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SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING

MARCH 4, 2014

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

Board Room (Business Building Room 117)

5:30 p.m. – Closed Session
7:00 p.m. – Public Meeting

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

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

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

PUBLIC PARTICIPATION
ADDRESSING THE BOARD OF TRUSTEES

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

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

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

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

General Public Comments and Consent Agenda

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

Major Items of Business

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

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

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

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

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

III. **PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS**

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

IV. **SUPERINTENDENT'S REPORT**

- Updates:
 - Spring 2014 Semester
 - State Budget

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

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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. REPORTS FROM DPAC CONSTITUENCIES

- Associated Students
- CSEA
- Faculty Association
- Management Association

XI. BOARD COMMENTS AND REQUESTS

XII. ADJOURNMENT

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Tuesday, April 1, 2014** 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	ACTION
Santa Monica Community College District	March 4, 2014

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1

SUBJECT: **PURCHASE OF BROADCAST STATION KDB AND SWAP WITH BROADCAST STATION KQSC**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees authorize the Superintendent/President to negotiate and execute a purchase agreement and other ancillary agreements with the Santa Barbara Foundation for Broadcast Station KDB 93.7 FM, Santa Barbara, California, for a purchase price not to exceed \$1,300,000; and to negotiate and execute a transfer ownership agreement and other ancillary agreements with the University of Southern California and Classical KUSC, of Station KDB 93.7 FM, Santa Barbara for Station KQSC 88.7 FM, Santa Barbara.

SUMMARY: The Santa Barbara Foundation announced its intention to sell classical radio station KDB in September 2013, following a unanimous vote from Foundation board members. KCRW submitted its proposal to acquire KDB to the Santa Barbara Foundation in November 2013. On February 18, 2014, the Santa Barbara Foundation announced their intention to enter a purchase agreement with KCRW for the sale of KDB.

The purchase process includes a three-way arrangement between the Santa Barbara Foundation, KCRW, and KUSC. In order to maintain KDB's classical legacy and service, KCRW will immediately transfer KDB to KUSC. In exchange, KUSC will transfer its full-service Santa Barbara station, KQSC 88.7, to KCRW. The purchase and signal exchange will be done in one FCC (Federal Communications Commission) application at the time of purchase.

On February 14, 2014, SMC signed a Letter of Intent on KCRW's behalf to negotiate the purchase arrangement. With this acquisition, KCRW will provide localized programming for the Santa Barbara area, in addition to many of KCRW's signature music, culture, and talk programs. KCRW intends to broadcast localized versions of *Morning Edition* and *All Things Considered*. Local announcers and hosts will do daily and frequent interviews with reporters from three local and well-regarded news sources in Santa Barbara—*The Santa Barbara Independent*, a weekly paper; *Mission & State*, an investigative news organization, and *Noozhawk*, a local news website. The KCRW Foundation will reimburse the District for funds expended for the purchase.

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 4, 2014

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

SUBJECT: **CONFIRMATION OF APPOINTMENT TO PERSONNEL COMMISSION**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees confirm the appointment of Lawrence Leone to the SMC Personnel Commission for a three-year term, December 1, 2013 through December 1, 2016.

SUMMARY: The process of filling a position on the Personnel Commission requires that two members be appointed by Board of Trustees; two members be appointed by the classified employees of the District; and the fifth member is appointed by the four appointed commissioners. The Personnel Commission advertised the vacancy created by the retirement of Dolores Press, reviewed applications received and approved the appointment of Mr. Leone to the Personnel Commission for the term December 1, 2013 through December 1, 2016.

MOTION MADE BY:

SECONDED BY:

ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	March 4, 2014

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM 3

SUBJECT: **UPDATE ON STRATEGIC INITIATIVES**

- **GRIT (Growth/Resilience/Integrity/Tenacity)**
- **I³ (Institutional Imagination Initiative)**

SUBMITTED BY: Executive Vice-President

GRIT – Spring 2014 Report

Since the previous report on the [GRIT](#) Initiative was presented to the Board of Trustees in March 2013, the initiative has taken shape around three distinct, but connected components: ILO #5 (Authentic Engagement), Got GRIT? questions for reflection, and the YOU+1 coaching program.

ILO #5: Authentic Engagement

The Institutional Effectiveness Committee has examined student success, achievement, and SLO/ILO core competency data by student demographic groups. There is an equity gap apparent across all measures of student success, with African-American students faring less well than the rest of the student population and Hispanic students faring only somewhat better. The College GRIT Initiative is designed to address this equity gap as well as help all of our students.

To this end, in May 2013, the Academic Senate approved the Institutional Effectiveness Committee’s recommendation that the College adopt a fifth ILO. Both the committee and the senate were persuaded that this new ILO encompasses a component of student learning and engagement that none of the other ILOs address. Both research and practical experience among educators indicates that students who exhibit *authentic engagement* in their education are more likely to succeed in school and in life. We have defined *authentic engagement* to mean that 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.

ILO #5 is measured and assessed along four competencies: Interest (enjoyment of the learning process), valuing the academic task beyond the task itself, self-efficacy/empowerment (belief in one’s ability to achieve a goal or an outcome), and Professional Relevance (application of course content to possible professional life).

Got GRIT?: Questions for reflection and campus-wide banners

Seeking a variety of approaches to help students authentically engage their education and to connect their college experiences to their life-long goals, the Initiative developed the below set of questions to help students with this:

- How can we help you achieve your dream?
- What risks are you willing to take to achieve your dream?
- What inspires you and why?
- Did you do something this week you’ve never done before?
- Are you a driver or a passenger in your own life?
- If there were no grades, what would motivate you?
- How has this semester changed you?
- What opportunity did you miss? What are you going to do now?

Faculty have been encouraged to use these questions to get to know students or as ice breakers to help students get to know each other. These questions might also be used to inform class assignments, such as prompts for speeches, essays, debates, or class presentations. To prompt students to engage with each other on the topic, students have been encouraged to respond to them on Twitter, Facebook, Instagram (#gotgrit) and at <http://bit.ly/smcgrit>. Some of the best answers will continue to be shared on the [GotGrit page](#) in the hopes of motivating and inspiring all SMC students to achieve their goals.

The GRIT Initiative collaborated with the College's marketing department to create a [Got GRIT? logo](#) and banners to display the questions across the SMC campuses and on light posts in the quad. As the questions are developmental and intended to correspond to students' experiences throughout the semester, the banners displayed in stanchions across the campuses are rotated on a bi-weekly basis. Thus, students see the first question during the first two weeks of the semester. And, by the final two weeks of the semester, they see the final question.

YOU+1: GRIT Coaching Program

This spring the Initiative will pilot with roughly two hundred students a coaching program that have been named "YOU+1". The YOU+1 program is designed to help students tap into the supportive people they already have in their lives and to help those people provide them the best social support possible. Students can choose family members or friends, really anyone to be their +1s. The +1 should be someone who knows and encourages the student. Students are encouraged to think carefully about who they would like as their +1 and to go talk to them about it. If the chosen coach agrees, students will go to the GRIT website at www.smc.edu/grit and click on the Sign Up link. Once students tell the YOU+1 program who they'd like to have as their +1, an email will be sent to the +1. YOU+1 will be sending weekly emails to share suggestions in the forms of videos, articles and helpful messages about how to support the student throughout the semester. The coach won't know anything about students' grades or attendance unless students decide to share that information. The +1s are there to give emotional support and encouragement. Ideally the student and +1 will have contact at least once a week, but that will be left up to the student and the +1. If the coach has any questions or runs into issues, they can go to our [College Resources](#) link on or they can email you+1@smc.edu and someone from the "You+1" team will respond as soon as possible.

The hope is that the You+1 Program particularly helps students who have suffered most from the equity gap. But , of course, the Program is scalable and eventually could be used campus wide.

Keynote Speaker

In addition to the above components, the Initiative has collaborated with The Center for Teaching Excellence and Student Success to bring the keynote speaker to Spring Flex Day on March 18th. Dr. Ken Bain, author of "What the Best College Teachers Do" and "What the Best College Students Do," will deliver the keynote and lead a follow-up workshop. His work focuses on helping students take what he calls "a deep approach to learning" or what the college "authentic engagement."

Special thanks to the following for making the above activities possible:

Christine Schultz (GRIT)
Brenda Benson (GRIT)
Kiersten Elliott (GRIT)
Hannah Lawler (GRIT)
Ani Aharonian (GRIT)
Vicki Rothman (GRIT)
Deyna Hearn (GRIT)
Bobby Simmons (GRIT)
Maral Hyeler (GRIT)
Sandy Chung (GRIT)
Genevieve Bertone (GRIT)
Laura Campbell (GRIT)
Kathleen Motoike (GRIT)
Nancy Grass Hemmert (Communications)
Drew Davis (Communications)
Perviz Sawoski (Theater Arts)
Deidre Weaver (Alumni Association)
Mark Morale (Alumni Association)
SMC President's Ambassadors
Bruce Wyban (Facilities)
Charles Mark-Walker (Marketing)
Ming-Yei Wei (Marketing)
Roberto Gonzalez (Student Success)
Lee Johnston (MIS)
Eve Adler (Institutional Effectiveness Committee)
Lesley Kawaguchi (Institutional Effectiveness Committee)
Jennifer Merlic (Institutional Effectiveness Committee)
Laura Manson (Institutional Effectiveness Committee)
Teresa Garcia (Institutional Effectiveness Committee)
Erica Leblanc (Institutional Effectiveness Committee)

**INSTITUTIONAL IMAGINATION INITIATIVE (I³) PROJECTS UPDATE
FEBRUARY 2014**

Project/Initiative	Dept./Program/Unit	Primary Contact	External Partner	Brief Description
Promo Pathways	Communications	Frank Dawson	Promo BDA and South Bay Center for Counseling	Preparing non-traditional students for TV promotions-marketing-editing jobs. Cohort model with mentorships, internships and student support services.
Bath Spa University/ SMC Joint Baccalaureate Degree	International Business	Joy Tucker/ Estela Narrie	Bath Spa University (Bath, United Kingdom)	General MOU signed for transfer articulation Joint International Business Degree
Arizona State University/SMC Joint Baccalaureate Degree	Nursing	Ida Danzey	Arizona State University	Joint Baccalaureate Program
Collaboration with CSU, Dominguez Hills to have a pathway for students to receive a BSN	Nursing	Ida Danzey	CSU, Dominguez Hills	The focus of the pathway is an ADN and BSN concurrent enrollment approach. The initial funding was provided by the Chancellor's Office via the ADN to MSN Grant. Although that funding stream has now ended, one of the faculty at CSUDH is advising students, and SMC faculty continue to meet with students on the waitlist who are interested. Funding (\$20K to \$25K/year) will be needed to continue this project.
Arizona State University/SMC Joint Baccalaureate Degree	Public Policy	Jeff Shimizu	Arizona State University	Joint Bachelors + Master's Degree in Public Policy

Project/Initiative	Dept./Program/Unit	Primary Contact	External Partner	Brief Description
SMC Public Policy Institute/RAND Pardee Graduate School of Public Policy Mentor Program	Philosophy and Social Sciences/Public Policy Institute	Richard Tahvildaran-Jesswein	RAND Corporation Pardee Graduate School of Public Policy	SMC Public Policy students paired with Pardee Graduate School Ph.D. candidates to assist in research and contribute to local municipal projects; opportunity for Ph.D. candidates to teach sections of Political Science 31 <i>Introduction to Public Policy</i> .
SMC Public Policy Institute/American University of Paris	Philosophy and Social Sciences/Public Policy Institute	Richard Tahvildaran-Jesswein	American University of Paris	Develop a pathway through which SMC Public Policy students would be able to complete 1.5 years of upper division coursework at SMC, then transfer to the American University of Paris for three semesters, culminating in earning both a Bachelor of Arts and Masters of Arts degree; set to include a summer study abroad program in Paris after the student's sophomore year.
EMERGE	Career Technical Education	Tricia Ramos	Career Ladders Project	Multi-disciplinary project-based learning concept, involving information communication, technology, and entertainment disciplines
China Study Abroad	Career Technical Education	Tricia Ramos	National Institute Technology (NIT), Beijing	Chinese high school students taking customized CTE courses in cohort Not-for Credit format. Students will be given credit by the partner high schools.
First Year Experience program	Student Success Initiatives/ Outreach and Recruitment	Roberto Gonzalez	SMC's major feeder high schools	Integrating the FYE program that is under development with faculty interest in creating loosely connected Learning Communities that promote students getting through the IGEC requirements and are organized around themes.
Faculty Summer Institute	Center for Teaching Excellence	Roberto Gonzalez	Title V Grant (U.S. Department of Education)	Two-week summer program for faculty focusing on pedagogical techniques and the art of teaching.

Project/Initiative	Dept./Program/Unit	Primary Contact	External Partner	Brief Description
Center for Teaching Excellence	Title V Grant Implementation	Variety of faculty leaders	Title V Grant (U.S. Department of Education)	Improve and support the quality of teaching at SMC through professional development, providing resources (especially technological), providing a space for faculty collaboration
Virtual Desktop/Application Pilot Project [2012-2013 – Proof of concept 2013-2014 – Production pilot for GIS, podium/mobile cart computers, and the Library]	Academic Computing/ Earth Science/ Information Technology/ Network Services/ Telecommunications/STEM	Melanie Bocanegra/ Jocelyn Chong/ Vicki Drake	Citrix/Agile360; STEM Grant (U.S. Department of Education)	Virtual application technology provides computer services and specialized software with anytime/anywhere access from any web-enabled device. A pilot project was implemented to create a GIS virtual classroom, removing the barriers of physical computer lab space, set operational hours, and high-end equipment needs. Faculty and students can access remotely the same traditional software environment from computers, tablets, iPads and other tablets, and smartphones. The application delivery model can be reused, redeployed, scaled and enhanced for other software applications to accomplish the same type of access for other departments/disciplines.
Mobile Assessment Preparation App (2013-2014)	Assessment Center/ English Department/ ESL Department/ Math Department/ Information Technology/ Management Information Systems	Roberto Gonzalez/ Lee Johnston/ Esau Tovar	N/A	Provide new students with a mobile version of an assessment test preparation application to facilitate student review of English/ESL/Math material conveniently via their smartphones.

Project/Initiative	Dept./Program/Unit	Primary Contact	External Partner	Brief Description
MyEdPlan	Counseling, MIS	Esau Tovar Lee Johnston	N/A	An online, interactive, wizard-driven student educational plan program designed for student and counselor use. MyEdPlan provides profile-driven guidance and seamlessly integrates the Degree Audit program and a newly developed and innovative prerequisite engine system to facilitate course selection and planning. The program will allow for ongoing counselor assistance and will be accessible through the student's Corsair Connect portal.
Intensive Preparatory English as a Foreign Language (EFL)	Not-for-Credit ESL	Janet Harclerode/ Jeff Shimizu	To be determined	Develop contract education agreements to offer not-for-credit EFL in various locations, starting in China
<i>Locals Only</i> (formerly called <i>Venice Beach</i>)	Theatre Arts, Music, Dance, Film, Digital Media, Art, Business, SMC Foundation	Perviz Sawoski/ Erica LeBlanc	Producer Bill Borden	Create a multimedia musical theatre production
Modern Language Sansspace Project	Modern Languages and Cultures/Information Technology/Management Information Systems/SMC Foundation (funding—2012 Department Innovation Award)	Maria Erickson/ Jocelyn Chong	Sansspace	The traditional computer-aided interactive language lab requires a proprietary audio setup. Students were limited to 50 seats in the physical lab to fulfill minimum required practicing hours during the lab's set hours of operation. The Sansspace project delivers the same content, language practice functions, and usage tracking capability through web-based technology. The successful implementation of the project enables faculty/students to remotely manage/access the same materials in the physical labs via web tools. This initiative virtually tripled the lab capacity and maximized the flexibility of user access with minimum cost.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 4, 2014

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 4

SUBJECT: **SECOND READING AND APPROVAL- BOARD POLICY SECTION 2116, WHISTLEBLOWER PROTECTION**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a second reading and approve Board Policy Section 2116, Whistleblower Protection.

SUMMARY: Board Policy Section 2116, Whistleblower Protection, following approval by the Academic Senate and the DPAC Human Resources Subcommittee, was forwarded to the District Planning and Advisory Council where it was unanimously approved.

BP 2116 Whistleblower Protection

The Superintendent/President shall establish procedures regarding the reporting and investigation of suspected improper activities by District employees and the protection from retaliation of those who make such reports in good faith and/or participate in the investigation of such reports. Good faith is a sincere and reasonable belief or motive that is not characterized by malice or foreknowledge that the report is false.

For the purposes of this policy and any implementing regulations, "improper activity" refers to any activity by the District or one of its employees that (a) violates a state or federal law or regulation, including but not limited to corruption, malfeasance, bribery, theft of government property, fraudulent claims, fraud, coercion, conversion, malicious prosecution, misuse of government property, or willful omission to perform duty, or (b) is economically wasteful or involves gross misconduct, incompetency, or inefficiency.

The regulations established by the Superintendent/President shall provide for the following:

1. Individuals may report suspected incidents of improper activities without fear of retaliation.
2. Reports are investigated thoroughly and promptly.
3. Remedies are applied when allegations regarding improper activities are verified.
4. Protections are provided to and retaliation is prohibited against employees or applicants for employment who, in good faith, report suspected improper activities or participate in the investigation of such reports.
5. Protections are provided to and retaliation is prohibited against employees who refuse to obey an illegal order.
6. District employees shall not directly or indirectly use or attempt to use the official authority or influence of his or her position for the purpose of interfering with the right of an individual or entity to make a report of a suspected improper activity to the District or to other non-District authorities.
7. Employees who violate this policy shall be subject to discipline up to and including termination.

References: Education Code Sections 87160-87164, Labor Code Section 1102.5, Government Code Section 53296, Private Attorney General Act of 2004 (Labor Code Section 2698), Board Policy 6116 (Reporting Fraud, Waste or Abuse)

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 4, 2014

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 #4-#20.

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

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

IX. CONSENT AGENDA – Pulled Recommendations

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

X. REPORTS FROM DPAC CONSTITUENCIES

- Associated Students
- CSEA
- Faculty Association
- Management Association

RECOMMENDATION NO. 5 APPROVAL OF MINUTES

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

- February 4, 2014 (Regular Board of Trustees Meeting)
- February 18, 2014 (Board of Trustees Study Session)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 4, 2014

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 6 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	Next Vista for Learning (Facilitator: Rushton Hurley)	August 12, 2014 Not to exceed \$3,300	Rushton Hurley, an internationally known presenter at educational technology conferences, will conduct a hands-on workshop with SMC faculty members. This workshop will be focused on increasing project based learning across disciplines using technology. Faculty will be introduced to online tools, strategies and resources to implement these types of projects. The program is designed to be of value to all instructors, but extra attention will be paid to STEM-related activities.	Title V Grant (100%)
B	Dr. Mira Pak	August 6-7, 2014 Not to exceed \$3,000	Dr. Mira Pak will present to a group of faculty members from various disciplines on how to teach students with divergent skill levels and backgrounds in the same classroom through her presentation on differentiation. She will also cover reading comprehension activities and strategies.	Title V Grant (100%)
<p><i>Requested by: Edna Chavarry, Project Manager, The Center for Teaching Excellence</i> <i>Approved by: Jeff Shimizu, Vice President, Academic Affairs</i></p>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 4, 2014

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 6 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

Provider/Contract	Term/Amount	Service	Funding Source
C Sue Bickford (\$500) Lars Kjeseth (\$500)	March 28, 2014 Not to exceed \$500 (each)	Sue Bickford and Lars Kjeseth, Math faculty members at El Camino College, will speak to the SMC Math Department about the implementation of an accelerated course approach. Specifically, they will present on how students taking accelerated courses can be supported inside and outside of the classroom, how to overcome implementation hurdles, and will brainstorm ways to address challenges.	Student Success/Basic Skills Grant (100%)
<i>Requested by: Roberto Gonzalez, Dean, Student Success Initiatives</i> <i>Approved by: Jeff Shimizu, Vice President, Academic Affairs</i>			
D Jesse Marez	July 1, 2013 – June 30, 2014 December 31, 2013 Not to exceed \$2,000	This is an amendment to the dates of service for the consultant agreement approved by the Board on August 6, 2013. The consultant completed contracted services as of December 31, 2013, and is currently an employee.	Spanish Language PV Installer Course Grant (100%)
<i>Requested by: Laurie McQuay-Peninger, Associate Dean, Grants</i> <i>Approved by: Randal Lawson, Executive Vice President</i>			
E Lea Associates Property Economics	July 1, 2013 – June 30, 2014 <u>Amendment</u> Not to exceed \$13,500 (originally approved in the amount of \$3,500)	The increase in the agreement for property appraisal services is needed to cover any additional properties that the District may consider purchasing.	Measure AA and District Capital Funds
<i>Requested by: Greg Brown, Director of Facilities Planning</i> <i>Approved by: Robert Isomoto, Vice President, Business/Administration</i>			

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 4, 2014

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7 ACADEMIC PERSONNEL

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

RESCIND ELECTION

Sanchez, Roxanna, Counselor, DSPS
 Comment: Roxanna Sanchez initially accepted the position and her appointment was approved at the Board meeting on January 14, 2014. She subsequently decided to not accept the appointment.

ELECTION

EFFECTIVE DATE

ACADEMIC MANAGER

Zahler, Wendy, Director of Community Relations (Interim) 03/05/14

ADJUNCT FACULTY

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

SEPARATION

LAST DAY OF PAY SERVICE

RESIGNATION

Chu, Hencelyn, Instructor, Medical Lab Technician 02/03/14

ADMINISTRATIVE RETIREMENT

Shimizu, Jeffery, Vice President, Academic Affairs (29 years) 06/30/14

FACULTY RETIREMENTS

Frisch, Dennis, Instructor, History (30 years) 06/17/14
 Holmgren, Christine, Instructor, Philosophy and Social Science (23 years) 06/17/14
 McCaskill, Carole, Instructor, Nursing (17 years) 06/17/14
 Mostkoff, Aida, Instructor, History (20 years) 06/17/14

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 4, 2014

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 8 CLASSIFIED PERSONNEL - REGULAR

Requested Action: Approval/Ratification

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

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

ELECTIONS

EFFECTIVE DATE

PROMOTION

Ghasami, Nilofar, Student Services Specialist- Financial Aid, Financial Aid 02/11/14

PROBATIONARY WITH ADVANCE STEP PLACEMENT

Moreno-Hernandez, Blanca, Laboratory Technician- Chemistry, Physical Science (Step B) 02/20/14

VOLUNTARY TRANSFER (CSEA/DISTRICT AGREEMENT)

(CHANGE IN WORK SHIFT/PERMANENT)

Bobby, Betty 02/24/14

From: Disabled Student Services Assistant, 11 mos, 40 hrs/Varied hours

To: Disabled Student Services Assistant, 11 mos, 35 hrs/Varied hours

VOLUNTARY TRANSFER (CHANGE IN WORK SHIFT/PERMANENT)

Carter, Pamela 02/09/14

From: Custodian, Operations, 12 mos, 40 hrs/NS-1

To: Custodian, Operations, 12 mos, 40 hrs/NS-1/Weekend

Tabado, Natalie 02/09/14

From: Custodian, Operations, 12 mos, 40 hrs/NS-2/Weekend

To: Custodian, Operations, 12 mos, 40 hrs/NS-2

VOLUNTARY REDUCTION IN HOURS/TEMPORARY

Felder, Ronnie 02/18 – 05/16/14

From: Senior Student Services Specialist-Admissions & Records, A & R, 12 mos, 40 hrs

To: Senior Student Services Specialist-Admissions & Records, A & R, 12 mos, 38 hrs

SEPARATION

RETIREMENT

Gehring, Jeff, Director of Maintenance, Maintenance 03/08/14

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 4, 2014

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9 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.

Abrahamyam, Levon, Accompanist- Dance, DANCE	02/24/14-06/30/14
Gurjian, Armineh, Supervising Personnel Analyst, Personnel Comm.	02/13/14-06/20/14
Narrie, Christopher D., Administrative Assistant I, Counseling	02/06/14-06/17/14
Sanchez, Luisa, Administrative Assistant II, Student Affairs	02/18/14-06/24/14

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.

Berent, Richard, Accompanist- Voice, Music	02/01/14-06/30/14
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RECOMMENDATION NO. 10 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, \$8.00/hour (STHP)	42
College Work-Study Student Assistant, \$8.00/hour (FWS)	42

SPECIAL SERVICE

Art Models, \$18.00/hour	6
Community Services Specialist II, \$50.00/hour	2

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 4, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 FACILITIES

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

11-A SUBCONTRACTOR SUBSTITUTION – AET CAMPUS AND PARKING STRUCTURE A

Accept C.W. Driver’s Subcontractor Substitution Request on the Academy of Entertainment and Technology Campus and Parking Structure A project.

<u>Listed Subcontractor</u>	<u>Requested Substitution</u>
Monteith Plumbing & Mechanical Contractors, Inc.	Xcel Mechanical, Inc.

Comment: C.W. Driver, the General Contractor for the AET Campus and Parking Structure A, has requested to substitute their listed subcontractor, Monteith Plumbing & Mechanical Contractors, Inc., with Xcel Mechanical, Inc. to perform the plumbing portion of the project. 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.

11-B CHANGE ORDER NO. 3 – REFURBISHMENT OF 919 SANTA MONICA BLVD. OFFICES

Change Order No. 3 – CONCEPT CONSULTANT, INC. on the Refurbishment of 919 Santa Monica Blvd. Offices project in the credit amount of (\$1,440).

Original Contract Amount	\$267,500
Previously Approved Change Orders	\$ 17,937
Change Order No. 3	<u>\$ (1,440)</u>
Revised Contract Amount	\$283,997

This change order results in no change to the contract length

Funding Source: Measure AA

Comment: Change Order No. 3 provides for the labor and material to strip existing doors and prep for new paint, supply power to IT equipment racks and secure racks in place, and install new locking hardware for the IT room door. In addition, the Change Order provides credit to the District for work not performed, including a credit for scheduling software licenses not provided, deletion of a lighting fixture, credit for not cleaning fabric blinds, and deletion of door hardware at one location.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 4, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 FACILITIES *(continued)*

11-C CHANGE ORDER NO. 3 – INFORMATION AND TECHNOLOGY RELOCATION

Change Order No. 3 – BERNARDS BROS. on the Information and Technology Relocation project in the amount of \$79,294.

Original Contract Amount	\$12,392,000
Previously Approved Change Orders	\$ 38,968
Change Order No. 3	\$ 79,294
Revised Contract Amount	\$12,510,262

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

Funding Source: Measure AA

Comment: Change Order No. 3 provides labor and material to change the underground central air conditioning piping to include insulation and underground utility routing changes due to unforeseen Southern California Edison electrical duct banks. Also includes electrical power, data and audiovisual outlet locations to better serve the end users and the removal of the existing hydraulic system at the East Fire line including all piping and conduits, hydraulic lines and hydraulic fluid.

11-D AWARD OF CONTRACT FOR REMEDIATION OF 1914 – 14TH STREET FACILITY

Award the contract for remediation of 1914 – 14th Street Facility to Resource Environmental Inc. in the amount of \$51,100.

Funding source: Restricted Funds

Comment: The 1914 - 14th Street property will be used as an off-campus warehouse for the District. All facilities that are remodeled are checked for asbestos and other hazardous materials which are removed before the property is occupied. Five bidders attended the mandatory pre-bid job walk; one was rejected due to late arrival. Four (4) bids were received; TBD was the lowest, responsive, responsible bidder.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 4, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 FACILITIES (continued)

11-E CHANGE ORDER NO. 3 – BUNDY PARKING LOT 2

Change Order No. 3 – PUB CONSTRUCTION on the Bundy Parking Lot 2 project in the amount of \$3,627.

Original Contract Amount	\$1,128,000
Previously Approved Change Orders	\$ 14,830
Change Order 3	\$ <u>3,627</u>
Revised Contract Amount	\$1,146,457

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

Funding Source: Measure AA

Comment: Change Order 3 includes labor and material costs for the installation of a custom, traffic-rated pull box cover for an existing electrical vault found buried under the existing paving, the addition of one new pull box needed for intercepting an existing conduit, removal of excess debris, and mandrelling existing lines and adding pull-string, and repainting an existing curb per owner’s request. Additionally, change order includes a back charge to Contractor for cost of preparing SWPPP, performing QSP Inspection Services, Rain Event Inspections, Annual Report, Notice of Termination and related SWPPP costs per the contract documents.

11-F PROJECT CLOSE OUT – BUNDY PARKING LOT 2

Subject to completion of punch list items by PUB Construction, Inc. authorize the District Representative without further action of the Board of Trustees, to accept the project described as BUNDY PARKING LOT 2 as being complete. Upon completion of punch list items by PUB Construction, Inc. the District Representative shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance disbursement of the final payment is authorized and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance disbursement of the final payment is authorized.

11-G PROJECT CLOSE OUT – AET RELOCATION

Subject to completion of punch list items by Fast-Track Construction, Inc. authorize the District Representative without further action of the Board of Trustees, to accept the project described as AET RELOCATION as being complete. Upon completion of punch list items by Fast-Track Construction, Inc. the District Representative shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance disbursement of the final payment is authorized.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 4, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 BUDGET TRANSFERS

Requested by: Veronica Diaz, Acting Director, Fiscal Services

Approved by: Bob G. Isomoto, Vice President, Business/Administration

Requested Action: Approval/Ratification

12-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: January 23, 2014 to February 19, 2014

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	7,961
3000	Benefits	0
4000	Supplies	4,155
5000	Contract Services/Operating Exp	242,441
6000	Sites/Buildings/Equipment	-133,547
7000	Other Outgo/Student Payments	-121,010
Net Total:		0

12-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: January 23, 2014 to February 19, 2014

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	2,724
2000	Classified/Student Salaries	5,547
3000	Benefits	-6,971
4000	Supplies	-6,635
5000	Contract Services/Operating Exp	16,214
6000	Sites/Buildings/Equipment	-10,879
7000	Other Outgo/Student Payments	0
Net Total:		0

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 4, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification

Reviewed by: Joanne Gilden, Acting Director, Fiscal Services

Approved by: Robert G. Isomoto, Vice President, Business/Administration

Title of Grant **Childcare Access Means Parents in School (CCampis)**
Granting Agency: U.S. Department of Education
Award Amount: \$209
Matching Funds: Not applicable
Performance Period: October 1, 2013 – September 30, 2014
Summary: The District qualifies for an additional \$209 in CCampis funding per Grant Award Notification letter from U.S. Department of Education dated September 16, 2013.
Budget Augmentation: Restricted Fund 01.3

Revenue: (2013 – 2014)	
8100 Federal	\$209
Expenditures:	
7000 Other Outgo	\$209

Title of Grant: **Disabled Student Programs and Services (DSPS)**
Granting Agency: State of California
Award Amount: \$692,062
Matching Funds: Not applicable
Performance Period: July 1, 2013 – June 30, 2014
Summary: The District qualifies for an additional \$692,062 in DSPS funding per P1 allocation letter from Chancellor’s Office dated December 4, 2013.
Budget Augmentation: Restricted Fund 01.3

Revenue (2013 – 2014)	
8600 State Allocation	\$692,062
Expenditures	
1000 Academic Salaries	\$250,000
2000 Classified/Other Non Academic Salaries	\$264,484
3000 Employee Benefits	\$104,304
4000 Supplies and Materials	\$ 7,925
5000 Other Operating Expenditures	\$ 58,849
6000 Capital Outlay	\$ 6,500

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 4, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Title of Grant: (A) **Extended Opportunity Programs and Services (EOPS)**
Granting Agency: State of California
Award Amount: \$234,719
Matching Funds: Not applicable
Performance Period: July 1, 2013 – June 30, 2014
Summary: The District qualifies for an additional \$234,719 in EOPS funding per letter from Chancellor’s Office dated August 30, 2013.
Budget Augmentation: Restricted Fund 01.3

Revenue (2013 – 2014)	
8600 State Revenue	\$234,719
Expenditures	
1000 Academic Salaries	\$ 14,526
2000 Classified/Other Non Academic Salaries	\$ 70,785
3000 Employee Benefits	\$ 11,414
4000 Supplies and Materials	\$ 34,595
5000 Other Operating Expenditures	\$ 1,341
6000 Capital Outlay	\$ 1,000
7000 Other Outgo	\$ 101,058

Title of Grant: (B) **Cooperative Agencies Resources for Education (CARE)**
Granting Agency: State of California
Award Amount: \$2,793
Matching Funds: Not applicable
Performance Period: July 1, 2013 – June 30, 2014
Summary: The District qualifies for an additional \$2,793 in CARE funding per letter from Chancellor’s Office dated August 30, 2013.
Budget Augmentation: Restricted Fund 01.3

Revenue (2013 – 2014)	
8600 State Revenue	\$ 2,793
Expenditures	
1000 Academic Salaries	\$ (269)
5000 Other Operating Expenditures	\$ 200
6000 Capital Outlay	\$ 2,862

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 4, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 COMMERCIAL WARRANT REGISTER

Requested by: Veronica Diaz, Acting Director, Fiscal Services
Approved by: Robert G. Isomoto, Vice-President, Business/Administration
Requested Action: Approval/Ratification

January 1 – January 31, 2014 5844 through 5882 \$ 4,826,904.69

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

January 1 – January 31, 2014 C1F – C2G \$1,782,490.63

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

RECOMMENDATION NO. 16 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
January 1 – January 31, 2014	\$1,404,539.93	\$388,901.40

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

RECOMMENDATION NO. 17 PURCHASING

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

17-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.

January 1 – January 31, 2014 \$2,224,236.50

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 4, 2014

X. REPORTS FROM DPAC CONSTITUENCIES

- Associated Students
- CSEA
- Faculty Association
- Management Association

XI. BOARD COMMENTS AND REQUESTS

XII. ADJOURNMENT

The meeting will be adjourned in memory of **Vestella Albert**, mother of Lin Caldwell, Administrative Assistant to the Superintendent/President.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, April 1, 2014** 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. Report: Community and Government Relations