of HSS;
  - Remove existing pull box and conduits no longer needed;
  - Demolish existing footing in Pavilion lobby under the shear walls;
  - Add steel beam supports at Room P100A for new mechanical openings and to remove and dispose of ACM from 4 HVAC vents.

10-D CHANGE ORDER NO. 9 – PERFORMING ARTS CENTER – EAST WING

Change Order No. 9 – BERNARDS BROS. on the Performing Arts Center – East Wing project in the amount of \$53,365.

Original Contract Amount	\$ 18,378,000
Previously Approved Change Orders	\$ 256,580
Change Order No. 9	\$ 53,365
Revised Contract Amount	\$ 18,687,945

This change order results in no change to the contract length

Funding Source: Measure AA

- Comment: Change Order No. 9 includes the following:
- Labor and material for metal stud framing changes;
  - Added flooring for elevator cab;
  - Added underground conduit for equipment changes to Music Hall and Plaza;
  - Added demolition and structural support at the doorway between the existing building and new building

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	March 1, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 10 FACILITIES** *(continued)*

10-E CHANGE ORDER NO. 1 – ROOF REPLACEMENT ART, ESL, AND MADISON (PAC)

Change Order No. 1 – BEST ROOFING on the Roof Replacement Art, ESL and Madison (PAC) project in the amount of \$8,215.

Original Contract Amount	\$ 298,300
Previously Approved Change Orders	\$ -0-
Change Order No. 1	\$ 8,215
Revised Contract Amount	\$ 306,515

This change order results in no change to the contract length

Funding Source: State Scheduled Maintenance and District Capital Funds.

- Comment: Change Order No. 1 includes the following:
- Remove and dispose of existing roof curbs;
  - Furnish and install new framing and plywood;
  - Furnish and install new PVC roof system;
  - Replace one broken drain pipe

10-F AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – PERFORMING ARTS CENTER – EAST WING

Amend the agreement with DLR GROUP for the Performing Arts Center East Wing for the amount of \$323,176 plus reimbursable expenses.

Original Contract Amount	\$1,086,757
Amendment No. 1	\$21,618
Amendment No. 2	\$162,463
Amendment No. 3	\$59,350
Amendment No. 4	\$1,200
Amendment No. 5	\$25,740
Amendment No. 6	\$100,000
Amendment No. 7	\$323,176
Total To Date	\$1,780,304

Funding Source: Measure AA

- Comment: Amendment No. 7 provides for eight months of extended construction administration services, including consultants, on the project.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	March 1, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 10 FACILITIES** *(continued)*

10-G CHANGE ORDER NO. 1 – UPGRADING OF SECURITY SYSTEMS

Change Order 1 – NEXUS IS, INC. on the Upgrading of Security Systems project for a 49 day extension to contract length.

Original Contract Amount	\$ 5,699,482.18
Previously Approved Change Orders	\$ 0
Change Order No. 1	\$ 0
Revised Contract Amount	\$ 5,699,482.18

Funding Source: Measure AA

Comment: Change Order No. 1 adds 49 calendar days to project contract length due to the following:

- Domes and mounting hardware delivery delay due to vendor product not available in the US;
- Delay in manufacturing of 8 weeks;
- Locking hardware delivery delay of 6 weeks;
- P3 and P4 Change Order resulting in additional 3 weeks of work

10-H AGREEMENT FOR FIBER OPTIC NETWORK

Agreement with the CITY OF SANTA MONICA to provide fiber optic cable between 1660 Stewart Street and 1900 Pico Blvd. Construction/Installation fee not to exceed \$12,500; Connection fee not to exceed \$2,500; Annual Service Fee \$13,475.

Funding Source: Measure AA (construction/installation/connection);  
District Budget/Network Services (annual service fee)

Comment: The fiber optic cable will directly connect the new Center for Media and Design site to the SMC network and will enable high speed/low cost voice and data services.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	March 1, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 11 BUDGET TRANSFERS**

11-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: January 28, 2016 thru February 11, 2016

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-7,550
2000	Classified/Student Salaries	108,356
3000	Benefits	0
4000	Supplies	37,134
5000	Contract Services/Operating Exp	102,124
6000	Sites/Buildings/Equipment	99,947
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-340,011
Net Total:		0

11-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: January 28, 2016 thru February 11, 2016

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-21,570
2000	Classified/Student Salaries	104,270
3000	Benefits	45,622
4000	Supplies	22,844
5000	Contract Services/Operating Exp	107,208
6000	Sites/Buildings/Equipment	-22,974
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-235,400
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.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	March 1, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 12 AMENDMENT TO AGREEMENTS FOR DISCLOSURE AND POST-ISSUANCE COMPLIANCE SERVICES AND FINANCIAL ADVISOR SERVICES**

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

- (1) Substitute the name Hilltop Securities Inc. for the name First Southwest Company LLC wherever it appears in the contract, and
- (2) Hilltop Securities Inc. hereby unconditionally assumes, and agrees to be bound by, all obligations and liabilities of First Southwest Company LLC under or relating to the contract.

Funding Source: Measure AA

Comment: Hilltop Securities Inc. purchased First Southwest Company LLC on January 24, 2016.

**RECOMMENDATION NO. 13 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: GUARDIAN SCHOLARS  
Granting Agency: SMC Foundation with funding from the Providence Saint John’s Health Center  
Augmentation Amount: \$15,000 (Amended Allocation \$63,000)  
Matching Funds: \$0 (Amended Match \$0)  
Performance Period: January 1, 2016 – December 31, 2016  
Summary: The Providence Saint John’s Health Center approved a grant for \$ 15,000 to the SMC Foundation designated for the Guardian Scholars to support a part time mental health counselor for Guardian Scholars Program.

Budget Augmentation:	Restricted Fund 01.3	
	<b>Revenue</b>	
	8800 Other Local	\$15,000
	<b>Expenditures</b>	
	1000 Academic Salaries	\$12,000
	2000 Non-Academic Salaries	\$0
	3000 Employee Benefits	\$ 3,000
	4000 Supplies & Materials	\$0
	5000 Other Operating Expenditures	\$0
	6000 Capital Outlay	\$0
	7000 Other Outgo	\$0
	<b>Total</b>	<b>\$15,000</b>

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	March 1, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 14 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  
 January 1 - 31, 2016                      6828 through 6862                      \$12,357,174.18

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

**RECOMMENDATION NO. 15 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  
 January 1 – January 31, 2016    C1F – C2G                      \$10,079,899.21

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

**RECOMMENDATION NO.16 AUXILIARY PAYMENTS AND PURCHASE ORDERS**

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

Auxiliary Operations Payments and Purchase Orders  
 January 1 – 31, 2016  
 Covered by check & voucher numbers:  
 007213-007590 & 00637-00660

Bookstore fund Payments	\$406,338.59
Other Auxiliary Fund Payments	\$102,229.82
Trust and Fiduciary Fund Payments	\$402,199.04
TOTAL	\$910,767.45

  

<u>Purchase Orders issued</u>	\$ 33,536.14
December 1 – 31, 2015	



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	March 1, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 17 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

March 2016	Number of Memberships	Amount
	7	\$8,535.00

Funding Sources: Non-restricted fund. 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. 18 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. 19 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.

January 1 – 31, 2016	\$7,948,422.80
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<b>BOARD OF TRUSTEES</b>	<b>REGULAR MEETING</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 1, 2016

XI. BOARD COMMENTS AND REQUESTS

XII. ADJOURNMENT

The Board of Trustees will hold a Study Session on Tuesday, March 15, 2016 at 5:30 p.m. in the Multi-Purpose Room 123 at the SMC Bundy Campus, 3171 S. Bundy Drive, Los Angeles, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, April 5, 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. Resolution for Community College Month
2. Ballot for CCCT Board of Directors
3. Reports/Presentations: Baccalaureate Degree  
The Minority Male Community College Collaborative (M2C3)  
Counseling
4. Update (written): Community and Government Relations