

AGENDA



SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

REGULAR MEETING

DECEMBER 1, 2015

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

Board Room (Business Building Room 117)

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

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

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

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

PUBLIC PARTICIPATION
ADDRESSING THE BOARD OF TRUSTEES

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

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

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

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

General Public Comments and Consent Agenda

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

Major Items of Business

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

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

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

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

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

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 1, 2015

A G E N D A

A meeting of the Board of Trustees of the Santa Monica Community College District will be held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Tuesday, December 1, 2015.

5:30 p.m. Closed Session (Business Building Room 111)

7 p.m. Public Meeting (Board Room)

I. *ORGANIZATIONAL FUNCTIONS*

- CALL TO ORDER

- ROLL CALL
Rob Rader, Chair
Dr. Louise Jaffe, Vice-Chair
Dr. Susan Aminoff
Dr. Nancy Greenstein
Dr. Margaret Quiñones-Perez
Barry Snell
Dr. Andrew Walzer
Jonathan Eady, Student Trustee

- PUBLIC COMMENTS ON CLOSED SESSION ITEMS

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: CSEA, Chapter 36

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

Agency designated representatives: Marcia Wade, Vice-President, Human Resources
Robert Myers, Campus Counsel

Employee Organization: SMC Faculty Association

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (Government Code Section 54956.9)

HB Parkco v. Santa Monica Community College District, Los Angeles Superior Court Case No. SC120996
C.W. Driver Inc. v. Santa Monica Community College District, Los Angeles Superior Court Case No. BC567227
Zarrabian v. Santa Monica Community College District, United States District Court, Case No. 15-CV-5037
Zarrabian v. Santa Monica Community College District, Los Angeles Superior Court, Case No. BC594984.

CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION (Significant exposure to litigation pursuant to paragraph (2) or(3) of subdivision (d) of Section 54956.9): 2 potential cases [claim asserted by Timothy Silver; claim asserted by L.P.]

Application to file a Late Claim - Claim of Rosie Kato against Santa Monica Community College District [Government Code Section 54956.95]

II. **CLOSED SESSION** (continued)

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

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

Agency designated representatives: Rob Rader, Board Chair

Unrepresented Employee: Superintendent/President

III. **PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS**

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

IV. **SUPERINTENDENT'S REPORT**

- Recognition
 - Corsair Awards
 - SMC Football Team
 - SMC Wins Award for Community College Leadership in Resource Management
 - American Chemical Society's Committee on Education honors SMC Chem Club
 - Community College Pathway to Law School Program
- Campaign Gratitude Holiday Card – Support for Textbooks
- Swearing in of Police Officer Traci Dickenson
- Updates:
 - Holiday Luncheon: December 8, 2015 at 11:30 a.m. in Pavilion

V. **ACADEMIC SENATE REPORT**

VI. **PUBLIC COMMENTS**

VII. **REVISIONS/SUPPLEMENTAL STAFF REPORTS**

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

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

VIII. **MAJOR ITEMS OF BUSINESS**

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

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		November 13, 2015 (Special Meeting)	
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X. **CONSENT AGENDA – Pulled Recommendations**

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

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XII. **REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

XIII. **BOARD COMMENTS AND REQUESTS**

XIV. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, January 12, 2016** 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.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 1, 2015

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1-A

SUBJECT: **STUDENT EQUITY PLAN UPDATE 2015**

SUBMITTED BY: Vice-President, Academic Affairs

REQUESTED ACTION: It is recommended that the Board of Trustees accept the Student Equity Plan Update 2015.

Santa Monica College has been committed to achieving equity in educational outcomes for all students for decades. This is evident in many of the College's longstanding practices and programs. The funding for Student Equity from the state has given the College new opportunities to bring about significant change in a more dramatic and efficient manner than ever before. And Santa Monica College's commitment to student equity has never been stronger.

The overarching goals for the Santa Monica College Student Equity plan for 2015-16 are:

1. To build institutional capacity to address the achievement gaps experienced by target group students.
2. To assess and evaluate all equity funded projects to determine the most effective practices for closing the achievement gaps identified in campus-based research.
3. To communicate evaluation results widely and develop plans for expansion of best practices, leveraging projects to maximize the impact on target group students.

These overarching goals will be accomplished through two pathways: 1. Research and inquiry and 2. Intervention and student support. In Year One (2014-15), the College selected Indicator C, ESL and Basic Skills Completion as its primary focus, although all indicators were supported in the Equity Plan. In Year Two (2015-16) the College will continue to prioritize ESL and Basic Skills Completion but will also focus on Indicators A (Access) and B (Course Completion), although, again, all indicators are supported in the plan. The rationale for focusing on these three indicators is that by making significant progress on these, there will be a positive impact on degree and certificate completion as well as transfer. The activities related to Indicators A, B, and C have significant overlap.

Overall the campus-based research indicates that the target group students who experience the greatest disproportionate impact are African American and Latino/a students, particularly males. There are also areas in which foster youth, veteran students, and students with disabilities experience gaps in achievement.

Student Equity is an institutional priority at Santa Monica College. This priority has been communicated to the campus community through the Master Plan for Education; the annual Equity Summit; institution-wide Flex days with student equity as the theme; year round professional development on research and pedagogical techniques to improve outcomes for target group students; funding for conferences focused on student equity; highlighting impactful equity projects in campus newsletters as well as the local press; and presentations to the Academic Senate, Classified School Employees Association Chapter 36, and the Board of Trustees. To continue to build capacity as a College to address this challenge, student equity has been integrated in institutional planning, program evaluation and improvement, accreditation, and professional development.

Link to complete Student Equity Plan:

<http://www.smc.edu/EnrollmentDevelopment/InstitutionalResearch/Documents/Reports/Student%20Equity/2015-2016SMCStudentEquityPlan.pdf>

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

RECOMMENDATION NO. 1-B

SUBJECT: **ACCEPTANCE OF ADDITIONAL GRANT FUNDS AND BUDGET AUGMENTATION – STUDENT EQUITY**

SUBMITTED BY: Vice-President, Academic Affairs

REQUESTED ACTION; It is recommended that the Board of Trustees accept additional grant funds and augment the District’s budget as follows:

Title of Grant: **Student Equity**

Granting Agency: California Community Colleges Chancellor’s Office

Augmentation Amount: \$868,488 (Amended Allocation \$1,903,831)

Matching Funds: None

Performance Period: July 1, 2015 – June 30, 2016

Summary: The Chancellor’s Office has issued a revised apportionment per their letter dated October 20, 2015 that has resulted in a change in the 2015-2016 funding level for the Student Equity.

Budget Augmentation: Restricted Fund 01.3

Revenue

8600	State	\$	868,488
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Expenditures

1000	Academic Salaries	\$	400,791
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2000	Non-Academic Salaries	\$	169,656
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3000	Employee Benefits	\$	284,541
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4000	Supplies & Materials	\$	13,500
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Total		\$	868,488
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MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 1, 2015

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

SUBJECT: **BACCALAUREATE DEGREE – INTERACTION DESIGN: UPDATE AND APPROVAL OF NEW COURSES**

SUBMITTED BY: Vice-President, Academic Affairs

UPDATE: The Academic Senate President and the Vice President, Academic Affairs formed the Bachelor's Degree Task Force this fall, led by Guido Davis del Piccolo, Chair of Curriculum, and Jennifer Merlic, Dean Instructional Services. The Task Force is made up of faculty, administrators, and staff from across the institution and has been working diligently, meeting at least twice a month, to tackle the various aspects related to offering a baccalaureate degree for the first time. The Task Force has created subcommittees related to curriculum, technology, admissions and enrollment, and student services. The Curriculum Committee has now approved all of the major coursework for the degree as well as one upper division general education course in psychology. Prospective students have begun applying to Santa Monica College and submitting additional information, including a design portfolio and two personal statements. Detailed information about the online submissions process and the program itself are available to students at www.smcixd.org. See, in particular, www.smcixd.org/apply and www.smcixc.org/program. The College will accept submissions until January 15, 2016. Three informational workshops have been held for students interested in the Interaction Design Bachelor of Science degree, and each has been well attended.

The task force has made a concerted effort to design flexible admissions criteria in anticipation of diverse backgrounds amongst the applicants. Students are eligible to apply if they will be in junior standing by the end of the spring 2016 semester, but exceptions may be made for those with equivalent experience. A clear pathway has also been established for those students coming to the college in first or second year standing. Students who complete the Associate in Science in Graphic Design with a concentration in User Experience and who maintain a strong academic record may bypass the portfolio submission process and be admitted to the baccalaureate program automatically pending program capacity. With these ideas in mind, the college is awaiting input from the Chancellor's Office which plans to release a handbook in January containing guidelines for the pilot colleges related to admissions, as well as to general education and other topics.

Georgia Lorenz has submitted a Substantive Change Proposal to ACCJC regarding the Bachelor of Science in Interaction Design. The proposal will be considered by the Commission at its meeting on December 1, 2015. A one-day site visit is anticipated from an ACCJC representative shortly thereafter.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 1, 2015

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

SUBJECT: **BACCALAUREATE DEGREE – INTERACTION DESIGN: UPDATE AND APPROVAL OF NEW COURSES** *(continued)*

REQUESTED ACTION; It is recommended that the Board of Trustees approve the following new courses:

New Courses: Upper Division

IXD 310 Interaction Design Studio 1
IXD 330 Interaction Design Studio 2
IXD 430 Interaction Design Studio 3
IXD 350 Interactive Storytelling
IXD 360 Product Design
IXD 370 Design for Community Change
IXD 460 Tangible Interaction
PSYCH 320 Cognitive Psychology

New Programs

User Experience Design Department Certificate

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 1, 2015

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3

SUBJECT: **PUBLIC HEARING: FACULTY ASSOCIATION INITIAL COLLECTIVE BARGAINING PROPOSAL FOR SUCCESSOR NEGOTIATIONS**

SUBMITTED BY: Vice-President, Human Resources

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a public hearing to receive comments on the SMC Faculty Association initial collective bargaining proposal for successor negotiations with the Santa Monica Community College District.

PUBLIC HEARING: Open Public Hearing
 Motion Made By:
 Seconded By:
 Student Advisory:
 Ayes:
 Noes:

Public Comments:

Close Public Hearing
 Motion Made By:
 Seconded By:
 Student Advisory:
 Ayes:
 Noes:

COMMENT: The SMC Faculty Association initial proposal for a collective bargaining proposal for successor negotiations with the Santa Monica Community College District was presented on November 3, 2015.

There will be a public hearing on the Faculty Association's initial proposal scheduled for the Board of Trustees meeting on December 1, 2015.

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



October 28, 2015

Board of Trustees
Santa Monica College
1900 Pico Boulevard
Santa Monica, CA 90405

Dear Members of the Board,

In order to comply with Section 3547 of the California Education Code and current PERB guidelines, the Faculty Association presents the following items for the 2016 contract negotiations, for the contract period beginning August 23, 2016.

1. Reorganization of contract form and correction of language for clarity; incorporation of all language settled upon since the prior contract, including but not limited to all Memoranda of Understanding
2. Compensation
 - a. Adjustment and modification of all existing salary schedules for all faculty to incorporate across-the-board salary increases and equal pay for equal work provisions
 - b. Increased reassigned time and compensation for all faculty performing leadership positions, department chair and/or additional tasks and duties, and Academic Senate
 - c. Adjustment and clarification of step and group advancement policies for all faculty
 - d. Office hour compensation for all faculty during intersessions
 - e. Complete the adjustment of part-time faculty office hours already begun in Article 14
 - f. Revisit initial placement language in Appendices C-1, C-2, C-3 and C-4
3. Assignment and Load
 - a. Reduction in faculty loads, particularly in vocational, technology and other areas of inequity

Liberal Arts Room 140 / 1900 Pico Boulevard, Santa Monica, CA 90405
email: Faculty_Association@smc.edu

Tel: 310.434.4394 Fax: 310.434.3601
<http://www.smcfaf.org>

- b. Increase and clarification of course load factors, particularly in vocational, technology and other areas of inequity
- c. Distance Education and Contract Education
- d. Calendar
- e. Inclusion of all reassigned time and stipends in the contract
- f. Class size including but not limited to the definition and/or reduction in stated sizes
- g. Strengthen provisions for Associate Faculty protections
- h. Enhanced consideration to in-house applicants for full-time faculty positions
- i. Clarification of faculty leadership duties and responsibilities
- j. Increase and clarification of athletic coaching compensation and added responsibility stipends
- k. Scheduling
- 4. Professional Development
 - a. Sabbaticals, fellowships, conference attendance and related professional activities
 - b. Ancillary Service Fund to compensate part-time faculty for their participation in shared governance and departmental activities and tasks
- 5. Working Conditions
 - a. On-Campus Parking
 - b. Campus health and safety conditions
 - c. Clarification of the process and notification of faculty investigations
 - d. Space for office hours for part-time faculty members
- 6. Leave
 - a. Clarification, expansion and improvement of language and policies governing all leaves
- 7. Association Rights
 - a. Increase District-paid reassigned time
 - b. Official Faculty Association participation in the Board of Trustees meetings
- 8. Grievance Procedure
 - a. Right to information
 - b. Due process language
 - c. Clarify article 28.2
- 9. Replacement and New Faculty Positions
- 10. Baccalaureate Degree contractual rights
- 11. Any additional subjects within the scope of EERA

We look forward to productive and mutually satisfying negotiations. Sincerely,



Matthew Hotsinpillar, Chief Negotiator



Peter Morse, President

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 1, 2015

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 4

SUBJECT: **RESOLUTION IN APPRECIATION OF DR. BRICE HARRIS**

SUBMITTED BY: Board of Trustees

REQUESTED ACTION: It is recommended that the Board of Trustees approve the following resolution in recognition of the retirement of Dr. Brice Harris, Chancellor of the California Community Colleges.

WHEREAS, Dr. Brice Harris was named the fifteenth Chancellor of the California Community Colleges in September 2012; and

WHEREAS, during his tenure as Chancellor, Dr. Harris oversaw the California Community College system's recovery from recession era spending cuts while launching a major student success initiative to raise completion rates; and

WHEREAS, Dr. Harris carried out a program to smooth transfer to California State University that has since expanded to the University of California; and

WHEREAS, Dr. Harris has convened task forces to study workforce development and develop relationships with industry; and

WHEREAS, Dr. Harris has provided leadership in exploring accreditation options for improving institutional effectiveness; and

WHEREAS, Dr. Harris was instrumental in the development and the Board of Governors' approval of pilot bachelor's degree programs at 15 community colleges, and Santa Monica College was selected as one of those colleges to offer a bachelor's degree in Interaction Design; and

WHEREAS, Chancellor Brice Harris will retire in April 2016 after three years leading the system of 113 colleges and 2.1 million students to spend more time with his family and grandchildren.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Santa Monica Community College District appreciates Dr. Brice Harris for his leadership as Chancellor of the California Community Colleges and congratulates him on his retirement.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 1, 2015

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 5

SUBJECT: **APPROVAL OF SUPERINTENDENT/PRESIDENT EMPLOYMENT AGREEMENT**

SUBMITTED BY: Chair, Board of Trustees

REQUESTED ACTION: It is recommended that the Board of Trustees approve an employment agreement with Dr. Kathryn Jeffery as Superintendent/President.

The terms of the agreement will be presented at the meeting.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 1, 2015

VIII. CONSENT AGENDA

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

RECOMMENDATION:

The Board of Trustees take the action requested on Consent Agenda Recommendations #6-#23.

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

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

IX. CONSENT AGENDA – Pulled Recommendations

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

RECOMMENDATION NO. 6 APPROVAL OF MINUTES

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

November 3, 2015 (Regular Board of Trustees Meeting)

November 12 and 13, 2015 (Public Forums)

November 13, 2015 (Special Meeting)

November 14, 2015 (Special Meeting)

November 17, 2015 (Special Meeting)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 1, 2015

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 7 NEW COURSES AND DEGREES, FALL 2015

Requested Action: Approval/Ratification

Requested by: Curriculum Committee

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

New Courses

COSM 50E Written Preparation For Esthetician State Board Exam

COSM 50N Written Preparation For Nail Care State Board Exam

KIN PE 34B Intermediate Karate

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 1, 2015

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 8 CONTRACTS AND DONATIONS - KCRW

Requested by: Jennifer Ferro, Director, Radio Station KCRW

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

Requested Action: Approval/Ratification

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

Provider	Acceptance of Grant	Amount
Corporation for Public Broadcasting	Acceptance of grant monies: CPB fiscal year 2016 Funding CSG @ 74.07%, \$893,985. NPPAG @ 25.93%, \$312,962. Grant Period of October 1, 2015 through September 30, 2017. KCRW will expend this grant between October 1, 2015 through September 30, 2016	Finalized Grant Not to exceed: \$1,206,947, as of November 2, 2015
Contracts	Increase of Purchase Orders	Amount
National Public Radio	Increase existing PO #A-160195-NC Remaining funds from CPB fiscal year 2015 not yet expended. In order to begin using CPB fiscal year 2016 funding, KCRW must first finish using CPB fiscal year 2015 funding.	Originally opened for \$4,200. Increase of \$631 for interconnect fees
Public Radio International	Increase existing PO #A-160090-NC Remaining funds from CPB fiscal year 2015 not yet expended. In order to begin using CPB fiscal year 2016 Funding, KCRW must first finish using CPB fiscal year 2016 funding.	Originally opened for \$204,416.28 Increase of \$14,545

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 1, 2015

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 8 **CONTRACTS AND DONATIONS - KCRW** *(continued)*

Acceptance of Donations		
KCRW Foundation, Inc.	KCRW/SMC acceptance of equipment Donations; including, but not limited to: Replacement field recorder (KDRW); 2 battery back-ups for servers; 10 solid state hard drives for various workstations; renewal licenses of Filemaker; 7 desktop computers. Cloud based backup service; Studio recorder; closed ear headphones; 7 memory upgrades; Symantic Endpoint protection; Dalet software for KDRW; Audience measurement processor at Briarcrest; Standing desk; Denon DJ DN-4500MKII Dual CD/MP3/USB Player in use at KCRW Basement Master Control; 1 Laserjet printers/toners for WWLA news team use. Two Laserjet printers for Membership and Web teams; LTO6 tapes for back up of Dalet storage array; License fee for SmartNet coverage of Cisco Router; 1 Viewsonic display; Denon replacement cd players for use in KCRW Master Control; Standing desk; Roomba 655 for studios; Chair; MacBook Air/App for Communications Director; MacBook Pro for Music Department; MacBook Pro for Director of Web and New Media; AXIA XSwitch 8 port Ethernet switch for livewire; Computer routers/Ethernet connectors/converters for audio into IP List of donations on file at KCRW, Office of Fiscal Services, and SMC Receiving	July 2015: \$5,985.96 August 2015: \$25,172 September 2015: \$24,018.77

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 1, 2015

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 9 CONTRACTS FOR INTERNATIONAL EDUCATION

Requested by: Kelley Brayton, Dean, International Education

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

Requested Action: Approval/Ratification

Professional Development: Turkey: Summer 2016

Provider/Contract		Term/Amount	Service	Funding Source
A	Bahcesehir University Istanbul, Turkey	June 19 - July 3, 2016 Not to exceed \$45,000 which covers in-country travel, housing, lectures, some meals, and excursions.	Bahcesehir University will host the annual professional development initiative for SMC faculty and staff. The program will introduce a team of up to 18 SMC faculty and staff to the lands and peoples of Turkey, highlighting present-day issues and trends against the region's deep historical backdrop. Over the course of two weeks, participants will attend lectures and seminars led by host institution faculty, explore Istanbul and its surroundings, and take a trip to Cappadocia. Upon their return, participants are expected to contribute to Global Citizenship.	Global Citizenship Fund (00222)
B	Transportation for Turkey Professional Development Turkey: Program Participants	June-July 2016 Not to exceed \$30,000	Reimbursement of airfare for up to 18 program participants round trip from LAX to Istanbul.	Global Citizenship Fund (00222)
C	Visa costs for Turkey Professional Development: Program Participants	June-July 2016 Not to exceed \$550	Reimbursement for Turkish e-visa costs for entry into Turkey for up to 18 program participants. Not to exceed \$30 per person	Global Citizenship Fund (00222)
D	iNext Insurance (CCIE) (US)	June-July 2016 Not to exceed \$4,000	iNext comprehensive travel insurance to cover up to 18 participants during duration of the trip (including travel dates to/from the United States).	Global Citizenship Fund (00222)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 1, 2015

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 9 CONTRACTS FOR INTERNATIONAL EDUCATION (continued)

Study Abroad: Belize and Guatemala: Summer 2016

Provider/Contract	Term/Amount	Service	Funding Source
A	Programme for Belize Cahal Pech Not to exceed \$25,000 Not to exceed \$30,000 Comment: Covers in-country travel, housing, lectures, and some meals in Belize for up to 27 participants.	June-July 2016 Three-week student study abroad program in Belize and Guatemala during Summer session 2016. 18-26 students will accompany 2 faculty leaders to study abroad and visit historical and cultural sites in La Milpa, Lamanai, and River Valley in Belize, and Flores in Guatemala. The Latin America program also includes service learning projects, guest lectures, and excursions within the country	Majority cost of program in-country costs to be paid by student participants Cost of faculty program costs to be covered in student program price
B	Council International Study Programs (iNext Travel Insurance Vendor) (US) June-July 2016 travel dates Not to exceed \$4,250	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).	Cost of insurance to be paid by student participants Cost of faculty insurance to be covered in student program price

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 1, 2015

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 10 RATIFICATION OF CONTRACTS AND CONSULTANTS

Approved by: Jeff Shimizu, Interim 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 approval or 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	First Pacific Exchange (dba Navigate HCR)	2015-2016 Not to exceed \$25,000	Navigate HCR ("NHCR") is the developer and exclusive owner of an Affordable Care Act ("ACA") management information system known as HCR Toolbox. This system will enable the District to track payroll, HRIS, time and attendance as well as benefits administration and is designed to comply with current and subsequent regulations of the ACA.	2015-2016 Human Resources Budget
Requested by: Sherri Lee-Lewis, Dean, Human Resources Approved by: Marcia Wade, Vice-President, Human Resources				
B	Law Offices of Gipson Hoffman & Pancione, a Professional Corporation Representative: Ellen Shadur Gross	November-December 2015 \$6,500	The District is entering into a legal service agreement for negotiation of the contract for the new Superintendent/President.	2015-2016 District Budget
Requested by: Rob Rader, Chair, Board of Trustees Approved by: Superintendent/President				
C	Avid Learning Partner	December 1, 2015-June 30, 2016 Not to Exceed: \$18,300	Avid Learning Partner will provide a series of Training Courses for SMC faculty to become certified instructors. This will authorize students to take the Avid User certification exam at the conclusion of select SMC courses in Entertainment Technology. Such certification by an industry standard improves student's employability.	SMC Foundation Innovation grant fund
Requested by: Jennifer Merlic, Dean Instructional Services Approved by: Georgia Lorenz, Vice-President, Academic Affairs				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 1, 2015

CONSENT AGENDA: GRANTS AND CONTRACTS

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

Provider/Contract		Term/Amount	Service	Funding Source
D	Total Recall Captioning Inc.	July 1, 2015 – June 30, 2016 Total not to exceed \$140,000 (Increase of currently approved amount of \$75,000)	Consultant provides real-time captioning services to non-signing deaf and hard of hearing students on an as-needed basis.	2015-2016 District Budget Disabled Students
E	LifeSigns	July 1, 2015 – June 30, 2016 Total: \$60,000 for academic related services (Increase of currently approved amount of \$57,000)	Consultant will provide interpreters for influx of deaf students at the beginning of each semester as well as for both ongoing needs and emergency substitutes. It has been determined that additional services will be needed and this will also cover an increase in the vendor's hourly rates.	2015-2016 District Budget Disabled Students
<u>D and E</u> Requested by: <i>DSPS</i> Approved by: <i>Mike Tuitasi, Vice-President, Student Affairs</i>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 1, 2015

CONSENT AGENDA: GRANTS AND CONTRACTS

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

Provider/Contract		Term/Amount	Service	Funding Source
F	TargetX Inc	December 2, 2015- December 31, 2016 Increase the current annual contract by \$6500 (from \$42,400 to \$48,900)	Augmentation for licensing and implementation of a SMS text messaging module that integrates directly into SMC's customer relationship management (CRM) platform, TargetX. The SMS module will enable the college to strategically and efficiently communicate with students by setting up workflow rules using point-and-click configurations to remind students of key deadlines, including SSSP core components milestones that impact their enrollment priority (e.g., completion of orientation, assessment, education plans). This text messaging module on top of TargetX will enable the college to target o educational campaigns to students who prefer to receive key messages by text (rather than email), primarily 18-24-year-old students, who constitute the vast majority of students at SMC. The requested increase will also cover a two-day training on all TargetX services currently licensed. The actual text messaging service will be provided by a TargetX partner, Screen Magic (below), however, TargetX will be responsible for implementation and maintenance.	Student Success and Support Program (SSSP)
G	Screen Magic	Two-year agreement December 2, 2015 through December 1, 2017 Year 1 and Year 2 annual contracts: Not to exceed: \$16,000 (annual)	Screen Magic will provide SMS services to Santa Monica College through its TargetX CRM platform. Services provided include Message Scheduler, SMS with Workflows Automation on Inbound SMS Internationalization, a dedicated inbound text message number, and the "Superia" SMS Pack for 367,491 SMS credits per year with no expiry.	Student Success and Support Program (SSSP)

F and G

Requested by: Esau Tovar, Dean, Enrollment Services (Interim)

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 1, 2015

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

All personnel will be properly elected in accordance with District policies, salary schedules, and appropriate account numbers.

EFFECTIVE DATE

EXTENSION OF INTERIM SUPERINTENDENT/PRESIDENT'S CONTRACT

Shimizu, Jeffery, Interim Superintendent/President

01/01/16

Comment: The contract will be extended until the new Superintendent/President's contract is effective.

ELECTIONS

ADMINISTRATIVE SALARY RANGE ADJUSTMENTS

Vice President, Human Resources

01/01/16

Vice-President, Student Affairs

From: Range 12, Step 2

To: Range 14, Step 2

ADJUNCT FACULTY

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 1, 2015

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

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

<u>ESTABLISH</u>	<u>EFFECTIVE DATE</u>
Accountant (1 position) Fiscal Services, 12 months, 40 hours	12/01/15
Administrative Assistant II (1 position) Campus and Alumni Relations, 12 months, 40 hours	12/01/15
Administrative Assistant II (1 position) Facilities Programming, 12 months, 40 hours	12/01/15
Administrative Assistant II (1 position) Purchasing/Receiving/Mail, 12 months, 40 hours	12/01/15
Administrative Clerk (1 position) Cosmetology, 11 months, 20 hours	12/01/15
Athletic Equipment Specialist (2 positions) Athletics, 11 months, 20 hours, Varied Hours	12/01/15
Programmer Analyst IV (1 position) MIS, 12 months, 40 hours Funding Source: SSSP Funds	12/01/15
Skilled Maintenance Worker II (2 positions) Maintenance Department, 12 months, 40 hours	12/01/15
Student Services Clerk (1 position) Scholars Office, 11 months, 20 hours	12/01/15
Assistant Director Facilities Management (1 position) Facilities/ M&O Administration, 12 months, 40 hours	12/01/15
<u>ABOLISH</u>	
Administrative Assistant I (1 position) Purchasing/Receiving/Mail, 12 months, 40 hours	12/01/15
Athletic Equipment Specialist (1 position) Athletics, 11 months, 40 hours, Varied Hours	12/01/15

Skilled Maintenance Worker I (1 position) Maintenance Department, 12 months, 40 hours	12/01/15
Journeyman Trade-Carpentry (1 position) Maintenance Department, 12 months, 40 hours	12/01/15
Graphic Designer (1 position) Marketing, 12 months, 40 hours	12/01/15
<u>CLASSIFICATION RE-TITLE AND SALARY RE-ALLOCATION</u>	
From: Telecommunications Technician I Range 39 on the Classified Employee Salary Schedule	12/02/15
To: Network Communications Technician I Range 41 on the Classified Employee Salary Schedule	
From: Telecommunications Technician II Range 43 on the Classified Employee Salary Schedule	12/02/15
To: Network Communications Technician II Range 45 on the Classified Employee Salary	
<u>ESTABLISH NEW CLASS DESCRIPTION AND SALARY ALLOCATION</u>	
Campus Safety Officer, Campus Police Range 26 on the Classified Regular Salary Schedule	12/01/15
Network Communications Technician III, Telecomm Range 49 on the Classified Regular Salary Schedule	12/01/15
<u>LONGEVITY PAY – Additional two-range increase (5 percent) for 40 years of continuous service</u>	
Guercio, Joanne, Administrative Assistant II, Counseling	01/01/16
Comment: Extended longevity compensation may be approved by the Superintendent/ President (<i>authority approved by Board of Trustees on October 6, 2015</i>).	
<u>ELECTIONS</u>	
<u>PROBATIONARY/ADVANCE STEP PLACEMENT</u>	
Gautt, Danielle, Case Management Coordinator (Step C)	01/04/16
Tracey, C.C. Police Officer (Lateral/Academy Graduate), Campus Police (Step C)	12/01/15
Vazquez, Jose A., Media Resources Assistant, LRC (Step B)	12/01/15
<u>PROMOTION</u>	
Qualey, Patrick	01/04/16
From: Skilled Maintenance Worker II, Maintenance Department	
To: Journeyman Trade-Carpentry, Maintenance Department	
<u>RECLASSIFICATION (PERSONNEL COMMISSION PROCESS)</u>	
Johnson, Benjamin	12/02/15
From: Telecommunications Technician I, Telecomm, 12 mos, 40 hrs	
To: Network Communications Technician I, Telecomm, 12 mos, 40 hrs	
Martin, Raymond	12/02/15
From: Telecommunications Technician II, Telecomm, 12 mos, 40 hrs	
To: Network Communications Technician II, Telecomm, 12 mos, 40 hrs	

Torres, Valente	12/02/15
From: Telecommunications Technician I, Telecomm, 12 mos, 40 hrs	
To: Network Communications Technician I, Telecomm, 12 mos, 40 hrs	
Upshaw, Demeryst	12/02/15
From: Telecommunications Technician I, Telecomm, 12 mos, 40 hrs	
To: Network Communications Technician I, Telecomm, 12 mos, 40 hrs	
Wong, Matthew	12/02/15
From: Telecommunications Technician I, Telecomm, 12 mos, 40 hrs	
To: Network Communications Technician I, Telecomm, 12 mos, 40 hrs	
Wong, Wai	12/02/15
From: Telecommunications Technician II, Telecomm, 12 mos, 40 hrs	
To: Network Communications Technician II, Telecomm, 12 mos, 40 hrs	
<u>WORKING OUT OF CLASSIFICATION (LIMITED TERM) - EXTENSION</u>	
Lange, Jeremy	11/16/15 – 03/29/16
To: Student Services Specialist – International Students, 100%	
From: Student Services Assistant, ISC	
Comment: Change in Status from Provisional to Substitute Limited Term	
<u>WORKING OUT OF CLASSIFICATION (PROVISIONAL)</u>	
Swanson, Donnell	10/26 – 12/18/15
To: Lead Custodian, NS II, 100%	
From: Custodian, NS II	
Comment: Length of Extension: 1/4/2016 – 3/11/2016 (not to exceed 90 working days)	
<u>EDUCATIONAL PAY DIFFERENTIAL</u>	
Knox, Debra D., Human Resources Specialist, Human Resources .75%	11/01/15
<u>VOLUNTARY CHANGE IN WORKSHIFT/PERMANENT</u>	
Hershon, Robert B.	12/01/15
From: Multimedia Specialist-AET, 12 mos, 40 hrs/Weekend	
To: Multimedia Specialist-AET, 12 mos, 40 hrs/Variable Hours	
Prong, Ben C.	12/01/15
From: Multimedia Specialist-AET, 12 mos, 40 hrs/Weekend	
To: Multimedia Specialist-AET, 12 mos, 40 hrs/Variable Hours	
Seldon, Stuart D.	12/01/15
From: Multimedia Specialist-AET, 12 mos, 40 hrs	
To: Multimedia Specialist-AET, 12 mos, 40 hrs/Variable Hours	
<u>SEPARATION</u>	<u>LAST DAY OF PAID SERVICE</u>
<u>RESIGNATION</u>	
Cotton, Nyla, Buyer II, Purchasing	11/13/15
<u>RETIREMENT</u>	
Lauer, LeRoy D., Payroll Specialist, Fiscal Services (18 years)	12/30/15

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 1, 2015

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.

Bibbs, Britney, Custodian, Operations	11/4/15-2/19/16
Devine, Robert, Receiving Stockroom & Delivery Worker, Bookstore	11/5/15-1/31/16
Esparza, Eric, Custodian, Operations	11/5/15-2/19/16
Fullard, Anisha, Student Services Assistant, Campus & Alumni Relations	11/18/15-1/20/16
Logan, Amanda, Custodian, Operations	10/22/15-2/19/16
Wise, Dion, Custodian, Operations	10/22/15-2/19/16

PROVISIONAL EXTENDED

Fullard, Anisha, Administrative Clerk, Campus & Alumni Relations	11/5/15-11/10/15
Mascarenas, Robert, Athletics Equipment Specialist, Athletics	11/16/15-12/22/15
Newsome, Mary, Sign Language Interpreter 3, DSC	11/5/15-1/8/16

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

LIMITED TERM EXTENDED

Hightower, Latoya, Student Services Assistant, IEC	11/17/15-3/29/16
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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)	9
College Work-Study Student Assistant, \$10.00/hour (FWS)	27

SPECIAL SERVICE

Art Model w/ Costume, \$26.00/hour	1
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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 1, 2015

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 FACILITIES

Requested by: Greg Brown, Director, Facilities Planning

Approved by: Robert Isomoto, Vice President of Business and Administration

Requested Action: Approval/Ratification

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

Change Order No. 13 – C.W. Driver on the AET Campus portion of the project in the amount of \$73,698.

Original Contract Amount	\$59,160,000
Previously Approved Change Orders (AET Campus)	\$ 188,956
Previously Approved Change Orders (AET Parking Structure A)	\$ 489,266
<u>Change Order No. 13 – AET Campus</u>	<u>\$ 73,698</u>
Revised Contract Amount	\$59,911,920

Change Order No. 13 for the AET Campus project may result in a change to the contract length.

Funding Source: Measure AA

Comment: Change Order No. 13 includes labor and material costs to provide additional BIM detailing to address conflicts with mechanical equipment, ductwork, acoustical ceilings, and structural steel. Also includes the installation of additional stud framing and bracing, as well as electrical modifications.

Change Order No. 13 for AET Campus is being processed as a Unilateral Change Order.

15-B CHANGE ORDER NO. 6 – HEALTH, PE, FITNESS, DANCE AND CENTRAL PLANT

Change Order No. 6 – BERNARDS BROS. on the Health, PE, Fitness, Dance and Central Plant project in the amount of \$61,814.

Original Contract Amount	\$ 39,556,000
Previously Approved Change Orders	\$ 540,895
Change Order No. 6	<u>\$ 61,814</u>
Revised Contract Amount	\$ 40,158,709

This change order results in no change to the contract length

Funding Source: Measure AA

Comment: Change Order No. 6 includes the labor and material costs to remove, to abate, and to dispose of undocumented and unforeseen concrete structures and pipes discovered during demolition of the PE building. Change Order No. 6 also includes the providing of electrical power to football team room and trenching for sewer and gas lines. Also provides credit to owner for costs of overtime tests/inspections.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 1, 2015

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 **FACILITIES** *(continued)*

15-C CHANGE ORDER NO. 7 – PERFORMING ARTS CENTER – EAST WING

Change Order No. 7 – BERNARDS BROS. on the Performing Arts Center – East Wing project in the amount of \$34,098.

Original Contract Amount	\$ 18,378,000
Previously Approved Change Orders	\$ 155,721
Change Order No. 7	<u>\$ 34,098</u>
Revised Contract Amount	\$ 18,567,819

This change order results in no change to the contract length

Funding Source: Measure AA

Comment: Change Order No. 7 provides labor and material for metal stud framing changes, added fire sprinklers and added connection between the fire alarm panel in the new East Wing building and the fire alarm panel in the existing building.

15-D CHANGE ORDER NO. 17 – INFORMATION TECHNOLOGY RELOCATION

Change Order No. 17– BERNARDS BROS. on the IT Relocation project in the amount of \$203,734.

Original Contract Amount	\$12,392,000
Previously Approved Change Orders	\$2,083,939
Change Order No. 17	<u>\$ 203,734</u>
Revised Contract Amount	\$14,679,673

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

Funding Source: Measure AA

Comment: Change Order No. 17 includes the labor and material costs associated with the testing of the HVAC and the fire suppression systems, upgrading of the fiber optic cable, and installing plates for railing on the second floor. Change Order No. 17 also includes extended general conditions costs for three subcontractors.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 1, 2015

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 **FACILITIES** *(continued)*

15-E CHANGE ORDER NO. 1 – SWITCHGEAR REPLACEMENT – ART BUILDING

Change Order No. 1 – ROBNETT ELECTRIC, INC. on the Switchgear Replacement – Art Building project in the amount of \$12,445.

Original Contract Amount	\$ 1,018,100
Previously Approved Change Orders	\$ 0
Change Order No. 1	\$ 12,448
Revised Contract Amount	\$ 1,030,548

This change order results in no change to the contract length

Funding Source: State Scheduled Maintenance, District Capital Funds

Comment: Change Order No. 1 provides labor and material to relocate an electrical panel that was in conflict with a gas meter.

15-F AGREEMENT FOR ARCHITECTURAL SERVICES – CAMPUS ACCESSIBILITY SURVEY

Agreement with TFO ARCHITECTURE, INC. for a Campus Accessibility Survey for amount not to exceed \$47,150 plus reimbursable expenses.

Funding Source: District Capital Funds

Comment: In order to ensure that SMC facilities are accessible, a survey will be performed. Based on the survey, a transition plan will be developed.

15-G SUBCONTRACTOR SUBSTITUTION REQUEST – HEALTH, PE, FITNESS, DANCE AND CENTRAL PLANT

Accept Bernard Bros' Subcontractor Substitution Request on the Health, PE, Fitness, Dance & Central Plant project.

<u>Listed Subcontractor</u>	<u>Requested Substitution</u>
Inland Empire Architectural Specialties	California Facility Specialties, Inc.

Funding Source: Measure AA

Comment: Bernards Bros. the General Contractor for the Health, PE, Fitness, Dance & Central Plant project, has requested to substitute their listed Subcontractor, Inland Empire Architectural Specialties with California Facility Specialties for the Phenolic Lockers portion of the project. Bernards stated Inland Empire Architectural Specialties has failed to execute a written contract based on the general terms, conditions, plans and specifications of the project as grounds for the proposed Substitution. Per the General Conditions of the contract the District's consent to Contractor's substitution of a listed Subcontractor shall not relieve Contractor from its obligation to complete the work within the contract time and for the contract price.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 1, 2015

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 **FACILITIES** *(continued)*

15-H AMENDMENT TO AGREEMENT FOR PROJECT CONSULTING SERVICES – EARLY CHILDHOOD EDUCATION CENTER

Amend the agreement approved by the Board of Trustees on October 2, 2012 with the CHILD EDUCATIONAL CENTER (Eric Nelson) (1) to extend the term to October 2018, and (2) for an additional amount not to exceed \$40,000, plus reimbursable expenses.

Funding Source: Measure S, City of Santa Monica

Comment: The contract with Child Educational Center was originally approved for an amount of \$148,500. The consultant has provided advice and guidance to the City of Santa Monica and SMC staff, collaborative partners and the project architect on best practices to be incorporated into the design of the child development plan and has developed a business plan for the new Center. The consultant also provided guidance in the selection of the permanent operators for the facility. It is necessary to increase the amount of the contract to cover additional costs caused by the expanded scope of work required to complete the project.

15-I POOL PAYMENTS UNDER JOINT USE FACILITIES AGREEMENT

Payment to:	City of Santa Monica
Amount:	\$43,602.12
For the Period:	July 1, 2015 –September 30, 2015 (3 months)
Funding Source:	2015-2016 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 District uses the pool compared to the total hours of pool use by all parties. District paid the City of Santa Monica \$57,069.20 for the same period last year, which included new pool covers, replacement of boiler heat exchangers, and repair of perimeter lights.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 1, 2015

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 ACCEPTANCE OF ADDITIONAL GRANT FUNDS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification

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

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

Title of Grant: Full Time Student Success Grant (FTSSG49)

Granting Agency: California Community Colleges Chancellor's Office

Award Amount: \$457,800

Matching Funds: None

Performance Period: July 1, 2015 – June 30, 2016

Summary: The District qualifies for \$457,800 in Full Time Student Success Grant (FTSSG49) per the Advance Apportionment report issued by the Chancellor's Office dated 09/17/15. The Full Time Student Success Grant (FTSSG49) is a product of Senate Bill 93 which created a new grant program for California Community College students who are "full time" Cal Grant B recipients.

The intent is to support student persistence, retention, and success—and to strengthen the value of the Cal Grant B Access award for the most disadvantaged students. Recipients can be either U.S. Citizens, Eligible non-citizens, or AB540/California Dream Act students.

Eligible FTSSG recipients can receive up to \$300 per primary term—and up to \$600 annually.

Budget Augmentation: Student Financial Aid Fund 74.0

Revenue		
8600	State	\$457,800
Expenditures		
7000	Other Operating Expenditures	\$457,800
Total		\$457,800

Title of Grant: Student Success and Support Program Non-Credit (SSSP Non-Credit)

Granting Agency: California Community Colleges Chancellor's Office

Augmentation Amount: \$41,421 (Amended Allocation \$82,354)

Matching Funds: \$82,354 (Amended Mach \$164,708)

Performance Period: July 1, 2015 – June 30, 2016

Summary: The Chancellor's Office has issued a revised apportionment per its letter dated October 9, 2015 that has resulted in a change in the 2015-2016 funding level for the Student Success and Support Program Non-Credit (SSSP Non-Credit).

Budget Augmentation: Restricted Fund 01.3

Revenue		
8600	State	\$ 40,421
Expenditures		
1000	Academic Salaries	\$ 27,410
3000	Employee Benefits	\$ 6,568
4000	Supplies & Materials	\$ 2,000
5000	Other Operating Expenditures	\$ 4,443
Total		\$ 40,421

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 1, 2015

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 ACCEPTANCE OF ADDITIONAL GRANT FUNDS AND BUDGET AUGMENTATION
(continued)

Title of Grant: **Student Success and Support Program Credit (SSSP Credit)**
Granting Agency: California Community Colleges Chancellor's Office
Augmentation Amount: \$3,130,347 (Amended Allocation \$6,153,324)
Matching Funds: \$4,069,452 (Amended Match \$7,999,322)
Performance Period: July 1, 2015 – June 30, 2016
Summary: The Chancellor's Office has issued a revised apportionment per its letter dated October 23, 2015 that has resulted in a change in the 2015-2016 funding level for the Student Success and Support Program (SSSP Credit).
Budget Augmentation: Restricted Fund 01.3

Revenue

8600	State	\$ 3,130,347
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Expenditures

1000	Academic Salaries	\$ 1,230,575
2000	Non-Academic Salaries	\$ 398,046
3000	Employee Benefits	\$ 388,964
4000	Supplies & Materials	\$ 16,160
5000	Other Operating Expenditures	\$ 910,602
6000	Capital Outlay	\$ 186,000
Total		\$ 3,130,347

Title of Grant: **Physical Plant & Instructional Support**
Granting Agency: State of California
Augmentation Amount: \$105 (Amended Allocation \$1,408,210)
Matching Funds: \$0 (Amended Match \$0)
Performance Period: July 1, 2015 – June 30, 2016
Summary: The Chancellor's Office has issued a revised Advanced Apportionment report that has resulted in a change in the 2015-2016 funding level for Physical Plant & Instructional Support, Capital Projects Fund 40.0 portion.
Budget Augmentation: Capital Projects Fund 40.0

Revenue

8600	State	\$105
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Expenditures

1000	Academic Salaries	\$0
2000	Non-Academic Salaries	\$0
3000	Employee Benefits	\$0
4000	Supplies & Materials	\$0
5000	Other Operating Expenditures	\$0
6000	Capital Outlay	\$105
7000	Other Outgo	\$0
Total		\$105

<i>BOARD OF TRUSTEES</i>	ACTION
Santa Monica Community College District	December 1, 2015

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 **ACCEPTANCE OF ADDITIONAL GRANT FUNDS AND BUDGET AUGMENTATION**
(continued)

Title of Grant:	BASIC SKILLS
Granting Agency:	State of California
Augmentation Amount:	<\$3,841> (Amended Allocation \$352,199)
Matching Funds:	\$0 (Amended Match \$0)
Performance Period:	July 1, 2015 – June 30, 2016
Summary:	The Chancellor’s Office has issued a revised Advanced Apportionment report that has resulted in a change in the 2015-2016 funding level for Basic Skills.
Budget Augmentation:	Restricted Fund 01.3
	Revenue
8600	State (\$3,841)
	Expenditures
1000	Academic Salaries \$0
2000	Non-Academic Salaries (\$3,841)
3000	Employee Benefits \$0
4000	Supplies & Materials \$0
5000	Other Operating Expenditure \$0
6000	Capital Outlay \$0
7000	Other Outgo \$0
Total	(\$3,841)

Title of Grant:	Radio Community Service Grant
Granting Agency:	Corporation for Public Broadcasting (CPB)
Augmentation Amount:	\$51,729 (Amended Award: \$1,206,947)
Matching Funds:	NA
Performance Period:	October 1, 2015 – September 30, 2017
SUMMARY:	The District qualifies for an additional funding amount of \$51,729, increasing the award from \$1,155,218 to \$1,206,947 per the service grant agreement from CPB dated October 1, 2015. This funding is allocated for the following uses:
	1) Monthly and quarterly programming charges and interconnect fees for access to satellite to upload KCRW programs 2) Studio usage/ISDN lines/engineering time and usage of source databases needed to produce radio programs 3) Professional memberships
Budget Augmentation:	Restricted Fund 01.3
	Revenue
	8100 Federal \$ 51,729
	Expenditures
	1000 Academic Salaries \$ 0
	2000 Non-Academic Salaries \$ 0
	3000 Employee Benefits \$ 0
	4000 Supplies & Materials \$ 0
	5000 Other Operating Expenditures \$ 51,729
	6000 Capital Outlay \$ 0
	7000 Other Outgo \$ 0
	Total \$ 51,729

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 1, 2015

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 BUDGET TRANSFERS

17-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: October 22, 2015 through November 18, 2015

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	93,200
3000	Benefits	0
4000	Supplies	80,778
5000	Contract Services/Operating Exp	36,746
6000	Sites/Buildings/Equipment	13,079
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-223,803
Net Total:		0

17-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: October 22, 2015 through November 18, 2015

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	450
5000	Contract Services/Operating Exp	929
6000	Sites/Buildings/Equipment	-579
7000	Other Outgo/Student Payments	-800
Net Total:		0

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 1, 2015

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 18 COMMERCIAL WARRANT REGISTER

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

Commercial Warrant Register

October 1 - 31, 2015 6710 through 6750 \$12,085,128.32

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

RECOMMENDATION NO. 19 PAYROLL WARRANT REGISTER

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

Payroll Warrant Register

October 1 – October 31, 2015 C1C – C2D \$11,538,149.86

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

RECOMMENDATION NO. 20 AUXILIARY PAYMENTS AND PURCHASE ORDERS

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

Auxiliary Operations Payments and Purchase Orders

October 1 – 31, 2015

Bookstore fund Payments	\$ 383,964.48
Other Auxiliary Fund Payments	\$ 65,219.14
Trust and Fiduciary Fund Payments	<u>\$ 277,002.43</u>
TOTAL	<u>\$726,186.05</u>

<u>Purchase Orders issued</u>	\$ 30,034.77
October 1 – 31, 2015	

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 1, 2015

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 21 ORGANIZATIONAL MEMBERSHIPS, 2015-2016

Requested by: Chris Bonvenuto, Chief Director of Business Services

Approved by: Robert Isomoto, Vice-President, Business/Administration

Requested Action: Approval/Ratification

Organizational Memberships, 2015 – 2016

December 1, 2015	Number of Memberships	Amount
	1	\$440.00

Funding Sources: Departmental Budgets

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

RECOMMENDATION NO. 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 PURCHASING

Requested by: Cynthia Moore, Director of Purchasing

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

Requested Action: Approval/Ratification

23-A AWARD OF PURCHASE ORDERS

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

October 1 – 31, 2015	\$6,748,123.46
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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 1, 2015

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 23 PURCHASING (continued)

23-B AWARD OF CONTRACTS

Provider: Sintra Group
Amount: \$15,000
Funding Source: General Fund
Summary: Issued a Request for Qualifications (RFQ) for background investigation services. The RFQ resulted in a qualified a pool of three (3) firms that met the requirements and conducted in person interviews. The evaluation committee selected Sintra Group as the most responsive bidder.

Provider: Nexus, IS
Amount: \$128,770.00
Funding Source: General Fund
Summary: Award of Bid for Palo Alto Equipment and Software for Dual 3050 Palo Alto Firewalls Equipment, Installation Services to include a three-year prepaid maintenance and software subscription service to the lowest, responsive, responsible bidder.

23-C AWARD OF PURCHASING AGREEMENTS

The annual award of competitive contracts bid through various state and local agencies allows Santa Monica College (SMC) to leverage buying power through strategic sourcing and achieve commodity and service savings as well as reduce administrative cost. These indirect (MRO) contracts are targeted to the products and services which SMC routinely purchases. Leveraging the aggregate buying power and strategic sourcing is a process that moves SMC away from numerous individual procurements to a broader aggregate approach, allowing SMC to achieve savings ranging from 20 to 65 percent.

1. U.S. Communities, Contract EV2024-01, with Columbia ParCar Corporation to December 31, 2017 for Electric NEV Carts, Utility, Transportation and Golf Vehicles plus related services
2. NASPO Valuepoint Cooperative Purchasing Program- California Participation Agreement WSCA 7-15-70-34-003 WN03AGW, with Dell Corporation for Computers Equipment, Peripherals and Services

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 1, 2015

ORGANIZATIONAL FUNCTIONS

RECOMMENDATION NO. 24

SUBJECT: **ELECTION OF OFFICERS OF THE BOARD OF TRUSTEES, 2016**

24-A REQUESTED ACTION: It is recommended that the election be held for Chair of the Board of Trustees of the Santa Monica Community College District.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

24-B REQUESTED ACTION: It is recommended that the election be held for Vice-Chair of the Board of Trustees of the Santa Monica Community College District.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

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

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

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 1, 2015

ORGANIZATIONAL FUNCTIONS

INFORMATION ITEM NO. 25

SUBJECT:

SEATING OF THE BOARD OF TRUSTEES

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

RECOMMENDATION NO. 26

SUBJECT:

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

REQUESTED ACTION:

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

COMMENT:

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

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 1, 2015

ORGANIZATIONAL FUNCTIONS

RECOMMENDATION NO. 27

SUBJECT: **AUTHORIZED SIGNATURE RESOLUTION**

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

Name/Title	Warrants	Orders for Salary Payment	Notices of Employment	Contracts	Auxiliary Warrants	Purchase Orders
Jeffery Shimizu Interim Executive Vice-President	X	X	X	X	X	X
Robert Isomoto Vice-President, Business and Administration	X	X		X	X	X
Marcia Wade Vice-President, Human Resources			X	X		
Georgia Lorenz Vice-President, Academic Affairs				X		
Christopher Bonvenuto Chief Director, Business Services	X	X		X	X	X
Mitchell Hessel Dean, Education Enterprise (Interim)				X	X	X
David Dever Director of Auxiliary Services (Interim)				X	X	X
Cynthia Moore Director of Purchasing				X		X
Carla Spalding Controller	X	X				

It is further recommended that the "Certification of Signatures" be completed and filed with the County Superintendent of Schools. The signatures shall be considered valid for the period of December 1, 2015 through December 15, 2016.

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

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

BOARD OF TRUSTEES	REGULAR MEETING
Santa Monica Community College District	December 1, 2015

X. REPORTS FROM DPAC CONSTITUENCIES

- Associated Students
- CSEA
- Faculty Association
- Management Association

XI. BOARD COMMENTS AND REQUESTS

XII. ADJOURNMENT

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, January 12, 2016** 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:

- Reports:
 - Transfer/Counseling
 - Facilities/Construction Update
- Update: Plan for Increasing Full-Time Faculty
- Action:
 - 2016-2017 Nonresident Tuition Rate