

M I N U T E S



SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

REGULAR MEETING
TUESDAY, APRIL 5, 2016

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/>

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 5, 2016

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, April 5, 2016.

I. ORGANIZATIONAL FUNCTIONS

- A CALL TO ORDER – 5:33 p.m.

- B ROLL CALL
 Dr. Louise Jaffe, Chair - Present
 Dr. Andrew Walzer, Vice-Chair - Present
 Dr. Susan Aminoff - Present
 Dr. Nancy Greenstein - Present
 Dr. Margaret Quiñones-Perez - Present
 Rob Rader - Present
 Barry Snell - Present
 Jonathan Eady, Student Trustee – Present (for public session)

- C PUBLIC COMMENTS ON CLOSED SESSION ITEMS - None

II. CLOSED SESSION – 5:34 p.m.

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 LABOR NEGOTIATORS (Government Code Section 54957.6)
 Agency designated representatives: Louise Jaffe, Board Chair
 Unrepresented Employee: Superintendent/President

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

III. **PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS** – 7:22 p.m.

- PLEDGE OF ALLEGIANCE – SMC Chief of Police Johnnie Adams
- CLOSED SESSION REPORT - None
- REVISIONS/SUPPLEMENTAL STAFF REPORTS: A two-thirds vote of the members present is required to include revisions and/or supplemental staff reports in the agenda as submitted. These are items received after posting of the agenda and require action before the next regular meeting. (Government Code Section 54954.b.2)
Approved with no objection

IV. **SUPERINTENDENT'S REPORT**

V. **PUBLIC COMMENTS**

David Burak
Walther Perez
Sharon Nat
Gudino-Guizar Orlando Gonzalez
Jesse Randel
Marcia Lewis
Laura Zwicker
Cecil Godbold
Mary Colavito
Lisette Rabinow-Palley
Barbara Siegel
Aretta Gotthe

VI. **ACADEMIC SENATE REPORT**

VII. **REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

VIII. **MAJOR ITEMS OF BUSINESS**

- #1 Resolution for Community College Month
- 2 Report: The Minority Male Community College Collaborative (M2C3)
- 3 Report: Counseling Services
- #4 Contract for Auditing Services
- #5 Ballot for CCCT Board of Directors

IX. **INFORMATION/DISCUSSION**

- 6 Information: Community and Academic Relations
- 7 Discussion: Board of Trustees' Budget Objectives and Principles (*deferred to May meeting*)

X. **CONSENT AGENDA**

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

Approval of Minutes

- #8 Approval of Minutes: March 1, 2016 (Regular Meeting)
March 15 2016 (Special Meeting/Study Session)

Grants and Contracts

- #9 Ratification of Contracts and Consultants
#10 Donations to KCRW

Academic and Student Affairs

- #11 New Courses and Degrees, Spring 2016

Human Resources

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

Facilities and Fiscal

- #16 Facilities
- A Change Orders No. 17 and No, 13 – AET Campus and Parking Structure A
 - B Change Order No. 10 – Performing Arts Center – East Wing
 - C Agreement to Automated Demand Response Pilot Program
 - D Change Order No. 1 – Campus Wide Exterior Signage
 - E Change Order No. 1 – Financial Aid Relocation
 - F Change Order No. 1 – Campus Wide Fire Alarm Upgrade 2015
 - G Construction Escrow Agreement – Connection of Existing Facilities to Central Plant Loop
 - H Amendment to Agreement for Commissioning Services – IT Relocation
 - I Amendment to Agreement for Inspection Services – Rango Inspections
 - J Amendment to Agreement for Inspection Services – All Group Engineering, Inc.
 - K Project Close Out – ESL and Performing Arts Center, Madison Roof Replacement
 - L Project Close Out – Business Building Roof Project
 - M Pool Payments Under Joint Use Facilities Agreement
 - N Agreement for Fiber Option Network
 - O Agreement for Engineering Services – AET and KCRW Security and Network
 - P Amendment No. 3 to Agreement for Engineering Services – Security and Alarm Upgrade
- #17 Acceptance of Grant and Budget Augmentation
#18 Budget Transfers
#19 Commercial Warrant Register
#20 Payroll Warrant Register
#21 Auxiliary Payments and Purchase Orders
#22 Organizational Memberships, 2015-2016
#23 Providers for Community and Contract Education
#24 Authorization of Signature to Approve Invoices, 2015-2016
#25 Purchasing
- A Award of Purchase Orders

XI. **CONSENT AGENDA – Pulled Recommendations**

XII. **BOARD COMMENTS AND REQUESTS**

XIII. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Tuesday, May 3, 2016** at 7 p.m. (5:30 p.m. if there is a closed session) Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

APPENDICES

A Report: The Minority Male Community College Collaborative (M2C3)

B Report: Counseling Services

C Information: Community and Academic Relations

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 5, 2016

IV. SUPERINTENDENT'S REPORT

V. SUPERINTENDENT'S REPORT

- Recognition
 - The Corsair Wins 6 Awards in California College Media Association (CCMA) Competition and 11 Awards in California Competition sponsored by the Journalism Association of Community Colleges (JACC)
 - SMC Debate Team Wins First Place in the inter-college and university LMU California Cup Tournament
 - SMC Extension Program Wins the 2016 Excellence in Community Education Award from the statewide Association of Community and Continuing Education (ACCE)
 - SMC Wins Award for Stewardship of the Natural Environment from the City of Santa Monica, Santa Monica Chamber of Commerce and Sustainable Works
 - SMC alum and author Robert Wells presented his book *Voices from the Bottom of the South China Sea* to the Superintendent for the college library

- Updates
 - Enrollment: Growth is projected at 65 FTES, leaving 360 unfunded FTES representing \$1.6 million in lost apportionment revenue. The budget will need to be adjusted to reflect the deficit. Enrollment is flat statewide due to the demographics of high school graduates.
 - City of Malibu 25th Anniversary Celebration: Kathryn Jeffery, Don Girard and Louise Jaffe attended the celebration in acknowledgement of Malibu's 25th anniversary.
 - Superintendent's Activities:
 - Dr. Jeffery has been invited to be part of a Leadership in Action panel at the College of the Canyons. She will be participating with presidents of 12 community colleges in the area.
 - There are a number of events being planned to introduce the Superintendent to the college and the external community. These will include events on the main campus and at the satellite campuses, during the day and in the evening.
 - Dr. Jeffery will be dancing in the Sand and Sea Ball on May 22nd with other community leaders. This is a fundraiser to benefit the Santa Monica-Malibu Education Foundation.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 5, 2016

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1

SUBJECT: **RESOLUTION FOR COMMUNITY COLLEGE MONTH**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees adopt the following resolution in recognition of Community College month.

WHEREAS, the month of April has been proclaimed National Community College Month in recognition of the vital role the nation's community colleges play in providing broad access to higher education, serving nearly half of the nation's college students; and

WHEREAS, Santa Monica College serves students with a broad array of educational services including transfer education, associate and certificate degree programs, a bachelor of science degree in Interaction Design, career preparation, basic skills education, continuing education and lifelong learning in a variety of delivery methods including on-line education; and

WHEREAS, Santa Monica College, as an institution of higher education, provides for the understanding and learning needed to foster a livable and sustainable world; and

WHEREAS, Santa Monica College provides for the formation of global citizenship through knowledge of people, customs, and cultures in regions of the world beyond one's own; and

WHEREAS, Santa Monica College supports the diversity of its students, faculty and staff; and

WHEREAS, Santa Monica College enjoys a special partnership with business, industry and government that benefits the regional economy by providing educational opportunities for new and current employees; and

WHEREAS, Santa Monica College is devoted to positive community relations and is a rich resource for the community including cultural programming, educational and career counseling and special events; and

WHEREAS, Santa Monica College has demonstrated that daily it fulfills its vision based upon "Changing Lives in the Global Community through Excellence in Education;" and

WHEREAS, Santa Monica College realizes its success in providing educational and cultural opportunities to the college community because of the excellence of its faculty and staff, and

WHEREAS, Santa Monica College has been a proud part of this tradition since 1929, being recognized locally and internationally as an outstanding institution of higher education; and

THEREFORE BE IT RESOLVED that the Santa Monica Community College District observe and celebrate National Community College Month during the month of April, 2016.

MOTION MADE BY: Rob Rader
 SECONDED BY: Susan Aminoff
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	April 5, 2016

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM 2

SUBJECT: **THE MINORITY MALE COMMUNITY COLLEGE COLLABORATIVE (M2C3)**

SUBMITTED BY: Vice-President, Academic Affairs

SUMMARY: The Minority Male Community College Collaborative (M2C3) is a project of San Diego State University's (SDSU) Interwork Institute. The goal of the project is to partner with community colleges across the United States to enhance access, achievement, and success among minority male community college students. M2C3's research and practice agenda prioritizes men who have been traditionally underrepresented and underserved in postsecondary education. In addition the project supports community colleges in building the institutional capacity necessary to serve men of color effectively. M2C3 is co-directed by Drs. Frank Harris III and J. Luke Wood, associate professors at SDSU and scholars who are actively involved in research on community college student success, college men and masculinity, and research and evaluation methods.

M2C3 developed its "flagship" tool, the Community College Survey of Men (CCSM) which is an institutional-level needs assessment instrument designed specifically for measuring factors that influence student success for men, particularly men of color. The CCSM is typically used for establishing student outcome benchmarks, monitoring student performance, and identifying issues in need of enhanced attention. The implementation of this survey as well as focus groups with students, students in mathematics, and mathematics faculty members were included in Santa Monica College's (SMC) Student Equity Plan. The following activities and objectives were implemented or are currently underway as part of the plan in partnership with M2C3.

- Administered the CCSM to conduct a comprehensive needs assessment of male students at SMC
- Conducted student focus groups with a representative sample of men of color at SMC
- Conducted focus groups with purposefully selected faculty and staff to obtain insights about their experiences in working with men of color at SMC
- Presentation and professional development workshops of findings to key stakeholders at SMC on an ongoing basis. Outcomes included development of strategies to prioritize reducing the equity gap in educational outcomes in all recruitment and hiring.

See Appendix A for complete report.

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	April 5, 2016

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM 3

SUBJECT: **REPORT: COUNSELING SERVICES**

SUBMITTED BY: Vice-President, Student Affairs

SUMMARY: Santa Monica College continues to provide strong and vibrant counseling services that extend across twenty-three special counseling programs and/or service locations. Thanks to the support of the District as well as specialized categorical funding sources that include SSSP, Equity, BSI, Title V, and more, the Counseling Department currently employs 181 counselors who provide academic counseling, psychological counseling, lead counseling-related student success workshops and/or teach counseling-related courses (Couns 1- Study Skills; Couns 11 - Orientation to Higher Education; Couns 12 - Career Planning; Couns 15 – Job Search Skills; Couns 16 – Job Success Skills; Couns 17 – Orientation; Couns 20 - Student Success Seminar; and a series of specialized DSPS counseling courses).

Due to the infusion of new SSSP and Equity funding, Counseling and Special Programs have been able to pilot many new initiatives and projects.

These include:

- Collaboration with John Adams Middle School
- Brother-to-Brother and Sister-to-Sister Mentoring Program
- Adelante and the Latino Center-Noche de Familia (Family Night)
- Special Monthly Programs for Black Collegians and Adelante Students
- Counseling with an Equity Focus in STEM
- New Completion Initiative: MyEdPlan Online Counseling Review and Intervention
- New Completion Initiative: Transfer Completion Counselor Efforts
- Equity and Completion: New Efforts to Serve Undecided Students

See Appendix B for complete report.

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	April 5, 2016

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 4

SUBJECT: **CONTRACT FOR AUDITING SERVICES**

SUBMITTED BY: Vice-President, Student Affairs

REQUESTED ACTION: It is recommended that the Board of Trustees approve the following contract for auditing services.

Provider:	Vavrinek, Trine, Day & Co., LLP	
Amount:	\$120,500	Year 1 – 2015-16
	\$122,500	Year 2 – 2016-17
	\$124,500	Year 3 – 2017-18
	\$126,000	Year 4 Optional – 2018-19
	\$126,000	Year 5 Optional – 2019-20
Term of Contract:	3 Years fiscal year 2015-16 – fiscal year 2017-18 with two one-year options	

FUNDING SOURCE General Fund and KCRW Donations

SERVICES PROVIDED: This agreement is to provide auditing services for the following required audits: Annual Audit of the District Financial Statements (*including general operations, grants, compliance and financial aid*), Proposition 39 Financial and Performance Audits of the General Obligation Bonds and audit of KCRW Radio Station operations as required by the Corporation for Public Broadcasting.

SUMMARY: Four respondent proposals were received in response to the SMC’s Request for Proposal (RFP). An Evaluation Committee reviewed and scored the proposals based on the following criteria: Qualifications, Project Approach, Value Added Services, Technical Capability and Pricing. The committee interviewed three firms and selected the firm of Vavrinek, Trine, Day & Co., LLP (VTD) as the most responsive, responsible respondent.

VTD has been providing auditing services to California community colleges for more than 20 years and currently audits 28 community college districts. The firm has frequently collaborated with the California Community College Chancellor’s Office, Los Angeles County Office of Education, and the Association of College Business Officials on trainings and presentations. Their office is located in Rancho Cucamonga, California.

MOTION MADE BY: Barry Snell
SECONDED BY: Susan Aminoff

Substitution Motion

Trustee Margaret Quiñones-Perez presented a substitute motion for clarification, requesting that the Board be provided more information on the contract for auditing services, and to bring the recommendation back at the next meeting. *No second*

STUDENT ADVISORY:	Absent
AYES:	5
NOES:	0
ABSTAIN:	1 (Quiñones-Perez)
ABSENT:	1 (Walzer)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 5, 2016

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 5

SUBJECT: **BALLOT FOR CCCT BOARD OF DIRECTORS**

SUBMITTED BY: Chair, Board of Trustees

REQUESTED ACTION: It is recommended that the Board of Trustees prepare its ballot for the California Community College Trustees (CCCT) Board of Directors.

The Board was polled at the meeting and the ballot was determined as follows with the votes indicated in **bold**.

Mary Figueroa, Riverside CCD

***Susan M. Keith, Citrus CCD**

*Linda S. Wah, Pasadena Area CCD

Loren Steck, Monterey CCD

T.J. Prendergast III, South Orange County CCD

Carmen Avalos, Cerritos CCD

Kenneth A. Brown, El Camino CCD

***Sally W. Biggin, Redwoods CCD**

***Louise Jaffe, Santa Monica CCD**

Marianne Tortorici, Victor Valley CCD

Andra Hoffman, Los Angeles CCD

***Jerry D. Hart, Imperial CCD**

***Cy Gulassa, Peralta CCD**

Barbara Gaines, Antelope Valley CCD

Shaun Giese, Lassen CCD

* Incumbent

COMMENT: There are eight three-year vacancies on the CCCT Board of Directors. Each member community college has one vote for each of the vacancies.

MOTION MADE BY: Susan Aminoff

SECONDED BY: Rob Rader

STUDENT ADVISORY: Aye

AYES: 6

NOES: 0

ABSENT: 1 (Walzer)

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	April 5, 2016

INFORMATION ITEM 6

SUBJECT: **REPORT: COMMUNITY AND ACADEMIC RELATIONS**

SUBMITTED BY: Senior Director, Government Relations/Institutional Communications

SUMMARY: The creation of the Community and Academic Relations area fulfills a major reorganization approved in October 2014 to bring together Community Relations, Marketing, web and social media, the Public Information Office and certain institutional functions into a coordinated administrative unit within the government relations and institutional communications umbrella.

Community and Academic Relations envisions itself as the communication hub for Santa Monica College, setting the institutional voice for the college to define the narrative for institutional publications, marketing campaigns, social media and traditional marketing strategies. We work to build relationships with the community, both outside and within campus.

Community and Academic Relations supports the Santa Monica College mission by providing vital information to the students, faculty and staff and other community stakeholders to support ongoing relationship and brand-building efforts to meet enrollment targets.

Community and Academic Relations brings in direct engagement of the public through public programs (The SMC Associates and the General Advisory Board) and through support of academic programs and college initiatives (Public Policy Institute, GRIT). The SMC Associates raises funds to foster and encourage scientific, literary, educational and artistic endeavors at Santa Monica College with the goal to ***Enrich, Inspire*** and ***Engage*** our students. The General Advisory Board is a community ambassador group who learns about SMC and shares information about the college with the Santa Monica community.

See Appendix C or complete report.

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	April 5, 2016

DISCUSSION ITEM 7 ***Deferred to May Board of Trustees Meeting on May 3, 2015***

SUBJECT: **BOARD OF TRUSTEES' BUDGET OBJECTIVES AND**
SUBMITTED BY: Chair and Vice-Chair, Board of Trustees

SUMMARY: The Board of Trustees will review and discuss updating Budget Objectives and Principles adopted on May 1, 2012 to reflect current budget realities and projections.

COMMENT: During the last five years, the California Community Colleges have experienced the worst and the best budgets in the State's history. For example, in 2011-12, at the heart of the recession, the State reduced the Districts apportionment payment by <\$9.3> million. At the opposite end of the spectrum in 2015-16, the State increased the Districts apportionment by more than \$8 million, mostly due to one-time adjustments to the base. The college's previous high water mark for apportionment came in 2008-09 at \$108 million; the lowest in 2011-12 at \$98 million. The District did not recover to the \$108 million mark until 2014-15. While the District's apportionment has recovered from the lows of the recession, mostly due to one-time base allocations in 2015-16, there are still some major issues of budgetary concerns that need to be addressed including:

1. New state growth allocation formula
2. Funding of STRS/PERS benefits increases
3. Funding of STRS/PERS future pension obligations
4. Funding of OPEB obligations
5. Flattening of enrollment for Resident and Non-Resident students
6. Reliance on one-time funds to offset the operating deficit
7. Uncertainty of Proposition 30 funding
8. Increases in expenses higher than COLA
9. Finalization of the Governor's Budget for 2016-2017

The District managed through the state budget funding decreases during the recession and avoided layoffs of permanent employees by using a portion of its fund balance of over \$23 million and maintaining unfunded FTES, which was used to capture growth/access funding when available. Currently, the projection for the fund balance is \$18 million with the District only able to capture 65 credit FTES of the available 432 credit FTES of growth. However, a review of the Board's strategic planning Principles and Guidelines is needed. With this as guidance to aid college-wide planning, SMC can develop a budget strategic plan that aligns more realistically to the dynamic fiscal changes and continue to move forward as the premier community college in the State.

BOARD OF TRUSTEES BUDGET OBJECTIVES AND PRINCIPLES

Adopted May 1,2012

OBJECTIVES

1. Develop a budget plan guided by benchmarks that brings available ongoing revenues and expenditures into balance effective with the adoption budget for 2013-2014.
2. Protect the College's ongoing operation by maintaining a fund balance for the District of 5% or more going forward from 2012-2013.

In a time of state-mandated limits on resources, the following are the Board of Trustees guiding principles.

PRINCIPLES

- A. The College is committed to student access and success and service to the community.
- B. Ensure that enrollment targets are consistent with the state-funded FTES cap, and, to the degree that they are the basis for revenue projections, can realistically be achieved within the fiscal limitations of the College.
- C. Maintain course offerings that are responsive to student needs and consistent with the State priorities of transfer, career technical, and basic skills education.
- D. Programs will not be eliminated or reduced without careful review.
- E. Establish and maintain an acceptable cost effective level of learning resources and student support services based on comparative performance data as determined by the College.
- F. Develop a variety of expenditure reduction strategies.
- G. Expedite changes that may produce lower costs over time such as energy saving retrofits, alternative energy sources, reduction or consolidation of facility usage, etc.
- H. Where possible and practicable, use staff attrition and/or existing vacancies as one means of reaching budget targets.
- I. Seek to spread cost reductions equitably.
- J. Avoid layoffs of permanent employees. Seek salary freezes, furloughs, salary reductions, and other temporary or ongoing adjustments.
- K. Continue to seek external sources of funding, such as grants, to support the College's core missions, but avoid those with matching, management, or reporting requirements that demand significant college resources.

- L. Develop a budget process that manages the growth of expenditures based on: analysis of program need (rather than historical allocations); realistic expectations of revenues; updated market information; and performance measurements.
- M. In light of the current State-imposed funding reductions, review ongoing and future planning initiatives in terms of their long term advantages to the College in meeting public demand for services, improving student success outcomes, or to provide new revenues. Modify, defer, or abandon as appropriate those for which the costs outweigh their potential for furthering the College's core missions and goals.
- N. Make effective use of the College's established planning structures and processes to recommend specific actions to reach the stated objectives, following the principles listed above. The College President shall clarify how these recommendations will be evaluated and the timelines necessary to arrive at a set of final recommendations for any particular budget cycle.
- O. Benchmarks will be used as a guide to inform the decision-making process.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 5, 2016

X. CONSENT AGENDA

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

RECOMMENDATION: Approve Consent Agenda, Recommendations #8-#25.

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #9-H, #11, #12, #16-H, #16-L, #16-O, #16-P

Action on Consent Agenda, excluding #9-H, #11, #12, #16-H, #16-L, #16-O, #16-P

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

XI. CONSENT AGENDA – Pulled Recommendations

Recommendation No. 9: Ratification of Contracts and Consultants

H: Community Partners

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

Recommendation No. 11: New Courses and Degrees, Spring 2016

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

Recommendation No. 12: Academic Personnel

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

XI. CONSENT AGENDA – Pulled Recommendations (continued)

Recommendation No. 16 - Facilities

#16-H: Amendment to Agreement for Commissioning Services, IT Relocation

#16-L: Project Close-Out – Business Building Roof Project

#16-O: Agreement for Engineering Services – AET and KCRW Security and Network

#16-P: Amendment No. 3 to Agreement for Engineering Services – Security and Fire Alarm

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

RECOMMENDATION NO. 8 APPROVAL OF MINUTES

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

March 1, 2016 (Regular Board of Trustees Meeting)
March 15, 2016 (Study Session)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 5, 2016

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 9 RATIFICATION OF CONTRACTS AND CONSULTANTS

Requested Action: Ratification

Approved by: Kathryn E. Jeffery, Superintendent/President

The following contracts for goods, services, equipment and rental of facilities, and acceptance of grants in the amount of \$50,000 or less have been entered into by the Superintendent/President and are presented to the Board of Trustees for ratification.

Authorization: Board Policy Section 6255, Delegation to Enter Into and Amend Contracts

Approved by Board of Trustees: 9/8/08

Reference: Education Code Sections 81655, 81656

Provider/Contract		Term/Amount	Service	Funding Source
A	Andes Translations	April 5- June 30, 2016 Not to exceed \$900	The consultant will translate published articles in Spanish publications from Spanish to English for the Public Information Office and for dissemination to the campus and external community.	Public Affairs, District Budget (100%)
B	Sarah Spitz	April 5 - June 30, 2016 Additional amount not to exceed \$1,558 (original contract in the amount of \$4,000 approved on March 1, 2016.; total amended contract \$5,558)	Consultant will provide copyediting and writing support for news, features, profiles and brochures to be used across a number of communication channels.	Public Affairs, District Budget (100%)
C	Amy Williams Photography	April 5 - June 30, 2016 Additional amount not to exceed \$450 (original contract in the amount of \$2,000 approved on July 1, 2015; total amended contract \$2,450)	Consultants will provide photography services to support news releases, newsletters and other digital marketing content for Public Information Office. Includes pre- and post-production and art direction.	Public Affairs, District Budget (100%)
<p><i>Requested by: Grace Smith, Public Information Officer</i> <i>Approved by: Don Girard, Senior Director, Government Relations & Institutional Communications</i></p>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 5, 2016

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 9 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

Provider/Contract		Term/Amount	Service	Funding Source
D	City of Santa Monica	2015-2016 Construction/Installation fee not to exceed \$3,270; Connection fee not to exceed \$2,500; Annual Service Fee \$27,480. Total not to exceed: \$33,250	The City of Santa Monica will provide a high speed fiber optic 1GB Internet connection to replace an existing 100 MB connection. Once installed, the College will have dual 1GB Internet connections that will load balance traffic and relieve latency and performance issues. This project is a 2015-2016 technology plan objective and funding was approved though the College PBAR process.	District Budget/ Network Services
Requested by: Bob Dammer, Director, Network Services/Telecommunications Approved by: Teresita Rodriguez, Vice-President, Enrollment Development				
E	PeaceProsLA	May 6, 2016 Not to exceed \$1,900	Consultant will conduct a 5-hour workshop about utilizing a bystander approach. This workshop will include interactive role-playing and other practical tools in order to address micro-aggressions and develop new ways of responding to one another that promote respect for differences based on gender, race, ethnicity, and sexuality. Training will be provided for Student Affairs Managers and Title IX Deputies.	Auxiliary Funds: Campus Health and Safety
Requested by: Michael Tuitasi, Vice-President, Student Affairs				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 5, 2016

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 9 RATIFICATION OF CONTRACTS AND CONSULTANTS *(continued)*

Provider/Contract		Term/Amount	Service	Funding Source
F	Art with Impact	April 2016 \$1,600	The two-hour workshop will occur on campus in May 2016 and will feature interactive discussion among students and a discussion of films from their media library. The workshop will conclude with a panel discussion that includes one or two students with lived experience of mental illness as well as local campus and community mental health resources.	SAMHSA Garret Lee Smith Suicide Prevention Grant/ Psychological Services
G	QPR Institute	April 2016 Not to exceed \$4,010	Consultant will provide "gatekeeper" training for staff and faculty on components of suicide prevention program. Topics involved include: <ul style="list-style-type: none"> • How to Question, Persuade and Refer someone who may be suicidal • How to get help for yourself or learn more about preventing suicide • The common causes of suicidal behavior • The warning signs of suicide • How to get help for someone in crisis 	SAMHSA Garret Lee Smith Suicide Prevention Grant/ Psychological Services

F and G

Requested by: Gerald Adamson, Project Manager, Suicide Prevention Grant

Approved by: Michael Tuitasi, Vice-President, Student Affairs

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 5, 2016

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 9 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

Provider/Contract		Term/Amount	Service	Funding Source
H	Community Partners	March 15 – June 15, 2016 Not to exceed \$15,000	This consultant trains student volunteers, in a 9-week program, on how to successfully facilitate weekly peer workshops on different environmental topics (i.e. simple and affordable changes that their fellow students can make in their lives to reduce their environmental impact). The consultant will also provide the students with materials that are needed to ensure program success such as PowerPoint presentations, videos, toolkits, and workbooks.	2015-2016 District Budget/Sustainability
<i>Requested by: Ferris Kawar, Project Manager, Sustainability</i> <i>Approved by Michael Tuitasi, Vice-President, Student Affairs</i>				
I	Ryan Woodson, MPH Tracy Griffiths Life Energy Institute Michelle Conant	April 11 – June 17, 2016 \$500 each	The providers will participate in an Integrative Health workgroup providing expertise in the Integrative Health content area.	Adult Education Block Grant
<i>Requested by: Dawn Murphy, Project Manager, Adult Education Programs</i> <i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 5, 2016

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 9 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

Provider/Contract		Term/Amount	Service	Funding Source
J	Kirkpatrick Enterprises International	February 3 through June 30, 2016 Not to exceed \$20,000	Kirkpatrick Enterprises International (KEI) will provide specialized training to ETP (Employer Training Panel) clients who request specialized training. Classes in Manufacturing Skills (LEAN and Six Sigma) and Continuous Improvement & Quality Control, are approved categories of training for ETP contractors. Scope of work and class learning outcomes are clearly outlined by the Santa Monica College ETP Program, and adhered to by KEI. This contract is the fifth to be executed based on the successful performance of the previous contract.	ETP Contract (July 2014 – June 2016)
<p><i>Requested by: Patricia Ramos, Dean of Workforce and Economic Development</i> <i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i></p>				

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 9 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

Public Policy Institute Symposium, May 2016		
Funding Source: 2015-16 District Budget: Public Policy Institute (PPI)		
Provider/Contract	Amount	Service
Adam Briggie	\$2,500 honorarium plus \$500 for airfare	Adam Briggie will give a lecture for the Public Policy Institute Spring Symposium: "A Field Philosophers Guide to Fracking" at the Broad Stage on Monday, May 9 th at 6:30 p.m. He teaches philosophy at the University of North Texas in Denton, where he also serves on a citizens' advisory group, and helped lead an initiative to ban hydraulic fracturing in Denton.
Chris Como	\$2,000 honorarium plus \$500 for airfare	Chris Como, (University of Georgia, Georgia Climate Change Coalition), will give a lecture on May 12 th at 11:15 a.m. on the SMC Main Campus, "Climate Justice and Loving Other Species: Why Race, Class and Gender Matter."
Annie Sprinkle	\$2,000 honorarium	Annie Sprinkle will perform at the SMC PPI Spring Symposium Ecosexual Event on Friday, May 13 th , 8 p.m. at the Santa Monica Bay Women's Club. Annie Sprinkle is a popular visiting artist who holds a Ph.D. in human sexuality.
K. Bradford	\$500 honorarium	K. Bradford will be the artistic director for the Ecosexual Event on Friday, May 13 th , 8 p.m. at the Santa Monica Bay Women's Club. She is a writer, integrated media performer, cultural innovator and educator who has published in various journals, toured nationally and internationally and taught in a wide range of educational settings.

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 9 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

3rd Annual Global Ecofeminism Conference		
Building on the activities, presentations, and workshops of previous conferences the 3rd Annual Global Ecofeminism Conference is committed to sharing the perspectives and experiences of women around the world with the students and the campus community. Students will be involved in the promotion and execution of the event and gain experience in marketing, project management and event coordination. The Global Citizenship theme of “Gender Equity: Is Equity Enough?” suggests the huge role of gender plays in opportunity in our society. Global Ecofeminism uses perspectives and experiences of women in a variety of professions to solve problems such as climate change and the distribution of resources.		
The following speakers will present at the 3 rd Annual Global Ecofeminism Conference on April 23, 2016. Funding Source: Global Citizenship District Fund Global Grant for a total of \$10000		
Provider/Contract	Amount	Service
Rebecca Walker- Keynote Speaker	\$6,500	Rebecca Walker brings two decades of experience, insight, and innovation to the global conversation about race and gender, art and culture, and politics and power. She connects with audiences through writing and editing books, teaching and speaking at colleges and corporate campuses, blogging, contributing to popular magazines and literary and academic journals, hosting and appearing on national and international radio programs, and developing and appearing in film and television projects.
AF3IRM	\$750	AF3IRM, a transnational feminist organization to provide featured speakers: Ivy and Angela Bartolome.
Mujeres de Maiz	\$250	Featured Speaker Felicia Montes from Mujeres de Maiz. The mission of Mujeres de Maiz (women of the corn) is to bring together and empower diverse women and girls through the creation of community spaces that provide holistic wellness through education, programming, exhibition and publishing.
Dance Temachtia Quetzalcoatl-	\$350	Ritual Dance Performance
Monique MacGregor	\$350	Director of Danza Temachtia Quetzalcoatl-dance performance at Ecofeminism Conference
Tani Ikeda	\$250	Tani Ikeda is an award-winning director who creates narratives, documentaries, music videos, and commercial films.
Jess X Chen	\$250	Jess X Chen is a filmmaker, multi-disciplinary artist/activist and nationally-touring poet
Marta Segura	\$500	Marta Segura is the CEO and Founder Partner for GOLD, Grassroots Organizational Leadership and Development, otherwise known as the Grassroots Diva, a community relations and public affairs firm which she started in 2003.
Charity Tooze	\$500	Charity Tooze has worked on women/girls issues for nearly 20 years. Most recently, she joined the Students Stand #withMalala campaign team as the Director of Development & Implementation for Participant Media.
Marketing	\$500	Printing of advertising-artwork provided by SMC Marketing Department

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 10 DONATIONS TO KCRW

Requested by: Jennifer Ferro, General Manager, KCRW

Approved by: Don Girard, Government Relations/Institutional Communications

Provider	Donation	Amount
KCRW Foundation, Inc	KCRW/SMC acceptance of equipment Donations; including, but not limited to:	
	Circuit board for KCRW transmitter exciter; 13.3" ASUS Zenbook computer; coaxial cables; Redrock Micro RE 180010003; Mini converter HDMI; 2 chairs for KCRW office engineers.	November 2015: \$8,091.97
	Inovonics INOmini receivers used for monitoring of transmitter air signals via internet.	December 2015: \$1,459.95
	Test generator and meter needed for NPR program levels change; advanced test gear for Palm Springs signal; MacBook Pro laptop; Replacement printer and toner for Studio 3; laptop/keyboard for Engineering Department; MacBook Air for Online Promotions Dept.	January 2016: \$7,041.66
	List of donations on file at KCRW, Office of Fiscal Services, and SMC Receiving	

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 11 NEW COURSES AND DEGREES, SPRING 2016

Requested Action: Approval/Ratification

Requested by: Curriculum Committee

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

New Courses

KIN PE 56B: Intermediate Track and Field

PRO CR 25: Personal Trainer Preparation

Distance Education

ECE 21: Observation And Assessment

ECE 22: Practicum in Early Childhood Education

GEOG 14: Geography Of California

PHILOS 23: Philosophy Of Religion

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CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 12 ACADEMIC PERSONNEL

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

ELECTIONS

FULL-TIME FACULTY

Arevalo, Lourdes, Spanish Instructor	08/23/2016
Collins, Lisa, Geology Instructor	08/23/2016
Lee, Alejandro, Spanish Instructor	08/23/2016
Melendez, Christyanne, Geology Instructor	08/23/2016
Reilly, Brandon, World Civilization History Instructor	08/23/2016

ADJUNCT FACULTY

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

LONG TERM SUBSTITUTES

Kaufman, Steven, Philosophy Instructor	02/22/2016 – 06/30/2016
Kubo, Madeline, Japanese Instructor	08/23/2016 – 12/31/2016
Tsurumi, Keiko, Japanese Instructor	08/23/2016 – 12/31/2016

SEPARATIONS

DECEASED

Stramel, James, Philosophy Instructor	03/17/2016
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RESIGNATION

Ghane, Arezou, Psychology Instructor	06/14/2016
Thompson, Cara, Earth Sciences Instructor	08/01/2016

RETIREMENTS

Anderson, Rebecca, Spanish Instructor (17 years of service) (change of retirement date)	04/07/2016
Cutler, Ellen, High Tech Training Center/DSPS (26 years of service)	06/14/2016
Lancaster, William, Design Technology Instructor (24 years of service)	07/29/2016

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 5, 2016

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 13 CLASSIFIED PERSONNEL - REGULAR

Requested Action: Approval/Ratification

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

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

ABOLISH

Information Systems Administrator (1 position)
Network Services, 12 months, 40 hours/Varied Hours

EFFECTIVE DATE

04/05/16

ESTABLISH

Budget & Financial Technician (1 position)
Fiscal Services, 12 months, 40 hours

04/05/16

Information Systems Engineer (1 position)
Network Services, 12 months, 40 hours/Varied Hours

04/05/16

CLASSIFICATION RE-TITLE AND SALARY RE-ALLOCATION

From: Information Systems Administrator
Range 52 on the Classified Salary Schedule
To: Information Systems Engineer
Range 55 on the Classified Salary Schedule

04/01/16

ELECTIONS

PROBATIONARY/ADVANCE STEP PLACEMENT

Acevedo, Roger, Groundskeeper/Gardener, Grounds (B)	03/21/16
Casale, Danielle, Student Services Clerk, ISC (C)	04/04/16
Gorman, Dagmar S. Administrative Assistant II, IT (B)	04/06/16
Gonzalez, Arturo, Groundskeeper/Gardener, Grounds (B)	03/14/16
Gutierrez, Gustavo, Groundskeeper/Gardener, Grounds (C)	03/14/16
Hightower, Latoya, Student Services Clerk, ISC (C)	03/21/16
Kadomsk, Danny, Custodian, Operations, NS-II (B)	03/01/16
Karpinski, Rafal, Academic Computing Inst. Spec., Academic Computing (C)	04/18/16
King, Kevin, Journeyman Trade- Electrical, Maintenance (C)	03/21/16
Mills, Rodney, Student Services Assistant, Assessment Center (C)	04/04/16
Plascencia, Omar, Journeyman Trade- Electrical, Maintenance (C)	04/18/16

PROBATIONARY

Bautista, Anne Marre S., Research Analyst, Institutional Research	04/25/16
Leal, Melinda, Student Services Assistant, ISC	03/21/16
Morley, Sheldon, Administrative Assistant II, Events/Facilities Programing	04/05/16
Yihunie, Yosief, Research Analyst, Institutional Research	04/04/16

REEMPLOYMENT

Brunell, Gina L., Administrative Assistant I, EOPS	03/18/16
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PROMOTION

Barton, Cleve 03/17/16
From: Student Services Assistant, Admissions & Records
To: Student Services Specialist – A & R, Admissions & Records

Dammer, Michael 03/24/16
From: Student Services Clerk, Admissions & Records
To: Student Services Assistant, Admissions & Records

Michalowski, Terra 03/10/16
From: Student Services Clerk, Admissions & Records
To: Student Services Assistant, Admissions & Records

Phillips, Tamika S. 03/16/16
From: Administrative Clerk-50%, Cosmetology
To: Administrative Assistant I- 50%, Psychology
Comment: No changes to Ms. Phillips 50% assignment as Student Services Clerk in the Scholar's Office

VOLUNTARY TRANSFER (CSEA/DISTRICT AGREEMENT)

Munoz, Andres 03/21/16
From: Student Services Assistant, Matriculation, 12 mos, 40 hrs
To: Student Services Assistant, Campus & Alumni Relations, 12 mos, 40 hrs

WORKING OUT OF CLASSIFICATION (PROVISIONAL) EXTENSION

Dammer, Michael 03/02 – 03/23/16
To: Student Services Assistant, A & R, 100%
From: Student Services Clerk, A & R

Gray, I. Darryl 03/01 – 04/15/16
To: Custodial Operations Supervisor, NS II 100%
From: Lead Custodian, NS II

Yancey, Robin 02/02 – 04/19/16
To: Student Services Assistant, 100%
From: Student Services Clerk, 50%

WORKING OUT OF CLASS ASSIGNMENT- PROVISIONAL

Sheaffer, Carl 02/29 – 05/20/16
To: Assistant Director of Facilities Management, 100%
From: Skilled Maintenance Worker II

LIMITED TERM ASSIGNMENT- SUBSTITUTE

Roberts, Iotha 03/05 – 04/01/16
To: Student Services Assistant, 100%
From: Student Services Clerk

RECLASSIFICATION (PERSONNEL COMMISSION PROCESS)

Lee, Jung 04/01/16
From: Information Systems Administrator, Information Management, 12 mos, 40 hrs
To: Information Systems Engineer, Information Management, 12 mos, 40 hrs

LONGEVITY PAY – Additional two-range increase (5 percent) for 40 years of continuous service
Munoz, Maria D., Admissions and Records Supervisor 04/01/16
Comment: Extended longevity compensation may be approved for classified managers by the
Superintendent/ President (*approved by Board of Trustees on October 6, 2015*).

SEPARATION

LAST DAY OF PAID SERVICE

RESIGNATION

Juliani, Jan, Lead Library Assistant, Technical Services, Library 04/13/16
Williams, Monet, Community College Police Dispatcher, Campus Police 04/04/16

RETIREMENT

Harris, Paul, Laboratory Technician-Photography, Photo Dept (23 years) 04/14/16
Glusman, Karen, Accounting Specialist I, Accounts Payable (31 years) 03/31/16
Sawyer, Nelson J. Lead Bookstore Operations Assistant, Bookstore (26 years) 04/30/16

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 5, 2016

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 14 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

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

Bang, Junoh, Laboratory Technician – Chemistry, Physical Science	03/10/2016-06/10/2016
Luna, Eduardo, Cash Receipts Clerk, Bursar’s Office	02/08/2016-02/26/2016
Meserve, Pamela, Student Services Clerk, Bursar’s Office	02/08/2016-02/26/2016
Nikol, Tomislav, Graphic Designer, Marketing & Communications	02/16/2016-05/16/2016
Sanchez, Ana M., Accounting Specialist II, Fiscal Services	02/25/2016-07/06/2016
Tahan, Ciza A., Student Services Clerk, Emeritus	03/02/2016-07/08/2016

PROVISIONAL EXTENDED

Bibbs, Brittney, Custodian, Operations	11/04/2015-02/10/2016
Dancygier, Lindsey, Sign Language Interpreter III, Disabled Students Ctr	03/09/2016-06/29/2016
Devine, Jr., Robert, Receiving, Stockroom & Delivery Worker	01/31/2016-03/04/2016
Mascarenas, Robert, Athletic Equipment Specialist, Athletics	02/16/2016-03/07/2016
Newsome, Mary, Sign Language Interpreter III, DSC	07/01/2015-04/04/2016

LIMITED TERM

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.

Casale, Danielle C., Student Services Clerk, Assessment Center	03/14/2016-06/30/2016
Cheng, Peter, Sign Language Interpreter III, Disabled Students Center	02/19/2016-06/14/2016
Conte Herse, Vanessa A., Instructional Assistant – ESL, ESL	03/08/2016-09/09/2016
Dell’ Amico, Elena c., Instructional Assistant – ESL, ESL	02/29/2016-08/29/2016
Edwards, Flor, Instructional Assistant – English, English	02/16/2016-03/31/2016
Esparza, Eric J., Custodian, Operations	11/05/2015-05/04/2016
Okobonoh, Barry, Instructional Assistant – Math, Math	02/17/2016-07/15/2016
Poole, Jaime R., Instructional Assistant – ESL, ESL	03/02/2016-09/02/2016
Romano, Maria, Instructional Assistant – English, English	02/16/2016-03/31/2016
Sandoval, Ana X., Custodian, Operations	10/09/2015-04/08/2016
Shehata, Ahmed S., Instructional Assistant – Math, Math	02/16/2016-09/16/2016
Taylor, William-Michael, Student Services Clerk, Assessment Ctr	03/04/2016-06/30/2016
Williams, Juanita, Human Resources Technician, Human Resources	02/01/2016-06/30/2016

LIMITED TERM EXTENDED

Esparza, Eric, Custodian, Operations	03/15/2016-04/30/2016
Hoch, Marilyn, Instructional Assistant – ESL, ESL	08/31/2015-03/03/2016
Johnson, Brieann Lund, Instructional Assistant – ESL, ESL	08/31/2015-02/23/2016
Marcial, Christina, Student Services Clerk, Admissions & Records	03/11/2016-04/30/2016
Marshall, Isaiah, Student Services Clerk, Admissions & Records	03/11/2016-04/30/2016
Sandoval, Ana, Custodian, Operations	03/15/2016-03/31/2016
Stone, Robert M., Stage Construction Tech - Sound, SMC PAC	03/28/2016-06/30/2016

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 5, 2016

RECOMMENDATION NO.15 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)	23
College Work-Study Student Assistant, \$10.00/hour (FWS)	22

SPECIAL SERVICE

Art Model, \$23.00/hour	30
Art Model w/ Costume, \$26.00/hour	0
Community Services Specialist I, \$35.00/hour	1
Community Serviced Specialist II, \$50.00/hour	25

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 FACILITIES

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

16-A CHANGE ORDER NO. 17 AND CHANGE ORDER NO. 13 – AET CAMPUS AND PARKING STRUCTURE A
 Change Order No. 17 – C.W. Driver on the AET Campus portion of the project in the amount of \$45,962 and Change Order No. 13 on the AET Parking Structure A portion of the project in the amount of \$72,230.

Original Contract Amount	\$59,160,000
Previously Approved Change Orders (AET Campus)	\$ 950,726
Previously Approved Change Orders (AET Parking Structure A)	\$ 575,606
Change Order No. 17 – AET Campus	\$ 45,962
<u>Change Order No. 13 – AET Parking Structure A</u>	<u>\$ 72,230</u>
Revised Contract Amount	\$60,804,524

Change Order No. 17 and Change Order No. 13 for the AET Campus and AET Parking Structure A project may result in a change to the contract length.

Funding Source: Measure AA

Comment: Change Order No. 17 for AET Campus includes the following:

- Labor and material to revise circuiting for tank-less water heaters at Building B & C and for relocated panels at Building D;
- Demolish portion of existing fence/wall at SCE yard as directed by SCE;
- Provide additional BIM services associated with multiple RFI's to detail underground routing and stub-ups of chilled water piping, location of specified equipment now shown and equipment added to the contract, and stacking of refrigerant lines requiring further detailing after initial detailing was previously completed.

Change Order No. 13 for AET Parking Structure A includes the following:

- Labor and material to change the fire rating of Telecom Room B14 to 1 hour as required by the Division of State Architect to include revised wall type, door, frame and hardware and install smoke dampers;
- Install steel support angles at stair landings;
- Install waterproofing at plaster walls;
- Install fire sprinklers over the vending machine room.

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CONSENT AGENDA: FACILITIES AND FISCAL

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

16-B CHANGE ORDER NO. 10 – PERFORMING ARTS CENTER – EAST WING (PULLED)

16-C AGREEMENT FOR AUTOMATED DEMAND RESPONSE PILOT PROGRAM

Agreement with SOUTHERN CALIFORNIA EDISON COMPANY for the Automated Demand Response Pilot Program for New Construction.

Funding Source: Southern California Edison Company

Comment: This agreement allows SMC to receive funding for design and construction to participate in the Automated Demand Response program from Southern California Edison (SCE) for new buildings. The program allows the college to reduce electrical consumption during peak periods and take advantage of lower overall electrical rates.

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 FACILITIES *(continued)*

16-D CHANGE ORDER NO. 1 – CAMPUS WIDE EXTERIOR SIGNAGE

Change Order No. 1 – SIGN EXCELLENCE on the Campus Wide Exterior project for \$8,938.

Original Contract Amount	\$ 408,000
Previously Approved Change Orders	\$ 0
Change Order No. 1	<u>\$ 8,938</u>
Revised Contract Amount	\$ 416,938

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

Funding Source: Measure S

Comment: Change Order No. 1 includes the following:

- Labor and material cost to replace two sign posts with longer ones at Sign Location 5 so that the bottom of the sign is higher than the existing brick wall;
- Replace aircraft cable mounting with fixed brackets for suspended signs;
- Provide five new suspended clearance bars at Parking Structure 3 and 4;
- Install four “No Smoking Signs” at Pearl St. entrance to campus and two “Do Not Enter” signs at exit of Parking Structure 4 exists and replace map at directory sign location 63
- Credit to owner for the omitting the installation of Sign Locations 51 and 61

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 FACILITIES *(continued)*

16-E CHANGE ORDER NO. 1 – FINANCIAL AID RELOCATION

Change Order No. 1 – MINCO CONSTRUCTION on the Campus Wide Exterior project for \$4,384.

Original Contract Amount	\$ 1,777,000
Previously Approved Change Orders	\$ 0
Change Order No. 1	\$ 4,384
Revised Contract Amount	\$ 1,781,384

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

Funding Source: Measure U

Comment: Change Order No. 1 includes the following:

- Labor and material cost to provide expansion joint for suspended acoustical ceiling;
- Change all door closures from Norton 7500 Series to LCN 4041 series;
- Re-route and connect the waste line from the second floor northwest corner of the break room to the new line at women’s restroom;
- Demo existing fan coil unit not shown on the contract drawings.

16-F CHANGE ORDER NO. 1 – CAMPUS WIDE FIRE ALARM UPGRADE 2015

Change Order No. 1 – RED HAWK FIRE & SECURITY on the Campus Wide Fire Alarm Upgrade 2015 project for \$36,462.

Original Contract Amount	\$ 1,740,000
Previously Approved Change Orders	\$ 0
Change Order No. 1	\$ 36,462
Revised Contract Amount	\$ 1,776,462

This change order results in an added 10 days change to the contract length.

Funding Source: Measure AA

Comment: Change Order No. 1 includes the following:

- Replace the existing Fire Alarm panels with new EST 3 network compatible panels for the Facilities Office and International Counseling Office

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 FACILITIES (continued)

16-G CONSTRUCTION ESCROW AGREEMENT – CONNECTION OF EXISTING FACILITIES TO CENTRAL PLANT LOOP

Pursuant to Section 22300 of the Public Contract Code the contractor has the option to deposit securities with escrow agent as a substitute for retention earnings required to be withheld by the District for the Connection of Existing Facilities to Central Plant Loop project. On written request of the contractor, the District shall make payments of the retention earnings directly to the escrow agent, City National Bank

Funding Source: Measure AA

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

16-H AMENDMENT TO AGREEMENT FOR COMMISSIONING SERVICES – INFORMATION TECHNOLOGY RELOCATION

Amend the agreement with P2S ENGINEERING for the Information Technology Relocation project for the amount of \$7,000 plus reimbursable expenses.

Original Contract Amount	\$ 39,200
Amendment # 1	\$ 18,990
Amendment # 2	\$ 7,000
Total To Date	\$ 65,190

Funding Source: Measure AA

Comment: The following additional services were required in order to achieve LEED Gold certification for this project:

- Finish testing chilled water system, PV system, and computer room back-up systems.
- Work with contractors and SMC to close out open issues with systems.
- Update the commissioning report and submit for LEED review.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 5, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 FACILITIES *(continued)*

16-I AMENDMENT TO AGREEMENT FOR INSPECTION SERVICES – RANGO INSPECTIONS

Amend the term of the agreement with RANGO INSPECTIONS from twenty-four months to an additional fifteen months, extending the period of the Agreement through June 30, 2017.

Funding Source: Measure AA, S, U

Comment: Extending the agreement for DSA certified inspectors to complete projects in progress.

16-J AMENDMENT TO AGREEMENT FOR INSPECTION SERVICES – ALL GROUP ENGINEERING, INC.

Amend the term of the agreement with ALL GROUP ENGINEERING from twenty-four months to an additional fifteen months, extending the period of the Agreement through June 30, 2017.

Funding Source: Measure AA, S, U

Comment: Extending the agreement for DSA certified inspectors to complete projects in progress.

16-K PROJECT CLOSE OUT – ESL AND PERFORMING ARTS CENTER - MADISON ROOF REPLACEMENT

Subject to completion of punch list items by BEST CONTRACTING SERVICES, INC., authorize the District Representative without further action of the Board of Trustees, to accept the project described as ESL AND PERFORMING ARTS CENTER - MADISON ROOF REPLACEMENT as being complete upon completion of punch list items by BEST CONTRACTING SERVICES, INC. The District Representative shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance, disbursement of the final payment is authorized.

16-L PROJECT CLOSE OUT – BUSINESS BUILDING ROOF PROJECT

Subject to completion of punch list items by BEST CONTRACTING SERVICES, INC., authorize the District Representative without further action of the Board of Trustees, to accept the project described as BUSINESS BUILDING ROOF PROJECT as being complete upon completion of punch list items by BEST CONTRACTING SERVICES, INC. The District Representative shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance, disbursement of the final payment is authorized.

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: FACILITIES AND FISCAL

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

16-M POOL PAYMENTS UNDER JOINT USE FACILITIES AGREEMENT

Payment to: City of Santa Monica
Amount: \$79,824.59
For the Period: October 1, 2015 – December 31, 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. Key maintenance items included this quarter were various work in the men’s restroom and shower area, and work on pool heaters. District paid the City of Santa Monica \$102,555.13 for the same period last year, which included deck repairs, locker room tile work, splash tile work, and caulking all building exterior doors and windows.

16-N AGREEMENT FOR FIBER OPTIC NETWORK

Agreement with the WILCON OPERATIONS LLC DBA WILCON to provide fiber optic cable to 1660 Stewart Street. Construction/Installation fee not to exceed \$1,450; Monthly service fee \$725 per month for 60 months.

Funding Source: KCRW Foundation

Comment: The fiber optic cable will directly connect the new KCRW site to the Internet and will provide data and broadcast capabilities.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 5, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 FACILITIES *(continued)*

16-O AGREEMENT FOR ENGINEERING SERVICES – AET AND KCRW SECURITY AND NETWORK

Agreement with MDC ENGINEERS for the AET and KCRW Security and Network project for the amount of \$58,500 plus reimbursable expenses.

Funding Source: Measure AA

Comment: The security and network systems for this project are highly complex and specialized and will be bid as a separate project from the actual building construction. The engineering consultant will provide:

- Update design and specifications for new bid package.
- Meet with users to review designs.
- Provide construction administration during installation.

16-P AMENDMENT NO. 3 TO AGREEMENT FOR ENGINEERING SERVICES – SECURITY AND FIRE ALARM UPGRADE

Amend the agreement with MDC ENGINEERS for the Security Upgrade project for the amount of \$58,400 plus reimbursable expenses.

Original Contract Amount	\$365,000
Amendment No. 1	\$275,000
Amendment No. 2	\$81,340
Amendment No. 3	\$58,400
Total To Date	\$779,740

Funding Source: Measure AA

Comment: The involvement of the security consultant has become extensive and is critical for the completion of the project. This covers the extended project time from May 1, 2016 to October 31, 2016.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 5, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

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

Requested Action: Approval/Ratification

Title of Grant: **Temporary Assistance for Needy Families (TANF)**
Requestor: Michael Tuitasi, Vice President, Student Services
Reviewed by: Christopher M. Bonvenuto, Chief Director, Business Services

Granting Agency: State of California
Augmentation Amount: \$15,000 (Amended Allocation \$76,717)
Matching Funds: Not applicable
Performance Period: July 1, 2015 – June 30, 2016
Summary: The District received an additional allocation for FY 15-16 of \$15,000 for TANF Child Care for CalWORKS participants per e-mail notification from the California Community College Chancellor’s Office dated March 2, 2016.

Funding will be used to provide payments to off-campus child care providers to allow CalWORKS participants to attend classes at Santa Monica College.

Budget Augmentation: Restricted Fund 01.3

Revenue			
8140	Federal	\$	15,000
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	\$	0
7000	Child Care	\$	15,000
Total		\$	15,000

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 5, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 18 BUDGET TRANSFERS

18-A FUND 01.0 – GENERAL FUND - UNRESTRICTED
 Period: February 16, 2016 thru March 22, 2016

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-52,000
2000	Classified/Student Salaries	128,151
3000	Benefits	-2,600
4000	Supplies	-6,257
5000	Contract Services/Operating Exp	124,631
6000	Sites/Buildings/Equipment	8,693
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-200,618
Net Total:		0

18-B FUND 01.3 – GENERAL FUND - RESTRICTED
 Period: February 16, 2016 thru March 22, 2016

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	21,352
2000	Classified/Student Salaries	62,264
3000	Benefits	16,977
4000	Supplies	82,187
5000	Contract Services/Operating Exp	-89,665
6000	Sites/Buildings/Equipment	-4,117
7100/7699	Other Outgo/Student Payments	1,002
7900	Contingency Reserve	-90,000
Net Total:		0

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 5, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 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
February 1 - 29, 2016 6864 through 6900 \$17,300,240.80

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

RECOMMENDATION NO. 20 PAYROLL WARRANT REGISTER

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

Payroll Warrant Register
February 1-29, 2016 C1G – C2H \$11,461,794.38

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

RECOMMENDATION NO. 21 AUXILIARY PAYMENTS AND PURCHASE ORDERS

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

Auxiliary Operations Payments and Purchase Orders
February 1 – 29, 2016
Covered by check & voucher numbers: 007591-007946 & 00661-00689

Bookstore fund Payments	\$546,211.77
Other Auxiliary Fund Payments	\$157,924.25
Trust and Fiduciary Fund Payments	\$253,322.82
TOTAL	\$957,458.84

Purchase Orders issued \$ 64,211.77
February 1 – 29, 2016

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	April 5, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 22 ORGANIZATIONAL MEMBERSHIPS, 2014-2015

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

March 2016	Number of Memberships	Amount
	2	\$11,335

Funding Sources: Non-restricted fund. Departmental Budgets.

Comment: The list of organizational memberships in 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. 23 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. 24 AUTHORIZATION OF SIGNATURES TO APPROVE INVOICES, 2015-2016

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

Authorization of signatures for the following managers/staff to approve invoices for 2015-2016.

Name/Title
Johnnie Adams, Chief of Police
Steve Chen, Chief Director of Information Technology
John Linke, Supervising Personnel Analyst
Debra Locke, EOPS/CARE Supervisor
Maria Munoz, Department Chair, Communications/Media Studies

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 5, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 25 PURCHASING

Requested by: Cynthia Moore, Director of Purchasing

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

Requested Action: Approval/Ratification

25-A AWARD OF PURCHASE ORDERS

Establish purchase orders and authorize payments to all vendors upon delivery and acceptance of services or goods ordered. The amount includes payments related to bond construction projects. 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.

February 1 – 29, 2016

\$29,756,155.79

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 5, 2016

XII. BOARD COMMENTS AND REQUESTS

XIII. ADJOURNMENT – 11:52 p.m.

The meeting will be adjourned in memory of **James Stramel**, SMC Professor of Philosophy, former LA City Councilman **Bill Rosendahl** and **William “Bud” Robertson**, husband of former Superintendent/President Dr. Piedad Robertson and a long-time instructor at Emeritus College.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, May 3, 2016** at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

The agenda for the next meeting will include the following:

1. Classified School Employees Week
2. 2015-2016 Quarterly Budget Report and 311Q
3. Receipt of Personnel Commission 2016-2017 Proposed Budget
4. Process to Appoint Members to the Citizens’ Bond Oversight Committee
5. Annual Authorization of Privileges for Student Trustee
6. Reports/Presentations: Institutional Effectiveness Dashboard/Scorecard
Multiple Measures Assessment Project/Pilot

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	April 5, 2016

APPENDIX A

INFORMATION ITEM 2

SUBJECT: **THE MINORITY MALE COMMUNITY COLLEGE COLLABORATIVE (M2C3)**

SUBMITTED BY: Vice-President, Academic Affairs

SUMMARY: The Minority Male Community College Collaborative (M2C3) is a project of San Diego State University's (SDSU) Interwork Institute. The goal of the project is to partner with community colleges across the United States to enhance access, achievement, and success among minority male community college students. M2C3's research and practice agenda prioritizes men who have been traditionally underrepresented and underserved in postsecondary education. In addition the project supports community colleges in building the institutional capacity necessary to serve men of color effectively. M2C3 is co-directed by Drs. Frank Harris III and J. Luke Wood, associate professors at SDSU and scholars who are actively involved in research on community college student success, college men and masculinity, and research and evaluation methods.

M2C3 developed its "flagship" tool, the Community College Survey of Men (CCSM) which is an institutional-level needs assessment instrument designed specifically for measuring factors that influence student success for men, particularly men of color. The CCSM is typically used for establishing student outcome benchmarks, monitoring student performance, and identifying issues in need of enhanced attention. The implementation of this survey as well as focus groups with students, students in mathematics, and mathematics faculty members were included in Santa Monica College's (SMC) Student Equity Plan. The following activities and objectives were implemented or are currently underway as part of the plan in partnership with M2C3.

- Administered the CCSM to conduct a comprehensive needs assessment of male students at SMC
- Conducted student focus groups with a representative sample of men of color at SMC
- Conducted focus groups with purposefully selected faculty and staff to obtain insights about their experiences in working with men of color at SMC
- Presentation and professional development workshops of findings to key stakeholders at SMC on an ongoing basis. Outcomes included development of strategies to prioritize reducing the equity gap in educational outcomes in all recruitment and hiring.

Highlights of the salient findings from the work conducted thus far include the following.

- **Stressful Life Events** – Many students in the sample indicated experiencing at least three stressful life events (e.g., divorce in family, loss of job, eviction, incarceration, death in family) within the last two years. Notably, 20% of African American students, 16.7% of Middle Eastern students, and 15.9% of Multiethnic students reported experiencing six or more stressful life events within the last two years.
- **Perceptions of Faculty Bias** - African American and Middle Eastern men perceived that faculty did not equally express interest in or pay attention to them compared to other racial/ethnic groups.
- **Personal Relationships with Faculty** - Across all racial/ethnic groups, students had low perceptions of the degree to which faculty know about their goals and know them as a person.
- **Validation from Faculty** - Across all racial/ethnic groups, students had low perceptions of the number of faculty who serve as validating agents and communicate that they have the ability to do the work, can succeed in college, and belong at the institution.
- **“Welcomeness” to Engage** - Overall, students’ perception of welcomeness to engage inside the classroom were higher versus outside the classroom. Across all racial/ethnic groups, students perceived high levels of welcomeness to ask and respond to questions during class, as well as participate in class discussions.
- **Faculty-Student Engagement** - Students across all racial/ethnic groups reported low levels of engagement with faculty, especially in regards to talking about academic and non-academic matters outside of class.
- **Service Use** - With the exception of the library, students across all racial/ethnic groups reported low usage of campus services (e.g. advising and tutoring).

Findings from Focus Groups with Math Students

- **Challenges with Classroom Faculty** - the men of color who participated in the focus groups reported the following challenges in their interactions with faculty. Students believed these challenges had a negative influence on their participation and success in class.
 - Lack of validation from faculty
 - Feeling stereotyped as incompetent
 - Lack of support to transfer from faculty
 - Inconsistency between lectures, text books, exams, and other classes
 - Faculty making students feel uncomfortable (“less than”) for asking questions
- **Academic Challenges** – The students in the sample reportedly experienced the following academic challenges that they believed negatively influenced their success.
 - Limited tutoring services
 - Limited class space
 - Lack of test taking and study skills
 - Lack of pre-college academic preparation

- **Personal Challenges** - Students also reported experiencing a host of personal challenges that influenced their success.
 - Financial hardship due to purchasing course materials (books, calculators and online software)
 - Family responsibilities interfering with class attendance
 - Balancing work, school, and extracurricular activities

Findings from Focus Groups with Math Faculty

- **Strategic efforts enacted to support men of color** – Faculty focus group participants discussed their strategic efforts they enacted to support men of color at SMC
 - Acknowledging students outside of class/ building rapport
 - Introducing students to student services on-campus
 - Encouraging students to utilize support services
- **Efforts enacted to engage men of color in the classroom** – Faculty focus group participants were also intentional in encouraging men of color to engage fully inside of class.
 - Calling on students vs. Calling out students
 - “I want to them to be leading the class”
 - Acknowledging students’ voices in the classroom
 - Challenging students to succeed
- **Remaining hopeful about the climate of equity at SMC** – The faculty focus groups participants were supportive of the College’s most recent efforts to address equity issues and concerns and are hopeful that these efforts are sustained. The participants also felt it was important to acknowledge that all faculty members, not only faculty members of color, had a responsibility to support men of color in achieving equitable student success outcomes.
 - “I hope equity at SMC is not just another flavor of the month.”
 - “You don’t have to be a faculty of color to work with students of color.”

The Santa Monica College Student Equity Committee is in ongoing conversations with Dr. Harris and Dr. Wood regarding additional professional development opportunities including those offered through the Center for Organizational Advancement (CORA) regarding changing practice to promote the success of men of color in community colleges.

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	April 5, 2016

APPENDIX B

INFORMATION ITEM 3

**Santa Monica College Counseling Services:
The Impact of Counseling Services on Degree Recipients
and New Counseling Initiatives that Address Equity and Completion**

Introduction

Santa Monica College continues to provide strong and vibrant counseling services that extend across twenty-three special counseling programs and/or service locations. Thanks to the support of the District as well as specialized categorical funding sources that include SSSP, Equity, BSI, Title V, and more, the Counseling Department currently employs 181 counselors who provide academic counseling, psychological counseling, lead counseling-related student success workshops and/or teach counseling-related courses (Couns 1- Study Skills; Couns 11 - Orientation to Higher Education; Couns 12 - Career Planning; Couns 15 – Job Search Skills; Couns 16 – Job Success Skills; Couns 17 – Orientation; Couns 20 - Student Success Seminar; and a series of specialized DSPS counseling courses).

In general, SMC counseling faculty are seen as leaders throughout the college community, serving on critical committees and partnering with instructional departments to collaborate on key institutional initiatives such as Equity, Completion and STEM. SMC counselors continue to record well over 100,000 student contacts annually through one-on-one and small group meetings with students. Couns 20, the 3 unit, UC/CSU transferable Student Success Seminar, continues to be one of the most enrolled in courses at SMC, second only to English 1, which fulfills a requirement for transfer as well as the AA degree.

Presentation of Data

In an effort to continue to understand the importance and impact of counseling services at SMC, at the request of the Counseling Department leadership, the Institutional Research Office conducted a follow up study to the 2014 research effort that revealed that “first –time freshmen who had contact with a counselor before and/or during their initial term at Santa Monica College persisted to the subsequent spring and fall terms at significantly higher rates (over twice as likely) than their counterparts who did not meet with a counselor.” This follow up study looked at all students, not just first-time freshmen, and sought answers to the following research questions:

1. What percentage of fall 2015 credit students have or have had significant counseling contact?
2. What percentage of students who earned an Associate Degree in 2013-14 had significant counseling contact? Does counseling contact influence the number of semesters it takes students to complete the degree?

Findings of Research Question #1

Data revealed that 86.8% of all students (full-time freshmen and continuing) enrolled in a credit course at SMC in fall 2015 had a least one counseling contact. This contact could have been through a general counseling center (i.e., Transfer/Counseling Center, Welcome Center, International Student Center and/or online counseling), a specialized counseling program, enrollment in Couns 20, or a combination of two or more of these counseling services.

Perhaps even more noteworthy is a breakdown by demographic variable:

Table 1. Percentage of Counseled Students by Demographic Variables

Demographic Variable	Count	Percent Counseled
Ethnicity/Race		
Asian	4752	88.9%
Black	2816	87.2%
Hispanic	11949	89.8%
Native American	52	82.7%
Pacific Islander	82	76.8%
Two or more races	1187	83.8%
White	8242	80.5%
Residence Status		
California	25183	84.8%
Out-of-state	1994	90.6%
Foreign Country	3442	99.2%
Enrollment Status		
First-time Freshmen	5888	91.0%
Reverse Transfer	3591	63.2%
Returning Student	3129	82.1%
Continuing Student	17437	93.7%

Data provided from SMC Research Brief #1010

Clearly this data suggests that a large majority of students, including our underrepresented populations, are availing themselves of counseling services.

Findings of Research Question #2

Data revealed that of the 1,325 students who received an AA degree in 2013-14, all but 3 students had at least one counseling contact while a student at SMC. 97% of these students received counseling in one of the general counseling centers (Transfer Counseling Center, Welcome Center, International Student Counseling Center and/or online counseling) while just under 50% of the first-time freshmen also participated in a special program (Black Collegians, Latino Center, Scholars Program, EOPS, First Year Experience, Veterans Resource Center, etc.) and/or enrolled in Couns 20.

An additional analysis was conducted to determine if students who participated in a special counseling program and/or enrolled in Couns 20 took less time to complete their degree than students who did not do one of these two things.

While it was determined that first-time freshmen who belonged to a special program earned their degrees in less time, the difference was not found to be statistically significant overall. Though true, when this data was further broken down by ethnicity and race, the difference was statistically significant for African American students who participated in a special program. Please see the following table.

Table 2. Average Semesters to Degree Completion by Student Ethnicity/Race and Special Program Participation

Ethnicity/Race	Participant	Non-Participant	Difference
Asian	8.02	8.31	-0.29
Black(*)	8.22	10.82	-2.60
Hispanic	8.96	9.69	-0.73
White	7.52	8.45	-0.93

Similarly, when an analysis was done on AA degree recipients who had enrolled in Couns 20, it was concluded that African American students who enrolled in this course graduated in fewer semesters, on average, than those who did not.

Conclusions and New Efforts to Address Equity and Completion

Clearly, the data from this institutional research effort underscores the importance and value of the variety of counseling services that are offered at SMC, especially for some of our underrepresented populations. Given this, the Division of Student Affairs is grateful for the additional funding provided by SSSP and Equity that have allowed for more intentional counseling programming and intervention. What follows below are examples of new counseling initiatives aimed at addressing equity and completion issues at Santa Monica College.

New Equity Initiatives Spearheaded by Black Collegians and Adelante

Collaboration with John Adams Middle School

In spring 2015, the Black Collegians and Adelante programs began a partnership with John Adams Middle School (JAMS) that has been more formalized during the 2015-16 academic year under the leadership of Dr. Paul Jimenez, a part-time counselor, who was hired with equity funds. This partnership, in essence, brings students, parents, faculty, and staff from both institutions together with the common goal of exposing African American and Latino students to opportunities that will improve and enhance their academic journey and overall educational experience. Furthermore, this effort seeks to cultivate, empower and retain SMC student of color while simultaneously expanding this equity effort to the students of color at JAMS. Over 60 JAMS Latino and African American students have participated in this program to date. The Principal of JAMS, Steve Richardson, has referred to this program as “transformational.”

Brother-to-Brother and Sister-to-Sister Mentoring Program

An outgrowth of the SMC/JAMS partnership described above was the creation of the Brother-to-Brother Mentoring program. This program exposes JAMS students to positive male role models who demystify the “college world” for them. Additionally, Adelante and Black Collegians male students received training on becoming a mentor and the opportunity to positively impact the lives of their mentees. SMC students in the programs have been assigned mentees at JAMS with whom they interact twice per month in organized activities such as:

- Topical discussions on relevant issues (i.e., the importance of friendship and respect)
- Sporting events such flag football and basketball
- Campus tours/scavenger hunts for JAMS students on the SMC campus.

Given the success of the mentoring program for the boys at JAMS, a Sister-to-Sister Mentoring Program was developed in spring 2016 under the leadership of Maria Reynoso, a new part-time psychologist, hired with equity funds. Female student leaders from the Black Collegians and Adelante clubs serve as the mentors to the female JAMS students.

The SMC student mentors have shown a true commitment to the JAMS students and look forward to their interactions with the middle school students. There is a sense of responsibility that the SMC students exude to ensure the JAMS students see them as role models. This is a win-win equity model for both SMC and JAMS.

Noche de Familia

Given the high number of first-generation college students in the Adelante program, the Latino Center has expanded the offering of Noche de Familia (Family Night) where Adelante parents are invited to monthly seminars to learn more about the educational process and how to support their students. As of February 2016, JAMS parents are now invited to attend with SMC parents. A record 80 parents attended the most recent monthly program. The Noche de Familia seminars are conducted in Spanish by Latino Center counselors and dinner is provided free of charge to parents and their families through a continuous and very generous donation from Mr. Carlos Haro, owner of Casablanca restaurant.

Special Monthly Programs for Black Collegians and Adelante Students

In addition to the regular workshop programming that is provided each month, the Black Collegians and Adelante programs host all-female and all-male workshops once each month. These are unique, powerful and often times emotional workshops that seek to support and retain SMC students in ways not provided by any other program at SMC. Students have reported that the topics and discussions are frequently “life-changing” where they find comfort expressing very personal issues related to the cultural experience of African Americans and Latinos in American society. These workshops are very well-attended and are among the most popular series in both programs.

Counseling with an Equity Focus in STEM

SMC’s STEM Initiative is a comprehensive academic support program designed to help traditionally underrepresented students interested in STEM careers successfully complete their studies at SMC, transfer to a 4 year research orientated baccalaureate program, and ultimately enter the STEM workforce. Counseling services offered to STEM students are a critical component of the program, and are comprehensive and equity focused. The program is anchored in a philosophy that success in STEM is the product of hard work and agency rather than having a natural aptitude or being “super smart.” Counselors intentionally work to dispel self-defeating notions such as “I’m not a math person,” or that success comes solely because of a “natural talent” or “innate gift.” Instead, STEM counselors help students understand that success in STEM classes are skills that can be learned, practiced and improved. As such, students are introduced to the importance non-cognitive skills and having a growth mindset. Additionally, STEM counselors familiarize students with equity issues such as stereotype threat, unconscious bias and the hidden curriculum. Counselors are vital to the STEM program – they interact with students on an individual basis, through workshops, special events such as STEM Day, and support many of the other STEM programmatic activities.

New Completion Initiative: MyEdPlan Online Counseling Review and Intervention

As of winter 2016, counselors can now provide MyEdPlan users with an online review capability. In one transaction, counselors can either approve an online educational plan or provide students with constructive feedback regarding their plan and ask students to make changes and resubmit the plan online for counselor approval. The goal of this MyEdPlan enhancement is to significantly increase the number of counselor reviewed and approved educational plans. In the first six weeks of the program launch, counselors completed over 110 online ed plan reviews. The program which initially was limited in scope to matriculant 1’s (first-time students with an educational goal of certificate, degree or transfer) will soon be expanded to continuing students and reverse transfers. Reverse transfers with transcripts from other institutions will be asked to first meet with a counselor in person so that a transcript evaluation can be completed and entered into the SMC Degree Audit program. It is anticipated that this increased access to counselors for educational plan review should lead to increased student goal completion, as student knowledge of correct requirements is key towards progressing to graduation and/or transfer in a timely fashion.

New Completion Initiative: Transfer Completion Counselor Efforts

In fall 2014, using SSSP funding, an adjunct “completion counselor” was hired with the goal of increasing the number of students who transfer to four-year colleges and universities. The students targeted for intervention are selected based on units and GPA. These students receive phone calls, emails and are invited to meet with a counselor and/or receive assistance with their transfer application during the weekday and/or weekend. Saturday transfer workshops have proven to be well attended with over 100 students attending weekend workshops in 2014-15, and 228 attending weekend workshops to date in 2015-16. During the 2014-15 academic year the completion counselor contacted and/or assisted 752 students, and thus far during the 2015-16 academic year she has worked with 993 students. The completion counselor has reported a number of recurring themes that include: misunderstanding of transfer requirements, confusion regarding application timeline and process, and indecision about major and/or transfer school. In general, students are appreciative of the outreach and “intrusive” support, and it is anticipated that this new effort will soon yield increases in SMC transfer numbers.

Equity and Completion: New Efforts to Serve Undecided Students

According to research conducted by McMaster from the University of Canada, students who have an idea about potential careers are more likely to persist in college over their peers who have no direction. There are many external factors pulling students away from school, and without focus, students do not persist.

As a result of the recent Student Success legislation, California community college students are now required to declare a college major and educational goal by their 16th unit. The Career Services Center has been charged with helping these “undecided” first-year students make decisions in these areas. Utilizing SSSP funds, the Career Services Center recently hired three additional part-time career counselors. Rather than having these new counselors work out of the Career Services Center, they have been strategically placed in the African American Collegiate Center, the Latino Center and to work with students in the First Year Experience (FYE) program. These counselors work closely with the program leaders to identify students who could benefit from career counseling and/or are in need of a clear educational goal and/or major. They also attend program orientations and conduct program workshops upon request throughout the academic year. These new hires supplement the work of three other adjunct career counselors who serve the general population along with the faculty leader. They lead a host of workshops, teach Couns 12, make presentations in Couns 20 classes, and meet with students individually.

As a result of this new effort, per the data below, the Black Collegians and Adelante programs report significantly higher levels of participation in career counseling:

- In 2013-2014, 211 Adelante students met with a career counselor.
- In 2014-2015, 1099 Adelante students met with a career counselor.

This is an increase of 80%

- In 2013-2014, 56 Black Collegian students met with a career counselor.
- In 2014-2015, 567 Black Collegian students met with a career counselor.

This is an increase of 90%

The career counselor dedicated to the FYE program performs the same types of activities as described above with the exception of orientations and workshops. Instead, the counselor is sent a weekly list of first-year students who self-report indecision about a college major and/or educational goal. The Career Center staff then reaches out to the student and schedules an appointment with one of the career counselors.

As a result of this new effort, in 2014-2015, the FYE program reported 1,447 student contacts with an SMC career counselor. The response to this effort has been so positive that in fall 2015, the FYE career counseling program now requires each new FYE program student to meet with an SMC career counselor at least once.

Final Conclusions

The SMC Counseling Department is committed to moving the needle with regard to equity and completion, and will continue to utilize new categorical funding sources such as SSSP and Equity to further expand innovative programming efforts and more intentional intervention with at risk students.

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	April 5, 2016

APPENDIX C

INFORMATION ITEM 6

SUBJECT: Community and Academic Relations Department: Connected Campus. Connected Community.

The creation of the Community and Academic Relations area fulfills a major reorganization approved in October 2014 to bring together Community Relations, Marketing, web and social media, the Public Information Office and certain institutional functions into a coordinated administrative unit within the government relations and institutional communications umbrella.

Community and Academic Relations envisions itself as the communication hub for Santa Monica College, setting the institutional voice for the college to define the narrative for institutional publications, marketing campaigns, social media and traditional marketing strategies. We work to build relationships with the community, both outside and within campus.

Community and Academic Relations supports the Santa Monica College mission by providing vital information to the students, faculty and staff and other community stakeholders to support ongoing relationship and brand-building efforts to meet enrollment targets.

Community and Academic Relations brings in direct engagement of the public through public programs (The SMC Associates and the General Advisory Board) and through support of academic programs and college initiatives (Public Policy Institute, GRIT). The SMC Associates raises funds to foster and encourage scientific, literary, educational and artistic endeavors at Santa Monica College with the goal to **Enrich, Inspire** and **Engage** our students. The General Advisory Board is a community ambassador group who learns about SMC and shares information about the college with the Santa Monica community.

Community and Academic Relations 2015-16: Summary in Numbers

Total events for the 2015-16 academic year: 100

(45 in fall and 55 in spring)

100 Total Events:

- 12 Associates events (meetings, receptions, annual Kick-Off at Rand)
- 12 GAB events (meetings, fall socials, Annual Athletic Awards)
- 54 Associates Lectures
- 10 Public Policy Institute events (Symposiums, special lectures co-sponsored with KCRW)
- 12 Special events (that we either helped with/sat on committees for, etc.: flex day, MIS ribbon cutting, holiday dinner, Heaven is Traffic Jam on the 405 screening, etc.)
- *Out of those 100 events, 71 had catering included with the events (luncheons, receptions, snacks, etc.)*



The SMC Associates continues to fund activities across the spectrum of campus disciplines and interests through its membership dues and donations. In addition to a number of one-of-a-kind special events, seven Associates-sponsored speaker series were offered to enhance the academic experience for students. These events attract a diverse set of students across the college and enrich the campus culture. Below is a summary covering the variety of lecture series and events offered during the 2015-16 academic year.

Distinguished Scientist, the first lecture series instituted at SMC in 1999, is now in its 17th year. The speakers are identified in close collaboration with the faculty to ensure their relevance and value to the student audience. The college is able to attract speakers of very high caliber based on the series' longevity and its roster of distinguished past presenters. This year has seen outstanding speakers on Cardiac CT Scanning, Exploring the Synthesis and Applications of Graphene, Deep Sea Sediments as a way to Archive Ocean and Climate History, as well as hosting the International Ocean-Color Coordinating group with NASA to share how remote sensing is used to study oceans.

The Literary Lectures, a series of readings and discussions on the craft of writing with Southern California authors, enjoys the broad support of the English Department, ESL and beyond, showcasing culturally diverse authors and engendering cross-discipline conversations.

Entrepreneur Lecture Series, a new series this spring, is a collaboration with the SMC student Rotaract Club and the Santa Monica Chamber of Commerce.

Environmental Issues is an ongoing collaboration with Center for Environmental and Urban Studies to address the themes and current issues in this arena.

Global Connections Series, created as the first step in the college's Global Citizenship commitment, is now in its 9th year.

Film Series, an endeavor started in fall 2014, has continued to evolve based on contributions from the Communication Studies department as well as the Black Collegians and the Adelante programs.

Black History Series, which started in spring 2015, has continued to be an exceptionally successful programming collaboration which enriches the campus community. In Fall 2015, filmmaker Bill Duke screened his award-winning documentary *Light Girls* to standing room only crowds, a Tuskegee Airman shared his life story, others spoke about the development of Hip Hop, and the historical and contemporary implications of racism in modern society.

Art/Science Series, which started in the spring of 2015, included lectures cross promoted with science lectures to help encourage students to find inspiration within cross disciplinary programming.

GRIT Series, new as of fall 2015, is sponsored by the GRIT campus initiative and highlights a variety of speakers who showcase their stories and experiences with a message of perseverance and determination.

Master Classes, supported by the Associates and working with the Broad Stage and its Arts Outreach program, offer SMC students the unique opportunity to work with renowned artists right on stage be it in voice, single instrument, or dance and movement. These programs are well received by the students who participate.

Women's Empowerment Series, new this spring 2016 in collaboration with Associated Students, GRIT, Global Council and the Alumni Association, is a semester long series of lectures created to go beyond the concept of "women's history month." Highlighted speakers included Anita Sarkeesian, Rosa Moreno, Jackson Katz, Helena Lazaro, and a screening of the documentary "No Mas Bebés."

Special Events: British National Debate team vs SMC and Japanese National Debate team vs. SMC, Dr. Henry Oster – Holocaust survivor whose story inspired Toni Scott's Freedom Memorial Sculpture at the Museum of Tolerance, Dr. Larry Shiner lecture at LACMA to name a few.

Public Policy Institute is a collaboration that continues to be successful, as the SMC Associates will be funding speakers and receptions for the fall and spring symposiums.



General Advisory Board

The SMC General Advisory Board continues to be active and experience growth in younger members from local business and professional communities, with their own set of networks and more active engagement style. Program presentations are guided by an executive committee that gives continuous feedback and suggestions. This year the GAB has decided to move its annual Athletic Award ceremony into the quad during Activity hour to increase the awareness level about this significant celebration of our student athletes. Collaborations are in the works with Associated Students to provide financial scholarships for the student athletes who are given the award as top male/top female athlete of the year.

Community Event Partnerships:

Santa Monica Artwalk – 10th anniversary
Santa Monica Community Martin Luther King, Jr. celebration
Santa Monica High School Career Day participation
Santa Monica Chamber of Commerce: Organization of Women Leaders Conference
VITA tax preparation for low income families with Assemblymember Bloom's office
And many, many more.

The Community and Academic Relations office hopes to continue to be perceived as an accessible source of information and support for both internal and external communities.

Special thanks:

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