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SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING

TUESDAY, JANUARY 13, 2015

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

Closed Session
(Business Building Room 111)

Regular Public Meeting
Board Room (Business Building Room 117)

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

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 13, 2015

MINUTES

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

I. ORGANIZATIONAL FUNCTIONS

- A CALL TO ORDER – 5:30 p.m.

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

- C PUBLIC COMMENTS ON CLOSED SESSION ITEMS - None

II. CLOSED SESSION

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

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

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

- PLEDGE OF ALLEGIANCE – Regula Ziegler

- CLOSED SESSION REPORT - none

- REVISIONS/SUPPLEMENTAL STAFF REPORTS: A two-thirds vote of the members present is required to include revisions and/or supplemental staff reports in the agenda as submitted. These are items received after posting of the agenda and require action before the next regular meeting. (Government Code Section 54954.b.2)
 MOTION MADE BY: Susan Aminoff
 SECONDED BY: Barry Snell
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

IV. **PUBLIC COMMENTS**

V. **SUPERINTENDENT'S REPORT**

VI. **ACADEMIC SENATE REPORT**

VII. **MAJOR ITEMS OF BUSINESS**

- 1 Report: Counseling Update
- 2 Report: SMC Transfer Program, 2013-2014
- #3 2015-2016 Nonresident Tuition Rate

VIII. **CONSENT AGENDA**

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

Approval of Minutes

- #4 Approval of Minutes: December 2, 2014 (Regular Meeting)

Contracts and Consultants

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

Human Resources

- #9 Academic Personnel
- #10 Classified Personnel – Regular
- #11 Classified Personnel – Limited Duration
- #12 Classified Personnel – Non Merit

Facilities and Fiscal

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

Facilities and Fiscal (continued)

- #16 Authorized Signature Resolution
- #17 Commercial Warrant Register
- #18 Payroll Warrant Register
- #19 Auxiliary Payments and Purchase Orders
- #20 Providers for Community and Contract Education
- #21 Organizational Memberships, 2014-2015
- #22- Purchasing
 - A Award of Purchase Orders
 - B Amendment No. 1 – Elevator Repairs and Maintenance

IX. **CONSENT AGENDA – Pulled Recommendations**

X. **REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

XI. **ORGANIZATIONAL FUNCTIONS**

#23 Board of Trustees Winter Study Session 2015

XII. **BOARD COMMENTS AND REQUESTS**

XIII. **ADJOURNMENT**

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

BOARD OF TRUSTEES SANTA MONICA COMMUNITY COLLEGE DISTRICT	REGULAR MEETING January 13, 2015
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V. SUPERINTENDENT'S REPORT

- Updates:
 - State Budget
 Governor Jerry Brown released his 2015-2016 state budget, calling for \$113 billion in proposed general fund spending, up 5.4 percent from the year due to the state's substantial economic recovery. It is a balanced budget which is consistent with the Governor's conservative fiscal policy. The budget pays down debt, saves money and invests in California's infrastructure and core needs. For the community colleges, Governor Brown proposes \$6.9 million which represents an 8 percent increase over last year. Community colleges will receive 10.95 per cent of the total Proposition 98 funding of \$63.2 billion. This continues the positive theme of the past two years. The budget proposal includes significant increases for community colleges.
 - Winter Session Enrollment: Enrollment is up 43 percent for the six-week Winter 2015 session compared to Winter 2014. The results are just short of target, consistent with a statewide trend of softening enrollment demand. The Enrollment Development team was commended for its efforts and its preparation for the outreach needed to expand enrollment for spring.
 - Board's Audit Task Force The Board of Trustees subcommittee reported on its meeting with the District auditors to review the effectiveness of internal financial control, risk management, and compliance with laws and regulations affecting financial reporting. SMC has received the highest audit rating for its two audit reports. (The audits were rated "unqualified" which is the highest rating possible.) Overall, in areas including financial reporting and compliance, the District maintained its classification as a "low risk auditee." The auditors will present their audit report to the full Board at the February meeting.
 - Accreditation 2016: Development of the self-evaluation is underway with broad participation by members of the college community and weekly meetings of the Steering Committee. Accreditation topics will be integrated into spring flex day on March 19th. ACCJC has realigned its schedule so that the nine Los Angeles Community College Districts will be visited in Spring 2016, which causes SMC's site visit to be postponed until Fall 2016. The college has decided to continue with the current schedule as if the visit would be in Spring which will allow time to plan for the visit.
 - Associate Degrees for Transfer: SMC has seven active Associate Degrees for Transfer, five are awaiting approval by the Chancellor's Office; and two additional degrees will be submitted soon. Upon approval, the college will reach its original target goal of 13 Associate Degrees for Transfer.
- Acknowledgements:
 - Professor Salvador Carrasco, recipient of the 'Impact Award' by the Santa Monica International Film Festival
 - Bernie Rosenloecher, Retired CSEA Chapter #36 President
 - Lisa Rose, Executive Coordinator for the District and Board of Trustees, for 40 years of service to the District and to the Board

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	January 13, 2015

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM NO. 1

SUBJECT: **COUNSELING UPDATE**

SUBMITTED BY: Vice-President, Student Affairs

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

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

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

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

Part 1: Presentation of Data

- **First Year Students and Counseling Services**

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

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

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

Significant findings of the study included the following:

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

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

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

- **Impact of VIP Welcome Day on Student Outcomes**

Beginning in 2005, each fall term, the campus hosts a VIP Welcome Day aimed at orienting and welcoming new students. The day includes student success workshops, a campus resource fair, campus tours and opportunities to meet with counselors and instructional faculty. This widely anticipated annual event is funded by the District, the Associated Students and the SMC Foundation.

At the request of the VIP Welcome Day Workgroup co-chaired by the Dean of Counseling and the former Dean of Enrollment Services, the SMC Office of Institutional Research investigated three major research questions regarding the differences between students who attended VIP Welcome Day and students who did not.

The following three research questions were investigated:

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

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

Significant findings of the study included the following:

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

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

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

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

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

New Counseling Department SSSP Initiatives

As a result of the Student Success Act of 2012, and with the subsequent infusion of SSSP funds earmarked to increase student access and success by providing students with core SSSP services (orientation, assessment, counseling and follow up activities), the SMC Counseling Department has recently engaged in a myriad of new retention and support efforts that include the following:

- **Orientation Activities**

- **“Monica”**

To complement the recently updated online orientation program, beginning spring 2015, all incoming students who are coded as Matriculant 1 (first time at SMC with the goal of degree, certificate, transfer or basic skills) will be directed to complete “Monica,” an avatar driven education-planning counseling/advising session with individually tailored information on educational requirements and the enrollment process.



- **Educational Planning Activities**

- **MyEdPlan**

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

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

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

- **Counseling Activities:**

- **Non-Cognitive Skills/SuccessNavigator/You + 1 Coaching Program**

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

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

- **Completion Counseling**

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

- **Enhanced Career Counseling Services**

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

- **Follow Up Activities:**

- **“Back to Success” Probationary Student Follow up**

Counseling hours are now regularly dedicated to serving this at-risk population of students. Upon getting on academic and/or progress probation in fall or spring, not only are students invited to attend a “Back to Success” workshop during the winter or summer intersession, they are encouraged to receive additional follow up counseling services in the subsequent regular term.

Approximately 1100 probationary students attend a BTS session each academic year. Recent data from winter and spring 2014 proves the indisputable efficacy of these efforts:

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

Black Collegians and Adelante have recently created intersession bridge programs which target first-time freshmen as they transition to college. These programs incorporate traditional college success survival skills as well as offer workshops on math and English topics led by faculty members in these areas. Additionally, students have individual meetings with counselors who reinforce SMC's expectations for being a successful student and engage in activities that focus on team-building and making a connection to SMC resources
 - **Counselor 4C Internship Program**

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

Conclusion

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

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	January 13, 2015

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM NO. 2

SUBJECT: **SMC TRANSFER PROGRAM, 2013-2014**

SUBMITTED BY: Vice-President, Student Affairs

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

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

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

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

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

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

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

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 13, 2015

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3

SUBJECT: **2015-2016 NONRESIDENT TUITION RATE**

SUBMITTED BY: Vice-President, Enrollment Development

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

- a. Non-resident tuition rate shall be \$265 per semester unit.
- b. The capital outlay recovery surcharge shall be \$24 per semester unit

BACKGROUND: Education Code Section 76140 requires each district governing board to establish the nonresident tuition fee not later than February 1 for the succeeding fiscal year. Seven options are provided for calculation of the non-resident tuition rate, as represented in the following chart.

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

For 2015-2016, the lowest possible nonresident tuition rate for SMC is \$200 per semester unit, and the highest possible nonresident tuition rate is \$380 per semester unit. Option 7 was used to determine SMC's 2015-2016 nonresident tuition rate of \$265 per semester unit. (This represents an increase of \$10 from the 2014-2015 rate of \$255 per semester unit.)

Education Code Section 76141 also authorizes districts to charge a capital outlay recovery surcharge so that districts may recover a prorated share of their capital outlay expenditures. The recommended capital outlay recovery surcharge for 2015-2016 of \$24 per semester unit (no increase from the 2014-2015 capital surcharge.)

	Current	Proposed	Change
Nonresident Tuition	\$255	\$265	+\$10
Capital Outlay Surcharge	\$24	\$24	--0-
State Enrollment Fee for Resident and Nonresident Students	\$46	\$46	-0-
Total	\$325	\$335	+\$10

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

Susan Aminoff
 Louise Jaffe
 No
 6
 1 (Quiñones-Perez)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 13, 2015

VIII. CONSENT AGENDA

RECOMMENDATION:

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

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

Action on Consent Agenda, excluding #7, #8-B, and #13-F)

MOTION MADE BY: Nancy Greenstein
 SECONDED BY: Susan Aminoff
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

IX. CONSENT AGENDA – Pulled Recommendations

Recommendation No. 7 Contract for Performing Arts Center

MOTION MADE BY: Nancy Greenstein
 SECONDED BY: Susan Aminoff
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

Recommendation No. 8-B Ratification of Contracts and Consultants – Kirkpatrick Enterprises International

MOTION MADE BY: Barry Snell
 SECONDED BY: Daniel Kolko
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

Recommendation No. 13-F Facilities: Amendment No. 3 to Agreement for Architectural Services – Students Services Building

MOTION MADE BY: Nancy Greenstein
 SECONDED BY: Barry Snell
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

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SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 13, 2015

X. REPORTS FROM DPAC CONSTITUENCIES

- Associated Students
- CSEA
- Faculty Association
- Management Association

RECOMMENDATION NO. 4 APPROVAL OF MINUTES

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

December 2, 2014 (Regular Board of Trustees Meeting)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 13, 2015

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 5 NEW COURSES AND DEGREES, FALL 2014

Requested Action: Approval/Ratification

Requested by: Curriculum Committee

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

New Courses

Communication Studies 36: Gender and Communication

English 49: Asian Mythology

Geology 3: Introduction to Environmental Geology

Global Studies 35: Global Citizenship Field Study

Graphic Design 61: User Experience Design

Graphic Design 71B: Motion Graphics 2

Global Citizenship

English 49: Asian Mythology

Distance Education

English 49: Asian Mythology

Early Childhood Education 51: The Reggio Approach

Music 37: Music in American Culture

New Degrees

Studio Art Associate of Arts for Transfer (AA-T)

Journalism Associate of Arts for Transfer (AA-T)

Dance Teacher (Pre K-grade 5) Department Certificate

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 13, 2015

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 6 CONTRACTS FOR KCRW

Requested by: Cheryl Gee, Radio Station Services Assistant

Approved by: Don Girard, Government Relations/Institutional Communications

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

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

RECOMMENDATION NO. 7 CONTRACT FOR SMC PERFORMING ARTS CENTER

Requested Action: Approval/Ratification

Requested By: Linda Sullivan, Director, Facilities Planning

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

Provider/Contract	Term/Amount	Service	Funding Source
Madison Project (dba The Broad Stage)	January 2, 2015 through June 30, 2015 Not to exceed \$200,000	This is a reinvestment of funds to continue the development and promotion of programs offered by the college and the SMC Performing Arts Center.	Auxiliary Services Fund

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 13, 2015

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 8 RATIFICATION OF CONTRACTS AND CONSULTANTS

Requested Action: Ratification

Approved by: Chui L. Tsang, Superintendent/President

The following contracts for goods, services, equipment and rental of facilities, and acceptance of grants in the amount of \$50,000 or less have been entered into by the Superintendent/President and are presented to the Board of Trustees for ratification.

Authorization: Board Policy Section 6255, Delegation to Enter Into and Amend Contracts

Approved by Board of Trustees: 9/8/08

Reference: Education Code Sections 81655, 81656

Provider/Contract		Term/Amount	Service	Funding Source
A	NCHERM (The National Center for Higher Education Risk Management) Group Facilitator: Brian Van Brunt	February 4, 2015 \$6,500	Dr. Van Brunt is NCHERM Group Senior Vice-President for Professional Program Development. He will provide an eight-hour training for members of the SMC Crisis Prevention Team. He will talk about Behavioral Intervention Team best practices, strategies for effective prevention and care (and where to draw the line), tools for threat assessment, and case management.	Auxiliary: Emergency Preparedness Funds
<i>Requested by: Brenda Benson, Dean, Counseling/Retention</i>				
<i>Approved by: Mike Tuitasi, Vice-President, Student Affairs</i>				
B	Kirkpatrick Enterprises International	January 1 – December 31, 2015 Not to exceed \$28,200	This is a renewal of the contract with Kirkpatrick Enterprises International (KEI) to provide specialized training to ETP (Employer Training Panel) clients who request specialized training. Classes in Manufacturing Skills (LEAN and Six Sigma) and Continuous Improvement & Quality Control, are approved categories of training for ETP contractors. Scope of work and class learning outcomes are clearly outlined by the Santa Monica College ETP Program, and adhered to by KEI. This contract is the second to be executed based on the successful performance of the previous contract.	ETP Contract (July 2014 – June 2016)
<i>Requested by: Patricia Ramos, Dean, Workforce and Economic Development</i>				
<i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 13, 2015

CONSENT AGENDA: GRANTS AND CONTRACTS

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

Provider/Contract		Term/Amount	Service	Funding Source
C	EverTrue, Inc.	January 15, 2015 – January 14, 2018 (three years) Annual cost: \$4,500 Total cost: \$13,500	EverTrue is an alumni community mobile app that helps to build stronger relationships with alumni while capturing their most current professional and contact information. It provides a map feature, social stream and a filterable directory.	District Budget/ Alumni Budget
<i>Requested by: Deirdre Weaver, Project Manager, Campus and Alumni Relations</i> <i>Approved by: Mike Tuitasi, Vice-President, Student Affairs</i>				
D	Pedro Noguera	March 18-19, 2015 Not to exceed \$16,000	Dr. Noguera, Professor of Education at New York University, will hold a 1.5 hour talk on March 18 th with 90 SMC students about success in college. Additionally, Dr. Noguera will also hold a 1.5 hour talk with faculty about how to actively engage students using theories of Culturally Responsive Pedagogy in the classroom. Dr. Noguera will prepare and deliver the keynote address at the Spring Professional Development Day on March 19 th that addresses closing the achievement gap and strategies that the faculty can adopt to contribute to the success of all students.	Title V
<i>Requested by: Roberto Gonzalez, Dean of Student Success under Title V, Center for Teaching Excellence</i> <i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i>				
E	Nika Hogan and Kate Meissert	March 30, 2015 – May 15, 2015 Not to exceed \$18,000	The consultant will conduct a 6 week-long online course with 20-30 SMC faculty members focused on Reading Apprenticeship, which is a research-based instructional framework. Reading Apprenticeship emphasizes students' engagement and achievement not only in literacy, but also in learning across all academic disciplines. This section will be available to only SMC faculty. If fewer than 20 faculty members register, the faculty will be folded in to another spring RA 101 sections. The course is designed to be completed in approximately 30 hours— about 5 hours per week.	Title V
<i>Requested by: Roberto Gonzalez, Dean of Student Success under Title V, Center for Teaching Excellence</i> <i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 13, 2015

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9 ACADEMIC PERSONNEL

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

SABBATICALS, 2015-2016

Lawrence Driscoll, English	Spring 2016
Janet Harclerode, ESL	Fall 2015
Stefan Mattessich, English	Fall 2015
Walter Meyer, Art History	Fall 2015

ESTABLISH

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

ELECTIONS

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

MANAGEMENT – EXTENDED ASSIGNMENT

Barajas, Byanca, Acting Assistant Athletic Director	1/1/15-2/27/15
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REALIGNMENT – MANAGEMENT POSITIONS

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

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

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

ADJUNCT FACULTY

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

RETIREMENT

Martin, Mona, Dean, Learning Resources (27 years of service)	04/30/15
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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 13, 2015

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 10 CLASSIFIED PERSONNEL - REGULAR

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

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

<u>ESTABLISH NEW CLASS DESCRIPTION AND SALARY ALLOCATION</u>	<u>EFFECTIVE DATE</u>
Nurse Practitioner (1 position) Health Services, 12 mos, 40 hours Range 64 on Classified Salary Schedule	01/14/15

<u>ESTABLISH</u> Lead Events Technician (1 position) Performing Arts Center, 12 mos, 40 hours/Varied Hours	01/14/15
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Research Analyst (1 position) Institutional Research, 12 mos, 40 hours	01/14/15
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Tutoring Coordinator-Business (1 position) Learning Resource Center, 11 mos, 40 hours	01/14/15
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ELECTIONS

<u>PROMOTION</u> Bradney, James To: Mechanical Systems and Energy Management Supervisor From: Journeyman Trade-HVAC	02/02/15
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<u>WORKING OUT OF CLASSIFICATION (PROVISIONAL) – Extension</u> Barboza, Star To: Lead Custodian, NSII, 100% From: Custodian, NSII Comment: Not to exceed 90 working days	11/22/14 – 12/23/14
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Guzman, Jose To: Personnel Technician, 50% From: Personnel Specialist Comment: Not to exceed 90 working days	11/25/14 – 12/19/14
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Qualey, Patrick To: Journeyman Level – Carpentry, 100% From: Skilled Maintenance Worker I Comment: Not to exceed 126 working days within the 2014-2015 Fiscal Year (90 initial working days, plus an additional 36 working days authorized following approval of recruitment process for a permanent position)	12/08 - 12/19/14 and 01/03 – 01/31/15
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Sheaffer, Carl	12/08 - 12/19/14 and 01/03 – 01/31/15
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To: Skilled Maintenance Worker II, 100%

From: Skilled Maintenance Worker I

Comment: Not to exceed 126 working days within the 2014-2015 Fiscal Year

(90 initial working days, plus an additional 36 working days authorized following approval of recruitment process for a permanent position)

SEPARATIONS

LEAVES OF ABSENCE- UNPAID

Kolbly, Joseph, Instructional Assistant - Mathematics

01/05/15 – 02/15/15

RESIGNATION

LAST DAY OF PAID SERVICE

Conlin, Sean, Events Technician, Performing Arts Center

02/01/15

Acosta, Dennis, Skilled Maintenance Worker, Maintenance

04/01/14

Bobby, Betty, Disabled Student Services Assistant, DSC

01/02/15

Toledo, David, Theatre Technical Director, SMC Performing Arts Center

02/02/15

Solodkaya, Alexandra, Library Assistant, Library

12/18/14

RETIREMENT

Martin, Julian, Gardener/Equipment Operator, Grounds (28 years)

02/15/15

Rosenloecher, Bernie, Journeyman Trade, Carpentry (34 years)

12/30/14

Tobey, Christine, Web Content Developer, Marketing/Graphics (27 years)

12/30/14

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 13, 2015

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11 CLASSIFIED PERSONNEL – LIMITED DURATION

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

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

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

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

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

Abdulhafiz, Meymuna, Bookstore Clerk/Cashier, Bookstore	02/02/15-03/05/15
Abel, Teneka, Bookstore Clerk/Cashier, Bookstore	02/02/15-03/05/15
Ashby, Deanna, Bookstore Clerk/Cashier, Bookstore	02/02/15-03/05/15
Bae, Daniel, Bookstore Clerk/Cashier, Bookstore	01/19/15-03/05/15
Banks, Nichole, Bookstore Clerk/Cashier, Bookstore	02/02/15-03/05/15
Baskin, Patricia, Bookstore Clerk/Cashier, Bookstore	02/02/15-03/05/15
Baza, Paul, Bookstore Clerk/Cashier, Bookstore	02/02/15-03/05/15
Brazier, Quiniece, Bookstore Clerk/Cashier, Bookstore	02/02/15-03/05/15
Callender, Shana, Bookstore Clerk/Cashier, Bookstore	02/02/15-03/05/15
Camp, Monique, Bookstore Clerk/Cashier, Bookstore	02/02/15-03/05/15
Cannon, Ameenah, Bookstore Clerk/Cashier, Bookstore	02/02/15-03/05/15
Chang, Tony, Bookstore Clerk/Cashier, Bookstore	02/02/15-03/05/15
Devine, Robert, Bookstore Clerk/Cashier, Bookstore	01/19/15-03/05/15
Friedland, Shane, Bookstore Clerk/Cashier, Bookstore	02/02/15-03/05/15
Garcia, Lucy, Bookstore Clerk/Cashier, Bookstore	02/02/15-03/05/15
Grau, Donald, Bookstore Clerk/Cashier, Bookstore	01/19/15-03/05/15
Hardister III, Harold, Bookstore Clerk/Cashier, Bookstore	02/02/15-03/05/15
Harge, Ronyee, Bookstore Clerk/Cashier, Bookstore	02/02/15-03/05/15
Harris, Yolanda, Bookstore Clerk/Cashier, Bookstore	02/02/15-03/05/15
Hrast, Tanja, Bookstore Clerk/Cashier, Bookstore	02/02/15-03/05/15
Hunter, Jennifer, Bookstore Clerk/Cashier, Bookstore	02/02/15-03/05/15
Juarez Jr., Jorge, Bookstore Clerk/Cashier, Bookstore	01/19/15-03/05/15
Lam, Albert, Bookstore Clerk/Cashier, Bookstore	02/02/15-03/05/15
Laurance, Marissa A., Bookstore Clerk/Cashier, Bookstore	02/02/15-03/05/15

Lemon, Curly, Bookstore Clerk/Cashier, Bookstore	02/02/15-03/05/15
Lopez, Jose C., Bookstore Clerk/Cashier, Bookstore	01/19/15-03/05/15
Mehary, Mehret, Bookstore Clerk/Cashier, Bookstore	02/02/15-03/05/15
Micas, Donna, Bookstore Clerk/Cashier, Bookstore	02/02/15-03/05/15
Miles, Erik, Bookstore Clerk/Cashier, Bookstore	01/19/15-03/05/15
Navarro, Yadira, Bookstore Clerk/Cashier, Bookstore	02/02/15-03/05/15
Naylor, Marisa, Bookstore Clerk/Cashier, Bookstore	02/02/15-03/05/15
Nwonwu, Vergie, Bookstore Clerk/Cashier, Bookstore	02/02/15-03/05/15
Pabst, Ester, Bookstore Clerk/Cashier, Bookstore	01/19/15-04/10/15
Pacheco, Wendy, Bookstore Clerk/Cashier, Bookstore	01/19/15-04/10/15
Placio, DeeDee, Bookstore Clerk/Cashier, Bookstore	02/02/15-03/05/15
Portillo, William, Bookstore Clerk/Cashier, Bookstore	01/19/15-04/10/15
Shaw, Phyllis, Bookstore Clerk/Cashier, Bookstore	02/02/15-03/05/15
Thielking, Alan, Bookstore Clerk/Cashier, Bookstore	01/19/15-03/05/15
Thomas, Gabrielle, Bookstore Clerk/Cashier, Bookstore	02/02/15-03/05/15
Torrence, Antoinette, Bookstore Clerk/Cashier, Bookstore	02/02/15-03/05/15
Valadez, Jorge, Bookstore Clerk/Cashier, Bookstore	01/19/15-04/10/15
Walker, Terrence, Bookstore Clerk/Cashier, Bookstore	01/19/15-03/05/15
Yogi, Nancy, Bookstore Clerk/Cashier, Bookstore	02/02/15-03/05/15

RECOMMENDATION NO. 12 CLASSIFIED PERSONNEL - NON MERIT

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

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

STUDENT EMPLOYEES

College Student Assistant, \$10.00/hour (STHP)	14
College Work-Study Student Assistant, \$10.00/hour (FWS)	18

SPECIAL SERVICE

Art Models, \$18.00/hour	26
Community Services Specialist I, \$35.00/hour	3
Community Serviced Specialist II, \$50.00/hour	20

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 13, 2015

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 FACILITIES

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

13-A SUBCONTRACTOR SUBSTITUTION REQUEST – PERFORMING ARTS CENTER – EAST WING

Accept Bernard Bros.’ Subcontractor Substitution Request on the Performing Arts Center – East Wing project.

<u>Listed Subcontractor</u>	<u>Requested Substitution</u>
Otis Elevator Company	GMS Elevator Services, Inc.

Funding Source: Measure AA

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

13-B AWARD OF BID – INTERNATIONAL STUDENTS RENOVATION PROJECT

Award the bid to the lowest responsive bidder for the International Students Renovation project.

<u>Bidder</u>	<u>Amount</u>
Omega Construction	\$37,000

Funding Source: District Capital Funds

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 13, 2015

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 FACILITIES (continued)

13-C CHANGE ORDER NO. 11 – INFORMATION TECHNOLOGY RELOCATION

Change Order No.11 – Bernard Bros. on the Information Technology Relocation project in the amount of \$20,979.

Original Contract Amount	\$12,392,000
Previously Approved Change Orders	1,577,574
Change Order No11	<u>20,979</u>
Revised Contract Amount	\$13,988,534

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

Funding Source: Measure AA

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

13-D CHANGE ORDER NO. 1 – PERFORMING ARTS CENTER – EAST WING

Change Order No. 1 – BERNARDS BROS. on the Performing Arts Center –East Wing project in the amount of \$74,813.

Original Contract Amount	\$18,378,000
Previously Approved Change Orders	0
Change Order No. 1	<u>74,813</u>
Revised Contract Amount	\$18,452,813

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

Funding Source: Measure AA

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 13, 2015

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 **FACILITIES** *(continued)*

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

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

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
<u>Amendment No. 9</u>	<u>94,500</u>
Revised Contract Amount	\$6,762,184

Funding Source: KCRW Foundation

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 13, 2015

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 FACILITIES *(continued)*

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

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

Original Contract Amount	\$3,825,500
Amendment # 1	150,896
Amendment # 2	\$2,680
Amendment # 3	<u>620,000</u>
Total To Date	\$4,599,076

Funding Source: Measures U and S

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

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

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

Original Contract Amount	\$1,114,124
Amendment No. 1	63,765
Amendment No. 2	35,025
Amendment No. 3	99,450
Amendment No. 4	80,420
Amendment No. 5	25,268
Amendment No. 6	4,450
Amendment No. 7	<u>66,000</u>
Revised Contract Amount	\$1,488,502

Funding Source: Measure AA

Comment: Amendment No. 7 provides for architectural and engineering services to cover the increased project time due to unforeseen underground conditions that necessitated additional utility relocations and delayed the start of the building construction.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 13, 2015

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification

Reviewed by: Christopher M. Bonvenuto, Chief Director, Business Services

Approved by: Bob Isomoto, Vice President, Business and Administration

Title of Grant: Partnership for Education, Articulation, and Coordination through Higher Education (PEACH)

Granting Agency: Los Angeles Universal Preschool (LAUP)

Award Amount: \$14,400

Matching Funds: Not Applicable

Performance Period: July 1, 2014 – June 30, 2015

Summary: PEACH works with faculty from colleges and universities to create a BA program and credential in early care and education, establish a Ph.D. or Ed.D. in early childhood education leadership and create trainers' certification criteria.

These funds will provide stipend (Fall) and class release time (Spring) to Program Developer for attending and participating in monthly PEACH meetings and subcommittee meetings and assisting in the development of a proposed annual work for the PEACH program and Implementation of the PEACH Program Scope of Work.

Budget: Restricted Fund 01.3

Revenue

8800	Local	\$ 14,400
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Expenditures

1000	Academic Salaries	\$ 11,950
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2000	Non-Academic Salaries	0
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3000	Employee Benefits	2,450
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4000	Supplies & Materials	0
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5000	Other Operating Expenditures	0
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6000	Capital Outlay	0
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7000	Other Outgo	0
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Total		\$ 14,400
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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 13, 2015

CONSENT AGENDA: FACILITIES AND FISCAL

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

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

Revenue		
8600	State	\$ 51,034
Expenditures		
1000	Academic Salaries	66,000
2000	Non-Academic Salaries	(15,030)
3000	Employee Benefits	8,131
4000	Supplies & Materials	533
5000	Other Operating Expenditures	(1,500)
6000	Capital Outlay	(100)
7000	Other Outgo	(7,000)
Total		\$ 51,034

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

Revenue		
8600	State	\$2,793
Expenditures		
1000	Academic Salaries	486
2000	Non-Academic Salaries	0
3000	Employee Benefits	0
4000	Supplies & Materials	0
5000	Other Operating Expenditures	(1)
6000	Capital Outlay	0
7000	Other Outgo	\$2,308
Total		\$2,793

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 13, 2015

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 BUDGET TRANSFERS

15-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: November 20, 2014 thru December 23, 2014

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

15-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: November 20, 2014 thru December 23, 2014

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	10,566
2000	Classified/Student Salaries	9,350
3000	Benefits	-14,666
4000	Supplies	0
5000	Contract Services/Operating Exp	-2,756
6000	Sites/Buildings/Equipment	-2,094
7000	Other Outgo/Student Payments	-400
Net Total:		0

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 2, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 AUTHORIZED SIGNATURE RESOLUTION

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

Name/Title	Warrants	Orders for Salary Payment	Notices of Employment	Contracts	Auxiliary Warrants	Purchase Orders
Cristina Chavira Accounts Payable Supervisor	X					

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 13, 2015

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 COMMERCIAL WARRANT REGISTER

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

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

November 1 – 30, 2014	6262 through 6292	\$13,360,566.26
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Comment: The detailed Commercial Warrant documents are on file in the Accounting Department.

RECOMMENDATION NO. 18 PAYROLL WARRANT REGISTER

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

November 1 – November 30, 2014	C1D – C2E	\$11,710,943.71
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Comment: The detailed payroll register documents are on file in the Accounting Department.

RECOMMENDATION NO. 19 AUXILIARY PAYMENTS AND PURCHASE ORDERS

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

It is recommended that the following Auxiliary Operations payments and Purchase Orders be ratified. All purchases and payments were made in accordance with Education Code requirements and allocated to approved budgets in the Bookstore, Trust and Other Auxiliary Funds.

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

Comment: All purchases and payments were made in accordance with Education Code requirements and allocated to approved budgets in the Bookstore, Trust and Other Auxiliary Funds. The detailed Auxiliary payment documents are on file in the Auxiliary Operations Office.

RECOMMENDATION NO. 20 PROVIDERS FOR COMMUNITY AND CONTRACT EDUCATION

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

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 13, 2015

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 21 ORGANIZATIONAL MEMBERSHIPS, 2014-2015

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

December 1- 31, 2014	Number of Memberships	Amount
	0	

Funding Sources: Departmental Budgets

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

RECOMMENDATION NO. 22 PURCHASING

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

22-A AWARD OF PURCHASE ORDERS

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

November 1 – November 30, 2014	\$7,594,015.76
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22-B AMENDMENT NO. 1 - ELEVATOR REPAIRS AND MAINTENANCE

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

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 13, 2015

XI. **ORGANIZATIONAL FUNCTIONS**

RECOMMENDATION NO. 23 BOARD OF TRUSTEES WINTER STUDY SESSION 2015

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

XII. **BOARD COMMENTS AND REQUESTS**

XIII. **ADJOURNMENT** – 9:59 p.m.

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

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

The agenda for the next meeting will include the following:

1. Receipt of Audit Reports
2. Update: Student Services Building
3. 2014-2015 Quarterly Budget Report and 311Q Report
4. Information: Citizens' Bond Oversight Meeting, January 21, 2015