

# M - N U T R E S



SANTA MONICA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

REGULAR MEETING

NOVEMBER 5, 2013

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	November 5, 2013

## ***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, November 5, 2013.

**I. ORGANIZATIONAL FUNCTIONS**

- CALL TO ORDER – 5:30 p.m.
- ROLL CALL  
 Dr. Nancy Greenstein, Chair - Present  
 Dr. Susan Aminoff, Vice-Chair - Present  
 Judge David Finkel (Ret.) – Absent (Excused)  
 Dr. Louise Jaffe - Present  
 Dr. Margaret Quiñones-Perez - Present  
 Rob Rader - Present  
 Dr. Andrew Walzer – Absent (Excused)  
 Mr. Jesse A. Ramirez, Student Trustee - Present

9

- 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: Santa Monica College Faculty Association

CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION (Government Code Section 54956.9 (4))

(d) Initiation of litigation: One case

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

REAL PROPERTY (Government Code Section 54956.8)

Property Address: 1106 Broadway, Santa Monica, CA 90401  
 Under Negotiation: Terms and Conditions of Lease/Purchase  
 College Negotiators: Dr. Chui L. Tsang, Bob Isomoto, Charlie Yen  
 Owner's Representatives: Michael Blackman, Kathy Ryan

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

- PLEDGE OF ALLEGIANCE: Student Trustee Jesse Ramirez
- CLOSED SESSION REPORT - None

IV. **PUBLIC COMMENTS**

David Burak  
Taynara Costa-Moura  
Richard Tahvildaran Jesswein

V. **SUPERINTENDENT'S REPORT**

- Corsair Wins 20 Awards at 2013 Southern California Conference of JACC
- SMC's *Solidarity* Wins Best Drama at San Diego Film Festival
- Beijing Dance Festival, September 2013
- Master Plan for Education 2013-2014 Update
- The Great Shake Out – October 17, 2013

VI. **ACADEMIC SENATE REPORT**

VII. **MAJOR ITEMS OF BUSINESS**

- #1 Resolution: Veterans Awareness Week
- #2 Appointment of Personnel Commissioner
- #3 Amendment to Agreement with Blackboard Connect Ed
- #4 2013-2014 Quarterly Budget Report and 311Q
- #5 Report: SMC Foundation Update
- #6 Report: SMC and SMMUSD Collaborations Fall 2013 Update
- #7 First Reading – Revised Board Policy Section 2250, District Planning and Advisory Council

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**

- #8 Approval of Minutes: October 1, 2013 (Regular Meeting)

**Grants and Contracts**

- #9 Subcontractual Agreement with the Regents of the University of California
- #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 Facilities
  - A Change Order No. 1 – Information Technology Relocation
  - B Subcontractor Substitution – Refurbishment of 919 Santa Monica Blvd. Offices
  - C Short Term Site Use Agreement for Property at 1660 Stewart Street, SM
  - D Agreement for Fiber Optic Network

VIII. **CONSENT AGENDA**

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

- #16 Budget Transfers
- #17 Budget Augmentation
- #18 Payroll Warrant Register
- #19 Commercial Warrant Register
- #20 Auxiliary Payments and Purchase Orders
- #21 Purchasing
  - A Award of Purchase Orders
  - B Authorization of Purchase Orders
  - C Authorization of Purchase Agreements

IX. **CONSENT AGENDA – Pulled Recommendations**

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

X. **REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

XI. **INFORMATION**

- 22 Citizens' Bond Oversight Committee Meeting, October 16, 2013

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, December 10, 2013** 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: 2013-2014 Quarterly Budget Report and 311Q

<b>BOARD OF TRUSTEES</b>	<b>REGULAR MEETING</b>
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**V. SUPERINTENDENT'S REPORT**

- 2013 Southern California Convention of the Journalism Association of Community Colleges (JACC) held at Cal State Fullerton, October 11-12, 2013. About 360 students from 26 community college journalism programs attended the convention. Students participated in several on-the-spot writing and photography contests and attended workshops throughout the two-day event. The results of the publications contest recognizing top work from last year were also announced. Certificates were presented to the Corsair students who won a total of 20 awards.
- SMC's *Solidarity* Wins Best Drama at San Diego Film Festival: The first film to come out of SMC's new film production program "Solidarity", written and directed by SMC student Dustin Brown and co-starring SMC student Mantas Valantiejus, won Best Dramatic Short at the San Diego Film Festival held October 2-6, 2013. Professor Salvador Carrasco is the instructor of the Film 33 class that produces these original short films. Drew Davis is the production coordinator. "Solidarity" received partial support from the SMC Foundation. Certificates were presented to the SMC students.
- Beijing Dance Festival, September 2013: SMC Global Motion performed at the 15th Beijing International Tourism Festival (BITF) in Beijing BITF is the top dance festival in China and is regarded as the number one of the top ten influential festivals presented by International Festivals and Event Association (IFEA). Participants from all over the world have performed at these festivals. Of thousands of applicants, SMC Global Motion is one of the few applicants to be selected to perform. Students presented diverse world dance styles and interacted with master teachers and students from different cultures over a period of nine days. Students also had the opportunity to develop deeper cross-cultural understanding of key world cultures. 21 students and 3 faculty members attended the festival. A short video and photo presentation of SMC students who participated in the festival was presented.
- Master Plan for Education 2013-2014 Update: The college basically completed all of the 2012-2013 institutional objectives. There are nine objectives for 2013-2014, two of which are based on strategic initiatives GRIT and I<sup>3</sup>. Four are related to Program Review recommendations, four are related to the Academic Senate Objectives and seven are related to the Board's Goals and Priorities.
- Santa Monica College participated in the Great Shake Out on October 17, 2013. Overall, the event went very well with almost 100 percent participation. It provided an opportunity for the college to test the Singlewire and Blackboard Connect Ed emergency notification systems.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 5, 2013

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 1**

**SUBJECT:**                    **RESOLUTION: VETERANS AWARENESS WEEK**

**SUBMITTED BY:**            Superintendent/President

**REQUESTED ACTION:**    It is recommended that the Board of Trustees approve the following resolution in support of Veterans Awareness Week, November 10-16, 2013.

WHEREAS, the United States Congress has declared the second week of November as National Veterans Awareness Week since 2000 to emphasize the need to develop educational programs regarding the contributions of veterans to the country; and

WHEREAS, the United States Department of Veterans Affairs, as well as many other education-focused organizations have produced educator’s guides, which advocate multiple ways to recognize veterans and teach youth about veterans; and

WHEREAS, many veterans continue to serve their country in public schools and colleges as teachers, classified professionals, and other school employees providing valuable instructional and support services to the schools and students of Santa Monica College; and

WHEREAS, the veterans on staff deserve recognition for their continued service to the future of our country and education and safety of the students of Santa Monica College; and

WHEREAS, the veterans on staff can best provide a meaningful personal connection between the students of the Santa Monica College, Armed Forces veterans and service to our country;

THEREFORE, BE IT RESOLVED, that the Santa Monica Community College District Board of Trustees declares the week of November 10–16, 2013, as Veterans Awareness Week at Santa Monica College; and

BE IT FURTHER RESOLVED, that the Santa Monica Community College District hereby recognizes and wishes to honor the continued contributions and sacrifices of the Armed Forces veterans, especially those serving as teachers, classified professionals, and employees at Santa Monica College; and

BE IT FURTHER RESOLVED, that the Santa Monica Community College District encourages the development of a program utilizing Armed Forces veterans on staff to educate the students of Santa Monica College about the sacrifices and contributions of the Armed Forces veterans.

MOTION MADE BY:        Jesse Ramirez  
 SECONDED BY:            Rob Rader  
 STUDENT ADVISORY:    Aye  
 AYES:                        5  
 NOES:                        0  
 ABSENT:                    2 (Finkel, Walzer)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 5, 2013

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 2**

**SUBJECT:**                    **APPOINTMENT OF PERSONNEL COMMISSIONER**

SUBMITTED BY:            Superintendent/President

REQUESTED ACTION:    It is recommended that the Board of Trustees reappoint Joy Abbott to the SMC Personnel Commission for a three-year term that commences December 1, 2013 and expires November 30, 2016.

SUMMARY:                    The process of filling a position on the Personnel Commission requires that two members be appointed by Board of Trustees; two members be appointed by the classified employees of the District; and the fifth member is appointed by the four appointed commissioners. The Board of Trustees advertised the vacancy created by the expiration of Joy Abbott’s term, reviewed applications received and is reappointing Ms. Abbott to the Personnel Commission. The Personnel Commission’s appointee Dolores Press has decided not to seek another term as a Personnel Commissioner. Therefore, the Personnel Commission is currently recruiting to fill that vacancy.

MOTION MADE BY:        Rob Rader  
 SECONDED BY:            Susan Aminoff  
 STUDENT ADVISORY:    Aye  
 AYES:                        5  
 NOES:                        0  
 ABSENT:                    2 (Finkel, Walzer)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
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MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 3**

**SUBJECT:** **AMENDMENT TO AGREEMENT WITH BLACKBOARD CONNECT ED**

**SUBMITTED BY:** Vice-President, Enrollment Development

**REQUESTED ACTION:** It is recommended that the Board of Trustees approve an amendment to the agreement with Blackboard ConnectEd for communication services for an amount not to exceed \$60,000 for unlimited messaging for 36,000 recipients (including support fee), which brings the total two-year contract total to \$113,000.

**FUNDING SOURCE:** 2013-2014 District Budget/Enrollment Development

**SUMMARY:** This is an amendment to the annual agreement with Blackboard ConnectEd that enables staff to record, schedule, send, and track thousands of voice and text messages. The service has enhanced enrollment management communication, providing opportunities to improve outreach and retention services through targeted messages, by telephone, to students. The system also serves as the District emergency communication system. The events of June 7, 2013 marked the first time the District fully used the capabilities; however, the volume of calls exceeded the allocation of 154,000 prepaid message units by well over 400,000 messages, resulting in overage costs in excess of \$70,000. The college has negotiated an unlimited plan for \$56,500 annually, which was previously unavailable given the more transient nature of the community college population. Blackboard has agreed to retroactively offer that plan to SMC for the 2012-2013 year, thus minimizing the overage costs for the June 7<sup>th</sup> incident. This will allow periodic testing of the system which is not possible without the unlimited plan. The \$60,000 requested for approval is the difference between the original limited contract and the new unlimited plan for both 2012-2013 and 2013-2014.

**MOTION MADE BY:** Susan Aminoff  
**SECONDED BY:** Rob Rader  
**STUDENT ADVISORY:** Aye  
**AYES:** 5  
**NOES:** 0  
**ABSENT:** 2 (Finkel, Walzer)



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
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MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 4**

**SUBJECT:** **2013-2014 QUARTERLY BUDGET REPORT and 311Q**

**SUBMITTED BY:** Superintendent/President

**REQUESTED ACTION:** Acknowledge receipt of the 2013-2014 Quarterly Budget Report and 311 Quarterly State Financials, as of September 30, 2013 (Appendix A).

**COMMENT:** The Board of Trustees is presented on a quarterly basis with a set of financial statements for the general fund along with the quarterly 311Q report required by the Chancellor's Office.

**MOTION MADE BY:** Rob Rader  
**SECONDED BY:** Louise Jaffe  
**STUDENT ADVISORY:** Aye  
**AYES:** 5  
**NOES:** 0  
**ABSENT:** 2 (Finkel, Walzer)

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	November 5, 2013

MAJOR ITEMS OF BUSINESS

**INFORMATION ITEM 5**

**SUBJECT:** **SMC FOUNDATION UPDATE**

SUBMITTED BY: Senior Director Institutional Advancement/ SMC Foundation Director

**STUDENT SUCCESS AND THE FUTURE WORK FORCE**

The Santa Monica College Foundation, in consultation with Santa Monica College, has approved a plan to significantly expand the fundraising efforts of the SMC Foundation. The purpose is to benefit SMC student success initiatives, professional development programs, and other SMC support programs. The effort is driven by the SMC Foundation’s desire to make a meaningful contribution to the urgent societal need to increase the number of college graduates and to assist the overall well-being of SMC.

The effort is designed to be a partnership, with the impetus for the partnership coming from the SMC Foundation. Resources are proposed to come both from the SMC Foundation, including the use of reserves, and from the College, as in-kind support during the current year, then as direct funding in future years, if merited by results. The plan establishes benchmarks and identifies the personnel needs for each strategic focus.

This report provides a brief history of the SMC Foundation, an update on current efforts, and additional details regarding the proposed plan.

**HISTORICAL CONTEXT**

The Santa Monica College Foundation, a California nonprofit public benefit corporation, was founded in 1956.

To provide perspective, Santa Monica College at the time was a program of the Santa Monica-Malibu Unified School District (SMMUSD), governed by the Board of Education. (The College did not become a separate district until 1970 and did not have a separately elected Board of Trustees until 1982.) The College had just moved its academic instruction to the new campus on Pico Boulevard, in 1952.

Tuition was free, and the Board of Education had the authority to raise local property taxes to adequately fund instructional, support, and community service programs.

The plan and original purpose of the Santa Monica College Foundation was to provide scholarship monies for students who had completed their studies at SMC to help them with their expenses at a transfer college. By the 1970s, though, the Foundation’s mission had grown to include providing scholarships for students while at SMC.

(On a side note, it wasn’t until 1982 that the Board of Education established a foundation for the K-12 program. The Santa Monica-Malibu Education Foundation was created after the passage of Proposition 13 in 1978 and the loss of local taxing authority. The purpose of the Santa Monica-Malibu Foundation has been specifically to enhance and supplement the curriculum of the school district.)

In 1994, Santa Monica College hired the first full-time director of institutional advancement to serve as the executive director of the Santa Monica College Foundation. As of June 30, 1994, the SMC Foundation had assets of \$2,160,185.

A program to encourage planned gifts for Emeritus College was also begun in 1994. In 1997, the SMC Associates program was folded into the SMC Foundation. A capital campaign to fund the construction of the Madison Theater was begun around 1998; and the Chairs of Excellence program was begun in 2000, along with a new fundraising initiative, the President’s Circle. These programs helped expand the mission of the SMC Foundation to include institutional support as well as student scholarships. In 2006, the Madison Theater project was spun off and a separate foundation was established for the program; and in 2009, the SMC Board of Trustees approved the transfer of the David Simon estate bequest funds to the SMC Foundation.

As of June 30, 2013, the SMC Foundation had assets of approximately \$20,300,000. Most of these assets are restricted.

### **CONTRIBUTIONS THIS PAST YEAR AND RECENT YEARS**

The past two years have seen an increase in contributions, due in large part to an \$807,500 gift for student scholarships from the Estate of Peggy Bergmann in 2012 and a \$1.025 million gift in support of online education from Conrad Lee Klein and Joan Dempsey Klein in 2013. Contributions for the current year exceeded goal.

<b>Fiscal Year</b>	<b>Total Contributions and Grants</b>
FY 2011	1,312,027
FY 2012	2,208,118
FY 2013	2,578,826

Besides revenues from contributions and grants, ongoing revenues for the SMC Foundation come from interest and dividends from the assets under management and also from an annual transfer in from Santa Monica College’s general fund to fund the Director and Associate Director positions. One-time revenues for the Foundation can include use of reserves, including recognition and use of gains on investments.

### **SCHOLARSHIPS AND PROGRAM SERVICES**

Most of the funds available from contributions and grants are restricted for program services and scholarships. The SMC Foundation awarded 792 scholarships totaling about \$660,000 this past year. Other program expenses include distribution of funds to Emeritus College, the SMC Associates, the Margin of Excellence program, the Chair of Excellence program, the Department Innovation Program, Athletics, the Dale Ride Internship, student relief, and other department programs. FY 2013 activity includes the partial funding of Winter 2013 by the Associated Students.

<b>Fiscal Year</b>	<b>Scholarships</b>	<b>Other Program Distributions</b>
FY 2011	\$ 613,742	\$ 442,414
FY 2012	667,923	987,191
FY 2013	660,896	937,901

### **A DEVELOPMENT PLAN FOR FY 2013-14 AND BEYOND**

Over the last few months, beginning with a Foundation Board retreat this past February and including many hours of Board explorations and calculations, the Foundation has developed a plan that increases the fundraising potential of the Foundation with the intent to provide a rich educational environment for Santa Monica College students. This plan supports the Board of Trustees priority #10 for the District to pursue and obtain appropriate external funding.

As has been the practice of the Foundation, these resources will augment programs at the College, and are not intended to supplant existing funding.

The plan identifies the personnel needed for a program four to six times the scale of the current program, over a timeline of seven years—a horizon long enough to establish ongoing efforts in the areas of major gifts, annual giving, corporate giving, other foundations, and planned giving.

The Foundation Board earlier this month approved the use of more than \$300,000 of reserve funds for the first year funding of this increased effort. The total revenue sources of \$1.6 million includes the continuing use of funds from SMC for the executive director and associate director positions, \$200,000 new of in-kind services provided by the College, and \$316,000 new absorbed by the SMC Foundation's reserves to balance the \$1.6 million operating budget.

Professional management and staffing requirements are central to achieving the fundraising goals. New systems have either been employed or are in development for (i) financial control of costs and revenues, (ii) sorting of funding opportunities, (iii) managing endowments, and (iv) communicating periodically with the SMC Foundation's various publics.

The SMC Foundation staff at this time includes Vanessa Butler, Executive Director, with responsibilities for major gifts and other foundations; Lizzy Moore, Vice President of Strategic Partnerships, with responsibilities for major gifts and corporate programs; Saundra Barsoum, Director, Annual Fund, with responsibilities for major gifts, SMC Associates, and President's Circle; and Chip Potts, Associate Director and Chief Financial Officer.

## **STRATEGIES**

The following strategies will be employed to achieve the funding outcomes.

### **• MAJOR GIFTS—NAMING OF NEW BUILDINGS and PROGRAMS**

Five major buildings are scheduled to open in the next four years, including two buildings at the Academy campus, an east wing at the Performing Arts Campus, and the Student Services and Physical Education/Dance buildings on the main campus. These are strong candidates for naming opportunities. In addition there are new and expanded programs such as First Year Experience, Center for Teaching Excellence, EMERGE, Promo Pathways, Emeritus, Film, Public Policy, and more that are likely to attract donor interest. The SMC Foundation will develop collateral materials for presentation to affluent individuals and corporations for potential naming of buildings and programs. Major Gifts requires a personal approach with the potential giver. The Foundation plans to source affluent individuals through board affiliation and known leaders in the community.

The SMC Foundation recently used philanthropic analytic software to review the giving potential of its existing donors, with results that appear to validate the feasibility of this approach.

### **• FOUNDATIONS and PLANNED GIVING**

The Foundation intends to mail its first year-end appeal tied to planned giving, to inform the community that SMC supports a planned giving platform.

In addition, the Foundation, in partnership with the College's Grants Office, closed a first grant with the Parsons Foundation for SMC's Veterans program. The adopted 2013-14 plan includes increased grant applications covering EMERGE, Promo Pathways, First Year Experience, GRIT, and Technology. The plan includes a researcher and additional grant writer to work with SMC's Grants Office. The goal is to reach out to 100 regional foundations.

### **• BOARD OF DIRECTOR DEVELOPMENT**

The SMC Foundation has re-worked its bylaws and intends to bring on 30 new board members over the next two years and up to 100 over the next five years. The SMC Foundation is currently at nine voting members now. Current giving levels are at \$1,000 per Board member. Under the new bylaws, the nominating committee will set levels for board donations.

## • ANNUAL GIVING

Both the President's Circle and SMC Associates programs are vital to allowing broad participation in the activities of the SMC Foundation, and core to successful funding outcomes.

A fall campaign and a spring campaign will emphasize new levels of giving from \$100 up to \$10,000 this year and will be supported through a telemarketing effort. If possible, the campaigns will be timed to allow for on-air radio support from the College's radio station. Other activities being planned include opportunities to interact with members of the SMC faculty and program staff, possibly through dinners at Board members' homes.

## EVOLVING ISSUES

A number of issues, most of which have counterparts in the College's ongoing activities, were identified in the SMC Foundation's recent planning discussions. Staff has prepared preliminary notes on each of these, and will also be interacting with SMC staff as solutions are proposed. One issue is *communications*, including the broad issue of defining and communicating who SMC is to the community at large. Another is *segmentation*, tailoring appeals and language to patrons in meaningful ways. A third is enhanced *public relations*, including a higher profile of the President's office and of SMC faculty and programs. SMC as a successful and innovative institution has much to offer in the public dialogue about efforts to improve student outcomes. Among other things, a public relations effort can embrace social media, place importance on visuals and mini-stories, establish a regular communications vehicle to philanthropists and other foundations, and can establish a national presence for the institution. The SMC Foundation will be a vital partner in the ongoing work of the College to establish an integrated communications team. Fourthly, the SMC Foundation must *improve data*, both in collection, evaluation, and activity. Lastly, the SMC Foundation must move *beyond traditional media*, to establish itself in social media, mobile communications, and electronic media.

## CONCLUSION

New beginnings are a time of great optimism. On behalf of the members of the SMC Foundation Board of Directors, staff wishes to extend great appreciation for the support of Santa Monica College in this planning effort, and looks forward to many exciting days ahead.

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	November 5, 2013

MAJOR ITEMS OF BUSINESS

**INFORMATION ITEM 6**

**SUBJECT: SANTA MONICA COLLEGE AND SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT COLLABORATIONS – FALL 2013 UPDATE**

SUBMITTED BY: Vice-President, Academic Affairs

SUMMARY: The Santa Monica-Malibu Educational Collaborative was developed in 2007 as an outgrowth of the Memorandum of Understanding (MOU) entered into by the two districts. The initial purpose of the Collaborative was to develop partnerships, share resources, and execute the objectives of the MOU. The Collaborative meets 8 – 10 times a year and, over time, has expanded its scope and participation. Recognizing that other agencies and institutions work with many of the students Collaborative programs are targeting, and that a collective effort would have a stronger impact, the Collaborative has expanded membership. In addition to members representing multiple areas and responsibilities of SMC and SMMUSD, representatives of local agencies providing out of school support (Boys & Girls Club, Police Activities League [PAL], Virginia Avenue Park and others), upper division institutions (Cal State Northridge), and the City have been participating in the Collaborative for several years.

Thus, when the City of Santa Monica embarked on the Cradle to Career Initiative (c2c) and assessed existing work groups, the Collaborative was identified as the logical group to assume c2c leadership for addressing college readiness and career training for the 16-24 year age group. While the Collaborative remains a strong vehicle for facilitating collaborations between SMC and SMMUSD, it has become a larger and stronger network of entities helping to weave a civic net of support and services that is the goal of c2c. It should be noted that although c2c is focused solely on Santa Monica students and residents, the initial MOU encompasses the SMMUSD District and collaborations between the two districts also include efforts in Malibu. Collaborative discussions and participation have also extended to programs impacting students outside of SMMUSD boundaries.

Specific collaborative efforts and programs between SMC and SMMUSD are described in more detail below.

**Young Collegians**

For the past six years the Young Collegians program has been motivating and guiding students from SMMUSD to see college as a viable option. As a cohort, the Young Collegians participate in concurrent enrollment classes at SMC for three summers after their freshman year. The aim of the program is for a Young Collegian to successfully complete at least 14 SMC college units by the time they graduate from high school. Along with the college courses the students attend student success workshops during the summer and the school year.

During the past six years the program has been offered to six cohorts. Four of these cohorts have completed the three summers required for the program and two cohorts are continuing to participate in the program. The seventh cohort will be recruited during the spring semester. The six cohorts account for 138 students. Out of these students, 67 have already graduated from high school and 64 or 95 percent of them are attending a college or university. The three students who are not enrolled in college are working; the coordinator is in contact with these students and is hopeful that they will pursue higher education in the near future.

In addition, the overall success rate of the Young Collegians in the SMC classes has been 85 percent with a retention rate of 95 percent. This high success and retention rate can be attributed to the continuous support that is provided by the program throughout the summer. The goal of the program is to create an environment that is encouraging and work with each Young Collegian on helping them reach their true potential.

The program coordinators are continuously exploring new ways of reaching these students and helping them navigate their education. For the coming summer they are planning on formalizing the student success workshop curriculum and creating handbooks for the three cohorts that focus on college readiness, career exploration and study skills.

Below is the ethnic breakdown of all the students the program has served.

Ethnicity	Number of Students	Percentage
Asian	2	2%
Black	18	13%
Hispanic	104	75%
Multi-race	6	4%
White	8	6%
<b>Total</b>	<b>138</b>	<b>100%</b>

### **Career Technical Education and SMMUSD**

Bi-annual Counselor Days took place on April 19, 2013 and October 18, 2013 with over 55 SMMUSD and LAUSD counselors in attendance. SMMUSD counselors use this day as part of their professional development training. The agenda covered an update of the new CTE programs at the college, online and print resources that are available to counselors as career pathway tools, college testing and assessments, as well as SMC support services.

CTE launched Career Coach, a web-based tool that markets careers and programs to students by providing valuable information on how wages, trends, and careers connect to education and training, including a professional resume builder component. The tool was demonstrated during Spring 2013 at the SAMOHI Career Day, SMC/SMMUSD Education Collaborative, SAMOHI counselors professional training, Santa Monica Chamber of Commerce Education Subcommittee, Boys and Girls Club education staff, and Virginia Avenue Park education staff. Presentations also were made at Summer JAMS, and plans for the Fall include Olympic High School students and SAMOHI/Malibu counselors.

CTE partnered with [SparkLA](#) in providing Mentorship opportunities to CTE faculty at SMC in Fall 2013. SparkLA partners with schools and workplaces to match underserved 7<sup>th</sup> and 8<sup>th</sup> graders with mentors working in career fields aligned with the students' strengths and interests. There were 50 John Adams Middle School Students selected for this project. Students are paired with a faculty member in their area of interest and through weekly meetings, they learn about the field and development of a project. The Mentorship includes weekly two-hour meetings for 10 weeks during the Fall term. There were eight CTE faculty members that applied and one was selected. This effort will be continued to include all SMC faculty for the Spring 2014 term.

CTE gave technical support to the Young Collegians summer program for cohorts 4, 5 and 6. There were 71 students participating in the summer program. CTE presentations were made on Career Planning and Exploration including career presentations and field trip to UCLA's Kinesiology Department.

### **Early Childhood Education Career Pathway Project**

Beginning Fall 2014, the Early Childhood Education Department will implement a career pathway in Early Childhood Development with SMMUSD. Dual Enrollment ECE courses, workshops, fieldtrips and support services will be provided. In addition, the Workforce Initiative Grant will support textbooks, school supplies and the instructional costs for the program.

### **Santa Monica College- Malibu Satellite Site**

The Malibu site at Webster Elementary School is gaining interest and the word is getting out to Malibu residents that SMC is in their neighborhood. Comments are very positive and interested individuals are excited to see SMC in Malibu. The SMMUSD school staff and district staff have been very supportive and accommodating of the program. The classes are held in portable rooms at the east end of the Webster campus. The coordinator of the program varies the courses offered at the site to ensure that a variety of courses are available to the community. The specific courses offered at Malibu the past three semesters are outlined below.

#### **Fall 2012**

- History 10- Ethnicity and the American Culture
- Nutrition 1- Introduction to Nutrition Science
- Philosophy 5- Contemporary Moral Conflicts
- Theater Arts 41- Acting I

#### **Spring 2013**

- Art 20A- Drawing I
- Biology 15N- Marine Biology (non-laboratory)
- Communication Studies 11- Elements of Public Speaking

#### **Fall 2013**

- Geology 1- Introduction to Physical Geology
- Media 10- Survey of Mass Media Communications
- Sociology 1- Introduction to Sociology



## **Dual Enrollment and SMMUSD**

The Dual Enrollment Program offers high school students an opportunity to take college-level courses at their high schools. The administrator works with SMMUSD high schools to ensure that the program supports their needs. The program provides outreach material, enrollment services and a program orientation to all participating students in addition to supporting SMC instructors who teach at these high schools. For the past two years the program has offered Guitar and Jazz Band at Santa Monica High School and a Chamber Choir course at Malibu High School.

During the Spring 2014 semester the Dual Enrollment program will be considering a pilot accelerated math program for SMMUSD students by offering Dual Enrollment math classes at their high school. The goal of the program is to encourage prospective SMC students to partake in math classes during their senior year to help them maintain proficiency in math.

## **SMC Pledge**

The focus of SMC Pledge is to streamline the transition from high school to college for SMMUSD students. The program requires graduating seniors who are planning on attending SMC to enroll in Counseling 11-Orientation to Higher Education after school during the spring semester of their senior year as well as complete the SMC online orientation and take the math and English assessment tests. The expectation is that if a student successfully completes the two classes and the matriculation process, they will improve their success at SMC. Spring 2012 the program enrolled 65 students, but in Spring 2013 the program only enrolled 19 students. This decrease in enrollment can be attributed to the enrollment fee that was added to the course in Spring 2013. The coordinator of the program is considering changes to the program and is working with the high school counselors to improve enrollment for this coming year.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 5, 2013

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 7**

**SUBJECT: FIRST READING – REVISED BOARD POLICY SECTION 2250 – DISTRICT PLANNING AND ADVISORY COUNCIL**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a first reading of revised Board Policy Section 2250 – District Planning and Advisory Council.

**ARTICLE 2200: PARTICIPATORY GOVERNANCE**

**BP 2250 District Planning and Advisory Council**

The Board of Trustees establishes the District Planning and Advisory Council. The Board recognizes the Council as the body primarily responsible for making recommendations to the Superintendent/President on matters that are not otherwise the primary responsibility of the Academic Senate (BP 2210), Classified Staff (BP 2220), Associated Students (BP 2230) or the Management Association (BP 2240). Issues include, but are not limited to, District budget, facilities, human resources, instruction, student services and technology planning. Discussion of these issues by the Council will not supplant the collective bargaining process.

DPAC is the College’s primary planning body and coordinates institutional planning. It is the responsibility of DPAC to develop the annual Master Plan for Education Update and oversee the long-term planning efforts of reviewing the Vision, Mission, Values, and Goals, assessing the College’s planning process, and developing new Strategic Initiatives every five years.

The District Planning and Advisory Council shall comprise representatives of the faculty (Academic Senate and Faculty Association), classified staff (CSEA Chapter 36), students (Associated Students) and management (Administration/Management Association), who shall mutually agree upon the numbers, privileges, and obligations of Council members. The District Planning and Advisory Council shall establish its own procedures in conformity with the law.

*Adopted: 1/10/2005  
Revised 5/4/2009*

**SUMMARY:** The revision to Board Policy 2250, District Planning and Advisory Council, is proposed so that it includes a reference to DPAC’s responsibility for institutional planning and development of the Master Plan for Education.

MOTION MADE BY: Louise Jaffe  
 SECONDED BY: Susan Aminoff  
 STUDENT ADVISORY: Aye  
 AYES: 5  
 NOES: 0  
 ABSENT: 2 (Finkel, Walzer)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 5, 2013

**VIII. CONSENT AGENDA**

**RECOMMENDATION**

The Board of Trustees take the action requested on Consent Agenda Recommendations #8-#21.

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #11, #21-C

Action on Consent Agenda, excluding #11, #21-C

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

**IX. CONSENT AGENDA – Pulled Recommendations**

Recommendation No. 11 – Ratification of Contracts and Consultants

MOTION MADE BY: Louise Jaffe  
 SECONDED BY: Susan Aminoff  
 STUDENT ADVISORY: Aye  
 AYES: 5  
 NOES: 0  
 ABSTAIN: 2 (Finkel, Walzer)

Recommendation No. 21-C – Purchasing – Authorization of Purchase Agreements

MOTION MADE BY: Louise Jaffe  
 SECONDED BY: Margaret Quiñones-Perez  
 STUDENT ADVISORY: Aye  
 AYES: 5  
 NOES: 0  
 ABSTAIN: 2 (Finkel, Walzer)

**X. REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

**RECOMMENDATION NO. 8 APPROVAL OF MINUTES**

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

October 1, 2013 (Regular Board of Trustees Meeting)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 5, 2013

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 9 SUBCONTRACTUAL AGREEMENT WITH THE REGENTS OF THE UNIVERSITY OF CALIFORNIA**

*Requested Action: Approval/Ratification*  
*Reviewed by: Melanie Bocanegra, Director of STEM Initiatives*  
*Approved by: Jeff Shimizu, Vice President, Academic Affairs*

Subcontractor: The Regents of the University of California  
Contract Amount: \$386,566  
Performance Period: October 1, 2013 – September 30, 2014  
Funding Source: U.S. Department of Education/HSI STEM and Articulation Grant  
(Note: This is year three of a five-year grant)

Summary: University of California, Los Angeles (UCLA), will serve as the university cooperative partner in Santa Monica College’s HSI STEM and Articulation Cooperative Grant. The purpose of this cooperative project is to increase the number of community college students, particularly students traditionally underrepresented in STEM, who transfer to a baccalaureate program in a STEM discipline. SMC and UCLA, specifically the Center for Community College Partnerships and the Undergraduate Research Center, will work together to achieve this goal. As part of this partnership, UCLA will be responsible for the following:

- Provide technical assistance to student support and instructional personnel at SMC as the college strengthens its STEM programming, expands student services to support STEM students, and develops outreach materials to attract students to STEM career pathways;
- Collaborate with SMC STEM faculty to develop Introduction to Research (Science 10) and Research Techniques/Methods courses to prepare students for field research;
- Assist with the implementation of STEM career days and Summer Science and Research Initiative Orientations at SMC and UCLA;
- Participate on grant advisory teams and attend biannual STEM instructional retreats;
- Provide outreach to local schools, encouraging students to pursue careers in STEM;
- Recruit and organize UCLA students to serve as peer mentors for SMC students enrolled in the SMC/UCLA Science and Research Initiative program (183) during the academic year;
- Provide a week-long Summer Bridge Program (Summer Intensive Transfer Experience) at UCLA for SMC students enrolled in the SMC/UCLA Science and Research Initiative; and
- Establish a Summer Research Program at UCLA for students who successfully complete the SMC/UCLA Science and Research Initiative program and SMC STEM coursework. 12-16 SMC SRI students will participate in a paid 10-week residential research internship program at UCLA.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 5, 2013

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 American Red Cross	August 22, 2013  Not to exceed \$800	The American Red Cross provided customized CPR training on 2013 Opening Day for students and staff.	Professional Development/ Human Resources
Requested by: Professional Development Committee Approved by: Marcy Wade, Vice President, Human Resources			
B Ken Bain	March 18, 2014  Not to exceed \$7,000	Dr. Ken Bain, award-winning author, scholar and founding director of four major teaching and learning centers in the country, will lead two large sessions on March 18, 2014 (Spring 2014 Flex Day). He will concentrate on helping SMC educators develop techniques and approaches that foster deep and sustained learning. Also, he will facilitate a discussion of how to create natural critical learning environments. Dr. Bain's two sessions will further the work of the GRIT initiative and the Center for Teaching Excellence.	The GRIT Initiative/ Professional Development Committee/ The Center for Teaching Excellence (Title V Grant) (\$2,333.33 each)
Requested by: Brenda Benson, Dean, Counseling Approved by: Jeff Shimizu, Vice President, Academic Affairs			

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 5, 2013

CONSENT AGENDA: GRANTS AND CONTRACTS

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

Provider/Contract	Term/Amount	Service	Funding Source	
<b>Acceptance of Cash Match for Small Business Development Center (SBDC) Grant (approved by the Board of Trustees on January 15, 2013) for the Veterans Entrepreneurial Training Program.</b>				
C	<p>Small Business Development Center (SBDC) Grant, granted by Small Business Administration (SBA) and Long Beach City College SBDC Lead Center (LBCC)</p> <p>Cash Match provided by lenders in the local community, including:</p> <p>Boston Private Bank Business Finance Capital Chase Bank Commonwealth Business Bank East West Bank Wells Fargo Bank Wilshire State Bank</p>	<p>Not to exceed: \$45,000</p> <p>November 1, 2013 - October 31, 2014</p>	<p>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. As such, the Santa Monica College SBDC will provide a veterans entrepreneurial training program, "Vetrepreneurship Bootcamp: Forces to Franchises" for up to \$45,000 cash match. The cash match will be used for salaries/fringe to implement workshops and one-on-one consulting for veterans.</p> <p>Budget Augmentation: Restricted fund 01.3</p> <p>Revenue 8800 Local Income \$45,000</p> <p>Expenditures 2000 Non-instructional Salaries \$40,000 3000 Employee Benefits \$5,000</p>	n/a
<p><i>Requested by: Gita Runkle, Director, Small Business Development Center</i>  <i>Approved by: Jeff Shimizu, Vice President, Academic Affairs</i></p>				

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 5, 2013

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*

ELECTION

ADJUNCT FACULTY

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

ELECTIONS

EFFECTIVE DATE

ADMINISTRATIVE

Prestby, Anthony, Director, Supplemental Instruction and Tutoring Programs 11/01/13

SEPARATIONS

UNPAID LEAVE OF ABSENCE (Amended end date)

Sanseri, Joshua, Faculty, Photography 07/01/13 – 12/23/13

RETIREMENT

LAST DAY OF PAID SERVICE

Neveau, Judith, Director, Community Relations (14+ years) 12/30/13

The Board hereby accepts immediately the retirements of the above listed personnel to be effective as indicated.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 5, 2013

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.

ESTABLISH

Student Services Specialist – International Students (1 position)  
ISC, 12 mos, 40 hrs

EFFECTIVE DATE

11/06/13

SALARY REALLOCATION

Disabled Student Services Assistant  
From: Range 14 Classified Salary schedule  
To: Range 21 Classified Salary Schedule

11/06/13

ELECTIONS

PROMOTION

Bottenfield, Ray  
From: Community College Police Sergeant, Campus Police  
To: Community College Police Captain, Campus Police

11/06/13

PROBATIONARY

Barragan, Maria C. Accounting Specialist II, Auxiliary Services  
Fukuda-Schmid, Kristina, Administrative Assistant I, Math  
Kellogg, Jan C., Dance Production Specialist, Dance Department  
ONeill, Erin, Administrative Assistant I, Campus Police  
Phillips, Tamika, Administrative Clerk, Cosmetology  
Solodkaya, Alexandra, Library Assistant, Library  
Yancey, Robin R., Administrative Clerk, Academic Affairs

10/08/13  
11/04/13  
11/05/13  
10/09/13  
10/07/13  
10/14/13  
11/04/13

ADVANCE STEP PLACEMENT

Barragan, Maria C. Accounting Specialist II, Auxiliary Services (Step C)  
Fukuda-Schmid, Kristina, Administrative Assistant I, Math (Step B)  
Kellogg, Jan C., Dance Production Specialist, Dance Department (Step C)  
Phillips, Tamika, Administrative Clerk, Cosmetology (Step C)  
Solodkaya, Alexandra, Library Assistant, Library (Step C)

10/08/13  
11/04/13  
11/05/13  
10/07/13  
10/14/13

WORKING OF OUT CLASSIFICATION – PROVISIONAL

Kilian, Leticia, Administrative Assistant IV – Confidential (100%)  
Wyban, Bruce, Chief Director, Facilities Management (100%)

08/26/13 – 10/11/13  
10/11/13 – 12/31/13



EXTENSION OF WORKING OF OUT CLASSIFICATION – PROVISIONAL

Diaz, Veronica, Director, Fiscal Services (50%) <i>(correction from the 09/03/13 Board of Trustees meeting)</i>	04/15/13 – 06/30/13
Diaz, Veronica, Director, Fiscal Services (50%)	07/01/13 – 11/20/13
Gilden, Joan, Director, Fiscal Services (50%) <i>(correction from the 09/03/13 Board of Trustees meeting)</i>	04/15/13 – 06/30/13
Gilden, Joan, Director, Fiscal Services (50%)	07/01/13 – 12/03/13

BILINGUAL STIPEND

Ghasami, Nilofar, Financial Aid, Bilingual 1	11/06/13
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EDUCATIONAL PAY DIFFERENTIAL

Cadena, Ruben – Intermediate POST	1%	11/01/13
Champagne, Michael – Advanced POST	2%	11/01/13
Felder, Ronnie, Sr. Student Services Specialist-A & R	1.5%	11/01/13
Johnson, Gail, Administrative Assistant II, Madison Theatre	1.5%	11/01/13
Johnson Jaclyn, Athletic Equipment Specialist, Athletics	1.5%	11/01/13
Kuykendall, Alan, Administrative Clerk, Human Resources	1.5%	11/01/13
Thomas-Green, Rachele, Administrative Secretary, EOP&S	1.5%	11/01/13
Throckmorton, Elena, Student Services Specialist-DSPS, DSC	.75%	11/01/13

SEPARATION

LAST DAY OF PAY SERVICE

VACATING CLASSIFIED POSITION

Prestby, Anthony, Student Services Specialist – EOP&S	10/31/13
Comment: Dr. Prestby has been elected into an academic management position.	

RESIGNATION

Borger, Sarah, Dance Production Specialist, Dance	10/24/13
Saunders-Keurjian, Jacqueline, Chief Director, Facilities Management, Maintenance	12/31/13
Li, Shuai, Laboratory Technician- Chemistry, Physical Science	10/25/13

RETIREMENT

Hoffman, Thelma, Student Services Specialist – Admissions and Records	12/30/13
Williams, Joel, C C Parking Enforcement Officer, Campus Police	12/30/13

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 5, 2013

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*

ELECTIONS

EFFECTIVE DATE

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

Blair, Lauren, Costume Designer, Theatre Arts	09/17/13-12/31/13
Braden, John, Theatre Tech Specialist, SMC Performing Arts	09/16/13-06/30/14
Cancella, Joseph, Registered Nurse-Health Services, Health Services	10/07/13-06/30/14
Davis, Drew A., Film Production Coordinator, Communication	09/25/13-12/31/13
Finley, Debra, Buyer II, Purchasing	09/30/13-01/10/14
Glaves, Paige E., Administrative Assistant I, Math	09/25/13-11/15/13
Iniguez, Virginia, Administrative Assistant I, Dance and ESL	10/16/13-04/03/14
Juan, Mercedes R., Accompanist-Performance, Music	10/01/13-09/17/14
Ordonez, Patriccia, Instructional Assistant-English, English	09/03/13-10/03/13

**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.

Bennett, Terri L, Sign Language Interpreter III, DSC	10/14/13-04/13/14
Brown, Thomas, Instructional Assistant-ESL, ESL	09/06/13-03/05/14
Gaskill, Loretha, Student Services Clerk, Financial Aid	10/01/13-03/31/14
O’Keefe, Jacklyn, Sign Language Interpreter III, DSC	10/14/13-04/13/14
Prince, JoBeth, Sign Language Interpreter III, DSC	10/14/13-04/13/14

**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, \$8/hour (STHP)	43
College Work-Study Assistant	106
Cal Works, \$8.00/hour	1

SPECIAL SERVICE

Art Models, \$18/hour	58
Community Services Specialist, \$35/hour	1
Community Services Specialist II, \$50/hour	1

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 5, 2013

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. 1 – INFORMATION TECHNOLOGY RELOCATION

Change Order No. 1 – BERNARDS BROS. on the IT Relocation project in the amount of \$38,897

Original Contract Amount	\$12,392,000
Previously Approved Change Orders	\$ 0
Change Order 1	\$ 38,897
Revised Contract Amount	\$12,430,897

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

Funding Source: Measure AA

**Comment:** Change Order includes labor, material, and equipment cost to cut, cap, and drain existing waterline and determine if unidentified line downstream is pressurized, relocate existing gas meter and gas line encroaching into building foundation, and add reinforcement to grade beams at storm drain and conduit penetrations.

15-B SUBCONTRACTOR SUBSTITUTION – REFURBISHMENT OF 919 SANTA MONICA BLVD. OFFICES

Accept Concept Consultant’s Subcontractor Substitution Request on the Refurbishment of 919 Santa Monica Blvd Offices project:

<u>Listed Subcontractor</u>	<u>Requested Substitution</u>
Soltek Electric	Reyes & Sons Electrical, Inc.

Funding Source: Measure AA

**Comment:** Concept Consultant, Inc. the General Contractor for the Refurbishment of 919 Santa Monica Blvd Offices project, has requested to substitute its listed Subcontractor, Soltek Electric, with Reyes & Sons Electrical, Inc. to perform the electrical portion of the project. Concept Consultant stated that Soltek Electric stated they are too busy to perform work on 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 the Contractor from its obligation to complete the Work within the Contract Time and for the Contract Price.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 5, 2013

CONSENT AGENDA: FACILITIES AND FISCAL

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

15-C SHORT TERM SITE USE AGREEMENT FOR PROPERTY AT 1660 STEWART STREET, SANTA MONICA

Short Term Site Use Agreement with SPRINT PCS ASSETS, L.L.C. to lease college property at 1660 Stewart Street in Santa Monica for the following basic terms:

Property Type:	Approximately 480 Square Feet of Ground Space
Period of Lease:	November 6, 2013 to May 6, 2015
Option to Renew:	None
Base Monthly Rent:	\$1

Comment: During construction of the AET Campus, the existing Sprint cellular antenna site will be demolished to make way for a new building. Once the construction is completed, the District has made available a new site on the top level of the new parking structure. As part of this agreement Sprint has been offered a temporary site in which to relocate during the construction period. The District has offered the site at \$1 a month due to the high cost to Sprint of temporarily relocating. Once the parking garage is completed Sprint will resume paying full rent for the site.

15-D AGREEMENT FOR FIBER OPTIC NETWORK

Agreement with the CITY OF SANTA MONICA for fiber optic cable and network service for 1914-14<sup>th</sup> Street, the new location for the college warehouse and receiving functions.

Construction/Installation fee—not to exceed \$30,000  
 Connection fee—not to exceed \$2,500  
 Annual Service Fee—\$13,475

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

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 5, 2013

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 16 BUDGET TRANSFERS**

*Requested by: Veronica Diaz, Accounting Manager*

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

*Requested Action: Approval/Ratification*

16-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: September 18, 2013 to October 23, 2013

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	-200
3000	Benefits	191,605
4000	Supplies	6,500
5000	Contract Services/Operating Exp	36,805
6000	Sites/Buildings/Equipment	-1,805
7000	Other Outgo/Student Payments	-232,905
Net Total:		0

16-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: September 18, 2013 to October 23, 2013

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	-2,969
3000	Benefits	-7,426
4000	Supplies	-11,580
5000	Contract Services/Operating Exp	72,698
6000	Sites/Buildings/Equipment	-51,678
7000	Other Outgo/Student Payments	955
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>ACTION</b>
Santa Monica Community College District	November 5, 2013

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 17 BUDGET AUGMENTATION**

*Requested by: Veronica Diaz, Accounting Manager*

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

*Requested Action: Approval/Ratification*

**17-A VETERANS RESOURCE CENTER**

Granting Agency: SMC Foundation with Funding from the Ralph M. Parsons Foundation

Appropriated Funding: \$50,000

Matching Funds: None

Performance Period: July 1, 2013 – June 30, 2014

Summary: The Ralph M. Parsons Foundation donated \$50,000 to the SMC Foundation designated for the Veterans Resource Center.

Budget Augmentation: Revenue:

8800 Private Donation	\$50,000
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Expenditures:

1000 Academic Salaries	\$32,522
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3000 Employee Benefits	\$ 6,504
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4000 Supplies & Materials	\$ 2,000
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5000 Other Operating Expenditure	\$ 4,500
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6000 Capital Outlay	\$ 4,474
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<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 5, 2013

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 18 PAYROLL WARRANT REGISTER**

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

September 1 – September 30, 2013                      C1B – C2C                      \$9,267,127.94

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

**RECOMMENDATION NO. 19 COMMERCIAL WARRANT REGISTER**

*Requested by: Veronica Diaz, Accounting Manager*  
*Approved by: Robert G. Isomoto, Vice-President, Business/Administration*  
*Requested Action: Approval/Ratification*

September 1 – September 30, 2013                      5686 – 5724                      \$6,222,394.77

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

**RECOMMENDATION NO. 20 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*

	Payments	Purchase Orders
September 1 – September 30, 2013	\$830,214.86	\$94,118.69

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 5, 2013

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 21 PURCHASING**

*Requested by: Cynthia Moore, Director, Purchasing Department*

*Approved by: Bob Isomoto, Vice President*

*Requested Action: Approval/Ratification*

21-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

September 1 – September 30, 2013                      \$6,958,164.78

21-B AUTHORIZATION OF PURCHASE ORDERS

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

Educational and Institutional Cooperative Purchasing, Contract CNR-01341, with B&H Photo Video 8/1/2013 - 7/31/2018 for audio visual supplies and equipment

Educational and Institutional Cooperative Purchasing, Contract CNR-01239, with Steris Corp for Science & Health Laboratory Supplies/Equipment 11/1/2009-10/30/2014 (contract extension)

21-C AUTHORIZATION OF PURCHASE AGREEMENTS

Provider/Contract	Term/Amount	Service	Funding Source
Elite Glass Enterprises, Inc.	10/22/13- 02/01/14 \$23,617.00	Bundy Glass Replacement (windows)	013-14 General Funds



<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	November 5, 2013

**INFORMATION ITEM 22      CITIZENS’ BOND OVERSIGHT COMMITTEE MEETING – OCTOBER 16, 2013**

A meeting of the Santa Monica Community College District Citizens’ Bond Oversight Committee was held on Wednesday, October 16, 2013 in Drescher Hall Room 300-E (the Loft) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

**1.      CALL TO ORDER - 8:01 a.m.**

**2.      ROLL CALL**

- Corin Kahn, Chair – Present
- Barry Snell, Vice-Chair – Present
- Heather Anderson – Present
- Michael Dubin - Present
- Ty Moura - Present
- Katherine Reuter – Present
- Sion Roy – Not Present
- Sonya Sultan – Present
- Sam Zivi – Present

Others Present:

- Greg Brown, Director of Facilities and Planning
- Bob Isomoto, Vice-President, Business/Administration
- Lisa Rose, Citizens’ Bond Oversight Committee Coordinator
- Charlie Yen, Director, Contracts

**3.      APPROVAL OF MINUTES – July 17, 2013**

Motion was made by Katherine Reuter and seconded by Barry to approve the minutes of Citizen’s Bond Oversight Committee meeting on July 17, 2013 as amended. The minutes were approved by acclamation.

**4.      REPORTS and DISCUSSION**

SMC Bond Construction Projects Update

- The parking lot at the Bundy campus was completed.
- The Information Technology Relocation project is in progress. It is a two-story extension to the Media Center that consolidates all technology functions into one area.
- The Board of Trustees approved a contractor in September for the Academy of Entertainment and Technology (AET) project which includes the renovation of the existing building, a new building for KCRW and a parking structure. Construction has started and will take approximately two years.
- Two projects are currently awaiting DSA approval – East Wing at the Performing Arts Center and the Health/PE/Fitness/Dance Center.
- Malibu Campus: The District is proceeding with a design which connects to the new Malibu sewer system. The District will be submitting the project to the City if Malibu next week.

- The College is working with the City of Santa Monica on the Early Childhood Development/Childcare project to be located at the Civic Center.
- Student Services Building: Morris Architects was hired to design the new Student Services Building. The design will allow more flexibility inside the building to respond to changes in student services needs. A conceptual design will probably be ready to present to the Board of Trustees in December 2013.

Measure U, S and AA and Bond Sales Expenses Reports (reports included with agenda)

The budgets have been re-estimated to reflect current construction costs and changing college priorities.

- Measure U: Total Measure U expenditures last period were \$62,774; total remaining funds are \$18,099,017;
- Measure S: Total expenditures last period were \$104,339; total remaining funds are \$69,872,715.
- Measure AA: Total expenditures last period were \$3,438,356; total remaining funds are \$244,747,160.
- The *Bond Sales/Expenses Report* indicates total bond amounts, bond issue dates/amounts, unsold bond amount and total available as of June 30, 2013.

Total Bond	\$598,500,000
Total Available	\$383,496,730
Total Expenses as of 9-30-13	\$265,781,107
Total Available Remaining	\$117,715,623
Total Unsold Bond	\$215,003,270

- The *SMC Bond Construction Program Contractor List* as of September 30, 2013 was presented for information.
- Current information on all bond construction projects is available at: <http://smcbondprogram.com/>

5. **ROLE/RESPONSIBILITY OF THE CITIZENS' BOND OVERSIGHT COMMITTEE:** Lisalee Wells, representing the District's bond counsel Nixon Peabody, provided an overview of the role and responsibility of the Citizens' Bond Oversight Committee. The presentation covered the following topics:

- General Obligations Bonds
  - Historical Framework
  - Costs of Borrowing
  - Procedural Steps
  - Campaign Promises
  - Bond Proceeds
- Citizens' Bond Oversight Committee
  - Organizational representation
  - Brown Act/Basic Requirements
  - Annual Report
  - Oversight
  - Purpose of Committee
- Arbitrage
- Private Use Projects

**6. CITIZENS' BOND OVERSIGHT COMMITTEE ANNUAL REPORT, 2012-2013**

The Annual Report 2012-2013 will be presented at the January 22, 2014 meeting for approval.

**7. SCHEDULE OF MEETINGS, 2013-2014**

Wednesdays at 8 a.m.

January 22, 2014

April 16, 2014

**8. ADJOURNMENT – 9:35 a.m.**

The next meeting of the Citizens' Bond Oversight Committee will be held on Wednesday, January 22, 2014 at 8 a.m. in Drescher 300-E (the Loft) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

<b>BOARD OF TRUSTEES</b> Santa Monica Community College District	<b>REGULAR MEETING</b> November 5, 2013
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**XII. BOARD COMMENTS AND REQUESTS**

**XIII. ADJOURNMENT** – 9:45 p.m.

The meeting was adjourned in memory of **Mark Benjamin**, CEO of Morley Builders, his son **Luke Benjamin**, Senior Project Engineer at Morley Builders; and **Evelyn Olmstead Ching**, mother of Christine Thornton, member of the Associates Board of Directors.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, December 10, 2013** 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:

- Report: Transfer
- Board of Trustees Organizational Functions
  - Election of Officers for 2014
  - Seating
  - Authorized Signature Resolution