

M I N U T E S



SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

REGULAR MEETING

TUESDAY, DECEMBER 2, 2014

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/>*

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, December 2, 2014.

I. ORGANIZATIONAL FUNCTIONS

- CALL TO ORDER – 5:30 p.m.
- ROLL CALL
 Dr. Susan Aminoff, Chair - Present
 Rob Rader, Vice-Chair - Present
 Dr. Nancy Greenstein - Present
 Dr. Louise Jaffe -Present
 Dr. Margaret Quiñones-Perez - Present
 Barry Snell - Present
 Dr. Andrew Walzer - Present
 Daniel Kolko, Student Trustee – Present (for public session)
- PUBLIC COMMENTS ON CLOSED SESSION ITEMS - None

II. CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

Agency designated representatives: Marcia Wade, Vice-President, Human Resources

Robert Myers, Campus Counsel

Employee Organization:

SMC Police Officers Association

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

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.

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS -7:15 p.m.

- PLEDGE OF ALLEGIANCE – Judith Douglas
- 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.
 MOTION MADE BY: Rob Rader
 SECONDED BY: Andrew Walzer
 STUDENT ADVISORY: Aye
 AYES: 5
 NOES: 0
 ABSENT: 2 (Jaffe, Walzer)

IV. **PUBLIC COMMENTS**

David Burak

V. **SUPERINTENDENT'S REPORT**

- Global Motion/Synapse
- Recognition of SMC Athletes: Men's Football, Women's Soccer
- Updates:
 - Winter and Spring Enrollment 2015
 - Baccalaureate Degree Pilot Program
- Holiday Luncheon: December 8, 2014 at 11:30 a.m. in Pavilion

VI. **ACADEMIC SENATE REPORT**

VII. **MAJOR ITEMS OF BUSINESS**

- 1 Update: Early Childhood Education Center/Laboratory School
- #2 Student Equity Plan
 - A Student Equity Plan Approval and Acceptance of Funding
 - B Student Equity Plan - Subcontractual Agreement
- #3 Ratification of Successor Collective Bargaining Agreement Between SMCCD and the SMC Police Officers Association (SMCPOA)
- 4 Information: Confirmation of Bond Sale Costs Respecting \$144,995,829.40 SMCCD General Obligation Bonds, 2008 Election, 2014 Series B
- #5 Resolution for the Designation of Specific Materials, Products, Things or Services on Public Works Projects

CONSENT AGENDA

Approval of Minutes

- #6 Approval of Minutes: November 5, 2014 (Regular Meeting)

Grants and Contracts

- #7 Contract for KCRW
#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 – 14th Street Warehouse
 - B Change Order No. 1 – 14th Street Warehouse
 - C Change Order No. 5 AET Campus and Parking Structure A
 - D Change Order No. 10 – Information and Technology Relocation
 - E Amendment to Agreement for Architectural Services – Malibu Campus
 - F Pool Payments Under Joint Use Facilities Agreement

Facilities and Fiscal (continued)

- #14 Acceptance of Grants and Budget Augmentation
- #15 Budget Transfers
- #16 Acceptance of Donation for KCRW
- #17 Payroll Warrant Register
- #18 Commercial Warrant Register
- #19 Auxiliary Payments and Purchase Orders
- #20 Purchasing
 - A Award of Purchase Orders
 - B Purchasing Agreement and Authorization of Purchase Order
 - C Award of Contract

IX. *CONSENT AGENDA – Pulled Recommendations*

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

X. *ORGANIZATIONAL FUNCTIONS*

- #21 Election of Officers of the Board of Trustees, 2015
- 22 Seating Arrangement of the Board of Trustees
- #23 Designation of Board Representative to LACSTA
- #24 Authorized Signature Resolution

XI. *REPORTS FROM DPAC CONSTITUENCIES*

- Associated Students
- CSEA
- Faculty Association
- Management Association

XII. *BOARD COMMENTS AND REQUESTS*

XIII. *ADJOURNMENT*

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Tuesday, January 13, 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	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 2, 2014

V. SUPERINTENDENT'S REPORT

- **Global Motion/Synapse:** The dance department, and in particular the two ensembles, Global Motion (world dance) and Synapse (contemporary) dance companies, were commended for another successful set of semester-end performances. Global Motion will be performing this coming weekend, December 6-7, at the Broad Stage. The dance department also shared a video of their trip to China this previous summer. Global Motion was invited to perform at the International Folklore Arts Festival in Beijing.
- **Recognition of SMC Athletes - SMC Football/Women's Soccer team:** Members of the SMC men's football and the women's soccer teams were recognized for the conclusion of a successful season. The men's football team have now won four straight American Pacific Conference Championships and 27 straight Conference games. Men's football coach Gifford Lindheim also received his fourth consecutive Conference Coach of the Year award. Women's volleyball coach Nicole Ryan also received a Conference Coach of the Year Award. Several athletes talked highly about their experience as Corsairs – roughly 20 SMC football players receive transfer scholarships each year.
- **Winter and Spring Enrollment 2015:** Enrollment for Winter and Spring 2015 began on Monday, December 1, 2014. The Winter session is approximately 50 percent larger than last year and spring is about one percent larger than last year. MYEDPlan, a new online tool developed at SMC available via the student portal, was fully launched. Enrollment is active and robust.
- **Baccalaureate Degree Pilot Program:** An update was presented on the status of SMC's proposal for the Baccalaureate Degree in Interaction Design to be submitted later this month to the Chancellor's office. The Chancellor's office received 36 Certifications of Interest– and this number could increase. SMC is the only Southern California community college district to propose a BA in the Computer/Information Technology area. Labor market data is being collected and support from local Chambers of Commerce and industry leaders will be solicited, to demonstrate both local and statewide need.
- **Holiday Luncheon:** SMC President Chui Tsang will be hosting his annual holiday luncheon for faculty and staff on Monday, December 8 at 11:30 a.m. and 5 p.m. in the cafeteria on main campus.

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

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM 1

SUBJECT: UPDATE ON EARLY CHILDHOOD EDUCATION CENTER/LABORATORY SCHOOL

SUBMITTED BY: Vice-President, Business/Administration

SUMMARY: The Early Childhood Education Center (ECEC) is a joint effort of the City of Santa Monica and Santa Monica College. The Center will provide quality full-time care and education for up to 106 infants, toddlers and pre-school aged children and two college classrooms and observational facilities for SMC students. A child care operator will be selected by SMC to administer the Center cooperatively with SMC’s Early Childhood Education program.

The college has agreed to develop and construct the Center using \$7 million in funds from Measure S. The City of Santa Monica is providing a site for the Center located at the Civic Center and is contributing \$5.56 million in funding. The site is located in the Civic Auditorium parking lot at the Northeast Corner, along 4th Street.

The Center will consist of a two-story main building, with offices, an art studio and classrooms plus two separate single-story buildings. One building will house infant and toddlers and the other will have two, three and four year olds. The buildings will be approximately 16,000 square feet and a play yard in excess of 12,000 square feet. On-site drop of parking will be provided for 15 cars with additional parking available in an adjacent parking structure.

The college has been planning this project for many years along with a Child Care Working group that has representatives from the SMC Early Childhood Development faculty, the City of Santa Monica, RAND, and representatives from the Santa Monica Child and Early Education Task Force.

College staff has worked cooperatively with the City to establish the site boundaries for the Center and have recently completed the landscape for the outdoor classroom. Since this is a joint project with the City, the college will also be following its normal planning process. The next step will be to present the preliminary plans to the Architectural Review Board (ARB) for their comments.

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

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO: 2-A

SUBJECT: **STUDENT EQUITY PLAN APPROVAL AND ACCEPTANCE OF FUNDING**

SUBMITTED BY: Vice-President, Academic Affairs

REQUESTED ACTION: It is recommended that the Board of Trustees approve the Student Equity Plan and accept funding from the State of California in the amount of \$1,089,834.

SUMMARY: There are three overarching goals for the Santa Monica College Student Equity Plan.

- To build institutional capacity to address the achievement gap by engaging in systematic quantitative and qualitative inquiry using a practitioner-researcher model and by implementing interventions and student support that directly address the identified equity gaps.
- To establish a standing college committee on Student Equity which will monitor progress on the plan, submit required annual reports, and develop future plans.
- To develop consensus on determining the performance measures for monitoring progress toward achieving the desired outcomes and establish target dates for achieving these outcomes.
-

These overarching goals will be accomplished through two pathways: 1. Research and inquiry and 2. Intervention and student support. These two pathways will culminate in an evaluation process in order to determine as a college community the most successful practices and how they can be brought to scale in order to have a broad and significant impact on closing the achievement gap.

The Student Equity Plan Taskforce has selected a primary focus for each year, however, activities that address *all* equity indicators are supported in this plan. Year 1 of this three year plan will focus on Indicator C, ESL and Basic Skills Completion. Year 2 will focus on Course Completion. Year 3 will focus on Degree and Certificate Completion as well as Transfer. The target group students who experience the greatest disproportionate impact across indicators were African American and Latino/a students, particularly male students. Planned activities include the following:

Research and Inquiry

- *Minority Male Community College Collaborative (M²C³):* Santa Monica College (SMC) will engage Dr. Frank Harris Co-Director of the Minority Male Community College Collaborative at San Diego State University at both an institutional and departmental level. At the institutional level, SMC will contract with Dr. Frank Harris to conduct the Community College Survey of Men (CCSM), a comprehensive instrument for assessing the needs of men of color in community colleges. In addition he will conduct focus groups with all involved constituents (students, faculty) and deliver follow up professional development for faculty campus wide as well as for the Math department specifically. This project will inform all indicators of the SMC Student Equity Plan.

- *Equity Research Analyst*: SMC will hire a Research Analyst to assist the Equity Plan Task Force and research/inquiry committees with identifying baseline data for equity performance measures, determining standards for achievement, and conducting a variety of inquiry projects. The analyst will work with pilot projects to determine efficacy and sustainability of efforts to close identified equity gaps.

Intervention and Student Support

In addition to the many student and instructional support services offered at Santa Monica College, the Student Equity Plan Taskforce has selected projects that provide new or enhanced support services to students to improve course, degree, certificate, and transfer achievement and minimize the equity gaps experienced by target group students.

Access:

- Improve identifying and access to services for foster youth.
- Improve identification of Veterans in need of Disabled Student Programs and Services (DSPS) and access to those services.
- Improve access to Disabled Student Programs and Services (DSPS) services overall.
- Improve access to technical majors for basic skills students.

Course Completion

- Assess the overall efficacy of student instructional support services and better promote their use among groups experiencing disproportionate impact in course completion.
- Develop a rigorous plan for faculty and staff professional development to address the issues contributing to academic underperformance of Latino/a, African American, Veteran, and male students.
- Support projects in history, sociology, and other academic disciplines to support successful course completion by target group students.
- Expand access to instructional support services for target group students.

ESL and Basic Skills Completion

- Under the guidance of the Center for Urban Education at USC, interdisciplinary inquiry groups made up of faculty, administrators, and support staff will engage to systematically investigate practices to build our capacity to address Basic Skills course completion disparities.
- Invest in interventions that create pathways from basic skills to college level courses. Examples of these interventions include the English Academy and STEM Academy.
- Expand access to instructional support services for target group students.

Degree and Certificate Completion

- Create experiences for students that promote a connection to their academic goals including research opportunities at universities, attendance at leadership and resiliency conferences and events.
- Enhance services offered by categorical and other special programs that promote degree and certificate completion among target group students.

Transfer

- Assess the overall efficacy of our student transfer support services in promoting their use among groups experiencing disproportionate impact.
- Develop a rigorous plan for faculty and staff professional development to address the issues contributing to academic underperformance of Latino/a, African American, Veteran, and Disabled students with regards to transfer metrics.
- Create experiences for students that promote a connection to their academic goals including research opportunities at universities, attendance at leadership and resiliency conferences and events.
- Enhance services offered by categorical and other special programs that promote transfer among target group students.

SB 860 Requirements

Foster youth, Veterans, and low-income/disadvantaged student data have been included in the “campus-based research” to the extent data are available. In some cases data were not collected for these student groups until a later date than the cohort specified for the equity plan. In the annual update to the Student Equity Plan, we will disaggregate data by gender within target groups. All revised data requirements included in SB 860 will be reviewed by the Dean, Institutional Research in order to insure these are included in our annual update. There was close collaboration with categorical and special support programs on campus that work directly with target group students throughout the planning process.

Resources Budgeted

The Student Equity Plan funds have been allocated based on the disproportionate impact study in order to address identified equity gaps in each of the indicators following the funding guidelines provided by the Chancellor’s Office in September 2014. In addition to the activities supported by Student Equity Plan funding, there are many, ongoing institutional activities that address equity gaps in academic achievement for target group students that are supported by the general fund, grants such as Title V, SSSP, and other categorical funds.

The budget for Santa Monica College has been categorized by object code as follows:

Revenue (2014 – 2015)	
8600 State	\$1,089,834
Expenditures	
1000 Academic Salaries	\$ 354,328
2000 Non Academic Salaries	\$ 347,312
3000 Employee Benefits	\$ 176,848
4000 Supplies & Materials	\$ 36,956
5000 Other Operating Expenditures	\$ 174,390

MOTION MADE BY:	Louise Jaffe
SECONDED BY:	Barry Snell
STUDENT ADVISORY:	Aye
AYES:	7
NOES:	0

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

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO: 2-B

SUBJECT: **STUDENT EQUITY PLAN - SUBCONTRACTUAL AGREEMENT**

SUBMITTED BY: Vice-President, Academic Affairs

REQUESTED ACTION: It is recommended that the Board of Trustees approve the following subcontractual agreement which is a key component for implementing the research and inquiry portions of the Student Equity Plan.

Subcontractor: Minority Male Community College Collaborative

Contract Amount: Not to Exceed; \$45,000

Funding Source: Student Equity Plan Funds

Performance Period: December 2, 2014 – September 30, 2015

Purpose of Contract: The Minority Male Community College Collaborative (M2C3) is a project in San Diego State University’s (SDSU) Community College Leadership Doctoral Program housed within the Interwork Institute. M2C3 is co-directed by Drs. Frank Harris III and J. Luke Wood, Associate Professors at SDSU and scholars who are actively involved in research on community college student success, college men and masculinity, and research and evaluation methods.

- Administer the Community College Survey of Men (CCSM) to conduct a comprehensive needs assessment of male students at SMC.
- Conduct focus groups with a representative sample of men of color at SMC
- Develop and deliver a professional development workshop series tailored specifically for faculty and staff at SMC and informed by key insights that are derived from the CCSM and student focus group findings.
- Conduct focus groups with purposefully selected faculty and staff to obtain insights about their experiences in working with men of color at SMC.

MOTION MADE BY: Nancy Greenstein

SECONDED BY: Margaret Quiñones-Perez

STUDENT ADVISORY: Aye

AYES: 7

NOES: 0

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 2, 2014

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3

SUBJECT: **RATIFICATION OF SUCCESSOR COLLECTIVE BARGAINING AGREEMENT BETWEEN SMCCD AND THE SMC POLICE OFFICERS ASSOCIATION (SMCPOA)**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees ratify the successor collective bargaining agreement between SMCCD and the SMC Police Officers Association (SMCPOA) for a term beginning on July 1, 2014, and ending on June 30, 2016.

SUMMARY: The tentative collective bargaining agreement between SMCCD and the SMCPOA effective July 1, 2014 through June 30, 2016, was ratified by SMCPOA members.

Projected Cost Impact of SMCPOA Contract for Fiscal Years 2013-2014 and 2014-2015		
	<u>2013-2014</u>	<u>2014-2015</u>
-		
Salaries	\$ 62,806	\$ 6,998
PERS	\$ 14,486	\$ 1,722
Medicare	\$ 911	\$ 101
SUI	\$ 31	\$ 3
Workers Comp	\$ 1,024	\$ 114
Classes, Conference & Workshop Reimbursement	\$ 1,000	\$ -
Total Projected Cost:	\$ 80,258	\$ 8,939

The agreement is on the District's website at:
<http://www.smc.edu/HumanResources/HumanResourcesDepartment/Documents/POA%20Agreement,%20Mous/SMC-SMCPOA%20Final%20Contract%20102314.pdf>

A copy of the agreement is provided as a supplement to the agenda.

MOTION MADE BY: Nancy Greenstein
 SECONDED BY: Rob Rader
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

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

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM 4

SUBJECT: CONFIRMATION OF BOND SALE COSTS RESPECTING \$144,995,829.40 SANTA MONICA COMMUNITY COLLEGE DISTRICT (LOS ANGELES COUNTY, CALIFORNIA) GENERAL OBLIGATION BONDS, 2008 ELECTION, 2014 SERIES B

SUBMITTED BY: Vice-President, Business/Administration

SUMMARY: The Santa Monica Community College District (Los Angeles County, California) General Obligation Bonds, 2008 Election, 2014 Series B (the “Bonds”) were sold to RBC Capital Markets, LLC (the “Underwriter”) on October 30, 2014 in the aggregate principal or denominational amount of \$144,995,829.40.

Section 53509.5 of the Government Code of the State of California (the “Government Code”) requires that actual costs of issuance of general obligations bonds sold by or on behalf of a community college district be presented to the governing board and disclosed to the public at a meeting of such governing board following the sale of such Bonds. The Underwriter’s discount was estimated at not-to-exceed 0.4% of the aggregate principal amount of the Bonds. The actual Underwriter’s discount was 0.35% of the aggregate principal amount of the Bonds. The cost of issuing the Bonds, including bond counsel and disclosure counsel fees, paying agent fees, printing and ratings charges and other related fees, was estimated at \$324,800. In compliance with Section 53509.5 of the Government Code, the actual cost of sale of the Bonds was \$285,000 or less.

\$144,995,829.40
SANTA MONICA COMMUNITY COLLEGE DISTRICT
(Los Angeles County, California)
General Obligation Bonds
2008 Election, 2014 Series B

<u>Payee</u>	<u>Service</u>	<u>Max. Auth. Amount</u>
Nixon Peabody LLP	Bond Counsel & Disclosure Counsel	\$105,650.00
First Southwest Company	Financial Advisor	29,000.00
Moody’s Investors Service	Rating	60,000.00
Standard & Poor’s	Rating	62,000.00
Avia Communications, Inc.	Printing & Mailing of POS/OS	1,650.00
U.S. Bank National Association	Paying Agent	550.00
CalMuni Statistics, Inc.	Data Collection	1,325.00
RBC Capital Markets, LLC	CDIAC Reimbursement	3,000.00
Contingency		<u>21,825.00</u>
	Costs of Issuance Subtotal:	\$285,000.00 ⁽¹⁾
RBC Capital Markets, LLC	Underwriter’s Discount	<u>503,485.57</u>
	Costs of Issuance Total:	\$788,485.57

⁽¹⁾ Following payment of the expenses set forth above, any remaining amounts shall be forwarded to the County of Los Angeles for deposit into the District’s Building Fund.

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

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO: 5

SUBJECT: RESOLUTION FOR THE DESIGNATION OF SPECIFIC MATERIALS, PRODUCTS, THINGS OR SERVICES ON PUBLIC WORKS PROJECTS

SUBMITTED BY: Vice-President, Business/Administration

WHEREAS, pursuant to applicable law, the Santa Monica Community College District (“District”) will be awarding construction contracts to various contractors for various public works projects;

WHEREAS, pursuant to California Public Contract Code section 3400 (“PCC §3400”) and other applicable law, the District wishes to, in specific instances, list and/or designate in its bids or requests for proposals on its public works projects, one specific material, product, thing or service;

WHEREAS, PCC §3400(b) provides that a public agency cannot limit “the bidding, directly or indirectly, to any one specific concern” when letting “contracts for the construction, alteration, or repair of public works”;

WHEREAS, PCC §3400(c) provides that its restrictions on the listing of only one specific name or brand are inapplicable if the public agency makes a finding that is described in the invitation for bids that a particular material, product, thing or service is designated by specific brand or trade name for any of the following purposes:

- In order that a field-test or experiment may be made to determine the product's suitability for future use. PCC §3400(c)(1).
- In order to match other products in use on a particular public improvement either completed or in the course of completion. PCC §3400(c)(2).
- In order to obtain a necessary item that is only available from one source. PCC §3400(c)(3).
- To respond to certain emergency situations. PCC § 3400(c)(4).

WHEREAS, on the District’s public works projects, the District desires to list the materials, products, things or services listed on the attached **Exhibit “A”** as the only acceptable materials, products, things or services for use on the District’s construction projects, because those materials, products, things or services:

- Match other products in use on other District public improvements either completed or in the course of completion. PCC §3400(c)(2).

WHEREAS, although PCC §3400(c)(2) does not require the Board to make specific findings as to why it wishes to match other products in use, the District believes this action is desirable to, among other reasons, and to the extent applicable to specific materials, products, things, or services, because:

- The ongoing maintenance, repair and other work that District staff and/or service providers will have to perform on those products or systems will be simplified, more efficient and less costly if those persons do not have to service different and varied products or systems.

- It will be easier and less costly to maintain an inventory of stored materials and products if they are with the same manufacturers / vendors of the particular products or systems.
- The warranties and guarantees for products or systems will be easier to coordinate, track and call upon in the years to come if they are with the same manufacturers / vendors of the particular products or systems.
- It will serve to achieve aesthetic uniformity in appearance of products throughout the District's projects and properties.

NOW, THEREFORE, the Governing Board of the Santa Monica Community College District hereby finds, determines, declares, orders and resolves as follows:

Section 1. That the above recitals are true and correct.

Section 2. That the materials, products, things or services listed on the attached **Exhibit "A"** are the only acceptable materials, products, things or services for use on the District's construction projects, because those materials, products, things or services match other products in use on other District public improvements either completed or in the course of completion.

Section 3. That the District shall list in its invitations to bid or other contract solicitations for the District's public works projects, the materials, products, things or services listed on **Exhibit "A"** as the only acceptable materials, products, things or services for use on the District's construction projects.

Section 4. That the District's Superintendent and/or his designee is authorized pursuant to this Resolution to take any action which is necessary to carry out, give effect to and comply with the terms and intent of this Resolution.

Comment: The District is committed to providing a safe and secure learning environment for students, staff, faculty, administration, and guests. To achieve this goal the District has evaluated numerous products and suppliers to find a physical security system that will properly integrate security protocols and communications between buildings throughout multiple campuses and SMC Police Dispatch to ensure personal and physical plant safety and security. The Security Task Force performed an extensive six-month evaluation of existing manufacturers, products and suppliers, including product demonstrations and direct manufacturer engagement of leading enterprise security systems. The proposed systems were evaluated for capabilities regarding threat detection, threat monitoring and SMC Campus police department response, along with ease of operation and maintenance. The manufacturers listed in Exhibit A have provided products that have been specified and used for several years in SMC bond construction projects. Since all new security systems are now network based, seamless integration with the existing campus Cisco data network is essential. By standardizing on products that we have successfully used for years we will save on staff training, maintenance and parts supply costs.

MOTION MADE BY: Louise Jaffe
 SECONDED BY: Rob Rader
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

Exhibit "A"

List of materials, products, things or services that the District is specifying in its specifications to match other products in use on other District public improvements either completed or in the course of completion:

Data Network and Security

Manufacturer: Cisco Systems

Products: Catalyst Series Switches, Nexus Switches, MDS Switches, Video Surveillance Manager, Video Surveillance IP Cameras, Physical Access Gateway, Physical Access Manager

Door Hardware – Locksets, Door Operators, Door Control

Manufacturer: Allegion

Product: Schlage ND94RD, ND93RD, N96RD, ND85PD, Schlage AD Series, Von Duprin Touch Bar Exit Devices, LCN Senior Swing 9500 Series

Fire Alarm System

Manufacturer: United Technologies

Products: Edwards EST-3, EST-360

Communications Cable Systems

Manufacturer: Commscope

Product: Systimax Structured Cabling System

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 2, 2014

VII. CONSENT AGENDA

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

RECOMMENDATION:

The Board of Trustees take the action requested on Consent Agenda Recommendations #6-#20.

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

MOTION MADE BY: Nancy Greenstein
 SECONDED BY: Rob Rader
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

VIII. CONSENT AGENDA – Pulled Recommendations

Recommendation No. 8 – Ratification of Contracts and Consultants

8-F SignUp Interpreting Services LLC

MOTION MADE BY: Rob Rader
 SECONDED BY: Margaret Quiñones-Perez
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

8-G Revolution Prep, LLC

MOTION MADE BY: Louise Jaffe
 SECONDED BY: Rob Rader
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

8-H Los Angeles Times

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

RECOMMENDATION NO. 6 APPROVAL OF MINUTES

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

November 5, 2014 (Regular Board of Trustees Meeting)

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

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 7 **CONTRACT FOR KCRW**

Requested Action: Approval/Ratification

Requested by: Jennifer Ferro, KCRW Station Manager

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

Provider: National Public Radio

Service: Digital Services Agreement, includes services, streaming base fees and Bandwidth overages.

Term: October 1, 2014 through September 30, 2015.

Amount: For Services, Annual fee, not to exceed \$110,000.

Amount: Streaming/Bandwidth, not to exceed \$25,000.

Funding Source: Corporation for Public Broadcasting Grant, fiscal year 2015

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

CONSENT AGENDA: GRANTS AND CONTRACTS

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	SkillBuilders	December 15, 2014- June 30, 2015 Not to Exceed Amount: \$40,000	Assess the Prep2Test (College Assessment Preparation) and MyEdPlan (Electronic Education Planner) applications and recommend user experience (UX) / user interface (UI) improvements. Implement approved enhancements, including those in compliance with Section 508 (29 U.S.C. '794 d) of Rehabilitation Act of 1973 and the implementation of current accessibility best practices to ensure a quality user experience with commonly used assistive technologies such as JAWS.	Student Success and Support Program (SSSP)
<i>Requested by: Esau Tovar, Interim Dean, Enrollment Development</i>				
<i>Approved by: Teresita Rodriguez, Vice President, Enrollment Development</i>				
B	MediaMate LLC	June 1, 2014 – May 31, 2017	MediaMate will earn a 50% commission rate for all advertising sales for the Corsair newspaper. At no cost, MediaMate will provide four additional services: Media Kit Update, Marketing and Advertiser Exposure, Account Manager, and Web Portal. MM retains the right to charge the advertiser an agency fee above and beyond the advertising rates listed in section 5 of the agreement.	Commission-based advertisement sales
<i>Requested by: Saul Rubin, Adviser, Corsair Newspaper</i>				
<i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i>				

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

CONSENT AGENDA: GRANTS AND CONTRACTS

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

Provider/Contract	Term/Amount	Service	Funding Source
C	Sam Gliksman \$1,800	Wednesday February 4, 2015 Mr. Gliksman, will conduct a hands-on workshop with SMC Career Technical Education faculty members at the CTE Winter Institute. This workshop will be focused on how to successfully use technology in the classroom. The consultant will be presenting a lecture focused on the use of mobile devices in education.	Title V funds, Center for Teaching Excellence
<i>Requested by: Roberto Gonzalez, Dean of Student Success Initiatives</i> <i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i>			
D	Amendment of existing Contract with Lisa Brand – A151104NC Increasing the current PO by \$8,000 to be funded through the Perkins grant. Fee is not to exceed \$18,000	September 1, 2014 – June 30, 2015 Agreement for graphic design and art direction/services for marketing materials that are specific to the needs of Workforce & Economic Development. Comment: The services may include assistance with expeditiously developing various marketing material for electronic and print distribution	CTE VI (SB 1070) 2014-2015: \$10,000 Perkins: \$8,000
<i>Requested by: Patricia Ramos, Dean of Workforce and Economic Development</i> <i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i>			
E	Thornhill Publishing, LLC Pilot program starting February 2015 SMC will receive 25% of revenues collected from the per student cost of \$5,250	The District is partnering with Thornhill Publishing, LLC to deliver a pilot program of customized fee based training, to prepare students for careers as Professional Paralegals. This is an agreement to facilitate a training program through SMC's Community and Contract Education program in exchange for a percentage of the enrollment fees generated. The open enrollment, not-for-credit program will provide approximately 400 hours of training through 20 paralegal skill-based modules over a 10 month period.	Revenues will be recognized in Community or Contract Education's Budget
<i>Requested by: Michelle King, Director Career & Contract Education</i> <i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i>			

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

CONSENT AGENDA: GRANTS AND CONTRACTS

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

	Provider/Contract	Term/Amount	Service	Funding Source
F	SignUp Interpreting Services LLC	July 1, 2014 – June 30, 2015 Previously approved contract: \$5,000 Increase to contract: \$35,000, Amended total not to exceed : \$40,000. \$75/hour, single; \$75 x 2 Team; \$93.75/hour less than 48 hours notice for an amended total not to exceed \$35,000.	Sign language interpreters for influx of deaf students at the beginning of each semester and for an on-going need for emergency substitutes.	Title V funds, Center for Teaching Excellence
<i>Requested by: Disabled Students Center</i> <i>Approved by: Mike Tuitasi, Vice-President, Student Affairs</i>				
G	Revolution Prep, LLC	November 15, 2014 February 21, 2015 March 21, 2015 April 25, 2015 May 16, 2015 \$200 per hour, not to exceed \$1,500	In-person group tutoring for 1-1/2 hours during five Upward Bound Saturday Academy sessions.	TRIO/Upward Bound
<i>Requested by: Bonita Cooper, Project Manager, Upward Bound</i> <i>Approved by: Teresita Rodriguez, Vice-President, Enrollment Services</i>				
H	Los Angeles Times	Spring 2015 Semester (February 17 – June 16, 2015) Not to exceed \$20,000	The Los Angeles Times will provide a one year, basic digital subscription to the LA Times (latimes.com) free of charge to students. The cost of \$1 per student will be charged to the college up to 20,000 subscriptions. The purpose is to increase civic awareness and engagement by students and will serve as an educational tool in many classes. This opportunity will be made available to all currently enrolled students.	District Budget/ Enrollment Development
<i>Approved by: Teresita Rodriguez, Vice-President, Enrollment Services</i>				

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

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

<u>ESTABLISH</u>	<u>EFFECTIVE DATE</u>
Director, Business Development	12/03/14

<u>ELECTIONS</u>	
King, Sasha, Interim Director, Business Development	12/03/14
Merlic, Jennifer, Dean, Instructional Services	12/03/14

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

SEPARATION

<u>RETIREMENT</u>	<u>LAST DAY OF PAID SERVICE</u>
Campbell, Laura, Instructor, English (17 years of service)	12/30/14

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

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

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

<u>ESTABLISH NEW CLASS DESCRIPTION AND SALARY ALLOCATION</u>	<u>EFFECTIVE DATE</u>
Classification and Compensation Manager (1 position) Personnel Commission, 12 mos, Management Range M18 on Classified Management Schedule	12/03/14
Controller (1 position) Fiscal Services, 12 mos, Management Range M32 on Classified Management Schedule	12/03/14
Senior Student Services Specialist – Veterans’ Programs (1 position) Veterans’ Department, 12 mos, 40 hours Range 32 on the Classified Salary Schedule Comment: Student Equity Funding	12/03/14
<u>Salary Re-Allocation</u> Senior Graphics Designer From: Range 40 on the Classified Salary Schedule To: Range 45 on the Classified Salary Schedule	12/03/14
<u>ABOLISH</u> Administrative Assistant I (1 position) Community Education, 12 mos, 40 hrs	12/03/14
<u>ESTABLISH</u> Instructional Assistant – Math (2 positions) Mathematics Department, 11 mos, 20 hrs/Varied Schedule	12/03/14
Journeyman Trade-Carpentry (1 position) Maintenance, 12 mos, 40 hrs	12/03/14
Journeyman Trade-Electrical (1 position) Maintenance, 12 mos, 40 hrs	12/03/14
Journeyman Trade-Plumbing (1 position) Maintenance, 12 mos, 40 hrs	12/03/14
Painter (1 position) Maintenance, 12 mos, 40 hrs	12/03/14

Workforce and Economic Development Project Assistant (2 positions) 12/03/14
Workforce and Economics, 12 mos, 40 hrs

Workforce and Economic Development Project Assistant (1 position) 12/03/14
Workforce and Economics, 12 mos, 20 hrs

ELECTIONS EFFECTIVE DATE

PROBATIONARY

Llerenas, Liset, Student Services Specialist- Welcome Center 11/19/14

PROBATIONARY/ADVANCE STEP PLACEMENT

Nguyen, Thuanh, Student Services Assistant, ISC (Step C) 11/19/14

Webster, Jaazer, Student Services Assistant, AACC & Latino Center

POSITION INCREASE IN WORK CALENDAR /PERMANENT

To: Administrative Assistant I, Business/CSIS, 12 mos, 40 hours
From: Administrative Assistant I, Business/CSIS, 11 mos, 40 hours 12/03/14

To: Administrative Assistant I, Mathematics, 12 mos, 40 hours
From: Administrative Assistant I, Mathematics, 11 mos, 40 hours 12/03/14

INCREASE IN WORK MONTHS/PERMANENT

Fukuda-Schmid, Kristina M 12/03/14

To: Administrative Assistant I, Mathematics, 12 mos, 40 hours

From: Administrative Assistant I, Mathematics, 11 mos, 40 hours

WORKING OUT OF CLASSIFICATION (PROVISIONAL)

Barboza, Star 10/20 - 11/21/14

To: Lead Custodian, NSII, 100%

From: Custodian, NSII

Comment: not to exceed 90 working days

Casborn, Edgar 10/20 - 02/20/15

To: Lead Custodian, Day, 100%

From: Custodian, Day

Comment: not to exceed 90 working days

WORKING OUT OF CLASSIFICATION (PROVISIONAL) – Extension

Qualey, Patrick 11/01 - 11/28/14

To: Journeyman Level – Carpentry, 100%

From: Skilled Maintenance Worker I

Comment: not to exceed 59 working days

Sheaffer, Carl 11/03 - 11/28/14

To: Skilled Maintenance Worker II, 100%

From: Skilled Maintenance Worker I

Comment: not to exceed 59 additional working days

VOLUNTARY REDUCTION IN HOURS/TEMPORARY

Lemons, Bradley 02/17 – 06/09/15

To: Lab. Tech.-Broadcasting/Electronic Media, Communications, 11 mos, 36 hrs

From: Lab. Tech.-Broadcasting/Electronic Media, Communications, 11 mos, 40 hrs

LEAVES OF ABSENCE - UNPAID

Nematollahi, Ramin, Administrative Assistant II, Community Relations

01/05 – 02/12/15

SEPARATION

Balyot, Karin, Student Services Assistant, ISC

LAST DAY OF PAID SERVICE

11/03/14

RESIGNATION

Pedone Borghese, Linda, Disabled Student Services Assistant, DSC

12/11/14

Chung, Sandy, Director, Human Resources (effective date amended from 11/21/14 to 02/06/15) 02/06/15

McGowan, Terry, Custodian, Operations

04/01/15

RETIREMENT

Goldberg, Earl D., Journeyman Trade - Electrical, Maintenance (31 years of service)

11/24/14

Jackson, Wendy, Library Assistant (15 years of service)

12/30/14

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

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

All personnel assigned to limited term employment (Merit System) will be elected in accordance with District policies and salary schedules.

EFFECTIVE DATE

ELECTIONS

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

Cortes, Dalia C., Administrative Assistant II, Student Services	11/17/14-12/23/14
Dossett, Kathy, HR Analyst –Employee & Labor Rel, Human Relations	12/03/14-02/13/15
Waller, Leslie, Student Services Clerk, Campus/ Alumni Relations	10/31/14-12/19/14

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.

Clark, Jessica L., Cash Receipts Clerk, Bursar’s Office	12/15/14-02/27/15
Graham-Howard, Kimi, Student Services Clerk, Bursar’s Office	12/15/14-02/23/15
Nelli, Maria A., Cash Receipts Clerk, Bursar’s Office	12/15/14-02/27/15
Orcutt, Joseph, Student Services Clerk, Bursar’s Office	12/15/14-02/23/15
Perry, Nakeya Q., Cash Receipts Clerk, Bursar’s Office	12/15/14-02/27/15
Shine, Kevin, Cash Receipts Clerk, Bursar’s Office	12/15/14-02/27/15
Stuck, Jennifer K., Student Services Clerk, Bursar’s Office	12/15/14-02/23/15
Wilks, Susan C., Cash Receipts Clerk, Bursar’s Office	12/15/14-02/27/15
Williams, LaShondra E., Cash Receipts Clerk, Bursar’s Office	12/15/14-02/27/15

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)	37
College Work-Study Student Assistant, \$10.00/hour (FWS)	43
Cal WORKS, \$10.00/hour	3

SPECIAL SERVICE

Art Models, \$18.00/hour	3
Community Services Specialist I, \$35.00/hour	2
Community Serviced Specialist II, \$50.00/hour	1

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

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 – 14th STREET WAREHOUSE

Accept Hoffman Construction and Management’s Subcontractor Substitution Request on the 14th St. Warehouse project.

<u>Listed Subcontractor</u>	<u>Requested Substitution</u>
Rivet Rack, Inc.	All American Rack Co.

Funding Source: District Capitol Funds

Comment: Hoffman Construction & Management the General Contractor for the 14th St. Warehouse project, has requested to substitute their listed Subcontractor, Rivet Rack, Inc. with All American Rack Co. for the pallet rack portion of the project. Hoffman Construction stated Rivet Rack based their contract price under the impression of only having to provide two (2) racks instead of the four (4) racks shown on the bid documents 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 CHANGE ORDER NO. 1 – 14th STREET WAREHOUSE

Change Order No. 1 – Hoffman Management and Construction on the 14th Street Warehouse project in the amount of \$4,132.

Original Contract Amount	\$ 386,563
Previously Approved Change Orders	\$ 0
Change Order No. 1	\$ 4,132
Revised Contract Amount	\$ 390,695

This change order results in no change to the contract length

Funding Source: District Capitol Funds

Comment: Change Order No. 1 for the 14th St. Warehouse provides labor and material cost to provide power for two (2) water heaters not shown on the contract documents and additional door hardware required to meet the SMC’s hardware standards.

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

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 FACILITIES *(continued)*

13-C CHANGE ORDER NO. 5 – AET CAMPUS AND PARKING STRUCTURE A

Change Order No. 5 – C.W. Driver on the AET Campus portion of the project in the credit amount of (\$53,637).

Original Contract Amount	\$59,160,000
Previously Approved Change Orders (AET Campus)	\$ 76,187
Previously Approved Change Orders (AET Parking Structure A)	\$ 84,170
Change Order No.5 – AET Campus	\$ <u>(53,637)</u>
Revised Contract Amount	\$59,266,720

This change order results in no change to the contract length

Funding Source: Measure AA

Comment: Change Order No. 5 for the AET Campus provides credit to the owner for costs of tests/inspections conducted and completed at a location outside a one hundred (100) mile radius of the site. The steel is being fabricated in Texas and Oklahoma.

13-D CHANGE ORDER NO. 10 – INFORMATION AND TECHNOLOGY RELOCATION

Change Order No. 10 – BERNARDS BROS. on the IT Relocation project in the credit amount of (\$2,019).

Original Contract Amount	\$12,392,000
Previously Approved Change Orders	\$ 1,577,574
Change Order No. 10	\$ <u>(2,019)</u>
Revised Contract Amount	\$13,967,555

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

Funding Source: Measure AA

Comment: Change Order No. 10 includes labor and material costs to provide power supply to the hand dryers in the second floor restrooms of the IT building, to provide and install conduit and wiring for two EMS panels in the Media Center MDF room and to add a shut off valve in the yard box and 6" bedding of P-gravel beneath pump pit for the courtyard fountain not found on the contract drawings. This Change Order also includes a credit to the college to omit the work of providing a roof duct cross over ladder on the roof of the IT building.

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

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 FACILITIES *(continued)*

13-E AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – MALIBU CAMPUS

Amend the agreement with Quatro Design Group for the Malibu Campus in the amount of \$123,000 plus reimbursable expenses.

Original Contract Amount	\$1,350,000
Amendment #1	<u>\$ 123,000</u>
Revised Contract Amount	\$1,473,000

Funding Source: Measure AA

Comment: This amendment provides for the following:

Additional changes to the emergency communications tower as requested by the County of Los Angeles; Landscape and site changes as requested by the County of Los Angeles and the City of Malibu; Redesign of the Sheriff’s Department space as requested by the County of Los Angeles; A new pile foundation plan that was coordinated with the Division of the State Architect (DSA) and that will result in significant project savings.

13-F POOL PAYMENT UNDER JOINT USE FACILITIES AGREEMENT

Payment to: City of Santa Monica
Amount: \$57,069.20
For the Period: July 1, 2014 –September 30, 2014 (3 months)
Funding Source: 2014-2015 District General Fund

Comment: Under the terms of the Joint Use of Facilities Agreement with the City of Santa Monica, the District pays a pro rata share of maintenance and operation costs of the pool based on the number of hours the College uses the pool compared to the total hours of pool use by all parties. This payment includes new pool covers, replacement of boiler heat exchangers, and repair of perimeter lights. College paid the City of Santa Monica \$40,555.17 for the same period last year.

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

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification

Reviewed by: Chris Bonvenuto, Director Fiscal Services

Approved by: Bob Isomoto, Vice President Business and Administration

Title of Grant: Student Success and Support Program Non-Credit (SSSP Non-Credit)
 Granting Agency: State of California
 Award Amount: (\$13,285) (Total Allocation \$44,140)
 Matching Funds: (\$13,285) (Total Match \$44,140)
 Performance Period: July 1, 2014 – June 30, 2015
 Summary: The District received a notice of decrease for (\$13,285) in student success and support program non-credit (SSSP non-credit) per the advance apportionment report issued by the Chancellor’s Office dated October 30, 2014.

Budget Augmentation: Restricted Fund 01.3

Revenue (2014 – 2015)		
8600	State	(\$13,285)
Expenditures		
1000	Academic Salaries	(\$ 7,280)
3000	Employee Benefits	(\$ 368)
4000	Supplies & Materials	(\$ 137)
5000	Other Operating Expenditures	(\$ 500)
6000	Capital Outlay	(\$ 5,000)
Total		(\$13,285)

Title of Grant: (A) CalWORKS
 Granting Agency: State of California
 Augmentation Amount: (\$6,705) (Total Allocation: \$278,929)
 Matching Funds: Not applicable
 Performance Period: July 1, 2014 – June 30, 2015
 Summary: The District was notified of a reduction of funding for CalWORKS for fiscal year 2014-2015 in the amount of \$6,705 per letter from Chancellor’s Office dated October 7, 2014. An offsetting increase of \$6,705 was allocated to Temporary Assistance for Needy Families (TANF) program.

Budget Augmentation: Restricted Fund 01.3

Revenue (2014 – 2015)		
8600	State	\$ (6,075)
Expenditures		
1000	Academic Salaries	\$ 1,417
2000	Non Academic Salaries	\$ (3,556)
3000	Employee Benefits	\$ (1,411)
4000	Supplies & Materials	\$(10,844)
5000	Other Operating Expenditures	\$ 0
6000	Capital Outlay	\$ 0
7000	Other Outgo	\$ 7,689
Total		\$ (6,705)

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

CONSENT AGENDA: FACILITIES AND FISCAL

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

Title of Grant (B): Temporary Assistance for Needy Families (TANF)
 Granting Agency: State of California
 Augmentation Amount: \$6,705 (Total Allocation: \$64,956)
 Matching Funds: Not applicable
 Performance Period: July 1, 2014 – June 30, 2015
 Summary: The District qualified for additional TANF funding in the amount of \$6,705 for fiscal year 2014-2015 per letter from Chancellor's Office dated October 7, 2014.

Budget Augmentation: Restricted Fund 01.3
 Revenue (2014 – 2015)

8100	Federal	\$ 6,075
------	---------	----------

Expenditures

1000	Academic Salaries	\$ 2,376
2000	Non Academic Salaries	\$ 7,724
3000	Employee Benefits	\$ 812
4000	Supplies & Materials	\$ (5,357)
6000	Capital Outlay	\$ 1,150
Total		\$ 6,705

Title of Grant: California Early Childhood Mentor Program - CECMP
 Granting Agency: California Department of Education / Chabot College
 Award Amount: \$1,584
 Matching Funds: Not applicable
 Performance Period: August 1, 2014 – July 15, 2015
 Summary: The CECMP provides resources and support to aspiring and experienced teachers and administrators in programs serving children birth to five and before- and after-school programs. This program partially reimburses instructor's salary for one section of ECE 48 offered during current school year and provides Mentors for our Early Childhood Field Experience students in the Fall and Spring Semester.

Budget: Restricted Fund 01.3
 Revenue (2014 – 2015)

8800	Local	\$1,584
------	-------	---------

Expenditures

1000	Academic Salaries	\$1,584
Total		\$1,584

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

CONSENT AGENDA: FACILITIES AND FISCAL

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

Title of Grant: California Early Childhood Mentor Program - CECMP
Supplemental funds

Granting Agency: California Department of Education / Chabot College

Award Amount: \$917

Matching Funds: Not applicable

Performance Period: November 1, 2014 – June 15, 2015

Summary: The CECMP provides resources and support to aspiring and experienced teachers and administrators in programs serving children birth to five and before- and after-school programs. This supplemental funding provides additional local support for the following purposes:

- a) Recruiting attendees for Director Mentor Informational webinars
- b) Supporting additional outreach to recruit protégés and promote interest in the Director Mentor component; and or
- c) Strengthening the Director Seminar

Budget:

Restricted Fund 01.3		
Revenue (2014 – 2015)		
8800	Local	\$917
Expenditures		
4000	Supplies & Materials	\$167
5000	Other Operating Expenditures	\$750
Total		\$917

Title of Grant: Radio Community Service Grant

Granting Agency: Corporation for Public Broadcasting (CPB)

Augmentation Amount: \$348,155 (Total Award: \$1,443,373)

Matching Funds: Not applicable

Performance Period: October 1, 2014 – September 30, 2016

Summary: The District qualified for additional funding for fiscal year 2014-2015 in the amount of \$348,155 from \$1,095,218 to \$1,443,373 per award letter from CPB dated November 4, 2014. This funding is used for:

- 1) Monthly and quarterly programming charges and interconnect fees for access to satellite to upload KCRW programs
- 2) Studio usage/ISDN lines/engineering time and usage of source databases needed to produce radio programs
- 3) Professional memberships

Budget Augmentation:

Restricted Fund 01.3		
Revenue (2014 – 2015)		
8100	Federal	\$348,155
Expenditures		
5000	Other Operating Expenditures	\$348,155
Total		\$348,155

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

CONSENT AGENDA: FACILITIES AND FISCAL

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

Title of Grant: Disabled Student Program and Services (DSPS)
 Granting Agency: State of California
 Augmentation Amount: \$907,238 (Total Allocation: \$2,217,643)
 Matching Funds: \$93,976 DHH Match (25% of DHH Allocation \$375,904)
 Performance Period: July 1, 2014 – June 30, 2015
 Summary: DSPS received an additional \$30,000,000 statewide. As a result, the District qualifies for an additional \$907,238 in DSPS funding for fiscal year 2014-2015 per P1 allocation from the Chancellor’s Office dated November 3, 2014.

Budget Augmentation:	Restricted Fund 01.3	
	Revenue (2014 – 2015)	
	8600 State	\$907,238
	Expenditures	
	1000 Academic Salaries	\$292,619
	2000 Non Academic Salaries	\$347,018
	3000 Employee Benefits	\$167,069
	4000 Supplies & Materials	\$ 2,735
	5000 Other Operating Expenditures	\$ 96,305
	6000 Capital Outlay	\$ 1,492
	Total	\$907,238

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

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 BUDGET TRANSFERS

Requested Action: Approval/Ratification

Reviewed by: Chris Bonvenuto, Director Fiscal Services

Approved by: Bob Isomoto, Vice President Business and Administration

15-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period of October 22, 2014 thru November 19, 2014

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	6,558
3000	Benefits	0
4000	Supplies	16,967
5000	Contract Services/Operating Exp	-15,723
6000	Sites/Buildings/Equipment	2,198
7000	Other Outgo/Student Payments	-10,000
Net Total:		0

15-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period of October 22, 2014 thru November 19, 2014

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-31,822
2000	Classified/Student Salaries	32,720
3000	Benefits	-87
4000	Supplies	-68,897
5000	Contract Services/Operating Exp	77,036
6000	Sites/Buildings/Equipment	-8,950
7000	Other Outgo/Student Payments	0
Net Total:		0

RECOMMENDATION NO. 16 ACCEPTANCE OF DONATION FOR KCRW

Requested Action: Approval/Ratification

Requested by: Jennifer Ferro, KCRW Station Manager

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

Acceptance of donation of a used 2008 Toyota FJ Cruiser from Marina del Rey Toyota for KCRW, effective September 26, 2014.

Comment: The automobile is valued at \$20,894.95, with repair/maintenance services in the amount \$1,819.24.

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

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 PAYROLL WARRANT REGISTER

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

October 1 – October 31, 2014 C1C – C2D \$10951655.73

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

RECOMMENDATION NO. 18 COMMERCIAL WARRANT REGISTER

Requested by: Cristina Chavira, Accounts Payable Supervisor
Approved by: Robert G. Isomoto, Vice-President, Business/Administration
Requested Action: Approval/Ratification

October 1 – October 31, 2014 6218-6260 \$13,161,139.70

Comment: The detailed Commercial Warrant 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.

	Payments	Purchase Orders
October 1 – October 31, 2014	\$696,379.54	\$56,658.33

Comment: The detailed Auxiliary payment documents are on file in the Auxiliary Operations Office.

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

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 20 PURCHASING

Requested by: Cynthia Moore, Director of Purchasing

Approved by: Robert Isomoto, Vice President

Requested Action: Approval/Ratification

20-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

October 1 – October 31, 2014 \$ 52,341,392.26

20-B PURCHASING AGREEMENT AND AUTHORIZATION OF PURCHASE ORDER

Authorize the awards of purchase orders from approved department budgets against the following competitive bid agreements not to exceed legal dollar threshold limits:

Educational & Institutional Cooperative Purchasing, Contract CNR-01239, with Steris Corp through April 2013, for Science & Health Laboratory Supplies/Equipment

20-C AWARD OF CONTRACT

Provider: A-Z Bus Sales, Inc.

Amount: \$132,157 (one time purchase)

Funding Source: 2014-2015 Auxiliary Services

Summary: Award of Bid #1415001SF for Medium Duty Paratransit CNG Bus

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

ORGANIZATIONAL FUNCTIONS

RECOMMENDATION NO. 21

SUBJECT: ELECTION OF OFFICERS OF THE BOARD OF TRUSTEES, 2015

21-A REQUESTED ACTION: It is recommended Rob Rader be elected Chair of the Board of Trustees of the Santa Monica Community College District.

MOTION MADE BY: Margaret Quiñones-Perez
 SECONDED BY: Susan Aminoff
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

21-B REQUESTED ACTION: It is recommended that Louise Jaffe be elected Vice-Chair of the Board of Trustees of the Santa Monica Community College District.

MOTION MADE BY: Susan Aminoff
 SECONDED BY: Margaret Quiñones-Perez
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

21-C REQUESTED ACTION: It is recommended that Superintendent/President Chui L. Tsang be elected Secretary to the Board of Trustees; Vice-President, Business and Administration Robert Isomoto, be elected Assistant Secretary to the Board of Trustees; and Coordinator, District/Board of Trustees Office Lisa Rose, be elected Recording Secretary to the Board of Trustees.

COMMENT: In accordance with Board Policy 1170, the officers and auxiliary personnel of the Board of Trustees of the Santa Monica Community College District shall consist of a chair, vice-chair, secretary, assistant secretary and recording secretary.

MOTION MADE BY: Rob Rader
 SECONDED BY: Nancy Greenstein
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

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

ORGANIZATIONAL FUNCTIONS

INFORMATION ITEM NO. 22

SUBJECT: SEATING OF THE BOARD OF TRUSTEES

The Board of Trustees was seated according to Board Policy 1260 with the Board Chair in the middle, the Vice-Chair to the left of the Chair, the Superintendent to the right of the Chair, and the Student Trustee in the designated Student Trustee position. Seating arrangement of other trustees was determined by the drawing of numbers.

RECOMMENDATION NO. 23

SUBJECT: DESIGNATION OF SMCCD BOARD OF TRUSTEES REPRESENTATIVE TO THE LOS ANGELES COUNTY SCHOOL TRUSTEES ORGANIZATION (LACSTA)

REQUESTED ACTION: It is recommended that the Board of Trustees designate Trustee Louise Jaffe as the SMCCD Board of Trustees representative to the Los Angeles County School Trustees Organization (LACSTA).

COMMENT: The role of the representative is to vote on all LACSTA matters and communicate between the LACSTA Executive Board, LACSTA and the local Board.

MOTION MADE BY: Nancy Greenstein
 SECONDED BY: Margaret Quiñones-Perez
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

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

ORGANIZATIONAL FUNCTIONS

RECOMMENDATION NO. 24

SUBJECT: 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
Dr. Chui L. Tsang Superintendent/President	X	X	X	X	X	X
Jeffery Shimizu Interim Executive Vice-President	X	X	X	X	X	X
Robert Isomoto Vice-President, Business and Administration	X	X		X	X	X
Marcia Wade Vice-President, Human Resources			X	X		
Christopher Bonvenuto Chief Director, Business Services	X	X		X	X	X
George Prather Director of Auxiliary Services				X	X	X
Cynthia Moore Director of Purchasing				X		X

It is further recommended that the "Certification of Signatures" be completed and filed with the County Superintendent of Schools. The signatures shall be considered valid for the period of December 3, 2014 through December 15, 2015.

COMMENT: The County Superintendent of Schools requires that the Certification of Signatures be approved at the annual organizational meeting of the Board of Trustees which is held within a 15-day period that commences with the date upon which a governing board member elected takes office.

MOTION MADE BY: Rob Rader
SECONDED BY: Margaret Quiñones-Perez
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

BOARD OF TRUSTEES

SANTA MONICA COMMUNITY COLLEGE DISTRICT

REGULAR MEETING

December 2, 2014

IX. REPORTS FROM DPAC CONSTITUENCIES

- Associated Students
- CSEA
- Faculty Association
- Management Association

X. BOARD COMMENTS AND REQUESTS**XI. ADJOURNMENT** – 10:55 p.m.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, January 13, 2014** at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

The agenda for the next meeting will include the following:

- 2015-2016 Non Resident Tuition Rate
- Reports: Counseling Services
Transfer Annual Report
Update: Student Services Building