A G E N D A

SANTA MONICA COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

REGULAR MEETING

OCTOBER 6, 2015

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

Board Room (Business Building Room 117)

5:30 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

.

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 6, 2015

AGENDA

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, October 6, 2015.

5:30 p.m. *Closed Session (Business Building Room 111)*
7 p.m. *Public Meeting (Board Room)*

I. *ORGANIZATIONAL FUNCTIONS*

- CALL TO ORDER

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

- PUBLIC COMMENTS ON CLOSED SESSION ITEMS

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 LEGAL COUNSEL - EXISTING LITIGATION (Government Code Section 54956.9)
HB Parkco v. Santa Monica Community College District, Los Angeles Superior Court Case No. SC120996
C.W. Driver Inc. v. Santa Monica Community College District, Los Angeles Superior Court Case No. BC567227
Santa Monica Community College District v. Eduardo Garcia, Los Angeles Superior Court Case No. SS025655

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

III. *PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS*

- PLEDGE OF ALLEGIANCE

- CLOSED SESSION REPORT (if any)

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

- Strategies to Address Extreme Heat in Classrooms
- DPAC Annual Report, 2014-2015
- Master Plan for Education 2015-2016 Update

V. ***ACADEMIC SENATE REPORT***

VI. ***PUBLIC COMMENTS***

VII. ***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:

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

1	Report: Resource Development - SMC Foundation Update	6
2	Report: SMC Diversity Report, 2014-2015	7
#3	Voting Delegates for ACCT Leadership Congress	8
#4	Vacancy on Personnel Commission	9
#5	Acceptance of Grant – Minority Community College Curriculum Improvement (MC3I) Program	10
#6	Award of Bid – Campus Energy Management System	11
#7	Resolution of Intention to Renew Lease Agreement with New Cingular Wireless PCS, LLC to Operate and Maintain a Cell Site on the Second Floor and on the Roof Top of the Administration Building	12
#8	Schedule of Board of Trustees Meetings, 2016	14

IX. ***INFORMATION***

9	Superintendent/President Search Update	15

X. ***CONSENT AGENDA***

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

<u>Approval of Minutes</u>

#10	Approval of Minutes:	September 1, 2015 (Regular Meeting) September 17, 2015 (Special Joint Meeting with SMMUSD Board of Education)	17

<u>Grants and Contracts</u>

#11	Ratification of Contracts and Consultants	18

<u>Human Resources</u>

#12	SMMCD Calendar 2017-2018	21
#13	Academic Personnel	22
#14	Classified Personnel – Regular	23
#15	Classified Personnel – Limited Duration	26
#16	Classified Personnel – Non Merit	27

Facilities and Fiscal

#17 Facilities
- A Change Order No. 9 – AET Campus and Parking Structure A 28
- B Subcontractor Substitution Request – Health, PE, Fitness, Dance and Central Plant 28
- C Change Order No. 4 – Health, PE, Fitness, Dance and Central Plant 29
- D Correction to Agreement for Civil Engineering Services MK Engineering – Donald Douglas Loop South 29
- E Change Order No. 15 – Information Technology Relocation 30
- F Owner Controlled Insurance Program Extension – Information Technology Relocation 30
- G Amendment No. 10 to Agreement for Architectural Services - AET 31
- H Amendment to Agreement for Architectural Services – Early Childhood Education Center 31

#18 Authorization of Signatures, 2015-2016 32
#19 Budget Transfers 33
#20 Acceptance of Grants and Budget Augmentation 34
#21 Commercial Warrant Register 36
#22 Payroll Warrant Register 36
#23 Auxiliary Payments and Purchase Orders 36
#24 Organizational Memberships, 2015-2016 37
#25 Providers for Community and Contract Education 37
#26 Purchasing
- A Award of Purchase Orders 37

XI. ***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.

XII. **REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

XIII. **BOARD COMMENTS AND REQUESTS**

XV. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, November 3, 2015** at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

APPENDIX A: Report: Resource Development - SMC Foundation Update 39
APPENDIX B: SMMCD Calendar 2017-2018 45

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	October 6, 2015

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM 1

SUBJECT: **RESOURCE DEVELOPMENT – SMC FOUNDATION UPDATE**

SUBMITTED BY: Senior Director, Government Relations and Institutional Communications

PURPOSE
The Purpose of the Foundation as set forth in its articles of incorporation are to:

- Promote, foster and help provide scientific, literary, educational and recreational programs and facilities at Santa Monica College;
- Provide scholarships, fellowships, grants, loans and other financial assistance to approved students, members of the faculty, alumni and programs of Santa Monica College and its entities;
- Promote and foster educational programs including but not limited to the visual and performing arts, broadcast and emeritus partners as entities of Santa Monica College;
- Raise and expend monies for the general welfare of the students, staff, faculty and programs of Santa Monica College and it entities;
- Receive gifts, bequests or devises either outright or as trustee or beneficiary of a trust; to hold, transfer, buy sell, invest or reinvest real property, cash, stocks and bonds and all other evidences of value.

VISION
The vision of the SMC Foundation is to be a preeminent community college foundation reflecting the value and economy of our creative community and greater Los Angeles, California.

MOTTO
Where Optimism Lives

(see Appendix A for the full report)

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	October 6, 2015

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM 2

SUBJECT: **SMC DIVERSITY REPORT, 2014-2015**

SUBMITTED BY: Vice-President, Human Resources

EXECUTIVE SUMMARY

As one of the largest employers within the City of Santa Monica, CA, Santa Monica Community College District is known for its rich, inclusive, global, higher education learning environment and for its commitment to excellence and dedication to its diverse student population. Santa Monica College attracts and retains an outstanding workforce of faculty, staff and administrators.

This Human Resources staff report is provided to assist in monitoring Santa Monica College's progress towards achieving a workforce representative of the diverse populations within the State of California, County of Los Angeles, and the students of SMC. To allow for comparisons ethnicity data is displayed within a six year window from fall semesters 2009 through 2014.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 6, 2015

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3

SUBJECT: **VOTING DELEGATES FOR ACCT LEADERSHIP CONGRESS**

SUBMITTED BY: Chair and Vice-Chair, Board of Trustees

REQUESTED ACTION: It is recommended that the Board of Trustees select two voting delegates for the Annual Association of Community College Trustees (ACCT) Leadership Congress, October 14-17, 2015 in San Diego, California.

SUMMARY: Santa Monica College is entitled to two votes during the ACCT Leadership Congress. Five trustees will be attending the Congress: Susan Aminoff, Nancy Greenstein, Louise Jaffe, Barry Snell and Andrew Walzer.

The delegates should commit to attend two different sessions to vote:

- Thursday, October 15, Regional Caucuses and Meetings 2-3:30 p.m.
  Delegates will elect one candidate to represent the Pacific Region on the Diversity Committee. Unfortunately, California has three candidates running for this one position: Judy Chen Haggerty (Mt. San Antonio), John Marquez (Contra Costa), and Michael Pasquale (Yuba). Tessa James Scheller from Oregon is also running for this position.

- Friday, October 16, ACCT Senate Meeting, 8:30-10:30 a.m.
  Delegates will elect Directors-at-Large. Delegates from all over the country vote for these positions. California has two candidates running for different seats. Stephan Castellanos (San Joaquin Delta) is running to complete a term and Bernie Rhinerson (San Diego) is running for a full three-year term. Four candidates from other states also seek these positions.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 6, 2015

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 4

SUBJECT: **VACANCY ON PERSONNEL COMMISSION**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees request the Personnel Commission to conduct a recruitment to fill a vacancy on the Personnel Commission resulting from the expired term of Joe Metoyer, effective December 1, 2015.

SUMMARY: Joe Metoyer's term expires effective December 1, 2015. He is currently the chair of the Personnel Commission and has indicated his interest in continuing to serve on the Personnel Commission.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 6, 2015

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 5

SUBJECT: **ACCEPTANCE OF GRANT - MINORITY COMMUNITY COLLEGE CURRICULUM IMPROVEMENT (MC3I) PROGRAM**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees accept the following grant:

TITLE OF GRANT: **Minority Community College Curriculum Improvement (MC3i) Program**

Granting Agency:	NASA
Award Amount:	$750,000 over three years ($250,000 per year)
Matching Funds:	N/A
Performance Period:	October 1, 2015 through September 30, 2018

SUMMARY: Santa Monica College's MC3I project, entitled Building Interdisciplinary Career Skills in STEM, will strengthen STEM curriculum at Santa Monica College through an interdisciplinary approach involving all five STEM departments on campus, including Earth, Physical, and Life Science, Computer Science and Information Systems, and Mathematics. The project will include four distinct approaches that will impact student access, skill development, persistence/completion, and employment. Specifically, this project will:

1) Improve student success in math through the increased use of contextualized instruction (Access);
2) Improve student acquisition of essential STEM skills regardless of major through greater interdisciplinary collaboration (Skill Development);
3) Increase student engagement in STEM through the increased use of applied learning activities (Persistence/Completion); and
4) Increase student exposure to and interest in NASA-related research and careers through expanded partnerships with four-year universities and employment, specifically Jet Propulsion Laboratory (Employment).

Budget Augmentation: Restricted fund 01.3

Revenue (2015 - 2016)		
8100	Federal	$250,000
Expenditures		
1000	Academic Salaries	$ 104,168
2000	Non-Academic Salaries	$ 44,000
3000	Employee Benefits	$ 24,442
4000	Supplies and Materials	$ 26,500
5000	Other Operating Expenditures	$ 16,890
6000	Capital Outlay	$ 34,000
Total		$ 250,000

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 6, 2015

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 6

SUBJECT: **AWARD OF BID – CAMPUS ENERGY MANAGEMENT SYSTEM**

SUBMITTED BY: Vice-President, Business and Administration

REQUESTED ACTION: It is recommended that the Board of Trustees award the bid to the lowest responsive bidder for the Campus Energy Management System project.

Bidder	Amount
Compass Energy Solutions	$2,505,880

FUNDING SOURCE: State Proposition 39 Clean Energy Fund, District Capital Fund, And Utility Incentives

COMMENT: This project will install an energy management system for all major campus buildings with air ventilation and air conditioning systems. This will result in significant energy savings and more user comfort. The majority of the cost is covered by state Proposition 39. Three companies qualified, two participated in the project walk-through, and one submitted a bid.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 6, 2015

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 7

SUBJECT: **RESOLUTION OF THE BOARD OF TRUSTEES OF THE SANTA MONICA COMMUNITY COLLEGE DISTRICT OF ITS INTENTION TO RENEW LEASE AGREEMENT WITH NEW CINGULAR WIRELESS PCS, LLC TO OPERATE AND MAINTAIN A CELL SITE ON THE SECOND FLOOR AND ON THE ROOF TOP OF THE ADMINISTRATION BUILDING**

SUBMITTED BY: Vice-President, Business and Administration

REQUESTED ACTION: It is recommended that the Board of Trustees approve the following resolution of its intention to renew a lease with New Cingular Wireless PCS, LLC to operate and maintain a cell site on the second floor and on the roof top of the Administration Building; and sets November 3, 2015, at 7:00 pm, as the date and time for a public hearing on the matter.

SUMMARY: This resolution provides the Board of Trustees ability to renew long-term lease of District's property.

Education Code section 81310 et seq. authorizes the Governing Board of the District to make such dedication after a properly noticed public hearing, if approved by a two-thirds vote of all its members.

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

RESOLUTION OF THE BOARD OF TRUSTEES OF THE SANTA MONICA COMMUNITY COLLEGE DISTRICT OF ITS INTENTION TO DEDICATE BY LEASE AGREEMENT TO RENEW LEASE AGREEMENT WITH NEW CINGULAR WIRELESS PCS, LLC TO OPERATE AND MAINTAIN A CELL SITE ON THE SECOND FLOOR AND ON THE ROOF TOP OF THE ADMINISTRATION BUILDING

WHEREAS, New Cingular Wireless PCS, LLC, a provider for cellular services, has requested that the Santa Monica Community College District dedicate a portion of real property over certain District-owned property to operate and maintain a cell site on the second floor and on the roof top of Administration Building, more specifically described in Exhibit A; and,

WHEREAS, such dedication is in the best interest of the District; and,

WHEREAS, Education Code section 81310 et seq. authorizes the Governing Board of the District to make such dedication after a properly noticed public hearing, if approved by a two-thirds vote of all its members; and,

WHEREAS, a public hearing on the question of such dedication will be held at the regularly scheduled Board of Trustees meeting on November 3, 2015, at 7:00 p.m.

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees of Santa Monica Community College District adopts this resolution of its intention to dedicate the property as described in Exhibit A to New Cingular Wireless PCS, LLC to operate and maintain a cell site on the second floor and on the roof top of Administration Building; and sets November 3, 2015, at 7:00 pm, as the date and time for a public hearing on the matter.

BE IT FURTHER RESOLVED, that the Superintendent/President or his/her designee is hereby authorized and requested to take all steps necessary to provide for proper notice of the hearing.

Exhibit A

Premises: approximately five hundred (500) square feet of total space on the second floor and on the roof top of Administration Building located at 2714 Pico Blvd., Santa Monica, Los Angeles County, California.

Term: The term shall be for five (5) years and shall automatically be extended for four (4) additional five (5) year terms.

Rent: Annual rental of Forty Eight Thousand and 00/100 Dollars ($48,000.00) to be paid in equal monthly installments. Commencing on the first (1st) annual anniversary, and on each annual anniversary of the Commencement Date thereafter, the annual rental shall be increased by three percent (3.0%).

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 8

SUBJECT: **SCHEDULE OF BOARD OF TRUSTEES MEETINGS, 2016**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the following schedule of Board of Trustees meetings for 2016.

SUMMARY: Regular meetings **(in bold)** are scheduled on the first Tuesday of the month, except when indicated otherwise. Generally the third Tuesday of the month is held for special meetings or workshops.

Winter and summer Board Study Sessions are held on the third Tuesday in February and July (hold dates).

January 12, 2016 (second Tuesday)
January 26 (fourth Tuesday - hold)

February 2
February 16 (hold)

March 1

March 15
Winter Study Session

April 5
April 19 (hold)

May 3
May 19 (hold)

June 7
June 21 (hold)

July 5

July 19
Summer Study Session
Board Self-Assessment

August 2
August 16(hold)

September 6

September *20* *(tentative)*
Joint meeting with SMMUSD Board of Education

October 4
October 18 (hold)

November 1
November 15 (hold)

December 6
(election year, may be rescheduled)

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

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	October 6, 2015

INFORMATION ITEM 9

SUBJECT: **SUPERINTENDENT/PRESIDENT SEARCH PROCESS UPDATE**

SUBMITTED BY: Ralph Andersen & Associates

Outlined below for the Board's information is a summary of the search process to date and an overview of upcoming activities in the Superintendent/President Search process.

Recruitment Efforts

Recruitment efforts since the last update continued in both the educational and non-educational sectors, with increased intensity up through September 21st - the deadline for priority consideration. The consultant team followed up on several new leads, as well as former leads, to pique interest and move prospective candidates from undecided to a commitment to apply. One-on-one conversations were conducted to answer questions, address concerns, and highlight opportunities of the Superintendent/ President of Santa Monica College position for 2016 and beyond.

Applicant Pool

The deadline for priority consideration was 4:00 pm September 21, 2015. The Consultant team reviewed all applications in preparation for paper screening by the Search Committee. A total of 67 applications were received, of which 49 were complete and met the minimum qualifications in the position announcement. The applicant pool contains a mix of traditional and non-traditional candidates, including sitting college and university Presidents, Vice Presidents, Provosts, Vice Chancellors, and a wide diversity of experienced professionals from both within and outside of education. Applicants come from California, 11 other states, and several from out of country. All applicants meeting minimum qualifications have been forwarded to the Search Committee for its review, and are also available for review by those Trustees who so desire.

Search Committee Activities

The first meeting of the Search Committee was held September 17, 2015. All committee members were in attendance. The committee received Equal Employment Opportunity (EEO) Training (conducted by the District), signed confidentiality agreements, reviewed the search process and timeline, and was briefed on the status of recruitment efforts. The need for strict confidentiality, open-mindedness, and a fair/ impartial review of the applicants was stressed. All committee members agreed to uphold the Ground Rules, and each member signed a confidentiality statement.

Both staff and community member representatives expressed concern that the Board has reserved the right to interview applicants from the pool that have not been forwarded by the Search Committee. Committee members felt that this sends a message that the Board does not trust its appointed Search Committee to do its job, and asked that this concern be conveyed to the Board. The committee does understand that this is the Board's right, and is proceeding diligently with its work. The committee wants to assure the Board that it is committed to conducting a comprehensive, open-minded, and fair review of each and every qualified applicant.

Following the review of materials and EEO training, the Search Committee identified both interview questions and oral presentations for the Semi-finalist interviews. Preparing the slate of questions and presentations to be asked of all Semi-finalists, prior to the committee reviewing applications, provides yet one more safeguard against personal bias in the review process.

Upcoming Activities

As per its charge by the Board of Trustees, the Search Committee began its paper screening of qualified applicants on September 29th. This review will conclude October 7, 2015.

The next meeting of the Search Committee is October 14, 2015, at which time the committee will discuss its findings and deliberate to select semi-finalists to be invited for interview.

The Search Committee will conduct semi-final interviews on October 29-30, 2015. Following the interviews, a minimum of three finalists will be forwarded to the Board of Trustees for consideration. Greater than three finalists may be forwarded if deemed appropriate by the Search Committee.

Campus meetings, open forums, and interviews by the Board remain scheduled for November 12-13, 2015, with Board deliberation on finalists scheduled for the Special Board Meeting to be held November 17, 2015.

Following contract negotiations, it is anticipated that Board appointment will take place at the December 1, 2015 regular Board Meeting. The start date for the new Superintendent/President will be negotiated, and is expected for January 1, 2016 or thereafter.

Board Updates

Regular updates will continue to be provided to the Board of Trustees throughout the process, including a summary of the Search Committee's work. A summary of the Search Process timetable and upcoming activities is provided below for ease of reference.

Ralph Andersen & Associates continues its commitment to a comprehensive, high-quality search process, including a comprehensive, non-discriminatory, and fair screening process to present highly qualified candidates with a passion for education for the Board to consider in its selection of the next Superintendent/President of the Santa Monica College District.

SEARCH PROCESS TIMETABLE AND ACTIVITIES

Dates	Activities
September 21	Application deadline for priority consideration
September 29 – October 7	Search Committee paper screening
October 14	Second Search Committee Meeting to select Semi-Finalists to invite for interview
October 29-30	Semi-finalist Interviews; Finalists recommended to Board of Trustees
November 12-13	Finalist Campus forums, meetings, and Interviews by Board of Trustees
November 17	Special Board Meeting to deliberate and select Finalist
November 18-30	Contract negotiations with Finalist
December 1	Board Appointment of new Superintendent/President
January 1, 2016 (or thereafter)	Start date for new Superintendent/President of Santa Monica College

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 #10-#27.

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. 10 APPROVAL OF MINUTES

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

September 1, 2015 (Regular Board of Trustees Meeting)
September 17, 2015 (Special Joint Meeting with SMMUSD Board of Education)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 6, 2015

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 11 RATIFICATION OF CONTRACTS AND CONSULTANTS

Approved by: Jeff Shimizu, Interim Superintendent/President
Requested Action: Ratification

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 approval or 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	Academic Success Press, Inc (Paul Nolting)	October 9, 2015 Not to exceed $2,500	This workshop objective via lecture, discussion and group work is to teach faculty and staff to emphasize math study skills through math note-taking, reading, homework, test-taking, assessing test errors, anxiety-reduction techniques, motivation and persistence.	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*				
B	Jennifer J. Jones	July 1, 2015 – June 30, 2016 Not to exceed $2,000	The consultant will provide scenic painting for Theatre Arts productions.	District Funds/ Theatre Arts
Requested by: Perviz Sawoski, Dept. Chair, Theatre Arts *Approved by: Georgia Lorenz, Vice-President, Academic Affairs*				
C	SlideRoom.com	October 12, 2015 – September 12, 2016 Not to exceed $8,000.	SlideRoom.com will host the application and selection process for students applying to the baccalaureate degree program in Interaction Design. This service will supplement the existing SMC application by providing the technology and storage space for applicants to upload a digital portfolio, as well as a system for the admissions selection committee to evaluate and track candidates through the admissions process.	The Chancellor's Office is allocating one-time funds of $350,000 to each college participating in the baccalaureate degree pilot program. A portion of these funds will cover the cost of this software license.
Requested by: Jennifer Merlic, Dean, Instructional Services *Approved by: Georgia Lorenz, Vice-President, Academic Affairs*				

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 11 **RATIFICATION OF CONTRACTS AND CONSULTANTS** *(continued)*

Provider/Contract		Term/Amount	Service	Funding Source
D	Community Partners FBO (for the benefit of) Sustainable Works	September 1 – June 30, 2016 Not to Exceed: $10,000	As part of this cooperative project, Sustainable Works shall be responsible for the following tasks: The Sustainable Worksbook will be revised to highlight the ways in which science and math relate to environmental issues and solutions; Portions of the Worksbook, including the Sustainable Solutions and the Green Jobs Section will be translated into Spanish and students will be encouraged to share this information with their families and community; Green Jobs section will be incorporated in STEM Counseling 12/15 courses. Sustainable Works staff will assist with other activities of this project including but not limited to: Faculty professional development, STEM project meetings, STEM Days.	U.S. Department of Education/HSI STEM (Science, Technology, Engineering, and Mathematics) and Articulation Grant (100%)
Requested by: Melanie Bocanegra, Assoc. Dean of Equity & STEM *Approved by: Georgia Lorenz, Vice-President, Academic Affairs*				
E	Mezun	2015-2016 $4,725 (amendment to annual contract amount approved on July 7, 2015)	SMC International Education Center Recruiting - Web/webinar/seminar advertising/recruiting. This is an amendment to the amount for the services for the 2015-2016 year. The services remain the same.	2015-2016 District Budget/ International Education
Requested by: Kelley Brayton, Dean, International Education *Approved by: Teresita Rodriguez, Vice-President, Enrollment Development*				
F	Dr. LLuliana Alonso Annegret L Huober	August 27, 2015 $700 Fee covers expenses, including travel. $700 Fee covers expenses, including travel.	The consultants provided two workshops during the Fall 2015 Opening Day; each workshop was approximately 80 minutes long and focused on the SMC Alumni Perspective.	2015-2016 Human Resources/ Professional Development (Faculty)
Requested by: Professional Development Committee *Approved by: Marcy Wade, Vice-President, Human Resources*				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 6, 2015

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 11 RATIFICATION OF CONTRACTS AND CONSULTANTS

Provider/Contract		Term/Amount	Service	Funding Source
G	Ellucian Company L.P.	Amendment Not to exceed $13,000 @ $187.00/hr. (amendment to hourly amount approved on July 7, 2015)	Banner Financial Aid Remote consulting services	2015-2016 District Budget/ Financial Aid
Requested by: Steve Myrow, Associate Dean, Financial Aid *Approved by: Teresita Rodriguez, Vice-President, Enrollment Development*				
H	Los Angeles Times	2015-2016 Not to exceed $20,000	The Los Angeles Times will provide a one year, basic digital subscription to the LA Times (latimes.com) free of charge to students. The cost of $1 per student will be charged to the college up to 20,000 subscriptions. The purpose is to increase civic awareness and engagement by students and will serve as an educational tool in many classes. This opportunity will be made available to all currently enrolled students and instructional faculty.	District Budget/ Enrollment Development
Approved by: Teresita Rodriguez, Vice-President, Enrollment Services				
I	SmartThinking Tutoring Services	Amendment: Revised Amount $5,500 (previously approved amount: $5,000)	Purchase of 200 hours of online tutoring for fall online class pilot to run during fall 2015 semester to provide online tutoring for approximately 15 pre-identified classes.	District Funds.
Requested by: Julie Yarrish, Associate Dean, Online Services & Support *Approved by: Georgia Lorenz, Vice-President, Academic Affairs*				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 6, 2015

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 12 SMCCD CALENDAR 2017-2018

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

The SMCCD Calendar 2017-2018 is presented for approval (see Appendix B).

- Summer session starts June 19, 2017
- Regular Fall session starts August 28, 2017
- Winter session starts January 2, 2018
- Spring session starts February 12, 2018
- Approval of SMCCD Calendar, 2016-2017

Comment: The calendar has been approved by the Calendar Committee which includes administrators, Faculty Association representatives and CSEA representatives.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 6, 2015

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 13 ACADEMIC PERSONNEL

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

	EFFECTIVE DATE
ESTABLISH	
Director, Academic Affairs Initiatives	10/7/2015
Comment: Funded 50% by the Title V grant and 50% from Student Equity	10/7/2015
Project Manager, Student Equity	
Comment: Funded 50% by the NASA grant and 50% from Student Equity	10/7/2015
Project Manager, Suicide Prevention Grant (50%)	10/7/2015
ABOLISH	
Project Manager, The Center for Teaching Excellence	10/7/2015
ELECTIONS	
ACADEMIC MANAGEMENT	
Adamson, Gerald, Project Manager, Suicide Prevention Grant (50%)	10/7/2015
Chavarry, Edna, Director, Academic Affairs Initiatives (Interim)	10/7/2015
FULL-TIME FACULTY (Long Term Substitute)	
Smith, Lareen, Instructor, Life Science	Fall 2015
ADMINISTRATIVE SALARY STEP ADJUSTMENT	
Interim Dean of Education Enterprises	7/20/2015
From: Step 3	
To Step 5	
ADJUNCT FACULTY	
Approval/ratification of the hiring of adjunct faculty. (List on file in the Office of Human Resources).	
RETIREMENT	
Geddes, James, Instructor, CSIS (21 years of service)	12/22/2015
Skrobak, Makiko, Instructor, Modern Languages (26 years of service)	12/22/2015

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 6, 2015

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 14 CLASSIFIED PERSONNEL - REGULAR

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

ESTABLISH	EFFECTIVE DATE
Student Services Assistant (1 position) Welcome Center, 12 months, 40 hours Funding Source: SSSP	10/07/15
Student Services Clerk (1 position) Scholars Office, 11 months, 40 hours	10/07/15
Stage Construction Technician – Lighting (1 position) PAC, 12 months, 40 hours, varied Hours	10/07/15
Receiving, Stockroom and Delivery Worker (1 position) Bookstore, 12 months, 40 hours	10/07/15
ABOLISH	
Administrative Assistant I, (1 position) Fiscal Services, 12 months, 40 hours	10/07/15
Chief Director of Facilities Management (1 position) Facilities, 12 months, 40 hours	10/07/15
Director, Fiscal Services (1 position) Fiscal Services, 12 months, 40 hours	10/07/15
Entertainment Technology Services Manager (1 position) AET, 12 months, 40 hours	10/07/15
ESTABLISH NEW CLASS DESCRIPTION AND SALARY ALLOCATION	
EOPS/CARE Supervisor (1 position) EOPS/CARE, 12 months, 40 hours M15 on the Classified Management salary schedule	10/06/15
SALARY REALLOCATION	
Classification: Director, Management Information Systems Current Range: Range M37 on the Classified Management Salary Schedule Proposed Range: Range A15 on the Classified Administrator Salary Schedule	10/01/15
Classification: Director of Network Services & Telecommunications Current Range: Range M32 on the Classified Management Salary Schedule Proposed Range: Range A15 on the Classified Administrator Salary Schedule	10/01/15

ACCELERATED HIRING RATE

POSITION	
Supervising Personnel Analyst	Step E
Registered Nurse – Health Services	Step E

Reference Merit Rule 12.2.4 (A)

All new employees shall be appointed at the hiring rate for the class as approved by the Personnel Commission. The hiring rate shall be the first step of the schedule except for classes where recruitment efforts have indicated difficulty in recruiting at that step. An accelerated hiring rate may be set with the approval of the Board and the Personnel Commission at any step on the schedule of the class. If an accelerated hiring rate is approved, all current employees in the class shall be advanced to that rate and shall begin a new cycle of step advancement.

LONGEVITY PAY

Effective January 1, 2016, Classified 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. Extended longevity compensation may be approved by the Superintendent/President.

ELECTIONS	EFFECTIVE DATE
PROBATIONARY	
Ingro, Tiffany, Administrative Assistant II, Outreach Office	09/28/15
Moreno, Kimberly, Administrative Assistant I, Career Services Center	09/28/15
Sanabria, Milton, Administrative Assistant I, Admissions and Records	10/12/15
PROBATIONARY/ADVANCE STEP PLACEMENT	
Chavez, Gloria, HR Analyst – Employee & Labor Relations – Conf., HR (Step C)	10/05/15
Contreras, Hugo, Journey Trade- Plumbing, Maintenance (Step C)	10/05/15
Gurjian, Amy, Classification & Compensation Manager, Personnel Commission (Step C)	10/01/15
Medina-Martin, Flavio, HR Analyst – Employee & Labor Relations – Conf., HR (Step C)	10/19/15
Nakagawa, Leslie, Student Services Assistant, IEC (Step C)	10/07/15
Prieto, Fabio, Administrative Clerk, Media Services/Reprographics (Step B)	10/05/15
Wolf, Janet, Administrative Assistant II, International Education Center (Step C)	10/12/15

WORKING OUT OF CLASSIFICATION (PROVISIONAL) - EXTENSION

Dawson, Kerry 08/31/15 - 12/23/15
To: Athletic Equipment Specialist, 100%
From: Athletic Activities Assistant, 40 hours, varied
Comment: Date adjustment from 9/1/15 meeting, not to exceed 90 working days per fiscal year

Karen Monzon 09/21-11/25/15
To: Supervising Personnel Analyst, 100%
From: Personnel Analyst not to exceed 90 working days per fiscal year
Comment: increased from 50% to 100%, not to exceed 90 working days per fiscal year

Thomas, Lori 07/27 - 09/21/15
To: Human Resources Specialist, 100%
From: Administrative Clerk
Comment: Date adjustment from 8/4/15 meeting

PROMOTION

Kang, Joan 10/01/15
From: Student Services Specialist – Admissions and Records
To: Senior Career Services Advisor, Career Services

Ruezga, Estela 09/11/15
From: Student Services Specialist – Admissions and Records
To: Senior Student Services Specialist – Admissions and Records

Yahnian, Vanan 09/21/15
From: Administrative Assistant I, SMC/UCLA STEM
To: Student Services Specialist - Supplemental Instruction

SEPARATION LAST DAY OF PAID SERVICE

RESIGNATION

Demetro, Marcy, Instructional Assistant – Learning Disabilities, DSC 10/07/15

RELEASED

Narrie, Christopher, Bookstores Sales Clerk, Bookstore 09/04/15

RETIREMENT

Knox, Debra, Human Resources Specialist, Human Resources (5 years) 12/30/15

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 6, 2015

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 15 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.

Black, William, Instructional Assistant – Math	8/31/15-12/31/15
Brown, Carla, Student Services Clerk, Bursars Office	8/17/15-9/11/15
Chavel, Sean, Student Services Clerk, Bursars Office	8/17/15-9/11/15
Doran-Sheeran, Patrick, Accompanist – Dance	9/1/15-12/31/15
Esteban, Martin, Shuttle Driver, TRIO	9/2/15-12/31/15
Gonzalez, Arturo, Groundskeeper/Gardener, Grounds	8/17/15-12/23/15
Gorbea, Carla, Instructional Assistant – Math	9/4/15-12/31/15
Kobashi, Todd, Laboratory Technician – Art	8/31/15-12/31/15
Lemke, Connie, Student Services Clerk, Bursars Office	8/17/15-9/11/15
Martinez, Ricardo, Athletic Trainer, Athletics	8/24/15-11/13/15
Ozello, Anne, Athletic Trainer, Athletics	8/24/15-11/13/15
Monzon, Ana, Student Services Clerk, Bursars Office	8/17/15-9/11/15
Phillips, Elizabeth, Theatre Technical Specialist, SMC PAC	8/1/15-12/31/15
Spilny, Valerie, Accompanist – Dance	9/1/15-12/31/15

PROVISIONAL EXTENDED

Sprigg, Rebecca, Buyer II, Purchasing	9/5/15-12/23/15
Stein, Jacob, Instructional Assistant – learning Disabilities, DSC	8/1/15-12/23/15

LIMITED TERM: Positions established to perform duties not expected to exceed 6 months in one Fiscal Year or positions established to replace temporarily absent employees; all appointments are made from eligibility lists

Edwards, Flor, Instructional Assistant – English	8/31/15-12/31/15
Johnson, BrieAnne, Instructional Assistant – English	8/31/15-12/31/15
Gutierrez, Gustavo, Groundskeeper/Gardener, Grounds	7/1/15-12/16/15
Manookian, Noel, Instructional Assistant – Math	8/31/15-12/31/15
Meserve, Pamela, Student Services Clerk, Bursars Office	8/17/15-9/11/15
Okonoboh, Barry, Instructional Assistant – Math	8/31/15-12/31/15
Santana, Christina, Student Services Clerk, Bursars Office	8/17/15-9/11/15
Soloki, Sarah, Instructional Assistant – English	8/31/15-12/31/15
Valdiviezo, Raymond, Student Services Clerk, Scholars Program	9/9/15-12/31/15

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 6, 2015

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 16 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)	80
College Work-Study Student Assistant, $10.00/hour (FWS)	186

SPECIAL SERVICE

Recreation Director II, $10.59/hour	0
Art Model, $23.00/hour	3
Art Model w/ Costume, $26.00/hour	7
Community Services Specialist I, $35.00/hour	3
Community Serviced Specialist II, $50.00/hour	3

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 FACILITIES

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

17-A CHANGE ORDER NO. 9 – AET CAMPUS AND PARKING STRUCTURE A

Change Order No. 9 – C.W. Driver on the AET PARKING STRUCTURE A portion of the project in the amount of $47,346.

Original Contract Amount	$59,160,000
Previously Approved Change Orders (AET Campus)	$ 162,798
Previously Approved Change Orders (AET Parking Structure A)	$ 441,074
Change Order No. 9 – AET Parking Structure A	$ 47,346
Revised Contract Amount	$59,811,218

Change Order No. 9 for the AET Parking Structure A portion of the project may result in a change to the contract length.

Funding Source: Measure AA

Comment: Change Order No. 9 for the Parking Structure includes labor and material to furnish and install additional rebar, concrete and waterproofing for the sump pump and sewer ejector pits, install waste line, floor sink, water line and pumped condensate at vending machine area, modify hardware sets at select locations, furnish and install scupper and downspout at the elevator roof and incorporate new canopy and stucco wall details at elevator. Change Order No. 9 for AET Parking Structure A is being processed as Unilateral Change Order.

17-B SUBCONTRACTOR SUBSTITUTION REQUEST – HEALTH, PE, FITNESS, DANCE AND CENTRAL PLANT

Accept Bernard Bros. Subcontractor Substitution Request on the Health, PE, Fitness, Dance and Central Plant project.

Listed Subcontractor	Requested Substitution
Pacific Single Ply	Best Contracting Services

Funding Source: Measure AA

Comment: Bernards Bros., the General Contractor for the Health, PE, Fitness, Dance and Central Plant project, has requested to substitute their listed Subcontractor, Pacific Single Ply with Best Contracting Services for the Roofing portion of the project. Bernards Bros. stated Pacific Single Ply has failed to execute a written contract based on the general terms, conditions, plans and specifications of the project as grounds for the proposed substitution. Per the general conditions of the contract, the District's consent to contractor's substitution of a listed subcontractor shall not relieve the contractor from its obligation to complete the work within the contract time and for the contract price.

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 **FACILITIES (***continued)*

17-C CHANGE ORDER NO. 4 – HEALTH, PE, FITNESS, DANCE AND CENTRAL PLANT

Change Order No. 4 – BERNARDS BROS. on the Health, PE, Fitness, Dance and Central Plant project in the amount of $65,454.

Original Contract Amount	$ 39,556,000
Previously Approved Change Orders	$ 234,002
Change Order No. 4	$ 65,454
Revised Contract Amount	$ 39,855,456

This change order results in no change to the contract length

Funding Source: Measure AA

Comment: Change Order No. 4 provides labor and material costs to temporarily re-route existing water line that was supplying water to the HSS Building via the demolished P.E. building, for additional sound wall north of the existing P.E. Building as well as the scaffold towers and sound blankets on two sides for the HSS Building for the period of one year. It also includes costs for cellular concrete pressure grouting at Room 100A, 8'x10' storage container in the athletic field for fourteen months and the additional electrical work associated with the new sump pumps at the new Health and PE Building basement. Also included is a credit for the cost of tests and inspections exceeding 8 hours in one day or conducted during weekends and/or holidays.

17-D CORRECTION TO AGREEMENT FOR CIVIL ENGINEERING SERVICES MK ENGINEERING– DONALD DOUGLAS LOOP SOUTH

An incorrect original contract amount for MK Engineering was submitted for approval on the agenda for the September 2015 Board of Trustees meeting. The correct original contract amount and revised total contract amount is listed below.

Original Contract Amount	$47,140
Amendment # 1	$12,165
Total To Date	$59,305

Funding Source: Measure AA

Comment: There was a typographical error in the original amount and therefore the total amount. Incorrect original contact amount was listed as $38,000 and incorrect total to date amount was $50,165. Correct original amount is $47,140 and correct total to date amount is $59,305.

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 **FACILITIES (***continued)*

17-E CHANGE ORDER NO. 15 – INFORMATION TECHNOLOGY RELOCATION

Change Order No. 15 – BERNARDS BROS. on the Information Technology (IT) Relocation project in the amount of $16,879.

Original Contract Amount	$12,392,000
Previously Approved Change Orders	$ 1,748,305
Change Order No. 15	$ 16,879
Revised Contract Amount	$14,157,184

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

Funding Source: Measure AA

Comment: Change Order No. 15 includes labor and material costs to provide Concrete #3 Ardex coating in Media Center concrete floors, installation of a new emergency exit door in exterior wall. Also includes costs to demolish eight (8) steel bollards and chip down concrete below grade and costs to repair damaged water line during removal of the bollards as well as cost to remove two backflow preventers as requested by the City of Santa Monica, installation of a gate valve and repaired landscape area. Change Order also includes a credit to omit security head-end equipment form project scope.

17-F OWNER CONTROLLED INSURANCE PROGRAM EXTENSION – INFORMATION TECHNOLOGY RELOCATION

Extend the Owner Controlled Insurance Program (OCIP) for the Information Technology (IT) Relocation project through ARTHUR J. GALLAGHER & CO. INSURANCE BROKERS OF CALIFORNIA, INC. for an amount not to exceed $50,000.

Funding Source: Measure AA

Comment: The District is providing insurance for this project in lieu of contractor provided insurance. The policy expired on August 31, 2015 and must be extended until the project is fully complete. OCIP covers Workers Compensation and Commercial Liability. Insurance to be extended through December 31, 2015.

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 **FACILITIES (***continued)*

17-G AMENDMENT NO. 10 TO AGREEMENT FOR ARCHITECTURAL SERVICES – ACADEMY OF ENTERTAINMENT AND TECHNOLOGY

Amend agreement with CLIVE WILKINSON ARCHITECTS for the Academy of Entertainment and Technology project for $163,500 plus reimbursable expenses.

Original Contract Amount	$5,550,000
Amendment No. 1	496,000
Amendment No. 2	78,868
Amendment No. 3	121,095
Amendment No. 4	74,500
Amendment No. 5	144,126
Amendment No. 6	2,925
Amendment No. 7	109,585
Amendment No. 8	90,585
Amendment No. 9	94,500
Amendment No. 10	$163,500
Revised Contract Amount	$6,925.684

Funding Source: Measure AA

Comment: The architect's base contract for construction administration assumed a 23 month construction duration ending June 2015. The project is just at the mid-point of construction. This amendment will allow the architect to continue services through December of 2015. Additional fees may be required beyond that point to complete the project.

17-H AMENDMENT NO. 1 TO AGREEMENT FOR ARCHITECTURAL SERVICES – EARLY CHILDHOOD EDUCATION CENTER

Amend agreement with CARDE TEN ARCHITECTS for the Early Childhood Education Center project for $16,000 plus reimbursable expenses.

Original Contract Amount	$1,079,000
Amendment No. 1	16,000
Revised Contract Amount	$1,095,000

Funding Source: Measure AA

Comment: Facilities has completed the review process with the City of Santa Monica and the projects working group. The project's scope has changed somewhat through a long planning and approval process and the architect has requested compensation for the additional services. Construction documents are being finalized for submittal to the Division of the State Architect (DSA) later this year.

BOARD OF TRUSTEES Santa Monica Community College District	ACTION October 6, 2015

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 18 AUTHORIZATION OF SIGNATURES, 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 academic and classified managers to sign District documents are indicated for 2015-2016.

Name/Title	Invoices	Contracts
Wiley Bausum. Artistic Director SMC Performing Arts Center	X	
Patrica Burson, Director (Interim) Library and Information Services	X	
Denise Henninger Deaf and Hard of Hearing Supervisor (Interim)	X	
Georgia Lorenz Vice-President, Academic Affairs	X	X
Lizzy Moore, Dean (Interim) SMC Foundation/Institutional Advancement	X	
Lisa Winter Compliance Administrator/Title IX Coordinator	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 and payments on contracts. The auditing system at LACOE reviews each phase of the payment process including the authorized signatures approved by the Board.

Education Code Section 85233 states: "No order on the funds of any district shall be approved by the county superintendent of schools unless the signatures are on file in the Superintendent's Office and he/she is satisfied that the signatures on the order are those of persons authorized to sign the order."

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 BUDGET TRANSFERS

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

19-A FUND 01.0 – GENERAL FUND - UNRESTRICTED
Period: July 1, 2015 thru September 21, 2015

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	77,309
3000	Benefits	0
4000	Supplies	-768
5000	Contract Services/Operating Exp	11,334
6000	Sites/Buildings/Equipment	25,716
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-113,591
Net Total:		0

19-B FUND 01.3 – GENERAL FUND - RESTRICTED
Period: July 1, 2015 thru September 21, 2015

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	-380
5000	Contract Services/Operating Exp	0
6000	Sites/Buildings/Equipment	380
7000	Other Outgo/Student Payments	0
Net Total:		0

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 6, 2015

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 20 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

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

Title of Grant:	Partnership for Education, Articulation, and Coordination through Higher Education "PEACH"
Granting Agency:	Los Angeles Universal Preschool (LAUP)
Augmentation Amount:	$14,400
Matching Funds:	NA
Performance Period:	July 1, 2015 – June 30, 2016
Summary:	PEACH works with faculty from colleges and universities to create a BA program and credential in early care and education, establish a PhD or EdD in early childhood education leadership and create trainers' certification criteria. These funds will provide stipend (Fall) and class release time (Spring) to Program Developer for attending and participating in monthly PEACH meetings and subcommittee meetings and assisting in the development of proposed annual work for the PEACH program and implementation of the PEACH Program Scope of Work.

Budget Augmentation: Restricted Fund 01.3

Revenue		
8800	Local	$ 14,400
Expenditures		
1000	Academic Salaries	$ 11,500
2000	Non-Academic Salaries	$ 0
3000	Employee Benefits	$ 2,900
4000	Supplies & Materials	$ 0
5000	Other Operating Expenditures	$ 0
6000	Capital Outlay	$ 0
7000	Other Outgo	$ 0
Total		**$ 14,400**

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 20 **ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION** *(continued)*

Title of Grant: California Early Childhood Mentor Program (CECMP)
Granting Agency: California Department of Education/Chabot College
Augmentation Amount: $1,584
Matching Funds: NA
Performance Period: August 1, 2015 – July 31, 2016
Summary: The CECMP provides resources and support to aspiring and experienced teachers and administrators in programs serving children birth to five and before- and after-school programs. This program partially reimburses instructor's salary for one section of ECE 48 offered during current school year. This program provides Mentors for the Early Childhood Field Experience students in the Fall and Spring Semester.

Budget Augmentation: Restricted Fund 01.3

Revenue		
8800	Local	$ 1,584
Expenditures		
1000	Academic Salaries	$ 1,584
2000	Non-Academic Salaries	$ 0
3000	Employee Benefits	$ 0
4000	Supplies & Materials	$ 0
5000	Other Operating Expenditures	$ 0
6000	Capital Outlay	$ 0
7000	Other Outgo	$ 0
Total		**$ 1,584**

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 21 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
August 1 - 31, 2015 6626 through 6666 $12,780,000.89

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

RECOMMENDATION NO. 22 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
August 1 – August 31, 2015 C1A – E4C $10,042,941.19

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

RECOMMENDATION NO. 23 REISSUE OF WARRANT

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

The reissue of a void warrant dated 06-21-2010 payable to Liset Llerenas in the amount of $456.72.

Comment: Warrants not presented to the county treasurer within six months are void; therefore it is requested that LACOE draw a new warrant to replace the expired warrant for temporary classified employee Liset Llerenas.

RECOMMENDATION NO. 24 AUXILIARY PAYMENTS AND PURCHASE ORDERS

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

Auxiliary Operations Payments and Purchase Orders
August 1 – 31, 2015

Bookstore fund Payments	$ 401,901.30
Other Auxiliary Fund Payments	$ 23,690.50
Trust Fund Payments	$ 310,258.88
TOTAL	$735,849.88

Purchase Orders issued August 1 – 31, 2015 $125,855.91

Comment: 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.

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 25 ORGANIZATIONAL MEMBERSHIPS, 2014-2015

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

October 1, 2015	Number of Memberships	Amount
	9	$26,644.84

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. 26 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. 27 PURCHASING

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

27-A AWARD OF PURCHASE ORDERS

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

August 1 – August 31, 2015 $5,008,519.54

X. REPORTS FROM DPAC CONSTITUENCIES

- Associated Students
- CSEA
- Faculty Association
- Management Association

XI. BOARD COMMENTS AND REQUESTS

XII. ADJOURNMENT

The meeting will be adjourned in memory of Paul McCoy, Payroll Specialist.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, November 3, 2015** at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

The agenda for the next meeting will include the following:

- Resolution: Veterans Awareness Week
- Appointment of Personnel Commissioner
- 2015-2016 Quarterly Budget Report and 311Q
- Reports:
  Transportation/Sustainability

APPENDIX A

INFORMATION ITEM 1

SUBJECT: RESOURCE DEVELOPMENT – SMC FOUNDATION UPDATE

PURPOSE
The Purpose of the Foundation as set forth in its articles of incorporation are to:

- Promote, foster and help provide scientific, literary, educational and recreational programs and facilities at Santa Monica College;
- Provide scholarships, fellowships, grants, loans and other financial assistance to approved students, members of the faculty, alumni and programs of Santa Monica College and its entities;
- Promote and foster educational programs including but not limited to the visual and performing arts, broadcast and emeritus partners as entities of Santa Monica College;
- Raise and expend monies for the general welfare of the students, staff, faculty and programs of Santa Monica College and it entities;
- Receive gifts, bequests or devises either outright or as trustee or beneficiary of a trust; to hold, transfer, buy sell, invest or reinvest real property, cash, stocks and bonds and all other evidences of value.

VISION
The vision of the SMC Foundation is to be a preeminent community college foundation reflecting the value and economy of our creative community and greater Los Angeles, California.

MOTTO
Where Optimism Lives

REFLECT. The top of the 2014-15 academic year was populated with immediate administrative changes that required the Foundation to reflect and restructure. Thanks to a deeply committed Board of Directors and new, interim leadership, the Foundation quickly resurfaced as a source of support, fundraising and community outreach. This report will feature various touch points of Foundation integration, brand elevation and engagement while simultaneously stabilizing its position as a valuable resource to SMC.

The Foundation continues to gain the trust and confidence of faculty and administration due to our consistent actions and visibility. The conversation has shifted from doubt and despair to reliable, refreshed and collaborative at its core. It's important to recognize this growth for without the acknowledgment, we cannot see our potential and growth.

The Foundation is on the right course for success and steady growth. Where it once lacked processes and protocol, we are on point and working through constant refinement of our operating systems. We are – for the first time in three years – on task and calendar with all governance related matters. Our bylaws are sound, in compliance and adhere to their intent with regularity.

Thanks to Board of Director's leadership and commitment, we're constantly examining best practices. In an effort to assure that the Foundation's business assets and practices are sound, we are in the midst of reviewing our investment banking firm as well as our auditing services. A formal RFP process is currently underway, with the CFO and finance committee leading these efforts. We've brought new, engaged leadership onto the Board with members actively participating in their revised role as fundraising Directors. New staff has been added to deliver a first-rate outcome of services to our clientele – students, programs, donors, alike.

OVERARCHING FOUNDATION GOALS

- Increase Student Equity *by providing more scholarships and program support*
- Ensure Best In Class Education *through endowed faculty chairs/departments*
- Eliminate Dependency on Reserve *by increasing annual fund revenue*

FINANCIALS

As of June 30, 2015, the SMC Foundation had assets of approximately $21,000,000. The majority of these assets are restricted.

As mentioned earlier, the 2014-15 fiscal year was a time of transition, rebuilding of infrastructure and goal setting, which has positioned the Foundation successfully to move forward and meet the financial needs of the organization's health as well as strengthening its assistance to the College. Total contributions for FY15 was $1,185,851, and while slightly less than FY14 ($1,419,696), the momentum established in the latter half of the fiscal year has continued into this current fiscal year, receiving over $248,000 in scholarship contributions in this first quarter of FY16 alone.

In addition, the SMC Foundation Board of Directors has approved a budget that incorporates the fundraising objectives previously touched upon, while increasing its financial commitment to the College for scholarships, faculty grants and student programming. Total programming support for the past three years is listed below:

Fiscal Year	Scholarships	Other Programs	Total Distributions
FY 2013	$ 660,896	$ 937,901	$ 1,598,797
FY 2014	698,632	944,394	1,643,026
FY 2015	820,515	829,181	1,649,969

OUR IMPACT: SCHOLARSHIPS AND GRANTS

For Students. Over the 2014-15 academic year, SMCF distributed in excess of $909,000 in student direct impact through scholarships including Global Studies, Young Collegians, President's Ambassadors and Dale Ride internships. Support for the same fiscal year exceeded $633,000 for student-centric programs including the Veterans' Resource Center, the Public Policy Institute, Emeritus College, and the Alumni Program to name a few.

For Faculty. The Foundation expanded the President's Circle Award for Innovation & Progress to two departments for the 2015-16 cycle. The Design Technology department received a grant for $18,000 to train professors to become certified Avid and ProTools instructors and qualify SMC as an *Avid Learning Partner (ALP*). The second grant was awarded to the Forum for Cultural Diversity in the Sciences. A group of physical and life sciences professors partnered with the STEM Initiative and the student support programs – Adelante and Black Collegians – to receive a $15,000 grant to build cultural awareness among science faculty.

The Foundation also named Physical Sciences professor Dr. James Murphy as the winner of the Northrup Grumman and Marvin Elkin Chair of Excellence Award in Physical Sciences. Dr. Murphy will use the $15,000 award over a period of three years to lead independent studies and other extra-curricular projects where students will build – and characterize – hydrogen fuel cells, which have been used in the space program and also in energy-efficient automobiles.

Thirteen Margin of Excellence mini-grants were awarded in varying amounts totaling $43,513. The awards served the following areas of study and support: Art, Business, Dance, Disabled Students Center, Earth Sciences, History, Life Sciences, Physical Sciences, and Math departments, as well as the Library and the Career Technical Education division. In 2014-15, the Chairs of Excellence Grant and the Margins of Excellence grants distributed totaled $106,572.

Program Support & Outreach. The new Foundation team has actively worked to serve as both a resource and service center, assisting in the efforts of many programs across campus. The partnership with various faculty and program leads has proven mutually beneficial by providing access and financial support while deepening the rapport between the advancement arm of the college and its constituents. The Foundation team includes Interim Dean of Institutional Advancement Lizzy Moore, Associate Director/CFO Chip Potts, Development Director John Stanwyck, Operations & Project Manager Agnes Lupa, Database & Project Manager Raquel Castellanos, Administrative Assistant Moni Akiwowo, and Mayra Islas, our rock star student worker. Below is a partial list of programs the Foundation supported.

- **Applied Music Program.** In an effort to increase profile and interest prior to the joint SMC Opera-SMC Chamber Choir production of Purcell's "Dido and Aeneas," the Foundation hosted a *friendraiser* for the applied music program. The cocktail reception at the private home of board member Mark Ivener included several student performances and garnered tremendous interest and intrigue from potential new donors. Additionally, the Foundation provided financial support and marketing services to the spring production.

- **Associated Students** and the Foundation engaged in a partnership, when AS was faced with logistical challenges. As one of two sponsors for this past April's Consent Month activities, the Foundation was responsible for securing the finale film screening of *The Hunting Grounds.* In addition, the film's director and producer spoke to hundreds of students at the Broad Stage.

- **IxD Baccalaureate Degree.** With an influx of support from companies that included Universal Pictures, Partners Trust, Sony Pictures Entertainment, Paramount Studios, Warner Bros. Studios and others, the Foundation played a key role in solidifying letters of support from president level executives, expressing their backing and endorsement of the Bachelor's Degree in Interaction Design. These efforts were replicated in a second round of concentrated support to help cement SMC's position with the state.

- **Center for Teaching Excellence** was responsible for bringing forward the keynote speaker for the district wide professional development day. The Foundation partnered with the Center to host a VIP reception for Dr. Pedro Noguera and other notable SMC guests. The Center's Faculty Summer Institute received a Margins of Excellence grant to support its auxiliary efforts. In September, the Foundation invited Dr. Roberto Gonzalez and Edna Chavarry to present the CTE program to the Board, which garnered an additional financial contribution by a board member compelled to support the program's efforts.

- **Emeritus College** celebrated its 40th Anniversary this year. The Foundation worked closely with the Emeritus administration to design a robust schedule of events across the month of May. Both in-kind and cash sponsorship were secured. A successful outreach campaign coupled with ongoing efforts brought the total raised to more than $187,000 in 2014-15. We also produced the annual 250 Club luncheon, to recognize Emeritus donors. Our efforts moving forward will include a new marketing campaign, fundraising integration, and steps to develop a robust planned giving program.

- **Film Production.** The Foundation has been deeply committed to the film production program providing grants and scholarships totaling $45,152 since its inception in FY12. This past year, we were called upon to provide funding and resources to enable student participation in an international film festival. Additionally, the Foundation subsidized the final editing process for a student film project in order for it to meet deadlines and eligibility for festival consideration.

- **Guardian Scholars.** Following a successful holiday partnership with Whole Foods Market courtesy of the Foundation, we again partnered to produce the first *Guardian Scholar's Resource Fair*. The program included visits from the S. Mark Taper Foundation leadership as well as representatives from Senator Ben Allen's office. The program received an S. Mark Taper grant for $40,000, an effort led by the Foundation.

- **New Faculty Reception.** The Foundation hosted a welcome reception for all new full time faculty, their mentors and other SMC key leaders. The successful event was designed to engage new faculty with their assigned veteran mentors and introduce them to the Foundation's resources.

- **Public Policy Institute.** The Public Policy Institute and the Foundation partnered for this year's annual symposium. In our role, we helped to re-brand the program, adding a new vitality to the schedule of events. We leveraged our resources to secure relevant panelists, content and partnerships, positioning the events as a portal for fundraising activity in the future. The Foundation was responsible for securing two films, several panelists including the film's producers and director, and for mounting a social media campaign to interface with the program's first live stream, which included tweets from Maria Shriver. The integrated live stream of the symposium's capstone event on PPI's homepage was sent across the nation to over 200 public and private universities and colleges that offer Public Policy programs. The content is permanently available for viewing on SMC's YouTube channel.

- **Scholarship Ceremony.** Each year, the Foundation produces and hosts the scholarship ceremony and post reception, serving 1,000 attendees including 450 student scholarship recipients. Noteworthy to this year, we secured Coffee Bean & Tea Leaf to sponsor and cover the major costs of the event.

- **VIP Welcome Day.** Since 2004, the Foundation has provided financial support totaling $60,000 to this event for first year students. For FY15, in addition to the funding, the Foundation authentically integrated with the festivities, hosting a booth and connecting with students and their families.

BRANDING • MARKETING • ONLINE

President's Circle Campaign. The Foundation was charged with rebranding some of its existing programs as well as inventing ways to engage in meaningful dialogue with donors interested in an annual fund campaign. Today, we have newly designed materials for the President's Circle, with a new tier of giving connecting the donor directly to understand their gift impact.

Where Giving Meets Gratitude. The Foundation has launched an effort to authentically thank its donors – aptly named *Campaign Gratitude.* The emphasis of this outreach includes a multipronged approach to express our deep appreciation by informing the donors of our recent distribution of funds through a customized report card and accompanying letter from the Foundation Chair and interim President. Part two of the campaign will hit donors in October, where they will receive a special gift courtesy of SMCF and KCRW: Each donor who contributed at least $100 or more in FY15 will receive a 12 month subscription to KCRW's fringe benefit program. The final phase will include a holiday greeting capturing the most important voice: The students.

Public Policy Institute Brochure. Since the inception of the Public Policy Institute at SMC, there's been a need to develop and design a marketing piece for a robust giving campaign – one that captures the essence of the program while illuminating the possibilities with a potential donor. The Foundation has taken the lead to develop these materials from concept to completion.

Media and Design Campus Campaign Material. A capital campaign starts with a vision to fund a major project. That vision has been underway on the new campus where the design technology department among others will call home. The Foundation has been tasked with producing the marketing piece as a first step to a capital campaign.

Social Media/Online Integration. The Foundation continues to step up its efforts to increase its visibility, online voice, and integrated effort cohesively with SMC's online presence. The Foundation has worked closely with SMC leadership from various departments including Community and Academic Relations and Public Information Office to synchronize the online marketing efforts. Example outlined below:

- *Art's Table:* The Foundation and Santa Monica based restaurant Art's Table (named after long time SMC historian and professor Art Verge) promoted a multi-holiday weekend fundraiser for Father's Day and Labor Day. The beneficiary: *The Art Verge Study Abroad Scholarship* at SMC. The event was publicized via SMC press release, social media, local papers and banners, linking to the SMC Foundation donation page.

Stewardship of Community Giving. This year, the Foundation helped several families memorialize loved ones that they have recently lost, through specially named scholarship and program funds. As such, we created online donation portals that the families were able to pass on to friends and family members who wanted to contribute in memory of these individuals. Examples include:

- Noah Dewitt Fund benefitting the Early Childhood Education Center
- Judge David B. Finkel Social Justice Scholarship
- Sarah Stegman-Wise Scholarship for STEM

ADVANCEMENT GOALS

Board Dues & Membership: The Board of Directors adopted a *give and get* contribution policy, whereby all new members are asked to contribute $5,000 and to raise an additional $5,000. In FY15, we added two new board members with the goal of increasing the board size from 13 to 17 members by the end of FY16.

President's Circle Membership: This category of unrestricted funds provide the greatest latitude for annual contributions to various programs and fulfilling student needs. Over the past eight years, there has been a significant decline in President's Circle membership. We have actively adopted the goal to restore membership levels, raising the number from 36 to 70 by the end of FY16.

Corporate Sponsorship: With a conscious understanding and collaborative approach, the Foundation intends on leveraging various events to raise $65,000 by the end of FY16, targeting local small businesses and corporations.

Major Gifts: The abundance of outstanding academic and student support programs are the means by which we believe we can attract donors to SMC. The goal is to raise $150,000 to support these efforts over the next 12 months.

Lower Level Giving: The SMC Associates Program is the perfect portal to engage our community members with a price point that is both affordable and comes with a direct outcome of goods and services. The Foundation is working with the program to identify ways to increase membership in this outstanding program that provides direct consumer impact. Our goal is to increase new donors for lower level giving by 20 percent.

DRAFT

SANTA MONICA COMMUNITY COLLEGE DISTRICT CALENDAR 2017 - 2018

JUNE 2017

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	[14]	[15]	[16]	17
18	**19**	20	21	22	23	24
25	26	27	28	29	30	

JULY 2017

S	M	T	W	T	F	S
						1
2	3	**4**	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 2017

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	[14]	[15]	[16]	[17]	[18]	19
20	[21]	[22]	[23]	[24]	[25]	26
27	**28**	29	30	31		

SEPTEMBER 2017

S	M	T	W	T	F	S
					1	2
3	**4**	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	**10**	11
12	13	14	15	16	17	18
19	20	21	22	**23**	**24**	25
26	27	28	29	30		

DECEMBER 2017

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	[20]	[21]	22	23
24	**25**	26	27	28	29	30
31						

JANUARY 2018

S	M	T	W	T	F	S
	1	**2**	3	4	5	6
7	8	9	10	11	12	13
14	**15**	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2018

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	**9**	10
11	**12**	13	14	15	16	17
18	**19**	20	21	22	23	24
25	26	27	28			

MARCH 2018

S	M	T	W	T	F	S
				1	[2]	3
4	5	6	7	8	9	10
11	12	[13]	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2018

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	[9]	[10]	[11]	[12]	[13]	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2018

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	**28**	29	30	31		

JUNE 2018

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	[13]	[14]	[15]	[16]
[17]	**18**	19	20	21	22	23
24	25	26	27	28	29	30

JULY 2018

S	M	T	W	T	F	S
1	2	3	**4**	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST 2018

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	[13]	[14]	[15]	[16]	[17]	18
19	[20]	[21]	[22]	[23]	[24]	25
26	**27**	28	29	30	21	

LEGEND

- First day of semester or session
- Finals Schedule
- Legal Holiday- Broken boxes, date is **bold** & **red**; Classes not in session/campus closed [If Friday is a holiday, there is no class on Saturday; if Monday is a Legal Holiday, there is no class on Sunday.]
- Campus Closed: Box denotes classes not in session/campus & offices closed
- Faculty Flex Day: Date in **red** double box - see below for more information on Faculty Flex Days
- [ ] NO CLASSES/Campus open: Brackets denotes classes not in session/campus & offices open

LEGAL HOLIDAYS

June - December 2017	
Independence Day:	Tuesday, July 4, 2017
Labor Day:	Monday, Sept. 4, 2017
Veterans' Day (observed):	Friday, Nov. 10, 2017
Thanksgiving Day:	Thursday, Nov. 23, 2017
Admission's Day:*	Friday, Nov. 24, 2017
Christmas Day:	Monday, Dec. 25, 2017

* In lieu of Sept. 10

January - August 2018	
New Year's Day:	Monday, Jan. 1, 2018
Martin Luther King Day:	Monday, Jan. 15, 2018
Lincoln's Day:	Friday, Feb. 9, 2018
Presidents' Day:	Monday, Feb. 19, 2018
Memorial Day:	Monday, May 28, 2018
Independence Day:	Wednesday, July 4, 2018
Cesar Chavez Day (12-Month Classified):	April 9, 2018
Cesar Chavez Day (11-Month Classified):	Float*

*To be taken between Mar. 31 and Dec. 31, 2018

SEMESTER DATES 2017 - 2018

Summer 2017	
6-week Session:	Jun. 19-July 28, 2017
8-week Session:	Jun. 19-Aug. 11, 2017
Fall 2017	
Regular Session:	Aug. 28-Dec. 19, 2017
1st 8-week Session:	Aug. 28-Oct. 22, 2017
12-week Session:	Sept. 18-Dec. 10, 2017
2nd 8-week Session:	Oct. 23-Dec.17, 2017
Winter 2018	
6-week Session:	Jan. 2-Feb. 8, 2018
Spring 2018	
Regular Session:	Feb. 12- Jun. 12, 2018
1st 8-week Session:	Feb. 12- Apr. 8, 2018
12-week Session:	Mar. 5-Jun. 3, 2018
2nd 8-week Session:	Apr. 16-Jun. 10, 2018
Summer 2018	
6-week Session:	Jun. 18-July 27, 2018
8-week Session:	Jun. 18-Aug. 10, 2018

Special Dates	
Graduation Day 2017:	Jun. 13, 2017
Winter Break 2017:	Dec. 22,-29, 2017
Graduation Day 2018:	Jun. 12, 2018
Spring Break 2018:	Apr. 9-13, 2018
Faculty Flex Days 2017-2018	
August 22, 2017	Individual
August 23, 2017	Departmental
August 24, 2017	Fall 2017 Opening Day
August 25, 2017	Departmental
March 2, 2018	Departmental
March 13, 2018	Institutional
April 11, 2018	Individual
April 12, 2018	Individual
April 13, 2018	Individual
Faculty Flex Days Fall 2018	
August 21, 2018	Individual
August 22, 2018	Departmental
August 23, 2018	Fall 2018 Opening Day
August 24, 2018	Departmental

Approved by the Board of Trustees: