

M I N U T E S



SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING

DECEMBER 10, 2013

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

Closed Session
(Business Building Room 111)

Regular Public Meeting
Board Room (Business Building Room 117)

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

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

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, December 10, 2013.

I. ORGANIZATIONAL FUNCTIONS

A CALL TO ORDER – 5:35 p.m.

B ROLL CALL

Dr. Nancy Greenstein, Chair - Present

Dr. Susan Aminoff, Vice-Chair - Present

Judge David Finkel (Ret.) – Absent (Excused)

Dr. Louise Jaffe - Present

Dr. Margaret Quiñones-Perez - Present

Rob Rader - Present

Dr. Andrew Walzer – Absent (Excused)

Mr. Jesse A. Ramirez, Student Trustee – Present (for public session)

C PUBLIC COMMENTS ON CLOSED SESSION ITEMS - None

II. CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

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

Employee Organization: CSEA, Chapter 36

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

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

Employee Organization: Santa Monica College Faculty Association

CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION (Government Code Section 54956.9
(4)(d) Initiation of litigation: One case

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

CONSIDERATION OF DISCIPLINARY ACTION AGAINST STUDENT (Education Code Section 72122)

REAL PROPERTY (Government Code Section 54956.8)

Property Address: 1106 Broadway, Santa Monica, CA 90401

Under Negotiation: Terms and Conditions of Lease/Purchase

College Negotiators: Dr. Chui L. Tsang, Bob Isomoto, Charlie Yen

Owner's Representatives: Michael Blackman, Kathy Ryan

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

- PLEDGE OF ALLEGIANCE – Lee Peterson
- CLOSED SESSION REPORT
 1. The Board of Trustees approved in closed session a recommendation from the Superintendent/President to terminate the employment of a classified employee, effective December 11, 2013.
Ayes: 5 (Aminoff, Greenstein, Jaffe, Quiñones-Perez, Rader)
Noes: 0
Absent: 2 (Finkel, Walzer)
 2. The Board of Trustees approved in closed session a recommendation from the Superintendent/President to expel a student.
Ayes: 5 (Aminoff, Greenstein, Jaffe, Quiñones-Perez, Rader)
Noes: 0
Absent: 2 (Finkel, Walzer)

IV. **PUBLIC COMMENTS**

David Burak

V. **SUPERINTENDENT'S REPORT**

- Acknowledgements:
 - Student Athletes
 - Men's Water Polo
 - Men's Soccer
 - Women's Water Polo
 - Women's Soccer
 - Men's Cross Country
 - Women's Cross Country
 - Women's Volleyball
 - Dolores Press, Personnel Commissioner
 - Acceptance of Incentive Check from Southern California Edison for Energy Efficiency Project
 - Update: Winter and Spring Enrollment 2014

VI. **ACADEMIC SENATE REPORT**

VII. **MAJOR ITEMS OF BUSINESS**

- #1 Resolution Approving, Authorizing and Directing the Preparation, Sale, Execution and Delivery of Certificates of Participation
- 2 Report: SMC Transfer Program, 2012-2013
- 3 Update: Student Services Building
- #4 Second Reading and Approval – Revised Board Policy Section 2250, District Planning and Advisory Council

VIII. **CONSENT AGENDA**

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

Approval of Minutes

#5 Approval of Minutes: November 5, 2013 (Regular Meeting)

Academic and Student Affairs

#6 New Courses and Degrees, Fall 2013

Grants and Contracts

#7 Contract for Software License, Professional Services and Maintenance for Admissions and Records, Enrollment Development

#8 Contract for SMC's Distance Education Program

#9 Ratification of Contracts and Consultants

Human Resources

#10 Academic Personnel

#11 Classified Personnel – Regular

#12 Classified Personnel – Limited Duration

#13 Classified Personnel – Non Merit

Facilities and Fiscal

#14 Facilities

A Change Order No. 1 – Refurbishment of 919 Santa Monica Blvd. Office

B Agreement for Civil Engineering Services – Donald Douglas Loop South

C Pool Payments Under Joint Use Facilities Agreement

#15 Budget Transfers

#16 Payroll Warrant Register

#17 Commercial Warrant Register

#18 Auxiliary Payments and Purchase Orders

#19 Purchasing

A Award of Purchase Orders

B Award of Contract

C Authorization of Purchase Agreements

IX. **CONSENT AGENDA – Pulled Recommendations**

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

X. **ORGANIZATIONAL FUNCTIONS**

#20 Election of Officers of the Board of Trustees for 2014

21 Seating Arrangement of the Board of Trustees

#22 Designation of Board Representative to LACSTA

#23 Authorized Signature Resolution

XI. **REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

XII. ***BOARD COMMENTS AND REQUESTS***

XIII. ***ADJOURNMENT***

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Tuesday, January 14, 2014** at 7 p.m. (5:30 p.m. if there is a closed session) Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

V. SUPERINTENDENT'S REPORT

Acknowledgements:

Student Athletes

- Men's Water Polo
- Men's Soccer
- Women's Water Polo
- Women's Soccer
- Men's Cross Country
- Women's Cross Country
- Women's Volleyball

Dolores Press, Personnel Commissioner

Acceptance of Incentive Check from Southern California Edison for Energy Efficiency Project

Joel Williams, Retiring Parking Enforcement Officer

Update:

- Winter and Spring Enrollment 2014: 384 credit classes are being offered Monday through Thursday during the six-week winter session. The plan is to generate 1,200 FTEs. There is no evening program, but, in contrast to Winter 2013, some classes are being held at off-campus sites. In addition, 89 noncredit (Emeritus and ESL) courses are being offered during the winter session. Enrollment for Spring 2014 started last week. Over 2,700 classes are being offered, and the enrollment for spring will be used to adjust for the FTEs target planned for the annual projection. It is very early in the enrollment process, so more complete information will be presented at the January meeting.

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	December 10, 2013

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM 1

SUBJECT: RESOLUTION APPROVING, AUTHORIZING AND DIRECTING THE PREPARATION, SALE, EXECUTION AND DELIVERY OF CERTIFICATES OF PARTICIPATION (LOS ANGELES COUNTY SCHOOLS POOLED FINANCING PROGRAM), 2013 REFUNDING SERIES A (SANTA MONICA COMMUNITY COLLEGE DISTRICT), THE PREPARATION, EXECUTION AND DELIVERY OF DOCUMENTS RELATING THERETO, INCLUDING A TRUST AGREEMENT, LEASE AGREEMENT, SITE LEASE, DIRECT PLACEMENT AGREEMENT AND ESCROW INSTRUCTIONS AND OTHER DOCUMENTS RELATING THERETO AND AUTHORIZING AND DIRECTING CERTAIN ACTIONS WITH RESPECT THERETO

SUBMITTED BY: Vice-President, Business and Administration

SUMMARY: It is proposed that the Santa Monica Community College District (District) refinance the \$11.1 million 2004 Certificates of Participation (COP), of which \$7.9M is outstanding, through the Direct Placement method. This COP was originally issued for the purchase of the Academy of Entertainment and Technology. The Direct Placement method requires at least three bids with the lowest rate being chosen from these bids. There were actually five institutions invited to participate; however, two institutions declined to bid citing California finances in general and community college finances in particular as the reasons for not participating. The bids were:

Direct Placement Refinancing Options Comparison - Santa Monica Community College District					
	Bank #1 Quote of 3.60% (COP Only)	Bank #2 Quote of 3.65% (COP Only/BO)	Bank #3 Quote of 3.90% (COP Only)	Bank #4	Bank #4
New Refinance Issuance Amount:	\$7,445,000	\$7,445,000	\$7,445,000	Declined to Bid	Declined to Bid
Amount of COPs Refinanced:	\$7,965,000	\$7,965,000	\$7,965,000	--	--
Interest Rate of Prior Bonds	4.375%-5.25%	4.375%-5.25%	4.375%-5.25%	--	--
True Interest Cost of New Issuance (TIC):*	3.60%	3.65%	3.90%	--	--
Estimated Bond Issuance Costs:	\$105,250	\$105,250	\$105,250	--	--
Total District Savings (Net of All Costs):	\$1,828,702.00	\$1,801,503.17	\$1,653,749.04	--	--
Average Annual Savings:**	\$130,621.57	\$128,678.80	\$118,124.93	--	--
Present Value Savings Percentage:***	6.96%	6.67%	5.20%	--	--

*All In True Interest Cost is the effective interest rate of the refunding bonds including all costs of issuance

**Average Annual Savings to 2027

***Present value calculations use a discount rate of 3.5%

The Direct Placement Option is attractive because the District is able to lock in a rate, 3.60%, subject to a formal credit commitment. In addition, older COPs may only be retired on an interest payment date which is either February 1 or August 1. The current trustee, Bank of New York, will not send out notice to existing COP holders unless the payoff funds are in hand. This requires the District to close by January 2, 2014 or wait until July 1, 2014. Many believe that rates are more likely to go up rather than down in the near term. By refinancing, the District will save a total of \$1.8 million or over \$130,000 for 14 years. The savings will be realized in Fund 40, District Capital Funds.

BACKGROUND: Certificates of Participation (COPs) enable government entities (District) to finance capital projects. COPs are lease financing agreements in the form of securities that can be marketed to investors in a manner similar to tax-exempt debt. However, legally COPs are not considered debt and can therefore be issued by a vote of the Board of Trustees; rather than requiring a vote of the residents. COPs are secured with revenue from a facility lease or equipment. For this COP, the Academy of Entertainment Technology is the leased facility. The COP was initially issued in 1997 and was previously refinanced in 2004.

Following is the standard resolution submitted for Board approval.

WHEREAS, the Board of Trustees (the "Board") of the Santa Monica Community College District (the "District"), working with the Los Angeles County Schools Regionalized Business Services Corporation (the "Corporation"), is proposing to participate in a capital projects program under which the Certificates of Participation (Los Angeles County Schools Pooled Financing Program), 2013 Refunding Series A (Santa Monica Community College District) (the "Certificates") are to be executed and delivered by the District in one or more series; and

WHEREAS, in connection therewith, the District wishes to proceed with the lease refinancing of certain capital improvement projects for the District described in the Lease (as defined below) (the "Project"), which Project was refinanced with the proceeds of \$11,140,000 aggregate principal amount of Refunding Certificates of Participation 2004 Series A (the "Prior Certificates"); and

WHEREAS, said refinancing will be accomplished by the sale, execution, and delivery of the Certificates in accordance with the Direct Placement Agreement (defined herein) to Capital One, N.A., as purchaser (the "Purchaser"); and

WHEREAS, the District is authorized pursuant to the Education Code of the State of California to provide for the execution and delivery of certificates of participation, which evidence proportionate interests of the owners thereof in certain lease payments to be made by the District; and

WHEREAS, the Corporation may assist local agencies in financing and refinancing the purchase of land and improvements, the acquisition and construction of new and renovation of existing facilities of the District and the acquisition of infrastructure improvements and equipment for use by the District; and

WHEREAS, the District is a community college district duly organized and existing under the laws of the State of California; and

WHEREAS, there have been presented to this meeting of the Board the following documents:

(a) the proposed form of the Lease Agreement (the "Lease"), by and between the District, as Lessee, and the Corporation, as Lessor;

(b) the proposed form of the Site Lease (the "Site Lease"), by and between the District, as Lessor, and the Corporation, as Lessee;

(c) the proposed form of the Trust Agreement (the "Trust Agreement") by and between the District and The Bank of New York Mellon Trust Company, N.A., as Trustee (the "Trustee");

(d) the proposed form of the Assignment Agreement (the "Assignment Agreement") by and between the Corporation and the Trustee;

(e) the proposed form of the Direct Placement Agreement (the "Direct Placement Agreement") by and among the District, the Corporation and RBC Capital Markets, LLC, as placement agent (the "Placement Agent"); and

(f) the proposed form of the Escrow Instructions (the "Escrow Instructions") of the District directed to The Bank of New York Mellon Trust Company, N.A., as successor in interest to BNY Western Trust Company, as trustee with respect to the Prior Certificates;

NOW, THEREFORE, the Board of Trustees of the District resolves as follows:

The form, terms and provisions of the Trust Agreement are hereby approved and any of the Chair of the Board, Vice-Chair of the Board, the Superintendent/President, the Executive Vice President, the Vice President, Business/Administration and any other officer designated in writing by the District to perform the obligations set forth herein (each an "Authorized Representative") is hereby authorized and directed on behalf of the District and in its name to execute and deliver to the Corporation, the Trust Agreement in substantially the form presented to and considered at this meeting of the Board, with such changes therein, however, as may be approved by any Authorized Representative, such approval to be conclusively evidenced by such Authorized Representative's execution thereof.

In accordance with the terms of the Trust Agreement, and as shall be approved by any Authorized Representative, such approval to be conclusively evidenced by such Authorized Representative's execution of the Direct Placement Agreement, the Board does hereby authorize the execution and delivery of the Certificates, evidencing proportionate interests of the owners thereof in lease payments due from the District under the Lease, and authorizes the sale of such Certificates in accordance with the Direct Placement Agreement, and resolves that such Certificates be executed and delivered in accordance with, and secured by the Trust Agreement.

The interest rate with respect to the Certificates shall be established in the Direct Placement Agreement, which shall, in no event, exceed 4% per annum, and shall be approved by any Authorized Representative, such approval to be conclusively evidenced by such Authorized Representative's execution thereof.

The form, terms and provisions of the Lease are hereby approved, provided that (i) the aggregate principal amount of the Lease does not exceed \$8,000,000; and (ii) the term of the Lease will not mature later than February 1, 2027. Any Authorized Representative is hereby authorized and directed on behalf of the District and in its name to execute and deliver to the Corporation, the Lease in substantially the form presented to and considered at this meeting of the Board, with such changes therein, however, as may be approved by any Authorized Representative, such approval to be conclusively evidenced by such Authorized Representative's execution thereof.

The form, terms and provisions of the Site Lease are hereby approved and any Authorized Representative is hereby authorized and directed on behalf of the District and in its name to execute and deliver to the Corporation, the Site Lease in substantially the form presented to and considered at this meeting of the Board, with such changes therein, however, as may be approved by any Authorized Representative, such approval to be conclusively evidenced by such Authorized Representative's execution thereof.

The form, terms and provisions of the Direct Placement Agreement are hereby approved, provided that the placement fee shall not exceed \$35,000. Any Authorized Representative is hereby authorized and directed on behalf of the District and in its name to execute the Direct Placement Agreement, with such changes therein, however, as may be approved by any Authorized Representative, such approval to be conclusively evidenced by such Authorized Representative's execution thereof.

The form, terms and provisions of the Escrow Instructions are hereby approved and any Authorized Representative is hereby authorized and directed on behalf of the District and in its name to execute and deliver to the Prior Trustee, the Escrow Instructions in substantially the form presented to and considered at this meeting of the Board, with such changes therein, however, as may be approved by any Authorized Representative, such approval to be conclusively evidenced by such Authorized Representative's execution thereof.

Any Authorized Representative is hereby authorized and directed on behalf of the District and in its name to execute and deliver any trust agreement, lease agreement or other certificate or agreement in the form of such trust agreement, lease agreement or other certificate or agreement executed and delivered in connection with the Certificates.

The Treasurer and Tax Collector of the County of Los Angeles may, at the direction of the District invest and/or direct the investment of the proceeds of the Certificates and any other funds held under the Trust Agreement in accordance with the Trust Agreement and in compliance with Sections 53601 *et seq.* of the California Government Code and Los Angeles County policy governing the investment of such funds.

This Board hereby authorizes and directs any Authorized Representative to cause notices of the proposed sale and final sale and itemized costs of issuance of the Certificates to be filed in a timely manner with the California Debt and Investment Advisory Commission pursuant to California Government Code Section 8855.

Any Authorized Representative and the Secretary of this Board are hereby authorized and directed to attest to the signature of any other Authorized Representative, whenever required or advisable for the transactions contemplated by this Resolution. Any Authorized Representative, acting individually, is hereby authorized and directed to execute and attest such further documents, instruments, deeds of trust and certificates as may be deemed necessary or advisable by Special Counsel, to accomplish the purposes of this Resolution.

All actions heretofore taken by any officer or agent of the District with respect to the execution and delivery of the Certificates or in connection with or related to any of the agreements referenced herein, the refinancing of the Project or the defeasance and prepayment of the Prior Certificates, are hereby approved, confirmed and ratified.

This Resolution shall take effect immediately upon its adoption.

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

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	December 10, 2013

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM 2

SUBJECT: **SMC TRANSFER PROGRAM, 2012-2013**

SUBMITTED BY: Vice-President, Student Affairs

The California Community College Chancellor’s Office has released the 2012-2013 data for community colleges students transferring to the University of California and to the California State University campuses.

For the 23rd consecutive year, SMC maintained its status as the No. 1 transfer institution to the prestigious University of California system, sending 1,057 students to the UC campuses. SMC continues to far outrank other top feeder schools.

#1 Santa Monica College	1,057
#2 De Anza College	727
#3 Diablo Valley College	721
#4 Pasadena City College	572

SMC was also the state leader in transferring African American and Latino students to UC. SMC sent 31 African American students to the UC system in 2012-13 and 141 Latino students to the UC system. This is the third consecutive year that the number of Latino students transferring to UC from SMC has increased.

UCLA continues to be the top UC destination for SMC students, with 490 going to the Westwood campus. Berkeley is second, with 173 transfers, followed by the Irvine and Santa Cruz campuses.

SMC also continues to hold one of the top spots in combined University of California and California State University transfers.

#1 De Anza College	1,952
#2 Santa Monica College	1,911
#3 Orange Coast College	1,700
#4 Diablo Valley College	1,577

SMC is frequently tops in this category (SMC was No. 1 in 2011-2012 for example), however, CSU Northridge, the top CSU transfer campus for SMC students, significantly reduced its acceptance of transfer students this past year, from 5,429 transfer students in 2011-2012 to 3,614 transfer students in 2012-2013, a 33 percent decrease. CSU Northridge is also currently accepting only a limited number of spring transfers.

The SMC percentages of African American transfer students to the CSU are consistently higher than the overall CSU numbers and are again in the top ten. SMC mirrors the percentages of Latinos to CSU system-wide.

SMC remains tops in transfers to the University of Southern California and to Loyola Marymount University for 2012-2013. SMC transfers nearly three times the number of students to USC as does the number two feeder school.

Staff from SMC's Transfer Center are participating statewide on a redesign and upgrade to a statewide website that is the cornerstone for providing articulation and transfer information to students and counselors in a timely manner. Staff also serves as the President for the Western Association for College Admission Counseling. This year, this affiliate helped to add language to the national organization's statement of policies to help raise awareness that transfer students are financially burdened in the admission process, and need relief.

Current and historical transfer data is available on SMC's website at <http://www.smc.edu/StudentServices/TransferServices/Pages/Transfer-Statistics.aspx>

Additional material was presented at the Board meeting.

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	December 10, 2013

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM 3

SUBJECT: UPDATE: STUDENT SERVICES BUILDING

SUBMITTED BY: Vice-President, Business/Administration

SUMMARY: At its July 2013 meeting, the Board of Trustees selected Morris Architects to design the new Student Services building. Since then Morris has met with all the campus departments that are scheduled to move into the building. Those departments include Admissions and Records, Financial Aid, Assessment, International Education, Enrollment Development, Welcome Center, Outreach, Bursar’s Office, DSPS, Learning Disability, EOPS, Career Services, Transfer Counseling, Scholar’s Program, STEM, AACC/Latino Center, TRIO/Pico, Psychological Services, Student Affairs, and Academic Affairs. There will be a 300-seat hall for orientations, lectures, and special presentations. There are 500 spaces in an underground parking garage. A dramatic two-level lobby with several atriums will provide a comfortable space for students waiting for appointments and provide access to easily identifiable departments. The building is designed as a flexible space that can be easily reconfigured as the programs change in the future. The new footprint will allow for more landscaping and a variety of outdoor spaces for students as well as more efficient vehicle and pedestrian circulation. The project is being designed at a level of LEED Gold or greater, with the extensive use of day-lighting, advanced ventilation systems, and solar power.

Multiple meetings were held with college staff who will be occupying the building and their input has been incorporated into the design shown tonight. Meetings with college staff have been held on the following dates:

- August 15, 2013
- September 6
- September 12
- September 13
- September 20
- October 8
- October 14
- October 25
- November 19

Following is a list of college staff who attended user input meetings along with the department they represented (sorted by department):

- | | |
|------------------|-----------------------------------|
| Georgia Lorenz | Academic Affairs |
| Katharine Muller | Academic Affairs |
| Jeff Shimizu | Academic Affairs |
| Kiersten Elliot | Admissions |
| Angela Munoz | Admissions |
| Sherri Bradford | African American Collegian Center |
| Esau Tovar | Assessment Center |
| George Prather | Bursar’s Office |
| Bob Isomoto | Business/Administration |

Jenny Trickey	CalWORKS/Childcare
Vicki Rothman	Career Services
Brenda Benson	Counseling
Laurie Guglielmo	Counseling
Dan Nannini	Counseling
Julie Yarrish	Distance Education
Sandi Burnett	DSPS
Ellen Cutler	DSPS
Natalie Laille	DSPS
Teresita Rodriquez	Enrollment Development
Jackie Del Banco	EOPS
Cecile Hanrahan	EOPS
Debra Locke	EOPS
Steve Myrow	Financial Aid
Hannah Lawler	Institutional Research
Gail Fukuhara	International Education
Denise Kinesella	International Education
Maria Martinez	Latino Center
Sharon Teruya	Learning Disability
Tina Feiger	Ombuds
Lucy Kluckhohn Jones	Ombuds
Sonali Bridges	Outreach
Alison Brown	Psychological Services
Sandra Rowe	Psychological Services
Teresa Garcia	Scholars Program
Mike Tuitasi	Student Affairs
Wendi De Morst	Trio
Bonita Cooper	Upward Bound
Helen Porter	Web Content
Roberto Gonzalez	Welcome Center

Morris Architects will present preliminary concept drawings, floor plans and landscape plans.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 10, 2013

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 4

SUBJECT: **SECOND READING AND APPROVAL – REVISED BOARD POLICY SECTION 2250, DISTRICT PLANNING AND ADVISORY COUNCIL**

SUBMITTED BY: Superintendent/President

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

ARTICLE 2200: PARTICIPATORY GOVERNANCE

BP 2250 District Planning and Advisory Council

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

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

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

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

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

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 10, 2013

VII. CONSENT AGENDA

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

RECOMMENDATION:

The Board of Trustees take the action requested on Consent Agenda Recommendations #5-#19.

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #7, #8, #9, #14-C, #19-B

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

VIII. CONSENT AGENDA – Pulled Recommendations

Recommendation No. 7 – Contracts for Software License, Professional Services and Maintenance for Admissions and Records, Enrollment Development

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

Recommendation No. 8 – Contract for SMC’s Distance Education Program

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

Recommendation No. 9 – Ratification of Contracts and Consultants

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 10, 2013

VIII. CONSENT AGENDA – Pulled Recommendations (continued)

Recommendation No. 14-C – Facilities: Pool Payment Under Joint Use Facilities Agreement

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

Recommendation No. 19-B – Purchasing: Award of Contract

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

IX. REPORTS FROM DPAC CONSTITUENCIES

- Associated Students
- CSEA
- Faculty Association
- Management Association

RECOMMENDATION NO. 5 APPROVAL OF MINUTES

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

November 5, 2013 (Regular Board of Trustees Meeting)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 10, 2013

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 6 NEW COURSES AND DEGREES, FALL 2013

Requested Action: Approval/Ratification

Reviewed by: Georgia Lorenz, Dean, Academic Affairs

Approved by: Jeff Shimizu, Vice President, Academic Affairs

New Courses - Credit

COSMETOLOGY 10A: Related Science 1A

COSMETOLOGY 10B: Related Science 1B

ENERGY 3: Commercial Building Science

ITALIAN 4: Intermediate Italian 2

JAPANESE 9: Japan: Culture and Civilization

MATHEMATICS 49: Beginning and Intermediate Algebra for Statistics and Finite Mathematics

PSYCHOLOGY 7: Research Methods in Psychology

Distance Education

POLITICAL SCIENCE 31: Introduction to Public Policy

New Programs

Theatre Arts, Associate in Arts for Transfer (AA-T, Theatre Arts)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 10, 2013

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 7 CONTRACTS FOR SOFTWARE LICENSE, PROFESSIONAL SERVICES AND MAINTENANCE FOR ADMISSIONS AND RECORDS, ENROLLMENT DEVELOPMENT

Requested Action: Approval/Ratification
Reviewed by: Kiersten Elliott, Dean, Admissions and Records
Dr. Roberto Gonzalez, Dean, Student Success Initiatives
Approved by: Teresita Rodriguez, Vice-President, Enrollment Development

(1) Provider/Contract: TargetX Inc

Term/Amount: Three-year agreement starting January 1, 2014 with a cancellation for convenience clause at anytime.
Implementation/Total
Year 1: \$86,400
(includes Software Licenses: \$41,400 and Professional Services: \$45,000)
Year 2: \$42,400 (annual)
Year 3: \$42,400 (annual)

Services: TargetX will provide software and professional services required to modernize the student admission, application and outreach business processes. TargetX software and service enables SMC to effectively communicate with students and its constituent groups in the social and mobile era. Specific TargetX system capabilities include: Unlimited Email Broadcasts, Reporting, Automated Business Processes, Event Management (track event invitations, registrations and schedules), Online Forms (collect data electronically), Student Information System (SIS) Data Integration Toolset, Management Reports and Dashboards, and Social Media Integration.

The TargetX Recruitment Module is the only completely standalone cloud-based higher education product with the proven scalability and efficiency required to handle SMC’s large student population with out-of-the-box reporting to ensure accountability. The software is built on a flexible platform and allows for the seamless integration of additional cloud services as requirements emerge. TargetX leverages a technical architecture capable of efficient, real-time integration with SMC’s custom and highly complex Enterprise Resource Planning Ellucian Banner (ERP) systems.

(2) Provider/Contract: Salesforce.com Inc.

Term/Amount: January 1 – 31, 2014

Not to Exceed \$15,000

Services: Santa Monica College’s Office of Enrollment Development will procure Salesforce.com client licenses to support TargetX’s solution designed to modernize the SMC’s admissions application and implement workflows designed to automate student admissions, and outreach business processes.

Funding Source: District Budget/Enrollment Development

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 10, 2013

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 8 CONTRACT FOR SMC'S DISTANCE EDUCATION PROGRAM

Requested Action: Approval/Ratification
Reviewed by: Julie Yarrish, Associate Dean, Online Services and Support
Approved by: Jeff Shimizu, Vice-President, Academic Affairs

Provider/Contract	Term/Amount	Service	Funding Source
Pearson/eCollege	July 1 2014 – June 30, 2015 \$530,000 July 1, 2015 – June 30, 2016 \$530,000 July 1, 2016 – June 30, 2017 \$530,000 (option year)	This contract is to provide services to SMC's Distance Education Program. This three-year contract (July 1, 2014 – June 30, 2016 with option for year 3, July 1, 2016 – June 30, 2017). The current contract expires June 30, 2014. This new agreement reflects a 20 percent reduction from the current base amount of \$656,750 per year. The total savings is \$128,750 per year or \$386,250 for the length of the contract.	2014-2015 Budget Distance Education

Comment: Distance Education continues to be a major instructional program for the college representing over 12 percent of the credit enrollment and generating over 2,000 FTES on an annual basis. The new agreement results in a savings of \$128,750 per year or \$386,250 for the length of the contract.

The District has been with eCollege since 1999. 24/7/365 technical support is available to all online and eCompanion (on-ground classes) users including students and approximately 600 faculty members and is a critical feature for the course management system (CMS). In addition, SMC continues to have unlimited seats on an annual basis.

As technology is rapidly changing, the Distance Education Committee will continue to review other Course Management Systems for the College. If the College seriously decides to make a change, it will take a minimum of 18 months to train, convert and customize curriculum for faculty once a CMS has been selected and contracted. Also, the California Virtual College (CVC) Course Management System statewide initiative will be closely monitored to determine if there are significant benefits for participation.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 10, 2013

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 9 RATIFICATION OF CONTRACTS AND CONSULTANTS

Requested Action: Ratification

Approved by: Chui L. Tsang, Superintendent/President

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

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

Approved by Board of Trustees: 9/8/08

Reference: Education Code Sections 81655, 81656

	Provider/Contract	Term/Amount	Service	Funding Source
A	Leslie Haber, An Organized Life	January 1, 2014 – June 30, 2014 Initial fee for development of workshop curriculum: \$150 Hourly Fee: \$50 Total contract amount not to exceed \$1,500	Consultant shall develop class curriculum and provide on-site professional development workshops for classified staff. Emphasis of workshops shall be developing organizational skills for the workplace and home. Each workshop shall include 2 hours of instruction and one hour maintenance consisting of prep-time, evaluations and assessment of student needs; total of three hours of time per workshop.	2013-2014 District Budget/Human Resources
B	Nadine Levy, Management 180 Consulting, LLC	January 1, 2014 – June 30, 2014 Initial fee for development of workshop curriculum: \$150 Hourly Fee: \$50 Total contract amount not to exceed \$1,500	Consultant will provide on-site professional development workshops to classified staff. Focus of workshops shall be time management and organization. Each workshop shall include 2 hours of instruction and one hour of maintenance consisting of prep-time, evaluations and assessment of student needs; total of three hours of time per workshop.	2013-2014 District Budget/ Human Resources

A and B

Requested by: Classified Professional Development Committee

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 10, 2013

CONSENT AGENDA: GRANTS AND CONTRACTS

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

Provider/Contract	Term/Amount	Service	Funding Source	
C	<p><u>Amendment</u> Bais Chana Heritage School, Inc., dba Ohel Chana</p>	<p>August 26, 2013 – June 30, 2014</p> <p>Not to exceed \$6,000</p>	<p>The Board of Trustees previously approved this service on August 6, 2013, under consultant name “Bais Chana High School” which has since been changed to “Bais Chana Heritage School, Inc., dba Ohel Chana.”</p>	<p>Los Angeles Universal Preschool (LAUP) Grant (100%)</p>
<p><i>Requested by: Laura Manson, Department Chair, Early Childhood Education</i> <i>Approved by: Jeff Shimizu, Vice President, Academic Affairs</i></p>				
D	<p>Dr. Amelito G. Enriquez</p>	<p>February 7, 2014</p> <p>Not to exceed: \$1,500</p>	<p>Dr. Amelito Enriquez will be the keynote speaker at the STEM Faculty Retreat taking place at SMC on February 7, 2014. Dr. Enriquez, professor of Engineering and Mathematics at Cañada College, and Principal Investigator for several grants funded by the US Department of Education, National Science Foundation, NASA, and Department of Labor, has developed several programs designed to help underrepresented students achieve success in STEM and to help strengthen community college engineering programs throughout California. He has earned numerous awards including the Presidential Award for Excellence in Science, Mathematics, and Engineering Mentoring (PAESMEM).</p>	<p>STEM Grant (100%)</p>
<p><i>Requested by: Melanie Bocanegra, Director, STEM Initiatives</i> <i>Approved by: Jeff Shimizu, Vice President, Academic Affairs</i></p>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 10, 2013

CONSENT AGENDA: GRANTS AND CONTRACTS

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

Provider/Contract	Term/Amount	Service	Funding Source
E Hawkins, Delafield & Wood LLP	Effective November 1, 2013 \$2,250 per report, plus reimbursable expenses	Consultant will provide legal advice regarding arbitrage rebate and yield restriction compliance with respect to 2012-2013 Series C-1 Tax and Revenue Anticipation Notes.	District Budget/ Fiscal

Requested by: Veronica Diaz, Budget Manager
Approved by: Robert Isomoto, Vice-President, Business and Administration

The following is an acceptance of Cash Match for Small Business Development Center (SBDC) Grant (approved by the Board of Trustees on January 15, 2013) for the Youth Entrepreneurship Program.

F	Small Business Development Center (SBDC) Grant, granted by Small Business Administration (SBA) and Long Beach City College SBDC Lead Center (LBCC) Cash Match provided by the YWCA.	Not to exceed: \$20,550 January 1, 2014 - December 31, 2014	As mandated by the SBA Service Agreement, each SBDC service center is required to provide a cash match for the grant received by the SBA/LBCC. As such, the Santa Monica College SBDC will provide a satellite youth entrepreneurship program for up to \$20,550 cash match. The cash match will be used for salaries/fringe benefits to implement workshops and one-on-one consulting for high-school age young women. Budget Augmentation: Restricted fund 01.3 Revenue 8800 Local Income \$20,550 Expenditures 2000 Non-instructional Salaries \$18,700 3000 Employee Benefits \$1,850	n/a
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Requested by: Gita Runkle, Director, Small Business Development Center
Approved by: Jeff Shimizu, Vice President, Academic Affairs

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 10, 2013

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 10 ACADEMIC PERSONNEL

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

ELECTIONS EFFECTIVE DATE

PROJECT MANAGERS

Chavarry, Edna, The Center for Teaching Excellence (Title V funds)	01/06/14 – 06/30/14
Weaver, Deirdre, Campus and Alumni Relations	01/02/14 – 06/30/14

ADJUNCT FACULTY

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

SEPARATIONS

UNPAID LEAVE OF ABSENCE

Hammond, Craig, Faculty, Computer Applications (CIS)	01/01/14 – 12/31/14
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DECEASED

Seidman, Kathryn, Instructor, ESL	<u>LAST DAY OF PAID SERVICE</u> 11/10/13
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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 10, 2013

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11 CLASSIFIED PERSONNEL - REGULAR

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

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

ABOLISH

Administrative Secretary (1 position) 12/10/13
 Academic Senate, 12 mos, 20 hrs

Laboratory Technician – Life Science (1 position) 12/10/13
 Life Science, 11 mos, 30 hrs, Varied Hours

ESTABLISH

Administrative Secretary (1 position) 12/11/13
 Academic Senate, 11 mos, 20 hrs

Laboratory Technician – Life Science (1 position) 12/11/13
 Life Science, 12 mos, 40 hrs, Varied Hours

Student Services Assistant (1 position) 12/11/13
 Assessment Center, 12 mos, 40 hrs

PROMOTION

Burns, Lisa 12/16/13
 From: Administrative Secretary, Academic Senate and CBJT-CWA Jobs
 To: Student Services Assistant, Admission and Records

Long, Carol, 11/12/13
 From: Supervising Personnel Analyst, Personnel Commission
 To: Director of Classified Personnel, Personnel Commission

PROBATIONARY

Baumgartner, Aline, Tutoring Coordinator- Business, LRC 11/08/13

VOLUNTARY TRANSFER (CHANGE IN WORK SHIFT)

Gaspar, Beatris 11/04/13
 From: Groundskeeper/Gardener, Grounds, 12 mos, 40 hours
 To: Groundskeeper/Gardener, Grounds, 12 mos, 40 hours, Weekend

EXTENSION OF WORKING OF OUT CLASSIFICATION – PROVISIONAL

Diaz, Veronica, Director, Fiscal Services (50%) 11/21/13 – 12/23/13
Diaz, Veronica, Director, Fiscal Services (50%) 01/02/14 – 02/03/14

Gilden, Joan, Director, Fiscal Services (50%) 12/04/13 – 12/23/13
Gilden, Joan, Director, Fiscal Services (50%) 01/02/14 – 02/13/14

WORKING OF OUT CLASSIFICATION – PROVISIONAL

Bruce, Raymond, Custodial Operations Supervisor, Day Shift (100%) 10/14/13 – 02/14/14
Moss, Lisa, Senior Career Services Advisor (100%) 01/02/14 – 03/31/14

WORKING OUT OF CLASS ASSIGNMENT (SUBSTITUTE PROVISIONAL)

Kilian, Leticia, Administrative Assistant IV – Confidential (100%) 08/26/2013 – 11/29/13
Amendment to 11/5/13 approval-not to exceed the duration of the AA IV-Confidential leave of absence.

EDUCATIONAL PAY DIFFERENTIAL

Barry, Barnaby, CC Police Officer, Campus Police – Intermediate Post 1% 11/01/13
Echeveria, Alberto, CC Police Officer, Campus Police – Intermediate Post 1% 11/01/13

SEPARATION

LAST DAY OF PAY SERVICE

LEAVES OF ABSENCE- UNPAID

Schelbert, Barbara, Instructional Assistant - English 01/02/14 - 02/14/14

RETIREMENT

Davis, Norma, Administrative Assistant III-Confidential, Student Affairs (29 years) 12/30/13
Ramos, Angelita, Administrative Assistant II, Admissions and Records (15 years) 12/30/13

RESIGNATION

Coston, JoAnn, Lead Bookstore Operations Assistant, Bookstore 01/02/14
Fung, Gary, Instructional Assistant- Math, Mathematics Department 11/29/13
Kellogg, Jan, Dance Production Specialist, Dance Department 12/31/13

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 10, 2013

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 12 CLASSIFIED PERSONNEL – LIMITED DURATION

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

The following positions will be established/abolished in accordance with district policies and salary schedules.

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

Brown, Stacey D., Administrative Assistant I, TRIO	11/12/13-05/07/14
Demetro, Marcy M., Instructional Assistant Learning Disabilities, DSC	10/04/13-03/31/14
Lepe, Jose B., Laboratory Technician-Chemistry, Physical Science	10/28/13-12/31/13
Threats, Vincent P., Media Services Technician, Media/Graphics Serv	11/25/13-12/17/13

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

Abdulhafiz, Meymuna, Bookstore Clerk/Cashier, Bookstore	12/09/13-01/17/14
Abel, Teneka, Bookstore Clerk/Cashier, Bookstore	12/09/13-01/17/14
Arenas, Leyla, Bookstore Clerk/Cashier, Bookstore	12/09/13-01/17/14
Bae, Daniel, Bookstore Clerk/Cashier, Bookstore	12/09/13-01/17/14
Barchenko, Olga, Cash Receipts Clerk, Bursar’s Office	12/26/13-02/28/14
Baskin, Patricia, Bookstore Clerk/Cashier, Bookstore	12/09/13-01/17/14
Baza, Paul, Bookstore Clerk/Cashier, Bookstore	12/09/13-01/17/14
Bekhit, Jessica, Bookstore Clerk/Cashier, Bookstore	12/09/13-01/17/14
Boyd, Tishonna, Bookstore Clerk/Cashier, Bookstore	12/09/13-01/17/14
Brazier, Quiniece, Bookstore Clerk/Cashier, Bookstore	12/09/13-01/17/14
Caceres, Karla, Bookstore Clerk/Cashier, Bookstore	12/09/13-01/17/14
Camp, Monique, Bookstore Clerk/Cashier, Bookstore	12/09/13-01/17/14
Cannon, Ameenah, Bookstore Clerk/Cashier, Bookstore	12/09/13-01/17/14
Chang, Tony, Bookstore Clerk/Cashier, Bookstore	12/09/13-01/17/14
Clark, Jessica, Cash Receipts Clerk, Bursar’s Office	12/26/13-02/28/14
Devine, Robert, Bookstore Clerk/Cashier, Bookstore	12/09/13-01/17/14
Dittmar, James, Bookstore Clerk/Cashier, Bookstore	12/09/13-01/17/14
Friedland, Shane, Bookstore Clerk/Cashier, Bookstore	12/09/13-01/17/14
Friha, Mohammed, Bookstore Clerk/Cashier, Bookstore	12/02/13-01/17/14
Garcia, Jennifer, M., Student Services Clerk, ISC	10/30/13-01/15/14
Garcia, Lucy, Bookstore Clerk/Cashier, Bookstore	12/02/13-01/17/14
Grau, Donald, Bookstore Clerk/Cashier, Bookstore	12/02/13-01/17/14
Hardister III, Harold, Bookstore Clerk/Cashier, Bookstore	12/09/13-01/17/14
Harge, Ronyee, Bookstore Clerk/Cashier, Bookstore	12/09/13-01/17/14
Harris, Yolanda, Bookstore Clerk/Cashier, Bookstore	12/09/13-01/17/14
Hrast, Tanja, Bookstore Clerk/Cashier, Bookstore	12/02/13-01/17/14
Hunter, Jennifer, Bookstore Clerk/Cashier, Bookstore	12/09/13-01/17/14

Ibarra, Isabelle, Bookstore Clerk/Cashier, Bookstore	12/09/13-01/17/14
Juarez, Jorge, Bookstore Clerk/Cashier, Bookstore	12/02/13-01/17/14
Jung, Jennifer, Cash Receipts Clerk, Bursar's Office	12/26/13-02/28/14
Laurance, Marisa, Bookstore Clerk/Cashier, Bookstore	12/09/13-01/17/14
Lemon, Curly, Bookstore Clerk/Cashier, Bookstore	12/09/13-01/17/14
Lopez, Jose, Bookstore Clerk/Cashier, Bookstore	12/02/13-01/17/14
Mehary, Mehret, Bookstore Clerk/Cashier, Bookstore	12/09/13-01/17/14
Mengistu, Zewdeneh, Bookstore Clerk/Cashier, Bookstore	12/09/13-01/17/14
Miles, Erik, Bookstore Clerk/Cashier, Bookstore	12/02/13-01/17/14
Naylor, Marisa, Bookstore Clerk/Cashier, Bookstore	12/09/13-01/17/14
Nelli, Marie, Cash Receipts Clerk, Bursar's Office	12/26/13-02/28/14
Nwonwu, Vergie, Bookstore Clerk/Cashier, Bookstore	12/09/13-01/17/14
Pabst, Ester, Bookstore Clerk/Cashier, Bookstore	12/02/13-01/17/14
Pacheco, Wendy, Bookstore Clerk/Cashier, Bookstore	12/02/13-01/17/14
Perry, Nakeya, Cash Receipts Clerk, Bursar's Office	12/26/13-02/28/14
Ponce, Adolph, Bookstore Clerk/Cashier, Bookstore	12/02/13-01/17/14
Portillo, William, Bookstore Clerk/Cashier, Bookstore	12/09/13-01/17/14
Ruge, Jacqueline J., Sign Language Interpreter II, DSC	11/15/13-12/20/13
Sanchez, Oscar, Bookstore Clerk/Cashier, Bookstore	12/09/13-01/17/14
Santamaria, Bladimir E, Bookstore Clerk/Cashier, Bookstore	12/02/13-01/17/14
Shine, Kevin, Cash Receipts Clerk, Bursar's Office	12/26/13-02/28/14
Swain, Nancy, Bookstore Clerk/Cashier, Bookstore	12/09/13-01/17/14
Vriese, Denese, Cash Receipts Clerk, Bursar's Office	12/26/13-02/28/14
Thielking, Alan, Bookstore Clerk/Cashier, Bookstore	12/02/13-01/17/14
Torrance, Antoinette, Bookstore Clerk/Cashier, Bookstore	12/09/13-01/17/14
Valadez, Jorge, Bookstore Clerk/Cashier, Bookstore	12/09/13-01/17/14
Walker, Terence, Bookstore Clerk/Cashier, Bookstore	12/02/13-01/17/14
Wilks, Susan, Cash Receipts Clerk, Bursar's Office	12/26/13-02/28/14
Yapkowitz, David, Bookstore Clerk/Cashier, Bookstore	12/02/13-01/17/14
Yogi, Nancy, Bookstore Clerk/Cashier, Bookstore	12/02/13-01/17/14
Yoneda, Scott S., Sign Language Interpreter III, DSC	09/23/13-12/20/13

RECOMMENDATION NO. 13 CLASSIFIED PERSONNEL - NON MERIT

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

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

STUDENT EMPLOYEES

College Student Assistant, \$8.00/hour (STHP)	25
College Work-Study Student Assistant, \$8.00/hour (FWS)	33

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 10, 2013

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 FACILITIES

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

14-A CHANGE ORDER NO. 1 – REFURBISHMENT OF 919 SANTA MONICA BLVD. OFFICES

Change Order No. 1 – CONCEPT CONSULTANT, INC. on the Refurbishment of 919 Santa Monica Blvd. Offices project in the amount of \$15,177.

Original Contract Amount	\$267,500
Previously Approved Change Orders	\$ 0
Change Order No. 1	<u>\$ 15,177</u>
Revised Contract Amount	\$282,677

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

Funding Source: Measure AA

Comment: Change Order No. 1 provides for the labor and material cost to remove and replace the existing carpet on the second floor, remove floating millwork in Room 308 and cap existing floor electrical outlets in Room 308 and 304B. Also provides for the cost to replace a door in third floor Room 304.

14-B AGREEMENT FOR CIVIL ENGINEERING SERVICES – DONALD DOUGLAS LOOP SOUTH

Agreement with MK ENGINEERING GROUP, INC. for civil engineering services for the Donald Douglas Loop South project for \$38,000 plus reimbursable expenses.

Funding Source: Measure S

Comment: The roadbed of the street (Donald Douglas Loop South) that serves as the vehicular connection from SMC’s Bundy Campus to Airport Avenue has deteriorated and requires replacement. Additionally, a portion of the street now serves as a temporary walkway and a permanent walkway is desired. Also, the City of Santa Monica wishes to improve the circulation between the parking area for the Museum of Flying on the west side of Donald Douglas Loop South and the parking area for the 3400 Airport Avenue building on the east side of the street.

The College is working cooperatively with the Santa Monica Airport and the City of Santa Monica to design and construct the replacement roadway and new walkway. As the primary beneficiary, the College will fund the project; however a portion of the College’s expenditures will be applied as a rent credit by the City for the College’s current use of the 3500 Airport Avenue parking lot through June 2015, in acknowledgement of the benefits the project will provide to the Airport.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 10, 2013

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 FACILITIES

14-C POOL PAYMENT UNDER JOINT USE FACILITIES AGREEMENT

Payment to: City of Santa Monica
Amount: \$40,555.17
Period: July 1, 2013 –September 30, 2013 (3 months)

Funding Source: 2013-2014 District General Fund

Comment: Under the terms of the Joint Use of Facilities Agreement with the City of Santa Monica, the District pays a pro rata share of maintenance and operation costs of the pool based on the number of hours the College uses the pool compared to the total hours of pool use by all parties. College paid the City of Santa Monica \$41,893.44 for the same period last year.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 10, 2013

CONSENT AGENDA: FACILITIES AND FISCAL

Requested by: Veronica Diaz, Accounting Manager
Approved by: Robert Isomoto, Vice President, Business and Administration
Requested Action: Approval/Ratification

RECOMMENDATION NO. 15 BUDGET TRANSFERS

15-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: October 24, 2013 to November 26, 2013

:

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	10,000
2000	Classified/Student Salaries	5,000
3000	Benefits	6,000
4000	Supplies	15,493
5000	Contract Services/Operating Exp	212,801
6000	Sites/Buildings/Equipment	65,284
7000	Other Outgo/Student Payments	-314,578
Net Total:		0

15-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: October 24, 2013 to November 26, 2013

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	6,276
2000	Classified/Student Salaries	10,452
3000	Benefits	-13,000
4000	Supplies	-20,231
5000	Contract Services/Operating Exp	16,501
6000	Sites/Buildings/Equipment	2
7000	Other Outgo/Student Payments	0
Net Total:		0

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 10, 2013

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 PAYROLL WARRANT REGISTER

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

October 1 – October 31, 2013 C1C – C2D \$10,159,312.84

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

RECOMMENDATION NO. 17 COMMERCIAL WARRANT REGISTER

Requested by: Veronica Diaz, Accounting Manager
Approved by: Robert Isomoto, Vice President, Business and Administration
Requested Action: Approval/Ratification

October 1 – October 31, 2013 5726 – 5768 \$12,547,349.44

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

RECOMMENDATION NO. 18 AUXILIARY PAYMENTS AND PURCHASE ORDERS

Requested by: George Prather, Director of Auxiliary Services
Approved by: Robert G. Isomoto, Vice-President, Business/Administration
Requested Action: Approval/Ratification

	Payments	Purchase Orders
October 1 – October 31, 2013	\$1,062,601.75	\$31,784.29

Comment: All purchases and payments were made in accordance with Education Code requirements and allocated to approved budgets in the Bookstore, Trust and Other Auxiliary Funds. The detailed Auxiliary payment documents are on file in the Auxiliary Operations Office.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 10, 2013

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 PURCHASING

Requested by: Cynthia Moore, Director, Purchasing Department

Approved by: Bob Isomoto, Vice President

Requested Action: Approval/Ratification

19-A AWARD OF PURCHASE ORDERS

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

October 2013 (10/1/13 – 10/31/13): \$ 18,404,931.02

19-B AWARD OF CONTRACT

1. Los Alamitos USD, Contract 2010-0001-piggyback, with Silver Creek Industries November 16, 2013- November 15, 2014.

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

19-C AUTHORIZATION OF PURCHASE AGREEMENTS

Provider/Contract	Term/Amount	Service	Funding Source
Golden Star Technology (GST)	January 2-31, 2014 \$65,553.59	Award of Bid #1314001SF Projector Replacement and Installation (48 identified classrooms in this replacement phase)	2013-2014 Capital Outlay Fund 40

BOARD OF TRUSTEES	Action
Santa Monica Community College District	December 10, 2013

ORGANIZATIONAL FUNCTIONS

RECOMMENDATION NO. 20

SUBJECT: ELECTION OF OFFICERS OF THE BOARD OF TRUSTEES, 2014

20-A REQUESTED ACTION: It is recommended Susan Aminoff be elected Chair of the Board of Trustees of the Santa Monica Community College District.

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

20-B REQUESTED ACTION: It is recommended that Rob Rader be elected Vice-Chair of the Board of Trustees of the Santa Monica Community College District.

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

20-C REQUESTED ACTION: It is recommended that Superintendent/President Chui L. Tsang be elected Secretary to the Board of Trustees; Executive Vice-President Randal Lawson, be elected Assistant Secretary to the Board of Trustees; and Coordinator, District/Board of Trustees Office Lisa Rose, be elected Recording Secretary to the Board of Trustees.

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

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 10, 2013

ORGANIZATIONAL FUNCTIONS

RECOMMENDATION NO. 21

SUBJECT: **SEATING OF THE BOARD OF TRUSTEES**

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

RECOMMENDATION NO. 22

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

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

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

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 10, 2013

ORGANIZATIONAL FUNCTIONS

RECOMMENDATION NO. 23

SUBJECT: AUTHORIZED SIGNATURE RESOLUTION

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

Name/Title	Warrants	Orders for Salary Payment	Notices of Employment	Contracts	Auxiliary Warrants	Purchase Orders
Dr. Chui L. Tsang Superintendent/President	X	X	X	X	X	X
Randal Lawson Executive Vice-President	X	X	X	X	X	X
Robert Isomoto Vice-President, Business and Administration	X	X		X	X	X
Marcia Wade Vice-President, Human Resources			X	X		
(Vacant) Director, Fiscal Services	X	X		X	X	X
George Prather Director of Auxiliary Services				X	X	X
Cynthia Moore Director of Purchasing				X		X

It is further recommended that the "Certification of Signatures" be completed and filed with the County Superintendent of Schools. The signatures shall be considered valid for the period of December 10, 2013 through December 16, 2014.

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

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

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 10, 2013

X. BOARD COMMENTS AND REQUESTS

XI. ADJOURNMENT – 9:41 p.m.

The meeting will be adjourned in memory of **Paul Mayer**, a long-time adjunct faculty member in the Music Department, and **Katharine Seidman** (formerly Sucher), Santa Monica College ESL Instructor.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, January 14, 2014** at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

The agenda for the next meeting will include the following:

- 2014-2015 Non Resident Tuition Rate
- Report: Global Citizenship