

M - N U T R E S



SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

REGULAR MEETING
TUESDAY, MARCH 1, 2016

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

Closed Session
(Business Building Room 111)

Regular Public Meeting
Board Room (Business Building Room 117)

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

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 1, 2016

MINUTES

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

I. ORGANIZATIONAL FUNCTIONS

- A CALL TO ORDER – 5 p.m.
- B ROLL CALL
 Dr. Louise Jaffe, Chair - Present
 Dr. Andrew Walzer, Vice-Chair - Present
 Dr. Susan Aminoff - Present
 Dr. Nancy Greenstein - Present
 Dr. Margaret Quiñones-Perez - Present
 Rob Rader - Present
 Barry Snell - Present
 Jonathan Eady, Student Trustee – Present (for public session)
- C PUBLIC COMMENTS ON ITEM D OR CLOSED SESSION ITEMS - None
- D OATH OF ALLEGIANCE: Chief of Police Johnnie Adams was administered the Oath of Allegiance by Board Chair Louise Jaffe

II. CLOSED SESSION – 5:06 p.m.

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

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

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

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS – 7:12 p.m.

- PLEDGE OF ALLEGIANCE – Jeff Shimizu

- CLOSED SESSION REPORT

Report No. 1

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

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

1. The employee has been evaluated in accordance with the evaluation standards and procedures established in accordance with the provisions of Education Code Section 87660-87683.
2. The Board of Trustees has received statements of the most recent evaluations.
3. The Board of Trustees has received recommendations of the Superintendent/President.
4. The Board of Trustees considered the statement of evaluation and the recommendations at its lawful meeting on March 1, 2016.
5. The Board of Trustees directed that, in accordance with Education Code Section 87610, written notice of its decision and the reasons therefore shall be given to the employee on or before March 15, 2016.

The roll call vote was as follows:

Dr. Susan Aminoff
Dr. Nancy Greenstein
Dr. Louise Jaffe
Dr. Margaret Quinones-Perez
Rob Rader
Barry Snell
Dr. Andrew Walzer

Report No. 2

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

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

1. The employee has been evaluated in accordance with the evaluation standards and procedures established in accordance with the provisions of Education Code Section 87660-87683.
2. The Board of Trustees has received statements of the most recent evaluations.
3. The Board of Trustees has received recommendations of the Superintendent/President.
4. The Board of Trustees considered the statement of evaluation and the recommendations at its lawful meeting on March 1, 2016.
5. The Board of Trustees directed that, in accordance with Education Code Section 87610, written notice of its decision and the reasons therefore shall be given to the employee on or before March 15, 2016.

The roll call vote was as follows:

Dr. Susan Aminoff
Dr. Nancy Greenstein
Dr. Louise Jaffe
Dr. Margaret Quinones-Perez
Rob Rader
Barry Snell
Dr. Andrew Walzer

Report No. 3

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

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

1. The employee has been evaluated in accordance with the evaluation standards and procedures established in accordance with the provisions of Education Code Section 87660-87683.
2. The Board of Trustees has received statements of the most recent evaluations.
3. The Board of Trustees has received recommendations of the Superintendent/President.
4. The Board of Trustees considered the statement of evaluation and the recommendations at its lawful
5. The Board of Trustees directed that, in accordance with Education Code Section 87610, written notice of its decision and the reasons therefore shall be given to the employee on or before March 15, 2016.

The roll call vote was as follows:

Dr. Susan Aminoff
Dr. Nancy Greenstein
Dr. Louise Jaffe
Dr. Margaret Quinones-Perez
Rob Rader
Barry Snell
Dr. Andrew Walzer

- CLOSED SESSION REPORT (*continued*)

Report No. 4

The Board, in closed session, voted to accept a recommendation from the Superintendent/President to terminate the associate faculty status of a temporary employee and to terminate and dismiss the employment of a temporary employee in accordance with Education Code Section 87665 effective on the last day of the Spring Semester.

The roll call vote was as follows:

Dr. Susan Aminoff
Dr. Nancy Greenstein
Dr. Louise Jaffe
Dr. Margaret Quinones-Perez
Rob Rader
Barry Snell
Dr. Andrew Walzer

REVISIONS/SUPPLEMENTAL STAFF REPORTS: A two-thirds vote of the members present is required to include revisions and/or supplemental staff reports in the agenda as submitted. These are items received after posting of the agenda and require action before the next regular meeting. (Government Code Section 54954.b.2)

MOTION MADE BY:	Barry Snell
SECONDED BY:	Susan Aminoff
STUDENT ADVISORY:	Aye
AYES:	6
NOES:	0
ABSENT;	1 (Quiñones-Perez)

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

- Updates:
 - Accreditation
 - Black History Month
 - Women's Empowerment Month
 - Spring 2016 Semester
 - State Budget
 - Meeting of the Malibu Planning Commission

V. ***PUBLIC COMMENTS***

David Burak
Nancy Morse
Elaine Roque
Filipp Krasovsky
Roman Parise
Sergio Cadenas
Ana Hara
Amarta Singh

VI. ***ACADEMIC SENATE REPORT***

VII. ***REPORTS FROM DPAC CONSTITUENCIES***

- Associated Students
- CSEA
- Faculty Association
- Management Association

VIII. **MAJOR ITEMS OF BUSINESS**

- 1 Information: Actuarial Study of Retiree Health Liabilities, 2015 Update
- 2 Information: Update on Strategic Initiative - GRIT

IX. **CONSENT AGENDA**

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

Approval of Minutes

- #3 Approval of Minutes: February 2, 2016 (Regular Meeting)
February 20, 2016 (Special Meeting/Closed Session)

Academic and Student Affairs

- #4 New Courses and Degrees, Spring 2016

Grants and Contracts

- #5 Ratification of Contracts and Consultants

Human Resources

- #6 Academic Personnel
#7 Classified Personnel – Regular
#8 Classified Personnel – Limited Duration
#9 Classified Personnel – Non Merit

Facilities and Fiscal

- #10 Facilities
- A Authorization of Partial Pre=Payment of Rent to County of Los Angeles For Ground Lease at Malibu Civic Center
 - B Change Order No. 16 – AET Campus and Structure A
 - C Change Order No. 8 – Health, PE, Fitness, Dance and Central Pant
 - D Change Order No. 9 – Performing Arts Center – East Wing
 - E Change Order No. 1 – Roof Replacement Arts, ESL and Madison (PAC)
 - F Amendment to Agreement for Architectural Services – Performing Arts Center East Wing
 - G Change Order No. 1 – Upgrading of Security Systems
 - H Agreement for Fiber Optic Network
- #11 Budget Transfers
- #12 Amendment to Agreement for Disclosure and Post-Issuance Compliance Services and Financial Advisor Services
- #13 Acceptance of Grant and Budget Augmentation
- #14 Commercial Warrant Register
- #15 Payroll Warrant Register
- #16 Auxiliary Payments and Purchase Orders
- #17 Organizational Memberships, 2015-2016
- #18 Providers for Community and Contract Education
- #19 Purchasing
- A Award of Purchase Orders

X. **CONSENT AGENDA – Pulled Recommendations**

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

XII. ***ADJOURNMENT***

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

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Tuesday, April 5, 2016** at 7 p.m. (5:30 p.m. if there is a closed session) Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

BOARD OF TRUSTEES	REGULAR MEETING
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IV. SUPERINTENDENT'S REPORT

Update

- Accreditation

The SMC community and particularly the members of the Accreditation Steering Committee are deeply involved in the development of the College's Self Evaluation Report in response to the Accreditation Standards put forth by the Accrediting Commission for Community and Junior Colleges. Fourth and in some cases the fifth drafts of each standard and subsection are currently being reviewed and the process of soliciting feedback from the greater college community and from the Board of Trustees has been launched.

One of the interesting challenges during this cycle of self-evaluation is responding to ACCJC's standards and complex list of prompts while maintaining a shorter narrative length. There are over 600 standard subsections and prompts to respond to, but at the same time, ACCJC has emphasized that our report should be brief. The steering committee is in the process of refining and focusing the narrative on what is essential.

In addition to presentations made at opening day and Institutional Flex days for the past two years, the Steering Committee is also holding brown bag sessions for the college community to provide an opportunity for the campus community to comment on the drafts. The Standard I Brown Bag was held in December and we will be having the Standard II Brown Bag on March 24, the Standard III Brown Bag on April 7 and the Standard IV Brown Bag on May 17 in the HSS (History and Social Science Building)

This month, accreditation related content will be woven into the Institutional Flex day on March 15, including a presentation by the accreditation co-chairs. This workshop, entitled "Fun Facts, Lessons Learned, and Recommendations" will provide an overview of the process of self-evaluation and the insights we gained from the process. Later in the year, a community forum will be planned to get feedback from the external community on the Self Evaluation Report. Finally, there will be a mock visit for college staff to become familiar with the site visit interview process. The dates for the visit from the external Evaluation Site team will be this fall October 3-6, 2016.

Special thanks were extended to Laurie McQuay who has worked with the Accreditation Steering committee to ensure that the self-evaluation report reflects SMC's commitment to quality while maintaining focus on where the institution can improve. She was commended for her efforts and for the extraordinary level of service she has provided to the Steering Committee over the past months.

- Black History Month: Spring semester 2016 was kicked off with a series of activities in recognition of Black History Month. A celebration was held in the quad on the first day of classes and a number of speakers like Tuskegee Airman Robert Friend and writer Michael Datcher, were invited to address students and staff.

- Women's Empowerment Month speakers include Anita Sarkeesian on Tuesday, March 8th, Jackson Katz on March 17th and 18th, and Rosa Morena on March 10th. Superintendent/President Kathryn Jeffery and Board Chair Louise Jaffe were recognized by the Santa Monica Commission on the Status of Women in honor of Women's History Month, and they are both included in a month-long display in the lobby of Santa Monica City Hall.
- Spring 2016 Semester:
 - Enrollment on first census is down .62 percent. The softening of enrollment is a statewide trend. Administrative staff is working on strategies to add more capacity, attract new markets, and capture additional growth. These strategies will be unveiled soon.
 - Lines on campus during the first two weeks of classes were manageable. There were four information booths set up around the campus. Traffic on Pearl Street and Pico Boulevard was typically heavy. A pilot program for uberPOOL launched for the spring was a huge success and hopefully will help reduce traffic. The pick-up/drop-off point is at the front of the campus. 40 students have signed up for the Breeze Bike Share program. Thanks to Campus Police and the Parking Enforcement Officers, traffic around the campus was managed with no complaints from neighbors.
- State Budget: Last week, the CCC Chancellor's Office issued the 2014-2015 Recalculation and the First Principle Apportionment (P1). Changes to SMC's budget include an elimination of the deficit factor, an adjustment of projected revenue by \$34,230 for the loss of 7.32 FTES related to an audit finding, reduction of the Educational Protection Account by \$102,812 which was offset by an increase to prior year apportionment of the same amount resulting in a net amount of \$0. The net effect of the recalculation is an additional \$310,326 for SMC. While there were 22 districts last year for "stabilization funding," this year 13 districts reported unfunded growth and unclaimed growth funds will be distributed to these in March. As for the first principal apportionment, the current deficit factor is 1.3 percent; growth for this year was budgeted at 3 percent, with reported growth of only 2 percent.
- Malibu Project: The Malibu Planning Commission approved the variances for the SMC Malibu Project with a vote of 3 ayes, 2 noes. The next step is the Malibu City Council meeting in April.
- Welcome: Superintendent/President Kathryn Jeffery expressed gratitude for activities welcoming her to Santa Monica College. Groups included the Management Association, Academic Senate, Faculty Association, Student Services, Human Resources, Business Services and Community Affairs, Department Chairs, CSEA Officers, Bookstore staff, and DPAC. She is looking forward to the years ahead and being a part of the college community.

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	March 1, 2016

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM 1

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

SUBMITTED BY: Vice-President, Business/Administration

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

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

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

APVTP: Actuarial Present Value of Total Projected Benefits

AAL: Actuarial Accrued Liability

UAAL: Unfunded Actuarial Accrued Liability

ARC: Annual Required Contribution

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	March 1, 2016

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM 2

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

SUBMITTED BY: Vice-President, Academic Affairs

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

Authentic Engagement

Institutional Learning Outcome #5

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

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

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

Professional Development

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

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

Mini-Grants

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

Applied Learning

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

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

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

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

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

Growth Mindset

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

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

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

Professional Development

In 2015, GRIT and the Center for Teaching Excellence developed a tool to help faculty members create syllabi that invite students to become “insiders” to the learning process. The document, a worksheet titled “Growth Mindset in Your Syllabus,” can be accessed on the GRIT webpage by clicking the “[Growth Mindset Syllabus](http://www.smc.edu/ACG/DistrictPlanningPolicies/GRIT/Documents/Faculty/GRIT_Growth_Mindset_Syllabus.pdf)” link (http://www.smc.edu/ACG/DistrictPlanningPolicies/GRIT/Documents/Faculty/GRIT_Growth_Mindset_Syllabus.pdf).

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

Speakers

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

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

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

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

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

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

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

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

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

Spring 2016: Helena Lazaro: Beyond Survival

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

Mini-Grants

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

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

Social Support

Messaging to Students

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

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

Non-Cognitive Counseling/SuccessNavigator

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

GRIT Club

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 1, 2016

VIII. CONSENT AGENDA

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

RECOMMENDATION: Approve Consent Agenda, Recommendations #3-#19.

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #4, #5, #6, #7, #10-F, #11, #13

MOTION MADE BY: Rob Rader
 SECONDED BY: Andrew Walzer
 STUDENT ADVISORY: Aye
 AYES: 5
 NOES: 0
 ABSENT: 2 (Aminoff, Quiñones-Perez)

IX. CONSENT AGENDA – Pulled Recommendations

Recommendation No. 4 – New Courses and Degrees, Spring 2016

MOTION MADE BY: Rob Rader
 SECONDED BY: Louise Jaffe
 STUDENT ADVISORY: Aye
 AYES: 5
 NOES: 0
 ABSENT: 2 (Aminoff, Quiñones-Perez)

Recommendation No. 5 – Ratification of Contracts and Consultants

MOTION MADE BY: Rob Rader
 SECONDED BY: Louise Jaffe
 STUDENT ADVISORY: Aye
 AYES: 5
 NOES: 0
 ABSENT: 2 (Aminoff, Quiñones-Perez)

Recommendation No. 6 – Academic Personnel

MOTION MADE BY: Nancy Greenstein
 SECONDED BY: Barry Snell
 STUDENT ADVISORY: Aye
 AYES: 5
 NOES: 0
 ABSENT: 2 (Aminoff, Quiñones-Perez)

IX. CONSENT AGENDA – Pulled Recommendations (continued)

Recommendation No. 7 – Classified Personnel, Regular

MOTION MADE BY: Rob Rader
SECONDED BY: Louise Jaffe
STUDENT ADVISORY: Aye
AYES: 5
NOES: 0
ABSENT: 2 (Aminoff, Quiñones-Perez)

Recommendation No. 10-F – Facilities: Amendment to Agreement for Architectural Services – Performing Arts Center, East Wing

MOTION MADE BY: Andrew Walzer
SECONDED BY: Louise Jaffe
STUDENT ADVISORY: Aye
AYES: 4
NOES: 1 (Rader)
ABSENT: 2 (Aminoff, Quiñones-Perez)

Recommendation No. 11 – Budget Transfers

MOTION MADE BY: Rob Rader
SECONDED BY: Barry Snell
STUDENT ADVISORY: Aye
AYES: 5
NOES: 0
ABSENT: 2 (Aminoff, Quiñones-Perez)

Recommendation No. 13 – Acceptance of Grants and Budget Augmentation

MOTION MADE BY: Louise Jaffe
SECONDED BY: Barry Snell
STUDENT ADVISORY: Aye
AYES: 5
NOES: 0
ABSENT: 2 (Aminoff, Quiñones-Perez)

RECOMMENDATION NO. 3 APPROVAL OF MINUTES

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

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 1, 2016

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 4 NEW COURSES AND DEGREES, SPRING 2016

Requested Action: Approval/Ratification

Requested by: Curriculum Committee

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

New Courses: Upper Division

ENGL 300 Advanced Writing and Critical Thinking in the Disciplines

New Degree

Bachelor of Science in Interaction Design

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 1, 2016

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 5 RATIFICATION OF CONTRACTS AND CONSULTANTS

Requested Action: Ratification

Approved by: Kathryn E. Jeffery, Superintendent/President

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

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

Approved by Board of Trustees: 9/8/08

Reference: Education Code Sections 81655, 81656

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 1, 2016

CONSENT AGENDA: GRANTS AND CONTRACTS

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

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 1, 2016

CONSENT AGENDA: GRANTS AND CONTRACTS

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

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 1, 2016

CONSENT AGENDA: GRANTS AND CONTRACTS

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

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

L and M

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

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

N SectorPoint	March 2 – June 30, 2016 Additional amount of \$8,900; total not to exceed \$18,900 <i>(Contract was previously approved in the amount of \$10,000)</i>	Consultant will provide an upgrade to the college’s current SharePoint content management system from 2010 to 2013 in addition to transitioning the web to a responsive design.	Community and Academic Relations, District Budget (100%)
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Requested by: Regina Ip, Web Content and Social Media Manager

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 1, 2016

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 6 ACADEMIC PERSONNEL

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

ELECTIONS

FULL-TIME FACULTY

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

ADJUNCT FACULTY

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

AMENDMENT TO CONTRACT - EXTENSION

Shimizu, Jeffery 02/08/16-03/31/16
 Comment: Extension of contract to provide transitional assistance to the new Superintendent/President.

SEPARATIONS

RETIREMENT

Shimizu, Jeffery 04/01/2016
 Wong, Betty, Mathematics Instructor (27 years of service) 06/14/2016

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 1, 2016

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7 CLASSIFIED PERSONNEL - REGULAR

Requested Action: Approval/Ratification

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

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

EFFECTIVE DATE

ESTABLISH NEW CLASS DESCRIPTION AND SALARY ALLOCATION

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

Asset Manager Purchasing Department, 12 months, 40 hours (management) 03/01/16
Range M16 on the Classified Management Salary Schedule

ESTABLISH

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

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

ABOLISH

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

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

CLASSIFICATION RE-TITLE AND SALARY RE-ALLOCATION

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

SALARY REALLOCATION

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

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

ELECTIONS

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

PROBATIONARY

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

PROBATIONARY/ADVANCE STEP PLACEMENT

Adams, Johnnie, Chief of Police, Campus Police (D)	03/02/16
Adeyemi, LaTrina, Custodian, Operations, NS-II (C)	03/01/16
Arango, Maria, Registered Nurse, Health Services (E)	03/01/16
Huddleston, Donte D., Custodian, Operations, NS-II (C)	03/01/16
Linke, John, Supervising Personnel Analyst, Personnel Commission (E)	03/07/16
Manookian, Noel, IA-Math, Math Department (C)	02/16/16
Prieto, Fabio, Student Services Clerk, Outreach & Recruitment (B)	02/16/16
Rosales Rivera, Reyna, Custodian, Operations, NS-II (C)	03/01/16
Royo Sanz, Maria Del Pilar, IA-Math, Math Department (C)	02/16/16
Sprigg, Rebecca, Buyer II, Purchasing, Purchasing (B)	03/01/16
Webb, George, Custodian, Operations, NS-II (C)	03/01/16

RECLASSIFICATION (PERSONNEL COMMISSION PROCESS)

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

PROMOTION

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

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

VOLUNTARY TRANSFER (CSEA/DISTRICT AGREEMENT)

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

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

VOLUNTARY TRANSFER (CSEA/DISTRICT AGREEMENT)

CHANGE IN WORK SHIFT/PERMANENT

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

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

WORKING OUT OF CLASSIFICATION (PROVISIONAL) EXTENSION

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

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

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

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

Thomas, Lori
To: Human Resources Specialist
From: Administrative Clerk

Length of Assignment: 7/27/2015 – 9/21/2015
1/4/2016 – 3/11/2016 (not to exceed 90 working days)
Length of Extension: 3/14/2016 – 5/2/2016 (not to exceed 36 additional working days)

LEAVES OF ABSENCE- UNPAID

Pirayesh, Caroline, Student Services Spec. –International Students

04/20 -10/26/16

SEPARATION

LAST DAY OF PAID SERVICE

RESIGNATION

Borella, Jonathan, Disabled Student Services Assistant, DSPS

02/26/16

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 1, 2016

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 8 CLASSIFIED PERSONNEL – LIMITED DURATION

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

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

PROVISIONAL

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

Limited Term: Positions established to perform duties not expected to exceed 6 months in one fiscal year or positions established to replace temporarily absent employees; all appointments are made from eligibility lists or former employees in good standing.

LIMITED TERM

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

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

LIMITED TERM (substitute)

Mendoza, David, Administrative Assistant I, Dual Enrollment/Photo Fashion	01/04/2016-
06/11/2016	

RECOMMENDATION NO. 9 CLASSIFIED PERSONNEL - NON MERIT

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

STUDENT EMPLOYEES

College Student Assistant, \$10.00/hour (STHP)	33
College Work-Study Student Assistant, \$10.00/hour (FWS)	16

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 1, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10 FACILITIES

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

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

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

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

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 1, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10 FACILITIES *(continued)*

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

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

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

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

Funding Source: Measure AA

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

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 1, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10 FACILITIES (continued)

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

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

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

This change order results in no change to the contract length

Funding Source: Measure AA

Comment: Change Order No. 8 includes the following:

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

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

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

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

This change order results in no change to the contract length

Funding Source: Measure AA

Comment: Change Order No. 9 includes the following:

- Labor and material for metal stud framing changes;
- Added flooring for elevator cab;
- Added underground conduit for equipment changes to Music Hall and Plaza;
- Added demolition and structural support at the doorway between the existing building and new building

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 1, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10 FACILITIES (continued)

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

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

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

This change order results in no change to the contract length

Funding Source: State Scheduled Maintenance and District Capital Funds.

Comment: Change Order No. 1 includes the following:

- Remove and dispose of existing roof curbs;
- Furnish and install new framing and plywood;
- Furnish and install new PVC roof system;
- Replace one broken drain pipe

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

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

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

Funding Source: Measure AA

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 1, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10 FACILITIES (continued)

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

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

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

Funding Source: Measure AA

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

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

10-H AGREEMENT FOR FIBER OPTIC NETWORK

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

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

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 1, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 BUDGET TRANSFERS

11-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: January 28, 2016 thru February 11, 2016

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

11-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: January 28, 2016 thru February 11, 2016

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

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 1, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

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

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

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

Funding Source: Measure AA

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

RECOMMENDATION NO. 13 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

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

Title of Grant: GUARDIAN SCHOLARS
Granting Agency: SMC Foundation with funding from the Providence Saint John’s Health Center
Augmentation Amount: \$15,000 (Amended Allocation \$63,000)
Matching Funds: \$0 (Amended Match \$0)
Performance Period: January 1, 2016 – December 31, 2016
Summary: The Providence Saint John’s Health Center approved a grant for \$ 15,000 to the SMC Foundation designated for the Guardian Scholars to support a part time mental health counselor for Guardian Scholars Program.

Budget Augmentation: Restricted Fund 01.3

Revenue		
8800	Other Local	\$15,000
Expenditures		
1000	Academic Salaries	\$12,000
2000	Non-Academic Salaries	\$0
3000	Employee Benefits	\$ 3,000
4000	Supplies & Materials	\$0
5000	Other Operating Expenditures	\$0
6000	Capital Outlay	\$0
7000	Other Outgo	\$0
Total		\$15,000

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 1, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 COMMERCIAL WARRANT REGISTER

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

Commercial Warrant Register
 January 1 - 31, 2016 6828 through 6862 \$12,357,174.18

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

RECOMMENDATION NO. 15 PAYROLL WARRANT REGISTER

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

Payroll Warrant Register
 January 1 – January 31, 2016 C1F – C2G \$10,079,899.21

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

RECOMMENDATION NO.16 AUXILIARY PAYMENTS AND PURCHASE ORDERS

Requested by: Mitch Heskell, Dean (Interim), Educational Enterprise
Approved by: Robert G. Isomoto, Vice-President, Business/Administration
Requested Action: Approval/Ratification

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

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

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

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 1, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 ORGANIZATIONAL MEMBERSHIPS, 2015-2016

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

Organizational Memberships, 2015 – 2016

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

Funding Sources: Non-restricted fund. Departmental Budgets.

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

RECOMMENDATION NO. 18 PROVIDERS FOR COMMUNITY AND CONTRACT EDUCATION

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

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

RECOMMENDATION NO. 19 PURCHASING

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

AWARD OF PURCHASE ORDERS

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

January 1 – 31, 2016

\$7,948,422.80

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 1, 2016

XI. BOARD COMMENTS AND REQUESTS

XII. ADJOURNMENT – 10:22 p.m.

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

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, April 5, 2016** at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

The agenda for the next meeting will include the following:

1. Resolution for Community College Month
2. Ballot for CCCT Board of Directors
3. Reports/Presentations: Baccalaureate Degree
The Minority Male Community College Collaborative (M2C3)
Counseling
4. Update (written): Community and Government Relations