

# M - N U T R E E S



SANTA MONICA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

REGULAR MEETING

AUGUST 5, 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/>

<b>BOARD OF TRUSTEES</b>	<b>REGULAR MEETING</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 5, 2014

**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, August 5, 2014.

**I. ORGANIZATIONAL FUNCTIONS**

- CALL TO ORDER – 6:05 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 – Absent (Excused)  
 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)

**III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS – 7:06 p.m.**

- PLEDGE OF ALLEGIANCE – Byanca Barajas, Acting Assistant Athletic Director
- CLOSED SESSION REPORT - None

**IV. PUBLIC COMMENTS**

- David Burak
- Nehasi Lee
- Byanca Barajas
- Alexander Abramoff
- Howard Kim
- Xuyi Long
- Eduardo Duarte
- Pedro Guerrero
- Matthew Nicholson

V. **SUPERINTENDENT'S REPORT**

Budget Update: Chancellor's Office Budget Workshop

Locals Only

Fall 2014

- Opening (Flex) Day – August 28, 2014
- VIP Welcome Day – August 29, 2014

VI. **ACADEMIC SENATE REPORT**

VII. **MAJOR ITEMS OF BUSINESS**

- 1 Emergency Preparedness/Fire Alarms/Security Systems
  - #1-A Authorization to Procure Security System Upgrade through the CMAS
  - #1-B Amendment to Agreement for Engineering Services for Security Systems Upgrade
- 2 Report: Noncredit (Adult Education) Programs
- #3 Award of Bid – Health, PE, Fitness, Dance and Central Plant
- #4 Student Health Fee
- #5 First Reading: Board Policy Section 3120, Equal Employment Opportunity and Nondiscrimination in Employment
- #6 Board of Trustees Goals and Priorities, 2014-2015

VIII. **CONSENT AGENDA**

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

**Approval of Minutes**

- #7 Approval of Minutes: July 1, 2014 (Regular Meeting)  
July 16, 2014 (Board of Trustees Study Session)

**Grants and Contracts**

- #8 Grants/Contracts and Budget Augmentation
- #9 Contracts for the Student Study Abroad Program – South Africa
- #10 Ratification of Contracts and Consultants

**Human Resources**

- #11 Academic Personnel
- #12 Classified Personnel – Regular
- #13 Classified Personnel – Limited Duration
- #14 Classified Personnel – Non Merit

**Facilities and Fiscal**

- #15 Authorization of Signatures, 2014-2015
- #16 Facilities
  - A Construction Escrow Agreement – Performing Arts Center East Wing
  - B Change Order No. 7 – Information Technology Relocation
  - C Subcontractor Substitution – AET Campus and Parking Structure A
  - D Amendment to Agreement for Architectural Services – Performing Arts Center East Wing
  - E Amendment No. 2 to Agreement for Architectural Services – Student Services Building
  - F Amendment No. 5 to Agreement for Architectural Services – IT Relocation

***Facilities and Fiscal (continued)***

- G Amendment No. 1 Agreement for Architectural Services – Financial Aid Relocation
- H Amendment No. 1 to Agreement for Consulting Services – Malibu Campus
- I Project Close-Out – Science Building Lab Exhaust Modification, Drescher Hall Rooftop Exhaust Chase Flashing, Airport Campus Lighting
- J Pool Payment Under Joint Use Facilities Agreement
- #17 Acceptance of Grants and Budget Augmentation
- #18 Budget Decrease
- #19 Commercial Warrant Register
- #20 Payroll Warrant Register
- #21 Auxiliary Payments and Purchase Orders
- #22 Providers for Community and Contract Education
- #23 Organizational Memberships, 2014-2015
- #24 Purchasing
  - A Award of Purchase Orders
  - B Award of Contracts
- #25 Budget Transfers

IX. **CONSENT AGENDA – Pulled Recommendations**

X. **REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

XI. **INFORMATION**

- 26 Minutes of Citizens’ Bond Oversight Committee Meeting, July 16, 2014

XII. **BOARD COMMENTS AND REQUESTS**

XIII. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, September 2, 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.

APPENDIX A: Noncredit (Adult Education) Programs

<b>BOARD OF TRUSTEES</b>  SANTA MONICA COMMUNITY COLLEGE DISTRICT	<b>REGULAR MEETING</b>  August 5, 2014
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**V. SUPERINTENDENT’S REPORT**

- **Update on CCCC 2014-15 Budget Workshop**

The Chancellor’s Office annual budget workshop was held last Wednesday, July 30,2014 at Riverside City College. Vice Chancellor Dan Troy recapped the State’s 2014-2015 adopted budget for the community college system. The budget highlights include:

- Access - \$140.4 million (2.75%)
- COLA - \$47.3 million (0.85%)
- SSSP - \$100 million
- Student Equity Plans - \$70 million
- DSPS - \$30 million
- Deferred Maintenance and Instructional Equipment - \$148 million
- Economic and Workforce Development - \$50 million
- State Mandates - \$49.5 million
- Deferral Pay down - \$498 million
- Proposition 39 - \$39.7 million
- CalSTRS/PERS increase
- Positive Trigger to further reduce deferrals

After years of budget reductions, this is the second year in a row that the community colleges have received an increase in funding. The new growth allocation model has not been finalized.

- **Locals Only**

*Locals Only* is a unique, multi-disciplinary SMC theater/music production written by Bill Borden. It is a one-act musical set in present time, primarily in the Venice Beach boardwalk area. The show runs Friday-Sunday, from October 3 through October 19, with performances on Friday and Saturday evenings, plus matinees on the second and third Saturday and all three Sundays.

- **Opening Day, Fall 2014**

Opening day for the Fall 2014 semester is Thursday, August 28<sup>th</sup>. The theme this year is *Equity Matters: Our Role in Promoting Success for All Students*. The opening ceremony starts at 8:30 a.m. in the Pavilion. New faculty will be formally introduced and the SMC Happy Video will be premiered. Four main workshops will be offered in the morning and then repeated in the afternoon. Lunch will be held in the quad along with a resource fair for participants.

- **VIP Welcome Day, Fall 2014**

The seventh annual VIP Welcome Day will be held on Friday, August 29<sup>th</sup>. 4,000 students and parents are expected to participate in this opening event for new students. Check in for students is at 8 a.m.; introduction and welcome is at 9 a.m., to be followed by workshops and a resource fair.

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	August 5, 2014

MAJOR ITEMS OF BUSINESS

**INFORMATION ITEM 1**

**SUBJECT:** **EMERGENCY PREPAREDNESS/FIRE ALARMS/SECURITY SYSTEMS**

**SUBMITTED BY:** Vice-President, Business/Administration  
Vice-President, Student Affairs

**SUMMARY:** Since the incident of June 7, 2013, the District has been evaluating and upgrading its Emergency Preparedness System at the college. The three main areas that have been addressed over the past year include:

1. The need for District-wide training,
2. The need for a centralized emergency/alarm notification system, and
3. The need for a uniform locking system, particularly for classrooms.

Last summer, the “SingleWire” system was installed to notify the campus community of emergency situations via phone and speakers. In early fall. The District contracted with MDC Engineers to review all of the college’s safety and security systems including access control, intrusion alarms, video surveillance, emergency phone towers and fire alarms.

The college currently has access-controlled doors in newer buildings, a variety of different intrusion alarms in most buildings, and over 200 security cameras. The current systems have some issues:

- Only newer buildings have the ability for lockdown.
- There are a variety of intrusion alarm systems, many of which cannot be directly monitored by Campus Police and must use a remote monitoring service.
- The software that controls our access and intrusion alarm systems is out of date, and even the upgraded software that replaces it has been discontinued and will not be supported in a few years.
- Most of the video cameras are old analog low-resolution units.
- The current video monitoring and recording software is out of date and cannot handle high-definition cameras.
- All of the older fire alarm systems have not yet been replaced with the college’s new standard.

There is difficulty maintaining the current systems and need to make the transition from analog to digital.

MDC's recommendations include:

- Replacing the access control and intrusion alarm systems with new software and servers.
- Electronic access control of perimeter doors in all major buildings with one touch lockdown capability.
- High definition security cameras with video analytics, indoor and outdoor. Cameras located only in public areas.
- Real-time information to officers in the field, including video.
- Additional mass notification capabilities to interface with the SingleWire system including high powered outdoor speakers.
- Replace outdated fire alarm systems and install a new central fire alarm control server.

The approximate cost for the system upgrade will be \$4.5 million (see recommendation No. 1-A for use of CMAS program for procurement) for security and \$2.5 million for fire.

The site survey and system selection phases have been completed, and the engineering phase is in progress. Installation is expected to begin in fall and continue through next summer.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 5, 2014

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 1-A**

**SUBJECT:** **AUTHORIZATION TO PROCURE SECURITY SYSTEM UPGRADE THROUGH THE CALIFORNIA MULTIPLE AWARDS SCHEDULE (CMAS)**

**SUBMITTED BY:** Vice-President, Business/Administration  
Vice-President, Student Affairs

**REQUESTED ACTION:** It is recommended that the Board of Trustees authorize the procurement of the Security Systems Upgrade using the following California Multiple Awards Schedule (CMAS) agreements:

1. Contract 3-11-70-0163AM with NEXUS IS, Inc. expiring 06/30/2018 for Information Technology products and services.
2. Contract 3-09-70-0163AE with NEXUS IS, Inc. expiring 09/30/2017 for Information Technology products and services.

**FUNDING SOURCE:** Measure AA

**SUMMARY:** The Public Contract Code allows procurement of information technology products and services through the CMAS program. The security systems upgrade planned for the District is a digital information technology system using software and servers. The use of the CMAS contract will result in savings to the District in engineering, procurement, materials and services.

The Security System Upgrade will comprise the following:

- Replacing the access control and intrusion alarm systems with new software and servers.
- Electronic access control of perimeter doors in all major buildings with one touch lockdown capability.
- High definition security cameras with video analytics, indoor and outdoor. Cameras located only in public areas.
- Real-time information to officers in the field, including video.

The award of the project contracts will be submitted to the Board for approval at future meetings.

**MOTION MADE BY:** Louise Jaffe  
**SECONDED BY:** Andrew Walzer  
**STUDENT ADVISORY:** Aye  
**AYES:** 5  
**NOES:** 0  
**ABSTAIN:** 1 (Rader)  
**ABSENT:** 1 (Quiñones-Perez)



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 5, 2014

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 1-B**

**SUBJECT:** AMENDMENT TO AGREEMENT FOR ENGINEERING SERVICES FOR SECURITY SYSTEMS UPGRADE

**SUBMITTED BY:** Vice-President, Business/Administration  
Vice-President, Student Affairs

**REQUESTED ACTION:** It is recommended that the Board of Trustees approve Amendment No. 1 to the agreement with MDC Engineers for engineering services for an amount not to exceed \$275,000 plus reimbursable expenses.

Original Contract	\$365,000
Amendment #1	<u>\$275,000</u>
Revised Contract Total	\$640,000

**FUNDING SOURCE:** Measure AA

**SUMMARY:** Phase 1 of this project reviewed the college’s existing security systems and practices including interviewing key stakeholders, examining threats and vulnerabilities, and surveying all campus sites. At the end of the phase, MDC provided recommendations as to systems, software and vendors. Phase 2 of the project involves detailed engineering drawings and specifications, along with managing the implementation of the systems installation.

**MOTION MADE BY:** Louise Jaffe  
**SECONDED BY:** Andrew Walzer  
**STUDENT ADVISORY:** Aye  
**AYES:** 5  
**NOES:** 0  
**ABSTAIN:** 1 (Rader)  
**ABSENT:** 1 (Quiñones-Perez)

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	August 5, 2014

MAJOR ITEMS OF BUSINESS

**INFORMATION ITEM 2**

**SUBJECT:**                    **NONCREDIT (ADULT EDUCATION) PROGRAMS**

**SUBMITTED BY:**            Vice-President, Academic Affairs

**SUMMARY:**                Noncredit instruction is state-supported and regulated, authorized by Title 5 and the California Education Code. The courses are state-funded through apportionment, but unlike credit courses, apportionment for noncredit courses is based on positive attendance, which means that the college is only funded for the time that a student is actually present in each class.

There are currently 10 categories of noncredit education eligible for apportionment based funding from the state:

- English as a Second Language
- Immigrant Education (including citizenship)
- Elementary and Secondary Basic Skills (including supervised tutoring)
- Health and Safety
- Courses for Adults with Substantial Disabilities
- Parenting
- Home Economics
- Courses for Older Adults
- Short-Term Vocational (including apprenticeship programs)
- Workforce Preparation

Santa Monica College currently offers classes in five of these categories (ESL, Citizenship, Basic Skills and Supervised Tutoring, Courses for Adults with Substantial Disabilities and Courses for Older Adults-Emeritus College). Historically, the college has also offered Parenting classes and Basic Skills classes through the California High School Exit Exam (CAHSEE) program; these programs are not currently offered due to low demand. The report (Appendix A) focuses on the ESL, Citizenship, Older Adults and noncredit DSPS classes and provides an update on the proposed changes to how noncredit (Adult Education) may be provided in the future.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 5, 2014

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 3**

**SUBJECT:                    AWARD OF BID – HEALTH, PE, FITNESS, DANCE AND CENTRAL PLANT**

SUBMITTED BY:           Vice-President, Business/Administration

REQUESTED ACTION:   It is recommended that the Board of Trustees award the bid to the lowest responsive bidder for the Health, PE, Fitness, Dance and Central Plant project.

<u>Bidder</u>	<u>Amount</u>
Bernards Brothers	\$39,556,000
Pinner Construction	\$39,557,000
Hensel Phelps	\$40,275,000
SJ Amoroso	\$40,477,000

FUNDING SOURCE:     Measure AA

COMMENT:             This project will replace the existing one-story PE Locker Room building, which is in need of health and safety upgrades, with a completely new three-story 63,500 square foot structure. Designed by Gensler, this multipurpose facility will consist of athletic locker rooms, training rooms, classrooms, fitness center, three fitness studios, three dance studios, offices and a climbing wall. One end of the building will overlook the quad while the other end will have views of Corsair Field.

Also included is a central plant and thermal energy storage on the lower level. The central plant will provide the entire campus with chilled water for air conditioning, which will result in significant energy savings and reduced maintenance costs. The project also includes the installation of underground chilled water piping that will circle the campus. A future project will connect each building on campus to the chilled water loop and upgrade equipment as necessary to utilize the chilled water from the central plant.

The low bidder, Bernards Brothers, is currently working on the Information Technology project on the main campus and on the East Wing of the Performing Arts Center.

Public Comments

Judith Douglas  
Elaine Roque

MOTION MADE BY:     Louise Jaffe  
 SECONDED BY:         Rob Rader  
 STUDENT ADVISORY:   Aye  
 AYES:                   6  
 NOES:                  0  
 ABSENT:                1 (Quiñones-Perez)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 5, 2014

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 4**

**SUBJECT:** **STUDENT HEALTH FEE**

**SUBMITTED BY:** Vice-President, Student Affairs

**REQUESTED ACTION:** It is recommended that the Board of Trustees approve an increase in the Student Health Fee by \$1.00, effective Winter 2015. With this increase, the Student Health Fee will be \$19.00 for fall and spring semesters and \$16.00 for summer and winter sessions.

**SUMMARY:** The student Health fee covers a variety of health and psychological services at Santa Monica College. The direct services include nursing assessment and consultation and referrals, breast exams, over-the-counter medications, vaccinations, wound bandages, TB testing, physical exams, one-on-one health teaching and health counseling, risk prevention, health promotion workshops, prescription medications, STD testing, gynecological services, HIV testing, health booklets/brochures library, hearing and vision testing, feminine products, first aid materials, hand sanitizer, sun block, lip balm, access to licensed nurse practitioners, physicians and psychologist. The requested increase in the fee is due to the increased demand for student health services and psychological services. Even with the increased demand for both Student Health and Psychological services over the past six years, the health fee has slowly increased. In 2008 the fee was \$14 (Fall and Spring) and \$10 (Winter and Summer).

Education Code Section 76355 provides the governing board of a community college district the option of increasing the student health services fee by the same percentage as the increase in the Implicit Price Deflator for State and Local Government Purchases of Goods and Services as published by the U.S. Department of Commerce. Whenever the calculation produces an increase of one dollar above the existing fees, this fee may be increased by \$1.00.

All Student Health Fees collected pursuant to section 76355 shall be deposited in the Student Health Fee Account in the Restricted General Fund of the district. These fees shall be expended only to provide health services as specified in regulations adopted by the board of governors. Allowable expenditures include health supervision and services, including direct or indirect medical and hospitalization services, the operation of a student health center, and Psychological Services.

**MOTION MADE BY:** Rob Rader  
**SECONDED BY:** Andrew Walzer  
**STUDENT ADVISORY:** Aye  
**AYES:** 6  
**NOES:** 0  
**ABSENT:** 1 (Quiñones-Perez)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 5, 2014

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 5

**SUBJECT:** FIRST READING - BOARD POLICY SECTION 3120, EQUAL EMPLOYMENT OPPORTUNITY AND NONDISCRIMINATION IN EMPLOYMENT

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a first reading of Board Policy Section 3120, Equal Employment Opportunity and Nondiscrimination in Employment.

SUMMARY: The recommended revisions to Board Policy 3120 reflecting Chancellor’s Office regulations were approved by the DPAC Human Resources Planning Subcommittee and approved by DPAC on June 25, 2014. The revised policy combines former policy sections 3120 and 3122.

Board Policy Section 3120: Equal Employment Opportunity and Nondiscrimination in Employment

The Santa Monica Community College District is committed to the principles of equal employment opportunity. The District will provide equal employment opportunity in accordance with all applicable federal, state, and local laws, and will implement a comprehensive program to put those principles into practice.

No person shall be subjected to unlawful discrimination in any program or activity of the District on the basis of ethnic group identification, race, color, national origin (including language and accent), religious creed, age, sex, gender, physical disability, mental disability, ancestry, sexual orientation, citizenship status, gender identity, gender expression, familial status, marital status, socio-economic status, military and veteran status, genetic information, or medical condition. No person shall be subjected to discrimination on the basis of these actual or perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Board commits the District to vigorous equal employment opportunity in all aspects of its academic and classified employment programs, including recruitment, selection, assignment, retention, promotion, and transfer. The District will strive to achieve a workforce that reflects and welcomes diversity to ensure an inclusive educational environment. Such an environment fosters cooperation, acceptance, democracy and free expression of ideas.

The Board of Trustees approves the Equal Employment Opportunity Plan and assumes overall responsibility for the success or failure of the Plan. The Board delegates to the Superintendent/President the responsibility for implementing this policy consistent with all applicable provisions of the Education Code and Title 5. The Equal Employment Opportunity Plan will be maintained to ensure principles that conform to all applicable federal, state, and local laws.

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 5, 2014

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 6**

**SUBJECT:** **BOARD OF TRUSTEES GOALS AND PRIORITIES, 2014-2015**

**SUBMITTED BY:** Chair, Board of Trustees

**REQUESTED ACTION:** It is recommended that the Board of Trustees review and approve the final Board of Trustees Goals and Priorities, 2014-2015:

**BOARD OF TRUSTEES GOALS AND PRIORITIES, 2014-2015**

**Our Commitment to Access, Equity and Sustainability**

**Educational Advancement and Quality**

1. Support a culture of evidence that fosters the use of rigorous methodology to monitor and improve institutional effectiveness and student progress.
2. Institutionalize initiatives that are effective in reducing the student equity gap, improving basic skills mastery in mathematics and English by, for example, deepening outreach into high schools, and expanding Summer JAMS and First Year Experience to include the development of pathways to transfer.
3. Strengthen and promote workforce/career technical programs and pathways such as EMERGE and the rebranding of the Academy of Entertainment and Technology, and improve CTE completion rates.
4. Support I<sup>3</sup> and other innovative practices that address student need and increase student success.
5. Increase the number of full-time faculty members.

**Fiscal Health and Internal Operations**

6. Restore the financial health of the College through revenue-generation and cost control.
7. Ensure inclusiveness in the budget development process and transparency in budget communication efforts.
8. Build and maintain a reserve sufficient to protect against unforeseen circumstances.
9. Continue to implement the plan to safeguard post-retirement employee benefits.
10. Pursue and obtain appropriate external funding.
11. Enhance safety and emergency preparedness systems and procedures.

### **Community and Government Relationships**

12. Foster community and government relationships and partnerships in fulfillment of SMC's vision and mission.
13. Ensure the continued success of Emeritus College.
14. Participate in the Cradle to Career Initiative, make progress on the Early Childhood Education Center, and strengthen and expand programs and partnerships that serve SMMUSD students.

### **Facilities and Sustainability**

15. Maintain progress on all SMC facilities construction and transportation projects.
16. Work with partner agencies to support safe, convenient pedestrian, bicycle and bus connections between the 17<sup>th</sup> Street/SMC Expo station and campuses.

*Discussed at Board Study Session 7/15/2014*

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 5, 2014

**VIII. CONSENT AGENDA**

RECOMMENDATION TO ADD TO THE AGENDA - Budget Transfers (see Recommendation No. 25 in Minutes) (a two-thirds vote of the members present is required).

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

RECOMMENDATION:  
 The Board of Trustees take the action requested on Consent Agenda Recommendations #7-#25.

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #8, #10-B, #10-H, #10-I, #10-J, #10-L, #10-N (on handout) , #11, #16-A, #16-B, #16-H, #16-J, #17-F, #24-B

Action on Consent Agenda, excluding #8, #10-B, #10-H, #10-I, #10-J, #10-L, #10-N, #11, #16-A, #16-B, #16-H, #16-J, #17-F, #24-B

MOTION MADE BY: Rob Rader  
 SECONDED BY: Nancy Greenstein  
 STUDENT ADVISORY: Aye  
 AYES: 6  
 NOES: 0  
 ABSENT: 1 (Quiñones-Perez)

**IX. CONSENT AGENDA – Pulled Recommendations**

**Recommendation No. 8, Grants/Contracts and Budget Augmentation**

MOTION MADE BY: Daniel Kolko  
 SECONDED BY: Louise Jaffe  
 STUDENT ADVISORY: Aye  
 AYES: 6  
 NOES: 0  
 ABSENT: 1 (Quiñones-Perez)

**Recommendation No. 10, Ratification of Contracts and Consultants**

#10-B 102.2 KIIS FM/Heart Radio

MOTION MADE BY: Louise Jaffe  
 SECONDED BY: Barry Snell  
 STUDENT ADVISORY: Aye  
 AYES: 5  
 NOES: 1 (Rader)  
 ABSENT: 1 (Quiñones-Perez)



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 5, 2014

**IX. CONSENT AGENDA – Pulled Recommendations**

**#10-H Santa Monica-Malibu Unified School District (Santa Monica High School)**

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

**# 10-I Business Simply Put**

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

**# 10-J Jolee Consulting**

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

**10-L Educational Testing Services**

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

**10-N Six-Ten and Associates (included on walk in recommendations)**

MOTION MADE BY: Susan Aminoff  
 SECONDED BY: Rob Rader  
 STUDENT ADVISORY: Aye  
 AYES: 6  
 NOES: 0  
 ABSENT: 1 (Quiñones-Perez I)

**Recommendation No. 11, Academic Personnel**

MOTION MADE BY: Louise Jaffe  
 SECONDED BY: Andrew Walzer  
 STUDENT ADVISORY: Aye  
 AYES: 6  
 NOES: 0  
 ABSENT: 1 (Quiñones-Perez I)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 5, 2014

**IX. CONSENT AGENDA – Pulled Recommendations**

**Recommendation No. 16, Facilities**

**#16-A Construction Escrow Agreement – Performing Arts Center**

MOTION MADE BY: Barry Snell  
 SECONDED BY: Louise Jaffe  
 STUDENT ADVISORY: Aye  
 AYES: 6  
 NOES: 0  
 ABSENT: 1 (Quiñones-Perez I)

**#16-B Change Order No. 7, Information Technology Relocation**

MOTION MADE BY: Barry Snell  
 SECONDED BY: Louise Jaffe  
 STUDENT ADVISORY: Aye  
 AYES: 6  
 NOES: 0  
 ABSENT: 1 (Quiñones-Perez I)

**#16-H Amendment No. 1 to Agreement for Consulting Services – Malibu Campus**

MOTION MADE BY: Nancy Greenstein  
 SECONDED BY: Louise Jaffe  
 STUDENT ADVISORY: Aye  
 AYES: 6  
 NOES: 0  
 ABSENT: 1 (Quiñones-Perez I)

**#16-J Pool Payments Under Joint Use Facilities Agreement**

MOTION MADE BY: Barry Snell  
 SECONDED BY: Louise Jaffe  
 STUDENT ADVISORY: Aye  
 AYES: 6  
 NOES: 0  
 ABSENT: 1 (Quiñones-Perez I)

**Recommendation No. 17, Acceptance of Grants and Budget Augmentation**

**#17-F Restricted Program: Capital Surcharge Funded Equipment Program**

MOTION MADE BY: Rob Rader  
 SECONDED BY: Barry Snell  
 STUDENT ADVISORY: Aye  
 AYES: 6  
 NOES: 0  
 ABSENT: 1 (Quiñones-Perez I)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 5, 2014

**IX. CONSENT AGENDA – Pulled Recommendations**

**Recommendation No. 24, Purchasing**

#24-B Award of Contracts

MOTION MADE BY: Louise Jaffe  
 SECONDED BY: Barry Snell  
 STUDENT ADVISORY: Aye  
 AYES: 5  
 NOES: 1 (Rader)  
 ABSENT: 1 (Quiñones-Perez I)

**RECOMMENDATION NO. 7 APPROVAL OF MINUTES**

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

- July 1, 2014 (Regular Board of Trustees Meeting)
- July 15, 2014 (Board of Trustees Study Session)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 5, 2014

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 8: GRANTS/CONTRACTS AND BUDGET AUGMENTATION**

*Requested Action: Approval/Ratification*

*Requested by: Laurie McQuay-Peninger, Associate Dean, Grants*

*Approved by: Randal Lawson, Executive Vice President*

**Title of Grant: Small Business Sector Navigator Mini-Grant**

**Granting Agency:** Los Angeles Community College District (through funding from the California Community Colleges Chancellor's Office/Division of Workforce and Economic Development)

**Award Amount:** \$10,000

**Matching Funds:** Not applicable

**Performance Period:** August 1, 2014 – August 31, 2015

**Summary:** Funding from the Small Business Sector Navigator Program for Los Angeles and Orange Counties will strengthen institutional capacity to deliver quality postsecondary education and training in Computer Science and Information Systems. This will be accomplished through a two-pronged approach that will:

- 1) Increase the number of students who pursue industry-recognized credentials, specifically QuickBooks and Microsoft Office Certification. SMC will use grant funds to purchase a Certification Testing Site License for Quickbooks and Microsoft Office.
- 2) Increase student access to and success in postsecondary education and training by engaging in outreach activities that raise awareness of careers in CSIS and encouraging student enrollment. SMC will use grant funds to purchase materials to support the activities of the Women in Technology Club and to develop marketing materials for distribution during outreach events.

<b>Budget Augmentation:</b>	<b>Revenue (2014-2015)</b>	
	8690 Federal	\$ 10,000
	<b>Expenditures</b>	
	4000 Supplies and Materials	\$ 9,200
	5000 Other Operating Expenditures	\$ 800
	<b>Total</b>	<b>\$ 10,000</b>

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 5, 2014

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 8: GRANTS/CONTRACTS AND BUDGET AUGMENTATION**

*Requested by: Patricia Ramos, Dean, Workforce & Economic Development*

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

**Title of Contract: Promotion Editor Certificate Program (Promo Pathway)**

Organization: PromaxBDA.

Requested Funding: \$30,000 (Fiscal year 2014-2015)

Performance Period: July 7, 2014 - June 30, 2015

Summary: SMC has been contracted to continue to provide a Promotion Editor Certificate Cohort Program (Promo Pathway) in agreement with the PromaxBDA that will provide Industry mentorship and internship opportunities. The continuance of this program is being driven by industry support who has determined a need for the merging of two separate jobs into one career track. The Promo Pathway Program is entirely being funded by PromaxBDA, Santa Monica College Foundation, and Santa Monica College Office of Workforce & Economic Development.

Budget Estimates:

Income:	
8800 Other Local Revenue	\$30,000
Expenditures:	
1000 Academic Salaries	\$24,000
3000 Employee Benefits	6,000
Total Expenditures	\$30,000

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 5, 2014

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 8: GRANTS/CONTRACTS AND BUDGET AUGMENTATION**

*Requested Action: Approval/Ratification*

*Requested by: Brenda Benson, Dean, Counseling/Retention*

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

**Title of Grant: Mental Health Sustainability Grant**

Granting Agency: Foundation for California Community Colleges

Award Amount: \$40,000

Matching Funds: Not applicable

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

Summary: The grant will provide additional funding from the Foundation for California Community Colleges to extend the Mental Health grant into 2014-2015. Primary deliverables include the following:

- 1) Continue the brown bag lunch series
- 2) Provide mental health first aid training, including training a second train the trainer
- 3) Create and pilot a peer education program

Budget Augmentation: Revenue

Mental Health Sustainability Grant	\$40,000
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Expenditures

1000	Academic Salaries	\$26,520
3000	Benefits	\$ 5,304
4000	Supplies And Materials	\$ 585
5000	Contracts and Other Services	\$ 4,800
7000	Indirect Costs	\$ 2,791

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 5, 2014

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 9 CONTRACTS FOR THE STUDENT STUDY ABROAD PROGRAM – SOUTH AFRICA**

*Requested Action: Approval/Ratification*

*Reviewed by: Kelley Brayton, Dean, International Education*

*Approved by: Teresita Rodriguez, Vice-President, Enrollment Development*

Provider/Contract	Term/Amount	Service	Funding Source
A African Angel Tours (South Africa)	January-February 2015  Not to exceed \$70,000 which covers in-country travel, housing, lectures, and some meals	Three-week student study abroad program in South Africa during winter session 2015. Two faculty leaders will accompany 18-25 students to study at the University of Cape Town and visit the historical and cultural sites in Johannesburg, Kruger National Park, and Cape Town, South Africa. The South Africa program combines a solid background in the history and culture of South Africa and students will experience first-hand the places studied in SMC courses, service learning activities, guest lectures from University of Cape Town, and excursions within the country.	Funding source for the cost of tickets, taxes and fees, program fees paid by participants.  Scholarships in the amounts of \$500-\$2,500 will be awarded to students through use of the Global Citizenship fund.
B Protea Travel Services (US)	Airline deposit not to exceed \$2,700  This deposit is fully refundable if the program is cancelled.  Remaining airfare balance not to exceed \$50,000	Deposit for round trip LAX to Johannesburg/Cape Town-LAX for group of up to 25 students and two faculty for an annual winter session study abroad program in South Africa led by SMC faculty.	Global Citizenship fund. Cost to be reimbursed by program participants.  Remaining cost of airline tickets to be paid by participants.
C iNext Insurance (CCIE) (US)	January-February 2015 – travel dates only.  Not to exceed \$1,400	iNext comprehensive travel insurance to cover all participants (up to 25 students) and two faculty during duration of the trip (including travel dates to/from the United States).	Fee for insurance paid by participants.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 5, 2014

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 10 RATIFICATION OF CONTRACTS AND CONSULTANTS**

Approved by: *Chui L. Tsang, Superintendent/President*

Requested Action: *Ratification*

The following contracts for goods, services, equipment and rental of facilities, and acceptance of grants in the amount of \$50,000 or less have been entered into by the Superintendent/President and are presented to the Board of Trustees for 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	Rashida Mosley	September 2014 - July 2015. 40 hours per week  Not to exceed \$25,000	Rashida Mosley, a doctoral student in clinical psychology at Fuller Theological Seminary, will continue to serve as a half-time Post Doctoral Intern to assist the psychological services staff in working with individual students, conducting group workshops, and providing training and consultation to faculty and staff. Ms. Mosley will be replacing Mr. Steven Rudoy, who recently rescinded his acceptance to pursue another opportunity.	District Funds/ Psychological Services (100%)
<p><i>Requested by: Brenda Benson, Dean, Counseling/Retention</i>  <i>Approved by: Mike Tuitasi, Vice-President, Student Affairs</i></p>				
B	102.7 KIIS-FM/iHeartRadio (Clear Channel Media)	Fall 2014  Not to exceed \$50,000	Fall 2014 on-air advertising with digital and social media components for student recruitment.  The addition of KIIS/iHeartRadio to the radio media mix for student recruitment will result in SMC reaching its target age group with nearly a million 18-24 listeners a week , or 75 percent of the total 18-24 population in the Los Angeles metro area. KIIS provides a full array of on-air spots, web, event oriented high school outreach, and social media.	2014-2015 Marketing Budget
<p><i>Requested by: Don Girard, Senior Director, Government Relations/Institutional Communications</i>  <i>Approved by: Chui L. Tsang, Superintendent/President</i></p>				



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 5, 2014

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 10 RATIFICATION OF CONTRACTS AND CONSULTANTS** *(continued)*

Provider/Contract	Term/Amount	Service	Funding Source
C On Course  (Facilitator: Jonathan Brennan)	September 18-19, 2014 October 23-24, 2014  Not to exceed \$13,000	The consultant will conduct a three-day "On Course I" workshop focused on learner-centered education on September 18, 19, and October 23 for up to 50 faculty members. Participants will get access to digital samples of how other educators, across multiple disciplines, have employed the same strategies. The consultant will also lead a one-day "Renewal" professional development workshop on October 24, designed for faculty who have previously taken an On Course workshop, to identify successful practices and then refine their design and facilitation.	Title V (80% )  Student Success (20%)
D Gail McManus	August 28, 2014  Not to exceed \$2,000	Gail McManus, Communications Counselor and Mediator, will present two workshops at SMC's Fall Institutional Flex Day on the topic of Nonviolent Communication (NVC) to faculty and staff. NVC incorporates tools for peaceful and productive dialogue in the classroom and between colleagues. Faculty will be able to utilize these communication methods with all students to enhance the classroom learning environment; the techniques will be especially beneficial to minimize disruptive student behavior.	Title V Grant (100%)
E Dr. Frank Harris III	August 28, 2014  Not to exceed \$4,000	Dr. Harris will present two workshops on the Fall Institutional Flex Day that addresses current trends and critical issues that impact experiences and outcomes for men of color in community colleges (CCs); using institutional needs assessment to inform practice in serving men of color in CCs equitably; and strategies that have proven effective in facilitating student success for men of color in CCs. Dr. Harris will consult with the planning committee and other key stakeholders in advance.	Title V Grant (100%)

C, D and E

*Requested By: Roberto Gonzalez, Dean, Student Success Initiatives*

*Approved By: Georgia Lorenz, Vice President, Academic Affairs*

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 5, 2014

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 10 RATIFICATION OF CONTRACTS AND CONSULTANTS** *(continued)*

Provider/Contract		Term/Amount	Service	Funding Source
F	Sarit Kashanian	July 1, 2014 – June 30, 2015  Not to exceed: 20% commission on all ad sales	The consultant, an experienced newspaper ad salesperson, will process local ads and sell new ads for the Corsair newspaper print and online editions. The revenue from these sales will help pay for printing of the weekly Corsair newspaper and maintaining its online news site.	Corsair auxiliary account (100%)
<p><i>Requested by: Saul Rubin, Corsair faculty advisor</i>  <i>Approved by: Georgia Lorenz, Vice President, Academic Affairs</i></p>				
G	Ohel Chana High School	September 1, 2014 – June 30, 2015  Not to exceed \$8,000	The Los Angeles Universal Preschool grant has provided funds for SMC/Early Childhood Education (a participant in the LAUP: ESP 2+2+2 grant) to use Ohel Chana High School (also a participant in the grant) premises for conducting ECE classes for high school students interested in getting an early start in ECE while still in high school; the high school will also provide instruction/study space and staff support for dual enrollment.	LAUP Grant (100%)
H	Santa Monica-Malibu Unified School District (Santa Monica High School)	September 1, 2014 – June 30, 2015  Not to exceed \$2,000	The LAUP Grant has provided funds for SMC/ECE to support conducting of ECE classes for high school students interested in getting an early start in ECE. Santa Monica High School will also provide instruction/study space and staff support for dual enrollment, and will assist in recruiting and scheduling ECE classes.	LAUP Grant (100%)
<p><i>G and H</i>  <i>Requested by: Laura Manson, Faculty member, Early Childhood Education</i>  <i>Approved by: Georgia Lorenz, Vice President, Academic Affairs</i></p>				

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 5, 2014

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 10 RATIFICATION OF CONTRACTS AND CONSULTANTS** *(continued)*

Provider/Contract	Term/Amount	Service	Funding Source
I Business Simply Put	July 1, 2014 - June 30, 2016  Not to exceed \$9,750	The consultant will provide specialized training to ETP (Employer Training Panel) clients who request specialized training in the areas of Continuous Improvement; Business, Commercial and Management Skills which are areas of instruction approved by the ETP panel. The scope of work and learning outcomes are outlined in the contract and will be adhered to by Business Simply Put.	ETP Contract (100%)
J Jolee Consulting	July 1, 2014 - June 30, 2016  Not to exceed \$7,475	The consultant will provide specialized training to ETP clients who request instruction in the areas of Business Skills and Continuous Improvement which are areas of instruction approved by the ETP panel. Jolee Consulting will provide training coordination and logistical management to ensure seamless delivery of all instruction.	ETP Contract (100%)

*I and J*

*Requested By: Patricia Ramos, Dean, Workforce & Economic Development*

*Approved By: Georgia Lorenz, Vice President, Academic Affairs*

K Utah State University  (Facilitator: Jared Smith)	October 1, 2, 2014  Not to exceed \$8,000	The consultant is Associate Director of WebAIM, a non-profit organization based at the Center for Persons with Disabilities at Utah State University. He will train faculty, staff and managers from Information Technology, Management Information Systems, Disabled Students Programs & Services and other members of the SMC community on current 508 requirements and compliance regulations, provide web accessibility training and provide the District with understanding of web content accessibility guidelines and requirements; and also give recommendations for improvement.	District Budget- DSPS (100%)
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*Requested By: Ron Furuyama, Associate Dean, Instructional and Student Programs*

*Approved By: Mike Tuitasi, Vice President, Student Affairs*

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 5, 2014

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 10 RATIFICATION OF CONTRACTS AND CONSULTANTS** *(continued)*

Provider/Contract	Term/Amount	Service	Funding Source
L Educational Testing Service	2014-2015 - \$15,000  1,000 students (no charge*)  *Additional assessments provided at the discounted rate of \$4 each = \$15,000	Administration of the SuccessNavigator instrument (to measure non-cognitive “soft” skills) to SMC students.  Administration of the SuccessNavigator instrument (to measure non-cognitive “soft” skills) to SMC students.  In acknowledgement of SMC’s participation in the 2012-2013 pilot of the SuccessNavigator instrument, ETS is providing 1,000 assessments at no charge and any additional tests at the discounted rate of \$4 each for the 2014, 2015, and 2016 academic years.	Student Success and Support Program (SSSP)

*Approved by: Randy Lawson, Executive Vice-President*

M National Geographic Live		World class photojournalists will share their experiences as part of the Global Citizenship campus sponsored events for 2014-2015 on the main campus. This is a complement to the evening Broad Series National Geographic “Live” Series. Open to SMC students and staff/faculty at no charge.	Global Citizenship Fund
Steve Winter, Photographer	October 2, 2014 \$5,000.		
Cory Richards & Mike Libeck, Climbers and Photographer	December 4, 2014 \$5,000		
David Doubilet & Jennifer Hayes, Photographers	February 19, 2015 \$5,000		
	Total for all events not to exceed \$15,000		

*Reviewed by: Kelley Brayton, Dean, International Education*

*Approved by: Teresita Rodriguez, Vice-President, Enrollment Development*

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 5, 2014

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 10 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)**

Provider/Contract	Term/Amount	Service	Funding Source
N SixTen and Associates	July 1, 2014 – June 30, 2015  Not to exceed \$40,000	Contract to provide claim preparation services for State Mandated reports.	General Fund
<i>Requested by: Fiscal Services</i>			
<i>Approved by: Robert Isomoto, Vice-President, Business/Administration</i>			

Provider/Contract	Term/Amount	Service	Cash Match
O	<i>Acceptance of Cash Match for Small Business Development Center Grant, granted by Small Business Administration (SBA) and Long Beach Community College Lead Center (LBCC), approved by the Board of Trustees on February 4, 2014.</i>		
Beverly Hills Chamber of Commerce	July 1, 2014 – June 30, 2015  Cash Match provided by Beverly Hills Chamber of Commerce: \$8,000	As mandated by the SBA Service Agreement, each SBDC service center is required to provide a cash match for the grant received by the SBA/LBCC. SMC's SBDC will provide satellite services at the Beverly Hills Chamber of Commerce for \$8,000 cash match. An SMC SBDC consultant will take residence at the Chamber one day, twice per month (4 hours per day) to conduct free one-on-one business consulting to eligible individuals and also provide one low-cost workshop per month at the Chamber on such topics as: Marketing, Legal, Financing, Accounting and other topics as needed.	Budget Augmentation (Restricted fund 01.3)  <b>Revenue</b> 8800 Local Income \$8,000  <b>Expenditures</b> 2000 Non-instructional Salaries \$7,360  3000 Employee Benefits \$640
<i>Requested by: Sasha King, Acting Director, Small Business Development Center</i>			
<i>Approved by: Georgia Lorenz, Vice President, Academic Affairs</i>			

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 5, 2014

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 11 ACADEMIC PERSONNEL**

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

EFFECTIVE DATE

ESTABLISH

Project Manager, Adult Education Programs – 50%	08/06/14
Project Manager, Mental Health Sustainability Grant	09/01/14

ELECTION

ADMINISTRATIVE

Chavarry, Edna, Project Manager, The Center for Teaching Excellence	08/01/14-6/30/15
Murphy, Dawn, Project Manager, Mental Health Sustainability Grant	09/02/14-6/30/15
Wells, Audra, Project Manager, Adult Education Programs (50%)	08/01/14-6/30/15

ADMINISTRATIVE INTERIM APPOINTMENT - EXTENSION

Heskel, Mitch, Interim Director, Performing Arts Center	08/07/14 – 09/4/14
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ADJUNCT FACULTY

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

RESCIND ELECTION

Michael Gianvecchio, Mathematics Professor

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 5, 2014

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 12 CLASSIFIED PERSONNEL - REGULAR**

*Requested Action: Approval/Ratification*

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

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

ESTABLISH NEW CLASS DESCRIPTION AND SALARY ALLOCATION

Police Services Assistant (1 position) 08/01/14  
 Campus Police, 12 mos, 40 hrs  
 Range 29 on the Classified Salary Schedule

ESTABLISH

Administrative Secretary (1 position) 08/06/14  
 Title V, 11 mos, 40 hrs

Instructional Assistant - English (4 positions) 08/06/14  
 English Department, 11 mos, 20 hrs/Varied Hours Schedule

Student Services Assistant (1 position) 08/06/14  
 CalWorks, 12 mos, 20 hrs

ABOLISH

Administrative Secretary (1 position) 08/05/14  
 Title V, 11 mos, 20 hrs

Instructional Assistant - English (4 positions) 08/05/14  
 English Department, 11 mos, 20 hrs

ELECTIONS

RECLASSIFICATION (PERSONNEL COMMISSION PROCESS)

Jones, Jennifer 08/01/14  
 From: Administrative Secretary, Campus Police, 12 mos, 40 hrs  
 To: Police Services Assistant, Campus Police, 12 mos, 40 hrs

PROBATIONARY

Iverson, Jonathan, Buyer II, Purchasing/Receiving/Mail Department 07/21/14  
 Redjeki, Endah, Dance Production Specials, Dance Department 07/01/14

ADVANCE STEP PLACEMENT

Iverson, Jonathan, Buyer II, Purchasing/Receiving/Mail Department (Step B) 07/21/14

VOLUNTARY TRANSFER (CSEA/DISTRICT AGREEMENT)

Mattsson, Kristie M. 08/01/14  
 From: Costume Designer, Theatre Arts, 11 mos, 30 hrs, Varied Hours Schedule  
 To: Costume Designer, Theatre Arts, 12 mos, 40 hrs, Varied Hours Schedule

Merritt-Williams, Marcia	08/04/14
From: Student Services Clerk, A & R, 12 mos, 40 hours	
To: Student Services Clerk, ISC, 12 mos, 40 hours	
 <u>WORKING OUT OF CLASSIFICATION (PROVISIONAL) – Extension</u>	
Lopez – Hernandez, Mario	06/26 - 08/14/14
To: Lead Custodian, NSI, 100%	
From: Custodian, NSII5/14	
Comment: not to exceed 36 additional working days	
Qualey, Patrick	07/01 – 08/30/14
To: Journeyman Level – Carpentry, 100%	
From: Skilled Maintenance Worker I	
Comment: not to exceed 59 working days	
Sheaffer, Carl	07/07 - 08/30/14
To: Skilled Maintenance Worker II, 100%	
Fr: Skilled Maintenance Worker I	
Comment: not to exceed 59 additional working days	
<u>STIPENDS</u>	
Cadena, Ruben, CC Police Officer, College Police 5%	07/01 – 06/30/16
Comment: Date correction from 7/1/14	
Echeverria, Alberto, CC Police Officer, College Police 5%	07/01– 06/30/16
Comment: Date correction from 7/1/14	
Samano, Summer, CC Police Officer, College Police 5%	07/01– 06/30/16
Comment: Date correction from 7/1/14	
Wilson, Bryan, CC Police Officer, College Police 5%	07/01 – 06/30/16
Comment: Title and date correction from 7/1/14 Access Control/CCTV	
<u>SEPARATION</u>	<u>EFFECTIVE DATE</u>
<u>LEAVES OF ABSENCE - UNPAID</u>	
Kolbly, Joseph, Instructional Assistant – Math, Mathematics Department	06/23/14 – 08/01/14
Throckmorton, Elena, Student Services Specialist-DSPS, DSC	09/02/14 – 10/31/14
Williams. Jr. Anthony, Custodian	(amended dates) 05/13/14 – 07/13/14
<u>RESIGNATION</u>	<u>LAST DAY OF PAY SERVICE</u>
Johnson, Glenda, Student Services Assistant, ISC	09/01/14
<u>RELEASE</u>	
Holieway, Ahreyeel S, Custodian, Operations	07/16/14
Jones II, Michael A. Custodian, Operations	07/16/14
Pennie, Joycelynn, Custodian, Operations	07/16/14
<u>RETIREMENT</u>	
Cohanne, Jonathan, Student Services Specialist – Admissions and Records (27 years)	09/01/14
Skanes, Arnita, Custodian, Operations (12 years)	08/31/14



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 5, 2014

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 13 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.

Abrahamyan, Levon., Accompanist- Dance, DANCE	07/01/14-12/31/14
Aghabala, Elham, Theatre Tech Specialist, SMC Performing Arts	07/01/14-06/30/15
Auld, James, Theatre Tech Specialist, SMC Performing Arts	07/01/14-06/30/15
Badaro, Luiz., Accompanist- Dance, DANCE	07/01/14-12/31/14
Baker, Mark, Theatre Tech Specialist, SMC Performing Arts	07/01/14-06/30/15
Basile, Frank., Accompanist- Voice, MUSIC	07/01/14-12/31/14
Bernaert, Angelica, Theatre Tech Specialist, SMC Performing Arts	07/01/14-06/30/15
Bowen, Breece, Theatre Tech Specialist, SMC Performing Arts	07/01/14-06/30/15
Braden, John J., Theatre Tech Specialist, SMC Performing Arts	07/01/14-06/30/15
Brown, Carla., Media Resources Assistant, LRC	06/30/14-11/07/14
Brown, Stacey D., Administrative Assistant I, TRIO	07/01/14-12/19/14
Brummer, Alison, Theatre Tech Specialist, SMC Performing Arts	07/01/14-06/30/15
Brundage, Kirk., Accompanist- Dance, DANCE	07/01/14-12/31/14
Castaneda, Leticia, Theatre Tech Specialist, SMC Performing Arts	07/01/14-06/30/15
Choquette, Andrew L., Theatre Tech Specialist, SMC Performing Arts	07/01/14-06/30/15
Christian, Crislin, Instructional Assistant-English, ENGLISH	07/07/14-08/14/14
Clark, Jacob N., Instructional Assistant-English, ENGLISH	07/07/14-08/14/14
Crawford, David D., Theatre Tech Specialist, SMC Performing Arts	07/01/14-06/30/15
Cray-Lanham, Teri, Theatre Tech Specialist, SMC Performing Arts	07/01/14-06/30/15
Critchlow, Adam T., Theatre Tech Specialist, SMC Performing Arts	07/01/14-06/30/15
Cummings, Kahlil., Accompanist- Dance, DANCE	07/01/14-12/31/14
Danar, Robin, Theatre Tech Specialist, SMC Performing Arts	07/01/14-06/30/15
DelaTorre, Aaron, Administrative Clerk, Workforce & Econ Devel.	06/25/14-07/30/14
Doran-Sheeran, Patriack, Accompanist- Dance, DANCE	07/01/14-12/31/14
Duron, Renee A., Theatre Tech Specialist, SMC Performing Arts	07/01/14-06/30/15
Eaton, Aaron M., Theatre Tech Specialist, SMC Performing Arts	07/01/14-06/30/15
Gaidzik, James Z., Theatre Tech Specialist, SMC Performing Arts	07/01/14-06/30/15
Geller, Frances R., Theatre Tech Specialist, SMC Performing Arts	07/01/14-06/30/15
Gerhold, Thomas, Accompanist - Voice, EMERITUS	07/01/14-12/31/14
Gluck, Ferris., Accompanist- Voice, MUSIC	07/01/14-12/31/14
Hale, Jeremy S., Theatre Tech Specialist, SMC Performing Arts	07/01/14-06/30/15
Herndon, John M., Theatre Tech Specialist, SMC Performing Arts	07/01/14-06/30/15
Heywood, Scot K., Theatre Tech Specialist, SMC Performing Arts	07/01/14-06/30/15
Horton, Trishanna J., Instructional Assistant-English, ENGLISH	07/07/14-08/14/14
Hudson Sr., Michael E., Asst. Director HR, Human Resources	06/24/14-09/30/14
Jones, Chauncey D., Theatre Tech Specialist, SMC Performing Arts	07/01/14-06/30/15
Jones, Samuel L., Theatre Tech Specialist, SMC Performing Arts	07/01/14-06/30/15
Kane, Hildur O., Theatre Tech Specialist, SMC Performing Arts	07/01/14-06/30/15
Lagroe, Darren A., Theatre Tech Specialist, SMC Performing Arts	07/01/14-06/30/15

Maas, Benjamin, Theatre Tech Specialist, SMC Performing Arts	07/01/14-06/30/15
Morley, Sheldon R., Theatre Tech Specialist, SMC Performing Arts	07/01/14-06/30/15
Muradyan, Ruzan., Accompanist- Dance, DANCE	07/01/14-12/31/14
Nesteruk, Gary, Accompanist - Voice, EMERITUS	07/01/14-12/31/14
Neumeister, Eric J., Theatre Tech Specialist, SMC Performing Arts	07/01/14-06/30/15
Newsome, Mary A., Sign Language Interpreter III, DSS	07/01/14-06/30/15
Osborne, Christopher, Theatre Tech Specialist, SMC Performing Arts	07/01/14-06/30/15
Palmer, John D., Theatre Tech Specialist, SMC Performing Arts	07/01/14-06/30/15
Poliner, Amy N., Theatre Tech Specialist, SMC Performing Arts	07/01/14-06/30/15
Plotkin, Alla., Accompanist- Dance, DANCE	07/01/14-12/31/14
Root, Jerrold S., Theatre Tech Specialist, SMC Performing Arts	07/01/14-06/30/15
Rudolph, Robert A., Theatre Tech Specialist, SMC Performing Arts	07/01/14-06/30/15
Ruebsamen, Kyle, Theatre Tech Specialist, SMC Performing Arts	07/01/14-06/30/15
Sammons, Michael S., Theatre Tech Specialist, SMC Performing Arts	07/01/14-06/30/15
Snyder, John, Theatre Tech Specialist, SMC Performing Arts	07/01/14-06/30/15
Sow, Malik., Accompanist- Dance, DANCE	07/01/14-12/31/14
Spilny, Valerie., Accompanist- Dance, DANCE	07/01/14-12/31/14
Stern, Valerie., Accompanist- Voice, MUSIC	07/01/14-12/31/14
Stevens, Hilary A., Theatre Tech Specialist, SMC Performing Arts	07/01/14-06/30/15
Thomas, Adrian A., Theatre Tech Specialist, SMC Performing Arts	07/01/14-06/30/15
Tittle, Toby N., Theatre Tech Specialist, SMC Performing Arts	07/01/14-06/30/15
Trenholm, John H., Theatre Tech Specialist, SMC Performing Arts	07/01/14-06/30/15
Tyler, Lauren M., Theatre Tech Specialist, SMC Performing Arts	07/01/14-06/30/15
Vriese, Denese, Cash Receipts Clerk, Bursar's	07/28/14-09/12/14
Walker, Frederick., Accompanist- Dance, DANCE	07/01/14-12/31/14
Watanabe, Atsushi, Theatre Tech Specialist, SMC Performing Arts	07/01/14-06/30/15
Wending, Andrew W., Theatre Tech Specialist, SMC Performing Arts	07/01/14-06/30/15
Woodbury, Mark D., Theatre Tech Specialist, SMC Performing Arts	07/01/14-06/30/15
Zawinul, Ivan, Theatre Tech Specialist, SMC Performing Arts	07/01/14-06/30/15
Zibalese, David J., Theatre Tech Specialist, SMC Performing Arts	07/01/14-06/30/15
Zimmerman, Eric, Theatre Tech Specialist, SMC Performing Arts	07/01/14-06/30/15

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

Bice, Jaimee, Cash Receipts Clerk, Bursar's	07/28/14-09/12/14
Brown, Thomas M., Instructional Assistant - ESL, ESL	09/03/14-03/03/15
Bugarin, Lenore, Sign Language Interpreter III, DSC	07/01/14-08/15/14
Clark, Jessica L., Cash Receipts Clerk, Bursar's	07/28/14-09/12/14
Gurjian, Armineh, Supervising Personnel Analyst/Personnel Comm.	07/01/14-01/30/15
Itani, Wadad K., Student Services Clerk, ISC	07/01/14-08/29/14
Lagunas, Crystal, Sign Language Interpreter III, DSC	06/16/14-06/27/14
Lemon, Curly, Bookstore Clerk/Cashier, Bookstore	06/02/14-06/16/14
Marshall, Isaiah, Student Services Clerk, ISC	07/01/14-08/29/14
O'Keefe, Jacklyn, Sign Language Interpreter III, DSC	07/01/14-08/15/14
Nelli, Maria, Cash Receipts Clerk, Bursar's	07/28/14-09/12/14
Shine, Kevin, Cash Receipts Clerk, Bursar's	07/28/14-09/12/14
Vriese, Denese, Cash Receipts Clerk, Bursar's	07/28/14-09/12/14
Wilks, Susan C., Cash Receipts Clerk, Bursar's Office	07/01/14-12/31/14

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 5, 2014

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 14 CLASSIFIED PERSONNEL - NON MERIT**

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

STUDENT EMPLOYEES

College Student Assistant, \$10.00/hour (STHP)	285
CalWorks, \$10.00/hour	7

SPECIAL SERVICE

Community Services Specialist II, \$50.00/hour	2
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<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 6, 2013

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 15 AUTHORIZATION OF SIGNATURES, 2014-2015**

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

Authorization of signatures of all academic and classified managers, and department chairs (see following lists) to approve invoices and payments on contracts for the Santa Monica Community College District for 2014-2015.

Comment: To comply with Education Code Sections 85232 and 85233 and the Los Angeles County Office of Education (LACOE), the Board of Trustees is required to authorize signatures of those persons who approve invoices and payments on contracts.

The auditing system at LACOE reviews each phase of the payment process including the authorized signatures approved by the Board. The Superintendent/President and Vice-President continues to be the only authorized signatures for orders of salary payments, notices of employment, orders for commercial warrants and approval of contracts.

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

**SENIOR ADMINISTRATIVE STAFF**

- Chui L. Tsang, Superintendent/President
- Don Girard, Senior Director, Government Relations/Institutional Communications
- Robert Isomoto, Vice-President, Business/Administration
- Randal Lawson, Executive Vice-President
- Georgia Lorenz, Vice-President, Academic Affairs
- Teresita Rodriguez, Vice-President, Enrollment Development
- Michael Tuitasi, Vice-President, Student Affairs
- Marcia Wade, Vice-President, Human Resources

**DEANS**

- Brenda Benson, Counseling, Retention
- Kelley Brayton, International Education
- Jocelyn Chong, Information Technology
- Kiersten Elliott, Enrollment Services
- Deyna Hearn, Students
- Roberto Gonzalez, Student Success Initiatives
- Hannah Lawler, Institutional Research
- Erica LeBlanc, Academic Affairs
- Sherri Lee-Lewis, Human Resources
- Jennifer Merlic, Instructional Services (Interim)
- Mona Martin, Learning Resources
- Katharine Muller, External Programs
- Patricia Ramos, Workforce Development
- Albert Vasquez, Campus Security, Student Health & Safety

**ASSOCIATE DEANS**

Ida Danzey, Health Sciences  
Frank Dawson, Career Technical Education (Acting)  
Ron Furuyama, Instructional/Student Programs  
Denise Kinsella, International Education  
Laurel McQuay-Peninger, Grants  
Steve Myrow, Financial Aid/Scholarships  
Sonali Perera Bridges, Student Life  
Gita Runkle, Emeritus College (Acting)  
Julie Yarrish, Online Services and Support

**DIRECTORS (Academic)**

Genevieve Bertone, Sustainability Coordination  
Melanie Bocanegra, STEM Initiatives  
Dale Franzen, Performing Arts Center  
Michelle King, Career and Contract Education  
Sasha King, Small Business Development Center (Acting)  
Nick Mata, Special Programs  
Tony Prestby, Supplemental Instruction/Tutoring  
Linda Sullivan, Facilities Programming  
Wendy Zahler, Community Relations (Interim)

**ASSOCIATE DIRECTOR**

Maral Hyeler, Dual Enrollment/Instructional Services

**ASSISTANT DIRECTOR**

Byanca Barajas, Athletics (Acting)

**PROJECT MANAGERS**

Edna Chavarry, The Center for Teaching Excellence  
Bonita Cooper, Upward Bound  
Wendi DeMorst, TRIO Student Support Services  
Jerome Jenkins, Men's Basketball Programs  
Maria Leon-Vasquez, Workforce Development  
Audrey Sandoval, Veterans Resource Center  
Deirdre Weaver, Campus and Alumni Relations  
Audra Wells, Adult Education Programs

**CLASSIFIED MANAGERS**

Anthony Barlow, Custodial Services Supervisor  
Chris Bonvenuto Chief Director, Business Services  
Raymond Bottenfield, Campus Police Captain  
Greg Brown, Director of Facilities Planning  
Cristina Chavira, Accounts Payable Supervisor  
Sandy Chung, Assistant Director, Human Resources  
Michael Cool, Supervising Personnel Analyst  
Tom Corpus, Grounds and Landscape Supervisor  
Robert Dammer, Director, Network Services  
Al DeSalles, Manager, Media and Reprographic Services  
David Dever, Bookstore Manager  
Veronica Diaz, Budget Manager  
Mark Engfer, Telecommunications Supervisor  
Jennifer Ferro, Director, Radio Station KCRW  
Ian Fraser, Payroll Manager

Joanne Gilden, Accounting Manager  
Craig Harris, Construction Services Supervisor  
Roberto Jauregui, Warehouse & Mail Services Supervisor  
Joshi John, Computer Laboratory Supervisor  
Dexter Lee Johnston, Director, Mgt. Information Systems  
Mark Kessler, Campus Police Sergeant  
Carol Long, Director of Classified Personnel  
Cynthia Moore, Director of Purchasing  
Angela Munoz, Admissions and Records Supervisor  
Stacy Neal, Financial Aid Supervisor  
Mike Newport, KCRW Radio Station Operations Manager  
Courtney Pierce, Custodial Services Supervisor  
JoAn Joseph Peters, Deaf and Hard of Hearing Supervisor  
Steven Peterson, Technology Logistics Manager  
Helen Porter, Web Content and Digital Marketing Facilitator  
Charles Potts, Associate Director, SMC Foundation  
George Prather, Director of Auxiliary Services  
Jaime Recinos, Assistant Bookstore Manager  
Dan Rojas, Network Services Manager  
Jere Romano, Campus Police Sergeant  
Jenny Trickey, Child Care Services Supervisor  
Bruce Wyban, Director, Facilities Management  
Charlie Yen, Director, Contracts

**Department Chairs**

Ronn Davis, Art  
Joy Tucker, Business  
Nancy Grass Hemmert, Communication  
Fariba Bolandhemat, Computer Science & Information Systems  
John Rogers, Cosmetology  
Laurie Guglielmo, Counseling  
Judith Douglas, Dance  
Chris Fria, Design Technology  
Vicki Drake, Earth Sciences  
Laura Manson, ECE/Education  
Jason Beardsley, English  
Toni Randall, ESL  
Eric Williams, Health Sciences  
Suzanne Borghei, History  
Elaine Roque, Kinesiology/Athletics  
Patricia Burson, Library  
Garen Baghdasarian, Life Sciences  
Alan Emerson, Mathematics  
Toni Trives, Modern Languages & Cultures  
James Martin, Music  
Ford Lowcock, Photography and Fashion  
Jenny Merlic, Physical Sciences  
Alex Schwartz, Psychology  
Christine Schultz, Philosophy and Social Sciences  
Perviz Sawoski, Theatre Arts

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 5, 2014

**CONSENT AGENDA: FACILITIES AND FISCAL**

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

**RECOMMENDATION NO. 16 FACILITIES**

**16-A CONSTRUCTION ESCROW AGREEMENT – PERFORMING ARTS CENTER EAST WING**

Pursuant to Section 22300 of the Public Contract Code the contractor has the option to deposit securities with escrow agent as a substitute for retention earnings required to be withheld by the District for the Performing Arts Center-East Wing project. Alternatively, on written request of the contractor, the District shall make payments of the retention earnings directly to the escrow agent, U.S. Bank. The market value of the securities at the time of the substitution shall be at least equal to the cash amount then required to be withheld as retention. Securities shall be held in the name of the District and shall designate the contractor as beneficial owner. The District shall make progress payments to the contractor for such funds which otherwise would be withheld from progress payments pursuant to the contract provisions, provided that the escrow agent holds securities in the form and amount specified.

Funding Source: Measure AA

Comment: The escrow agreement created under section 22300 allows the contractor a method of earning interest on funds that are normally withheld and not paid until the end of the project.

**16-B CHANGE ORDER NO. 7 – INFORMATION TECHNOLOGY RELOCATION**

Change Order No. 7 – BERNARDS BROS. on the Information Technology Relocation project in the amount of \$371,225.

Original Contract Amount	\$12,392,000
Previously Approved Change Orders	\$ 1,193,912
Change Order No. 7	\$ 371,225
Revised Contract Amount	\$13,957,137

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

Funding Source: Measure AA

Comment: Change Order No. 7 provides labor and material costs to provide additional egress gates from Math Village during construction and for added electrical conduit and excavation work due to unforeseen underground conditions. Also includes costs for two new retractable bollard systems at the east fire lane and 17th Court and provision of a new steel column necessitated by the moveable partition added to the design of the Center for Teaching Excellence.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 5, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 16 FACILITIES (continued)**

16-C SUBCONTRACTOR SUBSTITUTION – AET CAMPUS and PARKING STRUCTURE A

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

<u>Listed Subcontractor</u>	<u>Requested Substitution</u>
Alert Insulation	Alcal Specialty Contracting, Inc.

Funding Source: Measure AA

Comment: C.W. Driver, the General Contractor for the AET Campus and Parking Structure A, has requested to substitute their listed Subcontractor, Cal State Steel with W & W Steel and Plas-Tal to perform the Structural & Miscellaneous Steel portion of the project. C.W. Driver provided a letter of withdrawal from Cal State Steel 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.

16-D AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – PERFORMING ARTS CENTER, EAST WING

Amend the agreement with DLR GROUP for the Performing Arts Center East Wing in the amount not to exceed \$59,350 plus reimbursable expenses.

Original Contract Amount	\$1,086,757
Amendment # 1	\$21,618
Amendment # 2	\$162,463
Amendment # 3	<u>\$59,350</u>
Total To Date	\$1,330,188

Funding Source: Measure AA

Comment: Amendment No. 3 provides for architectural and electrical engineering fees for the electrical work at the Broad Stage patio area located to the west of the main Broad Stage lobby. The west patio is being expanded to offer additional space while construction closes much of the east patio. Also covers college requested changes to the east plaza, Edge Second Space entry, and digital display.



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 5, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 16 FACILITIES** *(continued)*

16-E AMENDMENT NO. 2 TO AGREEMENT FOR ARCHITECTURAL SERVICES – STUDENT SERVICES BUILDING

Amend the agreement with MORRIS ARCHITECTS for the Student Services Building in the amount of \$2,680.

Original Contract Amount	\$3,825,500
Amendment No. 1	\$ 150,896
Amendment No. 2	\$ 2,680
Total To Date	\$3,979,076

Funding Source: Measure U and S

Comment: Amendment No. 2 provides for architectural and electrical engineering fees to investigate existing conduits outside of the Science Building that is proposed to be used for the new high voltage service for the new Student Services Building

16-F AMENDMENT NO. 5 TO AGREEMENT FOR ARCHITECTURAL SERVICES – IT RELOCATION

Amend agreement with MORRIS ARCHITECTS for the Information Technology Relocation project for \$25,168 plus reimbursable expenses.

Original Contract Amount	\$ 1,114,124
Amendment No. 1	\$ 63,765
Amendment No. 2	\$ 35,025
Amendment No. 3	\$ 99,450
Amendment No. 4	\$ 80,420
Amendment No. 5	\$ 25,268
Revised Contract Amount	\$1,417,952

Funding Source: Measure AA

Comment: Amendment 5 provides for architectural and engineering services to redesign the elevator guiderails for the project. The redesign is necessary because the contractor submitted shop drawings for an elevator different than that approved by the Division of the State Architect (DSA). The scope of work to be performed as part of this amendment includes redesign of the guide rails, verification of the design of the existing elevator pit and enclosure and preparation and approval of a new submittal to DSA. Credit will be received from the contractor for this change.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 5, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 16 FACILITIES** *(continued)*

16-G AMENDMENT NO. 1 TO AGREEMENT FOR ARCHITECTURAL SERVICES – FINANCIAL AID RELOCATION

Amend agreement with MORRIS ARCHITECTS for the Financial Aid Relocation project for \$9,750.

Original Contract Amount	\$67,829
Amendment No. 1	<u>\$ 9,750</u>
Revised Contract Amount	\$77,579

Funding Source: Measure U

Comment: Amendment No. 1 provides for architectural and engineering services for accessible parking compliant with the latest California Building Code at Drescher Hall (Lot #2). Original scope of work for the project did not include the parking lot but Division of the State Architect requires parking adjacent to areas of new work to comply with the latest codes.

16-H AMENDMENT NO. 1 TO AGREEMENT FOR CONSULTING SERVICES – MALIBU CAMPUS

Amend agreement with M2 STRATEGIC for the Malibu Campus Consulting for \$100,000.

Original Contract Amount	\$ 50,000
Amendment No. 1	<u>\$100,000</u>
Revised Contract Amount	\$150,000

Funding Source: Measure S

Comment: M2 Strategic has taken a larger role in managing the entitlement process for the Malibu Campus in working with the City of Malibu and the County of Los Angeles. They are currently coordinating an updated submittal to the City of Malibu, and will be working with the County on site issues and a lease.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 5, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 16 FACILITIES** *(continued)*

16-I PROJECT CLOSE OUT – SCIENCE BUILDING LAB EXHAUST MODIFICATION, DRESCHER HALL ROOFTOP EXHAUST CHASE FLASHING, AIRPORT CAMPUS LIGHTING

Subject to completion of punch list items by COMPASS ENERGY SOLUTIONS, authorize the District Representative without further action of the Board of Trustees, to accept the project described as SCIENCE BUILDING LAB EXHAUST MODIFICATION, DRESCHER HALL ROOFTOP EXHAUST CHASE FLASHING, AIRPORT CAMPUS LIGHTING as being complete upon completion of punch list items by COMPASS ENERGY SOLUTIONS. 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.

16- J POOL PAYMENTS UNDER JOINT USE FACILITIES AGREEMENT

Payment to:	City of Santa Monica
Amount:	\$97,577.90
For the Period:	April 1 – June 30, 2014 (3 months)
Funding Source:	2013-2014 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. By comparison last year's charge for the same quarter was \$109,137.36.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 5, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 17 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION**

*Requested Action: Approval/Ratification*

*Reviewed by: Chris Bonvenuto, Chief Director of Business Services*

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

The 2013-2014 Adopted Budget will be amended to reflect the following budget augmentations

17 -A BOARD FINANCIAL ASSISTANCE PROGRAM (BFAP)

Granting Agency: State of California  
 Appropriated Funding: \$5,000  
 Matching Funds: None  
 Performance Period: July 1, 2013 – June 30, 2014  
 Summary: The District qualifies for an additional \$5,000 in BFAP funding per the Second Principal Apportionment report issued by the Chancellor’s Office dated June 18, 2014.

Budget Augmentation: Revenue:

8600 State Revenue	\$5,000
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Expenditures:

5000 Contracted Services	\$5,000
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17-B BASIC SKILLS 2013-2014

Granting Agency: State of California  
 Appropriated Funding: \$ 2,403  
 Matching Funds: None  
 Performance Period: July 1, 2013 – June 30, 2014  
 Summary: The District has received notice for a Basic Skills funding Increase per 2013-14 Second Principal Apportionment issued by the Chancellor’s office dated June 18, 2014.

Budget Augmentation: Revenue:

8600 State Revenue	\$2,403
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Expenditures:

2000 Classified Salaries	\$2,403
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<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 5, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 17 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION** *(continued)*

17-C Student Mental Health Program/Campus Based Grant

Granting Agency: California Community Colleges (Foundation)  
Award Amount: \$3,856  
Matching Funds: 0  
Performance Period: August 1, 2012 – June 30, 2014  
Summary: The Granting Agency increased funding for FY 2013-2014 by \$3,856.  
Budget Augmentation: Restricted Fund 01.3

Revenue (2013 – 2014)	
8800 Other Local	\$3,856
Expenditures	
1000 Academic Salaries	\$3,856
Total	\$3,856

17-D Restricted Program: International Student Insurance

Increase in Budget: \$667,239  
Performance Period: July 1, 2013 – June 30, 2014  
Summary: The District acts as the pass through agency for F1 insurance fees that are collected from the student during the enrollment process and passed through to the insurance agency on behalf of the student. The District does not add any additional fees for this service. During year-end closing it was determined that the District collected more fees than it had projected resulting in the need for this budget augmentation.  
Budget Augmentation: Restricted Fund 01.3

Revenue (2013 – 2014)	
8800 Local Revenue	\$667,239
Expenditures	
5000 Other Operating Expenditures	\$667,239
Total	\$667,239

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 5, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 17 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION** *(continued)*

17-E Restricted Program: Instructional Equipment Block Grant Match

Increase in Budget: \$ 42,000  
Performance Period: July 1, 2013 – June 30, 2014  
Summary: Education Code 76141 allows the District to use the non-resident capital surcharge for the purpose of procuring equipment. This budget augmentation will create a restricted general fund match account for the Instructional Equipment Block Grant for the purpose of utilizing the Capital Surcharge for this purpose resulting in a savings in the unrestricted general fund.

Budget Augmentation: Restricted Fund 01.3

Revenue (2013 – 2014)	
8980 Transfer Revenue	\$42,000
Expenditures	
6000 Equipment	\$42,000
Total	\$42,000

17-F Restricted Program: Capital Surcharge Funded Equipment Program

Increase Budget: \$ 400,000  
Performance Period: July 1, 2013 – June 30, 2014  
Summary: Education Code 76141 allows the District to use the non-resident capital surcharge for the purpose of procuring equipment. This budget augmentation will create a restricted general fund program for the purpose of utilizing the Capital Surcharge for this purpose resulting in a savings to the General Unrestricted Fund.

Budget Augmentation: Restricted Fund 01.3

Revenue (2013 – 2014)	
8980 Transfer Revenue	\$400,000
Expenditures	
6000 Equipment	\$400,000
Total	\$400,000

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 5, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 18 BUDGET DECREASE**

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

The 2013-2014 Adopted Budget will be amended to reflect the following budget decrease

EEO FACULTY AND STAFF DIVERSITY

Granting Agency: EEO Faculty and Staff Diversity  
Appropriated Funding: (\$378)  
Matching Funds: \$0  
Performance Period: July 1, 2013-June 30, 2014  
Budget Period: July 1, 2013-June 30, 2014  
Summary: The California Community Colleges Chancellor’s Office decreased the apportionment for fiscal year 2013-2014 EEO funds by \$378.  
Budget Decrease: Revenue:  
8600 State Revenue (\$378)  
Expenditures:  
5000 Other Operating Expenses (\$378)

**RECOMMENDATION NO. 19 COMMERCIAL WARRANT REGISTER**

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

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

June 1 – June 30, 2014                      6048 – 6088                      \$7,340,607.71

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

**RECOMMENDATION NO. 20 PAYROLL WARRANT REGISTER**

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

June 1 – June 30, 2014                      C1K – C2L                      \$8,002,670.08

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 5, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 21 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
June 1 – June 30, 2014	\$641,652.98	\$42,763.89

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

**RECOMMENDATION NO. 22 PROVIDERS FOR COMMUNITY AND CONTRACT EDUCATION**

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

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

**RECOMMENDATION NO. 23 ORGANIZATIONAL MEMBERSHIPS, 2014-2015**

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

Approval of the list of Organizational Memberships, 2014-2015 (List on file in the Offices of the Superintendent/President and Fiscal Services).



<b>BOARD OF TRUSTEES</b>  Santa Monica Community College District	<b>ACTION</b>  August 5, 2014
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CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 24 PURCHASING**

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

24-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.

June 1 – June 30, 2014 \$23,835,138.45

24-B AWARD OF CONTRACTS

**Provider:** First Class Vending  
**Services:** (1) RFP#10-11/006sf : Year Four renewal to provide and maintain food and beverage vending machines and services including microwaves and change machines.  
(2) RFP#10-11/006sf : Year Four renewal to provide and maintain food and beverage vending machines and services  
**Term:** September 1, 2014 – August 31, 2015  
**Amount:** No cost; revenue generating

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 5, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. BUDGET TRANSFERS**

25-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: June 19, 2014 thru June 30, 2014

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	2,109,283
2000	Classified/Student Salaries	-46,541
3000	Benefits	-971,257
4000	Supplies	-25,758
5000	Contract Services/Operating Exp	-752,003
6000	Sites/Buildings/Equipment	-514,334
7000	Other Outgo/Student Payments	200,610
Net Total:		0

25-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: June 19, 2014 thru June 30, 2014

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	426,725
2000	Classified/Student Salaries	-49,735
3000	Benefits	-12,661
4000	Supplies	-115,296
5000	Contract Services/Operating Exp	-154,386
6000	Sites/Buildings/Equipment	-85,666
7000	Other Outgo/Student Payments	-8,981
Net Total:		0

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 5, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO.**      **BUDGET TRANSFERS** *(continued)*

25-C FUND 40.0 – CAPITAL OUTLAY FUND  
 Period: June 19, 2014 thru June 30, 2014

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	0
5000	Contract Services/Operating Exp	0
6000	Sites/Buildings/Equipment	-442,000
7000	Other Outgo/Student Payments	442,000
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.

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	August 5, 2014

**INFORMATION ITEM 26      CITIZENS’ BOND OVERSIGHT COMMITTEE MEETING – JULY 16, 2014**

A meeting of the Santa Monica Community College District Citizens’ Bond Oversight Committee was held on Wednesday, July 16, 2014 in Drescher Hall Room 300-E (the Loft) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

**1.      CALL TO ORDER - 8:02 a.m.**

**2.      ROLL CALL**

- Heather Anderson, Vice-Chair– Present
- Michael Dubin – Absent
- Jeffrey Graham - Absent
- Ty Moura - Absent
- Katherine Reuter – Present
- Sion Roy –Present
- Sonya Sultan – Present
- Sam Zivi – Present

Others Present:

- Greg Brown, Director of Facilities and Planning
- Don Girard, Senior Director, Government Relations/Institutional Communications
- Bob Isomoto, Vice-President, Business/Administration
- Lisa Rose, Citizens’ Bond Oversight Committee Coordinator

**3.      APPROVAL OF MINUTES – April 16, 2014**

Motion was made by Katherine Reuter and seconded by Sam Zivi to approve the minutes of Citizen’s Bond Oversight Committee meeting on April 16, 2014. *The minutes were unanimously approved.*

**4.      ELECTION OF CHAIR, 2014-2016**

Motion was made by Katherine Reuter and seconded by Sonya Sultan to elect Heather Anderson, Chair, 2014-2016. It was agreed that the Vice-Chair will be elected at the next meeting of the CBOC.

**5.      REAPPOINTED AND NEW MEMBERS**

At its meeting on July 1, 2014, the SMCCD Board of Trustees appointed the following members to the Citizens’ Bond Oversight Committee, for a two-year term, 2014-2016:

- Katherine Reuter\*
- Sam Zivi\*
- Jeffrey Graham

\*Reappointed for a second two-year term, 2014-2016

Note: The SMC Associated Students will recommend a student representative in September.

6. **REPORTS and DISCUSSION** (reports included with agenda)

SMC Bond Capital Construction Budget Summary as of June 30, 2014

This report includes information on the entire bond capital construction program on one page:

- Project Number
- Project Name
- Bond Measure Budget
- Other Funding
- Total Budget
- Estimate at Completion
- Variance
- Status
- Bond Funds Remaining

The detailed reports now include a Bond Budget History page (see pages 16, 27 and 40 of reports distributed with agenda).

Overview of Projects

- Information Technology Building: The first phase is completed and staff is moving in next week. Phase 2 (remodeling of the old media center) will start when it is vacated and will be completed in six months.
- Academy of Entertainment and Technology: The first level of the parking garage is complete. The foundation for KCRW and renovation of the existing building are underway. Construction will continue through the end of 2015.
- Performing Arts Center East Wing: This a new two-story building east of the Broad Stage. It is a 14-month project.
- Health/P.E./Fitness/Central Plant: This three-story building will replace the old locker room.
- Early Childhood Education Center: Issues with the site at the Civic Center have been resolved, and the plans will need to go through the City of Santa Monica approval process. This is a laboratory school for SMC students to be operated by a third party for children in the community (enrollment of 106 children).
- Malibu Center: The District continues to work through the approval process. It will probably take through the end of this year to work out the issues with the City of Malibu. The plans are currently in the Division of the State Architect (DSA).
- Student Services Building: The architects made a presentation at the last Board of Trustees meeting. The project is moving ahead into Phase 2 – design development.

Measure U, S and AA and Bond Sales Expenses Reports

- Measure U: Total Measure U expenditures last period were \$339,258; total remaining funds are \$17,347,064.
- Measure S: Total expenditures last period were \$77,360; total remaining funds are \$68,757,962.
- Measure AA: Total expenditures last period were \$9,146,888; total remaining funds are \$227,910,184.
- The District will be considering the sale of bonds to spend in the next three years. More specific information will be available at the next meeting.
- The *Bond Sales/Expenses Report* indicates total bond amounts, bond issue dates/amounts, unsold bond amount and total available as of March 31, 2014.

Total Bond	\$598,500,000
Total Available	\$383,496,730
Total Expenses as of 6-30-14	\$284,484,789
Total Available Remaining	\$ 99,011,941
Total Unsold Bond	\$215,003,270

- The *SMC Bond Construction Program Contractor List* as of June 30, 2014 was presented for information.
- Current information on all bond construction projects is available at: <http://smcbondprogram.com/>

**7. SCHEDULE OF MEETINGS, 2014-2015**

Wednesdays at 8 a.m.  
October 15, 2014  
January 21, 2015  
April 15, 2015

**8. ADJOURNMENT – 8:47 a.m.**

The next meeting of the Citizens’ Bond Oversight Committee will be held on Wednesday, October 15, 2014 at 8 a.m. in Drescher Hall 300-E (the Loft) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

<b>BOARD OF TRUSTEES</b>	<b>REGULAR MEETING</b>
Santa Monica Community College District	August 5, 2014

**X. REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

**XI. BOARD COMMENTS AND REQUESTS**

**XII. ADJOURNMENT** – 10:20 p.m.

The meeting was adjourned in memory of former SMC student **Nick Fagnano**, the young man killed by the lightning strike at Venice Beach and Eileen “**Dee**” **Ulrich**, Judy Abdo’s mother.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, September 2, 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:

- Adoption of 2014-2015 Budget
- Schedule of Board of Trustees Meetings, 2015 (Information)
- Report: Distance Education

APPENDIX A

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	August 5, 2014

MAJOR ITEMS OF BUSINESS

**INFORMATION ITEM 2**

**SUBJECT:**                    **NONCREDIT (ADULT EDUCATION) PROGRAMS**

**INTRODUCTION**

Noncredit instruction is state-supported and regulated, authorized by Title 5 and the California Education Code. The courses are state-funded through apportionment, but unlike credit courses, apportionment for noncredit courses is based on positive attendance, which means that the college is only funded for the time that a student is actually present in each class.

There are currently 10 categories of noncredit education eligible for apportionment-based funding from the state:

- English as a Second Language
- Immigrant Education (including citizenship)
- Elementary and Secondary Basic Skills (including supervised tutoring)
- Health and Safety
- Courses for Adults with Substantial Disabilities
- Parenting
- Home Economics
- Courses for Older Adults
- Short-Term Vocational (including apprenticeship programs)
- Workforce Preparation

Santa Monica College currently offers classes in five of these categories (ESL, Citizenship, Basic Skills and Supervised Tutoring, Courses for Adults with Substantial Disabilities and Courses for Older Adults (Emeritus College). Historically, the college has also offered Parenting classes and Basic Skills classes through the California High School Exit Exam (CAHSEE) program. This report focuses on the ESL, Citizenship, Older Adults and noncredit DSPS classes and provides an update on the proposed changes to how noncredit (Adult Education) may be provided in the future.

*Noncredit Program Organization*

Noncredit programming resides within the Academic Affairs Department. Staffing support for the program includes one fulltime registration clerk for the ESL and Citizenship programs, and three staff members for the Emeritus College program. The ESL program also has a faculty leader, Melody Nightingale, who ensures the alignment of noncredit ESL curriculum with the credit ESL offering, and manages faculty scheduling and hiring. The program has proposed to hire a 50 percent project manager to coordinate the activities related to Assembly Bill (AB) 86 Regional Consortium planning and the new Workforce Investment Act grant which will be discussed later in this report.



## *Noncredit Enrollment Overview*

According to the latest apportionment report (July 2014), the college generated 660 Full Time Equivalent Students through noncredit enrollment during the 2013/14 academic year. Career Development and College Preparation (CDCP) classes (also known as “enhanced” noncredit) generated 155 FTES. As will be discussed later in this report, CDCP enrollment is funded at a higher rate than “regular” noncredit and may, if the Governor’s proposal is fulfilled, be funded at the same rate as credit in 2015/16.

### **ENGLISH AS A SECOND LANGUAGE**

The primary goal of the college’s noncredit ESL program is to improve students’ communicative (language) skills to help them to function effectively in English. The program supports SMC’s Mission Statement in that it assists students in the development of the skills needed to succeed in credit postsecondary education programs, prepares students for careers, and nurtures a lifetime commitment to learning.

The noncredit ESL program serves some of the most vulnerable populations in the state— individuals who arrive in this country with little or no English literacy and sometimes, without literacy in their native language. Most of SMC’s noncredit ESL students are non-native speakers. (F-1 visa students are not eligible to take noncredit classes.) There are no fees associated with these courses, but students are strongly encouraged to buy textbooks.

Noncredit ESL courses are offered in a multi-skill format at various levels. Students do not undergo assessment as the college has not validated one of the Chancellor’s Office approved assessment instruments, in anticipation of the implementation of a common assessment test which is currently under development. Thus, students “self-select” into the class they feel is appropriate for their skill level, and faculty make recommendations to students if they believe students have not enrolled in a course appropriate to their level.

There are currently seven course levels from beginning literacy to high advanced. Multi-skills courses cover beginning, intermediate and advanced students. Special interest courses include speaking/listening, reading/writing, and a course that covers vocabulary, idioms, and prepositions.

Because the noncredit ESL courses are offered on an open-entry, open-exit basis, to accommodate the adult education student population served, students may enroll in classes at any time during the semester if space allows. Students may also stop attending these classes at any point in the semester. Open entry/open exit enrollment allows the program to meet the work, family and other challenges faced by the population served.

Until recently, classes have been offered at four locations: the Performing Arts Campus, the Bundy campus, St. Anne’s Catholic Church, and Menorah Senior Housing. Because of a surge in enrollment and space limitations at Menorah Senior Housing, the class was moved back to the Bundy campus in fall 2012.

The ESL Department Chair and the Noncredit ESL Faculty Leader (also a full-time ESL faculty member) collaborate on hiring faculty and staffing classes. There are typically six instructors who teach only in the noncredit program and two or three faculty members who teach in both the credit and noncredit programs, helping to ensure continuity.

### *Enrollment and Demographics*

In recent years, the program has experienced tremendous growth. In fall 2007, there were 502 students enrolled in noncredit ESL courses. By fall 2013, there were 1,557 students enrolled, which represents a three-fold increase in the number of students that the program serves. This growth accelerated in recent years as local K-12 adult schools continued to reduce or eliminate their adult education offerings as a result of the “flexibility” option the school districts were granted through the Local Control Funding Formula (LCFF), which allowed school districts to move funds to their priority areas.

The percentage of males and females has not changed significantly. In fall 2007, out of 507 students, there were 137 males (27%) and 365 females (73%). In fall 2013, out of 1557 students, there were 356 males (23%) and 1,201 females (77%). The majority of ESL students are Hispanic (22.5%), Asian (30.6%), and White (37.4%). Students range in age range from 19 to 50 years and older. The majority of students are between 30 and 39 years old.

## **CITIZENSHIP**

The citizenship classes are offered through St. Anne's Church. To date, the program has had a 100% pass rate of students who eventually take the citizenship examination. The dedication of Nicola Magee, the faculty member who teaches the class, is largely responsible for this success rate. In addition to ensuring that the community is aware of the class, she often accompanies students to the federal offices when they have their examination and interview and to the naturalization ceremonies that commemorate students' new citizenship.

On average, 70 students enroll in citizenship classes each term. Over two thirds of the students are female, and Hispanic students represent the majority of enrolled students (43.5%), compared with Asians (7.2%), Black (4.3%), and White (33.3%).

## **EMERITUS COLLEGE**

Emeritus College (Emeritus) is now in its 39th year and continues to offer a broad program of non-credit adult education classes to older adults who reside in the City of Santa Monica and the greater Los Angeles area. This educational program is designed to address the unique needs of the older adult population – helping students achieve their educational goals and meet their educational needs as they cope with changes related to aging. In addition to the curriculum, social interactions with peers are a key aspect of Emeritus – helping students to build peer networks, which in turn builds social supports that promote well-being.

About 3,000 students enroll in Emeritus classes each semester. Women continue to represent a disproportionately large majority of the Emeritus student population. Most Emeritus students are between the ages of 61-85 years old (82%), with 66-70 years old being the largest 5-year range (21%).

In Fall 2014, Emeritus will offer 119 class sections (3 more class sections than Fall 2013). In addition to offering classes at the main Emeritus campus, many of the classes are offered throughout the community. This allows students to take advantage of the program within their own neighborhood at familiar sites. Through continuing partnerships with the City of Santa Monica and City of Malibu, Emeritus is able to use public facilities free of charge at several locations including 1450 Ocean Blvd, Virginia Avenue Park, and the Malibu Senior Center. Besides the convenient location, classes at Virginia Avenue Park also target the Latino community with courses offered in Spanish, such as: Literature in Spanish, Strength & Stamina, and Spanish Folk Singing.

### *Fundraising*

The fundraising arm of Emeritus has two basic components: planned giving and the annual campaign. As a result of the long-term investment in this area, Emeritus has been the recipient of several large gifts which have been placed in trust. Currently, funds held for Emeritus by the SMC Foundation total about \$4.5 million.

Every year, Emeritus conducts an annual fundraising campaign overseen by the Emeritus College Executive Committee (ECEC) Fundraising Committee. While student participation varies from year to year, over \$150,000 is typically raised annually. Currently, the Foundation Annual Fund Director, ECEC Fundraising Committee and Acting Associate Dean are collaborating to celebrate Emeritus' 40th anniversary in Spring 2015 and brainstorming ways to diversify fundraising efforts through this special

occasion. Effective Spring 2014, the Foundation Annual Fund Director (Sandra Barsoum), spends one day per week at Emeritus to meet with students, volunteers, faculty and staff to discuss donations and fundraising strategies.

### *Special Programs*

Due to the budget issues and resulting reductions in class offerings, Emeritus College used its foundation funds for the last two winter intersessions (2013 and 2014) to underwrite classes, thus mitigating the reduction in course offerings. Also, to help supplement classes throughout the 2013-2014 academic year, particularly in the Winter 2013 and 2014 intersessions, a wide variety of supplementary activities were offered to Emeritus students. Students were enthusiastic about the activities and many events were filled to capacity. Activities included such programming as:

- Much Ado About Pasadena (bus tour)
- Violin Recital by Laurette C. Boarman – Musical Tour of Eastern Europe
- Lecture by Earl Schub on Rodgers & Hart & Hammerstein
- Walking Tour of Murals in Downtown L.A.

### *Legislative Challenges*

In March 2014, Emeritus created an 11-member Task Force to oppose Senate Bill (SB) 173. The task force included faculty, students and administrators. More than a dozen student volunteers made presentations and distributed letters of opposition for signatures. Over 2,400 letters of opposition were collected by the Task Force. Thankfully, as will be mentioned later in this report, the author amended SB 173 in May to remove language which would have eliminated funding for Older Adult programs.

## **PROGRAMS FOR STUDENTS WITH DISABILITIES**

The college offers a small selection of noncredit classes for students with disabilities. Approximately 10% of Disabled Students Programs and Services (DSPS) students enroll only in the DSPS noncredit classes.

In Fall 2013, 172 students (83 female, 89 male) enrolled in the noncredit DSPS classes offered. These classes include Counseling 906, American Sign Language; Counseling 910, Acquired Brain Injury (ABI) Connections; Counseling 912, Occupational Skills; and Counseling 921, Learning Skills.

## **FUTURE OF ADULT EDUCATION**

Noncredit Adult Education has been the focus of several significant proposals which have potential impact on the way programs are structured, delivered and funded. Recent reports including the Legislative Analysts' Office 2012 report, *Restructuring California's Adult Education System*, have blasted the "dual system" approach in which both the K-12 and California Community Colleges provide adult education, seemingly without coordination. Proposed and implemented legislation (Senate Bill (SB) 173 and Assembly Bill (AB) 86) has addressed which categories of Adult Education should be funded by the state. Another piece of legislation, SB 1456, which resulted in the Student Success and Support Program (SSSP), will provide funding for the implementation of orientation, assessment and placement, and education planning activities to promote students successful completion of education goals. Finally, new funding streams are or may be available to help the noncredit program better serve its students: the Workforce Investment Act (WIA) Title II: Adult Education And Family Literacy Act (AEFLA) Grant and the Governor's proposed equalized funding (2015/16) for Career Development/College Preparation (CDCP) classes.

## **SB 173 AND FUTURE STATE SUPPORT FOR OLDER ADULT, HEALTH AND SAFETY, PARENTING, AND HOME ECONOMICS CLASSES**

Introduced by State Senator Carol Liu in 2013, SB 173 threatened to eliminate several categories of noncredit classes from Title 5, thus making these categories ineligible for apportionment. The four categories include Older Adults, Health and Safety, Parenting and Home Economics. Opposition voiced by several professional organizations, individuals and colleges resulted in the bill being held over as a two-year bill in Fall 2013. Continued opposition to the bill resulted in Senator Liu making significant concessions, amending the bill to remove the language which would have eliminated the four categories of noncredit from being eligible for funding. As a result of these amendments, the bill was passed unanimously on June 10, 2014 by the Assembly Committee on Higher Education.

Because the bill has a potential fiscal impact of more than \$150,000, it has been placed in the Suspense File (any measure that has a potential impact of more than \$150,000 is moved to this file). The Assembly Appropriations committee will consider all bills that are on their Suspense File on August 14, 2014. There will be no testimony taken at this hearing. If Senator Liu chooses to work with the committee on amendments to reduce the total cost of the bill, these amendments will be incorporated by the Appropriations committee as the bill leaves Suspense File.

It is hopeful that current noncredit apportionment levels will continue for these categories after 2015/16.

### **ASSEMBLY BILL 86: ADULT EDUCATION REGIONAL CONSORTIUM PROGRAM**

#### *Overview*

The purpose of AB 86, section 76, Article 3 is to provide grant funds to regional consortia to create and implement a plan to better provide Adult Education within each consortium's region in the following categories:

- Elementary and secondary basic skills, including classes required for a high school diploma or high school equivalency certificate
- Classes and courses for immigrants eligible for education services in citizenship and English as a Second Language and workforce preparation classes in basic skills
- Education programs for adults with disabilities
- Short-term career technical education programs with high employment potential
- Programs for apprentices

Santa Monica College and the Santa Monica Malibu Unified School District (SMMUSD) are partners in the regional consortium which is based on the college's district boundaries. The consortium was funded at \$180,901. Members of the college and the school district have been meeting to assess the current Adult Education programs offered by the two members and identify gaps that will need to be addressed. The consortium has had one meeting with faculty but a second meeting scheduled for the summer was cancelled due to the lack of availability of faculty members. Regularly scheduled meetings will commence in the fall as the discussions shift from purely administrative issues to curriculum development, professional development, and the development of innovative classroom and support strategies designed to increase student success.

#### *AB 86 Comprehensive Plan*

A preliminary draft of the SMMUSD/SMC Adult Education Consortium will be submitted July 31, 2014. When fully completed in July 2015, the plan will address:

- An evaluation of current level and types of adult education programs within the region
- An evaluation of current needs for adult education programs within the region

- Plans to integrate existing programs and create seamless transitions into postsecondary education or the workforce
- Plans to address the gaps identified
- Plans to employ approaches proven to accelerate a student's progress toward his or her academic or career goals
- Plans to collaborate in the provision of ongoing professional development opportunities for faculty and other staff to help them achieve greater program integration and improve student outcomes
- Plans to leverage existing regional structures

The consortium members are identifying gaps in current programming and strategies for filling those gaps, which is one of the goals of the legislation. Both the school district and the college provide programs in English as a Second Language, citizenship, and programs for adults with disabilities. The school district provides elementary and secondary basic skills classes and offering these classes as an additional delivery mode (along with credit basic skills) could be advantageous for the college should the proposed funding equalization take place in 2015-16.

The two areas of Adult Education addressed in AB 86 that are not currently provided by either consortium member are short-term noncredit career technical education programs and apprenticeship programs. The consortium members will develop a plan to address how each of these areas might be addressed in the future. New curriculum will be designed in a way that focuses on transition and integration between the two systems. Community partners will be identified and invited to participate, as appropriate, in the consortium's planning processes to facilitate this goal.

#### *Future Funding (2015/16)*

The intent of the legislature is to provide additional funding in 2015/16 to the regional consortia to expand and improve adult education. At this time, it is unknown what the level of funding will be in 2015-2016 or how the funds will be administered. The 70 regional plans that are being developed by each regional consortium will help inform the legislators in determining what funding will be made available. The AB 86 Work Group is having discussions with stakeholders representing a wide range of constituent groups to develop the funding formula and administration process.

#### **STUDENT SUCCESS AND SUPPORT PROGRAM (SSSP)**

The California Community Colleges began receiving a separate allocation for noncredit matriculation services in 1997. Because the current SSSP activities are focused on credit programs, 2014/15 noncredit funding will be based on the formula used from 2001-02 through 2008-09 to determine noncredit matriculation funding levels. A separate noncredit program and budget plan will be due in Fall 2015. A statewide task force has been assembled to define a new formula which will be developed during 2013-14 for implementation in 2015-16, based on a combination of eligible students and services provided.

While the formula has yet to be developed, SB 1456 requires that the SSSP funding formula for noncredit programs target full implementation of orientation; assessment and placement; and counseling, advising, and other education planning services. Until last year (2013/14), SMC received very low levels of matriculation funds, averaging approximately \$20,000 per year. The 2013/14 allocation (\$45,940, based on P-1) is significantly higher and will allow the program to begin to develop sustainable orientation, counseling, and other support services.

**WORKFORCE INVESTMENT ACT (WIA) TITLE II: ADULT EDUCATION AND FAMILY LITERACY ACT (AEFLA) GRANT**

SMC applied for and was recently granted funding under the WIA Title II/AEFLA program through the California Department of Education. The purposes of the AEFLA are to:

- Assist adults in becoming literate and obtaining the knowledge and skills necessary for employment and self-sufficiency;
- Assist adults who are parents in obtaining the educational skills necessary to become full partners in the educational development of their children; and
- Assist adults in the completion of a secondary school education.

The AEFLA is a pay-for-performance reimbursable grant, which means documented student academic and transition outcomes determine future funding. Program areas included in the grant include English as a Second Language, Basic Skills, and English Language Civics and Civic Participation courses.

The college is excited to have this new funding stream available to augment program services, but the impact of the program will not be known until the performance points are assessed via the Comprehensive Adult Student Assessment Systems (CASAS).

**PROPOSED FUNDING EQUALIZATION FOR CAREER DEVELOPMENT/COLLEGE PREPARATION (CDCP) ELIGIBLE CLASSES**

The apportionment rate for noncredit is currently lower than the apportionment rate for credit. Until 2007, apportionment for noncredit courses was approximately 56% of what the college received for credit courses. However, with the passage of SB 361 in 2008, additional apportionment was provided for noncredit courses which met specific criteria. Known as CDCP (Career Development and College Preparation), these classes earn approximately 71% of what credit classes earn per FTES but are higher than the “regular” noncredit funding rate:

- credit is currently funded at \$4,636/FTES
- “enhanced” CDCP non-credit classes are currently funded at \$3,282
- “regular” noncredit is currently funded at \$2,788 (60% compared to credit’s per FTES funding)

Courses eligible for CDCP funding include the categories of Elementary/Secondary Basic Skills (including Adult High School), English as a Second Language, Short-term Career and Technical Education (CTE) Programs and Workforce Preparation in areas of basic skills.

Although the CDCP rate marks an improvement in funding for noncredit courses, the *Report of the Workgroup on Community College Finance* (2004) recommended apportionment funding should be increased for CDCP courses to the full credit rate when funds were available to increase student success and completion. The Governor’s 2014/15 Budget Revision recommends that, beginning in 2015-16, the CDCP funding rate equal the credit rate. While this change could result in an apparent windfall for colleges with very large CDCP offerings, what is not clear is whether colleges will have a CDCP enrollment cap that will limit the number of noncredit FTES funded at the cr